

## MCCS Okinawa, Marine and Family Programs

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

MCB Camp S.D. Butler



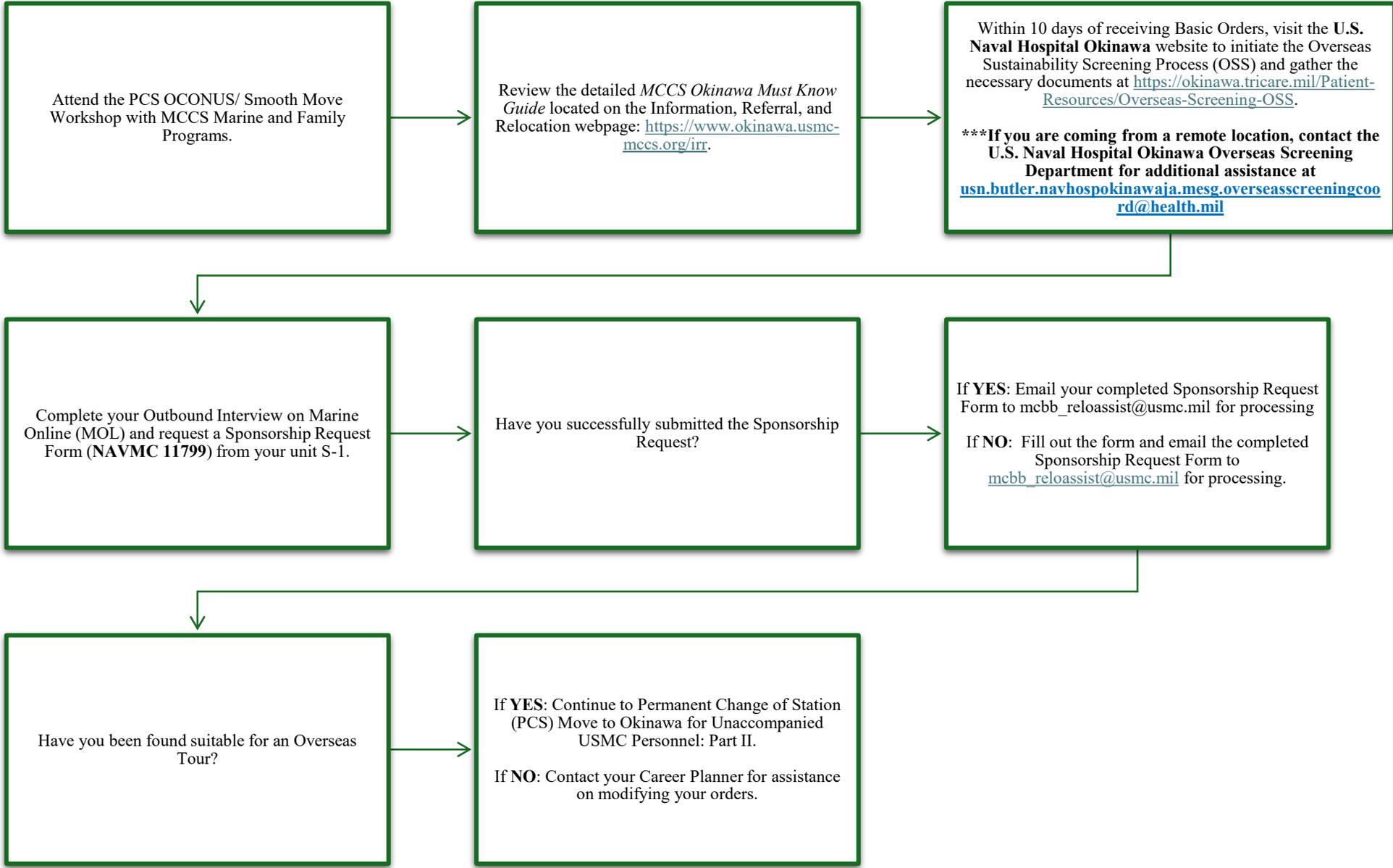
Suggested timeframe to complete Part I is **once you have received your orders.**

# Permanent Change of Station (PCS) Move to Okinawa for Unaccompanied USMC Personnel: Part I



Topics Covered in Permanent Change of Station (PCS) Move to Okinawa for Unaccompanied USMC Personnel: Part I :

- ❖ Electronic Welcome Aboard Package
- ❖ Overseas Sustainability Screening (OSS)
- ❖ Outbound Interview on Marine Online (MOL)
- ❖ Sponsorship Request Form
- ❖ Area Clearance
- ❖ Passport

