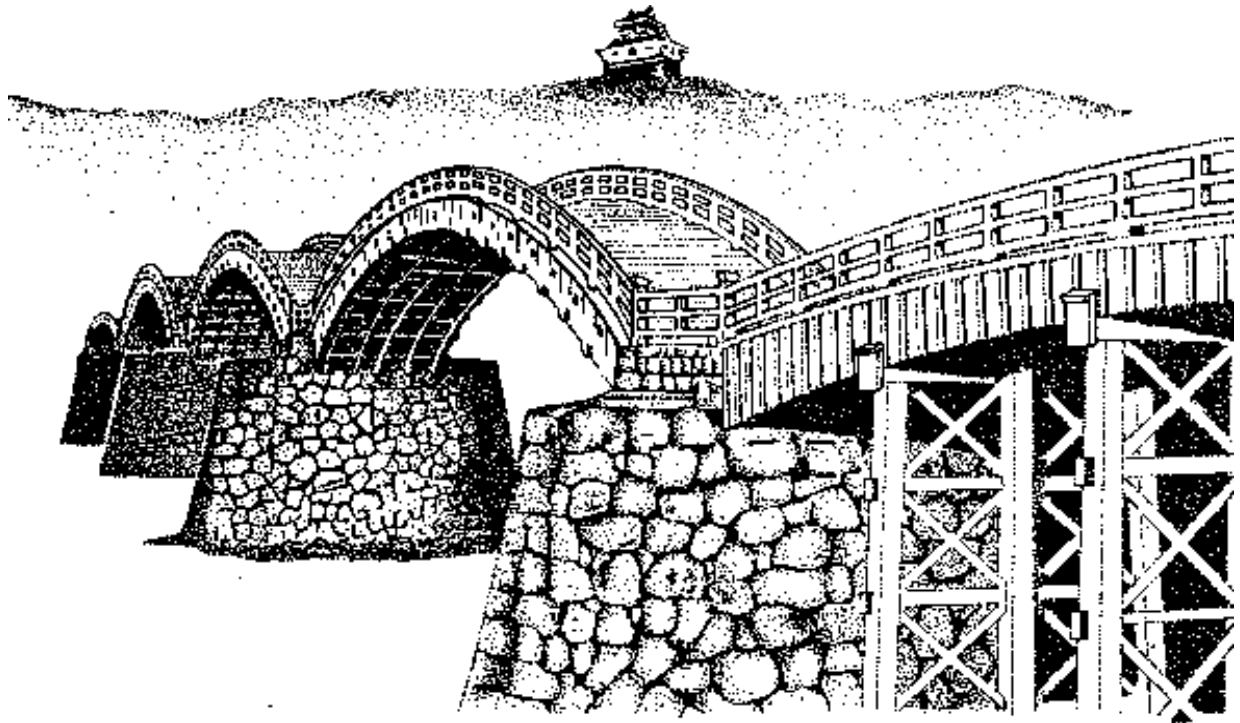


**STATEMENT OF LIVING AND
WORKING CONDITIONS
FOR CIVIL SERVICE EMPLOYEES
AT MCAS IWAKUNI, JAPAN**



OCHR Overseas Program Center Iwakuni

DSN 253-5459

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1. INTRODUCTION

Life overseas presents numerous challenges and offers many unique opportunities to Americans who choose to take advantage of them. This Statement of Living and Working Conditions provides general information for prospective employees of the U.S. Marine Corps Air Station, Iwakuni, Japan. Although every effort has been made to cover areas of greatest interest, you may have questions which have not been answered; if you do contact the person who has been designated as your sponsor, or write to the Civilian Human Resources Office.

2. MISSION OF MCAS IWAKUNI

The mission of the U.S. Marine Corps Air Station, Iwakuni, Japan, is to maintain and operate facilities and provide services and material to support operation of a Marine Aircraft Wing or units thereof and other activities and units as designated by the Commandant of the Marine Corps in coordination with the Chief of Naval Operations.

3. YOUR RESPONSIBILITY AS A REPRESENTATIVE OF THE UNITED STATES

Each American overseas has the important task of being a goodwill ambassador of the United States. The individual behavior of each American is the primary basis on which the local nationals form their opinions of the American national character. In turn, their opinion of Americans has a direct bearing on what they will do at the polls to support the Government's pro-American foreign policy. Your behavior, and that of your family members, is the subject of critical inspection. To be an unofficial goodwill ambassador to our hosts requires sincerity, cordiality, tact, and understanding. The Japanese national is an extremely friendly and likable person. S/he is formal with strangers, but also very cordial, and will appreciate the same treatment from you. It behooves us to adapt ourselves to the facilities of our hosts.

Appreciation, not condescension, is the keystone to mutual understanding. If a U.S. citizen employee's conduct, whether on or off duty, or that of the employee's family members, should prove to be inimical to their continued presence in Japan, or if the Japanese government advises that the presence of a U.S. citizen in Japan is not desired, the employee may be reassigned to an appropriate position in the Continental United States under procedures applicable to the specific case.

