

USMC ACCOMPANIED JAPAN TO CONUS CHECKLIST

Want to use our interactive checklist version instead? It can be found via our [Linktree!](#)

I. First Steps After Receiving Orders

Pet Spaces on AMC-PE do NOT require orders; please complete the Pet Tracker Form [\[Ref 51\]](#) (Okinawa) or contact Iwakuni DMO when a tentative move date is known.

(These are the actions that should be initiated immediately due to a longer processing time, or because it is an early investment into the overall project. Most of these action items will happen simultaneously; some of them take time; so initiate and then move to the next step.)

<input type="checkbox"/>	<p>Make sure your Orders are Accurate (Do this immediately)</p>	<p>As soon as you receive your orders, make sure all details are accurate.</p> <ul style="list-style-type: none"> • Check service member information, duty stations (present/future commands), family member details (names and birthdates), and reporting dates. Let your supporting admin office (S1/IPAC) know of any errors. • Check to make sure dependents are specifically listed on your orders. If not, submit a formal request for "Accompanied Orders" through your chain of command. • Ensure all endorsements with all funding lines of accounting are included. <p><i>Tip: If you have a short-fuse shipment, contact your local DMO immediately.</i> <i>Tip: If you or a family member is enrolled in EFMP, initiate the EFMP checklist ASAP. [Ref 1]</i></p>
<input type="checkbox"/>	<p>Grab a Calendar & Get Organized</p>	<p>Create a rough timeline for your move.</p> <ul style="list-style-type: none"> • Check the NLT (No Later Than) date on your orders and work backwards. Outline your preferred pack-out/pick-up dates, route, or flight dates along with alternative dates. Use one calendar as a central location for all things PCS-related. <p>NOTE: The timeline for your shipments will vary depending on how early/late you choose to ship your belongings. There is no "right" answer to what order you send your shipments.</p> <ul style="list-style-type: none"> • Your "Move Date" is your "Pick Up Date" — the date you would ideally like everything loaded. Choose a 7-day window. Enter the last day into DPS and the window will auto-populate. • Pack Dates happen in the days immediately preceding your Pick Up Date — outside your 7-day spread but not on weekends or holidays without your permission. <p><i>Example: Move Date = Apr 24 → DPS auto-populates Apr 18–24. TSP choosing Apr 18 pickup means pack days may be Apr 13, 14 & 17.</i></p> <p><i>Check out the 7-Day Scheduling Window Fact Sheet. [Ref 25]</i> <i>Tip: Once your shipment is awarded in DPS, the TSP must contact you within 3 days to confirm a pick-up date.</i> <i>* For parents of school-age children: Confirm early withdrawal/late enrollment dates with current and prospective schools when choosing move dates.</i></p>
<input type="checkbox"/>	<p>Sign up for an MCCS Relocation Class with your IR&R Office (if available) [Ref 56]</p>	<p>Search for your local MCCS Information, Referral, & Relocation (IR&R) website to sign up.</p> <ul style="list-style-type: none"> • Per MCO 1754.10B, a PCS workshop is required for the service member and highly encouraged for the spouse. [Ref 3] • Okinawa: MCCS Okinawa Smooth Move Workshop • Iwakuni: MCCS PCS With Success Workshop <p><i>A great resource if you are unable to attend: NAVSUP Counseling Webinar Videos. [Ref 24]</i></p>
<input type="checkbox"/>	<p>Submit your Outbound Interview (OBI)</p>	<p>Sign into your Marine On-Line (MOL) account to complete your Outbound Interview (OBI).</p> <ul style="list-style-type: none"> • All Marines in receipt of PCS orders will utilize the OBI module within MOL. This covers all information needed by IPAC/admin to finalize PCS orders and will determine your travel entitlements. The OBI is used to finalize the flight booking process. Be sure to include your pet(s) in your OBI.
<input type="checkbox"/>	<p>Contact EFMP (if applicable)</p>	<p>EFMP (Exceptional Family Member Program) families: Contact your local EFMP office upon receipt of orders to ensure all paperwork is current. Ask for a PCS Needs Assessment and transition resources. Also contact your gaining installation EFMP office to discuss any concerns with housing, educational, or medical needs. If you need help locating an office, you can search EFMP family support services through Military OneSource. [Ref 5]</p>

<input type="checkbox"/>	<p>Request a sponsor if you have not been assigned one</p>	<p>Contact the Sponsorship Coordinator (SC) of your gaining command or your local IR&R Office.</p> <ul style="list-style-type: none"> • Per MCO 1320.11H, sponsors are to be of equal or higher pay-grade to arriving service members. Commands are encouraged to match marital status. [Ref 2] • Your sponsor should be in contact with you no less than 60 days prior to arrival and will assist with housing, local resources, and more. • Your sponsor should receive Sponsorship Training (IR&R Office) in order to assist you.
<input type="checkbox"/>	<p>Submit your Pet Information to your local Passenger Travel Office (PTO) <i>(If applicable, as soon as you know your general departure month)</i></p>	<p>**Only Cats & Dogs are considered pets per the purposes of the AMC-PE. You assume all risk associated with the transportation of your pet(s).** Contact your local PTO (usually located within DMO) to submit your pet information including:</p> <ul style="list-style-type: none"> • Iwakuni-Specific: Obtain a pet/crate weight measurement certificate from the Passenger terminal and email to mcasiwakuni.dmo.passengertravel@usmc.mil • Okinawa-Specific: See Pet Tracker Form [Ref 51] • Name of member traveling with pet, estimated travel window, type of pet, dimensions of crate, weight of pet, & total weight with crate/carrier. If you plan to PCS with a pet(s), this should be done as soon as you know your general departure month. • You do not need orders to make AMC-PE reservation requests [Ref 8] • Pet reservations will be apportioned on a first come/first served basis. Space is limited on the AMC-PE, and there is no guarantee of a reservation no matter how early this process is initiated. • As of 10 March 2026, all service members must sign and submit to PTO the AMC Risk Acknowledgement Document prior to receiving a pet spot on AMC. [Ref 47] • See 2026 Peak Season MARADMIN Section 8 [Ref 8] on Transporting Pets. AMC-PE should always be the first option when transporting your pet. Visit the AMC Pet Travel Page for breed restrictions, kennel/carrier requirements, and pet pricing. Other options for moving pets include commercial airlines and pet relocation services (3rd party shippers) if AMC-PE is not available. These options can be more costly. • Pet reimbursement is now authorized up to \$2,000 for one pet: <ol style="list-style-type: none"> 1. Pet Transportation Entitlement MARADMIN [Ref 48] 2. JTR 050107 "Pet Expenses Due to a PCS" [Ref 9] 3. Pet Transportation Allowance [Ref 49] <p>Things to consider: If you are coming from a non-USMC location, the booking process may be slightly different. Contact the local PTO office as early as possible to learn their specific rules.</p> <p>Air Mobility Command-Patriot Express (AMC-PE): DoD policy may allow passengers traveling in a PCS status to ship pets at their own expense. Pets are limited to dogs and cats only, with no more than 2 pets per family and must be accompanied by their owner. The combined weight of the pet and its kennel/carrier will not exceed 150 pounds when transported in the baggage compartment (aircraft belly). Please remember AMC-PE flights may not be available when you rotate back from an overseas location, resulting in commercial options.</p> <ul style="list-style-type: none"> • Per DTR part 103, L.3.d, pet unavailability on the AMC-PE is a valid negative critical mission impact, and you may be able to be booked via commercial air. Any excess costs incurred as compared to the government-constructed cost will be the responsibility of the family. [Ref 50] <p>As of May 1, 2026: If commercial travel is authorized, active duty and dependents may use a foreign flag carrier when no US flag air carrier is able to provide pet transportation; see JTR Section 050107 B.2. [Ref 9]</p> <p><i>Example: Flying JAL/Korea Air with no codeshare with a US airline.</i></p>

