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

**Less than Six Months:**

**Topics Covered:**
- Electronic Welcome Aboard Package
- Overseas Suitability Screening (OSS)
- Passports
- Dependent Entry Approval (DEA)
- Transfer Information Sheet (TIS)
- 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.

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.

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

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)

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.

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

Found Suitable for an Overseas Tour?

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)

Contact your command for assistance.

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.navhosokinawaja.mesp.oversearscreeningcoord@health.mil

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

Complete ASAP

Documents Completed?

**Returning to a USMC Command?**

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

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

NO

NO

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

YES

YES

NO

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

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)

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

GO to the next page.

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.

YES

NO

NO

Go to the next page.
**Suggested Timeframe**

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

**Updated: June 2023**

**Greater than Six Months:**

**Topics Covered:**
- Pet Importation

**If applicable: relocating with pets?**

YES

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

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

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

NO

Skip these steps. Go to the next page.

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

**If applicable:** relocating with pets?

NO

**Three to Six Months:**

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

**If applicable:** relocating with pets?

YES


Contact the Scheduled Air Transportation Office (SATO) for additional information & assistance with booking your pet on the flight

NO

Go to the next section.

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/](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/)

**Go to the Military Installations website by clicking on the following url:**

[https://installations.militaryonesource.mil](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.”


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.

Review your finances. Use 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](http://www.okinawa.usmc-mccs.org/pfm)

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

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

YES

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

NO

Have a Defense Personal Property System (DPS) Account?

Log in to your DPS account

Go to the next page.

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

GO TO THE NEXT PAGE.

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.

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.

Suggested Timeframe

Greater than Six Months:

Topics Covered:
- Pet Importation

If applicable: relocating with pets?

YES

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

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

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

NO

Skip these steps. Go to the next page.

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

**If applicable:** relocating with pets?

NO

Go to the next page.

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

**If applicable:** relocating with pets?

YES


Contact the Scheduled Air Transportation Office (SATO) for additional information & assistance with booking your pet on the flight

NO

Go to the next section.

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/](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/)

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YES

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

NO

Have a Defense Personal Property System (DPS) Account?

Log in to your DPS account

Go to the next page.

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

GO TO THE NEXT PAGE.
One to Two Months:

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

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

**Selling your vehicle?**

Yes: Discuss your options for storing your vehicle with DMO in an approved Government Storage Facility. For instructions on how to turn in your vehicle for storage, visit: [https://www.pscmnpov.com/?turnit1!](https://www.pscmnpov.com/?turnit1!)

No: Advertise your vehicle for sale. Once sold, notify your local Department of Motor Vehicles (DMV) to deregister yourself as the owner. Visit [http://www.dmv.org/military-drivers/](http://www.dmv.org/military-drivers/)

If applicable: relocating with children?

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

No: Skip steps. Go to the next page.

Begin your search for childcare by creating an account on militarychildcare.com. To access the website visit: [www.militarychildcare.com](http://www.militarychildcare.com)

Less than Thirty Days:

- **Important Documents**
- **Setting up Finances**
- **Checkout Process**
- **Sponsor Notification**
- **Travel and Arrival**
- **Helpful Links**

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, Per Importation Documents, etc.

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

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.

To familiarize yourself with the air terminal prior to arrival, visit: [www.amc.af.mil/AMC-Travel-SiteTerminals/PACOM-Terminals/Kadena-AB-Passenger-Terminals](http://www.amc.af.mil/AMC-Travel-SiteTerminals/PACOM-Terminals/Kadena-AB-Passenger-Terminals)

To learn about the Liberty App, click on the following link: [https://www.facebook.com/mccsokinawa.marineandfamily](https://www.facebook.com/mccsokinawa.marineandfamily)

Visit the Marine & Family Programs Facebook page for information on programs and services: [https://www.facebook.com/mccsokinawa.marineandfamily](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](http://www.okinawa.usmc-mccs.org/more/publications/okinawa-guide)

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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/](http://www.mcipac.marines.mil/Staff-and-Sections/Special-Staff/Safety-Office/Okinawa-Driving/)

Make arrangements to travel to the airport.

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**Arrival:**

**Topics Covered:**

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

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

**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.

**End of the PCS Process. Welcome to Okinawa!**

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**Check with your command regarding CFAO Indoc.**

**Assigned to the Command Fleet Activities Okinawa (CFAO)?**

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

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

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

**YES**

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.

**NO**

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

**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](http://www.okinawa.usmc-mccs.org/about)**

**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/](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: 315-645-7494 | Japanese Cell Phone: 098-970-7494 | Email: mccb_reloassist@usmc.mil

**Updated: June 2023**