

# CIVILIAN EMPLOYEE CHECKLIST



## UPON NOTIFICATION OF ORDERS TO MCAS IWAKUNI

Begin and complete the pre-employment requirements and onboarding process

- *Doing this step ensures you obtain an Exception to Policy (if applicable) for PCS'ing to Japan.*

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

Contact your gaining command in Iwakuni and inform them that you received your 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 EXCEPTION TO POLICY



Contact your assigned sponsor and provide the following information:

- *A copy of your PCS orders*
- *A copy of your approved Exception to Policy*
- *Your travel itinerary*
- *[A Special Power of Attorney](#) (optional)*

Make travel arrangements at the Passenger Travel Office.

- *Everyone PCS'ing to Iwakuni for the foreseeable future should do so on the Patriot Express.*

Coordinate with CHRO to reserve your flights via Patriot Express.

Ensure your sponsor makes a reservation at temporary lodging.

- *Provide credit card information over the phone in advance to speed up the check-in process.*
- *Do not make a reservation until Patriot Express 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 all ROM 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, if applicable, to start preparing for your arrival. (Suggest you create a meal plan for easier grocery shopping and identify dietary restrictions/allergies).*

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

Provide a Special Power of Attorney ([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.

## 24-72 HOURS BEFORE DEPARTING ON YOUR FLIGHT TO IWAKUNI



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 and conduct 14 days of ROM, such as linens.

It is recommended that you arrive in Iwakuni with your cell phones already unlocked and with a 3-4 week international data plan with your cell carrier so that you will have cell service once you arrive and throughout your time in ROM.

Ensure your sponsor has made reservations at the TLF or Kintai Inn.

Send grocery list and any other purchase requests to your sponsor, ensure it is placed in your room before arrival.

Coordinate with your sponsor to drop off/ pick up any new hire documents that requires to be submitted to CHRO if submitting via email is not possible.

## UPON ARRIVAL ABOARD MCAS IWAKUNI

Upon landing at MCAS Iwakuni, you will be greeted at the AMC terminal by a sponsor coordinator and will undergo a brief medical screening. From there you will be taken on a shuttle bus to your restriction of movement (ROM) location, whether at the Inns of the Corps or Kintai Inn. Once you go inside, you will be required to conduct ROM and remain at your room for 14 days.

Your sponsor will not be at the terminal to receive you. Your sponsor will be on site at your temporary lodging location when you arrive there to put names to faces and ensure you have everything you need to undergo ROM. Under no circumstance should you come closer than 6 feet to them.

# THROUGHOUT YOUR 14 DAYS IN ROM



Rely on sponsor for any additional needs and have them deliver to you.

- *Have them drop off items at your front door and you retrieve them when they leave.*

Communicate to your sponsor when you have [laundry or need trash disposed of](#).

Do not leave your residence under any circumstance, unless you have a medical emergency. If you have a medical emergency, call the Branch Health clinic at 0827-94-8100.

Do not host anyone within your residence.

## AS SOON AS ROM ENDS

Ensure you and all your family members over age 16 attend the Welcome Aboard brief the first Monday after ROM ends.

If accompanied, visit [family housing](#) within two days after ROM completion.

Go with sponsor to check-in with CHRO and your new unit for additional new hire requirements.

Familiarize yourself with the base.

Utilize sponsor for any need-based transportation until you obtain your own vehicle.