

ASSIGNMENT OKINAWA



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WELCOME to OKINAWA!

Okinawa is a Japanese prefecture, yet it has a unique, rich culture and history of its own. Okinawa, the principal island of Okinawa Prefecture's 160 or so islands, is often referred to as the "Keystone of the Pacific" because of its strategic location relative to major Far East cities. Kadena is located about 900 miles from Tokyo, Manila, Seoul and Hong Kong, and about 1,200 miles west of Guam. The island is 67 miles long and varies from 2-17 miles wide. The climate compares to U.S. southeastern coastal areas, making it perfect for those who enjoy swimming, snorkeling, scuba diving, golf, boating and taking part in other recreational activities. In addition, there are many cultural assets and castle ruins to explore. Temperatures range from the mid-90s to high-40s and humidity is relatively high throughout the year. With our normally warm, sunny climate, you will have an opportunity to trek the miles of beaches, enjoy local attractions and visit neighboring islands. Since Okinawa is in "Typhoon Alley," high winds and rain periodically affect the island between July and November. In May, the island usually experiences its rainy season, which lasts about 30 days.

If you take time to learn conversational Japanese and get out and use it, you will find it easy to enjoy the company of the pleasant and industrious people of this subtropical island nestled between the East China Sea and the Pacific Ocean. Because of its geographical location, Okinawa has been influenced by many cultures. The most prominent of those are Japanese, Chinese and American. The primary influence on Okinawan life comes from mainland Japan, since the island is Japan's 47th prefecture. Okinawan business, fashion and social behavior are similar to Japanese. Okinawa's population is estimated at about 1.3 million people.

Living in Japan can be relatively expensive, so Department of Defense civilian employees are authorized a post allowance that helps offset added expenses. Kadena has many American familiarities found stateside . . . Baskin-Robbins ice cream parlor, an Italian restaurant, Burger King, Popeye's Chicken, a Chinese fast food facility, Robin Hood Sandwich Shoppe and Deli and other fast-food outlets. A Chili's restaurant is scheduled to open in 2003. Our movie theater, numerous video rental outlets, golf courses, outdoor roller skating rink, in-line skating rink and state-of-the-art physical fitness centers are some of the best facilities in the Air Force. There's also Kadena Marina nearby, Okuma military recreation facility on the northern part of Okinawa, more than 40 beaches on the island, and numerous cultural events and attractions in which to take part. Internet capability is available on Kadena, as is cable television. Look forward to a safe and exciting tour. The combination of excellent on-base facilities and exciting off-base activities guarantee a pleasant overseas tour.

U.S. in Okinawa

The U.S. population in Okinawa approaches 80,000. Nearly 30,000 are active-duty military people from all four branches of the armed forces. There are nearly 1400 Department of Defense civilians, 700 DOD Dependents Schools teachers and staff, and almost 25,000 U.S. family members that form our military community here. There are 13 major installations on Okinawa. Kadena itself is sprawled across some 4,900 acres with an adjoining munitions area of 6,300 acres.

Okinawa History

If you like history, you will love Okinawa. Okinawa's early history is shadowed by incomplete and sometimes contradictory evidence. Records indicate a series of kings struggling to maintain control over fighting warlords. The Okinawa of old may have resembled medieval Europe. In the 13th Century, the lord of Urasoe, Shunten, rose above the war-hardened chieftains and established a kingdom . . . first in a series of historical dynasties. With the dawn of the 15th Century, a warrior and organizer, Sho Hashi, became king of Chuzan and eventually gained control over the entire island, unifying the three kingdoms. The entire country, thereafter, bore the name of Chuzan. Sho Hashi also moved the government from Urasoe to Shuri developing Shuri palace. In 1609, the Shimazu clan from Satsuma, in southern Japan,