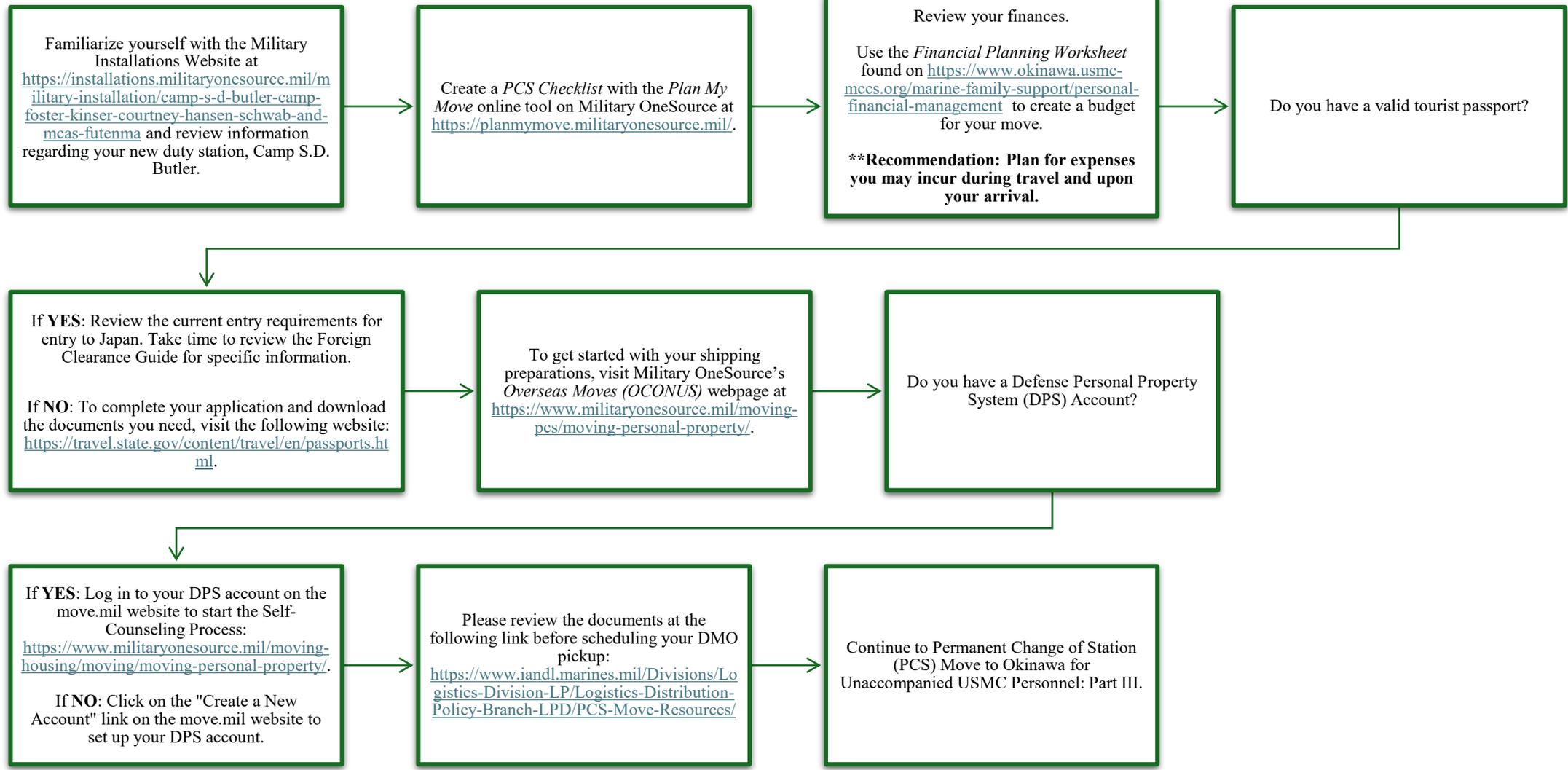


Suggested timeframe to complete Part II is **3 to six months prior to arrival.**

# Permanent Change of Station (PCS) Move to Okinawa for Unaccompanied USMC Personnel: Part II



- Topics Covered in Permanent Change of Station (PCS) Move to Okinawa for Unaccompanied USMC Personnel: Part II :
- ❖ Military Installations
- ❖ Plan My Move
- ❖ Financial Worksheet
- ❖ Passport
- ❖ Household Goods Shipment (HHG)



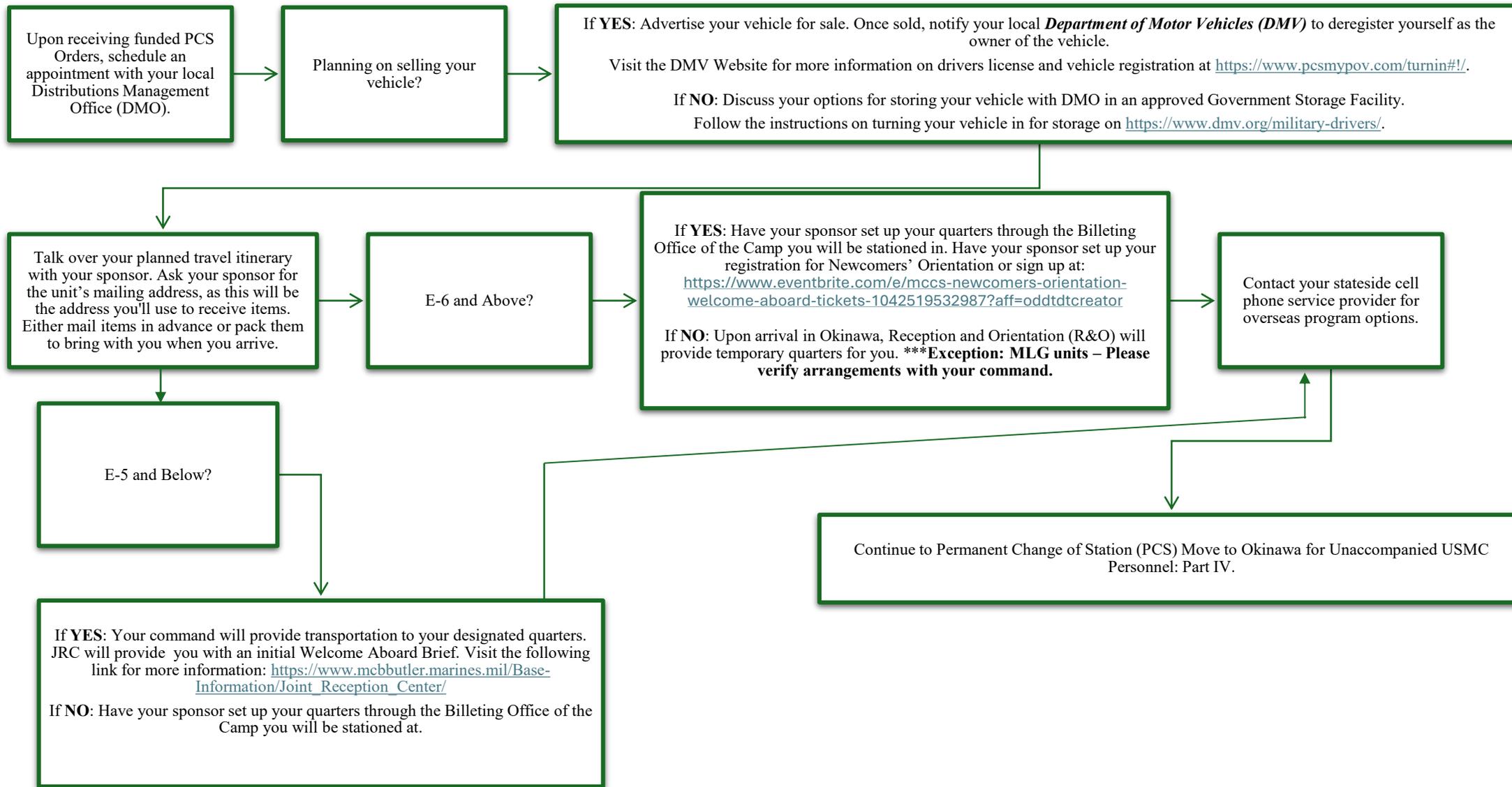
Suggested timeframe to complete Part III is **one to two months prior to arrival.**

