

MARINE &
Family

Information,
Referral and
Relocation

Must Know Information

Updated December 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: mcbb_reloassist@usmc.mil

PCSing to Okinawa? Use the PCS Flowchart to guide you through the process.

PCS Flowcharts for USMC and USN 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

Comm.: 011-81-98-970-8395/7494

Email: mcbb_reloassist@usmc.mil

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.

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

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 have 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 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.
- Proof of U.S. Citizenship (Original Birth Certificate or Original Naturalization Certificate).
- 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.

Need to apply for a No-Fee Passport for your dependents?

Need a No-Fee Passport for your child?

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.
- Proof of U.S. Citizenship (Original Birth Certificate or Original Naturalization Certificate).
- 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 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 on 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:

Upon arrival, family members will **NEED** 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.navhospokinawaja.mesg.overseasscreeningcoord@mail.mil

Website: <https://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:

The Area Clearance or Dependent Entry Approval (DEA) is command sponsorship for dependents who accompany their Service Member on an overseas assignment. Unlike CONUS locations where dependents of military personnel receive benefits and entitlements through the member's sponsorship, dependents must obtain additional command sponsorship to receive similar entitlements when they accompany their Service Member OCONUS.

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

The Area Clearance/DEA is for family members only. The Area Clearance/DEA is issued to the Service Member for his/her dependents and is only valid for the duration of the accompanied-by-family member tour on Okinawa. If the Service Member extends his/her tour on Okinawa, the member must apply for a new Area Clearance/DEA.

To be granted an Area Clearance/DEA for dependents, the Service Member must complete a **REPORT of SUITABILITY for OVERSEAS ASSIGNMENT NAVPERS 1300/16** application. Dependents must complete an Overseas Suitability Screening as a prerequisite to completing the NAVPERS 1300/16 REPORT of SUITABILITY application. The overseas suitability screening process is explained in the previous section.

In addition to the overseas screening prerequisite, members must have sufficient time on their contract to execute the mandatory 36-month accompanied tour requirement.

Please note: per NAVADMIN 04218, Navy personnel E-3 are authorized accompanied orders for overseas tours where dependents are allowed.

All family members must have an approved Area Clearance/DEA before departing to Okinawa. The Service Member's family should not detach from the losing command until the Area Clearance/DEA is approved.

The Marine Corps Base Area Clearance Office is seeing an increase in preparation issues from the detaching commands (i.e. not including necessary attachments/appendices, or sending the documents to the incorrect PLA address). In addition, recent trends indicate that family members are missing/not included in the Service Member's orders, with this error not being caught until arriving on Okinawa. Members are advised to contact their parent command to conduct a dependent audit to add new dependents and confirm the accuracy of their 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 initial receipt of Permanent Change of Station Orders (PCSO) that directs a Marine/Sailor and his/her family members to any Monitor Command Code (MCC) on Okinawa; the losing command will submit the request for an Area Clearance/DEA approval. Requests for USMC personnel must be submitted using the following Plain Language Address (PLA) to:

CG G ONE MCB CAMP BUTLER JA
CG MCIPAC G ONE
CG MCB CAMP BUTLER JA

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

Navy personnel not assigned to a USMC command like CFAO, or the U.S. Naval Hospital will submit their request via DMS to: PERSUPP DET OKINAWA KADENA JA per the current editions of NMPCINST 4650.3 (Series) and MCO P1000.6 (Series).

In addition, the DEA must be used in conjunction with additional information/requirements listed on the DoD Electronic Clearance Guide website: <https://www.fcg.pentagon.mil/fcg.cfm>

For more information or assistance regarding the Area Clearance/Dependent Entry Approval please contact:

Navy Personnel (Blueside):
PSD Okinawa Inbound Section
DSN: 634-6310/6316 | Comm.: 011-81-98-961-6310/6322

Marine Corps Personnel & Navy on the Greenside:
IPAC Customer Service Section
DSN: 315-645-8512 | Comm.: 011-81-98-970-8512
Email: AREACLEARANCEIPACOKINAWA@USMC.MIL

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:

Check in with a representative during the Newcomers' Orientation Welcome Aboard Information Fair.

- Please advise the incoming Service Member of the pet policy in Okinawa to include service dogs/animals. All service animals should come with the proper certifications and credentials. All the required paperwork must be hand-carried for assistance dogs that help disabled individuals. **Please note: Per AFI32-6001_AFGM2017-01, dogs whose sole function is to provide emotional support, comfort, therapy, or companionship are not service animals.** Please contact the Kadena Housing office at 315-634-0582 | Comm.: 011-81-98-938-1111 (for the operator, then dial the DSN once you hear the dial tone or wait for the operator and ask to be connected to the DSN line), or via email at: kadenahousing.customerservice@us.af.mil.

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.

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

Pet Information

Pet Importation Process:

The process to bring a pet into Japan can be very extensive (6-9 months). Pet owners are recommended to 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” airline. Those flying American and Delta Airlines, however, are having issues as their connections in Japan (JAL) is not a “pet-friendly” airline. 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 (<https://travel.state.gov/content/travel/en/international-travel/before-you-go/travelers-with-special-considerations/taking-a-pet-overseas.html>) can also provide information for traveling overseas with pets.

When traveling on a commercial flight, check with the airline for the most up-to-date pet policy information.

American Airlines:
<https://www.aa.com/i18n/travelInformation/specialAssistance/travelingWithPets.jsp>
 Reservations: 1(800) 433-7300
 Japan: 03-4333-7675

Delta:
<https://www.delta.com/us/en/pet-travel/overview>
 Reservations: 1(800) 221-1212

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

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

United Airlines:

www.united.com/web/en-us/content/travel/animals/exceptions.aspx

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

Comm.: 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/restrictions/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 Kadena Housing Office at least 30 days prior to arrival to ensure pet friendly housing is available. Having a pet does not guarantee

Short-nose breeds may not be able to travel between 15 May and 30 September.

Pet-friendly homes may be limited due to renovations.

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.**

*****PLEASE NOTE*****

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, Comm.: 011-81-98-961-0582 or 011-81-98-938 1111 (once you hear the dial tone, dial the DSN or wait for the operator and ask to be connected to the DSN line) or via email at: kadenahousing.customerservice@us.af.mil.

Military Housing

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. In accordance with 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 and 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 contract for housing.

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

All other personnel must check-in to the Kadena Housing Office.

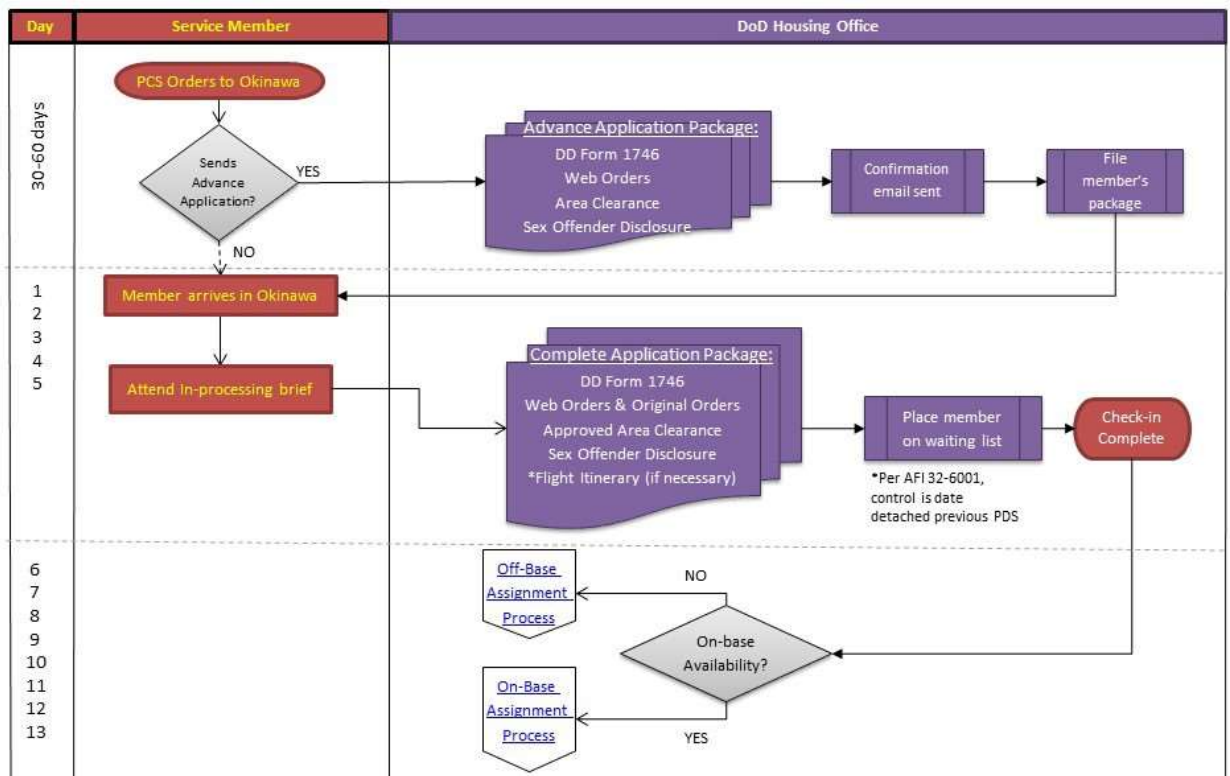
USMC personnel must check-in with the Regional Housing Office on Camp Foster within 5 days.

