

USMC ACCOMPANIED CONUS TO JAPAN CHECKLIST
PCS CONUS TO MCAS Iwakuni & Camp S.D. Butler Okinawa Updated January 2024

If you are moving from a base of a different branch of service, the offices will be different (DMO, PTO, etc.) Find your equivalent!

First Steps After Receiving Orders

(Most of these action items will be happening simultaneously. Some of them take time, so initiate and then move to the next step.)

<input type="checkbox"/>	Make sure your Orders are Accurate <i>(Do this immediately)</i>	<p>As soon as you receive your orders, make sure all details are accurate.</p> <ul style="list-style-type: none"> • Check service member information, duty stations (present/future commands), family member details (names and birthdates), and reporting dates. Let your supporting admin office (S1) know if there are any errors. • Check to make sure dependents are specifically listed on your orders. If not, you'll need to submit a formal request for "Accompanied Orders" through your chain of command.
<input type="checkbox"/>	Grab a Calendar & Get Organized	<p>Create a rough timeline for your move.</p> <ul style="list-style-type: none"> • Check the NLT (no later than) date on your orders and work backwards. Determine your preferred pack-out/pick-up dates and flight dates along with alternative dates. Use one calendar as a central location for all things PCS-related. Also see "Create a Move Binder" section to organize your important documents.
<input type="checkbox"/>	Confirm GTCC is in good standing	<p>Apply for a Government Travel Charge Card (GTCC) if you do not already have one.</p> <ul style="list-style-type: none"> • All Marines are required to use a GTCC. If you already have one, check with your S1/Admin to make sure your GTCC is activated and in "mission critical" status prior to travel and will not expire during your PCS.
<input type="checkbox"/>	Sign up for an MCCS Relocation Class with your I&R Office <i>(If available)</i>	<p>Search for your local MCCS Information, Referral, & Relocation (I&R) website to sign up.</p> <ul style="list-style-type: none"> • A PCS workshop is required for the service member and highly encouraged for the spouse. This course will provide an overview of all moving parts of a PCS. • A great resource if you are unable to attend: NAVSUP Counseling Webinar Videos and Tutorials
<input type="checkbox"/>	Initiate Overseas Suitability Screening (OSS) process <i>(Initiate immediately upon receipt of OCONUS orders, within 10 days)</i>	<p>Start the Suitability Screening process immediately upon receipt of orders by contacting your assigned Area Suitability/Overseas Screening Coordinator or the nearest Medical Treatment Facility (MTF).</p> <p>The purpose of the OSS is to screen all family members of active duty and/or activated service members who request government-sponsored travel to OCONUS locations for potential travel concerns, which may include medical, educational, and/or dental needs, to ensure that the gaining location can meet their needs. Work with your assigned OSS Coordinator to meet all medical clearance requirements. Per BUMED Instruction 1300 2.B, the OSS process is required to be completed within 30 days for the service member(s) and 60 days for family member(s). Once the OSS Clearance is complete, see the "Area Clearance" Section of this document.</p> <p>EFMP (Exceptional Family Member Program) families: Contact your local EFMP office upon receipt of orders to ensure all paperwork is current. Ask for a PCS Needs Assessment and transition resources. Also contact your gaining installation EFMP office to discuss any concerns with housing, educational, or medical needs. If you need help locating an office, you can search EFMP family support services through Military OneSource.</p>
<input type="checkbox"/>	Complete your Outbound Interview (OBI)	<p>Sign into your Marine On-Line (MOL) account to complete your Outbound Interview (OBI).</p> <ul style="list-style-type: none"> • All Marines in receipt of PCS orders will utilize the OBI module within MOL. This will cover all information needed by IPAC/admin to finalize PCS orders. This will also determine your travel entitlements. The OBI is needed to start the flight booking process. Be sure to include your pet(s) in your OBI. See "Schedule Flights" section.

**Schedule Flights
with your local
Passenger Travel
Office (PTO)**

*(PTO is usually
located within DMO)*

*Note: this step takes
some time and you
cannot be officially
booked on AMC-PE
until on/around the
90-day window when
flights are released
by USTRANSCOM.*

*Initiate and move to
the next step.*

The following steps explain the flight booking process.

Upon receiving PCS orders, you can initiate the flight process:

1. Complete your Outbound Interview (OBI) through your MOL Account
2. Contact your local PTO to submit AMC travel/pet travel request (See "**Submit your Pet Information**")
3. Your Admin/S-1 will review your OBI and submit your request to IPAC Outbound
4. Once you complete the interview with IPAC outbound, IPAC will send DMO a Port-Call Request (PCR) with your family's information along with a flight window that includes two AMC dates. This PCR usually requires dependent passport information. See "**Initiate Passport**" Section
5. DMO will then respond to IPAC's PCR with a Port Call Confirmation (flight itinerary)
6. Transportation is issued after receiving endorsement Orders. (AMC-PE should always be considered first before utilizing commercial options). Some situations require an ETP in order to fly commercial.

Things to consider:

- Are you taking leave? Schedule your LICWO (Leave in Conjunction with Orders) travel. The new policy allows you to self-procure travel ([LICWO MARADMIN 470/23](#)). Please contact your local DMO-PTO to best understand your travel options.
- Are you storing a vehicle? You may have the option to leave from the VPC (Vehicle Processing Center)

Commercial leg to Seattle for AMC-PE:

The commercial flight reservation will be booked through PTO. There is a difference between having reservations for your commercial flight and being ticketed for your commercial flight. Your reservation (commercial itinerary) will be forwarded to you for your flight to Seattle. If everything is correct such as location, spelling of names, and birthdates, the traveler will call the Travel Management Company (SATO) to purchase tickets. Once your flight is paid for, a commercial ticket will be issued. This travel is normally paid for (with your GTCC) and ticketed within 72 hours (3 business days) prior to departure OR on a case-by-case basis at the Marine's request upon detaching from your unit if earlier ticketing is needed.

