Must Know Information

Updated May 2018

For Marines, Sailors, and Families relocating to Okinawa.
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Relocation Services

Please contact the Marine & Family Programs-Resources Center with any relocation questions you may have so that we may direct you accordingly:

DSN: 315-645-8395/7494
Commercial: 011-81-98-970-8395/7494
Email: reloassist@okinawa.usmc-mccs.org

PCS Flowcharts for USMC Personnel
Marine & Family Programs-Resources has developed a PCS flowchart for Accompanied and Unaccompanied USMC and USN personnel to facilitate the process of relocating to Okinawa. The PCS flowcharts are provided as enclosures at the end of this document and are downloadable through the following web link: https://www.mccsokinawa.com/welcomeaboard/. Click on the "PCS Flowchart tab" to access the document.

Electronic Welcome Aboard Package
Access the Electronic Welcome Aboard Package (EWAP) to obtain more information regarding your relocation process:

https://www.mccsokinawa.com/welcomeaboard/

The EWAP contains helpful information pertaining to the Newcomers’ Orientation, the housing process, BEQ/BOQ/TLA policies, a Pet Importation Booklet, PCS Checklists, and much more.

*** If you have any problems with any of the web links or documents contained in the Welcome Aboard package, please email Marine & Family Programs-Resources, Relocation Services or dial:

DSN: 315-645-8395/7494
Commercial: 011-81-98-970-8395/7494
Email: reloassist@okinawa.usmc-mccs.org

PCS Orders
Service Members should review their Permanent Change of Station (PCS) orders to ensure awareness and understanding of all applicable entitlements to include current household goods weight restrictions and allowances, military pay and entitlements, local housing policies, government of Japan pet importation regulations and additional information as may be necessary on a case-by-case basis, immediately upon receipt. In addition, Service Members should review their PCS orders to ensure details regarding family members are up-to-date and accurate prior to separating from the detaching command. Saving electronic copies of important documents such as PCS orders, Area Clearance/Dependent Entry Approval (DEA) is highly recommended since the Member and his/her family will need these documents upon check-in.
Military IDs
Inbound Service Members should verify that all their 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 possess a valid military ID. Failure to provide these documents could result in not being able to board the Patriot Express/AMC flight.

No-fee Passports
Service Members can travel to Japan with original orders and military ID; they do not need a No-fee Passport. It is highly recommended, however, that Service Members obtain a tourist passport, especially if they plan on traveling to any of the other neighboring countries during their tour in Japan.

All FAMILY MEMBERS must have a passport before departing to Okinawa. Family members traveling on PCS orders with their Service Member should obtain a No-Fee Passport, also known as a Military Dependent’s Official Passport, in addition to a regular tourist passport. Provided below is the required documentation for obtaining a No-fee Passport for your dependents:

Requirements for 16 years of age and older (Initial/1st time - applicants who have not received or have not been issued any type of U.S. Passport):
- Use the DS-11 Form (must be typed and printed from the online website). Handwritten applications may not be accepted. Visit, www.travel.state.gov to obtain the forms you need.
- One 2x2 recent Color Passport Photo with a white background taken within the last 6 months.
- DD Form 1056
- Copy of the Service Member’s PCS Orders and Area Clearance/Dependent Entry Approval (DEA).
- Front and Back copy of ID Card (valid stateside driver’s license, state ID, or military ID) on the same page.

For Renewals:
- Use the DS-82 Form. Visit www.travel.state.gov to obtain the forms you need.
- Current/expired passport.
- One 2x2 recent Color Passport Photo with a white background taken within the last 6 months.
- Copy of the Service Member’s PCS Orders and Area Clearance/Dependent Entry Approval (DEA).
- Front and Back copy of ID Card (valid stateside driver’s license, state ID, or military ID) on the same page.
Requirements for under 16 years old (Initial/renewal):

- Use the DS-11 Form (must be typed and printed from the online website). Handwritten applications may not be accepted. Visit, www.travel.state.gov to obtain the forms you need.
- One 2x2 recent Color Passport Photo with a white background taken within the last 6 months.
- DD Form 1056
- Copy of the Service Member’s PCS Orders and Area Clearance/Dependent Entry Approval (DEA).
- Front and Back copy of ID Cards of both parents (valid stateside driver’s license, state ID, or Military ID) on the same page.

Please Note: Both of the child’s/children’s parents must be present during the process. If either parent cannot be present, the appearing parent will need to provide a photocopy of the non-applying parent’s ID and the notarized DS-3053 Form - Statement of Consent or the DS-5525 Form - Statement of Exigent/Special Family Circumstances. The photocopy of the non applying parent’s ID should match the ID used in the notarized form.

Your local IPAC or PSD office will be able to assist you in processing your documentation for obtaining a No-fee Passport. Please contact your local IPAC or PSD office for additional information or assistance.

No-fee passports should not be used for leisure travel when visiting other countries. No-fee passports are intended for official business only (from the United States and back).

The JTR states that family members who are U.S. citizens rate a No-fee Passport. Foreign-born spouses do not rate a No-fee passport until they become a U.S. Citizen. They can travel to Japan with their original passport. If the foreign-born spouse is not a Japanese citizen, they will need to check with the Japanese Embassy/Consulate to find out the entry/visa requirements for the country’s passport they hold.

Non-U. S. citizens should also contact Immigration and Naturalization Services and inquire about their immigration status to ensure a smooth return back to the United States after completion of the Service Member’s tour in Okinawa. If they have received their Residency/Green Card or permanent visa to stay in the U.S., they should not have any issues returning.
Re-Entry Stamps
Family members are REQUIRED to obtain a Multiple Exit/Re-entry stamp on their tourist passport to ensure exit from and re-entry to Japan with ease. The stamp is required for all family members desiring to travel outside of Japan or returning to the United States while under SOFA Status. The Multiple Exit/Re-entry Permit stamp for passports is issued through the Installation Personnel Administrative Center (IPAC) on Okinawa during normal working hours. Navy personnel may also obtain the Multiple Exit/Re-entry stamp through the Personnel Support Detachment (PSD) located at the Kadena Air Base Station.

A copy of the Member’s military orders along with the tourist passport(s) is required to obtain the Multiple Exit/Re-entry Permit stamp at the designated locations.

On an emergency basis, active duty family members can obtain the Multiple Exit/Re-entry Permit stamp on their tourist passport from a customs official at the Kadena Air Base/AMC Terminal prior to departure. Family members are encouraged to obtain their Multiple Exit/Re-entry stamps within 30 Days after arriving to Okinawa.

Overseas Suitability Screening (OSS)
Whether accompanied or unaccompanied, upon receipt or within 30 days of receiving PCS orders to Okinawa, Service Members must begin the Overseas Suitability Screening (OSS) process. The OSS is also required for ALL family member(s) accompanying their service member on orders to Okinawa. Family members should begin this process upon the Service Member’s receipt of orders or within 60 days of the Member receiving PCS orders. This process involves a medical, dental, and educational screening which will identify if the family member has any special needs on these areas and if the U.S. Naval Hospital, Okinawa will have the resources to service these needs during the family’s 3-year mandated tour.

The Service Member’s losing command, the Area Suitability/Overseas Screening Coordinator or the nearest Medical Treatment Facility 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. 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.nahospokinawaja.mesg.oversasscreeningcoord@mail.mil
Website: http://www.med.navy.mil/sites/nhoki/SitePages/Services/OSS.aspx

Coming from a recruiting or I&I Duty Station?
Submit your OSS documents to the Okinawa Overseas Screening Committee via the email provided.
Once the family member(s) completes the OSS process and is found SUITABLE to come to Okinawa, the Service Member will need to request the NAVPERS 1300/16 REPORT of SUITABILITY from his detaching command.

**Area Clearance/Dependent Entry Approval for Family Members**

To be granted an Area Clearance/DEA for the dependents, the Member must submit the completed OSS paperwork for all dependents, the approved REPORT OF SUITABILITY for OVERSEAS ASSIGNMENT NAVPERS 1300/16 application, the PAGE 2 detailing all of the Service Member's dependents, and a copy of the PCS orders to the PLA address provided below.

In addition to the OSS, the Service Member must have sufficient time on their contract to **execute the mandated 36-month accompanied tour requirement**.

**ALL family members must have an approved Area Clearance/DEA before departing to Okinawa.** The Service Member should not detach from the losing command until his/her family has received an approved message from MCB Butler.

**Please Note:** The MCB Area Clearance Office is seeing an increase in preparation issues from the detaching commands (i.e. not including necessary attachments/appendices or sending the information to the incorrect PLA address). In addition, recent trends indicate that family members are missing/not included from the Service Member’s orders, with this error not being caught until arriving on Okinawa. Area Clearance approvals are prepared based on the Member’s confirmed dependents in MCTFS. Members are advised to contact their parent command to conduct a dependent audit to add new dependents and confirm the accuracy of the dependent’s information. Failure to ensure this information is correct could result in delays to approve the request at the Area Clearance/PSD office.

Upon completion of the Overseas Suitability Screening and PCS orders that direct a Service Member and his/her family members to any Monitor Command Code (MCC) on Okinawa, the losing command will submit the request for an Area Clearance approval. The request must be submitted using the following Plain Language Address (PLA) to:

CG MCB CAMP BUTLER JP G-1(UC)
CG MCB CAMP BUTLR JP(UC)
CG MCIPAC G1 (UC)

Navy personnel assigned to a USMC command on Okinawa will submit their request for a DEA to IPAC via the PLA address described above.

**Navy personnel, not assigned to a USMC command, such as CFAO or USNH, should submit their request via DMS to: PERSUPP DET OKINAWA KADENA JA //N-1// per the current editions of NMPCINST 4650.3 (Series) and MCO P1000.6 (Series).**
For more information or assistance regarding the Area Clearance/Dependent Entry Approval please contact:

Navy Personnel (Blueside):
PSD Okinawa
DSN: 634-6310/6316
Commercial: 011-81-98-938-1111 (for the operator, ask to be transferred to the DSN line)

Marine Corps Personnel & Navy on the Greenside:
IPAC Customer Service Section
DSN: 315-645-8512
Commercial: 011-81-98-970-8512

Once the inbound Service Member receives the approved Area Clearance/DEA, he or she must, once again, verify that all family members are listed correctly. In addition, they must check that all their legal information is correct (i.e. social security number, date of birth, etc.). If the information is incorrect, the Service Member must request for it to be corrected before departing to Okinawa.

**Exceptional Family Member Program (EFMP)**

Upon receipt of PCS orders, transitioning Service Members with EFMP family members need to ensure:

- EFMP enrollment is current, including the **Individual Education Plan (IEP)**, **Individual Family Service Plan (IFSP)** and the **504 plan**. Ensure all copies of the EFM’s medical records are up-to-date and on-hand.

