

PERMANENT CHANGE OF STATION (PCS) MOVE CHECKLIST

(Okinawa Outbound)

90-180 Days till your PCS Move:

- ___ 1. Attend the **UNACCOMPANIED/ACCOMPANIED SMOOTH MOVE WORKSHOP**.
- ___ 2. Review additional information on 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 your shipping pet(s) and begin the exportation process for your pet(s), 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)
 - ___ 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 www.move.mil to perform a self-counseling to begin your preparations for the shipment of Household Goods (HHGs).

30-90 Days till 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 for your new duty station.
- ___ 4. Notify the appropriate individuals and agencies of your change of address (i.e., Post Office).
- ___ 5. Notify the Kadena or Kinser Housing Office of your move date and schedule a preliminary inspection, if necessary.

*This checklist serves as a general guide for Marines/Sailors & their families PCSing from Okinawa.
For recommendations, please contact MCCS Okinawa, Relocation Services at: mcbb_reloassist@usmc.mil.*

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- ___ 6. If currently in billeting, notify your Billeting manager of your intent to vacate.
- ___ 7. Notify your child's school of the anticipated last day of attendance (request school records or contact information, if applicable.)
- ___ 8. Notify utility and home services (i.e. gas, electric, cable company) of disconnect dates.

1-30 Days till your PCS Move:

- ___ 1. If USMC, ensure your Govt. Travel Charge Card is activated and ready for use during PCS travel.
- ___ 2. *If USN, ensure you have enough funds to cover expenses incurred during PCS travel. Don't forget to save your receipts.*
- ___ 3. Set-up or pay any bills that will come due while you're in transit to avoid late fees or damage to your credit history.
- ___ 4. 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.
- ___ 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 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. 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:	www.homes.mil
Government Housing - Navy:	www.housing.navy.mil/onestop
Car Buying:	www.vehiclehistory.gov
Childcare: Care.com:	www.militarychildcare.com https://www.care.com/military-families-care-p1321.html
Employment Assistance:	https://www.mccsokinawa.com/transition/ https://careers.usmc-mccs.org/ https://www.usajobs.gov/
Household Goods Shipment: Releasing Your Vehicle from Government Storage:	www.move.mil http://pcsmypov.com/
Navy Household Goods/Personal Property:	https://www.navsup.navy.mil/public/navsup/hhg/home/
Military Installations:	https://installations.militaryonesource.mil
Military OneSource	www.militaryonesource.mil
Motor Laws For All States (Stateside Driver's Licenses):	https://www.dmv.org/military-drivers/
Schools:	www.greatschools.org

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