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

The flowchart below provides a visual representation of the housing check-in process.

Military Family Housing - USAF Kadena, Okinawa Check-in Process



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, 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/welcomeboard/#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 an **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
Comm.: 011-81-98-961-0582 or 011-81-98-938-1111
(For the operator and ask to be connected to the DSN line)
Email: kadenahousing.customerservice@us.af.mil.

Household Goods (HHG) Weight Restrictions

Not sure what to bring?

Check out the "Household Goods Information and Suggestions" PDF.

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/welcomeboard/.

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 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 be prepared to pay all charges connected with the excess weight.
- **Important Note for Navy Personnel: Navy Personnel attached to a USMC command follow the same weight restrictions listed above.**
- **Navy Personnel attached to a Navy command like the U.S. Naval Hospital or CFAO are entitled to bring their full JTR weight allowance.**
- 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 | Comm.: 011-81-98-970-0922.

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

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 is greater.	600 lbs.	Same 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 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:

Provost Marshall Customs DSN: 645-2217 Comm.: 011-81-98-970-2217	Staff Judge Advocate DSN: 315-645-7177 Comm.: 011-81-98-970-7177
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Check your bags before shipping them out. Ensure there no ammunition in your packs.

Check-In & Entitlements

IPAC Check-In and Entitlements:

Non-JRC USMC members (accompanied members, 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 to *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.

DOCUMENTS NEEDED FOR 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 Pay & Personnel Administrator Check-In (USN Personnel):

In order for PSD Okinawa to officially gain a newly reporting Sailor to the new command, the sailor must report to their Command Pay & Personnel Administrator (CPPA) within 72 hours of arrival or as early as possible.

DOCUMENTS NEEDED FOR CHECK-IN WITH THE CPPA:

- Copy of Orders (with reporting endorsement) and all modifications.
- All receipts for travel claim
- Full flight itinerary and or AMC itinerary.
- Copy of Suitability Screening (NAVPERS 1300/16 signed by the CO or CMC)
- Itemized receipts for TLF such as stateside receipts for TLE and on-island receipts for TLA, if applicable.
- Copy of DEA (if accompanied by family).

The documents need to be delivered to the CPPA as soon as possible. The CPPA will submit the documents to PSD via the Transaction Online Processing System (TOPS).



USMC Members need to check-in with IPAC within 2 business days of arriving to Okinawa or sooner.

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

It is imperative the CPPA gets the 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.

Lodging Entitlements:

TEMPORARY LODGING EXPENSE (TLE):

Receipts are a “must” to claim this reimbursement. Receipts must be itemized and carry a zero balance.

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 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 CPPA for current guidelines and additional information.**

PETS (Dogs & Cats) ARE NOT ALLOWED in any of the Marine Corps Temporary Lodging Facilities, therefore, 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 IPAC Inbound Section:

Camp Foster IPAC Inbound Section
DSN: 315-645-4813
Comm.: 011-81-98-970-4813

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 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 (The 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> for additional guidance.

GOVERNMENT TRAVEL CHARGE CARD (GTCC)

USMC personnel can use their GTCC for Temporary Living Expenses (TLE) and 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 the cardholder does not pay very close attention to his/her 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.

If issues occur with the GTCC during PCS 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 any 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
Comm.: 011-81-98-970-9448

Please note: USN personnel should not use their GTCC card during PCS travel. Please retain all of your PCS travel receipts.

Delayed Family Member Travel:

Delay of family member travel is intended for instances or 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.

USMC Service Members who delay their family member's 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's travel DO NOT rate Temporary Lodging Allowance (TLA). 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 member's arrival on Okinawa. For additional information please contact:

Have to delay your dependents? Ensure you have the necessary approval letter.

Kadena Housing Office
DSN: 634-0582
Comm.: 011-81-98-961-0582 or 011-81-98-938-1111
(For the operator and ask to be connected to the DSN line)
Email: kadenahousing.customerservice@us.af.mil

Navy Personnel will also need to obtain an approval letter to continue to draw their stateside allowances. Requests for approval should be submitted through the losing command to NAVPERS prior to PCSing.

Arrival Information

The JRC Bus normally arrives around 2000 to the Naha Airport and leaves after the last flight has arrived.

Unaccompanied Service Members PCSing to Okinawa:

For 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 aboard the Kadena Air Base Station.**

Unaccompanied USMC and USN E-6 and above are not impacted by this information.

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). 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 are posted behind 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.

KADENAAIR FORCE BASE/AMC TERMINAL:

- The Patriot Express typically arrives every Friday night to 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.

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 the 3RD Dental Sponsorship

Coordinator: DSN: (315) 645-3529
Comm.: 011-81-98-970-3529

Front Desk: (315) 645-2390
Comm.: 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.aspx>

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 arriving on Okinawa.
- Contact information for the USNH Sponsorship

Program DSN: 315-646-7540
Comm.: 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>

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 with their sponsor prior to arriving on Okinawa.

Sailors reporting to the USNH and CFAO commands will be picked up at the airport by their sponsor.

- Contact information for CFAO Sponsorship Program

DSN: 315-634-8245

Comm.: 011-81-98-961-8245

Newcomers' Orientation Welcome Aboard (NOWA) Brief:

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

- **All accompanied USMC and USN personnel regardless of rank.**
- **All Unaccompanied USMC and USN personnel in paygrades E6 and above.**
- **All USN personnel attached to the U.S. Naval Hospital, Okinawa regardless of status.**
- **Civilian employees.**
- **Family members (military and civilian including local nationals).**
- **Children age 10 and up.**
- **CFAO personnel when CFAO Indoc is not available.**

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

Per MCIPAC Order 5560.1, attendance at NOWA must be confirmed prior to the MCB Safety Installation Office issuing a SOFA Privately Owned Vehicle (POV) Driver's License.

Newcomers should bring extra copies of their 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 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 or the family 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 for NOWA online, please visit the Information, Referral and Relocation webpage at: <http://www.mccsokinawa.com/relocation>.

*Have little ones
and need to
attend NOWA?*

*Free Childcare is
available!*

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. Please note that Infant Care space is extremely limited. **Families wishing to take advantage of the free childcare service should complete the required paperwork at Resource & Referral, Camp Foster, Bldg. 495 1-2 days prior to attending NOWA.** 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 parent can stay with the child while the other attends the orientation.

ACCOMPANIED MEMBERS WITH DELAYED DEPENDENTS:

Personnel E-5 and below with accompanied orders, who have delayed their dependents, will be picked up at the airport 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)

Obtaining a SOFA Driver's License:

To obtain a SOFA driver's license, applicants must have the following items on hand:

- Application for USFJ Form 4EJ Driver's Permit.
- Valid stateside driver's license.
- Area Clearance/DEA (for dependents).

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 SOFA driving exam is a challenging examination. It is strongly recommended each individual taking the licensing exam to thoroughly read and study the entire SOFA Driver's Manual, becoming familiar with and study all of the road signs enclosed in the road signs document. The study guide for the SOFA licensing exam along with a copy of the Japanese road signs can be downloaded through the following link:

<https://www.mccsokinawa.com/welcomeboard#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.

*E-5 and below
must obtain their
CO's Signature in
order to take the
SOFA Driver's
Licensing Test.*

Please note: Service Members in paygrades E-5 and below will require their gaining CO's signature on their SOFA application prior to taking the exam.

In addition, applicants under the age of 26 will need to complete a driver's improvement course and provide proof of completion to the Base Safety Installation Office prior to taking the exam.

It is encouraged for Service Members or family members who do not have a stateside driver's license to visit www.dmv.org for information on how to obtain one. Individuals who arrive without a driver's license will need to take a driver's education course prior to taking the SOFA examination. The average cost of the course for SOFA status personnel is \$300.00.

For additional information on the SOFA driver's license please contact:

MCB Safety Installation
DSN: 645-3183/2862
Comm.: 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 the Kadena Gate 1 entrance. 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: 315-634-3437
Comm.: 011-81-961-3437

Japanese Cell Phone Contracts:

Cellular phone companies in Japan have an automatic 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.

Incoming personnel are encouraged to contact their stateside cell phone provider for additional information on programs and services available overseas. Please note: some of the organizations on Okinawa are not able to dial to a stateside cell phone number. The incoming Service Member may need an alternate phone number if he/she decides to use a stateside number.

Upon arrival, 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. 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 SOFA status personnel both on and off the installations on Okinawa. While these guidelines are similar to all installations, they are very strictly enforced.

Need childcare? Visit: www.militarychildcare.com to begin your process.

Child Supervision Guidelines Matrix

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

DoDEA School Information and Registration:

There are 13 DoDEA schools on Okinawa; 8 Elementary Schools, 3 Middle Schools and 2 High Schools.

The permanent address of the incoming family determines which school the child will be zoned to attend. When the incoming family is living in temporary lodging, the child is zoned for the school in that area. When the member has been assigned permanent housing (on or off-base), there is a possibility that the child might be moved to another school, unless the incoming Service Member's school zone remains the same as the temporary school zone.

School registration takes place at the Main Office of the school the child is zoned to attend. Provided below is a list of the documentation needed to enroll your incoming child into school. In addition, parents will need an enrollment packet which can be picked up at the school or during Newcomers' Orientation:

- Sponsor's Orders or Certificate of Employment Letter
- Area Clearance or DEA
- Passport or Birth Certificate of the student
- Immunization Card
- Housing Address & School Zone Verification Letter
- Housing Assignment Letter, Off-Base Lease Agreement, or TLF Receipt
- Previous school records for the student (if available).