- If there are housing needs, make sure that all special accommodations and modifications are annotated by the treating physician on **page 7 of the Family Medical Summary Form (DD Form 2792)**. The Okinawa DoD Housing office located on the Kadena Air Base Station will NOT accept any medical Exception to Policy (ETP) without proof of current EFMP enrollment. For more information or assistance, please contact the EFMP office:

  Okinawa EFMP Team
  DSN: 315-645-9237
  Commercial: 011-81-98-970-9237
  Email: efmp@okinawa.usmc-mccs.org

- All the required paperwork must be hand-carried for assistance dogs that help disabled individuals. Check the local pet policy to obtain additional information for a smooth transition. For more information on Japan’s pet importation regulations, please go to the MCCS Okinawa Electronic Welcome Aboard page or refer to **“Pet Information”** section below.
Hand-carry a copy of the EFM’s current IEP/IFSP or 504 plan for any children receiving specialized services in school.

Upon arrival to Okinawa, check-in with the EFMP representative during the Newcomer’s Orientation Welcome Aboard Information Fair and stop by the Okinawa EFMP Office on Camp Foster, Bldg. 495. Additional information on the Exceptional Family Member Program on Okinawa can be found by visiting the EFMP webpage at: www.mccsokinawa.com/efmp.

**Pet Information**

**Pet Importation Process**
The process to bring a pet into Japan can be very extensive (6-9 months). We recommend the pet owner start this process as early as possible by visiting a Veterinary Facility (preferably an on-base vet clinic). All of the steps in the process must be completed in order to avoid any delays.

*Please be aware that pets are not an entitlement and all costs associated with getting the pet ready for travel are at the pet owner’s expense.*

The pet process includes the following:
- Microchip
- Vaccines
- Fluorescent Antibody Virus Neutralization (FAVN) rabies blood test
- 180-day Quarantine
- Health Certificate
- Advance Notification

Provided below are a couple of websites that you can visit to obtain information about bringing your pets to Okinawa:

- MCCS Okinawa Electronic Welcome Aboard Package: Import Guide for Pets - Non-Designated Regions
  https://www.mccsokinawa.com/welcomeaboard/#tab2
- Japan Animal Quarantine Service website:
  http://www.maff.go.jp/aqs/languages/info.html

**Flying with Pets**
Air Mobility Command (AMC) flights will take pets and cages weighing up to a total of 150 lbs. Spaces, for pets, however, are limited on AMC. If traveling commercially, pets with their cage weighing over a combined of 100 lbs. may have to go cargo, which is much more expensive. The best option is to travel through AMC, however, there are only 13 pet spaces available per flight. Therefore, booking in advance is essential for getting a spot for your pet on the AMC flight.
When AMC flights are not available for travel, the Passenger Travel Office is required to book tickets through United Airlines for those flying from U.S. East Coast destinations and with Delta or American Airlines for those flying from U.S. West Coast destinations. Traveling with pets tends to be smoother through United Airlines, as they have a **partnership with All Nippon Airlines (ANA)**, which is a “pet-friendly.” Those flying American and Delta Airlines, however, are having issues as their connections in Japan (Jet Star/JAL) are not “pet-friendly” airlines. The Passenger Travel Office (PTO) is working to resolve this issue.

Whether flying through AMC or through a commercial airline, it is important for the Service Member to provide **advance notification of the pet’s travel and confirm the pet’s space on the all flights.**

*Service Members with connecting flights in mainland Japan should give themselves enough of a layover time frame as they will be required to collect all their baggage and pets and check-in with the domestic airline before boarding their final flight to Okinawa.*

The state.gov website ([http://www.state.gov/m/fsi/tc/c10442.htm](http://www.state.gov/m/fsi/tc/c10442.htm)) has a lot of helpful information for those traveling commercially with their pets to include the following:

**American Airlines:**
[https://www.aa.com/i18n/travellInformation/specialAssistance/travelingWithPets.jsp](https://www.aa.com/i18n/travellInformation/specialAssistance/travelingWithPets.jsp)
Reservations: 1(800) 433-7300
Air Cargo Section: 1(800) 227-4622

**Delta:**
Reservations: 1(800) 241-4141
Live Animal Desk: 1(888) 736-3738 or 1(888) SEND-PET or 1(866) 782-2746

**United Airlines:**
International Reservations: 1(800) 538-2929
Live Cargo: 1(800) 825-3788

For additional information or assistance, please contact PTO:
DSN: (315) 645-3899/3946
Commercial: 011-81-98-970-3899/3946
Email mcbbutlerptofoster@usmc.mil
HEAT EMBARGO
During the periods of 15 May thru 30 September most commercial airlines declare a pet heat embargo if the outside temperature reaches over 85 degrees or more. Short-nose breeds, or mixed breeds exhibiting short nose characteristics may not be accepted to fly by the airline during this time period. Please check with the airline to find out what restrictions/regulations they have regarding flying pets during this time frame.

Please note that U.S. flagged airlines may not transport certain dog breeds, particularly the English bulldog or mixes of this breed at all. The Patriot Express still transports them, but space for pets is not guaranteed and is very limited throughout the year. We highly suggest that Service Members check with the airlines for regulations/restictions/policies regarding short-nosed dogs before starting the process to bring their pets to Okinawa.

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) within three days (72 hours) of arrival. 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 making arrangements to bring a pet to Okinawa, you are strongly encouraged to contact the Housing Office at least 30 days prior to arrival to ensure pet friendly housing is available. Having a pet does not guarantee placement in a particular housing unit. Placement is based on availability and the Member's entitlement. The non-availability of a pet friendly home is not justification to turn down a housing offer.

******************************************************************************************************
Due to the significant amount of construction currently underway in military housing, on-base housing may be limited. This may affect the Service Member’s ability to obtain a pet-friendly home on base.
Service Members are encouraged to contact Kadena Housing Office with further questions at (315) 634-0582, Commercial: 011-81-98-938 1111 (for the operator and ask to be connected to the DSN line) or via email at: kadenahousing.customerservice@us.af.mil.
******************************************************************************************************
ON-BASE CONSTRUCTION
The Department of Defense is making significant investments into military housing on Okinawa, which includes home improvements, such as heating and air conditioning, kitchen and bathroom renovations as well as window renovations. The construction project is currently underway and is expected to be completed during FY 2023. Please note that on-base housing inventory may be limited and families may be required to search for off-base housing.

OFF-BASE HOUSING SHORTAGES
Additionally, there are off-base housing shortages, particularly in “American” style housing which probably will be in effect for an undetermined time frame. Families required to move off-base may find the selection of off-base housing they feel to be “suitable” to be limited, especially during peak relocation season (during the months of June-September). Due to these factors, Service Members and their families may experience longer stays in temporary lodging and be required to aggressively look for housing upon arrival.

Military Family Housing (MFH) for Accompanied Personnel
The Air Force is the DoD Executive Agent for all MFH on Okinawa. According to 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/family status.

Upon arrival, Service Members must also report to their respective housing office within 2 business days of arriving to Okinawa to receive an in-processing housing brief, be placed on the waitlist, and receive additional information on their housing assignment. When visiting the housing office, ensure you have a completed Application for Assignment to Housing (DD Form 1746), the Sex Offender Disclosure and Acknowledgment form, a copy of your PCS Orders, approved Area Clearance/DEA, and pet registration form (if applicable) on hand.

Failure to report to the MFH Office within 2 working days of arrival may result in a loss of Temporary Lodging Allowance (III MEF/MCIPAC-MCBBO 7220.1A). This visit is necessary to receive counseling and guidance before entering into any written lease or rental/sales contract for housing.

Accompanied USMC personnel are also required to check-in with the Regional Housing Office on Camp Foster, Bldg. 361, within 5 days of arriving on island, to verify their eligibility for TLA, pick up their TLA Data Sheets and receive additional guidance on how to obtain their TLA entitlements.

Navy Personnel should contact their command/PSD to clarify how this policy affects them, especially if they are reporting to a Marine Corps command.
TLA Shortages During Peak Season
During the peak relocation season, temporary lodging at the government rate (on and off-base) is also in extreme short supply. During the past two relocation seasons (June-September) there have been periods where NO temporary lodging was available at the established government rate for inbound and outbound families.

We anticipate this will be the same for this year’s relocation season. We strongly recommend getting TLA reservations made as early as possible when traveling during peak PCS season.
Mandatory Bachelor Quarters Policy
The MCIPAC/MCB Butler Bulletin 11101, signed 11 January 2018, states that bachelor and unaccompanied enlisted military Service Members in pay grades E-6 through E-7, Warrant Officers in pay grades W-1 through W-3, and Officers in pay grades O-1 through O-3 will only be authorized to reside off-base when the CMC-directed 95% occupancy rate for their respective adequate government Bachelor Housing (BH) category has been achieved.

Unaccompanied E8s-E9s, W4s-W5s and O4s and above may decline assignment to BH at any time and elect to reside off-base, however, if drawing basic allowance for housing (BAH) for dependents at the last duty station (PDS), will not be entitled to Family Separation Housing - Overseas Housing Allowance (FSH-O) if BH is available. For more information or to view this Policy Letter, please go to the MCCS Electronic Welcome Aboard Package at: https://www.mccsokinawa.com/welcomeaboard/#tab5

Dual Service Members and Housing/Billeting
Before departing to Okinawa, dual Service Members must check with their new command and the housing office regarding policies that could affect them. These policies can vary depending on their branch of service, but the following are the most common issues:

- If both Service Members are on a 24-month unaccompanied tour, they do not rate family housing and will be required to live at the BOQ/BEQ. Per MCIPAC Letter 12-14, if they desire to live together, they must request authorization to reside off-base, establish a joint household and receive Overseas Housing Allowance at the Own-Rate per the Joint Travel Regulations.

- If both Service Members are on a 36-month accompanied tour, they will not rate TLA if they arrive at different times without a dependent. Therefore, the Service Member that arrives first must stay at the BOQ/BEQ and report to the housing office to receive information about starting the housing process before his/her spouse arrives.

- In addition, dual active duty Service Members must have accompanied orders to request government furniture.

For additional information and guidance please contact the Kadena Housing Office:

Kadena Housing Office:
DSN: 315-634-0582
Commercial: 011-98-938-1111
(for the operator and ask to be connected to the DSN line)
Email: kadenahousing.customerservice@us.af.mil
Okinawa is a weight restricted location. A list of suggestions for your express and household goods shipments is available under the "PCS Checklist" tab at: www.mccsokinawa.com/welcomeaboard/.

Please note the following when preparing to ship your household goods.

- Accompanied Marines are entitled to 2,500 pounds (net) or 25% (net) of the Joint Travel Regulations (JTR) weight allowance, whichever is greater, which also includes the Unaccompanied Baggage (UB) shipment.

- Unaccompanied Service Members are entitled to 10% of their JTR allowance or approximately 600 lbs.

- Neither the Distribution Management Office (DMO) nor the carriers are responsible for staying within this allowance. If a Service Member exceeds his/her allowance, the Service Member must be prepared to pay all charges connected with the excess weight.

