(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

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

- **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:**

- **Review the comprehensive MCCS Welcome Aboard package by visiting the following website:**

  **Scroll down to the middle of the page to open the Okinawa PCS Must Know Information link; review the document.**

- **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: Contact your command for assistance on modifying your orders.

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

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

#### Three to Six Months:

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

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- **To go to the Military Installations website by clicking on the following url:**
  - [http://www.militaryinstallations.dod.mil/MOS/?p=MENTRY_0](http://www.militaryinstallations.dod.mil/MOS/?p=MENTRY_0)

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

- **Create a PCS calendar with the Plan My Move online tool. To access the application click on the following link:**
  - [https://www.mccsokinawa.com/welcomeaboard/tab1](https://www.mccsokinawa.com/welcomeaboard/tab1)

- **To download the documents you need, visit the following website:**
  - [https://travel.state.gov/content/passports/en/passports.html](https://travel.state.gov/content/passports/en/passports.html)

  **Click on the following link to review the requirements for entry into Japan:**
  - [https://travel.state.gov/content/passports/en/country.html](https://travel.state.gov/content/passports/en/country.html)

- **Review the “Household Goods Information & Suggestions” checklist on the MCCS Welcome Aboard page. Click on the following url to access the document:**
  - [https://www.mccsokinawa.com/welcomeaboard](http://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](http://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 website click on the following url:
    - [www.move.mil](http://www.move.mil)

  **NO:**
  - Create a DPS account by clicking on the “First Time DPS Users” link on the move.mil website.

- **Go to the next page.**
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**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:**

- Change of Station Move to Okinawa for USMC Unaccompanied Personnel
  - Links on tab.
  - Privately
  - Updated: Than Thirty

- **Timeframe**

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

  - **Selling your vehicle?**
    - **NO**
    - 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.pcsmygov.com/TurnIn#/](https://www.pcsmygov.com/TurnIn#/).

  - **YES**
    - Discuss your projected travel itinerary with your sponsor. Have your sponsor provide you with the unit’s mailing address. This will be the address you will use to have items mailed to you.

- **E-6 and above?**

  - **YES**
    - Have your sponsor set up your quarters through the Billeting Office of the Camp you will be stationed in. Have your sponsor set up your in-processing appointment with IPAC and Newcomers’ Orientation.

  - **NO**
    - The Joint Reception Center (JRC) will provide temporary quarters for you once you arrive to Okinawa. Visit the following link: [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.

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

  - **Go to the next section.**

- **Less than Thirty Days:**


  - Ensure your Government Travel Charge Card (GTCC) has been activated. Turn in your completed checkout sheet into IPAC for final processing. Finalize and obtain your travel itinerary and endorsed orders.

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

  - **Exchange a small amount, about $150.00, for Japanese Yen at your financial institution or at the airport in case of an emergency, or for use in places where debit/credit cards are not accepted.**

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

  - **Go to the next page.**

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**Helpful Links to review:**

- **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.pcsmypov.com/TurnIn/](https://www.pcsmypov.com/TurnIn/)

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**Visit the Air Mobility Command (AMC) website to familiarize yourself with the airports available by clicking on the following link:** [https://www.mccsokinawa.com/welcomeaboard/#tab3](https://www.mccsokinawa.com/welcomeaboard/#tab3)

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

### Arrival:

| 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. |
| Applicable 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. | 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. You are also eligible to take the SOFA Driver’s Licensing test during NOWA. |
| 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 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. | 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. | End of PCS process. Welcome to Okinawa! |

**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