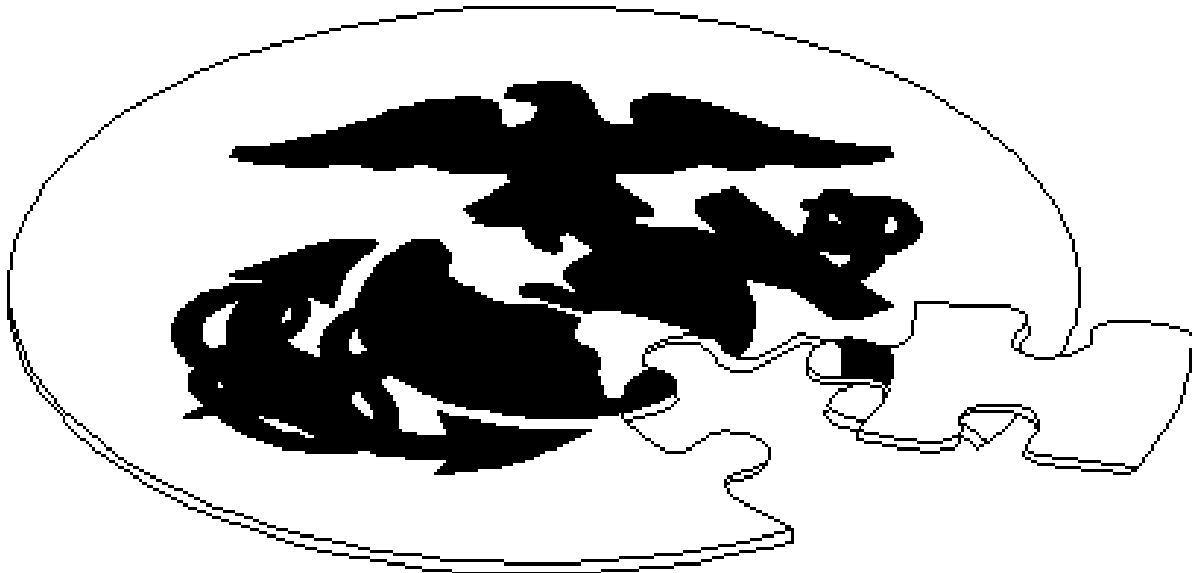


Getting Settled Made Easy

An appointment booklet for military and family members
new to Okinawa, Japan.



New Arrivals:

Provided by the Personal Services Center



Disclaimer

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Dear Newcomers,

Welcome to the beautiful island of Okinawa. Your stay here is sure to include unique cultural experiences, interesting people and a few challenges. Whether you have been stationed here before or are new to island, we think you will be pleasantly surprised in all that Okinawa's local community and military services has to offer. The MCCS Personal Services Center is here to help make your stay on Okinawa more enjoyable. We have five separate locations and many services you can take advantage of during your stay. Best of all, these services are free!

Don't know if the particular service you are looking for is on island? Don't know where to find something? No problem, the MCCS Personal Services Center is here to help. You can call any of our locations and a specialist will help you find the service and phone numbers you are looking for. Want to save money? Come in and pick up a packet of free coupons to use at the commissary. Has your household shipment not arrived yet? Then don't forget the lending locker where we can loan you household items for free! Need to check your internet email or do some shopping online? We have computers with internet access available at all of our locations absolutely free of charge! Would you like to learn more about the local culture? Sign up for our Basic Japanese Language Class, Survival Japanese classes, or various crafts, cooking and off base excursions.

Are you a spouse looking for a job? Then visit the Transition Assistance Management Program (TAMP). A Family Member Employment Assistance Program (FMEAP) specialist can help you find a job that suits your background, explain the local application process, and even help with resume writing and interview skills. Offices are located at all MCCS Personal Services Centers.

The MCCS Personal Services Center also conducts Newcomers Orientation. This class is designed to help those new to the island become better acquainted with the local culture and more familiar with organizations and services that are provided on various military bases. All accompanied (all ranks) USMC and USN, civilian employees, family members (military and civilian) age 10 and up, and all unaccompanied USMC (E-6 and above) and USN (E-6 and above), and civilian (all grades) new arrivals are required to attend Newcomers' Orientation within 2 weeks of arrival.

As you can see, we offer many services and hope to see you in one of our facilities soon!