4. THE AREA AND CLIMATE

Japan consists of four major islands (which are home to over 90% of Japan's 123 million residents), the Rykyu Islands, and hundreds of smaller islands, mostly uninhabited. The four major islands are Hokkaido, Honshu, Kyushu, and Shikoku. Iwakuni is located on the southern tip of Honshu, the most populous island of Japan. MCAS

and the surrounding city of Iwakuni occupy an area which was originally two small towns and three villages. Since Iwakuni was the larger town, with a significant history dating to at least the 17th century, the five communities were incorporated into the city of Iwakuni in 1940. Today, Iwakuni's population is about 113,000.

The landscape of Iwakuni is characterized by abrupt shorelines and numerous small mountains and valleys. Since flat arable land is scarce, many cultivated rice and grain fields are terraced up the hills and mountains. Hillsides are heavily wooded with many varieties of pine, bamboo, and hardwood trees. Narrow highways hug the coastline, winding around the numerous small bays which penetrate Honshu's rugged coast. The Air Station is situated on a delta between the Imazu and Monzen rivers, which flow into the Inland Sea of Japan. The Inland Sea is itself a scenic attraction. From its source below Iwakuni north to Osaka, the Inland Sea has been designated a National Park by the Government of Japan.

Iwakuni is the site of the famous Kintai Bridge, one of the best-known wooden structures in Japan. Originally built in the 7th century by Lord Kikkawa, the feudal ruler of the region, the bridge has been destroyed twice by typhoons. It has now been restored to its original design -- five graceful, wooden arches, spanning the Nishiki River. From the Kintai Bridge, it is a short walk to the restored Iwakuni Castle, ancient home of Lord Kikkawa, and to the spacious Iwakuni Park.

Although there are several large cities near Iwakuni which are easily accessible by private automobile, train, or bus, Hiroshima is the most notable one in many respects. Hiroshima is an extremely cosmopolitan, modern city approximately 25 miles northeast of Iwakuni. It is an excellent city for shopping, cultural tours, and entertainment. It is famed, of course, for the Peace Park and Museum which preserve pictures and relics of the atomic explosion. Hiroshima is approximately one hour away by car and 50 minutes by train.

About halfway between Iwakuni and Hiroshima is the island of Miyajima, noted for its Itsukushima Shrine and giant "floating" Torii. One of the three sightseeing "musts" in Japan, Miyajima is the home of many ancient monuments and shrines of the Shinto and Buddhist religions.

In addition to these sites, many interesting sections of Japan are accessible to the Iwakuni traveler. Modern, convenient and prompt trains make it possible to visit many town and resort sites. Among the places within two to four hours travel are: Fukuoka and Moji, where distinctive Japanese goods are found; Beppu, which is noted for its variety of hot mineral baths and spas; and Shuhodo, which boasts the Orient's largest limestone caves. The Shinkansen, Japan's high-speed "bullet" train, makes travel to Tokyo (six hours) and Kyoto/Nara (three hours) comfortable and easy.

In many respects, Iwakuni's climate is similar to that of coastal North Carolina: winters are mild with little snow, and summers are warm and humid. Normally, the minimum temperature in January, the

coldest month, is 34 degrees F., and the maximum is 47 degrees F., August has a mean maximum of 90 degrees F., and an average minimum of 75 degrees. Relative humidity ranges from a mean of 69% in December to a mean of 82% in July and August. Rains are heavy during the rainy season, which falls between late May and mid-July, but residents welcome the moisture for crops and water supplies. Typhoons occasionally pass near Iwakuni, but rarely strikes the area directly.

5. JAPANESE LAW

1. Applicability of Japanese Laws. U.S. civilian employees of MCAS are members of the United States Forces Japan. Accordingly, the terms and conditions of the US-Japan Status of Forces Agreement (SOFA) apply to civilian employees and their accompanying dependents. Under the terms of this agreement, all civilian and military members are subject to the protection and the obligations of the laws of Japan. Japanese civil authorities normally exercise primary jurisdiction for crimes or offenses committed off-Station, and for crimes or offenses committed against Japanese citizens aboard the Station. Furthermore, conduct which is prejudicial to good order and discipline would bring discredit to the United States in Japan, and it could adversely affect the Air Station's mission. All civilian employees and their family members are subject to the administrative authority of the Commanding Officer while they are in Japan.

2. Significant Differences in Japanese Law. Japan's Constitution, civil and criminal law, and administration of justice are similar in many respects to our own institutions and laws. While a civilian employee should seldom experience any legal confusion or inconvenience in Japan, it is interesting to note that there are some significant differences. Two major differences are:

a. There is no trial by jury in Japan. Court cases are decided by one or more judges.

b. In criminal proceedings, both the prosecution and the defense have the right to appeal. Thus, lower courts decisions in favor of the defense can be appealed to higher courts by the prosecution.

