Must Know Information

Updated July 2023

For Marines, Sailors, and Families Relocating to Okinawa.
# Table of Contents

Relocation Services ................................................................................................................................................... 1

PCS Flowcharts for USMC and USN Personnel: ........................................................................................................ 1

Electronic Welcome Aboard Package: .................................................................................................................... 1

PCS Orders: ............................................................................................................................................................... 1

Re-Entry Stamps: .................................................................................................................................................. 4

Overseas Suitability Screening (OSS): .................................................................................................................. 4

Exceptional Family Member Program (EFMP): ......................................................................................................... 6

Pet Importation Process: ...................................................................................................................................... 7

Flying with Pets: .................................................................................................................................................. 8

Heat Embargo: ................................................................................................................................................... 9

Banned Dog Breeds: .......................................................................................................................................... 9

Pets and Military Family Housing: ....................................................................................................................... 9

Housing .................................................................................................................................................................. 10

Temporary Lodging Facility (TLF) ......................................................................................................................... 10

Port-to-Final Residence ....................................................................................................................................... 10

Military Family Housing (MFH) for Accompanied Personnel ................................................................................ 12

Mandatory Bachelor Quarters Policy .................................................................................................................. 15

Dual Service Members and Housing/Billeting: ..................................................................................................... 15

Household Goods (HHG) Weight Allowances ....................................................................................................... 16

Furnishings: ...................................................................................................................................................... 17

Lithium Battery .................................................................................................................................................. 17

Firearms, Weapons, & Ammunitions: ................................................................................................................... 17

Check-In & Entitlements ...................................................................................................................................... 19

IPAC Check-In and Entitlements: ........................................................................................................................... 19

Lodging Entitlements: ........................................................................................................................................ 20

Delayed Family Member Travel: .......................................................................................................................... 22

Travel and Arrival Information ............................................................................................................................. 23

Authorized Baggage: ......................................................................................................................................... 23

COVID-19 Travel Measures: ................................................................................................................................. 23

Unaccompanied Service Members PCSing to Okinawa:.......................................................................................... 23

Newcomers’ Orientation Welcome Aboard (NOWA) Brief: .................................................................................. 26

Obtaining a SOFA Driver’s License: ..................................................................................................................... 28

Japanese Cell Phone Contracts: ........................................................................................................................... 29

Child Supervision Guidelines: .............................................................................................................................. 29

DoDEA School Information and Registration: ........................................................................................................ 30

Summary of Changes ........................................................................................................................................... 33
Relocation Services

Please contact the Marine & Family Programs-Resources Center with any relocation questions you may have so that we may direct you accordingly:

- Foster DSN: 315-645-8395/7494
- Courtney DSN: 315-622-7332/7739
- Kinser DSN: 315-637-2815/2509
- Hansen DSN: 315-623-4522/3055
- Schwab DSN: 315-625-2622
- Commercial: 011-81-98-970-8395/7494
- Email: mcbb_reloassist@usmc.mil

PCS Flowcharts for USMC and USN Personnel:
Marine & Family Programs-Resources has updated the PCS flowcharts for Accompanied and Unaccompanied USMC and USN personnel to facilitate the process of relocating to Okinawa. The PCS flowcharts are provided as enclosures at the end of this document and can be downloaded through the following web link: https://www.okinawa.usmc-mccs.org/about. Click on the "PCS Checklist" dropdown to access the document.

Electronic Welcome Aboard Package:
Access the Electronic Welcome Aboard Package (EWAP) to obtain more information regarding your relocation process:

https://www.okinawa.usmc-mccs.org/about

The EWAP contains helpful information pertaining to the Newcomers’ Orientation, the housing process, BEQ/BOQ/TLA policies, a Pet Importation Booklet, PCS Checklists, and much more.

*** If you have any problems with any of the web links or documents contained in the Welcome Aboard package, please email Marine & Family Programs- Resources, Relocation Services or dial:

- DSN: 315-645-2104/2106
- Commercial: 011-81-98-970-2104/2106
- Email: mcbb_reloassist@usmc.mil

PCS Orders:
Service Members should review their Permanent Change of Station (PCS) orders to ensure awareness and understanding of all applicable entitlements to include current household goods weight allowances, military pay, and entitlements, local housing policies, government of Japan pet importation regulations and additional information as may be necessary on a case-by-case basis, immediately upon receipt. In addition, Service Members should review their PCS orders to ensure details regarding family members are up-to-date and accurate prior to separating from the detaching command. Saving electronic copies of important documents such as PCS orders, Area Clearance/Dependent Entry Approval (DEA) is highly recommended since the member and his/her family will need these documents upon check-in.
Military IDs:

Inbound Service Members should verify that all their documents are up-to-date, and all IDs are valid at the time of departure. Name and initials should match all identification. All dependents, regardless of age, must have a passport. Dependents 10 years of age or older must also have a valid military ID. Failure to provide these documents could result in not being able to board the Patriot Express/AMC flight.

No-Fee Passports:

Service Members can travel to Japan with original orders and military ID; they do not need a No-Fee Passport. It is highly recommended however, that Service Members obtain a tourist passport, especially if they plan on traveling during their tour in Japan. All family members must have a passport before departing to Okinawa.

Civilians, their eligible family members, and eligible military family members on official travel must have either

- a Special Issuance Passport (SIP), Official, No-fee Regular or Diplomatic Passport
- or, after applying for the Special Issuance Passport (SIP), Official Passport or No-fee Regular and if it cannot be obtained prior to departure, a Regular (blue/tourist) Passport can be used in lieu of the No-fee Regular for travel via MILAIR, contract and commercial. The traveler will not be reimbursed for the cost of the Regular (blue) Passport. The Regular (blue) Passport must have sufficient validity to cover the entire travel period. Upon receipt of the SIP, traveler must hold it for the duration of tour.

Military personnel, Government Civilians, and command-sponsored dependents on PCS orders to OCONUS locations who require a Special issuance passport (no-fee) per the foreign clearance guide will submit their passport applications to a local DoD passport acceptance facility immediately upon receipt of orders. If a visa is required, the passport application will be submitted no earlier than 120 days and no later than 80 days prior to departure date. Acceptance facilities will enforce submission time frames. Failure to do so may result in command-sponsored dependents traveling separately from their sponsor. Foreign clearance guide can be found at: https://www.fcg.pentagon.mil/fcg.cfm

Please visit the following website to stay up-to-date with important notices regarding Special Issuance, Official, and No-Fee Passports: https://passportmatters.army.mil/Default.aspx

Provided below is the required documentation for obtaining a No-Fee Passport for dependents. Requirements for 16 years of age and older (Initial/1st time - applicants who have not received or have not been issued any type of U.S. Passport):

- DS-11 Form (must be typed and printed from the www.travel.state.gov). Handwritten applications will not be accepted.
- One 2"x2" recent color passport photo taken within the last 6 months.
- DD Form 1056
- Copy of the Service Member's PCS Orders and Area Clearance/Dependent Entry Approval (DEA).
- Front and back copy of ID card (valid stateside driver's license, state ID, or military ID) on the same page.
For Renewals:

- Use the DS-82 Form. Visit www.travel.state.gov to obtain the forms.
- Current/expired passport.
- One 2"x2" recent color passport photo taken within the last 6 months.
- Copy of the Service Member’s PCS Orders and Area Clearance/Dependent Entry Approval (DEA)
- Front and Back copy of ID card (valid stateside driver’s license, state ID, or military ID) on the same page.

Requirements for under 16 years old (Initial/renewal):

- Use the DS-11 Form (must be typed and printed from the online website). Handwritten applications may not be accepted. Visit, www.travel.state.gov to obtain the forms you need.
- One 2"x2" recent color passport photo taken within the last 6 months.
- DD Form 1056
- Copy of the Service Member’s PCS Orders and Area Clearance/Dependent Entry Approval (DEA).
- Front and Back copy of ID Cards of both parents (valid stateside driver’s license, state ID, or Military ID) on the same page.

Both of the child’s parents must be present during the process. If either parent cannot be present, the appearing parent will need to provide a photocopy of the non-applying parent’s ID and the notarized DS-3053 Form - Statement of Consent or the DS-5525 Form - Statement of Exigent/Special Family Circumstances. The photocopy of the non-applying parent’s ID should match the ID used in the notarized form. Your local IPAC or PSD office will be able to assist you in processing your documentation for obtaining a No-Fee Passport.

No-Fee passports are not to be used for leisure travel when visiting other countries. No-Fee passports are intended for official business only.

The JTR states that family members who are U.S. citizens rate a No-Fee Passport. Foreign-born spouses do not rate a No-Fee passport until they become a U.S. Citizen. They can travel to Japan with their original passport. If the foreign-born spouse is not a Japanese citizen, they will need to check with the Japanese Embassy/Consulate to find out the entry/visa requirements for the country’s passport they hold.

Non-U.S. citizens should also contact Immigration and Naturalization Services and inquire about their immigration status to ensure a smooth return to the United States after completion of the Service Member’s tour on Okinawa. If they have received their Residency/Green Card or permanent visa to stay in the U.S., they should not have any issues returning.

**Non-US Citizens:** Passport and visa requirements may vary for non-US citizens and for dual nationals traveling on non-US passports. Such travelers should check with the nearest Japanese embassy or consulate or the Japanese Ministry of Justice to determine what credentials are required for entry. Eligible Family Members of DoD Military or DoD Civilian personnel covered by the SOFA must have a valid passport from their country of citizenship.
Re-Entry Stamps:
Eligible family members will need to obtain a Multiple Exit/Re-Entry stamp on their tourist passport to ensure exit from and re-entry to Japan with ease. The stamp is required for all family members desiring to travel outside of Japan or returning to the United States while under SOFA Status. The Multiple Exit/Re-Entry Permit stamp for passports is issued through the Installation Personnel Administrative Center (IPAC) on Okinawa during normal working hours. Navy personnel may also obtain the Multiple Exit/Re-entry stamp through the Installation Personnel Administrative Center (IPAC) on Okinawa during normal working hours. A copy of the Member’s military orders along with the tourist passport(s) is required to obtain the Multiple Exit/Re-Entry Permit stamp at the designated locations.

On an emergency basis, active duty family members can obtain the Multiple Exit/Re-Entry Permit stamp on their tourist passport from a customs official at the Kadena Air Base/AMC Terminal prior to departure. Family members are encouraged to obtain their Multiple Exit/Re-entry stamps within 30 Days after arriving to Okinawa.

Overseas Suitability Screening (OSS):
Whether accompanied or unaccompanied, Marine Corps Service Members must begin the Overseas Suitability Screening (OSS) immediately upon receiving PCS orders. The OSS is also required for ALL family member(s) accompanying their Service Member on orders to Okinawa. Navy Service Members must begin the OSS process within 30 days of receiving PCS orders. Navy family members should begin this process upon the Service Member’s receipt of orders or within 60 days of the member receiving PCS orders. This process involves a medical, dental, and educational screening which will identify if the family member has any special needs on these areas and if the U.S. Naval Hospital, Okinawa will have the resources to service these needs during the family’s 3-year mandated tour.

The Service Member’s losing command, the Area Suitability/Overseas Screening Coordinator or the nearest Medical Treatment Facility (MTF) can provide information about the OSS process. The Member and his/her dependents will need to fill out the NAVMED 1300/1 and the DD Form 2807/1 and a DD 2792 and/or DD 2792-1 if indicated and applicable.

To locate the responsible Medical Treatment Facility for OSS purposes, please refer to the MEO C G BUMEDINST 1300.2B to ensure that the appropriate signatures are obtained.

A copy of the required forms to be completed are available through the U.S. Naval Hospital website provided below:

Okinawa Overseas Screening Committee:
DSN: 315-646-7408
Commercial: 011-81-98-971-7408

Email: usn.butler.navhospokinawaja.mesg.oversseasscreeningcoord@health.mil

Website: https://okinawa.tricare.mil/Patient-Resources/Overseas-Screening-OSS
Once the family members complete the OSS process and are found suitable to come to Okinawa, the Service Member will need to request the NAVPERS 1300/16 REPORT of SUITABILITY from his detaching command.