MCCS Personal Services Center Locations:

Camp	Building #	Phone
Foster	445	645-2104/2106
Kinser	1220	637-1628/2815
Courtney	4425	622-7332/9754
Hansen	2339	623-4522/4860
Schwab	3327	625-2622/2646

Helpful Information

Sponsor			
Home Phone		Duty Phone	
Cell Phone		E-mail	

Marine/Sailor's name			
Rank		Unit	
CO		XO	
SgtMaj/CMC		Duty Phone	

Family Readiness Officer (FRO)			
FRO Phone		E-mail	

Billeting or Temporary Lodging Facility			
Room #		Phone	
Rat per night		Your 1 st bill will be due on	
Check-In date		Check-Out date:	

Getting Settled

1. Post Office:

Location			Box #	
Mailing Address	PSC		Box	FPO, AP

- Orders
- Area Clearance

If you are on an unaccompanied tour, you will receive your mail through your unit.

2. Kennel Arrangements:

Location		Phone #	
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- Orders
- Area Clearance
- Rabies Certificate
- Heath Certificate
- Kennel Cough shot
- Food and Treats

3. Check in with Veterinarian Clinic

959-1300

Within 72 hours of arrival.

- Orders
- Area Clearance
- Pet's records

4. Child Development Center:

645-4117

- Orders
- Area Clearance
- Immunization records
- Application
- Emergency Contact Form

Childcare Reservations

Date	Time	Location	Phone Number

5. Check in with TMO:

645-5309/0415

Call and tell them where you are staying and a number they can reach you at. Once you have secured housing, call back and make an appointment to have Household Goods delivered.

- All paperwork regarding TMO shipments
- If off base, provide a map in English and Japanese

Government Furniture Delivery:

Date	Time

Household Goods Delivery:

Date	Time

6. Housing Brief:

Location	Date	Time

- Orders
- Area Clearance

7. Drivers Safety Course:

You must take this course if you are an E-4 or below regardless of age.

Location	Date	Time
Camp Foster, Bldg. 5831		

8. Drivers License Test:

645-7219/6071

Location	Date	Time
Camp Foster, Bldg. 5831		

POV Testing is at 0745 and 0945 Monday thru Friday (arrive 15 minutes prior)

Study materials may be obtained at

<http://www.marines.mil/unit/mcbbutler/Pages/VehicleInformation/VehicleInformation.aspx> or on the MCCS Personal Services Center Welcome Aboard CD or web page, www.mccsokinawa.com.

- Valid Stateside drivers license
- USFJ-4A Application for USFJ-4 Drivers Permit (E-5 and below must have this signed by their Commanding Officer or Executive Officer, Spouses must have this signed by their active duty spouse)
- Drivers Improvement Course, if active duty under age of 26
- Military Identification
- **(Family Members Only)** Passport, Orders, or Area Clearance to show SOFA status
- Civilian employees/Contractors: Sofa Letter, Letter of Employment, Current stateside driver's license, Area Clearance (for dependents)

9. Buying a Car:

- Service Member must have the US Forces, Japan Operator's Permit for a Civilian Vehicle (USFJ Form 4EJ)
- For in-depth help refer to www.mccsokinawa.com or your Welcome aboard CD. Click on Welcome aboard Packet, located on the left hand side. Then click on the How to Get Around. This will provide information on Vehicle Registration, Driver's Manual, Bus, Taxi and Obtaining a SOFA License.

10. School Bus Registration /Reduced Meal Program:

645-2036

Location	Date	Time
Camp Foster, Bldg. 5812		

- Orders
- Area Clearance

- LES (for school lunch program)
- Map to house if you live out in town.
- Child(ren) MUST be with you as their picture will need to be taken for their bus pass.

11. DoDDS School Registration:

- **Online Registration Now Available!**
 - <https://registration.dodea.edu>
 - **Create account**
 - **Register student**
- Immunization DSPA Form 122.1, this can be obtained from any clinic. You must take your child's shot records and/or medical records with you for this form to be completed. No appointment necessary.
- Orders
- Area Clearance
- Child's Social Security Number
- Passport or Birth Certificate for kindergartners
- Previous school records or last report card
- Sponsor's Unit Identification Code (UIC)Number/Marine RUC Number
- Housing Letter

12. Check in at your medical and dental clinics:

- Medical Records
- Dental Records

13. Exceptional Family Member Program (EFMP)

645-9237

Location	Date	Time

If you are enrolled in EFMP, please check in at PSC (Bldg. 445) with the EFMP representative, so your file can be transferred.

14. Newcomers Brief:

645-8395

Location	Date	Time
Foster Community Center Bldg. 5908		0720-1250

This is a mandatory class for: All accompanied (all ranks) USMC and USN, civilian employees, family members (military and civilian) age 10 and up, and all unaccompanied USMC (E-6 and above) and USN (E-6 and above), and civilian (all grades) new arrivals are required to attend Newcomers' Orientation within 2 weeks of arrival. The sponsor or the newcomer can call to make a reservation.

