

SPONSORSHIP TRAINING GUIDE

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Photo: Cpl Elize McKelvey



Objectives & the Role of a Sponsor

The welfare and morale of Service Members and their families are essential factors that influence career motivation. The intent of the Sponsorship Program is to reduce the stress and challenges associated with relocating during a Permanent Change of Station (PCS) move. The Sponsors provide important initial contact between the inbound Marine/Sailor/Department of Defense (DoD) civilian employee and their new homeport. The Sponsor can assist the incoming member and/or family with settling at their new duty station, provide information about resources available on the island to ease their move, and share do's and don'ts when PCS-ing to Okinawa. In doing so, the inbound Service Members can revert their focus back to maintaining operational readiness. Therefore, the role of a Sponsor is an essential component of the relocation process.

The role of a Sponsor is critical, not only in easing the anxieties inherent in PCS assignments but in assisting the incoming Service Member and their family during the settling-in process. This Sponsorship Training Guide

provides knowledge and resources to help Sponsors in executing their assigned responsibilities.

The role as a Sponsor **begins upon assignment and continues through the first 30 days following arrival** of the Newcomer to ensure their successful integration into the Command.

To minimize the anxiety and stress associated with the relocation process, MCO 1320.11H, III MEF/MCIPAC-MCBBO 1754.1A, and OPNAVINST 1740.3E provide guidance on the Sponsorship Program.

Sponsorship Cycle

The Sponsorship Cycle has eight key steps:

1. Gaining Command receives web orders or NAVMC 11799 (Sponsorship Request Form).

A Command Sponsorship Coordinator ensures that a Sponsor is assigned to all inbound personnel within 10 days upon receipt of orders (Ref.: III MEF/MCIPAC-MCBBO 1754.1A).

The inbound personnel can also request a Sponsor by submitting NAVMC 11799 form in one of the following ways:

- To their losing chain of Command,
- To their gaining chain of Command,
- Directly to Information, Referral & Relocation Services email MCBB_reloassist@usmc.mil. The submitted request is then sent over to the gaining Command's Sponsorship Coordinator.

2. Command sends an initial Welcome Aboard Package to the inbound personnel.

- The e-mail will contain information about the goal and mission of the Command, Commander's name and contact information, DRC/URC's name and contact information, installation website, and other helpful resources.
- The Command will also notify the incoming member that a Sponsor has been assigned and that the Sponsor will be in contact with them shortly.

3. Command Sponsorship Coordinator assigns a Sponsor to the inbound personnel (if not done yet). This is where the Sponsor's duties begin.

4. Once assigned, the Sponsor is required to send a “Welcome Aboard Letter” to the Newcomer within 10 business days of appointment.

- Sample letters are provided in MCO 1320.11H or IIIMEF/MCIPAC-MCBBO 1754.1A in case your Command does not have a specific template.
- Please, keep in mind that these templates are general; try to customize them as much as possible to add a personal touch.

Welcome Aboard Letter is an inspectable item for your Command. Make sure to include your Sponsorship Coordinator’s email in the carbon copy (CC) when sending the initial Welcome Aboard Email so that they have a record on file and save it.

5. The Sponsor and inbound personnel meet via telephone or email.

The Needs Assessment checklist can be a helpful tool during this step. The Sponsor needs to gather pertinent information to help the inbound member arrive without complications.

6. The Sponsor meets the inbound personnel upon arrival.

Transportation from the terminal is to be coordinated by the Sponsor.

7. The Sponsor guides the newly arrived personnel through the check-in and settling-in process.

8. Newly arrived personnel are at the Section, and the Sponsorship Questionnaire (NAVMC 11791) is returned to the Sponsorship Coordinator at the Command.

Each step of the Sponsorship Cycle is aligned with the Sponsor’s responsibilities.

RESPONSIBILITY 1

Sponsorship Training

The first responsibility of the Sponsor occurs before the Sponsorship Cycle begins. This responsibility entails completing the Sponsorship Training prior to commencing the duties as a Sponsor. Annual Sponsorship Training refresher courses are recommended due to the frequent change of travel regulations or guidance.

The Command generally tries to match the marital status of the Sponsor and the inbound member; however, this may not always be possible. This means that individuals who are unaccompanied may be activated as a

Sponsor for a family. The Sponsorship Training covers information that is pertinent for either situation so that all Sponsors can support either situation like a professional.

Please, remember that the Sponsors not only represent themselves, but they also represent the entire Command. The experience and support provided to the Newcomers will set the tone for what the inbound personnel can expect at their new duty station. Therefore, it is important to always put your best foot forward!

The Sponsorship Program is an official government program. Reimbursement can – and should – be made to Sponsors for allowable expenses incurred in the performance of Sponsorship duties. Expenses such as mileage, tolls, and parking may be reimbursed when Sponsors utilize their privately owned vehicles to transport arriving personnel from airport terminals or local pick-up points. Sponsors should request additional guidance from parent Commands prior to making expenses associated with their Sponsorship duties. For more guidance on the reimbursement, please, refer to the official directives.

RESPONSIBILITY 2

Initial Contact

Sponsor's Responsibility 2 is contacting the incoming personnel within 10 business days from the time of the Sponsorship assignment via a Welcome Aboard Letter/Email.

Ensure the following is provided in the Welcome Aboard Email:

- MCCS Electronic Welcome Aboard web link:
<https://www.okinawa.usmc-mccs.org/about>,
- “Must Know” Information Booklet for relocating to Okinawa,
- PCS Flowchart appropriate to the Newcomers' situation,
- Inbound PCS Checklist,
- Helpful links and resources (such as instructions on how to dial Japanese & DSN phone numbers).

Provided are the sample letters that can be utilized for the Welcome Aboard Email for accompanied and unaccompanied personnel moving to Okinawa. Add a personal touch and tailor the letter to the member's situation:

Sample “Welcome Aboard” Letter for Accompanied Newcomers

DATE

SUBJECT: WELCOME ABOARD

Dear (Grade and Name):

I would like to welcome you and your family to **(Command/Unit)**. Whether or not you’ve been stationed in Okinawa, I believe you’ll enjoy your tour of duty here. As your Sponsor, I will try to make your transition as smooth as possible. **(If known)** You have been tentatively slated for assignment to **(Unit)**.

Your duty phone number will be: DSN _____, commercial 011-_____. Remember, this is a tentative assignment and may be changed based on the needs of this Command.

I have been informed that you are coming on an accompanied tour and will arrive during **(month)**. You will need an overseas suitability screening for you and your family members, an approved Area Clearance/Dependent Entry Approval (DEA) and Special Issuance Passports for each of your family members. Additionally, if you and/or your family members have any requirements for prescription medication, please, ensure that they have been entered into your/your family member’s health records.

In the meantime, please, find attached the MCCS PCS Flowchart for Accompanied Personnel to assist you with your relocation process to Okinawa. Additionally, I have included the MCCS "Must Know" information and links to the MCCS Electronic Welcome Aboard page with an abundant amount of information to prepare you and your family for the move.

*****ELECTRONIC WELCOME ABOARD PACKAGE*****

<https://www.okinawa.usmc-mccs.org/about>

There are several helpful links located in this package, including:

- 1) Information on the Overseas Suitability Screening
<https://okinawa.tricare.mil/Patient-Resources/Overseas-Screening-OSS>
- 2) Housing and Pet Importation Information
- 3) <https://www.okinawa.usmc-mccs.org/about>
- 4) Marine Corps Installations Pacific COVID-19 Information

<https://www.mcipac.marines.mil/Resources/COVID-19/>

5) SOFA Driver's Manual:

<https://www.okinawa.usmc-mccs.org/about>

IMPORTANT NOTE: The SOFA Privately Owned Vehicle (POV) licensing test is a challenging examination. We strongly recommend everyone taking the licensing test to thoroughly read and study the entire SOFA driver's manual and become familiar with and study all the road signs enclosed in the road sign document. *** **(If E-5 and below)** Please note: E-5 and below requires their gaining CO's signature before taking the SOFA licensing exam. **(If E-3 and below)** In addition, you will also need to take a 1-day driving course prior to taking the SOFA licensing exam. ***

6) Childcare Services. For full-time or part-time childcare, visit:

www.militarychildcare.com

Personal records you should have in your immediate possession while in transition (unless procedures from detaching base prescribe otherwise) include: dental endorsements and modifications, Area Clearance/ DEA, shot records, unexpired passports, and military IDs. Additionally **(add any other important documents needed)**. Your orders will provide weight allowances for shipment of household goods and a statement of available government-provided furnishings. While you wait for your items, the Lending Locker is available at the MCCS Marine & Family Programs-Resource Centers where you can basic household goods and kitchen items. Please, let me know if you would like me to reserve a kitchen kit for you prior to your arrival.

A list of recommended items to have on-hand is available through the Household Goods Suggestions Shipment Checklist:

<https://www.okinawa.usmc-mccs.org/about>

Please, call or drop me a quick note with information on your family (ages and gender of children) and whether you're bringing a pet. This will assist me in ensuring transportation has been arranged from the airport to temporary lodging. When you have your port call information (date, time of arrival, and flight number) inform me immediately so that I can ensure all the proper accommodations have been made.

Based on policy, housing assignment is determined by location of work, availability, and family size. If on-base housing is not available for your family, you may be given the option to move off-base. The Air Force is the executive agent for all Military Family Housing on Okinawa. Families may be eligible for the Port-to-Final Residence Program. It is highly recommended for you to explore this option, especially if you are PCS-ing

with pets. Please, let me know if you would like assistance with this process.

There are single units, multiplex, and high-rise apartments available on-base, but they vary by work location, availability, and family size. In some locations, the high-rises have some pet restrictions, and you should be aware that having a pet is not a basis for declining housing. On Okinawa, having a pet is **NOT** justification for moving off-base. If you are bringing pets, please, let me know immediately so I can provide you with very important information on pet importation laws and requirements, along with installation pet breed restrictions policies for pets in on-base housing.

If you reside off-base, you will receive Overseas Housing Allowance (OHA) to offset a good portion of your costs. Suitable off-base housing is small and expensive. Off-base utilities are also expensive during the summer months.

You must bring your full uniform allowance. The normal uniform of the day is _____.

Finally, you should be prepared for incidental expenses while traveling and upon arrival. You should have sufficient funds to cover food and shelter in the event your travel is delayed. You should have sufficient funds to cover lodging/commissary/meals upon arrival, as Temporary Lodging Allowance (**for lodging only**) is given to partially reimburse you for more than normal expenses incurred while occupying temporary lodging and is paid at the end of each 10-day entitlement period. Please, note: if travel of your dependents is delayed, you will not rate TLA.

I will also need your current mailing address and phone number (to include your temporary leave address and phone number). Feel free to call me at DSN: _____ or commercial 011-_____. My email address is: _____. My mailing address is: _____.

I hope you find this information helpful. It is not all-inclusive, so I urge you to use the Information, Referral & Relocation Services at your nearest Marine & Family Programs Center (**or the Fleet and Force Support Center for Navy Personnel**) to discuss with trained personnel some of the issues you may encounter. Also, do not hesitate to call or write if you have any questions. I look forward to meeting you and your family in person and working with you as a member of our team.

Sincerely,
(Signature Block)

Sample “Welcome Aboard” Letter for Unaccompanied Newcomers

DATE

SUBJECT: WELCOME ABOARD

Dear (Grade and Name):

I would like to welcome you to **(Command/Unit)**. Whether or not you’ve been stationed here before, I believe you’ll enjoy your tour of duty here. As your Sponsor, I will try to make your transition as smooth as possible.

(If known) You have been tentatively slated for assignment to **(Unit)**. Your official mailing address will be: **(complete organizational address)**. Your duty phone number will be: DSN _____, commercial 011-_____. Remember, this is a tentative assignment and may be changed based on the needs of this Command.

I have been informed that you are coming on an unaccompanied tour and will arrive during **(month)**. Please, find attached the MCCS PCS Flowchart for Unaccompanied Personnel to assist you with your relocation process to Okinawa. Additionally, I have included the MCCS “Must Know” information and links to the MCCS Electronic Welcome Aboard page with an abundant amount of information to prepare you for the move.

ELECTRONIC WELCOME ABOARD PACKAGE

<https://www.okinawa.usmc-mccs.org/about>

There are several helpful links located in this package including:

- 1) Information on the Overseas Suitability Screening
<https://okinawa.tricare.mil/Patient-Resources/Overseas-Screening-OSS>
- 2) Mandatory Bachelor Housing Assignment for Unaccompanied Personnel Information
- 3) <https://www.okinawa.usmc-mccs.org/about>
- 4) For information on the Single Marine Program and events, please, visit <https://www.okinawa.usmc-mccs.org/marine-family-support/single-marine-program/> **(Include information on Navy Programs for single Sailors, like the Camp Shields Liberty Lounge).**
- 5) Marine Corps Installations Pacific COVID-19 Information
<https://www.mcipac.marines.mil/Resources/COVID-19/>
- 6) SOFA Driver’s Manual:
<https://www.okinawa.usmc-mccs.org/about>

IMPORTANT NOTE: The SOFA Privately Owned Vehicle (POV) licensing test is a challenging examination. We strongly recommend everyone taking the licensing test to thoroughly read and study the entire SOFA driver's manual and become familiar with and study all the road signs enclosed in the road sign document. *** **(If E-5 and below)** Please, note: E-5 and below requires their gaining CO's signature before taking the SOFA licensing exam. **(If E-3 and below)** In addition, you will also need to take a 1-day driving course prior to taking the SOFA licensing exam. ***

Personal records you should have in your immediate possession while in transition (unless procedures from detaching base prescribe otherwise) include dental endorsements and modifications, shot records, unexpired passport, and military ID. Additionally **(add any other important documents needed)**.

Please, call or drop me a quick note when you have your port call information **(date, time of arrival, and flight number)**.

A list of recommended items to have on-hand for arrival is available through the Household Goods Suggestions Shipment Checklist available at: <https://www.okinawa.usmc-mccs.org/about>.

The procedure at the airport for inbound Marines/Sailors is **(describe how the Service Member will go from the airport to their quarters. Provide information about the Reception & Orientation Center (R&O) if applicable)**.

You must bring your full uniform allowance. The normal uniform of the day is _____. In addition, you should be prepared for incidental expenses while traveling and upon arrival. You should have sufficient funds to cover food and shelter in the event your travel is delayed.

I will also need your current mailing address and phone number **(to include your temporary leave address and phone number)** along with a copy of your orders to assist you with your check-in process. Feel free to call me at DSN _____ or commercial 011-_____. My email address is: _____. My mailing address is: _____.

I hope you find this information helpful. It is not all-inclusive, so I urge you to use the Information, Referral & Relocation Services at your nearest Marine & Family Programs Center **(or the Fleet and Force Support Center for Navy personnel)** to discuss with trained personnel some of the challenges you may encounter. Also, do not hesitate to call or write if you have any questions. I look forward to meeting you in person and working with you as a member of our team.