**Area Clearance/Dependent Entry Approval for Family Members:**
The Area Clearance or Dependent Entry Approval (DEA) is command sponsorship for dependents who accompany their Service Member on an overseas assignment. Unlike CONUS locations where dependents of military personnel receive benefits and entitlements through the member’s sponsorship, dependents must obtain additional command sponsorship to receive similar entitlements when they accompany their Service Member OCONUS.

The Area Clearance/DEA is for family members only. The Area Clearance/DEA is issued to the Service Member for his/her dependents and is only valid for the duration of the accompanied-by-family member tour on Okinawa. If the Service Member extends his/her tour on Okinawa, the member must apply for a new Area Clearance/DEA. All family members must have an approved Area Clearance/DEA before departing to Okinawa. The Service Member’s family should not detach from the losing command until the Area Clearance/DEA is approved.

To be granted an Area Clearance/DEA for dependents, the Service Member must complete a Report of Suitability for Overseas Assignment NAVPERS 1300/16 Rev11-09 application. Dependents must complete an Overseas Suitability Screening as a prerequisite to completing the NAVPERS 1300/16 Report of Suitability application. The overseas suitability screening process is explained in the previous section. In addition, dependents over the age of 16 is required to take the JKO Anti-terrorism training at: [https://jkodirect.jten.mil/Atlas2/page/login/Login.jsf](https://jkodirect.jten.mil/Atlas2/page/login/Login.jsf).

In addition to the overseas screening prerequisite, members must have sufficient time on their contract to execute the mandatory 36-month accompanied tour requirement.

Per NAVADMIN 04218, Navy personnel E-3 are authorized accompanied orders for overseas tours where dependents are allowed.

The Marine Corps Base Area Clearance Office is seeing an increase in preparation issues from the detaching commands (i.e. not including necessary attachments/appendices, or sending the documents to the incorrect PLA address). In addition, recent trends indicate that family members are missing/not included in the Service Member’s orders, with this error not being caught until arriving on Okinawa. Members are advised to contact their parent command to conduct a dependent audit to add new dependents and confirm the accuracy of their dependents’ information. Failure to ensure this information is correct could result in delays to approve the request at the Area Clearance Office.

Upon initial receipt of Permanent Change of Station Orders (PCSO) that directs a Marine/Sailor and his/her family members to any Monitor Command Code (MCC) on Okinawa; the losing command will submit the request for an Area Clearance/DEA approval. Requests for USMC personnel must be submitted using the following Plain Language Address (PLA) to (continued on next page):
Navy personnel assigned to a USMC command on Okinawa will submit their request for a DEA to IPAC via the PLA addresses described above.

Navy personnel not assigned to a USMC command, such as CFAO, or the U.S. Naval Hospital, will submit their request via DMS to PERSUPP DET OKINAWA KADENA JA per the current editions of NMPCINST 4650.3 (Series) and MCO P1000.6 (Series).

In addition, the DEA must be used in conjunction with additional information/requirements listed on the DoD Electronic Clearance Guide website: https://www.fcg.pentagon.mil/fcg.cfm

For more information or assistance regarding the Area Clearance/Dependent Entry Approval please contact:

Navy Personnel (Blueside):
PSD Okinawa Inbound Section
DSN: 634-6310/6316 | Comm.: 011-81-98-961-6310/6322

Marine Corps Personnel & Navy on the Greenside:
IPAC Customer Service Section
DSN: 315-645-4317 | Comm.: 011-81-98-970-8512
Email: AREACLEARANCEIPACOKINAWA@USMC.MIL

Once the inbound Service Member receives the approved Area Clearance/DEA, he or she must, once again, verify that all family members are listed correctly. In addition, they must check that all their legal information is correct (i.e. social security number, date of birth, etc.). If the information is incorrect, the Service Member must request for it to be corrected before departing to Okinawa.

Exceptional Family Member Program (EFMP):
During a scheduled medical appointment for suitability screening, MTF staff members are required to identify family members with special medical, dental and/or educational needs. Medical providers must complete the DD Form 2792, Family Member Medical Summary, and refer to the EFMP coordinator immediately to initiate EFMP enrollment. A DD Form 2792-1, Special Education/Early Intervention Summary, must be completed for children receiving early intervention or special education services.

Upon receipt of PCS orders, transitioning Service Members with EFMP family members need to ensure:

- EFMP enrollment is current, including the Individual Education Plan (IEP), Individual Family Service Plan (IFSP) and the 504 plan. Ensure all copies of the EFM’s medical records are up-to-date and on-hand.

- If there are housing needs, make sure that all special accommodations and modifications are annotated by the treating physician on page 7 of the Family Medical Summary Form (DD Form 2792). The Okinawa DoD Housing office located on the Kadena Air Base Station will NOT accept any medical Exception to Policy (ETP) without proof of current EFMP enrollment.
• Please advise the incoming Service Member of the pet policy in Okinawa to include service dogs/animals. All service animals should come with the proper certifications and credentials. All the required paperwork must be hand-carried for assistance dogs that help disabled individuals. Per AFI32-6001_AFGM2017-01, dogs whose sole function is to provide emotional support, comfort, therapy, or companionship are not service animals.
• Please contact the Kadena Housing office at 315-634-0582 | Comm.: 81-98-938-1111 (for the operator, then dial the DSN once you hear the dial tone or wait for the operator and ask to be connected to the DSN line), or via email at: kadenahousing.customerservice@us.af.mil.
• Carry a copy of the EFM’s current IEP/IFSP or 504 plan for any children receiving specialized services in school.

• After arrival, check-in with the EFMP representative at the Okinawa EFMP Office on Camp Foster, Bldg. 495. Additional information on the Exceptional Family Member Program on Okinawa can be found by visiting the EFMP web page at: https://www.okinawa.usmc-mccs.org/marine-family-support/military-family-life/exceptional-family-member-program

Okinawa EFMP Team
DSN: 315-645-9237 | Comm.: 011-81-98-970-9237
Email: efmp@okinawa.usmc-mccs.org

For more information on Japan’s pet importation regulations, please visit the MCCS Okinawa Electronic Welcome Aboard page or refer to “Pet Information” section below.

Pet Information

Pet Importation Process:
The process of bringing a pet into Japan can be very extensive (6-9 months). Pet owners are recommended to start this process as early as possible by visiting a Veterinary Facility (preferably an on-base vet clinic). All of the steps in the process must be completed in the order below to avoid any delays. Please be aware that pets are not an entitlement and all costs associated with getting the pet ready for travel are at the pet owner’s expense.

The pet process includes the following:

• Microchip
• Vaccines (Rabies)
• Fluorescent Antibody Virus Neutralization (FAVN) rabies blood test
• 180-day Quarantine
• Advance Notification (Commercial Flights)
• Health Certificate
Provided below are a couple of websites that you can visit to obtain information about bringing your pets to Okinawa:

MCCS Okinawa Electronic Welcome Aboard Package (available under the ‘Pets and Housing’ tab): Import Guide for Pets - Designated and Non-Designated Region
https://www.okinawa.usmc-mccs.org/about

Japan Animal Quarantine Service website:
http://www.maff.go.jp/aqs/languages/info.html

Animal and Plant Health Inspection Service U.S. Department of Agriculture:

Flying with Pets:
Sponsors must be notified if pets are traveling with the member, due to potential changes in housing requirements and YTL

Using commercial cargo for pet travel is a personal option, and in many cases the cost can range from $2,500 to $7,000. 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 (up to $5,500 in an interest free loan.) Additionally, members are eligible for reimbursement of up to $550 for costs to kennel their animals; itemized receipts will be required when submitting a travel claim.

AMC flights will take pets and cages weighing up to a **total of 150 lbs**. Spaces for pets, however, are limited on AMC. Personnel with orders to Japan must immediately reserve AMC-PE seats by contacting their local Distribution Management Passenger Travel Office (PTO) or another service's Installation Transportation Office (ITO) when not aboard a Marine Corps Installation. Navy Personnel are encouraged to contact their CPPA or local Scheduled Air Transportation Office (SATO) to secure an AMC-PE spot for their pet.

Please note that pet spots on flights are dependent on the aircraft capacity; they are limited and are first come first serve. Therefore, the requirement to transport pets must be relayed to PTO or SATO as soon as possible.

For additional information or assistance, please contact PTO:

DSN: (315) 645-3899/3946
Comm.: 011-81-98-970-3899/3946
Email: mcbbutlerptofoster@usmc.mil
Heat Embargo:
During the periods of 15 May thru 30 September most commercial airlines declare a pet heat embargo if the outside temperature reaches over 85 degrees or more. Short-nose breeds, or mixed breeds exhibiting short nose characteristics may not be accepted to fly by the airline during this time period. Please check with the airline to find out what restrictions/regulations they have regarding flying pets during this time frame.

Please note that U.S. flagged airlines may not transport certain dog breeds, particularly the English bulldog or mixes of this breed at all. The Patriot Express still transports them, but space for pets is not guaranteed and is very limited throughout the year. We highly suggest that Service Members check with the airlines for regulations/restrictions/policies regarding short-nosed dogs before starting the process to bring their pets to Okinawa.

Banned Dog Breeds:
According to AFI32-6001_AFGM2017-01 and IIIMEF/MCIPACO 10570.1, certain dog breeds are prohibited in all Military Family Housing (MFH) on Okinawa. The following breeds have been identified as restricted breeds:

- Pit Bull (full or mixed breed)
- Rottweiler (full or mixed breed)
- Canid-wolf hybrid (full or mixed breed)
- Doberman Pincher (full or mixed breed)
- Chow (full or mixed breed)

Please note that having one of these breeds is NOT justification to be granted permission to reside in off-base housing.

Pets and Military Family Housing:
All pet owners must ensure their dogs and cats are properly registered with the Base Veterinary Facility (VTF). All MFH residents will be required to complete the Pet Registration Form prior to assignment to MFH. Two domestic pets per household, defined as a cat, dog or a combination of each, are allowed in single dwelling units, duplexes, multiplex units and towers. In tower buildings, cats are allowed on all floors, however, dogs are only allowed on the first, second and third floor. Before making arrangements to bring a pet to Okinawa, you are strongly encouraged to contact the Kadena Housing Office at least 30 days prior to arrival to ensure pet friendly housing is available. Having a pet does not guarantee placement in a particular housing unit. Placement is based on availability and the member's entitlement. The non-availability of a pet friendly home is not justification to turn down a housing offer.

**************************************************************PLEASE NOTE**************************************************************
Due to significant amounts of construction currently underway in military housing, on-base housing may be limited. This may affect the Service Member’s ability to obtain a pet-friendly home on base. Service Members are encouraged to contact Kadena Military Family Housing Office with further questions at DSN: 315-634-0582 Comm.: 011-81-98-961-0582 or 011-81-98-938 1111 (once you hear the dial tone, dial the DSN or wait for the operator and ask to be connected to the DSN line) or via email at: kadenahousing.customerservice@us.af.mil
Housing

Temporary Lodging Facility (TLF)

For Service Members who are not eligible for advanced housing or if on-base quarters are not available upon arrival, ensure TLF reservations are booked. On-base lodging facilities on Marine Corps installations are the designated government TLFs for incoming families. Please make sure that reservations are secured at least 30 days prior to arrival.

Reservations can be made through Inns of the Corps Camp Foster via DSN at: 645-2455 or via email at: fosterlodge@okinawa.usmc-mccs.org. Inns of the Corps will respond within 48 hours of the email request. Copies of the Service Member’s Orders and Area Clearance/DEA are required upon check-in.

