

**MARINE** &  
*Family*

Information,  
Referral and  
Relocation

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# Must Know Information

**Updated November 2022**

*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:

Foster DSN: 315-645-8395/7494

Courtney DSN: 315-622-7332/7739

Kinser DSN: 315-637-2815/2509

Hansen DSN: 315-623-4522/3055

Schwab DSN: 315-625-2622

Commercial: 011-81-98-970-8395/7494

Email: [mcbb\\_reloassist@usmc.mil](mailto:mcbb_reloassist@usmc.mil)

*PCSing to  
Okinawa during  
COVID-19?  
Use the PCS  
Flowchart to  
guide you  
through the  
process.*

### PCS Flowcharts for USMC and USN Personnel:

Marine & Family Programs-Resources has updated the PCS flowcharts for Accompanied and Unaccompanied USMC and USN personnel to facilitate the process of relocating to Okinawa during the COVID-19 environment. The PCS flowcharts are provided as enclosures at the end of this document and can be downloaded through the following web link: <https://www.okinawa.usmc-mccs.org/about>. Click on the "PCS Checklist" drop down 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.okinawa.usmc-mccs.org/about>

The EWAP contains helpful information pertaining to COVID-19, the Virtual Newcomers' Orientation, the housing process, BEQ/BOQ/TLA policies, a Pet Importation Booklet, PCS Checklists, and much more.

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

DSN: 315-645-8395/7494

Commercial: 011-81-98-970-8395/7494

Email: [mcbb\\_reloassist@usmc.mil](mailto: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 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 during their tour in Japan. All family members must have a passport before departing to Okinawa.

Civilians, their eligible family members, and eligible military family members on official travel must have either

- a Special Issuance Passport (SIP), Official, No-fee Regular or Diplomatic Passport
- or a Regular (blue/tourist) Passport can be used in lieu of the No-fee Regular for travel via MILAIR, contract and commercial. The traveler will not be reimbursed for the cost of the Regular (blue) Passport. The Regular (blue) Passport must have sufficient validity to cover the entire travel period. Upon receipt of the SIP, traveler must hold it for the duration of tour.

*Military personnel, Government Civilians, and command-sponsored dependents on PCS orders to OCONUS locations who require a Special issuance passport (no-fee) per the foreign clearance guide will submit their passport applications to a local DoD passport acceptance facility immediately upon receipt of orders. If a visa is required, the passport application will be submitted no earlier than 120 days and no later than 80 days prior to departure date. Acceptance facilities will enforce submission time frames. Failure to do so may result in command-sponsored dependents traveling separately from their sponsor. Foreign clearance guide can be found at: <https://www.fcg.pentagon.mil/fcg.cfm>*

*Please visit the following website to stay up-to-date with important notices regarding Special Issuance, Official, and No-Fee Passports: <https://passportmatters.army.mil/Default.aspx>*

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):**

- Proof of U.S. Citizenship (Original Birth Certificate or Original Naturalization Certificate).
- DS-11 Form (must be typed and printed from the [www.travel.state.gov](http://www.travel.state.gov)). Handwritten applications will not be accepted.
- One 2"x2" recent color passport photo taken within the last 6 months.
- DD Form 1056
- Copy of the Service Member's PCS Orders and Area Clearance/Dependent Entry Approval (DEA).
- Front and back copy of ID card (valid stateside driver's license, state ID, or military ID) on the same page.

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

**No-Fee Passport  
has expired?  
Renew it to avoid  
delays in travel.**

### For Renewals:

- Use the DS-82 Form. Visit [www.travel.state.gov](http://www.travel.state.gov) to obtain the forms.
- Current/expired passport.
- One 2"x2" recent color passport photo taken within the last 6 months.
- Copy of the Service Member's PCS Orders and Area Clearance/Dependent Entry Approval (DEA)
- Front and Back copy of ID card (valid stateside driver's license, state ID, or military ID) on the same page.

### Requirements for under 16 years old (Initial/renewal):

- Use the DS-11 Form (must be typed and printed from the online website). Handwritten applications may not be accepted. Visit, [www.travel.state.gov](http://www.travel.state.gov) to obtain the forms you need.
- One 2"x2" recent color passport photo 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.

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.

**Need a No-  
Fee Passport  
for your  
child?**

No-Fee passports are not to be used for leisure travel when visiting other countries. No-Fee passports are intended for official business only.

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 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.

**Non-US Citizens:** *Passport and visa requirements may vary for non-US citizens and for dual nationals traveling on non-US passports. Such travelers should check with the nearest Japanese embassy or consulate or the Japanese Ministry of Justice to determine what credentials are required for entry. Eligible Family Members of DoD Military or DoD Civilian personnel covered by the SOFA must have a valid passport from their country of citizenship.*

### Re-Entry Stamps:

After the completion of your ROM (if required), 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, Marine Corps Service Members must begin the Overseas Suitability Screening (OSS) initiate immediately upon receiving PCS orders. The OSS is also required for ALL family member(s) accompanying their Service Member on orders to Okinawa. Navy Service Members must begin the OSS process within 30 days of receiving PCS orders. Navy 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 (MTF) 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** and a **DD 2792** and/or DD 2792-1 if indicated and applicable.

To locate the responsible Medical Treatment Facility for OSS purposes, please refer to the MEDCOG BUMEDINST 1300.2B to ensure that the appropriate signatures are obtained.

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](mailto:usn.butler.navhospokinawaja.mesg.overseasscreeningcoord@mail.mil)

Website: <https://okinawa.tricare.mil/Patient-Resources/Overseas-Screening-OSS>

*Coming from a recruiting, I&I Duty Station or Marine Detachment?*

*Submit your OSS documents to the Okinawa Overseas Screening Committee via the email provided.*



Once the family members complete the OSS process and are 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. 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.

To be granted an Area Clearance/DEA for dependents, the Service Member must complete a Report of Suitability for Overseas Assignment NAVPERS 1300/16 Rev11-09 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, dependents over the age of 16 is required to take the JKO Anti-terrorism training at: <https://jkodirect.jten.mil/Atlas2/page/login/Login.jsf>.

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

**Per NAVADMIN 04218, Navy personnel E-3 are authorized accompanied orders for overseas tours where dependents are allowed.**

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 (continued on next page):



CG G ONE MCB CAMP BUTLER JA  
CG MCIPAC G ONE  
CG IPAC 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: 315-645-4317 | Comm.: 011-81-98-970-8512  
Email: [AREACLEARANCEIPACOKINAWA@USMC.MIL](mailto: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):

During a scheduled medical appointment for suitability screening, MTF staff members are required to identify family members with special medical, dental and/or educational needs. Medical providers must complete the DD Form 2792, Family Member Medical Summary, and refer to the EFMP coordinator immediately to initiate EFMP enrollment. A DD Form 2792-1, Special Education/Early Intervention Summary, must be completed for children receiving early intervention or special education services.

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.

*In the event the Automated Message Handling System (AMHS) server is down, please submit your Area Clearance requests via encrypted email to: [areaclearanceipacokinawa@usmc.mil](mailto:areaclearanceipacokinawa@usmc.mil)*

*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. 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.: 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](mailto:kadenahousing.customerservice@us.af.mil).
- Carry a copy of the EFM's current IEP/IFSP or 504 plan for any children receiving specialized services in school.
- After the completion of your ROM (if required), check-in with the EFMP representative at 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 web page at: [www.okinawa.usmc-mccs.org/marine-family-support/marine-family-life/exceptional-family-member-program](http://www.okinawa.usmc-mccs.org/marine-family-support/marine-family-life/exceptional-family-member-program)

#### Okinawa EFMP Team

DSN: 315-645-9237 | Comm.: 011-81-98-970-9237

Email: [efmp@okinawa.usmc-mccs.org](mailto:efmp@okinawa.usmc-mccs.org)

For more information on Japan's pet importation regulations, please visit the MCCS Okinawa Electronic Welcome Aboard page or refer to "Pet Information" section below.

## Pet Information

### Pet Importation Process:

The process of bringing 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 the order below 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 (Rabies)
- Fluorescent Antibody Virus Neutralization (FAVN) rabies blood test
- 180-day Quarantine
- Advance Notification (Commercial Flights)
- Health Certificate

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 - Designated and Non-Designated Region <https://www.okinawa.usmc-mccs.org/about>.

Japan Animal Quarantine Service website:  
<http://www.maff.go.jp/aqs/languages/info.html>

Animal and Plant Health Inspection Service U.S. Department of Agriculture:  
<https://www.aphis.usda.gov/aphis/pet-travel>

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

### Flying with Pets:

Sponsors must be notified if pets are traveling with the member, due to potential changes in housing requirements and YTL

Using commercial cargo for pet travel is a personal option, and in many cases the cost can range from \$2,500 to \$7,000. The Navy-Marine Corps Relief Society now offers assistance with pet travel associated with permanent change of station orders to or from an overseas base (up to \$5,500 in an interest free loan.) Additionally, members are eligible for reimbursement of up to \$550 for costs to kennel their animals; itemized receipts will be required when submitting a travel claim.

AMC flights will take pets and cages weighing up to a **total of 150 lbs.** Spaces for pets, however, are limited on AMC. Personnel with orders to Japan must immediately reserve AMC-PE seats by contacting their local Distribution Management Passenger Travel Office (PTO) or another service's Installation Transportation Office (ITO) when not aboard a Marine Corps Installation. Navy Personnel are encouraged to contact their CPPA or local Scheduled Air Transportation Office (SATO) to secure an AMC-PE spot for their pet.

Please note that pet spots on flights are dependent on the aircraft capacity; they are limited and are first come first serve. Therefore, the requirement to transport pets must be relayed to PTO or SATO as soon as possible.

For additional information or assistance, please contact PTO:

DSN: (315) 645-3899/3946  
Comm.: 011-81-98-970-3899/3946  
Email: [mcbbutlerptofofoster@usmc.mil](mailto:mcbbutlerptofofoster@usmc.mil)



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

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

*Pet-friendly homes may be limited due to renovations.*

## 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). 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 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 COVID-19 travel restrictions and 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 Military Family Housing Office with further questions at DSN: 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](mailto:kadenahousing.customerservice@us.af.mil)

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## Restriction of Movement (ROM)

*When entering Japan, Restriction of Movement is determined by vaccination status and entry testing.*

*Please see the most up to date MCIPAC-MCBBBul 1610 Okinawa COVID-19 In-Stride Guidance for detailed definitions and further guidance.*

## Restriction of Movement (ROM)

When entering Japan, travelers who are fully vaccinated and have received at least one COVID-19 booster are not required to conduct a PCR test (within 72 hours prior to departure or at airport of departure) or test upon arrival. Travelers who are not fully vaccinated or have not received at least one booster are still required to receive a negative molecular test (PCR, LAMP, TMA, NEAR) within 72 hours of their flight.

Travelers who did not receive a molecular test within 72 hours are required to conduct a rapid COVID-19 test upon arrival to Japan. Children 6 and under may assume the vaccination status of their least vaccinated parent/guardian present during travel. For example, if a family of three (two parents and 6 year old) are traveling to Japan, and both parents have received at least one COVID-19 booster vaccination, an unvaccinated 6 year old does not need a pre-travel or arrival test (MCIPAC-MCBBBul 1610 - 07 October 2022).

Exiting domicile for animal welfare is authorized during ROM. Due to ROM guidance, access to retail locations both on and off-base may be prohibited. As a result, travelers must ensure that they will have access to required medications, unique dietary supplements, and other personal necessities during their ROM period.

Category:	Designated ROM Location:
E-5 and Below Unaccompanied Personnel	Designated barracks
E-6 and Above Unaccompanied Personnel	Permanent BEQ/BOQ
Accompanied Personnel	<ul style="list-style-type: none"><li>• Permanent Military Family Housing<ul style="list-style-type: none"><li>• Port-to-Final Residence</li></ul></li><li>• Designated TLFs</li><li>• Contingency Housing</li></ul>

In order to support families during this ROM time period (if required), the assigned sponsor will be expected to play an active role. Your sponsor will assist you in securing ROM accommodations prior to your arrival, as well as assist you with the check-in process. In addition, sponsors will obtain assist in obtaining essential items such as cookware, groceries and other required household items for families residing in permanent quarters. Incoming personnel are recommended to travel with sufficient cash and/or commissary and exchange gift cards to defray subsistence costs.