Personal conduct which conforms with U.S. law and generally accepted customs will normally meet both the requirements of Japanese law and the expectations of civil authorities.

3. Legal Provisions Relating to Specific Matters of Interest

a. Automobiles. You are permitted to own and operate motor vehicles in Japan (see Section N.2. below). All driving, both on and off Station, is done on the left side of the road. Your travel orders may authorize you to bring a vehicle at government expense. If you do not bring an automobile with you, you may purchase a vehicle at a very reasonable price after your arrival. Prior to or after you get your car, you must get a COMNAVFORJAPAN operator's driver's license, and you

must take an examination (given by the Licensing Section) which covers international road signs. You will receive guidance from PMO concerning insurance and registration. There is an annual road tax, running about \$50. Once every two years, the vehicle must be inspected in accordance with Japanese inspection requirements.

b. Driving Under the Influence. It is ABSOLUTELY ILLEGAL to operate a motor vehicle (to include motor scooter and bicycle) in Japan after drinking any alcoholic beverage. A .05 blood alcohol count will result in criminal prosecution. Any lesser amount will result, at a minimum, in a warning and an order not to operate the vehicle. Although generally more expensive than in CONUS, taxis in Iwakuni provide a useful means of getting about if you have been drinking, or if you anticipate drinking.

c. Professional Negligence. The operation of a motor vehicle is considered to be a profession in Japan. Every operator of a motor vehicle is held to a high standard of care, and failure to exercise this degree of care constitutes negligence under Japanese law. All motor vehicle accident cases involving personal injury or death are closely scrutinized by Japanese law enforcement agencies and prosecution of a criminal charge is likely. Drivers must be aware of the results of intemperate operation and drive accordingly.

d. Weapons. Japanese laws are very restrictive and rigidly enforced relative to the ownership and possession of weapons. All weapons purchased in Japan or included in household effects (e.g., air rifles, firearms, ceremonial swords, large knives) must be registered with PMO and kept on the Air Station. During hunting seasons, approved hunting rifles may be utilized in lawfully designated hunting areas off-Station under strict regulations and control. It is a serious criminal offense to be in possession of any pistol or hand gun off the Station.

Violators can receive five years of confinement and a fine of not more than 500,000 yen. Personnel living off Station are required to surrender all weapons to the Station Armory for safekeeping during the overseas tour. It is strongly recommended that you not bring any weapons to Japan.

6. COST OF LIVING

It is not possible for the Air Station to make a detailed comparison of the cost of living here and your present cost of living. However, your salary and allowances should permit you to live overseas within your current budget without compromising your present level or standard of living. It must be noted, though, that the cost of living on the economy is steadily rising. Heavy dependence on the use of Japanese currency can prove to be burdensome as the dollar and yen exchange rates fluctuate with world market trends. Nonetheless, most civilian employees find that they are able to save money while living overseas without sacrificing their standard of living.

7. MEDICAL AND DENTAL SERVICES

The Branch Clinic provides emergency, outpatient and inpatient care services to military, military dependents. Department of Defense (DoD) civilian personnel will most likely not be seen in the USHN Hospital or clinics.

Civilian employees may request appointments, however same day availability (space A) appointments are very scarce. Specialized Services are typically not available to civilian employee at most military facilities; however, these services may be available at local Japanese hospitals.

Dental services for DoD civilian personnel at the USNH Dental Clinic are not available. However, these services are available at local Japanese dental clinics.

Nationwide insurance plans, like Blue Cross/Blue Shield, Foreign Service and others health plans, may be used as a means of payment (fee for service) however, the local Japanese hospitals/clinics, require cash payment as the only means of payment.

You will be responsible for coordinating with your FEHB to claim for reimbursement.

Iwakuni, Japan Naval Family Branch Clinic:
<https://yokosuka.tricare.mil/Clinics/Iwakuni-Japan-Naval-Family-Branch-Clinic>

8. SHOPPING FACILITIES AND SERVICES AVAILABLE

1. Marine Corps Exchange and Commissary. U.S. civilian employees and their dependents are authorized to shop at the exchange and its concessionaires and at the commissary. The exchange offers a household store, seven-day store, furniture store, retail sales (including clothing, jewelry, and camera departments), toyland, sports store, sound shop, and gas station. Items not regularly stocked can be ordered through the Exchange Catalogue or the Exchange Special Order Desk. The commissary maintains a good stock of American food, with more than 5,000 line items from which to choose. Meat is shipped frozen from the States, and a wide variety of frozen food, canned goods, and household items are in stock. Fresh vegetables are always available, and the local economy provides a wide selection of produce as well. Civilian use of the exchange and commissary is limited to purchase for the exclusive use of United States Forces personnel and, within strict limits, to purchase of gifts for authorized personnel.