invaded Okinawa. For the next 270 years, Satsuma demanded taxes from the Okinawan people and controlled trade in exchange for island protection. Okinawa assumed status as a Satsuma colony. During this period, Commodore Perry was reluctantly admitted to Shuri's royal palace. England, Russia, France and the United States tried to enter treaty relations with Okinawa in the 19th Century. Apprehensive of western interest, Japan tightened its grip by sending a military detachment in 1868. Weary of Okinawan objections to its military forces, Japan abolished the royal government in 1879 and annexed Okinawa as a prefecture. Situated on the main Japan approach, the Ryukyu Islands stood in a strategic location during WWII. By June 1944, the Japanese Army arrived in force. US forces started bombing Okinawa in October 1944. In March 1945, the first American troops landed on the Kerama Islands ... the important springboard for the April 1, 1945 invasion of Okinawa. The Battle of Okinawa proved to be one of World War II's longest and hardest fought campaigns. Total American casualties were 49,151, including 12,500 killed or missing in action. Japanese Imperial Army losses totaled over 75,000. Nearly one-third of Okinawa's civilian population—100,000 people—also perished. The battle ended June 22, 1945, and Japan surrendered in September 1945. In 1946, relief funds appropriated by the U.S. Congress initiated Okinawa's economic recovery. Okinawa established its first general hospital, civilian newspaper, bank and courts. By 1950, foreign trade resumed and a civil government was established throughout the Ryukyus as Okinawa began the long post-war rejuvenation. A 1951 Japanese and American peace treaty authorized U.S. administrative control of the Ryukyus. The U.S. recognized Japan's basic responsibility for the islands under "residual sovereignty" and agreed to return the territory to Japan when international circumstances warranted. On Nov. 17, 1967, President Lyndon B. Johnson agreed to return the Bonin Islands. On May 15, 1972, the U.S. Government transferred administrative authority of the Ryukyu Islands to Japan. The islands resumed the status they held prior to 1945 ... the 47th prefecture of Japan.

Kadena History

Kadena history dates back to just before the April 1945 invasion of Okinawa when a local construction firm completed a small airfield named Yara Hikojo near the village of Kadena. The airfield, used by Japanese warplanes, was one of the first U.S. 10th Army targets and was captured just hours after American troops stormed the island beaches April 1. Americans captured a 5,000-foot strip of badly damaged coral runway. Army engineers quickly made repairs and by nightfall the runway could accept emergency landings. After adding six inches of coral, the airfield was declared operational eight days later. By August 1945, an additional runway was built and the original runway lengthened and improved to accommodate bombers. Although originally a fighter base, a B-29 organization — the 316th Bombardment Wing — was the first element responsible for base operations. The 316th was preparing to fly combat missions against Japan. However, President Harry Truman announced the end of offensive action against Japan on August 15, 1945, before bombers could take to the skies. The surrender of the Ryukyus-deployed Japanese forces occurred Sept. 7 when Gen. Joseph Stilwell accepted the surrender at a location which later became Kadena's Stearley Heights housing. The 316th BMW remained at Kadena until inactivation in 1948. An advanced element of the 316th returned to Kadena in June 1950 when the 19th Bomb Group arrived from Andersen Air Force Base, Guam, to fight the Korean War. In August 1950, the 307th Bomb Group arrived from MacDill Air Force Base, Fla., adding to the base's growing bomber force. When the Korean War ended in 1953, the B-29s departed and in 1954 were replaced with F-86 Sabrejets from the 18th Fighter-Bomber Wing (from Korea). In March 1955, the 313th Air Division was activated at Kadena replacing 20th Air Force as the senior U.S. Air Force organization in the Ryukyu Islands. The 18th Tactical Fighter Wing, as the wing came to be known, exchanged its F-86F Sabre Jets for supersonic F-100D Super Sabres in 1957. The wing converted to F-105D Thunderchiefs in 1962. In the early '70s, the wing traded its Thunderchiefs for F-4C/D Phantoms. We received our latest fighters, the F-15 Eagle, in 1979. Then, in 1991, the largest reorganization the base had ever seen took place when many units realigned, redesignated or inactivated. The 313th AD deactivated Sept. 30 and one day later Kadena combined three wings — the 376th Strategic Wing, 18th Combat Support Wing and the 18th

Tactical Fighter Wing — into one, thus incorporating the E-3 Sentry (Airborne Warning and Control System), KC-135 Stratotanker and the F-15s all under one wing — the 18th Wing. Since then, the 33rd Rescue Squadron and its HH-60G helicopters have also realigned under the 18th. Additional unit restructuring has followed, making Kadena one of the most complex and certainly the largest operational combat wing overseas in terms of the number of aircraft assigned.

Kadena Mission

The 18th Wing is the host unit at Kadena Air Base and is at the tip of the spear in Global Engagement: A vision for the 21st century Air Force. This promise is best explained by the wing's mission statement: To defend U.S. and Japanese mutual interests by providing a responsive staging and operational airbase with integrated, deployable, forward-based airpower. The wing maintains Kadena Air Base and a combat-ready composite force of fighters, refuelers, rescue helicopters, airborne and ground based radar systems along with the infrastructure necessary to mobilize, deploy, and employ forces in support of U.S. national interests and in concert with Western Pacific allies. Kadena AB is an air supremacy team, ready to go, fight and win. The wing is responsible for a base population of approximately 21,000 people. The 18th Wing is subordinate to Fifth Air Force at Yokota AB, Japan, and Pacific Air Forces (PACAF) at Hickam AFB, Hawaii. The wing is also associated with all four military services, several DOD agencies, the State Department and five other U.S. Air Force major commands.