# Permanent Change of Station (PCS) Move to Okinawa for Unaccompanied USMC Personnel: Part III



Topics Covered in Permanent Change of Station (PCS) Move to Okinawa for Unaccompanied USMC Personnel: Part III :

- ❖ Finalizing HHG Shipment
- ❖ Storing Privately Owned Vehicles
- ❖ Billeting Information
- ❖ Reception and Orientation (RO)
- ❖ Sponsor Responsibilities



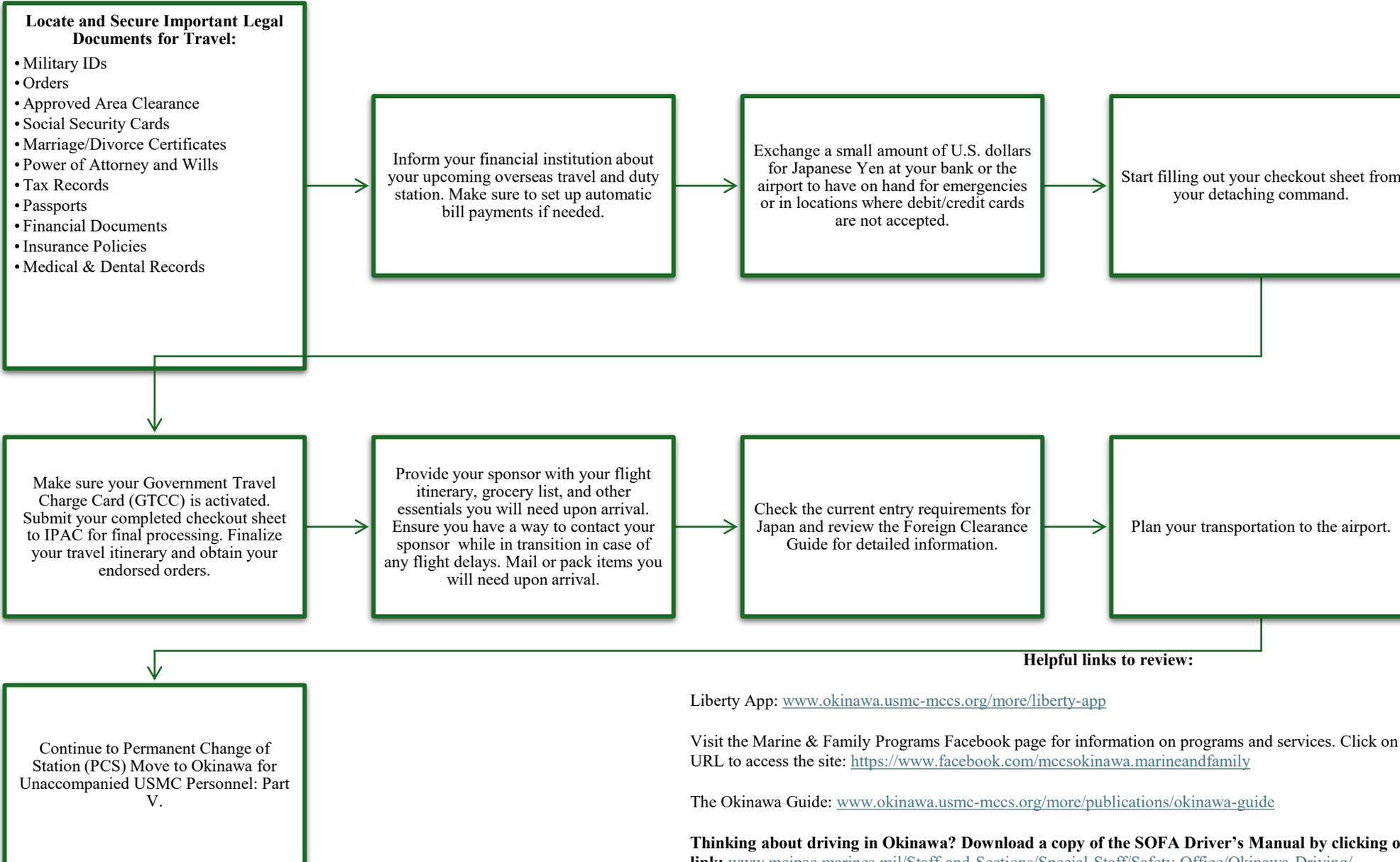
Suggested timeframe to complete Part IV is less than 30 days of arrival.