2. Concessionaires. The Exchange provides a wide variety of services through its concessionaires. Among these services are a florist, tailor, cleaners, appliance repair, barber and beauty shop, wrapping shops, watch repair, portrait studio, optical shop, gift shops, Baskin-Robbins, and restaurants. Prices generally are much lower than one is accustomed to in the States. Also, the Exchange has a contractor-managed garage where automobile repair services and inspections are available.

3. Japanese Stores. Iwakuni and neighboring cities provide endless shopping possibilities. Virtually anything unobtainable on base can be purchased on the economy, and personnel who have been around the area for awhile will be pleased to share with you handy shopping tips and guides. The only difficulties frequently encountered are with some women's clothing and shoes, and large-sized men's clothing.

4. Catalogues. Although you will probably do most of your purchasing from the exchange and the local stores, you may occasionally have need to order from Stateside catalogues (e.g., Sears, Penny's). Employees are encouraged to bring their favorite catalogues with them.

9. EDUCATIONAL OPPORTUNITIES

1. Department of Defense Dependents School. Matthew C. Perry School is located on the Air Station, providing quality education to dependent children at no cost to command-sponsored personnel. Qualified civilian teachers are recruited for the United States, and teach all ages, from kindergarten to twelfth grade. Specialists are available in art, music, physical education, and Japanese culture. In addition, specialist in reading, learning disabilities, speech therapy, and ESL are available for students in need of these special services. Numerous sports, clubs and extracurricular activities are available to the students. There is also a pre-school aboard the base, for three- and four-year olds. The Matthew C. Perry School is accredited by the North Central Association of Colleges and Schools in the United States.

It should be noted that there are no special schools or recreational facilities for emotionally disturbed or mentally retarded children. Families with children with serious educational problems or who require special teaching programs should not consider employment at MCAS Iwakuni.

2. Local Schools. In addition to the facilities on base, Japanese kindergartens (Yochien) are available for the pre-schooler. Rates are low, and language is seldom a problem. American pre-school children soon learn to communicate with their Japanese schoolmates, and often become their parents' personal interpreters.

3. Adult Education Opportunities. The Joint Education Office oversees several college programs on the Air Station. Central Texas College Far East Campus offers courses leading to certificates or associate degrees. Courses include law enforcement, management, mathematics, computer science, and English. The University of Maryland Asian Division offers courses in business and management, science, math, sociology, psychology, Japanese, and English. Credits earned may lead to a degree from UMAD or be transferred. Both CTC and UMAD schedule five eight-week terms per year, and UMAD offers mini-courses as well. Civilian employees are responsible for any tuition charges, and VA benefits may be used as allowed. The Joint Education Office also coordinates BSEP, high school completion classes, and certification exams.

10. RELIGIOUS ACTIVITIES

Two Protestant chaplains and a Catholic chaplain are assigned to the Air Station and conduct a regular schedule of religious services.

Catholic religious instruction classes (CCD) are conducted for youth and RCIA (Rite of Christian Initiation for Adults) are offered for adults, and there are Protestant Sunday School classes for all ages.

Lay leaders conduct services, including Jewish, Church of Christ, Church of Jesus Christ of Latter Day Saints, Seventh Day Adventist

and Jesus Christ Apostolic Service. A Muslim chaplain is available to our base currently stationed in Okinawa.

11. RECREATION

MCCS Recreation Division offers the Air Station Community many activities and trips. In addition to a year-round schedule of intramural sports, employees, and their dependents may take advantage of the Station gym and fitness center, library, swimming pools, hotsi bath, skeet range, theatre, nine-hole golf course, bowling center, youth/teen center, computer hobby shop, wood hobby shop, and photo lab. The Information, Tours and Travel Office handles all tours for Air Station personnel. Semper Fit offers special classes such as aerobic, ballet, karate, scuba and sports for children. The Information, Referral & Relocation Office offers information off base such as beaches, camping sites, zoos, etc. Organizations onboard the Air Station include, Girl and Boy Scouts, the Hiking Club, the Japanese American Society, Kintai Lodge, PTO, Youth Bowling Program, African-American Society, Officers' Wives Club, Filipino American Association, and more.

The MCAS Iwakuni Officers' Club is among the best in the Marine Corps, offering complete meal service 365 days a year, with spatially nights such as mongolian BBQ, Steamship Round Buffet, and Steak Night. There is a Happy Hour every Friday night, and a live band at least once a week. It is also the site of the Hail and Farewell events which welcome and bid good-bye to members of the Air Station community.