II. Initial Helpful Resources

<input type="checkbox"/>	Helpful Facebook Pages / Websites	<ul style="list-style-type: none"> • USMC PCS Support Pacific Region Facebook group for PCS information within PAC region • Leaving Okinawa? Check out Kadena's AMC Terminal website. • Leaving Iwakuni? Check out Iwakuni's AMC Terminal website. • U.S. Marine Corps Passenger Transportation Facebook Page • MCICOM G4 PCS Support Website • OCONUS Consignment Guide • Navy Household Goods/Personal Property is another great website for all DoW personnel • 2026 Peak Season MARADMIN • Personal Property Activity (PPA) — PCS 101 Complete Moving Guide
<input type="checkbox"/>	Create a "Move Binder" with important documents	<p>Create a binder with all of your important documents in one place.</p> <p>Military: copies of orders, flight itinerary, passports for all dependents, pet paperwork, detaching endorsement, etc.</p> <p>Personal: Social Security cards, medical/immunization/dental records, birth/marriage certificates, school records/transcripts/IEPs.</p> <p>Move paperwork: TSP inventory sheets, important receipts, vehicle storage paperwork, TLF (hotel) info, important contacts.</p> <p>Other: EFMP paperwork, college transcripts/licensure, naturalization certificates, divorce/adoption/guardianship/custody documents.</p> <p><i>Tip: Anything you would not want lost in the move should be hand-carried with you!</i></p>

III. The Earlier, the Better (180–90 Days Out)

These are recommended timelines but can occur sooner/later based on other steps in the process.

<input type="checkbox"/>	Understand your HHG weight	<p>It is crucial the service member understands the total weight of HHG they are authorized. Entitlements can be verified in the DTR IV "It's Your Move" [Ref 29] on page 5. Use the PPA weight estimator tool.</p> <p>Pro Gear does not count against your total weight allowance. Net weight limit is 2,000 lbs. Marines may request an additional 500 lbs for Spouse Pro Gear, which includes items required for employment and homeschool materials. All Pro Gear requests MUST be submitted to the local PPO BEFORE the move.</p> <p>Gun safes (<500 lbs) are authorized to ship in addition to your authorized weight, not to exceed 18,000 lbs. Must be shipped empty.</p> <p><i>Note: O6 and above must request additional weight allowance from their local TO/DMO.</i></p>
<input type="checkbox"/>	Prepare to schedule your shipments	<p>As soon as you receive your orders, start with DMO for HHG applications to lock in pack-out and pick-up dates.</p> <ul style="list-style-type: none"> • Use the Installation Search option to find your nearest DMO (or Personal Property Office if not on a USMC base). [Ref 5] <p><i>If this is your first time moving, contact your local DMO first to receive instructions to create an account.</i></p> <p>NEW (April 2026): Homeschooling materials may now be included as PBP&E (Pro Gear) — see JTR Appendix A.</p> <ul style="list-style-type: none"> • Review the PPA: Personal Property Entitlements for specific details regarding prepping for your move. [Ref 27] • Unaccompanied Baggage (UB) max weight limit is 2,000 lbs per family regardless of rank or number of dependents for accompanied tours to Japan. (JTR Paragraph 051403)

