

**Must Know**

**Information**

**JUNE 2017**

*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 so that we may direct you to the appropriate section.

DSN: (315) 645-8395/7494

Commercial: 011-81-98-70 395/7494 Email: reloassist@okinawa.usmc-mccs.org

## 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.**

This information pertains to unaccompanied personnel **(E-5 and below)** reporting to USMC/USN commands on Okinawa. There are two major airports/terminals in which military service members and their families will arrive through.

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 arrive.***

* **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.
* If they need to contact the JRC Driver, the duty number is 090-6861- 4727. Once contacted, the driver will go and pick them. The Airport Information Desk also has a base DSN access number. The Barracks Duty can be contacted at 645-5170.
* **KADENA Air Force Base/AMC Terminal:** When unaccompanied

Marines/Sailors assigned to USMC units arrive at the Kadena AMC Terminal; they need to locate a USMC JRC or PMO representative after exiting the aircraft. The JRC/PMO personnel will provide the arriving service members w i t h directions. JRC/PMO personnel will provide a quick brief to newly arrived service members

***.*** barracks, before being processed in and taken to the JRC barracks.

### 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, the Sailor 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: [http://www.med.navy.mil/sites/3denoki/IncomingPersonnel/](http://www.med.navy.mil/sites/3denoki/IncomingPersonnel/Pages/default.apsx)  [Pages/default.apsx](http://www.med.navy.mil/sites/3denoki/IncomingPersonnel/Pages/default.apsx)

***Sailors reporting to the USNH will be picked up at the airport by their sponsor.***

**Sailors (E-5 and below) reporting to the U.S. Naval Hospital (USNH) Okinawa**

* They should NOT take the JRC bus or go to the JRC Barracks. USNH 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 prior to arriving on Okinawa.
* Contact information for the USNH Sponsorship Program DSN: (315) 646-7540

Commercial: 011-81-98-971-7540 Email:

usn.butler.navhospokinawaja.mesg.NHOISponsor@mail.mil Website:  [http://www.med.navy.mil/sites/nhoki/SitePages/Welcome/Spons](http://www.med.navy.mil/sites/nhoki/SitePages/Welcome/Sponsor.aspx)  [or.aspx](http://www.med.navy.mil/sites/nhoki/SitePages/Welcome/Sponsor.aspx)

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

***Sailors reporting to CFAO will be picked up at the airport by their sponsor.***

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 to arriving on Okinawa.

 Contact information for CFAO Sponsorship Program DSN: (315) 634-8245

Commercial from CONUS: 011-81-98-961-8245

 Website: <http://www.cnic.navy.mil/regions/cnrj/intallations/cfa_okinawa.html>

## PCS Orders

Service members should review the permanent change of station orders to ensure awareness and understanding of all applicable entitlements to include current household goods weight restrictions and allowances, military pay and allowances, 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, they should revise their military orders to ensure details regarding family members are up-to-date and accurate prior to separating from his or her detaching command. Also, saving electronic copies of important documents (i.e. PCS orders, Area Clearance/Dependent Entry Approval) is highly recommended since the member will need these documents when checking in.

***Children 10 years of age and older must have a Military ID in order to board the AMC flight/Patriot Express.***

**Military ID, Passports & Re-Entry Stamps**

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 on 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 flight.

All family members must have a passport before departing to Okinawa. Family members traveling on orders should obtain a No-Fee Passport in addition to a tourist passport. The JTR states that military family members rate a no-fee passport. More information can be obtained at the designated passport agent, IPAC Office or through the following website:

[http://travel.state.gov/content/travel/english.html.](http://travel.state.gov/content/travel/english.html)

Family members may also travel with their tourist passport in the event their no-fee passport is delayed. No matter what passport they use, they must have military orders and Area Clearance/Dependent Entry Approval with them.

Service members can travel to Japan with original orders and military I.D, however, it is highly recommended that they obtain a tourist passport, especially if they plan on traveling to other neighboring countries during their tour in Japan.