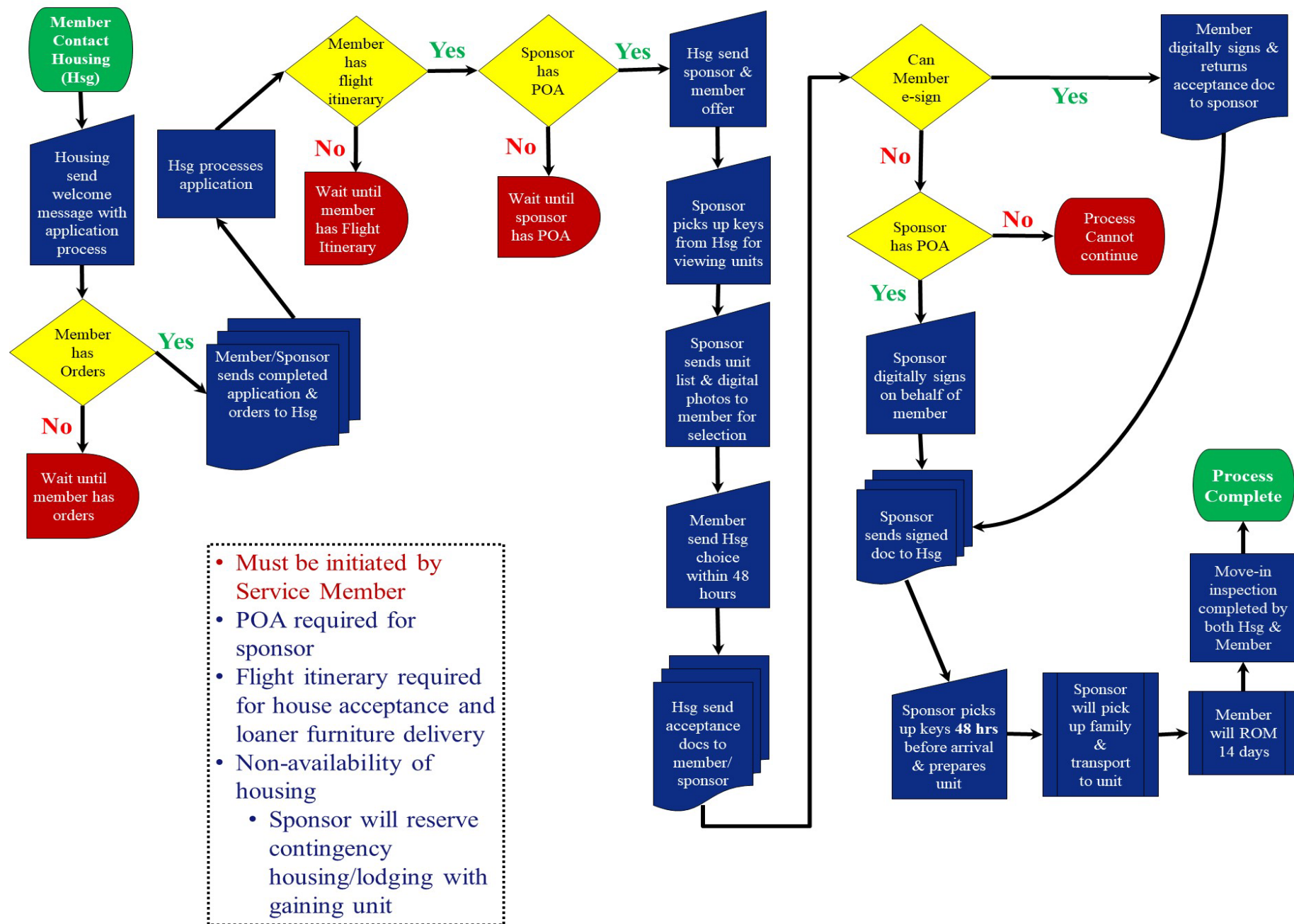
### Port-to-Final Residence

Approximately 20% of arriving accompanied members, and all families arriving with pets will go directly to on-base permanently assigned family housing as occupancy levels allow. Immediately upon receipt of orders, accompanied Marines reporting to Okinawa are directed to apply for family type housing through the Port-to-Final Residence Program by submitting an advance housing application, DD Form 1746, to the Kadena Military Family Housing Office via email at:

[kadenahousing.customerservice@us.af.mil](mailto:kadenahousing.customerservice@us.af.mil). Your sponsor can also assist you in submitting the advance housing application. The following Port-to-Final Residence flowchart is provided in an effort to guide you through the process.

*Families arriving with pets should secure family housing as pet-friendly rooms in designated TLF are extremely limited.*





***For more information the PCS Taskforce can be contacted at 645-4523 or at TASKFORCEPCS@USMC.MIL***

***Service Members must check-in to the Kadena Housing Office within one business day after they have access to on base facilities and without violating their ROM agreement.***

***USMC personnel must check-in with the Regional Housing Office on Camp Foster to obtain their TLA validation.***

## Contingency Housing

Members not able to ROM (if required) in permanent quarters or in designated TLF can conduct ROM in contingency housing. For more information on contingency housing, please contact Kadena Family Housing at [kadenahousing.customerservice@us.af.mil](mailto:kadenahousing.customerservice@us.af.mil) or DSN (315) 634-0582/83.

USMC personnel should contact IPAC to see how a ROM period will affect their entitlements. Navy personnel are encouraged to contact their CPPA or PSD to see how the ROM period will affect their entitlements. For more information, the PCS Taskforce can be contacted at 645-4523 or at TASKFORCEPCS@USMC.MIL.

## ROM Quarters for Unaccompanied Personnel

Marines E-5 or below will either be placed in ROM (if required) through the Reception and Orientation (R&O) barracks or in their unit's designated barracks. Staff Non-commissioned Officers and Officers will be assigned to an appropriate designated ROM BOQ/BEQ facility. If no space is available in the identified quarters, members will be authorized to reside upon one of the designated ROM Temporary Lodging Facilities (TLF). In addition, Navy personnel will conduct ROM in their unit's designated barracks.

## Temporary Lodging Facility (TLF)

For Service Members who are not eligible for advanced housing or if on-base quarters are not available upon arrival, ensure TLF reservations are booked. The Doubletree, located in American Village and on-base lodging facilities on Marine Corps installations are the designated government TLFs for incoming families who need to conduct ROM. Please make sure that reservations are secured 30 days prior to arrival.

Reservations can be made through Inns of the Corps Camp Foster via DSN at: 645-2455 or via email at: [fosterlodge@okinawa.usmc-mccs.org](mailto:fosterlodge@okinawa.usmc-mccs.org). Inns of the Corps will respond within 48 hours of the email request. Copies of the Service Member's Orders and Area Clearance/DEA are required upon check-in.

With the exception of Service Animals and the Inns of the Corps Camp Hansen (DSN: 623-4511 Email: [hansenlodge@okinawa.usmc-mccs.org](mailto:hansenlodge@okinawa.usmc-mccs.org)), there are NO PETS (dogs or cats) ALLOWED in any of the designated Marine Corps temporary lodging facilities. Therefore, it is highly recommended for families with pets to plan accordingly. Please, note that although the Shogun Inn (located on Kadena Air Base) offers pet-friendly rooms, due to limited availability of rooms to conduct ROM, it may have specific check-in requirements in place for newly-arriving personnel. Contact Shogun Inn well in advance to get the latest updates (718FSS.Kadena.LodgingReservations@us.af.mil, DSN 632-1010, commercial 011-81-98-962-1010).



## Military Housing

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**Military Family Housing (MFH) for Accompanied Personnel** *Please keep in mind that 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.

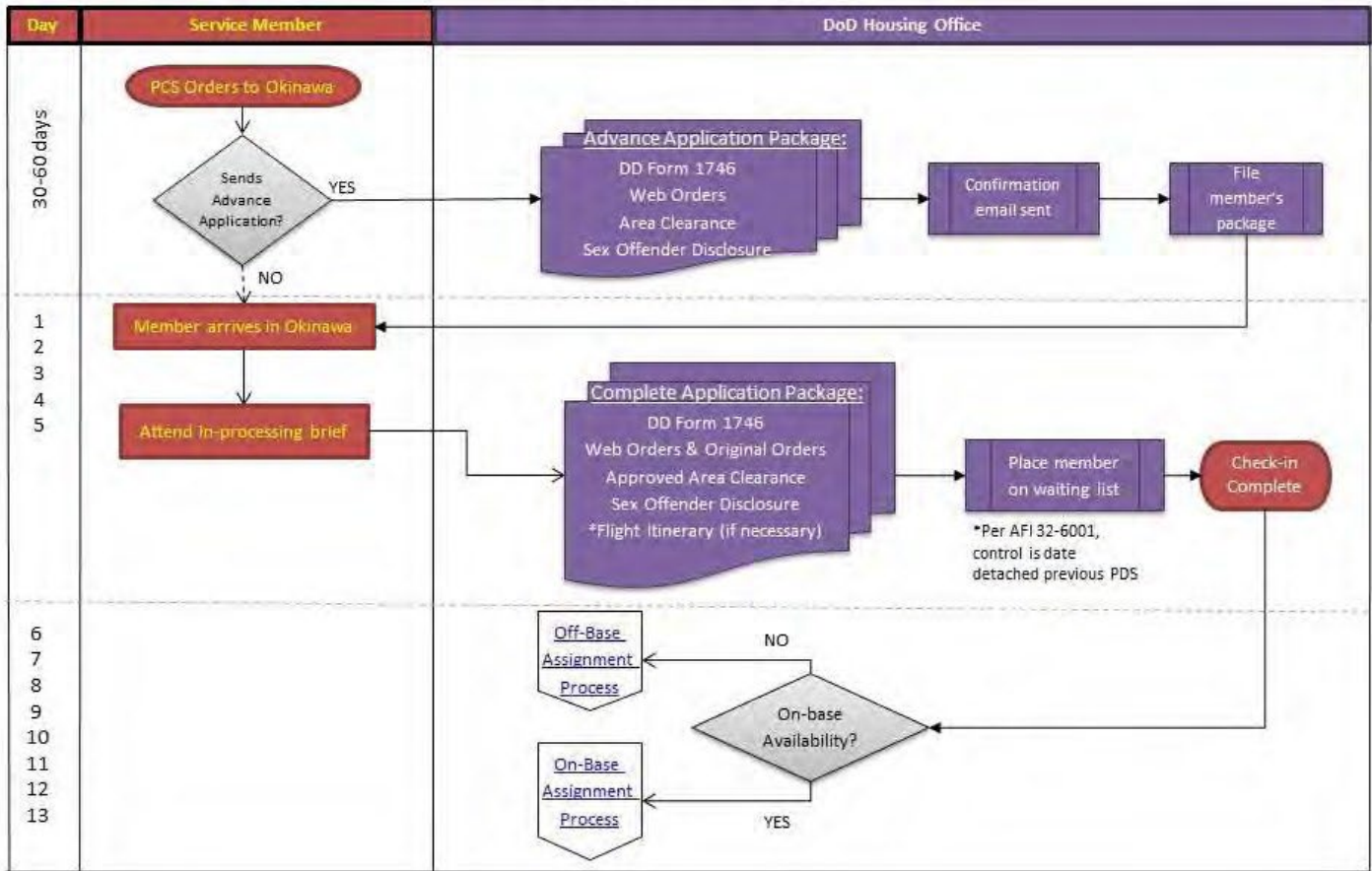
Service Members must report to the Kadena Housing Office within one business day after they have access to on base facilities to receive an in- processing housing brief, be placed on the waitlist, and receive additional information on their housing assignment. In the event, you are unable to complete the housing process prior to arrival, ensure you have your 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 may result in a loss of Temporary Lodging Allowance (IIIMEF/MCIPAC-MCBBO 722.1A). This visit is necessary to receive counseling and guidance before entering into any written lease or rental contract for housing. Accompanied USMC personnel are also required to check-in with the Regional Housing Office on Camp Foster, Bldg. 361, within 5 days following the completion of ROM (if required), to verify their eligibility for TLA, pick up their TLA Data Sheet and receive additional guidance on how to obtain their TLA entitlements.

***Navy Personnel should contact their gaining CPPA/PSD to clarify how this policy affects them, especially if they are reporting to a Marine Corps command.***

In the event you do not go into your permanent housing assignment upon arrival, the flowchart on the following page provides a visual representation of the housing check-in process.