Sincerely,
(Signature Block)

MCCS Welcome Aboard Package



The MCCS Electronic Welcome Aboard Package (<https://www.okinawa.usmc-mccs.org/about>) provides detailed relocation information that is necessary for the incoming personnel and their family to have an optimum transition to Okinawa. Upon accessing the website, the inbound member can locate information under the Tabs labeled as follows:

“Welcome” Tab contains a brief synopsis of Okinawa U.S. Marine Corps and U.S. Navy Okinawa Command elements. Service Members can obtain a copy of the “Must Know Information” for relocating to Okinawa, Reception & Orientation Center’s information and much more.

“PCS Checklists” Tab provides a set of PCS checklists and flowcharts to assist accompanied and unaccompanied personnel in their PCS move to Okinawa.

“Driving and Transportation” Tab holds all relevant information about transportation in Okinawa and includes the links to the latest SOFA Driver’s Study Guide, road signs, and Green Line bus schedules, and more.

“FAQ” provides answers to frequently asked questions regarding the relocation process.

“Helpful Links” Tab provides links to major Commands in Okinawa, base maps, essential relocation website, and MCCS publications.

“Housing and Pets” contains links to the Kadena Housing Office website along with information on the Port-to-Final Residence Program, pet importation information, and other pertinent resources.

“Marine and Family Programs” provides a wide range of services to maintain a high state of personal and professional readiness to include the

Information, Referral & Relocation Services Program, Personal Financial Management, Family Member Employment Assistance program, and Marine Corps Family Team Building. These services are open to all Navy personnel as well.

“Media” has helpful videos about relocating to Okinawa.

“Newcomers’ Orientation” provides information on how to register for the Newcomers’ Orientation Welcome Aboard (NOWA) Brief.

“Sponsorship” contains information on the Sponsorship Program and on how to request a Sponsor.

“Travel and Arrival” covers arrival information at the AMC Terminal on Kadena Air Base or at the Naha Airport, traveler’s tips, TLA rules and regulations, lodging information, and much more.

Marine Corps Installations Pacific COVID-19 Information

For the latest Marine Corps Installations Pacific Information relating to COVID-19, please, visit:

<https://www.mcipac.marines.mil/Resources/COVID-19/>

RESPONSIBILITY 3 Obtaining Key Information

Sponsor’s Responsibility 3 is to follow up via phone or email and ensure incoming personnel received Command Welcome Aboard Letter and to identify what the personnel needs are. To tailor Sponsorship support to the member’s needs, please ask for the following information:

- Name, paygrade, and marital status,
- Best way to contact the Newcomer (home and work phone numbers, personal and work emails, mailing address),
- Copy of orders,
- Flight itinerary,
- If accompanied, copy of Area Clearance (USMC)/Dependent Entry Approval or DEA (USN),

- If accompanied, ask if Special Issuance Passport applications have been submitted,
- If accompanied, number and ages of children,
- If applies, pet information,
- Dietary restrictions/allergies/religious requirements,
- Any special circumstances you need to be aware of.

Overseas Suitability Screening

The purpose of Overseas Suitability Screening (OSS) is to ensure that the medical, dental, and educational needs of Service Members and their families can be met with existing resources. Please be aware that many specialty services are not available on Okinawa.

Service Members who acquire dependents prior to arrival on Okinawa must ensure that screening of those dependents is completed prior to arrival. Further, any change in medical, mental health or dental status after completion of screening and before arrival will require re-screening.

The OSS completion process:

- **Start OSS IMMEDIATELY upon receipt of orders (Marine Corps) or Letter of Intent for orders (Navy) by contacting your area OSS Coordinator or the nearest Medical Treatment Facility (MTF).**

- **DoD civilians should be referred to their HR department for assistance with applicable screening process.**

Service Member and each family member who plan to travel at Government expense to the overseas permanent duty station must complete:

- NAVMED 1300/1 (Medical, Dental and Educational Suitability Screening for Service and Family Members)
 - DD 2807-1 (Report of Medical History)
 - If needed, DD 2792-1 (Special Education/Early Intervention Summary).

Inbound personnel must ensure eligible family members with special needs, whether it be medical, educational or both, are enrolled in the **Exceptional Family Member Program (EFMP)**.

The Service Member's losing Command, the Area Suitability or Overseas Screening Coordinator, or the nearest Medical Treatment Facility can provide information about the OSS process. An overview of the OSS

process and a list of required documents/forms to be completed is located at the Okinawa U.S. Naval Hospital website listed below:

Overseas Suitability Screening Coordinator

U.S. Naval Hospital Okinawa, Japan

DSN: 646-7408 | From cellphone: 011-81-98-971-7408

usn.butler.navhospokinawaja.mesg.overseasscreeningcoord@health.mil
<https://okinawa.tricare.mil/Patient-Resources/Overseas-Screening-OSS>

Once the Service Member and family members complete the OSS and are found **SUITABLE** to come to Okinawa, the incoming Service Member will need to request the **NAVPERS 1300/16 Report of Suitability** from their detaching Command.

If Navy MTF facilities are not readily available for OSS, assistance shall be requested from other nearby military facilities or appropriate civilian practitioners. The civilian primary healthcare and dental providers will fill out the required documents, and the incoming personnel will report the documents to the nearest OSS department (stateside, not in Okinawa). A list of the OSS Departments can be found on BUMED1300.2B Instruction, Enclosure 6. The nearest OSS Department will then submit the paperwork to Okinawa for processing.

If a family member is seen off-base for most of their medical care or for a specific condition, it is recommended to obtain medical records from the civilian primary healthcare provider and submit them with the screening package.

Area Clearance/Dependent Entry Approval

What is Area Clearance or DEA?

Per MILPERSMAN, Area Clearance or DEA constitutes Command Sponsorship for dependents who accompany their Service Member on an overseas assignment. Unlike CONUS locations where dependents of military personnel receive benefits and entitlements through the Service Member's Sponsorship, dependents must obtain additional Command Sponsorship to receive similar entitlements when they accompany their Service Member OCONUS.

Who is required to have an Area Clearance/DEA?

The Area Clearance/DEA is for accompanying family members only. The Area Clearance/DEA is issued to the Service Member for their

dependents and is only valid for the duration of the accompanied-by-family member tour on Okinawa.

What is required to obtain Area Clearance/DEA?

To be granted an Area Clearance/DEA for dependents, the Service Member must complete a **Report of Suitability for Overseas Assignment NAVPERS 1300/16** application.

Dependents must complete an Overseas Suitability Screening as a prerequisite to completing the **NAVPERS 1300/16 Report of Suitability Application**. The OSS process is explained in the previous section.

In addition to the OSS prerequisite, members must have sufficient time on their contract to execute the mandatory 36-month accompanied tour requirement. Please, note: per NAVADMIN 042/18, Navy personnel E-3 and below first-term Sailors are authorized accompanied orders to overseas locations where dependents are authorized.

For inbound accompanied USMC and USN members attached to III MEF/MCIPAC in Okinawa - adult dependent family members are required to complete Level 1 Antiterrorism training on JKO (Joint Knowledge Online) and include a copy of their certificate with their Area Clearance request documentation. This can be completed at website: jkodirect.jten.mil (no CAC access or account required for standalone Level 1 Antiterrorism).

All family members must have an **APPROVED** Area Clearance/DEA before departing to Okinawa. The inbound personnel's family should not detach from the losing Command until the Area Clearance/DEA is approved.

The Marine Corps Base Area Clearance Office is seeing an increase in preparation issues from the detaching Commands (i.e., not including necessary attachments/appendices, or sending the documents to the incorrect Organizational Mailbox address). In addition, recent trends indicate that family members are missing/not included in the Service Member's Basic Orders, with this error not being caught until arriving on Okinawa. Members are advised to contact their parent Command to conduct a dependent audit to add new dependents and confirm the accuracy of their dependents' information. Failure to ensure this information is correct could result in delays to approve the request at the Area Clearance Office.

Upon initial receipt of PCS Orders that directs a Marine/Sailor and their family members to any Monitor Command Code (MCC) on Okinawa, the losing Command will submit the request for an Area Clearance/DEA approval. Requests for the USMC personnel must be submitted using the following OMB:

IPAC Command and Marine Support Section

DSN: 645-8512/4317 | From cellphone: 098-970-8512/4317

Email: areaclearanceipacokinawa@usmc.mil

Navy personnel on an accompanied tour, assigned to USMC Units on Okinawa, are required to submit their request for DEA to IPAC via the OMB address above. Please, call DSN: 634-6324 for assistance.

Navy personnel not assigned to a USMC Command, like CFAO or the U.S. Naval Hospital, need to submit their request via DMS to: PERSUPP DET OKINAWA KADENA JA per the current editions of NMPCINST 4650.3 (Series) and MCO P1000.6 (Series).

In addition, the DEA must be used in conjunction with additional information/ requirements listed on the DOD Electronic Clearance Guide website: <https://www.fcg.pentagon.mil/fcg.cfm>

For more information, please, contact:

Marine Corps: Area Clearance Coordinator

IPAC Inbound Section

DSN: 645-8512/4317 | From cellphone: 098-970-8512/4317

Email: areaclearanceipacokinawa@usmc.mil

Also handles Greenside Sailors

Navy: Dependent Entry Approval Coordinator

PSD Inbound Section

DSN: 634-9476/6310/6322 | From cellphone: 098-961-9476/6310/6322

Once the inbound Service Member receives the approved Area Clearance/DEA, they must, once again, verify that all family members are listed on the document. In addition, they must check that all information is entered correctly (EDIPI, DOB, etc.). If the information is incorrect, the Service Member must request for it to be corrected before departing to Okinawa.

Arriving without an approved Area Clearance/DEA?

If a family arrives on Okinawa without an approved Area Clearance/DEA, such family will be responsible for all the major financial costs as they will not qualify for the entitlements listed below:

- Receiving Cost of Living Allowance (COLA) with dependents,
- Temporary Lodging Allowance (TLA),
- Government Housing (On/Off Base),
- SOFA Driver's License (for Dependents),
- Use of the on-base family childcare program,
- Priority attendance at the Department of Defense Schools,
- Medical/Dental Benefits,

- P.O. Box, etc.

In addition, if the Area Clearance/DEA is denied after the family members' arrival, the Service Member may be required to change their orders and execute an Early Return of Dependents (ERD). As a Sponsor, it is critical that you inform the inbound Service Member of this process.

To minimize any delays in the process:

- Request a copy of the Area Clearance/DEA for reference;
- Ensure that the Area Clearance/DEA obtained is **APPROVED** and not Requested/Pending. The approval should have multiple pages.
- Continue to follow up/track the Area Clearance/DEA request to ensure an approval message is sent/received.

Accompanied Personnel with Delayed Dependent Travel

Accompanied personnel can receive a waiver to delay travel of their dependents. Reasons may include a failure of dependent(s) to complete overseas suitability screening in the prescribed time due to unforeseen circumstances; a failure of dependent(s) to be found suitable for an OCONUS or remote CONUS assignment due to special education requirements or health concerns/issues; a failure of dependent(s) to pass the health screening/requirements due to immunizations/pregnancy/health or due to other health concerns/issues.

Delayed dependent travel can also be authorized if a Service Member expects to deploy within 90 days of arrival to their new duty station or due to Continuity of Education (COE) for Minor School Aged Dependents. Service Member with a dependent who is a high school senior may request a COE until 30 June of the current academic year.

USMC Service Members who delay travel of their dependents **must receive an approval from the Headquarters Marine Corps** to continue to draw their stateside BAH allowance. Requests for delayed dependent travel must be submitted to the Fiscal Management Branch of the Manpower Management Integration Branch 3 and Reserved Affairs Policy (MMIB-3/RAP). Upon reporting, if the approval is not obtained, the Service Member's stateside BAH allowances will be suspended.

USN Service Members who delay travel of their dependents must also obtain an approval letter to continue to draw their stateside allowance. Navy personnel are encouraged to contact their administrative personnel office for further assistance.

Additionally, accompanied Service Members who delay travel of their dependents do not qualify for TLA. As a Sponsor, please make Billeting arrangements for the incoming Service Member.

Accompanied Service Members with delayed dependent travel are eligible to begin housing application process within 30 days of the dependents' arrival. The dependents' flight itinerary must be provided to the Kadena Housing Office beforehand for verification.

***** Please Note: Service Members with delayed dependent travel should wait until they have an approved Area Clearance/DEA to begin their household goods shipment process. *****

Exceptional Family Member Program

Exceptional Family Member Program (EFMP) is mandated by MCO 1754.4C and OPNAV 1754.2F to assist Service Members and their families in providing for the special needs of their Exceptional Family Member (EFM) before, during, and after a relocation is required by a change of permanent duty station. The goal of this program is to reduce family stress or hardship while minimizing the need for costly reassignments, especially OCONUS transfers, due to the non-availability of adequate services.

Upon Sponsorship assignment, please verify with the inbound Service Member if there are any exceptional family members that will accompany them on the tour. If so, ensure the following tasks are accomplished:

- Have the Service Member verify that the status of their dependent's EFMP enrollment is current. If not, advise the Service Member to reach out to the losing installation's EFMP office as soon as possible to update their enrollment paperwork;
- Ensure that all members of the family have been screened by the Overseas Suitability Screening Committee and have received an approved Area Clearance/DEA;
- For additional assistance, provide the family with the contact information of the EFMP offices on Okinawa.

For Service Members in the **Marine Corps**, have the incoming Service Member contact MCCS EFMP at:

DSN: 645-9237 | Email: efmp@okinawa.usmc-mccs.org

For Service Members in the **Navy**, please, have the incoming Service Member contact the U.S. Naval Hospital EFMP at:

DSN: 646-7408

Email: usn.butler.navhospokinawaja.mesg.overseasscreeningcoord@health.mil

If the family requires any special housing accommodations and/or considerations due to medical needs, such needs must be noted on page 7 of their **EFMP Medical Summary DD Form 2792** or in the EFMP enrollment letter. The Kadena Housing Office will not accept any medical exception to policy (ETP) without proof of current EFMP enrollment. For more information, please contact the respective EFMP office.

Additionally, please have the Service Member check-in with the Exceptional Family Member Program upon arrival. The EFMP office is located on Camp Foster, Bldg. 495 or in the U.S. Naval Hospital.

Special Issuance Passports

Service Members can travel to Japan with original orders and valid unexpired Common Access Card (CAC); Special Issuance – Official Passport is not required for entry into Japan for service members. It is highly recommended, however, that Service Members obtain a tourist passport, especially if they plan to conduct leisure travel to neighboring countries.

Per Foreign Clearance Guide, **Special Issuance Passport (SIP) is required for all eligible military family members (regardless of age), DoD civilians and their eligible family members traveling on PCS/official business.** Personnel with PCS orders to Japan must immediately apply for a SIP at the nearest DoD Passport Agent, as the process could take anywhere from **8-12 weeks**. Please, note that Navy personnel are required to provide a proof of SIP submission to obtain DEA.