No-fee passports should not be used when visiting other countries for leisure travel. No-fee passports are intended for official business only (from the United States and back). Service members are also highly encouraged to obtain a tourist passport before departing to Okinawa.

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 just in case they have to return to the United States after coming to Japan. If they have received their Residency/Green Card or permanent visa to stay in the U.S., they should not have any issues returning.

DoD Civilian employees and active duty/civilian family members are REQUIRED to obtain a Multiple Exit/Re-entry Permit stamp on their passport to ensure exit from and re-entry to Japan with ease. The Multiple Exit/Re-entry Permit stamp for passports are issued by most Installation Personnel Administrative Centers (IPAC)

on Okinawa and by the MCB PMO Customs Office during normal working hours. Navy personnel may also obtain the Multiple Exit/Re-entry stamp through the Personnel Support Detachment (PSD). A copy of the member’s Military Orders or Letter of Employment (civilian) along with the passport(s) are required to obtain the permit stamps at the designated locations.

**On an emergency basis, DoD Civilian employees and active duty/civilian family members can obtain a Multiple Exit/Re-entry Permit stamp in their passport from a customs official at the Kadena Air Base/AMC Terminal prior to departure.**

**Electronic Welcome Aboard Package**

Access the Electronic Welcome Aboard Package (EWAP) to obtain more information at: <http://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, and much more.

\*\*\*MCCS Okinawa has a new website which is still a work in progress and some issues may occur when clicking on the website links. If you have any problems, please email the Marine & Family Programs-Resources, Relocation Section or dial:

DSN: (315) 645-8395/7494 Commercial: 011-81-98-970-8395/7494

Email: reloassist@okinawa.usmc-mccs.org

***It is recommended for the member and accompanying dependents to begin the OSS process within the first 30 days of receiving orders***

**Overseas Suitability Screening (OSS) for Family Members**

Upon receipt of PCS orders to Okinawa, service members with accompanied orders must start the OSS process for **ALL** family member(s). This process involves medical, dental and educational screenings which will identify if the family member(s) has any special needs on these areas and if the US Naval Hospital, Okinawa will have the resources to service these needs during the family’s 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. For an overview of the OSS process and a list of required documents/forms to be completed please visit the Okinawa Naval Hospital website.

Okinawa Overseas Screening Committee: DSN: (315) 645-646-7408

Commercial: 011-81-98-971-7408

Email: usn.butler.navhospokinawaja.mesg.nhoki-  overseasscreeningcoord@mail.mil

Website: [http://www.med.navy.mil/sites/nhoki/SitePages/Services/OSS](http://www.med.navy.mil/sites/nhoki/SitePages/Services/OSS.aspx)

[.aspx](http://www.med.navy.mil/sites/nhoki/SitePages/Services/OSS.aspx)

Once the family member completes the OSS process and is found **SUITABLE** to come to Okinawa, their paperwork must be submitted to IPAC/PSD requesting an Area Clearance/Dependent Entry Approval (DEA).

***Service Members must have an Approved Area Clearance or Dependent Entry Approval to rate entitlements overseas.***

**Area Clearance/Dependent Entry Approval**

To be granted an Area Clearance/DEA for dependents, the member must complete a REPORT of SUITABILITY for OVERSEAS ASSIGNMENT NAVPERS 1300/16

application.

Dependents must complete a medical Suitability Screening as a prerequisite to completing the NAVPERS 1300/16 REPORT of SUITABILITY application. The medical screening process is explained through the U.S. Naval Hospital, Okinawa website. All required medical documents are also available through this site.

In addition to the medical screening prerequisite, members must have sufficient time on their contract to execute the 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.

The MCB Area Clearance Office is seeing an increase in preparation issues from the detaching commands (i.e. not including necessary attachments/appendices, sending to the incorrect PLAD 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 dependents’ information. Failure to ensure this information is correct could result in delays to approve the request at the Area Clearance Office.