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



**Mandatory Bachelor Quarters Policy:**

The MCIPAC-MCB Butler Bulletin 11101, signed 12 May 2022, states that bachelor and unaccompanied enlisted military Service Members in **pay grades E-5 and below** 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.

Per MCIPAC-MCBBBul 11101 (12 May 2022), unaccompanied E6 and above may elect to reside off-base at any time with command approval. Unaccompanied E-6 and above that desire to live off-base will provide a letter endorsed by their unit command to MCBB housing and Billeting Branch for endorsement and then Kadena Housing will assist them in locating adequate off-base accommodation.

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.okinawa.usmc-mccs.org/about>

**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 Policy 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](mailto:kadenahousing.customerservice@us.af.mil).

## Household Goods (HHG) Weight Allowances

The following are the administrative weight allowances for Okinawa:

*Not sure what to bring?*

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

- All accompanied Marine and Sailors (including Sailors attached to a Marine Corps unit) are allowed to bring their full JTR weight allowance.
- Unaccompanied USMC Service Members and Sailors attached to a USMC unit are authorized to bring 600 lbs. of unaccompanied baggage.
- Sailors assigned to a Navy Command such as the U.S. Naval Hospital, Okinawa or CFAO are allowed to bring their full JTR weight allowance.

Location	USMC Accompanied	USMC Unaccompanied	USN attached to USMC Unit	USN attached to USN Unit
Okinawa	Full JTR Weight Allowance	600 lbs.	Same weight allowances as USMC members	Full JTR Weight Allowance

Please keep the following in mind when shipping your household goods:

- Once you have been found suitable for your overseas tour, please begin the process of setting up your shipment of household goods by visiting <https://www.militaryonesource.mil/moving-housing/moving/moving-personal-property/> to create/update your DPS account.
- Funded Orders and a copy of your Area Clearance or Dependent Entry Approval may be required to finalize your shipment of Household Goods with DMO/TMO.
- When deciding what to bring, take note of the items you will need during ROM. **Please keep in mind that the housing and billeting units in Okinawa are smaller than those in the states. Some larger furniture may not fit.** Prior to your packing, take a look at the Household Goods Suggestions checklist for suggestions on what to pack in your express, household goods shipment, and on your person available under the "PCS Checklist" tab on the MCCS Welcome Aboard page: <https://www.okinawa.usmc-mccs.org/about>
- For questions or concerns from Marines not located near a USMC Installation, contact 855-444-6683 or email USMCPERSONALPROPERTY@USMC.MIL.

*Getting ready to ship your household goods?*

*Visit*

*[www.militaryonesource.mil/moving-housing/moving](https://www.militaryonesource.mil/moving-housing/moving)*

*60-90 days before departure to begin the self-counseling process on DPS.*

Furnishings:

- **Accompanied Marines and Sailors attached to USMC units:**  
Eligible to borrow temporary government furniture for a maximum of 90 days after arriving on Okinawa. 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:**  
Also 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.** Service Members are encouraged to bring smaller items or appliances within their 600 lbs. weight limit. 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:

Japan has very strict laws regarding firearms, ammunition, and other dangerous instruments (such as knives). Violations are taken very seriously.

SOFA-status personnel are **PROHIBITED** to possess shotguns, automatic firearms, silencing devices, explosives and pyrotechnics, handguns, slingshots/wrist rockets, nunchakus, sai, tonfa, replica handguns, rifles, or air pellet guns. See III MEF/MCIPAC-MCBBO 5500.1A regarding possession, use, registration, sale, storage, and destruction of weapons and dangerous instruments.

Swords authorized as U.S. military uniform items may be imported and/or exported when the individual produces documentation of their assignment to Japan, the uniform sword must be listed on the owner's travel orders. Hunting and sporting firearms must have **Commander's pre-approval** and required paperwork from PMO Customs prior to importation or procurement. DMO will not ship firearms.

All individuals coming to Okinawa should thoroughly check their luggage to ensure there is no ammunition. If ammunition is found upon entry to Japan, the Service Member will be detained in Japanese custody for a violation of Japanese law.

**Firearms are prohibited in Military Family Housing.** For more details, contact:

<b>Provost Marshall Customs</b> DSN: 636-5395, 636-3576   645-2217 Comm.: 011-81-98-970-5555-636-XXXX Comm.: 011-81-98-970-2217	<b>Staff Judge Advocate</b> 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:

The transition from the manual inbound process to the self-service Inbound Interview (IBI) and Travel Voucher Interview (TVI) process has been fully implemented for all Okinawa based Units. All Marines arriving to Okinawa are directed to report to their gaining command and utilize this function, except in the categories listed below:

Marines in the accession pipeline (Reception and Orientation, Manual Inbound process)

Marines issued Temporary Duty Under Instruction (TEMINS) Orders (Manual Inbound process), Reserve Call to Duty, PCS orders issued in the Marine Reserve Order Writing System (Manual Inbound process).

### DOCUMENTS NEEDED FOR CHECK-IN:

- Orders (to include TAD in 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.
- Claims that fall outside this will need approval by HQMC Manpower Management Integration and Administration.
- Copy of spouses travel claim (dual military couple).
- Unaccompanied Personnel: Household Goods Shipment Checklist for your travel claim to rate 4 days of extra leave (Pipeline and School House Marines exempt.)
- Additional requirements can be found at:

<https://www.mcbbutler.marines.mil/Base-Information/IPAC/IPAC-Inbound/>

### 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.

### 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).



*USMC Members need to check-in with their gaining command.*

*USN Members need to check-in with their CPPA to be gained as a Sailor by PSD.*



*PCSing from the states? You only rate 5 days of TLE.*

*The CPPA will submit the documents to PSD via Salesforce CRM. 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 transaction and can be completed at a later date if necessary.

## Lodging Entitlements:

### TEMPORARY LODGING EXPENSE (TLE):

**When detaching from the continental United States, Service Members rate Temporary Lodging Expense for a maximum of 5 days.** Receipts are a “must” to claim this reimbursement. Receipts must be itemized and carry a zero balance.

### TEMPORARY LODGING ALLOWANCE (TLA):

Government-approved Temporary Lodging Facilities (TLF) are available for inbound family to reside in while awaiting assignment to military housing. TLA is authorized to assist the Service Member in *partially offsetting expenses* incurred during the occupancy of temporary lodging. There is no entitlement to TLA while in a travel status or once permanent quarters are occupied. Personnel accompanied by dependents must be prepared to pay anywhere between **\$1250 to \$3525 for temporary lodging and subsistence for the initial 10-day period**. TLA is paid based on the number of days temporary lodging is required and will be reimbursed in 10-day increments. Personnel assigned to Okinawa will normally not be authorized more than 30 days of TLA.

### TO RATE TLA:

- Service Members **MUST** use a government a TLF (i.e., Inns of the Corps, 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.

**Unless the animal is a Service Animal, pets (dogs & cats) ARE ONLY ALLOWED** in the Hansen Lodge aboard the Marine Corps Temporary Lodging Facilities. Therefore, personnel may be required to find other boarding arrangements. Service Members can also elect to stay in a pet-friendly room at the Shogun Inn, located on the Kadena Air Base. ***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, USN personnel may contact their CPPA/local PSD. USMC personnel may contact the IPAC Inbound Section:

Camp Foster IPAC Inbound Section  
(TLA) DSN: 315-645-7914  
Comm.: 011-81-98-970-7914

Sponsors are responsible for making billeting arrangements for 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.

All Inbound **accompanied** Marines must visit the Kadena Housing Office within 2 business days upon arriving. Failure to do so could delay your TLA entitlement reimbursement.

#### **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.okinawa.usmc-mccs.org/about> for additional guidance.

#### **GOVERNMENT TRAVEL CHARGE CARD (GTCC)**

Service Members can use their GTCC for Temporary Living Expenses (TLE) and Temporary Lodging Allowance (TLA) overseas.

Please note that 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.**

*Unaccompanied Members: Attach your Household Goods Shipment Checklist to your travel claim to rate 4 days of extra leave.*

*(Pipeline and school house Marines exempt).*

The Okinawa IPAC office has maintained their current OCONUS check-in and check-out processes for Marines, 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.

For more information prior to arrival, inbound members can call the IPAC office at:

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

### 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.

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

MMIB-3 (formally MMIA) recommends members delaying their family member travel review MARADMIN 238/06, Pay and Allowance Advisory Notice (PAAN) 27-06 and Reserve Pay and Allowance Advisory Notice (RPAAN) 25-06 for further guidance.

USMC Service Members who 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.** 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.

Service Members can request military family housing within 30 days of their family member's arrival on Okinawa. For additional information please contact:

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](mailto:kadenahousing.customerservice@us.af.mil)

## Travel and Arrival Information

### Authorized Baggage:

When flying AMC, please keep in mind that in accordance with CMC letter 4600 MMIA dated 02 June 2010, you are authorized two pieces of baggage per person, neither to exceed 70lbs or 62 linear inches. In addition, you are authorized one additional piece as hand carried baggage not to exceed 45 linear inches.

- BLUF: (2) 70lb bags plus carry-on.
- Excess baggage: \$125.00 per bag.

### COVID-19 Precautionary Travel Measures

When entering Japan, Restriction of Movement is determined by vaccination status and entry testing.

Please see the most up to date MCIPAC- MCBBBul 1610 Okinawa COVID-19 In-Stride Guidance for detailed definitions and further guidance or visit the Ministry of Foreign Affairs of Japan for travel regulations:  
[https://www.mofa.go.jp/ca/fna/page4e\\_001053.html](https://www.mofa.go.jp/ca/fna/page4e_001053.html).

The Centers for Disease Control and Prevention provides additional information and a Self- Check for Symptoms online tool to assist you:  
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>.

In addition, plan to have face masks, hand sanitizer, disinfecting wipes, and a laptop or tablet on-hand prior to boarding your flight.

### Unaccompanied Service Members PCSing to Okinawa:

*For Marines and Sailors reporting to Marine Corps commands: MCIPAC/IIIMEF (MCB, 1st MAW, 3RD MLG, and 3rd MAR DIV)*

*Do you have  
everything you need  
for a safe flight?*

*The R&O Bus will pick up unaccompanied E-5 and below and transport them to their designated location to ROM (if required).*

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

### **KADENA AIR 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 R&O or PMO representative will be waiting for their arrival. The R&O/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 R&O bus upon arrival to either the Naha Airport or the Kadena Air Force Base/AMC Terminal as well. Upon completion of the R&O 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](mailto:usn.butler.navdencenokinawaja.list.ndocki-cmd-sponsorship@mail.mil)

Website: <https://www.med.navy.mil/sites/3denoki/Pages/default.aspx>

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

#### REPORTING TO THE U.S. NAVAL HOSPITAL, OKINAWA:

- Should **NOT** take the R&O bus or go to the R&O Barracks. The U.S. Naval Hospital (USNH), Okinawa has a command in-processing/indoctrination program that is separate from R&O. Incoming USNH Sailors will be picked up by the command's designated transportation from their arrival points and then taken to the USNH barracks begin ROM (if required). It is strongly suggested that incoming USNH Sailors stay in contact with their sponsors to ensure transportation has been coordinated upon their arrival to 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](mailto: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 R&O bus or go to the R&O barracks. CFAO Sailors are picked up either by a command representative or the command's designated transportation. Like USNH, CFAO has a command in-processing/indoctrination program that is separate from R&O. It is strongly suggested that incoming CFAO Sailors contact their command and coordinate their arrival with their sponsor prior to arriving on Okinawa.
- 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.

The NOWA brief is held in person, every Wednesday at the Camp Foster Community Center. New arrivals are required to register to complete the in-person Newcomers' Orientation **within 72 hours of arrival to Okinawa.**

Due to a lack of childcare for the Newcomers' Orientation Welcome Aboard (NOWA) brief, the MCIPAC Chief of Staff has provided the option to request a virtual NOWA brief for single Service Members and spouses of Service Members, DoD Civilians, and Contractors with family members under the age of 10. All children are still welcome to participate in the in-person NOWA. The Virtual NOWA is a four-hour, video based webinar facilitated via the Qualtrics system. The NOWA brief codes and links are specific to the individual and will be emailed on Thursday by 1000 the day after the NOWA brief.

Active duty Service Members, DoD Civilians, Contractors, and children 10 and above **MUST** attend the In-Person NOWA. Single parents with children under 10 may opt to complete the Virtual NOWA.