A Regular (blue/tourist) Passport can be used in lieu of the No-fee Regular for travel via MILAIR, contract and commercial. The traveler will not be reimbursed for the cost of the Regular (blue) Passport. The Regular (blue) Passport must have sufficient validity to cover the entire travel period. Upon receipt of the SIP, traveler must hold it for the duration of tour.

Non-US Citizens: Passport and visa requirements may vary for non-US citizens and for dual nationals **traveling on non-US passports.** Such travelers should check with the nearest Japanese Embassy or Consulate or the Japanese Ministry of Justice to determine what credentials are required for entry. Eligible Family Members of DoD Military or DoD Civilian personnel covered by the SOFA must have a valid passport from their country of citizenship.

Japanese Citizens: Anyone with Japanese citizenship must have a valid Japanese passport to execute an international travel.

For additional information, visit:

- Foreign Clearance Guide <https://www.fcg.pentagon.mil/fcg.cfm>,
- US Department of State, Bureau of Consular Affairs:
<https://travel.state.gov/content/special-issuance-agency-home/en/spec-issuance-agency.html>
- DoD Passport Matters:
<https://passportmatters.army.mil/>
- IPAC Passport Office in Okinawa:
<https://www.mcbbutler.marines.mil/Base-Information/IPAC/Passport-Office/>

For assistance in locating the nearest DoD Passport Facility, contact PSD Customer Service at +1 703-545-0003/0004 or usarmy.pentagon.hgda-oaa-det.mbx.det-ppv-customerservice@mail.mil.

Incoming personnel can also visit the “International Travel” Tab on the <https://travel.state.gov/> website for more information on the Japan’s entry/exit requirements.

For help with immigration-related information, USCIS established a toll-free military help line, 877-CIS-4MIL (877-247-4645) exclusively for current members of the military and their families, as well as veterans. Service Member or an eligible family member stationed in the U.S. or overseas may also access the help line through their base telephone operator or using DSN (<https://www.uscis.gov/military/military-help-line>).

Reception & Orientation Center (R&O)

The journey of an incoming unaccompanied Marine (E-5 and below) and Sailor attached to a USMC Unit begins with the dedicated Marines at the Reception & Orientation Center (R&O).

R&O make billeting arrangements for the unaccompanied inbound personnel (E-5 and below). Upon arriving to Okinawa, R&O, or a designated Command representative assists with the transportation of Marines and Sailors on the Greenside to the designated unit quarters. R&O will begin the check-in process and the audit/travel claim with the service member.

If you are sponsoring an unaccompanied Service Member (E-5 and below) ensure you communicate with them and R&O to ensure transportation, travel arrangements, and any other items are available upon arrival.

Mandatory Bachelor Quarters Policy

The IIIMEF/MCIPAC-MCBBBul 11101 as of 12 May 2022 states that Permanent party unaccompanied E6 and above may elect to reside off-base at any time with command approval. All E6 and above that desire to live off-base will provide a letter endorsed by their unit command to MCBB Housing and Billeting Branch for endorsement and then Kadena Housing will assist them in locating adequate off-base accommodation. All Marine Corps and attached permanent party unaccompanied service members E5 and below stationed on MCIPAC-MCBB installations in Okinawa will reside in available adequate government BH at their respective duty location or within reasonable commuting distance per the enclosure. Consideration for residing off base will only be given to E-5 and below service members if CMC-directed occupancy levels reach 95 percent and the requesting service member has at a minimum 12 months remaining on orders, or if the service member:

- Has reached the 20th week of pregnancy
- Has a military spouse stationed in Japan and will establish a joint-spouse household;
- Has a non-command sponsored spouse in Japan;
- Has acquired a significant amount of furniture due to separation or divorce while stationed in Japan. The service member's inventory of household goods shipment will be reviewed by the MCIPAC-MCBB, G-F, Housing and Billeting Branch to validate this requirement.

Unaccompanied E-8s-E-9s, W-4s-W-5s and O-4s and above may decline assignment to BH at any time and elect to reside off-base, but per DoD FMR, if drawing basic allowance for housing (BAH) for dependents at the last permanent duty station (PDS), member will not be entitled to Family Separation Housing – Overseas Housing Allowance (FSH-O) if BH is available.

Housing/Billeting aboard Japan Installations for Senior Officers (O-6, W-5) and SNCOs (E-8/E-9) on unaccompanied tours is extremely limited. Those who desire to reside on-base in geo-bachelor type quarters must immediately indicate this to the Sponsor. Those Senior Officers and SNCO's who desire to reside off-base will submit an AA Form (NAVMC 10274) to MCIPAC (G-4 Housing and Billeting Branch) via their gaining

chain of command. As a reminder, those who request to reside off-base must NOT be in receipt of CONUS BAH (Ref.: MARADMIN 204/22).

If you are Sponsoring an unaccompanied Service Member, ensure you set their designated barracks, BEQ/BOQ are set up prior to arrival.

If billeting is not available for the inbound Service Member, a CNA must be obtained from the Billeting Office prior to occupying a room in a designated TLF. Without the CNA, TLA will not be reimbursed.

In addition, the CNA cannot be backdated. Please, obtain this document for the incoming member prior to making reservations for temporary lodging.

Navy Personnel should contact their Command to clarify how this policy affects them, especially if they are reporting to a Marine Unit. As a Sponsor, please contact the respective Billeting Office to secure quarters for unaccompanied Service Members before they arrive on island.

Unaccompanied Service Members **should not ship** their entire household goods to Okinawa. There is limited space at the bachelor quarters to accommodate large items.

For more information, contact respective Billeting Office:

Billeting Office	DSN Phone Number
Camp Foster	645-2635
USNH	646-9847
MACS Futenma	636-3443
Camp Kinser	637-1735
Camp Courtney	622-9602/9369
Camp Hansen	623-7159/7328
Camp Schwab	625-2499/2572
CFAO (E1-E4)	632-7223

Dual Active Duty Service Members & Housing

Before departing to Okinawa, dual active duty Service Members must check with their gaining Command and the Kadena MHO regarding policies that could affect them. The following are the most common scenarios:

- If both Service Members arrive with unaccompanied orders, the Service Members must request approval through their chain of Command to establish a joint household off-base.

- When both Service Members arrive separately, if the first member arrives without dependents, they must stay in BOQ/BEQ and report to the Kadena MHO to receive information about the housing process.

Service Members do not rate TLA unless they arrive with dependents.

Port-to-Final Residence Program

As soon as you are appointed as a Sponsor, participation in the Port-to-Final Residence Program should be discussed to allow the incoming family to move directly into permanent military family housing on arrival. Families who PCS with pets are encouraged to apply for Port-to-Final Residence Program immediately upon receipt of orders as there are limited pet-friendly TLF rooms available on Okinawa.

The Newcomer and the Sponsor need to contact the Kadena Housing Office for eligibility and requirements. The Sponsor will need a copy of the Service Member's orders to initiate the process and a Special Power of Attorney to execute this plan as well.

Port-to-Final Residence – Process

Please, note that all accompanied military personnel are required to reside on base, unless housing reaches the occupancy rate of **98%** or more based on the member's pay grade, family status, work location, etc.

PORT TO HOME

A MILITARY FAMILY HOUSING INITIATIVE TO STREAMLINE THE HOUSING PROCESS IN OKINAWA

The Port to Home program provides inbound service members a way to move directly into permanent family housing quarters upon arrival on Okinawa.

(Contracted on housing (temporary availability))

Who can participate?

All inbound members on Accompanied orders with a locally appointed Sponsor.

The process should be initiated at least 30 days before arrival on Okinawa.

What are the required documents?*

- Orders
- DD 1746- Application for Housing
- AF Form 4472- Sex Offender Disclosure
- Special Power of Attorney (PoA)
- Flight Itineraries
- Area Clearance for Dependents (USMC only)
- Dependent Entry Approval (USN Only)

*Visit www.kadena.af.mil/Kadena_Housing_Office/ for current forms, checklist and flow chart

THE PROCESS:

1. Inbound members initiate the process by contacting kadenahousing.customerservice@us.af.mil with orders, DD 1746 and a written need request to be serviced in Port to Home.
2. Provide all other required documents as instructed after enrollment. Housing offers cannot be generated until all documents are received.
3. A Housing Counselor will reach out to the local Sponsor identified on the PoA in advance of the member's arrival date. The Sponsor will view home offers and provide photos/videos/faceTime to the member. The member will accept a home and the Sponsor will sign documents on behalf of the member.
4. The Sponsor will pick up keys to the home 48 hours before member arrival and prepare the house.
5. The member can go directly to their home upon arrival at Okinawa!

The Kadena Housing Office (MHO) on Okinawa has a “Live Where You Work” Policy, which means that every effort is made to offer members a unit closest to their duty station. The DoD standard for commute time between home and work is 60 minutes or less. Provided above is the Port-to-Final Residence Flyer to help navigate through the process (the most current flyer can be found at www.kadena.af.mil/Kadena_Housing_Office/).

DoD civilian employees placed on the Key and Essential Personnel List, centrally controlled by the 18th Wing with input from MCIPAC, USN and USAG-Okinawa, can contact Kadena Housing Office (MHO) to determine eligibility for on-base housing and apply.

Port-to-Final Residence – Application

Sponsors will need to assist the incoming Service Member with submitting an Advanced Housing Application Package to the Kadena Housing Office to apply for the Port-to-Final Residence Program.

The following documents can be submitted directly to Kadena MHO email address kadenahousing.customerservice@us.af.mil:

- i. DD Form 1746 (All Branches),
- ii. Orders (USMC – Basic & Original; USN – Original),

- iii. Approved Area Clearance / Dependent Entry Approval (DEA),
- iv. Sex Offenders Disclosure,
- v. Flight itinerary/promotion verification letter/EFMP enrollment letter with page 7 of DD Form 2792 (if required),
- vi. Special Power of Attorney for Sponsor (if required).

The Area Clearance/DEA will be required before a housing offer can be made. Service Members with pets will also need to submit a Pet Registration Form.

Once the Package is processed by MHO Counselor and it is determined that housing is available for the inbound family, the Kadena Housing Office will extend 2 or 3 options for viewing. At this time the Sponsor can pick up the keys at the Kadena MHO (Bldg. 217, Kadena AB) to view offered housing units. If the Service Member will be residing on Camp Kinser, pick up the keys at the Camp Kinser Housing Office (Bldg. 107, Rm 118).

Take videos, photographs and/or document the floorplans of the housing selections and share them with the inbound family. Make sure to return the keys within 24 hours back to the respective housing office.

Keep in mind that the incoming Service Member has 48 hours to make a selection. Once the member's selection is submitted, the Kadena MHO will provide the acceptance documents for the member to e-sign. If the member is unable to e-sign the documents, a Special Power of Attorney for the Sponsor will be necessary to finalize the process on behalf of the Service Member.

Standard Housing Application

If an advanced housing assignment cannot be secured, please ensure that a reservation at a Temporary Lodging Facility (TLF) is made. The inbound member will need to attend an in-processing housing brief with the Kadena MH office.

At this time, the member must complete the Standard Application and be placed on the housing waitlist by the Kadena MHO Counselor. The inbound member should bring copies of the documents submitted in advance along with a copy of their Area Clearance/DEA.

All Service Members should contact the Kadena Housing Office to begin the housing assignment process:

Kadena Housing Office, Bldg. 217, Kadena AB

DSN: 634-0582/0583 opt. 7

Cell: 098-948-1111 (for the Kadena operator and then dial the DSN)

In-processing briefs are held Mon., Tue., Thurs., and Fri. at 0830.

Email: kadenahousing.customerservice@us.af.mil

Off-Base Housing

After reporting to the Kadena MHO and being authorized to live off-base, the Service Member will be required to attend a **mandatory off-base housing brief**. During this brief, the incoming Service Member will receive additional information on their Overseas Housing Allowance (OHA) and can request a list of authorized off-base housing agencies.

The average off-base housing rental costs are:

\$1500 – 1BR

\$1800 – 2BR

\$2500 – 3BR

\$3000 – 4BR

A rental deposit and agency fee normally equals to three months' rent. For more information regarding off-base housing, please call the Kadena MHO at DSN: 634-0582/0583.

Additionally, Service Members are encouraged to obtain legal liability and personal property insurance for their possessions and should choose the options and amounts that best fit their needs and lifestyle.

Designated TLF

If the incoming Service Member is not eligible for advanced housing or if on-base quarters are not available upon arrival, ensure you make TLF reservations for arriving personnel and their family members. On-base lodging facilities on the Marine Corps Installations are the designated government TLFs for incoming families.

Please, make sure that reservations are secured as soon as arrival date is known. **Inns of the Corps Lodging serves as the single point of contact for all reservations.** Reservations can be made by calling DSN 645-2455 or via email at fosterlodge@okinawa.usmc-mccs.org. Copies of the Service Member's Orders and Area Clearance/DEA are required upon check-in.

Except for service animals and the Hansen Lodge, **NO PETS ARE ALLOWED** in any of the designated Marine Corps temporary military lodging facilities. Therefore, it is highly recommended for families with pets to plan accordingly.

Please, note that although the Shogun Inn (located on Kadena Air Base) offers pet-friendly rooms, due to limited availability of rooms, it may have specific check-in requirements in place for newly-arriving personnel. Contact Shogun Inn well in advance to get the latest updates (718FSS.Kadena.LodgingReservations@us.af.mil, DSN 632-1010, commercial 011-81-98-962-1010).

Families staying in the designated TLFs will have access to basic amenities. Keep in mind that your incoming family may require your assistance upon arrival (such as purchasing food and groceries). Communicate with your incoming member often and ask if there are any food allergies, dietary restrictions, religious requirements, infant, and other unique requirements.

In addition, check-in with the Kadena MHO to continue to assist the incoming Service Member with the housing assignment process post-arrival.

Setting Up Military Family Housing

Families moving in to their permanent quarters upon arrival on island will require temporary furniture and kitchen items while they wait for their household goods shipment (HHG).

Work with the Kadena MHO and Furnishings Management Office (FMO) to schedule a delivery of the temporary furniture.

Personnel with full Joint Travel Regulations (JTR) weight allowance will be authorized government furnishing loaner kits for the following timeframes: initial in-processing request for 90 days and/or out-processing for 60 days. Personnel on restricted JTR weight allowance who reside on base are authorized permanent government furnishings and appliances for the duration of tour and a one-time pickup up within 90-days after initial delivery; return of the furniture is self-help. Unaccompanied USMC/USN/DoD Civilian personnel residing off-base do not rate loaner furniture kits but they can request major appliances depending on availability.

The inbound member's entitlement will determine the number of furnishing items to be provided. Furniture loaner kits are made up of the following items:

- Double Bed (member and spouse or head of household)
- Single Bed (per child or additional dependent)
- Chest Drawer (1 per person)
- Dresser (1 per occupied bedroom)
- Dresser Mirror (Restricted JFTR, 1 per dresser)

- Night Table
- Dining Table
- Dining Chair w/o Arm (4 each)
- Dining Chair w/ Arm
- Desk (2 each)
- Desk Chair (1 per desk)
- Sofa (1 each)
- Easy Chair (Full JFTR pending number of dependents)
- Coffee Table (1 each)
- End Table (2 each)
- Dryer Electric (1 each)
- Washer Electric (1 each)
- Refrigerator/Freezer Electric (1 each)
- Range Electric (1 each)
- Buffet (Restricted JFTR)
- Hutch (Restricted JFTR)

FMO will permanently assign major appliances including washers, dryers, dishwashers, refrigerators, and stove ranges to each on-base housing unit. These appliances can also be requested for off-base housing units.

