

WELCOME

YOUR REFERENCE GUIDE
TO MCAS IWAKUNI BEFORE THE PCS

Konnichiwa!

WELCOME TO IWAKUNI, JAPAN

Marine & Family Programs

PERSONAL AND PROFESSIONAL DEVELOPMENT

BUILDING 411, ROOM 101

☎ 253-6161

Relocation Assistance

For any assistance or questions relating to relocating to Iwakuni, please contact us at our Information and Referral Office email (ombiwainforeferrelo@usmc-mccs.org) or call us at:

Commercial: 011-81-827-79-6161 ▪ DSN: 315-253-6161

PCS Orders

Review the permanent change of station orders to ensure awareness and understanding of all applicable entitlements to include current household goods weight restrictions and allowances, military pay and allowances, local housing policies, Government of Japan pet importation regulations, and additional information as may be necessary on a case-by-case basis, immediately upon receipt.

Electronic Welcome Aboard Package

Access electronic Welcome Aboard package to obtain more information at:

[New to Iwakuni](#)

[Welcome to Iwakuni](#)

Overseas Suitability Screening (OSS) for Family Members

Upon receipt of PCS orders to Iwakuni, service members with ACCOMPANIED orders must start the OSS process for ALL incoming family members.

Once the family member completes the OSS process and is found SUITABLE to come to Iwakuni, the paperwork must be submitted to IPAC/PSD requesting the Area Clearance/Dependent Entry Approval (DEA).

Area Clearance/ Dependent Entry Approval

ALL family members must have **an approved** area clearance/dependent entry approval before departing for Iwakuni. Servicemembers should not detach from the previous command until his/her family has received an approved area clearance message from MCAS Iwakuni.

Upon initial receipt of Permanent Change of Station Orders (PCSO) that directs a Marine and his/her family members to any Monitor Command Code (MCC) on Iwakuni; the current command will submit the request for Area Clearance approval. Requests must be submitted via AMHS Defense Messaging.

Once command sponsorship of family members is approved, the message will be granted with original orders. Copies of this area clearance will be needed for in-processing at medical, dental, schools, and family housing.

Naval personnel assigned with the Marine Corps on Okinawa will submit for Dependent Entry Approval.

Sponsor

Per MCO 1320.11F, servicemembers are highly encouraged to contact their sponsors for additional information relating to travel and temporary lodging facilities (TLF). Sponsors will schedule an appointment with the family housing office for the servicemember prior to arrival. If you cannot reach your sponsor or you have any questions about your relocation, please contact the MCAS Iwakuni Information and Referral program; DSN (315) 253-6161 FROM CONUS 011-81-827-79-6161 or the OMB Iwakuni Information and Referral Program ombiwainforeferrelo@usmc-mccs.org; however, only the housing office and the sponsor can provide accurate information about housing waiting lists.

MILITARY ONE SOURCE may also be of assistance with issues and concerns. The toll free number in CONUS is: 1-800-433-6868; JAPAN: 001-800-237-42374. (The extra digit results in the call being free of charge); collect call number is: 484-530-5908. OCONUS Numbers need to be with the appropriate country access code. For family members with special needs, the TTY/TDD Phone Number is: 800-346-9188. A Spanish language line is available at 888-732-9020. By the web: **Military One Source**. The user ID is: MARINES; and the Password is: SEMPER FI.

Transportation to Iwakuni Japan Marine Corps Base

OPTION 1 (PREFERRED ROUTE)

Air Mobility Command (AMC) "Patriot Express" flight lands directly aboard the installation. If you are not using the Patriot Express, then you will possibly be arriving through one of the following commercial routes:

OPTION 2 (TOKYO-NARITA INTL AIRPORT TO TOKYO HANEDA DOMESTIC AIRPORT TO IWAKUNI KINTAIKYO AIRPORT)

A civilian airport terminal has been built just outside the base to accommodate commercial flight airline carrier, All Nippon Airways (ANA). It operates 5 flights a day from Haneda, Tokyo Airport.