All participants who qualify, are approved, and complete a virtual NOWA brief prior to 1400 on the corresponding Friday, will have their names forwarded to the Base Safety Licensing office showing proof they completed the mandatory NOWA indoctrination brief.

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

Once the final flight information is received, sponsors can register the incoming Service Member or the family 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

Registration for NOWA is also available online at the Information, Referral and Relocation web page at: <http://www.oknawa.usmc-mccs.org/about>

Newcomers' will be given their Newcomers' Orientation Welcome Aboard package at the NOWA brief.



**ACCOMPANIED MEMBERS WITH DELAYED DEPENDENTS:**

Personnel E-5 and below with accompanied orders, who have delayed their dependents do not rate TLA. A unit representative will transport you to designated barracks to begin the ROM process (if required). Accompanied members with delayed dependents will also need to complete the Newcomers' Orientation.

**REFERENCES FOR NEWCOMERS' ORIENTATION BRIEF:**

- Newcomers' Orientation is mandatory as per MCO 1320.11G and III MEF/MCIPAC-MCBBO 1754.10B
- 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).
- Copy of Orders

If you think you have a military exemption allowing your driver's license to be valid passed the expiration date, contact your state's Department of Motor Vehicles or visit: <https://www.dmv.org/military-drivers/> to confirm that is the case.

The SOFA driving test is a challenging exam. It is strongly recommended each individual take ample time 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.

**Cheating on the SOFA licensing exam is taken very seriously as the exam is sanctioned by the government of Japan. If the test administrators determine that the applicant has cheated, he/she will be dismissed and barred from retaking the exam for 60 days. Service Members will need to provide a letter from their CO authorizing them to retake the exam. Active duty family members caught cheating will need to submit a letter signed by their sponsor's CO authorizing them to retake the exam as well.**

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

**DoD contractors and DoD civilian employees must submit a letter signed by their senior supervisor or Department Head in order to retake the exam. Consequences for cheating may include revocation of driving privileges, early return of dependents or loss of rank.**

The study guide for the SOFA licensing exam along with a copy of the Japanese road signs can be downloaded through the following link under the driving and transportation drop down:

<https://www.okinawa.usmc-mccs.org/about>

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

E-3 and below personnel will need to take a 1-day driving class in addition to obtaining their CO's signature.

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](http://www.dmv.org) for information on how to obtain one. Individuals who arrive without a valid 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 Office  
DSN: 645-3183/2862 or 622-6202  
Comm.: 011-81-98-970-3183/2862

Web: <https://www.mcipac.marines.mil/Staff-and-Sections/Special-Staff/MCIPAC-Safety/Safety-Office/Okinawa-Driving/>

### 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 may 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 cancellation and penalty fees.

Before leaving the states, contact your current stateside cellphone provider to see what overseas options are available. You may be able to carry over your current cellphone or service provider.

*E-3 and below?  
You will need to  
take a 1-day  
driving class  
before taking the  
SOFA licensing  
exam.*

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 5800.6 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.

### Child Supervision Guidelines Matrix

MCIPAC-MCBBO 5800.6  
8 Nov 2022

#### III MEF/MCIPAC-MCBB CHILD SUPERVISION REQUIREMENTS

THIS BELOW MATRIX APPLIES TO ALL SOFA STATUS PERSONNEL BOTH ON/OFF INSTALLATION							
The ages specified are the minimum ages and are based on the child's ability to demonstrate age appropriate behavior. Child/youth who do not consistently demonstrate age appropriate behavior should not be given the same degree of self-management responsibilities.							
AGE	Leave Unsupervised in Quarters for Less than 2 Hours	Leave Unsupervised in Quarters for More than 2 Hours	Leave in Public Areas	Walk to School and/or Bus Stop	Leave Alone Overnight	Babysit/Supervise Siblings or Others	Leave in Car Unsupervised
0-4	NO	NO	NO	NO	NO	NO	NO
5-6	NO	NO	YES Playground or Yard within Visual Sight/Hearing Distance to Adult/Sibling Supervision	YES If Residence and School are Located on the Same Installation	NO	NO	NO
7-9	NO	NO	YES Physical Access to Designated Adult or Babysitter	YES	NO	NO	YES 15 Minutes Max Keys Removed, Windows Partially Opened
10-11	YES With Access to Designated Adult	YES Not to Exceed 4 Hours Total; with Access to Designated Adult	YES 2 Hours max in Retail Stores (BX, Food Court, etc.)	YES	NO	NO	YES 30 Minutes Max Keys Removed, Windows Partially Opened
12-13	YES	YES Not to Exceed 8 Hours; with Access to Designated Adult	YES 4 Hours Max at Retail Stores	YES	NO	YES (1),(2) Not to Exceed 6 Hours	YES
14-15	YES	YES	YES 4 Hours Max at Retail Stores	YES	YES Not to Exceed 1 Night; with Access to Adult Supervision; Legal Guardian must be on the Island of Okinawa.	YES (1),(2)	YES
16-17	YES	YES	YES 4 Hours Max at Retail Stores	YES	YES Not to Exceed 5 Nights; with Telephone Access to Designated Adult.	YES (2) Overnight Permitted for ONE Night	YES
(1)	Does not include overnight.		<b>AS AN EXPLANATION</b> * Adult supervision is defined as someone 18 years or older who has been appropriately granted responsibility for the child (e.g. parent, guardian, sibling, care provider, friend). * A babysitter is someone between the ages of 12 and 17 (paid or unpaid). Red Cross Babysitting Course is highly encouraged. * To babysit/supervise sibling or others, the child must be at least 12 years old. Red Cross Babysitting Course is highly encouraged. * Designated adult is a specific prearranged individual who accepts responsibility for children. * Access is when the child has the ability to make immediate face-to-face contact, in person or electronically with the adult. * Checking periodically is when the designated adult or sponsor and child have a face-to-face meeting. * Left alone overnight is defined as during or lasting the night, the period between sunset and sunrise, when a sponsor or designated adult is not physically present. * Public areas in parks, playgrounds, sports fields, recreational areas and other public areas. * Unsupervised means when a child is not constantly monitored by the sponsor or a designated adult/care provider.				
(2)	Red Cross Babysitting Course is highly encouraged.						
<b><u>CURFEW</u></b>							
* Applies to all persons under the age of 18, or 18-20 who are currently enrolled in High School, a secondary school, or receiving other compulsory education.							
* Persons subject to curfew must be in quarters or with parent/designated adult during restricted times.							
* <b>OFF BASE (WITHIN OKINAWA PREFECTURE):</b> 2200-0400 Sunday through Saturday							
* <b>ON BASE:</b> 2200-0530 Weekdays (Sunday Night through Friday Morning)							
* <b>ON BASE</b> 2400-0530 Weekends (Friday Morning through Sunday Morning), holidays, and any time school is not in session the following day.							

Enclosure (1)

## Travel and Arrival Information

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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 can be completed online at [www.dodea.edu/DORS](http://www.dodea.edu/DORS) or at the Main Office of the school the child is zoned to attend. Parents also have the option of emailing the School Registrar for additional information regarding school enrollment at: [ODSORegistrar@dodea.edu](mailto:ODSORegistrar@dodea.edu). Provided below is a list of the documentation needed to enroll your incoming child into school.

- Sponsor's Original Orders, Basic Orders (USMC) or Certificate of Employment Letter, SF50, Contract, etc.
- Area Clearance or DEA
- Passport or Birth Certificate of the student
- Immunization Card
- 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 1<sup>st</sup>.
- KINDERGARTEN students must be 5 years old by September 1<sup>st</sup> of the current year to be eligible to register for the upcoming year.
- FIRST GRADE students must be 6 years old by September 1<sup>st</sup> of the current year to be eligible to register for the upcoming year.

To view a list of the schools please visit the School Liaison Officer's web page: <https://www.okinawa.usmc-mccs.org/marine-family-support/child-and-youth/k-12-school-liaison-program>

## **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, all Service Members will need to transfer their TRICARE coverage to their new region.**

To transfer coverage:

## Travel and Arrival Information

- The Service Member must submit a TRICARE Prime Enrollment, Dis-enrollment and Primary Care Manager (PCM) Change Form (DD FORM 2876).
- Service Members can stop by the TRICARE office located on the first floor of the U.S.S. Naval Hospital, after completing ROM. A copy of the re-enrollment form is provided in the welcome aboard package and in the TRICARE office. Incoming members will need a copy of Orders and Approved Area Clearance/DEA to process the enrollment form.

### 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 your insurance provider.

**Please Note:** payment in full is expected for services rendered when seeking medical and dental care off-base. You would then need to file a claim through your insurance provider for reimbursement.

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



# Summary of Changes

The following items have been updated:

*Changes as of 21 November 2022*

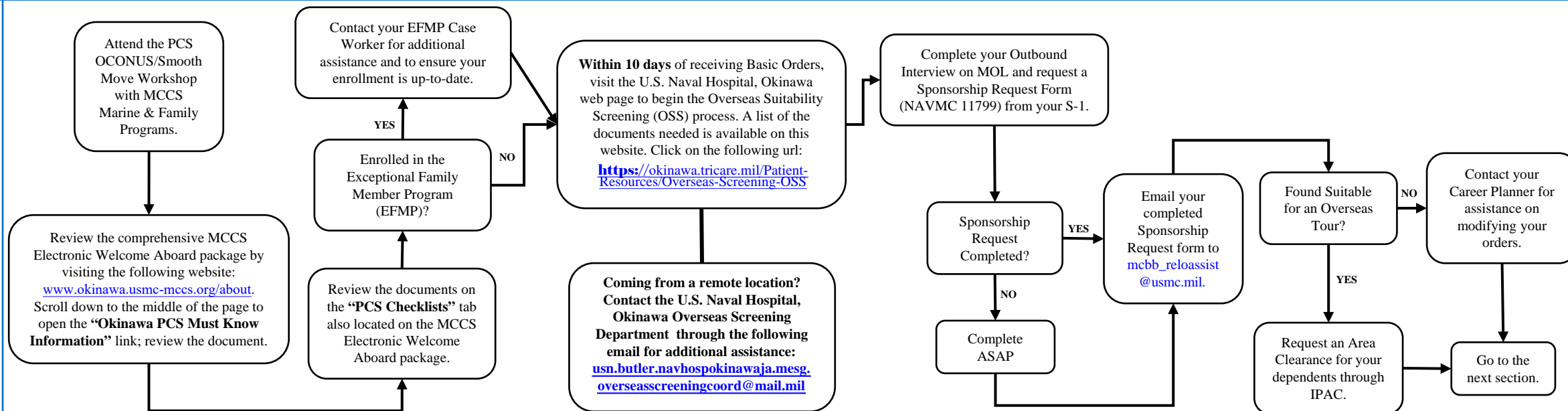
**Child Supervision Guidelines:**

Updated matrix per III MEF/MCIPACO 5800.6 – Child Supervision and Education (8<sup>th</sup> November 2022)

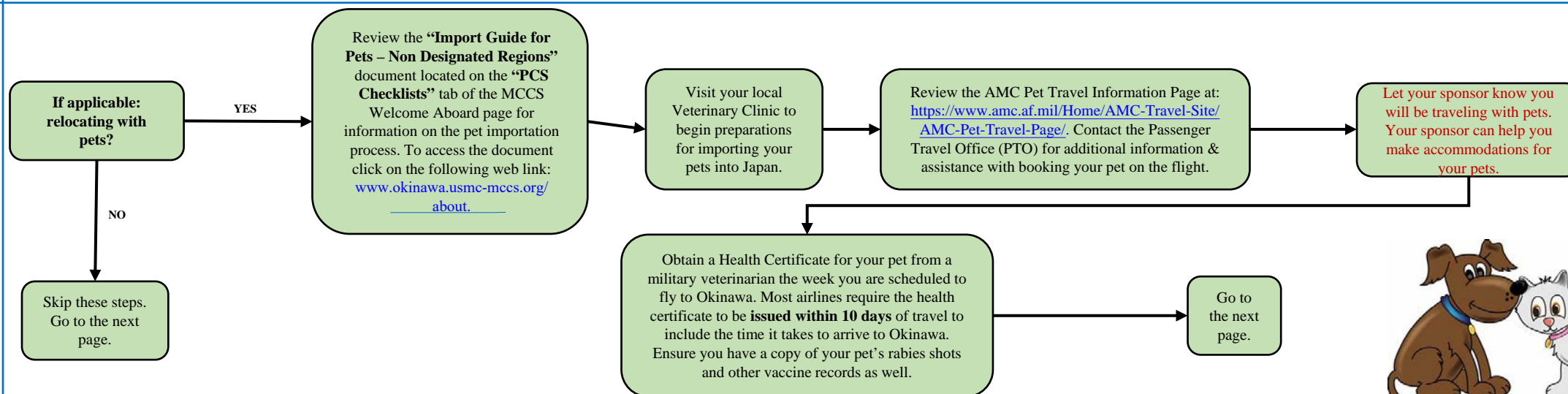


**Once orders are received:****Topics Covered:**

- ❖ Electronic Welcome Aboard Package
- ❖ Overseas Suitability Screening (OSS)
- ❖ Outbound Interview on MOL and Sponsorship Request Form
- ❖ Area Clearance