- Important Note for Navy Personnel: Navy Personnel should check their orders for weight allowance and direct any questions to their command.

- For any exceptions regarding this policy, contact or visit your nearest DMO Office.

Effective 1 April 2016, the scheduling of all inbound and outbound household shipments to and from Okinawa will be handled through Yokosuka. DMO personnel foresee the potential for delays due to misrouting for inbound household goods if the proper (new) routing codes for Okinawa are not used when originally setting up and processing the shipments.

In addition, after 1 April 2016, the Okinawa DMO will still coordinate most DMO services locally except for the booking of inbound and outbound shipments.

For any questions or concerns, please contact MCB Butler DMO Personnel at: MCBBUTLERPPSODMO@USMC.MIL or DSN: 315-645-0922, Commercial: 011-81-98-970-0922.

### Location Table

<table>
<thead>
<tr>
<th>Location</th>
<th>USMC Accompanied</th>
<th>USMC Unaccompanied</th>
<th>USN attached to USMC Unit</th>
<th>USN attached to USN Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Okinawa</td>
<td>2,500 or 25% of JTR Weight Allowance whichever is greater.</td>
<td>Approximately 600 lbs. or 10% of JTR Weight Allowance whichever is greater</td>
<td>Same as weight allowances as USMC members</td>
<td>Both Accompanied &amp; Unaccompanied members allowed to bring full JTR weight allowance.</td>
</tr>
</tbody>
</table>

Not sure what to bring?
Check out the “Household Goods Information and Suggestions” PDF.

Getting ready to ship your household goods? Visit www.move.mil 60-90 days before departure to begin the self-counseling process on DPS.
Furnishings

- Accompanied Marines and Accompanied Sailors attached to USMC units:
  Furniture and appliances will be provided for accompanied Service Members for the duration of their tour. Information about the items is provided by the Furnishings Management Office and can be found at: http://www.housing.af.mil/Units/Okinawa/furnishingsmanagement/

- Accompanied Sailors attached to USN units:
  Eligible to borrow temporary government furniture for a maximum of 90 days after arriving in Okinawa. Scheduling for temporary furniture can be arranged through the Kadena Housing Office.

- Unaccompanied Marines and Navy attached to USMC units:
  Bachelor and unaccompanied Service Members should not ship their household goods to Okinawa. There is limited space at the bachelor quarters to accommodate large furniture items. If the member is provided a Certificate of Non-Availability from the billeting office (BEQ/BOQ) and given the permission to reside off-base, the member can look for off-base housing that is already furnished.

Firearms, Weapons, & Ammunitions

U.S. Forces Japan (USFJ) members are NOT AUTHORIZED to import or possess handguns, short barrel shotguns/rifles, silencers, replicas, pellet and air soft guns in Japan.

Japan has very strict laws regarding firearms, ammunition and other weapons (knives). Violations are taken very seriously by the Government of Japan (GOJ). Sporting firearms must have Commander’s pre-approval and attain all required paperwork from customs prior to purchase. ADVANCE APPROVAL is required from the gaining installation before shipping any FIREARMS into Japan. Firearms are also prohibited in Military Family Housing.

All individuals coming to Okinawa should thoroughly check their gear to ensure there is no ammunition in their luggage. If ammunition is found after entering Japan at the airport, the Service Member will be detained in Japanese custody for a violation of Japanese law. Once detained, the military chain of command will be notified. There are also rules and regulations in Japan pertaining to the possession of knives. The blade must be less than 2 3/8 inches. For more information, please contact the following personnel:

<table>
<thead>
<tr>
<th>Provost Marshall Customs</th>
<th>Staff Judge Advocate</th>
</tr>
</thead>
<tbody>
<tr>
<td>DSN: 645-2217</td>
<td>DSN: 315-645-7177</td>
</tr>
</tbody>
</table>
**Entitlements**

**IPAC Check-In and Entitlements**
Non-JRC members (Accompanied, regardless of rank, and Unaccompanied personnel, E-6 and above) must report to the IPAC office within 2 business days of arriving to the island. The Inbound Branch highly encourages service members set up an appointment for their in-processing and face-to-face audit. Please have your sponsor set up your in-processing appointment with IPAC Inbound prior to your arrival.

During PCS Season: IPAC Inbound will be open on weekends (Scheduled New Join Appointments/Audits ONLY) from 19 May 2018 thru 16 September 2018 from 0815-1515.

**Inbound Branch will be at the Kadena AMC Terminal on the Friday Flight to make first come first serve appointments.**

**To set up an appointment, contact IPAC Inbound at DSN: 315-645-9447, Commercial: 011-81-98-970-9447.**

**DOCUMENTS NEEDED FOR USMC IPAC CHECK-IN:**
- Orders (to include TAD en route) with endorsements.
- All receipts (including TLE and/or TLA).
- Documentation from the Airline showing delays on travel, if occurred.
- Area clearance/port call.
- PTO Authorization for Circuitous Travel, if applicable.
- PTO Authorization for vehicle shipping, if applicable.
- PTO Authorization for vehicle storage, if applicable.
- PTO Authorization for Foreign Flag Carrier, if applicable.
- Officer Qualification Record (OQR)/Service Record Book (SRB).
- Tickets/Unused Government Transportation Requests.
- Dependent Travel Information, if applicable.
- Previous Admin Unit Information/PTO, if applicable.
- Excess Baggage:
  - Claims that fall outside this will need approval by HQMC Manpower Management Integration and Administration.
  - Copy of spouses travel claim (dual military couple.)

**Command Pass Coordinator Check-In (Navy Personnel)**
In order for PSD Okinawa to officially gain a newly reporting Sailor to the new command, the sailor must report to their Command Pass Coordinator (CPC) within 72 hours of arrival or as early as possible.

**DOCUMENTS NEEDED FOR CHECK-IN WITH CPC:**
- Copy of Orders (with reporting endorsement) and all modifications.
- Copy of flight itinerary and/or AMC itinerary.
- Copy of Dependent Entry Approval (if accompanied by family).

The above documents need to be delivered to the CPC as soon as possible. The CPC will submit the above documents to PSD via the Transaction Online Processing System (TOPS).
It is imperative the CPC gets the above documents as soon as possible to prevent any over or under payment to the Member. The goal of the new command is to gain the member no later than 4 days after arrival.

Please Note: Your actual travel claim should be submitted via a separate TOPS transaction and can be completed at a later date if necessary.

TLE (Temporary Lodging Entitlement):
Receipts are a “must” to claim this reimbursement. Receipts must be itemized and carry a zero balance.

DISLOCATION ALLOWANCE
Unaccompanied Members who have dependents that relocate from their residence IAW their issued PCSO may rate DLA. They must ensure that the designated location elected is a CONUS location and is written into their orders. A dependent travel claim must be submitted upon arrival to receive this entitlement.

TEMPORARY LODGING ALLOWANCE (TLA)
Sponsors are responsible for making lodging reservations at Government-approved Temporary Lodging Facilities (TLF) for the inbound family to reside while awaiting assignment to military housing. TLA is authorized to assist the Service Member in partially offsetting expenses incurred during the occupancy of temporary lodging.

There is no entitlement to TLA while in a travel status or once permanent quarters are occupied. Personnel accompanied by dependents must be prepared to pay anywhere between $1250 to $3525 for temporary lodging and subsistence for the initial 10-day period. TLA is paid based on the number of days temporary lodging is required and will be reimbursed in 10-day increments. Personnel assigned to Okinawa will normally not be authorized more than 30 days of TLA.

TO RATE TLA:

- Service Members MUST use a government a TLF (i.e., WestPac, Courtney or Hansen Lodge) unless a Certificate of Non-Availability (CNA) is obtained stating that the facility closest to their place of work is not available for occupancy.

- If the Member stays at an off-base TLF and does not provide a CNA from the on-base TLF, then the Member's lodging reimbursement under TLA will be limited to the government TLF rate, not the rate of the off-base TLF.

- For a family consisting of one active duty member and three dependents, the cost is currently $125.00 per day for an on-base facility and can be as much as $300.00 per day in an off-base TLF.

- Upon arrival, Navy personnel should check with their command pass coordinator for current guidelines and additional information.
PETS (Dogs & Cats) ARE NOT ALLOWED in any of the Marine Corps Temporary Lodging Facilities, so personnel may be required to make kenneling arrangements. Service Members can also elect to stay in a pet-friendly room at the Shogun Inn, located on the Kadena Air Base Station. Please note that a Certificate of Non-Availability (CNA) will not be provided due to pets if rooms are available.

TLA is not payable to Members who arrive with non-command sponsored dependents, Members who arrive prior to their command sponsored dependents, and Members married to Members without dependents who arrive separately (the Member that arrives first must occupy single type quarters until the other Member arrives). For questions or additional information, please contact the Disbursing Office.

Camp Foster Disbursing Office
DSN: 645-7036
Commercial: 011-81-98-970-7036

Sponsors are responsible for making billeting arrangements for the Members executing unaccompanied order to Okinawa. If billeting is not available for the Service Member, a Certificate of Non-Availability (CNA) must be obtained from the respective billeting office prior to the Member occupying any temporary lodging facility on or off-base. Without a CNA, TLA will not be reimbursed. In addition, the CNA does not backdate. The Service Member’s sponsor must obtain the CNA before the Service Member can stay at a lodging facility off-base.

REQUESTING ADVANCE TLA
Advance payment of TLA is authorized and encouraged for personnel who may require temporary lodging. Advances can be requested upon arrival (Service Member must receive a reporting endorsement prior to submission). The TLA payment process normally takes between 5-7 business days and payments will be made directly to the Service Member’s direct deposit account. Personnel are required to pay the full amount of their final TLF bill upon checkout. Therefore, requesting advance TLA is highly encouraged if adequate funds to pay the bill are not available.

CURRENT TRENDS WITH TLA CLAIMS
IPAC is seeing an increase in Service Members being denied compensation for traveling costs due to noncompliance of travel instructions specified on their orders. We recommend all inbound Service Members to review their travel orders thoroughly and plan their leave and travel arrangements accordingly. In addition, please read the Temporary Lodging Allowance (TLA) informational brochure located at:
https://www.mccsokinawa.com/welcomeaboard/#tab12
GOVERNMENT TRAVEL CHARGE CARD (GTCC)

GTCC can be used for Continental United States (CONUS) Temporary Living Expenses (TLE) expenses before departing CONUS, and other travel expenses. The GTCC can be used to cover temporary lodging expenses overseas.

TLA is processed differently than TLE and other travel expenses. Service Members receive their TLA reimbursement via direct deposit and may not be settled in with other travel expenses through Disbursing. This may cause a GTCC payment delinquency if cardholder does not pay very close attention to GTCC account. Therefore, it is the cardholder’s responsibility to ensure all charges on the GTCC account are paid in a timely manner.

