

▶ MARINE MEDIUM TILTROTOR SQUADRON SPONSORSHIP & INBOUND WELCOME ABOARD INFORMATION

SPONSORSHIP INBOUND INFO

Welcome aboard to Marine Medium Tiltrotor Squadron 262, MAG 36, 1st MAW, Okinawa, Japan.

The following procedural guide will assist with planning your PCS move and hopefully answer any concerns with in regards to moving to Okinawa.

PRIOR TO ARRIVAL:

1. **SPONSOR ASSIGNMENT:** VMM-262 will identify a sponsor to all accompanied personnel, and unaccompanied Staff NonCommissioned Officers and above. Once VMM-262 has identified your sponsor of your web orders to VMM-262 (MCC: 1V1) Okinawa, your sponsor should be in contact with you shortly. You should of as well have received a notification with an attached "Welcome Aboard" letter and identified your sponsors contact information. VMM-262 and your sponsor will be helping assist in all your matters with you and your family's arrival to Okinawa to help make the transition as smooth as possible.

2. **AREA CLEARANCE:** Your first requirement upon notification of an overseas accompanied tour is to complete the following forms and submit to your unit S-I at least 90 days prior to your anticipated arrival:

- Ensure you have the obligated service to complete the required accompanied tour of 36 months.
- NAVPERS 1300/16 (Report of Suitability for Overseas Assignments)
- NAVMED 1300/1 Medical Screening forms for each member of the family,
- Level I Anti-Terrorism Force Protection JKO (jko.jten.mil/courses/at11/launch.html)
- No-Fee Passports (If you have your personal passports then this will suffice for family members)

Your unit S-I will submit your area clearance request iaw MCO 1000.6 via naval message to: CG G

ONE MCB CAMP BUTLER JA and CC the gaining unit

VMM-262. You should anticipate a response within 5 business days, if not please contact the gaining command unit points of contact listed in this guide.

Once you receive your approved Area Clearance, a copy needs to go to your sponsor, Outbound Branch IPAC that is handling your overseas orders, and also ensure you maintain at least 10 copies with you for your travel and arrival.

NOTE: Personnel that are on 12 or 24 month unaccompanied orders/dependent restricted orders are not required to complete an area clearance.

3. **HOUSING:** You or your sponsor will also need to get your name submitted to be assigned to the waiting list for housing. For Okinawa, all service members must move to base housing unless directed otherwise at the housing appointment brief upon arriving in Okinawa. At which time they will advise you of locations in which you can seek to reside off base.

For housing you will need the following sent via email:

- DD1746 Housing Application
- AF Form 4422
- Copy of Web Orders
- Dependency Form (NAVMC 10922)

HOUSING OFFICE WEBSITE

Once received you will receive an email from the housing office that your application was received. Once confirmed receipt and know the date you will arrive you will need to set up your housing brief that first Tuesday at 0800, Family Housing office, Kadena, AFB.

4. **PASSPORTS:** You will be required to apply for your no-fee passports through your local DMO office or IPAC. If you choose to process for a personal passport it will be done via your local Post Office off base. Processing time can be anywhere from 10-12 weeks.

Requirements for 16 years and older INITIAL/1st TIME

Applicant(s) who have not received or issued any type of U.S. Passport:

1. DS-11 Form (must be TYPED and printed from online website www.travel.state.gov. No handwritten applications)
2. One (2x2) recent Color Passport Photo with white background taken within the last 6 months
3. Proof of U.S. Citizenship (Original Birth Certificate or Original Naturalization Certificate)
4. DD Form 1056 (Orig + 2 copies) – must be typed and signed in blue ink by authorized person
5. Copy of PCS Orders + Area Clearance or Dependent Entry Approval
6. Front and Back copy of ID Card (valid State side driver's license or State I.D or mil ID card) on the same page.

For RENEWAL- Use DS-82 Form + current/expired passport + requirements 2, 4, 5 and 6

Note, if you are married to a green card holder they will not be eligible for a no-fee passport and will use their personal passport issued from their country.

5. **SCHOOL REGISTRATION:** You will go to the website listed below and submit your required registrations forms directly to the school registrar, or sponsor to deliver the required forms.

DODEA PACIFIC REGISTRATION WEBSITE

EMAIL: OkinawaSupt_DSO@pac.dodea.edu

On Base: 634-1204 Comm: 011-81-098-961-1204

6. **IMPORTING PETS TO OKINAWA:** [MCCS](#)

OKINAWA IMPORTING PETS

7. **MCCS NEW ARRIVALS ORIENTATION:** All personnel to include family members arriving to Okinawa must attend an orientation class. This class is every Wednesday from 0730-1600, Ocean Breeze Clubs, Camp Foster. Childcare is provided for this class and must be arranged through Camp Foster MCCS building. This class is required in order to obtain a SOFA driver's license for the service member and his/her family members.

