

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

Relocation Assistance

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

Commercial: 011-81-827-79-3542 ▪ DSN: 315-253-3542

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:

[MCCS 2021 Guide Iwakuni:](#)



[MACS Iwakuni COVID:](#)



[Navy COVID-19:](#)



[MCAS Iwakuni: Personal & Professional Development:](#)



[MCCS Monthly Preview:](#)



[Defense Travel Management Office:](#)



[MCAS Iwakuni PCS to Iwakuni:](#)



[Military OneSource:](#)



[Military Kids Connect:](#)



[PCS move & Sponsorship:](#)



[Move.mil:](#)



[MCAS Iwakuni ROM:](#)



[Marines.mil/Coronavirus:](#)



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 1320.11G, 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) 253-3542 FROM CONUS 011-81-827-79-3542 or the OMB Iwakuni Information and Referral Program ombiwakuniinformation.referralandrelocation@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: 1-800-342-9647; JAPAN: 800-342-9647 or 703-253-7599. 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 give the toll-free number 800-342-9647. A Spanish language line is available at 800-342-9647.

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.

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 Iwakunivtf@gmail.com. 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:



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.

DOMESTIC PETS

Per III MEF/MCIPC 10570.1 DOMESTIC ANIMAL REGISTRATION AND CONTROL:

Domestic animals, other than dogs, cats, hamsters, guinea pigs, caged birds, and aquarium fish may not be kept in government-owned family housing without prior written approval from the family housing office. Pet owner requests for such approval must be sent to the family housing office through the local Veterinary Corps Officer.

Each owner residing on MCIPAC installations shall limit their dogs and/or cats to not more than two (any dog or cat combination) per household.

PROHIBITED DOG BREEDS

(a) The Marine Corps has found that some dog breeds present an unreasonable risk to the health and safety of personnel in family housing areas. These prohibited dog breeds are Pit Bulls, Rottweilers, canid-wolf hybrids, Doberman Pinschers, and Chow Chows. Accordingly, full or mixed breeds of Pit Bulls, Rottweilers and canid-wolf hybrids are prohibited aboard MCIPAC and shall not be imported to Japan. Additionally, after the date of this Order, service members and civilians residing on MCIPAC installations shall not acquire these prohibited dog breeds.

MCAS Iwakuni Housing

Reference Direct To
Domicile MCASO:



The objective of the family housing (FH) program is to ensure service members with accompanying family members are afforded access to safe and adequate housing. Unless a sponsor is on the K&E personnel list, the FH office does not assign FH by address. Key & Essential personnel, active duty military personnel, and their families get priority for on-base housing. United States Civil Service (USCS), Non-Appropriated Fund Instrument (NAFI), and Department of Defense Education Agency (DoDEA) civilian employees entitled to a housing allowance (i.e., LQA) and a transportation agreement are eligible to compete for on-base housing. Assignments are for a 5-year term unless the sponsor holds a K&E billet designated by the CO, MCAS Iwakuni. Non-K&E civilians are authorized on-base housing at the CO, MCAS Iwakuni's discretion and reserves the right to withdraw this privilege based on mission requirements, resident damages to Government housing, or egregious violations of resident rules and responsibilities. On-base housing for civilians is subject to availability, with priority given to active duty military families and K&E personnel. Unless a sponsor is on the K&E personnel list, the FH office does not assign FH by address. DoDM 4165.63, DoD Housing Management provides the minimum bedroom requirements for assigning FH.

MCAS, Iwakuni Housing Information for accompanied personnel:



SPECIAL NEEDS

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.