***Navy personnel attached to USMC units should submit their request for a DEA using the PLA address.***

Upon completion of the Medical Overseas Screening and receipt of Permanent Change of Station Orders (PCSO) that directs a Marine 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. Requests must be submitted using the following Plain Language Address (PLA) to:

CG MCB CAMP BUTLER JP G-1(UC) CG MCB CAMP BUTLER JP(UC)

CG MCIPAC G1(UC)

Navy personnel assigned to Marine Corps Commands on Okinawa will submit their Dependent Entry Approval to IPAC via PLA addresses described above. However, if the Navy Personnel is assigned to a Navy command such as CFAO or USNH, the losing command will 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 additional assistance concerning the DEA for personnel attached to Navy commands please contact:

PSD Okinawa

DSN: 634-6310/6316

For more information or assistance regarding the Area Clearance, please contact the following personnel:

Area Clearance Coordinator IPAC Customer Service Section DSN: (315) 645-8512.

Also handles Sailors assigned to USMC units.

Once the inbound service member receives the approved Area Clearance/DEA, he/she must, once again, verify that all family members are listed. In addition, they must check if all information is correct (SSN, DOB, 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 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 your 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). For more information on this form, please see your EFMP Case Worker. The Okinawa DoD Housing Office located on Kadena Air Base 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 Webpage, or refer to items 7 and 8 of this document. If unsure, contact the Okinawa DoD Housing office for additional assistance.

Hand-carry a copy of your child’s current IEP/IFSP or 504 plan for any children receiving specialized services in school.

***Check in with a representative during the NOWA Information Fair.***

* Make sure that the EFMP Family Transition Checklist, located on the EFMP page of the MCCS Okinawa webpage, is completed.
* Upon arrival to Okinawa, stop by the EFMP information table during the Newcomer’s Orientation Information Fair and check-in with the Okinawa EFMP office located on Camp Foster in Building 495. Additional information on the Exceptional Family Member Program or on transitioning to the Okinawa, can be found by visiting the EFMP webpage located at [www.mccsokinawa.com/efmp.](http://www.mccsokinawa.com/efmp)

## 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 (shotguns, rifles) 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 as per the DoD housing Office Military Family Housing Brochure.

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. Individuals on their way to a diving site may have a dive knife with them, but only while participating in that recreational activity. For more information, please contact the following personnel:

Provost Marshall Customs DSN (315)645-2217

Commercial: 011-81-98-970-2217

Staff Judge Advocate DSN: (315)645-7177

Commercial: 011-81-98-970-7177

# Pet Information

## Pet Importation Process

The process to bring a pet to Japan can be very extensive (6-9 months). We recommend that service members start this process as early as possible by visiting a Veterinary Facility (preferably on-base vet clinic, if available). All steps of the process must be completed in order to avoid delay. The pet process includes the following: 1) Microchip,

2) Vaccines, 3) Fluorescent Antibody Virus Neutralization (FAVN) rabies blood test ,

1. Quarantine, 5) Health Certificate, 6) Advanced Notification. There are a couple of websites that you can visit to obtain information about bringing your pets to Okinawa.
	* MCCS Okinawa Electronic Welcome Aboard Package located at [http://www.mccsokinawa.com/welcomeaboard/,](http://www.mccsokinawa.com/welcomeaboard/) click on "Housing & Pets” and then click on the “Pet Information" link which will access a booklet called "Importing Pets into Japan". This booklet covers the pet importation process step-by-step.
	* Japan District Veterinarian Command website located at: [http://www.usarj.army.mil/organization/ve](http://www.usarj.army.mil/organization/vet/import.aspx)  [t/import.aspx](http://www.usarj.army.mil/organization/vet/import.aspx).
	* Japan Animal Quarantine Service website located at: [http://www.maff.go.jp/aqs/english/co](http://www.maff.go.jp/aqs/english/contactus.html)  [ntactus.html](http://www.maff.go.jp/aqs/english/contactus.html)

***During peak PCS season, PTO recommends to begin reservations for pet travel on AMC flights 90 days in advance.***

**Flying with Pets**

Air Mobility Command (AMC) flights will take pets and cages weighing 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. will probably have to go cargo, which is much more expensive. The best option is to travel through AMC, but they are limited to 13 pet spaces per flight. Therefore, booking in advance is essential for getting a spot for the pet on AMC.