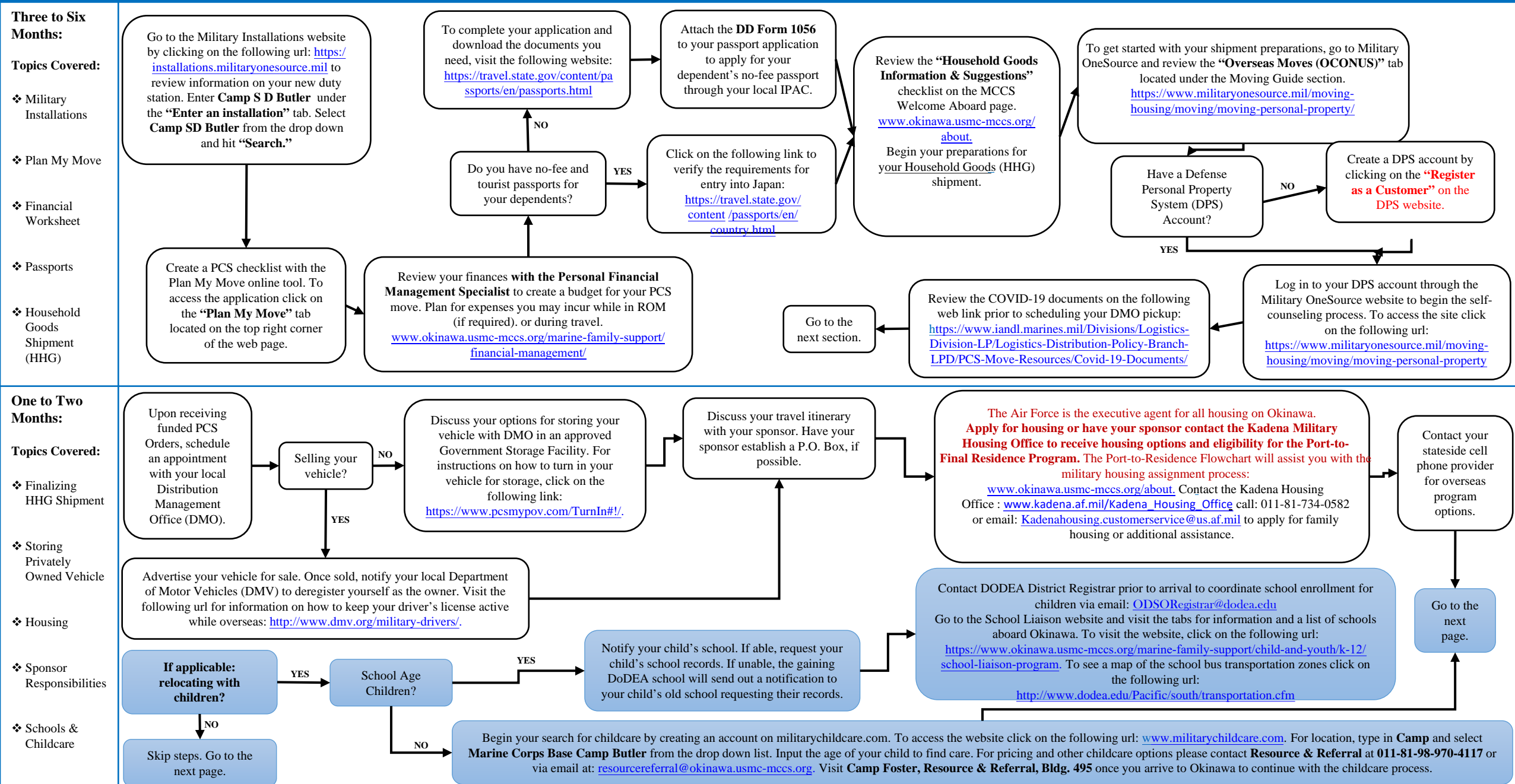
**Greater than 6 Months:****Topics Covered:**

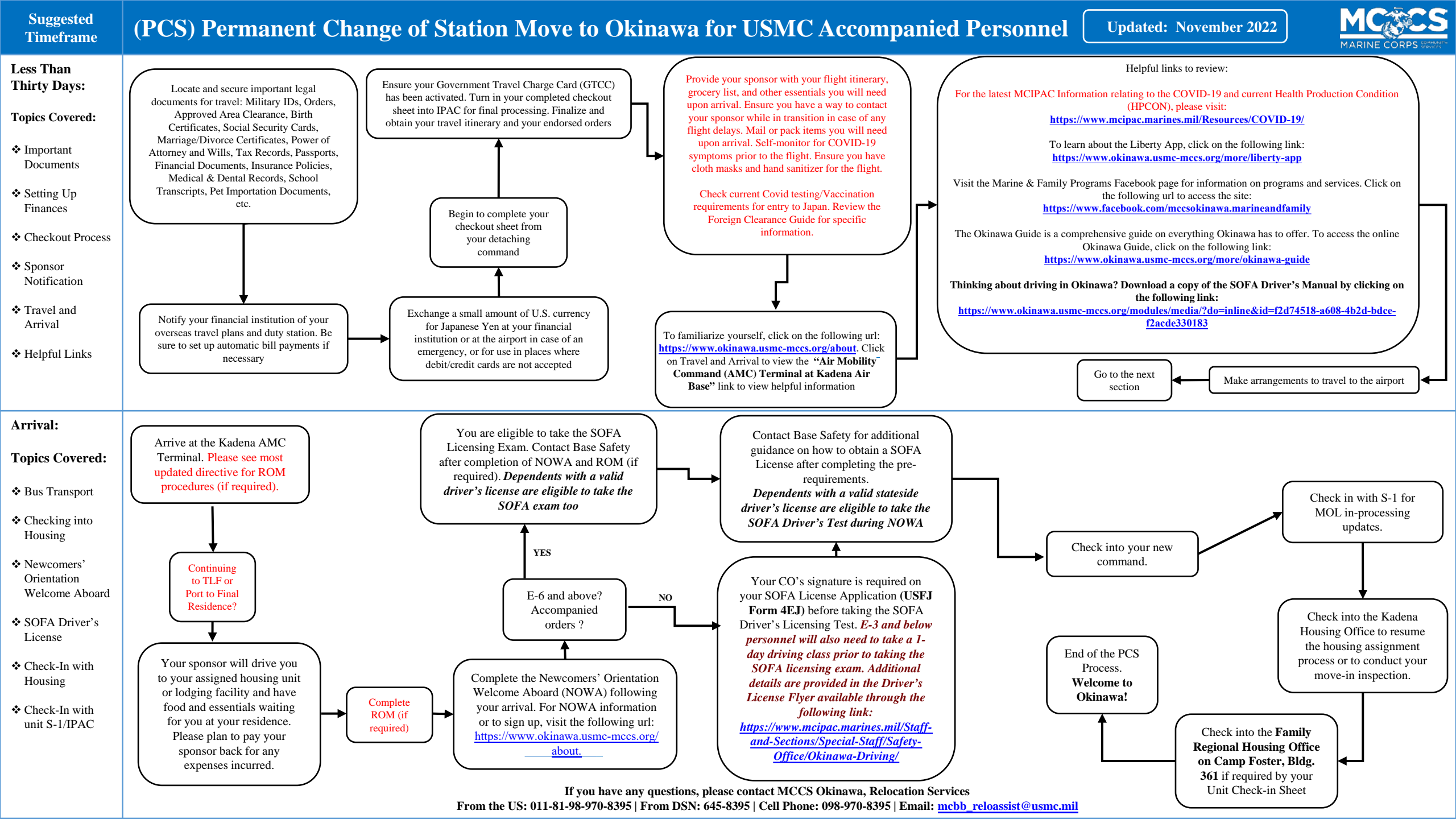
- ❖ Pet Importation



**Please Note: Pets are not an entitlement.** Service Members must be prepared to pay for pet travel expenses. Resident Veterinarian recommends that pets ROM with owners whenever practical in either quarters or TLF. 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/>. The Navy-Marine Corps Relief Society now offers assistance with pet travel associated with permanent change of station orders to or from an overseas base. To learn more, visit the Navy-Marine Relief Society website: <https://www.nmcrs.org/>







## Suggested Timeframe

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

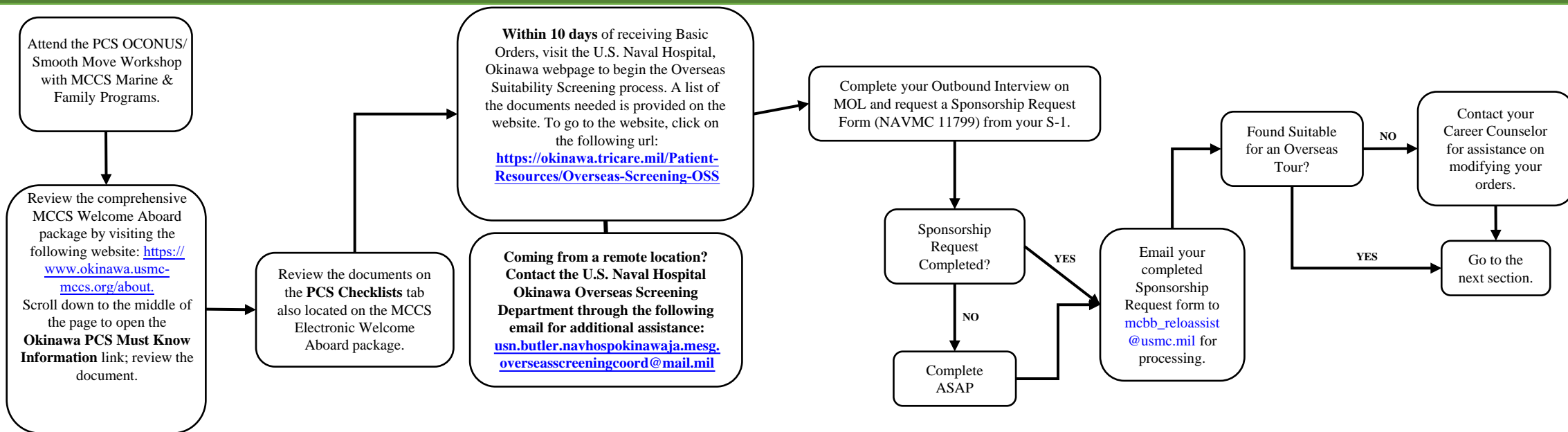
Updated: November 2022



**Once orders are received:**

**Topics Covered:**

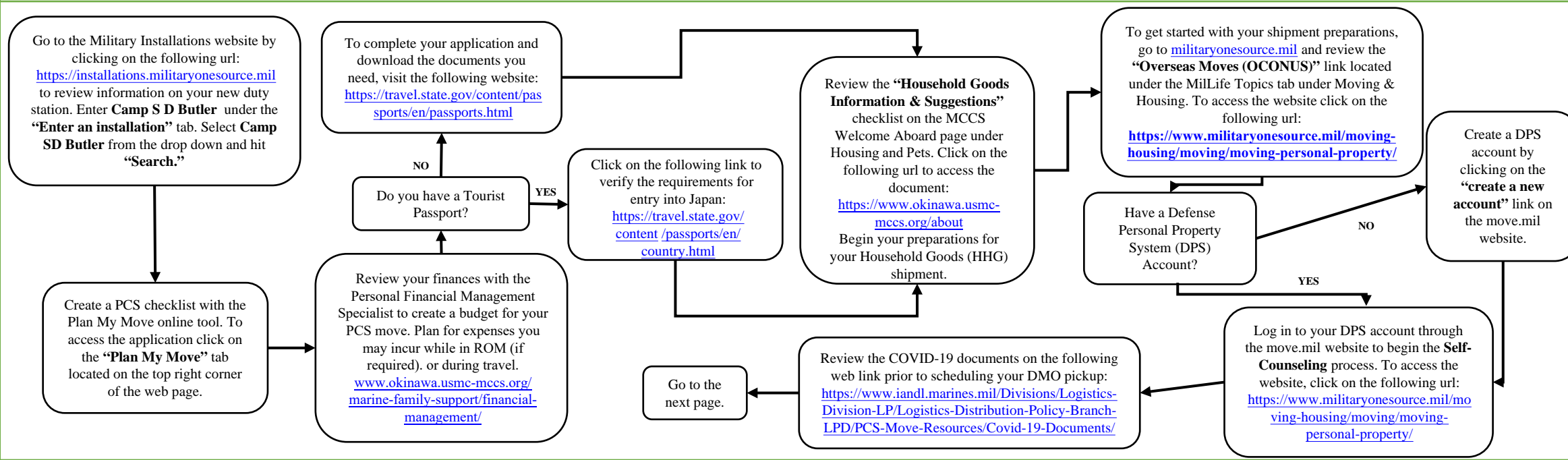
- ❖ Electronic Welcome Aboard Package
- ❖ Overseas Suitability Screening (OSS)
- ❖ Outbound Interview on MOL & Sponsorship Request Form