With the exception of Service Animals and the Inns of the Corps Camp Hansen (DSN: 623-4511 Email: hansenlodge@okinawa.usmc-mccs.org), there are NO PETS (dogs or cats) ALLOWED in any of the designated Marine Corps temporary lodging facilities. Therefore, it is highly recommended for families with pets to plan accordingly. Please, note that although the Shogun Inn (located on Kadena Air Base) offers pet-friendly rooms, due to limited availability of rooms, it may have specific check-in requirements in place for newly-arriving personnel. Contact Shogun Inn well in advance to get the latest updates:
Email: 718FSS.Kadena.LodgingReservations@us.af.mil
Call: DSN 632-1010, commercial 011-81-98-962-1010.

Port-to-Final Residence

Approximately 20% of arriving accompanied members will go directly to on-base permanently assigned family housing as occupancy levels allow. Immediately upon receipt of orders, accompanied Marines reporting to Okinawa are directed to apply for family type housing through the Port-to-Final Residence Program by submitting an advance housing application, DD Form 1746, to the Kadena Military Family Housing Office via email at: kadenahousing.customerservice@us.af.mil. Your sponsor can also assist you in submitting the advance housing application. The following Port-to-Final Residence flowchart is provided in an effort to guide you through the process.
Once orders are received:

Recommended to begin with the Port-to-Final Residence Program 30 days prior to arrival.

Contact the Kadena Military Housing Office for additional assistance.

Member contacts the Kadena Housing Office.

Housing send welcome message with application process

Member has orders?

Wait until member has orders.

Sponsor stops by the MCCS lending locker for a kitchen kit.

Sponsor picks up keys 48 hours prior to arrival and prepares quarters.

On-base quarters available for move in?

Sponsor secures a room at the designated TLF while quarters become available to move in.

End of Process.

Sponsor secures lodging for incoming family at the designated TLF.

Housing available in member’s grade and family size?

Housing send member offer

Sponsor picks up the keys from the Kadena Military Housing Office to view member’s options. (Return keys within 24 hours.)

Member selected housing option?

Sponsor sends unit list & digital photos/video to member for selection

Member digitally signs and returns acceptance documents to sponsor.

Is member able to e-sign acceptance documents?

Sponsor digitally signs on behalf of member.

Sponsor requests Special Power of Attorney (SPOA) from member to continue with the process.

SPOA provided?

Cannot continue with the process. Have the newcomer check-in to the Kadena Military Housing Office upon arrival.

Member sends signed documents to housing

Member digitally signs and returns acceptance documents to sponsor.

Sponsor sends unit list & digital photos/video to member for selection

End of Process.

Submit member’s housing selection to the Kadena Military Housing Office.

Check-in with your newcomer. Member has 48 hours to submit a decision.

Member selected housing option?

Member digitally signs and returns acceptance documents to sponsor.

Sponsor requests Special Power of Attorney (SPOA) from member to continue with the process.

SPOA provided?

Cannot continue with the process. Have the newcomer check-in to the Kadena Military Housing Office upon arrival.

Sponsor sends unit list & digital photos/video to member for selection

Sponsor picks up the keys from the Kadena Military Housing Office to view member’s options. (Return keys within 24 hours.)

Member selected housing option?

Sponsor sends unit list & digital photos/video to member for selection

Member digitally signs and returns acceptance documents to sponsor.

Sponsor requests Special Power of Attorney (SPOA) from member to continue with the process.

SPOA provided?

Cannot continue with the process. Have the newcomer check-in to the Kadena Military Housing Office upon arrival.

Sponsor sends unit list & digital photos/video to member for selection

Sponsor picks up the keys from the Kadena Military Housing Office to view member’s options. (Return keys within 24 hours.)

Member selected housing option?

Sponsor sends unit list & digital photos/video to member for selection

Member digitally signs and returns acceptance documents to sponsor.

Sponsor requests Special Power of Attorney (SPOA) from member to continue with the process.

SPOA provided?

Cannot continue with the process. Have the newcomer check-in to the Kadena Military Housing Office upon arrival.
Military Family Housing (MFH) for Accompanied Personnel

*Please keep in mind the Air Force is the DoD Executive Agent for all MFH on Okinawa.*

In accordance with AFI32-6001_AFGM2017-01, all DoD personnel are mandated to live on-base, unless housing reaches the occupancy rate of 98% or more based on the Service Member’s pay grade and family status.

Service Members must report to the Kadena Housing Office within one business day after they have access to on base facilities to receive an in-processing housing brief, be placed on the waitlist, and receive additional information on their housing assignment. In the event, you are unable to complete the housing process prior to arrival, ensure you have your completed Application for Assignment to Housing (DD Form 1746), the Sex Offender Disclosure and Acknowledgment form, a copy of your PCS Orders, approved Area Clearance/DEA, and pet registration form (if applicable) on hand.

Failure to report to the MFH Office may result in a loss of Temporary Lodging Allowance (IIIMEF/MCIPAC-MCBBØ 7220.1A). This visit is necessary to receive counseling and guidance before entering into any written lease or rental contract for housing. Accompanied USMC personnel are also required to check-in with the Regional Housing Office on Camp Foster, Bldg. 361, within 5 days to verify their eligibility for TLA, pick up their TLA Data Sheet and receive additional guidance on how to obtain their TLA entitlements.

Navy Personnel should contact their gaining CPPA/PSD to clarify how this policy affects them, especially if they are reporting to a Marine Corps command.

In the event you do not go into your permanent housing assignment upon arrival, the flowchart on the following page provides a visual representation of the housing check-in process.
Military Family Housing - USAF Kadena, Okinawa
Check-in Process

1. Initial Contact
   1.1 Review Application
   1.2 Verify Eligibility
   1.3 Verify Income
   1.4 Verify Tenancy
   1.5 Verify Other

2. Next Steps
   2.1 Assign Housing
   2.2 Provide Instructions
   2.3 Complete Paperwork
   2.4 Complete Application

3. Final Steps
   3.1 Issue Keys
   3.2 Provide Parking Permits
   3.3 Provide House Manuals
   3.4 Conduct Orientation

4. Disposition
   4.1 Unassign Housing
   4.2 Return Keys
   4.3 Return Utilities
   4.4 Return Parking Permits
   4.5 Return House Manuals
   4.6 Conduct Exit Interview
Mandatory Bachelor Quarters Policy
The MCIPAC-MCB Butler Bulletin 11101, signed 12 May 2022, states that bachelor and unaccompanied enlisted military Service Members in pay grades E-5 and below will only be authorized to reside off-base when the CMC-directed 95% occupancy rate for their respective adequate government Bachelor Housing (BH) category has been achieved.

Per MCIPAC-MCBB Bul 11101 (12 May 2022), unaccompanied E6 and above may elect to reside off-base at any time with command approval. Unaccompanied E-6 and above that desire to live off-base will provide a letter endorsed by their unit command to MCBB housing and Billeting Branch for endorsement and then Kadena Housing will assist them in locating adequate off-base accommodation.

Unaccompanied E8s-E9s, W4s-W5s and O4s and above may decline assignment to BH at any time and elect to reside off-base, however, if drawing basic allowance for housing (BAH) for dependents at the last duty station, will not be entitled to Family Separation Housing - Overseas Housing Allowance (FSH-O) if BH is available. For more information or to view this Policy Letter, please go to the MCCS Electronic Welcome Aboard Package under the ‘Housing and Pets’ tab at: https://www.okinawa.usmc-mccs.org/about

Dual Service Members and Housing/Billeting:
Before departing to Okinawa, dual Service Members must check with their new command and the housing office regarding policies that could affect them. These policies can vary depending on their branch of service, but the following are the most common issues:

- If both Service Members are on an unaccompanied tour, they do not rate family housing and will be required to live at the BOQ/BEQ. Per MCIPAC Policy Letter 12-14, if they desire to live together, they must request authorization to reside off-base, establish a joint household and receive Overseas Housing Allowance at the Own-Rate per the Joint Travel Regulations.

- If both Service Members are on a 36-month accompanied tour, they will not rate TLA if they arrive at different times without a dependent. Therefore, the Service Member that arrives first must stay at the BOQ/BEQ and report to the housing office to receive information about starting the housing process before his/her spouse arrives.

- In addition, dual active duty Service Members must have accompanied orders to request government furniture.

For additional information and guidance please contact the Kadena Housing Office: Kadena Housing Office:
DSN: 315-634-0582
Comm.: 011-81-98-961-0582 or 011-81-98-938-1111
(For the operator and ask to be connected to the DSN line)
Email: kadenahousing.customerservice@us.af.mil.
Household Goods (HHG) Weight Allowances

The following are the administrative weight allowances for Okinawa:

- All accompanied Marine and Sailors (including Sailors attached to a Marine Corps unit) are allowed to bring their full JTR weight allowance.
- Unaccompanied USMC Service Members and Sailors attached to a USMC unit are authorized to bring 600 lbs. of unaccompanied baggage.
- Sailors assigned to a Navy Command such as the U.S. Naval Hospital, Okinawa or CFAO are allowed to bring their full JTR weight allowance.

<table>
<thead>
<tr>
<th>Location</th>
<th>USMC Accompanied</th>
<th>USMC Unaccompanied</th>
<th>USN attached to USMC Unit</th>
<th>USN attached to USN Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Okinawa</td>
<td>Full JTR Weight Allowance</td>
<td>600 lbs.</td>
<td>Same weight allowances as USMC members.</td>
<td>Full JTR Weight Allowance</td>
</tr>
</tbody>
</table>

Please keep the following in mind when shipping your household goods:

- Once you have been found suitable for your overseas tour, please begin the process of setting up your shipment of household goods by visiting [https://www.militaryonesource.mil/moving-housing/moving/moving-personal-property/](https://www.militaryonesource.mil/moving-housing/moving/moving-personal-property/) to create/update your DPS account.
- Funded Orders and a copy of your Area Clearance or Dependent Entry Approval may be required to finalize your shipment of Household Goods with DMO/TMO.
- When deciding what to bring, take note of the items you will need upon arrival. Please keep in mind that the housing and billeting units in Okinawa are smaller than those in the states. Some larger furniture may not fit. Prior to your packing, take a look at the Household Goods Suggestions checklist for suggestions on what to pack in your express, household goods shipment, and on your person available under the "PCS Checklist" tab on the MCCS Welcome Aboard page: [https://www.okinawa.usmc-mccs.org/about](https://www.okinawa.usmc-mccs.org/about)
- For questions or concerns from Marines not located near a USMC Installation, contact 855-444-6683 or email USMCPERSONALPROPERTY@USMC.MIL.

Not sure what to bring? Check out the “Household Goods Information and Suggestions” PDF.

Getting ready to ship your household goods? Visit [www.militaryonesource.mil/moving-housing/](https://www.militaryonesource.mil/moving-housing/) moving 60-90 days before departure to begin the self-counseling process on DPS.
Furnishings:

- **Accompanied Marines and Sailors attached to USMC units:**
  Eligible to borrow temporary government furniture for a maximum of 90 days after arriving on Okinawa. Information about the items is provided by the Furnishings Management Office and can be found at: http://www.housing.af.mil/Units/Okinawa/furnishingsmanagement/

- **Accompanied Sailors attached to USN units:**
  Also eligible to borrow temporary government furniture for a maximum of 90 days after arriving in Okinawa. Scheduling for temporary furniture can be arranged through the Kadena Housing Office.

- **Unaccompanied Marines and Navy attached to USMC units:**
  Bachelor and unaccompanied Service Members should not ship their household goods to Okinawa. There is limited space at the bachelor quarters to accommodate large furniture items. Service Members are encouraged to bring smaller items or appliances within their 600 lbs. weight limit. If the member is provided a Certificate of Non-Availability from the billeting office (BEQ/BOQ) and given the permission to reside off-base, the member can look for off-base housing that is already furnished.