The Okinawa IPAC office has maintained their current OCONUS check-in and check-out processes, as the OCONUS processes are not on the GTCC outbound module. In addition, CONUS IPAC counterparts are not using the GTCC outbound module for personnel transferring overseas/OCONUS. Okinawa IPAC has requested and is awaiting guidance from HQMC on this matter.

If issues occur with the GTCC during PSC travel (prior to check-in to the new command/duty station), the service member will need to contact their previous/former command GTCC Agency Program Coordinator (APC) for assistance.

IPAC Inbound Personnel will be present during the Newcomers’ Orientation Welcome Aboard brief to provide additional information and answer questions on the use of the GTCC and documentation needed to process travel claims. For more information, inbound members can call the IPAC office at:

Camp Foster IPAC Inbound
DSN: 315-645-9448
Commercial: 011-81-98-970-9448

Delayed Family Member Travel

Delay of Family Member Travel is intended for instances where the family members are delayed due to circumstances not controlled by the member. Delay is intended for a short duration only, usually no more than 60 days. Requests for continuing to receive a housing allowance other than the PDS will normally be disapproved for the following circumstances:

- Continuing spouse's education
- Financial burden of relocating dependents including selling a dwelling
- On-Base Housing waiting list at new PDS
- Family Member employment and/or daily commute time
- Conserving Permanent Change of Station (PCS) funds by not relocating family members
- Issues with flight arrangements for pet travel

Have to delay your dependents? Ensure you have the necessary approval letter.
MMIB-3 (formally MMIA) recommends members delaying their family member travel review MARADMIN 238/06, Pay and Allowance Advisory Notice (PAAN) 27-06 and Reserve Pay and Allowance Advisory Notice (RPAAN) 25-06 for further guidance.

USMC Service Members who must delay their family member travel MUST have approval from HQMC to continue drawing their stateside allowances. Upon reporting, if this approval was not previously obtained, their stateside allowances will be stopped until the HQMC approval letter is received. In addition, accompanied USMC Service Members who delay their family member travel DO NOT rate Temporary Lodging Allowance (TLA) to stay at a hotel/lodging facility. They are required to check-in and stay at an Unaccompanied Billeting Facility. Service Members can request military family housing within 30 days of their family members arriving on Okinawa. For additional information please contact:

Kadena Housing Office  
DSN: 634-0582  
Commercial: 011-81-98-961-0582  
Email: kadenahousing.customerservice@us.af.mil

Navy Personnel are recommended to check with their detaching command for guidance and information on how to obtain the appropriate approval for delaying their dependents.

Arrival/Check-In Information

Unaccompanied Service Members PCSing to Okinawa
Marines and Sailors reporting to Marine Corps commands: MCIPAC/III MEF (MCB, 1st MAW, 3RD MLG, and 3rd MAR DIV)

This applies to all USMC and USN E-5 and below (unaccompanied) assigned to USMC units on Okinawa.

There are two major airports/terminals in which military Service Members and their families will arrive through, Naha Airport and the AMC Terminal on the Kadena Air Base Station.

Unaccompanied Marines and Sailors E-6 and above personnel are not impacted by this information.

The JRC Bus normally arrives around 2000 to the Naha Airport and leaves after the last flight has arrived.
NAHA AIRPORT
- When unaccompanied Service Members (E-5 and below) assigned to USMC units arrive at the Naha Domestic Airport, they should look for a Marine in uniform with a brassard saying Joint Reception Center (JRC) and holding a JRC sign. The representative will take all the unaccompanied Service Members to a bus that will transport them to the JRC barracks on Camp Foster. If there is no JRC representative at the airport, the inbound Service Member should look for a red and blue Marine Corps sign with the JRC contact information and call the JRC Duty Driver phone number for bus pick up. These signs posted on the marble pillars after exiting the baggage claim area. A courtesy military phone is available behind the Information Desk as well.

- To contact the JRC Driver, dial the duty number: 090-6861-4727. Once contacted, the driver will go and pick up the Service Member. To contact the Barracks Duty call 098-970-5170.

KADENA AIR FORCE BASE/AMC TERMINAL
- The Patriot Express typically arrives every Friday night to the Kadena Air Base by way of the Seattle-Tacoma International airport. When unaccompanied Marines/Sailors assigned to USMC units arrive at the Kadena AMC Terminal; they need to remain in the seating area after exiting the aircraft. A USMC JRC or PMO representative will be waiting for their arrival. The JRC/PMO representative will provide a quick brief and assist the newly arrived Service Members through customs, before boarding the buses waiting to take them to the Camp Foster barracks to start the week-long processing period.

Sailors: Reporting to 3rd Dental Battalion/ Naval Dental Clinic:
- Service members reporting to 3rd Dental Battalion should board the JRC bus upon arrival to either the Naha Airport or the Kadena Air Force Base/AMC Terminal as well. Upon completion of the JRC in-processing period, the Sailors will be released to 3rd Dental Battalion.

- Contact information for 3rd Dental Sponsorship Coordinator:
  DSN: (315) 645-3529
  Commercial: 011-81-98-970-3529

  Front Desk: (315) 645-2390
  Commercial: 011-81-98-970-2390
  Email: usn.butler.navdencenokinawaja.list.ndocki-cmd-sponsorship@mail.mil

  Website: https://www.med.navy.mil/sites/3denoki/Pages/default.apsx
Sailors (E-5 and below) reporting to the U.S. Naval Hospital, Okinawa

- Should **NOT** take the JRC bus or go to the JRC Barracks. The U.S. Naval Hospital (USNH), Okinawa has a command in-processing/indoctrination program that is separate from JRC. Incoming USNH Sailors will be picked up by their sponsor or a USNH command representative at their arrival points and then be taken to the USNH barracks. It is strongly suggested that incoming USNH Sailors contact their command and coordinate their arrival with their sponsor prior to their arrival on Okinawa.

- Contact information for the USNH Sponsorship Program
  
  DSN: (315) 646-7540  
  Commercial: 011-81-98-971-7540  
  Email: usn.butler.navhospokinawaja.mesg.NHOIKSponsor@mail.mil  
  Website: [http://www.med.navy.mil/sites/nhoki/SitePages/Welcome/Sponsor.aspx](http://www.med.navy.mil/sites/nhoki/SitePages/Welcome/Sponsor.aspx)

Sailors (E-5 and below) reporting to Commander Fleet Activities Okinawa

- As with USNH, CFAO Sailors should **NOT** take the JRC bus or go to the JRC barracks. CFAO Sailors are picked up either by a command representative or their sponsors. Like USNH, CFAO has a command in-processing/indoctrination program that is separate from JRC. It is strongly suggested that incoming CFAO Sailors contact their command and coordinate their arrival prior with their sponsor to arrival on Okinawa.

- Contact information for CFAO Sponsorship Program
  
  DSN: (315) 634-8245  
  Commercial from CONUS: 011-81-98-961-8245

Newcomers’ Orientation Welcome Aboard (NOWA) Brief

Newcomers' Orientation is **mandatory** for the following members:

- All accompanied USMC and USN Service Members regardless of rank.
- All Unaccompanied USMC and USN Service Members (E6 and above).
- Civilian employees.
- Family members (military and civilian including local nationals).
- Children age 10 and up.

New arrivals are required to attend Newcomers' Orientation **within 2 weeks** of arriving to Okinawa.

**Attendance must be confirmed prior to the MCB Safety Office issuing out the SOFA POV Drivers’ License (USFJ-4).**
Newcomers should bring extra copies of the PCS orders and Area Clearance/DEA for TRICARE re-enrollment. If the newcomer does not have these documents, he/she can re-enroll in TRICARE overseas by going to the U.S. Naval Hospital at a later date.

NOWA is offered every Wednesday from **07:15 AM until approximately 4:00 PM.** Shuttle transportation is available from the Westpac, the Eagle and the Hamagawa Lodge. The sponsor must request transportation at the time of NOWA registration.

Once the final flight information is received, sponsors can register the incoming service member and their family for NOWA by calling the nearest M&FP-R at:

<table>
<thead>
<tr>
<th>Facility</th>
<th>Location</th>
<th>DSN Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Camp Foster</td>
<td>Bldg. 445</td>
<td>645-2104/2106/8395/7494</td>
</tr>
<tr>
<td>Camp Kinser</td>
<td>Bldg. 1220</td>
<td>637-2815</td>
</tr>
<tr>
<td>Camp Courtney</td>
<td>Bldg. 4425</td>
<td>622-7332</td>
</tr>
<tr>
<td>Camp Hansen</td>
<td>Bldg. 2339</td>
<td>623-4522</td>
</tr>
<tr>
<td>Camp Schwab</td>
<td>Bldg. 3429</td>
<td>625-2622</td>
</tr>
</tbody>
</table>

To register online for NOWA, please visit the Information, Referral and Relocation webpage at: [http://www.mccsokinawa.com/relocation](http://www.mccsokinawa.com/relocation).

**FREE CHILDCARE SERVICE FOR NOWA**
Childcare is provided (free of charge) during NOWA by the Children Youth Program (CYP) on a space-available basis and must be reserved upon arrival. Note: Infant Care space is extremely limited. **1-2 days prior to attending NOWA, the inbound family must complete the required paperwork at the Resource & Referral Office located on Camp Foster, Bldg. 495.** Once this process is completed, the child can be dropped-off at the designated Child Development Care/School Age Care Center the morning of the Newcomers’ Orientation. Parents also have the option of attending the orientation at different dates so one of them can stay with the child(ren) while the other attends.
ACCOMPANIED MEMBERS WITH DELAYED DEPENDENTS
E-5 and below with accompanied orders, but who have delayed their dependents, will be picked up by their sponsors, taken to the billeting facility and are required to attend Newcomers’ Orientation.

REFERENCES FOR NEWCOMERS’ ORIENTATION BRIEF
- Newcomers’ Orientation is mandatory as per MCO 1320.11G and IIIMEF/ MCIPACO 1754.1
- Completion of Newcomers’ Orientation is also required before any service member assigned to a USMC unit is granted off-installation leave or liberty in Japan (MCBJ/III MEFO 1050.7A)

Operators Permit for Civilian Vehicles (SOFA Driver’s License)
Ensure prior to departing from the states, that your state issued driver’s license is valid and in good standing. If you think you have a military exemption allowing your driver’s license to be valid passed expiration, contact your state’s Department of Motor Vehicles to confirm that is the case. Visit: https://www.dmv.org/military-drivers/ to see additional benefits for active duty personnel.

