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

### Once orders are received:

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

**Suggested Timeframe**

### Greater than 6 Months:

**Topics Covered:**
- Pet Importation

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### 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 Electronic Welcome Aboard package for information on the pet importation process. To access the document click on the following web link: https://www.mccsokinawa.com/welcomeaboard#tab2.

**NO**

Skip these steps. Go to the next page.

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### Pet Importation

**YES**

Obtain a Health Certificate for your pet from a military veterinarian the week you are scheduled to fly to Okinawa. Most airlines require the certificate to be issued within 10 days of travel to include the time it takes to arrive to Okinawa. Ensure you have a copy of your pet’s rabies shots and other vaccine records as well.

**NO**

Skip these steps. Go to the next page.

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**Please Note:** Pets are not an entitlement. Service Members must be prepared to pay for pet travel expenses. Resident Veterinarian recommends that pets ROM with owners whenever practical in either quarters or TLF. 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.spcail.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/.

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**YES**

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Go to the Military Installations website by clicking on the following url: https://installations.militaryonesource.mil to review information on your new duty station. Enter Camp SD Butler under the “Enter an installation” tab. Select Camp SD Butler from the drop down and hit “Search.”

Three to Six Months:

Topics Covered:

- Military Installations
- Plan My Move
- Financial Worksheet
- Passports
- Household Goods Shipment (HHG)

To complete your application and download the documents you need, visit the following website: https://travel.state.gov/content/passports/en/passports.html.

Do you have no-fee and tourist passports for your dependents?

- NO
- YES

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.

Review your finances. Use the “Financial Planning Worksheet” to create a budget for your PCS move. Plan for expenses you will incur while in ROM. To download the document click on the following url: https://www.mccsokinawa.com/welcomeaboard/#tab2.

Review the “Household Goods Information & Suggestions” checklist on the MCCS Welcome Aboard page. Click on the following url to access the document: https://www.mccsokinawa.com/welcomeaboard/#tab2. Begin your preparations for your Household Goods (HHG) shipment.

Have a Defense Personal Property System (DPS) Account?

- NO
- YES

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.

Log in to your DPS account through the “create a new account” link on the move.mil website.

The Air Force is the executive agent for all housing on Okinawa. Apply for housing or have your sponsor contact the Kadena Military Housing Office to receive housing options and eligibility for the Port-to-Final Residence Program. Click on the url to access the Port-to-Residence Flowchart to assist you with the military housing assignment process: www.mccsokinawa.com/welcomeaboard/#tab5. Contact the Kadena Housing Office through H.E.A.T at: http://www.housing.af.mil/luts/Okinawa/, call: 011-81-734-0582 or email: Kadenahousing.customerservice@us.af.mil to apply for family housing or additional assistance.

Contact the stateside cell phone provider for overseas program options.

One to Two Months:

Topics Covered:

- Finalizing HHG Shipment
- Storing Privately Owned Vehicle
- Housing
- Sponsor Responsibilities
- Schools & Childcare

Go to the School Liaison website and visit the tabs for information and a list of schools aboard Okinawa. To visit the website, click on the following url: https://www.mccsokinawa.com/slo/. To see a map of the school bus transportation zones click on the following url: http://www.dodea.edu/Pacific/south/transportation.cfm.

The Marine Corps Base Camp Butler from the drop down list. Input the age of your child to find care. For pricing and other childcare options please contact Resource & Referral at 011-81-98-970-4117 or via email at: resourceandreferral.okinawa.moms.mcn.os. Contact DODEA District Registrar prior to arrival to coordinate school enrollment for children via email: ODSDORegistrar@dodea.edu.

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Begin your search for childcare by creating an account on militarychildcare.com. To access the website click on the following url: www.militarychildcare.com. For location, type in Camp and select Marine Corps Base Camp Butler from the drop down list. Input the age of your child to find care. For pricing and other childcare options please contact Resource & Referral at 011-81-98-970-4117 or via email at: resourceandreferral.okinawa.moms.mcn.os. Visit Camp Foster, Resource & Referral, Bldg. 495 once you arrive to Okinawa to continue with the childcare process.

