

Dear _____,

I have been informed that you are coming on an accompanied tour and that you and your family will arrive sometime during (**month**).

I would like to welcome you and your family to Marine Aviation Logistics Squadron 12 (MALS-12) aboard Marine Corps Air Station Iwakuni, Japan. Whether you've been stationed here before or not, I think you'll be pleasantly surprised and will enjoy your tour of duty here. As your sponsor, I will do my best to make your transition as smooth as possible.

A "Welcome Aboard Package" is (**provide status of package**). If you haven't received the package by (**allow two weeks for delivery**) please let me know.

I encourage you to visit the nearest Personnel Services Center to receive information and assistance with your PCS move. The Personnel Services Center is designed to provide assistance to all service members who are relocating from one duty station to another. Plan My Move and Military Installation Directories on the Military Homefront's web site will provide installation information.

<http://www.militaryinstallations.dod.mil/ismart/MHF-MI/search.do?programID=&branchID=USMC&installationID=2545&countryID=JA&postalCode=&distance=10&x=27&y=10>

You need to have a passport and request area clearance (MCO P1000.6G ACTS MANUAL Fig 4-18 pgs 223-225) for each of your family members, and have an overseas/medical/dental screening conducted and approved for you and your family members, (Refs MCO P1300.8R, OPNAVINST 1300.14C and BUMEDINST 1300.2 and Forms NAVMED 1300/1 and NAVPERS 1300/16 pertain). Additionally, if you and/or your family members have any requirements for prescription medical drugs/refills, please ensure that they have been entered into your/your family members' health record. If you have a family member with special education or medical needs, (MCO P1754.4 pertains) you must have that information reviewed by the suitability screener at your installation to be forwarded to the OSS for assignment consideration to Iwakuni prior to requesting area clearance. Please ensure that when the DMS Naval Message for area clearance request is sent for your dependents from your Admin Support Section, that it is To: MCAS Iwakuni Ja and Infos both **MAG 12 and MALS 12** so that area clearance approval can be returned in a timely manner.

Please call or e-mail me concerning ages and gender of children, if any, and whether or not you plan on bringing pets. This will assist me in checking on housing information as well as provide information on transportation for the route you choose to MCAS Iwakuni. Also request that you notify me after completion of port call when you know your travel route, flight information and proposed date of arrival so that I can have your temporary billeting at TLF arranged and can also set up a meeting point.

I also request your current e-mail address, mailing address and phone number to include your temporary leave address/phone number at departure

area if possible, along with a copy of your orders (web) and area clearance approval (I should receive a copy from MALS-12). Feel free to contact me at DSN: _____ or commercial from U.S. 011-81-827-79-XXXX. My e-mail address is: _____ and my mailing address is: _____ . The official squadron mailing address is: (**complete organizational address**).

Personal records which you should have in your immediate possession while en-route, (unless procedures from detaching base prescribe otherwise) include: Service Record, all dental and health records, original orders with all endorsements and modifications, area clearance approval message, shot records, passports, school records (sealed), and if needed, original birth, marriage and immigration or naturalization certificates if applies.

Based on policy, housing assignment is determined by rank, (Officer, SNCO, E5 & Below), unit availability and family size. Your control date on the housing list will be the date of detachment from last permanent duty station.

PET OWNERS NOTE: Dogs are not allowed, (cats OK) in Mid-rise apartments, dogs and cats are allowed in townhouses. Note that with the "Monzen" area being renovated for the next couple of years, townhouses are generally a 2-3 year wait. With that in mind, housing states that the first available quarters will be offered regardless of location or type/style of quarters that you desire (townhouse or midrise apartment) upon reaching the number one position on the waiting list. All are eligible for two offers of family quarters, however, should the member decline the first offer of quarters, **Temporary Lodging Allowance (TLA) will be terminated** effective the day before the declined quarters would have become available. Should the member decline the second offer of family quarters, the housing application will be cancelled that date (You can be put on bottom of housing list or move out in town). Please be under advisement that due to the above rule, bringing pets could create a financial burden due to loss of TLA. Also note that off-base quarters that allow pets can also be difficult to find, though not impossible and are not exactly similar to U.S. standards... As a last note, whether you travel by aircraft or by Shinkansen (Bullet train) or a combination of both to Iwakuni, you must meet strict guidelines on pet carrier dimensions or the pet will not be allowed on. It is also your responsibility to ensure that a reservation (Date & time arrive) is made for the kennel in Iwakuni when you arrive as pets are not allowed in TLF and as the kennel is not a 24 hour operation. Refer to the below link and click "New Pet Policy" and "Pet Info" for more information on pets.

<http://www.iwakuni.usmc.mil/NewWebsite/Welcome%20Aboard/welcome.html>

also refer to the following link on pets in Japan:

<http://www.usarj.army.mil/organization/vet/> I can also forward a document titled "Recommended Personnel/Pet Movement Options" on request (Sponsorship Coordinator).

You need to bring your full uniform allowance. The normal uniform of the day at MALS-12 is seasonal MARPAT camouflage except for the 3rd Wednesday of each month when the appropriate seasonal Service "B or C" uniform is worn (Wooly pulley in winter).

You should be prepared for incidental expenses while en-route and upon arrival. Ensure that you have sufficient funds (**In Japanese Yen & personal credit card**) before you depart the U.S. to cover travel, (Shinkansen tickets are EXPENSIVE) food and shelter in the event you are delayed enroute. You should also have sufficient funds (**In \$ or credit card**) to cover lodging, commissary shopping & meals after arrival to Iwakuni as reimbursement for TLA (for lodging only) is submitted after every 15 days, but may take up to another 2 weeks to see actual deposit (Meaning it will probably be over a month after arrival before first reimbursement is received).

While traveling within Japan, you may contact myself or the MALS-12 SDO if necessary by using a grey or green phone, (Usually 100/110 Yen in coins) and calling 0827-79-XXXX (**SDO 4024 Or 5612**) outside the Iwakuni area, or just 79-XXXX if within the local Iwakuni area.

I am providing two important websites that can answer many of your questions regarding your move to MCAS Iwakuni. The first is <http://www.mccsiwakuni.com> which provides information on available jobs, services, and community information aboard the Air Station, plus links to other related subjects. The second is <http://www.iwakuni.usmc.mil> which is the official MCAS Iwakuni website and provides information on numerous subjects under "Welcome aboard" such as traveling to Japan, housing information, area and climate, pet information and driving in Japan.

Finally, plan on attending the 2 day Welcome Aboard Indoctrination classes the first Friday & Monday after arrival (**Spouses and children 13 years and older also required to attend**). This is a mandatory brief, but is extremely useful and full of good information about policies, programs and services here in the local area, both on and off base. Station policy dictates that this brief is also required for certain base privileges such as acquiring a POV SOFA license.

NOTE: Children 12 and under can stay with the Child Development Center or Youth Center (Age dependent) with free vouchers obtained during this Indoctrination. I will assist you in making the necessary reservations and transportation or at least ensure that you have complete directions when you arrive for this important event.

I hope you find this information helpful. It is not all-inclusive so I urge you to use the Relocation Assistance Program at your base Personnel Services Center to discuss with trained personnel the many issues you may encounter. Also, do not hesitate to call or email if you have any questions. I look forward to meeting you and your family in person, and working with you as a member of our team.

Sincerely,