Shipment of major appliances to Okinawa is greatly discouraged. If the Newcomer wants to use their own appliances, the government will not remove the assigned government appliances from the housing unit. The Newcomer will be responsible for returning the government appliances to the warehouse and putting them back in the house when they PCS.

Damages to any government owned appliances being stored or returned to the warehouse (during transit to and from) are the responsibility of the assigned member. The government is not responsible for maintaining or repairing non-government owned appliances. Off-base repair shops are limited and expensive.

Occupants are responsible for the care and cleaning of their assigned furniture and appliances. They should protect upholstered furniture and mattresses from stains and pet damage (including pet hair), and never leave government furniture and appliances outside of their quarters at any time. Personnel may be held responsible for lost, damaged, or destroyed government property. As a reminder, damages are determined by the housing inspectors, not by the customer. For inquiries, please contact:

Furnishings Management Customer Service

DSN: 634-1625 / 632-4073

Website: www.housing.af.mil/Units/Okinawa/furnishingsmanagement/

Email: 718ces.fms@us.af.mil

Lending Locker & Temporary Kitchen Items

MCCS Marine & Family Programs-Resource Centers have a total of 4 Lending Lockers conveniently located throughout the island on Camp Hansen, Camp Courtney, Camp Foster, and Camp Kinser. The Lending Lockers offer basic kitchen items for incoming personnel (active duty and DoD civilians) and their families to use while they wait for their household goods shipment.

Sponsors can visit one of the Lending Lockers prior to the arrival of the inbound personnel and their family to check out necessary items (a copy of the incoming member's orders is required; special power of attorney is not required). Items are lent out for an initial 30-day period with the option to extend for a maximum of 60-days.

The Lending Locker Agreement includes a list of items available for checkout with locations and contact details of the Lending Lockers on island. The agreement can be found under Sponsor Toolkit Tab on <https://www.okinawa.usmc-mccs.org/about> and forwarded to the incoming Service Member to pick necessary items and familiarize themselves with the Agreement.

Examples of items include:

- Plates and bowls,
- Drinking glasses and coffee cups,
- Cutlery,
- Cooking spoons and cooking forks,
- Spatulas, tongs, peelers, and can openers,
- Measuring cups and measuring spoons,
- Pots and pans,
- Baking sheets and baking pans,
- Irons and ironing boards,
- Coffee machines,
- Toasters,
- Strollers and car seats, etc.

Please, remember that the following items are not available at the Lending Lockers: microwaves, crockpots, TVs, play pens, toys, towels, bedsheets, towels, or linens. Communicate with the family in advance if these items need to be purchased at the local stores, like Exchange.

Setting Up Wi-Fi

To ensure incoming personnel and their family have the tools necessary to begin their in-processing upon arrival, Sponsors should assist them with setting up internet service prior to arrival.

On-base and off-base housing units may have different internet providers available. All on-base residences (family housing, barracks, dorms & TLF) are pre-wired for Mediatti Broadband Communications (MBC) service.

When the inbound personnel have housing assigned, they can set up MBC internet and TV services by contacting MBC directly. To establish an account and authorize the Sponsor to pick up MBC-issued equipment (modem, router) prior to arrival, the Newcomer can visit:

<https://www.mbcokinawa.net/> for instructions and additional information.

Thrift Stores

There are two thrift stores on Okinawa that offer various items at a discounted rate. The Marine Thrift Shop aboard Camp Foster in Bldg. 5691 is open Tuesday-Thursday from 10:00 to 17:00 and Saturday from 10:00 to 15:00. In addition to discounted products, Service Members can also receive up to five uniform items for free once a month (military ID required).

The Kadena Thrift Shop, also known as Okinawa Enlisted Spouses' Club Thrift Store and Uncle Sam's Attic, is a non-profit organization governed by the Okinawa Enlisted Spouses' Club. The money raised by the Thrift Store is given to the OESC and then in turn supports both the Japanese and American Charities. The Store is in Bldg. 859 on Kadena Air Base and open Tuesday, Wednesday, Friday from 09:00 to 14:00, Thursday from 13:00 to 18:00, and every 2nd, 4th, and 5th Saturday of the month from 09:00 to 14:00.

Establishing a Post Office Box

In addition to setting up housing, it is important to help the incoming personnel with setting up postal service.

Accompanied personnel and authorized civilians can establish a PSC Box (Postal Service Center Box) at the Post Office nearest to the place of work or a place of residence (depending on availability). Unaccompanied active duty personnel will receive mail via their CMR (Command Mail Room) or UMR (Unit Mail Room) except for Sailors attached to the U.S. Naval Hospital.

If you are Sponsoring an incoming Sailor with orders to the U.S. Naval Hospital Okinawa, whether accompanied or unaccompanied, you can set up the incoming member's P.O. Box at the USNH Postal Office.

A copy of the incoming member's Orders and Area Clearance/DEA are required to set up the P.O. Box. A Sponsor may set up the P.O. Box as early as 30 days prior to arrival per order DoD 4525.6M.

Once the P.O Box is established, share the new address with the Newcomer so that they can submit an address change request and be able to start forwarding mail. Mail will normally be held for 30 days. The inbound personnel will need to complete registration process upon arrival.

Setting up P.O. Box in advance allows the incoming member or family to ship small personal items, such as linens and towels, or other items they may need upon arrival. Please inform the Newcomers that they should not ship any medications or supplements as they may be illegal in Japan. They should also be aware that shipping delays may occur.

Please, note: mailboxes are offered on a first-come-first-serve basis. The Post Office may require you to wait until the incoming personnel arrive.

Additional Information to Provide

Encourage the Service Member to attend a PCS OCONUS/Plan My Move/Smooth Move Workshop before departing from their current duty station. This workshop provides a wide range of information to include:

- Types of travel: flying AMC vs. Commercial,
- Tips about shipping household goods and storing vehicles,
- Pay and travel entitlements, and more.

The incoming Service Member can also contact the nearest Relocation Assistance Program for information in the event a PCS OCONUS workshop is not available.

It is crucial for the incoming personnel to have sufficient funds available to support the move, including activation of the Government Travel Charge Card (GTCC).

The purpose of the GTCC is to serve as the primary payment method for official travel expenses incurred by DoD personnel (military or civilian). Service Members must ensure their GTCC is activated and has sufficient credit limit to cover authorized expenses incurred during PCS. Refer to the Joint Travel Regulations (JTR), for information on authorized travel expenses. Use of the card for expenses not authorized by the JTR is prohibited.

As a Sponsor, it is also important to provide information on the financial institutions available on Okinawa.

Three major financial institutions on island are Navy Federal Credit Union, Community Bank operated by Bank of America, and Pentagon Federal Credit Union. USAA is available online only.

Navy Federal Credit Union		
Location	Building	Phone
Camp Courtney	4228	645-7331
Camp Foster	1008/1009	645-7331
Camp Hansen	2376	645-7331
Camp Kinser	519	645-7331
Camp Schwab	3000	645-7331
MCAS Futenma	422	645-7331

Community Bank		
Location	Building	Phone
Camp Courtney	4135	622-9324
Camp Foster	1005	645-1244
Camp Hansen	2374	623-4534
Camp Kinser	1205	637-1780
Camp Schwab	3000	625-2554
Kadena Air Base	405	632-6810

Pentagon Federal Credit Union		
Location	Building	Phone
Kadena AB	420	966-7496

Sponsors should remind the personnel to notify their bank of overseas travel to ensure the cards are not locked for suspicious activity while traveling. Some bank cards charge high foreign transaction fee and

additional fees for taking money from ATM. Newcomers can check which cards/banks are more beneficial to use when stationed overseas.

When it comes to cell phone service, incoming personnel are encouraged to contact their current stateside cell phone provider for information on programs and services available for overseas use. Another option is to switch to a Japanese cell phone provider upon arrival. Keep in mind that Japanese cell phone companies do not have a military clause, and their contracts renew automatically. The users may be expected to pay a cancellation fee to terminate their contract upon departure.

While keeping a stateside cell phone service may be a great option, please, note that some of the organizations on Okinawa are not able to dial to a stateside cell phone number. The Newcomers may need an alternate Japanese phone number when getting services.

Travel Preparations

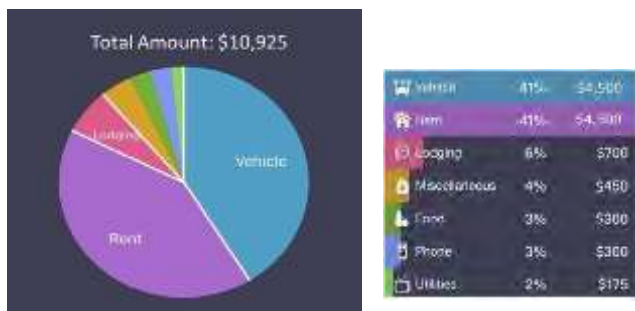
The Air Mobility Command - Patriot Express (AMC-PE) is the primary international travel mode for PCS transportation from CONUS to Japan. Commercial air may be authorized once Patriot Express allocations for a particular flight window have been completely exhausted (or there is insufficient seats to accommodate an entire traveling party or deemed mission essential (i.e. expedited travel)).

For the latest AMC-PE Updates: visit www.amc.af.mil/AMC-Travel-Site/.

Travel guidance and requirements may change at a moment's notice. As a Sponsor, please make sure to inform the Newcomers about the latest guidance issued by your Command to ensure smooth travel.

Relocation Expenses

Finances can be a big stressor during PCS. Therefore, it is important for the incoming personnel to be prepared for expenses that the government will not be able to refund. Provided below is a chart of the most common relocation expenses accompanied personnel experiences upon arrival.



Sponsors may want to encourage the Newcomers to develop a financial plan to account for food, toiletries, and other items needed upon arrival. It is highly recommended that all inbound accompanied Service Members bring at minimum \$600 in cash for expenses incurred. Additionally, encourage the Newcomer to exchange a small amount of cash in Yen for any travel emergencies that may arise.

While it is the Sponsor's responsibility to assist in purchasing essential items, it is important to discuss how the incoming member will reimburse you for such purchases.

Every Personal Financial Management Program on military installations is staffed with accredited financial counselors to help Service Members develop a budget plan and prepare financially for any life-changing event. Additionally, Military OneSource offers No Cost financial counselling services to eligible patrons (<https://www.militaryonesource.mil/confidential-help/interactive-tools-services/financial-counseling/>). Encourage your incoming Service Member to reach out to a Personal Financial Counselor to go over their finances for this relocation move.

Pet Importation Process

The process to bring a pet into Japan can be long and extensive. Personnel who wish to bring their pets are recommended to start the process at least **6-9 months in advance** to ensure it is completed on time.

Incoming Service Members are authorized two domestic pets per household, defined as a cat, dog or a combination of each. We recommend that they begin pet importation process as early as possible by visiting the nearest Military Veterinary Treatment Facility (<https://phcp.health.mil/Veterinary-Treatment-Facilities/>).

Sponsors should direct incoming personnel with pets to the following websites for more information on importing their pets into Japan:

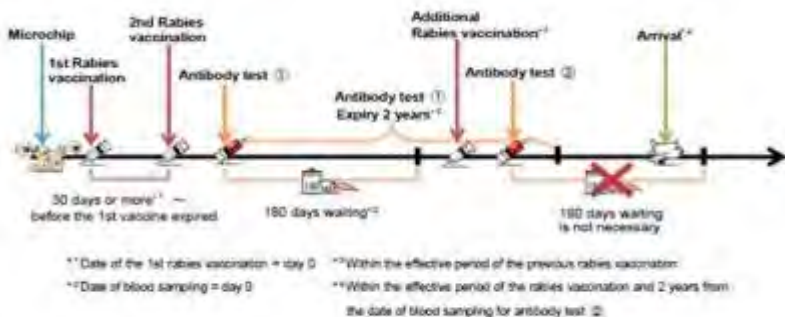
- **MCCS Welcome Aboard** page provides key resources and installation policies: <https://www.okinawa.usmc-mccs.org/about>
- **Ministry of Agriculture, Forestry and Fisheries of Japan** website contains information on pet importation requirements and a step-by-step guide on how to get a pet ready for Japan (in English): www.maff.go.jp/aqs/english/index.html,
- **Okinawa Veterinary Activity:** <https://phcp.health.mil/Commands/Public-Health-Activity-Japan/Okinawa/>

Ensure to provide the link to the latest version of the Pet Import Guide issued by the Ministry of Agriculture, Forestry and Fisheries of Japan. All steps of the pet importation process must be completed as outlined in the Guide to avoid any delays. Provided below is an outline of the major steps in the pet importation process:

1. Microchip Implanting: All dogs and cats imported into Japan must be identified by a microchip. The microchip must be implanted before the first rabies vaccination (both procedures can be performed on the same day). The recommended microchip standards are ISO 11784 and 11785 (a 15-digit microchip code that consists only of numbers).

2. Rabies Vaccination: The rabies vaccination must be administered two or more times after the microchip is implanted. Dogs and cats must be at least 91 days old at the time of the first vaccination. The second vaccination must be administered at least 30 days after the first vaccination.

3. Rabies Antibody Test (Serological Test): A blood sample (serum) must be sent to a designated laboratory for a rabies antibody test (Test methods: FAVN (Fluorescent Antibody Virus Neutralization Test) or RFFIT (Rapid Fluorescent Focus Inhibition Test). The rabies antibody titer must be equal to or greater than 0.5IU/ml. Dogs and cats must arrive in Japan within the validity period of the rabies antibody test.



4. 180-Day Quarantine Period: The waiting period is 180 days or more from the date of the blood sampling for the rabies antibody test. If the waiting period is less than 180 days, the dog or cat will be subject to quarantine at a detention facility of Animal Quarantine Service. For additional information on the quarantine process, please, visit <http://www.maff.go.jp/aqs/english/index.html>.

5. Advance Notification: The importer must notify the Animal Quarantine Service at the expected port of entry no less than 40 days before arriving in Japan.

6. Clinical Inspection before Departure: Before leaving the exporting country (within ten days before boarding), all dogs and cats must undergo a clinical inspection by a private veterinarian or a veterinary officer of a government agency of the exporting country.

7. Obtaining a Health Certification Issued by the Government Agency of the Exporting Country: The importer must obtain a health certificate issued by the responsible exporting country government agency (such as the USDA) and submit it to the Animal Quarantine Station at the time of arrival in Japan. Newcomers can visit USDA website find nearby centers to obtain pet's International Health Certificate. It is particularly helpful in the event the certificate expires while the family is on leave before departure (www.aphis.usda.gov/aphis/pet-travel).