OPTION 3 (TOKYO-NARITA INTERNATIONAL AIRPORT TO HIROSHIMA AIRPORT)

You can fly directly from the U.S. to Narita International Airport and transfer to the one daily late afternoon domestic flight to Hiroshima Airport. Flight times vary seasonally but it generally leaves around 1745 and takes about 1.5 hours to reach Hiroshima. Since this flight arrives late in the afternoon, it is very likely that the currency exchange and information counters will be closed when you arrive. Therefore it is imperative that you bring enough Japanese Yen for the remainder of your journey to Iwakuni.

NOTE: You must go through customs at Narita and recheck luggage for the flight to Hiroshima. The planes from Narita to Hiroshima are small, so pack accordingly as large or heavy luggage may present a problem.

OPTION 4 (TOKYO-NARITA INTL AIRPORT TO TOKYO HANEDA DOMESTIC AIRPORT TO HIROSHIMA AIRPORT)

You can fly into Tokyo Narita and transfer by bus to Tokyo Haneda Domestic Airport, which has numerous daily flights to Hiroshima. The bus ride can take up to 2 hours depending on Tokyo traffic, and you must first clear customs at Tokyo Narita and collect all bags to take with you. Bus tickets for the trip can be bought at the airport bus desk near the terminal exit point. Most staff members speak English and can direct you on how to get to the correct waiting area for the next available bus. Note: If you have pets, you will most likely give them up at Narita Airport baggage pickup for quarantine and travel later to Iwakuni. Refer to "Hiroshima to Iwakuni" for remainder of trip.

HOW TO GET TO MCAS IWAKUNI

Pets

A full service veterinary clinic is on base, however, the facility is small and appointments are limited due to staffing. Veterinary services are also available off-base. The veterinary clinic may be reached at (DSN) 315-253-6471 OR (COMM) 011-81-827-79-6471 OR usarmy.zama.medcom-jpn.list.phcd-j-vtf-iwakuni@mail.mil. We also have a Facebook page at [Iwakuni Veterinary Treatment Facility](#).

The process to bring a pet to Japan can be very extensive (6-9 months). We recommend that servicemembers start this process as early as possible by visiting a veterinary facility (preferable on-base vet clinic, if available). Health certificates done by military veterinarians will not require USDA endorsement as long as all requirements are met. All steps of the process must be completed in order to avoid delay.

The pet process includes the following: 1) Microchip, 2) Vaccines, 3) Fluorescent Antibody Virus Neutralization (FAVN) rabies blood test, 4) Quarantine, 5) Health Certificate, 6) Advanced Notification. There are a couple of websites that you can visit to obtain information about bringing your pets to Iwakuni.

MCAS IWAKUNI PET INFORMATION

JAPAN DISTRICT VETERINARIAN COMMAND

JAPAN ANIMAL QUARANTINE SERVICE

AMC flights will take pets and cages weighing a total of 150 lbs. However, space for pets is limited on AMC. If traveling commercially, pets with their cage weighing over 100 lbs. will probably have to go in as cargo, which is much more expensive. If this situation applies to an inbound family, we recommend they research the cost of flying their pet via cargo. As mentioned above, this option is much costlier. They might be able to get a spot on AMC to come to Iwakuni but there is no guarantee that they will have a spot when they depart especially during the summer months. Most airlines (other than AMC) have severe restrictions regarding flying any pets during the summer months. Please check with the airlines to find out what restrictions/regulations they have regarding flying pets.

U.S. flagged airlines will no longer transport certain dog breeds, particularly the English bulldog or mixes of this breed at all. The Patriot Express still transports them, but space for pets is not guaranteed and is very limited throughout the year. We highly suggest that servicemembers check with the airlines for regulations/ restrictions/ policies regarding short-nosed dogs before starting the process to bring pets to Iwakuni.