<input type="checkbox"/> <p>Schedule your shipments in DPS <i>UB (Unaccompanied Baggage)</i> <i>HHG (Household Goods)</i> <i>NTS (Non-Temp Storage)</i> <i>Small Package PPM (Personally-Procured Move)</i></p>	<p>Log into DPS [Ref 28] to schedule your shipments. Each shipment will be submitted separately under the same order number. Have the following ready:</p> <ul style="list-style-type: none"> • Contact info, estimated weight, pick-up & delivery locations and dates (no weekends or holidays), and any special items/PBP&E (Pro Gear). <p><i>Tip: If you don't know your exact delivery address, use your new duty station (e.g., Okinawa, Japan) and update once you arrive.</i></p> <p>Completing this step will generate your DD Forms. Review first, then sign. Contact your local DMO with any questions.</p> <p>Small Package PPMs are not the primary method of moving HHG OCONUS. However, small-package shipments (e.g. via USPS) are authorized if your shipments combined weights do not exceed your entitled weight. These are small shipments (generally <500 pounds, no more than 70 pounds per package) that the service member ships via USPS or other methods and are authorized for exact-cost reimbursement up to the standard government rate. The reimbursement does not include any costs for expedited shipping or insurance. The intent of Small Package PPMs is to enable the shipment of small household necessities (e.g. sheets, clothes) in an expedited manner to your destination. Review the USMC Handout on Small Package PPMs for more information. [Ref 34]</p> <p>Please be advised, prior to performing a PPM, a Marine must first self-counsel in DPS or be counseled by the PPO and receive approval from a PPO via signed DD 2278. Marines who fail to obtain PPO approval in advance of the move will not be paid an incentive.</p> <p>Critical Note: If you are currently at a Marine base in Okinawa, you MUST be sure to select the following for your counseling office. Failure to do so will end up with your shipment stuck in limbo and jeopardize your selected pack-out dates:</p> <p style="text-align: center;">MCB Camp SD Butler / ATTN G-4, Ginowan, Japan 96373</p>
<input type="checkbox"/> <p>Submit your housing application</p>	<p>Each base housing will have a different application process, but it is a good idea to apply for base housing even if you intend to live off base. Your local installation page should have a section on housing. [Ref 5]</p>
<input type="checkbox"/> <p>Initiate the pet export process for entry to USA <i>(if applicable)</i></p>	<p>Make an appointment with your local Veterinarian (On or Off-Base).</p> <ul style="list-style-type: none"> • Make an appointment for your base veterinarian (Okinawa Veterinary Activity or Iwakuni Veterinary Treatment Facility) [Ref 52] to understand requirements for your specific animal. You must also research state-specific requirements [Ref 53]. • If you brought your pet to Japan, ensure you have a copy of your MDJ 270 (your base veterinarian can provide). • Plan for any vaccination and health certificate requirements. Any Japanese health records must be bilingual or English-only. • Effective 1 August 2024: Fill out the CDC Dog Import Form for importing dogs into the US. [Ref 54] • Review the Japanese Quarantine Service's guide for pet export from Japan. [Ref 55] • If you are moving OCONUS (including Hawaii, Guam, Alaska) you must see the on-base vet due to complicated paperwork requirements
<input type="checkbox"/> <p>Ensure passports are still valid</p>	<p>Call your local passport agent to make an appointment.</p> <ul style="list-style-type: none"> • The service member will PCS with Orders and Military ID, unless orders specifically require other passports. • Ensure all dependents have applicable passports that are <i>unexpired</i>. If you have had a child during your tour, ensure that they have also applied for and received a passport.
<input type="checkbox"/> <p>Confirm Visa Readiness for Spouses / Children <i>(if applicable)</i></p>	<p>Work with the US Consulate to understand visa processing requirements.</p> <ul style="list-style-type: none"> • The US Citizenship and Immigration (USCIS) website provides requirements and assistance. 1-877-CIS-4MIL is a dedicated military hotline for the process as well. • This process may take 6-8 months.

<input type="checkbox"/>	Contact IPAC for Entitlement Questions	<p>Know your entitlements — call or visit your local IPAC:</p> <ul style="list-style-type: none"> • TLE (Temporary Lodging Expense): Authorized 21 days for OCONUS-to-CONUS moves. [Ref 10] • DLA (Dislocation Allowance): Partially reimburses for relocation expenses (typically reimbursed upon check-in once travel claim is completed). [Ref 11] • Per Diem: Flat rate for each day of travel. SM may not receive both per diem and TLE for the same day. [Ref 12] • TLA (Temporary Lodging Allowance): Authorized 10 days OCONUS prior to PCSing CONUS. <i>Advanced dependent travel – check local policy for guidance.</i> [Ref 13] • BAH (Basic Housing Allowance): Kicks in once the service member checks in at your new duty station [Ref 14] • GTCC: Know your limit. Ask your S-1/ODTA if you need to raise your limit. Ensure it is activated and in mission-critical status prior to departure. • LICWO: Contact your chain of command regarding this entitlement. [Ref 15]
<input type="checkbox"/>	Create a budget	<p>Come up with a spending plan. There will be some up-front costs that will be reimbursed later, but also plan for start-up expenses once you arrive (pantry, cleaning supplies, utilities). Do not forget to request Dislocation Allowance (DLA) on your travel voucher once your PCS is complete. Advanced DLA is no longer authorized if the active duty Marine has a GTCC.</p>
<input type="checkbox"/>	Make hotel reservations at new/old PDS	<p>You can make TLA/TLE reservations at your old & new duty stations once your flight is confirmed. Don't forget to cancel the TLE reservation if you are able to go straight to housing upon arrival.</p>
<input type="checkbox"/>	Communicate with your Sponsor	<p>Provide your sponsor with the following:</p> <ul style="list-style-type: none"> • A copy of your PCS orders • Your travel itinerary • Special Power of Attorney (SPOA) (optional): Granting the SPOA to your sponsor will allow them to do many things on your behalf before you arrive. <p>The key to a smooth PCS is communication with your sponsor and gaining unit.</p>
<input type="checkbox"/>	Start sorting your Household Items	<p>Decide what you will ship, hand carry, and what you will purge. Homes are smaller in Japan, and storage upon arrival is limited.</p> <p>Set aside items not authorized to be moved or stored. See Appendix A-I "Hazardous Materials". Your TSP may have additional restrictions — discuss during your Pre-Move Survey. [Ref 30]</p>
<input type="checkbox"/>	Renew your Military ID (if applicable)	<p>Dependents will need the active duty service member present to renew a military ID. Dependents without a Sponsor present must have a valid DD Form 1172-2 signed by the Sponsor and a Verifying Official (valid 90 days from signature). Power of Attorney accepted if it states DEERS or Military ID card related transactions. See Military One Source for potentially renewing online. [Ref 17]</p>