The study guide for the licensing exam along with a copy of the Japanese road signs can be downloaded through the following link: https://www.mccsokinawa.com/welcomeaboard/#tab3

The driving exam will be administered during the Newcomers’ Orientation at 0915. Please bring a copy of the PCS orders and Area Clearance/DEA (if accompanied), valid stateside driver’s license and military ID to take the driving test. For additional information on the SOFA driver’s license please contact:

MCB Base Safety
DSN: 645-3183-2862
Commercial: 011-81-98-970-3183/2862

Defense Biometric Identification System (DBIDS)
Kadena Air Base (KAB), 18th Wing, implemented DBIDS for entry onto Kadena Air Base (KAB) during October 2013. Personnel entering KAB will have their identification cards scanned at the installation entry control points prior to being allowed entry. Everyone (active duty, civilian, family members) is allowed a grace period, but after the short grace period, they will be denied entry to KAB until they have completed their DBIDS registration. For KAB access, you will be REQUIRED to register your identification card (this includes all family members holding an ID Card) at the Visitor Control Center (Bldg. 31) located at Kadena Gate 1. Military Orders or Letter of Employment and I.D. Card are required for registration. For further information and hours please contact:

Kadena Visitor’s Center
DSN: 634-3437
Commercial: 011-81-961-3437

E-5 and below must obtain their CO’s Signature in order to take the SOFA Driver’s Licensing Test.
Japanese Cell Phone Contracts
Cellular phone companies in Japan have an AUTOMATIC two (2) year renewal contract, which means the existing or current two year contract, will automatically be renewed on its expiration date, unless otherwise communicated with the cell phone provider. Most of Japanese Cell Phone companies DO NOT have a “Military Clause,” which cancels contract/penalties due to military orders/deployment. The Service Member might end up paying a very costly penalty for canceling his/her contract before the 2-year contract is complete. Also, Service Members leaving after a normal three year tour might be subjected to costly cancellation and penalty fees. Please talk with to your cell phone provider on Okinawa to find out if the company has other options such as monthly and pre-paid agreements. Service Members must also ensure they completely cancel their contacts before leaving Okinawa. Again, as with any contract, all Service Members should thoroughly read and fully understand their contracts before signing them.

Child Supervision Guidelines
The III MEF/MCIPACO 5800.1 w/ CH 1 mandates very specific child supervision guidelines that apply to all Status of Forces Agreement (SOFA) personnel both on/off the installations on Okinawa. While these guidelines are similar to all installations, they are very strictly enforced.

The Below Matrix Applies to All SOFA Status Personnel On/Off Installations

<table>
<thead>
<tr>
<th>Age</th>
<th>Leave unsupervised in quarters, or outside unintended to include playing</th>
<th>Leave alone overnight/Leave in quarters while on vacation or TDY/TAD</th>
<th>Leave in car unsupervised</th>
<th>Baby/supervise siblings or others</th>
<th>Leave in public areas</th>
<th>Walk to school and/or bus stop</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-6 years</td>
<td>No unsupervised in quarters 5-6 year olds may be outside to yard with immediate access (visual sight or hearing distance) to adult/siblings supervision.</td>
<td>No Yes</td>
<td>No No No</td>
<td>No in public areas. 5-6 year olds may be on playground with immediate access (visual sight or hearing distance) to adult/siblings supervision.</td>
<td>Kindergarten: No First Grade: Yes</td>
<td></td>
</tr>
<tr>
<td>7-9 years</td>
<td>No unsupervised in quarters. Yes, outside unattended for 2 hours with access to designated adult or babysitter.</td>
<td>No No</td>
<td>No No No</td>
<td>Only on playgrounds for 2 hours with access to designated adult or babysitter.</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>10-11 years</td>
<td>Yes: 3 hours with access to designated adult.</td>
<td>No Yes, up to 15 minutes with keys removed.</td>
<td>No Yes</td>
<td>Yes, 3 hours with access to designated adult; 2 hours at retail stores (FAX, Food Court, etc.)</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>12-13 years</td>
<td>12 hours with designated adult checking periodically.</td>
<td>No Yes, with keys removed.</td>
<td>Yes, Red Cross Babysitting Course Strongly Recommended</td>
<td>Yes, 12 hours at public areas with designated adult visually checking periodically; 4 hours at retail stores.</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>14-15 years</td>
<td>Yes: 12 hours with designated adult visually/telephonically checking periodically. Not to include overnight.</td>
<td>No Yes, with keys removed.</td>
<td>Yes, Red Cross Babysitting Course Strongly Recommended</td>
<td>Yes, 12 hours with designated adult visually/telephonically checking periodically.</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>16-17 years</td>
<td>Yes, with telephone access to designated adult.</td>
<td>Yes, with telephone access to designated adult. May not be left in quarters while on vacation or TDY/TAD.</td>
<td>Yes, Red Cross Babysitting Course Required</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

Medical and Dental Benefits

TRICARE OVERSEAS PRIME
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, it is recommended for all Service Members to transfer their TRICARE coverage to their new region.

To transfer your and/or your family’s TRICARE coverage:
- The Service Member must submit a TRICARE Prime Enrollment, Disenrollment and Primary Care Manager (PCM) Change Form (DD FORM 2876).
- Service Members will have the opportunity to complete the re-enrollment process during the Newcomers’ Orientation Welcome Aboard. A copy of the re-enrollment form will be provided to all of the participants and a TRICARE representative will be available during the morning portion of the orientation to answer any questions and assist with the re-enrollment process.
- A copy of orders and Approved Area Clearance/DEA will be needed for enrollment.

OVERSEAS DENTAL OPTIONS

Active Duty Personnel:
Will be seen on-base for their dental care at the dental clinics located at their place of work. Upon arrival, Service Members are required to check-in to their respective dental clinics with a copy of their orders.

Family Members:
May be seen on-base for their routine dental care at no cost on a space-available basis. Once the Service Member has checked-in, family members can check-in to their respective dental clinic with a copy of the Service Member’s orders and approved Area Clearance or DEA. Where the family member is seen for dental care is dependent upon where the Service Member works.

For example:
If the Service Member works at Camp Hansen or Schwab, the family member may be seen at the Camp Courtney Dental Clinic.
If the Service Member works at Futenma, the family may be seen at the Evans Dental Clinic on Camp Foster.

The TRICARE Dental Program is administered by United Concordia. Family Members enrolled in the TRICARE Dental Program are encouraged to maintain their dental coverage while in an overseas location. Family members may use their dental coverage off-base wherever accepted. For a list of eligible facilities please contact:

TRICARE Service Center
Camp Foster
DSN: 646-7700
Commercial: 011-81-98-971-7700

Please Note: payment in full is expected for services rendered when seeking dental care off-base.
Summary of Changes

The following items have been updated as of 11 May 2018

1.1 Removed PMO as POC for re-entry stamp.
1.2 Updated IPAC Inbound to be open on weekends during peak PCS Season.
1.3 Updated liberty order policy.
(PCS) Permanent Change of Station Move to Okinawa for USMC Accompanied Personnel

Updated: March 2018

Suggested Timeframe

Less than 6 Months:

Topics Covered:
- Electronic Welcome Aboard Package
- Medical Overseas Screening
- Transfer Data Sheet (TDS) Package and Sponsorship Request Form
- Area Clearance

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

2. Review the comprehensive MCCS Electronic Welcome Aboard package by visiting the following website: www.mccsokinawa.com/welcomeaboard. Scroll down to the middle of the page to open the "Okinawa PCS Must Know Information" link; review the document.

3. Enrolled in the Exceptional Family Member Program (EFMP)?
   - YES
   - Contact your EFMP Case Worker for additional assistance and to ensure your enrollment is up-to-date.
   - NO
   - Review the documents on the "PCS Checklists" tab also located on the MCCS Electronic Welcome Aboard package.

4. Found Suitable for an Overseas Tour?
   - YES
   - Request a Transfer Data Sheet (TDS) and a Sponsorship Request Form (NAVMC 11799) from your S-1.
   - NO
   - Request a Transfer Data Sheet (TDS) and a Sponsorship Request Form (NAVMC 11799) from your S-1.

5. Package Completed?
   - YES
   - Submit your TDS package to IPAC and your Sponsorship Request Form to your S-1 or Sponsorship Coordinator.
   - NO
   - Complete ASAP

6. Upon receiving Web Orders: Visit the U.S. Naval Hospital, Okinawa web page to begin the Overseas Suitability Screening process. A list of the documents needed is available on this website. Click on the following url: http://www.med.navy.mil/sites/nhoki/SitePages/Services/OSS.aspx.

7. Coming from a remote location? Contact the U.S. Naval Hospital, Okinawa Overseas Screening Department through the following email for additional assistance: usn.butler.navhosokinawaja.med.osseriescreeningcoord@navy.mil

8. 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. To access the document click on the following web link: https://www.mccsokinawa.com/welcomeaboard/.

9. Is your flight on the Patriot Express?
   - YES
   - Contact the Passenger Travel Office (PTO) for additional information & assistance with booking your pet on the flight.
   - NO
   - Is your flight on the Patriot Express?

10. 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.

11. Obtain a Health Certificate for your pet from your veterinarian the week you are scheduled to fly to Okinawa. Ensure you have a copy of your pet’s rabies shots and other vaccine records as well.

Greater than 6 Months:

Topics Covered:
- Pet Importation

1. If applicable: relocating with pets?
   - YES
   - Skip these steps. Go to the next page.
   - NO
   - Visit your local Veterinary Clinic to begin preparations for importing your pets into Japan.

2. Is your flight on the Patriot Express?
   - YES
   - Contact the Passenger Travel Office (PTO) for additional information & assistance with booking your pet on the flight.
   - NO
   - Is your flight on the Patriot Express?

3. If applicable: relocating with pets?
   - YES
   - Skip these steps. Go to the next page.
   - NO
   - Review the following website has web links to airline pet policies. Click on the following url to open the website: https://www.state.gov/m/fsi/tc/c10442.htm. Contact your commercial airline for more information on your options for pet travel.

4. The following website has web links to airline pet policies. Click on the following url to open the website: https://www.state.gov/m/fsi/tc/c10442.htm. Contact your commercial airline for more information on your options for pet travel.

5. 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.

6. Obtain a Health Certificate for your pet from your veterinarian the week you are scheduled to fly to Okinawa. Ensure you have a copy of your pet’s rabies shots and other vaccine records as well.

Please Note: Pets are not an entitlement. Service Members must be prepared to pay for pet travel expenses. 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.spcainc.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/.
(PCS) Permanent Change of Station Move to Okinawa for USMC Accompanied Personnel

Three to Six Months:
Topics Covered:
- Military Installations
- Plan My Move Calendar
- Financial Worksheet
- Passports
- Household Goods Shipment (HGH)

1. Go to the Military Installations website by clicking on the following url: http://www.militaryinstallations.dod.mil/MUS/ps/MENTRY-0 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.”

