

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

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

First Steps (Steps below are proactive Member actions, orders are not required to Reserve Pet Spaces via [Pet Tracker Form](#) (Okinawa) or contacting DMO (Iwakuni))

(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 no later than (NLT) 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. See the "Create a Move Binder" section to organize your important documents. • Ensure that you consider withdrawal/last enrollment dates to get credit for the school year. Be sure to triple check dates, or your child may be forced to repeat a grade! • Consider your plans for living without furniture before loaner furniture is available, or after arriving at your new duty station. Do you have a sponsor, loaning locker, or local base resale page that you may use for temporary furniture? This may impact your desired pack out dates.
<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, not going to expire within the time of your move, and in "mission critical" status, increasing credit limits as required to accommodate family travel.
<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. • Okinawa: MCCS Okinawa Smooth Move Workshop • Iwakuni: MCCS PCS With Success Workshop • <i>A great resource if you are unable to attend: NAVSUP Counseling Webinar Videos and Tutorials</i>
<input type="checkbox"/>	Contact EFMP, if Required	<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 and can be initiated 365 days prior to your PCS. 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. *If applicable:* 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). Ensure any base-specific paperwork (e.g., Moving workshop certificate, VPC documentation) are submitted at this time.
6. Transportation is issued after receiving endorsement Orders. (AMC-PE should always be considered first before utilizing commercial options).

Are you taking leave? Schedule your circuitous travel at the same time. Contact your local PTO office for options as authorized. 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.

Commercial leg from 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 from 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. If any discrepancies are found on the itinerary (names, location, birthdate's, etc.), member must contact the Passenger Travel Section immediately at Iwakuni: mcasiwakuni.dmo.passengertravel@usmc.mil or DSN: 253-4076; Okinawa: MCBBUTLERPTOFOSTER@USMC.MIL or DSN: 645-5330. Once your flight is paid for, a commercial ticket will be reserved.

- This travel is paid for (with your GTCC) and is only ticketed within 21 days to 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 (e.g., to make pet reservations)
- Ensure your personal email is on file with PTO to ensure emails are received. Call your commercial airline 72 hours prior to departure to confirm your flight has been ticketed. If it has not, contact PTO immediately.

<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. 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 (MARADMIN 159/20). 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. • Iwakuni-Specific: Obtain a pet/crate weight measurement certificate from the Passenger terminal and email to mcasiwakuni.dmo.passengertravel@usmc.mil • Okinawa-Specific: See FY23 Pet Data Call • 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. • 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 and pet pricing which you are responsible for. 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. NOTE: Reimbursement is only valid for one pet per official order up to \$2000. • 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 for the flight will be the responsibility of the family.
<input type="checkbox"/>	<p>Initiate the pet importation process for entry to the USA (If applicable)</p>	<p>Make an appointment with your local Veterinarian (On or Off-Base).</p> <ul style="list-style-type: none"> • Make an appointment for your base veterinarian (Okinawa Veterinary Activity or Iwakuni Veterinary Treatment Facility) to understand requirements for your specific animal. You must also research state-specific requirements. • If you brought your pet to island, ensure you have a copy of your MDJ 270 (your base veterinarian can provide). • Plan for any vaccination and health certificate requirements. Any Japanese health records must be bilingual or English-only. • Review the Japanese Quarantine Service's guide for pet export from Japan. • If you are moving OCONUS (including Hawaii, Guam, Alaska) you must see the on-base vet due to complicated paperwork requirements
<input type="checkbox"/>	<p>Initiate passport applications/renewal applications (If required)</p>	<p>Call your local passport agent to make an appointment.</p> <ul style="list-style-type: none"> • The service member will PCS with Orders and Military ID, unless orders specifically require other passports. • Ensure all dependents have applicable passports that are <i>unexpired</i>. If you have had a child during your tour, ensure that they have also applied for and received a passport.
<input type="checkbox"/>	<p>Confirm Visa Readiness for Spouses/Children (If required)</p>	<p>Work with the US Consulate to understand visa processing requirements.</p> <ul style="list-style-type: none"> • The US Citizenship and Immigration (USCIS) website provides requirements and assistance. 1-877-CIS-4MIL is a dedicated military hotline for the process as well. • This process may take 6-8 months.