<input type="checkbox"/> <p>Schedule Flights with your local Passenger Travel Office (PTO) <i>(PTO is usually located within DMO) Note: this step takes some time and you cannot be officially booked on AMC-PE until on/around the 90-120-day window when flights are released by USTRANSCOM. Initiate and move to the next step.</i></p>	<p>The following steps explain the flight booking process.</p> <p>Upon receiving PCS orders, you can initiate the flight process (if you have a pet, you do not need orders to initiate the Air Mobility Command-Patriot Express (AMC-PE) reservation process. If traveling with a pet, contact your local DMO office to get on the pet waitlist as soon as possible if no spaces are available):</p> <ol style="list-style-type: none"> 1. Complete your Outbound Interview (OBI) through your MOL Account 2. Contact your local PTO to submit AMC travel/pet travel request 3. Your Admin/S-1 will review your OBI and submit your request to IPAC Outbound 4. Once you complete the interview with IPAC outbound, IPAC will send DMO a Port-Call Request (PCR) with your family's information along with a flight window that includes two AMC dates. DMO will then respond to IPAC's PCR with a Port Call Confirmation (flight itinerary) 5. Transportation is issued after receiving endorsement Orders. (AMC-PE should always be considered first before utilizing commercial options). A statement of non-availability and/or a negative critical mission impact statement signed by an O5 or above is required prior to flying commercial air. <p>Things to consider:</p> <p>Are you taking leave? Schedule your LICWO (Leave in Conjunction with Orders) travel. The new supplemental circuitous/LICWO travel policy allows you to self-procure travel with the servicing Travel Management Company (MARADMIN 470/23) [Ref 15]. Please contact your local DMO-PTO to best understand your travel options.</p> <p>Did you store a vehicle? You may have the option to fly to the VPC (Vehicle Processing Center)</p> <p>Commercial leg from Seattle after AMC-PE:</p> <p>The commercial flight reservation will be booked through PTO. There is a difference between having reservations for your commercial flight and being ticketed for your commercial flight. Your reservation (commercial itinerary) will be forwarded to you for your flight to Seattle. If everything is correct such as location, spelling of names, and birthdates, the traveler will call the Travel Management Company (SATO) to purchase tickets. Once your flight is paid for, a commercial ticket will be issued. This travel is paid for with your GTCC and ticketed within 72 hours (3 business days) prior to departure OR on a case-by-case basis at the Marine's request upon detaching from your unit if earlier ticketing is needed.</p>
<input type="checkbox"/> <p>Research your airlines <i>AMC-PE is the first option per JTR. If unable to obtain a pet spot on the AMC-PE, an ETP will be granted to fly commercial air.</i></p>	<p>If traveling AMC-PE (Japan to Seattlen, visit the AMC Travel Site [Ref 44] and AMC Pet Travel Site [Ref 45].</p> <p>AMC-PE leaves from Kadena or Iwakuni and will have stops before your final destination to Seattle. You may also have a commercial leg booked to get to your final destination. Make sure you research the commercial requirements for baggage and pets. You are responsible for calling the commercial airline to arrange your pet travel to Seattle.</p> <p>If traveling commercial, check with your airline for baggage allowance and pet information. Let your sponsor/gaining unit know as soon as your plans are finalized, so they can prepare for your arrival!</p> <p><i>AMC-PE should always be the first option. Ask your PTO for more information on the use of commercial travel to Japan.</i></p>
<input type="checkbox"/> <p>Notify your housing office of your upcoming PCS</p>	<p>Once you know your estimated moving dates, you will want to plan for your current home.</p> <p>On-Base: Notify the housing office (Okinawa or Iwakuni) [Ref 57] of your departure date. Work to schedule pre-inspections at least 5 days prior to moving into TLA. Okinawa and Iwakuni may have different processes.</p> <p>Off-Base: Notify your housing agency if living in off-base housing per your lease agreement; you may not want to immediately notify them. Be sure to clarify any move-out requirements such as utility payments, timeframes, and cleaning/repairs.</p>

IV. The Earlier, The Better (90–30 Days Out)

<input type="checkbox"/>	<p>Start thinking about your vehicles: Will you ship or sell them? Will you buy new?</p>	<p>Most families will sell their vehicles before departing. Some vehicles older than 25 years old may be able to be imported back to the United States.</p> <ul style="list-style-type: none"> • Visit PCSmyPOV [Ref 35] for contacts and information regarding shipping a Japanese vehicle back to the US. Your DMO office must be notified to provide specific counseling on this process. • If you are planning to sell your vehicle(s), begin to plan regarding when and how to sell them. The JSVRO [Ref 38] can provide information regarding sale, scrap, and shipping processes. • Be sure to cancel your auto insurance! You will need proof of cancellation to check out. • If you will need to purchase a vehicle in the USA, begin to research options. It may take several months to have one delivered. • Required documents: <ol style="list-style-type: none"> 1. Complete set of orders with all amendments. 2. Title (front and back of the smaller Japanese document labeled Automobile Inspection Certificate, or the larger title labeled Car Inspection Certificate Record Items, this will have the odometer readings, etc. at the bottom). 3. Form 430, Military Base Registration Form 4. Lienholder letter authorizing shipment to your new PCS location, if POV is financed. The lienholder authorization must be signed by a bank representative. 5. DD Form 3163 (POV shipping counseling form, provided by DMO, attached in this email) 6. You will also need to upload 6 photos of the vehicle as indicated: One clear full photo of the Left, Right, Front and Back of the vehicle plus the VIN/Serial# Plate and a photo of the WHOLE engine bay. Photos should show the complete side of the vehicle, not at an angle. Additional photos will be taken at time of turn-in. 7. International Auto Logistics (IAL) forms (located at PCSmyPOV, locations, search Naha, Okinawa). RPM Pre-Shipping Instruction Form and POV Shipper Acknowledge Form. <p>Note: If you used the entitlement to store a POV during your tour, you will not receive the entitlement to ship a POV at the government's expense, you may still ship a POV but shipping costs will need to be covered by the service member. Even if the POV is removed from storage at any time during your tour overseas, the entitlement to ship a POV will not be granted.</p>
<input type="checkbox"/>	<p>Collect Medical / Dental Records</p>	<p>You will likely need to bring medical records with you as the CONUS and OCONUS documentation systems may not communicate. Be sure to request physical copies early, of all immunization records, dental records, and other important medical records and carry them with you during travel.</p>
<input type="checkbox"/>	<p>Contact the School Liaison <i>(if applicable)</i></p>	<p>Locate and contact the School Liaison for school registration information at your new duty station. Your current duty station can also provide assistance. [Ref 19]</p>
<input type="checkbox"/>	<p>Contact the Child Development Center (CDC) <i>(if applicable)</i></p>	<p>CDCs often have waitlists. Find the CDC at your new duty station. [Ref 20] Visit www.militarychildcare.com [Ref 21] to add your child(ren) to a waitlist. <i>Subsidies are available in some areas — visit Childcare Aware [Ref 22] for more information. Be aware of the Pilot Program to Reimburse Child Care Provider Transportation Costs Due to a PCS (JTR 050108 [Ref 9]).</i></p>
<input type="checkbox"/>	<p>Schedule an appointment to pickup your POV <i>(if applicable)</i></p>	<ul style="list-style-type: none"> • Make an Appointment to pickup your POV if it was stored at a VPC. Appointments are required. [Ref 36] • All POVs can be picked up at the nearest VPC to your new PDS. Be sure to communicate the need to pick up your vehicle with PTO when scheduling flights/travel arrangements. A request is to be made at least 30 days prior to requested pick up. • Vehicles must be picked up within 21 days of delivery. Reference DTR [Ref 31] • Do not forget to ensure all documentation (driver's license, insurance, etc.) are up to date.

