

**MARINE CORPS AIR STATION IWAKUNI, JAPAN
FACILITIES DEPARTMENT
MILITARY HOUSING DIVISION**

MEMORANDUM FOR THE RECORD

Subj: PROCESS FOR OFF-BASE HOUSING ASSIGNMENT

Reference: (a) MCASO 11101. 3S

(b) III MEF/MCIPAC-MCB Camp Butler Order 7220.1B

1. Per reference (b), 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 unless sent by email.
2. **Active duty service members are required to live on base unless housing occupancy rate for their respective grade/rank is above 90 %.**
3. Active duty service members with no housing availability on base will be require to initiate the off base housing process.

Step 1:

Active Duty Service Members should send via email the **green highlighted** items at a minimum to start a file:

- ☐ DD Form 1746, Application for Assignment to Housing (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.

The below can be sent via email (if requested) or can be picked up in the Family Housing office.

- ☐ Acknowledgement of TLA Entitlement Conditions Form
- ☐ Acknowledgement of Unacceptable Reasons for Refusing Housing (On or Off Base Housing) for the Purposes of Continuing TLA Form
- ☐ Registered Sex Offender Policy Form
- ☐ Military Family Housing Counseling Record (Filled out with counselor)

US Civilians should send via email the **green highlighted** items at a minimum to start a file:

- ☐ DD Form 1746, Application for Off Base Assignment to Housing (filled out)
- ☐ Transportation agreement
- ☐ Travel Orders
- ☐ SF-50
- ☐ Letter of equivalency for school teachers and Nonappropriated Funds personnel

The below can be sent via email (if requested) or can be picked up in the Family Housing office.

- ☐ Registered Sex Offender Policy Form
- ☐ Acknowledgement of TLA Entitlement Conditions Form
- ☐ Acknowledgement of Unacceptable Reasons for Refusing Housing (On or Off Base Housing) for the Purposes of Continuing TLA Form
- ☐ Military Family Housing Counseling Record (Filled out with counselor)

Step 2:

After your arrival on base and not restricted to on base, immediately begin search for a house at: HOMES.mil, <https://www.homes.mil/homes/DispatchServlet/HomesEntry>

Off-base housing options binders also available at Family Housing (bldg. 200).

Step 3:

When you have found a home(s) that interest you and would like to have a viewing, inform the off-base counselors below:

- ☐ Mr. Fuji: 253-6820 (hideki.fujioka.ja@usmc.mil)
- ☐ Ms. Kay: 253-5772 (kaori.arita.ln@usmc.mil)
- ☐ Ms. Yuki: 253-6222 (yukiko.yamanaka.ja@usmc.mil)

Step 4:

An off-base counselor will make an appointment with the realtor(s) for house viewing. Please ensure you make the appointment as others are also looking for a house to view.

- ☐ House Viewing: On appointment date/time, you will meet with the agent representative at the main gate visitor parking lot.

Step 5:

If the house is adequate, email the off-base counselor to arrange a date to go over move-in procedures.

Step 6 (Optional):

If you do not like the house, go to Step 2 above.

For inquiries, please send email to 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/>