Suggested Timeframe

**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.tricare.mil/Patient-Resources/Overseas-Screening-OSS

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

**Sponsorship Request Completed?**
- YES
- NO

**Email your completed Sponsorship Request form to mcbb_reloassist@usmc.mil for processing.**

**Complete ASAP**

**Yes**
- Found Suitable for an Overseas Tour?
- NO

**Go to the next section.**

Found Suitable for an Overseas Tour?
- YES
- NO

Contact your Career Counselor for assistance on modifying your orders.

Three to Six Months:

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

Visit the Military Installations website: 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 “Search.”

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

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

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: https://www.militaryonesource.mil/moving-housing/moving/personal-property/

Create a Defense Personal Property System (DPS) Account? (NO)

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

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

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.

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


Review the “Household Goods Information & Suggestions” checklist on the MCCS Welcome Aboard page. Click on the following url to access the document: https://www.okinawa.usmc-mccs.org/about

Begin your preparations for your Household Goods (HHG) shipment.

**Sponsorship Request Completed?**
- YES
- NO

Find a compatible sponsor in your unit and 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

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

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

Attend the PCS OCONUS/Smooth Move Workshop with MCCS Marine & Family Programs.

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

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

To review the “Okinawa PCS Must Know Information Guide”, click the link titled Okinawa PCS “Must Know” Information; review the document.
(PCS) Permanent Change of Station Move to Okinawa for USMC Unaccompanied Personnel

Updated: June 2023

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

- **Selling your vehicle?**
  - **YES**
  - **NO**

**Discuss your options for storing your vehicle with DMO in an approved Government Storage Facility.**

- **Topics Covered:**
  - Finalizing HHG Shipment
  - Storing Privately Owned Vehicle
  - Billeting Information
  - Reception and Orientation (RO)

**Less than Thirty Days:**

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

**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 & Dental Records, etc.**

**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.**

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

**Examine 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.**

**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

**Contact your stateside cell phone provider for overseas program options.**

**Make arrangements to travel to the airport.**

**Go to the next page.**

**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. Mail ahead or pack items you will upon arrival.**

**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.**

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

**Think 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

**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

**E-6 and above?**

- **YES**
- **NO**

**Reception and Orientation (R&O) will provide temporary quarters for you once you arrive to Okinawa. Visit the following link:**


**Make arrangements to travel to the airport.**

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

Suggested Timeframe

Updated: June 2023

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.

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

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

Check into your new Command.

Applicable to E-5 and below personnel:

Flying on the Patriot Express

Arrive at the Kadena Air Force Base AMC Terminal.

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.

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

If needed, have your sponsor can 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!

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