***Traveling during the Summer time? Check with the airline regarding the Heat Embargo.***

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” airline. 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. For more information, please contact PTO:

DSN: (315) 645-3899/3946 Commercial: 011-81-98-970-3899/3946

Email mcbbutlerptofoster@usmc.mil

During the periods of 15 May thru 30 September most commercial airlines declare a pet embargo if the outside temperature reaches 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.

* 1. **flagged airlines will no longer 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/restrictions/policies regarding short-nosed dogs before starting the process to bring pets to Okinawa.

The State.gov website (<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/travelInformation/specialAssistance/travelingWithPets.jsp> Reservations: 1 (800) 433-7300

Air Cargo Section: 1 (800) 227-4622

**Delta:** <http://delta.com/planning_reservations/special_travel_needs/pet_travel_information/pet_travel_options/index.jsp>

Reservations: 1 (800) 241-4141

Live Animal Desk: 1 (888) 736-3738 or 1 (888) SEND PET or 1 (866) 782-

2746

**United Airlines:**

[www.united.com/web/en-us/content/travel/animals/exceptions.aspx](http://www.united.com/web/en-us/content/travel/animals/exceptions.aspx)

International Reservations: 1 (800) 538-2929

Live Cargo: 1 (800) 825-3788

## 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.

***Service members can submit the Pet Registration Form along with their advance housing application to facilitate the housing process.***

**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, 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 floors.

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 pet friendly housing is not a justification to turn down a housing offer.

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*PLEASE NOTE\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

Due to the significant amount of construction currently underway in military housing, on base housing will be extremely 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 or via email at kadenahousing.customerservice@us.af.mil.

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# Housing/Household Goods

***A nearly $600 million, five year renovation project has begun for military family housing in Okinawa.***

**Military Family Housing (MFG) for Accompanied Personnel**

**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 timeframe. 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. 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.**

**TLA SHORTAGES DURING PEAK SEASON:**

**During the peak relocation season, TLA housing at the government rates (on and off base) is also in extremely short supply. During the past two relocation seasons (May to September) there has been periods when no temporary lodging was available at the established government rates for inbound and outbound families. Any amounts above the established TLA rates are not reimbursable and are at the individual’s expense. We anticipate this will be the same for this year’s relocation season. We strongly recommend getting TLA reservations made as early as possible.**

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 service member pay grade/family status.

Eligible personnel (36 months accompanied tour) can submit an Advance Housing Application (Form DD 1746) to the Housing Management Office along with a

***Service members assigned to Camp Kinser, Futenma or the Naha Port must Check-in to the Camp Kinser Satellite Office.***

copy of their orders, Pet Registration Form (if applicable) and the Sex Offender Disclosure and Acknowledgement Form. Newcomers must also report to the housing office within 2 days after arriving on island to receive their in-processing housing brief, be placed on the waitlist, and receive additional information on their housing assignment. When visiting the Kadena Housing Office, ensure copies of previously submitted documentation and a copy of the Area Clearance/DEA are on hand. The flow chart below provides a visual representation of the housing check-in process.



The Advance Housing Application (Form DD 1746), additional documents, and contact information can be found at: <http://www.housing.af.mil/Units/Okinawa>

**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 verify your eligibility for TLA, and receive counseling and guidance before entering into any written lease or rental/sales contract for housing. Navy Personnel should contact their command/PSD to clarify

how this policy affects them, especially if they are reporting to a Marine Corps command.

**Mandatory Bachelor Quarters Policy**

The MCIPAC-MCBB Policy Letter 12-16, signed 16 June 2016, states that bachelor and unaccompanied enlisted military service members in pay grades E-1 through E- 7, Warrant Officers in pay grades WO-1 through CWO-3, and Officers in pay grades 0-1 through 0-3 shall be assigned to live in on-base bachelor housing/quarters.