8. Import Inspection after Arrival in Japan: Dogs and cats must be inspected by the Animal Quarantine Service at the port of entry upon arrival in Japan.

Contact the Okinawa Veterinary Activity at the Kadena Air Base in advance to discuss current procedures related to pet quarantine.

Kadena Veterinary Clinic

From Japanese cell phone: 050-5865-3083

U.S. phone: 1-512-672-7593

Email address: usarmy.zama.medcom-ph-p.mbx.pha-j-okinawa-vetac@health.mil

Pets & Government Housing

Incoming members bringing authorized pets must indicate pet ownership on their housing application. In tower buildings, cats are allowed on all floors, however, dogs are only allowed on the first, second and third floors.

According to **AFI 32-6001_AFGM2017-02** and **IIIMEF/MCIPACO 10570.1**, certain dog breeds are prohibited in all Military Family Housing (MFH). The following list combines the restricted breeds identified in the Air Force Instruction and the IIIMEF/MCIPAC-MCBBO:

1. Pit Bull (full or mixed breed)
2. American Staffordshire terrier
3. English Staffordshire bull terrier
4. Rottweiler (full or mixed breed)
5. Canid-wolf hybrid (full or mixed breed)
6. Doberman pinscher (full or mixed breed)
7. Chow (full or mixed breed)

Note: In the absence of a formal breed identification, the predominant dog breed on a valid Veterinary Health Certificate or Rabies Certificate may be used to establish a presumption of the dog's breed.

Please, note that the presence of a restricted dog breed will not, even if permitted at a previous assignment, be a basis for approval to reside off-base if Military Family Housing (MFH) is available in the member's grade and bedroom entitlement category. Newly arriving families need to be mindful of this policy and plan accordingly.

Other breeds of dogs that exhibit aggressive behavior may be subject to removal from MFH. Exotic animals such as, but not limited to, reptiles, rodents, ferrets, hedgehogs, skunks, rats, raccoons, squirrels, potbellied pigs, monkeys, arachnids, or any farm animals are not permitted. Pet owners with animals that exhibit aggressive behavior will be asked to remove a pet from the government housing or move out at the owner's expense.

Having a pet does not guarantee placement in a particular housing unit. Placement is based on availability and the member's entitlement. The non-availability of pet friendly housing is not a justification to turn down a housing offer.

All pet owners must ensure their dogs and cats are properly registered with the Base Veterinary Facility (VTF) within 3 days (72 hours) of arrival. The Sponsor may need to take the pet or pet and family to

see the Kadena veterinarian (walk-ins only) during set hours at the Kadena Veterinary Clinic (036-868-2263, option 2).

Please, note: due to the significant amount of construction currently underway in military housing, on-base housing may be limited. This may affect the Service Member's ability to obtain a pet-friendly home. Incoming personnel are encouraged to contact the Kadena Housing Office with further questions at DSN: 634-0582 | Commercial: 011-81-734-0582 or via email at: kadenahousing.customerservice@us.af.mil.

Service Animals

If the Newcomer intends to move to Okinawa with an emotional support animal or a service dog, it is important for them to be familiar with the official definitions.

According to the Americans with Disabilities Act, **service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities.** Examples of such work or tasks include:

- Guiding people who are blind,
- Alerting people who are deaf,
- Pulling a wheelchair,
- Alerting or protecting people who are having a seizure, and others.

Per AFI32-6001_AFGM2017-01, dogs whose sole function is to provide emotional support, comfort, therapy, or companionship are not service animals. Therefore, housing will not be able to provide the personnel with any special accommodations unless proper certifications and credentials are provided.

Please, contact the Kadena Housing Office at 634-0582 or via email at kadenahousing.customerservice@us.af.mil to receive guidance on how a Service animal will impact the incoming Service Member's housing assignment.

In addition to housing, transportation of service animals and emotional support animals has been affected by the latest changes in regulations.

Effective January 11, 2021, The U.S. Department of Transportation (DOT) issued a final rule to amend the Department's Air Carrier Access Act (ACAA) regulation on the transport of service animals by air. This final rule defines **a service animal as a dog, regardless of breed or type that is individually trained to do work or perform tasks for the benefit of a**

qualified individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.

The final rule allows airlines to **recognize emotional support animals as PETS, rather than service animals.**

In accordance with DoDI 4515.13, passengers may travel with no more than **two (2) properly trained service animals (dogs only) that fit in the service animal handler's lap or within the service animal handler's foot space on AMC aircraft.** Service animals must be harnessed, leashed, or otherwise always tethered within air terminals and on aircraft.

No later than 48 hours prior to aircraft departure, service animal handlers must provide the AMC Passenger Terminal with a signed Statement of Assurance.

If you are assisting someone with a service animal, it is advised to contact the respective airline, such as Air Mobility Command (AMC), for additional guidance (<https://www.amc.af.mil/AMC-Travel-Site/AMC-Pet-Travel-Page/>).

Transporting Pets to Okinawa

The Air Mobility Command - Patriot Express (AMC-PE) is the primary international travel mode for permanent change of station (PCS) transportation from the Continental United States (CONUS) to Japan. Commercial air **may** be authorized once Patriot Express allocations for a particular flight window have been completely exhausted (or there is insufficient seats to accommodate an entire traveling party or deemed mission essential).

Pet travel on AMC PE is only authorized for personnel executing PCS moves to Okinawa. The Department of Defense defines pets as dogs and cats only. Commercial carrier restrictions and regulations may differ, therefore if the Newcomers have a commercial flight prior to, or following a PE flight, contact the airline to determine any requirements.

Pet space is very limited on AMC PE flights due to pressurized cargo hold limits and is booked on a first come, first serve basis. Spaces are available for booking 90 days prior to departure and must be reserved through the local Passenger Travel Office (PTO, not in Okinawa). Passengers may request up to two (2) pet reservations per family. Pets must be accompanied by their owner.

Pet transportation is at owner's expense. The costs for pet shipment are based on the weight of the pet and the kennel combined ranging from \$125 to \$375 and must be paid at the AMC ticket counter at the time of check-in.

AMC has a 150 lbs. weight limit on pets, which includes the weight of the pet and the kennel. Pets and kennels with a combined weight exceeding 150 lbs. will NOT be accepted for shipment under any circumstances.

There are two methods for flying pets on an AMC flight:

- **In-Cabin:** in-cabin pet kennels/carriers are treated like carry-on baggage and will be stowed under the passenger seat and pets must remain in the container for the duration of the flight. In-cabin kennel/carrier size must not exceed 20" L x 16" W x 8.5" H to ensure it will fit under the seat in front a traveler. Kennels/carriers must be large enough for the pet to stand-up, turn around, and lie down with normal posture and body movement.
- **Excess Accompanied Baggage Shipment (Cargo Area):** requests for obtaining transportation reservations for the type of travel must be submitted through the member's local PTO during the outbound assignment interview. While travel reservations permitting the movement of the pet cannot be guaranteed, every effort will be made to meet the member's request by PTO and AMC.

In the event the incoming Service Member receives approval to fly through a commercial airline, please it is highly recommended for Service Members to check with the airlines for regulations/restrictions/policies before beginning the process to bring a pet over to Okinawa. Each airline determines their specific pet policies. The following is a list of the major airlines and the web links to their pet policies with additional information:

- United Airlines
<https://www.united.com/ual/en/us/fly/travel/animals.html>
- American Airlines
<https://www.aa.com/i18n/travel-info/special-assistance/pets.jsp>
- Delta
<https://www.delta.com/us/en/special-circumstances/military-travel/pets>

Frequently Asked Questions

Q. What will happen if my dog arrives in Japan without microchips fitted?

A. If the dog arrives without the microchip, it will be considered to not have the proper certificate and it will be refused entry.

Q. My pets have received the rabies vaccination but have not been fitted with a microchip. Will this be acceptable?

A. Any immunization against rabies carried out prior to the insertion of the microchip will not be accepted. Please, be sure to have the animals vaccinated twice and tested for antibody levels only after the microchip is inserted.

Q. Please, explain the rationale behind the measurement of antibody levels and the 180-day wait.

A. Antibody levels are measured to confirm whether the animal has developed an immunity to rabies. The reason for the wait is to make sure that the animal has not contracted rabies prior to developing an immunity to it because of the immunization. The 180-days corresponds to the incubation period for the disease.

Q. Can a pet fly in the summer months?

A. Yes, pets will be able to fly in the summer months, except for **“snub nosed” pets**. Air travel for “snub nosed” pets is particularly hazardous for animals with short nasal passages, their short noses leave them vulnerable to extreme heat and may cause oxygen deprivation and heat stroke. **The pet embargo usually lasts from May 30-Sep 30.** These restricted pets will have to fly on AMC if space is available or the traveler will be responsible to ship these pets on a third-party shipping company.

For additional information, please, contact Kadena Veterinary Clinic:

Kadena Veterinary Clinic

From Japanese cell phone: 050-5865-3083

U.S. phone: 1-512-672-7593

Email address: usarmy.zama.medcom-ph-p.mbx.pha-j-okinawa-vetac@health.mil

Website: <http://www.kadenafss.com/family/karing-kennels/>

(Located Under the PCS Information Tab)

Inbound with Pets

It is recommended that pets stay with owners when practical in quarters or pet-friendly TLF rooms. If unable to secure pet-friendly lodging prior to arrival, the Sponsor may help the inbound family to contact Karing Kennels to book boarding for their pets.

Karing Kennels is the only government approved pet quarantine facility on-base. **Incoming members need to create an account and reserve a spot** for their pet on the Kadena FSS website <https://kadenafss.com/karing-kennels/> under Boarding Tab.

It is important to annotate on the reservation form (comments section) that they are on an inbound PCS status. Additionally, based on approval, pet owners can potentially be reimbursed up to \$550 for kenneling fees associated with quarantine. Paperwork for reimbursement can be submitted with the Travel Voucher Interview (TVI) or PSD.

As a Sponsor, you will need to pick up a pet at the terminal and bring it to the boarding facility. Once the date and time the Newcomers arrive are known, please let Karing Kennels know so that they can ensure to have someone scheduled to be in the facility.

Dogs must be current on their rabies, distemper, and kennel cough vaccines. Cats must be current on their rabies and distemper (FVRCP) vaccines. Ask the pet owner to email copies of their pet's up to date shot records prior to check-in.

Please, note there is a late-night drop-off fee of \$25 for all AMC customers and a \$50 fee for all customers flying commercially through the Naha Airport. Fees may vary during holidays or days when Karing Kennels is normally closed for business. Any drop-off or pick-up outside of their normal business hours must be scheduled with a confirmed appointment.

For kenneling fees for dogs and cats, please contact:

Karing Kennels Boarding Facility

Bldg. 4065 near Kadena Gate 3

Japanese Mobile: 036-868-2235

Kadena DSN: 966-7339

DSN: 99-03-4580-0135 (Dial 6 - 7339) From U.S.: 1-512-672-7339

Email: karingkennels@kadenafss.com

Website: <http://www.kadenafss.com/family/karing-kennels/>

Pet Travel Assistance

As previously mentioned, pet importation and transportation process can be extensive and expensive. For those who may experience financial difficulties covering the associated bills, interest-free loans up to \$5,500 are now available through the Navy-Marine Corps Relief Society. Assistance is provided for pet travel for up to two pets when associated with PCS orders

both to and from outside the continental United States duty stations. Please, visit <https://www.nmcers.org> for more information.

SPCA International's Operation Military Pets (OMP) program is designed to help active members of the military that have exhausted all options for paying to relocate their pets. Pet owners can apply for grants within 3 months of the animal's travel date, but no earlier. Grant amounts are determined based on need and funds available; grants do not cover entire transportation costs. For more information, visit <https://www.spcai.org/our-work/operation-military-pets>.

Dogs On Deployment is a 501(c)(3) national non-profit which provides an online network for service members to search for volunteers who are willing to board their pets during their owner's service commitments. They offer a financial assistance to military and veteran pet owners through the Rich Setzer Memorial Grant fund. For more information, visit <https://www.dogsondeployment.org/apply>.

Household Goods Weight Entitlements

Per MARADMIN 221/19, effective 02 April 2019, there is no longer an administrative Weight Limit for accompanied Marines and Sailors attached to a USMC Command. Marines and Sailors issued PCS orders with an effective date on or after 02 April 2019 are allowed to take their full Joint Travel Regulations (JTR) weight allowance. Sailors attached to Navy Commands can ship their full weight allowance per the JTR. Please, remind all Service Members to review their orders for additional guidance on weight restrictions.

The weight allowance is established under the provisions of the JTR and is the maximum weight that can be moved on government expense. The following are the administrative weight allowances for Okinawa:

- All accompanied Marines and Sailors (including Sailors attached to a Marine Corps unit) are allowed to bring their full JTR weight allowance. All federal civilians are authorized full JTR weight allowance unless a weight restriction is otherwise stated in the employee orders.
- Unaccompanied Marines and Sailors attached to a USMC unit are authorized to bring 600 lbs. of unaccompanied baggage.
- Sailors assigned to a Navy Command such as the U.S. Naval Hospital, Okinawa or CFAO are allowed to bring their full JTR weight allowance.

Shipping Household Goods

Incoming personnel are encouraged to begin the process of shipping their household items after they **have been found suitable for an overseas tour**. Service Members should visit www.militaryonesource.mil/moving-housing/moving/pcs-and-military-moves/ to begin the process of shipping their household goods.

Members should create/update their account on DPS and conduct a self-counseling session to facilitate better planning. If the member is scheduled to arrive during peak PCS Season (summertime), encourage the member to begin the process as soon as possible. For additional information, contact the Distribution Management Office:

Camp	Location	DSN Phone Number / Email
Foster	Bldg. 495	645-0922 MCBBUTLERPPSODMO@usmc.mil
Courtney	Bldg. 4311	622-7561/9770 MCBBUTLERPTOCourtney@usmc.mil
Hansen	Bldg. 2137	623-7410/7029 MCBButlerPPSOHansen@usmc.mil

When sharing suggestions, keep in mind that all DoD personnel must be counseled that COMMERCIAL STORAGE IN JAPAN IS ALMOST NON-EXISTENT. Most local economy Japanese-styled homes or apartments cannot accommodate large furniture items. Items may not fit through doorways, staircases, elevators or windows. Customers may incur excess cost to dispose of or relocate excess or oversized furniture. To avoid unnecessary and expensive commercial storage, large furniture items and major appliances such as a washer, dryer, gas range, freezer, refrigerator, large couches sofas and king size bed sets should be placed in NTS at origin for duration of the overseas tour. Major appliances are furnished in both Government Quarters and Off-Base Housing (local economy) upon request from the command-sponsored DoD customer.

The following is a list of suggested items needed upon arrival when residing in permanent housing:

- Shower curtain and bedding (double & twin-size sheets, blankets, pillows, and pillow casings),
- Linens,

- Towels: enough for each family member,
- Medication, contact lenses or glasses,
- Children's items (i.e., toys and their personal belongings),
- Electronic devices such as tablets, laptops to complete virtual check-in requirements (if required),
- Pet supplies and other pet items (if applicable),
- Lending Locker kitchen items: set of dishes, kitchenware, and cutlery, * *Temporary kitchen kits are available for personnel to borrow through Marine & Family Programs-Resource Centers*
- Any other essential items.

