

# 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  
☎ 253-3542

*Investing in servicemembers, civilians, and their families for duty, home, and self.*

**MC&CS**  
MCAS Iwakuni

# Kunihisa!

## WELCOME TO IWAKUNI, JAPAN

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*Your reference guide to MCAS Iwakuni before the PCS*

*Marine & Family Programs, P&PD  
Building 411, Room 101*

### **Relocation Assistance**

Information, Referral, and Relocation offers workshops that help make the transition in or out of Iwakuni easier. Knowing what to expect and who to contact determines the success of your move. We also offer simple cultural language classes, events, and bus tours on and off base.

#### **Classes offered**

- Welcome Aboard
- PCS with Success Workshop
- Sponsorship Training
- Welcome Aboard Bus Tour
- Survival Japanese class

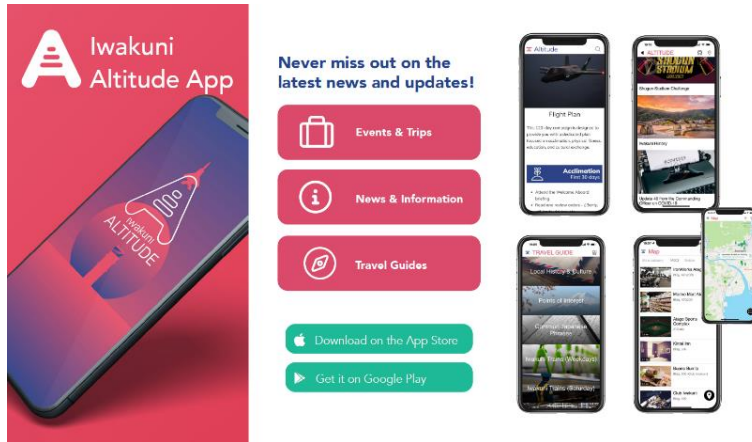
#### **Lending Locker**

IR&R offers temporary loan kitchen sets for up to sixty days for inbound and thirty days for outbound personnel on first come, first served. Please visit the IR&R website for a list of available kitchen items.

- Information, Referral and Relocation website: [Information & Referral \(usmc-mccs.org\)](http://usmc-mccs.org)
- Email: [ombiwakuniinformation.referralandrelocation@usmc-mccs.org](mailto:ombiwakuniinformation.referralandrelocation@usmc-mccs.org)

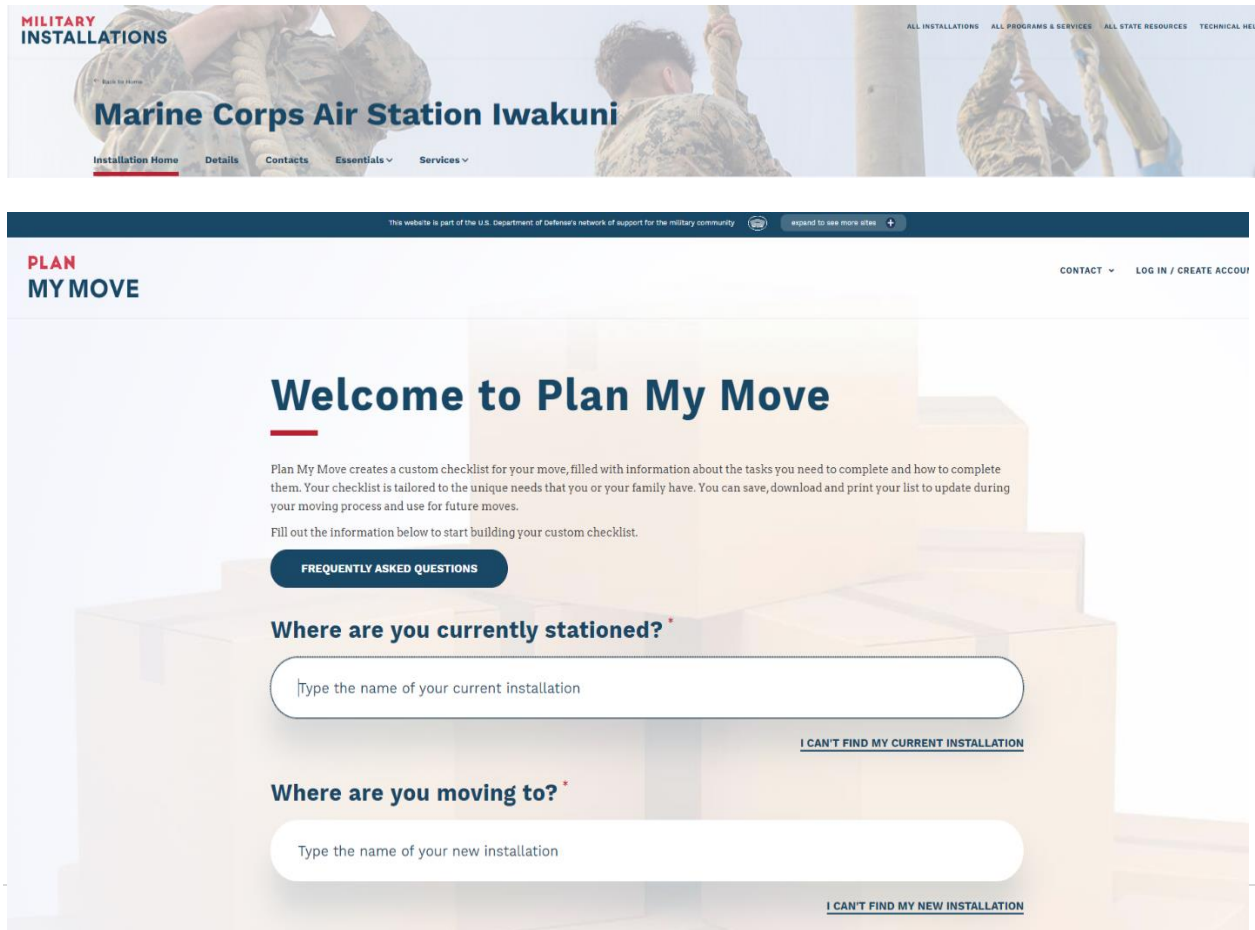
[Iwakuni Altitude App \(usmc-mccs.org\)](http://usmc-mccs.org)

If you want to find out more about MCCS, the services we offer, and the events, both large and small, that we sponsor throughout the year, I highly recommend that you download the Iwakuni Altitude App from either the Apple App Store or Google Play. It's a one-stop shop mobile application that will provide you information on everything MCCS at Iwakuni, and best of all it's free and reliable, and you can receive live updates.