APPLICATION FOR GOVERNMENT HOUSING

Per III MEF/MCIPAC-MCB Camp Butler Order 7220: New personnel shall report to the FH office within 2 working days after arriving at MCAS Iwakuni to initiate the application for housing. MCBCBO 7220 implements this strict requirement to minimize Temporary Lodging Allowance (TLA) costs caused by lengthy off-base housing searches. Generally, a service member has up to 60 days to locate and move in to housing. However, service members should always take reasonable steps while seeking housing in order to avoid being denied TLA. An eligible sponsor may submit an application for housing. FH will be assigned strictly in waiting list order based on control dates. The applicant will be contacted by the FH office with an offer of adequate housing when their name moves to the top of their respective waiting list and/or adequate housing is available. Minimum offer is one. However, in cases where we can provide two, we certainly will. After acknowledging the FH office's offer, the applicant has 1 working day to accept or reject the offer. The FH office will consider the offer refused if no decision is provided. Per the Joint Travel Regulations, upon assignment of adequate government quarters, housing allowances (other than BAH-partial or BAH-differential) are not authorized and may cease. Additionally, MCO 11000.22, Marine Corps Bachelor and Family Housing Management states TLA becomes no longer payable when adequate government quarters on or off the installation are available. Service members should avoid delays and consult with FH office before rejecting an offer of housing. Rejecting an offer of adequate housing could result in the service member having to pay their subsequent temporary lodging costs until they complete their housing search. The FH office is required to notify the Installation Personnel Administration Center (IPAC), the Family Member Assistance Team (Navy personnel), the Civilian Human Resources Office (CHRO), or appropriate pay office of the date adequate government quarters or local economy housing was declined and the date quarters were available for occupancy. Personnel should consult with their respective administrative office for more information. 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.

WAITING LIST BY CATEGORY

Waiting lists for military personnel will be established by grade categories (i.e., senior grade officers, field grade officers, company grade officers, senior non-commissioned officers (staff sergeants and above), junior noncommissioned officers (sergeants and Corporals), and junior enlisted personnel (privates through lance corporals)) and bedroom composition. The relative position of personnel in the freeze zone on each waiting list will be stabilized and not altered by placing new arrivals within the freeze zone, regardless of the grade or duty assignment, with the following exceptions: (1) Designated key and essential military or civilian personnel, wounded warriors, or exceptional family members (EFMs) may be assigned to available housing upon arrival or placed in position of priority on the list. Applicants given a firm housing commitment should not be displaced. Freeze Zone: the top 10% or top three applicants, whichever is greater.

GOV FURNITURE AND HOUSEHOLD GOODS PER MCO 11000.22:

Only members in command sponsored accompanied tours are eligible for Government furniture / furnishings. Temporary Loan of Furnishings. Government furnishings may be provided on a temporary loan basis for short periods of time pending receipt of in-transit personally owned furnishings. Accompanied DoD civilian employees entitled to LQA are eligible for loaner furniture/appliance support depending on availability. The FH office shall maintain a waiting list for furniture or appliances within FH inventory when insufficient quantities are available. The FH office shall ensure delivery of clean and fully operational loaner appliances and furniture. Sponsors shall return the items in the same condition. The FH office may assess a cleaning charge at current market rates if appliances, furniture, or bedding are not clean at the time of pickup. The FH office may charge the sponsor for replacement costs for any furniture or appliances with damage beyond the normal wear and tear.

PER MCASO 11101.3R:

MCO 11000.22, Marine Corps Bachelor and FH Management states that U.S. Marine Corps policy provides a housing referral service to assist active duty service members and DoD civilians with LQA and their family members in locating suitable off-base housing when government owned or managed housing is not available. Assurance of Availability. The FH office cannot guarantee unit availability given the local market dynamics. The FH office works closely with local agents and landlords to keep referral listings current. However, applicants must keep in mind that unit availability is subject to change without notice. The FH office will provide eligible active duty service members and DoD civilians with off-base housing referral services. The FH office works with local realtors and landlords to ensure family members are treated fairly and are not discriminated against by realtors or landlords. Personnel with PCS orders to MCAS Iwakuni can also use online resources such as HOMES.mil (www.homes.mil) to begin their search for housing in the area. The FH office provides updated information for these online resources which are effective tools for evaluating housing availability in the Iwakuni area. This is the best and quickest option as these houses have been already approved for occupancy of U.S. personnel.

