

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

**MEMORANDUM FOR THE RECORD**

**SUBJECT: PROCESS FOR ON BASE ASSIGNMENT TO HOUSING**

**Reference: MCASO 11101. 3R**

**III MEF/MCIPAC-MCB Camp Butler Order 7220.1A**

1. Eligible personnel shall submit their applications (DD Form 1746) for accompanied housing by via email ([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), except those civilians deemed Key & Essential.
2. On-base housing for civilians is subject to availability, with priority given to active duty military families and Key & Essential (K&E) personnel.
3. Eligibility:
  - Accompanied active duty service members with accompanying bona fide family members are eligible for on-base FH. Accompanying bona fide family members are those family members who have received dependency status and command sponsorship approval/area clearance, and will reside with the sponsor for 9 consecutive months or more each year.
  - Dual Military Couples. A military member married to another military member is entitled to apply for FH. If both members have bona fide family members on their area clearance, only the senior-most member should apply for FH.
  - DoD civilians who qualify for Living Quarters Allowance (LQA) and their bona fide family members are eligible for on base FH. DoD civilians and their bona fide family members must have command sponsorship approval/area clearance at MCAS Iwakuni. Applications for FH from eligible DoD civilians will be considered based on availability.
  - Other civilian government employees eligible to apply for housing include the following (note: application does not guarantee assignment):
    - DoD Education Activity teachers TP-17 Step 11 and above.
    - Non-appropriated fund employees who are eligible to receive LQA on accompanied orders, have bona fide accompanied family members with command sponsorship approval/area clearance, and intend to reside with the sponsor in FH. Certification from the Personnel Officer, Marine Corps Community Services (MCCS) is required in order to determine eligibility. MCCS will be charged a rental fee based on the fair market value or 69.5 percent LQA rate.
4. Members who have PCS to Iwakuni and are inoculated may visit the housing office. If not inoculated, must wait until cleared/exit tested with negative results before visiting the housing office.

**Step 1:**

Active Duty Service Members require the following when visiting Family Housing: ([Send in advance for Control Date](#))

- [DD Form 1746, Application for Assignment to Housing \(filled out\) unless sent via email.](#)
- [Web Orders or 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 to you via email (if requested) or can be filled out at 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)

Eligible Civilians (Space Available) & K&E Civilians require the following when visiting Family Housing:

- DD Form 1746, Application for Assignment to Housing (filled out) unless sent via email.
- Transportation agreement
- Travel Orders
- SF-50
- Letter of equivalency for school teachers and Nonappropriated Funds personnel

**The below can be sent to you via email (if requested) or can be filled out at 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)

**Step 2:**

New personnel shall report to the Family Housing office within 2 working days after arriving at MCASI to continue process for on base assignment to housing.

For inquiries, please send email to [iwknfamilyhousing@usmc.mil](mailto: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	Hobby 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/>