



PCS Okinawa: Must Know Guide

Updated November 2025

For Marines, Sailors, DoD Civilians, and Families Relocating to Okinawa.

Relocation Services

Please contact the Family Programs and Resources Center with any relocation questions you may have:

Foster DSN: 315-645-7494/2104

Courtney DSN: 315-622-7739/7332

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

Okinawa Information and Relocation Assistance

Website: <https://www.okinawa.usmc-mccs.org/marine-family-support/information-referral-and-relocation>

The website contains a section called “Welcome Aboard Okinawa and Relocation Assistance.” Embedded are three tabs: Inbound and Outbound Information, Helpful Links, and Supplemental Information.

In the “**Inbound and Outbound**” tab there are several helpful links including, but not limited to:

PCS Flowcharts for USMC and USN Personnel

Kadena Family Housing

Japan Pet Importation Requirements

Overseas Screening (OSS)

Newcomers’ Orientation Welcome Aboard

*** If you have any problems with the web links or documents contained on the website, please email the Family Programs and Resources Center or call:

DSN: 315-645-2104/2106

Commercial: 011-81-98-970-2104/2106

Email: mcbb_reloassist@usmc.mil

PCS Orders

Service Members should immediately review PCS orders to confirm entitlements (household goods weight, pay, housing policies, pet importation rules, etc.) and ensure family member details are accurate before detaching. Save electronic copies of PCS orders and related documents. Area Clearance/Dependent Entry Approval (DEA) is strongly recommended, as these will be required at check-in.

Military IDs

Inbound Service Members should verify all 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.

Special Issuance Passports

Service Members can travel to Japan with original orders and military ID; **Special Issuance Passport (SIP) is not mandatory**. All family members must have a passport before traveling to Okinawa.

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

- Special Issuance Passport (SIP), Regular Tourist Passport or Diplomatic Passport
- if the Special Issuance Passport (SIP) cannot be obtained prior to departure, a Regular (blue/tourist) Passport can be used in lieu of the SIP 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

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> *or* <https://www.mcbbutler.marines.mil/Base-Information/IPAC-Okinawa/#tab/passport-office>

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 must obtain a Multiple Exit/Re-Entry stamp on their tourist passports to travel outside Japan or return OCONUS under SOFA status. Stamps are issued at IPAC Okinawa during normal hours with military orders and passports required. In emergencies, stamps can be obtained from customs officials at Kadena Air Base/AMC Terminal before departure. Families are encouraged to secure stamps within 30 days of arrival. A copy of the Member's military

orders along with the tourist passport(s) is required to obtain the stamp at the designated locations.

Overseas Suitability Screening

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.

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 MEDCOG 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.overseasscreeningcoord@health.mil

Website: <https://okinawa.tricare.mil/Patient-Resources/Overseas-Screening-OSS>

Once family members complete the OSS process and are found **suitable** to travel to Okinawa, the Service Member will need to request the **NAVPERS 1300/16 REPORT of SUITABILITY** from the detaching command.

Area Clearance/Dependent Entry Approval (DEA)

Area Clearance/Dependent Entry Approval (DEA) provides command sponsorship for dependents accompanying Service Members overseas. Unlike CONUS, dependents must have DEA to receive entitlements OCONUS. DEA is valid only for the family-accompanied tour on Okinawa; extensions require a new approval. Families must not detach until DEA is approved.

To obtain DEA, Service Members must complete NAVPERS 1300/16 with dependents undergoing Overseas Suitability Screening. Dependents over 16 must also complete JKO Anti-

Terrorism training. Members must have sufficient contract time for the 36-month accompanied tour. Navy E-3 personnel are authorized accompanied orders.

Common issues include missing dependents in PCS orders and incorrect submissions.

Commands should audit dependent information to avoid delays. PCS orders trigger the losing command to submit DEA requests:

- **USMC personnel** → PLA addresses (MCB Camp Butler/IPAC)
- **Navy with USMC command** → IPAC via PLA
- **Navy not with USMC command** → DMS to PERSUPP DET Okinawa Kadena JA

DEA requirements are detailed in the DoD Electronic Clearance Guide.