**Three to Six Months:**

**Topics Covered:**

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



**One to Two Months:****Topics Covered:**

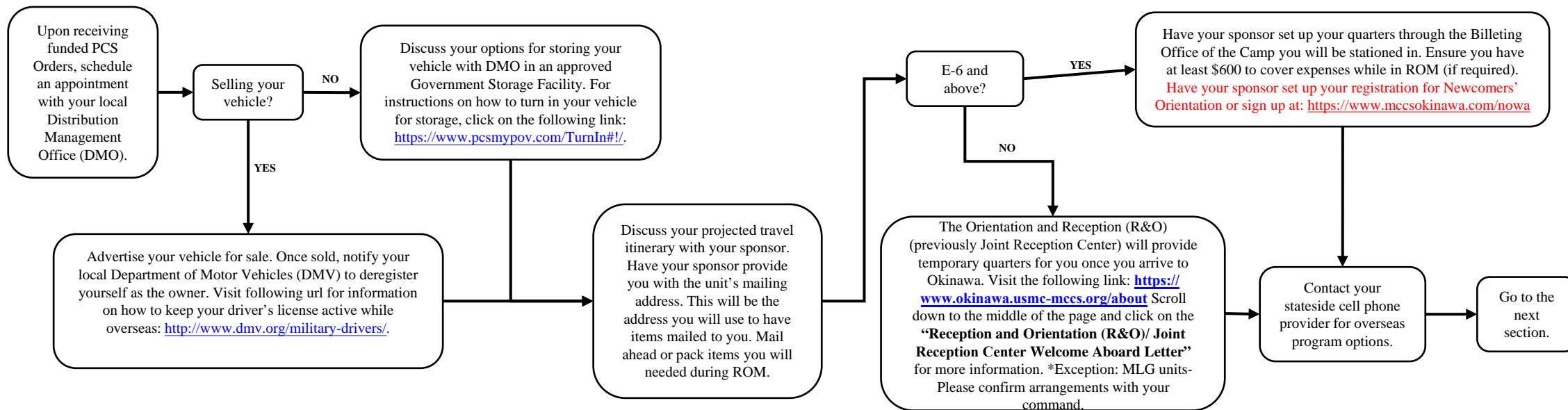
❖ Finalizing HHG Shipment

❖ Storing Privately Owned Vehicle

❖ Billeting Information

❖ The Reception and Orientation (RO)

❖ Sponsor Responsibilities

**Less than Thirty Days:****Topics Covered:**

❖ Important Documents

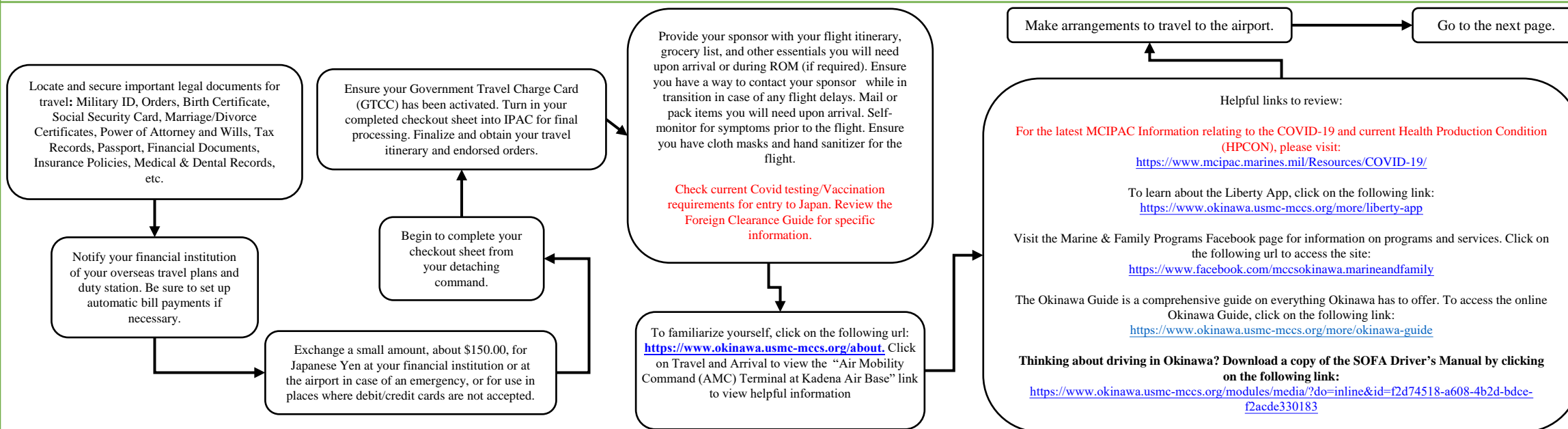
❖ Setting Up Finances

❖ Checkout Process

❖ Sponsor Notification

❖ Travel and Arrival

❖ Helpful Links

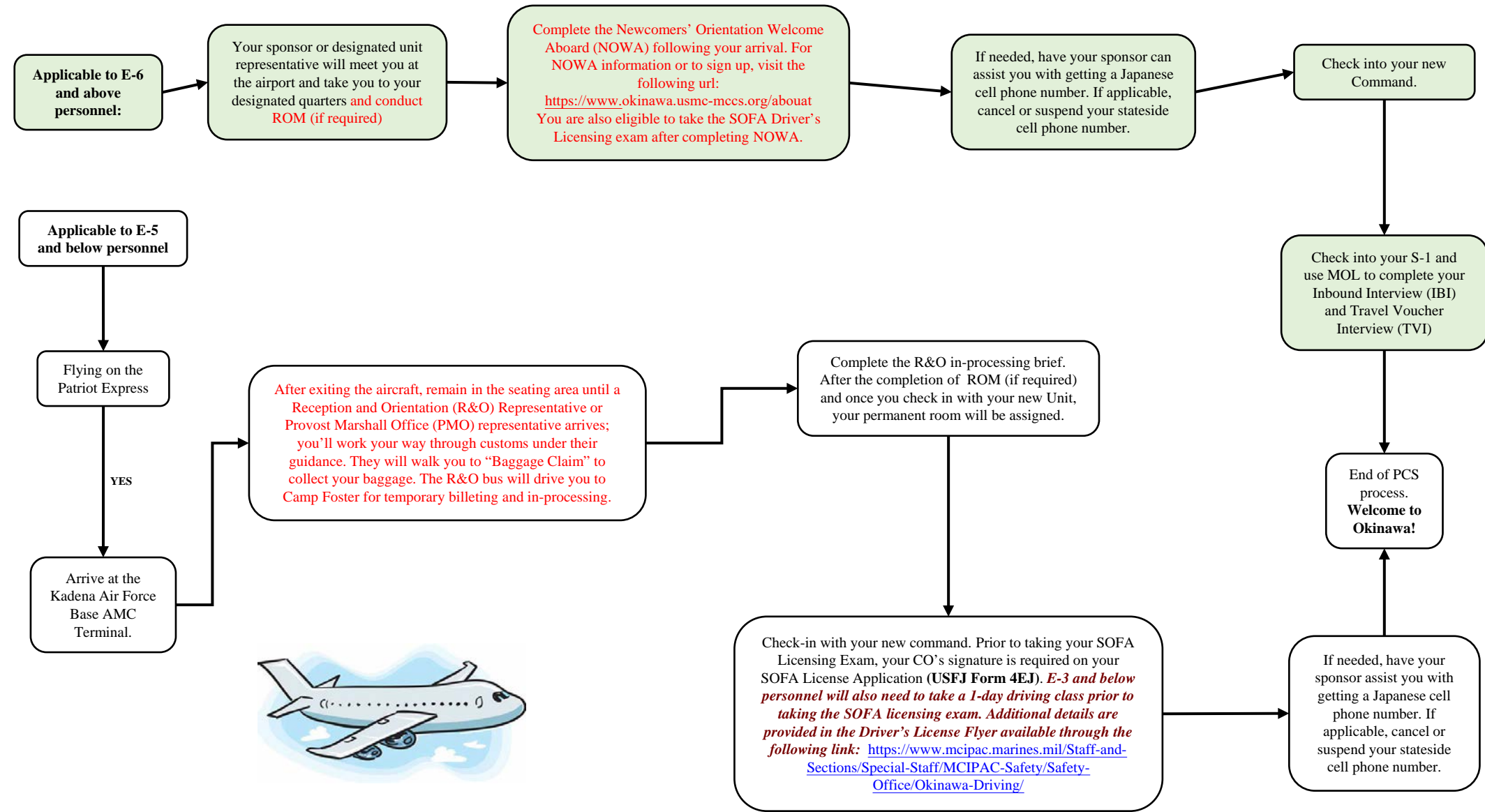




Arrival:

Topics  
Covered:

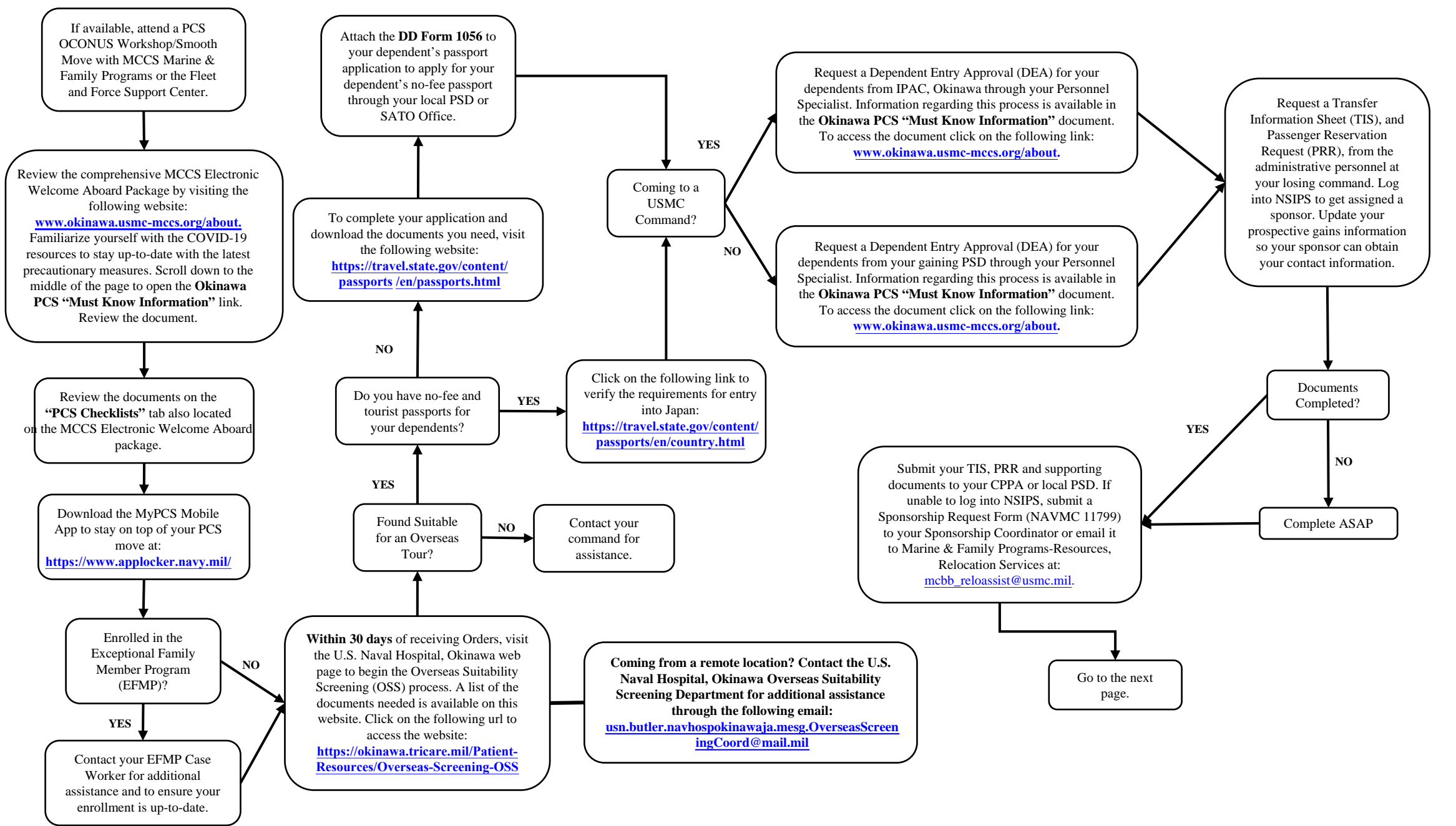
- ❖ Flying into Okinawa
- ❖ Transport to billeting
- ❖ Checking into Billeting or the Reception and Orientation (RO)
- ❖ Newcomers' Orientation Welcome Aboard
- ❖ SOFA Driver's License
- ❖ Check-In



