

Inbound Personnel Checklist

Upon notification of orders to MCAS Iwakuni:

- _____ Visit the Welcome Aboard section at www.iwakuni.usmc.mil for information about PCS'ing to MCAS Iwakuni, including travel information, recommended arrival airports, and pet information. Also visit SITES at <https://www.dmdc.osd.mil/appj/sites/loginDisplay.do?userType=adminindex.jsp>.
- _____ If accompanied, immediately begin screening process for overseas suitability for 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:

- _____ Make contact with your assigned sponsor. Provide him with your telephone, address, and contact information while on leave en route.
- _____ Visit TMO to arrange household goods shipment.
- _____ Visit the Passenger Travel Office to make travel arrangements.
- _____ Provide your sponsor the following to permit assignment of a post office box, temporary lodging arrangements, housing appointment, and 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 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 \$200 per adult and \$100 for each child.

Upon arrival aboard MCAS Iwakuni:

_____ Immediately upon arrival, you must have your PCS Orders endorsed.
During working hours: Report to the Joint Reception Center (JRC), Building 335.
After working hours: Report to the Staff Duty Officer, Building One.

_____ On the next duty day, service members must check-in at the following offices:

- a. Unaccompanied personnel (E-5 and below): JRC, Building 335
- b. All: Station SACO, Building One
- c. All: IPAC New Joins Section, Building One
- d. All: Check in at Medical/Dental.

_____ All personnel, ages 13 and up, must attend the two-day Welcome Aboard Indoctrination. This is held every Friday and Monday, except on holidays. Visit www.iwakuni.usmc.mil, www.mccsiwakuni.com or contact the Marine and Family Services, Relocation Assistance Office for more information.

Useful Telephone Numbers

Staff Duty Officer <i>(after hours)</i>	253-4001	011-81-827-79-4001
Joint Reception Center <i>(during working hours)</i>	253-3365	011-81-827-79-3365
Relocation Assistance Office <i>(during working hours)</i>	253-3311	011-81-827-79-3311
Family Housing Office	253-5541	011-81-827-79-5541