<input type="checkbox"/>	<p>Submit your Pet Information to your local Passenger Travel Office (PTO) (If applicable, as soon as you know your general departure month)</p>	<p>**Only Cats & Dogs are considered pets per the purposes of the PE. You assume all risk associated with the transportation of your pet(s).** Contact your local PTO (usually located within DMO) to submit your pet information including:</p> <ul style="list-style-type: none"> • Name of member traveling with pet, estimated travel window, type of pet, dimensions of crate, weight of pet, & total weight with crate/carrier. If you plan to PCS with a pet(s), this should be done as soon as you know your general departure month. • You do not need orders to make AMC reservation requests. You are giving PTO your dependent and pet information so they can be prepared to submit your pet space request as soon as USTRANSCOM opens the AMC-PE flight on/around the 90-day mark. • Pet reservations will be apportioned on a first come/first served basis. Space is limited on the AMC-PE, and there is no guarantee of a reservation no matter how early this process is initiated. • See 2023 Peak Season MARADMIN Section 10 on Transporting Pets. AMC-PE should always be the first option when transporting your pet. Visit the AMC Pet Travel Page for breed restrictions, kennel/carrier requirements, and pet pricing. Other options for moving pets include commercial airlines and pet relocation services (3rd party shippers) if AMC-PE is not available. These options can be more costly. • The 2023 NDAA for pet travel reimbursement goes into effect for those with a detachment date after January 1, 2024. Please see the August 2023 Pet Transportation Entitlement MARADMIN or the JTR 050107 "Pet Expenses Due to a PCS" for more information on the entitlement. • Things to consider: If you are coming from a non-USMC location, the booking process may be slightly different. Contact the local PTO office as early as possible to learn their specific rules. • Air Mobility Command-Patriot Express (AMC-PE): DoD policy may allow passengers traveling in a PCS status to ship pets at their own expense. Pets are limited to dogs and cats only, with no more than 2 pets per family and must be accompanied by their owner. The combined weight of the pet and its kennel/carrier will not exceed 150 pounds when transported in the baggage compartment (aircraft belly). Please remember AMC-PE flights may not be available when you rotate back from an overseas location, resulting in commercial options. • Per DTR part 103, K.10.d, pet unavailability on the AMC-PE is a valid negative critical mission impact, and you may be able to be booked via commercial air. Any excess costs incurred as compared to the government-constructed cost will be the responsibility of the family.
<input type="checkbox"/>	<p>Initiate the pet importation process for entry to Japan (if applicable) This process may take around 6 months to complete</p>	<p>Make an appointment with your local Veterinarian (preferably a military Veterinary Treatment facility (VTF) familiar with the process).</p> <ul style="list-style-type: none"> • Review the Guide for importing dogs or cats into Japan. This document lists all requirements necessary to import your pet. Take it with you to your veterinary appointment. • Note: the advance notification is not required when flying AMC-PE (only required for commercial). • Reach out to Okinawa Veterinary Activity (Camp S.D. Butler) or Iwakuni Veterinary Treatment Facility (MCAS Iwakuni) with any additional assistance needed with the pet importation process. They also have base-specific guides they can send with more information.
<input type="checkbox"/>	<p>Initiate passport applications/renewal applications</p>	<p>Call your local passport agent to make an appointment. Your local passport agent will provide specific guidance on passport requirements for your PCS to Japan. They have access to the Foreign Clearance Guide (FCG) which provides the entry/passport requirements.</p> <ul style="list-style-type: none"> • The service member will PCS with Orders and Military ID • Ensure all dependents have applicable passports. A no-fee passport (or Special Issuance Passport) is <i>required</i> for eligible family members and is required for travel between the US & Japan. A regular (tourist) passport is <i>not required</i>, but if you would like to do leisure travel outside of Japan, you must get one. You cannot travel for leisure with a no-fee passport. • Tip: Do not send in your tourist passport with your no-fee passport application. Other forms of identification (e.g birth certificate) are acceptable.

