

PERMANENT CHANGE OF STATION (PCS) MOVE CHECKLIST

(Okinawa Inbound)

90-180 Days till 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 Medical Overseas 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. Request your TDS (TIS for Navy personnel) package from your unit's S-1 or Administrative Section.
- ___ 9. 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.
- ___ 10. 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).
- ___ 11. Contact the Exceptional Family Member Program (EFMP) for special needs support, if applicable.
- ___ 12. Visit www.dmv.org for additional information and military benefits on maintain your driver's license or stateside ID active while overseas.
- ___ 13. Renew military ID and passports if necessary. Obtain a military ID for any child 10 years and over (if applicable).
- ___ 14. Visit www.move.mil to perform a self-counseling and begin preparations for the shipment of Household Goods (HHGs).

90-30 Days till your PCS Move:

- ___ 1. 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.
- ___ 3. ***The Air Force is the executive agent for all military housing on Okinawa.*** If executing accompanied Orders, complete the "Application for Assignment to Housing (DD Form 1746)". The application along with additional information can be obtained through <http://www.housing.af.mil/Units/Okinawa/>.
- ___ 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.

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: mccb_reloassist@usmc.mil.

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- ___ 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 utility and home services (i.e. gas, electric, cable company) of disconnect dates.

1-30 Days till 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're 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. Make arrangements to go to the airport.


Helpful Links:

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| Childcare: | www.militarychildcare.com |
| Driving and Transportation: | https://www.mccsokinawa.com/welcomeboard/#tab3 |
| Employment Assistance: | https://www.mccsokinawa.com/transition/ https://www.mccsokinawa.com/jobs/ |
| Household Goods Information and Suggestions: | https://www.mccsokinawa.com/welcomeboard/#tab2 |
| Importing Pets to Okinawa, Japan: | https://www.mccsokinawa.com/welcomeboard/#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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