The graphic features a red background on the left with the Iwakuni Altitude App logo and a smartphone displaying the app interface. To the right, a central text block reads "Never miss out on the latest news and updates!" Below this are four red buttons: "Events & Trips", "News & Information", "Travel Guides", and "Download on the App Store". At the bottom are two green buttons: "Get it on Google Play". To the right of the text are five smartphone screens displaying various app features like flight plans, news, and travel guides.

The [Military OneSource webpage](#) is a central hub and go-to place for the military community. Find out more about benefits and prepare for the big stuff – plan my move, deployments, reintegration, parenthood, retirement, managing finances and much more.



The screenshot shows the "Plan My Move" section of the Military OneSource website. At the top, it says "MILITARY INSTALLATIONS" and "Marine Corps Air Station Iwakuni". Below this is a navigation menu with "Installation Home", "Details", "Contacts", "Essentials", and "Services". A dark blue banner at the top of the page contains the text "This website is part of the U.S. Department of Defense's network of support for the military community" and a "expand to see more sites" button. The main heading is "PLAN MY MOVE" with a "CONTACT" and "LOG IN / CREATE ACCOUNT" link. The main content area has a large heading "Welcome to Plan My Move" and a sub-heading "FREQUENTLY ASKED QUESTIONS". The first question is "Where are you currently stationed?" with a text input field containing the placeholder "Type the name of your current installation" and a link "I CAN'T FIND MY CURRENT INSTALLATION". The second question is "Where are you moving to?" with a text input field containing the placeholder "Type the name of your new installation" and a link "I CAN'T FIND MY NEW INSTALLATION".

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## **Permanent Change of Station (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, passport, driver License, 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](#)

## **Overseas Suitability Screening (OSS) Process for Family Members**

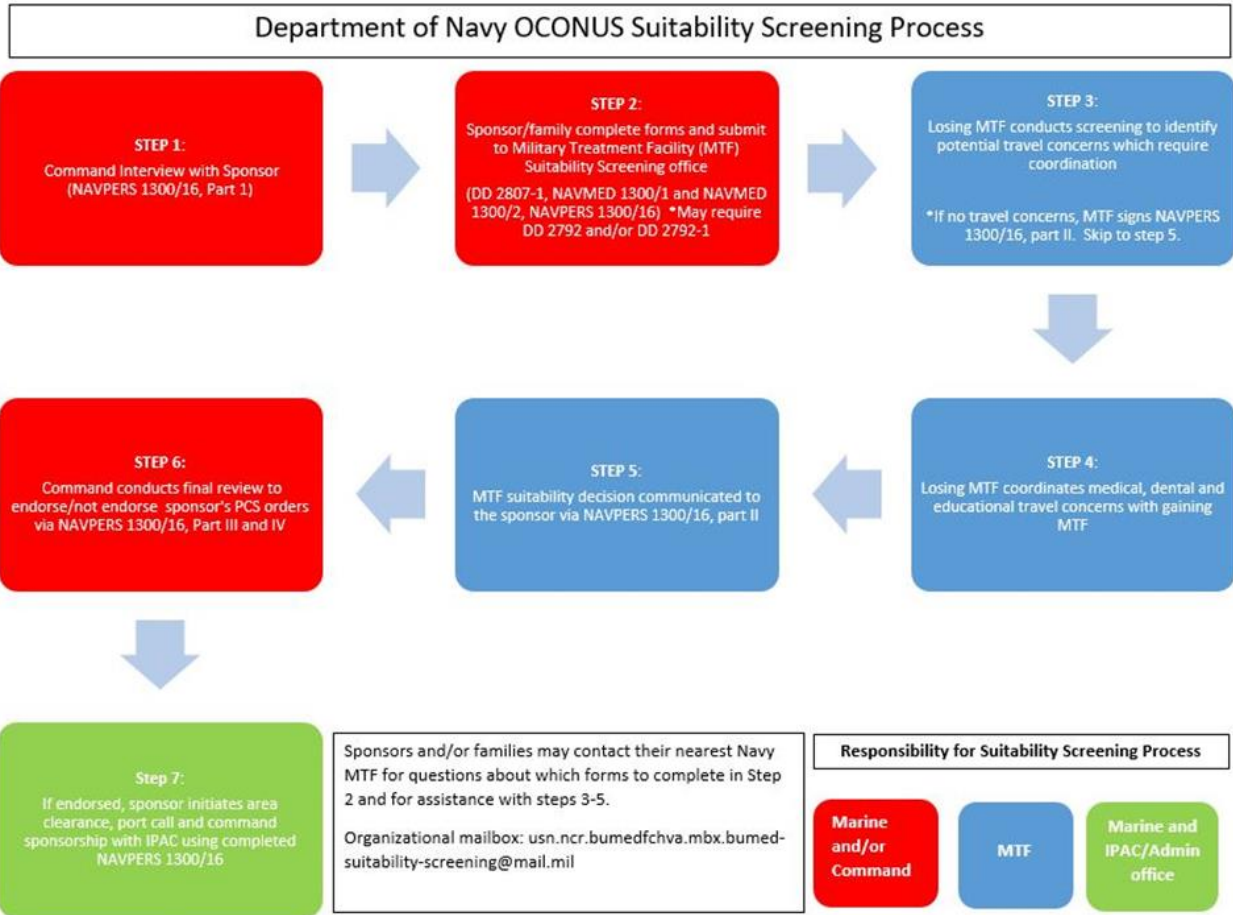
Upon receipt of PCS orders to Iwakuni, Service Members with ACCOMPANIED orders must start the OSS process for ALL incoming family members must begin the OSS immediately upon receiving PCS orders. Navy family members should begin this process upon the Service Member's receipt of orders or within 60 days of the member receiving PCS orders. This process involves a medical, dental, and educational screening which will identify if the family member has any special needs on these areas Branch Health Clinic [Naval Hospital Yokosuka > Clinics > Iwakuni, Japan Naval Family Branch Clinic \(tricare.mil\)](#) will have the resources to service these needs during the family's 3-year mandated tour. Email address: [nhykosuka-overseasscreening@med.navy.mil](mailto:nhykosuka-overseasscreening@med.navy.mil)