<input type="checkbox"/>	Request Loaner Furniture	<p>Loaner Furniture can be in high demand. Requesting early will help ensure availability.</p> <ul style="list-style-type: none"> • Marine families with their full weight allotment are authorized loaner furniture when leaving OCONUS, when available. • Okinawa loaner furniture is managed by Kadena Housing and families are authorized furniture for 60 days. At least 3 days prior, email 718ces.fms@us.af.mil with orders, requested delivery date, and furniture requested. Delivery cannot be the same day as any HHG or UB pack out. • Iwakuni loaner furniture is managed by Family Housing, and families are authorized furniture for 14 days, if available. Priority for loaner furniture goes to inbound families. <p>Confirm with your location / housing situation if you will need to schedule to have the loaner furniture picked up prior to your final housing inspection.</p>
<input type="checkbox"/>	Contact IR&R at new duty station	Information, Referral, & Relocation Offices (I&R) have more helpful resources on your new duty station on their websites. [Ref 4]

V. The Last 30 Days Prior to Leaving Old Duty Station

These can be completed earlier but should be done prior to departure from old PDS.

<input type="checkbox"/>	Confirm pet export process is near completion	<p>Ensure you have scheduled all required vet visits.</p> <p>If you are flying commercially with pets from Okinawa, notification and prior review with the Naha Animal Quarantine Services is required. Previously, it was a walk in basis; but now appointments are required. Email and further information can be found at this link.</p> <p>If you are flying commercially with pets from Iwakuni, work with the Iwakuni Veterinary Treatment Facility for the most up-to-date procedure. Their contact information can be found on their website.</p>
<input type="checkbox"/>	Think about your cell phone plans	If you have Japanese service, be sure to cancel your service before leaving Japan. Request your phone to be unlocked and consider a temporary SIM card to maintain service continuity. If you have a US plan, be sure to contact your carrier to have them update your phone plans.
<input type="checkbox"/>	Notify credit card companies / banks	Notify your credit card companies and banks that you are moving. Pay any outstanding bills or set up autopay while you are in transit to your new duty station.
<input type="checkbox"/>	Submit Change of Address	<p>It can take 7-10 business days to forward a mailing address through USPS. If you do not have a new address at your new location, consider placing a hold on your mail or forwarding to a family member temporarily.</p> <p>NOTE: A PO box at your new duty station may allow you to begin forwarding mail or shipping certain necessities ahead of your arrival. PO Boxes are not reimbursable, but can be requested online.</p>
<input type="checkbox"/>	Share your forwarding address with providers	Update your new address with healthcare providers and any other local services you utilize as soon as you have it so that outstanding bills can be forwarded directly to you.
<input type="checkbox"/>	Cancel utilities / delivery services	Check any subscriptions, utilities, or delivery services you may have and cancel or update your address.
<input type="checkbox"/>	Double-check GTCC status	Check with your S1/Admin/ODTA to make sure your GTCC is activated and in "mission critical" status prior to travel.
<input type="checkbox"/>	Consider renters insurance	If you have an existing renters policy, keep it active during your move and update the address once you have a new home at your new duty station.
<input type="checkbox"/>	Begin Unit Check-Out Process	The active duty Marine will begin the check-out process typically within 30 days of departure. Ensure you ask any last-minute questions regarding entitlements during this time.

<input type="checkbox"/>	Separate suitcases and items you will be traveling with	<ul style="list-style-type: none"> • Consider blocking off a section of your home clearly labeled “DO NOT MOVE.” • Set aside suitcases (for travel), trash, and donations. • Confirm your baggage allowance for your particular airline to ensure you do not set aside too much luggage. • Keep passports, move binder, purses, etc. out of reach of movers — consider placing them in your car. • Don’t forget medications, along with refills to get you through the relocation process. • Start setting aside snacks and entertainment, especially if traveling with children!
<input type="checkbox"/>	Tricare	Stay enrolled in your current TRICARE plan. You will transfer to applicable stateside coverage after you arrive at your new location. Fill or refill any prescriptions to carry you through your relocation period.
<input type="checkbox"/>	Consider withdrawing USD / Yen	It is a good idea to travel with yen. Even when flying the AMC-PE, many vending machines and food options on base in Japan accept yen only.
<input type="checkbox"/>	Final housing cleaning and inspection	Clean your home and ensure none of your personal belongings are left behind. Complete your home inspection (if applicable), turn in the keys, and say goodbye to your neighbors!

VI. Prepping for Packout / Pickup

<input type="checkbox"/>	Confirm dates with your TSP	Contact your TSP to confirm all dates. Pack-out dates are the days leading up to your pick-up date (varies by estimated weight). The pick-up date is the day your items are placed on the truck.
<input type="checkbox"/>	Complete your Pre-Move Survey	Call your TSP or DMO if you are within one week of moving day and have not had a Pre-Move Survey completed. The assigned TSP will contact you to schedule — usually done at your home or over the phone. They will estimate weight and identify special items entered in DPS.
<input type="checkbox"/>	Read Tips from Military One Source & PPA	Read the Military One Source “Prepping your move” tips [Ref 40] & PPA: Moving and Packing Tips [Ref 42] .
<input type="checkbox"/>	Organize and separate UB/HHG/NTS	<ul style="list-style-type: none"> • Have separate rooms for each shipment keeps items organized so items are not mispacked in the wrong shipment. • TSPs may have their own policies surrounding spices, sealed foods, and other consumable items. • Drain lawnmower, tape remotes to electronics, remove all batteries, remove all items from walls (curtains, pictures, TVs), disassemble outdoor playsets, move items out of attic/crawl space, and ensure all appliances are disconnected. • Shipping alcohol is authorized per MARADMIN 289/19. Documentation is required to be submitted in advance. Please inform your move counselor when you are being brief to receive the proper paperwork. [Ref 32] • Lithium-Ion Batteries (as of May 2023): Restricted to <100Wh per battery. All lithium batteries must be packaged and labeled separately. No lithium batteries are authorized to be stored in NTS. [Ref 25] • Create your own inventory: Start with your highest-value items. Keep all receipts, get appraisal records, and take photos/videos prior to packing. Video record electronics/appliances in working condition and photograph serial number plates. <p><i>Tip: Keep a copy of your inventory in your move binder.</i></p>