Contacts:

- **Navy (Blueside):** PSD Okinawa Inbound, DSN 634-6327, Comm. 011-81-98-961-6327, Email: m-ok-cfao-areaclearance@us.navy.mil
- **Marine Corps & Navy (Greenside):** IPAC Customer Service, DSN 315-645-8512, Comm. 011-81-98-970-8512, Email: areaclearanceipacokinawa@usmc.mil
Website: <https://www.mcbbutler.marines.mil/Base-Information/IPAC-Okinawa/>

Upon approval, Service Members must verify all dependents and legal details (SSN, DOB, etc.) are correct before departure.

Exceptional Family Member Program (EFMP)

During suitability screening, MTF staff must identify family members with special medical, dental, or educational needs. Providers complete DD Form 2792 (Medical Summary) and, if applicable, DD Form 2792-1 (Special Education/Early Intervention) to initiate EFMP enrollment.

Upon receipt of PCS orders, Service Members with EFMP dependents must:

- Ensure EFMP enrollment and plans (IEP, IFSP, 504) are current; carry updated medical records.
- Have housing needs documented by a physician on DD Form 2792; Kadena Housing will not accept ETPs without proof of EFMP enrollment.
- Provide proper certifications for service animals; emotional support animals are not recognized as service animals.
- Carry copies of IEP/IFSP/504 plans for children receiving specialized school services.
- Contact Kadena Housing (DSN 315-634-0582, Comm. 81-98-938-1111, Email: kadenahousing.customerservice@us.af.mil) for housing matters.
- Check in with the EFMP office at Camp Foster, Bldg. 495, after arrival.

EFMP Office contacts:

DSN 315-645-9237

Comm. 011-81-98-970-9237

Email: efmp@okinawa.usmc-mccs.org.

Pet Information

Importation Process

Bringing a pet into Japan is a lengthy process that can take 6–9 months. Pet owners are strongly advised to begin as early as possible, ideally by consulting an on base veterinary clinic. Each step must be completed in sequence to prevent delays. For details on reimbursement of pet travel expenses and answers to common questions, refer to MARADMIN 378/23 – *Pet Transportation Entitlement Final Decision*.

Provided below are websites to obtain information about bringing pets to Okinawa:

- 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:
<https://www.aphis.usda.gov/aphis/pet-travel>
- Karing Kennels on Kadena Air Base website:
<https://www.kadenafss.com/karing-kennels/>
- Kadena Veterinary Clinic website:
<https://phcp.health.mil/Commands/Veterinary-Readiness-Activity-Japan/Okinawa/>

Flying with Pets

Sponsors must be notified if pets are traveling with the member, due to potential changes in transportation, housing or lodging requirements. The Navy-Marine Corps Relief Society helps with pet travel associated with PCS orders to or from an overseas base (up to \$5,500 in an interest free loan).

Per MARADMIN 378/23, On 1 January 2024, the following pet transportation reimbursement allowances will apply or the actual cost of all necessary expenses with the movement of a pet. It is limited to \$2,000 per PCS move. Please refer to MARADMIN 378/23 for eligibility and further clarification.

AMC flights accept pets with cages up to 150 lbs., but space is limited and first come, first- serve. Service Members with orders to Japan must immediately- reserve AMC-PE seats

through their local PTO/ITO, or Navy personnel via CPPA/SATO. Pet transport requirements must be relayed 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

From 15 May to 30 September, most commercial airlines impose a pet heat embargo when outside temperatures **exceed 85°F**. Pet owners should confirm specific restrictions and regulations directly with their airline before making travel arrangements during this period.

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 deciding 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.

Housing

Temporary Lodging Facility (TLF)

When 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. Copies of the Service Member's Orders and Area Clearance/DEA are required upon check-in.