Overseas Screening process MCAS Iwakuni: [Overseas Screening process MCAS Iwakuni.pdf \(marines.mil\)](#)

The Member and his/her dependents will need to fill out the NAVMED 1300/1 and the DD Form 2807/1 and a DD 2792 (EFMP) and/or DD 2792-1 (Only for school aged children) if indicated and applicable. The Member and his/her dependents will need to fill out the NAVMED 1300/1 (For each service & Family Member) and the DD Form 2807/1 and a DD 2792 and/or DD 2792-1 if indicated and applicable.

Once the family member completes the process and is found SUITABLE to come to Iwakuni, the paperwork must be submitted to Iwakuni S-1 Manpower requesting the Area Clearance/Dependent Entry Approval (DEA).

POC's at the Gaining Command MCAS Iwakuni: [iwakuni.s1manpower@usmc.mil](mailto:iwakuni.s1manpower@usmc.mil)



## Area Clearance/Dependent Entry Approval (DEA)

ALL family members must have an approved area clearance/dependent entry approval before departing for Iwakuni. Service members 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 Active-Duty member 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 or via email to [IWAKUNI.S1MANPOWER@USMC.MIL](mailto:IWAKUNI.S1MANPOWER@USMC.MIL). Please note that their office is not able to receive Navy Messages (OIX).

- Station Manpower is located at bldg.1
- Email: [IWAKUNI.S1MANPOWER@USMC.MIL](mailto:IWAKUNI.S1MANPOWER@USMC.MIL)

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.

Per NAVADMIN 04218, Navy personnel E-3 are authorized accompanied orders for overseas tours where dependents are allowed.

The Marine Corps Base Area Clearance Office is seeing an increase in preparation issues from the detaching commands (i.e. not including necessary attachments/appendices or sending the documents to the incorrect PLA address). In addition, recent trends indicate that family members are missing/not included in the Service Member's orders, with this error not being caught until arriving on Iwakuni. Members are advised to contact their parent command to conduct a dependent audit to add new dependents and confirm the accuracy of their dependents' information. Failure to ensure this information is correct could result in delays to approve the request at the Area Clearance Office.

Upon initial receipt of Permanent Change of Station Orders (PCSO) that directs a servicemember and his/her family members to any Monitor Command Code (MCC) on Iwakuni; the losing command will submit the request for an Area Clearance/DEA approval. Requests for USMC personnel must be submitted using the following Plain Language Address (PLA).

- The IPAC is located at Bldg. 1. To contact the IPAC please call DSN 253-5375
- Email: [IWKN\\_HHS\\_HQ\\_IPAC@usmc.mil](mailto:IWKN_HHS_HQ_IPAC@usmc.mil)

For Navy, when you receive orders, take a copy to your Command Pay/Personnel Administrator (CPPA) to start your transfer package. This is when you request a date you want to transfer.

The transfer date must be approved by the CO or the OIC to have flights booked.

Bring your itineraries, receipts, and copy of your transfer package including your orders with you to your next command.

- Ensure your PCS orders are stamped before you leave.
- Make sure your orders are stamped for the same day as your original flight date. Make sure your new command stamps your orders for the same date you landed.

Once the inbound Service Member receives the approved Area Clearance/DEA, he or she must, once again, verify that all family members are listed correctly. In addition, they must check that all their legal information is correct (i.e. social security number, date of birth, etc.). If the information is incorrect, the Service Member must request for it to be corrected before departing to Iwakuni.

## **Exceptional Family Member Program (EFMP)**

During a scheduled medical appointment for suitability screening, MTF staff members are required to identify family members with special medical, dental and/or educational needs. Medical providers must complete the DD Form 2792, Family Member Medical Summary, and refer to the EFMP coordinator immediately to initiate EFMP enrollment. A DD Form 2792-1, Special Education/Early Intervention Summary, must be completed for children receiving early intervention or special education services. Upon receipt of PCS orders, transitioning Service Members with EFMP family members need to ensure: EFMP enrollment is current, including the **Individual Education Plan (IEP)**, **Individual Family Service Plan (IFSP)** and the **504 plan**. Ensure all copies of the EFM's medical records are up-to-date and on-hand.

If there are housing needs, make sure that all special accommodations and modifications are annotated by the treating physician of the Family Medical Summary Form (DD Form 2792).

- Website: [Exceptional Family Member Program \(usmc-mccs.org\)](https://usmc-mccs.org)
- Email: [SMBlwakuniEFMP@usmc.mil](mailto:SMBlwakuniEFMP@usmc.mil)

## Navy EFMP Moving Checklist

- Notify your Case Liaison when selected for orders.
  - Case Liaison will discuss Warm Hand Off.
  - Update NFAAS with new contact information upon arrival to new duty station.

## Civilians

**Civilians** do not go through an EFMP process like active-duty dependent do. The Exceptional Family Member Program Information Sheet (provided by HR) completed by the sponsor is used to identify the special education and medical needs of dependent children and medical needs of adult family members of Department of Defense civilian employees processing for an assignment to a location outside the United States where dependent family member travel is authorized at Government expense.

The information the sponsor provides is used by CHRO to determine the need for coordinating the availability of medically related services to meet the special needs of dependent children and medical needs of family members.

Regarding the GTCC, this would be determined by your supervisor if it is needed, and they would initiate the process if so.