The orientation includes a cultural briefing to acquaint newcomers to the customs and lifestyle of their new surroundings. A multitude of organizations present information on facilities and activities available on Okinawa. License testing can be completed prior to attending the brief; but will not be issued until the day of Newcomer's. License testing will also be offered after the brief at 1400 in the same building.

*Please note that the shuttle will not pick up participants after the 1400 license test ends. If planning to use this testing time, please coordinate alternate transportation.

Appointment:	Date:	Time:	Location:	Phone Number:

Housing

Unless told otherwise by the housing office, there is a mandatory military housing policy for all inbound Marines and Sailors, accompanied and unaccompanied. Please submit Advanced Housing Application, along with orders and area clearance to the following:

- Email: kadenahousing.customerservice@kadena.af.mil
- Fax: 315-632-0311
- Stateside: 011-81-611-732-0311
- Attention: Customer Service

Once on island, please schedule housing brief. Housing briefs are conducted on Mondays and Fridays at 0800 for accompanied members and on Tuesdays

and Thursdays at 0800 for unaccompanied persons or those given off-base authorization. Contact Number: 634-0582

Pets and Housing

Pet friendly housing is offered on a first -come first serve basis; therefore, the availability of pet-friendly units is not guaranteed. However, per current policy cats are allowed in all military housing to include the towers. Dogs will also be allowed in all military housing to include the towers, but limited to the first two floors. When submitting the housing application, please state the number and type of pets you have.

*Certain breeds are prohibited from all Marine Corps Installations.

- Rottweilers
- Pit-Bulls
- Wolf Hybrids

Loan Locker

Has your household shipment not made it here yet?

Do you need household items until yours arrive?

Why buy these items when you can temporarily borrow them for FREE!!

The Personal Service Center has kitchen and household items that can be checked out in 30 day increments by incoming personnel and their families prior to the arrival of household goods. To check out household goods, please bring:

- Copy of Orders or Area Clearance

Full service lending lockers are available at the MCCS Personal Services Centers located at Camps Foster, Courtney and Kinser. Limited service loan lockers are located at Camp Hansen and Schwab.

Available Loan Locker Item(s)		
Item(s)	Item(s)	Item(s)
Dinner Plate	1 Qt Pot	Colander
Saucer	2 Qt Pot	Hand Can Opener
Soup Bowl	3 Qt Pot	Electric Can Opener
Mixing Bowl	5 Qt Pot	Coffee Maker
Dinner Fork	1 Qt Lid	Toaster
Teaspoon	2 Qt Lid	Silverware Tray

Soup Spoon	3 Qt Lid	Dish Drainer
Dinner Knife	5 Qt Lid	Iron
Steak Knife	Spatula	Iron Board
Paring Knife	Cooking Fork	Laundry Basket
Utility Knife	Cooking Spoon	High Chair
Coffee Mug	Liquid Measuring Cup	Full Stroller
Water Glass	Measuring Cup Set	Umbrella Stroller
Skillet	Measuring Spoon Set	Twin Stroller
Baking Pan	Tongs	Infant Car Seat
Baking Sheet	Peeler	Full Car Seat

*Items are issued on a first-come first-serve basis; therefore, not all items may be available at time of check out.



Making calls on Okinawa

Dialing an on base number:

If you are dialing another on base number you can pick up the phone and just dial the number. The first 3 numbers designate which base you are calling:

Kinser	637-****	Torii Station	644-****
Foster	646/645-****	Courtney & McTureous	622-****
Lester	643-****	Hansen	623-****
Kadena	633/634/959-****	Schwab	625-****
Futenma	646/636-****		

Dialing an off base number from on base:

To dial an off base number, you must first dial 99.

Dialing on base numbers directly from off base or cell phones:

Base	Phone	Cell Phone
Courtney - (Dialing a 622 number)	954-xxxx	098-954-xxxx
Hansen - (Dialing a 623 number)	969-xxxx	098-969-xxxx
Foster - (Dialing a 645 number)	970-xxxx	098-970-xxxx
Foster - (Dialing a 646 number)	971-xxxx	098-971-xxxx
Kadena - (Dialing a 634 number)	961-xxxx	098-961-xxxx
Kadena - (Dialing a 632 number)	959-xxxx	098-959-xxxx
Chibana - (Dialing a 632 number)	962-xxxx	098-962-xxxx

Dialing to the states, from On Base:

To call the states from a number on base, you must first dial 99, then use a calling card number, or access number. Many military members and families also subscribe to VoIP services such as MagicJack, Vonage, Broad voice, or Skype.