Please note the following age requirements for enrollment:

- **PRE-KINDERGARTEN or SURE START students must be 4 years old by September 1st.**
- **KINDERGARTEN students must be 5 years old by September 1st of the current year to be eligible to register for the upcoming year.**
- **FIRST GRADE students must be 6 years old by September 1st of the current year to be eligible to register for the upcoming year.**

IMPORTANT NOTE: Bechtel Elementary will be closing down for renovations from 2019-2023. Families assigned to Bechtel Elementary will continue to register at the Bechtel Main Office on Camp McTureous until the school closes and moves into Ryukyu Middle School.

To view a list of the schools please visit the School Liaison Officer's web page:
<https://www.mccsokinawa.com/slo/#tab3>

Medical and Dental Benefits:

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 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.

Family Members are seen on-base on a space-available basis for dental care.

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.

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: 315-646-WELL (9355) opt. 9, 1
Commercial: 011-81-98-971-9355 opt 9, 1

Please Note: payment in full is expected for services rendered when seeking medical and dental care off-base.

Summary of Changes

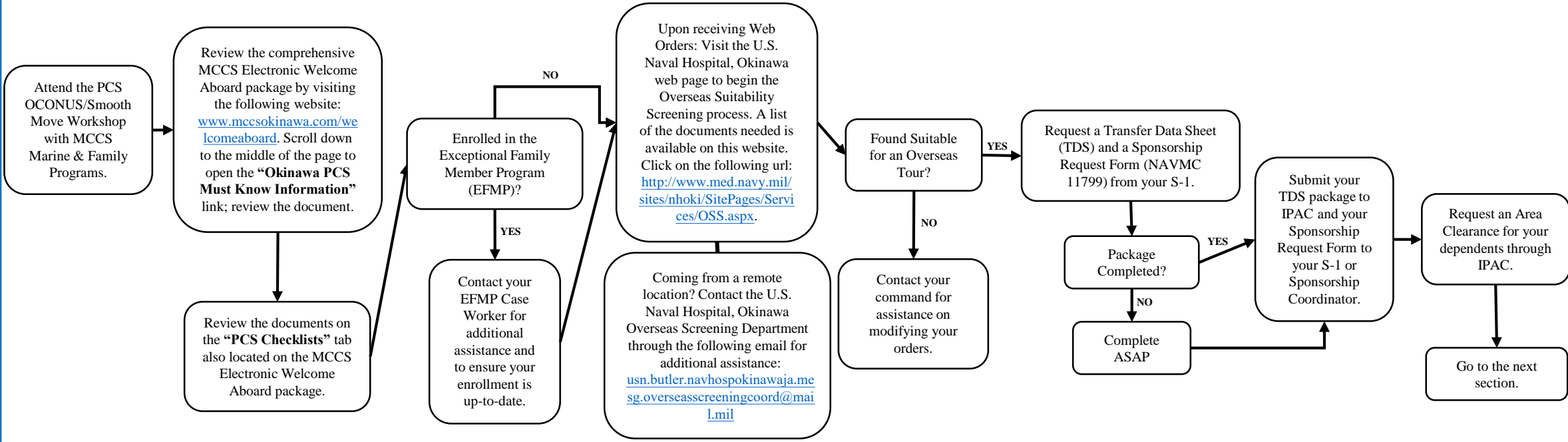
The following items have been updated as of 11 December 2018:

- 1.1 Updated Relo Assist email.
- 1.2 Updated Area Clearance information.
- 1.3 Added information regarding service animals to the EFMP section.
- 1.4 Updated airline web links to pet policies.
- 1.5 Updated JTR weight allowances for unaccompanied personnel.
- 1.6 Removed IPAC Inbound to be opened on weekends.
- 1.7 Updated check-in process for USN personnel.
- 1.8 Updated web link to the 3D Dental BN home page.
- 1.6 Added information regarding SOFA driver's license.
- 1.7 Added DoDEA school information and registration process.
- 1.8 Added notice regarding Bechtel Elementary School closure.
- 1.9 Updated PCS Flowcharts for incoming USMC and USN personnel.

Less than 6 Months:

Topics Covered:

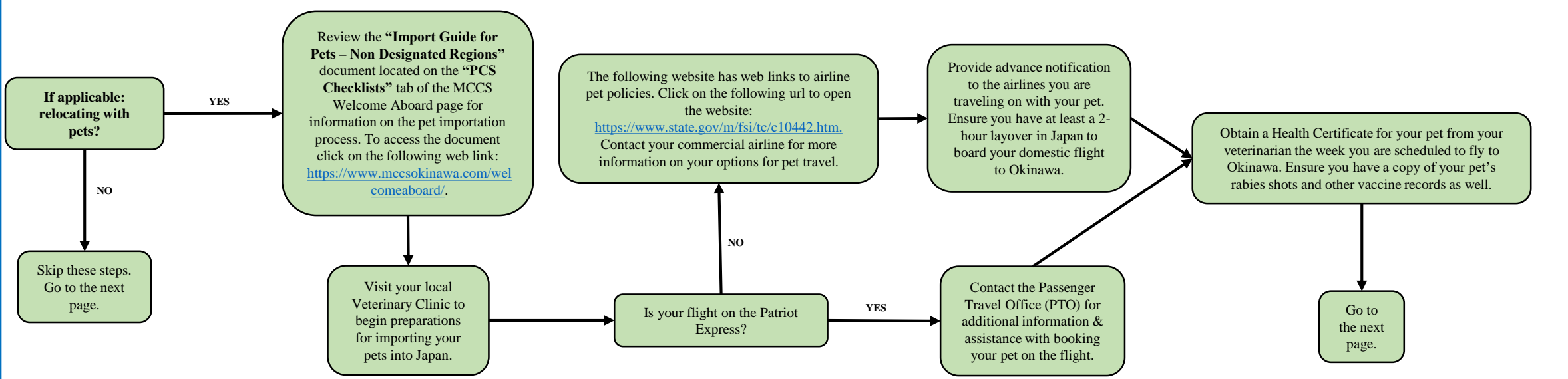
- ❖ Electronic Welcome Aboard Package
- ❖ Medical Overseas Screening
- ❖ Transfer Data Sheet (TDS) Package and Sponsorship Request Form
- ❖ Area Clearance



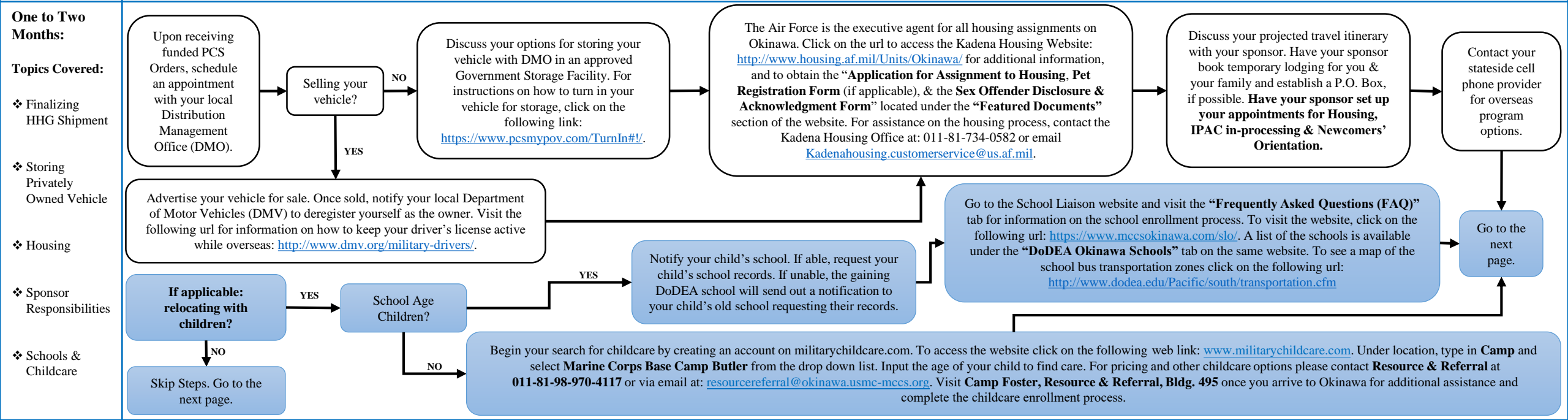
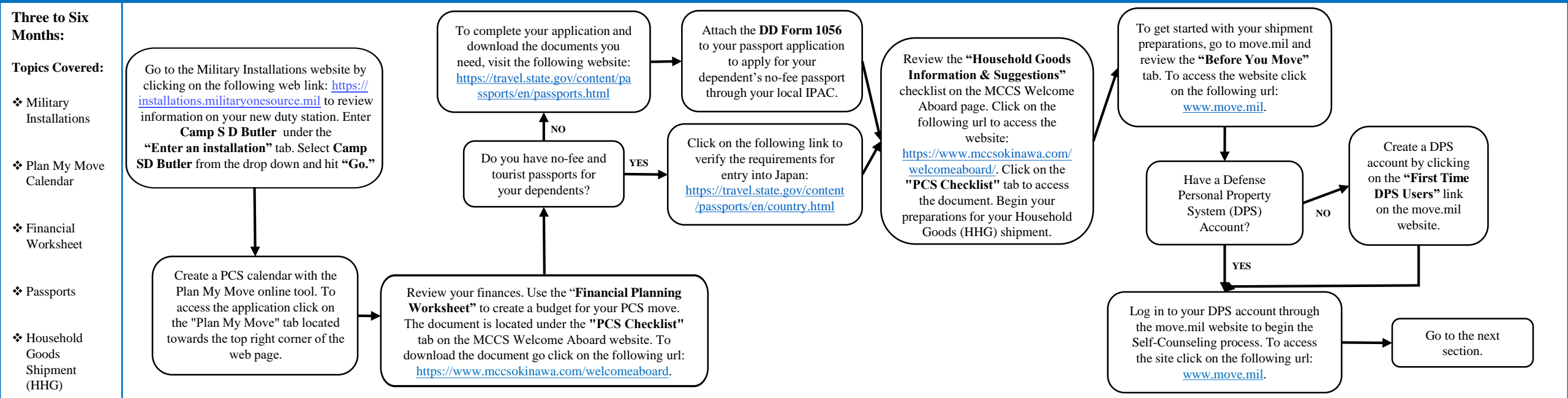
Greater than 6 Months:

