

Welcome! Or as they say in Japan, “YOKOSO.” Soon you will be experiencing a wonderful opportunity to live and work in a foreign country. If this happens to be your first Navy tour or first overseas tour, rest assured that Okinawa Japan is truly a delightful and exciting country in which to be stationed. In addition, Okinawa will provide many memorable pages even for the seasoned traveler’s scrapbook. The Japanese are kind, polite, and friendly. They are genuinely interested in learning about you and the American lifestyle. In return, they take great pride in acquainting you with their fascinating traditions and customs. You'll find everything that you'll need in these pages to make your transition into our organization as seamless and easy as possible.

Your Civilian Human Resources Office (CHRO) representative is here to make the process from selectee to employee as smooth and seamless as possible. Here is what you'll find in this section:

Pre-Employment Process
Once You Arrive

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Pre-Employment Process:

The pre-employment process includes the period of time from the tentative offer until the firm offer is issued. During this time, the Civilian Human Resources Office (CHRO) will be sending you paperwork and items to complete through the USA Staffing On-Boarding system. As a selectee to a position within the Marine Corps, you are responsible for being an active participant in the pre-employment process. Before a firm job offer may be extended, verification of employment source must be confirmed, pre-employment conditions must be met, any overseas entitlements must be determined, and the necessary in-processing forms must be completed.

Step 1: Accept the tentative offer

- The tentative offer will be send via the USA Staffing system. You will use the link provided in the email accept the offer on the Onboarding website.

[USASTaffing.gov](http://USASTaffing.gov)

Step 2: Complete the Pre-Employment Paperwork

- The USA Staffing system will provide a checklist of all documents and items that need to be completed prior to the final offer.

- The types of forms required will depend on your status, location, and the requirements of the position.

- The forms will also include those to determine overseas benefits and entitlements, such as Living Quarter Allowance. (Link to ER/LR Page if they have LQA document uploaded)

Step 3: Meet any Conditions of Employment

- Each position will have different requirements. Conditions of Employment are any requirements, other than qualifications, that must be met or complied with before being appointed to a particular position. Examples of these include pre-employment drug tests, physicals, background screening/security clearance.

#### Step 4: Coordinate the EOD

- The EOD is your Entrance on Duty date. If you are a current Federal employee, the EOD must be coordinated between CHRO and your current HR Office. Please provide a point of contact from your local HR Office.

#### Step 5: Receiving your Firm Offer

- Your firm job offer will be provided from the Navy Operations Center (OCHR) in San Diego, California. Once all forms have been completed, all overseas benefits and entitlements are determined, and all Conditions of Employment have been met, CHRO will send a request to the Operations Center to issue the firm job offer.

#### Step 6: Receive PCS Orders (If required)

- If Permanent Change of Station (PCS) costs are authorized and the selectee is eligible, PCS orders will be issued once the firm job offer is issued. PCS orders are normally provided 30-45 days from the EOD date.

- Once you receive your PCS orders, please read the orders carefully as it lists the Joint Travel Regulations that pertain to your PCS move. When coordinating your travel arrangements, please refer back to the dates listed on page 2 of your PCS orders. Your orders will provide the dates that travel must begin, usually a Sunday or Monday.

- During this time, your new supervisor will assign a Sponsor to assist you in your move to Okinawa. This can include assistance with finding lodging, transportation from the airport, mailbox set-up, and any other requests.

- **\*\*IMPORTANT NOTE:** Provide a copy of your flight itinerary to your CHRO representative as soon as you receive it.

#### Step 7: Prepare for your first day!

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Once You Arrive

What is Onboarding?

Onboarding is the process of integrating and acculturating new employees into the organization and providing them with the tools, resources, and knowledge to become successful and productive. Research clearly shows that effective onboarding improves performance, increases engagement, increases retention, and accelerates new employee time to productivity. Investing in effective onboarding helps new employees get up to speed quickly, equips them with the information they need to excel at their jobs, and creates a sense of commitment to the organization.

During your first week, you will be schedule for CHRO on-boarding briefing and the MCCS New Comers Orientation.

CHRO On-Boarding Brief:

At CHRO On-Boarding Brief, CHRO will administer the Oath of Office to you and provide employment documents and information.

Please bring the following documents to the CHRO On-boarding brief:

- Passport or other photo identification
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You will receive your Letter of Employment at this time.

MCCS New Comers Orientation:

- Newcomers' Orientation Welcome Aboard (NOWA) is mandatory for all accompanied (all ranks) USMC and USN Service Members, civilian employees, family members (military and civilian) age 10 and up, and all unaccompanied USMC and USN (E-6 and above) and civilian (all grades). New arrivals are required to attend NOWA within 2 weeks of arrival.

<https://www.mccsokinawa.com/welcomeaboard/>

- Your Sponsor can assist with signing up you and your family for the NOWA.