

PERMANENT CHANGE OF STATION (PCS) MOVE CHECKLIST

(Okinawa Inbound)

90-180 Days until your PCS Move:

- ___ 1. Attend the **PCS OCONUS/SMOOTH MOVE WORKSHOP** (If available).
- ___ 2. Visit www.mccsokinawa.com/welcomeaboard to access your electronic Welcome Aboard Package for relocating to Okinawa.
- ___ 3. Begin the Overseas Suitability Screening process (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 credit report. 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)
 - ___ 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 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 through the HEAT Tool available at: <http://www.housing.af.mil/Units/Okinawa/>.

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.

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- ___ 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, 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. 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.
- ___ 9. Cancel/suspend your cellphone (if applicable). Ensure you have a way to contact your sponsor while in transition.
- ___ 10. Double-check your travel plans and itinerary.
- ___ 11. Schedule to have a COVID-19 test administered within 72 hours of embarkation for OCONUS travel for yourself and each traveling family member due to AMC passenger requirements. Make arrangements to go to the airport.


Helpful Links:

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

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