## Resources

- <https://efmpandme.militaryonesource.mil/>
- <https://planmymove.militaryonesource.mil/>
- Resource Guides (provided by Case Liaison)

**Note:** Please contact the SMEs below before disenrolling from programs prior to Posing.

- EFMP: [Exceptional Family Member Program \(usmc-mccs.org\)](https://usmc-mccs.org)
- Schools: [ombiwaschoolliaison@usmc-mccs.org](mailto:ombiwaschoolliaison@usmc-mccs.org) [K-12 School Liaison Program \(usmc-mccs.org\)](https://usmc-mccs.org)
- Tricare: Tricare Overseas 1-877-678-1208, or <https://milconnect.dmdc.osd.mil>
- Tricare Dental Program 1-844-653-4060, or <https://milconnect.dmdc.osd.mil>

## ID/DEERS

Getting your uniformed Services ID (USID) Card

How to make appointments the RAPIDS ID Card Office online

- <https://idco.dmdc.osd.mil/idco> or [Getting Your ID Card \(cac.mil\)](https://cac.mil)



## No-Fee Passport

Service Members can travel to Japan with original orders and military ID; they do not need a No-Fee Passport. It is highly recommended however, that Service Members obtain a tourist passport, especially if they plan on traveling during their tour in Japan. All family members must have a passport before departing to Iwakuni.

Civilians, their eligible family members, and eligible military family members on official travel must have either

- a Special Issuance Passport ([SIP](#)), Official, No-fee Regular or Diplomatic Passport
- or, after applying for the Special Issuance Passport (SIP), Official Passport or No-fee Regular and if it cannot be obtained prior to departure, a Regular (blue/tourist) Passport can be used in lieu of the No-fee Regular for travel via MILAIR, contract and commercial. The traveler will not be reimbursed for the cost of the Regular (blue) Passport. The Regular (blue) Passport must have sufficient validity to cover the entire travel period. Upon receipt of the SIP, traveler must hold it for the duration of tour.

Military personnel, Government Civilians, and command-sponsored dependents on PCS orders to OCONUS locations who require a Special issuance passport (no-fee) per the foreign clearance guide will submit their passport applications to a local DoD passport acceptance facility immediately upon receipt of orders. If a visa is required, the passport application will be submitted no earlier than 120 days and no later than 80 days prior to departure date. Acceptance facilities will enforce submission time frames. Failure to do so may result in command-sponsored dependents traveling separately from their sponsor. Foreign clearance guide can be found at: <http://www.fcg.pentagon.mil/fcg.cfm>

Please visit the following website to stay up to date with important notices regarding Special Issuance, Official, and No-Fee Passports: <https://passportmatters.army.mil/>

Provided below is the required documentation for obtaining a No-Fee Passport for dependents. Requirements for 16 years of age and older (Initial/1st time - applicants who have not received or have not been issued any type of U.S. Passport):

- Proof of U.S. Citizenship (Original Birth Certificate or Original Naturalization Certificate).
- DS-11 Form (must be typed and printed from the [www.travel.state.gov](http://www.travel.state.gov)). Handwritten applications will not be accepted.
- One 2"x2" recent color passport photo taken within the last 6 months.
- DD Form 1056
- Copy of the Service Member's PCS Orders and Area Clearance/Dependent Entry Approval (DEA).
- Front and back copy of ID card (valid stateside driver's license, state ID, or military ID)

### For Renewals:

Use the DS-82 Form. Visit [www.travel.state.gov](http://www.travel.state.gov) to obtain the forms.

- Current/expired passport.
- One 2"x2" recent color passport photo taken within the last 6 months.
- Copy of the Service Member's PCS Orders and Area Clearance/Dependent Entry Approval (DEA)
- Front and Back copy of ID card (valid stateside driver's license, state ID, or military ID)

#### Requirements for under 16 years old (Initial/renewal):

- Use the DS-11 Form (must be typed and printed from the online website). Handwritten applications may not be accepted. Visit, [www.travel.state.gov](http://www.travel.state.gov) to obtain the forms you need.
- One 2"x2" recent color passport photo taken within the last 6 months.
- Proof of U.S. Citizenship (Original Birth Certificate or Original Naturalization Certificate).
- DD Form 1056
- Copy of the Service Member's PCS Orders and Area Clearance/Dependent Entry Approval (DEA).
- Front and Back copy of ID Cards of both parents (valid stateside driver's license, state ID, or Military ID)

No-Fee passports are not to be used for leisure travel when visiting other countries. No-Fee passports are intended for official business only.

The JTR states that family members who are U.S. citizens rate a No-Fee Passport. Foreign-born spouses do not rate a No-Fee passport until they become a U.S. Citizen. They can travel to Japan with their original passport. If the foreign-born spouse is not a Japanese citizen, they will need to check with the Japanese Embassy/Consulate to find out the entry/visa requirements for the country's passport they hold.

Non-US Citizens: Passport and visa requirements may vary for non-US citizens and for dual nationals traveling on non-US passports. Such travelers should check with the nearest Japanese embassy or consulate or the Japanese Ministry of Justice to determine what credentials are required for entry. Eligible Family Members of DoD Military or DoD Civilian personnel covered by the SOFA must have a valid passport from their country of citizenship.

### **Re-Entry Stamps**

Eligible family members will need to obtain a Multiple Exit/Re-Entry stamp on their tourist passport to ensure exit from and re-entry to Japan with ease. The stamp is required for all family members desiring to travel outside of Japan or returning to the United States while under SOFA Status. The A copy of the Member's military orders along with the tourist passport(s) is required to obtain the Multiple Exit/Re-Entry Permit stamp at the designated locations.

On an emergency basis, active-duty family members can obtain the Multiple Exit/Re-Entry Permit stamp on their tourist passport from a customs official at the AMC Terminal prior to departure. Family members are encouraged to obtain their Multiple Exit/Re-entry stamps within 30 Days after arriving to Iwakuni. Multiple Exit/Re-entry stamp through the Installation Provost Marshal Office (PMO) on Iwakuni during normal working hours.