# Permanent Change of Station (PCS) Move to Okinawa for Unaccompanied USMC Personnel: Part IV



Topics Covered in Permanent Change of Station (PCS) Move to Okinawa for Unaccompanied USMC Personnel: Part IV :

- ❖ Important Documents
- ❖ Setting Up Finances
- ❖ Checkout Process
- ❖ Sponsor Notification
- ❖ Travel and Arrival
- ❖ Helpful Links



**Helpful links to review:**

Liberty App: [www.okinawa.usmc-mccs.org/more/liberty-app](http://www.okinawa.usmc-mccs.org/more/liberty-app)

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: [www.okinawa.usmc-mccs.org/more/publications/okinawa-guide](http://www.okinawa.usmc-mccs.org/more/publications/okinawa-guide)

**Thinking about driving in Okinawa? Download a copy of the SOFA Driver's Manual by clicking on the following link:** [www.mcipac.marines.mil/Staff-and-Sections/Special-Staff/Safety-Office/Okinawa-Driving/](http://www.mcipac.marines.mil/Staff-and-Sections/Special-Staff/Safety-Office/Okinawa-Driving/)

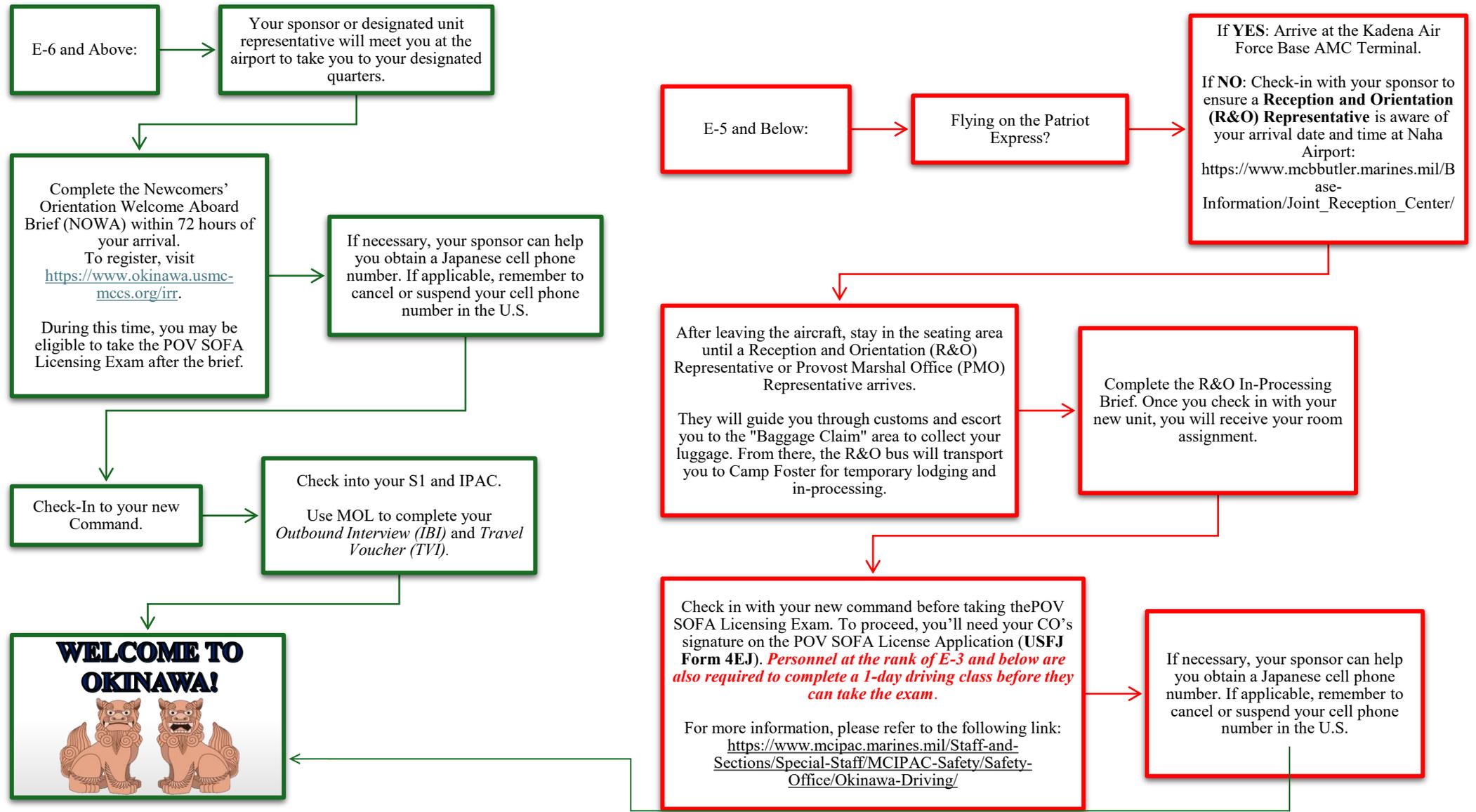
Suggested timeframe to complete Part V is at arrival.

