### Suggested Timeframe

### Less than Six Months:

**Topics Covered:**
- Electronic Welcome Aboard Package
- Overseas Suitability Screening (OSS)
- Outbound Interview on MOL & Sponsorship Request Form

- **Attend the PCS OCONUS/Smooth Move Workshop with MCCS Marine & Family Programs.**
- **Review the comprehensive MCCS Welcome Aboard package by visiting the following website:**
  - [https://www.mccsokinawa.com/welcomeaboard](https://www.mccsokinawa.com/welcomeaboard)
  - Scroll down to the middle of the page to open the Okinawa PCS Must Know Information link; review the document.

**Within 10 days** of receiving Basic Orders, visit the U.S. Naval Hospital, Okinawa webpage to begin the Overseas Suitability Screening process. A list of the documents needed is provided on the website. To go to the website, click on the following url:
  - [https://www.med.navy.mil/sites/nhoki/SitePages/Services/OSS.aspx](https://www.med.navy.mil/sites/nhoki/SitePages/Services/OSS.aspx)

- **Complete your Outbound Interview on MOL and request a Sponsorship Request Form (NAVMC 11799) from your S-1.**
- **Email your completed Sponsorship Request form to mcbb_reloassist@usmc.mil** for processing.

**Yes**
- **Complete ASAP**

**No**
- **Go to the next section.**

**Found Suitable for an Overseas Tour?**
- **Yes**
  - **Contact your Career Counselor for assistance on modifying your orders.**
- **No**
  - **Go to the next section.**

### Three to Six Months:

**Topics Covered:**
- Military Installations
- Plan My Move
- Financial Worksheet
- Passport
- Household Goods Shipment (HHG)

- **Go to the Military Installations website by clicking on the following url:**
  - [https://installations.militaryonesource.mil](https://installations.militaryonesource.mil)
  - to review information on your new duty station. Enter Camp S D Butler under the “Enter an installation” tab. Select Camp SD Butler from the drop down and hit “Search.”

- **Create a PCS checklist with the Plan My Move online tool.** To access the application click on the “Plan My Move” tab located on the top right corner of the web page.

- **Do you have a Tourist Passport?**
  - **Yes**
    - **Click on the following link to verify the requirements for entry into Japan:**
      - [https://travel.state.gov/content/passports/en/country.html](https://travel.state.gov/content/passports/en/country.html)
  - **No**
    - **Review your finances. Use the “Financial Planning Worksheet” to create a budget for your PCS move.** To download the document click on the following url:
      - [https://www.mccsokinawa.com/welcomeaboard/#tab2](https://www.mccsokinawa.com/welcomeaboard/#tab2)

- **Log in to your DPS account through the move.mil website to begin the Self-Counseling process.** To access the website click on the following url:
  - [https://move.mil](https://move.mil)

**Have a Defense Personal Property System (DPS) Account?**
- **Yes**
  - **Create a DPS account by clicking on the “create a new account” link on the move.mil website.**
- **No**
  - **Go to the next page.**

**To get started with your shipment preparations, go to move.mil and review the “Overseas Moves (OCONUS)” tab located under the Moving Guide section.** To access the website click on the following url:
  - [https://move.mil](https://move.mil)

**Review the documents on the PCS Checklists tab also located on the MCCS Electronic Welcome Aboard package.**

- **Complete your Application and download the documents you need, visit the following website:**
  - [https://travel.state.gov/content/passports/en/passports.html](https://travel.state.gov/content/passports/en/passports.html)

**Click on the following link to verify the requirements for entry into Japan:**
  - [https://travel.state.gov/content/passports/en/country.html](https://travel.state.gov/content/passports/en/country.html)

**Create a PCS checklist with the Plan My Move online tool.** To access the application click on the “Plan My Move” tab located on the top right corner of the web page.

**Review the “Household Goods Information & Suggestions” checklist on the MCCS Welcome Aboard page.** Click on the following link to access the document:
  - [https://www.mccsokinawa.com/welcomeaboard/#tab2](https://www.mccsokinawa.com/welcomeaboard/#tab2)
  - Begin your preparations for your Household Goods (HHG) shipment.

**Use the “Financial Planning Worksheet” to create a budget for your PCS move.** To download the document click on the following url:
  - [https://www.mccsokinawa.com/welcomeaboard/#tab2](https://www.mccsokinawa.com/welcomeaboard/#tab2)
Suggested Timeframe

(PCS) Permanent Change of Station Move to Okinawa for USMC Unaccompanied Personnel

Updated: December 2019

One to Two Months:

Topics Covered:
- Finalizing HHG Shipment
- Storing Privately Owned Vehicle
- Billing Information
- The Joint Reception Center (JRC)
- Sponsor Responsibilities

Less than 45 Days:

Topics Covered:
- Important Documents
- Setting Up Finances
- Checkout Process
- Sponsor Notification
- Travel and Arrival
- Helpful Links

Upon receiving funded PCS Orders, schedule an appointment with your local Distribution Management Office (DMO).

Selling your vehicle?

YES

NO

Advertise your vehicle for sale. Once sold, notify your local Department of Motor Vehicles (DMV) to deregister yourself as the owner. Visit following url for information on how to keep your driver’s license active while overseas: http://www.dmv.org/military-drivers/.