**Lithium Batteries**

Due to safety concerns and the recently mandated TSP packaging and branding rules, lithium battery shipments and storage are restricted. Lithium batteries come in two varieties: lithium metal and lithium-ion. Cameras, watches, remote controls, handheld games, and smoke detectors frequently use lithium metal batteries. The single-use, NON-RECHARGEABLE lithium metal batteries can be found in cylindrical, button, or coin cell shapes. Always examine an item's batteries to see what kind they are. They will frequently note a lithium battery on the product. Cellphones, power tools, digital cameras, computers, kids' toys, robot vacuums, small and large appliances, tablets, e-readers, lawn care equipment, and electric cycles (e-bikes) all frequently use lithium-ion batteries. Effective 15 May 2023, lithium batteries that are rated greater than 100 watt-hours in size for lithium-ion batteries or greater than two grams of lithium content for lithium metal batteries will not be allowed to be shipped in household goods shipments. Nor will individual inventory boxes contain lithium-ion batteries with a total watt-hour rating greater than 100 per inventory box or greater than 2 grams of lithium metal per inventory box and will not be co-mingled between the two types of batteries.

**Firearms, Weapons, & Ammunitions:**

Japan has very strict laws regarding firearms, ammunition, and other dangerous instruments (such as knives). Violations are taken very seriously.

SOFA-status personnel are **PROHIBITED** to possess shotguns, automatic
firearms, silencing devices, explosives and pyrotechnics, handguns, slingshots/wrist rockets, nunchakus, sai, tonfa, replica handguns, rifles, or air pellet guns. See III MEF/ MCIPAC-MCBB 5500.1A regarding possession, use, registration, sale, storage, and destruction of weapons and dangerous instruments.

Swords authorized as U.S. military uniform items may be imported and/or exported when the individual produces documentation of their assignment to Japan, the uniform sword must be listed on the owner's travel orders. Hunting and sporting firearms must have *Commander’s pre-approval* and required paperwork from PMO Customs prior to importation or procurement. DMO will not ship firearms.

All individuals coming to Okinawa should thoroughly check their luggage to ensure there is no ammunition. If ammunition is found upon entry to Japan, the Service Member will be detained in Japanese custody for a violation of Japanese law.

**Firearms are prohibited in Military Family Housing.** For more details, contact:

<table>
<thead>
<tr>
<th>Provost Marshall Customs</th>
<th>Staff Judge Advocate</th>
</tr>
</thead>
<tbody>
<tr>
<td>DSN: 636-5395, 636-3576</td>
<td>Staff Judge Advocate</td>
</tr>
<tr>
<td>645-2217</td>
<td>DSN: 315-645-7177</td>
</tr>
<tr>
<td>Comm.: 011-81-98-970-2217</td>
<td></td>
</tr>
</tbody>
</table>

[Household Goods pg. 18]
Check-In & Entitlements

IPAC Check-In and Entitlements:
The transition from the manual inbound process to the self-service Inbound Interview (IBI) and Travel Voucher Interview (TVI) process has been fully implemented for all Okinawa based Units. All Marines arriving to Okinawa are directed to report to their gaining command and utilize this function, except in the categories listed below:
Marines in the accession pipeline (Reception and Orientation, Manual Inbound process)
Marines issued Temporary Duty Under Instruction (TEMINS) Orders (Manual Inbound process), Reserve Call to Duty, PCS orders issued in the Marine Reserve Order Writing System (Manual Inbound process).

DOCUMENTS NEEDED FOR CHECK-IN:
- Orders (to include TAD in route) with endorsements.
- All receipts (including TLE and/or TLA).
- Documentation from the Airline showing delays on travel, if occurred.
- Area clearance/port call.
- PTO Authorization for Circuitous Travel, if applicable.
- PTO Authorization for vehicle shipping, if applicable.
- PTO Authorization for vehicle storage, if applicable.
- PTO Authorization for Foreign Flag Carrier, if applicable.
- Officer Qualification Record (OQR)/Service Record Book (SRB).
- Tickets/Unused Government Transportation Requests.
- Dependent Travel Information, if applicable.
- Previous Admin Unit Information/PTO, if applicable.
- Claims that fall outside this will need approval by HQMC Manpower Management Integration and Administration.
- Copy of spouses travel claim (dual military couple).
- Unaccompanied Personnel: Household Goods Shipment Checklist for your travel claim to rate 4 days of extra leave (Pipeline and School House Marines exempt.)
- Additional requirements can be found at:
  https://www.mcbbutler.marines.mil/Base-Information/IPAC/IPAC-Inbound/

Command Pay & Personnel Administrator Check-In (USN Personnel):
In order for PSD Okinawa to officially gain a newly reporting Sailor to the new command, the sailor must report to their Command Pay & Personnel Administrator CPPA.

DOCUMENTS NEEDED FOR CHECK-IN WITH THE CPPA:
- Copy of Orders (with reporting endorsement) and all modifications.
- All receipts for travel claim
- Full flight itinerary and or AMC itinerary.
- Copy of Suitability Screening (NAVPERS 1300/16) signed by the CO or CMC
- Itemized receipts for TLF such as stateside receipts for TLE and on-island receipts for TLA, if applicable.
- Copy of DEA (if accompanied by family).
The CPPA will submit the documents to PSD via Salesforce CRM. It is imperative the CPPA gets the documents as soon as possible to prevent any over or under payment to the member. The goal of the new command is to gain the member no later than 4 days after arrival. Please Note: Your actual travel claim should be submitted via a separate transaction and can be completed at a later date if necessary.

**Lodging Entitlements:**

**TEMPORARY LODGING EXPENSE (TLE):**

When detaching from the continental United States, Service Members rate Temporary Lodging Expense for a maximum of 5 days. Receipts are a “must” to claim this reimbursement. Receipts must be itemized and carry a zero balance.

**TEMPORARY LODGING ALLOWANCE (TLA):**

Government-approved Temporary Lodging Facilities (TLF) are available for inbound family to reside in while awaiting assignment to military housing. TLA is authorized to assist the Service Member in partially offsetting expenses incurred during the occupancy of temporary lodging. There is no entitlement to TLA while in a travel status or once permanent quarters are occupied. Personnel accompanied by dependents must be prepared to pay anywhere between **$1250 to $3525 for temporary lodging and subsistence for the initial 10-day period**. TLA is paid based on the number of days temporary lodging is required and will be reimbursed in 10-day increments. Personnel assigned to Okinawa will normally not be authorized more than 30 days of TLA.

**TO RATE TLA:**

- Service Members **MUST** use a government a TLF (i.e., Inns of the Corps, Courtney or Hansen Lodge) unless a Certificate of Non-Availability (CNA) is obtained stating that the facility closest to their place of work is not available for occupancy.

- If the Member stays at an off-base TLF and does not provide a CNA from the on-base TLF, then the member’s lodging reimbursement under TLA will be limited to the government TLF rate, not the rate of the off-base TLF.

- For a family consisting of one active duty member and three dependents, the cost is currently $125.00 per day for an on-base facility and can be as much as $300.00 per day in an off-base TLF.

Unless the animal is a Service Animal, pets (dogs & cats) **ARE ONLY ALLOWED** in the Hansen Lodge aboard the Marine Corps Temporary Lodging Facilities. Therefore, personnel may be required to find other boarding arrangements. Service Members can also elect to stay in a pet-friendly room at the Shogun Inn, located on the Kadena Air Base. **Please note that a Certificate of Non-Availability (CNA) will not be provided due to pets if rooms are available.**
TLA is not payable to members who arrive with non-command sponsored dependents, members who arrive prior to their command sponsored dependents, and members married to members without dependents who arrive separately (the member that arrives first must occupy single type quarters until the other Member arrives). For questions or additional information, USN personnel may contact their CPPA/local PSD. USMC personnel may contact the IPAC Inbound Section:

Camp Foster IPAC Inbound Section  
(TLA) DSN: 315-645-7914  
Comm.: 011-81-98-970-7914

Sponsors are responsible for making billeting arrangements for members executing unaccompanied order to Okinawa. If billeting is not available for the Service Member, a Certificate of Non-Availability (CNA) must be obtained from the respective billeting office prior to the member occupying any temporary lodging facility on or off-base. Without a CNA, TLA will not be reimbursed. In addition, the CNA does not backdate. The Service Member’s sponsor must obtain the CNA before the member can stay at a lodging facility off-base.

All Inbound accompanied Marines must visit the Kadena Housing Office within 2 business days upon arriving. Failure to do so could delay your TLA entitlement reimbursement.

REQUESTING ADVANCE TLA:
Advance payment of TLA is authorized and encouraged for personnel who may require temporary lodging. Advances can be requested upon arrival (The Service Member must receive a reporting endorsement prior to submission). The TLA payment process normally takes between 5-7 business days and payments will be made directly to the Service Member’s direct deposit account. Personnel are required to pay the full amount of their final TLF bill upon checkout. Therefore, requesting advance TLA is highly encouraged if adequate funds to pay the bill are not available.

CURRENT TRENDS WITH TLA CLAIMS:
IPAC is seeing an increase in Service Members being denied compensation for traveling costs due to noncompliance of travel instructions specified on their orders. We recommend all inbound Service Members to review their travel orders thoroughly and plan their leave and travel arrangements accordingly. In addition, please read the Temporary Lodging Allowance (TLA) informational brochure located at https://www.okinawa.usmc-mccs.org/about for additional guidance.

GOVERNMENT TRAVEL CHARGE CARD (GTCC)
Service Members can use their GTCC for Temporary Living Expenses (TLE) and Temporary Lodging Allowance (TLA) overseas.

Please note that TLA is processed differently than TLE and other travel expenses. Service Members receive their TLA reimbursement via direct deposit and may not be settled in with other travel expenses through Disbursing. This may cause a GTCC payment delinquency if the cardholder does not pay very close attention to his/her GTCC account. Therefore, it is the cardholder’s responsibility to ensure all charges on the GTCC account are paid in a timely manner.
The Okinawa IPAC office has maintained their current OCONUS check-in and check-out processes for Marines, as the OCONUS processes are not on the GTCC outbound module.

If issues occur with the GTCC during PCS travel (prior to check-in to the new command/duty station), the Service Member will need to contact their previous/former command GTCC Agency Program Coordinator (APC) for assistance.

For more information prior to arrival, inbound members can call the IPAC office at:

Camp Foster IPAC Inbound  
DSN: 315-645-9448  
Comm.: 011-81-98-970-9448

Delayed Family Member Travel:
Delay of family member travel is intended for instances or to circumstances not controlled by the member. Delay is intended for a short duration only, usually no more than 60 days. Requests for continuing to receive a housing allowance other than the PDS will normally be disapproved for the following circumstances:

- Continuing spouse's education.
- Financial burden of relocating dependents including selling a dwelling.
- On-base housing waiting list at new PDS.
- Family member employment and/or daily commute time.
- Conserving Permanent Change of Station (PCS) funds by not relocating family members.
- Issues with flight arrangements for pet travel.

MMIB-3 (formerly MMIA) recommends members delaying their family member travel review MARADMIN 238/06, Pay and Allowance Advisory Notice (PAAN) 27-06 and Reserve Pay and Allowance Advisory Notice (RPAAN) 25-06 for further guidance.

USMC Service Members who delay their family member’s travel MUST have approval from HQMC to continue drawing their stateside allowances. Upon reporting, if this approval was not previously obtained, their stateside allowances will be stopped until the HQMC approval letter is received. In addition, accompanied USMC Service Members who delay their family member’s travel DO NOT rate Temporary Lodging Allowance (TLA.) They are required to check-in and stay at an Unaccompanied Billeting Facility. Navy Personnel will also need to obtain an approval letter to continue to draw their stateside allowances. Requests for approval should be submitted through the losing command to NAVPERS prior to PCSing.