All active duty service members and DoD civilians with PCS orders shall check-in with the FH office upon arrival and prior to executing any commitment for private housing. Personnel seeking off-base housing may use other realtors and agents provided those realtors/agents are not on the restricted realtors/agents list. If personnel find a unit not on the FH office referral list or Homes.mil that meets their requirements, then they must bring this information to the FH office to schedule an inspection. Personnel will be allowed to sign their lease only after the property passes inspection and the lease review. This option takes longer as it requires other processes to ensure these houses meet requirements for occupancy of U.S. personnel. Per III MEF/MCIPAC-MCB Camp Butler Order 7220.1A, military members shall have a property inspected by the FH office prior to placing a deposit or signing a lease for that property. Inspections are mandatory so that the FH office may verify quarters are suitable and adequate and recommend start of OHA to the appropriate military administrative office. Per Department of State Standardized Regulations, DoD civilians must have a property inspected prior to placing a deposit or signing a lease. Inspections are mandatory so that the FH office may verify quarters are suitable and adequate and recommend start of LQA to CHRO. Things to expect to live off base: \$5,000-\$7,000 to cover move in expenses that may include agent's fees, 2 months security deposits, automobile parking fees, internet, etc. If you will reside off base, Japanese home and rooms may not be large enough to accommodate larger American furniture. For command sponsored personnel with accompanied dependents, you may be side 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.

Any members who will be residing off base, must attend a mandatory off-base housing brief that is held every Tuesday from 1 PM. Appointments are required and can be made at the housing office building 200, or by calling 253-5541 or 0827-79-5541.

WEIGHT RESTRICTION

100% OF MAX PCS Weight allowance, as prescribed by JTR, 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 100% of their full Defense Travel Management Office, Joint Travel Regulations (JTR), 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 JTR 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.

[The Joint Travel Regulations:](#)



Temporary Lodging Allowance (TLA)

[Please scan here for the COVID-19 guidelines:](#)



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 \$146 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 \$1460 to \$4380 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, first floor, room 125. 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 253-5523/5375.

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

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 MCO 1754.10A. 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) 253-3542. The WA is held every Monday from 7:30 AM - 11:30 AM followed by the SOFA Driving class from 1 PM to 3:30 PM. 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 DSN 253-4769/7535, 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.

MCAS IWAKUNI SOFA DRIVER'S LICENSE:



Childcare Enrollment Procedure

1. Complete Enrollment:



- Appointment will be scheduled once there is availability for child care
- 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.

Scan to register



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)

[IWAKUNI ELEMENTARY SCHOOL](#) (253-3169)

[DODEA:](#)



[MC PERRY ELEMENTARY SCHOOL](#) (253-3327)

[IWAKUNI MIDDLE SCHOOL](#) (253-3682)

[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.

Deployment Readiness Coordinators and Uniformed Readiness Coordinators a.k.a. DRCs/URCs

Know your DRCs/URCs! Deployment Readiness Coordinators and Uniformed Readiness Coordinators a.k.a. DRCs/URCs 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 (ombiwakuniinformation.referralandrelocation@usmc-mccs.org) for the current contact information of your UnitDRCs/URCs and Ombudsman.

[VMFA-242](#)

[MACS-4](#)

[CVW-5](#)

[VAQ-141](#)

[MAG-12](#)

[VMGR-152](#)

[VMFA-121](#)

[FWCWP DETIWAKUNI](#)

[MALS-12](#)

[NMRTU IWAKUNI](#)

[VFA-27](#)

[VAW-125](#)

[MWSS-171](#)

[11TH DENTAL](#)

[VFA-102](#)

[VRC-30 DET 5](#)

[CLC-36](#)

[AIMD IWAKUNI](#)

[VFA-115](#)

[H&HS](#)

[FRC WP](#)

[VFA-195](#)

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) or call us at:

Commercial: 011-81-827-79-3542 | DSN: 315-253-3542