

SPONSORSHIP TRAINING INFORMATION GUIDE

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*Marine & Family
Programs- Resources*

Relocation Services

MARINE & FAMILY PROGRAMS – RESOURCES**RELOCATION SERVICES****CAMP FOSTER BLDG 445****OFFICE: 645-8395/7494****FAX: 645-7229****SATELLITE OFFICES****OTHER SERVICES/PROGRAMS AVAILABLE AT THE MFP-R:****INFORMATION & REFERRAL PROGRAM****PERSONAL FINANCIAL MANAGEMENT PROGRAM****CULTURAL RELATIONS PROGRAM****TRANSITION READINESS PROGRAM****FAMILY MEMBER EMPLOYMENT ASSISTANCE****RETIRED ACTIVITIES OFFICE****VETERANS AFFAIRS ASSISTANCE**

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SPONSOR'S RESPONSIBILITIES

Attend Sponsorship Training offered by Marine & Family Programs-Resources (MFP-R) before sponsoring an inbound service member / family.

- Contact your nearest MFP-R.
- Phone numbers are located on the first page of this booklet.
- Sponsorship Training is approximately two hours long.

Contact the Newcomer

- Ensure the appropriate command welcome letters/emails are sent.
- Ensure the Sponsorship Coordinator sends a Welcome Aboard Package.
- Send a personal Welcome Aboard Letter/Email from yourself.
- Provide gaining unit mailing address and duty phone numbers.
- Provide general information prior to arrival.
- Get a port call date.
- Get a copy of the member's Orders & Area Clearance / Dependent Entry Approval.
- Ensure Application for Assignment to Housing (DD Form 1746) has been submitted.
- Provide information on pet importation and restricted breeds.

Schedule appointments & make reservations

- Housing brief (for accompanied members).
- Billeting (for unaccompanied members).
- Reservations at Temporary Lodging Facilities (TLA approved, for Accompanied members with dependents).
- Schedule Newcomer's Orientation Welcome Aboard (For accompanied members, spouses, children over 10 years of age, civilians and unaccompanied members E-6 and above).
- Contact the Resource and Referral Office at 645-4117 and establish childcare reservations for children less than 10 years old.
- Ensure unaccompanied members E-5 and below (Marine Corps and Sailors attached to a Marine Corps unit) attend the Joint Reception Center (JRC).
- Make kenneling reservations for pets.
- Establish a post office box.

Other Responsibilities

- Provide transportation from airport to lodging.
- Escort to in-processing locations.
- Assist with house hunting.
- Provide assistance with obtaining USFJ driver's license and Liberty Card.
- Assist with car shopping, vehicle registration/title transfer and insurance.
- Assist with enrolling children in school.

OBTAINING NEWCOMER'S INFORMATION

Contact Inbound Service Member:

Welcome Email/Letter

Provide MCCS Welcome Aboard Webpage: www.mccsokinawa.com/welcomeaboard

Information:

E-mail address (military & personal): _____

Home address: _____

Work address: _____

Home & work phone numbers: _____

Leave address: _____

Leave phone number: _____

Children's ages & grades: _____

Pet(s): _____

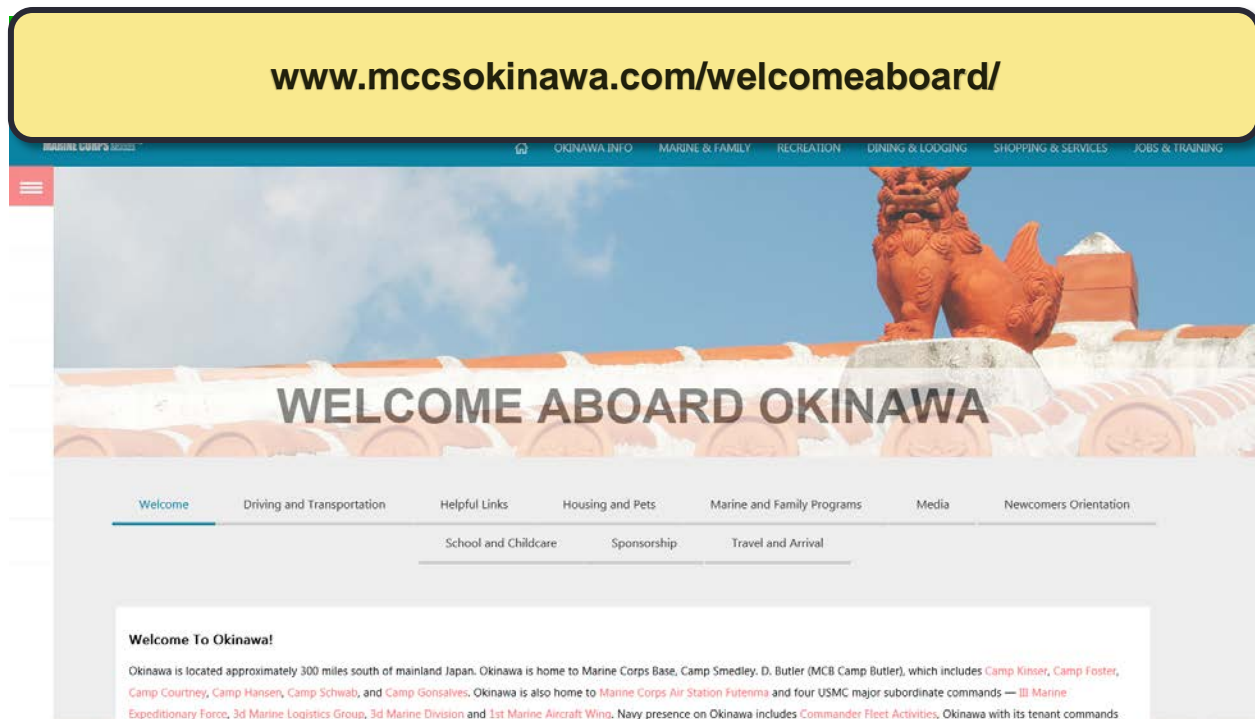
Flight information: _____

Port call date: _____

Request a Copy of the Orders & Area Clearance / Dependent Entry Approval:

The newcomer should send you a copy of his/her Orders and approved Area Clearance (USMC) or Dependent Entry Approval (USN). These documents are necessary for the sponsor to set up appointments.

ELECTRONIC WELCOME ABOARD PACKAGE (EWAP)



PLEASE FORWARD THE EWAP LINK TO ALL INBOUND SERVICE MEMBERS as it provides detailed relocation information that is necessary for them to have an optimum transition to Okinawa, Japan. Upon accessing the website, they should access the tabs along the page. Some of the tabs are labeled as follows:

1. **"Welcome"** - Contains a brief synopsis of Okinawa U.S. Marine Corps and U.S. Navy Okinawa command elements. Service members can obtain a copy of the "Must Know Information" for relocating to Okinawa.
2. **"Driving and Transportation"** - Holds all relevant information about the SOFA License to include the Driver's Manual and Road signs.
3. **"Newcomers' Orientation"** - Provides information on how to register, documents to bring, and the time for the event.
4. **"Travel and Arrival"** - Covers arrival at Naha/AMC Kadena Air Base, Travelers Tips, TLA rules and regulation, Lodging Information, Billeting policy, etc.
5. **"Housing and Pets"** - Will link them to the official housing website and a pet importation booklet which explains the importation process and its requirements.

6. **"Marine and Family Programs- Resources"** - Provides a wide range of services to maintain a high state of personal and professional readiness to include the Information and Referral and Relocation Services Program, Personal Financial Management and the Family Member Employment Assistance program.
7. **"School and Childcare"** – Provides links to the School Liaison Office, MCCS Child and Youth Programs (CYP) and the Exceptional Family Member Program (EFMP).

MEDICAL OVERSEAS SUITABILITY SCREENING (OSS) PROCESS

Upon receipt of PCS orders to Okinawa, service members with accompanied orders must start the OSS process for **ALL** family member(s). This process involves medical, dental and educational screenings which will identify if the family member(s) has any special needs in these areas and if the US Naval Hospital Okinawa will have the resources to service them during their tour on Okinawa.

The service member's losing command, the area Suitability/Overseas Screening Coordinator or the nearest Medical Treatment Facility can provide information about the OSS process. For an overview of the OSS process and a list of required documents/forms to be completed, visit the Okinawa U.S. Naval Hospital website located at:

<http://www.med.navy.mil/sites/nhoki/Patients/OSS/Pages/default.aspx>

For any questions or concerns regarding this process, please contact the Okinawa Overseas Screening Committee at:

DSN: 315-646-7408 or

Commercial: 011-81-98-971-7408

Email: usn.butler.navhospokinawaja.mesg.NHOKI-OverseasScreeningCoord@mail.mil

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

*****Area Clearance/DEA cannot be approved until the OSS process is completed. *****

AREA CLEARANCE/DEPENDENT ENTRY APPROVAL PROCESS

What is the Area Clearance?

The Area Clearance is COMMAND SPONSORSHIP for dependents who accompany their service member on an overseas assignment.

Unlike CONUS locations where dependents of military personnel receive benefits and entitlements through their service member's sponsorship, dependents must obtain additional

command sponsorship to receive similar entitlements when they accompany their service member OCONUS.

Who is required to have Area Clearance?

The Area Clearance is for Family Members ONLY.

The Area Clearance is issued to service members for their dependents, and is only valid for the duration of the accompanied-by-family member tour in Okinawa.

What is required to obtain Area Clearance Approval?

To be granted the Area Clearance for dependents, members must complete a REPORT of SUITABILITY for OVERSEAS ASSIGNMENT NAVPERS 1300/16 application. The application is available through an online search. Dependent(s) must complete a medical Suitability Screening as a prerequisite to completing the NAVPERS 1300/16 REPORT of SUITABILITY application. The medical screening process is explained above and the website <http://www.med.navy.mil/sites/nhoki/Patients/OSS/Pages/default.aspx> has a list of all required medical documents.

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

****Navy personnel E-3 and below cannot be command sponsored. Please check with your command about this regulation and exceptions to this policy and pass the information to the incoming member. *****

All family members must have an approved Area Clearance / Dependent Entry Approval before departing to Okinawa. The service member should not detach from the losing command until his/her family has received an approved Area Clearance message from MCB Butler.

