

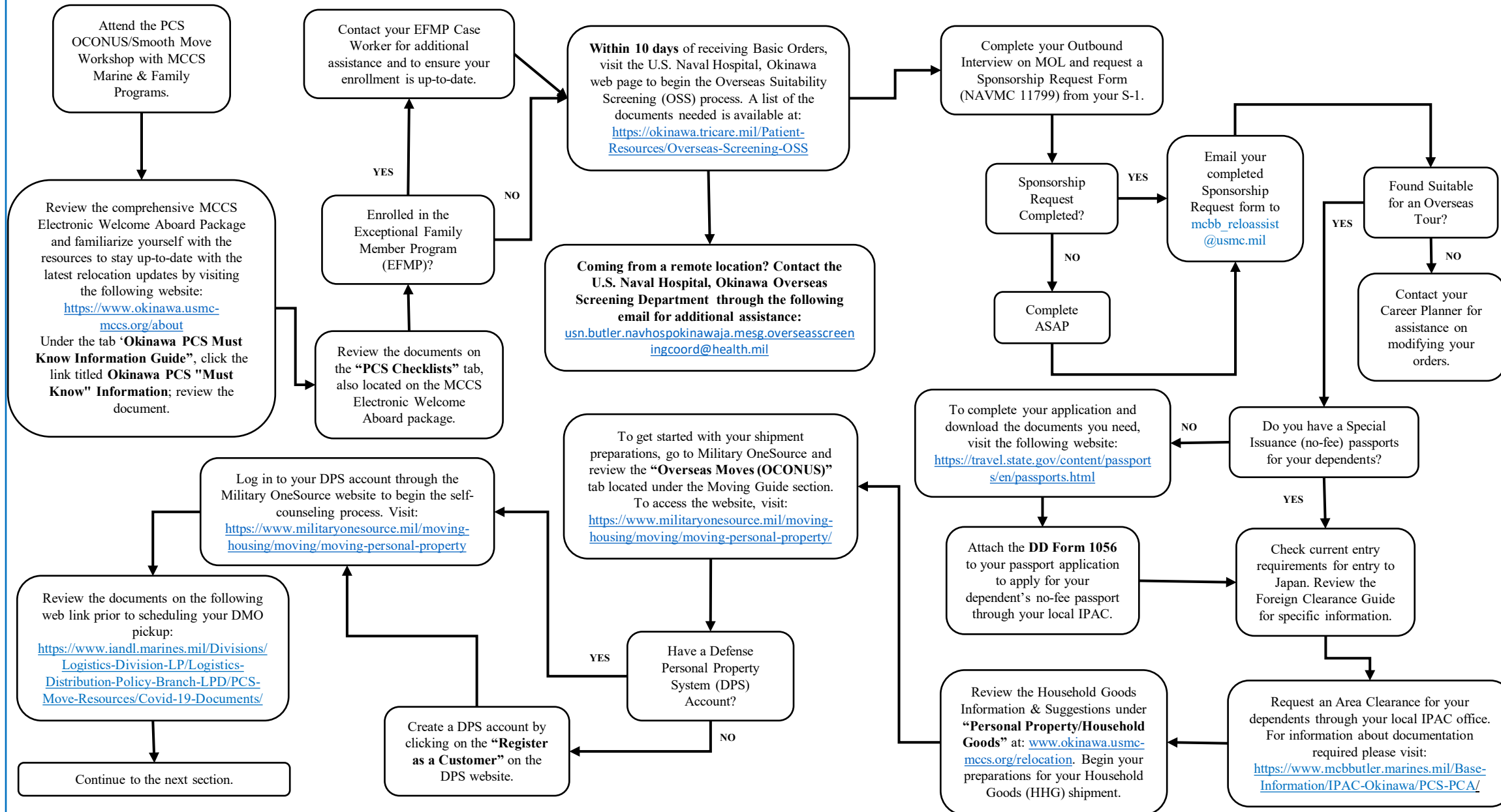
(PCS) Permanent Change of Station Move to Okinawa for USMC Accompanied Personnel

Updated: October 2023

Once orders
are received:

Topics Covered:

- ❖ Electronic Welcome Aboard Package
- ❖ Overseas Suitability Screening (OSS)
- ❖ Outbound Interview on MOL and Sponsorship Request Form
- ❖ Area Clearance
- ❖ Passports
- ❖ Household Goods Shipment (HHG)



