**Suggested Timeframe**

**Permanent Change of Station Move to Okinawa for Unaccompanied Navy Personnel**

**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-OSSS](https://okinawa.tricare.mil/Patient-Resources/Overseas-Screening-OSSS)

- **Found Suitable for an Overseas Tour?**
  - **YES**
    - Review the comprehensive MCCS Electronic Welcome Aboard Package by visiting the following website: [https://www.okinawa.usmc-mccs.org/about](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.

  - **NO**
    - Review the documents on the “PCS Checklists” tab also located on the MCCS Electronic Welcome Aboard package.

- **Language of Instruction:**

- **Update your prospective gains information** so your sponsor can obtain your contact information.

- **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: mcbb_reloassist@usmc.mil.

- **Within 30 days of receiving Orders,** review the comprehensive MCCS Electronic Welcome Aboard Package by visiting the following website: [https://www.okinawa.usmc-mccs.org/about](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.

- **Found Suitable for an Overseas Tour?**
  - **YES**
    - Review the “Household Goods Information & Suggestions” checklist for HHGs shipment suggestions on the MCCS Welcome Aboard page: [https://www.okinawa.usmc-mccs.org/about](https://www.okinawa.usmc-mccs.org/about)
    - Begin your preparations for your Household Goods (HHG) shipment.

  - **NO**
    - Review the documents on the “PCS Checklists” tab also located on the MCCS Electronic Welcome Aboard package.

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

**Suggested Timeframe**

**Permanent Change of Station Move to Okinawa for Unaccompanied Navy Personnel**

<table>
<thead>
<tr>
<th>One to Two Months:</th>
<th>Topics Covered:</th>
</tr>
</thead>
</table>
| | - Finalizing HHG Shipment
| | - Storing Privately Owned Vehicle
| | - Billleting Information
| | - The Joint Reception Center (JRC)
| | - Sponsor Responsibilities

**Selling your vehicle?**

- NO
- YES

**Locate and secure important legal documents for travel:**
- Military ID
- Orders
- Birth Certificates
- Social Security Card
- Marriage/Divorce Certificates
- Power of Attorney and Wills
- Tax Records
- Passport
- Financial Documents
- Insurance Policies
- Medical & Dental Records
- etc.

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

**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.**

**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/

**Advertising 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/

**Locate and secure important legal documents for travel:**

**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/

**Begin to complete your checkout sheet from your detaching command.**

**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.**

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

**To familiarize yourself with the airports on Okinawa, visit:**

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

**Go to the next section.**

**Updated: June 2023**

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

### 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
- E-5 and below attached to a USMC Command
- Navy Attached to USNH
- Flying on the Patriot Express or government flight!

### Suggested Timeframe

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

<table>
<thead>
<tr>
<th>Applying to Navy Personnel attached to CFAO</th>
<th>Apply to Navy Personnel</th>
<th>Apply to USNH Indoc</th>
<th>Apply to SOFA Driver’s License</th>
<th>Apply to Newcomers’ Orientation Welcome Aboard</th>
<th>End of PCS process. Welcome to Okinawa!</th>
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<tr>
<td>Arrive at the Kadena AMC Terminal. Your sponsor or your unit representative will meet you at the AMC Terminal to take you to your designated quarters.</td>
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<td>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.</td>
<td>If needed, have your sponsor assist you with getting a Japanese cell phone number. If applicable, cancel or suspend your state side cell phone number.</td>
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<td>Attend CFAO Indoc. If CFAO Indoc is not available, complete the Newcomers’ Orientation Welcome Aboard (NOWA) offered through MCCS Marine &amp; Family Programs-Resources.</td>
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<td>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.</td>
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<td>Arrive at the AMC Terminal. Transportation will be waiting for you outside of the Arrival Terminal to take you to your designated quarters.</td>
<td>Check-in with HR. Begin to check-in to any additional departments and sign up for training / command Indoc, if necessary.</td>
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#### Updated: June 2023

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- E-6 and above.
- Applicable to Navy personnel E-5 and below attached to a USMC Command.
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- Applicable to Navy Personnel attached to the U.S. Naval Hospital, Okinawa:
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