### **Status of Forces Agreement**

The Status of Forces Agreement (SOFA) is a treaty between the United States and Japan setting out the terms under which military members, Department of Defense civilian employees, and family members are allowed to operate within the country of Japan. SOFA status is a legal residency in Japan requiring those under SOFA status to observe certain responsibilities such as being a goodwill ambassador and respectful representative of the United States and learning and obeying Japanese laws.

## **Sponsor**

OCONUS personnel of all ranks will be assigned a sponsor for additional information relating to travel, housing, and temporary lodging facilities (TLF). Sponsors will schedule an appointment with the family housing office for the Service Member within 2 days of your arrival. If you cannot reach your sponsor or have any questions about your relocation. Please contact the MCAS Iwakuni Information and Referral program; the OMB Iwakuni Information and Referral Program [ombiwakuniinformation.referralandrelocation@usmc-mccs.org](mailto:ombiwakuniinformation.referralandrelocation@usmc-mccs.org); however, only the housing office and the sponsor can provide accurate information about housing waiting lists.

[Military OneSource](#) may also be of assistance with issues and concerns. The toll-free number and Live Chat are available 24 hours a day, 365 days a year. If you are overseas, call 1-800-342-9647 or 703-253-7599 or [live chat](#).

OCONUS Numbers need to be with the appropriate country access code. For family members with special needs, the TTY/TDD Phone Number is Dial 711 and 800-342-9647. A Spanish language line is available at 800-342-9647.

## **Cell Phone Contracts**

Cellular phone companies in Japan 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 the automatic contract renewal, service members 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. Service members must also ensure they completely cancel their contacts before leaving Iwakuni. Again, as with any contract, all service members should thoroughly read and fully understand their contracts before signing them.

## **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 Kimaiyo Airport): A civilian airport terminal has been built just outside the base to accommodate commercial flight airline carrier, All Nippon Airways (ANA). It operates a few flights a day from Haneda, Tokyo Airport. The last flight will be arrived at 9:45 p.m. to Iwakuni Kunikiyo 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. Limited amount can be withdrawn from 140,000 yen at convenience store ATMs per day. 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. Please keep all your receipts for reimbursements. 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.

Upon arrival aboard Marine Corps Air Station Iwakuni: Sponsors will meet their servicemembers/Civilians at the AMC terminal.

- Unaccompanied servicemembers/civilians will be transported by their sponsors to their barracks.
- Accompanied servicemembers /civilians with family will be transported by their sponsors to their family housing location (to include at Atago Hills /TLF /Kintai Inn).

## **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 [Iwakunivtf@gmail.com](mailto:Iwakunivtf@gmail.com). We also have a Facebook page at Iwakuni Veterinary Treatment Facility [Marine Corps Air Station Iwakuni VTF \(health.mil\)](https://www.facebook.com/MarineCorpsAirStationIwakuniVTF/)

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

The pet process includes the following: 1) Microchip, 2) Vaccines (twice or more), 3) Fluorescent Antibody Virus Neutralization (FAVN) rabies blood test, 4) Quarantine (180 days or more), 5) Health Certificate, 6) Advanced Notification.

1. Owners do not need to schedule an appointment with us 60 days in advance. They are required to virtually check in with us within 72 business hours of arrival. We will send them an email with further instructions after we receive their MDJ 270 that they will fill out upon arrival at the airport.
2. Quarantine is 6 months; however, it is recommended to begin the process 9 months out from arrival. Pets are not allowed off base until released from quarantine by the Iwakuni Veterinary Facility.

3. The VTF can see restricted breeds. They are allowed aboard the installation for veterinary services. The housing office would be a better POC for what breeds are allowed to reside on base and respective housing areas.

AMC Pet – Risk Acknowledgement Document (RAD)

Pet owner acknowledgement of the risks associated with air travel, especially for Brachycephalic (Short-Nosed) breed pets. (Print, Read & Sign RAD. Present to Passenger Service Agent during Check-in at the Passenger Terminal)

There are a couple of websites that you can visit to obtain information about bringing your pets to Iwakuni.

- [AMC Pet Travel Page \(af.mil\)](#)
- [MCAS Iwakuni Pet Information](#)
- [Pet Travel From the United States to Japan | Animal and Plant Health Inspection Service \(usda.gov\)](#)
- [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.

AMC Terminal website: [AMC Passenger Terminal \(marines.mil\)](#)

Narita/Haneda/Kansai International Terminal might be reached at (COMM) 011-81-3-5708-7261 (9:00 a.m. to 5:00 p.m.) OR 03-5708-7261 for details regarding traveling with pets.

1. Narita Terminal 1: [aqs.nrtr1@maff.go.jp](mailto:aqs.nrtr1@maff.go.jp)
2. Narita Terminal 2: [aqs.nrtr2@maff.go.jp](mailto:aqs.nrtr2@maff.go.jp)
3. Narita Cargo: [aqs.nrtcargo@maff.go.jp](mailto:aqs.nrtcargo@maff.go.jp)
4. Haneda Terminal: [aqs.hnd@maff.go.jp](mailto:aqs.hnd@maff.go.jp)
5. Kansai Terminal: [aqs.kixk1@maff.go.jp](mailto:aqs.kixk1@maff.go.jp)

### Banned Dog Breeds

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 service members check with the airlines for regulations/restrictions/ policies regarding short-nosed dogs before starting the process to bring pets to Iwakuni.

According to III MEF MCIPACO 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)
- Rottweiler (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. Service members are encouraged to visit the website for additional information and requirements. Service members can also look for a foster home for their pet in the event they cannot bring it over or leave it with a family member.

Be sure to contact the Inns of the Corps for pet-friendly room availability due to limited inventory. Pets (dogs & cats):

- A total of eight rooms in TLF are designated as pet friendly rooms: two American with Disabilities Act rooms, two standard stay, and four extended stays. 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.
- Website: [Inns of the Corps \(usmc-mccs.org\)](https://www.usmc-mccs.org/inns-of-the-corps)
- Email: [LodgingReservations.Iwakuni@usmc-mccs.org](mailto:LodgingReservations.Iwakuni@usmc-mccs.org)

Pet Expenses Reimbursement due to PCS (MARADMIS: 378/23) January 2024.