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Suggested Timeframe

Updated: July 2020

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Updated: July 2020

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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/

To learn about the Liberty App, click on the following link: 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

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/

Thinking about driving in Okinawa? Download a copy of the SOFA Driver’s Manual by clicking on the following url: https://www.mccsokinawa.com/welcomeaboard/#tab3

If you have any questions, please contact MCCS Okinawa, Relocation Services

From the US: 011-81-98-970-8395 | From DSN: 645-8395 | Cell Phone: 098-970-8395 | Email: mchb_reloassist@usmc.mil

### Arrival:

#### Topics Covered:
- Bus Transport
- Checking into Housing/14 day ROM
- Newcomers’ Orientation Welcome Aboard
- SOFA Driver’s License
- Check-In with Housing
- Check-In with IPAC

#### Locate and secure important legal documents for travel: Military IDs, Orders, Approved Area Clearance, Birth Certificates, Social Security Cards, Marriage/Divorce Certificates, Power of Attorney and Wills, Tax Records, Passports, Financial Documents, Insurance Policies, Medical & Dental Records, School Transcripts, Pet Importation Documents, etc.

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

#### Begin to complete your checkout sheet from your detraching command

#### Your sponsor will drive you to your assigned housing unit and have food and essentials waiting for you at your residence. Please plan to pay your sponsor back for any expenses incurred.

#### Take the MCCS Bus to the designated TLF to ROM

#### Complete the Online Newcomers’ Orientation Welcome Aboard (NOWA) following your arrival. For NOWA information or to sign up, visit the following url: https://www.mccsokinawa.com/welcomeaboard/#tab9

#### Your CO’s signature is required on your SOFA License Application (USFJ 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.mccpusrbonline.mil/Staff-and-Sections/Special-Staff/MCPAC-Safety/Safeties-Office/Okinawa-Driving/

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 your endorsed orders.

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 needed 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/#tab13. Click on the “Air Mobility Command (AMC) Terminal at Kadema Air Base” link to view helpful information

Arrive at the Kadema AMC Terminal. You will be completing a mandatory 14-day ROM upon arrival.

You are eligible to take the SOFA Licensing Exam. Contact Base Safety after completion of NOWA and ROM. Dependents with a valid driver’s license are eligible to take the SOFA Driver’s Test too

Contact Base Safety for additional guidance on how to obtain a SOFA License after completing the pre-requirements. Dependents with a valid state side driver’s license are eligible to take the SOFA Driver’s Test during NOWA

Check into your new command after completing your 14-day ROM.

Check into IPAC for in-processing and a face to face audit.

Check into the Kadema Housing Office to resume the housing assignment process or to conduct your move-in inspection.

Make arrangements to travel to the airport

Go to the next section

Completed 14-day ROM?

NO

End of the PCS Process. Welcome to Okinawa!

YES

Complete your 14-day ROM before beginning your check-in.

NO

End of the PCS Process. Welcome to Okinawa!

Completed 14-day ROM?

YES

Check into your new command after completing your 14-day ROM.

NO

Check into the Kadema AMC Terminal.

Contact the Regional Housing Office to process or to conduct your move-in inspection.

To familiarize yourself, click on the following url: https://www.mccsokinawa.com/welcomeaboard/#tab13

### Less Than Thirty Days:

#### Topics Covered:
- Important Documents
- Setting Up Finances
- Checkout Process
- Sponsor Notification
- Travel and Arrival
- Helpful Links

#### 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

#### Consent with your SOFA licensing exam. Contact Base Safety 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/#tab13. Click on the “Air Mobility Command (AMC) Terminal at Kadema Air Base” link to view helpful information

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