BANNED DOG BREEDS

According to AFI 32-6001_AFGM2 and MCBJO 10570.1, certain dog breeds are prohibited in all Military Family Housing (MFH) on Iwakuni. [Joint Service Pet Policy for \(MFH\)](#) combines the restricted breeds and identifies them as follows:

- Pit Bull (full or mixed breed)
- Canid-wolf hybrid (full or mixed breed)
- Doberman Pincher (full or mixed breed)
- Chow (full or mixed breed)

Please note, having one of these breeds is NOT justification to be granted permission to reside in off-base housing.

PETS AND GOVERNMENT HOUSING

All residents will be required to complete the Pet Registration Form prior to assignment of on and off-base housing.

Two domestic pets per household, defined as a cat, dog or a combination, are allowed in single dwelling units, duplexes, row houses and townhouses. Dogs are not allowed in the midrise.

MCAS Iwakuni Family Housing does not have a separate listing for pet owners. Members will be placed on the waiting list in accordance to their grade and family size. We will offer the first available unit in the members' category regardless of having a pet. Before bringing a pet to Iwakuni, you are strongly encouraged to contact the Housing Office. The first refusal will result in termination of Temporary Lodging Allowance (TLA).

MCAS Iwakuni Housing

Per MEF/MCIPACO 7220.1A, servicemembers are required to report to the housing office within two working days after reporting to their Permanent Duty Station (PDS). Servicemembers will conduct an aggressive housing search from the date of arrival by viewing at least seven additional housing units within the initial 10- day period. On-base family housing waiting periods vary from 1 to 12 months, depending on the housing category and whether or not you plan to bring pets. Due to housing renovations on base 2, 3 and 4 bedroom townhouses may be limited. If a member choose a 3 bedroom house but rate a 4 bedroom, they will not be moved when a 4 bedroom house comes available. Members that choose to bring dogs to MCAS Iwakuni will, in most cases, be required to reside in off-base housing; cats will also be a factor for off-base housing. Unlike American houses, most Japanese have doors and sliding walls made of paper, ideal for cat to play. Families are authorized to stay in temp lodging facilities (TLF) for up to 60 days. Temp lodging allowance (TLA) is authorized for up to 60 days, servicemembers are highly encouraged to visit website listed below.

[MCAS, Iwakuni Housing Information](#) for accompanied personnel

[Family Housing MCO Order](#)

THE MILITARY FAMILY HOUSING PROGRAM

The policy of the U.S. Government is to rely on private community assets as the primary means for housing military families. This policy applies to both the continental United States and overseas. Construction programs are developed to offset existing and projected shortages. Construction programs are based on requirements for eligible military personnel who receive the basic allowance for quarters (BAQ) at the "with dependents" rate, and key or essential (eligible) civilian employees. New houses are programmed and constructed to satisfy deficiencies in specific categories. All family housing under the jurisdiction or assignment control of the Marine Corps is assigned to eligible personnel without regard to race, color, religion, sex, or national origin. In addition, residing in government owned housing is a privilege not an entitlement.

If you or your family members have special needs (ex: wheelchair, walker/cane, other disabilities etc.), please contact us as soon as you have orders or expect to report to Iwakuni. This is an overseas command with limited facilities and all special needs may not be able to be accommodated.

Government Housing Eligibility

- All military pay grades E-1 and above on accompanied orders with accompanying family members and area clearance as well as U.S. Civilians GS-11 and above on a Transportation Agreement with a Living Quarters Allowance (LQA) are eligible to reside in base housing.
- Accompanying bona fide family members are those family members who are bona fide dependent status and are included on your command sponsorship approval/area clearance and will reside with the sponsor for at least nine consecutive months each year. Joint custody of children does not make someone eligible for family housing except in those cases when off base housing is the only option.
- Advance applications will be accepted but will not progress into the freeze zone until the member physically arrives on station.
- Members must check-in with the Family Housing Office within 2 working days of arrival with a copy of endorsed original orders and approved area clearance. If members are traveling non-concurrent, they must show an itinerary indicating that family members will arrive within 45 days before a housing offer can be made. If a member checks-in after 30 days, the control date will be the date when the member checks into the Housing Office and provides a copy of orders, area clearance, and housing applications. The last day when all documents have been received will be the established control date.