Topics Covered:

- ❖ Pet Importation



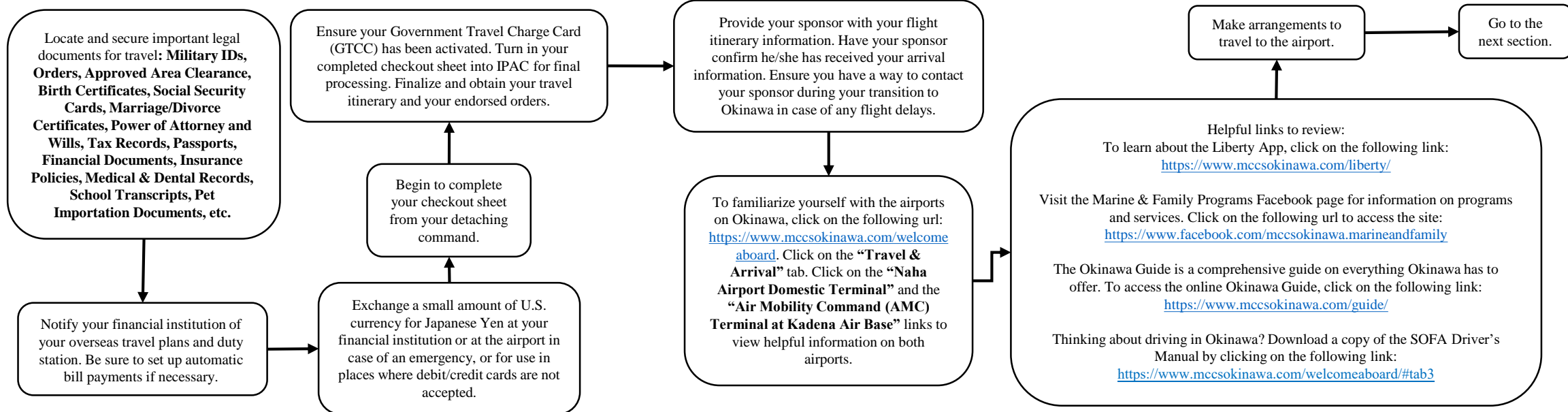
Please Note: Pets are not an entitlement. Service Members must be prepared to pay for pet travel expenses. The Society for the Prevention of Cruelty to Animals (SPCA) International and Dogs on Deployment offer grants to Service Members to assist with travel expenses. To visit the SPCA International website 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/>.



Less Than Thirty Days:

Topics Covered:

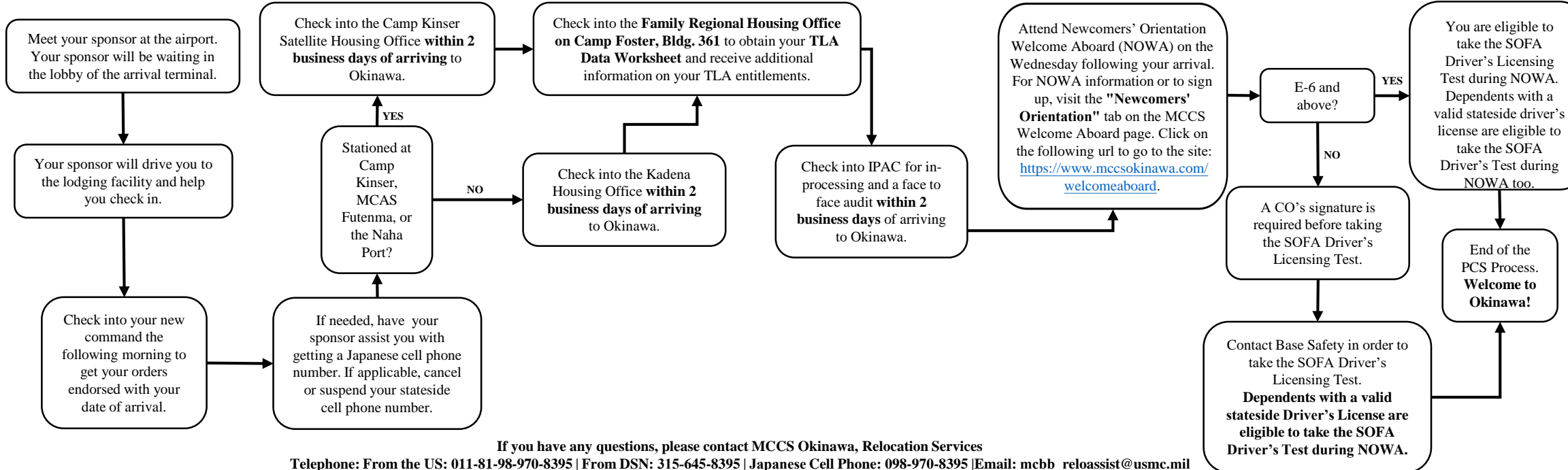
- ❖ Important Documents
- ❖ Setting Up Finances
- ❖ Checkout Process
- ❖ Sponsor Notification
- ❖ Travel and Arrival
- ❖ Helpful Links



Arrival:

Topics Covered:

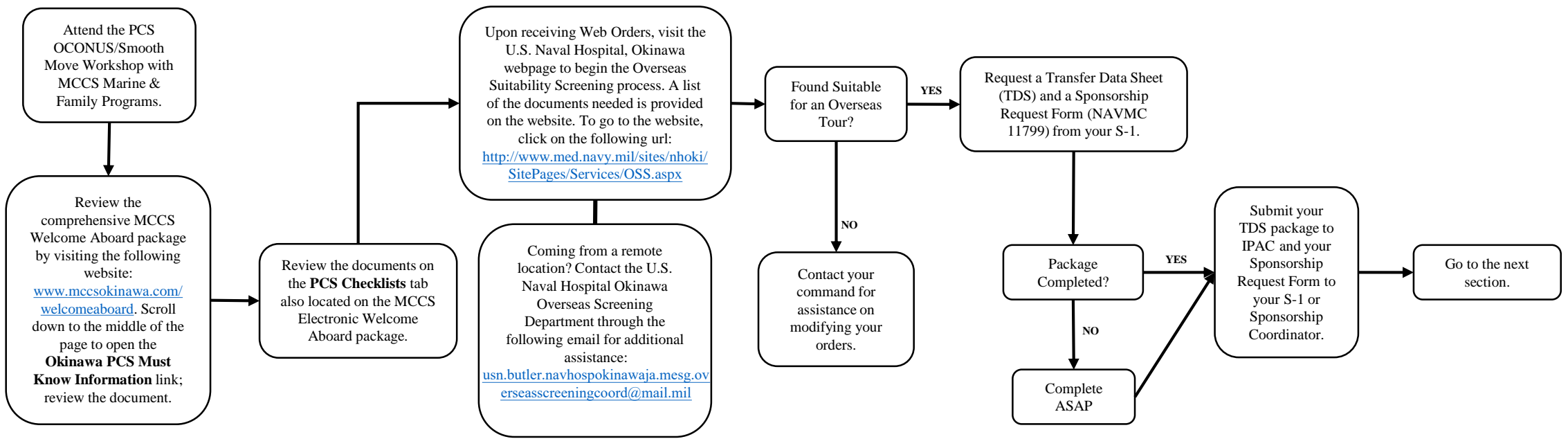
- ❖ Meeting Sponsor
- ❖ Checking into Lodging
- ❖ Checking-In with Housing
- ❖ TLA Entitlements
- ❖ Newcomers' Orientation Welcome Aboard
- ❖ SOFA Driver's License
- ❖ Check-In with IPAC



Less than Six Months:

Topics Covered:

