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

**Once orders are received:**

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

**Three to Six Months:**

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

**Suggested Timeframe**

**Permanent Change of Station Move to Okinawa for USMC Unaccompanied Personnel**

**Once orders are received:**

- Attend the PCS OCONUS/Smooth Move Workshop with MCCS Marine & Family Programs.
- Review the comprehensive MCCS Welcome Aboard package by visiting the following website: 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: http://www.med.navy.mil/sites/nhoki/Sites/Services/OSS.aspx.

**Coming from a remote location?** Contact the U.S. Naval Hospital Okinawa Overseas Screening Department through the following email for additional assistance: usn.butler.navospokinawa.megs.oversaeascreeningcoord@mail.mil

**To complete your application and download the documents you need,** visit the following website: 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
- Begin your preparations for your Household Goods (HHG) shipment.

**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: www.move.mil

**Create a DPS account by clicking on the “create a new account” link on the move.mil website.**

**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: www.move.mil

**Have a Defense Personal Property System (DPS) Account?**

- Yes
  - Go to the next section.
- No
  - Create a new account.

**Review the COVID-19 documents on the following web link prior to scheduling your DMO pickup:**

**To complete your Outbound Interview on MOL and request a Sponsorship Request Form (NAVMC 11799) from your Sponsorship Coordinator:**

- Complete your Outbound Interview on the MOL and request a Sponsorship Request Form from your Sponsorship Coordinator.

**Sponsorship Request Completed?**

- Yes
  - Email your completed Sponsorship Request form to mcbb_reloassist@usmc.mil for processing.
- No
  - Found Suitable for an Overseas Tour?
    - Yes
      - Go to the next section.
    - No
      - Contact your Career Counselor for assistance on modifying your orders.

**To download the documents you need:**

- Complete your Outbound Interview on the MOL and request a Sponsorship Request Form from your Sponsorship Coordinator.

**Review the “Household Goods Information & Suggestions” checklist on the MCCS Welcome Aboard page.**

**To review the documents on the PCS Checklists tab also located on the MCCS Electronic Welcome Aboard package:**

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

**To access the application click on the following url:**

- Click on the following url to access the application:
  - https://installations.militaryonesource.mil

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**Review the comprehensive MCCS Welcome Aboard package by visiting the following website:**
- www.mccsokinawa.com/welcomeaboard. Scroll down to the middle of the page to open the Okinawa PCS Must Know Information link; review the document.

**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.

**To enter an installation**

- Click on the following link to enter an installation:
  - Camp S D Butler from the drop down and hit “Search.”

**Do you have a Tourist Passport?**

- Yes
  - Go to the next page.
- No
  - To enter an installation

**To complete your application and download the documents you need,** visit the following website:
- 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
- Begin your preparations for your Household Goods (HHG) shipment.

**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: www.move.mil

**Create a new account**

- Click on the following link to enter a new account:
  - https://move.mil/newaccount

**Have a Defense Personal Property System (DPS) Account?**

- Yes
  - Go to the next section.
- No
  - Create a new account.

**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: www.move.mil
### (PCS) Permanent Change of Station Move to Okinawa for USMC Unaccompanied Personnel

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#### One to Two Months:
- **Topics Covered:**
  - Finalizing HHG
  - Storing Privately Owned Vehicle
  - Billeting Information
  - The Joint Reception Center (JRC)
  - Sponsor Responsibilities

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

### Selling your vehicle?

- **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/](http://www.dmv.org/military-drivers/).

- **YES**
  - 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.pcsmySpy.com/TurnIn#/](https://www.pcsmySpy.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. Mail ahead or pack items you will need during ROM.

- **E-6 and above?**
  - **YES**
    - 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/](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.

  - **NO**
    - *Exception: MLG units- Please confirm arrangements with your command.

- **Contact your stateside cell phone provider for overseas program options.**

- **Make arrangements to travel to the airport.**

- **Go to the next section.**

#### 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.pcsmySpy.com/TurnIn#/](https://www.pcsmySpy.com/TurnIn#/).

#### Provide your sponsor with your flight itinerary, grocery list, and other essentials you will need during your 14-day Restriction of Movement (ROM). Ensure you have a way to contact your sponsor while in transition in case of any flight delays. Mail or pack items you will need during ROM. Self-monitor for symptoms prior to the flight. Ensure you have cloth masks and hand sanitizer for the flight.

#### To familiarize yourself, click on the following url: [https://www.mccsokinawa.com/welcomeaboard/#tab1](https://www.mccsokinawa.com/welcomeaboard/#tab1). Click on the “Air Mobility Command (AMC) Terminal at Kadena Air Base” links to view helpful information on both airports.

- **Make arrangements to travel to the airport.**

- **Go to the next page.**

#### Have your sponsor set up your quarters through the Billeting Office of the Camp you will be stationed in. Ensure you have at least $600 to cover expenses while in ROM. Have your sponsor set up your in-processing appointment with IPAC and Newcomers’ Orientation after completion of your 14-day Restriction of Movement (ROM).

#### 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.

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

#### 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.

#### Begin to complete your checkout sheet from your detaching command.

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#### Some helpful links to review:

- For the latest III MEF and MARFORJ Command Information relating to the COVID-19 and current Health Production Condition (HPCON), please visit: [https://www.iiimef.marines.mil/Coronavirus/](https://www.iiimef.marines.mil/Coronavirus/)

- To learn about the Liberty App, click on the following link: [https://www.mccsokinawa.com/liberty/](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](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/](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](https://www.mccsokinawa.com/welcomeaboard/#tab3)

#### Information on both airports:

- **Make arrangements to travel to the airport.**

- **Go to the next page.**

#### Important links to view:

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Suggested Timeframe

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

Updated: July 2020

Arrival:

Topics Covered:
- Flying into Okinawa
- Transport to billeting
- Checking into Billeting or the Joint Reception Center (JRC)
- Newcomers’ Orientation Welcome Aboard

Applicable to E-6 and above personnel:
- Your sponsor or designated unit representative will meet you at the airport and take you to your designated quarters to conduct your mandatory 14-day Restriction of Movement (ROM)

Applicable to E-5 and below personnel:
- Flying on the Patriot Express

YES
- Arrive at the Kadena Air Force Base AMC Terminal.

After exiting the aircraft, remain in the seating area until a Joint Reception Center (JRC) Representative or Provost Marshall Office (PMO) representative arrives; you’ll work your way through customs under their guidance. They will walk you to “Baggage Claim” to collect your baggage. The JRC bus will drive you to Camp Foster for temporary billeting and in-processing.

Complete the JRC in-processing brief. After the completion of ROM and once you check in with your new Unit, your permanent room will be assigned.

Check in with your new command. Prior to taking your SOFA Licensing Exam, your CO’s signature is required on your SOFA License Application (USFJ Form 4EJ). E-3 and below personnel will also need to take a 1-day driving class prior to taking the SOFA licensing exam. Additional details are provided in the Driver’s License Flyer available through the following link: [https://www.mcipac.marines.mil/Staff-and-Sections/Special-Staff/MCIPAC-Safety/Safety-Office/Okinawa-Driving/](https://www.mcipac.marines.mil/Staff-and-Sections/Special-Staff/MCIPAC-Safety/Safety-Office/Okinawa-Driving/)

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.

End of PCS process. Welcome to Okinawa!

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