

# PERMANENT CHANGE OF STATION (PCS) MOVE CHECKLIST

## (Okinawa Outbound)

### 180-90 Days until your PCS Move:

- \_\_\_ 1. Register and complete the **VIRTUAL OR IN PERSON SMOOTH MOVE WORKSHOP**.
- \_\_\_ 2. Review additional information at your new PCS location through <https://installations.militaryonesource.mil>.
- \_\_\_ 3. If going to another overseas location, begin the Overseas Suitability Screening process (family members included if executing accompanied Orders). Request a new Area Clearance/Dependent Entry Approval (DEA).
- \_\_\_ 4. Upon receiving Basic Orders, complete an Outbound Interview via MOL.
- \_\_\_ 5. ***If Navy, request your TIS package from your Unit's CPPA or administrative section.***
- \_\_\_ 6. Request a Sponsor through your Unit's S-1 or your Sponsorship Coordinator.
- \_\_\_ 7. Review your finances. Make a plan to cover non-reimbursable government expenses. Plan to pay off bills, if possible. Request a credit report. If any discrepancies, have errors corrected immediately.
- \_\_\_ 8. Research procedures for shipping your pet(s) and begin the exportation process, if applicable.
- \_\_\_ 9. Compile important record files and legal documents:
  - \_\_\_ a. Financial Documents (bank statements, investments, etc.)
  - \_\_\_ b. Birth Certificate(s)
  - \_\_\_ c. Social Security Card(s)
  - \_\_\_ d. Marriage/Divorce Certificate(s) (if applicable)
  - \_\_\_ e. Power of Attorney and Wills
  - \_\_\_ f. Federal and State Tax Records (last 3 years)
  - \_\_\_ g. Medical, Dental, & Immunization Records
  - \_\_\_ h. Current Health Assessments for the children (if applicable)
  - \_\_\_ i. No-fee Passports (for dependents if applicable to an overseas duty station)
  - \_\_\_ j. Tourist Passport(s)
  - \_\_\_ k. Insurance Policies
  - \_\_\_ l. School Transcripts (if obtainable, for children previously enrolled in school)
  - \_\_\_ m. Pet Importation documents (if applicable).
- \_\_\_ 10. Contact the Exceptional Family Member Program (EFMP) for special needs support, if applicable.
- \_\_\_ 11. Visit <https://www.dmv.org/military-drivers/> for additional information and military benefits on renewing your driver's license or stateside ID and vehicle registration.
- \_\_\_ 12. Renew your military ID and passports if necessary. Obtain a military ID for any child 10 years and over (if applicable).
- \_\_\_ 13. Visit <https://www.militaryonesource.mil/moving-housing/moving/pcs-and-military-moves/> to begin your preparations for the shipment of Household Goods (HHGs).

### 90-45 Days until your PCS Move:

- \_\_\_ 1. Contact your local Distribution Management Office (DMO) to set up an appointment to finalize your Household Goods shipment.
  - \_\_\_ a. Contact the Passenger Travel Office (PTO) to discuss pet travel preparations.
  - \_\_\_ b. ***If Navy, ensure you have submitted your Passenger Reservation Request (PRR). Ensure to notate if you are traveling with pets. Reach out to your CPPA to discuss pet travel preparations.***
- \_\_\_ 2. Make arrangements for selling your Okinawa vehicle(s).
- \_\_\_ 3. Communicate with your Sponsor about your travel plans, temporary lodging reservations, or billeting arrangements at your new duty station.
- \_\_\_ 4. Notify the appropriate individuals and agencies of your change of address (i.e., Post Office).
- \_\_\_ 5. Notify the Kadena Housing Office of your move date and schedule a preliminary inspection, if necessary.
- \_\_\_ 6. If currently in billeting, notify your Billeting manager of your intent to vacate.