Dialing to the states, from Off Base:

To call the states from an off base number, use a calling card. Calling direct is very expensive. Calling cards can be purchased at the lodges, bowling centers, packages stores and other on-base locations. . Many military members and families also subscribe to VoIP services such as MagicJack, Vonage, Broad voice, or Skype.

Calling Okinawa

Dialing from the States to Okinawa:

On Base:

Dial 011-81-6117-then the last 6 digits of your phone number.

Example, if your number is 645-8395, they would dial, 011-81-611-745-8395.

Off base:

For family and friends to call you, they must dial 011-81-98-then the last 7 numbers of your phone number.



Okinawa Department of Defense Schools

www.okinawa.pac.dodea.edu

DoDDS Pacific-Okinawa District Office

634-1399

Schools Located on Marine Corps Bases

Bechtel Elementary (Camp McTureous)

622-7423

Killin Elementary (Camp Foster)

645-7760

Zukeran Elementary (Camp Foster)

645-2576

Kinser Elementary (Camp Kinser)

637-1310

Lester Middle School (Camp Lester)

645-2124

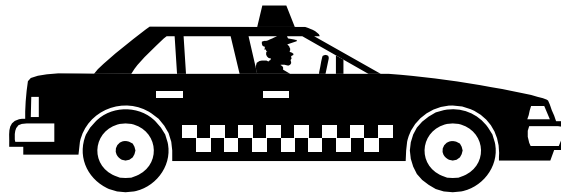
Kubasaki High School (Camp Foster) 645-4876

Schools Located on Kadena Air Base

Amelia Earhart Intermediate School	634-1329
Bob Hope Primary School	634-0093
Stearly Heights Elementary	634-0646
Kadena Elementary	634-3441
Kadena Middle School	634-0217
Ryukyu Middle School	634-4849
Kadena High School	634-1216

Private Schools (Off Base)

Okinawa Christian School International (K4-12 th)	(098) 958-3000
Kiddie Castle (3-5 yr old preschool, daycare & after school care)	(098) 936-4713
East-West Montessori School	(098) 939-5333
Zion Christian Academy	(098) 936-9986
Busy Bee	(098) 935-4751



Getting Around Okinawa without a Car

Alternative Transportation:

1. **The Green Line:** The Marine Corps provides a great service called, “The Green Line”. This is a camp to camp hourly service. You can find information regarding this service at the various Base Temporary Lodging facilities, at <http://www.marines.mil/unit/mcbbutler/Pages/TGL/Default.aspx> or call 645-3843.
2. **Taxis’s:** There is a taxi company that can provide services both on and off base. Taxi services can be expensive.

Okito Taxi 098-946-5005

Helpful Phone Numbers

Air Mobility Command (AMC):

AMC Terminal 634-2159
Marine Liaison 634-4278

Banks:

Community

Courtney 622-9442
Foster 645-2327
Hansen 623-4534
Kadena 634-2208
Kinser 637-3101
Schwab 625-2554
Torii Station 644-5191

Navy Federal Credit Union:

Courtney 622-6832
Foster 645-7331
Futenma 636-4200
Hansen 623-5062
Kinser 637-2342

Pentagon Federal Credit Union:

Kadena 633-4505

Base Housing Office:

Camp Courtney 622-7317
Camp Kinser 637-3736
Kadena 634-0582
Marine Liaison 634-0114

Billeting:

Courtney 622-9617
Foster 645-2635
Futenma 636-3756
Hansen 623-7328
Kinser 637-1735
Schwab 625-2564
NAVY (BEQ & BOQ) 634-0677

Child Development Centers (CDC):

Camp Courtney 622-7751/7761
Camp Foster 645-2549/3846
Camp Kinser 637-2296/2293

Karing Kennel 959-4062

Medical Clinics

Courtney (Bush) 622-7632/7633
Foster (Evans) 645-7371
Kinser Family Practice 637-3995
Lester Hospital 643-7555/7509

Okinawa School Bus Office

Bus Registration 645-7802/2036
Bus Monitor/Lunch Program 645-2360

TMO:

Schwab 625-2863
Foster 645-0415/0414
Kinser 637-1908
Courtney 622-7561
Kadena AB 634-2465

Temporary Lodging:

Courtney 622-9578
Foster (WestPac) 645-2455
Hansen 623-4062
Kadena (Shogun Inn) 632-1100

USFJ Drivers License: 645-7219/6071

Vehicle Registration: 645-7481

Veterinary Clinic: 959-1300