12. TRANSPORTATION

1. Public Transportation. As noted earlier, train transportation in Japan is excellent. Fares are reasonable, trains are scheduled frequently on all major routes, and schedules are strictly observed. Language is seldom a problem, as the Japanese National Railway has gone to considerable length to facilitate travel by non-Japanese speaking people. Bus service in the area is also good, and the Joint Reception Center will provide information on getting to know the routes, schedules, and operations of the buses. Commercial taxis are inexpensive and drivers generally understand enough English to get you where you want to go.
2. Privately Owned Vehicles. Section E.3.a., above, stated that your travel orders may authorize you to ship your privately owned vehicle at Government expense. However, it is important to know several things before deciding to ship a car to Japan. POV shipments are subject to embargo or waiver requirements. Effective 1 April 1996, the Assistant Secretary for Defense (for Management Policy) has granted limited case-by-case, waiver authority to Commander USFJ for shipment of post 1976 type vehicles to Mainland Japan only. Okinawa continues to be under an embargo status and is not included under this waiver authority. The waiver authority for Mainland Japan has been further delegated by USFJ to Component Commanders. When requesting a waiver the following information

should be included: make/year/model of vehicle and vehicle identification number (VIN), if equipped with California emission. You must obtain prior approval from Commander, US Naval Forces, Japan ATTN: N-8, FPO AP 96349, phone number DSN 243-742/5663/6392/FAX number 243-7759. All imported motor vehicles must be registered by the Government of Japan.

If you decide to ship a car to Japan, narrow roads dictate that you would be better served by shipping a small car. If the vehicle you ship has a lien upon it, the Government requires that you have written permission from the lien holder to move the vehicle to Japan. Also, you should check your insurance policy to be certain that it provides desired coverage in transit and after arrival in Japan. Overland transportation of privately-owned vehicles is not authorized for DoD civilians.

You will be required to pick up your vehicle at the port of delivery, either at Yokohama, or at Yokosuka, both approximately 600 miles from Iwakuni.

Cars shipped from the U.S. must have personal and property liability insurance with a U.S. company of your choice as well as personal liability insurance with a Japanese company. Also bear in mind the difficulties encountered in trying to obtain spare parts and competent repair work for American automobiles. If you decide to purchase a car after arriving in Iwakuni, expect to pay \$1,000-\$2,500 for vehicle in good condition with two years of Japanese Compulsory insurance (a requirement for all cars in Japan). Gasoline prices at the base gas station are about what you are accustomed to paying in the U.S., while buying gasoline on the economy is about triple the cost.

Motorcycles are authorized on Station and in town. In general, the same licensing procedures are followed (see Section E.3.a., above), except that an actual motorcycle driving test is given.

3. Car Rental. Cars and trucks can be rented from MCCS.

13. MAIL AND TELEPHONE SERVICE

1. The Station's Fleet Post Office (FPO) facilities offer substantially the same services as post offices in the States. Postage is the same, and you may mail letters and parcels worldwide. Gifts valued above \$50 are subject to duty by the receiver. Command-sponsored personnel will be assigned a post office box, which can be obtained for you by your sponsor before your arrival in Iwakuni.

2. Telephones are provided, on a monthly-fee basis, to all command-sponsored personnel residing in government housing. For employees living off-base, the Station Telephone Office can assist you in making necessary arrangement for a telephone from the local Japanese phone company. There are also several International Subscriber Dialing (ISD) green phones available around the base. By using these telephones, you can easily make direct dial, collect, or credit card calls worldwide. There are JENS blue phones located around the base for calling card calls.

14. BANKING, CURRENCY, AND TAXES

1. Banking Facilities. There are two American facilities aboard the Air Station for your banking needs, one a full-service bank, and the other a credit union, both with a wide range of services.

2. Currency and Rates of Exchange. While U.S. currency is used almost exclusively aboard the Air Station, some concessionaires do accept yen. The exchange, commissary, and Officers' Club will accept payment by check. Exchange one currency for the other may be accomplished either at the full-service bank, at one of the other authorized locations on base, or at a Japanese bank. The exchange rate fluctuates with great frequency, and your sponsor can advise you of the current yen rate.

3. Taxes. U.S. government personnel overseas must pay U.S. Federal income tax. Regular payroll deductions are made from your paycheck and you are required to file Federal tax returns. Temporary Lodging Allowance, Living Quarters Allowance, and Post Allowance are not subject to Federal income tax. No payroll deductions are made automatically for state income taxes. You may complete forms (available at the Civilian Personnel Office) which will effect such deductions. There are no Japanese taxes imposed upon any income from employment of the Air Station. However, Japanese taxes may be levied against any income from outside employment, investment, or property in Japan.

15. WORK SCHEDULE AND LEAVE ACCRUAL

The normal work schedule for civilian employees at the Air Station is Monday through Friday, 0800-1630, with one-half hour for lunch. Paid holidays are the same as those in the States. No Japanese holidays are observed.

Those who were initially hired from CONUS or otherwise eligible for overseas allowance such as LQA and transportation agreement, can accrue up to 360 hours of annual leave while overseas. Compared to Federal employees in U.S., annual leave can only be accrued up to 240 hours of per year. Locally-hired employees may accumulate up to 240 hours annually just like Employees in the U.S.