This policy also states that Overseas Housing Allowance (OHA) will NOT be paid to an unaccompanied military service member already drawing Basic Housing Allowance (BAH) for family members back in CONUS locations. This policy applies to ALL ranks, including senior enlisted and officers on unaccompanied tours to Okinawa, who are not subject to the mandatory Bachelor Quarter assignment policy discussed above. For more information or to view this Policy Letter, please go to the Welcome Aboard Package at <https://www.mccsokinawa.com/welcomeaboard/>and click on the “Housing and Pets” tab.

## 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 24 months unaccompanied tours, 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 Joint Travel Regulations.**
			* Dual military service members should contact their command, sponsor, or the Kadena Housing Office to obtain additional information before heading to Okinawa.
			* If both service members are on 36 months accompanied tours, they

will not rate TLA if they arrive at different times without a dependent. Therefore, the service member that arrives first must stay at 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.

***Getting ready to ship your household goods? Visit*** [***www.move.mil***](http://www.move.mil/) ***60-90 days before departure to begin your self- counseling on DPS.***

**Household Goods (HHG) Weight Restrictions**

Okinawa is a weight restricted location. 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 your Unaccompanied Baggage (UB) shipment.
* **Unaccompanied Service Members** are entitled to 10% of their JTR allowance or approximately 600lbs.
* 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 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 the 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.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Location** | **USMC****Accompanied** | **USMC****Unaccompanied** | **USN attached to USMC Unit** | **USN attached to USN Unit** |
| **Okinawa** | 2,500 or 25% of JTR Weight Allowance whichever isgreater. | Approximately 600 lbs. or 10% of JTR Weight Allowance whichever isgreater | Same as weight allowances as USMC members | Both Accompanied& Unaccompanied members allowed to bring full JTR weight allowance. |

**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 provided by the furnishings management office 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 Service Members-** bachelor and unaccompanied enlisted military service members should not ship their household goods to Okinawa. There is no space at the bachelor quarters to accommodate furniture. If 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. For more information, please call the Housing Management Office at DSN (315) 634- 0582/0583.

# Entitlements


## IPAC Check-In and Entitlements

The Inbound Branch is located on Camp Foster Bldg. 5699. To contact IPAC Inbound, call 645-6093/7980. The IPAC ID Center is also located at Bldg. 5699.

Non-JRC members (accompanied and/or E-6 and above) must report to the IPAC office within 5 business days of arriving to the island. The Inbound Branch will be available for walk-ins; however, on Thursdays, this office closes at 1200 for afternoon training.

### DOCUMENTS NEEDED FOR USMC IPAC CHECK-IN:

* + - Orders (to include TAD en route)
		- All receipts (to include Temporary Lodging Entitlement (TLE) and/or Temporary Lodging Allowance (TLA)
		- Documentation from Airlines Company showing delays on the travel, if occurred
		- Area clearance/port call
		- G-1 Reporting endorsement
		- Passenger Travel Office (PTO) Authorization for Circuitous Travel, if applies
		- PTO Authorization for vehicle shipping, if applies
		- PTO Authorization for vehicle storage, if applies
		- PTO Authorization for Foreign Flag Carrier, if applies
		- Officer Qualification Record (OQR)/Service Record Book (SRB)
		- Tickets/Unused Government Transportation Requests
		- Dependent Travel INFO
		- Previous Admin Unit INFO/PTO if applies
		- Excess Baggage
			* Limited to 2 bags per traveler not to exceed 70 pounds per bag
			* Turn in all itemized receipts with baggage weight, per bag.
		- Claims that fall outside this will need approval by HQMC Manpower Management Integration and Administration
		- Copy of spouses travel claim (dual military couple) unaccompanied

***USMC Members need to check-in with IPAC within 5 business days of arriving to Okinawa or sooner*.**

***USN Members need to check-in with their CPC within 72 hours of arriving to Okinawa.***

### 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 $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:

* + - Marines MUST use a government 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.

**PETS (Dogs & Cats) ARE NOT ALLOWED** in any of the Marine Corps Temporary Lodging Facilities, so personnel will 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.**

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 their 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 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.

