Konnichiwa!
WELCOME TO IWAKUNI, JAPAN

Your reference guide to MCAS Iwakuni before the PCS

Marine & Family Programs, P&PD
Building 411, Room 101
TEL: 253-6161

Relocation Assistance
For any assistance or questions relating to relocating to Iwakuni, please contact us at our Information and Referral Office email (ombiwanforeferrelo@usmc-mccs.org) or call us at:
Commercial: 011-81-827-79-6161
DSN: 315-253-6161

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

Electronic Welcome Aboard Package
Access electronic Welcome Aboard package to obtain more information at:
MCAS Iwakuni Welcome Aboard Guide to Iwakuni

Overseas Suitability Screening (OSS) For Family Members
Upon receipt of PCS orders to Iwakuni, service members with ACCOMPANIED orders must start the OSS process for ALL incoming family members.

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

Area Clearance/Dependent Entry Approval
ALL family members must have an approved area clearance/dependent entry approval before departing for Iwakuni. 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 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 Iwakuni will submit for Dependent Entry Approval.

**Sponsor**

Per MCO 1320.11G, service members 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 housing office for the service member prior to arrival. Please note that if you are on accompanied orders but your family members are not arriving with you, do not reserve a room in TLF. You will be staying in barracks until your family members arrive.

If you cannot reach your sponsor or you have any questions about your relocation, please contact MCAS Iwakuni Information and Referral program; DSN (315)253-6161 FROM CONUS 011-81-827-79-6161 or the OMB Iwakuni Information and Referral Program ombiwainforeferrelo@usmc-mccs.org; however, only the housing office and the sponsor can provide accurate information about housing waiting lists.

**Military OneSource** may also be of assistance with issues and concerns. The toll free number in CONUS is: 1-800-433-6868; JAPAN: 96001-800-237-42374. (The extra digit results in the call being free of charge); collect call number is: 484-530-5908. OCONUS Numbers need to be with the appropriate country access code. For family members with special needs, the TTY/TDD Phone Number is: 800-346-9188. A Spanish language line is available at 888-732-9020. By the web: **Military OneSource**. The user ID is: MARINES; and the Password is: SEMPER FI.

**Transportation to Iwakuni Japan Marine Corps Base**

**PATRIOT EXPRESS**

Air Mobility Command (AMC) "Patriot Express" flight lands directly aboard the installation. After you transition through customs, we have a bus reserved to take you to the Temporary Lodging Facility.

**GETTING TO JAPAN (COMMERCIAL AIRLINE)**

Tokyo has two international airports: (1) Tokyo-Narita and (2) Tokyo-Haneda. You can fly directly from the U.S. to both of these international airports. **NOTE:** When you arrive in either airport, you will need to go pick up your luggage and go through customs. Once completed you will find the domestic counter to check in for your flight to Hiroshima or Iwakuni. At this point, you will re-check your luggage. The planes from Tokyo to Hiroshima and Iwakuni are small, so pack accordingly as large or heavy luggage may present a problem.
COMMERCIAL ROUTE OPTIONS:

OPTION 1 HANEDA TO IWAKUNI
Fly directly into Haneda, Tokyo Airport and then you will take an airport bus to the domestic terminal. Iwakuni airport terminal is right outside the base to accommodate all Nippon Airways (ANA). There are 5 flights a day from Haneda, Tokyo Airport to Iwakuni. Taxis are available right outside the airport and the cost to get to MCAS Iwakuni is less than ¥1000 ($10 dollars).

OPTION 2 NARITA TO HIROSHIMA
Narita International Airport has one late afternoon domestic flight to Hiroshima Airport. Flight times vary seasonally, however the flight generally leaves around 1745 and takes about 1.5 hours. Since the flight arrives late in the afternoon, most likely the currency exchange and information counters will be closed when you arrive. Therefore, bring enough Japanese Yen for the remainder of your journey to Iwakuni. Refer to "Hiroshima to Iwakuni" for remainder of trip.

OPTION 3 NARITA TO HANEDA TO HIROSHIMA OR IWAKUNI
If you’re transferring from Narita International Airport by bus to Haneda International Airport. Tickets can be purchased 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. The bus ride can take up to 2 hours depending on Tokyo traffic. Haneda International Airport has numerous daily flights to Hiroshima (Refer to "Hiroshima to Iwakuni" for remainder of trip) and 5 daily flights to Iwakuni (ANA).
NOTE: you must first pick up luggage and clear customs at Narita Airport before getting on the bus. Also, if you have pets, once you pick up your luggage, you will need to go to the quarantine location, before going through customs.