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Your sponsor will set up this through MCCS based off your arrival date.

**Cannot be set up until you notify the sponsor when you will be arriving to Okinawa.*

8. LODGING RESERVATIONS: You or your sponsor will need to arrange lodging reservations for up to at least 30 days for your arrival to Okinawa. You can stay at one of the on base lodging facilities.

Unaccompanied SNCO/Officer personnel will be assigned to billeting through the sponsor.

- WestPac Lodge/Inn, Camp Foster, Comm: 011-81-98-970-2455 DSN 645-2455 or email: fosterlodge@okinawa.usmc-mccs.org ☐ Shogun Inn, Kadena AFB, Comm: 011-81-98962-1100 DSN 632-1100 or email: 18fss.shogunreservations@us.af.mil
- Courtney Lodge, Camp Courtney, Comm: 011-81-98-954-9578, DSN 622-9578 or email: courtneylodge@okinawa.usmc-mccs.org ☐ Hansen Lodge, Camp Hansen, Comm: 011-8198-969-4511, DSN 623-4511 or email: hansenlodge@okinawa.usmc-mccs.org

PETS or NONAVAIL: If you have pets you will need to reside off base. Or If there are no reservations available for the time of your arrival you can use the attachment for a list of lodging hotel authorized off base for the TLA rate.

OFF BASE HOTEL LIST

TEMPORARY LODGING ALLOWANCE QUESTIONS

9. POST OFFICE BOX: You or your sponsor will arrange a post office box for all your mail to be forwarded and receive while here in Okinawa. Your post office box will be located based on your work location unless you request for it to be located at a later time to where you will reside on base. To request a PO Box you will email a copy of your Web Orders and Area Clearance to

MCBBButlerGIPOSTALFOSTER@usmc.mil.

Unaccompanied personnel will receive their mail through the unit mailroom.

PRIOR TO DEPARTURE:

1. Ensure you send a copy of your flight itinerary, number of family members, pet(s) and number of bags for your arrival. Your sponsor will need to know to ensure he/she has the required transportation needed.
2. Bring at least 10 copies of orders, medical documents, pet documents, and passports.
3. Even though your orders may have listed a baggage weight limit it is suggested you check with your airline, especially if you will be arriving into Okinawa via commercial air for any additional costs that maybe incurred.

UPON ARRIVAL ON OKINAWA:

1. A typical week upon arrival once you are picked up from the airport will be as such. Your sponsor should make liaison ahead of time with the S-1 to get your endorsed orders for the time in which you will arrive at the airport this will alleviate any further delay in the process.

Day 1, (Mon): Check into IPAC/Admin requirements. See the PMO Customs Office to get all passports stamped with the Multi-Entry Stamp.

Day 2, (Tue): Attend Housing Brief at 0800.

Day 3, (Wed): *Attend New Arrivals Orientation 07301400. If you have not taken the driver's test it will be offered immediately following this class. If you have taken the test and passed you can check with the Safety Office to see if your SOFA license is ready.

*Those with young children if arranged through MCCS will drop off their children at CDC on Foster from 0630-0700.

**Anytime during this period of days you can check with the Safety Office on Foster from 0800-1130, 1300-1500 for SOFA Driver's testing.

NOTE: Suggested that the sponsor contacts you in regards to getting some groceries ahead of time to put into your room since the majority of flights to Okinawa from CONUS will arrive at late night and limits on possibility of places being open and available.

POINT OF CONTACT INFORMATION:

If there are any concerns or questions with the information or process, please contact:

Calling Okinawa Commercial: 011-81-098-XXX-XXXX

Squadron Admin Chief & USC – SSgt Noah
DSN 636-3307 Email: matthew.noah@usmc.mil

Squadron Unit Readiness Coordinator – Lt Gray
DSN 636-2716 Email: VMM_262_FRO@usmc.mil

IPAC Okinawa Area Clearance Coordinator
DSN 645-8512 or commercial 011-81-098-970-8512

USEFUL WEBSITE LINKS:

[MCCS Inbound Relocation Assistance Office](#)

[Driver's License Handbook](#)

[MCCS OKI WELCOME ABOARD](#)

[Okinawa Hai](#)

Want to start looking for your Island Car?

BC Used Cars: <http://www.bc-used-cars.jp/>

Payless Used Cars: <http://www.paylessokinawa.com>

Johnny's: www.johnnys-cars.com