<input type="checkbox"/>	<p>Log into DPS complete your personal property counseling in DPS</p> <p>Schedule your HHG shipments/Storage shipment in DPS</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**</p> <ul style="list-style-type: none"> • Tip: Check out the Tutorials section for help using DPS and turn off your popup blocker to enable DPS window. Contact the help desk for any technical help. • If a security alert appears, type "thisisunsafe" and it should continue. <p>Move 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. 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"> • Unaccompanied Baggage (UB or Express) weight limit is 2,000 lbs regardless of rank or number of dependents for accompanied tours from 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. • <i>Tip: If you do not know your exact delivery address, you can put your new duty station and update your address later.</i>
<input type="checkbox"/>	<p><i>UB (Unaccompanied Baggage)</i> <i>HHG (Household Goods)</i> <i>Small Package PPM (Personally Procured Move)</i></p>	<p>Marines leaving Okinawa and Iwakuni will self-counsel in DPS. Once DPS counseling is complete, it is time to schedule your shipments/storage. Military OneSource has resources to help you to plan.</p> <p>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) • CRITICAL NOTE: If you are currently at a Marine base in Okinawa (Foster, Kinser, Courtney, Hansen, Schwab, Futenma, Lester) you MUST be sure to select the following for your counseling office. Failure to do so will end up with your shipment stuck in limbo and jeopardize your selected pack-out dates. MCB Camp SD Butler ATTN G-4 Ginowan 96373 Japan • Completing this step will generate your DD Forms. Review them first, and then sign. Questions about your forms? Contact your local DMO. 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).
<input type="checkbox"/>		<p>Small Package PPMs may be authorized. 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 Handout on Small Package PPMs for more information.</p>
<input type="checkbox"/>	<p>HHG Shipments accepted by the TSP</p>	<p>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. Contact Okinawa or Iwakuni DMO for help or with questions.</p>

<input type="checkbox"/>	Request Loaner Furniture	<p>Loaner Furniture can be in high demand. Requesting early will help ensure availability.</p> <ul style="list-style-type: none"> Marine families with their full weight allotment are authorized loaner furniture when leaving OCONUS, when available. Okinawa loaner furniture is managed by Kadena Housing Furnishings Management, and families are authorized furniture for 60 days. At least 3 days prior, email 718ces.fms@us.af.mil with orders, requested delivery date, and furniture requested. Delivery cannot be the same day as any HHG or UB pack out. Iwakuni loaner furniture is managed by Family Housing, and families are authorized furniture for 14 days, if available. Priority for loaner furniture goes to inbound families.
<input type="checkbox"/>	Start thinking about your vehicles: Will you ship or sell them? Will you buy new?	<p>Most families will sell their vehicles before departing. Some vehicles older than 25 years old may be able to be imported back to the United States.</p> <ul style="list-style-type: none"> Visit PCSMYPOV for contacts and information regarding shipping a Japanese vehicle back to the US. Your DMO office must be notified to provide specific counseling on this process. If you are planning to sell your vehicle(s), begin to plan regarding when and how to sell them. The JSVRO can provide information regarding sale, scrap, and shipping processes. Be sure to cancel your auto insurance! You will need proof of cancellation to check out. If you will need to purchase a vehicle in the USA, begin to research options. It may take several months to have one delivered.
<input type="checkbox"/>	Contact IPAC (Installation Personnel Administration Center) for Entitlement Questions	<p>Know your entitlements - Call or visit your local IPAC with any questions regarding entitlements.</p> <ul style="list-style-type: none"> TLA (Temporary Lodging Allowance): Authorized 10 days OCONUS prior to PCSing CONUS. *If dependents depart prior to SM, please check the JTR and local policy* 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 TLE (Temporary Lodging Expense): Authorized CONUS for 14 days, if housing is not available 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 or unexpected ROM). Circuitous Travel: Work with PTO in organizing flights
<input type="checkbox"/>	Request a sponsor if you have not been assigned one (Optional)	<p>Contact the Sponsorship Coordinator (SC) of your gaining command or your local (I&R) Office.</p> <ul style="list-style-type: none"> Sponsors at CONUS duty stations are required per MCO 1320.11H. Sponsors may be able to help with practical concerns such as housing, local resources, and transport upon arrival. 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, helping you during ROM, and more. Your sponsor should receive Sponsorship Training (I&R Office) to assist you through this transition.