# Permanent Change of Station (PCS) Move to Okinawa for Unaccompanied USMC Personnel: Part V



Topics Covered in Permanent Change of Station (PCS) Move to Okinawa for Unaccompanied USMC Personnel: Part V :

- ❖ Arriving to Okinawa
- ❖ Transport to Billeting
- ❖ Checking into Billeting or the Reception and Orientation (RO)
- ❖ Newcomers' Orientation Welcome Aboard
- ❖ POV SOFA Drivers' License
- ❖ Check-In



These flowcharts are intended as a general guide and additional resource for inbound personnel to Okinawa. If you have any questions, please contact MCCS Okinawa, Relocation Services From the US: 011-81-98-970-7494 | From DSN: 645-7494 | Email: [mcbb\\_reloassist@usmc.mil](mailto:mcbb_reloassist@usmc.mil)

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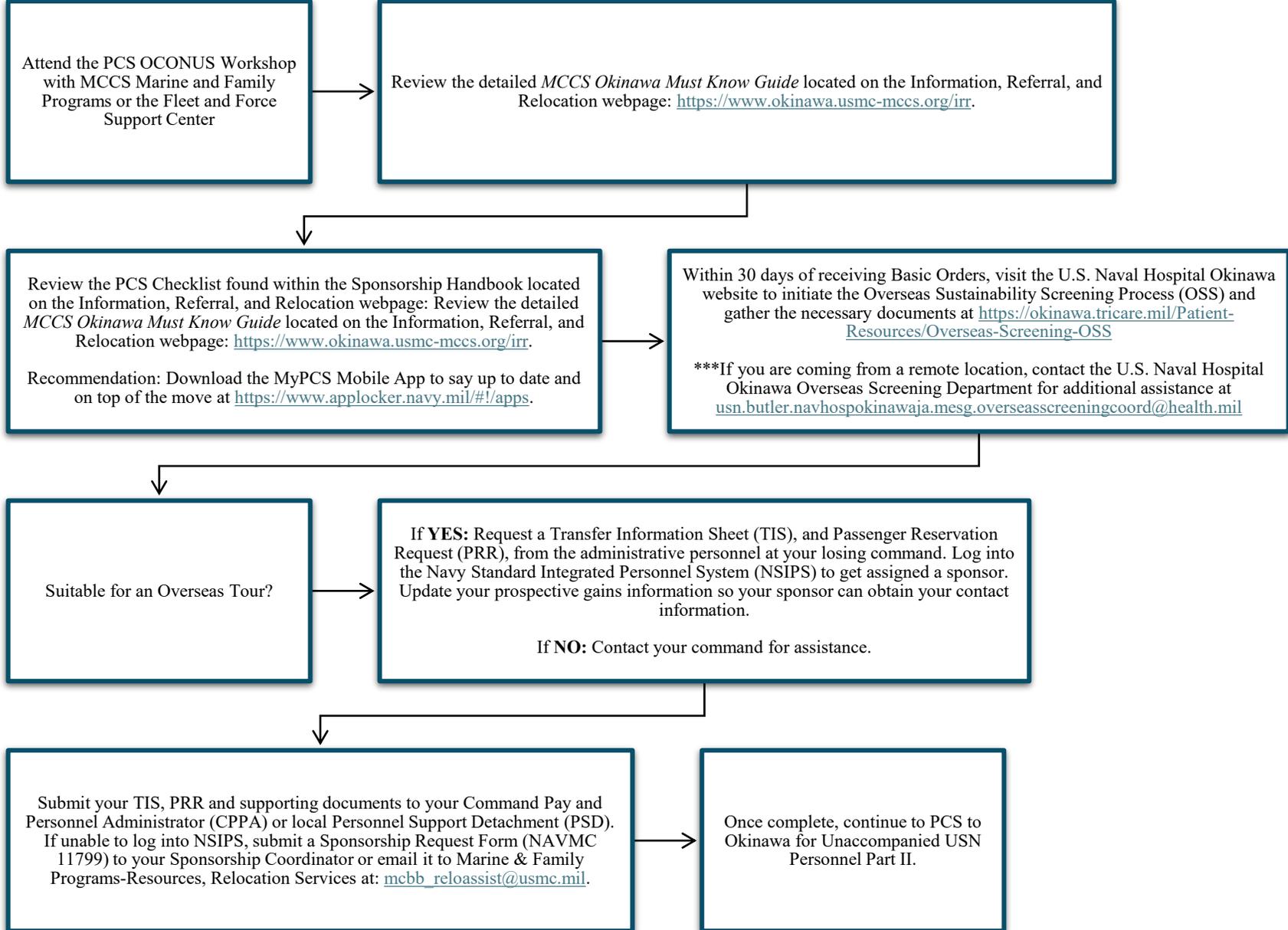


# Permanent Change of Station (PCS) Move to Okinawa for Unaccompanied USN Personnel: Part I

Suggested timeframe to complete Part I is **once you have received your orders.**

Topics Covered in Permanent Change of Station (PCS) Move to Okinawa for Unaccompanied USMC Personnel: Part I :

- ❖ Electronic Welcome Aboard Package
- ❖ Overseas Sustainability Screening (OSS)
- ❖ Passport
- ❖ Transfer Information Sheet (TIS)
- ❖ Passenger Reservation Request (PRR)
- ❖ Sponsorship Request Form