The following is a list of suggestions you can provide to your incoming member for their express shipment:

- TV, DVD /Blu-ray Player, and a few favorite DVDs,
- Baby crib or Play Pen,
- Lamps and small fans,
- Space heater (some off-base housing units do not have built-in heaters),
- Additional bedding and linens (double & twin-size sheets, blankets, pillows, and pillow casings),
- Set of dishes, kitchenware, cutlery, and small appliances (enough for the entire family to use),
- Clothing to include rain gear and summer clothes. Okinawa is extremely hot and humid during the summertime. Pack a combination of clothing to include a warm jacket as weather varies dramatically.
- Additional children's items (i.e., toys and their personal belongings). Small rugs and a few carpets as tile over concrete is the standard floor in most homes.
- Any other essential items needed for the first 30-60 days.

The following is a list of suggestions you can provide to your incoming member for their household goods shipment:

- Additional clothes and shoes not packed in the express shipment,
- Additional kitchenware not packed in the express shipment,
- Pet supplies and other pet items (if applicable),
- Living room set, if not too heavy,
- Large rugs, carpets, and household décor,
- Bathroom sets such as bathroom rugs, additional towels, and shower caddies,

- Keep books to a minimum unless they are part of your professional equipment,
- CDs, DVDs, and board games are a must to have during bad weather or Typhoon Season,
- Anything you will need to live on for the next 2-3 years.

Shipping Motorcycles/Mopeds

Privately owned vehicles (POV) shipments are subject to embargo or waiver requirements. Because of strict Japanese laws, no vehicles manufactured after March 31, 1976 can be shipped to Okinawa unless they obtain a special waiver from the Commander US Forces Japan or component commanders. Keep in mind that the majority of requests to ship vehicles are denied. Anyone considering shipping a vehicle should contact their local TMO/DMO or DMO on Camp Foster DSN 645-0413/0419, email: mcbbutlerppsodmo@usmc.mil for detailed information. The embargo on vehicle transportation does not apply to motorcycles.

The following regulations apply to motorcycles/mopeds greater than 250 CC being imported to Japan and Okinawa.

Motorcycles/Mopeds over 250cc, manufactured 1 July 1999 or later, must comply with Government Of Japan (GOJ)-imposed brake standards. In addition to the brake standard requirement, motorcycles/mopeds over 250cc, manufactured 1 April 2001 or later, must pass GOJ emissions testing and meet engine-exhaust emission control standards. The estimated minimum costs for mandatory engine exhaust emission testing is approximately \$800. Costs to bring a noncompliant motorcycle to standards depends on type model. If a motorcycle does not meet brake standards, costs to bring the motorcycle into compliance could run \$2000-\$4000. On top of that, the owner will face high costs and extreme inconvenience transporting the motorcycle from Okinawa to a brake/emission testing facility.

There is only one brake testing facility in Tokyo; two emission testing facilities located in Tokyo and one in Osaka. There are no brake or emissions testing facilities on Okinawa. Motorcycles/mopeds must be insured and cannot be driven to the testing facility unless it has a temporary registration tag.

Due to the extreme GOJ compliance costs members will incur, the shipment of motorcycles/mopeds into Japan is highly discouraged. Sponsors should advise members, as an alternative, to place their motorcycles/mopeds into non-temporary storage as household goods for the duration of their tour in order to avoid compliance expenses. Service members may also use their

POV storage entitlement (if a POV is not shipped) to store their motorcycle as a POV in the POV storage program where it will receive proper care.

Firearms & Ammunition

U.S. Forces Japan (USFJ) personnel must meet the requirements of Japanese law when importing or possessing privately owned firearms (POFs) in Japan. **Japanese laws are strict.** Japanese police that discover U.S. Forces personnel carrying a pocket knife or other bladed instruments without a justifiable reason (Self-Defense or General use are not sufficient reasons in Japan) may be apprehended for violation of the Firearms and Swords Control Law or other laws.

USFJI 31-207, Firearms and Other Weapons in Japan and III MEF/MCIPAC-MCBBO 5500.1A contain detailed information regarding possession, use, registration, sale, storage, and destruction of weapons and dangerous instruments.

SOFA-status personnel are NOT AUTHORIZED to import or possess the following in Japan: (1) Handguns, (2) A muffler or a silencer for any firearm, (3) Machine gun, (4) Shotguns larger than 12 gauge (i.e. 8 and 10 gauge are prohibited), (5) .410 caliber shotguns that the Japanese government considers technically capable of firing a rifle round, (6) Any power-charged rifle for hunting game birds, (7) Imitation handgun. Any product made from metal in a form remarkably resembling a handgun.

Hunting and sporting rifles may be lawfully imported and registered in Japan by the USFJ personnel, however, restrictions apply. DoD members planning to ship POFs must coordinate with their sponsors or gaining unit before proceeding with the shipment. Advance approval is required from the gaining command before shipping weapons or dangerous instruments.

Swords that are part of an official U.S. military uniform do not require a permit or registration with the Japanese authorities. However, they must be listed on the owners travel orders. When shipping swords in the HHG shipment, it is recommend to list uniform swords as “Ceremonial Equipment” vs. Knife or Sword to ensure smooth customs control.

Please, note: members are prohibited from importing or exporting privately owned ammunition into Japan. Service Members should check all incoming baggage for rounds of ammunition.

Service Members are subject to detention in Japanese custody if Japanese customs officials find ammunition in baggage upon entering Japan.

For additional assistance, please, contact Camp Foster PMO at DSN 645-2217 or Customs at DSN 636-5395, 636-3576.



Important Documents/Items to Hand-Carry

The following is a list of documents that are essential for Newcomers to have upon arrival. All applicable documents should not be packed in the HHG shipment or checked-in luggage but should be hand-carried in a briefcase or carry-on bag:

- PCS Orders (original and basic, several copies),
- Approved Area Clearance/DEA (original and several copies),
- Passports (all dependents and DoD civilians must have a passport),
- Military ID (children 10+ years of age must have a Military ID to board AMC flight and enter the military installations),
- Valid stateside driver's license or permit,
- Immunization records for Service Members and each family member traveling, including COVID-19 Vaccination Cards,
- Medical & dental records, including negative COVID-19 tests,
- Original birth certificates and adoption papers,
- Naturalization paperwork (if applicable),
- Social security cards (including children),
- Original marriage licenses and/or divorce decrees,
- All educational documentation,
- Deeds and titles to real estate or other property (for tax purposes),
- Shipping and storage documents for household goods,
- Insurance policies,
- Wills and/or Power of Attorney,
- State and federal income tax returns from previous years,
- EFMP documentation,
- Family Care Plans,
- Pet documentation,
- Any other item or document that might be needed during the check-in process.

RESPONSIBILITY 4

Meeting the Newcomers at the Airport

Responsibility 4 is to greet incoming personnel at the airport. Please, make every effort to be on time to pick up the Newcomer and their family.

If sponsoring an unaccompanied E-1-E-5 Marines and Sailors assigned to a USMC unit, let the Service Member know they will be picked up and transported by the Reception & Orientation Center (R&O).

Transportation Options

Sponsors are responsible for transportation for the Newcomers and their luggage to designated TLF or permanent quarters.

Reception & Orientation Center (R&O) buses or a designated Command representative will pick up their respective E-5 and below unaccompanied personnel and transport them to the designated barracks.

When arranging transportation from the airport, a Sponsor must be aware of the local COVID-19 In-Stride guidance. Any unresolved travel approval authority clarifications should be addressed to the MCIPAC-MCBB G-1 by the member's military or supervisory chain of command.

Newcomers' Orientation Welcome Aboard

Newcomers' Orientation is **mandatory** for the following members:

- **All accompanied USMC and USN personnel regardless of rank.**
- **All Unaccompanied USMC and USN personnel in paygrades E6 and above.**
- **All USN personnel attached to the U.S. Naval Hospital, Okinawa regardless of status.**
- **Civilian employees.**
- **Family members (military and civilian including local nationals).**
- **Children age 10 and up.**
- **CFAO personnel when CFAO Indoc is not available.**

The NOWA brief is held in person, every Wednesday at the Camp Foster Community Center. New arrivals are required to register to complete the in-person Newcomers' Orientation within 72 hours of arrival to Okinawa.

Virtual NOWA Brief Requirements

Due to a lack of available MCCS childcare for the Newcomers' Orientation Welcome Aboard (NOWA) brief, the MCIPAC Chief of Staff has provided the option to request a virtual NOWA brief for single Service Members and spouses of Service Members, DoD Civilians, and Contractors with family members under the age of 10. All children are still welcome to participate in the in-person NOWA.

The virtual option for the NOWA brief is available on request (subject to approval) to personnel on accompanied orders, if any of the below exemptions are met:

- Newcomer is a single parent with child(ren) under the age of 10 (family can complete NOWA virtually).
- Newcomers with child(ren) under the age of 10 (one parent and children under the age of 10 can complete NOWA virtually).
- Newcomer(s) are subject to a COVID quarantine of sponsor or family member (family can complete NOWA virtually).

To request the virtual NOWA brief, please email:

mccb_newcomers@usmc.mil.

The virtual NOWA is a four-hour, video-based webinar facilitated via the Qualtrics system. Virtual NOWA brief codes and links are specific to the individual and will be emailed on Thursday by 1000 the day after the in-person NOWA brief is facilitated.

All participants who qualify, are approved, and complete a virtual NOWA brief prior to 1400 on the corresponding Friday, will have their names forwarded to the MCIPAC-MCBB Installation Safety Office showing proof they completed the mandatory NOWA indoctrination brief for POV licensing purposes.

For questions, please call 645-2104/2106.

Per MCIPAC Order 5560.1, attendance of NOWA must be confirmed prior to the MCB Safety Installation Office issuing a SOFA Privately Owned Vehicle (POV) Driver's License.

Once the final flight information is received, sponsors can register the incoming Service Member or the family by calling or visiting the nearest M&FP-R at:

Facility	Location	DSN Phone Number
Camp Foster	Bldg. 445	645-2104/2106
Camp Kinser	Bldg. 1220	637-2815
Camp Courtney	Bldg. 4425	622-7332
Camp Hansen	Bldg. 2339	623-4522
Camp Schwab	Bldg. 3429	625-2622

Registration for NOWA is also available online at the Information, Referral and Relocation web page at: <http://www.oknawa.usmc-mccs.org/about>

Newcomers' will be given their Newcomers' Orientation Welcome Aboard package at the NOWA brief.

ACCOMPANIED MEMBERS WITH DELAYED DEPENDENTS:

Personnel E-5 and below with accompanied orders, who have delayed their dependents do not rate TLA. A unit representative will transport you to designated barracks. Accompanied members with delayed dependents will also need to complete the Newcomers' Orientation.

Groceries & Essentials

Sponsors must be aware of food allergies, dietary restrictions, religious requirements, and/or any other unique conditions. If the incoming personnel and family are staying in a housing unit, request a grocery list in advance and have the items available in the unit the day of arrival.

For families staying in TLF, contact lodging customer service to see if it is possible to put food and snacks in the room ahead of time.

If billeting arrangement have been made for the unaccompanied personnel, ensure the room is ready for occupancy. In addition to food,

include a couple of “must have” items to get the incoming Service Member through the night.

There is a high possibility of a typhoon to hit Okinawa during Typhoon season (June-November). Therefore, it is important to ensure the Newcomers have all they need before the Commissary/Shopette closes.

Newcomers can take advantage of the **Exchange**’s online shopping feature to order items needed upon arrival. Sponsors can assist the incoming personnel by utilizing the curbside pickup service to pick the items. A picture ID is needed to retrieve the items purchased by the Newcomer. Visit the Exchange website at: www.shopmyexchange.com.

For food delivery options, there is the **AAFES Exchange Restaurant** menus where Newcomers can order online for sponsor pick up or use on-base delivery to deliver to their on-base quarters or on-base TLF: <https://aafesprem.imenu360.com/>.

Another option to purchase groceries is by utilizing Commissary Curbside Pickup option **CLICK2GO** (Kadena & Foster). Visit www.commissaries.com for more information.

AtHoc/TRICARE

Once the Newcomers have arrived to island, Sponsors should assist them with getting registered for AtHoc mass notifications and alerts. AtHoc How-to-Guide is located under the Sponsor Toolkit Tab on www.okinawa.usmc-mccs.org/relocation.

Secondly, the Sponsor must let Service Members and dependents know that if they have not already enrolled into TRICARE Overseas, they need to do it as soon as possible.

- **Within three days of arrival to Okinawa**, arriving personnel will need to initiate TRICARE Prime Overseas enrollment by calling 1-877-678-1208 TRICARE Overseas call center (open 24 hours a day, 7 days a week).
- Personnel will subsequently complete the TRICARE enrollment process.

Civilian employees who are not eligible for TRICARE will need to contact the Uniform Billing Office at USNHO to coordinate billing for the test, DSN 646-7213.

Another great contact information to share is **Emergency phone numbers** (911 from any DSN, 098-911-1911 from off-base or cellphone).

RESPONSIBILITY 5 & 6

Check-In Process

Responsibilities 5 & 6 are to assist in arranging transportation as needed and introduce the inbound member to key personnel at the Command. These responsibilities are closely tied to Step 7 of the Sponsorship Cycle when the Sponsor guides newly arrived Personnel through check-in process.

The Newcomer should check into the following places:

- Their gaining Command to receive proper endorsements,
- S-1 & IPAC, CPPA & PSD, or HR for in-processing,
- Kadena Housing Office to complete move-in inspection for housing assignment or attend the housing brief,
- Post Office to complete PO Box registration process,
- And Installation Safety Office for SOFA License Exam.

Unaccompanied E-5 and below should report to R&O immediately upon arrival for administrative processing. Failure to complete R&O could cause pay and leave discrepancies.

USMC – IPAC Inbound Process

The transition from the face-to-face Inbound process to the self-service online Inbound Interview (IBI) and Travel Voucher Interview (TVI) process has been fully implemented for all Okinawa based Units.

All Marines arriving to Okinawa are directed to report to their gaining command and utilize this function. There is no need to physically go to IPAC. To complete this process:

1. Report to S-1 and inform them of your arrival date (the date you arrived on island) by referencing your flight documents. The S-1 personnel must input and approve your arrival in MOL.
2. Log on to MOL, select the TRAVEL tab, under the section Individual Marine and then select the Inbound Interview. You will be prompted to verify the date that you reported to your command (the date you arrived on island). The report date has a direct impact on your pay and allowance.
3. Complete your Inbound Interview through IBI. This allows your station allowances to be updated. Upon submission of the IBI, you will

automatically be re-directed to the Travel Voucher Interview (TVI) to complete your travel voucher.

4. Notify the S-1 that your IBI and TVI have been submitted. Your IBI must be reviewed and approved by the S-1 AFTER you submit your travel voucher through TVI.

