

CIVILIAN EMPLOYEE CHECKLIST



UPON NOTIFICATION OF ORDERS TO IWAKUNI

Begin and complete the pre-employment requirements and onboarding process

- *Doing this step ensures you obtain an Exception to Policy (if applicable) for PCS'ing to Japan.*

Begin and complete the checkout process at the command you are detaching from.

Contact your gaining command in Iwakuni and inform them that you received your orders to Iwakuni.

- *You may be contacted first by your sponsor anyway, which is a good thing.*

Submit a housing application via email or fax.

- [Instructions](#)
- [Form to fill out](#) (DD Form 1746)
- [Homes available to you](#)

Ensure all family members have passports. Contact your local passport agent for guidance.

If you have children and require childcare upon arrival, contact the [Child Development Center](#) to place your name on the waiting list.

If you have school age children, pre-register for DODEA schools at the Online Registration for Students [here](#).

IF YOU HAVE PETS AND WILL PCS WITH THEM:

Review MCAS Iwakuni pet information [here](#). Ensure you complete all steps for PCS'ing with your pet.

UPON APPROVAL OF EXCEPTION TO POLICY

Contact your assigned sponsor and provide the following information:

- *A copy of your PCS orders*
- *A copy of your approved Exception to Policy*
- *Your travel itinerary*
- *[A Special Power of Attorney](#) (optional)*

Make travel arrangements at the Passenger Travel Office.

Coordinate with CHRO to reserve your flights via Patriot Express.

Ensure your sponsor makes a reservation at temporary lodging.

- *Provide credit card information over the phone in advance to speed up the check-in process.*
- *Do not make a reservation until Patriot Express flight itinerary is confirmed.*
- *Temporary lodging reserves the right to move your reservation between Inns of the Corps and the Kintai Inn, as necessary.*

Arrange a household goods shipment at your installation's Distribution Management Office (DMO).

- *Your [express shipment](#) should include items you will want to have immediately upon arrival and housing assignment.*

Ensure your sponsor signs you up for a PO Box.

Review [amenities available at the housing locations](#) for situational awareness.

Maintain constant contact with your sponsor.

- *Establish best form of electronic payment so that you can reimburse your sponsor for any costs incurred on your behalf (Zelle, Venmo, NavyFed, Cash App, etc).*
- *Give your sponsor a reasonable list of MUST HAVE food/household items/pet supplies, if applicable, to start preparing for your arrival. (It is suggested you create a meal plan for easier grocery shopping and identify dietary restrictions/allergies).*

IF YOU HAVE PETS AND WILL PCS WITH THEM:

Provide a Special Power of Attorney ([SPOA](#)), specifically for pets, to your sponsor so that they can coordinate any Barking Lot requests that may need to be set up.

Arrange for pet placement on Patriot Express or your commercial flight.

24-72 HOURS BEFORE DEPARTING ON YOUR FLIGHT TO IWAKUNI

Travel with an adequate amount of cash for any emergency situations. Estimate no less than 20,000 yen per adult and 10,000 yen for each child.

In your carry-on luggage, ensure you pack the essentials you will want as soon as you arrive.

It is recommended that you arrive in Iwakuni with your cell phone already unlocked and with a 1 week international data plan with your mobile carrier so that you will have cellular service once you arrive.

Ensure your sponsor has made reservations at the TLF or Kintai Inn.

Coordinate with your sponsor to drop off/pick up any new hire documents that requires to be submitted to CHRO if submitting via email is not possible.

UPON ARRIVAL ABOARD MCAS IWAKUNI

Ensure you and all your family members over the age of 16 attend the Welcome Aboard brief the first Monday after you arrive.

Go with your sponsor to check-in with CHRO and your new unit for additional new hire requirements.