Kadena People

Active duty: 6,500
Family Members: 9,200
US Civilians: 1,300
Japanese Civilians: 3,300
Avg. Monthly Contractors: +1,000

OVERSEAS BENEFITS & ENTITLEMENTS

Okinawa, Japan

October 2002

The Kadena Civilian Personnel Flight (CPF) provides you following information, as you prepare for your permanent change of station (PCS) move to Okinawa, Japan. Please carefully review this information since the benefits and entitlements overseas are very different from those in the United States. Although your current Civilian Personnel Flight (CPF), assigned sponsor, and base Family Support Center (FSC) will provide detailed information, we want to share the following information with you. You should utilize this information in addition to contacting the FSC Relocation Assistance Center and your sponsor. If you have any questions about the information provided, please ask your servicing CPF for clarification or contact us. Our fax number is DSN 634-2327 or commercial 011-81-611-734-2327. Our mailing address is 18 MSS/DPC, Unit 5134 Box 30, APO AP 96368-5134. On behalf of the Civilian Personnel Officer, we are pleased to welcome you to the Kadena Team -- "Paradise with a Mission."

Advance in Pay. You are being assigned to a post in a foreign area. You may request one advance in pay of up to three months of your net base pay. Salary advances may be made one month before your estimated departure or up to three months after your arrival on Okinawa. Repayment is by interest free payroll deductions over a maximum of 26 pay periods (12 months) beginning with the first pay period after receipt. Since the first paycheck may be delayed on assignment overseas, we strongly recommend employees request advance pay if you do not have cash reserves to cover you during the transition. Those desiring advance pay should contact the processing civilian personnel office for assistance. Getting settled in a foreign country presents many challenges. You may need several thousand dollars for such things as a car purchase, rental security deposit, first month's rent, utility deposits, etc. An advance in pay is available to help meet these needs. We have sent your civilian personnel office a DD Form 2274, which is the form you need to obtain the advance. You can obtain more information from your current CPF and payroll office.

Annual Leave Accumulation. Employees recruited from the US may carry over a maximum of 360 hours annual leave from one leave year to the next, rather than the normal 240 authorized in the US. Dependents and other employees recruited locally are still limited to 240 hours.

Annual Leave Enroute. This must be approved by your supervisor in Okinawa (not your current supervisor). If you want to take annual leave enroute to Okinawa, request it through your civilian personnel representative at your current installation. She/he will contact the Kadena Air Base Human Resources Specialist processing your overseas assignment who will, in turn, forward your request to your new supervisor for a decision. Where to get more information: your current CPF.

Bachelor Officers Quarters (BOQ). Unaccompanied employees recruited from the US may be offered on-base furnished bachelors quarters. Assignment of civilian employees to these quarters is on a space available basis, and the waiting period may be up to 24 months. If the BOQ is not available, you will draw a living quarters allowance to live in off-base quarters.

Base Privileges. You and your family are authorized the use of essentially all base facilities including the base exchange, commissary, DoD Dependent Schools, the education center, recreation facilities, child care facilities, medical facilities, club facilities, base theater, etc. You must, of course, pay applicable fees and charges including those for medical care.

Direct Deposit. All pay is transmitted by direct deposit. If you plan to establish a checking account with a financial institution at Kadena Air Base (Community Bank or Pentagon Federal Credit Union), the Direct Deposit Form, SF-1199A can be completed following your arrival. If you plan to send your pay to your bank in the US, please have that bank complete the necessary information on the SF-1199A and hand-carry to the Kadena CPF. Contact your current CPF, payroll office, and bank for more information.

Education Travel. If you have college student dependents, you are authorized reimbursement for travel expenses incurred to send the student for one round trip each year from the foreign post to a school in the US. The first round trip must begin at the foreign post. Education travel is authorized until the student's 23d birthday or graduation, whichever occurs first.