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

2. If applicable:
   - Childcare
   - Housing
   - Owned Vehicle
   - Storing HHG Shipment
   - Financial Calendar
   - Military MOS/f?p=MI:ENTRY:0

One to Two Months:
Topics Covered:
- Finalizing HHG Shipment
- Storing Privately Owned Vehicle
- Housing
- Sponsor Responsibilities
- Schools & Childcare

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

   - Advertise your vehicle for sale. Once sold, notify your local Department of Motor Vehicles (DMV) to deregister yourself as the owner. Visit the following url for information on how to keep your driver’s license active while overseas: http://www.dmvs.gov/military-drivers/

   - If applicable: relocating with children?

2. 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, click on the following link: https://www.pscsmy.gov/turnin/

3. 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.

   - If applicable:
     - School Age Children?

   - Skip Steps. Go to the next page.

   - Begin your search for childcare by creating an account on militarychildcare.com. To access the website click on the following url: https://militarychildcare.mccs-navy.mil/mccs-consumer/home/viewhome.action. Under Location, type in Camp and select Marine Corps Base Camp Butler from the drop down list. Input the age of your child to find care. For pricing and other childcare options please contact Resource & Referral at 800-81-970-4117 or via email at: resource.referral@okinawa.usmc.mccs.org. Visit Camp Foster, Resource & Referral, Bldg. 495 once you arrive to Okinawa for additional assistance.

4. The Air Force is the executive agent for all housing assignments on Okinawa. Click on the url to access the Kadena Housing Website: http://www.housing.af.mil/Units/Okinawa.

   - Click on the Application for Assignment to Housing Registration Form located under the “Featured Documents” section of the website. For assistance on the housing process, contact the Kadena Housing Office at: 011-81-734-0582 or email Kadenhousing.customerservice@us.af.mil.

   - Go to the School Liaison website and visit the “Frequently Asked Questions (FAQ)” tab for information on the school enrollment process. To visit the website, click on the following url: https://www.mccsokinawa.com/slo/. A list of the schools is available under the “DoDEA Okinawa Schools” tab on the same website. To see a map of the school bus transportation zones click on the following url: http://www.dodea.edu/Pacific/south/transportation.cfm

   - Go to the next section.

   - Create a DPS account by clicking on the “First Time DPS Users” link on the move.mil website.

   - Log in to your DPS account through the move.mil website to begin the Self-Counseling process. To access the site click on the following url: https://www.dps.militaryonesource.mil/MOS/p?p=PM Entry-0

   - Have a Defense Personal Property System (DPPS) Account?

   - Review the “Household Goods Information & Suggestions” checklist on the MCCS Welcome Aboard page. Click on the following url to access the website: https://www.mccsokinawa.com/welcomeaboard. Click on the “PCS Checklist” tab to access the document. Begin your preparations for your Household Goods (HHG) shipment.

   - To get started with your shipment preparations, go to move.mil and review the “Before You Move” tab. To access the website click on the following url: www.move.mil.

   - If applicable: Selling your vehicle?

   - NO

   - YES

   - NO

   - YES

   - NO

   - YES

   - YES

   - NO

   - YES
**Suggested Timeframe**

**PCS** Permanent Change of Station Move to Okinawa for USMC Accompanied Personnel

Updated: March 2018

### Less Than Thirty Days:

#### Topics Covered:
- Meeting Sponsor
- Checking into Lodging
- Checking-In with Housing
- TLA Entitlements
- Newcomers’ Orientation Welcome Aboard
- SOFA Driver’s License
- Check-In with IPAC

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<thead>
<tr>
<th>Timeframe</th>
<th>Description</th>
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<tbody>
<tr>
<td>Within 2 business days of arriving</td>
<td>Your sponsor will drive you to the lodging facility and help you check in.</td>
</tr>
<tr>
<td>Within 2 business days of arriving</td>
<td>Check into the Family Regional Housing Office on Camp Foster, Bldg. 601 to obtain your TLA Data Worksheet and receive additional information on your TLA entitlements.</td>
</tr>
<tr>
<td>Within 2 business days of arriving</td>
<td>Check into the Kadena Housing Office within 2 business days of arriving to Okinawa.</td>
</tr>
<tr>
<td>Within 2 business days of arriving</td>
<td>Check into IPAC for pre-processing and a face to face audit within 2 business days of arriving to Okinawa.</td>
</tr>
</tbody>
</table>

#### Helpful links to review:
- Make arrangements to travel to the airport.
- Go to the next section.

### Arrival:

#### Topics Covered:
- Meeting Sponsor
- Checking into Lodging
- Checking-In with Housing
- TLA Entitlements
- Newcomers’ Orientation Welcome Aboard
- SOFA Driver’s License
- Check-In with IPAC

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<td>Within 2 business days of arriving</td>
<td>Your sponsor will be waiting in the lobby of the arrival terminal.</td>
</tr>
<tr>
<td>Within 2 business days of arriving</td>
<td>Meet your sponsor at the airport. Your sponsor will be waiting in the lobby of the arrival terminal.</td>
</tr>
<tr>
<td>Within 2 business days of arriving</td>
<td>Check into the Camp Kinser Satellite Housing Office.</td>
</tr>
<tr>
<td>Within 2 business days of arriving</td>
<td>Check into the Kadena Housing Office within 2 business days of arriving to Okinawa.</td>
</tr>
</tbody>
</table>

### Important Documents
- 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
- Pet Importation Documents

### Checking into Lodging

- Your sponsor will drive you to the lodging facility and help you check in.

### Check-In with Housing

- Check into your new command the following morning.

### TLA Entitlements

- If needed, have your sponsor assist you with getting a Japanese cell phone number.

### Newcomers’ Orientation Welcome Aboard

- Attend Newcomers’ Orientation Welcome Aboard (NOWA) on the Wednesday following your arrival.

### Contact Base Safety in order to take the SOFA Driver’s Licensing Test.

- Dependent with a valid state-side driver’s license are eligible to take the SOFA Driver’s Test during NOWA too.

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If you have any questions, please contact MCCS Okinawa, Relocation Services

Telephone: From the US: 011-81-98-970-8395, From Japan DSN: 645-8395, Cell Phone: 098-970-8395, Email: reloassist@okinawa.usmc-mccs.org

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(PCS) Permanent Change of Station Move to Okinawa for USMC Unaccompanied Personnel

Updated: March 2018

Suggested Timeframe

Less than Six Months:

- **Topics Covered:**
  - Electronic Welcome Aboard Package
  - Medical Overseas Screening
  - Transfer Data Sheet (TDS) Package & Sponsorship Request Form

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

  - Review the comprehensive MCCS Welcome Aboard package by visiting the following website: www.mccsokinawa.com/welcomeaboard. Scroll down to the middle of the page to open the Okinawa PCS Must Know Information link; review the document.

  - Upon receiving Web Orders, visit the U.S. Naval Hospital, Okinawa webpage to begin the Overseas Suitability Screening process. A list of the documents needed is provided on the website. To go to the website, click on the following url: http://www.med.navy.mil/sites/shoku/SitePages/Services/OSS.aspx

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

  - Coming from a remote location? Contact the U.S. Naval Hospital Okinawa Overseas Screening Department through the following email for additional assistance: usn butler.navospokinawaja.mesg.oversaescreeningcoord@mail.mil

  - Found Suitable for an Overseas Tour?
    - NO
    - YES

  - Request a Transfer Data Sheet (TDS) and a Sponsorship Request Form (NAVMC 11799) from your S-1.

  - Package Completed?
    - NO
    - YES

  - Submit your TDS package to IPAC and your Sponsorship Coordinator.

  - Contact your command for assistance on modifying your orders.

  - Complete ASAP

  - Go to the next section.

Three to Six Months:

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

  - Go to the Military Installations website by clicking on the following url: http://www.militaryinstallations.dod.mil/MOS/?p=MOS/Enter an installation and select your new duty station. Enter Camp SD Butler under the “Enter an installation” tab. Select Camp SD Butler from the drop down and hit “Go.”

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

  - Click on the following link to verify the requirements for entry into Japan: https://travel.state.gov/content/passports/en/country.html

  - Go to the next page.

- **Have a Defense Personal Property System (DPS) Account?**
  - NO
  - YES

  - Log in to your DPS account through the move.mil website to begin the Self-Counseling process. To access the website click on the following url: www.move.mil

  - Create a DPS account by clicking on the “First Time DPS Users” link on the move.mil website.

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

Updated: March 2018

**Suggested Timeframe**

**One to Two Months:**

- Finalizing HHG Shipment
- Storing Privately Owned Vehicle
- Billeting Information
- The Joint Reception Center (JRC)
- Sponsor Responsibilities

**Less than Thirty Days:**

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

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**Topics Covered:**

- Finalizing HHG Shipment
- Storing Privately Owned Vehicle
- Billeting Information
- The Joint Reception Center (JRC)
- Sponsor Responsibilities

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**Documents Required:**

- Driver's License
- Passport
- Social Security Card
- Birth Certificate
- Military ID
- Wills, Tax Records
- Health Records
- Insurance Policies
- Medical Certificates
- Power of Attorney

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**Responsibilities:**

- Advertise your vehicle for sale. Once sold, notify your local Department of Motor Vehicles (DMV) to deregister yourself as the owner. Visit following url for information on how to keep your driver’s license active while overseas: [http://www.dmv.org/military-drivers/](http://www.dmv.org/military-drivers/).

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**Helpful Links:***

- 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.mccsokinawa.com/guide/](https://www.mccsokinawa.com/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: [https://www.mccsokinawa.com/liberty/](https://www.mccsokinawa.com/liberty/)

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**More information:**

Visit the Marine & Family Programs Facebook page for information on programs and services. Click on the following url to access the site: [https://www.facebook.com/mccsokinawa.marineandfamily](https://www.facebook.com/mccsokinawa.marineandfamily)

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**Helpful links to review:**

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

Visit the Marine & Family Programs Facebook page for information on programs and services. Click on the following url to access the site: [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: [https://www.mccsokinawa.com/guide/](https://www.mccsokinawa.com/guide/)

Thinking about driving in Okinawa? Download a copy of the SOFA Driver’s Manual by clicking on the following link: [https://www.mccsokinawa.com/liberty/](https://www.mccsokinawa.com/liberty/)
(PCS) Permanent Change of Station Move to Okinawa for USMC Unaccompanied Personnel

**Arrival:**

- **Topics Covered:**
  - Flying into Okinawa
  - Meeting Sponsor
  - Checking into Billeting or the Joint Reception Center (JRC)
  - Newcomers’ Orientation Welcome Aboard
  - SOFA Driver’s License
  - Check-In with IPAC

**Suggested Timeframe**

- Applicable to E-6 and above personnel:
  - Meet your sponsor at the airport. Your sponsor will be waiting in the lobby of the Arrival Terminal.
  - Your sponsor will drive you to the barracks and help you check into your room.
  - Check into your new Command the following morning to get your orders endorsed with your date of arrival.
  - 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 IPAC for in-processing and a face-to-face audit within 2 business days of arriving to Okinawa.