*This checklist serves as a general guide for Marines/Sailors & their families PCS-ing from Okinawa.  
For recommendations, please, contact MCCS Okinawa Relocation Services at [mcbb\\_reloassist@usmc.mil](mailto:mcbb_reloassist@usmc.mil)*

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- \_\_\_ 7. Notify your child's school of the anticipated last day of attendance (request school records, if applicable.)
- \_\_\_ 8. Notify utility and home services (i.e. gas, electric, cable company) of disconnect dates.

### **45-1 Days until your PCS Move:**

- \_\_\_ 1. USMC and USN, ensure your Government Travel Charge Card (GTCC) is activated and ready for PCS travel.
- \_\_\_ 2. Pay any bills that will come due while you are in transit to avoid late fees or damage to your credit history.
- \_\_\_ 3. If applicable, contact the Kadena Vet Clinic to make your health certificate appointment for your pet.
  - a. Ensure all of your pet documentation is up-to-date and ready for travel.
- \_\_\_ 4. Set up your lodging reservations.
- \_\_\_ 5. Confirm travel arrangements with your Sponsor.
- \_\_\_ 6. Check bank/credit union procedures for transferring funds or closing accounts. Notify your financial institution of your travel back to the states or next overseas location.
- \_\_\_ 7. Schedule your final housing inspection with your respective Housing Office, and move into temporary lodging, if applicable.
- \_\_\_ 8. If in Billeting, schedule a final inspection with your Billeting manager and turn in your room key.
- \_\_\_ 9. Completely deregister your vehicle and cancel insurance. Check if you rate a refund and obtain a "No Claims" letter from your insurance company.
- \_\_\_ 10. Finalize your checkout process with IPAC or PSD and pick up your finalized travel itinerary.
- \_\_\_ 11. Cancel/suspend your cellphone (if applicable). Ensure you have a way to contact your Sponsor or communicate while in transition.
- \_\_\_ 12. Schedule a Pre-Travel COVID-19 Test (if applicable)
- \_\_\_ 13. Double check your travel plans and itinerary. Make arrangements to go to the airport. Ensure you have all of the documents needed for travel.



### Helpful Links

Buy/ Rent a Home	<a href="http://www.homes.mil">www.homes.mil</a>
Government Housing - Navy	<a href="http://www.housing.navy.mil/onestop">www.housing.navy.mil/onestop</a>
Car Buying	<a href="http://www.vehiclehistory.gov">www.vehiclehistory.gov</a>
Childcare	<a href="http://www.militarychildcare.com">www.militarychildcare.com</a> <a href="http://www.militaryonesource.mil/family-relationships/parenting-and-children/military-childcare-services/">www.militaryonesource.mil/family-relationships/parenting-and-children/military-childcare-services/</a> <a href="https://www.militaryonesource.mil/family-relationships/parenting-and-children/military-childcare-services/">https://www.militaryonesource.mil/family-relationships/parenting-and-children/military-childcare-services/</a>
Employment Assistance	<a href="http://www.mccsokinawa.com/transition/">www.mccsokinawa.com/transition/</a> <a href="https://careers.usmc-mccs.org/">https://careers.usmc-mccs.org/</a> <a href="http://www.usajobs.gov">www.usajobs.gov</a>
Household Goods Shipment	<a href="http://www.militaryonesource.mil/moving-housing/moving/pcs-and-military-moves/http://pcsmypov.com/">www.militaryonesource.mil/moving-housing/moving/pcs-and-military-moves/http://pcsmypov.com/</a>
Releasing Your Vehicle from Government Storage	<a href="http://www.navsup.navy.mil/public/navsup/hhg/home/">www.navsup.navy.mil/public/navsup/hhg/home/</a>
Navy Household Goods/Personal Property	<a href="https://installations.militaryonesource.mil/">https://installations.militaryonesource.mil/</a>
Military Installations	<a href="http://www.militaryonesource.mil">www.militaryonesource.mil</a>
Military OneSource	<a href="http://www.militaryonesource.mil">www.militaryonesource.mil</a>
Motor Laws For All States (Stateside Driver's Licenses)	<a href="http://www.dmv.org/military-drivers/">www.dmv.org/military-drivers/</a>
Schools	<a href="http://www.greatschools.org">www.greatschools.org</a>

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