

PERMANENT CHANGE OF STATION (PCS) MOVE CHECKLIST

(Okinawa Inbound)
Last Updated October 2023

90-180 Days until your PCS Move:

- ____ 1. Attend the **PCS OCONUS WORKSHOP** (If available).
- ____ 2. Visit <https://www.okinawa.usmc-mccs.org/about> to access your electronic Welcome Aboard Package for relocating to Okinawa.
- ____ 3. Begin the Overseas Suitability Screening process at your current duty station (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. If executing accompanied orders –apply for Special Issuance (No-Fee) Passports for each family member and have all family members over the age of 16 complete the JKO Level 1 Antiterrorism training available at: <https://jkodirect.jten.mil/Atlas2/page/login/Login.jsf>.
- ____ 5. After all family members have been medically cleared, request an Area Clearance/Dependent Entry Approval (DEA) for all family members on your Orders.
- ____ 6. Review additional information on your new PCS location through <https://installations.militaryonesource.mil>.
- ____ 7. Research procedures for shipping pets into Japan and begin the importation process for pet(s), if applicable.
- ____ 8. Request a sponsor through your unit's S-1 or your Sponsorship Coordinator.
- ____ 9. USMC Personnel: begin your Outbound Interview on MOL.
- ____ 10. USN Personnel: check-in with your CPPA and obtain a TIS package.
- ____ 11. Review your finances. Plan to cover non-reimbursable government expenses. Plan to pay off bills, if possible. Request a government travel charge card. Have errors corrected immediately.
- ____ 12. Compile important record files and legal documents:
 - ____ a. Financial Documents (Bank Statements, Deeds/Mortgages, Investments, etc.)
 - ____ b. Birth Certificate(s)
 - ____ c. Social Security Card(s)
 - ____ d. Marriage/Divorce Certificate(s) (if applicable)
 - ____ e. Power of Attorney and Wills
 - ____ f. Federal and State Tax Records (last 3 years)
 - ____ g. Medical, Dental, & Immunization Records
 - ____ h. Current Health Assessments for children (if applicable)
 - ____ i. No-fee Passports for dependents are required to board AMC flight coming to Japan.
 - ____ j. Tourist Passport(s)
 - ____ k. Insurance Policies
 - ____ l. School Transcripts (if obtainable, for children previously enrolled in school)
 - ____ m. 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. Renew military ID and passports if necessary. Obtain a military ID for any child 10 years and over (if applicable).
- ____ 15. Visit <https://www.militaryonesource.mil/moving-pcs/moving-personal-property/> to perform a self-counseling and begin preparations for your shipment of Household Goods (HHGs).
- ____ 16. Upon receipt of funded orders, contact your local Distribution Management Office (DMO) to set up an appointment to finalize your Household Goods shipment.

Note: This checklist serves as a general guide for Marines/Sailors & their families arriving to Okinawa on PCS Orders. For recommendations or comments regarding this checklist, please contact MCCS Marine & Family Programs-Resources Center at: mcbb_reloassist@usmc.mil.

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(Okinawa Inbound)

90-30 Days until your PCS Move:

- ____ 1. Make arrangements for selling or storing your privately owned vehicle(s).
- ____ 2. ***The Air Force is the executive agent for all military housing on Okinawa.*** If executing accompanied Orders, assistance regarding housing can be obtained at: www.kadena.af.mil/Kadena_Housing_Office
- ____ 3. Communicate with your sponsor about your travel plans, temporary lodging reservations or billeting arrangements. If applicable, have your sponsor set up your appointments with the Kadena Housing Office, & Newcomers' Orientation; Camp Foster's Regional Housing Office & IPAC inbound for USMC Personnel.
- ____ 4. Communicate with your sponsor about setting up a P.O. Box or providing you with your unit's mailing address.
- ____ 5. Notify the appropriate individuals and agencies of your change of address (i.e., Post Office).
- ____ 6. Notify your landlord/housing office of your move date and schedule a preliminary inspection, if necessary.
- ____ 7. If currently in billeting, notify the billeting office of your intent to vacate.
- ____ 8. Notify your child's school of the anticipated last day of attendance and retrieve school records, if applicable.
- ____ 9. Notify the utility and other home services (i.e. gas, electric, cable company) of disconnect dates.
- ____ 10. If USMC, ensure your Govt. Travel Charge Card (GTCC) is activated and ready for use during PCS travel. If your GTCC will expire during the course of your PCS, arrange to receive a new card.

1-30 Days until your PCS Move:

- ____ 1. Finalize your checkout process with your detaching command.
- ____ 2. Ensure you have enough funds to cover expenses incurred during PCS travel.
- ____ 3. Set-up or pay any bills that will come due while you are in transit to avoid late fees or damage to your credit history.
- ____ 4. Double-check your travel plans and itinerary. Verify travel arrangements with your sponsor.
- ____ 5. Check bank/credit union procedures for transferring funds or closing accounts. Notify your financial institution of your travel overseas.
- ____ 6. Obtain Japanese Yen for travel/emergency use.
- ____ 7. Contact cellphone provider for information on eligible overseas programs/services or suspension plans. Cancel/ suspend your cellphone (if applicable). Ensure you have a way to contact your sponsor while in transition.
- ____ 8. Check the latest travel requirements regarding COVID-19 and arrange necessary tests and documentation as required.
- ____ 9. Make arrangements to go to the airport and ensure transportation is secured.

Additional Helpful Links

Childcare:	www.militarychildcare.com
Driving and Transportation:	https://www.okinawa.usmc-mccs.org/about under the "Driving & Transportation" tab.
Employment Assistance:	https://www.okinawa.usmc-mccs.org/fineap
Household Goods Information and Suggestions:	https://www.okinawa.usmc-mccs.org/about under the "PCS Checklists" tab.
Importing Pets to Okinawa, Japan:	https://www.okinawa.usmc-mccs.org/about under the "Housing & Pets" tab.
Schools and Bus Transportation:	https://www.okinawa.usmc-mccs.org/slo
Single Marine Program:	https://www.okinawa.usmc-mccs.org/smp
Tips for Sending Mail through the Military Postal System:	https://www.usps.com/ship/apo-fpo-dpo.htm?pov=international
Tours+ (Things to do around Okinawa):	https://www.okinawa.usmc-mccs.org/dining-entertainment/tours
Turning in your Privately Owned Vehicle (POV) for Storage:	http://pcsmypov.com/TurnIn#!/
Housing:	http://www.housing.af.mil/Units/Okinawa/ http://www.mcbbutler.marines.mil/MCIPAC_Housing/

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