<input type="checkbox"/>	<p>Area Clearance (After the OSS is complete)</p>	<p>Once the OSS is complete and dependents are found suitable, your local command or IPAC will submit the Area Clearance request using NAVPERS 1300/16 "Report of Suitability for Overseas Assignments."</p> <p>Area Clearance Required Documents:</p> <ul style="list-style-type: none"> • Basic Orders (ensure that dependents are listed) • NAVPERS 1300/16 (Note: ensure all 4 pages are complete) <ul style="list-style-type: none"> ◦ If #16 on the NAVPERS 1300/16 is marked 'YES', provide a copy of the foreign passport • Adult Dependent Level 1 antiterrorism certificate <p>The OCONUS location will validate the area clearance request and then send back to the originating sender. Upon receipt of approved area clearance, your local IPAC will complete your orders and retain until determined departure date/time of check-out. Upon completion of check-out from your local command, the Marine will go to the IPAC to pick up orders to depart the PDS. Contact your local IPAC with any questions regarding Area Clearance.</p> <p>Area Clearance is required for all military dependents PCSing to Japan. Dependents cannot enter the country without approved Area Clearance. This should be approved prior to purchase of tickets. You do not need Area Clearance in order to set up your personal property move. Continue to plan for your pick-up/pack-out dates while the Area Clearance is in process.</p>
<input type="checkbox"/>	<p>Go to dps.move.mil to complete your personal property counseling in DPS (Once notification is received that PCS Orders are forthcoming or the Orders are actually in hand)</p>	<p>Complete personal property counseling. Visit Military OneSource to create/update your account in the Defense Personal Property System (DPS). **If this is your first time moving, contact your local DMO first** Use the Locator Maps tool to find your nearest DMO (or Personal Property Office if you are not on a USMC base)</p> <p>Tip: Check out the Tutorials section for help using DPS and turn off your popup blocker to enable DPS window. Check out Military One Source for Preparing for Your Move.</p> <p>This counseling will teach the Marine and family members how the personal property portion of the move works. You will receive information on personal property entitlements and allowances, POV storage instructions, filing claims, and more. The service member (or person acting on behalf of the service member) will prepare an application in DPS. Marines are encouraged to take notes on entitlements, allowances, and procedures during counseling. Contact DMO to receive targeted counseling on any questions noted during DPS counseling before scheduling shipments.</p> <p>Note:</p> <ul style="list-style-type: none"> • There is no longer an Administrative Weight Limit for accompanied Marines moving to Japan. You can take 100% of your weight allowance. (MARADMIN 221/19) • Unaccompanied Baggage (UB or Express) weight limit is 2,000 lbs regardless of rank or number of dependents for accompanied tours to Japan. (JTR Paragraph 051403) • PRO Gear listed separately does not count against your total weight allowance. Net weight limit for Pro Gear for Marines (regardless of rank) is 2,000 pounds. Marines may request an additional weight allowance up to 500 pounds for Spouse Pro Gear required for employment or community service for the spouse. All Pro Gear requests MUST be submitted to the local PPO for consideration BEFORE the move. <p>Upon completion of the counseling portion, you will be prompted to upload the required documents in order to schedule your shipments/storage. See next section "Schedule Shipments/Storage in DPS".</p>

<input type="checkbox"/>	<p>Schedule your HHG shipments/Storage shipment in DPS (after you have completed DPS the Counseling portion online)</p> <p>UB (Unaccompanied Baggage) HHG (Household Goods) NTS (Non-Temp Storage) PPM (Personally-Procured Move)</p>	<p>Log into DPS to schedule your shipments (UB, HHG, and NTS). Once DPS self-counseling is complete, it is time to schedule your shipments/storage. See Military One Source "Planning for a move" section. Use DPS to upload your orders and create your shipments. Have this information ready:</p> <ul style="list-style-type: none"> Your contact information, Estimated weight, Pick-up & delivery locations, Pick-up & delivery dates (be flexible- no weekends or holidays; different dates are needed for each shipment), and any special items and/or PBP&E (also known as Professional-Gear or Pro-Gear) <p><i>Tip: If you do not know your exact delivery address, you can put your new duty station and update your address later.</i></p> <p>Completing this step will generate your DD Forms. Review them first, and then sign. Questions about your forms? Contact your local DMO.</p> <p>Upload your signed DD forms into DPS: Another option is to send the following to your local DMO via email or in person: Basic orders, Signed DD1299 & DD1797 from DPS for each shipment, and POA (if applicable). Once the above documentation has been submitted to the local DMO/DPS, DMO will submit the application to the booking office, and you will receive an email with the TSP's name/origin name and phone number of the agent who will be packing your shipment. Refer to "Prepping for Packout" section to start preparing your household goods.</p> <p>Personally Procured Moves are not the primary method of moving HHG OCONUS. However, small-package shipments (e.g. via USPS) are authorized when certain requirements are met. These are small shipments (generally <500 pounds) that the service member ships via USPS or other method and are authorized for exact-cost reimbursement up to the standard government rate. The intent of Small Package PPMs is to enable the shipment of small household necessities (e.g. sheets, clothes) in an expedited manner to your destination. Review the LPD-2 Handout on Small Package PPMs for more information.</p>
<input type="checkbox"/>	<p>Start thinking about your vehicles: Will you store or sell them?</p>	<p>Visit PCSmyPOV to learn about POV (privately owned vehicle) storage locations and to make an appointment for drop-off. You will need to notify DMO if you would like to store a POV.</p> <ul style="list-style-type: none"> Marines conducting a PCS move to Japan may be entitled to store one POV at government expense. Contact your local DMO for information regarding POV entitlements and to prepare required documents. Refer to "Storing your POV" section in this document. Shipping a car to Japan is not recommended. There are restrictions, and it is costly. <p>DTR Part IV Attachment K4 Storing your POV</p>
<input type="checkbox"/>	<p>Contact IPAC (Installation Personnel Administration Center) for Entitlement Questions</p>	<p>Know your entitlements - Call or visit your local IPAC with any questions regarding entitlements.</p> <ul style="list-style-type: none"> TLE (Temporary Lodging Expense): Authorized 7 days CONUS if PCSing OCONUS DLA (Dislocation Allowance): Partially reimburses a service member for relocation expenses (reimbursed upon checking in once travel claim is completed) MARADMIN 100/18 Per Diem: Flat rate for each day of travel TLA (Temporary Lodging Allowance): Authorized OCONUS 10 days at a time while waiting for permanent housing BAH (Basic Housing Allowance): Kicks in once you accept a house at your new duty station GTCC (Government Travel Charge Card): Know your limit. Ask your S-1 if you need to raise your GTCC limit (larger families). LICWO (Leave in Conjunction with Orders): Contact your chain of command regarding leave
<input type="checkbox"/>	<p>Request a sponsor if you have not been assigned one</p>	<p>Contact the Sponsorship Coordinator (SC) of your gaining command or your local (I&R) Office.</p> <ul style="list-style-type: none"> Per MCO 1320.11H, sponsors are to be of equal or higher pay-grade to arriving service members. Commands are encouraged to match marital status (e.g., assign a sponsor who is married with children for the married arriving Service Member and family). Your sponsor should be in contact with you no less than 60 days prior to your arrival, ideally shortly after you receive orders. Your sponsor will play a large role in assisting with your transition: housing process, providing local resources, signing you up for the welcome brief, and more. Your sponsor should receive Sponsorship Training (I&R Office) in order to assist you through this transition.