- Applyable to E-5 and below personnel:
  - Flying on the Patriot Express?
    - **NO**
      - Arrive at the Naha Airport.
      - Look for a Marine in a Service “C” uniform. This is a JRC representative who will drive you to Camp Foster for temporary billeting and in-processing.
      - Attend the week-long JRC in-processing brief. IPAC will be present to help you with the check-in process. Your permanent room will be assigned to you once you check into your new unit.
      - Have your sponsor assist you with getting a Japanese cell phone number. If needed, cancel or suspend your stateside cell phone number.
      - End of PCS process. Welcome to Okinawa!
    - **YES**
      - Arrive at the Kadena Air Force Base AMC Terminal.
      - After exiting the aircraft, remain in the seating area until a Joint Reception Center (JRC) Representative or Provost Marshall Office (PMO) representative arrives; you’ll walk your way through customs under their guidance. They will walk you to “Baggage Claim” to collect your baggage. The JRC bus will drive you to Camp Foster for temporary billeting and in-processing.
      - Check-in with your new Command for permanent billeting and work assignment. Discuss options for obtaining a SOFA License with your Command. Have your sponsor assist you with getting a Japanese cell phone number. If needed, cancel or suspend your stateside cell phone number.
      - Attend Newcomers’ Orientation Welcome Aboard (NOWA) on the Wednesday following your arrival. For Newcomers’ Orientation information or to sign up, visit the “Newcomers’ Orientation” tab on the MCCS Welcome Aboard page. Click on the following url to access the site:
        - [https://www.mccsokinawa.com/welcomeaboard](https://www.mccsokinawa.com/welcomeaboard).
        - You are also eligible to take the SOFA Driver’s Licensing test during NOWA.

If you have any questions, please contact MCCS Okinawa, Relocation Services

- Telephone: From the US: 011-81-98-970-8395, From Japan DSN: 645-8395 Cell Phone: 098-970-8395, Email: reloassist@okinawa.usmc-mccs.org
(PCS) Permanent Change of Station Move to Okinawa for Accompanied Navy Personnel

Updated: March 2018

Suggested Timeframe

Less than Six Months:

Topics Covered:

- Electronic Welcome Aboard Package
- Exceptional Family Member Program (EFMP)
- Overseas Suitability Screening
- Passports
- Dependent Entry Approval
- 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.

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.

Review the comprehensive MCCS Electronic Welcome Aboard Package by visiting the following website: www.mccsokinawa.com/welcomeaboard. Scroll down to the middle of the page to open the Okinawa PCS “Must Know Information” link. Review the document.

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

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

Found Suitable for an Overseas Tour?

Upon receiving Orders: visit the U.S. Naval Hospital, Okinawa web page to begin the Overseas Suitability Screening process. A list of the documents needed is available on this website. Click on the following url to access the website: http://www.med.navy.mil/sites/nhoki/SitePages/Services/OKS.aspx. Begin the Overseas Suitability Screening process.

Coming from a remote location? Contact the U.S. Naval Hospital, Okinawa Overseas Suitability Screening Department through the following email for additional assistance: usn.butler.navhosokitanjja.mesg.OverseasScreeningCoord@mail.mil

Coming to a USMC Command?

Request a Dependent Entry Approval (DEA) for your dependents from the gaining Installation Personnel Administration Center through your Personnel Specialist. Information regarding this process is available in the Okinawa PCS “Must Know Information” document. To access the document click on the following link: https://www.mccsokinawa.com/welcomeaboard/

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. To access the document click on the following link: https://www.mccsokinawa.com/welcomeaboard/

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

NO

NO

NO

NO

Documents Completed?

Complete ASAP

Submit your TIS, PRR and supporting documents to your local PSD. Submit your Sponsorship Request Form to your Sponsorship Coordinator or email it to Marine & Family Programs/Resources, Relocation services at: relaoassist@okinawa.usmc.mccs.org.

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**Greater than Six Months:**

### Topics Covered:
- **Pet Importation**

If applicable: relocating with pets?

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

- **NO**
  - Skip these steps. Go to the next page.

**Suggested Timeframe**

**Review the “Import Guide for Pets – Non Designated Regions” guide located on the “PCS Checklists” tab of the MCCS Welcome Aboard page for information on the pet importation process. To access the document click on the following web link:**

https://www.mccsokinawa.com/welcomeaboard/

- **NO**
  - If applicable: relocating with pets?
  - Go to the next section.

- **YES**
  - 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.

  - Obtain a Health Certificate for your pet from your veterinarian the week you are scheduled to fly to Okinawa. The health certificate should be issued no more than 10 days from arriving to Okinawa. Ensure you have a copy of your pet’s rabies shots and other vaccine records as well.

  - Obtain a Health Certificate for your pet from your veterinarian the week you are scheduled to fly to Okinawa. The health certificate should be issued no more than 10 days from arriving to Okinawa. Ensure you have a copy of your pet’s rabies shots and other vaccine records as well.

  - Contact your local Passenger Travel Office (PTO) for additional information & assistance with booking your pet on the flight.

The following website has web links to airline pet policies. Click on the following url to open the website:

https://www.state.gov/m/fsi/tc/c10442.htm

- **NO**
  - Is your flight on the Patriot Express or government flight?
  - Go to the next section.

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

  - 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.

  - Obtain a Health Certificate for your pet from your veterinarian the week you are scheduled to fly to Okinawa. The health certificate should be issued no more than 10 days from arriving to Okinawa. Ensure you have a copy of your pet’s rabies shots and other vaccine records as well.

  - Contact your local Passenger Travel Office (PTO) for additional information & assistance with booking your pet on the flight.

- **SKIP these steps. Go to the next page.**

**Three to Six Months:**

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

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

http://www.militaryinstallations.dod.mil/MOS/?p=MOS%20ENTRY%200

Review the “Household Goods Information & Suggestions” checklist on the MCCS Welcome Aboard page. Click on the following url to access the website:

https://www.mccsokinawa.com/welcomeaboard/

**NO**

- Create a PCS calendar with the Plan My Move online tool. To access the application click on the following link:

https://apps.militaryonesource.mil/MOS/PMM-ENTRY-0

- Review your finances. Use the “Financial Planning Worksheet” to create a budget for your PCS move. The document is located under the “PCS Checklist” tab on the MCCS Welcome Aboard website. To download the document click on the following url:


Go to the next section.

- 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 click on the following url:

www.move.mil.

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

  - **YES**
    - Log in to your DPS account through the move.mil website to begin the Self-Counseling process. To access the site click on the following url:

    www.move.mil.

  - **NO**
    - Create a DPS account by clicking on the “create a new account” link on the move.mil website.

- Log in to your DPS account through the move.mil website to begin the Self-Counseling process. To access the site click on the following url:

www.move.mil.

Please Note: **Pets are not an entitlement.** Service Members must be prepared to pay for pet travel expenses. 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/

To go to the Dogs on Deployment website, click on the following url:

https://www.dogsondeployment.org/

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

http://www.militaryinstallations.dod.mil/MOS/?p=MOS%20ENTRY%200

Review the “PCS Checklists” tab of the MCCS Welcome Aboard page for information on the pet importation process. To access the document click on the following web link:

https://www.mccsokinawa.com/welcomeaboard/
### (PCS) Permanent Change of Station Move to Okinawa for Accompanied Navy Personnel

**Updated: March 2018**

#### One to Two Months:

**Topics Covered:**
- Finalizing HHG Shipment
- Storing Privately Owned Vehicle
- Housing
- Sponsor Responsibilities
- Schools & Childcare

### Advertise your vehicle for sale. Once sold, notify your local Department of Motor Vehicles (DMV) to deregister yourself as the owner. Visit the following url for information on how to keep your driver’s license active while overseas: [http://www.dmrv.org/military-drivers/](http://www.dmrv.org/military-drivers/)

**If applicable: relocating with children?**

**YES**

**NO**

**Skip steps. Go to the next page.**

#### Selling your vehicle?

**YES**

**NO**

#### Disclose 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, click on the following link: [https://www.pcsmygov.com/TurnIn/#/](https://www.pcsmygov.com/TurnIn/#/)

#### The Air Force is the executive agent for all housing assignments on Okinawa. Click on the url to access the Kadena Housing Website: [http://www.housing.af.mil/units/Okinawa/](http://www.housing.af.mil/units/Okinawa/) for additional information, and to obtain the “Application for Assignment to Housing, Pet Registration Form” if applicable, & the Sex Offender Disclosure & Acknowledgment Form” located under the “Featured Documents” section of the website. For assistance on the housing process, contact the Kadena Housing Office at: 011-81-734-0582 or email kadenahousing.customerservice@us.af.mil.

#### Discuss your projected travel itinerary with your sponsor. Have your sponsor book temporary lodging for you & your family and establish a P.O. box, if possible.

#### Go to the next section.

### 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 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, Pet Importation Documents, etc.

#### Finalize and obtain your travel itinerary along with your endorsed orders from your local PSD.

#### Provide your sponsor with your flight itinerary information. Have your sponsor confirm he/she has received your arrival information. Ensure you have a way to contact your sponsor during your transition to Okinawa in case of any flight delays.

#### To familiarize yourself with the airports on Okinawa, click on the following url: [https://www.mccsokinawa.com/welcomeboard](https://www.mccsokinawa.com/welcomeboard) Click on the “Travel & Arrival” tab. Click on the “Naha Airport Domestic Terminal” and the “Air Mobility Command (AMC) Terminal at Kadena Air Base” links to view helpful information on both airports.

#### Helpftul links to review:
- To learn about the Liberty App, click on the following link: [https://www.mccsokinawa.com/liberty/](https://www.mccsokinawa.com/liberty/)
- Visit the Marine & Family Programs Facebook page for information on programs and services. Click on the following url to access the site: [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: [https://www.mccsokinawa.com/guide/](https://www.mccsokinawa.com/guide/)
- Thinking about driving in Okinawa? Download a copy of the SOFA Driver’s Manual by clicking on the following link: [https://www.mccsokinawa.com/welcomeboard/#tab3](https://www.mccsokinawa.com/welcomeboard/#tab3)

#### Begin your search for childcare by creating an account on militarychildcare.com. To access the website click on the following url: [https://militarychildcare.com/marine/](https://militarychildcare.com/marine/) Select Marine Corps Base Camp Butler from the drop down list. Input the age of your child to find care. For pricing and other childcare options please contact Resource & Referral at 011-81-98-970-4117 or via email at: resource.referral@okinawa.usmc.mccs.org. Visit Camp Foster, Resource & Referral, Bldg. 495 once you arrive to Okinawa for additional assistance.

Go to the next section.

#### rods

#### Make arrangements to travel to the airport.
Suggested Timeframe

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

**Arrival:**
- Meeting Sponsor
- Checking Into Lodging
- Checking Into Housing
- CFAO Indoc
- Newcomers' Orientation
- SOFA Driver’s License
- Check-In with CPC

**Topics Covered:**
- Meeting Sponsor
- Checking Into Lodging
- Checking Into Housing
- CFAO Indoc
- Newcomers' Orientation
- SOFA Driver’s License
- Check-In with CPC

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**Meant your sponsor at the airport.** Your sponsor will be waiting in the lobby of the arrival terminal.