HIROSHIMA TO IWAKUNI
After arriving at Hiroshima Airport Arrival lobby, go to the ticket vending machine (English display is available) on the left side wall near the convenience store and purchase a limousine bus ticket to JR Hiroshima Train station. If you arrive at Hiroshima Airport as an International arrival, you must go to the Domestic Arrival lobby to purchase tickets. Ticket vending machines are only available in the Domestic lobby.

There is a bus stop (#2) that says “For Hiroshima Station”. Take Airport Limousine bus for “JR Hiroshima Station” (white & purple color bus). English announcements will be provided on the bus.

The trip should take about 45 minutes. The bus will arrive on the Northside of Hiroshima train station. When you get to the Hiroshima train station, please walk into the train terminal. There are ticket-vending machines located on the first floor. Please purchase ¥760 ticket to Iwakuni JR station. Go to the second floor (take the escalator) and insert your ticket into the ticket machine for the local train. The ticket will be returned to you, so please keep it.

All local trains have open-seating. It takes about 50 minutes to Iwakuni. Once you get off the train at Iwakuni station walk through the ticket gate and proceed to the taxi stand. Please be aware not all taxi drivers have access to the base. Therefore, please ensure that the taxi you select does have base access.

For more information, Please visit the following website.
How to get to MCAS Iwakuni

Pets

Bringing your pets to MCAS Iwakuni Japan may be a challenging aspect of your PCS move. Check with local airlines regarding their policies if you decide to bring pets. Traveling with pets to and from Iwakuni may require special arrangements and expensive fees. Housing for pets in the Midrises/Towers and off-base housing is very limited. Many landlords off-base will not rent to families with pets. Pets are permitted in most of the on-base housing.

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 (preferably an 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 delays.

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. Please see below.

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

For more information, please visit the following website.

Guide to Bring Pets to MCAS Iwakuni

AMC flights will take pets and cages weighing up to a total of 150 lbs. However, space for pets is limited. 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 more costly. 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. The Patriot Express will transport them, but space 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.
**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 Pinscher (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 off base.

**Pets and Government Housing**

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

Two domestic pets per household, defined as a cat, dog or a combination, are allowed in single dwelling units, duplexes, row houses and townhouses. Dogs are only allowed on the 1st and 2nd floor of the midrises.

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

**MCAS Iwakuni Housing**

Per MEF/MCIPACO 7220.1A, 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 a housing search from the date of arrival by viewing at least seven additional housing units within the initial 10-day period. On-base family housing waiting periods vary from 1 to 12 months, depending on the housing category and whether or not you plan to bring pets. Due to housing renovations on base 2, 3 and 4 bedroom townhouses may be limited. If a member chooses a 3 bedroom house but rates a 4 bedroom, they will not be moved when a 4 bedroom house becomes available. Unlike American houses, most Japanese have fusuma (sliding doors) made of paper. 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 the website listed below.

**MCAS, Iwakuni Housing Information** (for accompanied personnel)

**Family Housing MCO Order**

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

Waiting List:
- Applicants will be placed on the waiting list when housing receives the DD-1746, copy of orders/web orders, and area clearance but cannot advance into the “freeze zone” until they check-in with a copy of endorsed original orders.
- Housing will offer the first available unit in the member’s designated category that has been vacant the longest regardless of having pets.
- Per the station CO, having a pet is not a reason to turn down housing.
- Per the MCIPAC TLA order, refusal of government housing will lead to the termination of Temporary Lodging Allowance (TLA) effective on the day when the member could have moved in to quarters.
- Civilians will receive Temporary Quarters Subsistence Allowance (TQSA) while residing at the Temporary Lodging. CHRO will be notified of any refusal and will determine the termination of TQSA.
Due to our on-going renovation project of Family Housing, the base is experiencing some availability issues upon arrival and the waiting time has increased in some cases.

Please stay in touch with Family Housing who will continue to keep you updated on the current waiting times which can change without prior notice.

Contact Family Housing by e-mail: iwknfamilyhousing@usmc.mil.

**Furniture and Household Goods:**

- It is recommended that you DO NOT bring heavy and/or oversized furniture (king size beds etc.). If you are required to reside off base, Japanese houses 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, housing will provide up to three dehumidifiers, depending on the size of the home. It is recommended you bring or purchase your own dehumidifiers, if you need extras.
- If your household goods have not arrived by the time 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 a smooth as possible transition. Some items you might consider bringing with you or mailing in advance are:
  - Linen
  - Towels
  - Hygiene Products
  - Pillows & Casing
  - These items along with other necessities are available here at the Marine Corps Exchange (MCX). In addition, Family Services has a lending locker for kitchen supplies.