Waiting List

- Applicants will be placed on the waiting list when housing receives the DD-1746, copy of web orders, and area clearance but cannot advance into the "freeze zone" until they check-in with a copy of endorsed original orders.
- Housing will offer the first available unit in the member's designated category that has been vacant the longest regardless of having pets.
- Per the station CO, having a pet is not a reason to turn down housing.
- Per the MCIPAC TLA order, refusal of government housing will lead to the termination of Temporary Lodging Allowance (TLA) effective on the day when the member could have moved in to quarters.
- Civilians will receive Temporary Quarters Subsistence Allowance (TQSA) while residing at the Temporary Lodging. CHRO will be notified of any refusal and will determine the termination of TQSA.
- Due to our on-going renovation project of Family Housing, the base is experiencing some availability issues upon arrival and the waiting time has increased in some cases.
- Please stay in touch with Family Housing who will continue to keep you updated on the current waiting times which can change without prior notice.
- Contact Family Housing by e-mail: iwknfamilyhousing@usmc.mil.

FURNITURE AND HOUSEHOLD GOODS

- It is recommended that you DO NOT bring heavy and/or oversized furniture (king size beds etc.). If you are required to reside off base, Japanese home and rooms may not be large enough to accommodate the larger American furniture. Quarters on base, depending on what is available and offered, may be smaller than stateside homes.
- Housing provides a stove, refrigerator, washer/dryer, and dishwasher for on-base quarters. For off-base quarters, a refrigerator, Japanese style washer/dryer, stove, and oven are normally issued.
- For command sponsored accompanied with dependents, those personnel who reside off-base may be provided a small American stove, refrigerator and Japanese style washer and dryer (if available). An American washer or dryer and refrigerator are normally too large to fit into a Japanese house.
- Due to the high humidity in Iwakuni, it is recommended you bring or purchase your own dehumidifier.
- If your household goods have not arrived by the time when you move into either on or off-base quarters, temporary furniture is available for up to 60 days. Linen is not provided. You may want to put all items that would be immediately needed into your express shipment. To ensure as smooth a transition as possible, some items you might consider bringing with you or mailing in advance are:
 - Linen
 - Towels
 - Hygiene Products
 - Pillows & Casing
 - These items along with other necessities are available here at the Marine Corps Exchange (MCX). In addition, Family Services has a lending locker for kitchen supplies.
- Family Housing cannot support any unaccompanied personnel with any kind of loaner and/or permanently issued equipment. The only service Family Housing is authorized to provide to unaccompanied personnel is off-base housing referral. Off-base housing.

OFF-BASE HOUSING

- Normally members may need to have \$5,000-\$7,000 to cover the move in expenses. That may include agent's fees, 2 months security deposits, and automobile parking fees on top of the rental charge.
- When moving into off-base housing, if members are eligible for housing allowances active duty members will receive Overseas Housing Allowance (OHA), Move-in Housing Allowance (MIHA) and Utility Allowance. For civilians with Transportation Agreement, you will receive Living Quarters Allowance (LQA).
- Members will be assisted in bi-lingual contracts, setting up local bank accounts and establishing telephone and utility service.
- Locating and finding a home off-base is the members' responsibility. Housing will assist by introducing members to local agents and explaining the house hunting requirements. Once quarters are found, Housing will work with the agent/owner to complete the leasing process.

BACHELOR QUARTERS MANDATORY POLICY

- The MCIPAC Letter 10-15, signed November 24, 2015, states that bachelor and unaccompanied enlisted military service-members in pay grades E-1 through E-7, warrant officers in pay grades WO-1 through CWO-3, and officers in pay grades O-1 through O-3 shall be assigned to live in on-base bachelor housing/quarters.
- In addition, this policy also states that Overseas Housing Allowance (OHA) will NOT be paid to an unaccompanied military servicemember already drawing Basic Allowance for Housing (BAH) for family members back in CONUS. This policy applies to ALL ranks, including senior enlisted and officers on unaccompanied tours to Iwakuni, who are not subject to the mandatory bachelor quarter assignment policy discussed above.