Emergency Leave Program. Department of Defense (DoD) civilian employees assigned to overseas duty stations may participate in this program. Employees are eligible to use Air Mobility Command (AMC) space available travel from Okinawa to the United States and return, in case of a family emergency. Commercial transportation from the US port of entry to the emergency destination is at the employee's expense. Emergency situations include the death or illness of an immediate family member and must be verified through the local American Red Cross. Employees are not authorized government paid or reimbursable travel expenses for emergencies; however, employees are granted a higher priority than all other space available travelers when enroute to the emergency destination.

Environmental and Morale Leave (EML) Program. Employees on a transportation agreement, which authorizes return travel to the US, are eligible to participate in the EML program. Employees on annual leave and their family members are eligible to use Air Mobility Command space-available travel from Okinawa to designated EML locations in the Far East and the US. The EML program is administered by each unit commander and is not under the jurisdiction of the Civilian Personnel Flight.

Foreign Transfer Allowance (Subsistence Expense) (FTA). This allowance is authorized to defray the subsistence expenses of employees and their family members for up to ten days before final departure from the United States to Okinawa. It is normally used for the period between the time the household goods are packed and travel begins, however, occupancy of temporary quarters in the US must begin within 30 days after the employee's residence has been vacated. Payment is based on actual costs for temporary lodging (e.g., hotel; meals, including tips; groceries; laundry; cleaning and pressing of clothing). Receipts are required for lodging and laundry and cleaning expenses except coin-operated facilities. A record of expenses for meals and coin laundry is also required. Receipts and record of expenses are required for submission with the employee's travel voucher.

Home Leave. Employees recruited to Okinawa from the US accrue five days of home leave each year. This leave is in addition to the normal accrual of annual and sick leave. Home leave is for use only in the US or its territories when the employee is returning to the foreign area. Home leave can be used in conjunction with renewal agreement travel (RAT), TDY, EML or personal leave, but cannot be used until the initial prescribed tour of duty for the assigned overseas area has been completed. Initial tours

for Okinawa are 24 months. Employees initially recruited to other overseas locations requiring a 36-month tour will be required to complete 36 months before home leave will be available.

Household Goods (HHG) Shipment. Okinawa is a weight-restricted area. From the US, you are authorized to ship only 4500 pounds of household goods. The US Government has no permanent storage facilities on the island, so if you ship too much and find you have inadequate room, storage will be at your own expense on the local economy (expensive!). We recommend you correspond with your sponsor and obtain all possible information needed to make a decision regarding shipment and/or storage of your household goods. HHGs not shipped may be stored in the US, up to a combined total of 18000 pounds

Housing. If you are recruited from the US and accompanied by your family, you are eligible for on-base government family housing. The waiting period for on-base housing generally ranges from 6 to 24 months depending on the type and location of the housing desired. Single family, duplex, and multiplex units are available. While waiting for on-base quarters, you are entitled to receive a Living Quarters Allowance (LQA) to cover most living expenses off base. Rent and utilities off base are expensive. Your LQA should be sufficient to cover rent and utilities if you factor in the estimated utility costs with the rent and practice energy conservation (i.e., do not run the air conditioner when you are not home, etc.). You can usually find off-base housing within 30 days. And, if available, you are subject to being displaced because military personnel have priority. Once you move on base, you lose your LQA, but you pay no rent or utilities for Government quarters. However, there is a charge for telephone service, cable television, and Internet services, if you choose to use them. Contact your sponsor if you need additional information.

Living Quarters Allowance (LQA). Employees recruited from the US are granted LQA when government-owned or leased quarters are not provided free of charge. LQA is designed to reimburse substantially all costs for suitable, adequate, (not extravagant) living quarters, including rent and utilities, up to a maximum limit for each location established by the Department of State. It is intended to cover most, but not necessarily all expenses. LQA rates are based on base pay and family size and are adjusted periodically to correspond with the yen/dollar exchange rate.

Locality Pay. Employees working overseas are not eligible for locality pay. Locality pay applies only to duty locations in the Continental United States.

Medical And Dental Facilities. You are eligible for medical and dental care on a fee basis. Dental care is limited to emergencies or is on a space available basis only. Bring enough prescription medication with you to last until you can get an appointment and a new prescription. Military pharmacies will not honor private physician's prescriptions. You may want to have your sponsor check to see if either the Kadena Medical Clinic or Lester Naval Hospital pharmacies stock your medications.

Miscellaneous Expense. Miscellaneous expense is part of the Foreign Transfer Allowance (FTA). It is an allowance to offset some of the costs involved in your PCS move. Employees without a family receive \$500. Employees with families receive \$1000. No receipts are required. Upon arrival at the overseas post of assignment, employees should claim this expense on their first travel voucher.