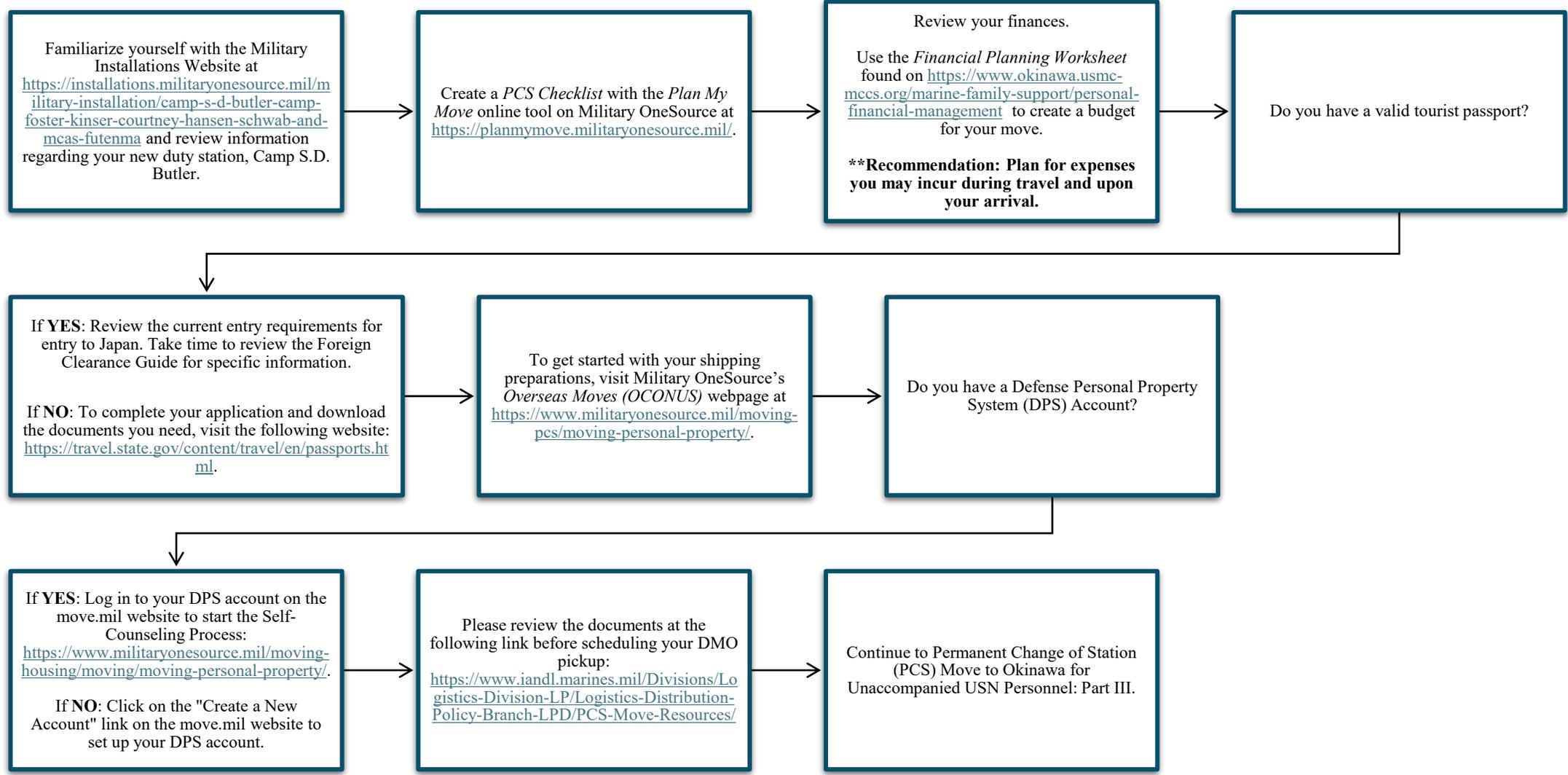


Suggested timeframe to complete Part II is **6 months from arrival date.**

# Permanent Change of Station (PCS) Move to Okinawa for Unaccompanied USN Personnel: Part II



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



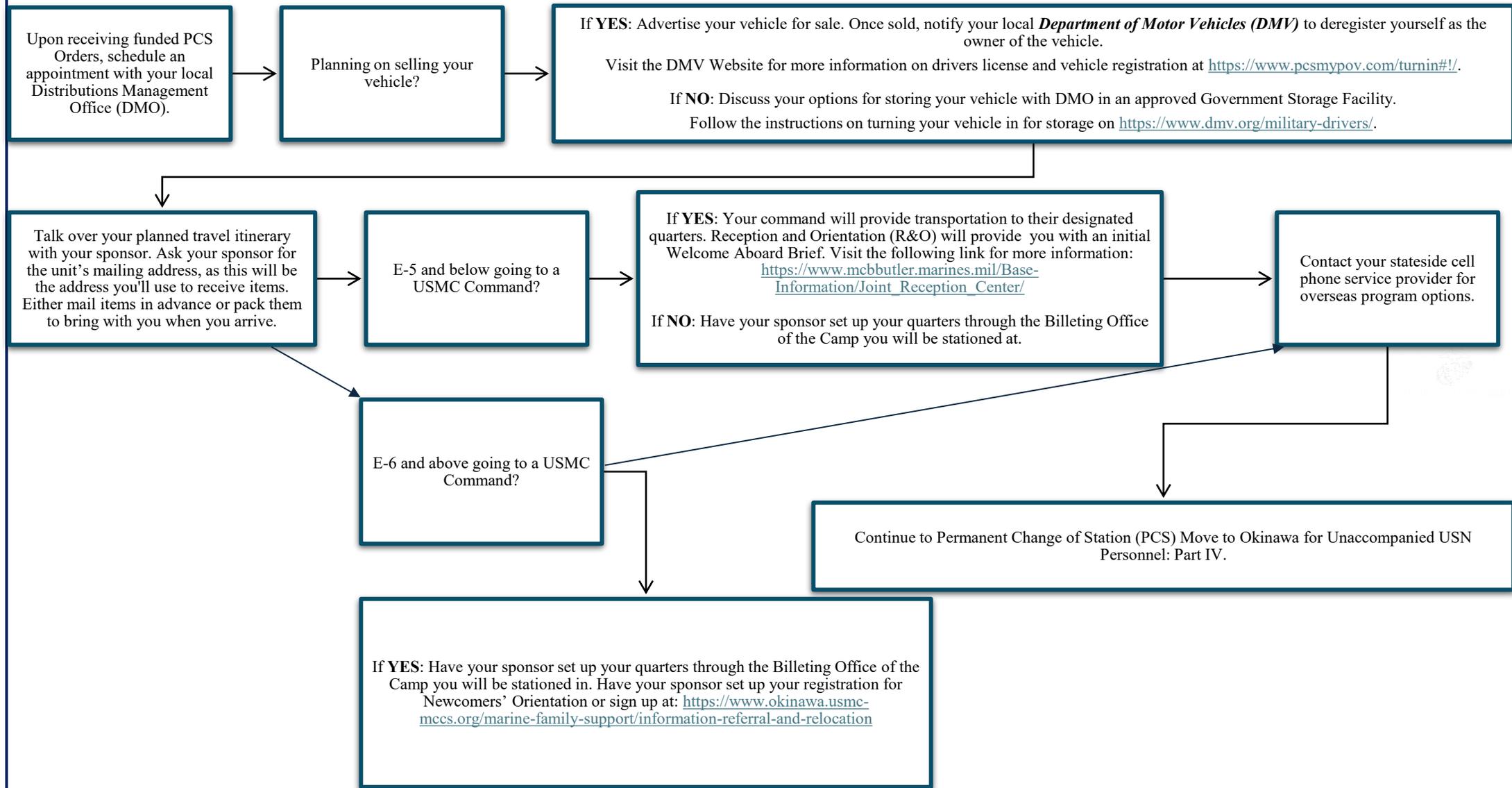
Suggested timeframe to complete Part III is **1 to 3 months from arrival date.**