Except for service animals and the Inns of the Corps Camp Hansen (DSN: 623-4511; Email: hansenlodge@okinawa.usmc-mccs.org), pets (dogs and cats) are not permitted in Marine Corps temporary lodging facilities.

For pet friendly accommodations, the Shogun Inn on Kadena Air Base offers designated rooms.

Email: 718FSS.Kadena.LodgingReservations@us.af.mil

Call: DSN 632-1100, commercial 011-81-98-962-1100

Port-to-Home Program

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. Your sponsor can also assist you in submitting the advance housing application.

Email: kadenahousing.customerservice@us.af.mil

Military Family Housing (MFH) for Accompanied Personnel

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 of gaining access to on base facilities to complete the in-processing housing brief, join the waitlist, and receive housing assignment information. If unable to complete the housing process before arrival, ensure you have the following documents ready: Application for Assignment to Housing

(DD Form 1746), Sex Offender Disclosure and Acknowledgment form, PCS Orders, approved Area Clearance/DEA, and pet registration form (if applicable).

Failure to report to the MFH Office may result in loss of Temporary Lodging Allowance (per IIIMEF/MCIPAC-MCBBO 7220.1A). This visit is required to receive counseling and guidance before signing any lease or rental contract.

Navy personnel should contact their gaining CPPA/PSD to confirm how this policy applies, particularly when reporting to a Marine Corps command.

Mandatory Bachelor Quarters Policy

Per MCIPACMCB Butler Bulletin 11101 (12 May 2022), bachelor and unaccompanied enlisted Service Members in pay grades E5 and below may only reside off base once the CMC directed 95% occupancy rate for their assigned Bachelor Housing (BH) category has been reached.

Unaccompanied E6 and above may request to live off base with command approval by submitting an endorsed letter through their unit command to the MCBB Housing and Billeting Branch; Kadena Housing will then assist with accommodations. Senior personnel (E8 to E9, W4 to W5, and O4 and above) may decline BH assignment and elect off base housing at any time. However, those drawing Basic Allowance for Housing (BAH) for dependents at their last duty station are not entitled to Family Separation Housing – Overseas Housing Allowance (FSHO) if BH is available.

For more details, see the official policy letter: <https://www.okinawa.usmc-mccs.org/modules/media/?do=inline&id=a070f271-7b7f-4192-895b-983be1ebb177>

Housing/Billeting for Dual Service Members

Before departing for Okinawa, dual Service Members should consult their gaining command and the housing office to understand policies that may affect them, as requirements can vary by branch. Common considerations include:

- **Unaccompanied tours:** Dual Service Members do not qualify for family housing and must reside in BOQ/BEQ. Per MCIPAC Policy Letter 1214, those wishing to live together must request authorization to reside off base, establish a joint household, and receive Overseas Housing Allowance at the Own Rate under Joint Travel Regulations.
- **Accompanied tours (36 months):** If arriving at different times without a dependent, they are not entitled to TLA. The first arriving member must stay in BOQ/BEQ and report to housing to begin the process before the spouse arrives.

- **Government furniture:** Accompanied orders are required to request government issued furnishings.

For guidance, contact the Kadena Housing Office:

DSN: 315-634-0582

Comm.: 011-81-98-961-0582 or 011-81-98-938-1111 (ask operator for DSN line)

Email: kadenahousing.customerservice@us.af.mil

Household Goods (HHG) Weight Allowances

Administrative weight allowances for Okinawa are as follows:

- **Accompanied Marines and Sailors** (including Sailors attached to Marine Corps units) may bring their full JTR weight allowance.
- **Unaccompanied USMC Service Members and Sailors** attached to USMC units are limited to 600 lbs. of unaccompanied baggage.
- **Sailors assigned to Navy commands** (e.g., U.S. Naval Hospital Okinawa or CFAO) may bring their full JTR weight allowance.