<input type="checkbox"/>	Helpful Facebook Pages/Websites for PCS information and updates	<p>Follow these pages for helpful PCS Information:</p> <ul style="list-style-type: none"> • The official Marine Corps Personal Property Facebook • The official Marine Corps Passenger Transportation Facebook • Iwakuni-Specific: Official PCS to Iwakuni website, Official MCAS Iwakuni website, and MCAS Iwakuni Facebook page for updates • Okinawa-specific: MCCS Welcome Aboard Okinawa, and the Official PCS to Okinawa website • Visit the LPD-2 Installations & Logistics website for more PCS information • USMC PCS Support Pacific Facebook page for PCS information to/from the Pacific Region • Navy Household Goods/Personal Property is another great website for all DoD service members • 2023 Peak Season MARADMIN • Visit Military One Source for the OCONUS/Overseas Move guide • AMC Seattle Gateway website for information on the AMC-Patriot Express
<input type="checkbox"/>	Create a "Move Binder" with important documents	<p>Create a binder with all of your important documents in one place.</p> <ul style="list-style-type: none"> • Day of travel documents: Orders (4-5 copies), Area clearance (4-5 copies), Passports (all dependents need a passport), Pet Paperwork (and copies), Flight Itineraries, Military IDs and Driver's Licenses • Other important documents: Social Security cards, medical records (immunization, medical, and dental records), birth/marriage certificates, school records/transcripts/IEPs, moving paperwork (TSP inventory sheets/important receipts, vehicle storage paperwork), TLF (hotel) info, important contacts (sponsor, gaining command phone numbers), tax documents, vehicle titles/registrations. • Other examples: EFMP (Exceptional Family Member Program) paperwork, college transcripts/licensure/continuing education paperwork, naturalization certificates, divorce, adoption/guardianship, custody paperwork, etc. Anything that you would not want to be lost in the move should be hand carried with you!

The Earlier the Better

(Several months out is ideal)

<input type="checkbox"/>	Communicate with your Sponsor	<p>Provide your sponsor with the following:</p> <ul style="list-style-type: none"> • A copy of your PCS orders • A copy of your area clearance approval message • Your travel itinerary • Special Power or Attorney (SPOA) (optional): Granting the SPOA to your sponsor will allow them to do many things on your behalf before you arrive (such as accepting housing and HHG shipments). <p>The key to a smooth PCS is communication with your sponsor and gaining unit.</p>
<input type="checkbox"/>	Start sorting your Household Items	<p>Decide what you will bring and what you will purge or store.</p> <p>Homes are smaller in Japan, and storage upon arrival is limited. You will be entitled to three shipments: Non-Temp Storage (NTS), Unaccompanied Baggage (UB), and Household Goods (HHG). PRO Gear (Professional Books, Papers and Equipment or PBP&E) should be listed separately and can be shipped to Japan in either the Unaccompanied Baggage or the HHG shipment. Set aside items that are not authorized to be moved or stored. See "Prepping for Packout Section"</p>
<input type="checkbox"/>	Submit your Housing Application	<p>Each base housing will have a different application process. Your sponsor should assist you with the housing process at your new duty station: Okinawa Housing Website and Iwakuni Housing Website.</p>
<input type="checkbox"/>	Make a reservation for Temporary Lodging Facility (TLF)	<p>You or your sponsor can make a TLF reservation at your new duty station once your flight is confirmed. It may be possible to move directly into base housing (upon availability) but make a TLF reservation just in case. Don't forget to cancel the TLF reservation if you are able to go straight to housing upon arrival.</p>
<input type="checkbox"/>	Notify your landlord or sell/rent your home	<p>Once you know your estimated moving dates, you will want to make a plan for your current home. Notify your landlord or make plans to sell your home/find renters if living in off-base housing. Remember, the Servicemember Civil Relief Act may apply.</p>

