

# PERMANENT CHANGE OF STATION (PCS) MOVE CHECKLIST

(Okinawa Inbound)  
Last Updated 19 Oct 2021

## 90-180 Days until your PCS Move:

- \_\_\_ 1. Attend the **PCS OCONUS WORKSHOP** (If available).
- \_\_\_ 2. Visit [www.mccsokinawa.com/welcomeaboard](http://www.mccsokinawa.com/welcomeaboard) to access your electronic Welcome Aboard Package for relocating to Okinawa.
- \_\_\_ 3. Begin the Overseas Suitability Screening process at your current duty station (family members included if executing accompanied Orders).
- \_\_\_ 4. After all members have been medically cleared, request an Area Clearance/Dependent Entry Approval (DEA) for all family members on your Orders.
- \_\_\_ 5. Review additional information on your new PCS location through <https://installations.militaryonesource.mil>.
- \_\_\_ 6. Research procedures for shipping pets into Japan and begin the importation process for pet(s), if applicable.
- \_\_\_ 7. Request a sponsor through your unit's S-1 or your Sponsorship Coordinator.
- \_\_\_ 8. USMC Personnel: begin your Outbound Interview on MOL.
- \_\_\_ 9. USN Personnel: check-in with your CPPA and obtain a TIS package.
- \_\_\_ 10. Review your finances. Make a plan to cover non-reimbursable government expenses. Plan to pay off bills, if possible. Request a government travel charge card. Have errors corrected immediately.
- \_\_\_ 11. 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(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 are required to board AMC flight coming to Japan.
  - \_\_\_ j. Tourist Passport(s)
  - \_\_\_ k. Insurance Policies
  - \_\_\_ l. School Transcripts (if obtainable, for children previously enrolled in school)
  - \_\_\_ m. Pet Importation Documents (if applicable).
- \_\_\_ 12. Contact the Exceptional Family Member Program (EFMP) for special needs support, if applicable.
- \_\_\_ 13. Visit <https://www.dmv.org/military-drivers/> for additional information and military benefits to maintain your driver's license or stateside ID active while overseas.
- \_\_\_ 14. Renew military ID and passports if necessary. Obtain a military ID for any child 10 years and over (if applicable).
- \_\_\_ 15. Once you have been cleared to travel overseas, visit [www.move.mil](http://www.move.mil) to perform a self-counseling and begin preparations for your shipment of Household Goods (HHGs).

## 90-30 Days until your PCS Move:

- \_\_\_ 1. Upon receipt of funded orders, contact your local 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. **\*The Air Force is the executive agent for all military housing on Okinawa.\*** If executing accompanied Orders, assistance regarding housing can be obtained at:  
[www.kadena.af.mil/Kadena\\_Housing\\_Office](http://www.kadena.af.mil/Kadena_Housing_Office)

*Note: This checklist serves as a general guide for Marines/Sailors & their families arriving to Okinawa on PCS Orders. For recommendations or comments regarding this checklist, please contact MCCS Marine & Family Programs-Resources Center at: [mcbb\\_reloassist@usmc.mil](mailto:mcbb_reloassist@usmc.mil).*

# PERMANENT CHANGE OF STATION (PCS) MOVE CHECKLIST

(Okinawa Inbound)

- \_\_\_ 4. Communicate with your sponsor about your travel plans, temporary lodging reservations or billeting arrangements. If applicable, have your sponsor set up your appointments with the Kadena Housing Office, & Newcomers' Orientation; Camp Foster's Regional House Office & IPAC inbound for USMC Personnel.
- \_\_\_ 5. Communicate with your sponsor about setting up a P.O. Box or providing you with your unit's mailing address.
- \_\_\_ 6. Notify the appropriate individuals and agencies of your change of address (i.e., 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 retrieved school records, if applicable.
- \_\_\_ 10. Notify the utility and other home services (i.e. gas, electric, cable company) of disconnect dates.