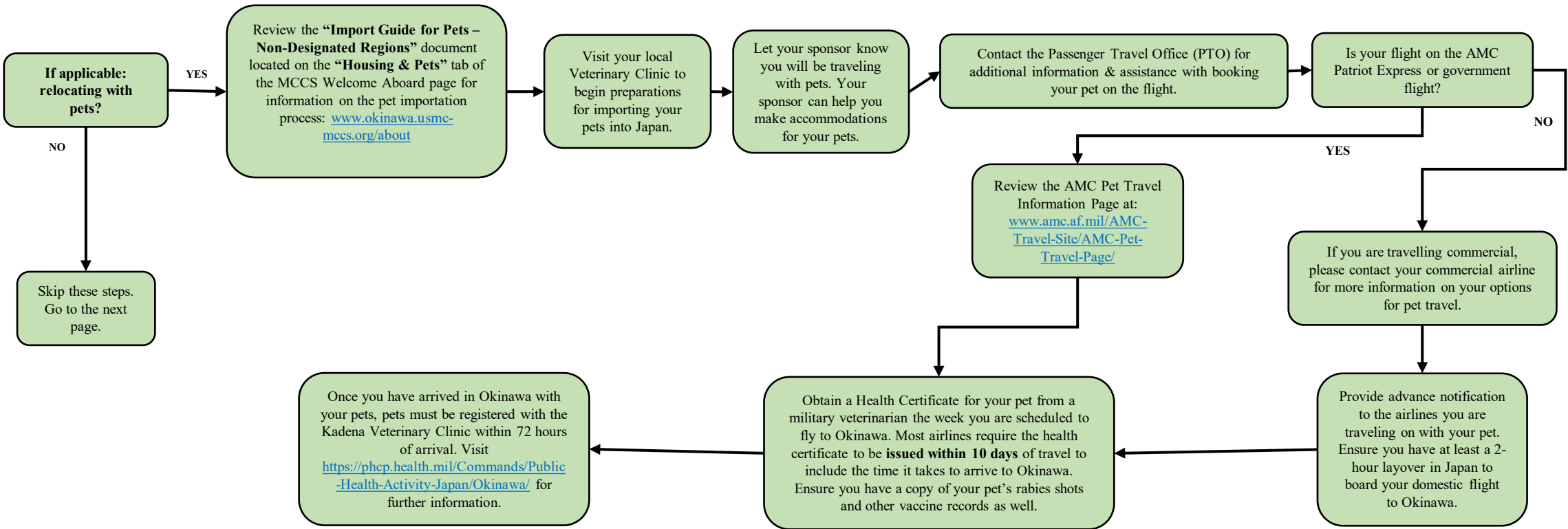
(PCS) Permanent Change of Station Move to Okinawa for USMC Accompanied Personnel

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Greater than 6
Months:

Topics Covered:

❖ Pet
Importation



Please refer to MARADMIN 378/23 – Pet Transportation Entitlement Final Decision for FAQ's regarding pet transportation allowances.

Please Note: Resident Veterinarian recommends that pets stay 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.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/>. The Navy-Marine Corps Relief Society now offers assistance with pet travel associated with permanent change of station orders to or from an overseas base. To learn more, visit the Navy-Marine Relief Society website: <https://www.nmcrrs.org/>

Three to Six Months:**Topics Covered:**

- ❖ Military Installations
- ❖ Plan My Move
- ❖ Financial Worksheet
- ❖ Finalizing HHG Shipment
- ❖ Housing

Visit the Military Installations website: <https://installations.militaryonesource.mil> to review information on your new duty station. Enter **Camp S D Butler** under the “Enter an installation” tab. Select **Camp SD Butler** from the drop down and hit “Search.”

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 may incur upon arrival or during travel. To download the document, visit: www.okinawa.usmc-mccs.org/pfm

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

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.**
Contact the Kadena Housing Office : www.kadena.af.mil/Kadena_Housing_Office call: 011-81-734-0582 or email: Kadenahousing.customerservice@us.af.mil to apply for family housing or additional assistance.

One to Two Months:**Topics Covered:**

- ❖ Sponsor Responsibilities
- ❖ Schools & Childcare
- ❖ Storing Privately Owned Vehicle

Discuss your travel itinerary with your sponsor. Have your sponsor establish a P.O. Box, if possible.

Selling your vehicle?

NO

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, visit: <https://www.pcsmypov.com/TurnIn#!/>

Advertise your vehicle for sale. Once sold, notify your local Department of Motor Vehicles (DMV) to deregister yourself as the owner. Visit the following url for information on how to keep your driver's license active while overseas: <http://www.dmv.org/military-drivers/>.

Contact your stateside cell phone provider for overseas program options.

Continue to the next page.

If applicable: relocating with children?

YES

School Age Children?

YES

Notify your child's school. If able, request your child's school records. If unable, the gaining DoDEA school will send out a notification to your child's old school requesting their records.

