



## INSTRUCTIONS

The Relocation Checklist serves a variety of purposes related to your relocation. Firstly, it will allow you to identify the topics you wish to discuss throughout your relocation; secondly it identifies for you the various reference sections of the CF IRP document; and thirdly it provides a checklist that is to be used to record when you received the counselling services. Please follow the instructions below:

**Step 1:** As part of your registration process and prior to your initial planning session, using column 1, please check the items you wish to discuss with your Relocation Advisor, sign and date the form on page 3 and provide a copy to the advisor 2-3 business days prior to your initial planning session. This will allow your Advisor to tailor your session to your needs.

**Step 2:** Use the RCL to comment on and keep track of the date you were counselled on the desired items.

**Step 3:** On or shortly after your final appointment, on page 3 sign the certification at column 2 to indicate that you received the necessary counselling to help you complete your relocation. BGRS will require this before finalizing your claim.

File Number: \_\_\_\_\_

Name: \_\_\_\_\_

Relocation Checklist		1	2
		Registration Check Items You Wish to Discuss	Date Item Discussed and Comments
<b>CF IRP Directive Policy Article or <i>It's Your Move</i> manual chapter (GRIP)</b>			
Section Title			
<b>CF IRP Chapter 1 Principles</b>			
1.1	Policy	<input type="checkbox"/>	
1.3	Recourse	<input type="checkbox"/>	
1.4	Definitions	<input type="checkbox"/>	
GRIP	Planning Your Move	<input type="checkbox"/>	
GRIP	Tax Smart	<input type="checkbox"/>	
<b>CF IRP Chapter 2 Administration</b>			
2.02	Glossary	<input type="checkbox"/>	
2.1	Authorities	<input type="checkbox"/>	
2.2	Responsibilities	<input type="checkbox"/>	
2.3	Change of reporting date	<input type="checkbox"/>	
2.4	Posting cancellation	<input type="checkbox"/>	
2.6	Authority to reside outside geographical boundaries	<input type="checkbox"/>	
2.7	Selection of 3rd party supplier	<input type="checkbox"/>	
2.8	Taxable benefits	<input type="checkbox"/>	
2.9	Claims process	<input type="checkbox"/>	
<b>CF IRP Chapter 3 Relocation Entitlements</b>			
3.1	Meal Entitlements	<input type="checkbox"/>	
3.2	Lodgings	<input type="checkbox"/>	
3.3	Transportation	<input type="checkbox"/>	
3.4	Entitlements in Alpha Order	<input type="checkbox"/>	
<b>CF IRP Chapter 4 House Hunting Trip (HHT) and Destination Inspection Trip (DIT)</b>			
4.03	Eligibility	<input type="checkbox"/>	
4.04	Additional entitlements	<input type="checkbox"/>	
4.1	Duration	<input type="checkbox"/>	
4.2	Planning	<input type="checkbox"/>	
4.3	Meals and incidentals	<input type="checkbox"/>	
4.4	Lodgings	<input type="checkbox"/>	
4.5	Travel and Transportation	<input type="checkbox"/>	
4.6	Expenses during HHT or DIT	<input type="checkbox"/>	
<b>CF IRP Chapter 5 Interim Lodgings, Meals and Miscellaneous Expenses (ILM&amp;M)</b>			
5.01	Purpose	<input type="checkbox"/>	
5.02	Additional entitlements	<input type="checkbox"/>	
5.03	Non-consecutive days	<input type="checkbox"/>	
5.04	Entitlements for pack, load, clean, unload, and unpack	<input type="checkbox"/>	
5.05	Extra pack, load and clean day	<input type="checkbox"/>	
5.06	Early pack, load and clean	<input type="checkbox"/>	
5.07	Meal entitlements	<input type="checkbox"/>	
5.08	Commercial lodgings	<input type="checkbox"/>	
5.09	Non-Commercial lodgings	<input type="checkbox"/>	
5.10	Miscellaneous Allowance	<input type="checkbox"/>	