The Marine Corps Base Area Clearance Office is seeing an increase in preparation issues from detaching commands (i.e. not including necessary attachments/appendices, sending to the incorrect PLA address). In addition, recent trends indicate that family members are missing/not included from the service member's orders, with this error not being caught until arriving in Okinawa. Area Clearance approvals are prepared based on the member's confirmed dependents in MCTFS. Members are advised to contact their parent Command to conduct a dependent audit to add new dependents and confirm the accuracy of dependents' information. Failure to ensure this information is correct could result in delays to approve the request at the Area Clearance Office.

Upon initial receipt of Permanent Change of Station Orders (PCSO) that directs a Marine and his/her family members to any Monitor Command Code (MCC) on Okinawa; the current Command will submit the request for Area Clearance Approval. Requests must be submitted using the following Plain Language Address (PLA) to:

- CG MCB CAMP BUTLER JP G-1(UC)
- CG MCB CAMP BUTLER JP(UC)
- CG MCIPAC G1(UC)

Navy personnel assigned to Marine Corps Commands on Okinawa will submit their Dependent Entry Approval to IPAC via the PLA addresses described above. However, if the Navy Personnel is assigned a Navy command such as CFAO, USNH, etc., Navy Personnel will submit their request via DMS to: PERSUPP DET OKINAWA KADENA JA//N-1// per the current editions of NMPCINST 4650.3 (Series) and MCO P1000.6 (Series). Additional information concerning the Dependent Entry Approval for Navy personnel may be directed by calling DSN: 634-6310.

For more information please contact the following personnel:

- Marine Corps: Area Clearance Coordinator
IPAC Inbound Section
DSN: 315-645-8512
CONUS: 011-81-98-970-8512
Also handles Green-Side Sailors
- Navy: Dependent Entry Approval Coordinator
PCS Inbound Section,
DSN: 315-634-6310/6316
CONUS: 011-81-98-961-6310/6316

Once the inbound service member receives the approved Area Clearance / Dependent Entry Approval, he/she must, once again, verify if all family members are listed on the Area Clearance / Dependent Entry Approval. In addition, they must check if all information is correct (SSN, DOB, etc.). If the information is incorrect, the service member must request for it to be corrected before departing to Okinawa.

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

If a family arrives on Okinawa without an approved Area Clearance, the incoming service member will be responsible for all the major financial costs as the family will not qualify for the entitlements mentioned below. In addition, if the Area Clearance is denied after the family member's arrival, the service member may be required to change his/her orders and execute an Early Return of Dependents (ERD). Therefore, please ensure that the inbound service member is informed of the process.

Entitlements that require Area Clearance:

- Receiving Cost of Living Allowance (COLA) with dependents
- Temporary Lodging Allowance (TLA)
- Government Housing (On/Off Base)
- SOFA Driver's License (for Dependents)
- Use of the On-base Family Child Care Program
- Priority attendance at the Department of Defense Schools
- Medical / Dental Benefits
- Post Office Box

Note to sponsors:

- Request a copy of the Area Clearance / Dependent Entry Approval from the inbound service member.
- Check that the document obtained is the **APPROVED** Area Clearance / Dependent Entry Approval and not the request. The approval should have multiple pages.
- Continue to follow up / track the Area Clearance or Dependent Entry Approval request to ensure an approval message is sent / received.

RELOCATING WITH EXCEPTIONAL FAMILY MEMBERS

The MCCS Exceptional Family Member Program (EFMP) is mandated by MCO 1754.4B and OPNAV 1754.2A to assist service members and their families in providing for the special needs of their Exceptional Family Member (EFM) before, during, and after relocation required by a change of permanent duty station. This program is designed to improve the quality of life of the affected families and provide procedures and guidelines to facilitate appropriate assignment of EFM sponsors.

The goal of this program is to reduce family stress or hardship while minimizing the need for costly reassignments, especially OCONUS transfers, due to the non-availability of adequate services.

Role of the Sponsor

- ✓ Upon sponsorship assignment please verify with inbound service member if there are any exceptional family members. If so please make sure the following tasks are accomplished:
- ✓ Have service member verify that the status of his/her dependent(s) EFMP enrollment is current. If not, advise service member to reach out to the losing installation's EFMP office as soon as possible to update the needed paperwork.
- ✓ Ensure that **ALL** members of the family have been screened by the Overseas Screening Committee at the losing Military Treatment Facility (MTF) and have received an approved Area Clearance/Dependent Entry Approval prior to scheduling DMO or booking plane tickets.
- ✓ Provide the family with the contact information for the EFMP office on Okinawa. For service members in the Marine Corps, contact MCCS EFMP at 645-9237. The service member can also contact MCCS EFMP via email at: efmp@okinawa.usmc-mccs.org or encourage the family to visit the website at www.mccsokinawa.com/efmp for a complete moving checklist and more information on transitioning to Okinawa. For service members in the Navy, please contact the U.S. Naval Hospital EFMP at 646-7408. The service member can also contact USNH EFMP via email at: NHOkiefmp@med.navy.mil
- ✓ If the family requires any special housing accommodations/considerations due to medical needs, such needs must be noted on page 7 of their EFMP Medical Summary DD Form

2792 or in their EFMP enrollment letter. The Kadena Housing Office will **NOT** accept any medical Exception to Policy (ETP) without proof of current EFMP enrollment. For more information please contact the respective EFMP office for the service member's branch of service.

- ✓ Please advise the service member about the pet policy in Okinawa including service dogs/animals. All service animals should come with proper certification and credentials (The process of relocating with a pet is described below). For more information, please contact the housing office at 634-0582 or via email at:
kadenahousing.customerservice@us.af.mil
- ✓ Please have the service member check in at the EFMP table during the Newcomer's Orientation and visit the EFMP office upon arrival.

PET POLICIES AND IMPORTATION REQUIREMENTS

Banned Dog Breeds

According to AFI 32-6001_AFGM2 and MCBJO 10570.1, certain dog breeds are prohibited in **ALL** Military Family Housing (MFH). The following list combines the restricted breeds identified in the Air Force Instruction and the Marine Corps Order:

1. Pit Bull (full or mixed breed), to include American Pit Bull Terrier, American Staffordshire Bull Terrier or English Staffordshire Bull Terrier.
2. Rottweiler (full or mixed breed)
3. Canid-wolf hybrid (full or mixed breed)
4. Doberman Pincher (full or mixed breed)
5. Chow (full or mixed breed)

Note: In the absence of formal breed identification, the predominant dog breed on a valid Veterinary Health Certificate or Rabies Certificate may be used to establish a presumption of a dog's breed.

The above mentioned policy states that the presence of a restricted dog breed, will NOT, even if permitted at a previous assignment, be a basis for approval to reside off base, if Military Family Housing (MFH) is available in the member's grade and bedroom entitlement category. Newly arriving families need be mindful of this policy and plan accordingly.

***Please have inbound service members review the above mentioned policy located at:
(<http://www.housing.af.mil/shared/media/document/AFD-120525-022.pdf>).***

Importation Process

The process to bring a pet to Japan can be very extensive (6-9 months). We recommend that service members start this process as early as possible by visiting a Veterinary Facility (preferably on-base vet clinic, if available). There are a couple of websites that one can visit to obtain information about bringing your pets to Okinawa.

https://www.mccsokinawa.com/uploadedFiles/MainSite/Content/Marine_and_Family/Marine_and_Family_Programs_-_Resources/Welcome_Aboard_Okinawa/Tabs/Resources/petinformation%20oct%2014.pdf

<http://www.maff.go.jp/aqs/english/contactus.html>

<http://www.usarj.army.mil/organization/vet/import.aspx>

http://www.pettravel.com/airline_rules.cfm

All steps of the pet importation process must be completed in order to avoid delay.

- (1) **Microchip implanting:** During import inspection at the time of arrival in Japan, if the microchip number is not confirmed or the microchip number is not the same as that on the inspection certificate, the animal will be subjected to a 180-day quarantine period or may be rejected to enter Japan.
 - (2) **Rabies immunization (dogs and cats):** Time of vaccination: after microchip implantation. These **must** be inactivated or killed virus vaccines to be accepted. Dogs or cats must be at least 91 days old at the time of the first vaccination. Furthermore, the second inoculation shall be conducted at least 30 days after the first and within the effective period of the first immunization. Moreover, if the date of arrival in Japan is past the effective immunization period, please conduct booster immunization.
 - (3) **Serological test:** For rabies neutralizing antibody (**dogs and cats**). Time of blood sampling: After completion of microchip insertion and 2 or more rabies immunizations (see above), and within the effective immunization period of the last inoculation.
 - (4) **180-Day Quarantine:** Waiting period before export after confirmation of antibody presence in dogs and cats. In order to reduce the detention period to 12 hours or less at the time of arrival in Japan, the dog or cat is advised to arrive in Japan more than 180 days and less than 2 years from the blood sampling date as described in the previous section. If the animal arrives in Japan before the passage of 180 days since the date of the blood sample, detention will be required for the insufficient number of days at an Animal Quarantine Station.
- Note: If the rabies immunization period is exceeded during the waiting period, you must have the animal given a booster immunization (refer to Section 1 (2)).
- (5) **Advance notification:** Any person intending to import an animal covered by this document (hereafter, “importer”) must submit a notification to the Animal Quarantine Station with

jurisdiction over the airport (seaport) of planned arrival at least 40 days before the arrival of the ship or airplane carrying the animal by FAX or mail.

In addition, please inform us at the time of providing the Notification if the importer desires to put the animals that are to be kept in quarantine for more than 12 hours after arrival in Japan at an Animal Quarantine Service detention facility other than that of the Animal Quarantine Station with jurisdiction over the airport (seaport) of arrival. (For detention facility locations, please refer to Section 3(2)).

(6) **Approval of import inspection of animals:** At the time of pet import, the receipt number will be necessary, so please make a careful note of it. And you will be required to show the “Approval of import inspection of animals” by airline / ship staff when you check in or you ship your pets.

(7) **Clinical inspection before departure:** Ten days before departure (2 days or less before boarding, as possible), have a veterinarian give the pet a clinical inspection to confirm that it does not have or is not suspected of having rabies (in the case of dogs, rabies and leptospirosis) (refer to Section 1 (8)).

(8) **Obtaining a health certification**

The importer shall obtain a health certificate issued by the responsible exporting country government agency (such as the USDA) and submit it to the Animal Quarantine Station at the time of arrival in Japan.

If the animal does not pass the import inspection upon arrival it will be subjected up to a 180 day quarantine.