Initial Helpful Resources

<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 Your local base Facebook page may provide helpful base-specific information such as closures, alerts, and more 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 Kadena Passenger Terminal or Iwakuni Passenger Terminal for information on the AMC-Patriot Express
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<input type="checkbox"/>	Create a "Move Binder" with important documents	<p>Create a binder with all your important documents in one place.</p> <ul style="list-style-type: none"> • Day of travel documents: Orders (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/TLA (hotel) info, important contacts (gaining command/sponsor phone numbers), tax documents, vehicle titles/registrations. • Medical records may require some time to collect from the hospital, so request at least several weeks in advance. • 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!
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The Earlier the Better *(Several months out is ideal)*

<input type="checkbox"/>	Communicate with your Sponsor <i>(If Applicable)</i>	<p>If applicable and required for your destination, 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 of Attorney (SPOA) (optional): Granting the SPOA to your sponsor will allow them to do many things on your behalf before you arrive.
<input type="checkbox"/>	Start sorting your Household Items	<p>Decide what you will bring and what you will purge or store.</p> <p>Time to decide if you plan to keep all your impulse purchases from Daiso! You will be entitled to two shipments: 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 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 and/or Research Off-Base Housing	<p>Every base will have a different base housing application process.</p> <ul style="list-style-type: none"> • Reach out to your command's URC/sponsor if you need help locating housing application information. • BAH calculators can help you understand your entitlements. Begin to research schools, neighborhoods, and local rental/home purchase rates if living off-base is desired for your family.
<input type="checkbox"/>	Make a reservation for Temporary Lodging (TLA/TLE)	<p>You can make TLA/TLE reservations at your old & new duty stations once your flight is confirmed. Don't forget to cancel the TLE reservation if you are able to go straight to housing upon arrival. Review the TLA Fact Sheet and TLE FAQ.</p>
<input type="checkbox"/>	Notify your housing agency	<p>Once you know your estimated moving dates, you will want to plan for your current home.</p> <p>On-Base: Notify the housing office (Okinawa or Iwakuni) of your departure date. Work to schedule pre-inspections at least 5 days prior to moving into TLA. Okinawa and Iwakuni may have different processes.</p> <p>Off-Base: Notify your housing agency if living in off-base housing per your lease agreement; you may not want to immediately notify them. Be sure to clarify any move-out requirements such as utility payments, timeframes, and cleaning/repairs. You must provide completed paperwork to your base housing office to out-process.</p>
<input type="checkbox"/>	Schedule an appointment to pick up your POV <i>(If applicable)</i>	<ul style="list-style-type: none"> • Make an Appointment to ship and pick up your POV. Appointments are required. • All POVs can be picked up at the nearest VPC to your new PDS. Be sure to communicate the need to pick up your vehicle with PTO when scheduling flights/travel arrangements. A request is to be made at least 30 days prior to requested pick up. • Vehicles must be picked up within 21 days of delivery. Reference DTR Part IV, Attachment K4 • Do not forget to ensure all documentation (driver's license, insurance, etc.) are up to date.