### TLA CLAIM

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 under the “Travel and Arrival” Tab on the Welcome Aboard Package at: [http://mccsokinawa.com/welcomeaboard/](http://mccsokinawa.com/welcomeaboard/#tab3)

### 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 IPAC. 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 GTCC during PSC travel (prior to checking into 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 for USMC Service Members

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 into and stay at an unaccompanied Billeting Facility.

They can then request military family housing 30 days prior to their family members arriving on Okinawa.

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

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.

# Arrival/Check-In Information

## 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)
		- 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 the SOFA POV Drivers’ License (USFJ-4). In addition, newcomers should bring extra copies of the service member's orders and copies of Area Clearance/DEA for Tricare re-enrollment. If the newcomer does not have these documents, he/she can re-enroll by going to the U.S. Naval Hospital at a later date.

NOWA is offered every Wednesday from 07:15 AM until 4:00 PM. 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 service members and their families for NOWA by calling the nearest M&FP-R at:

|  |  |  |
| --- | --- | --- |
| **Facility** | **Location** | **DSN Phone Number** |
| Camp Foster | Bldg. 445 | 645-2104/2106/8395/7494 |
| Camp Kinser | Bldg. 1220 | 637-2815 |
| Camp Courtney | Bldg. 4425 | 622-7332 |
| Camp Hansen | Bldg. 2339 | 623-4522 |
| Camp Schwab | Bldg. 3429 | 625-2622 |

To register online for NOWA, please visit the Information, Referral and Relocation webpage at: <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 in advance. Note: Infant Care space is extremely limited. 1-2 days prior to attending NOWA, the inbound family must complete the required paperwork and turn it in at the Resource

& Referral Office which is located at Camp Foster, Bldg. 495. Once this process is completed, the child can be dropped off at the Child Development Care/School Age Care Center/Family Care Provider the morning of their Newcomers’ Orientation.

Parents also have the option of attending the orientation at different dates so one of them can watch the child.

### ACCOMPANIED MEMBERS WITH DELAYED DEPENDENTS

* 1. 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. Unaccompanied E-5 and below will attend the week-long Joint Reception Center (JRC) brief or their command indoctrination brief (USN attached to USNH or CFAO).

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 (IIIMEF/MCIPAC 5800 LTR CGOF of 14 Feb 13)**
		- **Attendance must be confirmed prior to the MCB Safety Office issuing Status of Forcers (USFJ-4) Personally Operated Vehicle Driver’s License in accordance with MCIPAC-MCBBO 5560.1A**

## Operators Permit for Civilian Vehicles (SOFA Driver’s License)

Ensure prior to departing from the states, 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. You can also visit DMV.org to see additional benefits for active duty personnel.**

The study guide for the licensing exam can be found on the MCCS welcome aboard website under “Driving and Transportation” tab. The driving exam will be administered during the Newcomers’ Orientation at 0915. Please bring a copy of the

service member’s orders and Area Clearance/DEA, valid stateside driver’s license and military ID to take the driving test. For additional information please contact:

MCB Base Safety DSN: 645-3183-2862

Commercial: 011-81-98-970-3183/2862

## Defense Biometric Identification System (DBIS)

Kadena Air Base (KAB), 18th Wing, implemented DBIS 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 DBIS 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

## 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/MCIPAC Order 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.


# Summary of Changes

The following items have been updated as of 10 May 2017

* 1. 3d Dental BN representative no longer meets unaccompanied members at the airport.
	2. Added PSD contact information as an additional resource to receive the Multiple Re- Entry Stamp
	3. Included Pet Heat Embargo information for members traveling with pets
	4. Updated references for banned breeds in Military Family Housing
	5. Added housing check-in process flow chart
	6. Updated housing email address
	7. Updated TLA policy order
	8. Updated phone number TLA
	9. Updated Mandatory Bachelor Quarters Policy & web link
	10. Updated web link for Furnishings Management
	11. Updated building number for Camp Schwab Marine & Family Programs-Resources Center.