PERMANENT CHANGE OF STATION (PCS) MOVE CHECKLIST
(Okinawa Inbound)

60-90 Days till your PCS Move:

___ 1. Attend the PCS OCONUS WORKSHOP/SMOOTH MOVE WORKSHOP (If available).
___ 2. Review information on your new PCS location through www.militaryinstallations.dod.mil.
___ 4. Request a sponsor through your unit’s administrative section or your Sponsorship Coordinator.
___ 5. Request your TDS (TIS for Navy personnel) package from your unit’s S-1 or Administrative Section.
___ 6. Review finances. Make a plan to cover non-reimbursable government expenses. Plan to pay off bills, if possible. Request a credit report. Have errors corrected immediately.
___ 7. Compile important record files and legal documents:

   ___ a. Financial Documents (Bank Statements, Deeds/Mortgages, Investments, etc.)
   ___ b. Birth Certificate(s)
   ___ c. Social Security Card(s)
   ___ d. Marriage/Divorce Certificate (if applicable)
   ___ e. Power of Attorney and Wills
   ___ f. Federal and State Tax Records (last 3 years)
   ___ g. Health Assessment and Immunization Records
   ___ h. No-fee Passports (for dependents)
   ___ i. Tourist Passport(s)
   ___ j. Insurance Policies
   ___ k. School Transcripts (for children previously enrolled in school)

___ 8. Contact the Exceptional Family Member Program (EFMP) for special needs support, if applicable.
___ 9. Research procedures for shipping pets into Japan and begin the importation process for pet(s), if applicable.
___ 10. Begin the Medical Overseas Screening Process (family members included if executing Accompanied Orders).
___ 11. After all members have been medically cleared, request an Area Clearance/Dependent Entry Approval (DEA) for all family members on your Orders.
___ 12. Visit www.dmv.org for additional information and military benefits on renewing your driver’s license or stateside ID.
___ 13. Renew military ID and passports if necessary. Obtain a military ID for any child 10 and over (if applicable).

30-60 Days till your PCS Move:

___ 1. Contact the Distribution Management Office (DMO) to set up an appointment to finalize your Household Goods shipment.
___ 2. Make arrangements for selling or storing your privately owned vehicle(s).
___ 3. Complete the Application for Assignment to Housing (DD Form 1746). The application can be obtained through http://www.housing.af.mil/Units/Okinawa/.
___ 4. Communicate with your sponsor about travel plans, temporary lodging reservations or billeting arrangements.
___ 5. Communicate with your sponsor about setting up a P.O. Box.
___ 6. Notify appropriate individuals and agencies of your change of address (Post Office).
___ 7. Notify your landlord/housing office of your move date and schedule a preliminary inspection, if necessary.
___ 8. If currently in billeting, notify the billeting office of your intent to vacate.
___ 9. Notify your child’s school of the anticipated last day of attendance and request your child’s school records, if applicable.
___ 10. Notify utility and home services (i.e. gas, electric, cable company) of disconnect dates.
___ 11. Contact cellphone provider for information on eligible overseas programs/services or suspension plans.

1-30 Days till your PCS Move:

___ 1. Set-up or pay any bills that will come due while you are in transit to avoid late fees or damage to your credit history.
___ 2. Verify travel arrangements with your sponsor.
___ 3. Check bank/credit union procedures for transferring funds or closing accounts. Notify your financial institution of your intent to travel to Japan.
___ 4. Cancel/suspend your cellphone.
___ 6. Double check your travel plans and itinerary. Make arrangements to go to the airport.

Note: This checklist serves as a general guide only for Marines/Sailors arriving to Okinawa on PCS Orders. For recommendations or comments regarding this checklist, please contact MCCS Marine & Family Programs-Resources Center at reloassist@okinawa.usmc-mccs.org.