This quarantine is authorized:

- **In on base housing (dogs are authorized on the first and second floors while cats are authorized on all floors at the high-rise towers)**
- **In the housing unit only (Not outdoors)**
- **If you take the animal out of the unit it needs to be for a short amount of time (to use the bathroom); it needs to be on a short leash. No contact with any other animal (Dogs and Cats) or person is allowed.**
- **Karing Kennels**
- **An authorized site in Naha**

The U.S. Army Veterinary Clinic at the Kadena Air Base offers animal care services, which includes immunizations, general medical care and minor surgery.

Dirofilariasis (heartworm disease) is a major problem on Okinawa. It is recommended that all dogs arriving on Okinawa should be on a heartworm preventative before arrival.

Transporting Pets to Okinawa

➤ AMC Transportation

AMC Pet travel is only authorized for PCS personnel. The sponsor or a sponsor's family member must accompany the pet on AMC. The traveler must pay for the movement of all pets. Costs for pet shipment must be paid at the AMC ticket counter at check-in time.

AMC has a 150-lbs. limit on pets; this includes the weight of the kennel (pet and kennel together). AMC requirements include: animals 70lbs and under (including weight of kennel) require one space while animals weighing 71- 100 lbs. (including kennel) will require two spaces. The cost per space ranges from \$123-\$369, depending on the weight of the pet.

Two Methods of Shipping Pets AMC:

In Cabin: Carrier Dimensions must be smaller than 20"L x 16"W x 8.5"H and must be an airline approved carrier. Pets must be able to stand, sit, turn and lay down with normal body posture to fit this category.

Excess Accompanied Baggage Shipment: This method is available to personnel traveling to and from Japan. Requests for obtaining transportation reservations for the movement of pets as excess baggage must be submitted to the personnel office during the outbound assignment interview. While travel reservations permitting the movement of your pet cannot be guaranteed, every effort will be made to meet your requirements by the personnel office, TMO, and AMC.

➤ Commercial Transportation

U.S. Airlines no longer transport certain dog breeds, particularly the English bulldog or mixes of this breed. The Patriot Express still transports them, but space for pets is not guaranteed and is very limited throughout the year. We highly suggest that service members check with the airlines for regulations/restrictions/policies regarding short-nosed dogs before starting the process to bring their pet over to Okinawa.

Each airline determines their specific pet policies. The following is a list of the major airlines and their phone numbers with embargo information.

- United Airlines - Temperature requirements are not less than 10 degrees Fahrenheit or more than 85 degrees Fahrenheit. Unless you have PCS orders there is a Pet Embargo from 15 May- 15 September.
- American Airlines – Cannot travel with a pet if the current or forecasted temperature is above 85 degrees Fahrenheit or below 45 degrees Fahrenheit. A written letter from a licensed veterinarian to fly your pet when the temperature goes below 45 degrees Fahrenheit.

- Delta - Pet Embargo is from 15 May through 15 Sept unless on PCS orders. Temperature not to exceed 85 degrees.

**To view a complete list of airlines and comprehensive animal transportation information, view these websites.

<http://www.state.gov/m/psi/tc/c10442.htm>

https://www.aphis.usda.gov/aphis/ourfocus/animalhealth/export/ct_animal_and_animal_product_export_information

A complete list of airline contact numbers and links to pet policies can be found at:

http://www.pettravel.com/airline_rules.cfm

The following are the phone numbers for the most common airlines:

American Airlines: Within the U.S.: 1-800-433-7300 Japan: 03-4333-7675	Delta: Within the U.S.: 1-800-221-1212 International: 1-800-241-4141	United Airlines: Within the U.S.: 1-800-864-8331 International: 1-800-538-2929
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Frequently Asked Questions

Q. What will happen if my dog arrives in Japan without microchips fitted?

A. If the dog arrives without the microchip, it will be considered to not have the proper certificate and will be refused entry.

Q. The animals have received rabies vaccination but have not been fitted with a microchip. Will this be acceptable?

A. Any immunization against rabies carried out prior to the insertion of the microchip will not be accepted. Please be sure to have the animals vaccinated twice and tested for antibody levels only after the microchip is inserted.

Q. Please explain the rationale behind the measurement of antibody levels and the 180- day wait.

A. Antibody levels are measured in order to confirm whether or not the animal has developed immunity to rabies. The reason for the wait is to make sure that the animal has not contracted rabies prior to developing immunity to it as a result of immunization. 180 days corresponds to the incubation period for the disease.

Veterinarian Clinic Information

Email address: okinawavetclinic@gmail.com

Kadena Veterinarian Clinic

Japan Cell phone: 050-5865-3083

U.S. phone: 1-512-672-7593

Website: <http://www.kadenafss.com/family/karing-kennels/>
(Located Under the PCS Information Tab)

Karing Kennels (Aboard Kadena)

Boarding Facility

Bldg. 4065 near Kadena Gate 3

Mobile - 036-868-2235

Kadena DSN - 966-7339

Marine Camps DSN - 99-03-4580-0135 (Dial 6 - 7339)

From U.S. - 1-512-672-7339

Email: karingkennels@kadenafss.com

Website: <http://www.kadenafss.com/family/karing-kennels/>

Karing Kennels is the only government approved pet quarantine facility on-base.

For Kenneling Fees for Dogs and Cats, please visit: <http://www.kadenafss.com/family/karing-kennels/>

Please note there is a late night drop off fee of \$25 for all AMC customers and a \$50 fee for all customers flying commercially through the Naha airport. Fees may vary during Holidays or days when Karing Kennels is normally closed for business.

*Service member may be eligible to be reimbursed up to \$550 of quarantine expenses based on approval.

PETS AND GOVERNMENT HOUSING

All pet owners must ensure their dogs and cats are properly registered with the Base Veterinary Facility (VTF) within three days (72 hours) of arrival. All MFH residents will be required to complete the Pet Registration Form prior to assignment to MFH.

Two domestic pets per household, defined as a cat, dog or a combination, are allowed in single dwelling units, duplexes, multiplex units and towers. In tower buildings, cats are allowed on all floors, however, dogs are only allowed on the first, second and third floors.

Before making arrangements to bring a pet to Okinawa, you are strongly encouraged to contact the Housing Office at least 30 days prior to arrival to ensure pet friendly housing is available. Having a pet does not guarantee placement in a particular housing unit. Placement is based on availability and the member's entitlement. The non-availability of pet friendly housing is not a justification to turn down a housing offer.

Exotic animals such as, but not limited to, reptiles, rodents (other than hamsters and guinea pigs), ferrets, hedgehogs, skunks, rats, raccoons, squirrels, potbellied pigs, monkeys, arachnids, or any

farm animals are not permitted in government housing.

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

Due to the significant amount of construction currently underway in military housing, on base housing will be extremely limited. This may affect the service member's ability to obtain a pet-friendly home. Service members are encouraged to contact housing with further questions at 315-634-0582 or via email at: kadenahousing.customerservice@us.af.mil.

GOVERNMENT HOUSING

The Air Force Housing Management Office (HMO) manages Military Family Housing (MFH) for all service members assigned to Okinawa. When the service member arrives on Okinawa, he/she must report to the Housing Office within 2 working days of arrival. Failure to report will result in the loss of Temporary Lodging Allowance (IIMEF/MCIPACO 7220.1). This visit is separate from the housing brief and is necessary to verify your eligibility for TLA, and receive counseling and guidance before entering into any written lease or rental/sales contract for housing.

Effective 1 Aug 2009, all inbound accompanied military personnel are required to reside on base, unless housing reaches the occupancy rate of **98%** or more based on the service member's pay grade, family status, work location, etc. Civilians will be assigned on an excess inventory basis only. Military Family Housing on Okinawa has a "Live Where You Work Policy," which means that every effort is made to offer members a unit closest to their duty stations. The DoD standard for commute time between home and work is 60 minutes or less. All unaccompanied service members are provided dorm or billeting assignment by their respective branches of service.

ON BASE CONSTRUCTION: The Department of Defense is making significant investments into military housing on Okinawa, which includes home improvements, such as heating and air conditioning, kitchen and bathroom renovations and window renovations. The construction project is currently underway and is expected to be completed during FY 2023. Please note that on-base housing inventory may be limited and families may be required to off-base housing.

OFF BASE HOUSING SHORTAGES: Additionally, there are off-base housing shortages, particularly in "American" style housing which probably will be in effect for an undetermined timeframe. Families required to move off base may find the selection of off-base housing they feel to be "suitable" to be limited, especially during peak relocation season.

Due to these factors, service members and their families may experience longer stays in temporary lodging and be required to aggressively look for housing upon arrival.

Advance Housing Application

Eligible personnel (36 months accompanied tour) should submit an Advance Housing Application (Form DD 1746) along with a copy of orders to notify the Housing Management Office in order to establish themselves in the housing database. Please ask the service member to download form DD1746 locate on the Housing website

(<http://www.housing.af.mil/Units/Okinawa>) and email the documents to the following email address:

- ▶ kadenahousing.customerservice@us.af.mil
- ▶ ***Direct all housing documents to the attention of “Customer Service”.**

The service member’s application must identify and include supporting documentation for an impending promotion or gain of dependents so that he/she can be placed on the appropriate waiting list. The Area Clearance/Dependent Entry Approval will be required (later on) before a housing offer can be made. Housing offers will NOT take place until the service member arrives on island and checks in with the housing office.

The sponsor is responsible for contacting the housing office to schedule the housing appointment brief in advance for the inbound service member. The inbound service members will be given information pertaining to the mandatory off-base housing brief in the event there is no availability for them to reside on-base. For both on-base and off-base housing briefs, service members must bring a copy of their original orders and a copy of the approved Area Clearance/Dependent Entry Approval. Below are the housing office numbers to schedule the appointment for the incoming service member.

Currently, there are two housing offices. The main housing office resides on Kadena Air Base and the satellite office resides on Camps Kinser. Please note that the satellite office on Camp Courtney is only used to pick up keys for service members who receive a housing assignment on Camp Courtney or Camp McTureous (McT). Sponsors with service members assigned to MCAS Futenma, Camp Kinser or the Naha Port, should contact the Camp Kinser office to schedule the incoming service member’s appointment. Sponsors with service members assigned to any other camp should contact the Kadena Housing Office to set up the service member’s housing appointment.

Kadena Housing Office (Bldg. 217), telephone: 634-0582/0583

- In-processing briefs are held Mon-Fri at 0830.

Kinser Satellite Office (Bldg. 107, Room 234), telephone: 637-3736

- In-processing briefs are held Mon, Tue, Thurs and Friday at 0830.