Additionally, home leave is authorized for CONUS-hires serving overseas the rate of five days for each 12 months of service in Iwakuni. When an employee has established an entitlement to the use of home leave by completing 24 months of continuous services overseas, s/he may be granted accumulated home leave at any future time for leave taken in the U.S., the Commonwealth of Puerto Rico, or any U.S. territory or possession, provided that s/he will be returning overseas following the use of home leave. The HRO will provide you detailed information on the use of home leave upon your arrival.

16. EMPLOYMENT OPPORTUNITIES FOR FAMILY MEMBERS AT MCAS IWAKUNI

Family Members have preference over non-family members and non-veterans in overseas hiring situations. Family members are spouses of either active civilians hired from CONUS and their unmarried dependents.

Despite this preference, the Air Station is unable to guarantee employment for all family members who seek it. There are approximately 150 GS/WG positions at Iwakuni, the majority of which are of a professional or technical nature. Some clerical vacancies arise occasionally, but for the most part, dependents will have better luck seeking employment with one of the non-appropriated fund instrumentalities (NAFI), such as the Exchange, Recreation, or the Clubs systems. The Civilian Human Resources Office located in Bldg 1, and the Family Employment Assistance Office located in Bldg 411 can provide information and assistance in securing employment after arrival on Station.

Subject to availability of funds, the Summer Youth Employment Program (SYEP) provides employment to eligible youth ages 14 to 21 during summer vacation. Information about SYEP is distributed through the school and over the Armed Forces Network in May of each year. As social security numbers are required for all family member youth who desire summer employment, you are encouraged to apply for social security numbers for your children before arriving in Iwakuni.

17. MAKING THE MOVE

1. Preliminary Arrangements for Travel. A sponsor has been designated for you. S/he will provide you with current information on working and living conditions, answer any questions you may have, meet you upon arrival, and otherwise assist you in making the transition from the United States to Iwakuni, Japan, an easy one. If, after your selection and notification, you have not heard from your sponsor, you should inquire through your processing office of the Civilian Human Resources Office.

The necessary arrangements for your travel overseas will be made by your processing personnel office. You and your dependents will be furnished information and instructions regarding passports, visas, physical examinations, immunizations, family members' entry approval, issuance of travel orders, baggage allowance, shipment of household goods and automobile, and other pertinent details. You should ensure that your processing office keeps the HRO at Iwakuni informed of your travel itinerary. Be sure, also, to advise your sponsor so that s/he may make arrangement for temporary housing prior to your arrival.

You are advised to check with customs on items prohibited for import into Japan (e.g., treasonous or pornographic materials, non-prescription narcotics, weapons). Especially in travel to Japan, excessive baggage will prove to be cumbersome. You should strictly adhere to the allowance per current directives. Porter service at airports and train stations is minimal and expensive.

It is suggested that you and each family member obtain approximately \$300 worth of Japanese currency to defray the cost of meals, transportation, accommodations, and any unforeseen expenses enroute to Iwakuni. After your arrival at the Air Station, you may submit a claim for reimbursement of travel and transportation expenses incurred while in an official travel status. Properly itemize your expenses, keep a detailed record of departure and arrival times, layovers, and costs, and keep all receipts.

2. Pets. Before deciding to bring your pet to Japan, it would be wise to keep in mind that having a dog along will keep you from being assigned housing in any of the Midrises on base. Dogs are allowed only in the townhouse units. Cats (neutered and micro-chipped, limit of 2) are allowed in the Midrise buildings. Additionally, some landlords in town are reluctant to rent to tenants with pets (dogs or cats). If, after considering these issues, as well as the expense to you of shipping your pet to Japan via commercial carrier, you decide to bring your pet with you, please ensure that you meet all Japanese quarantine regulations. Further information on these regulations may be obtained through your local veterinary office, commercial airlines, travel agency, or by writing or calling:

MCAS Veterinary Clinic, Iwakuni, Japan PSC
(DSN) 253-36471/JP:0827-79-6471
Email: IwakuniVTF@gmail.com

3. Arrival in Japan. If you arrive in Iwakuni via an Air Mobility Command (AMC) flight, your sponsor will meet you at the terminal and, after clearing customs, you will begin your orientation to the Air Station.

Many people, however, arrive via commercial air into Haneda International Airport in Tokyo or Kansai International Airport in Osaka. While in flight, an attendant will explain and assist you in completing a customs form. Once landed, you deplane through a jet way and into the arrival concourse. There are prominently marked English signs at the main terminal end of the arrival concourse. You are processed through Quarantine and Immigration. (A pet would be cleared at this point.) Once cleared, proceed down to the ground floor to claim your checked baggage. There are signs on the baggage carousels that provide information necessary for you to clear customs. "Nothing to declare" will be the norm, unless items have been brought to Japan for resale. After clearing customs, you will be ready to depart the airport.

