



**UNITED STATES MARINE CORPS**  
MARINE CORPS AIR STATION IWAKUNI, JAPAN  
FACILITIES DEPARTMENT  
MILITARY HOUSING DIVISION  
PSC 561 BOX 1871  
FPO AP 96310-0019

IN REPLY REFER TO:  
11101  
MFH  
Date

From: Military Housing Director  
To: New Personnel

Subj: CHECK-IN PROCESS, APPLICATION FOR ASSIGNMENT TO ON BASE HOUSING

Ref: (a) III MEF/MCIPACO 7220.1A

1. Per the reference, new personnel shall report to the Family Housing (FH) office within 2 working days after arriving at MCAS Iwakuni to initiate the application for housing.

2. Eligible personnel may submit their DD Form 1746 (Application for Assignment to Housing) for accompanied housing by e-mail ([iwknfamilyhousing@usmc.mil](mailto:iwknfamilyhousing@usmc.mil)), or in person to the FH office. Applications for FH from eligible DoD civilians will be considered based on availability (No Control Date).

3. Control Date for Military (Non Key and Essential (K&E) personnel). The FH office will utilize the date of receipt of DD Form 1746, with all qualifying documents, and PCS orders or equivalent (includes web orders) as the control date for the housing waiting list. A control date will not be established without receipt of these documents (Green).

4. Documents Required

a. Active Duty Service Members

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

b. DoD Civilians (space available) and K&E Civilians

- DD Form 1746 (filled out) unless sent via email.
- Transportation agreement.
- Travel Orders.
- SF-50.
- Letter of equivalency for school teachers and Non-Appropriated Funds personnel.
- Registered Sex Offender Policy Form (Housing)
- TLA Info Sheet (Housing)
- Military Family Housing Counseling Record (filled out with counselor).

c. Direct to Domicile, Sponsor Initiated (Military and K&E Civilian)

- DD Form 1746 (filled out) unless sent via email.

- Web Orders (Marines) / Orders (Navy) / Travel Orders (Civilians).
- Area Clearance (Marines) / Dependent Entry Approval (Navy) / Transportation Agreement (Civilians).
- Special Power of Attorney.
- Sponsor's Information (phone number and email address).
- Provide arrival date minimum 10 days prior to arrival of incoming member and family.
- Itinerary of family.
- The FH office will make an offer 1-2 weeks prior to arrival date if available.

5. For inquiries, please send email to [iwknfamilyhousing@usmc.mil](mailto:iwknfamilyhousing@usmc.mil)

6. Courtesy Community Information

a. **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>

b. **Community Amenities.** <https://mccsiwakuni.com/>

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

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

D. CRESPO