*****Times for the Housing Brief are subject to change, please contact a Housing Representative before heading to their offices.*****

Marine Liaison

For housing issues or to obtain exception-to-policy letters please contact the Marine Liaison.
DSN: 634-0805 / 0114
Com: 011-81-611-734-0805 / 0114

Dual Active Duty Service Members and Government Housing

Before departing to Okinawa, dual active duty service members must check with their new command and the housing office regarding policies that could affect them. These policies can vary depending on their branch of service, but the following are the most common issues:

- ▶ If both service members are on 24 months unaccompanied tours, they do not rate family housing and will be required to live at the BOQ/BEQ. At least one of them must have accompanied orders. To be approved to live off-base on unaccompanied orders, both members must go through their chain of command.
- ▶ If one is on a 36 months accompanied tour and the other is on a 24 months unaccompanied and one has to leave, the member staying might be required to move from family housing to the BEQ/BOQ (if they don't have any other dependents/children).
- ▶ If both service members are on 36 months accompanied tours, they will not rate TLA if they arrive at different times by themselves (with no other dependents). Therefore, the service member that arrives first must stay at BOQ/BEQ and report to the housing office to receive information about the housing process.

Bachelor Quarters Mandatory Policy

The MCIPAC Letter 4-13, signed 11 February 2013, states that bachelor and unaccompanied enlisted military service members in pay grades E-1 through E-7, Warrant Officers in pay grades WO-1 through CWO-3, and Officers in pay grades O-1 through O-3 shall be assigned to live in on-base bachelor housing/quarters.

In addition, the above mentioned policy states that Overseas Housing Allowance (OHA) will NOT be paid to an unaccompanied military service member already drawing Basic Housing Allowance (BAH) for family members back in CONUS. This policy applies to ALL ranks, including senior enlisted and officers on unaccompanied tours to Okinawa, who are not subject to the mandatory Bachelor Quarter assignment policy discussed above.

Bachelor and unaccompanied enlisted military service members **should not ship** their household goods to Okinawa. There is no space at the bachelor quarters to accommodate furniture. If member is provided a Certificate of Non-Availability from the billeting office (BEQ/BOQ)

and/or given the permission to reside off-base after arriving on Okinawa, the member can look for off-base housing that is already furnished.

Navy Personnel should contact their command/PSD to clarify how this policy affects them, especially if they are reporting to a Marine Corps command. PSD: 634-9476/6322.

Off-Base Housing

After reporting to the Housing Management Office (HMO) and being authorized to search for a house off-base, the service member will be required to attend a mandated brief. During this brief, the service member can request a list of authorized off-base housing agencies. The off-base referral office distributes information on many different housing agencies. In addition, if the service member desires to rent a place off-base that is already furnished. For more information, regarding off-base housing, call 634-0582/0583.

The average off-base housing rental costs are:

1BR	\$1500
2BR	\$1800
3BR	\$2500
4BR	\$3000

Rental deposit and agency fees normally equal three months' rent.

Housing Personal Property Insurance

Service members are encouraged to obtain legal liability and personal property insurance for their possessions and should choose the options and amounts that best fit their needs and lifestyle.

GOVERNMENT FURNITURE (ACCOMPANIED ORDERS)

All members entitled to family housing are authorized temporary loaner furnishings and in some cases permanent furnishings, depending on the member's JFTR authorization. For inquiries, use the following email address: 718ces.fmo@kadena.af.mil.

Temporary Government Furniture Loaner Kits

Temporary furniture loaner kits are available for members on full JFTR for 90 days after arrival and up to 60 days before departure from Okinawa. Members on restricted JFTR are authorized permanent government furnishings for the duration of tour and a one-time pickup up to 90 days after arrival.

Government Furniture Maintenance

Members are responsible for the care and safe guard of all items placed in their custody. Members will be held financially liable for lost, damaged, or destroyed property.

Government Furniture Delivery and Self Help

The house will already be outfitted with a standard loaner kit when you move-in. Members are authorized a one-time delivery and pickup of government furnishings within 90 days after arrival. After the 90 day mark, members on restricted JFTR can visit the FMO section at the Kadena Housing Office to process the proper forms for self-help issue or turn-in as long as authorization is not exceeded.

For scheduled deliveries and pickup, members must be present at the scheduled date and time of delivery or pickup. Failure to be present will result in the furnishings being taken back to the warehouse or not picked up and the member will be charged for the delivery or pick up scheduled.

Government Furnishings Available

Furniture loaner kits are made up of the following items, the member entitlement will determine the number of items that will be processed.

- Double Bed (member and spouse or head of household)
- Single Bed (per child or additional dependent)
- Chest Drawer (1 per person)
- Dresser (1 per occupied bedroom)
- Dresser Mirror (Restricted JFTR, 1 per dresser)
- Night Table
- Dining Table
- Dining Chair w/o Arm (4 each)
- Dining Chair w/ Arm (Restricted JFTR, 2 each)
- Desk (2 each)
- Desk Chair (1 per desk)
- Sofa (1 each)
- Easy Chair (Restricted JFTR 2 each / Full JFTR pending number of dependents)
- Coffee Table (1 each)
- End Table (2 each)
- Dryer Electric (1 each)
- Washer Electric (1 each)
- Refrigerator/Freezer Electric (1 each)
- Range Electric (1 each)
- Buffet (Restricted JFTR)
- Hutch (Restricted JFTR)

Major Appliances Assigned to Housing Units

Major appliances including a washer, dryer, dishwasher, refrigerator, and ranges are permanently assigned to each on base housing unit and are also available for off base housing units.

Shipment of Unauthorized Appliances

Major appliances including a washer, dryer, dishwasher, refrigerator, and ranges owned by military and DoD civilians are not authorized to be shipped to Okinawa. If a military or DoD

civilian brings their washer, dryer, dishwasher, refrigerator, or ranges to Okinawa the government will not remove the assigned government appliances from the housing unit. Damages to any government owned appliances being stored are the responsibility of the assigned member. The government is not responsible for maintaining or repairing non-government owned appliances. Off base repair shops are limited and expensive.

Off-Base Government Furniture for Unaccompanied Service Members

- Not available for service members or civilians w/ unaccompanied orders.

WEIGHT RESTRICTION

***** Remind the inbound Marine that Okinawa is Weight Restricted. Sailors may/may not be weight restricted. Please remind all service members to review their orders. *****

- The weight allowance is established under provisions of the Joint Travel Regulations (JTR) and is the maximum weight that can be moved on government expense.
- 2,500 pounds (net) or 25 % (net) of the JFTR weight allowance, whichever is greater, plus UB transportation for Accompanied Service Members
- 10% for Unaccompanied Service Members

Neither the Distribution Management Office (DMO) nor the carriers are responsible for staying within this allowance. If a service member exceeds his/her allowance, the service member must pay all charges connected with the excess weight.

For any exceptions regarding this policy, contact the DMO Office (numbers are located on the next page). For more information pertaining to JTR allowances, please ask service members to visit: <http://www.defensetravel.dod.mil/>

Shipment of Motorcycles/Mopeds

The following regulations apply to motorcycles/mopeds greater than 250CC to Mainland Japan and Okinawa:

- The Government of Japan (GOJ) has imposed a requirement that motorcycles/mopeds over 250CC manufactured 1 July 1999 or later, must comply with GOJ brake standards. In addition to the brake testing requirement, motorcycles/mopeds over 250CC, manufactured 1 April 2001 or later, must pass GOJ emission testing and meet emission control standards.
- The estimated minimum costs for the brake testing is about \$2000 and about \$725 for the emission testing. These are separate requirements (Subject to manufactured dates and

failure to meet compliance standards places the owner in a situation to expend additional funds. The additional cost of meeting GOJ's standards is subject to the various equipment types and models and the degree of difficulty in meeting compliance. There is only one brake testing facility (located in Tokyo) and three emission facilities (two located in Tokyo and one in Osaka). There are no brake or emission testing facilities on Okinawa; therefore, all motorcycles/mopeds falling into the above manufactured dates are highly discouraged from being shipped to Okinawa.

- Motorcycles/mopeds must be insured and cannot be driven to testing facility, unless it has a temporary registration tag.
- US Forces Japan is currently coordinating with GOJ on the particulars of additional costs and requirements when shipping motorcycles/mopeds into Japan.
- Due to the extreme GOJ compliance costs members will incur, the shipment of motorcycles/mopeds into Japan is highly discouraged. Counselors should encourage members to place their motorcycles/mopeds into non-temporary storage as household goods for the duration of their tour.
- The Personal Property Consignment Instructions Guide, Volume II, General Instructions for Japan, will be changed to include GOJ's braking and emission testing requirements.
- Contact your local DMO office for specific questions.

DISTRIBUTION MANAGEMENT OFFICES (DMO)

If newcomers made a personal property shipment to Okinawa, have them check-in with DMO as soon as possible. When checking-in with DMO bring the copies of DMO paper work (1299 form) and orders.

**Camp Foster
Bldg. 495**

**Customer Service
645-0922**

**Camp Courtney
Bldg. 4311**

622-7561/5801

**Camp Hansen
Bldg. 2137**

623-4679/7029

Suggestions for Express Shipment

- 42" TV or smaller, DVD /Blue Ray Player and a few favorite DVDs
- Baby Cribs (this is the only furniture that can be shipped in the express shipment)
- Lamps and Fans
- Space heater (majority of off-base housing have no built-in heating)
- Bedding (Double & twin size sheets, blanket, pillows)
- Linens (enough to make it through the week. Avoids frequent trips to the laundry)
- Set of dishes (enough for the entire family to use)
- Pots & Pans, cooking utensils

- Mixing bowls, colander
- Measuring cups & spoons
- Coffee maker and toaster
- Laundry basket, ironing board, iron
- Microwave
- Clothing (pack a combination of clothing to include a warm jacket as weather varies dramatically)
- CD/DVD player and plenty of CDs/ DVDs (selection is limited to the current releases)
- Children's items (toys)
- Throw rugs and a few carpets (tile over concrete is the standard floor here)
- Any other essential items needed within the first 45-60 days

Suggestions for Household Goods Shipment

- Anything they will need to live on for 3 years.
- Lawn mowers, weed eaters (for duplex, multiplex and single family homes). If they are offered tower units, they won't need them.
- Check through the furniture list on the housing pages to save weight.
- Mattresses (if you have nice ones). The government ones are standard quality.
- Government couches tend to be small, if they have a comfortable couch that is not so heavy, they should bring it.
- Keep books to a minimum unless part of a professional pack.
- Photo albums are encouraged. 3 years is a long time away from family.
- Additional end tables are sometimes helpful.
- CDs, DVDs, etc. are a must have during bad weather.
- Dehumidifiers are great to have as it is very humid in Okinawa.