Passport. You need an official passport (maroon). In certain circumstances, you may be granted approval to travel on a tourist (blue) passport provided the official passport has been requested. However, you WILL NOT be reimbursed for the cost of obtaining a tourist passport. Your current CPF can provide more information.

PCS Travel and Transportation. Employees transferring overseas at Government expense are required to sign a transportation agreement, with a 24-month tour for Okinawa. This agreement will cover both the employee and eligible family members. With the exception of those who choose to drive their POV to the port of debarkation (or a seaport enroute), travel by air is the normal mode. You may be required to use the military contract flight, if available. The contract flight flies directly from the US to Kadena AB. If you use a commercial flight, you will fly through mainland Japan and change to a domestic carrier for the flight to Okinawa. You would fly into Naha International Airport, about an hour's drive from Kadena AB.

Pets. If you are shipping a pet, your sponsor should provide you with information from the US Army Veterinary Services regarding bringing pets into Japan. Presently, there is no quarantine for cats; however, dogs must undergo a 14-day "home" quarantine. Temporary lodging facilities on base do not permit pets, but most off-base temporary lodging facilities catering to US Forces do (usually a pet deposit is required). The 18th Services Squadron operates Karing Kennels for boarding and quarantine. Space is usually available, but during peak vacation and PCS periods, it may be booked. We recommend your sponsor make advance reservations for your pets. Rabies immunization certificates must be a minimum of 30 days old, but no more than one year old. The health certificate must be dated no more than 10 days before your arrival (this can be tricky if you are taking leave enroute). If you go to a private veterinary clinic instead of a military veterinary clinic, both the rabies and health certificates (all three copies of EACH) must bear a US Department of Agriculture raised seal. We recommend you attach a copy of these documents to your pet's flight kennel and carry originals with you on the flight. Keep them easily accessible for airline personnel and/or customs inspectors. Okinawa is a heavy heartworm infestation area. The climate is too hot in the summer for animals to be left outside safely for long periods of time. Contact your sponsor and local military veterinary clinic for additional information.

Port Call. Your CPF should provide us with your port call information. In case we do not receive it on time, please let your sponsor/supervisor know when you are arriving and where. Provide your sponsor a copy of your itinerary. Be sure to work out a pick-up plan for your sponsor to meet you. Your sponsor, travel office, and current CPF can provide additional information.

Post Allowance. Post Allowance is part of the Cost-of-Living Allowance (COLA) paid to full-time employees assigned to a foreign post where the cost of living is significantly higher than in Washington, DC. It is a balancing factor designed to permit employees to spend the same portion of their basic compensation for current living expenses without incurring a reduction in their standard of living. It is a tax-free allowance paid at a flat rate based on base pay, size of family, and post of assignment. It is subject to adjustment based on the yen/dollar exchange rate or as costs fluctuate relative to those in Washington, DC. Post Allowance is not authorized while receiving Temporary Quarters Subsistence Allowance.

Post Differential. Post differential is not authorized for Okinawa.

Post Office Box. Your sponsor can obtain a PCS mailing address (post office box) up to 90 days in advance of your reporting date so you can arrange to have mail forwarded. Contact your sponsor for more information.

POV Shipment. Cars manufactured **AFTER** 31 Mar 76 may not be shipped to Okinawa due to Japanese emission standards. However, there is a good supply of Japanese used cars locally available at reasonable prices. Storage of a stateside POV is not authorized.

Renewal Agreement Travel (RAT). Employees recruited from the US are eligible for RAT after completing the initial 24-month tour of duty and agreeing (with management's concurrence) to serve another renewal tour of 24 months. Such employees and their family members are entitled to round trip travel at Government expense to their place of actual residence at time of hire (normally the last duty station in the US) or an alternate destination less costly to the government.

Real Estate Expenses. Real estate expenses are not authorized for moves to Okinawa. An employee may be eligible after he/she has completed an agreed upon tour of duty in a foreign area and, instead of being returned to their former nonforeign area permanent duty station, is assigned in the interest of the Government to a different nonforeign area duty station. Employees who believe they may qualify should inquire with their servicing CPF.

Return Rights. Generally, DoD civilian employees recruited from the US are granted statutory return rights to a position without reduction in the seniority, status, and tenure held by the employee immediately before his/her assignment to duty outside the United States. The only exceptions are those employees assigned from a position identified for return of another employee previously assigned overseas, or those assigned whose employment was scheduled to be terminated, voluntarily or involuntarily. Return rights may not be exercised until the employee satisfactorily completes the overseas tour of duty. Employees without return rights, or those with return rights to a lower grade, are provided return placement assistance through the DoD Priority Placement Program. Employees are entitled to Return Rights up to 5 years.