<input type="checkbox"/>	Schedule an appointment to store your POV <i>(if applicable)</i>	<ul style="list-style-type: none"> Make an Appointment to store your POV. Appointments are required. Marines must also be able to validate that all safety recall repairs have been performed. Customers have the option to conduct a self-storage of their POV and submit a reimbursement claim. Ask your Personal Property Office Counselor for the current reimbursement rate for storage of the POV.
<input type="checkbox"/>	Renew your Military ID <i>(if applicable)</i>	Dependents will likely need POA or the active duty service member present to renew a military ID.
<input type="checkbox"/>	Renew your Driver's License <i>(if applicable)</i>	Go to your local DMV if you are in the state of your current Driver's License to renew. If not, review your state's DMV renewal requirements. You will need a valid Driver's License throughout your OCONUS tour in order to receive a SOFA (Status of Forces Agreement) License. SOFA is an agreement between Japan and the US military forces in Japan that allows military dependents to move freely in the country and enjoy many of the privileges of native residents. You will also have to complete a driving test at the mandatory welcome brief. Ask your sponsor for more information.
<input type="checkbox"/>	Research your Airlines	<p>If traveling AMC-PE (Seattle to Japan), visit the AMC Travel Site and AMC Pet Travel Site. AMC-PE leaves from Seattle and may have a few stops at military bases before your final destination to Iwakuni or Okinawa. You may also have a commercial leg booked to get to Seattle AMC. Make sure you research the commercial requirements for baggage and pets. You are responsible for calling the commercial airline to arrange your pet travel to Seattle.</p> <p>If traveling commercial, check with your airline for baggage allowance and pet information. Let your sponsor/gaining unit know as soon as your plans are finalized, so they can prepare for your arrival!</p> <p>AMC-PE should always be the first option. Ask your PTO for more information on the use of commercial travel to Japan.</p>
<input type="checkbox"/>	Come up with a spending plan/ Create a budget	There will be some up-front costs that will be reimbursed later, but also plan for start-up expenses once you arrive such as stocking your pantry/cleaning supplies and utilities.
<input type="checkbox"/>	Make any other hotel arrangements needed prior to arrival in Japan	Consult with IPAC for any questions regarding entitlements: TLE (Temp Lodging Expenses), TLA (Temp Lodging Allowance), or per diem, for example.
<input type="checkbox"/>	Collect Medical/Dental Records	You will likely need to bring medical records with you as the CONUS and OCONUS documentation systems cannot communicate. Bring immunization records, dental records, and other important medical records with you.
<input type="checkbox"/>	Contact the School Liaison <i>(if applicable)</i>	Contact the School Liaison for DoDEA school registration information at your new duty station.
<input type="checkbox"/>	Contact the Child Development Center (CDC) <i>(if applicable)</i>	Oftentimes, the CDC will have a waitlist. Contact the CDC at your new duty station to inquire about a waitlist if you will require childcare upon arrival (especially dual military or dual working families).
<input type="checkbox"/>	Contact I&R	Information, Referral, & Relocation Offices (I&R) have more helpful resources on your new duty station on their websites: Okinawa I&R or Iwakuni I&R
<input type="checkbox"/>	Ask your sponsor about setting up a P.O. Box	Your sponsor may be able to set up a P.O. Box for you before you arrive. Ask your sponsor to inquire with postal. This will allow you to send items to yourself in advance if needed. This will also allow you to forward your address when you are ready. If your sponsor is not able to set up a P.O. Box, you can ask to mail some items to your sponsor if they are willing to accept and store them until you arrive.

Prepping for Packout/Pickup *(Pack-out/Pick-up of your shipments is usually a few weeks to a few months before your move, depending on your situation)*

<input type="checkbox"/>	Confirm dates with your TSP	<p>Contact your TSP to confirm all dates.</p> <p>Your pack-out dates will be the days leading up to your pick-up dates (This varies depending on your estimated weight). The pick-up date is the day your items are placed on the truck.</p>
<input type="checkbox"/>	Complete your Pre-Move Survey	<p>Call your TSP or DMO if you are within one week of moving day and have not had a Pre-Move Survey completed.</p> <p>The assigned TSP should contact you to schedule a pre-move survey. This is usually done at your home or over the phone depending on the type of shipment/estimated weight. They will estimate your weight and identify any special items entered in the DPS. This will allow them to have all the necessary packing materials on moving day. This is also a great chance to ask any questions you might have about the pack out/pick up process. Each TSP has guidelines that their teams will use in terms of what they can and cannot pack.</p>
<input type="checkbox"/>	Read Tips from Military One Source	<p>Read the Military One Source "Prepping your move" tips</p>
<input type="checkbox"/>	Organize and Separate UB/HHG/NTS and PRO Gear	<ul style="list-style-type: none"> ● Sticky notes or labels can help identify which items are going into which shipment ● Choose one room or area in your house where you can start separating express shipment items and items you need to travel with so they do not mistakenly get packed in the wrong shipment ● Items that certain movers are willing to take will be TSP-dependent (examples: spices, sealed food items, etc.) ● Make sure you let your DMO know that you have PRO Gear and it is listed as separate on the inventory. ● Use the Weight Estimator through USTRANSCOM to estimate how much your belongings weigh ● Get rid of any Unauthorized items Note: Shipment of sealed alcohol is now authorized (MARADMIN 289/19). Ensure all Lithium Batteries are accounted for per the MOS factsheet. Contact your DMO office with questions.
<input type="checkbox"/>	Prepare for your Unaccompanied Baggage (Express Shipment) <i>(Although variable and delays can occur, transit time is usually ~1 month)</i>	<p>Accompanied tours from CONUS to Japan are 2,000lbs for UB. (JTR Paragraph 051403)</p> <p>The UB shipment should get to your new location faster than your Household Goods (HHG) shipment. This should include any items you will want as soon as you arrive while waiting for the rest of your belongings.</p> <ul style="list-style-type: none"> ● What you can ship as UB: Personal clothing/shoes, Kitchenware (Essential pots, pans, utensils, etc.), light household items (sheets, towels, pillows, comforters), Collapsible items such as cribs, playpens, and strollers, items to care for your dependents, and other household basics. Here is an Example UB Packing List. ● What you cannot ship in UB: Appliances (washers/dryers/refrigerators), furniture, items of extraordinary value.
<input type="checkbox"/>	Prepare for your HHG Shipment <i>(Although variable, transit time is usually ~2-3 months)</i>	<p>You should have learned your total weight allowance from the forms that were generated through DPS. HHG will take longer than the UB shipment. It will usually take a few months to arrive in Japan. This is the rest of your belongings that will be going to your new duty station- including all of your furniture. You will be offered temporary furniture when you arrive if you are still waiting for your HHG.</p>
<input type="checkbox"/>	Prepare for your NTS shipment	<p>Almost anything you do not want to take with you can be stored in NTS for the duration of your overseas tour. Examples: bulky furniture that might not fit, garage items, recreational gear that you might not have room to store, large appliances like washer/dryer/refrigerator (these are provided by base housing). Remember: houses are smaller in Japan and storage is limited. When you return to the US and establish a new address, you can request retrieval and shipment of these stored belongings. It is suggested to schedule your pack-out/pick-up for NTS last. Customers have the option to conduct a self-storage NTS. Most often this is done to obtain humidity and temperature-controlled facilities, usually at a greater cost than government-provided NTS.</p>

