

# PERMANENT CHANGE OF STATION (PCS) MOVE CHECKLIST (Okinawa Inbound)

## 180 – 90 days until your PCS move:

- 1. Attend the PCS OCONUS Workshop (if available).
- 2. Visit <https://www.okinawa.usmc-mccs.org/about> to access your electronic Welcome Aboard Package for relocating to Okinawa.
- 3. Begin the Overseas Suitability Screening process at your current duty station (family members included if executing accompanied orders). **Must be completed within 30 days of receipt of orders for service members and within 60 days for family members.** Contact the Exceptional Family Member Program (EFMP) for special needs support, if applicable.
- 4. After all members have been medically cleared, request an Area Clearance/Dependent Entry Approval (DEA) for all family members on your orders.
- 5. If executing accompanied orders –apply for Special Issuance (No-Fee) Passports for each family member and have all family members over the age of 16 complete the JKO Level 1 Antiterrorism training available at: <https://jkodirect.jten.mil/Atlas2/page/login/Login.jsf>.
- 6. Review additional information on your new PCS location through <https://installations.militaryonesource.mil>.
- 7. Research procedures for shipping pets into Japan and begin the importation process for pet(s), if applicable.
- 8. Request a sponsor through your unit's S-1 or your Sponsorship Coordinator.
- 9. USMC Personnel: begin your Outbound Interview on MOL.
- 10. USN Personnel: check-in with your CPPA and obtain a TIS package.
- 11. Review your finances. Plan to cover non-reimbursable government expenses and plan to pay off bills, if possible. Request a government travel charge card. Have errors corrected immediately.
- 12. Compile important record files and legal documents:
  - Financial documents (bank statements, deeds/mortgages, investments, etc.)
  - Birth certificate (s), marriage/divorce certificate (s) (if applicable)
  - Social Security Card (s)
  - Power of Attorney and Wills
  - Federal and State Tax Records (last 3 years)
  - Medical, dental, and immunization records
  - Current health assessments for children (if applicable)
  - No – fee passports for dependents are required to board AMC flight coming to Japan
  - Tourist passport (s)
  - Insurance policies
  - School transcripts (if applicable)
  - Pet importation documents (if applicable)
- 13. Visit <https://www.dmv.org/military-drivers/> for additional information and military benefits to maintain your driver's license or stateside ID active while overseas.
- 14. If necessary, renew military ID and passports. \*\*\* Children over 10 years old must have a military ID.
- 15. Once cleared to travel overseas, visit [www.militaryonesource.mil/moving-housing/moving/pcs-and-military-moves](http://www.militaryonesource.mil/moving-housing/moving/pcs-and-military-moves) to perform a self-counsel and begin preparations for Household Goods (HHGs) shipment.

## 90 – 30 days until your PCS move:

- 1. Upon receipt of funded orders, contact your local Distribution Management Office (DMO) to set up an appointment to finalize Household Goods (HHGs) shipment.
- 2. Make arrangements for selling or storing your privately owned vehicle (s)

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- 3. **Air Force is the executive agent for all military housing on Okinawa.** If executing accompanied orders, assistance regarding housing can be obtained at: [www.housing.af.mil/Home/Units/Okinawa](http://www.housing.af.mil/Home/Units/Okinawa).
- 4. Communicate with your sponsor about your travel plans, temporary lodging reservations or billeting arrangements. If applicable, have your sponsor set up appointments with Kadena Housing Office, Newcomers' Orientation, Camp Foster's Regional House Office, & IPAC inbound for USMC Personnel.
- 5. Communicate with your sponsor about setting up P.O. Box or your gaining command's mailing address.
- 6. Notify appropriate individuals/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. If you are in billeting, notify the billeting office of your intent to vacate.
- 8. If applicable, notify your child's school of the anticipated move and retrieve school records.
- 9. Notify the utility and other home services (i.e., gas, electric, cable company, etc.) of when you need to disconnect from their services.

### 30 – 1 days until your PCS move:

- 1. Finalize your checkout process with your detaching command.
- 2. If USMC, ensure your government 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 bills that will come due while you are in transit.
- 5. Double check your travel plans and itinerary. Verify travel arrangements with your sponsor.
- 6. Check bank/credit union procedures for transferring funds or closing accounts. Notify your financial institutions of your travel overseas.
- 7. Obtain Japanese Yen for travel/emergency use.
- 8. Contact cellphone provide for information on eligible overseas program/services or suspension plans. Ensure you have a way to contact your sponsor while in transition.
- 9. Make arrangements to go to the airport and ensure transportation is secured.

#### Helpful Links:

Childcare:	<a href="http://www.militarychildcare.com">www.militarychildcare.com</a>
Driving and Transportation:	<a href="https://www.okinawa.usmc-mccs.org/about">https://www.okinawa.usmc-mccs.org/about</a> under the "Driving & Transportation" tab.
Employment Assistance:	<a href="https://www.okinawa.usmc-mccs.org/fmeap">https://www.okinawa.usmc-mccs.org/fmeap</a>
Household Goods Information and Suggestions:	<a href="https://www.okinawa.usmc-mccs.org/about">https://www.okinawa.usmc-mccs.org/about</a> under the "PCS Checklists" tab.
Importing Pets to Okinawa, Japan:	<a href="https://www.okinawa.usmc-mccs.org/about">https://www.okinawa.usmc-mccs.org/about</a> under the "Housing & Pets" tab.
Schools and Bus Transportation:	<a href="https://www.okinawa.usmc-mccs.org/marine-family-support/child-and-youth/k-12-school-liaison-program">https://www.okinawa.usmc-mccs.org/marine-family-support/child-and-youth/k-12-school-liaison-program</a> <a href="http://www.dodea.edu/Pacific/south/transportation.cfm">http://www.dodea.edu/Pacific/south/transportation.cfm</a>
Single Marine Program:	<a href="https://www.okinawa.usmc-mccs.org/marine-family-support/single-marine-program">https://www.okinawa.usmc-mccs.org/marine-family-support/single-marine-program</a>
Tips for Sending Mail through the Military Postal System:	<a href="https://www.usps.com/ship/apo-fpo-dpo.htm?pov=international">https://www.usps.com/ship/apo-fpo-dpo.htm?pov=international</a>
Tours+ (Things to do around Okinawa):	<a href="https://www.okinawa.usmc-mccs.org/dining-entertainment/tours">https://www.okinawa.usmc-mccs.org/dining-entertainment/tours</a>
Turning in your Privately Owned Vehicle (POV) for Storage:	<a href="http://pcsmypov.com/TurnIn#!/">http://pcsmypov.com/TurnIn#!/</a>
Housing:	<a href="http://www.housing.af.mil/Units/Okinawa/">http://www.housing.af.mil/Units/Okinawa/</a> <a href="http://www.mcbbutler.marines.mil/MCIPAC_Housing/">http://www.mcbbutler.marines.mil/MCIPAC_Housing/</a>