When preparing to ship household goods to Okinawa, begin the process as soon as you are found suitable for overseas assignment by creating or updating your DPS account at Military OneSource. Funded orders and a copy of your Area Clearance or Dependent Entry Approval may be required to finalize shipment with DMO/TMO.

Plan carefully what to bring, keeping in mind that housing and billeting units in Okinawa are smaller than those in the U.S., and large furniture may not fit. For assistance, Marines not near a USMC installation can call 855-444-6683 or email USMCPERSONALPROPERTY@USMC.MIL.

Furnishings

- Accompanied Marines and Sailors assigned to USMC or USN units may borrow temporary government furniture for up to 90 days after arriving in Okinawa. Details on available items are provided by the Furnishings Management Office:
<http://www.housing.af.mil/Units/Okinawa/furnishingsmanagement/>
- Unaccompanied Marines and Sailors attached to USMC units should not ship household goods, as bachelor quarters have limited space for large furniture. They are encouraged to bring smaller items or appliances within their 600lb allowance. If issued a Certificate of Non-Availability (CNA) by the billeting office (BEQ/BOQ) and authorized to live off-base, members may seek furnished off-base housing.

Lending Locker

- The lending locker is available at our Camp Foster, Kinser, Courtney and Hansen Personal & Professional Readiness Branch. We have many items in the lending locker to include dish packs, coffee pots, toasters, laundry baskets, irons, ironing boards to accommodate **accompanied**-tour families PCS'ing to and from Okinawa. Please use the provided link to complete your lending locker request. Click on the "Inbound and Outbound Information" tab to locate the Lending Locker reservation request.

Website: <https://www.okinawa.usmc-mccs.org/marine-family-support/information-referral-and-relocation>

Lithium Batteries Restrictions

Lithium battery shipments and storage are restricted under new TSP packaging rules. Effective 15 May 2023, lithium-ion batteries over 100 watt-hours or lithium-metal batteries over 2 grams cannot be shipped in household goods. Inventory boxes exceeding these limits, or containing both types of batteries, are also prohibited.

Firearms, Weapons, and Ammunitions

SOFA status personnel are prohibited from possessing firearms, silencers, explosives, pyrotechnics, air pellet guns, and other dangerous weapons (see III MEF/MCIPACMCBBO 5500.1A). Authorized U.S. military uniform swords may be imported/exported if listed on travel orders.

For more details, contact the appropriate housing or command office.

Provost Marshall Customs

DSN: 645-2217/3886

Comm.: 011-81-98-970-2217/3886

Staff Judge Advocate

DSN: 645-7461

Comm.: 011-81-98-970-7461

Check-in and Entitlements

IPAC Check-in and Entitlements

All Marines arriving to Okinawa are directed to report to their gaining command. Documents needed for check-in can be found at: <https://www.mcbbutler.marines.mil/Base-Information/IPAC-Okinawa/>

CPPA Check-in (USN Personnel)

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. The CPPA will submit the documents to PSD via Salesforce CRM.

Lodging Entitlements

Service Members detaching from CONUS are authorized up to **7 days of Temporary Lodging Expense (TLE) with itemized, zero balance receipts required for reimbursement.**

For inbound families to Okinawa, Temporary Lodging Allowance (TLA) helps offset costs while awaiting housing, normally limited to 30 days and reimbursed in 10day increments. Members must use government Temporary Lodging Facilities (TLF) unless a Certificate of Non-Availability (CNA) is obtained; otherwise, reimbursement is capped at the government rate. Pets are only allowed at Hansen Lodge or pet-friendly rooms at Kadena's Shogun Inn, but CNAs are not issued for pet reasons. TLA is not payable for non-command sponsored dependents or when members arrive separately. Sponsors must arrange billeting for unaccompanied orders, and accompanied Marines must check in with Kadena Housing within two business days to avoid delays.