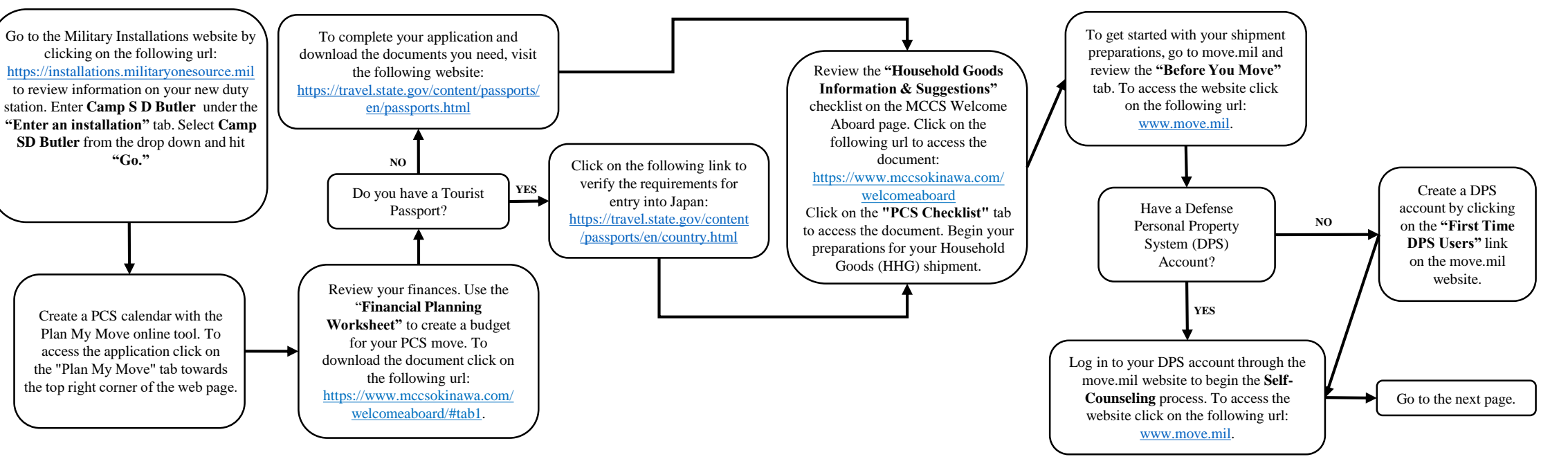
- ❖ Electronic Welcome Aboard Package
- ❖ Medical Overseas Screening
- ❖ Transfer Data Sheet (TDS) Package & Sponsorship Request Form



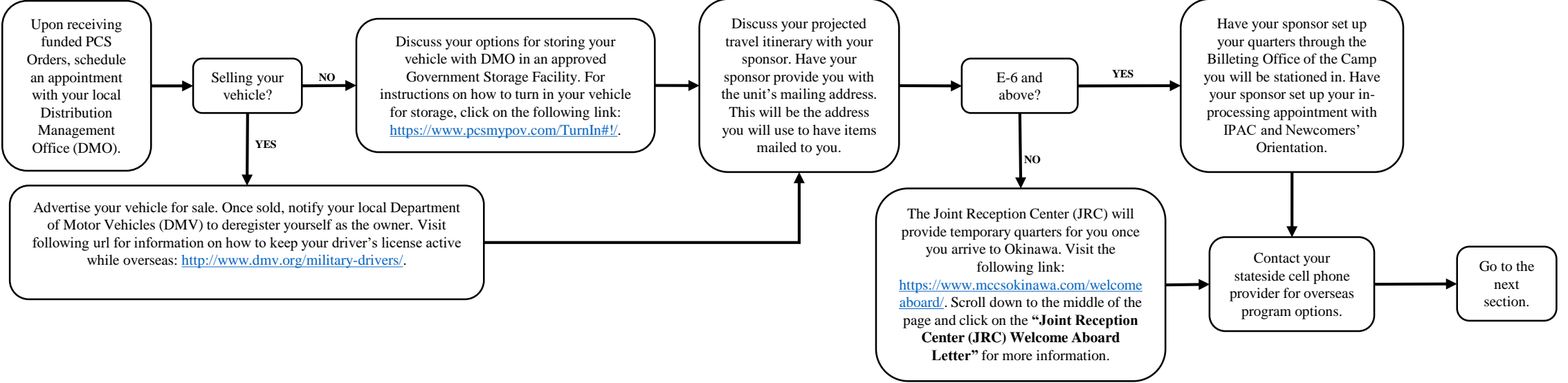
Three to Six Months:

Topics Covered:

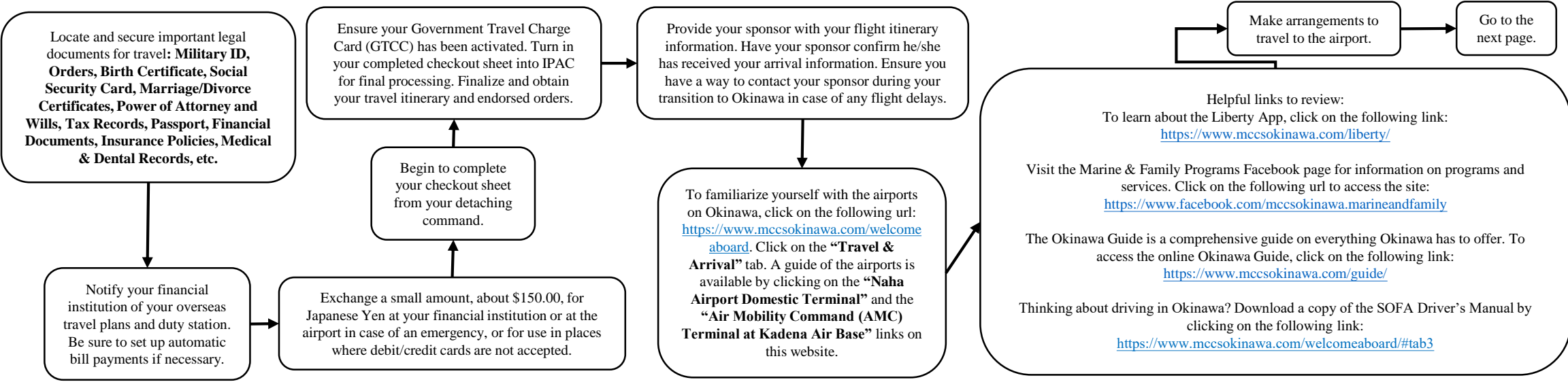
- ❖ Military Installations
- ❖ Plan My Move Calendar
- ❖ Financial Worksheet
- ❖ Passport
- ❖ Household Goods Shipment (HHG)



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



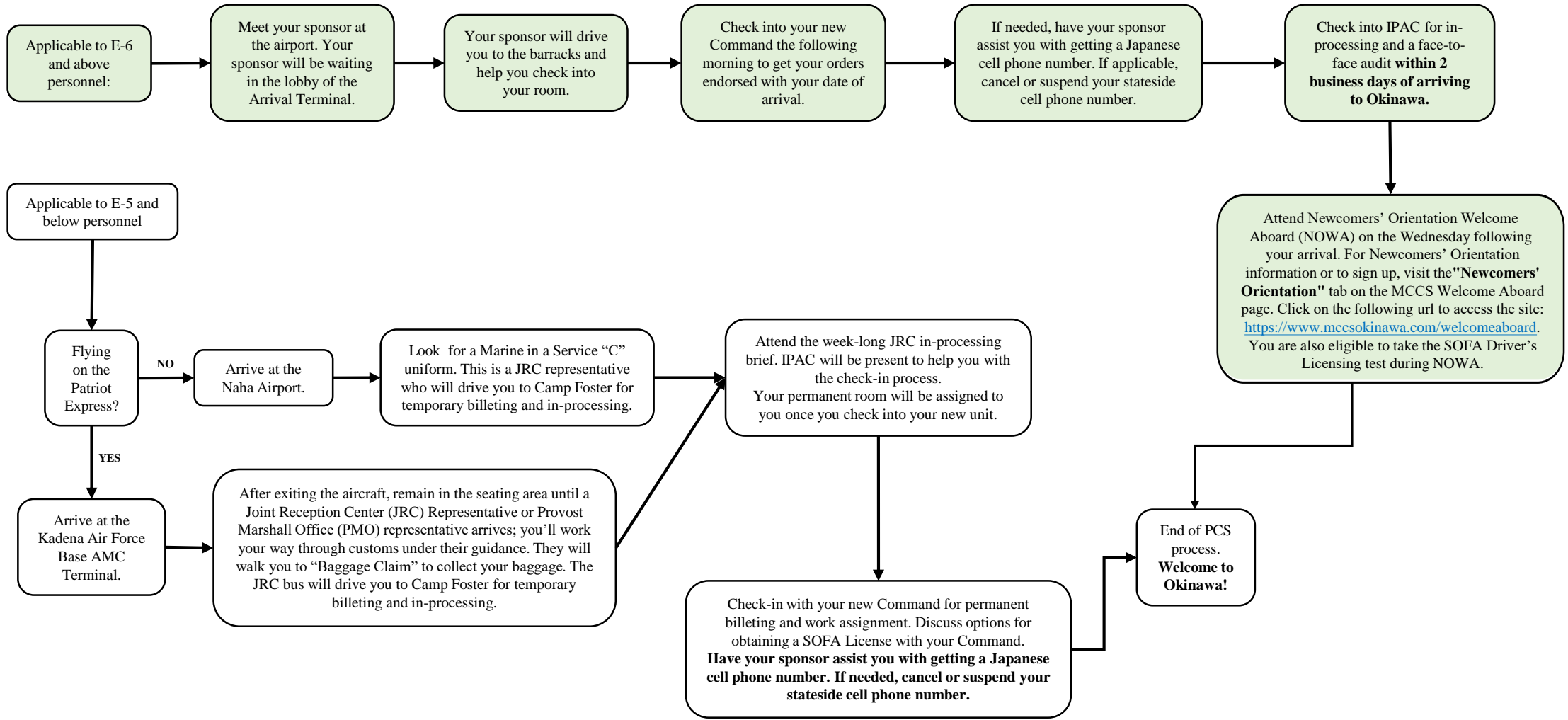
- Less than Thirty Days:**
- Topics Covered:**
- ❖ Important Documents
 - ❖ Setting Up Finances
 - ❖ Checkout Process
 - ❖ Sponsor Notification
 - ❖ Travel and Arrival
 - ❖ Helpful Links