Separate Maintenance Allowance (SMA). SMA is intended to offset the additional expenses incurred when employees must maintain a separate household in another geographical location for family members. This situation can occur when, for the convenience of the government, employees are precluded from bringing family members to a new duty station, or when employees, because of special need or hardship involving the employee or family members, elect to have one or more family members not accompany them on the overseas assignment. Conditions under which SMA can be granted are as follows:

- When an employee, for the convenience of the Government, is precluded from maintaining family members at the official overseas post of assignment, SMA will be authorized.
- When an employee has a substantial hardship or special need to maintain family members elsewhere (such as career, educational or family considerations of the spouse, educational considerations for children or health considerations for either), SMA may be authorized. Requests should be submitted through the processing Civilian Personnel Flight (CPF) to the employee's gaining MAJCOM (e.g., HQ PACAF or HQ AFMC) **prior to departing the US**. Once initial election is made, there are restrictions on subsequent changes to that election.

At the time of assignment, an employee must elect to either have a dependent included on the employee's PCS travel orders or not placed on the travel orders and instead be placed on SMA. After this initial election, the employee may request that SMA either commence/terminate, depending on the

initial election, only once for each member of family during a tour. However, this change cannot occur during the employee's first or last 90 days at post. For additional information, contact the Kadena CPF.

Temporary Quarters Subsistence Allowance (TQSA). TQSA is granted to employees for the **reasonable** cost of temporary lodging, meals and laundry/dry cleaning expenses incurred after arrival in the overseas area. TQSA is intended to assist in covering the average cost of adequate but not elaborate or unnecessarily expensive accommodations in a hotel or other transient quarters at the post of assignment, plus **reasonable** meal and laundry expenses. The TQSA may be extended up to 90 days in temporary quarters while seeking permanent quarters.

Tour Length. Okinawa is a 24-month tour. Additionally, DoD policy limits employment in foreign areas to five years. Before your tour is up, your supervisor will advise you whether you will be returning to the US or will be given the option to extend. If you are authorized to extend for a full 24-month renewal tour, you are generally eligible for Renewal Agreement Travel. Extensions beyond five years require approval by the Installation Commander, or the Career Program Policy Chair for career program covered positions. Extensions are at management's discretion based on mission requirements and are not an employee entitlement.

What To Bring. Government furniture support, including major appliances, is available so this is largely a matter of personal choice. However, bear in mind Okinawa is a weight-restricted area and shipment of household goods is limited to 4,500 pounds. Some people decide to bring as many comforts from home as their weight allowance permits, while others prefer to store all but the essentials. An AAFES furniture store and many local retailers are available to purchase furniture after you arrive. Okinawa has a high humidity climate; dehumidifiers are recommended. Contact your sponsor for more information.

We hope this fact sheet helps you in the coming weeks as you prepare for an exciting assignment in Okinawa. We look forward to meeting you!

THE KADENA AIR BASE CIVILIAN PERSONNEL FLIGHT

CONGRATULATIONS ON YOUR ASSIGNMENT TO OKINAWA!

REMINDER CHECKLIST

CARRY WITH YOU

- Birth Certificates for Dependents (certified with state seal, i.e. not a hospital birth record)
- College Transcripts
- Direct Deposit Form SF 1199A (if check to be deposited in stateside account)
- Emergency Essential Agreement - DD Form 2365, if applicable (signed)
- Federal Employee Health Benefits SF Form 2809 (most recent)
- Health Certificates for Pets
- Immunization Records
- Income Tax Returns (federal, state, local)

- Insurance Policies
- Marriage Certificate (state or county certified, i.e. with seal)
- Medical Records
- Military Discharge Papers (DD 214)
- Naturalization Records
- Other Legal Documents to Prove Legal Guardianship, Joint Custody, Adoption, Dependent Parents, etc
- Overseas Employment Agreement (signed)
- Passport
- School Records for School Age Children (transcripts of credit)
- Shipping and Storage Documents for Your Property
- Statement of Understanding (signed)
- Supervisory Probationary Period Letter
- Thrift Savings Plan Election Form - TSP 1 (most recent)
- Transportation Agreement (signed)
- Travel Orders
- Wills and Powers of Attorney
- Other _____
- Other _____