



**UNITED STATES MARINE CORPS**  
MARINE CORPS COMMUNITY SERVICES  
MARINE CORPS AIR STATION IWAKUNI, JAPAN  
PSC 561 BOX 1867  
FPO AP 96310-0019

IN REPLY REFER TO:  
1700  
MCCS  
1 Sep 18

MARINE CORPS COMMUNITY SERVICES POLICY LETTER 4-18

From: Director, Marine Corps Community Services Iwakuni

Subj: TEMPORARY LODGING FACILITY PRIORITIZATION POLICY

1. Purpose. To establish policy for prioritization at the Temporary Lodging Facility (TLF).

2. Cancellation. MCCSPL 2-17.

3. Background. The Torii Pines Inns of the Corps is a TLF that provides a home for incoming and outgoing base personnel during their transition from one duty station to another. In order to accommodate the expected influx of Active Duty Permanent Change of Station (PCS) families, the TLF is unable to guarantee all other reservations in advance.

4. Policy

a. The following order of prioritization for secured reservations will be followed:

(1) Active Duty on PCS orders: 30-day initial reservation for PCS in and increased as needed

(2) Civilian/Contractors on PCS orders: 30-day initial reservation for PCS in and increased as needed

(3) Temporary Additional Duty (TAD)/Temporary Duty (TDY) with Certificate on Non-Availability (CNA) issued by the Kintai Inn: 15 day at a time

(4) Leisure: As many days as possible on a space available basis

b. Reservations can be made in advance according to the following:

(1) Active Duty on PCS orders: Up to 6 months in advance

(2) Civilian/Contractors on PCS orders: Up to 30 days in advance

(3) TAD/TDY with CNA: Day of reservation

(4) Leisure: 21 days in advance with guarantee reservation on a first come first serve basis

\* Reservations for non-PCS guests may be accepted more than the above mentioned time if the TLF can ensure that PCS guests will be accommodated.

c. Reservations may be bumped at any time to accommodate current or unexpected PCS families.

Subj: TEMPORARY LODGING FACILITY PRIORITIZATION POLICY

e. It is the responsibility of the Civilian/Contractor guests to communicate and check with the front desk daily or every 10 days to ensure they are able to be accommodated if they need longer than their initial reservation dates.

5. Administration. Non-compliance with this policy could result in a termination of lodging privileges. The TLF Manager reserves the right to make a determination on policy violations on a case-by-case basis.

6. Sponsor. Chief of Business, MCCA Iwakuni.

7. Point of Contact. If there are any questions concerning this policy letter, contact the TLF Manager at 253-3221.

/s/  
JOHN E. KASPERSKI

Distribution:  
MCCA Iwakuni