<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. See Military One Source for information about potentially renewing online.
<input type="checkbox"/>	Research your Airlines <i>AMC-PE is the first option per JTR.</i>	If traveling AMC-PE (Japan to Seattle) , visit the AMC Travel Site and AMC Pet Travel Site . The AMC-PE leaves from Japanese bases and may have a few stops at military bases before Seattle. You may also have a commercial leg booked to get to your final destination. Make sure you research the commercial requirements for baggage and pets. You are responsible for calling the commercial airline to arrange your pet travel. If traveling commercial , check with your airline for baggage allowance and pet requirements. Inform sponsor/gaining unit as soon as your plans are finalized, they will prepare for your arrival!
<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 at your new duty station	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. Be sure to request physical copies early, of all immunization records, dental records, and other important medical records and carry them with you during travel.
<input type="checkbox"/>	Contact the School Liaison <i>(If applicable)</i>	Contact the School Liaison for school registration information at your new duty station. Ensure that you consider withdrawal/last enrollment dates to get credit for the school year. Be sure to triple check dates, or your child may be forced to repeat a grade!
<input type="checkbox"/>	Secure Childcare (CDC or off-base) <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"/>	Research your new base	The Military OneSource Military Installations site has more helpful resources on your new duty station. Your local Installations & Relocation office (I&R) may also be able to provide helpful information on subjects like childcare, spouse employment, and lifestyle changes.
<input type="checkbox"/>	Consider setting up a P.O. Box	A PO box at your new duty station may allow you to begin forwarding mail or shipping certain necessities ahead of your arrival. PO Boxes are not reimbursable, but can be requested online .

Prepping for Packout/Pickup *(Shipments are usually a few weeks to a few months before your move, depending on your situation.)*

<input type="checkbox"/>	Confirm dates with your TSP	Contact your TSP to confirm all dates. 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.
<input type="checkbox"/>	Complete your Pre-Move Survey	Call your TSP or DMO if you are within one week of moving day and have not had a Pre-Move Survey completed. 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. Discuss your unpacking requirements as well to ensure the TSP knows you need no unpacking, partial unpacking or full unpacking.
<input type="checkbox"/>	Read Tips from Military One Source	Read the Military One Source "Prepping your move" tips

<input type="checkbox"/>	Organize and Separate UB/HHG 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 weight estimation calculators available online such as Movers or MoversCorp to estimate the weight of your belongings. ● Get rid of any Unauthorized items Note: Shipment of sealed alcohol and some food products are now authorized (MARADMIN 289/19). Ensure all Lithium Batteries are accounted for per the MOS factsheet. Contact your DMO office with questions. ● It may be helpful to research local resources such as on-base Loan Lockers that may have items for you to borrow while waiting for your shipment(s) to arrive.
<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 Japan to CONUS are 2,000lbs for UB. (JTR Paragraph 051403) The UB shipment will 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 shipments will take longer than the UB shipment. It will usually take a few months to arrive from Japan. This is the rest of your belongings that will be going to your new duty station- including all your furniture.</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, see the AMC FAQ page or contact the local terminal via phone or email. Contact information can be found on their websites (Kadena Passenger Terminal or Jwakuni Passenger Terminal) ● 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>
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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 always locked in a safe place or with you. ● 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 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 OneSource ● TSPs ARE required to use tamper proof seals for overseas shipments. See this crating FAQ.
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Things to Consider Before you Leave OCONUS *(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	If you have Japanese service, be sure to cancel your service before leaving Japan. Request your phone to be unlocked and consider a temporary SIM card to maintain service continuity. If you have a US plan, be sure to contact your carrier to have them update your phone plans.
<input type="checkbox"/>	Notify credit card companies/banks	Notify your credit card companies and banks of travel plans and new addresses to ensure service continuity.
<input type="checkbox"/>	Submit Change of Address	Schedule your change of address with the USPS prior to leaving your duty station.

<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 TLE/TLA reservation	Call or email to confirm your TLE/TLA reservations.
<input type="checkbox"/>	Tricare Prime	Stay enrolled in your current TRICARE plan. You will transfer to applicable stateside 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 USD & Yen	It is a good idea to travel with USD, especially if flying commercial from Japan. If flying AMC-PE, you will only have stops at military bases along the way, but most vending machines accept yen only.

Final Pre-Move Clean Out Before Leaving Residence

<input type="checkbox"/>	Schedule Pick-Up of your Loaner Furniture	During peak season, you may need to be flexible with requested dates. Be sure to clean all furniture and dry any appliances prior to pick up! Remember, furniture cannot be picked up the same day as UB or HHG packing/pickup.
<input type="checkbox"/>	Cancel utilities/subscriptions/delivery services	Check 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 a Cloud Service or similar.
<input type="checkbox"/>	Final house cleaning and inspection	If required per your lease, clean your house thoroughly to include emptying and cleaning the refrigerator, stove, and other major appliances. Complete your home inspection (if applicable), turn in the keys, and say goodbye to neighbors!