<input type="checkbox"/>	Separate suitcases and items you will be traveling with	<ul style="list-style-type: none"> ● Consider blocking off a section of your home that is clearly labeled as "DO NOT MOVE" ● Set aside items such as suitcases you will be traveling with that you do not want to be moved ● Keep passports, move binder, purses, etc. out of the way of the movers so they do not accidentally pack them. Many people put these important documents and items inside their car so they will not be packed. ● Check the baggage allowance for your airlines. If flying AMC-PE, email the Seattle AMC Terminal with any questions regarding your baggage allowance: Seattle.Gateway@us.af.mil ● Don't forget your medications along with a few refills to get you through the relocation process ● Start setting aside a variety of snacks and entertainment, especially if traveling with children!
<input type="checkbox"/>	Prepare household items/appliances for pack out & Create an inventory	<p>Drain lawnmower, tape remotes to electronics, remove all batteries, remove all items from walls (curtains, pictures, TVs), disassemble outdoor playsets, move items out of attic/crawl space, and ensure all appliances are disconnected and ready to move.</p> <p>Create your own inventory: Always start with your highest-value items. Keep all receipts, get appraisal records, and take photos and videos prior to packing with enough detail to show the condition. Video record your electronics/appliances in working condition and take photos of the serial number plates on these items!</p> <p>Tip: Keep a copy of your inventory in your move binder.</p>
<input type="checkbox"/>	Know your Important Phone Numbers	<p>Have these important phone numbers on hand for any issues before or during your move:</p> <p>Distribution Management Office (DMO): Call for questions before your move, entitlements questions, scheduling counseling, providing updates to orders, assistance with shipment applications, issues with moving company before packing or pickup, date/location changes not accommodated by moving company, or to postpone/cancel a shipment Write your local DMO phone number here: _____</p> <p>Quality Assurance (QA): Call for moving day issues Write your QA phone number here: _____</p> <p>Moving Company (Transportation Service Provider or TSP): Check DPS for your TSP contact information. Contact them for: setting up a pre-move survey, coordinating delivery at destination, date change requests, providing special item information, submitting inconvenience claims if the moving company is late, submitting real property damage claims (damage to your residence), or submitting claims for loss or damage. Write your TSP Move Coordinator phone number here: _____</p> <p>Origin Joint Personal Property Shipping Office Call JPPSO for date or location changes not accommodated by moving company, postpone or cancel a shipment, request an update on shipment status or tracing. Write your JPPSO Phone number here: _____</p>

Packout/Pickup Day

<input type="checkbox"/>	Review Moving day Tips	<p>Have your important phone numbers on hand (DMO, QA, and TSP Move Coordinator).</p> <ul style="list-style-type: none"> ● Keep move binder, purses, passports, medications, jewelry and any other valuables you do not want to be packed either locked in a safe place or with you at all times. ● Come up with a plan for small children and/or pets while movers are packing up your house. Asking a friend/neighbor/babysitter for help can make things easier on moving day. ● Tipping and/or supplying meals are not required. A TSP should never request this compensation from you; however, it is also not illegal to tip or feed your movers. The choice to tip and supply meals is at your own discretion. ● The driver is usually in charge of the show. They are responsible for ensuring there is a crew and that everything is properly loaded before departing. If you run into any issues, talk with the driver first. If they are unable to resolve the issue, don't hesitate to call your local DMO or QA for help. ● The moving company will be creating an inventory of all your household items and will put stickers on all the boxes and larger items (couches, etc.). On these inventory sheets, they will also be indicating whether or not there was any pre-existing damage to your household goods. Be sure to check the condition codes they use on your items. If you disagree with their assessment, make sure to write it in the remarks section! ● Do not sign the inventory sheet until you understand and agree with everything listed. ● See more moving day tips from Military One Source ● Crates are required to be sealed with tamper proof seals for overseas shipments. ● Real Property Damage: In the event a TSP has caused damage to your residence at pack out OR delivery, visit the claims factsheet and follow the steps provided under "Residential Damage Claims."
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Things to Consider Before you Leave CONUS (Several Weeks out to up until you initiate travel)

<input type="checkbox"/>	Contact IPAC with Questions Regarding Entitlements	For any last-minute questions regarding non-HHG entitlements and/or GTCC, contact your local IPAC.
<input type="checkbox"/>	Think about your cell phone plans	Your sponsor can help identify the different cell phone options. Consider having a plan or temporary travel plan that will allow you to have phone service immediately off the plane. If you do get rid of your US phone number, switch any two-factor authentication accounts to a trusted phone number.
<input type="checkbox"/>	Notify credit card companies/banks	Notify your credit card companies and banks that you are moving to Japan and pay any outstanding bills or set up autopay while you are in transit to your new duty station.
<input type="checkbox"/>	Submit Change of Address	It can take 7-10 business days to forward a mailing address through USPS.
<input type="checkbox"/>	Share your forwarding address with providers	Update your new address with healthcare providers and any other local services you utilize as soon as you have it so that any outstanding bills can be forwarded directly to you.
<input type="checkbox"/>	Confirm TLF reservation	Call or email to confirm your TLF reservation.
<input type="checkbox"/>	Tricare Prime	Stay enrolled in your current TRICARE plan. You will transfer to TRICARE Prime Overseas coverage after you arrive at your new location. Fill or refill any prescriptions to carry you through your relocation period.
<input type="checkbox"/>	Consider Withdrawing Yen	It is a good idea to travel with yen. Even when flying the AMC-PE, many vending machines and food options on base in Japan accept yen only.