Discuss your options for storing your vehicle with DMO in an approved Government Storage Facility. For instructions on how to turn in your vehicle for storage, click on the following link: https://www.pcsmypov.com/TurnIn#/.

Discuss your projected travel itinerary with your sponsor. Have your sponsor provide you with the unit’s mailing address. This will be the address you will use to have items mailed to you.

The Joint Reception Center (JRC) will provide temporary quarters for you once you arrive to Okinawa. Visit the following link: https://www.mccsokinawa.com/welcomeaboard/. Scroll down to the middle of the page and click on the “Joint Reception Center (JRC) Welcome Aboard Letter” for more information.


Begin to complete your checkout sheet from your detaching command.

Secure your sponsor set up your quarters through the Billeting Office of the Camp you will be stationed in. Have your sponsor set up your in-processing appointment with IPAC and Newcomers’ Orientation.

Make arrangements to travel to the airport.

Helpful links to review:
To learn about the Liberty App, click on the following link: https://www.mccsokinawa.com/liberty/
Visit the Marine & Family Programs Facebook page for information on programs and services. Click on the following url to access the site: https://www.facebook.com/mccsokinawa.marineandfamily
The Okinawa Guide is a comprehensive guide on everything Okinawa has to offer. To access the online Okinawa Guide, click on the following link: https://www.mccsokinawa.com/guide/
Thinking about driving in Okinawa? Download a copy of the SOFA Driver’s Manual by clicking on the following link: https://www.mccsokinawa.com/welcomeaboard/#tab3

Exchange a small amount, about $150.00, for Japanese Yen at your financial institution or at the airport in case of an emergency, or for use in places where debit/credit cards are not accepted.

To familiarize yourself with the airports on Okinawa, click on the following url: https://www.mccsokinawa.com/welcomeaboard/#tab12. Click on the “Naha Airport Domestic Terminal” and the “Air Mobility Command (AMC) Terminal at Kadena Air Base” links to view helpful information on both airports.

Notify your financial institution of your overseas travel plans and duty station. Be sure to set up automatic bill payments if necessary.

E-6 and above?

YES

NO

Contact your stateside cell phone provider for overseas program options.

Have your sponsor confirm he/she has received your arrival information. Ensure you have a way to contact your sponsor during your transition to Okinawa in case of any flight delays.

Ensure your Government Travel Charge Card (GTCC) has been activated. Turn in your completed checkout sheet into IPAC for final processing. Finalize and obtain your travel itinerary and endorsed orders.

Provide your sponsor with your flight itinerary information. Have your sponsor confirm he/she has received your arrival information. Ensure you have a way to contact your sponsor during your transition to Okinawa in case of any flight delays.

Begin to complete your checkout sheet from your detaching command.

Visit the Marine & Family Programs Facebook page for information on programs and services. Click on the following url to access the site: https://www.facebook.com/mccsokinawa.marineandfamily
The Okinawa Guide is a comprehensive guide on everything Okinawa has to offer. To access the online Okinawa Guide, click on the following link: https://www.mccsokinawa.com/guide/
Thinking about driving in Okinawa? Download a copy of the SOFA Driver’s Manual by clicking on the following link: https://www.mccsokinawa.com/welcomeaboard/#tab3
(PCS) Permanent Change of Station Move to Okinawa for USMC Unaccompanied Personnel

Updated: December 2019

**Suggested Timeframe**

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**Arrival:**

- **Topics Covered:**
  - Flying into Okinawa
  - Meeting Sponsor
  - Checking into Billeting or the Joint Reception Center (JRC)
  - Newcomers’ Orientation Welcome Aboard
  - SOFA Driver’s License
  - Check-In with IPAC

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**Applicable to E-5 and below personnel:**

- Flying on the Patriot Express or government flight?
  - NO
    - Arrive at the Naha Airport.
  - YES
    - Arrive at the Kadena Air Force Base AMC Terminal.

**Applicable to E-6 and above personnel:**

- Meet your sponsor at the airport. Your sponsor will be waiting in the lobby of the Arrival Terminal.

- Check into your new Command upon arrival or the following morning to get your orders endorsed with your date of arrival.

- Your sponsor will drive you to the barracks and help you check into your room.

- If needed, have your sponsor assist you with getting a Japanese cell phone number. If applicable, cancel or suspend your stateside cell phone number.

- Check into IPAC for in-processing and a face-to-face audit within 2 business days of arriving to Okinawa.

- Attend Newcomers’ Orientation Welcome Aboard (NOWA) on the Wednesday following your arrival. For NOWA information or to sign up, visit the following url: https://www.mccsokinawa.com/welcomeaboard/#tab8. You are also eligible to take the SOFA Driver’s Licensing exam during NOWA.

- If needed, have your sponsor assist you with getting a Japanese cell phone number. If applicable, cancel or suspend your stateside cell phone number.

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**End of PCS process. Welcome to Okinawa!**

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If you have any questions, please contact MCCS Okinawa, Relocation Services

From the US: 011-81-98-970-8395 | From DSN: 645-8395 | Japanese Cell Phone: 098-970-8395 | Email: mcbb_reloassist@usmc.mil