Picking Up your POV (If applicable)

<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) may be difficult to get, so be flexible with your dates.
<input type="checkbox"/>	Picking up your Vehicle	<p>Visit PCSmyPOV to learn all about the POV Pick-Up process and important documents to bring.</p> <p>KEY REQUIREMENTS FOR POV PICK-UP: POVs must be picked up within 21 days of arrival to the VPC.</p> <ul style="list-style-type: none"> Valid set of orders/amendments (Required to request delivery to a different VPC than drop-off) Government/State issued identification Proof of vehicle ownership (title or registration) Vehicle inspection form, as provided to you during turn-in (the destination VPC can provide a copy) Power of Attorney (if someone other than the Service Member/spouse is picking up the vehicle) <u>Reinstated</u> vehicle insurance that reinstates as a driven car <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 from Seattle. This travel is normally 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 Kadena Passenger Terminal or Iwakuni Passenger Terminal for information on 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, Passports, Pet Paperwork (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 specific policies. The PTO offices do not book pet spaces on any commercial airline leg of your journey- this is up to you to reserve after receiving your commercial flights. Some commercial aircraft are limited in size of crate and animal breed/weight, so be sure to call ahead and be clear about your requirements.</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 Health Certificate <p>If you are flying commercially with pets from <u>Okinawa</u>, notification and prior review with the Naha Animal Quarantine Services is required. Bring your pet, kennel, and all paperwork (originals and copies) with you no fewer than 24 hours before the flight. If you are flying commercially with pets from Iwakuni, work with the Iwakuni Veterinary Treatment Facility for the most up-to-date procedure. They can be contacted via iwakuniVTF@gmail.com or DSN:253-6471.</p> <p>If you are flying AMC, confirm with the terminal of any specific departure procedures.</p>
<input type="checkbox"/>	Communicate with your Sponsor/Gaining Unit	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"/>	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	Ensure you are ready to submit your travel claims and have any other required paperwork completed.
<input type="checkbox"/>	Enroll in new TRICARE plan	Research stateside coverage plan options and contact TRICARE to change your plan after you arrive at your new location.
<input type="checkbox"/>	Finalize Housing (if required)	If housing is not finalized before arrival, contact your housing office to finalize housing plans, or search for and secure off-base housing.
<input type="checkbox"/>	Familiarize yourself with your new base/town	<p>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.</p> <p>Off-Base: Utilize local community centers, libraries, and Facebook groups to find resources important to you. Build your new community and settle into your newest adventure!</p>

<input type="checkbox"/>	<p>Know your important phone numbers for accepting deliveries (UB, HHG, NTS)</p>	<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"/>	<p>Accept your Personal Property Shipments (UB, HHG, NTS)</p>	<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"> 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." A partial un-pack: Movers only open boxes in select areas. Movers assemble furniture that they took apart at the origin (beds, couches, etc.) <ul style="list-style-type: none"> For UB & HHG, 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. Non-Temporary Storage (NTS) shipments can be requested for release via DPS as soon as you have a permanent address. Check out the "What to do when the moving company arrives" section in Military OneSource. 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 <i>(Note: A loss/damage REPORT is different than an actual claim. You will still need to file a claim for lost or damaged items.)</i></p>	<p>Complete a Loss/Damage Report DD Form 1840 with your TSP AT THE TIME OF DELIVERY: See Military OneSource for additional information on loss & damage claims and Personal Property Claims.</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"> Inspect all items. 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. Acknowledge receipt of all high value items. 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 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 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) • Refer to the USTC Claims User Guide for more information on claims. • 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. 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 your new base has to offer!</p>	<p>Research local events, shops, markets, restaurants, and more. You put a lot of work into your move, now take some time to enjoy your new duty station!</p>

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