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

Less than 6 Months:
Topics Covered:
- Electronic Welcome Aboard Package
- Overseas Suitability Screening (OSS)
- Outbound Interview on MOL and Sponsorship Request Form
- Area Clearance

Review the comprehensive MCCS Electronic 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.

Complete your Outbound Interview on MOL and request a Sponsorship Request Form (NAVMC 11799) from your S-1.

Within 10 days of receiving Basic Orders, visit the U.S. Naval Hospital, Okinawa web page to begin the Overseas Suitability Screening (OSS) process. A list of the documents needed is available on this website. Click on the following url: http://www.med.navy.mil/sites/nhoki/SitePages/Services/OSS.aspx.

Email your completed Sponsorship Request form to mchb_reloassit@usmc.mil.

Found Suitable for an Overseas Tour?

YES

Complete ASAP

NO

Contact your Career Planner for assistance on modifying your orders.

Depending on your flight, you will have either 5 or 10 days to find a military veterinarian to complete your pet's rabies shots. To find a military veterinarian, contact your military veterinarian.

Greater than 6 Months:
Topics Covered:
- Pet Importation

If applicable: relocating with pets?

YES

Review the “Import Guide for Pets – Non Designated Regions” document located on the “PCS Checklists” tab of the MCCS Welcome Aboard page for information on the pet importation process. To access the document, click on the following web link: https://www.mccsokinawa.com/welcomeaboard/#tab2.

Complete your Outbound Interview on MOL and request a Sponsorship Request Form (NAVMC 11799) from your S-1.

Within 10 days of receiving Basic Orders, visit the U.S. Naval Hospital, Okinawa web page to begin the Overseas Suitability Screening (OSS) process. A list of the documents needed is available on this website. Click on the following url: http://www.med.navy.mil/sites/nhoki/SitePages/Services/OSS.aspx.

Email your completed Sponsorship Request form to mchb_reloassit@usmc.mil.

Found Suitable for an Overseas Tour?

YES

Complete ASAP

NO

Contact your Career Planner for assistance on modifying your orders.

The following website has web links to airline pet policies. Click on the following url to open the website: https://www.state.gov/m/fsi/tc/c10442.htm. Contact your commercial airline for more information on your options for pet travel.

Is your flight on the Patriot Express or government flight?

YES

Review the AMC Pet Travel Information Page at: https://www.amc.af.mil/Home/AMC-Travel-Site/AMC-Pet-Travel-Page. Contact the Passenger Travel Office (PTO) for additional information & assistance with booking your pet on the flight.

NO

Contact your Commercial Airline for pet travel policy & check with your military veterinarian.

Financial Assistance:

- Marine Corps Community Services (MCCS)
- Exceptional Family Member Program (EFMP)
- Military OneSource (MOS)
- Electronic Welcome Aboard, https://www.mccsokinawa.com/welcomeaboard
- The Society for the Prevention of Cruelty to Animals (SPCA) International
- Dogs on Deployment

Please Note: Pets are not an entitlement. Service Members must be prepared to pay for pet travel expenses. The Society for the Prevention of Cruelty to Animals (SPCA) International and Dogs on Deployment offer grants to Service Members to assist with travel expenses. To visit the SPCA International website click on the following url: https://www.spcai.org/get-involved/military-support/operation-military-pets/. To go to the Dogs on Deployment website, click on the following url: https://www.dogsondeployment.org.
### PCS Permanent Change of Station Move to Okinawa for USMC Accompanied Personnel

**Updated: March 2019**

**Suggested Timeframe**

<table>
<thead>
<tr>
<th>Less Than Thirty Days:</th>
<th>Topics Covered:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Important Documents</td>
<td>Meeting Sponsor</td>
</tr>
<tr>
<td>Setting Up</td>
<td>Checking into Lodging</td>
</tr>
<tr>
<td>Checkout Process</td>
<td>Check-In with Housing</td>
</tr>
<tr>
<td>Sponsor Notification</td>
<td>TLA Entitlements</td>
</tr>
<tr>
<td>Travel and Arrival</td>
<td>Newcomers’ Orientation</td>
</tr>
<tr>
<td>Helpful Links</td>
<td>Welcome Aboard</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Arrival:</th>
<th>Topics Covered:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meet your sponsor at the airport. Your sponsor will be waiting in the lobby of the arrival terminal.</td>
<td>Meeting Sponsor</td>
</tr>
<tr>
<td>Your sponsor will drive you to the lodging facility and help you check in.</td>
<td>Checking into Lodging</td>
</tr>
<tr>
<td>Check into the Camp Kinser Satellite Housing Office within 2 business days of arriving to Okinawa.</td>
<td>Check-In with Housing</td>
</tr>
<tr>
<td>Your sponsor will drive you to the lodging facility and help you check in.</td>
<td>TLA Entitlements</td>
</tr>
<tr>
<td>Newcomers’ Orientation Welcome Aboard</td>
<td>Newcomers’ Orientation</td>
</tr>
<tr>
<td>SOFA Driver’s License</td>
<td>Welcome Aboard</td>
</tr>
<tr>
<td>Check-in with IPAC</td>
<td>SOFA Driver’s License</td>
</tr>
</tbody>
</table>

### Locations

<table>
<thead>
<tr>
<th>Stationed at</th>
<th>Check into the Camp Kinser Satellite Housing Office within 2 business days of arriving to Okinawa.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Camp Kinser</td>
<td>Yes</td>
</tr>
<tr>
<td>MCAS</td>
<td>No</td>
</tr>
<tr>
<td>Futenma</td>
<td>Yes</td>
</tr>
<tr>
<td>Naha Port</td>
<td>No</td>
</tr>
</tbody>
</table>

### Exchange a Small Amount of U.S. Currency

- **Arrival:** For travel plans and duty status, exchange a small amount of U.S. currency 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.

### Important Timeframe

- **Suggested Days:**
  - Days 1-7: Notify your financial institution of your overseas travel plans and duty station. Be sure to set up automatic bill payments if necessary.
  - Days 8-14: Provide your sponsor with your flight itinerary information. Have your sponsor confirm he/she has received your arrival information. Ensure you have a way to contact your sponsor during your transition to Okinawa in case of any flight delays.
  - Days 15-28: To familiarize yourself with the airports on Okinawa, click on the following link: [https://www.mccsokinawa.com/welcomeaboard/#tab12](https://www.mccsokinawa.com/welcomeaboard/#tab12). Click on the “Naha Airport Domestic Terminal” and the “Air Mobility Command (AMC) Terminal at Kadena Air Base” links to view helpful information on both airports.

### Helpful Links

- **Travel and Notification**
  - Make arrangements to travel to the airport.
  - Go to the next section.

- **Arrival**
  - Your CO’s signature is required on your SOFA License Application (USF Form 4EJ) before taking the SOFA Driver’s Licensing Test. 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/Safety/Safety-Office/Okinawa-Driving/](https://www.mcipac.marines.mil/Staff/Safety/Safety-Office/Okinawa-Driving/)

### End of PCS Process

- You are eligible to take the SOFA Driver’s Licensing Exam during NOWA.
- Dependents with a valid driver’s license are eligible to take the SOFA Driver’s Test during NOWA.