## **1-30 Days until your PCS Move:**

- \_\_\_ 1. Finalize your checkout process with your detaching command.
- \_\_\_ 2. If USMC, ensure your Govt. Travel Charge Card is activated and ready for use during PCS travel.
- \_\_\_ 3. If USN, ensure you have enough funds to cover expenses incurred during PCS travel.
- \_\_\_ 4. 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.
- \_\_\_ 5. Double-check your travel plans and itinerary. Verify travel arrangements with your sponsor.
- \_\_\_ 6. Check bank/credit union procedures for transferring funds or closing accounts. Notify your financial institution of your travel overseas.
- \_\_\_ 7. Obtain Japanese Yen for travel/emergency use.
- \_\_\_ 8. Contact cellphone provider for information on eligible overseas programs/services or suspension plans. Cancel/suspend your cellphone (if applicable). Ensure you have a way to contact your sponsor while in transition.
- \_\_\_ 9. Schedule to have a COVID-19 test administered within 72 hours of OCONUS international travel for personnel or dependents who are not fully vaccinated or who have not recovered from COVID-19 within 90 days of embarkation. \*Proof of vaccination or proof of recovery from COVID-19 is required before boarding for international travel. For more on this, please visit review the Memorandum for Force Health Protection Guidance (Supplement 20) and the Foreign Clearance Guide.\*
- \_\_\_ 10. Make arrangements to go to the airport and ensure transportation to the ROM facility is secured.

### **Helpful Links:**

Childcare:	<a href="http://www.militarychildcare.com">www.militarychildcare.com</a>
Driving and Transportation:	<a href="https://www.mccsokinawa.com/welcomeaboard/#tab3">https://www.mccsokinawa.com/welcomeaboard/#tab3</a>
Employment Assistance:	<a href="https://www.mccsokinawa.com/transition/">https://www.mccsokinawa.com/transition/</a> <a href="https://www.mccsokinawa.com/jobs/">https://www.mccsokinawa.com/jobs/</a>
Household Goods Information and Suggestions:	<a href="https://www.mccsokinawa.com/welcomeaboard/#tab2">https://www.mccsokinawa.com/welcomeaboard/#tab2</a>
Importing Pets to Okinawa, Japan:	<a href="https://www.mccsokinawa.com/welcomeaboard/#tab5">https://www.mccsokinawa.com/welcomeaboard/#tab5</a>
Schools and Bus Transportation:	<a href="https://www.mccsokinawa.com/slo/#tab4">https://www.mccsokinawa.com/slo/#tab4</a> <a href="https://www.mccsokinawa.com/slo/#tab3">https://www.mccsokinawa.com/slo/#tab3</a> <a href="http://www.dodea.edu/Pacific/south/transportation.cfm">http://www.dodea.edu/Pacific/south/transportation.cfm</a>
Single Marine Program:	<a href="https://www.mccsokinawa.com/smp/">https://www.mccsokinawa.com/smp/</a>
Tips for Sending Mail through the Military Postal System:	<a href="https://www.usps.com/ship/apo-fpo-dpo.htm?pov=international">https://www.usps.com/ship/apo-fpo-dpo.htm?pov=international</a>
Tours+ (Things to do around Okinawa):	<a href="https://www.mccsokinawa.com/tours/">https://www.mccsokinawa.com/tours/</a>
Turning in your Privately Owned Vehicle (POV) for Storage:	<a href="http://pcsmypov.com/TurnIn#!/">http://pcsmypov.com/TurnIn#!/</a>
Housing:	<a href="http://www.housing.af.mil/Units/Okinawa/">http://www.housing.af.mil/Units/Okinawa/</a> <a href="http://www.mcbbutler.marines.mil/MCIPAC_Housing/">http://www.mcbbutler.marines.mil/MCIPAC_Housing/</a>

*Note: This checklist serves as a general guide for Marines/Sailors & their families arriving to Okinawa on PCS Orders. For recommendations or comments regarding this checklist, please contact MCCS Marine & Family Programs-Resources Center at: [mcbb\\_reloassist@usmc.mil](mailto:mcbb_reloassist@usmc.mil).*