<input type="checkbox"/>	<p>Prepare your Unaccompanied Baggage (UB) Shipment <i>(Although variable, transit time is usually ~1-3 months; this is flown space available and not guaranteed to arrive prior to HHG)</i></p>	<p>Accompanied tours from Japan to CONUSnare 2,000lbs for UB. (JTR Paragraph 051403)</p> <p>The UB shipment may get to your new location faster than your Household Goods (HHG) shipment. This should include any items you will want as soon as you arrive while waiting for the rest of your belongings.</p> <ul style="list-style-type: none"> • What you can ship as UB: Personal clothing/shoes, Kitchenware (Essential pots, pans, utensils, etc.), light household items (sheets, towels, pillows, comforters), Collapsible items such as cribs, playpens, and strollers, items to care for your dependents, and other household basics. Here is an Example UB Packing List. [Ref 33] • What you cannot ship in UB: Appliances (washers/dryers/refrigerators), furniture, items of extraordinary value. • Note: If airlines accepts shipment of lithium batteries, the shipment limitations are two lithium batteries per shipment as stated in the Factsheet. [Ref 25]
<input type="checkbox"/>	<p>Prepare your Household Goods (HHG) Shipment <i>(Although variable, transit time is usually ~2-3 months)</i></p>	<p>You should have learned your total weight allowance from the forms that were generated through DPS. HHG may take longer than the UB shipment. It will usually take a few months to arrive in the states. This is the rest of your belongings that will be going to your new duty station- including all of your furniture. You will be offered temporary furniture when you arrive if you are still waiting for your HHG.</p>

VII. Packout / Pickup Days

<input type="checkbox"/>	<p>Know your Important Phone Numbers</p>	<p>DMO: Call for questions before your move, entitlement questions, scheduling counseling, issues with the moving company, date/location changes, or to postpone/cancel a shipment. Find your local DMO at PPA Customer Service Contacts. [Ref 26]</p> <p>DMO Phone: _____</p> <p>Quality Assurance (QA): Call for moving day issues.</p> <p>QA Phone: _____</p> <p>Moving Company / TSP: Check DPS for contact info. Use for pre-move survey, coordinating delivery, date change requests, inconvenience claims, or loss/damage claims.</p> <p>TSP Move Coordinator: _____</p> <p>Origin JPPSO: Call for date/location changes, postpone/cancel a shipment, or request shipment status.</p> <p>JPPSO Phone: _____</p> <p>Personal Property Activity (PPA): Contact if unable to reach local DMO. Operates 24/7 during peak season.</p>
<input type="checkbox"/>	<p>Moving day rights & responsibilities</p>	<p>Know your rights and responsibilities per DTR Section X. [Ref 29]</p> <ul style="list-style-type: none"> • Your team may arrive between 8:00 AM – 5:00 PM on pack, pickup, and delivery dates. You are required to be at the residence during this time. • Your team must finish by 5:00 PM, unless approved by the customer, then they may remain until 9:00 PM.

<input type="checkbox"/>	Review Moving Day Tips	<ul style="list-style-type: none"> • Keep move binder, purses, medications, jewelry, and valuables locked away or with you at all times. • Make a plan for small children and/or pets while movers are packing. • It is not required to tip or feed the moving crew, but providing water/refreshments is a kind gesture. • The driver is usually in charge. Talk with the driver first if issues arise. If unresolved, call your local DMO or QA. • The moving company will create an inventory and put stickers on all boxes/larger items. They will indicate pre-existing damage. Check the condition codes. If you disagree, write it in the remarks section. • Do not sign the inventory sheet until you understand and agree with everything listed. • See more moving day tips from Military One Source. [Ref 41] • Real Property Damage: If the TSP damages your residence, visit the claims factsheet and follow the steps under “Residential Damage Claims.” [Ref 25] <p>Pro tip: Create a numbering system for each room of your home; Japanese moving companies may speak little to no English. Placing 1, 2, 3, etc. on each bedroom can help direct them to which room to place items in.</p>
--------------------------	-------------------------------	--

VIII. Picking Up your POV

<input type="checkbox"/>	Confirm your PCSmyPOV Appointment	Login to the PCSmyPOV website to find information about your appointment. You can search by your appointment number to edit or cancel an existing appointment. Appointments during peak season (May-Aug) are difficult to get, so try not to cancel or request a new date/time to turn in your POV. [Ref 35]
<input type="checkbox"/>	Turning in your Vehicle	Visit PCSmyPOV to learn all about the POV pickup process and important documents to bring. <p>KEY REQUIREMENTS FOR POV PICK-UP</p> <ul style="list-style-type: none"> • Must be picked up within 21 days of arrival to the VPC • Valid set of orders/amendments (Required to request delivery to a different VPC than drop-off) • Government/State issued identification • Proof of vehicle ownership (title or registration) • Vehicle inspection form, as provided to you during turn-in (destination VPC can provide a copy) • Power of Attorney if someone other than the service member / spouse will be picking up • Reinstated vehicle insurance that reinstates as a driven vehicle You will also want to understand your POV Customer Bill of Rights [Ref 37]