# Permanent Change of Station (PCS) Move to Okinawa for Unaccompanied USN Personnel: Part III



Topic Covered in Permanent Change of Station (PCS) Move to Okinawa for Unaccompanied USN Personnel: Part III :

- ❖ Finalizing HHG Shipment
- ❖ Storing Privately Owned Vehicle
- ❖ Billeting Information
- ❖ The Joint Reception Center (JRC)
- ❖ Sponsor Responsibilities



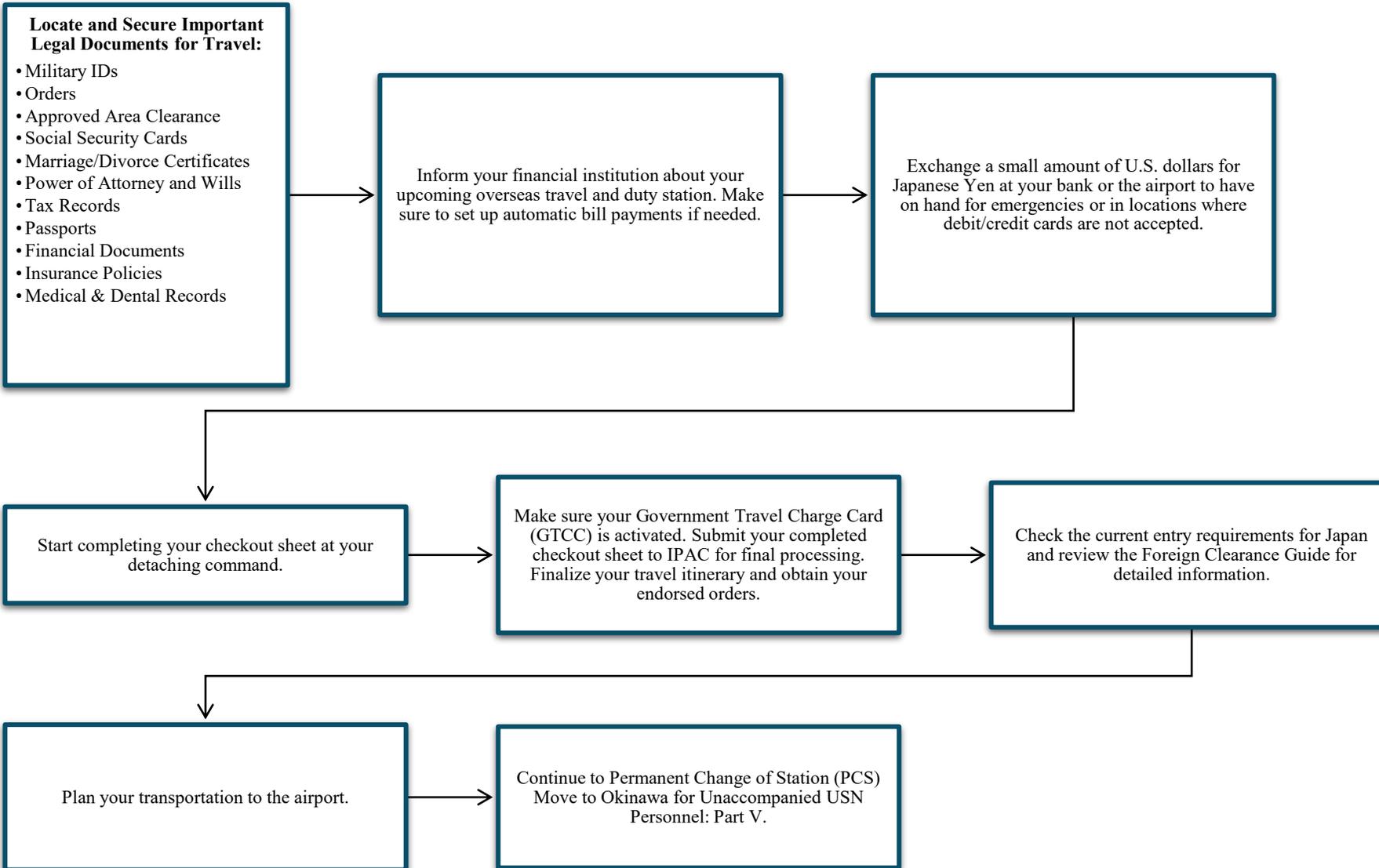
Suggested timeframe to complete Part IV is less than 30 days from arrival.