Eligibility: A Service Member on a PCS order may be authorized reimbursement for the costs related to the relocation of one household pet that arises from a permanent change of station. A household pet is a cat or a dog, owned for personal companionship. OCONUS: all necessary expenses described above in connection with the movement of a pet is limited to \$2,000 per PCS move.

Navy Marine Corps Relief Society now offers assistance with pet travel associated with permanent change of station orders to or from an overseas base. An interest-free loan of up to \$5,500 to cover the cost of up to two pets when the Department of Defense is unable to support PCS travel options for pets.

Barking Lot has limited spat available and please reserve a spot for incoming personnel.

- The email address: [ombiwakuni.barkinglot@usmc-mccs.org](mailto:ombiwakuni.barkinglot@usmc-mccs.org)
- Barking Lot website: [Pet Care \(usmc-mccs.org\)](https://www.usmc-mccs.org/pet-care)

Sponsor or pet's owner must submit all paperwork and pay deposit in prior to complete reservation. Sponsor or Owner must give them 24hours notice if need to cancel their reservations. If not, deposit is not refundable.

### **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 is allowed in the midrise limited floor.

Iwakuni Family Housing does not have a separate listing for pet owners. Members will be placed on the waiting list in accordance with 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 7220.1B**, service members are required to report to the housing office within two working days after reporting to their Permanent Duty Station (PDS). Service members will conduct an aggressive housing search by viewing at least four housing units within the initial 15-day period and at least six additional housing units in each subsequent 15-day period. All housing searches must be annotated on the TLA Data Sheet. On-base family housing waiting periods vary from 1 to 12 months, depending on the housing category and whether you plan to bring pets. Due to housing renovations on base 2-, 3- and 4-bedroom townhouses may be limited. If a member chooses 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. Temporary lodging allowance (TLA) is authorized for up to 60 days, service members are highly encouraged to visit website listed below.

- Website for Accompanied Personnel: [Military Family Housing \(marines.mil\)](http://marines.mil)
- [Family Housing Handbook 20210826.pdf \(marines.mil\)](#)



- **Military Housing QR Code**

### **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 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 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 into 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](mailto:iwknfamilyhousing@usmc.mil).

#### Furniture and Household:

- 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.

**Note:** 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:

- Normally members may need to have \$5,000-\$7,000 to cover the move in expenses. That may include agent's fees, 2-3 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.
- [PROCESS FOR OFF-BASE HOUSING.pdf \(marines.mil\)](#)

### 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 Service Member 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 \$90(10'x 10')/\$150(10'x 20') per month. Due to the waiting time for housing, service members are encouraged to prepare for a partial withdrawal of HHG shipment. Service members 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).

## **Temporary Lodging Allowance (TLA)**

Sponsors are responsible for making lodging reservations at government approved Temporary Lodging Facilities (TLF) for the inbound family to reside while waiting assignment to military housing. TLA is authorized to assist the Service Member 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:

- 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 and 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.

TLF website: [Inns of the Corps \(usmc-mccs.org\)](https://www.usmc-mccs.org)

## **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).

- Website: [Defense Travel Management Office | Home \(dod.mil\)](https://www.defense.gov/TravelManagementOffice)

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

If a Service Member 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 service member'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.

### Navy

The order directs travel to, from, or between official points and serves as the basis for the trip and associated reimbursements" per JTR 010206. Navy will only pay for your flights based on what your orders say. Navy will reimburse you for expenses you incurred based on where your orders take you. Dependents must be command sponsored to travel at government expense. Command sponsored dependents are entitled to travel in accordance with your PCS orders except TDY locations unless your TDY is 180 days or longer per JTR 0504.

Command sponsored dependents can travel at a different time from you. To receive the pay entitlements for it, Advance Dependent Travel (ADT) or Delayed Dependent Travel (DDT) is required. ADT and DDT are reviewed and approved by PERS 451 or N130.

If you have orders to an overseas location in a foreign country, refer to the foreign clearance guide for entry requirements. Some countries require items such as No-fee/official/diplomatic passports, NATO orders, special duty screening, etc.

If you have a foreign spouse, they must meet the immigration requirements via the embassy of the country you are transferring to. Every country has different rules.

Navy HHG Website: <https://www.navsup.navy.mil/household>

. FACEBOOK: <http://www.facebook.com/navyhhg>

. YOUTUBE: <http://www.youtube.com/navyhhg>

### **NAVY HOUSEHOLD GOODS (HHG)**

1-855-HHG-MOVE (444-6683)

householdgoods@us.navy.mil [www.navsup.navy.mil/household](http://www.navsup.navy.mil/household)

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

If traveling by Patriot Express, all unaccompanied personnel (E-5 and below) will be picked up from the MCAS Iwakuni Terminal to the Joint 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, it is highly encouraged to have transportation arranged 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. Servicemembers 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.

It is a requirement for all new join Marines to check in with the IPAC.

The IPAC is available for walk-ins. Current hours are: 0730 -1630 Monday thru Friday. Wednesday: 1300-1630.

- Email: [iwkn\\_hhs\\_hq\\_ipac@usmc.mil](mailto:iwkn_hhs_hq_ipac@usmc.mil)

#### Documents Needed for USMC IPAC Check-in:

- Orders (to include TAD end 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.

### 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.

**Note:** Advance DLA will be recouped, if an unaccompanied servicemembers/civilians 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

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

It is very important to ensure that Active-duty service Members and dependents must your family members transfer their enrollment to TRICARE Prime Overseas upon arrival. If your family members do not transfer their enrollment, they will revert to TRICARE Select for their health care coverage 90-days after the report no later than date, if arriving with sponsor. If the spouse/family member arrives in country after the sponsor, the spouse/family member will have 90-days from their arrival date to transfer their enrollment to TRICARE Prime Overseas. To enroll, stop by the TRICARE Service Center, located on the fourth floor of the Branch Medical Clinic. You will be provided with information about the TRICARE Overseas Program.