Depending on what time you finish clearing customs, you will proceed to take domestic flight from Haneda to Iwakuni Kintaikyo Airport or take Shin-Osaka station to catch a train to Shin-Iwakuni. Now would be a good time to call your sponsor. S/he will be able to advise you on which course to take. In order to call your sponsor, use a yellow or green telephone, available throughout the terminal. Insert at least three 100 yen coins to make your call.

4. Shin-Osaka to Shin-Iwakuni. Once you have arrived at Kansai Airport, you will purchase the train tickets to Shin-Iwakuni at JR Ticket Office ("Midori-no-madoguchi"). You will find that there are three classes of seating available on the train and you will purchase regular reserved seats. The "Green Car" is a premium class accommodation and is NOT authorized without approval from the two star level. At JR Ticket Office ("Midori-no-madoguchi"), at least one employee there will speak enough English to arrange for your tickets to Shin-Iwakuni. Expect to pay about 13,000 yen from Kansai Airport to Shin-Iwakuni. As you pass through the gate to go to your track, your ticket will be pounced. Do not lose that ticket!! You will have to surrender it as you leave the gate at Shin-Iwakuni. When dialing the base from Osaka, dial 0827-21-4171, and ask the operator who answers for the desired extension. When dialing the base from Shin-Iwakuni, dial 21-4171, and again ask the operator for the desired extension.

5. Shin-Iwakuni to MCAS Iwakuni. You will find telephones in the lobby at Shin-Iwakuni. If your sponsor is not already there to meet you, call (using a red phone) to let her/him know you are on your way to the Air Station. Travel from the Shin station to MCAS Iwakuni is best accomplished via taxis which are located outside the station. Make sure that the taxi is authorized to enter the Air Station by looking for a white decal with the letters "MCAS" on the front left bumper. Cost will be approximately 3,000 yen. Ask the driver to take you to the Billeting office. Notify your sponsor of your arrival, and s/he will assist you in checking in and getting oriented. On the following day, check in at the Joint Reception Center.

6. Iwakuni Kintaikyo Airport to MCAS Iwakuni. The airport is located right next to MCAS Iwakuni. Have your sponsor pick you up at the airport or take a taxi which are located outside of the airport. Make sure that the taxi is authorized to enter the Air Station.

18. FIVE YEAR LIMITATION OVERSEAS

It is the policy of the Department of Defense that U.S. citizen employees with career or career-conditional status agree, as a condition of employment overseas, to subsequently accept assignments to positions in the United States. This is in conformance with regulations for rotating personnel and limiting the duration of foreign duty to five years unless extended. Detailed information may be obtained from your processing office and from the Rotation Agreement you will be required to execute.

19. TOUR OF DUTY

The initial tour of duty for MCAS Iwakuni is 36 months. You will execute a Transportation Agreement to that effect.

20. SHIPMENT OF HOUSE HOLD GOODS (HHG) TO MCAS IWAKUNI

Accompanied employees are allowed only 13,500 lbs plus

unaccompanied baggage due to MCAS Iwakuni weight restricted area. Unaccompanied employees are allowed only 1,800 lbs.

21. ALLOWANCES

There are several different overseas allowances you may be "eligible" to receive. The type and amount of the allowances you receive is largely dependent upon the information you provided to our office. The Department of State regulates all changes in allowance amounts. (References: Department of State Standardized Regulations (DSSR) <http://www.state.gov/m/a/als/>)

Temporary Quarters Subsistence Allowances (TQSA), DSSR 120:

The TQSA is intended to assist in covering the average cost of adequate but not elaborate or unnecessarily expensive accommodations in a temporary quarters at the post of assignment, plus reasonable meal and laundry expenses for a period not in excess of 30 days after first arrival. This allowance will be terminated when the employee moves into permanent quarters. All the receipts are required for lodging, meal and laundry expenses.

Post Allowance, DSSR 220:

Commonly referred to as the "cost of living" allowance, this is an allowance based on a percentage of "spendable income," i.e. money you can really put your hands on to spend on goods and services. The amount varies depending on salary level and family size. The post allowance is calculated by comparing costs for goods and services in 11 categories - including food (consumed at home or in restaurants), tobacco/alcohol, clothing, personal care items, furnishings, household goods, medical services, recreation, public transportation, vehicle-related expenses, and household help - to the cost of those same goods and services in Washington, D.C.

Foreign Transfer Allowance (FTA), DSSR 240:

The following portion may be grant to you upon your arrival to here:

Pre-departure Subsistence Expense Portion (Foreign Transfer Allowance (FTA)): a predeparture subsistence expense portion applicable to lodging, meals (including tips), laundry, cleaning and pressing expenses in temporary quarters for employee and each member of family for up to 10 days before the employee and/or family commences travel under transfer order from the formerly post in the United States to a post in a foreign area, beginning not more than 30 days after they have vacated residence quarters. Expense of local transportation is not allowable.