IX. NLT 72 Business Hours Before Travel

<input type="checkbox"/>	Make sure commercial flights are TICKETED	<p>Call PTO to confirm your commercial flights are ticketed.</p> <p>There is a difference between having reservations for your commercial flight and being ticketed for your commercial flight. Your reservation (commercial itinerary) will be forwarded to you for your flight from Seattle. If everything is correct such as location, spelling of names, and birthdates, the traveler will call the Travel Management Company (SATO) to purchase tickets. Once your flight is paid for, a commercial ticket will be issued. This travel is normally paid for (with your GTCC) and ticketed within 3 business days prior to departure OR on a case-by-case basis at the Marine's request upon detaching from your unit if earlier ticketing is needed.</p> <p><i>AMC-PE travel is paid for by the appropriation data on your orders and does not require GTCC.</i></p>
<input type="checkbox"/>	Double check all flight itineraries for check-in/flight information	<p>If flying AMC-PE:</p> <ul style="list-style-type: none"> • Follow the Kadena Passenger Terminal or Iwakuni Passenger Terminal for information on flight delays and updates. [Ref 46] • Re-visit AMC Travel Site [Ref 44] and AMC Pet Travel Page [Ref 45] • Check-in for the AMC-PE is usually very early in the morning <p>If flying Commercial:</p> <p>It is your responsibility to check with your commercial airlines for baggage, pet, and other airline specific policies.</p>
<input type="checkbox"/>	Double check all important pet documentation	<p>Bring ALL pet documentation if traveling with a pet (and multiple copies):</p> <ul style="list-style-type: none"> • Microchip • Vaccines • Health Certificate <p>Flying AMC: Confirm with terminal of any specific departure procedures. Flying commercial: Ensure you have completed the export requirements referenced previously.</p>
<input type="checkbox"/>	Communicate with your Sponsor	<p>Communicate your travel arrangements/arrival times/lodging with your sponsor/gaining unit, write down their phone numbers, and make sure you have communicated your family needs prior to arrival.</p>

X. After Arriving to your New PDS

<input type="checkbox"/>	Check into TLF	<p>Execute plan to have sponsor or unit rep pick you up from airport or pre-coordinate taxi pick-up and take you to Temporary Lodging Facility (TLF).</p>
<input type="checkbox"/>	Commissary / PX Run	<p>Take taxi or have sponsor drive you to the commissary / PX, as well as show you on-base restaurant options.</p>
<input type="checkbox"/>	Check-in with Unit	<p>Your sponsor should assist with the check-in process and introduce you to your gaining command.</p>
<input type="checkbox"/>	Update credentials with Alert!	<p>Ensure your Alert! profile is updated to reflect your new duty station. [Ref 6]</p>
<input type="checkbox"/>	Finalize housing	<p>If housing is not finalized before arrival, contact your housing office to finalize housing plans, or search for and secure off-base housing.</p>
<input type="checkbox"/>	Schedule NTS Release	<p>If you stored items in NTS while overseas, you will need to request this shipment to be released and delivered to your new location. This can NOT be done until you have received the keys to your new home. This is due to not being authorized SIT.</p> <p>This will be setup in DPS like your other shipments were.</p>

<input type="checkbox"/> Tricare	<p>Research stateside coverage plan options and contact TRICARE to change your plan after you arrive at your new location. [Ref 23]</p>
<input type="checkbox"/> Familiarize yourself with your new base / town	<p>Base: Utilize the many MCCS resources on base such as Outdoor Recreation, Information & Referral (I&R), New Parent Support, and more. Orient yourself to the Commissary, MCX, Post Office, and restaurants.</p> <p>Off-Base: Utilize local community centers, libraries, and Facebook groups to find resources important to you. Build your new community and settle into your newest adventure!</p>
<input type="checkbox"/> Welcome Aboard Brief	<p>Verify if your new duty station offers a welcome aboard / newcomers brief at your new duty station. [Ref 7]</p>
<input type="checkbox"/> Complete Inbound Interview (IBI) and Travel Voucher NLT 5 days after arrival	<p>This will update your pay and entitlements. Ensure you submit any reimbursable receipts (pet fees, TLE, etc.) and select yes to receiving Dislocation Allowance (DLA). Ensure COLA stops once your new pay is started. <i>TLE may require a supplemental voucher depending on length of stay.</i></p>
<input type="checkbox"/> Follow-up with pay and entitlement payouts	<p>Check weekly on MOL travel tab for status updates on the travel voucher. Ensure all entitlements were paid at the correct rate.</p>
<input type="checkbox"/> Accept your Personal Property Shipments (UB, HHG)	<p>Communicate which items you would like the delivery crew to unpack: You have a couple of options, and you should communicate your personal choice with the TSP ahead of time or in DPS.</p> <ol style="list-style-type: none"> 1) A full unpack: Movers empty all boxes into specified rooms; on a flat surface. They are not required to organize or put items away. If you would like a full unpack, you need to include that in the remarks blocks in DPS Counseling: "FULL UN-PACK REQUIRED" 2) A partial un-pack: Movers only open boxes in select areas. 3) Movers assemble furniture that they took apart at the origin (beds, couches, etc.) 4) If you refuse a full unpack, the TSP is not obligated to return to remove packing materials. <ul style="list-style-type: none"> • Your TSP should notify you directly when your shipments are ready for delivery (via email) • Know the Required Delivery Date (RDD) which can be found in DPS. • Check out the "What to do when the moving company arrives" section in Military OneSource [Ref 41] • Should mold be discovered at ANY point during delivery, HALT DELIVERY. All items must be loaded back onto the truck and further inspected at the warehouse. • Use the inventory sheet to check off the numbers and ensure that everything is delivered. As the boxes/items come off the truck, you should direct them where they should be placed. • Once the truck is empty, you should verify on the inventory sheet that everything has been delivered. If not, those items need to be annotated on the inventory sheet before you sign off. Any lost/damaged items should be listed on the "Loss or Damage at Delivery" form provided by the driver.
<input type="checkbox"/> Submit a Loss / Damage Report	<p>See PPA: The Claims Process for a full explanation of the claims process from start to finish. [Ref 43]</p> <p>Note: A Loss/Damage Report is different from an actual claim. You will still need to file a claim for lost or damaged items.</p> <p>Complete DD Form 1840 with your TSP at the time of delivery if any damage is seen at delivery. If any HHG are lost or damaged, you are entitled to full replacement value (FRV).</p> <ol style="list-style-type: none"> 1) Inspect all items. 2) Note obvious losses/damages and ask the driver to complete and sign DD Form 1840. 3) Acknowledge receipt of all high-value items. 4) Review all inventories and forms before signing. <p><i>You can also submit a Loss/Damage report AFTER DELIVERY. For shipments picked up on or before May 14, 2026: 9-month filing period. For shipments on or after May 15, 2026: 12-month filing period.</i></p>