WEIGHT RESTRICTION

75% OF MAX PCS Weight allowance, as prescribed by JFTR, is authorized at MCAS Iwakuni. Local housing dimensions are generally smaller than in CONUS. Government furniture is not available. There are storage facilities available on-base but the cost will be covered by the member and will cost around \$90(10'x 10')/\$150(10'x 20') per month. Due to the waiting time for housing, servicemembers are encouraged to prepare for a partial withdrawal of HHG shipment. Servicemembers are advised that the import or possession of handguns, rifles, pellet air, and BB guns in Japan is not authorized. If shipped, a delay may occur as well as prosecution by the government of Japan (GOJ).

Administrative Weight Restriction-Accompanied tour personnel are authorized to ship 75 percent of their full JFTR weight allowance. Due to the generally smaller size of government quarters available aboard MCAS Iwakuni, large furniture items such as oversized couches/sofas and king size bed sets should be placed in NTS at origin. An unaccompanied baggage shipment is authorized not to exceed 600 pounds for active duty members and 200 pounds for each family member. Weight is not counted against the administrative weight restriction. (Reference MCO P4600.39 Marine Corps Personal Property Transportation Manual, Section 2, 2205, Para 2).

ALL Unaccompanied tour personnel (dependent restricted) of any service are authorized to ship no more than 10 percent of the Full JFTR weight allowance, only if off-base quarters are authorized by command. Be advised mostly all unaccompanied tour personnel are assigned to the barracks and off-base quarters are limited. Only unaccompanied baggage shipments are highly encouraged for unaccompanied tour personnel. (AMSSD-PPP-PO, 4 Aug 2010). For more information, please click on the link below.

DOD SDDC Information

Temporary Lodging Allowance (TLA)

Sponsors are responsible for making lodging reservations at government approved Temporary Lodging Facilities (TLF) for the inbound family to reside at awaiting assignment to military housing. TLA is authorized to assist the servicemember in partially offsetting expenses incurred during the occupancy of temporary lodging. There is no entitlement to TLA while in a travel status or once permanent quarters are occupied. TLA is contingent upon:

- Marines MUST use a government TLF (Inns of the Corps lodging facilities, Bldg. 9500) unless a Certificate of Non-Availability (CNA) is obtained stating that the facility closest to their place of work is not available for occupancy.
- If the member chooses to stay at an off base TLF and does not provide a CNA from the on base TLF, then the member's lodging reimbursement under TLA will be limited to the government TLF rate, not the rate of the off base TLF. For a family consisting of one active duty member and three dependents, the cost is currently \$115.00 per day for an on base facility and can be as much as \$300.00 per day in an off- base TLF.
- Upon arrival, Navy personnel should check with their personnel support detachment for current guidelines.

Government Travel Charge Card (GTCC): GTCC can be used for Continental United States (CONUS) Temporary Living Expenses (TLE) expenses before departing CONUS, and other travel expenses. The GTCC should not be used to pay for lodging overseas Temporary Living Allowance (TLA) expenses.

Pets (dogs & cats): A total eight rooms in TLF are designated as pet friendly rooms: two American with Disabilities Act rooms, two standard stay, and four extended stay. Reservation must be made as soon as possible prior to check-in and indicate that a pet friendly room is requested. Pet friendly rooms will be provided on an available basis. Even if personnel cannot reserve a pet friendly room and are required to obtain lodging in the local economy, a CNA will not be provided due to pets.

Single or unaccompanied servicemembers are not entitled to TLA, unless the Billeting Office has issued a CNA.

If a servicemember arrives ahead of (or without) dependents, he/she **MUST** reside in the BEQ/BOQ (Billeting). They are **NOT ENTITLED** to TLA under these circumstances. If billeting is not available, a Certificate of Non-Availability (CNA) must be obtained from the billeting office prior to occupying any temporary lodging facilities. Without the CNA, the TLA will not be reimbursed.