Arrival:

Topics Covered:

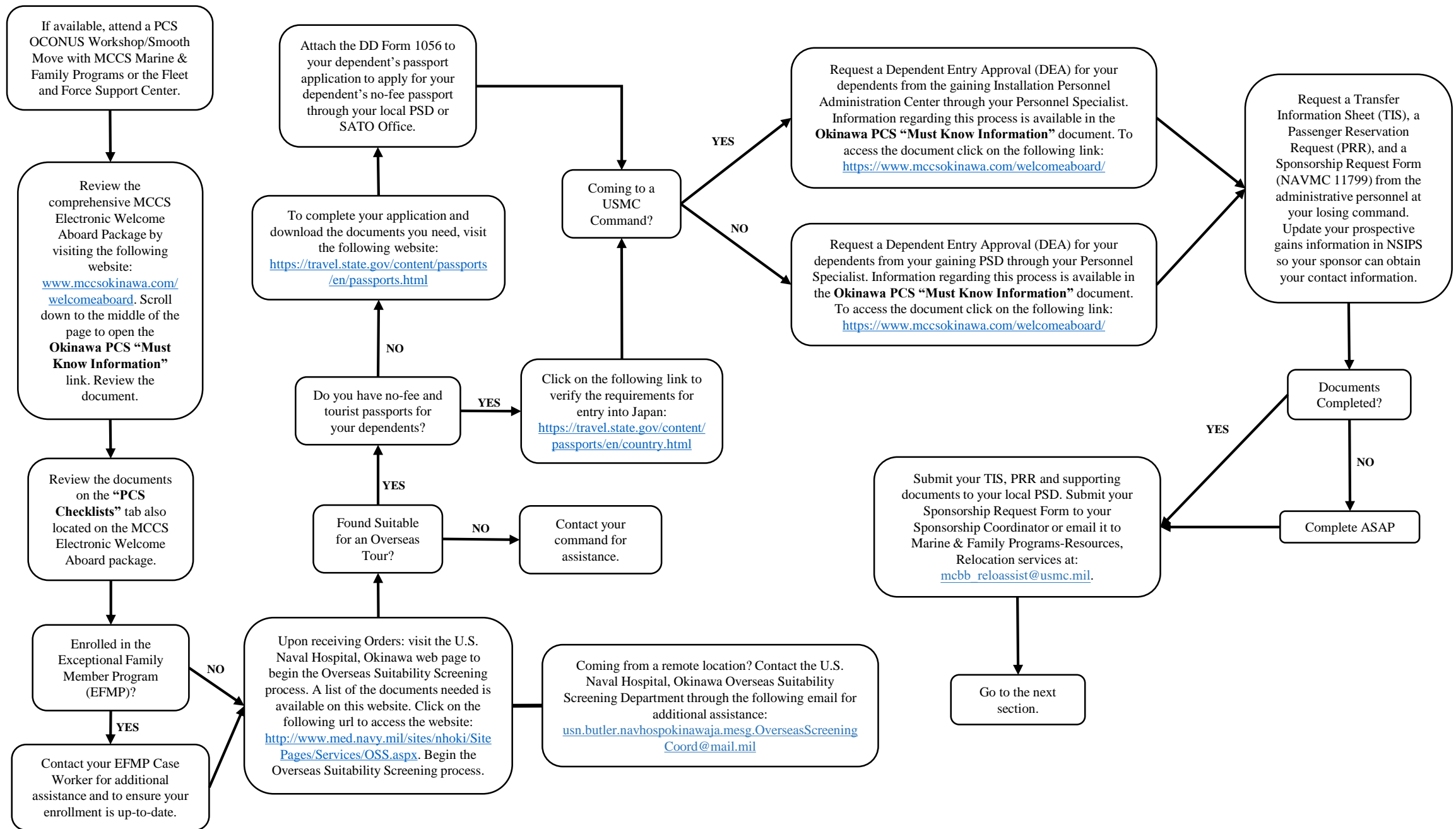
- ❖ Flying into Okinawa
- ❖ Meeting Sponsor
- ❖ Checking into Billeting or the Joint Reception Center (JRC)
- ❖ Newcomers' Orientation Welcome Aboard
- ❖ SOFA Driver's License
- ❖ Check-In with IPAC



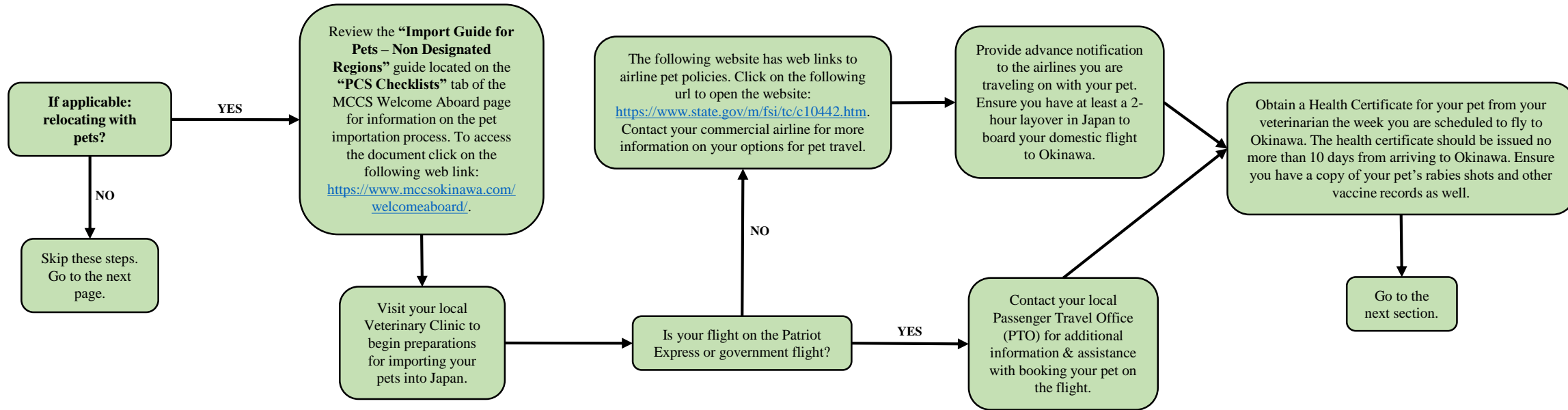
Less than Six Months:

Topics Covered:

- ❖ Electronic Welcome Aboard Package
- ❖ Exceptional Family Member Program (EFMP)
- ❖ Overseas Suitability Screening
- ❖ Passports
- ❖ Dependent Entry Approval
- ❖ Transfer Information Sheet (TIS)
- ❖ Passenger Reservation Request (PRR)
- ❖ Sponsorship Request Form



**Greater than
Six Months:**
**Topics
Covered:**

 ❖ Pet
Importation


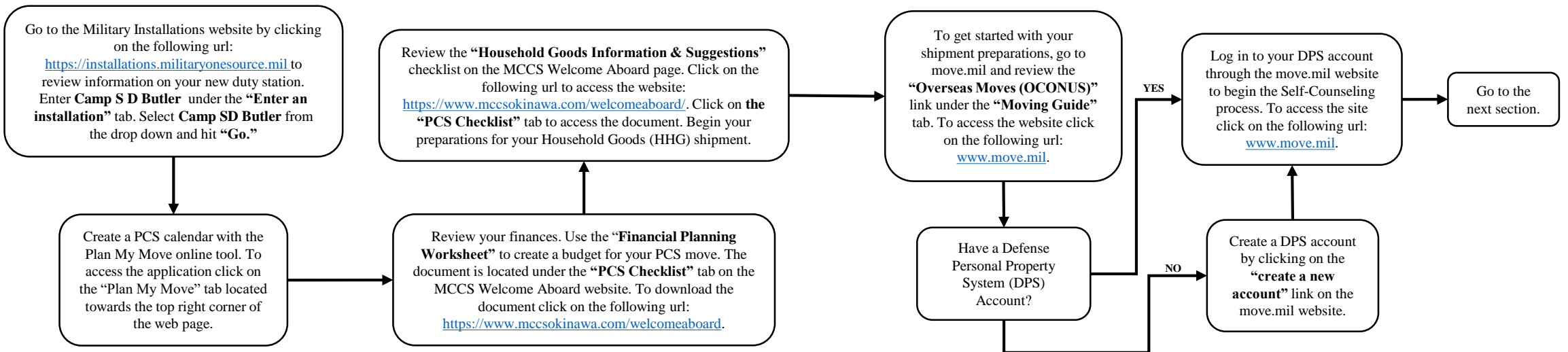
Please Note: Pets are not an entitlement. Service Members must be prepared to pay for pet travel expenses. The Society for the Prevention of Cruelty to Animals (SPCA) International and Dogs on Deployment offer grants to Service Members to assist with travel expenses. To visit the SPCA International website 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

