

# PERMANENT CHANGE OF STATION (PCS) MOVE CHECKLIST (Okinawa Outbound)

## 180 – 90 days until your PCS move:

- 1. Register and complete the **VIRTUAL OR IN PERSON SMOOTH MOVE WORKSHOP**.
- 2. Review additional information at your new PCS location through <https://installations.militaryonesource.mil>.
- 3. If going to another overseas location, begin the Overseas Suitability Screening process (family members included if executing accompanied orders). **Must be completed within 30 days of receipt of orders for service members and within 60 days for family members.** Contact the Exceptional Family Member Program (EFMP) for special needs support, if applicable.
- 4. After all members have been medically cleared, request an Area Clearance/Dependent Entry Approval (DEA) for all family members on your orders.
- 5. Upon receiving Basic Orders, complete an Outbound Interview via MOL.
- 6. **If Navy, request your TIS package from your unit's CPPA/administrative section.**
- 7. Request a Sponsor through your unit's S-1, your Sponsorship Coordinator, or with the Marine and Family Programs IR&R Specialists.
- 8. Research procedures for shipping pets and begin the exportation process for pet(s), if applicable.
- 9. Review your finances. Plan to cover non-reimbursable government expenses and plan to pay off bills, if possible. Request a government travel charge card. Have errors corrected immediately.
- 10. Compile important record files and legal documents:
  - o Financial documents (bank statements, deeds/mortgages, investments, etc.)
  - o Birth certificate (s), marriage/divorce certificate (s) (if applicable)
  - o Social Security Card (s)
  - o Power of Attorney and Wills
  - o Federal and State Tax Records (last 3 years)
  - o Medical, dental, and immunization records
  - o Current health assessments for children (if applicable)
  - o No – fee passports (applicable for dependents only if going to another overseas location)
  - o Tourist passport (s)
  - o Insurance policies
  - o School transcripts (if applicable)
  - o Pet importation documents (if applicable)
- 13. Visit <https://www.dmv.org/military-drivers/> for additional information and military benefits to maintain your driver's license or stateside ID active while overseas.
- 14. If necessary, renew military ID and passports. \*\*\* Children over 10 years old must have a military ID.
- 15. Once cleared to travel, visit [www.militaryonesource.mil/moving-housing/moving/pcs-and-military-moves](http://www.militaryonesource.mil/moving-housing/moving/pcs-and-military-moves) to perform a self-counsel and begin preparations for Household Goods (HHGs) shipment.

## 90 – 30 days until your PCS move:

- 1. Upon receipt of funded orders, contact your local Distribution Management Office (DMO) to set up an appointment to finalize Household Goods (HHGs) shipment.
  - o Contact the Passenger Travel Office (PTO) to discuss pet travel preparations (if applicable).
  - o **If Navy, ensure you have submitted your Passenger Reservation Request (PRR). Annotate if you are traveling with pets, and if so, contact CPPA to discuss pet travel preparations.**
- 2. Make arrangements for selling vehicle (s).
- 3. Communicate with your sponsor about your travel plans, temporary lodging reservations or billeting arrangements.
- 4. Notify Kadena Housing Office of your move and schedule a preliminary inspection, if necessary.

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- 5. If currently in billeting, notify your Billeting manager of your intent to vacate.
- 6. Notify appropriate individuals/agencies of your change of address (i.e., Post Office)
- 7. If applicable, notify your child’s school of the anticipated move and retrieve school records.
- 8. Notify the utility and other home services (i.e., gas, electric, cable company, etc.) of when you need to disconnect from their services.

### 30 – 1 days until your PCS move:

- 1. Finalize your checkout process with your detaching command.
- 2. If USMC, ensure your government travel charge card is activated and ready for use during PCS travel.
- 3. If USN, ensure you have enough funds to cover expenses incurred during PCS travel.
- 4. If applicable, contact the Kadena Vet Clinic to make your health certificate appointment for your pet.
  - Ensure all your pet documentation is up-to-date and ready for travel.
- 5. Set-up or pay bills that will come due while you are in transit.
- 6. Double check your travel plans and itinerary. Verify travel arrangements with your sponsor.
- 7. Check bank/credit union procedures for transferring funds or closing accounts. Notify your financial institutions of your travel overseas.
- 8. Schedule your final housing inspection with your respective Housing Office, and move into temporary lodging, if applicable. \*\*\* Set up your lodging reservations.
- 9. If in billeting, schedule a final inspection with your billeting manager and turn in your room key.
- 10. Completely deregister your vehicle and cancel insurance. Check if you rate a refund and obtain a “No Claims” letter from your insurance company.
- 11. Finalize your checkout process with IPAC or PSD and pick up your finalized travel itinerary.
- 12. Cancel/suspend your cellphone (if applicable). Ensure you have a way to contact your Sponsor or communicate while in transition.
- 13. Check any additional travel requirements for your destination.
- 14. Double check your travel plans and itinerary. Make arrangements to go to the airport. Ensure you have all the documents needed for travel.

### Helpful Links:

Childcare	<a href="http://www.militarychildcare.com">www.militarychildcare.com</a> <a href="http://www.militaryonesource.mil/family-relationships/parenting-and-children/military-childcare-services/">www.militaryonesource.mil/family-relationships/parenting-and-children/military-childcare-services/</a>
Government Housing – Navy	<a href="http://www.housing.navy.mil/onestop">www.housing.navy.mil/onestop</a>
Employment Assistance:	<a href="https://www.okinawa.usmc-mccs.org/fmeap">https://www.okinawa.usmc-mccs.org/fmeap</a>
Household Goods Information and Suggestions:	<a href="http://www.militaryonesource.mil/moving">www.militaryonesource.mil/moving</a> <a href="http://pcsmypov.com/">http://pcsmypov.com/</a>
Navy Household Goods/Personal Property	<a href="http://www.navsup.navy.mil/public/navsup/hhg/home/">www.navsup.navy.mil/public/navsup/hhg/home/</a>
Car Buying	<a href="http://www.vehiclehistory.gov">www.vehiclehistory.gov</a>
Military Installations and Military OneSource	<a href="https://installations.militaryonesource.mil/">https://installations.militaryonesource.mil/</a>
Motor Laws for all states (Stateside Driver’s Licenses)	<a href="http://www.dmv.org/military-drivers/">www.dmv.org/military-drivers/</a>
Schools	<a href="http://www.greatschools.org">www.greatschools.org</a>
Buy/Rent a Home	<a href="http://www.homes.mil">www.homes.mil</a>