Personnel accompanied by dependents must be prepared to pay \$1,250 to \$3,525 for temporary lodging and subsistence for the initial 10-day period. Personnel are eligible for TLA to offset costs until private or government quarters are obtained. TLA is paid based on the number of days temporary lodging is required and will be reimbursed in 10 day increments. Personnel assigned to Iwakuni will not normally be authorized more than 60 days of TLA.

Advance payment of TLA is authorized and encouraged for personnel who may require temporary lodging. Advances may be requested prior to and immediately after arrival to Iwakuni. The TLA payment process normally takes between 5-7 business days and payments will be made directly to the servicemember's direct deposit account. Personnel are required to pay the full amount of their final TLF bill upon check out. Therefore, requesting advance TLA is highly encouraged if adequate funds to pay the bill are not available.

Installation Personnel Administration Center (IPAC) Check-in and Entitlement Information

The IPAC is located at Bldg. 1, second floor, room 231. It is a requirement for all new join Marines to check in with the IPAC, the day after the WAI. To contact the IPAC Inbound Section please call DSN 253-6370/5242.

If traveling by Patriot Express all unaccompanied personnel (E-5 and below) will be picked up from the MCAS Iwakuni Terminal to the Join Reception Center (JRC) Barracks. If traveling by commercial air, please see "Transportation to Iwakuni Japan Marine Corps Base" listed above. If you travel by commercial air through Hiroshima airport, it is highly encouraged to have transportation arranged from Hiroshima to MCAS Iwakuni with your sponsor prior to your arrival.

All unaccompanied personnel (E-6 and above) will be assigned government quarters, unless provided a certificate of non-availability by the billeting manager. All accompanied Marines with dependents are authorized to stay in the TLF. Marines arriving to MCAS Iwakuni for an "accompanied tour" who travel without their dependents (delay dependent travel) will be assigned to the Bachelor Enlisted/Officer quarters, unless provided a certificate of non-availability by the billeting manager.

The IPAC is available for walk-ins. Current hours are: 0730 -1630 Monday thru Friday

Documents Needed For USMC IPAC Check-in:

- Orders (to include TAD en route)
- All receipts (to include Temporary Lodging Entitlement (TLE) and/or Temporary Lodging Allowance (TLA))
- Documentation from Airlines Company showing delays on the travel, if occurred
- Area clearance/port call
- Passenger Travel Office (PTO) Authorization for Circuitous Travel, if applies
- PTO Authorization for vehicle shipping, if applies
- PTO Authorization for vehicle storage, if applies
- PTO Authorization for Foreign Flag Carrier, if applies
- Officer Qualification Record (OQR)/Service Record Book (SRB)
- Tickets/Unused Government Transportation Requests
- Dependent Travel INFO
- Excess Baggage
Limited to 2 bags per traveler not to exceed 70 pounds per bag
Turn in all itemized receipts with baggage weight, per bag.
Claims that fall outside this will need approval by HQMC Manpower Management Integration and Administration
- Copy of spouses travel claim (dual military couple) unaccompanied

DELAYED FAMILY MEMBER TRAVEL FOR USMC SERVICE MEMBERS

USMC service members who must delay their family member travel MUST have approval from HQMC (MMIB-3) to continue drawing their stateside housing allowance. Upon reporting, if this approval was not previously obtained, their stateside housing allowance will be stopped until the HQMC approval letter is received. In addition, accompanied USMC service members who delay their family member travel DO NOT rate Temporary Lodging Allowance (TLA) to stay at a hotel/lodging facility. They are required to check into and stay at an unaccompanied Billeting Facility. They can then request military family housing 45 days prior to their family members arriving to Iwakuni. Please contact the housing office for assignment to family type quarters at DSN 253-5541.

