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

Updated: June 2023

Three to Six Months:

- Visit the Military Installations website: https://installations.militaryresource.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.”

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

Attach the DD Form 1056 to your passport application to apply for your dependent’s no-fee passport through your local IPAC.

Check current entry requirements for entry to Japan. Review the Foreign Clearance Guide for specific information.


To get started with your shipment preparations, go to Military OneSource and review the “Overseas Moves (OCONUS)” tab located under the Moving Guide section. To access the website, visit: https://www.militaryonesource.mil/moving-housing/moving-personal-property/

One to Two Months:

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

- Have a Defense Personal Property System (DPS) Account?

- If applicable: relocating with children?

- 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.

- 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/.

- Finalizing HHG Shipment (HHG)

- Selling your vehicle?

- School Age Children?

- If applicable: relocating with children?

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


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-Residence Program. Contact the Kadena Housing Office: www.kadena.af.mil/Kadena_Housing_Office or via email: kadenahousing.customer-service@us.af.mil to apply for family housing or additional assistance.

Contact DODEA District Registrar prior to arrival to coordinate school enrollment for children via email: DODRegistrar@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.dodds.edu/Pacific/south/transitinfo.cfm

To get military OneSource and review the “Overseas Moves (OCONUS)” tab located under the Moving Guide section. To access the website, visit: https://www.militaryonesource.mil/moving-housing/moving-personal-property/

Log in to your DPS account through the Military OneSource website to begin the self-counseling process. Visit: https://www.militaryonesource.mil/moving-housing/moving-personal-property

Contact your state-side cell phone provider for overseas program options.

Contact DODDS District Registrar prior to arrival to coordinate school enrollment for children via email: DODSDirector@dodds.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.dodds.edu/Pacific/south/transitinfo.cfm

Go to the next page.
## 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**

<table>
<thead>
<tr>
<th>Suggested Timeframe</th>
<th>(PCS) Permanent Change of Station Move to Okinawa for USMC Accompanied Personnel</th>
<th>Updated: June 2023</th>
</tr>
</thead>
<tbody>
<tr>
<td>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 &amp; Dental Records, School Transcripts, Per Importation Documents, etc.</td>
<td>Ensure 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.</td>
<td>Check current entry requirements for entry to Japan. Review the Foreign Clearance Guide for specific information.</td>
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<td>Notify your financial institution of your overseas travel plans and duty station. Be sure to set up automatic bill payments if necessary.</td>
<td>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.</td>
<td>Begin to complete your checkout sheet from your detaching command.</td>
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<td>To familiarize yourself with airports, review: &quot;Air and Travel&quot; link to view helpful information.</td>
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<td>Thinking about driving in Okinawa? Download a copy of the SOFA Driver’s Manual by clicking on the following link: <a href="http://www.okinawa.usmc-mccs.org/more/publications/okinawa-guide">www.okinawa.usmc-mccs.org/more/publications/okinawa-guide</a></td>
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<td>Visit the Marine &amp; Family Programs Facebook page for information on programs and services. Click on the following url to access the site: <a href="http://www.okinawa.usmc-mccs.org/about">www.okinawa.usmc-mccs.org/about</a></td>
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### Arrival:

**Arrive at the Kadena AMC Terminal.**

**Continue to TLF or Port to Final Residence?**

**YES**

- **E-6 and above or Accompanied orders**

**NO**

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

**Complete the Newcomers’ Orientation Welcome Aboard (NOWA) following your arrival. For NOWA information or to sign up, visit the following url: www.okinawa.usmc-mccs.org/about**

**Contact Base Safety for additional guidance on how to obtain a SOFA License after completing the pre-requirements.**

**Dependents with a valid statewide driver’s license are eligible to take the SOFA Driver’s Test during NOWA.**

- **You are eligible to take the SOFA Licensing Exam. Contact Base Safety after completion of NOWA. Dependents with a valid driver’s license are eligible to take the SOFA exam too.**

**Check in with S-1 or IPAC (if required) for in-processing.**

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

**Check into your new command.**

**Check into the Family Regional Housing Office on Camp Foster, Bldg. 361 if required by your Unit Check-in Sheet.**

If you have any questions, please contact MCCS Okinawa, Relocation Services  
From the US: 011-81-98-970-7494 | From DSN: 645-7454 | Email: mchb_reloassist@usmc.mil