IMPORTANT DOCUMENTS TO HAND CARRY

The following is a list of documents that are essential for **Newcomers** to have with them upon arrival. These documents **SHOULD NOT** be packed in check-in luggage, but should be hand-carried in a briefcase or carry-on bag.

- ✓ **PCS orders** (original and several copies)
- ✓ **Area Clearance/Dependent Entry Approval** (original and several copies)
- ✓ **Passports** (All family members and civilians must have a passport)
- ✓ **Military ID card** (Children 10 years of age or older must have a Military ID to board AMC)
- ✓ **Valid Drivers' licenses or permits**
- ✓ Immunization records for service members and each family member traveling
- ✓ Medical & dental records
- ✓ Original birth certificates
- ✓ Naturalization paperwork
- ✓ Social security cards (including children)
- ✓ Marriage licenses and/or divorce decrees
- ✓ All educational documentation
- ✓ Deeds and titles to all real estate or other property (tax purposes)

- ✓ Shipping and storage documents for your household goods
- ✓ Insurance policies
- ✓ Adoption papers
- ✓ Wills and **Power of Attorneys**
- ✓ State and federal income tax returns
- ✓ Exceptional Family Member Program Documentation
- ✓ **Family Care Plans**

POST OFFICE BOX

As a sponsor, you are able to set up a post office box at the post office located where the incoming service will be working. Copies of the orders and Area Clearance (USMC) or Dependent Entry Approval (USN) are required to set up the post office box. Most unaccompanied active duty personnel will receive mail via their battalion/unit address.

Once the post office box is established, forward the new address to the newcomer so they may begin to submit an address change request and be able to send mail to themselves, if they desire to do so. Mail will normally be held for thirty days.

IPAC INBOUND PROCESS

The IPAC inbound Branch is on Camp Foster Bldg. 5699. To contact IPAC Inbound, call 645-6093/7980. Sponsors should take their incoming service members to check into IPAC within 5 business days of the incoming service member's arrival.

NOTE: Unaccompanied service members E-5 and below who attend JRC do not have to check in to IPAC. An IPAC Inbound representative will be present during JRC.

IPAC ID CARDS

The IPAC ID Center is located at Bldg. 5699. Appointments are "highly recommended" and can be scheduled at <https://rapids-appointments.dmdc.osd.mil/default.aspx>.

DOCUMENTS NEEDED FOR USMC IPAC CHECK IN:

- ✓ Orders (to include TAD en route).
- ✓ All receipts to include Temporary Lodging Entitlement (TLE) and/or Temporary Lodging Allowance (TLA).
- ✓ Flight Itinerary, to include documentation from the airlines showing travel delays (if applicable).

- ✓ Area Clearance/ port call.
- ✓ Dependent Travel Information.
- ✓ G-1 reporting endorsement.
- ✓ Passenger Travel Office (PTO) Authorization for Circuitous Travel (if applicable).
- ✓ PTO Authorization for vehicle storage (if applicable).
- ✓ PTO Authorization for Foreign Flag Carrier (if applicable).
- ✓ Officer Qualification Record (OQR)/ Service Record Book (SRB).
- ✓ Previous Admin Unit Information/ PTO information (if applicable).
- ✓ Excess Baggage
 - Limited to 2 bags per traveler not to exceed 70 lbs. per bag. Turn in all itemized receipts with baggage weight, per bag. Claims that fall outside this will need approval by HQMC Manpower Management Integration and Administration.
- ✓ Copy of spouses travel claim (for dual active duty service members).

ENTITLEMENTS

Travel Lodging Expense (TLE)

Receipts are a must to claim this reimbursement and they must be itemized and carry a zero balance. For overseas tours, members rate up to 5 days TLE. TLE is only authorized for lodging incurred within 50 miles of previous duty station (PDS).

Delayed Dependent Travel

Members who must delay their dependents' travel must have an approved request from HQMC to continue drawing their stateside allowances. Navy personnel should also request an approval to delay their dependents from PSD at their losing command. Upon reporting, if this approval is not obtained, their stateside allowances will be stopped until the approval letter is received.

Dislocation Allowance (DLA)

Unaccompanied members who have dependents that relocate from their residence IAW their issued PCSO may rate DLA. They must ensure that the designated location elected is a CONUS location and is written into their orders. A dependent travel claim must be submitted upon arrival to receive this entitlement.

Encourage service members to review their pay and travel entitlements when checking out from the losing command. They can also visit <http://www.defensetravel.dod.mil/> for additional information on the following entitlements.

Circuitous Travel

Used when service members elect to purchase their own ticket via commercial travel to or from Okinawa in expectation of later reimbursement from the government.

Must be pre-approved by Headquarters Marine Corps.

Must use U.S Certified Carrier in order to be reimbursed!

America West
American
Alaska Airlines
Delta
Spirit Airlines
United

Northwest
US Airways
Continental
Hawaiian Airlines
Sun Country Airlines

Please note there may be a possible airport change when flying into Narita International Airport if the follow-on travel to Okinawa is through Haneda International Airport. Passengers will have to claim luggage, purchase a ticket for ¥3500 per person on the Airport Limousine Bus service and take a shuttle to Haneda which is approximately 1.5 hours away.

Documents needed:

- ✓ Orders specifying that member and dependents are authorized Circuitous Travel.
- ✓ Endorsement from PTO, with GTR from old PDS to new PDS.
- ✓ Paid airfare receipts for member and dependents from a U.S.-certified carrier.

Major airlines traveling into Japan:

American Airlines	1-800-227-4622	Japan: 0120-00-0860
Continental Airlines	1-800-525-0280	Japan: 0120-24-2414
Japan Airlines	1-800-525-3663	
United Airlines	1-800-864-8331	Japan: 0120-11-4466
Northwest Airlines	1-800-225-2525	Japan: 0120-12-0747
Delta Airlines	1-800-221-1212	Japan: 0120-33-3742

**To view a complete list of airlines and their pet transporting regulations, go to:

http://www.pettravel.com/airline_rules.cfm

TEMPORARY LODGING RESERVATIONS

Sponsors are responsible for making TLF reservations for arriving personnel and their family members. In the event on-base lodging facilities are not available for the expected arrival date, sponsors need to obtain a Certificate of Non-Availability (CNA) to book temporary lodging reservations off-base. Please make sure that reservations are secured 30 days prior to the service member's arrival. Copies of the permanent change of station orders and Area Clearance or Dependent Entry Approval are required upon check-in.

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

There are no pet-friendly rooms in any of the Marine Corps base military lodging facilities. If there is availability on-base, the family will have to stay at lodging and send the pet to the kennel facility. More information about lodging can be found at: www.mccsokinawa.com/lodging

Temporary Lodging Facilities (TLF) (On-Base)

Westpac Lodge TLA Lodging Facility, Camp Foster

Phone:

DSN: 315-645-2455

Com: 011-81-98-970-2455

Web: www.mccsokinawa.com/lodging

Rates:

Twin Adjoin	\$75.00 per night
Queen Single	\$135.00 per night
Queen Adjoin	\$135.00 per night
Queen Suite	\$165.00 per night

Amenities & Services:

Kitchen	Laundry	Base Shuttle Service	ATM
Refrigerator	Slot Room	Copy Fax Services	I-pod dock TV
Microwave	Conference Room	Book Exchange	Flat Screen TV

In-Room Coffee	Exercise Room	Board Games	Internet Connection
DVD	Indoor Playground	Coffee Maker	Wi-Fi in Lobby
Cable	Outdoor Playground	Ice Dispenser	Grab and Go Breakfast in Lobby
PlayStation2	Picnic Area	Snack Retail	
Telephone	Video & Game Rental	Yen Exchange	

Camp Courtney TLA Lodging Facility

Phone:

DSN: 315-622-9578

Com: 011-81-98-954-9578

Web: www.mccsokinawa.com/lodging

Rates:

Suite \$110.00 per night

Amenities & Services

Kitchen	VideoNet	Picnic Area	Coffee Maker
Refrigerator	PlayStation	BBQ Grill	Ice Dispenser
Microwave	PlayStation2	Video & Game Rental	Snack Retail
TV	Telephone	Copy Fax Services	
DVD	Laundry	Book Exchange	
Cable	Outdoor Playground	Board Games	

Camp Hansen TLA Lodging Facility

Phone:

DSN: 315-623-4511

DSN: 011-81-98-969-4511

Web: www.mccsokinawa.com/lodging

Rates:

Single Room \$30.00 per night

Suite \$50.00 per night

Amenities & Services:

Refrigerator	Wi-Fi	Basketball Court
Microwave	Telephone	Picnic Area
TV	Laundry	Coffee Maker
DVD	Vending Machines	

Shogun Inn

(Located on Kadena Air Base)

DSN: 315-632-1100
 Com: 011-81-98-962-1100
 Com Fax: 011-81-98-962-1740
 DSN Fax: 315-632-1740
 Website: <http://www.kadenafss.com/travel/shogun-inn/>
 Email: 18fss.shogunreservations@us.af.mil

Rates:

For rates please contact the Shogun Inn

Amenities:

Shogun Inn has an entire building dedicated to pet-friendly rooms.

Guest rooms with Wi-Fi	Dry Cleaning Service	Video Game and Game Console Rental
Voicemail	Fitness Room	Complimentary Coffee & Tea
Wake-up call service	Car Rental	
Laundry	DVD	

OFF-BASE LODGING FACILITIES

WHEN MAKING RESERVATIONS FOR AN INBOUND SERVICE MEMBER OFF-BASE PLEASE ENSURE THAT YOU OBTAIN A CERTIFICATE OF NON-AVAILABILITY (CNA) AND THAT THE MEMBER'S TLA WILL COVER FOR HOTEL EXPENSES. WHENEVER IN DOUBT, PLEASE HAVE THE INBOUND MEMBER VERIFY THE MAXIMUM AMOUNT HE/SHE WILL GET FOR TLA OR CONTACT THE DISBURSING OFFICE, TLA SECTION 645-7036 or PSD Office 634-9476/6322.