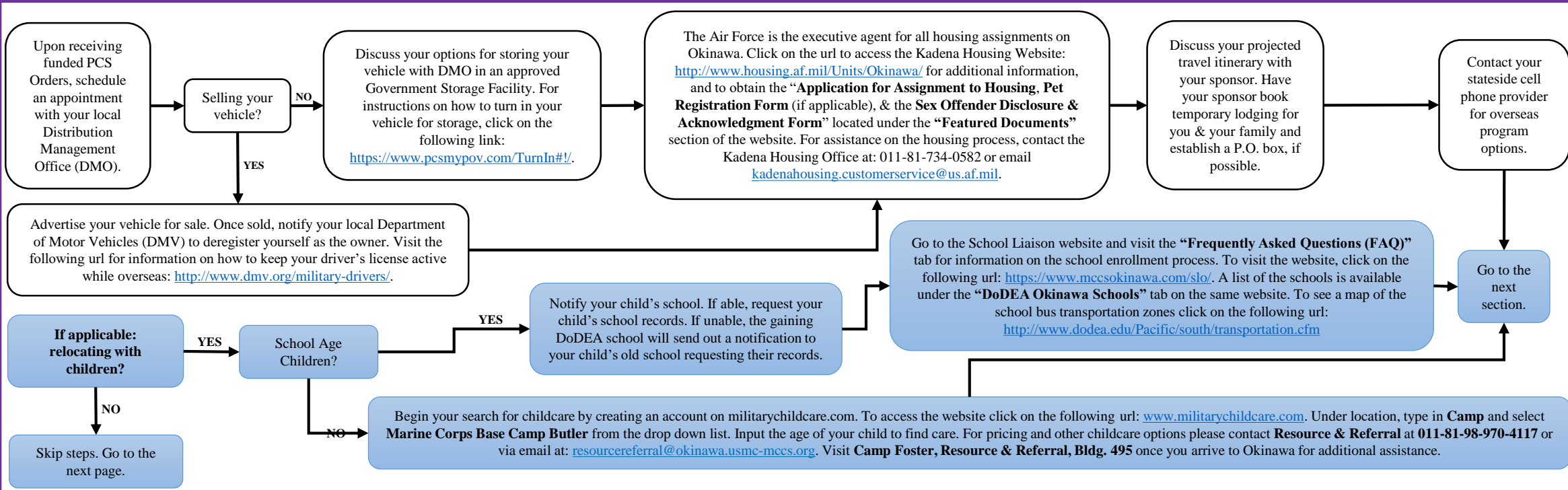
 ❖ Financial
Worksheet

 ❖ Household
Goods
Shipment
(HHG)


One to Two Months:

Topics Covered:

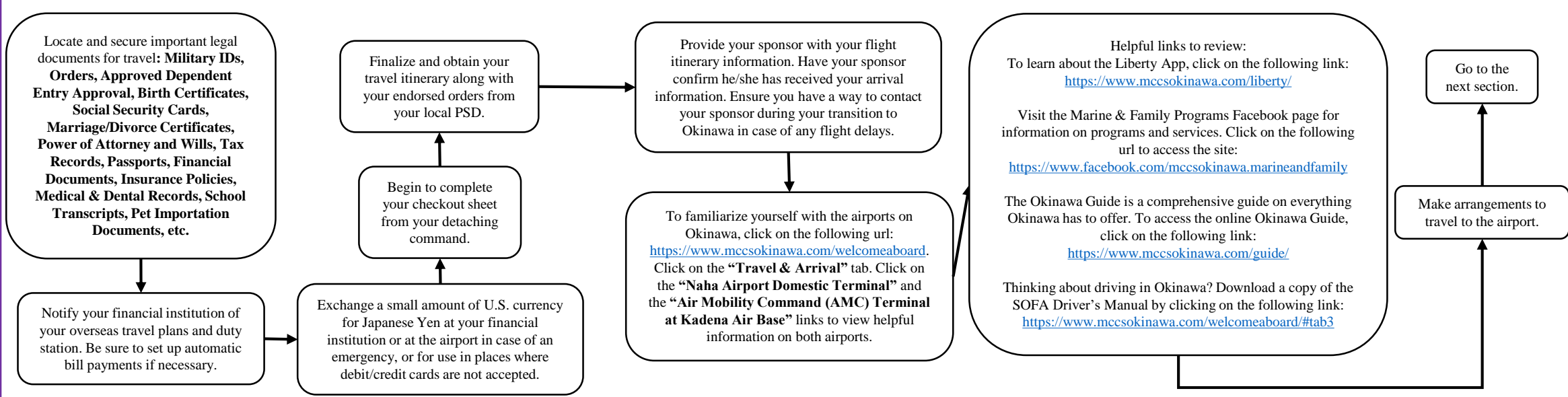
- ❖ Finalizing HHG Shipment
- ❖ Storing Privately Owned Vehicle
- ❖ Housing
- ❖ Sponsor Responsibilities
- ❖ Schools & Childcare



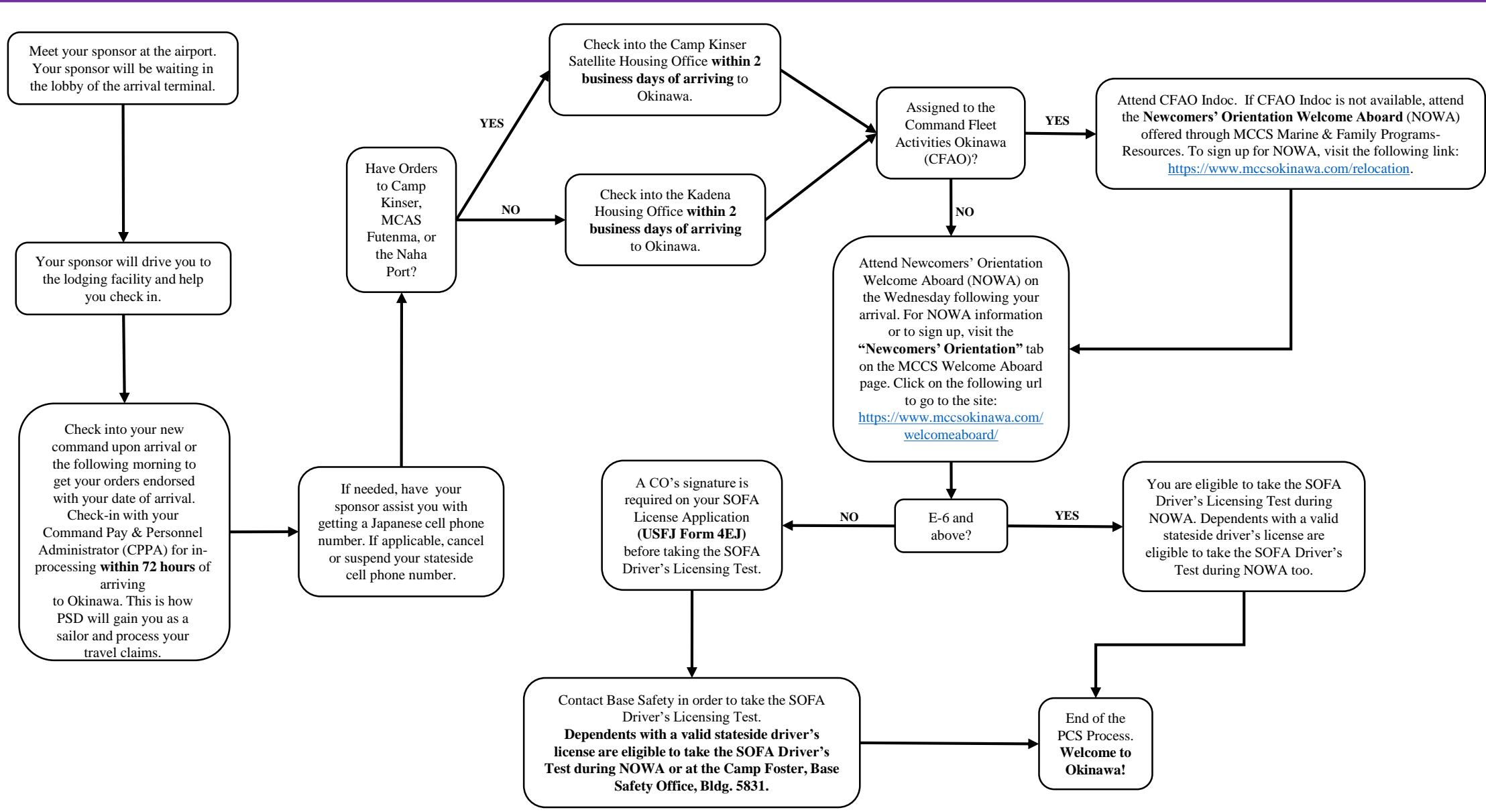
Less than Thirty Days:

Topics Covered:

