

Upon notification of orders to MCAS Iwakuni:

- Visit the Welcome Aboard section at <http://www.mcasiwakuni.marines.mil/WelcomeAboard.aspx> for information about moving to MCAS Iwakuni, including travel information, recommended arrival airports, and pet information. Also visit Military OneSource at <http://www.militaryonesource.com> and MilitaryHOMEFRONT at <http://apps.militaryonesource.mil/MOS/f?p=MHF:DETAIL1:0:::SID,CID:20.40.500.398.0.0.0.0.0,20.40.500.398.500.75.0.0.0> for relocation tools and information.
- If accompanied, immediately begin the screening process for overseas suitability of all family members. Note: Upon determination of overseas suitability, your S-1 will request an Area Clearance from the S-1, MCAS Iwakuni, via DMS. A sponsor will be assigned by MCAS Iwakuni upon approval of Area Clearance.
- Visit your installation's Relocation Office to obtain information about MCAS Iwakuni.
- Attend the PCS with Success workshop at your installation's Relocation Office.
- Ensure all traveling family members have passports. Visit your local legal assistance office if required.

Upon approval of Area Clearance:

- Contact your assigned sponsor. Provide him with your telephone, address, and contact information while on leave.
- Visit your installation's Traffic Management Office (TMO) to arrange a household goods shipment.
- Visit the Passenger Travel Office to make travel arrangements.
- Provide your sponsor with the following information to permit assignment of a post office box, temporary lodging arrangements, housing appointment, and to inform the base schools of arriving students (if applicable):
 - Two copies of your PCS orders.
 - Two copies of your area clearance approval message.
 - Your travel itinerary.
- Determine temporary lodging arrangements upon arrival with your sponsor.
- Travel with an adequate amount of cash for any emergency situations such as overnight delays or use of local transportation due to missed flights. Estimate no less than 20,000 yen (equivalent to \$200) per adult and 10,000 yen (equivalent to \$100) for each child.

Upon arrival aboard MCAS Iwakuni:

- Immediately upon arrival, you must have your PCS Orders endorsed.
Monday through Friday, 8 a.m.–4 p.m.:
Report to the Joint Reception Center (JRC), Building 335.
Except the above hours:
Report to the HHS Staff Duty Officer, Building One.
- The next duty day, service members must check-in at the following offices:
 1. Unaccompanied personnel (E-5 and below): JRC, Building 335
 2. All: Station Substances Abuse Counseling Officer (SACO) (253-6456), Building One
 3. All: Installation Personal Administration Center (IPAC) New Joins Section (253-3775), Building One
 4. All: Check in at Branch Health Clinic (BHC) (253-5571)/Dental (253-3331).
- All personnel, ages 13 and up, must attend the two-day Welcome Aboard Indoctrination. This is held every Friday and Monday, except holidays. Visit www.iwakuni.usmc.mil, www.mccsiwakuni.com or contact the Relocation Assistance Office, Marine and Family Services, for more information.

Useful Telephone Numbers

| | DSN | within Japan | From US |
|---|------------------|----------------------|----------------------------|
| Main switch board (24 hours) | 253-1110 | 0827-79-1110 | 011-81-827-79-1110 |
| <i>Staff Duty Officers</i> | | | |
| H&HS (4 p.m. - 7:30 a.m. on weekday, and 24 hours on weekend/holidays) | 253-4001 | 0827-79-4001 | 011-81-827-79-4001 |
| H&HS (except the above hours) | N/A | 080-6612-9229 (cell) | 011-81-080-6612-9229 |
| MAG-12 (4 p.m. - 7:30 a.m. on weekday, and 24 hours on weekend/holidays) | 253-4029 | 0827-79-4029 | 011-81-827-79-4029 |
| MAG-12 (except the above hours) | 253-3497 or 4301 | 0827-79-3497 or 4301 | 011-81-827-79-3497 or 4301 |
| MALS-12 (4 p.m. - 7:30 a.m. on weekday, and 24 hours on weekend/holidays) | 253-4024 | 0827-79-4024 | 011-81-827-79-4024 |
| MALS-12 (except the above hours) | 253-4349 | 0827-79-4349 | 011-81-827-79-4349 |
| CLC-36 (24 hours) | 253-6826 | 0827-79-6826 | 011-81-827-79-6826 |
| MWSS-171 (24 hours) | 253-6406 | 0827-79-6406 | 011-81-827-79-6406 |
| Joint Reception Center (JRC) (8 a.m. - 4:30 p.m. on weekday) | 253-3365 | 0827-79-3365 | 011-81-827-79-3365 |
| MCCS Family Service, Relocation Assistance Office (7:30 a.m. - 4:30 p.m. on weekday) | 253-3311 | 0827-79-3311 | 011-81-827-79-3311 |
| Family Housing Office (7:30 a.m. - 4:30 p.m. on weekday (4 p.m. on Friday)) | 253-5541 | 0827-79-5541 | 011-81-827-79-5541 |
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