The average cost for off-base lodging during the **low season** is approximately \$162.00 per night. (Ask for hotel pet policy and cancellation policy when making reservations.)

OFF BASE HOTEL LIST

Facility (Area)	Cooking Facilities	Family Suites	Internet	Pets Allowed	Estimated Rates	Rate Type	Telephone	Fax	Website
	Yes/No	Yes/No	Yes/No	Yes/No	High Season/Low Season	Room/Person	From US: 011-81-98-Tel No. — From Japan: 099-Tel No.		
Moon Ocean Ginowan (Ginowan City)	Y	Y	Y	N	\$73000- / \$11000-	Room	890-1110	890-1120	www.moonoceanokinawa.jp
Laguna Garden (Ginowan City)	N	Y	Y	N	\$81972- / \$43956-	Room	897-8846	897-7711	www.laguna.co.jp
The Beach Tower Okinawa (Chatan Cho)	N	Y	Y	Y	\$22500- / \$11000-	Person	921-7711	921-7700	www.hotelspa.net/hotel/okinawa/
Hamagawa Lodge (Chatan Cho)	Y	Y	Y	Y	\$16000- / 3000-	Room	936-7139	926-2366	www.rooms.com/pentagon/2611.hamagawa.htm
Terrace Garden Mihama Resort (Chatan Cho)	N	Y	Y	N	\$26500- / \$14500-	Person	926-1214	926-1214	www.terrace-garden.com/english/index.html
Vessel Hotel (Chatan Cho)	N	Y	Y	N	\$26800- / \$8000-	Person	926-1188	926-6868	www.vessel-hotel.jp/campna/
Sunny's Project Condominium (Chatan Cho)	Y	Y	Y	Y(Dog)	\$17060- / \$8000-	Person	973-6058	926-1068	www.sunnys-stay.jp/
EM Hotel (Kitanakagusuku Village)	N	N	Y	N	\$16000- / \$13000-	Person	935-1500	935-1600	www.costavista.guest-room
Crown Hotel (Okinawa City)	N	Y	Y	N	\$9200- / \$8700-	Person	933-2551	932-2194	www.crownhotel.grandmex.com
Eagle Lodge (Okinawa City)	Y	Y	Y	Y	\$10800 and up	Person	936-3651	936-7543	www.eaglelodge.jp/english.html
Hotel New Century (Okinawa City)	N	N	Y	N	\$6480 and up	Person	933-5599	932-5944	www.hotelnewcentury.co.jp
Sunrise Hotel (Okinawa City)	N	Y	Y	N	\$5600 and up	Person	933-0171	932-6221	www.sunrise-hotel.jp/
Tokyo Daiichi Hotel (Okinawa City)	Y	Y	Y	N	\$13500- / \$11500-	Person	931-1500	931-1509	www.hotelbrandmer.com
Moon Beach Hotel (Onna Village)	N	Y	Y	N	\$48600- / \$21600-	Person	965-1020	965-0555	www.moonbeach.co.jp
Renaissance Okinawa Hotel (Onna Village)	N	Y	Y	N	\$90000- / \$30200-	Person	965-0707	965-5011	www.renaissance-okinawa.com
Kafuu Resort (Onna Village)	Y	Y	Y	Y(Dog)	\$129000- / \$39000-	Room	964-7000	964-7700	www.kafuu-okinawa.jp
Okinawa Marriott Resort & Spa (Nago City)	N	Y	Y	N	\$38100- / \$17300-	Person	0980-51-1000	051-1901	www.okinawa-marrriott.com
DoubleTree by Hilton Naha (Naha City)	N	N	Y	N	\$30000- / \$12000-	Person	862-0123	862-2804	www.doubletree2.hilton.com/en/index.html
Loisir Hotel Naha (Naha City)	N	Y	Y	N	\$53500- / \$16500-	Person	868-2222	860-2000	www.loisir-naha.com
Hilton Okinawa Chatan Resort (Chatan Cho)	N	Y	Y	N	\$25800- / \$15900-	Person	901-1111	901-1100	http://hiltonchatan.jp/
Hvatt Regency Naha Okinawa (Naha City)	N	N	Y	N	\$38000- / \$18000-	Person	866-8888	866-8111	http://maha-regency.hyatt.com

Revised : Mar 16, 2016

Billeting (BEQ/BOQ) Reservations

Sponsor must contact the billeting office and make arrangements for all unaccompanied service members E-6 and above. The Billeting Office will only give a Certificate of Non-Availability (CNA) when there is no availability for the inbound service member.

Camp Foster - 645-2635

USNH Billeting - 645-9847

MCAS Futenma - 636-3443/3430

Camp Kinser - 637-1735

Camp Courtney - 622-9602/9369

Camp Hansen - 623-7159/7328

Camp Schwab - 625-2499/ 2572

TEMPORARY LODGING ALLOWANCE (TLA)

TLA is an earned allowance provided to partially reimburse Service Members for more than normal expenses stemming from the use of temporary lodging in conjunction with a Permanent Change of Station (PCS) move to/from an Outside Continental United States (OCONUS) location, including Alaska.

TLA is contingent upon

1. Marines must utilize a government Temporary Lodging Facility (TLF) (i.e., WestPac, Courtney or Hansen Lodge) unless a Certificate of Non-Availability (CNA) is obtained stating that the facility closest to their place of work is not available for occupancy.
2. If the member chooses to stay at an off-base TLF and does not provide a CNA from the on-base TLF, then the member's lodging reimbursement under TLA will be limited.
3. Upon arrival, Navy personnel should check with their personnel support detachment for current guidelines.

On base temporary lodging facilities are normally limited to thirty days maximum.

To obtain directions to any of these facilities from your port of entry, please ask your sponsor or contact the lodging facility directly. An off-base TLF listing is available at most on-base lodging facilities, which will assist in determining what facility meets your needs in the event off-base lodging is required.

There are **NO PETS (Dogs & Cats) ALLOWED** in any of the Marine Corps temporary military lodging facilities, so personnel will be required to make kenneling arrangements. **A Certificate of Non-Availability (CNA) will not be provided due to pets.**

TLA is not payable to members who arrive with non-command sponsored dependents. Members who arrive prior to their command sponsored dependents, and members married to members without dependents who arrive separately (the member that arrives first must occupy single type quarters until the other member arrives). Any questions, please contact the disbursing office at 645-7036.

If billeting is not available for the service member, a Certificate of Non-Availability (CNA) must be obtained from billeting office prior to occupying any temporary lodging facilities on or off-base. Without the CNA, TLA will not be reimbursed. In addition, the CNA does not backdate. The service member's sponsor must obtain this document before the service member can stay at a lodging facility.

Personnel accompanied by dependents must be prepared to pay \$1250.00 to \$3,525.00 for temporary lodging and subsistence for the initial 10-day period. Personnel are eligible for TLA to offset costs until private or government quarters are obtained. TLA is paid based on the number of days temporary lodging is required and will be reimbursed in 10 day increments. Personnel assigned to Okinawa will normally be authorized no more than 30 days of TLA. For a family consisting of one active duty member and three dependents the cost ranges from \$125.00 per day for an on-base facility to approximately \$300.00 per day off-base.

Advance payment of TLA is authorized and encouraged for personnel who may require temporary lodging. Advances can be requested upon arrival (the service member must receive a reporting endorsement prior to submission). The TLA payment process normally takes between 5-7 business days and payments will be made directly to the service member's direct deposit account. **Please Note: processing time is dependent upon the volume of claims been processed. During peak PCS seasons, service members may expect a longer reimbursement waiting period.** Personnel are required to pay the full amount of their final TLF bill upon check out. Therefore, requesting advance TLA is highly encouraged if adequate funds to pay the bill are not available. Contact your sponsor or command POC for details on requesting advance TLA.

TLA CLAIM: IPAC is seeing an increase in service members being denied compensation for traveling costs due to noncompliance of travel instructions specified on their orders. We recommend all inbound service members to review their travel orders thoroughly and plan their leave and travel arrangements accordingly.

In addition, please read the Temporary Lodging Allowance (TLA) informational brochure located in the "Travel and Arrival" Section of the Welcome Aboard Package at:
[https://www.mccsokinawa.com/uploadedFiles/MainSite/Content/Marine and Family/Marine and Family Programs - Resources/Welcome Aboard Okinawa/Tabs/Travel/Inbound TLA brochure.pdf](https://www.mccsokinawa.com/uploadedFiles/MainSite/Content/Marine%20and%20Family/Marine%20and%20Family%20Programs%20-%20Resources/Welcome%20Aboard%20Okinawa/Tabs/Travel/Inbound%20TLA%20brochure.pdf)

More information regarding TLA will be provided upon your arrival. Marine Corps on base TLFs are operated by Marine Corps Community Services (MCCS) and will accept commercial credit cards for payment.

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

The use of a Government Travel Charge Card (GTCC) for Permanent Change of Station (PCS) or TLF related expenses, is **currently discouraged**.

Service members are required to obtain a zero-balance receipt from the lodging facility to receive their TLA reimbursement.

The family lodging facilities give priority consideration to those individuals in a PCS status traveling with their families. The transient billeting facilities give priority to those individuals traveling in a Temporary Additional Duty (TAD/TDY) status. Other categories will be accommodated on an availability basis. Please bring a copy of your orders if applicable, your government issued ID card and a method of payment upon check in.

Documents Needed For TLA Claim

Accompanied service members will rate a maximum of 30 days. Service members are encouraged to submit their claims within 3 business days after each 10-day entitlement period. Service members also have the option of submitting their claims until they are out of lodging.

Documents:

- ✓ TLA Request Form
- ✓ Travel Claim (with reporting endorsement)
- ✓ Area Clearance
- ✓ Individual OHA Report (DD Form 2367)
- ✓ TLA Data Sheet
- ✓ Copy of lodging receipts
- ✓ Copy of Housing Assignment or Lease Agreement
- ✓ CNA
- ✓ Copy of signed Memorandum For The Record
- ✓ AF Form 594 or Family Housing Voucher.
- ✓ If dual active duty, a copy of the spouse's orders is required.