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



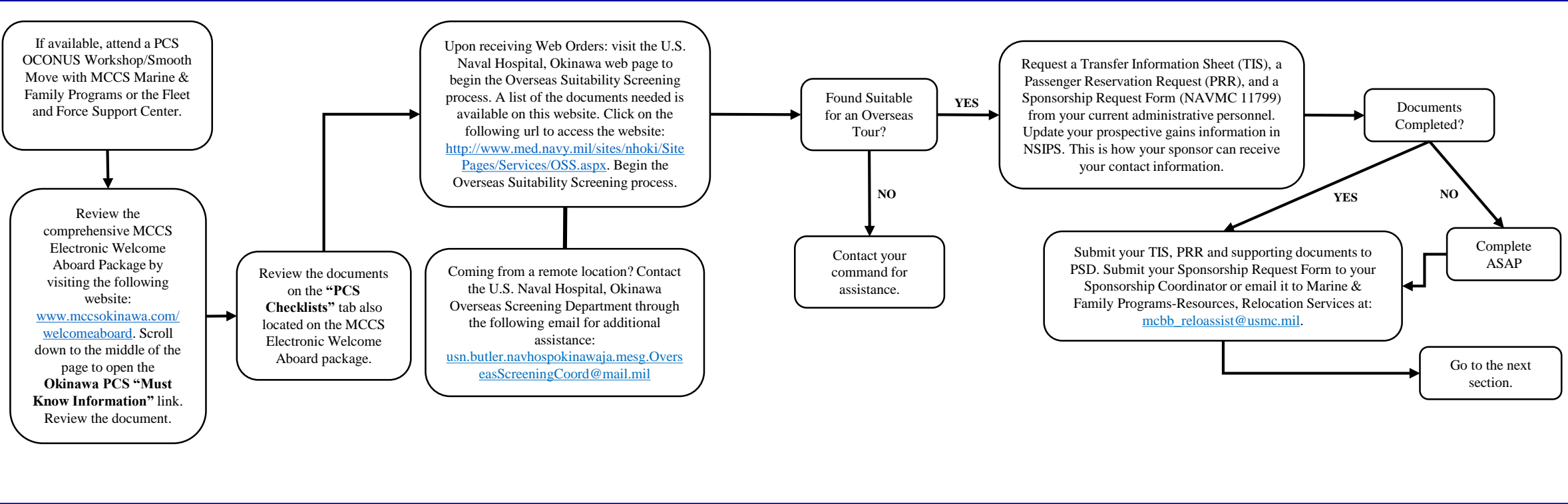
- Arrival:**
- Topics Covered:**
- ❖ Meeting Sponsor
 - ❖ Checking Into Lodging
 - ❖ Checking Into Housing
 - ❖ CFAO Indoc
 - ❖ Newcomers' Orientation
 - ❖ SOFA Driver's License
 - ❖ Check-In with CPPA



Less than Six Months:

Topics Covered:

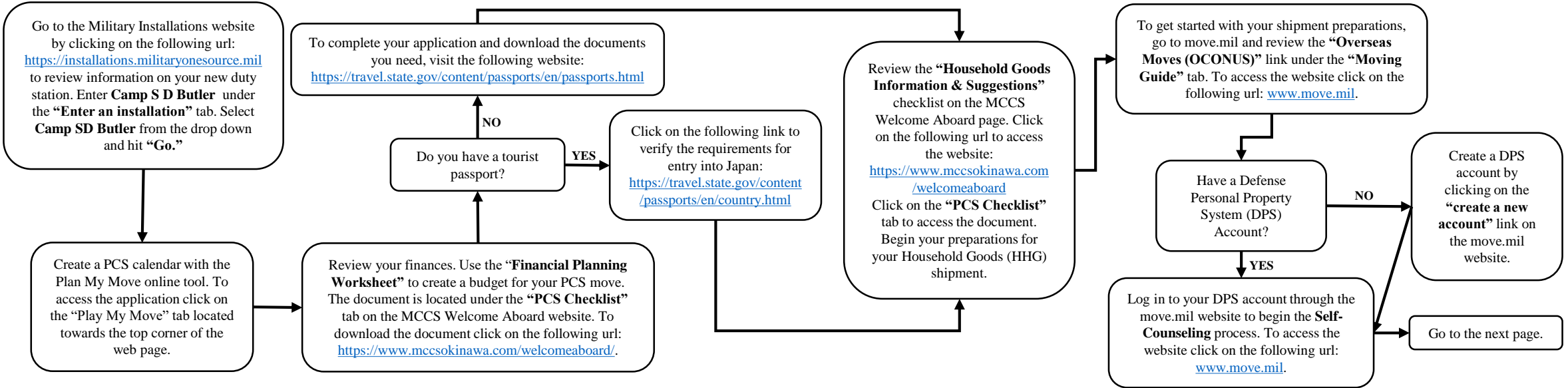
- ❖ Electronic Welcome Aboard Package
- ❖ Overseas Suitability Screening
- ❖ Passports
- ❖ Transfer Information Sheet (TIS)
- ❖ Passenger Reservation Request (PRR)
- ❖ Sponsorship Request Form



Three to Six Months:

Topics Covered:

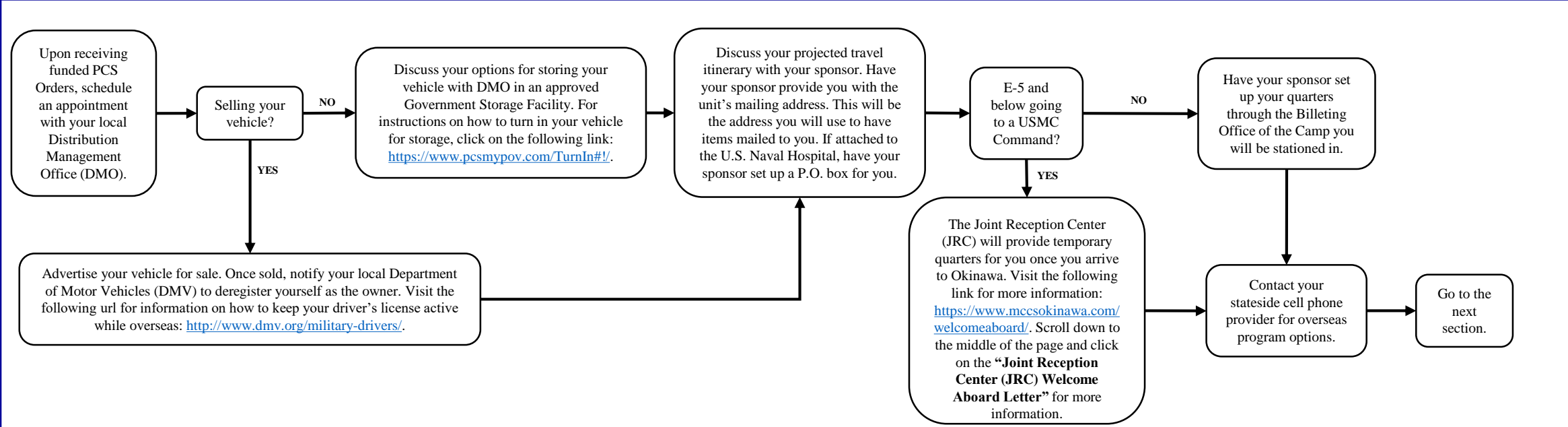
- ❖ Military Installations
- ❖ Plan My Move Calendar
- ❖ Financial Worksheet
- ❖ Passport
- ❖ Household Goods Shipment (HHG)



One to Two Months:

Topics Covered:

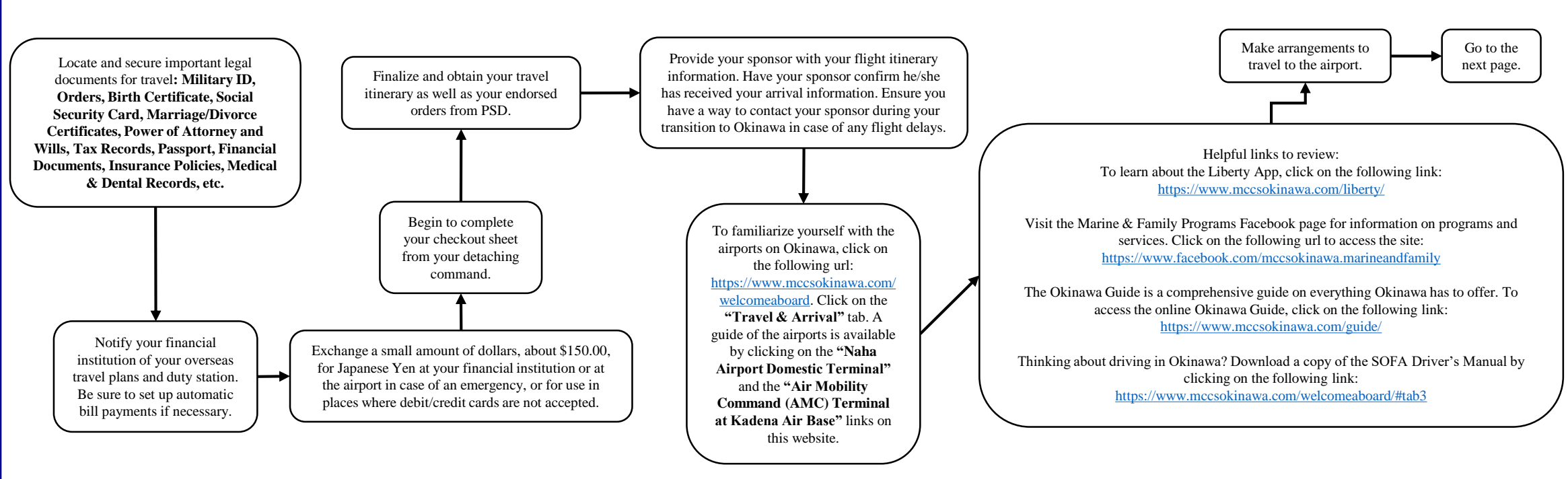
- ❖ Finalizing HHG Shipment
- ❖ Storing Privately Owned Vehicle
- ❖ Billeting Information
- ❖ The Joint Reception Center (JRC)
- ❖ Sponsor Responsibilities



Less than Thirty Days:

Topics Covered:

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



- 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 Pay & Personnel Administrator (CPPA)

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