5. After your IBI/TVI have been submitted, IPAC will review your record and complete any forms necessary and send them to you via EPAR. Please review/sign and return the forms as soon as possible. IPAC is unable to report the appropriate station allowance without the signed form.

IBI supports all PCS order types except for Accession, DUINS and TEMINS. These Marines are required to check into IPAC as soon as possible.

Points of Contact

Office	Phone	Area
IPAC	Floor: 645-3411 SNCO: 645-7914	Join Issues, COLA, FSA, Interview Issues
Disbursing	Floor: 645-3047/7013 SNCOIC: 645-2601	Travel Claim
MISSO	645-9104	IBI MOL System Issues

Sponsors are encouraged to share IPAC Inbound webpage (<https://www.mcbbutler.marines.mil/Base-Information/IPAC/IPAC-Inbound/>) and New Join Guide prior to Service Member's arrival to ensure smooth check-in. The inbound Service Members are recommended to review inbound interview (IBI) and travel voucher interview (TVI) process located on Marine Online (MOL)

The inbound Service Members are not officially in the system until they conduct an audit with S-1 or IPAC. Therefore, it is imperative for the member to check-in with S-1 or IPAC as soon as possible to ensure all travel claims are processed in a timely manner and all entitlements are adjusted accordingly.

USN – PSD Inbound Process

For PSD Okinawa to officially gain a newly reporting Sailor, the Sailor must report to their Command Pay and Personnel Administrator (CPPA) within 24 hours of arrival to the island. Please, have the incoming Sailor contact their CPPA via telephone or email to initiate the check-in process. The following is a list of the documents that will be required:

- Endorsed orders with official report date,
- All receipts for travel claim,
- Full flight itinerary,
- Copy of Suitability Screening (NAVPERS 1300/16) signed by the CO or CMC,
- Itemized receipts for TLF such as stateside receipts for TLE and on-island receipts for TLA, if applicable,
- Copy of DEA (if accompanied).

The documents need to be submitted to the CPPA as soon as possible after the member arrives. The CPPA will then submit all required paperwork to PSD via Salesforce CRM.

It is imperative that the newly reporting Sailor gets the documentation to their CPPA as soon as possible to prevent any over- or under-payment.

Please, note: PSD will gain the member to the Command, start the member's COLA, and issue a memorandum to the Kadena Housing Office, confirming the member has officially checked in. The newly arrived Sailor can add their personal email on the copy of the orders to be included in the correspondence as well.

Temporary Lodging Allowance (TLA)

When permanent quarters are not available immediately upon arrival, the incoming family will need to reside in a temporary lodging facility. Accompanied Service Members will rate TLA to partially reimburse members for more than normal expenses stemming from the use of temporary lodging in conjunction with a PCS move to/from OCONUS.

TLA is contingent upon the following:

1. Service Members must utilize a government Temporary Lodging Facility (i.e., Inns of the Corps, Courtney Inns, or Hansen Lodge) unless a CNA is obtained stating that the facility closest to the member's place of work is not available for occupancy.

2. If the member chooses to stay at an off-base TLF and does not provide a CNA from the on-base TLF, then the member's lodging reimbursement under TLA will be limited.

TLA is not payable to members who arrive prior to their dependents and members married to members without dependents who arrive separately. Additionally, TLA is not payable to unaccompanied personnel.

TLA is approved for a maximum of 45 days and is reimbursed in 10-day increments. For a family consisting of one active duty member and three dependents the cost ranges from \$125 per day for an on-base facility to approximately \$300 per day off-base.

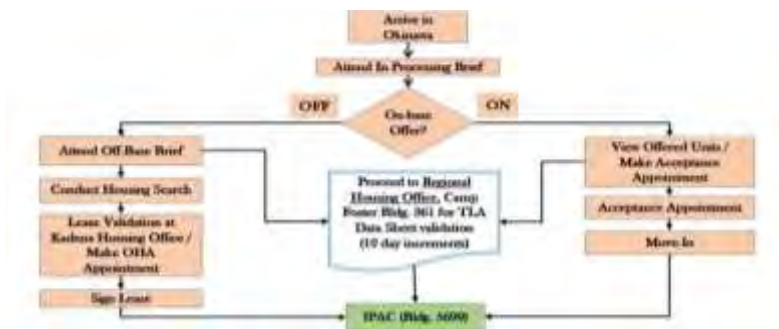
Advance payment of TLA is authorized and encouraged for USMC personnel who may require temporary lodging. Advances can be requested upon arrival (the Service Member must receive a reporting endorsement prior to submission). TLA payment process takes between 5-7 business days and payments will be made directly to the Service Member's direct deposit account.

Incoming personnel are required to pay the full amount of their final TLF bill upon check-out. Therefore, requesting advance TLA is highly encouraged if adequate funds to pay the bill are not available. USMC Service Members are encouraged to contact IPAC for additional details on requesting advance TLA.

Service Members should use their GTCC for PCS related expenses. GTCC can be used for TLA lodging costs, however, the cost of lodging is not factored into projected travel costs when setting the limit on the GTCC. The member can request a higher GTCC limit prior to conducting their PCS.

USMC – TLA Datasheet Process

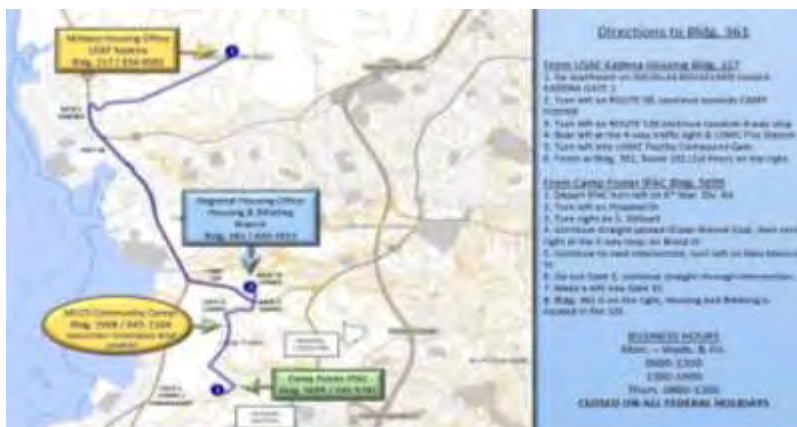
The incoming Service Member needs to submit a TLA claim to receive TLA entitlements. All accompanied Marines must visit Camp Foster Regional Housing Office (RHO, Bldg. 361) to obtain a TLA Datasheet and a Certification for on- or off-base housing in 10-day increments.



After an on-base housing offer has been accepted, the incoming Service Member needs to proceed to the RHO on Camp Foster for TLA validation.

When an incoming Service Member is provided with an approval to live out in town, after attending the Kadena Off-base Housing Brief, the incoming member will be required to conduct an aggressive search for off-base housing. The incoming Service Member must view at least three housing units within the initial 10-day period and then at least seven in each subsequent 10-day period. Service Members need to proceed to the RHO to obtain their TLA datasheet validation.

RHO is open Monday-Wednesday and Friday from 0800-1200 and 1300-1600, and Thursday from 0800-1200.



USMC – Filing TLA Claims

Service Members are encouraged to submit their TLA claims within 3 business days after each 10-day entitlement period. Below is a list of documents needed to submit a TLA claim:

If residing on-base:

- Assignment of Quarters Form,
- TLA Allowance Verification Form,
- AF Form 594,
- Area Clearance,
- CNA (if applicable),
- Copy of zero balance lodging receipts.

In addition, if residing off-base:

- Memorandum to reside off-base,
- TLA Data Sheet,
- Lease Agreement.

TLA is not a split-disbursed item. Therefore, it is the member's responsibility to ensure all charges are paid-off in a timely manner. When submitting a TLA claim, the Marine's reimbursement will be deposited to their personal checking account, not the GTCC.

USN – Filing TLA Claims

Upon check-in, the Command's CPPA will assist the incoming Sailor with submitting a travel claim via Salesforce CRM to PSD. It is recommended that the newly arrived Sailor stay in contact with the CPPA until all claims have been finalized. In the event PSD requires additional information, PSD will contact the CPPA.

Documents needed for TLA Payment:

- Endorsed orders,
- Signed DD 1351-2,
- Dependent Dislocation Allowance (DLA), if applicable,
- NPPSC 7220/2 NPPSC Temporary Lodging Expense (TLE),
- Certificate of Non-Availability (if unaccompanied),
- Itemized lodging receipts with a zero balance,
- Copy of airline tickets,
- Endorsement/Memorandum from the DoD Housing Office if awaiting Military Family Housing,
 - If residing off-base: Memorandum from the DoD Housing Office authorizing member and family to live off-base,
 - TLA Data Sheet, when applicable.

As of March 2020, USN members can use their GTCC while executing PCS travel. If they choose not to, ensure the incoming USN member retains all receipts and has other forms of payment on hand.

SOFA Re-Entry Stamp

The SOFA Exit/Re-Entry stamp is required for all SOFA status dependents of active duty Service Members and DoD civilians stationed in Japan. The SOFA Exit/Re-Entry stamp facilitates exit from and re-entry to Japan during the periods of temporary leave. If the family members and DoD civilian employees travel temporarily outside of Japan and intend to return, please inform them that they must get a Japanese Exit/Re-Entry Stamp in their passports prior to leaving Japan.

Failure to obtain the Exit/Re-Entry Stamp may result in the person having to enter Japan on a 90-day tourist visa. During the pandemic, special restrictions may apply.

Even with an Exit/Re-Entry Stamp in the passport, Civilian Employees will also be asked to show their CAC and a copy of their leave/TDY orders when exiting and re-entering Japan.

To obtain the SOFA Exit/Re-Entry stamp and ask any questions about it, please, contact the following offices:

Camp Foster (All Personnel):

IPAC

Bldg. 5699

DSN: 645-0877

DoDEA Schools

There are 13 DoDEA schools on Okinawa: 8 Elementary Schools, 3 Middle Schools, and 2 High Schools.

The permanent address of the incoming family determines which school the child will be zoned to attend. “Hotel Schools” are available to serve incoming families staying in temporary lodging on Kadena Air Base or Camp Foster.

“Hotel Schools” for Kadena Shogun Inn are:

- Bob Hope PS and Amelia Earhart IS – Elementary Schools,

- Ryukyu MS – Middle School,
- Kadena HS – High School.

“Hotel Schools” for families in the Inns of the Corps, Camp Foster are:

- E.C. Killin ES – Elementary School,
- Lester MS – Middle School,
- Kubasaki HS – High School.

When the Newcomer is assigned permanent housing (on- or off-base), there is a possibility that the child might be moved to another school unless the incoming Service Member’s school zone remains the same as the temporary school zone.

School registration is available online at <https://www.dodea.edu/dors/> or at the Main Office of the school the child is zoned to attend. Newcomers can also contact the DoDEA District Registrar prior to arrival to coordinate school enrollment via email at ODSORRegistrar@dodea.edu.

Please, note the following age requirements:

- **SURE START** students must be 4 years old on or before September 1st. E-4/GS-4/NAF2/NSPS1 and below have priority for enrollment.
- **KINDERGARTEN** students must be 5 years old on/or before September 1st of the current calendar year to be eligible to register for the upcoming school year.
- **FIRST GRADE** students must be 6 years old on or before September 1st of the current calendar year to be eligible to register for the upcoming school year.

Provided below is a list of the documentation needed to enroll the incoming child into school. Please, use this checklist to help the incoming family complete the school registration process:

	Student Registration – DoDEA Form 600
	Sponsor’s Orders, Certification of Employment letter, Personnel Action Form, Contract, etc.
	Area Clearance or Dependent Entry Approval (for USMC & Navy only)
	Passport or Birth Certificate for student (for age verification)
	Student Health History (DoDEA Form 2942.0-M-F1)
	Certificate of Immunization (DoDEA Form 2942.0-M-F3) (take to the Immunization Clinic to be signed by medical authority)
	Copy of Immunization Card
	Special Education Needs Review Form (DoDEA Form 620)

	Computer and Internet Access Agreement (DoDEA Form 6600.1-F2)
	Questionnaire for Race/Ethnicity (DoDEA Form 600A) and Home Language (DoDEA Form 600B)
	Consents and Authorizations – Field Trips, Media Release & Internet Agreement (DoDEA Form 700)
	Housing Address & School Zone Verification letter
	House Assignment Letter, Off-Base Lease Agreement, or TLF Receipt
	PREVIOUS SCHOOL RECORDS FOR STUDENT (if available)

Starting June 1, 2023, DoDEA Pacific high schools will offer conditional enrollment to military-connected students who are moving to Japan, Okinawa, Korea or Guam due to Permanent Change of Station orders.

To be eligible for conditional enrollment, the student must:

- Meet eligibility requirements for space required enrollment
- Be requesting enrollment into grades 9-12
- Arrive at assigned duty station within three months of requesting conditional enrollment

For DoDEA Pacific South (Okinawa), the Conditional Enrollment can only be initiated, but specific course/schedules/counselor meetings will have to wait until the family has a quarters assignment.

There are two DoDEA Pacific high schools in Okinawa, and enrollment is determined based on housing location. Please consult the school zoning map and ensure conditional enrollment is completed at the appropriate high school.

For more information, please visit:

www.dodea.edu/Pacific/conditional-enrollment.cfm

For additional assistance, contact the School Liaison Office:

DSN: 645-3205 | From cellphone 098-970-3205

Website: <https://www.okinawa.usmc-mccs.org/slo>

Childcare Registration

There are several childcare options for parents in Okinawa.

With locations on Camps Kinser (Yuimaru Center), Foster (Ashibina Center & Chimugukuru Center) and Courtney (Chura Warabi Center), MCCS Child Development Centers (CDCs) offer quality full day and hourly care programs for children 6 weeks to 5 years old. CDCs are staffed by trained care giving professionals that meet the accreditation standards of the National Association for the Education of Young Children (NAEYC).

School Age Care (SAC) is available for children 5 - 12 years of age that are enrolled in kindergarten through 6th grade. Care is offered during duty hours before and after school, teacher in-service days, and during vacation periods. SAC provides a safe, supervised, healthy, age-appropriate environment while parents are at work. Programs are available at Camp Foster, Camp Kinser and Camp McTureous.

Family Child Care (FCC) offers a home-based and installation-certified childcare option in addition to care offered at a center. FCC is available for a variety of needs and may be ideal for families that prefer a small group-care setting. Care is for children 6 weeks to 12 years of age. This program is particularly valuable for the community during the popular Ball Season.

To request care, the incoming Service Member needs to follow these 3 easy steps:

STEP 1: Visit www.militarychildcare.com.

STEP 2: Request placement in the Child Development Center or School Age Program via email from www.militarychildcare.com.

STEP 3: Upon arrival, contact Resource and Referral to schedule an appointment to complete the registration process.

DSN: 645-4117 | From cellphone: 098-970-4117



RESPONSIBILITY 7

Getting Around Okinawa

It is important to get the incoming member and/or family acquainted with the island. Responsibility 7 is to offer to take the incoming personnel on a driving tour of key base and community locations.

