

# ACCOMPANIED CHECKLIST



## UPON NOTIFICATION OF ORDERS TO IWAKUNI

Begin and complete the screening process for overseas suitability of all family members.

- *Doing this step ensures you obtain an Area Clearance for PCS'ing to Japan. You will need an area clearance before you are able to PCS.*

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

Contact your gaining command in Iwakuni and inform them that you have 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 AREA CLEARANCE

Contact your assigned sponsor and provide the following information:

- *A copy of your PCS orders, A copy of your area clearance approval message, Your travel itinerary*
- *[Special Power or Attorney \(SPOA\)](#) (optional): Granting the [SPOA](#) to your sponsor will allow for them to do many things on your behalf before you arrive.*

Make travel arrangements at the Passenger Travel Office.

Ensure your sponsor makes a reservation at temporary lodging (whether offered/accepting housing or not).

- *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 to start preparing for your arrival, if applicable. (It is suggested you create a meal plan for easier grocery shopping and identify dietary restrictions/allergies).*

Maintain contact with Housing Office.

- *You should know well in advance of PCS if you are being offered and accepting family housing or will stay in temporary lodging upon arrival.*

## **IF YOU HAVE PETS AND WILL PCS WITH THEM:**

Provide second [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 ARRIVAL

By this time you should already know whether you will be occupying family housing or if you will be staying in temporary lodging upon arrival.

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 phones already unlocked and with a 1 week international data plan with your mobile carrier so that you will have cellular service once you arrive.

### **IF STAYING IN TEMPORARY LODGING:**

Ensure your sponsor has made reservations at the Inns of the Corps or Kintai Inn.

### **IF GOING DIRECTLY TO HOUSING:**

Ensure your sponsor has signed for your home, a key is left in the home, and the door is unlocked.

Ensure your sponsor has arranged for temporary furniture to be placed in your home.

Ensure you or your sponsor has signed up for WiFi service at your home and it is installed before your arrival.

Ensure your sponsor has arranged for your unaccompanied baggage express shipment to be placed in your home before your arrival, if desired.

Communicate to your sponsor if you will want lending locker kitchen supplies (pots, pans, and dishes).