Service Members can request military family housing within 30 days of their family member’s arrival on Okinawa. For additional information please contact:

Kadena Housing Office  
DSN: 634-0582  
Comm.: 011-81-98-961-0582 or 011-81-98-938-1111  
(For the operator and ask to be connected to the DSN line)  
Email: kadenahousing.customerservice@us.af.mil
Travel and Arrival Information

Authorized Baggage:
When flying AMC, please keep in mind that in accordance with CMC letter 4600 MMIA dated 02 June 2010, you are authorized two pieces of baggage per person, neither to exceed 70lbs or 62 linear inches. In addition, you are authorized one additional piece as hand carried baggage not to exceed 45 linear inches.

BLUF: (2) 70lb bags plus carry-on.
Excess baggage: $125.00 per bag.

COVID-19 Travel Measures

Please see the most up to date MCIPAC- MCBBBul 1610 Okinawa COVID-19 In-Stride Guidance for detailed definitions and further guidance.

Unaccompanied Service Members PCSing to Okinawa:

For Marines and Sailors reporting to Marine Corps commands: MCIPAC/IIIMEF (MCB, 1st MAW, 3RD MLG, and 3rd MAR DIV)

There are two major airports(terminals in which military Service Members will arrive through, Naha Airport and the AMC Terminal aboard the Kadena Air Base Station.

Kadena Air Force Base/AMC Terminal:
The Patriot Express typically arrives every Friday night to Kadena Air Base by way of the Seattle-Tacoma International airport. When unaccompanied Marines/Sailors assigned to USMC units arrive at the Kadena AMC Terminal; they need to remain in the seating area after exiting the aircraft. A USMC R&O or PMO representative will be waiting for their arrival. The R&O/PMO representative will provide a quick brief and assist the newly arrived Service Members through customs, before boarding the buses waiting to take them to the Camp Foster barracks to start the week-long processing period.
REPORTING TO 3D DENTAL BATTALION

- Service Members reporting to 3d Dental Battalion should board the R&O bus upon arrival to either the Naha Airport or the Kadena Air Force Base/AMC Terminal. Upon completion of the R&O in-processing period, the Sailors will be released to 3d Dental Battalion.

- Contact information for the 3d Dental BN Sponsorship Program Coordinators:
  
  DSN: (315) 645-1749
  Comm.: 011-81-98-970-1749
  Front Desk DSN: (315)-645-2390
  Comm: 011-81-98-970-2390
  Email: usn.butler.navdencenokinawaja.list.command-sponsorship-coord@health.mil
  Website: https://www.3rdmlg.marines.mil/Units/Subordinate-Units/3rd-Dental-Battalion/
  Facebook Page: https://www.facebook.com/3DenBn

Sailors reporting to the USNH and CFAO commands will be picked up at the airport by their sponsor.
REPORTING TO THE U.S. NAVAL HOSPITAL, OKINAWA:

- Should NOT take the R&O bus or go to the R&O Barracks. The U.S. Naval Hospital (USNH), Okinawa has a command in-processing/indoctrination program that is separate from R&O. Incoming USNH Sailors will be picked up by the command's designated transportation from their arrival points and then taken to the USNH barracks. It is strongly suggested that incoming USNH Sailors stay in contact with their sponsors to ensure transportation has been coordinated upon their arrival to Okinawa.

- Contact information for the USNH Sponsorship Program
  DSN: 315-646-7540
  Comm.: 011-81-98-971-7540
  Email: usn.butler.navhospokinawaja.mesg.NHOIKSponsor@health.mil
  Website: https://www.med.navy.mil/US-NMRTC-Okinawa-Japan/Staff-Resources/

REPORTING TO COMMANDER FLEET ACTIVITIES OKINAWA

- As with USNH, CFAO Sailors should NOT take the R&O bus or go to the R&O barracks. CFAO Sailors are picked up either by a command representative or the command's designated transportation. Like USNH, CFAO has a command in-processing/indoctrination program that is separate from R&O. It is strongly suggested that incoming CFAO Sailors contact their command and coordinate their arrival with their sponsor prior to arriving on Okinawa.

- Contact information for CFAO Sponsorship Program
  DSN: 315-634-8245
  Comm.: 011-81-98-961-8245
  Email: cnic.ffsp.fct@navy.mil
Newcomers’ Orientation Welcome Aboard (NOWA) Brief:

Newcomers' Orientation is mandatory for the following members:

- All accompanied USMC and USN personnel regardless of rank.
- All Unaccompanied USMC and USN personnel in paygrades E6 and above.
- All USN personnel attached to the U.S. Naval Hospital, Okinawa regardless of status.
- Civilian employees.
- Family members (military and civilian including local nationals).
- Children age 10 and up.
- CFAO personnel when CFAO Indoc is not available.

The NOWA brief is held in person, every Wednesday at the Camp Foster Community Center. New arrivals are required to register to complete the in-person Newcomers' Orientation within 72 hours of arrival to Okinawa.

VIRTUAL NOWA BRIEF REQUIREMENTS

Due to a lack of available MCCS childcare for the Newcomers' Orientation Welcome Aboard (NOWA) brief, the MCIPAC Chief of Staff has provided the option to request a virtual NOWA brief for single Service Members and spouses of Service Members, DoD Civilians, and Contractors with family members under the age of 10. All children are still welcome to participate in the in-person NOWA.

The virtual option for the NOWA brief is available on request (subject to approval) to personnel on accompanied orders, if any of the below exemptions are met:

- Newcomer is a single parent with child(ren) under the age of 10 (family can complete NOWA virtually).
- Newcomers with child(ren) under the age of 10 (one parent and children under the age of 10 can complete NOWA virtually).
- Newcomer(s) are subject to a COVID quarantine of sponsor or family member (family can complete NOWA virtually).

To request the virtual NOWA brief, please email: mcbb_newcomers@usmc.mil.

The virtual NOWA is a four-hour, video based webinar facilitated via the Qualtrics system. Virtual NOWA brief codes and links are specific to the individual and will be emailed on Thursday by 1000 the day after the in-person NOWA brief is facilitated.

All participants who qualify, are approved, and complete a virtual NOWA brief prior to 1400 on the corresponding Friday, will have their names forwarded to the MCIPAC-MCBB Installation Safety Office showing proof they completed the mandatory NOWA indoctrination brief for POV licensing purposes.

For questions, please call 645-2104/2106.
Travel and Arrival Information

Per MCIPAC Order 5560.1, attendance of NOWA must be confirmed prior to the MCB Safety Installation Office issuing a SOFA Privately Owned Vehicle (POV) Driver’s License.

Once the final flight information is received, sponsors can register the incoming Service Member or the family by calling the nearest M&FP-R at:

<table>
<thead>
<tr>
<th>Facility</th>
<th>Location</th>
<th>DSN Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Camp Foster</td>
<td>Bldg. 445</td>
<td>645-2104/2106</td>
</tr>
<tr>
<td>Camp Kinser</td>
<td>Bldg. 1220</td>
<td>637-2815</td>
</tr>
<tr>
<td>Camp Courtney</td>
<td>Bldg. 4425</td>
<td>622-7332</td>
</tr>
<tr>
<td>Camp Hansen</td>
<td>Bldg. 2339</td>
<td>623-4522</td>
</tr>
<tr>
<td>Camp Schwab</td>
<td>Bldg. 3000</td>
<td>625-2622</td>
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Registration for NOWA is also available online at the Information, Referral and Relocation web page at: [http://www.oknawa.usmc-mccs.org/about](http://www.oknawa.usmc-mccs.org/about)

Newcomers' will be given their Newcomers' Orientation Welcome Aboard package at the NOWA brief.

ACCOMPANIED MEMBERS WITH DELAYED DEPENDENTS:
Personnel E-5 and below with accompanied orders, who have delayed their dependents do not rate TLA. A unit representative will transport you to designated barracks. Accompanied members with delayed dependents will also need to complete the Newcomers’ Orientation.

REFERENCES FOR NEWCOMERS’ ORIENTATION BRIEF:

- Newcomers’ Orientation is mandatory as per MCO 1320.11G and III MEF/MCIPAC-MCBBO 1754.10B
- Completion of Newcomers’ Orientation is also required before any service member assigned to a USMC unit is granted off-installation leave or liberty in Japan (MCBJ/III MEFO 1050.7A)
Obtaining a SOFA Driver’s License:
To obtain a SOFA driver’s license, applicants must have the following items on hand:

- Application for USFJ Form 4EJ Driver’s Permit.
- Valid stateside driver’s license.
- Area Clearance/DEA (for dependents).
- Copy of Orders

If you think you have a military exemption allowing your driver’s license to be valid past the expiration date, contact your state’s Department of Motor Vehicles or visit: https://www.dmv.org/military-drivers/ to confirm that is the case.

The SOFA driving test is a challenging exam. It is strongly recommended each individual take ample time to thoroughly read and study the entire SOFA Driver’s Manual, becoming familiar with, and study all of the road signs enclosed in the road signs document.

Cheating on the SOFA licensing exam is taken very seriously as the exam is sanctioned by the government of Japan. If the test administrators determine that the applicant has cheated, he/she will be dismissed and barred from retaking the exam for 60 days. Service Members will need to provide a letter from their CO authorizing them to retake the exam. Active duty family members caught cheating will need to submit a letter signed by their sponsor's CO authorizing them to retake the exam as well.

DoD contractors and DoD civilian employees must submit a letter signed by their senior supervisor or Department Head in order to retake the exam. Consequences for cheating may include revocation of driving privileges, early return of dependents or loss of rank.

The study guide for the SOFA licensing exam along with a copy of the Japanese road signs can be downloaded through the following link under the driving and transportation drop down:

https://www.okinawa.usmc-mccs.org/about

Please note: Service Members in pay grades E-5 and below will require their gaining CO’s signature on their SOFA license application prior to taking the exam.

E-3 and below personnel will need to take a 1-day driving class in addition to obtaining their CO’s signature.

In addition, applicants under the age of 26 will need to complete a driver’s improvement course and provide proof of completion to the Base Safety Installation Office prior to taking the exam.
Travel and Arrival Information

It is encouraged for Service Members or family members who do not have a stateside driver’s license to visit www.dmv.org for information on how to obtain one. Individuals who arrive without a valid driver’s license will need to take a driver’s education course prior to taking the SOFA examination. The average cost of the course for SOFA status personnel is $300.00.

For additional information on the SOFA driver’s license please contact:

MCB Safety Installation Office
DSN: 645-3183/2862 or 622-6202
Comm.: 011-81-98-970-3183/2862

Web: https://www.mcipac.marines.mil/Staff-and-Sections/Special-Staff/MCIPAC-Safety/Safety-Office/Okinawa-Driving/

Japanese Cell Phone Contracts:
Cellular phone companies in Japan have an automatic 2 year renewal contract, which means the existing or current two year contract will automatically be renewed on its expiration date, unless otherwise communicated with the cell phone provider. Most of Japanese Cell Phone companies DO NOT have a “military clause,” which cancels contract/penalties due to military orders/deployment. The Service Member may end up paying a very costly penalty for canceling his/her contract before the 2-year contract is complete. Also, Service Members leaving after a normal three year tour might be subjected to cancellation and penalty fees.

Before leaving the states, contact your current stateside cellphone provider to see what overseas options are available. You may be able to carry over your current cellphone or service provider.

Please note: some of the organizations on Okinawa are not able to dial to a stateside cell phone number. The incoming Service Member may need an alternate phone number if he/she decides to use a stateside number.

Upon arrival, please talk with to your cell phone provider on Okinawa to find out if the company has other options such as monthly and pre-paid agreements. Service Members must also ensure they completely cancel their contracts before leaving Okinawa. As with any contract, all Service Members should thoroughly read and fully understand their contracts before signing them.

Child Supervision Guidelines:
The III MEF/MCIPACO 5800.6 w/ CH 1 mandates very specific child supervision guidelines that apply to all SOFA status personnel both on and off the installations on Okinawa. While these guidelines are similar to all installations, they are very strictly enforced.
DoDEA School Information and Registration:
There are 13 DoDEA schools on Okinawa; 8 Elementary Schools, 3 Middle Schools and 2 High Schools.