- Family Housing cannot support any unaccompanied personnel with any kind of loaner and/or permanently issued equipment. The only service Family Housing is authorized to provide to unaccompanied personnel is off-base housing referral.

**Off-Base Housing:**

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

**Bachelor Quarters Mandatory Policy**

- The MCIPAC Letter 10-15, signed November 24, 2015, states that bachelor and unaccompanied enlisted military service members in pay grades E-1 through E-7, warrant officers in pay grades WO-1 through CWO-3, and officers in pay grades 0-1 through 0-3 will 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. 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/accompanied 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 awaiting 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:
- 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 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.

**NOTE:** If you are on accompanied orders but your family members are not arriving with you, do not reserve a room in TLF. You will be staying in barracks until your family members arrive.

**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 of eight rooms in TLF are designated as pet friendly rooms: two American with Disabilities Act rooms, two standard stay, and four extended stay. Reservations must be made as soon as possible prior to check-in. Please indicate that a pet friendly room is requested. Pet friendly rooms will be provided on an availability basis. Even if personnel cannot reserve a pet friendly room and are required to obtain lodging in the local area, a **CNA will not be provided due to pets.**

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 with 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 normally will not 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.
Installation Personnel Administration Center (IPAC) Check-in and Entitlement Information

The IPAC is located at Bldg. 1, second floor, room 231. It is a requirement for all new join Marines to check in with the IPAC, the day after the WA. To contact the IPAC Inbound Section please call DSN 315-253-6370/5242.

If traveling by Patriot Express all unaccompanied personnel (E-5 and below) will be picked up from the MCAS Iwakuni Terminal, and taken 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.

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 Airline 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 315-253-5541.

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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 (BHC), the service member 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.

Newcomers’ Orientation “Welcome Aboard orientation (WA)“

WA is mandatory in accordance with MCBJO 1754.12. Attendance at WA must be confirmed prior to Iwakuni Pass and ID issuing a SOFA POV drivers’ license (USFJ-4). To sign up for the WA or to get more information, call DSN (315) 253-6161. The WA is held every Monday from 7:30AM-2:00PM followed by SOFA Driving License class that ends at 4:30PM. If the Monday falls on a holiday, it will be held on the following Wednesday. Civilian attire is appropriate to attend WA.

Childcare (free of charge) is provided during WA and SOFA Driving License Class by the Children Youth and Teen Program (CYTP) on a limited space-available basis. There is a child care package that must be completed and turned in at CDC/SAC with the Immunizations record 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.

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.

Driver Manual & Road Signs

Childcare Enrollment Procedure

1. Complete Enrollment form (DD2602) with your Resource & Referral
2. Registration Appointment will be scheduled once there is availability for child care
3. Ensure that all of the required information/documents are available prior to this appointment.
   Registration cannot proceed without the listed documentation. Please note: the Health Assessment document is available at your Resource & Referral Specialist office. It is recommended you obtain a copy prior to your doctor’s appointment 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 PROGRAM**

**DODDS Schools**
DoDEA has launched an Online Student Pre-Registration System, with the purpose of reducing school registration concerns and provide a wide range of resources to facilitate the school transitioning process.

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, prepare in advance for special need services, school lunches, supplies, and other classroom needs. Parents can pre-register their children by visiting the registration website: [https://www.dodea.edu/Pacific/east/index.cfm](https://www.dodea.edu/Pacific/east/index.cfm).

Pre-registration does not mean the child is completely registered for school. Registration must be completed in-person upon arrival at the perspective school in which the student will be attending.

The School Liaison Officer advocates for all military families and serves as the link between the installation commander, military agencies and the home school program for educational concerns, that involves military students in grades K-12. The S.L.O. also works collaboratively with the Youth & Teen Programs, Exceptional Family Member Program, Military Family Life Counselors, School Age Care Programs and the Boys & Girls Scout programs.

**MCCS School Liaison Office** (253-3691 or 080-4753-3060)
Email: [OMBIWASCHOOLLIAISON@usmc-mccs.org](mailto:OMBIWASCHOOLLIAISON@usmc-mccs.org)
**MC Perry Elementary School** (253-3327)
**MC Perry High School** (253-5448)
**Iwakuni Elementary School** (253-3164)
**Iwakuni Middle School** (253-6382)

**Cell Phone Contracts**
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 service member 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, 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.

Unit Contacts

Please see the following for unit contact information. You can also visit Military INSTALLATION Website, Major Unit section.

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<td>CVW-5 Air Wing Command</td>
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<td>H&amp;HS Headquarters and Headquarters Squadron</td>
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