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

**Check into the Camp Kinser Satellite Housing Office within 2 business days of arriving to Okinawa.**

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

**If you have any questions, please contact MCCS Okinawa, Relocation Services**

**Telephone:** From the US: 011-81-98-970-8395, From Japan DSN: 645-8395, Cell Phone: 998-970-8395, Email: reloassist@okinawa.usmc-mccs.org

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**End of the PCS Process. Welcome to Okinawa!**
(PCS) Permanent Change of Station Move to Okinawa for Unaccompanied Navy Personnel

**Less than Six Months:**

**Topics Covered:**
- Electronic Welcome Aboard Package
- Overseas Suitability Screening
- Passports
- Transfer Information Sheet (TIS)
- Passenger Reservation Request (PRR)
- Sponsorship Request Form

**Instructions:**

- 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 by visiting the following website: www.mccsokinawa.com/welcomeaboard. Scroll down to the middle of the page to open the Okinawa PCS “Must Know Information” link. Review the document.
- Upon receiving Web Orders: visit the U.S. Naval Hospital, Okinawa web page to begin the Overseas Suitability Screening process. A list of the documents needed is available on this website. Click on the following url to access the website: http://www.med.navy.mil/sites/ihoks/SitePages/Services/OSS.aspx. Begin the Overseas Suitability Screening process.
- Coming from a remote location? Contact the U.S. Naval Hospital, Okinawa Overseas Screening Department through the following email for additional assistance: usn.butler.navspinokinawa.mesp.Overs easScreeningCoord@mail.mil
- Review the documents on the “PCS Checklist” tab also located on the MCCS Electronic Welcome Aboard package.
- Review your finances. Use the “Financial Planning Worksheet” to create a budget for your PCS move. The document is located under the “PCS Checklist” tab on the MCCS Welcome Aboard website. To download the document click on the following url: https://www.mccsokinawa.com/welcomeaboard.
- Review the “Household Goods Information & Suggestions” checklist on the MCCS Welcome Aboard page. Click on the following url to access the website: https://www.mccsokinawa.com/welcomeaboard. Click on the “PCS Checklist” tab to access the document. Begin your preparations for your Household Goods (HHG) shipment.
- Create a PCS calendar with the Plan My Move online tool. To access the application click on the following link: https://apps.militaryonesource.mil/MOS/?p=PMM_ENTRY_0
- Log in to your DPS account through the move.mil website to begin the Self-Counseling process. To access the website click on the following url: www.move.mil.
- Have a Defense Personal Property System (DPS) Account?
- Yes: Go to the Military Installations website by clicking on the following url: http://www.militaryinstallations.dod.mil/MOS/?p=MIENTRY_0. 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.”
- No: Click on the following link to verify the requirements for entry into Japan: https://travel.state.gov/content/passports/en/passports.html
- Click on the following link to verify the requirements for entry into Japan: https://travel.state.gov/content/passports/en/passports.html
- Do you have a tourist passport?
- Yes: To complete your application and download the documents you need, visit the following website: https://travel.state.gov/content/passports/en/passports.html
- No: Review the documents on the “PCS Checklist” tab also located on the MCCS Electronic Welcome Aboard package.

**Three to Six Months:**

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

**Instructions:**

- Go to the Military Installations website by clicking on the following url: http://www.militaryinstallations.dod.mil/MOS/?p=MIENTRY_0 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.”
- To complete your application and download the documents you need, visit the following website: https://travel.state.gov/content/passports/en/passports.html
- Has a Defense Personal Property System (DPS) Account?
- Yes: Go to the next section.
- No: Create a DPS account by clicking on the “create a new account” link on the move.mil website.
- Log in to your DPS account through the move.mil website to begin the Self-Counseling process. To access the website click on the following url: www.move.mil.
- To get started with your shipment preparations, go to move.mil and review the “OCONUS Moves (OCONUS)” link under the “Moving Guide” tab. To access the website click on the following url: www.move.mil.

**Updated:** March 2018
### Suggested Timeframe (PCS) Permanent Change of Station Move to Okinawa for Unaccompanied Navy Personnel

**One to Two Months:**

**Topics Covered:**
- Finalizing HHG Shipment
- Storing Privately-Owned Vehicle
- Billeting Information
- The Joint Reception Center (JRC)
- Sponsor Responsibilities

- **Selling your vehicle?**
  - **No**
  - **Discuss your options for storing your vehicle with DMV in an approved Government Storage Facility.** For instructions on how to turn in your vehicle for storage, click on the following link: [https://www.pcsmypov.com/TurnIn/](https://www.pcsmypov.com/TurnIn/)

- **Yes**
  - **Advertise your vehicle for sale.** Once sold, notify your local Department of Motor Vehicles (DMV) to deregister yourself as the owner. Visit the following url for information on how to keep your driver’s license active while overseas: [http://www.dmv.org/military-drivers/](http://www.dmv.org/military-drivers/)

**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.

- **Finalize and obtain your travel itinerary as well as your endorsed orders from PSD.**

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

- **Exchange a small amount of dollars, 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.**

- **Provide your sponsor with your flight itinerary information.** Have your sponsor confirm he/she has received your arrival information. Ensure you have a way to contact your sponsor during your transition to Okinawa in case of any flight delays.

- **To familiarize yourself with the airports on Okinawa, click on the following url:** [https://www.mccsokinawa.com/welcomeaboard/](https://www.mccsokinawa.com/welcomeaboard/). Scroll down to the middle of the page and click on the “Joint Reception Center (JRC) Welcome Aboard Letter” for more information.

- **NO**
  - **Have your sponsor set up your quarters through the Billeting Office of the Camp you will be stationed in.**

- **YES**
  - **The Joint Reception Center (JRC) will provide temporary quarters for you once you arrive to Okinawa.** Visit the following link for more information: [https://www.mccsokinawa.com/welcomeaboard/](https://www.mccsokinawa.com/welcomeaboard/). Scroll down to the middle of the page and click on the “Joint Reception Center (JRC) Welcome Aboard Letter” for more information.

- **Notify your financial institution of your overseas travel plans and duty station.** Be sure to set up automatic bill payments if necessary.

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

**Helpful links to review:**
- To learn about the Liberty App, click on the following link: [https://www.mccsokinawa.com/liberty/](https://www.mccsokinawa.com/liberty/)
- Visit the Marine & Family Programs Facebook page for information on programs and services. Click on the following url to access the site: [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: [https://www.mccsokinawa.com/guide/](https://www.mccsokinawa.com/guide/)
- Thinking about driving in Okinawa? Download a copy of the SOFA Driver’s Manual by clicking on the following link: [https://www.mccsokinawa.com/welcomeaboard/#tab3](https://www.mccsokinawa.com/welcomeaboard/#tab3)

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*Updated: March 2018*
**Arrival:**

**Topics Covered:**
- Flying into Okinawa
- Meeting Sponsor
- Checking Into Billeting or the Joint Reception Center (JRC)
- CFAO Indoc
- Newcomers’ Orientation Welcome Aboard
- SOFA Driver’s License
- Check-In with your Command Pass Coordinator (CPC)

**Color Legend**
- Navy Attached to CFAO
- E-6 and above attached to USMC
- Navy Attached to USNH
- E-5 and below attached to USMC

**Applicable to Navy Personnel attached to CFAO:**
- Meet your sponsor at the airport. Your sponsor will be waiting in the lobby of the Arrival Terminal.
- Check into your new command upon arrival or the following morning to get your orders endorsed with your date of arrival. Check-in with your Command Pass Coordinator (CPC) for in-processing within 72 hours of arriving to Okinawa. This is how PSD will gain you as a sailor and process your travel claims.
- Your sponsor will drive you to your quarters and help you check into your room.
- If needed, have your sponsor assist you with getting a Japanese cell phone number. If applicable, cancel or suspend your stateside cell phone number.

**Applicable to Navy Personnel attached to CFAO:**
- Meet your sponsor at the airport. Your sponsor will be waiting in the lobby of the Arrival Terminal.
- Check into your new command upon arrival or the following morning to get your orders endorsed with your date of arrival. Check-in with your Command Pass Coordinator (CPC) for in-processing within 72 hours of arriving to Okinawa. This is how PSD will gain you as a sailor and process your travel claims.
- Your sponsor will drive you to your quarters and help you check into your room.
- If needed, have your sponsor assist you with getting a Japanese cell phone number. If applicable, cancel or suspend your stateside cell phone number.

**Applicable to Navy Personnel attached to USMC Command:**
- Meet your sponsor at the airport. Your sponsor will be waiting in the lobby of the Arrival Terminal.
- Check-in with the Quarterdeck to get your orders stamped and complete your liberty brief.
- Your sponsor will drive you to your quarters and help you check into your room.
- If needed, have your sponsor assist you with getting a Japanese cell phone number. If applicable, cancel or suspend your stateside cell phone number.

**Applicable to Navy Personnel attached to the U.S. Naval Hospital, Okinawa:**
- Meet your sponsor at the airport. Your sponsor will be waiting in the lobby of the Arrival Terminal.
- Check-in with the Quarterdeck to get your orders stamped and complete your liberty brief.
- Your sponsor will drive you to your quarters and help you check into your room.
- If needed, have your sponsor assist you with getting a Japanese cell phone number. If applicable, cancel or suspend your stateside cell phone number.

**Applicable to Navy Personnel attached to the U.S. Naval Hospital, Okinawa:**
- Meet your sponsor at the airport. Your sponsor will be waiting in the lobby of the Arrival Terminal.
- Check-in with the Quarterdeck to get your orders stamped and complete your liberty brief.
- Your sponsor will drive you to your quarters and help you check into your room.
- If needed, have your sponsor 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!**

- Attend CFAO Indoc. If CFAO Indoc is not available, attend the Newcomers’ Orientation Welcome Aboard offered through MCCS Marine & Family Programs-Resources. To sign up for NOWA, visit the following link: https://www.mccsokinawa.com/relocation

- Attend Newcomers’ Orientation Welcome Aboard (NOWA) on the Wednesday following your arrival. For Newcomers’ Orientation information or to sign up, visit the “Newcomers Orientation” tab on the MCCS Welcome Aboard page. Click on the following url to go to the site: https://www.mccsokinawa.com/welco

- Welcome to Okinawa!

- After exiting the aircraft, remain in the seating area until a Joint Reception Center (JRC) 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 JRC bus will drive you to Camp Foster for temporary billeting and in-processing.

- Attend the week-long JRC in-processing brief. Your permanent room will be assigned to you once you check into your new unit.

- Check in with your new Command for permanent quarters and work assignment. Discuss options for obtaining a SOFA License with your Command.

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