The permanent address of the incoming family determines which school the child will be zoned to attend. When the incoming family is living in temporary lodging, the child is zoned for the school in that area. When the member has been assigned permanent housing (on or off-base), there is a possibility that the child might be moved to another school, unless the incoming Service Member’s school zone remains the same as the temporary school zone.

School registration can be completed online at www.dodea.edu/DORS or at the Main Office of the school the child is zoned to attend. Parents also have the option of emailing the School Registrar for additional information regarding school enrollment at: ODSORegistrar@dodea.edu. Provided below is a list of the documentation needed to enroll your incoming child into school.

- Sponsor’s Original Orders, Basic Orders (USMC) or Certificate of Employment Letter, SF50, Contract, etc.
Travel and Arrival Information

- Area Clearance or DEA
- Passport or Birth Certificate of the student
- Immunization Card
- Housing Assignment Letter, Off-Base Lease Agreement, or TLF Receipt
- Previous school records for the student (if available).

Please note the following age requirements for enrollment:

- PRE-KINDERGARTEN or SURE START students must be 4 years old by September 1<sup>st</sup>.  
- KINDERGARTEN students must be 5 years old by September 1<sup>st</sup> of the current year to be eligible to register for the upcoming year.  
- FIRST GRADE students must be 6 years old by September 1<sup>st</sup> of the current year to be eligible to register for the upcoming year.

Starting June 1, 2023, DoDEA Pacific high schools will offer conditional enrollment to military-connected students who are moving to Okinawa, Japan due to Permanent Change of Station orders. To be eligible for conditional enrollment, the student must:

- Meet eligibility requirements for space required enrollment  
- Be requesting enrollment into grades 9-12  
- Arrive at assigned duty station within three months of requesting conditional enrollment

For DoDEA Pacific South (Okinawa), the Conditional Enrollment can only be initiated, but specific course/schedules/counselor meetings will have to wait until the family has a quarters assignment.

There are two DoDEA Pacific high schools in Okinawa, and enrollment is determined based on housing location. Please consult the school zoning map and ensure conditional enrollment is completed at the appropriate high school. For more information, please visit:  
www.dodea.edu/Pacific/conditional-enrollment.cfm

For additional assistance, contact the School Liaison Office:  
DSN: 645-3205 | From cellphone 098-970-3205

To view a list of the schools please visit the School Liaison Officer's web page:  
https://www.okinawa.usmc-mccs.org/slo
Medical and Dental Benefits:
TRICARE Overseas Prime is available to active duty personnel and their eligible family members who live with them near a military hospital or clinic.

Whether accompanied or unaccompanied, all Service Members will need to transfer their TRICARE coverage to their new region.

To transfer coverage:

- The Service Member must submit a TRICARE Prime Enrollment, Dis-enrollment and Primary Care Manager (PCM) Change Form (DD FORM 2876).
- Service Members can stop by the TRICARE office located on the first floor of the U.S. Naval Hospital. A copy of the re-enrollment form is provided at the TRICARE office. Incoming members will need a copy of Orders and Approved Area Clearance/DEA to process the enrollment form.

OVERSEAS DENTAL OPTIONS:

Active Duty Personnel:
Will be seen on-base for their dental care at the dental clinics located at their place of work. Upon arrival, Service Members are required to check-in to their respective dental clinics with a copy of their orders.

Family Members:
May be seen on-base for their routine dental care at no cost on a space-available basis. Once the Service Member has checked-in, family members can check-in to their respective dental clinic with a copy of the Service Member’s orders and approved Area Clearance or DEA. Where the family member is seen for dental care is dependent upon where the Service Member works. For example:

If the Service Member works at Camp Hansen or Schwab, the family member may be seen at the Camp Courtney Dental Clinic.

If the Service Member works at Futenma, the family may be seen at the Evans Dental Clinic on Camp Foster.

Family members enrolled in the TRICARE Dental Program are encouraged to maintain their dental coverage while in an overseas location. Family members may use their dental coverage off-base wherever accepted. For a list of eligible facilities please contact your insurance provider.

Please Note: payment in full is expected for services rendered when seeking medical and dental care off-base. You would then need to file a claim through your insurance provider for reimbursement.
Summary of Changes

The following items have been updated:

Changes as of 24 July 2023

1. Updated pg. 24 Travel and Arrival information with new contact number for 3d Dental Battalion.
Suggested Timeframe

**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 MOV and Sponsorship Request Form
- Area Clearance

Review the comprehensive MCCS Electronic Welcome Aboard Package and familiarize yourself with the resources to stay up-to-date with the latest relocation by visiting the following website: [https://www.okinawa.usmc-mccs.org/about](https://www.okinawa.usmc-mccs.org/about)

Announce the availability of the "Okinawa PCS Must Know Information Guide", click the link titled "Okinawa PCS Must Know Information"; review the document.

Within 10 days of receiving Basic Orders, visit the U.S. Naval Hospital, Okinawa web page to begin the Overseas Suitability Screening (OSS) process. A list of the documents needed is available at: [https://okinawa.tricare.mil/Patient-Resources/Overseas-Suitability-Screening-OSS](https://okinawa.tricare.mil/Patient-Resources/Overseas-Suitability-Screening-OSS)

Complete your Outbound Interview on MOV and request a Sponsorship Request Form (NAVMC 11799) from your S-1.

Coming from a remote location? Contact the U.S. Naval Hospital, Okinawa Overseas Screening Department through the following email for additional assistance: usn.butler.navhosokinawaja.mesg.oversaasscreeningcoord@health.mil

If applicable: relocating with pets?

- Review the "Import Guide for Pets – Non-Designated Regions" document located on the "Housing & Pets" tab of the MCCS Welcome Aboard page for information on the pet importation process: [www.okinawa.usmc-mccs.org/about](http://www.okinawa.usmc-mccs.org/about)

- Obtain a Health Certificate for your pet from a military veterinarian the week you are scheduled to fly to Okinawa. Most airlines require the health 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.

- Let your sponsor know you will be traveling with pets. Your sponsor can help you make accommodations for your pets.

Please Note: Pets are not an entitlement. Service Members must be prepared to pay for pet travel expenses. 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/](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/](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.nmcrs.org/](https://www.nmcrs.org/)

Updated: June 2023
**Three to Six Months:**

- **Topics Covered:**
  - Military Installations
  - Plan My Move
  - Financial Worksheet
  - Passports
  - Household Goods Shipment (HHG)

**Steps:**
1. Visit the Military Installations website: [https://installations.militaryresource.mil](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.”

2. To complete your application and download the documents you need, visit the following website: [https://travel.state.gov/content/np
sports/en/passports.html](https://travel.state.gov/content/np
sports/en/passports.html)

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

4. Review the Household Goods Information & Suggestions under “Personal Property/Household Goods” at: [www.okinawa.usmc-
mccs.org/relocation](http://www.okinawa.usmc-
mccs.org/relocation). Begin your preparations for your Household Goods (HHG) shipment.

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

6. Review the COVID-19 documents on the following web link prior to scheduling your DMO pickup:
   - [https://www.iandl.marines.mil/Divisions/Logistics-
Division/LPD/Logistics-Distribution-Policy-Branch-
LPD/PCS-Move-Resources/Covid-19-Documents](https://www.iandl.marines.mil/Divisions/Logistics-
Division/LPD/Logistics-Distribution-Policy-Branch-
LPD/PCS-Move-Resources/Covid-19-Documents)

7. 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/](https://www.militaryonesource.mil/moving-
housing/moving-personal-property/)

8. 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/](https://www.militaryonesource.mil/moving-
housing/moving-personal-property/)

9. Have a Defense Personal Property System (DPS) Account?

**One to Two Months:**

- **Topics Covered:**
  - Finalizing HHG Shipment
  - Storing Privately Owned Vehicle
  - Housing
  - Sponsor Responsibilities
  - Schools & Childcare

**Steps:**
1. 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.

2. 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](http://www.okinawa.usmc-mccs.org/pfm)

3. Review 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 Model-to-
Residence Program. Contact the Kadena Housing Office: [www.kadena.af.mil/Kadena_Housing_Office](http://www.kadena.af.mil/Kadena_Housing_Office) or email: [Kadenahousing.customer_service@usmc.mil](mailto:Kadenahousing.customer_service@usmc.mil) to apply for family housing or additional assistance.

4. 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/](http://www.dmv.org/military-drivers/)

5. If applicable: relocating with children?

**School Age Children?**

- **Steps:**
  - Contact DODEA District Registrar prior to arrival to coordinate school enrollment for children via email: [ODSOfficeRegistrar@dodea.edu](mailto:ODSOfficeRegistrar@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](http://www.okinawa.usmc-mccs.org/slo). To see a map of the school bus transportation zones visit: [http://www.dod.es/Pacific/south/transportation.cfm](http://www.dod.es/Pacific/south/transportation.cfm)

6. 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.

7. Review 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.

8. Go to the next section.
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

Locate and secure important legal documents for travel: Military IDs, Orders, Approved Aera 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, Per Importation Documents, etc.

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.

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 detaching command.

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.

Visit the Marine & Family Programs Facebook page for information on programs and services. Click on the following link 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:
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.okinawa.usmc-mccs.org/about [Click on the "Air and Travel" link to view helpful information.]

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.

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.mcipac.marines.mil/Resources/Driving/Condition (HPCON), please visit:
https://www.mcipac.marines.mil/Resources/COVID-19/

For the latest MCIPAC Information relating to the COVID-19 and current Health Production Condition (HPCON), please visit:
https://www.mcipac.marines.mil/Resources/COVID-19/

Go to the next section
Make arrangements to travel to the airport

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.

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

End of the PCS Process.
Welcome 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
Suggested Timeframe

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

Once orders are received:

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

**Within 10 days of receiving Basic Orders, visit the U.S. Naval Hospital, Okinawa webpage to begin the Overseas Suitability Screening process. A list of the documents needed is available at:**
https://okinawa.usmc-mccs.org/about

- Under the tab “Okinawa PCS Must Know Information Guide”, click the link titled Okinawa PCS “Must Know” Information; review the document.
- Complete your Outbound Interview on MOL and request a Sponsorship Request Form (NAVMC 11799) from your S-1.

**Sponsorship Request Completed?**

- YES: Email your completed Sponsorship Request form to mcbb_reloassist@usmc.mil for processing.
- NO: Go to the next section.

**Complete ASAP**

- NO: Go to the next section.

**Review the “Household Goods Information & Suggestions” checklist on the MCCS Electronic Welcome Aboard package.**

- YES: Review your finances. Use the “Financial Planning Worksheet” to create a budget for your PCS move. Plan for expenses you may incur while in transit. To download the document, visit:
https://www.okinawa.usmc-mccs.org/pfm

**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.**

- NO: Go to the next page.

**To get started with your shipment preparations, go to militaryonesource.mil and review the “Overseas Moves (OCONUS)” link located under the MillLife Topics tab under Moving & Housing at:**

- YES: Log in to your DPS account through the move.mil website to begin the Self-Counseling process at:

- NO: Create a DPS account by clicking on the “create a new account” link on the move.mil website.

**TOOL**

**Updated: June 2023**

**Three to Six Months:**

**Topics Covered:**
- Military Installations
- Plan My Move
- Financial Worksheet
- Passport
- Household Goods Shipment (HHG)

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

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

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

- YES
- NO

**Create a DPS account by clicking on the “create a new account” link on the move.mil website.**

- YES
- NO
Suggested Timeframe

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

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, click on the following link: https://www.pcsmygov.com/TurnIn#/.

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

Have your sponsor set up your quarters through the Billeting Office of the Camp you will be stationed in. Ensure you have at least $600 to cover expenses while in transit. Have your sponsor set up your registration for Newcomers’ Orientation or sign up at: https://www.okinawa.usmc-mccs.org/about


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

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 endorsed orders.

