

JOINT RECEPTION CENTER (JRC)

MCB CAMP SMEDLEY D. BUTLER, OKINAWA, JAPAN

WELCOME

Congratulations on being stationed on the beautiful island of Okinawa! Your mission here in the Indo Asia Pacific Region is crucial to our partnerships with allied nations and the stability of the region. You're about to embark on an exciting journey that is sure to deliver an experience you won't get anywhere else in the Marine Corps. You will have the opportunities to train with our military allies, take part in multinational exercises, and put your skills to the test on a daily basis. On top of all that, you get to live in a foreign country where you can experience the local culture and have access to a wide-range of activities.

Your journey will start with the dedicated Marines at the JRC. Upon arriving to Okinawa, you'll be hosted by the JRC for 5-10 days during the processing period. Ensure that you have the following on your person:

1. Copy of your orders
2. Flight itinerary
3. Military ID

We'll ensure that you get set up for success for serving in your unit and taking full advantage of living in Okinawa. We're here to serve you and we look forward to your arrival!

ARRIVING TO KADENA AIR BASE (VIA PATRIOT EXPRESS)

The Patriot Express typically arrives every Friday night to Kadena Air Base by way of Seattle-Tacoma International Airport. Once you arrive, standby in the seating area until a JRC Marine and PMO arrive; you'll work your way through customs under their guidance. Once you're through, we'll have buses waiting to take you to Camp Foster to start the processing period.

ARRIVING TO NAHA INTERNATIONAL AIRPORT (VIA COMMERCIAL FLIGHT)

If you are arriving to Okinawa through Naha International Airport (OKA), look out for a Marine in Service "C" uniform. This is a JRC Marine awaiting your arrival who will drive you to Camp Foster to start the processing period.

In the event a JRC Marine is not there, look for a blue and red sign depicted in the image below. These signs are posted at every gate and will have information regarding contacting the JRC Duty to have a Marine pick you up. Courtesy phones are located behind the Information Desk.

Under **NO** circumstances should you leave the airport and find public transportation to a US military installation. Be sure to contact JRC upon your arrival. If unsure, ask an airport official for assistance.

HELPFUL RESOURCES

III Marine Expeditionary Forces: www.iiimef.marines.mil
3d Marine Division: www.3rdmardiv.marines.mil
1st Marine Aircraft Wing: www.1stmaw.marines.mil
3rd Marine Logistics Group: www.3rdmlg.marines.mil
Marine Corps Base Camp Butler: www.mcbbutler.marines.mil

Facebook:
III MEF Marines
MCCS Okinawa
AFN Okinawa
USO Okinawa

CONTACT

Use in Need of Pickup:

JRC Duty Driver Phone: 090-6861-4727
JRC Office: 645-5769 (DSN), 098-970-5170 (commercial)
H&S Bn Duty Phone: 645-7315 (DSN), 098-970-7315 (commercial)
MCB Camp Butler Operator: 098-954-5555 (commercial)



JRC signs at Naha International Airport

Joint Reception Center (JRC) New Joins Checklist

UPDATED 1/27/2026

JRC is for Unaccompanied, E5 and below Marines.

All Members must be joined in the Marine Corps Database. The IPAC will start all pay and entitlements upon reporting to JRC.

Failure to complete this process WILL RESULT IN PAY ISSUES!

WHAT YOU NEED TO CHECK IN:

Please ensure you have the documents listed below upon arrival at the JRC during your welcome aboard brief:

Accession Pipeline Marines:

- Copy of Boot Camp/SOI Orders
- Copy of Recruiters Assistance Orders: (If Applicable)
 - Copy of Schoolhouse Orders
 - Orders to Current Unit
- Complete Service Record Book
- Travel receipts

Documents regarding Flights:

- AMC Flight Itinerary
- Delay Letter, if AMC flight was delayed
- Commercial Flight Itineraries for flights from Recruit Training to MCT & MOS school
 - If you're missing itineraries, you can get a copy from the booking agency.
- SATO online: https://www.cwtsatotravel.com/traveler_info/contactInfo.html?cid=3919
 - SATO Camp Foster – DSN 645-5329
 - The Alamo Travel Group – +1 (210) 593-3997

Information regarding Receipts that you could claim:

- Any lodging receipts
- Excess baggage receipts
 - Tolls
- Taxi receipts

All Married Marines:

If you have acquired a dependent in-route to your duty station, please bring the following documents with you:

-Proof of dependency:

(Marriage License, Birth Certificate)

-Identification for the dependent being added.

(Birth Certificate, SSN card, passport, etc.)

Inbound EMAIL Distro:

okinawaipacjrc@usmc.mil

-Information about the Joint Reception Center

JRC Duty Driver Phone: +81 90-6861-4727 or 090-6861-4727

JRC Office: 645-5769 (DSN), 098-970-5170 (commercial) or +81 98 970 5170

H&S Bn Duty Phone: 645-7315 (DSN), 098-970-7315 (commercial) or +81 98 970 5170

Helpful Resources:

MCCS Okinawa: <https://www.mccsokinawa.com/welcomeboard/>

III Marine Expeditionary Forces: www.iiimef.marines.mil

3d Marine Division: www.3rdmardiv.marines.mil

1st Marine Aircraft Wing: www.1stmaw.marines.mil

3rd Marine Logistics Group: www.3rdmlg.marines.mil

Marine Corps Base Camp Butler: www.mcbbutler.marines.mil