Delay of Family Member Travel is intended for instances where the family members are delayed due to circumstances not controlled by the member. Delay is intended for a short duration only, usually no more than 60 days. Requests for continuing to receive a housing allowance other than the PDS will normally be disapproved for the following circumstances:

1. Continuing spouse's education
2. Financial burden of relocating dependents including selling a dwelling
3. On-Base Housing waiting list at new PDS
4. Family Member employment and/or daily commute time
5. Conserving Permanent Change of Station (PCS) funds by not relocating family members
6. Issues with flight arrangements for pet travel

MMIB-3 (formally MMIA) recommends members delaying their family member travel review MARADMIN 238/06, Pay and Allowance Advisory Notice (PAAN) 27-06 and Reserve Pay and Allowance Advisory Notice (RPAAN) 25-06 for further guidance.

TEMPORARY LODGING ENTITLEMENT (TLE)

This entitlement reimburses a maximum of 5 days for lodging incurred at or near the previous CONUS duty station. Receipts are "a must" to claim this reimbursement and they must be itemized and carry a zero balance.

TEMPORARY LODGING ALLOWANCE (TLA)

Please refer to the TLA section above (page 8) for information on this allowance.

DISLOCATION ALLOWANCE (DLA)

Unaccompanied members who have dependents that relocate from their residence IAW their issued PCSO may rate DLA. They must ensure that the designated location elected is a CONUS location and is written into their orders. A dependent travel claim must be submitted upon arrival to receive this entitlement.

Advance DLA will be recouped, if an unaccompanied Marine does not relocate their dependents or have no dependents and reside in government quarters beyond 60 days upon arrival.

DUAL SERVICE MEMBERS AND HOUSING/BILLETING (UPDATED FEB 15)

Before departing to Iwakuni, dual service members must check with their new command and the housing office regarding policies that could affect them. These policies can vary depending on their branch of service, but the following are the most common issues:

- If both service members are on 24 months unaccompanied tours, they do not rate family housing and will be required to live at the BOQ/BEQ. **Per MCIPAC Letter 12-14, if they desire to live together, they will have to ask permission to establish a household off-base which is subject to approval by the station commander. Dual military service members should contact their command, sponsor and Housing Office to obtain the correct information before heading to Iwakuni.**
- If both service members are on 36 months accompanied tours, they will not rate TLA if they arrive at different times without a dependent. Therefore, the service member that arrives first must stay at BOQ/BEQ and report to the housing office to receive information about starting the housing process before his/her spouse arrives.
- In addition, dual active duty service members must have accompanied orders to request Government furniture.

Important Note Regarding Tricare Enrollment

Remember to re-enroll into TRICARE, when checking into Branch Hospital Clinic, the servicemember must fill out re-enrollment form and turn it into the TRICARE representative along with one copy each of their Approved Area Clearance Message and PCS Orders. The newcomer can complete the enrollment process within 30 days of arrival at the BHC.

Newcomer's Orientation "Welcome Aboard" (WA)

WA is mandatory in accordance with MCBJO 1754.12. Attendance at WA must be confirmed prior to Iwakuni Pass and ID issuing a SOFA POV drivers' license (USFJ-4). To sign up for the WA or to get more information, call DSN (315) 253-6161. The WA is held every Monday from 7:30 AM - 2 PM followed by the SOFA Driving class that ends at 4:30PM. If the Monday falls on a holiday, it will be held on the following Wednesday. Civilian attire is appropriate to attend WA.

Childcare (free of charge) is provided during WA by the Children Youth and Teen Program (CYTP) on a limited space-available basis. Please contact the Child Development Center (CDC) at DSN253-5584 or School Age Children (SAC) Center at DSN253-3400, or ask your sponsor to reserve a space for your child. There is a child care package that must be completed and turned in at CDC/SAC before parents can drop off the child at the CDC or SAC. Your sponsor can pick the package from the CDC or SAC. Parents also have the option of attending the orientation at different dates so one of them can watch the child.