<input type="checkbox"/>	File an itemized claim for Loss/Damage	<p>Log in to DPS to submit a Claim for Loss/Damage. A Loss/Damage Report is NOT a claim — you must submit a separate itemized claim in DPS for every item lost or damaged.</p> <p>Gather before submitting: Manufacturer, brief description, inventory item number, cost at purchase and year, description of damage, proof of value/condition, photos & receipts (if available).</p> <ul style="list-style-type: none"> • For quick reference throughout the process, please refer to the claims fact sheet on PPA. [Ref 25] <p>Note: For real property damage, you will submit this type of claim directly to the TSP.</p> <p><i>Questions? Contact the Navy Personnel Claims Unit at (888) 897-8217, (757) 440-6315, or norfolkclaims@navy.mil.</i></p> <p><i>Remember: this is a negotiation. If you are not happy with an offer, you should reject it.</i></p>
<input type="checkbox"/>	File an Inconvenience Claim	<p>Contact your TSP to file an Inconvenience Claim if HHG are not picked up/delivered by the Required Delivery Date (RDD).</p> <p>NEW for 2026: <i>Reimbursement is now 100% of the M&IE per diem rate for the customer. For moves picked up on or after May 15, 2026, all dependents traveling on approved funded relocation orders are also authorized reimbursement at 75% of M&IE.</i></p>
<input type="checkbox"/>	Complete the Customer Satisfaction Survey (CSS)	<p>Complete the CSS for EACH shipment executed during the PCS. The CSS consists of eight questions and allows you to rate your TSP. HQMC reviews all ratings and holds moving companies accountable. See Fact Sheet. [Ref 25]</p> <p>Complete via the link in the automated email you will receive after delivery.</p>
<input type="checkbox"/>	Finally, enjoy all that your new base has to offer!	<p>Research local events, shops, markets, restaurants, and more! You put a lot of work into your move, now take some time to enjoy your new location!</p>

Appendix 1: Checklist References

USMC Specific Resources

- Ref 1 - [EFMP Checklist](#)
- Ref 2 - [MCO 1320.11H](#)
- Ref 3 - [MCO 1754.10B](#)
- Ref 4 - [IR&R Page](#)
- Ref 5 - [Installation Search](#)
- Ref 6 - [Alert! Notification System](#)
- Ref 7 - [CONUS Welcome Aboard / Newcomers Brief](#)
- Ref 8 - [2026 Peak Season MARADMIN](#)

Financial & Entitlements

- Ref 9 - [JTR](#)
- Ref 10 - [TLE \(Temporary Lodging Expense\)](#)
- Ref 11 - [DLA \(Dislocation Allowance\)](#)
- Ref 12 - [Per Diem](#)
- Ref 13 - [TLA \(Temporary Lodging Allowance\) / Factsheet](#)
- Ref 14 - [BAH](#)
- Ref 15 - [Leave in Conjunction with Orders \(LICWO\) MARADMIN](#)

Family & Childcare

- Ref 16 - [Real ID](#)
- Ref 17 - [Military One Source Military ID Renewal](#)
- Ref 18 - [Servicemember Civil Relief Act \(SCRA\)](#)
- Ref 19 - [School Liaison search tool](#)
- Ref 20 - [CDC search tool](#)
- Ref 21 - [Military Childcare](#)
- Ref 22 - [Childcare Aware](#)
- Ref 23 - [TRICARE](#)

Personal Property

- Ref 24 - [NAVSUP Counseling Webinar Videos](#)
- Ref 25 - [PPA Factsheets](#)
- Ref 26 - [PPA Customer Service Contacts](#)
- Ref 27 - [PPA: Personal Property Entitlements \(Weight Estimator Tool included within this link\)](#)
- Ref 28 - [DPS](#)
- Ref 29 - [DTR "It's Your Move"](#) - Open link and click DTR Volume IV > A-DPS > Appendix A to find the corresponding file
- Ref 30 - [DTR – Hazardous Materials](#) - Open link and click DTR Volume IV > A-DPS > Appendix A to find the corresponding file
- Ref 31 - [DTR – Storing your POV](#) Open link and click DTR Volume IV > A-DPS > Appendix A to find the corresponding file
- Ref 32 - [MARADMIN 289/19 - Alcohol](#)
- Ref 33 - [Example UB Packing List](#)
- Ref 34 - [USMC Small Package PPM handout](#)
- Ref 35 - [PCSMYPOV](#)
- Ref 36 - [PCSMYPOV Appointment Scheduling](#)
- Ref 37 - [POV Customer Bill of Rights](#)
- Ref 38 - [JSVRO](#)
- Ref 39 - [USMC LOGCOM – Travel Voucher Certification Branch \(TVCB\)](#)
- Ref 40 - [Military One Source "Prepping for your Move Tips"](#)
- Ref 41 - [Military One Source "Moving Day Tips"](#)
- Ref 42 - [PPA: Moving and Packing Tips](#)
- Ref 43 - [PPA: The Claims Process](#)

OCONUS Pet / Passenger Movement

Ref 44 - [AMC Travel Site](#)

Ref 45 - [AMC Pet Travel Site](#)

Ref 46 - Japan AMC Terminals: [Kadena](#) / [Iwakuni](#)

Ref 47 - [AMC Risk Acknowledgement Document \(RAD\)](#)

Ref 48 - [Pet Transportation Entitlement MARADMIN](#)

Ref 49 - [Pet Transportation Allowance](#)

Ref 50 - [DTR Part 103 – Passenger Movement](#) - *Open link and click DTR Volume IV > Passenger > Chapter 101-107 to find the corresponding file*

Ref 51 - [Okinawa Pet Tracker Form](#)

Ref 52 - Vet Clinics: [Okinawa](#) / [Iwakuni](#)

Ref 53 - [USDA Import Requirements](#)

Ref 54 - [CDC Import Form](#)

Ref 55 - [Japan Pet Export Guide](#)

Japan Specific Resources

Ref 56 - Relocation Classes: [Okinawa](#) / [Iwakuni](#)

Ref 57 - Housing Offices: [Okinawa](#) / [Iwakuni](#)

This document was compiled with resources from Personal Property Activity, Military One Source, 2026 Peak Season MARADMIN, official USMC websites (including various DMO websites), AMC official travel site, and Joint Travel Regulations. To find the most commonly used resources, please visit the [USMC PCS Advocacy Council Linktree](#).