

AREA CLEARANCE GUIDE

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The normal processing of all Inbound Area Clearance request may take 2-5 business days. That time frame may also fluctuate due to the receipt/validity/completion of the required supporting documents. To minimize the processing time of your request, please ensure that the below documents are included.

Unaccompanied Marines- Marines on an unaccompanied tour are not required to obtain an area clearance.

Accompanied Marines- Accompanied Marines are required to obtain an area clearance for their dependents. Required documents are:

1. NAVPERS 1300/16 (Note: ensure all 4 pages are completed):
 - a. Page 1 is filled out by member.
 - b. Page 2 is filled out by member and **signed by their interviewer**. If #16 on the NAVPERS 1300/16 is marked 'YES', we will need a copy of the foreign passport.
 - c. Page 3 needs to have the dependent(s) listed and signed by the CO/OIC or designee from the transferring Navy Military Treatment Facility.
 - d. Page 4 is endorsed and signed by both the members' SgtMaj/SEA and the CO. (**If there's an 'Acting CO', please provide the Acting Letter)
2. Service member and Adult Dependent 18 and over: Level 1 Certificate <https://jko.jten.mil/courses/AT-level1/launch.html> JKO Anti-terrorism training certificate.
3. Basic Orders.

***Please ensure EAS and DEPENDENTS are updated in MCTFS. The Dependent Data should match the NAVPERS 1300/16, page 3 – Family Suitability.**

All documents can be sent via DoDSAFE to iwakuni.s1manpower@usmc.mil OR via AMHS to MCAS IWAKUNI JA. If sending package via DoDSAFE, be sure to send the decryption passphrase in a note to recipient or in a separate email.