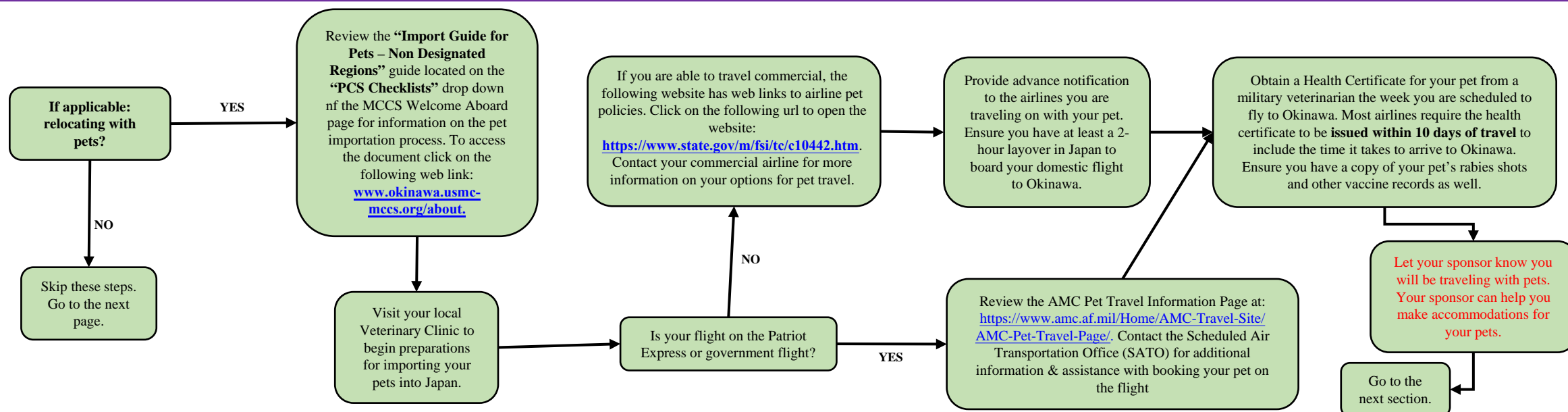
Less than Six  
Months:

Topics  
Covered:

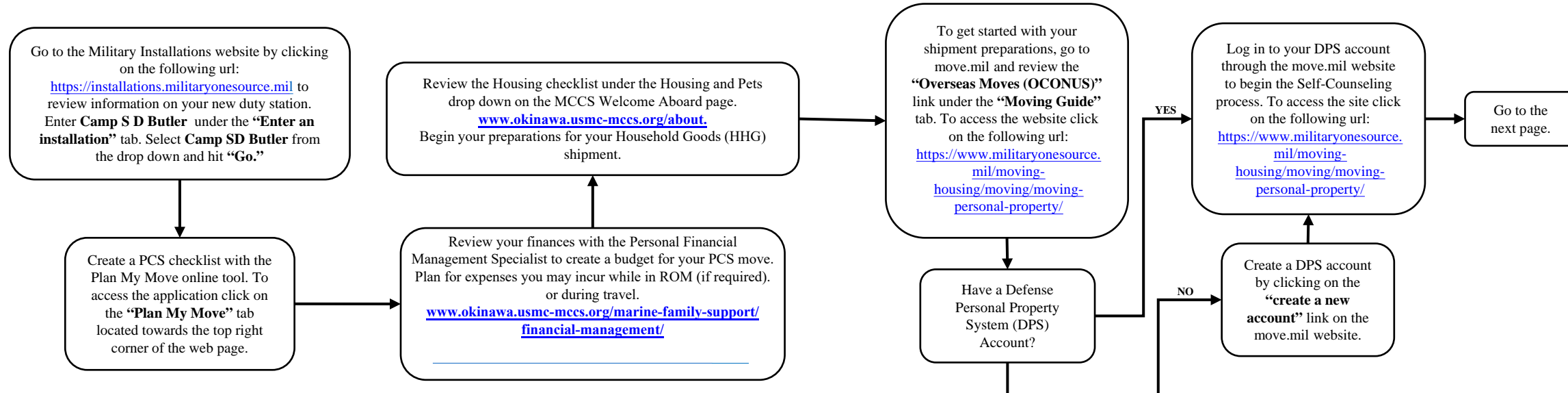
- ❖ Electronic Welcome Aboard Package
- ❖ Overseas Suitability Screening (OSS)
- ❖ Passports
- ❖ Dependent Entry Approval (DEA)
- ❖ Transfer Information Sheet (TIS)
- ❖ Passenger Reservation Request (PRR)
- ❖ Sponsorship Request Form





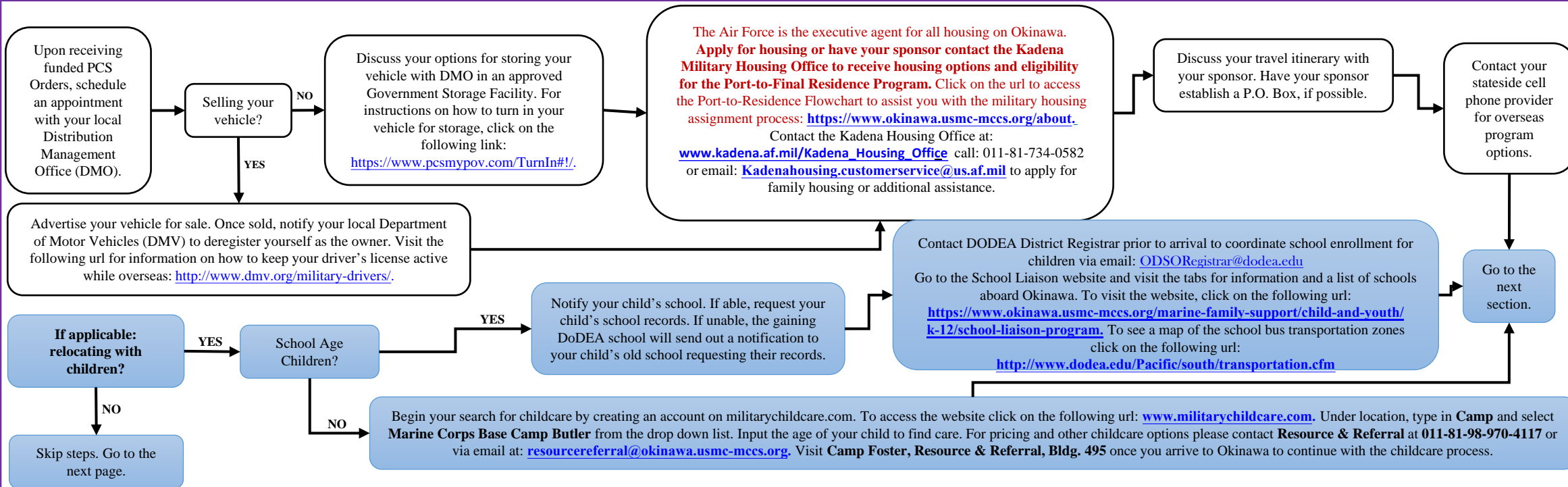
Greater than  
Six Months:Topics  
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**Please Note: Pets are not an entitlement.** Service Members must be prepared to pay for pet travel expenses. The Resident Veterinarian recommends that pet ROM with pet owners whenever practical in either quarters or TLF. 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/>. The Navy-Marine Corps Relief Society now offers assistance with pet travel associated with permanent change of station orders to or from an overseas base. To learn more, visit the Navy-Marine Relief Society website: <https://www.nmcrs.org/>

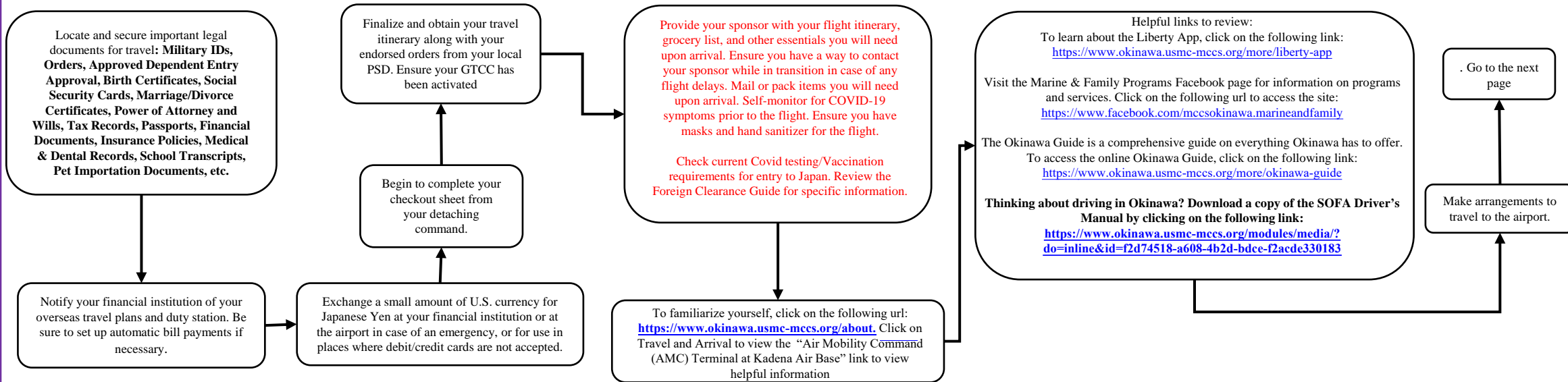
Three to Six  
Months:Topics  
Covered:❖ Military  
Installations❖ Plan My  
Move❖ Financial  
Worksheet❖ Household  
Goods  
Shipment  
(HHG)