To complete enrollment:

- Unaccompanied service members must turn in hard copies of PCS orders.
- Accompanied service members must turn in a hard copy of PCS orders and Area Clearance/Dependent Entry Approval (DEA).

Enrollment in the TRICARE Overseas Program Prime must be in place to prevent delays in seeking care, obtaining referrals, and MEDVAC services at Naval Family Branch Clinic Iwakuni.

## Medical Services for Healthcare for DoD Civilians and Their Family Members

Healthcare for DoD civilians and their family members not enrolled in TRICARE has its challenges. It is the responsibility of the prospective employee to research available healthcare and determine if they and their family's needs can be met.

- **Naval Family Branch Clinic (NFBC):** MCAS Iwakuni (MCASI) does not have a Navy hospital; the NFBC is equipped for basic medical needs and is limited based on resources and availability. Active-Duty personnel and those enrolled Tricare Prime have priority for NFBC Services. DoD Civilian employees and family members utilization of NFBC resources are extremely limited as they can only be seen on a Space Available basis.
- **Telehealth:** Telehealth options are limited overseas as many medical professionals can only see residents of their State of licensure. Prospective employees are encouraged to contact their medical providers regarding their specific telehealth policies and capabilities.
- **Off Base:** Civilians typically utilize Off Base medical providers with the assistance of a patient-hired translator. In most cases, patients pay medical providers in yen for medical care at the time of their appointment and file for reimbursement with their insurance company.
- Aetna International utilizes a third-party payor/service that allows employees and their dependents to pay only their patient copay/deductible, which is very helpful for procedures with a higher cost. The third-party payor service is coordinated through NAF Human Resources when there is a minimum of 72 hours' advanced notice with an approved medical provider.
- Translator fees are not reimbursable through the MCCA Health Insurance provider but can be submitted as a flexible spending expense.
- It is important to know that Japanese Medical Providers are legally allowed to deny healthcare to SOFA members, even in the event of an emergency. While denial of healthcare is not common, the potential exists.

## Dental Services

- **On Base:** The Dental Clinic is primarily for active-duty personnel and their sponsored family members. Civilian personnel are only eligible to be seen for emergency services.
- **Off Base:** Civilians are encouraged to utilize off base dental facilities. There are several local Japanese dental clinics with English speaking staff. In most cases, patients pay in yen at the time of their appointment and file a claim for reimbursement with their insurance company.

## Pharmacy Services

- **On Base:** NFBC has a pharmacy located on the first floor that supplies American approved medicines, both generic and branded. DoD civilian utilization of the NFBC Pharmacy is limited to: (1) prescriptions from episodic treatment, (2) original, hard copy prescriptions from American credentialed prescribers, or (3) medications are not available in Japan. NFBC payments are processed through a centralized office and bills are delivered via mail. Civilians can opt into email notifications as well. Due to the remote location of Iwakuni, delays in shipment may be experienced and cannot be guaranteed.
- **Mail Service Pharmacy:** MCCA employees enrolled in MCCA Iwakuni's Aetna International Health Insurance can utilize CVS Caremark Mail Service Pharmacy to have medications mailed. Enrollees can submit co-pays to the Flexible Spending Account for reimbursement. More information regarding Mail Service Pharmacy is available at this link: <https://www.aetna.com/individuals-families/pharmacy/rx-home-delivery.html>
- **Off Base:** Japanese approved medicines are available at local pharmacies in Iwakuni. Patients would need to pay for medicines at the pharmacy and file for reimbursement with their insurance company.
- It is the prospective employee's responsibility to research if their prescriptions are available in Japan, and if not contact the NFBC Pharmacy directly to see if the prescriptions are available through their service.

## Newcomers' Orientation "Welcome Aboard Brief" (WAB)

The Welcome Aboard Brief is a mandatory in accordance with the Station Policy under the III MEF Liberty MCBJO 1754.12 for all SOFA personnel (16 and older) held at the Sakura Theater. Attendance at WAB must be confirmed prior to issuing a SOFA Permits (POV drivers' license) (USFJ-4). To sign up for the WAB or to get more information, visit the MCCA

- Information, Referral and Relocation website: [Information & Referral \(usmc-mcca.org\)](http://usmc-mcca.org)

2-DAY WAB is held every Monday (7:30 a.m. -12:30 p.m.) and Tuesday (10:00 a.m. -12:45 p.m.) followed by SOFA Permits test (2:00 p.m. -4:00 p.m.). If the Monday falls on a holiday, it will be held on the following week. Civilian attire is appropriate to attend WAB.

Attendees with children are encouraged to register their children for \*FREE\* childcare which is provided by the Children Youth and Teen Program (CYTP) on a limited space-available basis. Child Development Center (CDC) and School Age Children (SAC) Center or ask your sponsor to reserve a space for your child. To utilize this service, patrons must complete a Special Events Packet which can be found on the website. Children must be up to date on all immunizations and provide immunization records to the CYP



staff members at drop off. Forms and registration may be turned one week prior to the Welcome Aboard Brief.


There is a childcare 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.

- Childcare is available through the [CDC](#) and [SAC](#) on a first-come, first-served basis.
  - Registration is required at CDC and SAC before attending the Welcome Aboard.
  - Please download and fill out the [Child & Youth Programs Special Event Childcare form](#).
  - Please email the special events packet along with immunization and confirmation of allergies to the SAC or CDC along with the date of the welcome aboard that the family is attending.
  - Please check in with CDC/SAC on the day of attendance.
  - If you have any further questions, feel free to contact the SAC or CDC:
    - CDC: [OMBIwakuni.ChildDevelopmentCenter@usmc-mccs.org](mailto:OMBIwakuni.ChildDevelopmentCenter@usmc-mccs.org)
    - SAC: [OMBIwakuni.SAC@usmc-mccs.org](mailto:OMBIwakuni.SAC@usmc-mccs.org)

**Note:** Please do not use .mil email addresses for registration.

## Operational Permit for Civilian Vehicle (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.

- Links to MCAS Iwakuni SOFA Permit test 
- Please watch video and Self-study Training for SOFA Permit test:  
<https://www.mcasiwakuni.marines.mil/PCS-to-Iwakuni/Driving-in-Japan/>

**Note:** When you pass the SOFA test, you will have only 60 days to get your license.

- We recommend studying the Japanese Traffic Regulations prior to the Safety & SOFA Permit driving exam that will be conducted at the Welcome Aboard on Day 2, which is on Tuesdays at 2:00 p.m. in the Sakura Theater.