Final Pre-Move Clean Out Before Leaving Residence

<input type="checkbox"/>	Cancel utilities/delivery services	Check any subscriptions, utilities, or delivery services you may have and cancel/update your address
<input type="checkbox"/>	Back up important files	Back up/copy pictures and important documents/files to iCloud or similar

<input type="checkbox"/>	Final house cleaning and inspection	Clean your house thoroughly to include emptying and cleaning refrigerator, stove, and other major appliances. Complete your home inspection (if applicable), turn in the keys, and say goodbye to neighbors!
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Storing your POV

<input type="checkbox"/>	Confirm your PCSmyPOV Appointment	Login to the PCS myPOV Website to find information about your appointment. You can search by your appointment number to edit or cancel an existing appointment. Appointments during peak season (May-Aug) are difficult to get, so try not to cancel or request a new date/time to turn in your POV.
<input type="checkbox"/>	Turning in your Vehicle	<p>You will need a letter from DMO to turn your vehicle into the VPC (Vehicle Processing Center). Visit PCSMYPOV to learn all about the POV Turn-In process and important documents to bring.</p> <p>KEY REQUIREMENTS FOR POV TURN-IN</p> <ul style="list-style-type: none"> • Valid set of orders/amendments • Written approval from leasing or lienholder authorizing export • Government/State issued identification • Proof of vehicle ownership (title or registration) • No unresolved Recall Notices • Fuel at ¼ tank or less • A complete set of keys, to include gas cap and wheel locks (valet keys are not accepted) • Installed auto alarm or anti-theft devices turned off or disconnected • POV is clean and in a safe and operable condition • POV meets host nation emission control and safety standards (listed in the PPCIG). <p>You will also want to understand your POV Customer Bill of Rights</p>

48-72 Hours Before Travel (2-3 business days)

<input type="checkbox"/>	Make sure commercial flights are TICKETED	<p>Call PTO to confirm your commercial flights are ticketed.</p> <p>There is a difference between having reservations for your commercial flight and being ticketed for your commercial flight. Your reservation (commercial itinerary) will be forwarded to you for your flight to Seattle. If everything is correct such as location, spelling of names, and birthdates, the traveler will call the Travel Management Company (SATO) to purchase tickets. Once your flight is paid for, a commercial ticket will be issued. This travel is normally paid for (with your GTCC) and ticketed within 72 hours (3 business days) prior to departure OR on a case-by-case basis at the Marine's request upon detaching from your unit if earlier ticketing is needed.</p> <p>AMC-PE travel is paid for by the appropriation data on your orders and does not require GTCC.</p>
<input type="checkbox"/>	Double Check GTCC	Check with your S1/Admin to make sure your GTCC is activated and in "mission critical" status prior to travel
<input type="checkbox"/>	Double check all flight itineraries for check-in/flight information	<p>If flying AMC-PE:</p> <ul style="list-style-type: none"> • Follow the AMC Seattle Gateway webpage for flight delays and updates • Re-visit AMC Travel Site and AMC Pet Travel Page • Check-in for the AMC-PE is usually very early in the morning • Bring a pen and have the following ready: Official Orders, Area Clearance, Military IDs, and Passports (and binder with multiple copies of everything) <p>If flying Commercial:</p> <p>It is your responsibility to check with your commercial airlines for baggage, pet, and other airline specific policies.</p>
<input type="checkbox"/>	Double check all important pet documentation	<p>Bring ALL pet documentation if traveling with a pet (and copies):</p> <ul style="list-style-type: none"> • Microchip • Vaccines (signed in blue ink) • Fluorescent Antibody Virus Neutralization (FAVN) rabies blood test • 180-day Waiting Period • Health Certificate • Advance Notification (only needed if flying commercial)

<input type="checkbox"/>	Communicate with your Sponsor	Communicate your travel arrangements/arrival times/lodging with your sponsor/gaining unit, write down their phone numbers, and make sure you have communicated your family needs prior to arrival.
<input type="checkbox"/>	Sign up for Welcome Aboard/Newcomers' Orientation brief	Your sponsor should help sign you up for the mandatory welcome brief and provide information on childcare. You can also contact your Okinawa/Iwakuni I&R Office for more information. The driving course/test portion are included in the welcome brief. You will receive your SOFA license upon completion of the driver's test.
<input type="checkbox"/>	Complete the Check-Out Process	Contact your losing command with questions regarding the check-out process. You will take all required documents/check-out sheets to IPAC.

After You Arrive

<input type="checkbox"/>	Check-In with IPAC	Your sponsor should assist with the check-in process and introduce you to your gaining command.
<input type="checkbox"/>	Enroll TRICARE Prime Overseas	TRICARE Prime Overseas is available to active duty service members and their command-sponsored family members living together in non-remote overseas locations. TRICARE Prime Overseas Enrollment Information
<input type="checkbox"/>	Finalize Housing (if required)	If housing is not finalized before arrival, work with your sponsor to finalize housing requirements to be assigned housing.
<input type="checkbox"/>	Familiarize yourself with your new base	Utilize the many MCCS resources on base such as Outdoor Recreation, Information & Referral (I&R), New Parent Support, and more. Orient yourself to the Commissary, MCX, Post Office, and restaurants. Once you have your SOFA license and a car, it's time to start exploring!
<input type="checkbox"/>	Know your important phone numbers for accepting deliveries (UB, HHG)	<p>Know your important phone numbers:</p> <p>Destination DMO: Call for: Questions after your move, Assistance with scheduling delivery, Issues with moving company at your destination, Assistance with filing claims, Assistance with submitting Personally Procured Move (PPM) claims for reimbursement, Request delivery out of storage, Request a storage extension Write your local DMO phone number here: _____</p> <p>Destination QA: Call for delivery day issues Write your QA phone number here: _____</p> <p>Destination JPPSO: Call to request an update on shipment status or tracing Write your JPPSO phone number here: _____</p>
<input type="checkbox"/>	Accept your Personal Property Shipments (UB, HHG)	<p>Communicate which items you would like the delivery crew to unpack: You have a couple of options, and you should communicate your personal choice with the TSP ahead of time or in DPS.</p> <ol style="list-style-type: none"> 1) A full unpack: Movers empty the boxes of all their contents into the specified rooms. If you would like a full unpack, you need to include that in the remarks blocks in DPS Counseling: "FULL UN-PACK REQUIRED" 2) A partial un-pack: Movers only open boxes in select areas. 3) Movers assemble furniture that they took apart at the origin (beds, couches, etc.) <ul style="list-style-type: none"> •Your TSP should notify you directly when your shipments are ready for delivery (usually via email) •Know the Required Delivery Date (RDD) which can be found in DPS •Read the Tips for Moving Day from military one source •Use the inventory sheet to check off the numbers and ensure that everything is delivered. As the boxes/items come off the truck, you should direct them where they should be placed. •Once the truck is empty, you should verify on the inventory sheet that everything has been delivered. If not, those items need to be annotated on the inventory sheet before you sign off. Any lost/damaged items should be listed on the "Loss or Damage at Delivery" form provided by the driver. See next section: "Submit a Loss/Damage Report."