# Permanent Change of Station (PCS) Move to Okinawa for Unaccompanied USN Personnel: Part IV



Topic Covered in Permanent Change of Station (PCS) Move to Okinawa for Unaccompanied USN Personnel: Part IV :

- ❖ Important Documents
- ❖ Setting Up Finances
- ❖ Check-out Process
- ❖ Sponsor Notification
- ❖ Travel and Arrival
- ❖ Helpful Links



### Helpful links to review:

Liberty App: [www.okinawa.usmc-mccs.org/more/liberty-app](http://www.okinawa.usmc-mccs.org/more/liberty-app)

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/mccsookinawa.marineandfamily>

The Okinawa Guide: [www.okinawa.usmc-mccs.org/more/publications/okinawa-guide](http://www.okinawa.usmc-mccs.org/more/publications/okinawa-guide)

Thinking about driving in Okinawa? Download a copy of the SOFA Driver's Manual by clicking on the following link: [www.mcipac.marines.mil/Staff-and-Sections/Special-Staff/Safety-Office/Okinawa-Driving/](http://www.mcipac.marines.mil/Staff-and-Sections/Special-Staff/Safety-Office/Okinawa-Driving/)

Suggested timeframe to complete Part V is at arrival.

# Permanent Change of Station (PCS) Move to Okinawa for Unaccompanied USN Personnel: Part V



Topic Covered in Permanent Change of Station (PCS) Move to Okinawa for Unaccompanied USN Personnel: Part V:

❖ Arriving to Okinawa

❖ Meeting Sponsor

❖ Quarters and the Joint Reception Center (JRC)

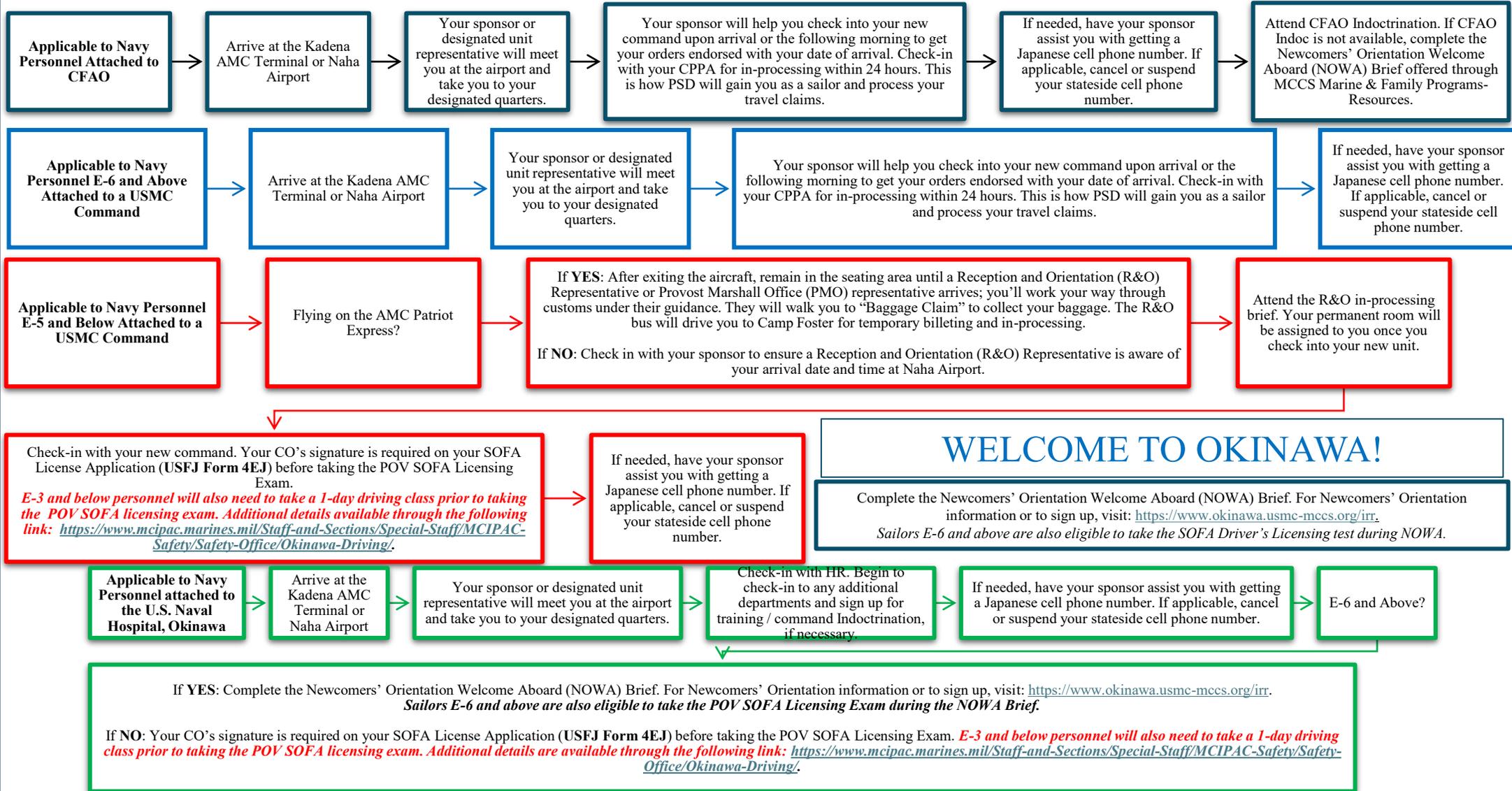
❖ CFAO Indoctrination Brief

❖ USNH Indoctrination Brief

❖ Newcomers' Orientation Welcome Aboard

❖ POV SOFA Driver's License

❖ Check-In with your Command Pay and Personnel Administrator (CPPA)



These flowcharts are intended as a general guide and additional resource for inbound personnel to Okinawa. If you have any questions, please contact MCCS Okinawa, Relocation Services  
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