HOUSING:

- ❖ **AF Form 594** is needed for IPAC INBOUND to start/stop Quarters. **If AF Form 594 not provided, entitlements cannot be adjusted.**
- ❖ **DD Form 2367** is needed for IPAC INBOUND to start OHA; prior approval is required by Kadena Housing Office. **If DD Form 2367 not provided, entitlements cannot be adjusted.**

CONTACT INFORMATION

1. **Disbursing Office**
MCB Camp Foster
Phone:
DSN: 315-645-2600
Com: 011-81-98-970-2600

2. **TLA**
MCB Camp Foster
Phone:
DSN: 645-7728
Com: 011-81-98-970-7728

According to the Bachelor Quarters Mandatory Assignment policy signed April 30, 2012, the Marine Corps will not pay OHA to an unaccompanied military service member drawing BAH for housing when bachelor housing/billeting is available. This is also true for senior enlisted and officer military service members in Japan on unaccompanied tours who are not subject to the general bachelor housing involuntary assignment policy. In addition, dual active duty service members both with unaccompanied orders will not rate base housing or be authorized and receive OHA unless one of them modifies the military orders to reflect accompanied status.

REQUIREMENTS FOR PSD TO GAIN A SAILOR

In order for PSD to officially gain a newly reporting Sailor to their command the following documents will be required:

Documents:

- ✓ Copy of orders and all order modifications.
 - Orders must contain an endorsement from the command the sailor is reporting to stating the official date the member reported onboard.
- ✓ Copy of flight itinerary and or AMC itinerary
- ✓ Copy of Dependent Entry Approval (if accompanied by family)

The above documents need to be delivered to a Command PASS Coordinator (CPC) as soon as possible after the member arrives. The CPC will submit all required paperwork to PSD via the Transaction Online Processing System (TOPS). ***It is imperative that the newly reporting sailor get the documentation to his/her CPC as soon as possible to prevent any over or under payment.*** Sailors should submit their documentation no later than 4 days after arrival.

*****Please Note*****

PSD will gain the member to the command and start the member's COLA. PSD will issue a memorandum to the DoD Housing Management Office confirming the member has officially

checked-in. PSD will email a memo to the CPC. The newly arrived sailor may write his/her personnel email on the copy of the orders to be included in the correspondence as well.

Documents needed for TLA Payment:

- ✓ Lodging receipts with a zero balance
- ✓ Endorsement/ memorandum from the DoD Housing Office if awaiting Military Family Housing.
- ✓ If residing off-base: Memorandum from the DoD Housing Office authorizing member and family to live off-base.
- ✓ Certificate of Non-Availability (if unaccompanied)

*******Please Note*******

The actual travel claim should be submitted via a separate TOPS transaction by the CPC. It is recommended that the newly arrived sailor stay in contact with their CPC until all claims have been processed finalized. In the event PSD requires additional information, PSD will contact the Command PASS Coordinator.

TLE REQUIREMENTS:

Itemized receipt required, no more than 5 days will be paid.

HOUSING ASSIGNMENT:

AF Form 594 required to starts/stops/changes Basic Allowance for Quarters.

OFF BASE QUARTERS:

DD Form 2367 is required to start Overseas Housing Allowance (OHA). A copy of the lease must be attached and forwarded to PSD for payment.

COMMISSARY RUN

Sponsors must ensure that the service member is taken care of upon arrival. Before going to the airport, it is recommended that the sponsor purchase some items and place them in the inbound service member's room before picking him/her at the airport. If sponsor does not have the time or is unable to, it is recommended that he/she take the inbound service member to the Shoppette before heading to the billeting/lodging facility.

Please call the lodging facility (phone numbers are listed on the previous pages) to see if it is possible to put food and snacks in the incoming service member's room.

****It is highly suggested that the sponsor take the possibility of a typhoon hitting Okinawa during Typhoon season into consideration and ensure that the newcomer has all he/she needs before the Commissary/Shoppette closes.*****

*If the incoming service member will reside in temporary lodging off-base, contact the off-base facility for guidelines regarding the placement of groceries into the newcomer's room. *

LOAN LOCKER

This service is provided by any of the **Marine & Family Programs- Resources Centers with the exception of Camp Schwab** and is available to accompanied service members and DoD civilian personnel. Basic kitchen utensils and household items are provided to incoming and outgoing personnel. Complete dish packs are loaned out for 30 days and may be extended an additional 30 days if needed. **A copy of the service member's orders is required in order to check-out the items.** The assigned sponsor may checkout these items in advance.

The following list includes some of the items available to borrow:

Dish packs	Irons
Baking Items	Ironing Board
Ironing Boards	Pots & Pans
Laundry Baskets	Cooking Utensils
Coffee Maker	Toasters
Car seats	Strollers

MEETING THE SERVICE MEMBER AT THE AIRPORT

(Naha Domestic Terminal or Kadena AMC Terminal)

Sponsors should make every effort to be on time to pick up the incoming service member (and family members, if accompanied).

All accompanied personnel, unaccompanied E-6 and above and DoD Civilian personnel will be picked up by their sponsor.

Unaccompanied E1-E5 Marines and Navy personnel (assigned to MCB or Marine units) will be picked up and transported by JRC.

All unaccompanied Navy personnel (assigned to Navy units) will be picked up by their unit at the airport.

The phone numbers to the commercial airlines located in Naha are listed below:

Northwest 0120-12-0747 (toll free)

Japan Airlines 0120-25-5971 (toll free)

Air Nippon-Domestic 0120-02-9222 (toll free)

Air Nippon International 0120-02-9333 (toll free)

TRANSPORTATION FROM THE AIRPORT TO LODGING/BILLETING

Sponsors can check with their command in regards to reimbursement for mileage, tolls and parking. Reimbursement is subject to command's approval and availability of funds.

Sponsors are able to use the following to pick up their incoming service member and their family (if accompanied):

- ▶ Use Privately Owned Vehicle (POV)
 - ▶ MCO 1320.11F and IIIMEF/MCIPACO 1754.1
 - ▶ Mileage, tolls and parking (verify with command)
 - ▶ Submit claim to DTS via local voucher, along with receipts
- ▶ Use Government Owned Vehicle (GOV)
 - ▶ Must have authorization from the command to carry family members
- ▶ MCCS Transportation
 - ▶ DSN: 645-7516
 - ▶ Email: TransportationRequest@okinawa.usmc-mccs.org
- ▶ Joint Reception Center Bus will pick up E-5 and below unaccompanied

FINANCIAL INSTITUTION CONTACT INFORMATION

Navy Federal Credit Union

Navy Federal has a total of six branches in Okinawa in all of the Marine Corps Installations.

Contact Information:

DSN: 645-7331

Com: 011-81-98-970-7331

Community Bank

Foster

645-1244

Courtney	622-9324
Hansen	623-4534
Kinser	637-1780
Schwab	625-2554
Kadena	632-6810
Torii Station	644-5191

EMPLOYMENT ASSISTANCE

Employment opportunities for family members accompanying service members are limited on Okinawa. The kinds of jobs available on base are in the following categories:

Appropriated Funds:

- CHRO (MCB Civilian Human Resource Office)
- For Army, Air Force and Navy APF jobs on Okinawa, most can be viewed through USAJOBS.gov
- DODDs School System

Non-Appropriated Funds:

- MCCA (Marine Corps Community Services)
- Army and Air Force Exchange Service (AAFES)
- Navy MWR
- 18th Services
- Army MWR

Other Employment Agencies:

- Off- Base Employment
- Contract Employment

Transition Readiness Program (TRP) / Family Member Employment Assistance Program (FMEAP) provides:

- Resource library
- Assistance with completing federal employment applications, resumes and accompanying letters
- Workshops on the local job search
- Island job information fairs and federal employment assistance

TRP/FMEAP CONTACT INFORMATION:

Camp Foster	645-3151
Camp Courtney	622-7878
Camp Hansen	623-7736
Camp Kinser	637-1307
Camp Schwab	625-2699

For a more detailed list of employers, and/or assistance in obtaining employment, please visit the Family Member Employment Assistance Program located at any of the Marine & Family Programs– Resources Centers or visit them on their website.

www.mccsokinawa.com/transition

TRANSITION READINESS PROGRAM

[Workshops](#)[Announcements](#)[About Us](#)[Personal Readiness Seminar](#)[TRS Webinars](#)[Transition Readiness Seminar](#)[Transition Information](#)[Customer Comments](#)[Employment Assistance](#)[Links and Resources](#)[Templates](#)[Subscribe](#)

Want to know what's happening at MCCS? Subscribe to receive updates from this program.

TITLE

DATE

Federal Government Employment Workshop Pt. 1,
Foster

Federal Government
Employment Workshop

Resume Writing
Workshop, Courtney

COMMERCIAL ACTIVITIES

Many spouses prefer or opt to work from home or have their own business while stationed on Okinawa. If this is the case for the inbound service member's spouse, please let him/her know to complete required documentation which is found on the MCIPAC website.

<http://www.mcipac.marines.mil/Sections/OfficeoftheStaffJudgeAdvocate/InstallationLaw/Employment.aspx>

The screenshot shows the website for Marine Corps Base Camp Butler, Okinawa, Japan. The main navigation bar includes links for HOME, NEWS, PHOTOS, UNITS, LEADERS, MARINES, FAMILY, and COMMUNITY RELATIONS. Below this is a secondary navigation bar with links for Unit Home, Installations, Sections, Resources, Living in Okinawa, Around MCIPAC, Newcomer Info, and Photos. The main content area features the Marine Corps Base Camp Butler logo and the title 'Marine Corps Base Camp Butler, Okinawa, Japan'. The primary heading is 'Request to Engage in Commercial Activities or Private Employment' under the 'INSTALLATION LAW SECTION OF THE OFFICE OF THE STAFF JUDGE ADVOCATE'. The page provides general information, a recommendation to review rules governing commercial activities, and an approval process section with application directions. A sidebar on the right contains contact information for the ILAW Admin Specialist, Installation Law Legal Clerk, Deputy Installation Law Officer, and Installation Law Officer, as well as the office location and links to SJA and INSTALLATION LAW resources.

LEGAL ASSISTANCE OFFICE

Main Office Location:

Bldg. 5717 Camp Foster.
DSN: 645-1037
Com: 011-81-98-970-1037

Services:

Power of Attorneys or Notary Services are provided Monday - Thursday 1100-1400; and Friday 0800-1030.

Attorney Consultation is provided on a walk-in basis only for first time clients Monday-Friday from 0800-0900.