Relocation Checklist		1	2
		Registration Check Items You Wish to Discuss	Date Item Discussed and Comments
<b>CF IRP Chapter 5 Interim Lodgings, Meals and Miscellaneous Expenses (ILM&amp;M)</b>			
5.11	Dependant care	<input type="checkbox"/>	
5.12	Pet care	<input type="checkbox"/>	
<b>CF IRP Chapter 6 Travel to New Location (TNL)</b>			
6.02	Additional entitlements	<input type="checkbox"/>	
6.03	First day of TNL	<input type="checkbox"/>	
6.04	Meal entitlements	<input type="checkbox"/>	
6.05	Lodgings	<input type="checkbox"/>	
6.06	Multiple modes of transportation	<input type="checkbox"/>	
6.07	Transportation to the commercial carrier	<input type="checkbox"/>	
6.08	Travel by commercial carrier	<input type="checkbox"/>	
6.09	Travel by PMV	<input type="checkbox"/>	
<b>CF IRP Chapter 7 Rental Accommodation</b>			
GRIP	Rent Smart	<input type="checkbox"/>	
<b>CF IRP Chapter 8 Sale and Purchase of Principle Residence</b>			
8.1	Administrative Commonalities	<input type="checkbox"/>	
8.2	Sale of principal residence	<input type="checkbox"/>	
8.3	Purchase of replacement residence	<input type="checkbox"/>	
GRIP	Sell Smart	<input type="checkbox"/>	
GRIP	Buy Smart	<input type="checkbox"/>	
GRIP	Tax Smart	<input type="checkbox"/>	
<b>CF IRP Chapter 9 Shipment of Household Goods and Effects (HG&amp;E)</b>			
9.1	Storage	<input type="checkbox"/>	
9.2	Preparation for transport	<input type="checkbox"/>	
9.3	Shipment of Vehicle	<input type="checkbox"/>	
9.4	Sundry Relocation Expenses	<input type="checkbox"/>	
GRIP	Tax Smart	<input type="checkbox"/>	
<b>CF IRP Chapter 10 Service Couples</b>			
		<input type="checkbox"/>	
<b>CF IRP Chapter 11 Other Moves Within Canada</b>			
11.1	Move of (D)HG&E from place of enrolment	<input type="checkbox"/>	
11.2	Unaccompanied moves	<input type="checkbox"/>	
11.3	Local Moves	<input type="checkbox"/>	
11.4	Moves to and from Isolated Posts	<input type="checkbox"/>	
<b>CF IRP Chapter 12 Moves to and from Outside Canada</b>			
12.1	HHT/DIT and TNL	<input type="checkbox"/>	
12.2	ILM&M	<input type="checkbox"/>	
12.3	Travel	<input type="checkbox"/>	
12.4	Weight Entitlement	<input type="checkbox"/>	
12.5	Purchase of replacement residence	<input type="checkbox"/>	
12.6	Rental Accommodation	<input type="checkbox"/>	
12.7	HG&E	<input type="checkbox"/>	
12.8	PMV	<input type="checkbox"/>	
12.9	Release	<input type="checkbox"/>	
12.10	Funding formulae	<input type="checkbox"/>	

<b>Relocation Checklist</b>		<b>1</b>	<b>2</b>
		<b>Registration Check Items You Wish to Discuss</b>	<b>Date Item Discussed and Comments</b>
<b>CF IRP Chapter 13 Move of Reservists</b>			
13.03	Eligibility	<input type="checkbox"/>	
13.04	Time limitation	<input type="checkbox"/>	
13.05	Funding and authority for HHT/DIT/TNL – Class A	<input type="checkbox"/>	
13.06	Sale and purchase of residence – conditions and limitations	<input type="checkbox"/>	
13.07	Reserve relocation allowance	<input type="checkbox"/>	
13.08	Service couple	<input type="checkbox"/>	
13.09	Return move	<input type="checkbox"/>	
13.10	Early termination of employment	<input type="checkbox"/>	
<b>Chapter 14 Move to Intended Place of Residence (IPR) on Release</b>			
14.1	General Principles	<input type="checkbox"/>	
14.2	Eligibility Criteria	<input type="checkbox"/>	
14.3	Benefits	<input type="checkbox"/>	
14.4	Commonalities	<input type="checkbox"/>	
14.5	CF members electing an Early Move to IPR	<input type="checkbox"/>	
14.6	Benefits to dependants/estate	<input type="checkbox"/>	
14.7	Funding Formulae	<input type="checkbox"/>	
<b>Other</b>			
	Transfer of funds to an RRSP	<input type="checkbox"/>	

<b>CERTIFICATION</b>	<b>Date</b>	<b>Signature</b>
I confirm that throughout my relocation, I wish to be counselled on the items annotated in column 1.		
I certify that I have received counselling from BGRS as indicated in column 2, and that I have received all the information that was necessary to complete my relocation.		