Requirements for getting your License at PMO, Pass and Registration:

1. Valid ID Card
2. Valid U.S. Driver's License
3. Copy of Orders
4. Active-Duty personnel under 26 must bring the Alive at 25 or any approved Driving Improvement Course certificate offered by MCCC
5. For DEPENDENTS, Copy of Area Clearance and Sponsor's Orders
6. For E-5 AND BELOW, waiver package from command
7. For UDP SNCO AND OFFICERS, approval letter from Commanding Officer

8. When you pass, your name will be on a Roster that is valid for 60 days. If you don't acquire your SOFA Permit within 60 days, you will have to retake the test.

## **Driver's Education**

The locally offered, American Driver and Traffic Safety Education Association (ADTSEA) certified, driver's education course provides 39 hours of classroom instruction, a final exam, and 6 hours of behind-the-wheel instruction. The current cost is \$545. For additional information or to enroll in future classes, please contact our office is in bldg.410, 1<sup>st</sup> floor.

- Email: [OMBlwakuni.DriversEducationCourse@usmc-mccs.org](mailto:OMBlwakuni.DriversEducationCourse@usmc-mccs.org)

## **Childcare Enrollment Procedure**

1. Complete Enrollment form (DD2602) with your Resource & Referral
2. Registration Appointment will be scheduled once there is availability for childcare
3. Ensure that all 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).

- Website: [Child Development Centers \(usmc-mccs.org\)](http://ChildDevelopmentCenters.usmc-mccs.org)
- When your family receives PCS orders, visit MilitaryChildCare.com (MCC) to submit a new request for childcare at the next duty station. This request will place your child on the waitlist, prior to arrival.

## DoDEA Schools

Do you have school-aged children? You have the option to pre-register your children online utilizing the pre-registration forms. Below you will also find the contact information for all DODEA schools aboard MCAS Iwakuni, as well as MCAS Iwakuni's School Liaison Officer.

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 at: [Registration Process \(dodea.edu\)](#).

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).

- School Liaison officer: [ombiwaschoolliaisonprogram@usmc-mccs.org](mailto:ombiwaschoolliaisonprogram@usmc-mccs.org)

## Education Office

The Education Office is dedicated to supporting service members, their families, and the base community in reaching their academic and professional aspirations. We offer personalized counseling to help you choose the right schools, select majors, access financial aid, and make the most of your GI Bill benefits.

In addition, we provide access to important Military Classification Testing (DLAB, DLPT, AFCT, OAR, ASTB), which are crucial for career advancement and qualifying for new military roles or officer programs. Our team can also help you navigate the Marine Corps Active Duty Tuition Assistance (TA) program, ensuring you have the resources to fund your higher education.

To further support your educational journey, we offer workshops and classes designed to prepare you for success. We also provide college proctoring services for online courses and exams, making it easier to manage your education while stationed at MCAS Iwakuni.

Whether you're pursuing a degree or advancing your career, we're here to guide you every step of the way. For more information or assistance, please contact us at [ombiwnakuni.educationoffice@usmc-mccs.org](mailto:ombiwnakuni.educationoffice@usmc-mccs.org)

## **Family Member Employment Assistance Program**

The Family Member Employment Assistance Program (FMEAP) provides assistance with resume building, interviewing skills, navigating the employment process, exploring skills and interests, and more! We offer workshops as well as one-on-one appointments to fit your schedule.

- Email: [ombiwakunipersonaland.professionaldevelopment@usmc-mccs.org](mailto:ombiwakunipersonaland.professionaldevelopment@usmc-mccs.org)
- Register for the FMEAP Newsletter! [Family Member Employment Assistance Program](#)

## **Volunteer Program**

MCAS Iwakuni's Volunteer Program offers a wide variety of volunteer opportunities to military personnel, family members (to include youth 13 years and older), veterans, and installation employees. Volunteering benefits both you and the community. While you add skills to your resume or get your "foot in the door" with a new organization, you are also contributing to making MCAS Iwakuni the wonderful community that it is.

- Email: [ombiwakuni.basevolunteercoordinator@usmc-mccs.org](mailto:ombiwakuni.basevolunteercoordinator@usmc-mccs.org)
- Register for the Iwakuni Volunteer Newsletter! [Iwakuni Volunteer Opportunities](#)

## **Deployment Readiness Coordinator, Uniform Readiness Coordinator (DRCs/URCs), and Ombudsman**

Know your Deployment Readiness Coordinator (DRC), Uniform Readiness Coordinator (URC), Ombudsman provide direction and information to the servicemembers and families. They provide official communication and outreach in addition to coordinating events and deployment support. Please contact Marine & Family Programs, Family Readiness Program office DSN at 253-3542 for the current contact information of your Unit URC/DRC and Ombudsman.

## **Unit, Personal and Family Readiness Program**

Are you interested in learning about what the Family Readiness Program aboard MCAS Iwakuni has to offer? Please follow us at [MCCS Iwakuni Marine Corps Family Team Building](#). Using this link you will have the ability to select various program and event offerings and have the opportunity to "follow" *MCCS Iwakuni-Marine and Family*. Join us as we prepare servicemembers, and their families to remain successful and ready throughout all mission, life, and career events!

Family Readiness office at MARFORRES can be reached at 1-866-305-9058 and would be able to tell you who the URC is. You can also find POCs at [Family Readiness Office \(marines.mil\)](#) and call to find out who the URC is.

### **Additional Assistance**

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