**One to Two Months:****Topics Covered:**

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

**Less than Thirty Days:****Topics Covered:**

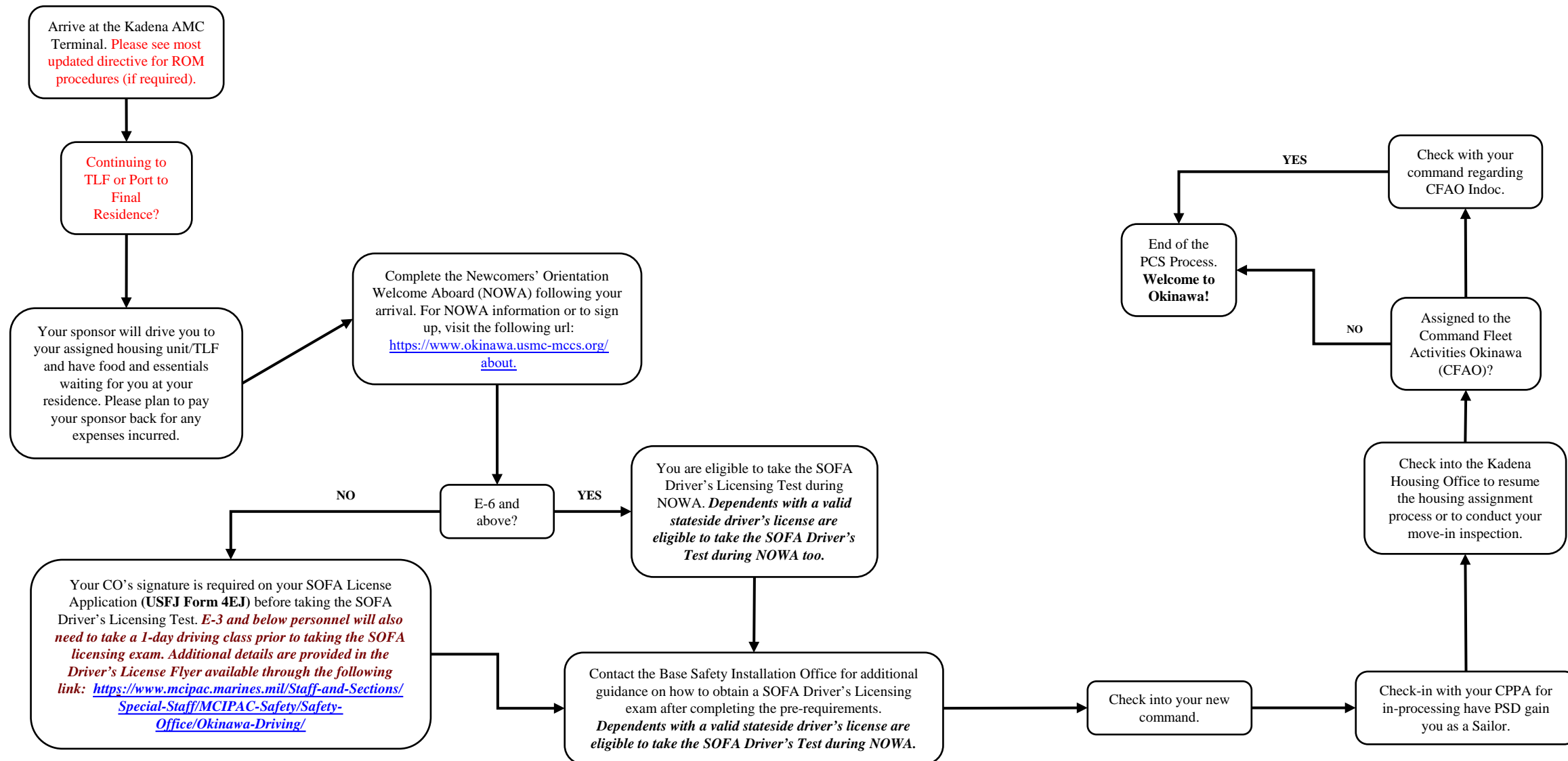
- ❖ Important Documents
- ❖ Setting up Finances
- ❖ Checkout Process
- ❖ Sponsor Notification
- ❖ Travel and Arrival
- ❖ Helpful Links



## Arrival:

Topics  
Covered:

- ❖ Meeting Sponsor
- ❖ Checking Into Lodging
- ❖ Checking Into Housing
- ❖ CFAO Indoc
- ❖ Newcomers' Orientation
- ❖ SOFA Driver's License
- ❖ Check-In



**Less than Six Months:**

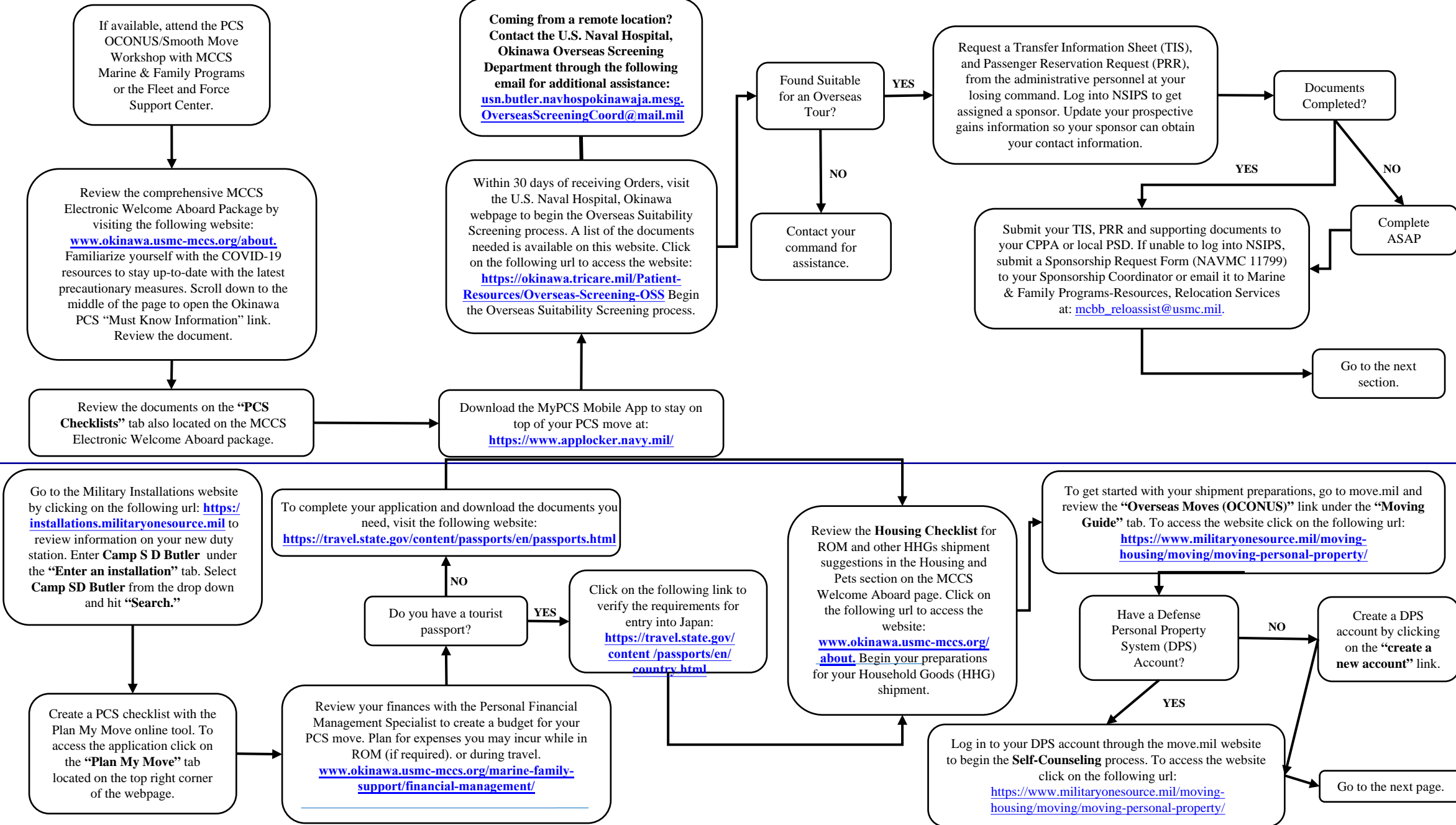
**Topics Covered:**

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

**Three to Six Months:**

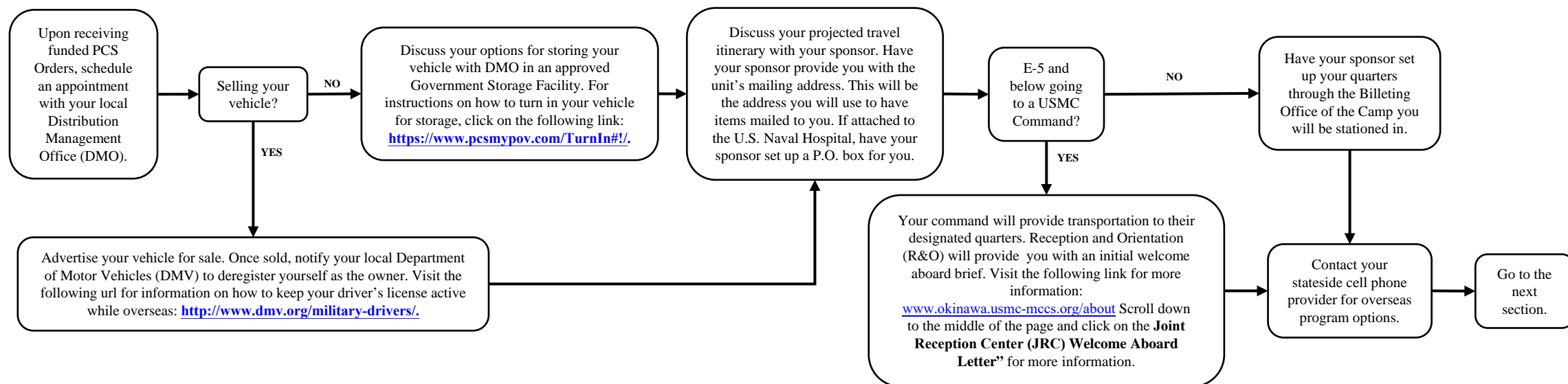
**Topics Covered:**

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

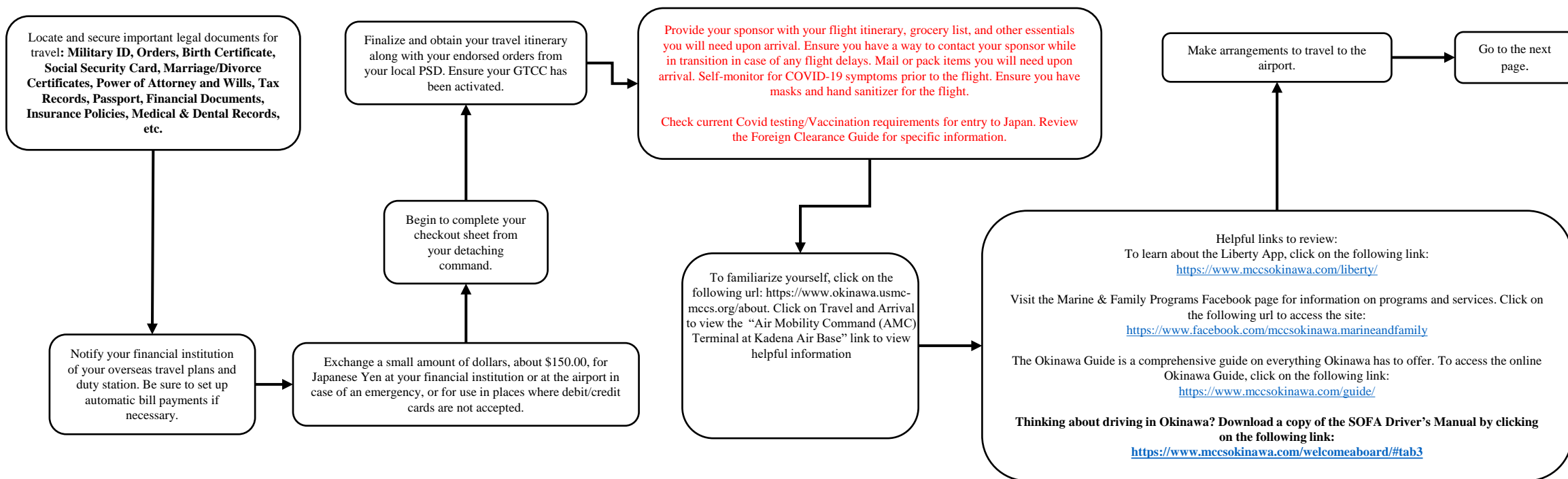


**One to Two Months:****Topics Covered:**

- ❖ 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
- ❖ Quarters and the Joint Reception Center (JRC)
- ❖ CFAO Indoc
- ❖ USNH Indoc
- ❖ Newcomers' Orientation Welcome Aboard
- ❖ SOFA Driver's License
- ❖ Check-In with your Command Pay and Personnel Administrator (CPPA)

## Color Legend

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

