

CHECK-IN PROCESS

APPLICATION FOR ASSIGNMENT TO HOUSING

1. Per III MEF/MCIPAC-MCB Camp Butler Order 7220.IB, new personnel shall report to the Family Housing (FH) Office within (2) working days after arriving at Marine Corps Air Station Iwakuni to initiate the application for housing.

2. Eligible personnel shall submit their applications (DD Form 1746, Application for Assignment to Housing) for accompanied housing by mail, e-mail (iwknfamilyhousing@usmc.mil), Housing Early Application Tool (HEAT), or in person to the FH Office. Applications for FH from eligible Department of Defense (DoD) civilians will be considered based on availability (No Control Date).

3. Active Duty Service Members

- a. DD Form 1746 (filled out) unless sent via email.
- b. Endorsed Original Orders (Stamped from IPCA/PSD).
- c. Area Clearance (Marines)/Dependent Entry Approval (Navy).
- d. Unmarried service members who have joint custody with dependents may also have to show a court order or settlement agreement.
- e. Temporary Lodging Allowance (TLA) Info Sheet.
- f. Registered Sex Offender Policy Form.
- g. Military FH Counseling Record (filled out with counselor).

4. DoD Civilians (Space Available) & Key and Essential Civilians

- a. DD Form 1746 (filled out) unless sent via email.
 - b. Transportation Agreement.
 - c. Travel Orders.
 - d. SF-50.
 - e. Letter of Equivalency for School Teachers and Non-Appropriated Funds personnel.
 - f. Registered Sex Offender Policy Form.
 - g. Military FH Counseling Record (filled out with counselor).
5. For inquiries, please send email: iwknfamilyhousing@usmc.mil

Courtesy Community Information

School Information

- M.C. Perry Elementary School (Sure Start - 2nd grades):
<https://www.dodea.edu/MCPerryHS/index.cfm>
- Iwakuni Elementary School (3rd - 5th grades):
<https://www.dodea.edu/IwakuniES/index.cfm>
- Iwakuni Middle School (6th - 8th grades):
<https://www.dodea.edu/IwakuniMS/index.cfm>
- M.C. Perry High School (9th - 12th grades):
<https://www.dodea.edu/MCPerryHS/index.cfm>

Community Amenities

<https://mccsiwakuni.com/>

Cultural and Relocation Services	Family Resources	Personal and Professional Resources	Counseling Services
Library	Veteran's Affairs	Single Marine Program	Club Iwakuni
Sakura Theater	The Hanger Club	Special Events	Party Planning
Atago Sports Complex	Ironworks	Outdoor Recreation	Athletics
Travel & Lodging	Aquatics	Strike Zone Bowling Center	Hoppy Shop
Xtremeworks Skate Park	Marine Corps Exchange	Additional Services Options	Kennel and Pet Services
Services Plus	Barber & Hair Salon	Automotive & Storage	

MCAS Iwakuni, Japan Official Website: <https://www.mcasiwakuni.marines.mil/>