Advance TLA payments are encouraged since lodging bills must be paid in full at checkout, with reimbursements typically processed in 5–7 business days. Service Members should carefully review PCS travel orders to avoid denied claims and consult the TLA informational brochure for guidance. The Government Travel Charge Card (GTCC) may be used for TLE/TLA, but reimbursements are processed separately, requiring members to monitor and pay GTCC balances promptly to avoid delinquency.

For assistance, USN personnel should contact their CPPA/PSD, while USMC personnel can reach the Camp Foster IPAC Inbound Section at DSN 3156457914 or Comm. 01181989707914.

Personnel can visit <https://www.mcbbutler.marines.mil/Base-Information/Distribution-Management-Office/#forms> for additional resources.

Delayed Family Member Travel

Family member travel delays are intended only for circumstances beyond the Service Member's control and should not exceed 60 days. Requests to continue receiving housing allowances outside the Permanent Duty Station (PDS) are generally disapproved for reasons such as:

- Continuing spouse's education
- Financial burden of relocating dependents (e.g., selling a home)
- Waiting lists for on base housing at the new PDS
- Family member employment or commute concerns

- Conserving PCS funds by not relocating dependents
- Pet travel flight issues

MMIB-3 (formerly MMIA) advises reviewing MARADMIN 238/06, PAAN 27-06, and RPAAN 25-06 for further guidance.

USMC Service Members delaying family travel **MUST** obtain HQMC approval to continue drawing stateside allowances. Without prior approval, allowances will stop upon reporting until the HQMC approval letter is received. Accompanied USMC Service Members who delay family travel are not entitled to Temporary Lodging Allowance (TLA) until dependents arrive and must check into Unaccompanied Billeting. Navy personnel must also secure approval letters through their losing command to NAVPERS before PCSing to continue stateside allowances.

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, 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

Unaccompanied Service Members PCSing to Okinawa

For Marines and Sailors reporting to Marine Corps commands: MCIPAC/IIIIMEF (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.

The Patriot Express arrives Friday nights at Kadena Air Base from Seattle. Unaccompanied Marines and Sailors assigned to USMC units must remain in the AMC Terminal seating area after

deplaning, where a USMC R&O or PMO representative will brief them, assist with customs, and escort them to buses bound for Camp Foster barracks to begin the week-long processing period.

If reporting to:

3D Dental Bn Contact Information

DSN: (315) 645-3559/2390

Comm.: 011-81-98-970-1749

Comm: 011-81-98-970-2390

Email: usn.butler.navdencenokinawaja.list.command-sponsorship-coord@health.mil

Website: <https://www.3rdmfg.marines.mil/Units/Subordinate-Units/3rd-Dental-Battalion/>

USNH Contact Information

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/>

CFAO Contact Information

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 paygrades E6 and above.
- All USN personnel attached to the U.S. Naval Hospital, Okinawa regardless of status.
- Contractors.
- DoD Civilian employees.
- Family members (military and civilian including local nationals).
- Children aged 16 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.**

- Registration for NOWA is also available online at the Information, Referral and Relocation web page at: <https://www.okinawa.usmc-mccs.org/marine-family-support/information-referral-and-relocation>

Virtual NOWA Brief Requirements

Arriving personnel or their sponsors can request a Virtual NOWA Brief by accessing the MCCS IR&R **website**, <https://www.okinawa.usmc-mccs.org/marine-family-support/information-referral-and-relocation>

Eligibility for the Virtual NOWA Brief includes:

- Spouses of Active-Duty service members, DoD civilians, and contractors with children under 16 years old
- Single parents with children under 16 years old
- E6 and above, O1 and above, GS 13 and above, and NAF 4 and above **AND** their dependents

*All others are required to complete an in-person NOWA Brief. All children are still welcome to attend an in-person NOWA Brief; however, some content discussed may not be considered suitable for all ages.

If you have any issues or need additional assistance, please send an email to mccb_reloassist@usmc.mil, with "Virtual NOWA Brief Request" in the subject line.

For questions, please call 645-2104/2106.