DODDS SCHOOL REGISTRATION

DoDDS Okinawa District

Required Documentation Checklist

AIR FORCE	PCS Orders with dependent names
MARINES	PCS Orders and Area Clearance
NAVY	PCS Orders and Dependent Entry Approval
ARMY	PCS Orders with dependent names
CIVILIAN (DoD or NAFI)	PCS Orders, Certificate of Employment Letter (Current Personnel Action Form for Local Hire Civilians)
CIVILIAN CONTRACTORS	Logistical Support Section of Contract, Company Authorization to Bill for Tuition

PRE-KINDERGARTEN or SURE

START students must be four years old by September 1

KINDERGARTEN students must be five years old on/or before 1 September of the current calendar year to be eligible to register for the upcoming school year.

FIRST GRADE students must be six years old on/or before September 1 of the current calendar year to be eligible to register for the upcoming school year.

SCHOOL	PHONE #
Bob Hope Primary (KADENA AB)	634-0093/0094
Bechtel Elementary (CAMP MCTUREOUS)	622-7504/7423
E.C. Killin Elementary (CAMP FOSTER)	645-7760/9172
Zukeran Elementary (CAMP FOSTER)	645-2576/2064
Stearley Heights Elementary (KADENA AB)	634-4523/4524
Kinser Elementary (CAMP KINSER)	637-3008/3422

Kadena Elementary (KADENA AB)	634-1550/3441
Amelia Earhart Intermediate (KADENA AB)	634-1329/1380
Kadena Middle (KADENA AB)	634-0217/632-7438
Lester Middle (CAMP LESTER)	645-7787/2124
Ryukyu Middle School	634-4849
Kadena High School (KADENA AIR BASE)	634-1216/1712
Kubasaki High (CAMP FOSTER)	645-3728/4876
District Superintendent Office (KADENA AB)	634-1204

School Zoning

The permanent quarter's address of the incoming service member determines which school the child will be zoned to attend. When the incoming service member is living in temporary lodging, the child is zoned for the school in that area. When the incoming service member has been assigned permanent housing (ON or OFF BASE), there is a possibility that the child might be moved to another school, unless the incoming service member will be living in the same Zoned Area. For information regarding school zones, please call the District Superintendent's Office at the numbers above, or the Bus Transportation office at 645-7820.

Please use this checklist to help you complete the registration process

	Student Registration (DoDEA Form 600)
	Sponsor's Orders, Certification of Employment letter, Personnel Action Form, Contract, etc.
	Area Clearance or Dependent Entry Approval (for USMC & Navy only)
	Passport or Birth Certificate for student (for age verification)

	Student Health History (DoDEA Form 2942.0-M-F1)
	Certificate of Immunization (DoDEA Form 2942.0-M-F3) (take to Immunization Clinic to be signed by medical authority)
	Copy of Immunization Card
	Special Education Needs Review Form (DoDEA Form 620)
	Computer and Internet Access Agreement (DoDEA Form 6600.1-F2)
	Questionnaire for Race/Ethnicity (DoDEA Form 600A) and Home Language (DoDEA Form 600B)
	Consents and Authorizations – Field Trips, Media Release & Internet Agreement (DoDEA Form 700)
	Housing Address & School Zone Verification letter
	House Assignment Letter, Off-Base Lease Agreement, or TLF Receipt
	PREVIOUS SCHOOL RECORDS FOR STUDENT (if available)

All DoDEA registration forms listed above are available online at
<http://www.okinawa.pac.dodea.edu/>

***Note: Pre-registration does not mean the child is registered for school. The registration packet must be turned-in, IN PERSON at the school once the incoming service member has arrived on-island. ***

School Liaison Officer

- ✓ Provides incoming families with information regarding DoDDS Okinawa
- ✓ Assists with grade/credit transferability
- ✓ Provides checklists, FAQs, useful links

diana.mizell@okinawa.usmc-mccs.org

www.mccsokinawa.com/slo

DSN: 645-3205

FROM THE US: 011-81-98-970-3205

Student Transportation Office

The following are the proper steps to follow for registering your children for the school bus:

- Incoming service members should contact the DoDDS Okinawa Transportation office to confirm availability of school bus service in the area residing. If you are in a bus service area, please email the following information to the Student Transportation Office:
 - Email: okin-bus@pac.dodea.edu
 - Child's name, school, and picture (for the bus pass).
- For questions, please call: DSN 645-2036/7820, or from a cell phone 098-970-2036/7820

PRIVATE SCHOOLS – OFF BASE

(Required documents may vary; call schools to verify)

Okinawa Christian School International (K-12)	(098) 958-3000
Zion Christian School (K-12)	(098) 936-9986
East-West Montessori School	(098) 983-7303
Busy Little Bumble Bees	(098) 934-0255
Santa Monica International School	(098) 936-3656
We Care International Preschool	(098) 926-2549

For a more complete list, please contact Resource & Referral Office at 645-4117.

III MEF/MCIPACO 1754.1
21 May 2014
Enclosure (3)

SAMPLE SPONSORSHIP CHECKLIST

A good sponsor can contribute to increase readiness, on the job performance, and retention by assuring a positive transition to overseas duty.

Are you a good sponsor?

____ Attend MCCS Marine and Family Programs Relocation Assistance Program
Sponsorship Training held weekly. Call 645-8395/7494 or e-mail reloassist@okinawa.usmc-mccs.org to sign up.

____ Write a personal letter of introduction using either enclosure (5) or (6). This initial letter should include your name, e-mail address, mailing address, home and office telephone numbers, dialing instructions from the United States, links to the electronic Welcome Aboard Package

located on the MCCS Okinawa Relocation webpage and the Military INSTALLATIONS application accessed through the Military OneSource webpage, along with a self-addressed envelope. This introduction letter can also be sent via an e-mail to the incoming Marine or Sailor if a valid and current e-mail address is available.

If sending via e-mail, consider using the “read receipt” option to ensure the e-mail is received and read.

____ Emphasize the importance of the incoming service member to keep you apprised of travel arrangements and to advise you of his/her date, time of arrival and flight number.

____ Provide instructions on how to contact you in the event of early arrival on an unscheduled flight or change in travel plans.

____ Emphasize the importance of completing the Overseas Suitability Screening (OSS) and the Area Clearance processes. The incoming service member must have copies of APPROVED Area Clearance message with them during travel (Accompanied Orders only).

____ Emphasize the importance of the Youth & Teen Sponsorship Programs and how other youth and teens can assist their children with learning about living and attending school in Okinawa utilizing enclosure (8). Contact Relocation Assistance for more information.

____ Request a copy of incoming service member’s permanent change of station orders and Area Clearance approval message be sent to you. This will enable you to set up a post office box. Emphasize that all accompanied service members are required to live in on-base housing. Service members may be authorized to live off-base ONLY if on-base housing is NOT available for their pay grade/family size. This information will be provided at the DoD Housing Office In-Processing Briefing.

____ Accompanied service members must attend a Housing In-Processing Briefing at the main DoD Housing Office or one of its satellite offices as soon as possible after arrival. Determination on availability of on-base housing is normally provided at this briefing (Accompanied Orders only).

____ Emphasize that Marines (accompanied/unaccompanied) coming to Okinawa are weight restricted on Personal Property shipments.

- Accompanied personnel are restricted to 2,500 pounds or 25 percent of Joint Federal Travel Regulations (JFTR) weight allowance, whichever is greater, including Unaccompanied Baggage.
- Unaccompanied service members are entitled to 10 percent of their JFTR allowance. Contact the Distribution Management Office for more information

____ Emphasize that all unaccompanied service members in pay grades E-1 through E-7, W-1 through W-3, and O-1 through O-3 are required by MCIPAC Policy Letter 4-13 to live in on-base bachelor housing. A waiver criterion is contained in MCIPAC Policy Letter 4-13. Overseas Housing Allowance (OHA) will NOT be paid to an unaccompanied military service member already drawing Basic Housing Allowance (BAH) for family members back in CONUS. This policy applies to ALL ranks, including senior enlisted and officers on unaccompanied tours to

Okinawa, who are not subject to the mandatory Bachelor Quarter assignment policy in the policy letter.

____ Emphasize that accompanied service members arriving in Japan prior to their family members must check into Bachelor Housing. NOTE: In this circumstance, they are not entitled to Temporary Lodging Allowance (TLA) and will not be reimbursed any expenses living in Temporary Lodging.

____ Provide information on restrictions for living in on-base housing with certain dog breeds (see AFI 32-6001_AFGM2 and III MEF/MCIPACO 10570.1 for additional information). NOTE: Possessing these dog breeds is not grounds for approval to live off-base.

____ Encourage service member to submit in advance an Application for Assignment to Housing (DD Form 1746). Application must include number/type of pets (Accompanied Orders only).

____ If incoming service member is planning on bringing pets into Japan, provide information on Japanese Pet Importation requirements as soon as possible. Importation process is a very strict and lengthy process, which normally requires a minimum of 6-8 months to complete.

____ Provide information about the climate on Okinawa and what type of clothing is appropriate to bring. Explain the different types of government housing and offer hints about the kind of household goods to ship in both express and regular shipments. If the family has any special needs, ask them to let you know ahead of time so arrangements can be made to meet those needs.

____ Arrange for temporary lodging for the family. Westpac (Camp Foster) and Courtney Lodge are the most frequently used TLA facilities. Incoming service members are required to stay in on-base TLA facilities if available. Having pets is NOT grounds for a Non-Availability Statement. If service member elects to live in off-base TLA facilities when on-base TLA quarters are available, they will only be paid for the rates for the on-base TLA quarters.

____ Make sure you are available to meet the family at their port of entry on their arrival date. Two vehicles may be needed depending on their family size, if bringing pets, etc.

____ Ensure the service member and family members age 10 and up are signed up for the Newcomers' Orientation Welcome Aboard (NOWA) brief. Attendance at NOWA is a prerequisite for obtaining the SOFA Privately Owned Vehicle driver's license (USFJ Form 4EJ). Call 645-8395/7494 for more information or to register incoming service member and their family for NOWA.

____ Please be aware that sponsorship duties do not end with settling the service member/DoD civilian employee and family into their temporary quarters. This Order requires sponsors to be available for 30 days after arrival to assist service member and family in transitioning to the local area. Sponsors need to be available to transport them to the commissary and exchange to pick up necessary items, show them around their immediate area where the nearest shopping/banking facility are located, show them the housing areas where they may be assigned, assist them with getting to their driving exams and help them in the purchase of a motor vehicle.

____ Provide website addresses for electronic Welcome Aboard Package and other relocation related information located on the MCCA Okinawa webpage:

www.mccsokinawa.com/welcomeaboard and for MCB Camp S. D. Butler on the Military Installations application located on the MilitaryOneSource website (www.militaryonesource.mil).