Begin to complete your checkout sheet from your detaching command.

Exchange a small amount, about $150.00, 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.

To familiarize yourself, with the air terminal prior to arrival, visit: https://www.okinawa.usmc-mccs.org/about. Click on the “Air Mobility Command (AMC) Terminal at Kadena Air Base” links to view helpful information on both airports.

Make arrangements to travel to the airport.

Helpful links to review:

For the latest MCIPAC Information relating to the COVID-19 and current Health Production Condition (HPCON), please visit: https://www.mcipac.marines.mil/Resources/COVID-19/

To learn about the Liberty App, click on the following link: https://www.okinawa.usmc-mccs.org/liberty

Visit the Marine & Family Programs Facebook page for information on programs and services: 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.okinawa.usmc-mccs.org/guide

Thinking about driving in Okinawa? Download a copy of the SOFA Driver’s Manual by clicking on the following link: https://www.okinawa.usmc-mccs.org/about

Updated: June 2023

**Suggested Timeframe**

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

**Arrival:**

- **Topics Covered:**
  - Flying into Okinawa
  - Transport to billeting
  - Checking into Billeting or the Reception and Orientation (RO)
  - Newcomers’ Orientation Welcome Aboard
  - SOFA Driver’s License
  - Check-In

- **Applicable to E-6 and above personnel:**
  - Your sponsor or designated unit representative will meet you at the airport and take you to your designated quarters.

- **Applicable to E-5 and below personnel:**
  - Flying on the Patriot Express
  - After exiting the aircraft, remain in the seating area until a Reception and Orientation (R&O) Representative or Provost Marshall Office (PMO) representative arrives; you’ll work your way through customs under their guidance. They will walk you to “Baggage Claim” to collect your baggage. The R&O bus will drive you to Camp Foster for temporary billeting and in-processing.

- **Arrive at the Kadena Air Force Base AMC Terminal.**

- **End of PCS process. Welcome to Okinawa!**

**Check into your new Command.**

- **Check into your new Command.**

**Check into your S-1 and use MOL to complete your Inbound Interview (IBI) and Travel Voucher Interview (TVI).**

- **Complete the Newcomers’ Orientation Welcome Aboard (NOWA) following your arrival. For NOWA information or to sign up, visit: [www.okinawa.usmc-mccs.org/about](http://www.okinawa.usmc-mccs.org/about). You are also eligible to take the SOFA Driver’s Licensing exam after completing NOWA.**

**Check-in with your new command. Prior to taking your SOFA Licensing Exam, your CO’s signature is required on your SOFA License Application (USFJ Form 4EJ). 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.mcipac.marines.mil/Staff-and-Sections/Special-Staff/MCIPAC-Safety/Safety-Office/Okinawa-Driving/](https://www.mcipac.marines.mil/Staff-and-Sections/Special-Staff/MCIPAC-Safety/Safety-Office/Okinawa-Driving/).**

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

*From the US: 011-81-98-970-7494 | From DSN: 645-7494 | Japanese Cell Phone: 098-970-7494 | Email: mcbb_reloassist@usmc.mil*
Suggested Timeframe

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

Updated: June 2023

Less than Six Months:

**Topics Covered:**

- Electronic Welcome Aboard Package
- Overseas Suitability Screening (OSS)
- Passports
- Dependent Entry Approval (DEA)
- Transfer Information Sheet (TIS)
- Passport Reservation Request (PRR)
- Sponsorship Request Form

If available, attend a PCS OCONUS Workshop/Smooth Move with MCCS Marine & Family Programs or the Fleet and Force Support Center.

Review the comprehensive MCCS Electronic Welcome Aboard Package and familiarize yourself with the resources to stay up-to-date with the latest relocation by visiting the following website: [https://www.okinawa.usmc-mccs.org/about](https://www.okinawa.usmc-mccs.org/about).

Under the tab ‘Okinawa PCS Must Know Information Guide’, click the link titled Okinawa PCS “Must Know” Information; review the document.

Review the documents on the “PCS Checklists” tab also located on the MCCS Electronic Welcome Aboard package.

Download the MyPCS Mobile App to stay on top of your PCS move at: [https://www.applocker.navy.mil/](https://www.applocker.navy.mil/)

Enrolled in the Exceptional Family Member Program (EFMP)?

Contact your EFMP Case Worker for additional assistance and to ensure your enrollment is up-to-date.

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

Click on the following link to verify the requirements for entry into Japan: [https://travel.state.gov/content/passports/en/country.html](https://travel.state.gov/content/passports/en/country.html)

Within 30 days of receiving orders, visit the U.S. Naval Hospital, Okinawa webpage to begin the Overseas Suitability Screening (OSS) process. A list of the documents needed is available at: [https://okinawa.tricare.mil/Patient-Resources/Overseas-Screening-OSS](https://okinawa.tricare.mil/Patient-Resources/Overseas-Screening-OSS)

Coming from a remote location? Contact the U.S. Naval Hospital, Okinawa Overseas Suitability Screening Department for additional assistance through the following email: usn.butler.navhosokinawa.jj.mcp.oversseasscreeningcoord@health.mil

Within 30 days of completing your overseas tour, contact your command for assistance.

To have your dependent sponsored by your local PSO or SATO Office, contact:

- Osan, Okinawa: usn.butler.navhosokinawa.jj.mcp.oversseasscreeningcoord@health.mil
- Eielson, Alaska: usn.butler.navhosokina.jj.mcp.oversseasscreeningcoord@health.mil

Within 30 days of receiving Orders, visit the U.S. Naval Hospital, Okinawa web page to begin the Overseas Suitability Screening (OSS) process. A list of the documents needed is available at: [https://okinawa.tricare.mil/Patient-Resources/Overseas-Screening-OSS](https://okinawa.tricare.mil/Patient-Resources/Overseas-Screening-OSS)

Coming from a remote location? Contact the U.S. Naval Hospital, Okinawa Overseas Suitability Screening Department for additional assistance through the following email: usn.butler.navhosokinawa.jj.mcp.oversseasscreeningcoord@health.mil

Request a Dependent Entry Approval (DEA) for your dependents from IPAC, Okinawa through your Personnel Specialist. Information regarding this process is available in the Okinawa PCS “Must Know Information” document. To access the document, visit [https://www.okinawa.usmc-mccs.org/about](https://www.okinawa.usmc-mccs.org/about).

Request a Transfer Information Sheet (TIS), and Passenger Reservation Request (PRR), from the administrative personnel at your losing command. Log into NSIPS to get assigned a sponsor. Update your prospective gains information so your sponsor can obtain your contact information.

Submit your TIS, PRR and supporting documents to your CPPA or local PSD. If unable to log into NSIPS, submit a Sponsorship Request Form (NVMC 11799) to your Sponsorship Coordinator or email it to Marine & Family Programs-Resources, Relocation Services at: mcbb_reloassist@usmc.mil

Within 30 days of receiving orders, visit the U.S. Naval Hospital, Okinawa web page to begin the Overseas Suitability Screening (OSS) process. A list of the documents needed is available at: [https://okinawa.tricare.mil/Patient-Resources/Overseas-Screening-OSS](https://okinawa.tricare.mil/Patient-Resources/Overseas-Screening-OSS)

Coming from a remote location? Contact the U.S. Naval Hospital, Okinawa Overseas Suitability Screening Department for additional assistance through the following email: usn.butler.navhosokinawa.jj.mcp.oversseasscreeningcoord@health.mil

Documents Completed?

Complete ASAP

Go to the next page.
Greater than Six Months:

**Topics Covered:**
- Pet Importation

If applicable: relocating with pets?

Yes: Visit your local Veterinary Clinic to begin preparations for importing your pets into Japan.

No: Skip these steps. Go to the next page.

Is your flight on the Patriot Express or government flight?

Yes: Review the AMC Pet Travel Information Page at: www.amc.af.mil/AMC-Travel-Site/AMC-Pet-Travel-Page/. Contact the Scheduled Air Transportation Office (SATO) for additional information & assistance with booking your pet on the flight.

No: Review the “Import Guide for Pets – Non-Designated Regions” document located on the “PCS Checklists” tab of the MCCS Welcome Aboard page for information on the pet importation process: www.okinawa.usmc-mccs.org/about.

If you are travelling commercial, please contact your commercial airline for more information on your options for pet travel.

Provide advance notification to the airlines you are traveling on with your pet.

Ensure you have at least a 2-hour layover in Japan to board your domestic flight to Okinawa.

Obtain a Health Certificate for your pet from a military veterinarian the week you are scheduled to fly to Okinawa. Most airlines require the health 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.

Review the “Financial Planning Worksheet” to create a budget for your PCS move. Plan for expenses you may incur during travel. To download the document visit: www.okinawa.usmc-mccs.org/pfm.

Have a Defense Personal Property System (DPS) Account?

Yes: Log in to your DPS account through the move.mil website to begin the Self-Counseling process. To access the site, visit: https://www.militaryonesource.mil/moving-housing/moving/moving-personal-property/.

No: 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 S D Butler under the “Enter an installation” tab. Select Camp SD Butler from the drop down and hit “Go.”

Visit our website to access the document: www.okinawa.usmc-mccs.org/relocation.

Review the Household Goods Information & Suggestions under “Personal Property/Household Goods” tab located towards the top right corner of the web page.

Create a PCS checklist with the Plan My Move online tool. To access the application, click on the “Plan My Move” tab located towards the top right corner of the web page.

Create a DPS account by clicking on the “create a new account” link on the move.mil website.

Please Note: Pets are not an entitlement. Service Members must be prepared to pay for pet travel expenses. The Resident Veterinarian recommends that pet stay with pet 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/. 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.nmcrs.org/.
Begin your search for childcare by creating an account on militarychildcare.com. To access the website visit: www.militarychildcare.com

Important Topics Covered:

Less than Thirty Months:

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

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 at: www.kadena.af.mil/Kadena_Housing_Office _call: 011-81-734-0582 or email: Kadennhousingcustomerservice@us.af.mil to apply for family housing or additional assistance.

Discussion of Transition:

Begin to complete your checkout sheet from your detaching command.

Locate and secure important legal documents for travel: Military IDs, Orders, Approved Dependent Entry Approval, 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.

Have your sponsor contact the Kadena Housing Office to receive housing options and eligibility for the Port-to-Final Residence Program. Contact the Kadena Housing Office at: www.kadena.af.mil/Kadena_Housing_Office _call: 011-81-734-0582 or email: Kadennhousingcustomerservice@us.af.mil to apply for family housing or additional assistance.

Helpful links to review:

Visit the Marine & Family Programs Facebook page for information on programs and services: https://www.facebook.com/mccsokinawa.marineandfamily

Make arrangements to travel to the airport.

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

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.

Provide your sponsor with your flight itinerary, grocery list, and other essentials you will need upon arrival. Ensure you have a way to contact your sponsor while in transition in case of any flight delays. Mail or pack items you will need upon arrival.

Visit the website for information on how to keep your driver’s license active while overseas: http://www.dmv.org/military-drivers/.

Visit Schools & Sponsor Housing Storing Finalizing HHG

Contact DODA District Registrar prior to arrival to coordinate school enrollment for children via email: ODSORegistrar@dodea.edu

Go to the next page.

To see a map of the school transportation zones, visit: http://www.dodea.edu/Pacific/south/transportation.cfm

Visit the School Liaison website and visit the tabs for information and a list of schools aboard Okinawa at: www.okinawa.usmc-mccs.org/slo. To see a map of the school transportation zones, visit: http://www.dodea.edu/Pacific/south/transportation.cfm

Update: June 2023

LOC:

011-81-734-0582 or via email at: mcbb_reloassist@usmc.mil

Visit Camp Foster, Resource & Referral, Bldg. 445 once you arrive to Okinawa to continue with the childcare process.

NO

YES

Selling your vehicle?

If applicable: relocating with children?