<input type="checkbox"/>	<p>Submit a Loss/Damage Report (Note: A loss/damage REPORT is different than an actual claim. You will still need to file a claim for lost or damaged items.)</p>	<p>Complete a Loss/Damage Report DD Form 1840 (AT DELIVERY form and then within 180 days for Full Replacement Value using the AFTER DELIVERY form) with your TSP AT THE TIME OF DELIVERY: See Military One Source for a full explanation of the Loss/Damage Report.</p> <p>If any of your HHG are lost or damaged during the move process, you are entitled to full replacement value (FRV) of that item. This means that the moving company should pay to repair or replace any lost or damaged property with a like item. The Transportation Service Provider (TSP) will require proof of the item's value and quality and will likely want evidence of the replacement cost. Follow the key steps below for documenting loss/damage of household goods at time of delivery:</p> <ol style="list-style-type: none"> 1. Inspect all items 2. Note any obvious loss and/or damages and ask the driver to complete and sign a Loss & Damage Report (DD Form 1840). Mutual agreement on major items can lead to fewer disputes later on 3. Acknowledge receipt of all high value items 4. Review inventories and other forms BEFORE SIGNING <p>You can also submit a Loss/Damage report AFTER THE TIME OF DELIVERY: You have 180 days from the date of delivery to notify the moving company in DPS of any lost or damaged items that you intend to file a claim for.</p>
<input type="checkbox"/>	<p>File an itemized claim for Loss/Damage in order to be reimbursed. <i>The TSP MUST mark your shipment as "delivery complete" status before you can start the claim process</i></p>	<p>Login to DPS to submit a Claim for Loss/Damage. A Loss/Damage Report is NOT a claim. After you submit a Loss/Damage Report, you must submit an itemized claim in DPS for every item that was lost or damaged during the moving process in order to receive reimbursement.</p> <p>Gather the following information before logging into DPS to submit an itemized claim:</p> <ul style="list-style-type: none"> • Manufacturer • Brief description of item • Inventory item number • Cost at purchase and year of purchase • Description of damage • Proof of value or condition, photos & receipts (if available) • Repair estimate (optional) <ul style="list-style-type: none"> • Refer to the USTC Claims User Guide for more information on claims: See: Full Replacement Value (1.2.4). • Visit the claims fact sheet on Military OneSource • For non-DPS claims such as damage to the residence by the TSP, you will need to file a claim for Real Property Damage with the TSP directly. • Questions? Contact the Navy Personnel Claims Unit at (888) 897-8217, (757) 440-6315, or email Norfolkclaims@navy.mil. <p>Remember this is a negotiation. If you are not happy with an offer, you should reject it.</p>
<input type="checkbox"/>	<p>File an Inconvenience Claim</p>	<p>Contact your DMO if you need to file an Inconvenience Claim. Marines may file an Inconvenience Claim with the TSP when HHG are not picked-up/delivered by the Required Delivery Date (RDD). Contact your local PPO (DMO) for more information and the process for submission of the claim.</p>

<input type="checkbox"/>	<p>Complete the Customer Satisfaction Survey (CSS) <i>(Should be completed within seven days after delivery is complete)</i></p>	<p>Complete your CSS for EACH shipment executed during the PCS.</p> <p>The CSS is a tool to make sure only the best moving companies pack, store, and move your household goods. It consists of eight questions and allows you to rate your TSP. HQMC reviews all ratings and comments and uses the CSS to hold moving companies accountable through warnings or suspensions.</p> <p>How can I complete the CSS?</p> <ul style="list-style-type: none"> ● Click on the link provided to you by the automated email you will receive ● Login to Defense Personal Property System (DPS) and select “Customer Satisfaction Survey” tab ● Call 1-800-462-2176 and select Option 5. ● The DTR, Part IV, Personal Property, Chapter 401, paragraph 401-G4h requires all users of the Defense Personal Property Program to acknowledge the following statement (in writing) prior to shipment: <i>“I understand that I am required to complete the DPS Customer Satisfaction Survey (CSS) upon completion of my shipment. Failure to do so may result in my Service being notified.”</i>
<input type="checkbox"/>	<p>Finally, enjoy all that Japan has to offer!</p>	<p>Research local festivals, language classes, cultural events, restaurants, and more. You put a lot of work into your move, now take some time to enjoy your new duty station overseas! For Okinawa, check out the MCCS Okinawa Liberty App.</p>

This document was compiled with resources from Military One Source, HQMC Guide to PCS, 2023 Peak Season MARADMIN, AMC official travel site, official USMC websites (including various DMO websites), and Joint Travel Regulations [JTR](#)