

Upon notification of orders to MCAS Iwakuni:

- Visit the Welcome Aboard section at <http://www.marines.mil/units/mciwest/mcbjapan/mcasiwakuni/Pages/welcome-aboard/Welcomeaboard.aspx> for information about moving to MCAS Iwakuni, including travel information, recommended arrival airports, and pet information. Also visit Military OneSource at www.militaryonesource.com and MilitaryHOMEFRONT at <http://www.militaryhomefront.dod.mil/moving> 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 Welcome Aboard Indoctrination. This is held every Monday, 7:30 a.m. - 4:30 p.m. at Club Iwakuni. If Monday is a holiday the brief will be held on Wednesday. Appropriate civilian attire (No uniforms). Free childcare will be provided for children under 13. For more information, contact the Relocation Assistance Office, Marine and Family Programs at 253-3311.

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	253-5541	0827-79-5541	011-81-827-79-5541

a.m. - 4:30 p.m. on weekday (4 p.m. on Friday)			