- Provide a tour of the base where the inbound personnel will be working at or the family will be living. This makes the settling-in process easier;
- Share Base Maps for easier navigation (available online on Welcome Aboard page under the “Driving and Transportation” Tab);
- Communicate rules and regulations here in Okinawa, including information on the off-limit establishments where SOFA status personnel are not allowed to go to;
- Provide a copy of the latest HPCON Guidance;
- Inform about the youth supervision guidelines we need to abide by.

Newcomers can download the MCCS Liberty App to stay up to date with these regulations (<https://www.okinawa.usmc-mccs.org/more/liberty-app>). Other useful mobile apps include Kadena Connect App and AFN Pacific App.

RESPONSIBILITY 8

SOFA Driver’s License

Sponsor’s Responsibility 8 is to provide information and assistance for vehicle registration.

Individuals wanting to take the SOFA License Exam can go to MCIPAC-MCBB Installation Safety Office POV Licensing Section. To obtain a SOFA Driver’s License, applicants must:

- Complete NOWA brief,
- Present a valid stateside, US territory or USFJ approved country license,
- Present a valid DoD picture ID,
- Complete the USFJ-4EJ Driver’s Application (Yellow Card, available at the POV Licensing Section),

- Present other additional documents depending on the Newcomer's eligibility status.

A full list of required documents can be found in the latest Driver's License Flyer (<https://www.mcipac.marines.mil/Staff-and-Sections/Special-Staff/Safety-Office/Okinawa-Driving/>).

The POV Sofa Test is offered at both Camps Foster (Bldg. 5831) and Camp Courtney (Bldg. 4319). Camp Foster offers testing Monday, Tuesday, Thursday and Friday and Camp Courtney Monday through Friday at 0800 and 1000 on a first come, first serve basis. Processing starts at 0730 and 0930 for each test session.

Renewal, duplicates, limited issues, reinstatements, learners permits, and test retakes are available at Camp Foster Monday, Tuesday, Thursday and Friday and Camp Courtney, Monday through Friday from 1230-1600.

Please, note:

- **Service Members in paygrades E-5 and below are required to receive their gaining Battalion/Squadron Commanding Officers (O5 & above) signature on the USFJ-4EJ Driver's Application (Yellow Card) prior to taking the exam.**

- **Applicants under the age of 26 need to take a Driver's Improvement Course and provide proof of completion to the Base Safety Installation Office prior to taking the exam (USMC: marine.net, USN: my.navy.mil).**

- **All III MEF and MCB E-3 and below must complete the face-to-face POV Course prior to taking the SOFA Licensing exam. As of March 18, 2022, the online course is no longer be available.**

Service Members or family members who do not have a stateside driver's license but wish to obtain it while they are still in the United States should visit their state's DMV website for information. Individuals who arrive without a valid driver's license need to take a driver's education course prior to taking the SOFA examination. The average cost of the course for SOFA status personnel is \$300. Visit <https://www.okinawa.usmc-mccs.org/shopping-services/driver-education> or <https://kadenafss.com/schilling/> for more details.

The SOFA licensing exam is a challenging examination. It is strongly recommended everyone taking the licensing test thoroughly read and study the entire Driver's Manual, become familiar with, and study all the road signs enclosed in the road sign document.

For additional assistance with the SOFA licensing exam, please see the latest Driver's License Flyer (<https://www.mcipac.marines.mil/Staff-and->

[Sections/Special-Staff/Safety-Office/Okinawa-Driving/](#)) or contact the MCIPAC Installation Safety Office at 645-7219 or 622-6202. For motorcycle licensing/training questions, contact the MCIPAC-MCBB Motorcycle Safety Office on Kadena Air Base at 634-2450.

Car Shopping

Now that the Newcomer has attended the NOWA Brief, and obtained a SOFA License, the Sponsor can assist with car shopping.

Information Newcomers need to be aware of:

- Japanese Compulsory Insurance Inspection (JCI) is due every 2 years.
- Prices on vehicles may be negotiated if JCI is expiring soon.
- Road Tax is due annually and depends on the car series (the lower the series, the higher the road tax); different color stickers may indicate that additional fees need to be paid to get a vehicle on the road.
- Various off-base auto dealerships offer car payment options.
- Some vehicles are put on sale through social media platforms or the Lemon Lots:
 - Camp Foster Auto Resale Lot by Arby's,
 - Kadena Lemon Lot across from the Commissary.

RESPONSIBILITY 9 & 10

Marine & Family Programs

Responsibilities 9 & 10 is when the Sponsor provides information about local communities and housing market, anticipates and meets the needs of the Newcomers as they settle in. Please, remember that the role as a Sponsor begins upon assignment and continues through the first **45 days** following the arrival of the Newcomer to ensure the successful integration of the incoming member into the Command.

Please, contact the Marine & Family Programs-Resource Centers for any relocation questions you may have, and we will direct you accordingly:

Camp Foster	Bldg. 445	645-2104/2106/8395/7494
Camp Courtney	Bldg. 4425	622-7332

Camp Hansen	Bldg. 2339	623-4522/3055
Camp Kinser	Bldg. 1220	637-2815
Camp Schwab	Bldg. 3000	625-2622

In addition to Relocation Services, the Personal & Professional Development Branch of the Marine & Family Programs provides a variety of programs and services for military personnel and their families. The following is a list of the programs available:

Cultural Awareness and Adaptation – Experience the culture of Okinawa through the Cultural Awareness and Adaptation Program. Service Members and their families can learn the Japanese language, participate in local area tours, learn calligraphy, and more.

Personal Financial Management – Get the most out of your money with the Personal Financial Management program. From money management to savings and investing, the financial managers are here to ensure Service Members and their families reach their financial goals.

Education and Career Services – The MCCS Education and Career Centers assist active duty Service Members and their families with reaching their educational goals. Academic Counselors can provide academic/vocational guidance, financial assistance information, Marine Corps Tuition Assistance, and much more.

MCCS Libraries – The MCCS Libraries offer weekly adult and children’s programs, including crafts, language skills, and more. In addition, local Libraries provide an opportunity for the military community to learn about 3D printing, virtual reality, robotics, and much more through the Innovation Lab at each of the six libraries located in Okinawa.

Transition Readiness Program – The Transition Readiness Program provides transition assistance, information, training, and services to eligible Service Members to prepare them to be career-ready when they transition back to civilian life.

Family Member Employment Assistance Program (FMEAP) – This program supports the DoD responsibilities in assisting family members as they face employment challenges due to frequent relocations and assist them in sustaining a career while their Sponsor serves the country.

Retired Activities Office (RAO) – The RAO serves as the central point to obtain valuable information for military retirees and their families from all branches of service.

Marine Corps Family Team Building – MCFTB offers a wide variety of programs and services to provide insight into the military lifestyle, family readiness, deployment support, volunteer opportunities, and much more.

For a complete list of our programs and services, please, visit us online at <https://www.okinawa.usmc-mccs.org>, “Marine & Family” Tab.

Employment Opportunities

Employment opportunities for family members are limited in Okinawa. Employment on-base is available in the following categories:

Appropriated Funds:

- CHRO (MCB Civilian Human Resource Office),
- For Army, Air Force, and Navy APF jobs on Okinawa, most can be viewed through USAJOBS.gov,
- DoDEA School System.

Non-Appropriated Funds:

- Marine Corps Community Services (MCCS),
- Army and Air Force Exchange Service (AAFES),
- Navy Morale, Welfare, and Recreation (Navy MWR),
- 18th Services,
- Army Morale, Welfare, and Recreation (Army MWR).

U.S. Naval Hospital Okinawa:

<https://okinawa.tricare.mil/About-Us/Employment-Opportunities>
(Contract Positions)

The Newcomers seeking employment can take advantage of the resume workshops and interview classes offered by MCCS Family Member Employment Assistance (FMEAP) Program. For more information, please, visit www.okinawa.usmc-mccs.org/fmeap.

Commercial Activities

Many spouses prefer to work from home or have their own business while stationed in Okinawa. If this is the case for the inbound member’s spouse, the Installation Law Office can help. The following web link provides information on private employment:
<https://www.mcipac.marines.mil/Staff-and-Sections/Special-Staff/Office-of-the-Staff-Judge-Advocate/Installation-Law/Employment/>.

Commercial Activities and Private Employment:

DSN: 645-7461/7462

Email: mcbsjasofa@usmc.mil

Sponsor's Toolkit

Remember that first impressions are lasting impressions. Your role as a Sponsor is critical in facilitating the adaptation of inbound members and their families into the new working and living environment. You are not alone in this process. MCCS Information, Referral & Relocation Services Office is here to help you every step of the way.

The Sponsor's Toolkit sets you up for success by providing you with the resources to be an excellent Sponsor. To access the Toolkit, visit www.okinawa.usmc-mccs.org/relocation.

If you require additional assistance, please contact your nearest Marine & Family Programs Office:

Camp Foster	645-2104/2106 (098-970-2104/2106)
Camp Courtney	622-7739 (098-954-7739)
Camp Kinser	637-2815 (098-970-5555, wait for dial, enter DSN)
Camp Hansen	623-4522 (098-969-4522)
Camp Schwab	625-2622 (098-970-5555, wait for dial, enter DSN)

or email: mcbb_reloassist@usmc.mil.

Sponsorship Checklist

In addition to this Sponsor's Toolkit, Sponsors are encouraged to utilize Sponsorship Checklists to assist with executing responsibilities of a Sponsor. The checklists can be found under Sponsor's Toolkit Tab at www.okinawa.usmc-mccs.org/relocation.

This checklist serves as a guide for Sponsors assisting incoming personnel and their families to Okinawa. For recommendations, contact MCCS Marine & Family Programs-Resources Centers at: mcbb_reloassist@usmc.mil.

Helpful Web Links

Topics	Web Link
MCCS Welcome Aboard Page	www.okinawa.usmc-mccs.org/about
Military OneSource	www.militaryonesource.mil
Military Installations	https://installations.militaryonesource.mil
Exceptional Family Member Program (EFMP)	https://www.okinawa.usmc-mccs.org/efmp
Overseas Suitability Screening	https://okinawa.tricare.mil/Patient-Resources/Overseas-Screening-OSS
Passport Information	https://www.fcg.pentagon.mil/fcg.cfm https://www.mcbbutler.marines.mil/Base-Information/IPAC/Passport-Office/ http://travel.state.gov
U.S. Consulate in Naha	https://jp.usembassy.gov/contact/#naha
Driver's In the Military	https://www.dmv.org/military-drivers/
Kadena Housing Office	https://www.kadena.af.mil/Kadena_Housing_Office/
Furnishings Management	https://www.housing.af.mil/Home/Units/Okinaawa/furnishingsmanagement/
Pet Importation Process	www.okinawa.usmc-mccs.org/about https://www.maff.go.jp/aqs/english/
AMC Pet Travel Page	https://www.amc.af.mil/AMC-Travel-Site/AMC-Pet-Travel-Page/
Okinawa Veterinary Clinic	https://phcp.health.mil/Commands/Public-Health-Activity-Japan/Okinawa/

Kadena Karing Kennels	https://kadenafss.com/karing-kennels/
USDA – Animal and Plant Health Inspection Service	http://www.aphis.usda.gov
SPCA International	https://www.spcai.org/our-work/operation-military-pets
Dogs on Deployment	https://www.dogsondeployment.org/page/military-pet-owners
MCCS Lodging	https://www.okinawa.usmc-mccs.org/about/camp-foster/inns-of-the-corps-camp-foster
Joint Travel Regulations	http://www.defensetravel.dod.mil
Military OneSource/Move.mil	https://www.militaryonesource.mil/moving-housing/moving/pcs-and-military-moves/
Storing/Shipping POV	https://www.pcsmypov.com/
Vehicle Registration	https://www.mcbbutler.marines.mil/Base-Information/Joint-Services-Vehicle-Registration-Office/
Reception & Orientation Center	https://www.mcbbutler.marines.mil/Base-Information/Joint_Reception_Center/
MCCS Relocation Briefs	www.okinawa.usmc-mccs.org/relocation
Shop My Exchange	https://www.shopmyexchange.com/
Commissary Click2Go	https://www.commissaries.com/shopping/click-2-go
TRICARE	https://www.tricare.mil/LifeEvents/Moving
IPAC Inbound	https://www.mcbbutler.marines.mil/BaseInformation/IPAC/IPAC-Inbound/

PSD (Kadena AB)	https://www.cnic.navy.mil/regions/cnrj/installations/cfa_okinawa/about/tenant_commands/personnel_support_detachment.html
U.S. Naval Hospital Newcomers Information	https://okinawa.tricare.mil/About-Us/NMRTC-Okinawa-Newcomers-Information
DoDEA Okinawa Schools	https://www.dodea.edu/pacific/south/schools-by-district.cfm
School Liaison Officer	https://www.okinawa.usmc-mccs.org/slo
Childcare Registration	www.militarychildcare.com
MCCS Liberty App	https://www.okinawa.usmc-mccs.org/more/liberty-app
U.S. Forces, Japan	http://www.usfj.mil/
SOFA License Exam	https://www.mcipac.marines.mil/Staff-and-Sections/Special-Staff/Safety-Office/Okinawa-Driving/
Driver's Education Course	https://kadenafss.com/schilling/
Navy-Marine Corps Relief Society	https://www.nmcrs.org/locations/entry/okinawa
USO Okinawa	https://okinawa.uso.org/
American Red Cross Okinawa	https://www.americanredcrossokinawa.org/

Important Email Addresses

Relocation Services	mcbb_reloassist@usmc.mil
Newcomers Briefing	mcbb_newcomers@usmc.mil
EFMP – USMC	efmp@okinawa.usmc-mccs.org
EFMP – USN	NHOkiefmp@med.navy.mil
Overseas Suitability Screening	usn.butler.navhospokinawaja.mesg. overseasscreeningcoord@health.mil
Passenger Travel Office	MCBBButlerPTOFoster@usmc.mil
Area Clearance	areaclearanceipacokinawa@usmc.mil
Kadena Housing MHO	kadenahousing.customerservice@us.af.mil
Furnishings Management	718ces.fms@us.af.mil
Lodging Reservations	fosterlodge@okinawa-usmc-mccs.org
IPAC Inbound	mcbbutleripacinbound@usmc.mil
PSD (Kadena AB)	m-ok-psd@fe.navy.mil
Okinawa Veterinary Clinic	usarmy.zama.medcom-ph-p.mbx.pha-j-okinawa- vetac@health.mil
Karing Kennels	karingkennels@kadenafss.com
DoDEA Okinawa Schools	ODSORRegistrar@dodea.edu



If you require additional assistance, contact your nearest
Marine & Family Programs – Resources Center:

Camp Foster	645-2104/2106
Camp Courtney	622-7739
Camp Kinser	637-2815
Camp Hansen	623-4522
Camp Schwab	625-2622

Email: mcbb_reloassist@usmc.mil

Website: www.okinawa.usmc-mccs.org/relocation