School Age Children?

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

Selling your vehicle?

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/TurnItIn/

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.

NOT NO

YES

NO

Skip steps. Go to the next page.

Finalize and obtain your travel itinerary along with your endorsed orders from your local PSD. Ensure your GTC has been activated.

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

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

Contact your stateside cell phone provider for overseas program options.

Go to the next page.
Suggested Timeframe (PCS) Permanent Change of Station Move to Okinawa for Accompanied Navy Personnel

Arrival:
Topics Covered:
- Meeting Sponsor
- Checking Into Lodging
- Checking Into Housing
- CFAO Indoc
- Newcomers' Orientation
- SOFA Driver’s License
- Check-In

Arrive at the Kadena AMC Terminal.

Continuing to TLF or Port to Final Residence?

Your sponsor will drive you to your assigned housing unit/TLF 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: www.okinawa.usmc-mccs.org/about

You are eligible to take the SOFA Driver’s Licensing Test during NOWA. Dependents with a valid stateside driver’s license are eligible to take the SOFA Driver’s Test during NOWA too.

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.mcipac.marines.mil/Staff-and-Sections/Special-Staff/MCIPAC-Safety/Safety-Office/Okinawa-Driving/

Contact the Base Safety Installation Office for additional guidance on how to obtain a SOFA Driver’s Licensing exam after completing the pre-requisites. Dependents with a valid stateside driver’s license are eligible to take the SOFA Driver’s Test during NOWA.

YES
End of the PCS Process. Welcome to Okinawa!

NO
Completed the Newcomers’ Orientation Welcome Aboard (NOWA) following your arrival. For NOWA information or to sign up, visit: www.okinawa.usmc-mccs.org/about

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

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End of the PCS Process. Welcome to Okinawa!

NO
Assigned to the Command Fleet Activities Okinawa (CFAO)?

YES
Check with your command regarding CFAO Indoc.

NO
Check into the Kadena Housing Office to resume the housing assignment process or to conduct your move-in inspection.

YES
Check into the Kadena AMC Terminal.

YES
Check with your command regarding CFAO Indoc.

NO
Assigned to the Command Fleet Activities Okinawa (CFAO)?

YES
Contact the Base Safety Installation Office for additional guidance on how to obtain a SOFA Driver’s Licensing exam after completing the pre-requisites. Dependents with a valid stateside driver’s license are eligible to take the SOFA Driver’s Test during NOWA.

If you have any questions, please contact MCCS Okinawa, Relocation Services
From the US: 011-81-98-970-7494 | From DSN: 315-645-7494 | Japanese Cell Phone: 098-970-7494 | Email: mcbb_reloassist@usmc.mil

Updated: June 2023
Less Than Six Months:

Topics Covered:
- Electronic Welcome Aboard Package
- Overseas Suitability Screening
- Passports
- Transfer Information Sheet (TIS)
- Passenger Reservation Request (PRR)
- Sponsorship Request Form

Within 30 days of receiving Orders, visit the U.S. Naval Hospital, Okinawa webpage to begin the Overseas Suitability Screening process. A list of the documents needed is available at: https://okinawa.tricare.mil/Patient-Resources/Overseas-Screening-OSS

If available, attend the PCS OCONUS/Smooth Move Workshop with MCCS Marine & Family Programs or the Fleet and Force Support Center.

Review the comprehensive MCCS Electronic Welcome Aboard Package by visiting the following website: https://www.okinawa.usmc-mccs.org/about

Familiarize yourself with the resources to stay up-to-date with the latest Relocation updates. Review the Okinawa PCS “Most Know” Information Guide.

Download the MyPCS Mobile App to stay on top of your PCS move at: https://www.applocker.navy.mil/

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

Click on the following link to verify the requirements for entry into Japan: https://travel.state.gov/content/ passports/en/country.html

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 webpage.

Review your finances. Use the “Financial Planning Worksheet” to create a budget for your PCS move. The document is located under the “PCS Checklist” tab on the MCCS Okinawa Welcome Aboard website.

To get started with your shipment preparations, go to move.mil and review the “Overseas Moves (OCONUS)” link under the “Moving Guide” tab at: https://www.militaryonesource.mil/moving-housing/moving/moving-personal-property/

To request a Transfer Information Sheet (TIS), and Passenger Reservation Request (PRR), from the administrative personnel at your losing command. Log into NSIPS to get assigned a sponsor. Update your prospective gains information so your sponsor can obtain your contact information.

Submit your TIS, PRR and supporting documents to your CPPA or local PSD. If unable to log into NSIPS, submit a Sponsorship Request Form (NAVMC 11799) to your Sponsorship Coordinator or email it to Marine & Family Programs-Resources, Relocation Services at: mcbh_reloassist@usmc.mil.


Have a Defense Personal Property System (DPS) Account?

Click on the following link to verify the requirements for entry into Japan: https://travel.state.gov/content/passports/en/country.html

Create a Defense Personal Property System (DPS) Account by clicking on the “create a new account” link.

Log in to your DPS account through the move.mil website to begin the Self-Counseling process: https://www.militaryonesource.mil/moving-housing/moving/moving-personal-property/

Within 30 days of receiving Orders, visit the U.S. Naval Hospital, Okinawa webpage to begin the Overseas Suitability Screening process. A list of the documents needed is available at: https://okinawa.tricare.mil/Patient-Resources/Overseas-Screening-OSS

Found Suitable for an Overseas Tour?

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Three to Six Months:

Topics Covered:
- Military Installations
- Plan My Move
- Financial Worksheet
- Passport
- Household Goods Shipment (HHG)

To request a Transfer Information Sheet (TIS), and Passenger Reservation Request (PRR), from the administrative personnel at your losing command. Log into NSIPS to get assigned a sponsor. Update your prospective gains information so your sponsor can obtain your contact information.

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Contact your command for assistance.

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

Updated: June 2023

One to Two Months:

**Topics Covered:**
- Finalizing HHG Shipment
- Storing Privately Owned Vehicle
- Billeting Information
- The Joint Reception Center (JRC)
- Sponsor Responsibilities

**Suggested Timeframe**

<table>
<thead>
<tr>
<th>Timeframe</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-5 and below going to a USMC Command?</td>
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<tr>
<td>Have your sponsor set up your quarters through the Billeting Office of the Camp you will be stationed in.</td>
<td>NO</td>
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<tr>
<td>Discuss your projected travel itinerary with your sponsor. Have your sponsor provide you with the unit’s mailing address. This will be the address you will use to have items mailed to you. If attached to the U.S. Naval Hospital, have your sponsor set up a P.O. box for you.</td>
<td>YES</td>
</tr>
<tr>
<td>Your command will provide transportation to their designated quarters. Reception and Orientation (R&amp;O) will provide you with an initial welcome aboard brief. Visit the following link for more information: <a href="https://www.okinawa.usmc-mccs.org/about">https://www.okinawa.usmc-mccs.org/about</a> and review the linked document: “Joint Reception Center (JRC) Welcome Aboard Letter” for more information.</td>
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<td>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, click on the following link: <a href="https://www.pcsmypov.com/TurnIn/">https://www.pcsmypov.com/TurnIn/</a>.</td>
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<td>YES</td>
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<td>Exchange a small amount of dollars, about $150.00, 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>
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**Less than Thirty Days:**

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

**Suggested Timeframe**

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<td>YES</td>
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<td>Your command will provide transportation to their designated quarters. Reception and Orientation (R&amp;O) will provide you with an initial welcome aboard brief. Visit the following link for more information: <a href="https://www.okinawa.usmc-mccs.org/about">https://www.okinawa.usmc-mccs.org/about</a> and review the linked document: “Joint Reception Center (JRC) Welcome Aboard Letter” for more information.</td>
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<td>YES</td>
</tr>
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<td>Exchange a small amount of dollars, about $150.00, 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>NO</td>
</tr>
<tr>
<td>Locate and secure important legal documents for travel: Military ID, Orders, Birth Certificate, Social Security Card, Marriage/Divorce Certificates, Power of Attorney and Wills, Tax Records, Passport, Financial Documents, Insurance Policies, Medical &amp; Dental Records, etc.</td>
<td>YES</td>
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</table>

**Helpful links to review:**
To learn about the Liberty App, click on the following link: https://www.okinawa.usmc-mccs.org/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.okinawa.usmc-mccs.org/guide
Thinking about driving in Okinawa? Download a copy of the SOFA Driver’s Manual by clicking on the following link: https://www.okinawa.usmc-mccs.org/about

Go to the next page.
(PCS) Permanent Change of Station Move to Okinawa for Unaccompanied Navy Personnel

Updated: June 2023

Arrival:

Topics Covered:
- Flying into Okinawa
- Meeting Sponsor
- Quarters and the Joint Reception Center (JRC)
- CFAO Indoc
- USNH Indoc
- Newcomers’ Orientation Welcome Aboard
- SOFA Driver’s License
- Check-In with your Command Pay and Personnel Administrator (CPPA)

Color Legend
- Navy Attached to CFAO
- E-6 and above attached to USMC Command
- Navy Attached to USNH
- E-5 and below attached to USMC

Suggested Timeframe

End of PCS process. Welcome to Okinawa!

Applicable to Navy Personnel attached to CFAO:
- Arrive at the Kadena AMC Terminal.
- Meet your sponsor or unit representative at the airport. Transportation will be standing by outside of the Arrival Terminal to take you to your designated quarters.

Applicable to Navy Personnel E-5 and below attached to a USMC Command:
- Arrive at the AMC Terminal. Transportation will be waiting for you outside of the Arrival Terminal to take you to your designated quarters.

Applicable to Navy Personnel E-6 and above attached to USMC Command:
- Arrive at the AMC Terminal. Transportation will be waiting for you outside of the Arrival Terminal to take you to your designated quarters.

Your sponsor or your unit representative will meet you at the AMC Terminal to take you to your designated quarters.

Check-in with your CPPA for in-processing within 24 hours. This is how PSD will gain you as a sailor and process your travel claims.

Your sponsor will help you check into your new command upon arrival or the following morning to get your orders endorsed with your date of arrival. Check-in with your CPPA for in-processing within 24 hours. This is how PSD will gain you as a sailor and process your travel claims.

Attend CFAO Indoc. If CFAO Indoc is not available, complete the Newcomers’ Orientation Welcome Aboard (NOWA) offered through MCCS Marine & Family Programs Resources.

If needed, have your sponsor assist you with getting a Japanese cell phone number. If applicable, cancel or suspend your stateside cell phone number.

End of PCS process. Welcome to Okinawa!

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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.mcipac.marines.mil/Staff-and-Sections/Special-Staff/MCIPAC-Safety/Safety-Office/Okinawa-Driving/

Check-in with your new command. 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:
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Attend the R&O in-processing brief. Your permanent room will be assigned to you once you check into your new unit.

E-6 and above?

If needed, have your sponsor assist you with getting a Japanese cell phone number. If applicable, cancel or suspend your stateside cell phone number.

End of PCS process. Welcome to Okinawa!

NO

YES

After exiting the aircraft, remain in the seating area until a Reception & Orientation (R&O) representative or Provost Marshall Office (PMO) representative arrives; you’ll work your way through customs under their guidance. They will walk you to “Baggage Claim” to collect your baggage. The R&O bus will drive you to your unit’s designated drop off zone. Your unit’s representative will then transport you to your designated location.

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Your sponsor will help you check into your new command upon arrival or the following morning to get your orders endorsed with your date of arrival. Check-in with your CPPA for in-processing within 24 hours. This is how PSD will gain you as a sailor and process your travel claims.

Attend CFAO Indoc. If CFAO Indoc is not available, complete the Newcomers’ Orientation Welcome Aboard (NOWA) offered through MCCS Marine & Family Programs Resources.

Color Legend

- Navy Attached to CFAO
- E-6 and above attached to USMC Command
- Navy Attached to USNH
- E-5 and below attached to USMC