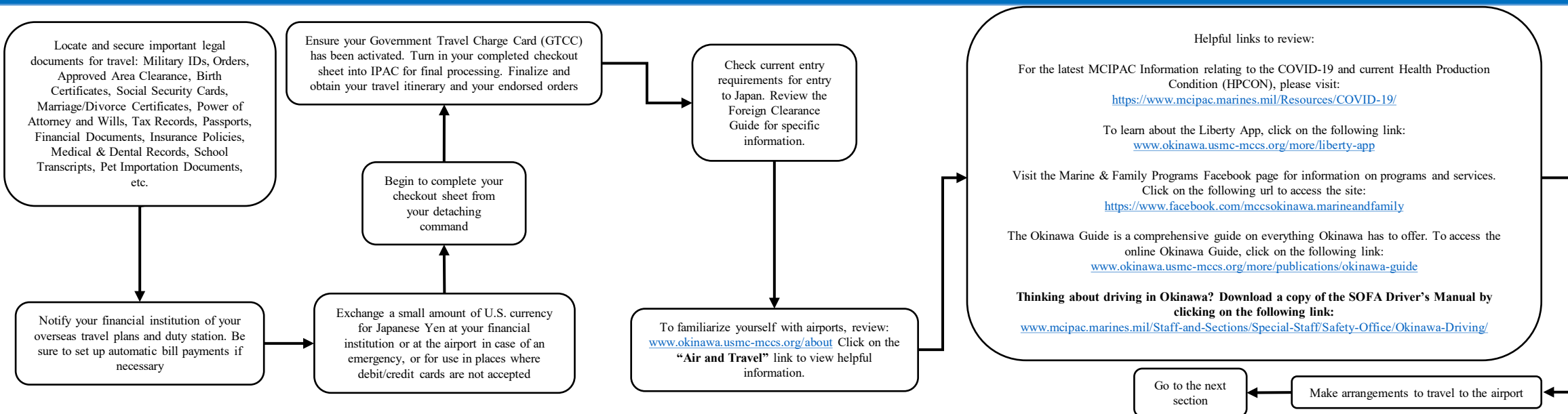
Contact DODEA District Registrar prior to arrival to coordinate school enrollment for children via email: ODSOREgistrar@dodea.edu
Go to the School Liaison website and visit the tabs for information and a list of schools aboard Okinawa: www.okinawa.usmc-mccs.org/slo. To see a map of the school bus transportation zones visit: <http://www.dodea.edu/Pacific/south/transportation.cfm>

Skip steps. Go to the next page.

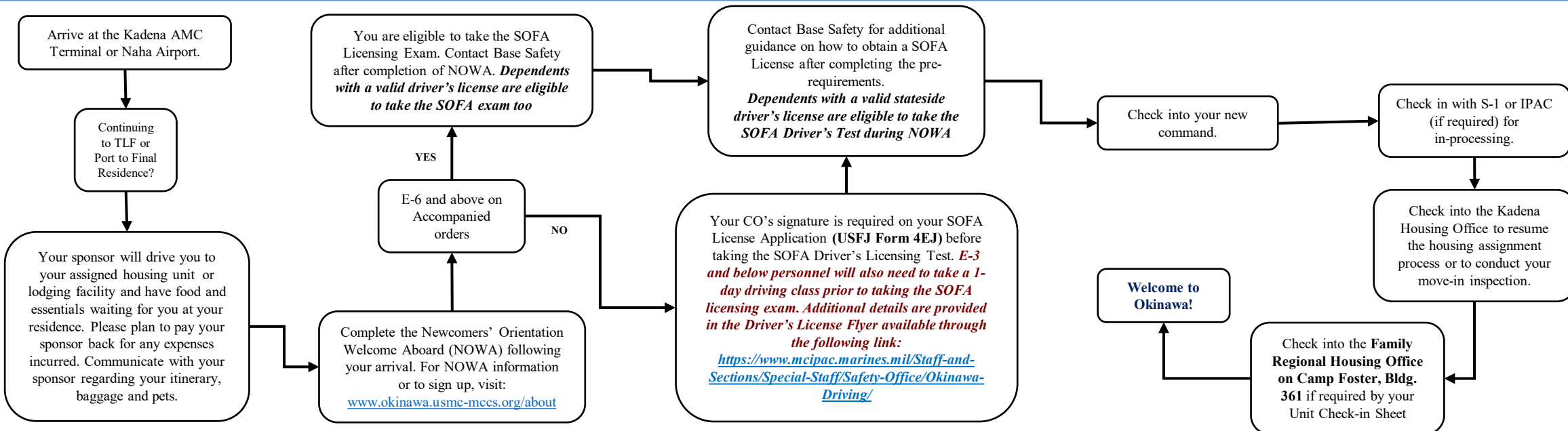
Begin your search for childcare by creating an account on militarychildcare.com: www.militarychildcare.com. For location, type in **Camp** and select **Marine Corps Base Camp Butler** from the drop-down list. Input the age of your child to find care. For pricing and other childcare options please contact **Resource & Referral** at 645-7494. Visit **Camp Foster, Resource & Referral, Bldg. 495** once you arrive to Okinawa to continue with the childcare process.

**Less Than
Thirty Days:****Topics Covered:**

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

**Arrival:****Topics Covered:**

- ❖ Bus Transport
- ❖ Checking into Housing
- ❖ Newcomers' Orientation Welcome Aboard
- ❖ SOFA Driver's License
- ❖ Check-In with Housing
- ❖ Check-In with unit S-1/IPAC



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: mccb_reloassist@usmc.mil