(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

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

- **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.

- **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.**

- **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:**
  - **Always ensure your arrangements are completed ASAP.**

- **Found Suitable for an Overseas Tour?**
  - **YES**
  - **Request a Transfer Data Sheet (TDS) and a Sponsorship Request Form (NAVMC 11799) from your S-1.**

  - **Package Completed?**
    - **YES**
    - Submit your TDS package to IPAC and your Sponsorship Coordinator.

    - **Package Completed?**
      - **NO**
      - **Complete ASAP**

  - **NO**
    - **Contact your command for assistance on modifying your orders.**

- **Greater than 6 Months:**

  **Topics Covered:**
  - Pet Importation

- **If applicable: relocating with pets?**
  - **YES**
  - **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.**
  - **Access the following document:**
    - https://www.mccsokinawa.com/welcomeaboard/
  - **Establish a Health Certificate for your pet from your veterinarian the week you are scheduled to fly to Okinawa.**

  - **NO**
  - **Pet Importation**
    - **YES**
    - **Review the following websites for information on the pet importation process:**
      - https://www.state.gov/m/fsi/tc/c10442.htm
      - Contact your commercial airline for more information on your options for pet travel.

- **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.**

- **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/
Three to Six Months:

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

One to Two Months:

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

### Suggested Timeline

#### Three to Six Months:

- **Go to the Military Installations website by clicking on the following url:**
  
  http://www.militaryinstallations.dod.mil/MOS/?p=MENTRY

- **Enter Camp S D Butler under the “Enter an installation” tab.**
  
  Select Camp SD Butler from the drop down and hit “Go.”

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

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

#### One to Two Months:

- **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.dmv.org/military-drivers/.

- **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.pscmygov.com/turn-in#/

- **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/ 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 “Features & Documents” section of the website. For assistance on the housing process, contact the Kadena Housing Office at: 011-81-734-0582 or email Kadenahousingcustomerservice@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. Have your sponsor set up your appointments for Housing, IPAC in-processing & Newcomers’ Orientation.

- **Contact your state-side cell phone provider for overseas program options.**

#### If Applicable: Relocating with Children?

- **Notify your child’s school.**
  
  If able, request your child’s school records. If unable, the DoDEA school will send out a notification to your child’s old school requesting their records.

- **Begin your search for childcare by creating an account on militarychildcare.com.**
  
  To access the website click on the following url:
  
  https://militarychildcare.cnic.navy.mil/mcc-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 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.

#### School Age Children?

- **Schools & Childcare**
  
  Skip Steps. Go to the next page.
## Suggested Timeframe

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

**Updated: March 2018**

<table>
<thead>
<tr>
<th>Less Than Thirty Days:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Topics Covered:</strong></td>
</tr>
<tr>
<td>- Important Documents</td>
</tr>
<tr>
<td>- Setting Up Finances</td>
</tr>
<tr>
<td>- Checkout Process</td>
</tr>
<tr>
<td>- Sponsor Notification</td>
</tr>
<tr>
<td>- Travel and Arrival</td>
</tr>
<tr>
<td>- Helpful Links</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Arrival:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Topics Covered:</strong></td>
</tr>
<tr>
<td>- Meeting Sponsor</td>
</tr>
<tr>
<td>- Checking into Lodging</td>
</tr>
<tr>
<td>- Checking-In with Housing</td>
</tr>
<tr>
<td>- TLA Entitlements</td>
</tr>
<tr>
<td>- Newcomers’ Orientation Welcome Aboard</td>
</tr>
<tr>
<td>- SOFA Driver’s License</td>
</tr>
<tr>
<td>- Check-In with IPAC</td>
</tr>
</tbody>
</table>

### Helpful links to review:

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

### PCS Process

1. **Make arrangements to travel to the airport.**
2. **Welcome Aboard**
3. **Orientation**
4. **Newcomers’ Entitlements**
5. **TLA**
6. **Housing Check**
7. **Travel and Notification**
8. **Helpful Links**

#### Arrival:

- **Meet your sponsor at the airport. Your sponsor will be waiting in the lobby of the arrival terminal.**
- **Check into the Camp Kinser Satellite Housing Office within 2 business days of arriving to Okinawa.**
  - **YES**
    - Stationed at Camp Kinser, MCAS Futenma, or the Naha Port?**
      - **YES**
        - Check into the Family Regional Housing Office on Camp Foster, Bldg. 361 to obtain your TLA Data Worksheet and receive additional information on your TLA entitlements.
      - **NO**
        - Check into the Kadena Housing Office within 2 business days of arriving to Okinawa.
  - **NO**
    - If needed, have your sponsor assist you with getting a Japanese cell phone number. If applicable, cancel or suspend your stateside cell phone number. Follow up, visit [https://www.mccsokinawa.com/welcomeaboard/#tab3](https://www.mccsokinawa.com/welcomeaboard/#tab3)

#### Timeframe:

- **30 Days:***
  - **Attend Newcomers’ Orientation Welcome Aboard (NOWA) on the Wednesday following your arrival.**
  - **For NOWA 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/welcomeaboard/](https://www.mccsokinawa.com/welcomeaboard/)

- **30 Days:***
  - **Make arrangements to travel to the airport.**

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