Operators Permit for Civilian Vehicles (Driver's License)

Ensure prior to departing from the states, your state issued drivers' license is valid and in good standing. If you think you have a military exemption allowing your driver's license to be valid passed expiration, contact your state's Department of Motor Vehicles to confirm that is the case.

DRIVER MANUAL & ROAD SIGNS

Childcare Enrollment Procedure

1. Complete Enrollment form (DD2602) with your Resource & Referral
2. Registration Appointment will be scheduled once there is availability for child care
3. Ensure that all of the required information/documents are available prior to this appointment. Registration cannot proceed without the listed documentation. Please note: the Health Assessment document is available at your Resource & Referral Specialist office. It is recommended you obtain a copy prior to your doctor's appointment as to avoid multiple trips.
 - PSC Address
 - Physical Address
 - Sponsor/Parent Information
 - Two Emergency Contacts
 - Current LES/Paystub
 - Updated Copy of Immunizations
 - Completed Health Assessment

If your child has a medical condition/sensitivity or developmental delay, please notify your resource and referral specialist prior to your registration appointment as you may need additional medical documentation.

Parent Orientation will occur once all information gathered during your Registration Appointment has been put into CYMS. You will be notified by your Resource and Referral Specialist as to your Parent Orientation date. Although only one parent needs to attend the Parent Orientation, both the sponsor and spouse must sign the Application for Childcare Fees (DD 2652).

CHILD CARE & YOUTH PROGRAMS

DODDS Schools

DoDEA has launched an Online Student Pre-Registration System, with the aim of reducing the time parents will have to spend at the school registration site.

The new program will also allow school officials to better predict school enrollment for the upcoming year, make more informed decisions regarding teacher and staff requirements, and prepare in advance for special services, supplies, and other classroom needs. Parents can pre-register their children by visiting the registration website.

Pre-registration does not mean the child is registered for school yet. Registration must be completed in-person at the school upon arrival.

The School Liaison Program works collaboratively with the Command, Child, Youth & Teen Programs, Exceptional Family Member Program and the base schools to address educational concerns involving military children (K-12).

MCCS SCHOOL LIAISON OFFICE (253-3691)

MC PERRY ELEMENTARY SCHOOL (253-3327)

MC PERRY HIGH SCHOOL (253-5448)

Cell Phones Contacts

Cellular phone companies in Japan have an AUTOMATIC two year renewal contract, which means the existing or current two year contract, will automatically be renewed on its expiration date, unless communicated with the cell phone provider. Most of Japanese cell phone companies DO NOT have a “Military Clause”, which cancels contract/penalties due to military orders/deployment. Because of this, the servicemember might end up paying a very costly penalty for canceling his/her contract before the 2 year contract is complete.

Because of the automatic two year contract renewal, servicemembers leaving after a normal three year tour might be subjected to costly cancellation and penalty fees. Please talk to your cell phone provider on Iwakuni to find out if the company has other options such as monthly and pre-paid agreements. Servicemembers must also ensure they completely cancel their contacts before leaving Iwakuni. Again, as with any contract, all servicemembers should thoroughly read and fully understand their contracts before signing them.

Family Readiness Officers

Know your FRO! Family Readiness Officer (a.k.a. FRO's) provide direction and information to the Marines, Sailors and families. They provide official communication and outreach in addition to coordinating events and deployment support. The Family Readiness Council is established to address and implement the MCAS Iwakuni Commander's family readiness program needs. Please contact Relocation Assistance (ombiwainforeferrelo@usmc-mccs.org) for the current contact information of your Unit FROs and Ombudsman.

VMFA-242

MAG-12

MALS-12

MWSS-171

CLC-36

H&HS

MACS-4

VMGR-152

BHC IWAKUNI

11TH DENTAL

AIMD IWAKUNI

FRC WP

CVW-5

Additional Assistance

For any further assistance or questions relating to relocating to Iwakuni, please contact us at our Information and Referral Office email (ombiwainforeferrelo@usmc-mccs.org) or call us at:

Commercial: 011-81-827-79-6161

DSN: 315-253-6161