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

*The study guide for the SOFA licensing exam along with a copy of the Japanese road signs can be downloaded through the following link:

<https://www.mcbbutler.marines.mil/Base-Information/Installation-Safety-Office/#driving-in-okinawa>

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.
- 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.

Online SOFA Testing

Qualified inbound personnel (**E6 and above, GS-13 to GS-15, NAF-4 and NAF-5**) and their **dependents** may now apply and complete testing online up to 60 days prior to arriving in Okinawa. Upon arrival, the USFJ Form 4EJ (SOFA License) can be picked up at the Installation Safety Office.

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

Email: Base.Safety.MCBB.POV@usmc.mil

Website: <https://www.mcbbutler.marines.mil/Base-Information/Installation-Safety-Office/#driving-in-okinawa>

Japanese Cell Phone Contracts

In Japan, cell phone contracts automatically renew every two years and usually lack a military clause, meaning early cancellation can result in costly penalties. Before leaving the U.S., check with your stateside provider for overseas options, as some Okinawa organizations cannot dial U.S. numbers. Upon arrival, consult local providers for alternatives such as monthly or prepaid plans. Service Members must fully cancel contracts before departing Okinawa and carefully review all terms before signing.

Upon arrival in Okinawa, consult local cell phone providers for options such as monthly or prepaid plans. Before departing, ensure contracts are fully canceled. As with any agreement, Service Members should carefully read and understand all terms before signing.

Child Supervision Guideline

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 strictly enforced.

DoDEA School Information and Registration

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.
- 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)

For more information, please visit: www.dodea.edu/Pacific/conditional-enrollment.cfm

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> or <https://www.facebook.com/mccsokinawa.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:

- 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

For additional information and resources, please visit the TRICARE website:
<https://tricare.mil/LifeEvents/Moving/Moving-to-Japan>

Useful Contact Information:

MCCS Okinawa:

<https://www.okinawa.usmc-mccs.org/>

MCCS Liberty App:

<https://www.okinawa.usmc-mccs.org/more/liberty-app>

Relocation Services:

Mcbb_reloassist@usmc.mil

Personal & Professional Readiness Branch:

Camp Kinser Bldg. 1220:	DSN:637-2815
Camp Foster Bldg. 445:	DSN: 645-2104
Camp Courtney Bldg. 4425:	DSN: 622-7332
Camp Hansen Bldg. 2339:	DSN: 623-4522
Camp Schwab Bldg. 3000:	DSN: 625-7240

Special Issuance Passport:

<https://passportmatters.army.mil/Default.aspx>

<https://www.mcbbutler.marines.mil/Base-Information/IPAC-Okinawa/#tab/passport-office>

OSS: Overseas Suitability Screening

<https://okinawa.tricare.mil/Patient-Resources/Overseas-Screening-OSS>

IPAC:

<https://www.mcbbutler.marines.mil/Base-Information/IPAC-Okinawa/>

EFMP:

<https://www.okinawa.usmc-mccs.org/marine-family-support/military-family-life/exceptional-family-member-program>

Kadena Veterinary Clinic:

<https://phcp.health.mil/commands/public-health-activity-japan-okinawa>

TLF:

<https://www.okinawa.usmc-mccs.org/lodging>

Kadena Family Housing:

<https://www.kadena.af.mil/Agencies/Okinawa-Family-Housing/ofhTest/>

Furnishings:

<http://www.housing.af.mil/Units/Okinawa/furnishingsmanagement/>

Lending Locker:

<https://www.okinawa.usmc-mccs.org/marine-family-support/information-referral-and-relocation>

ISO: Installation Safety Office

<https://www.mcbbutler.marines.mil/Base-Information/Installation-Safety-Office/#driving-in-okinawa>

DoDEA School:

<http://www.dodea.edu/DORS>

School Liaison Officer:

<https://www.okinawa.usmc-mccs.org/slo>

Tricare:

<https://tricare.mil/LifeEvents/Moving/Moving-to-Japan>