The amount of predeparture subsistence expense granted to an employee for expenses in departing a post in the United States for a post in a foreign area shall be determined according to the maximum per diem rate for the U.S. locality from which transferred and according to family status, except that

lodging tax incurred as predeparture lodging expense shall not be included in the amount of lodging expense subject to the maximum per diem rate cap but may be reimbursed separately. We will reimburse actual lodging amount (excluding lodging tax) up to the lodging portion of the per diem (per diem is already settled by city) of the locality from which transferred and a flat amount equal to the meal and incidental expense (M&IE) portion of the per diem. Receipts are required for only lodging.

Separate Maintenance Allowance (SMA), DSSR260:

SMA is intended to assist you in offsetting the additional expense incurred to maintain a separate household for your family or a member of your family. If there is a justifiable reason why eligible family members cannot accompany or remain with you at your newly assigned overseas post, you may be eligible for SMA.

Advance of Pay, DSSR850:

You may be eligible to request up to three (3) months salary upon your assignment to a foreign post. You can request it 14 days prior to reporting to here, or within 60 days after arrival. Repayment of the Salary Advance will be made by payroll deduction over a maximum of 26 pay periods. An advance of pay may also be authorized for medical emergencies.

Living Quarters Allowance (LQA):

Subchapter 1250.2.1.2 of the DOD 1400.25 M clearly stated that when suitable and fully adequate Government quarters such as "mid-rise structures", "townhouses", and "Bachelor Quarters" are available and offered to the employee, but the employee elects not to accept them, the employee shall not be eligible to receive the LQA for the rental or purchase of privately owned quarters to live off-base area. Exception to this policy will require the Station Commanding Officer's approval to reside off-base under the LQA.

22. HOUSING INFORMATION

****All inbound personnel should be aware that there will be on-going whole house renovations located in different areas of Family Housing and will slow down the waiting list. It is strongly recommended that families do not bring a pet or wait until assigned a home to send for the animal(s). The townhouses are the only quarters where dogs are allowed, and most Japanese landlords will not accept them. Cats or small pets such as hamsters (limit of 2) are allowed in the Midrise apartments. It is strongly recommended that families DO NOT bring a pet, or wait until assigned to government quarters to send for the animal.**

Upon arrival, you must check in at the Family Housing Office, Bldg 200, with a copy of Endorsed Orders and Letter of Employment from CHRO within two working days.

United States Civil Service (USCS), Non-Appropriated Fund Instrument (NAFI), and Department of Defense Education Activity

(DoDEA) civilians entitled to a housing allowance (e.g. living quarters allowance (LQA) and transportation agreement are eligible to compete for on-base housing. Contractors and DoD local hire civilian who do not receive LQA are not entitled to on-base housing. Applications for Family Housing from eligible civilians will be considered on availability and submission of an application does not guarantee assignment. Either you or your sponsor should check directly with us to determine what your approximate waiting time will be. You have the option of non-concurrent travel, if you want to send for your family after government quarters are available. Our e-mail address & DSN phone numbers is on the Iwakuni website (www.mcasiwakuni.marines.mil).

Plan on having \$6,000 - \$8,000 for your moving expenses. This will include first month's rent, 2 month's security deposit, real estate agent fee and renters insurance. When moving off-base you will receive Living Quarters Allowance (LQA). Check out your entitlements on the web [U.S. Department of State | Home Page](#).

Don't bring a lot of heavy furniture. Quarters both on and off base may be smaller than stateside homes. On-base housing provides a stove, refrigerator and dishwasher. For accompanied civilians with bona-fide family members, refrigerator and Japanese style washer, dryer and conventional oven can be issued. For command sponsored accompanied with dependents personnel off base we can provide a small American stove, refrigerator and several transformers and Japanese style washer and dryer (limited quantity). An American washer or dryer usually won't fit into a Japanese house.

Bringing pets is NOT recommended. Only two fur bearing pets (dog or cat is allowed) for on-base housing that allows pets. The midrise allows dogs only on the 1st and 2nd floor. The yard for on-base housing is small. Finding a home off-base that will allow pets may be difficult. Also, the townhouses have very small yards, which may not be "pet friendly" for larger dogs. Most off base landlords do not allow pets.

You may need to reside off-base while waiting for on-base housing. Our Off-base Referral Counselors can assist. There may be some adjustments to make while living in the local community but can be a very rewarding cultural experience. Japan is a clean modern country and Japanese neighbors are considerate and very interested in learning more about us. The homes are small in comparison to American homes. Usually, there is no central air/heat but there is a combination air/heat wall units. Kerosene heaters are the most economical way to heat a home and the newer models are clean and easy to use. There may be tatami. Tatami are woven straw mats on the floors in Japanese homes. They are beautiful but not designed for heavy furniture. You may want to bring inexpensive area rugs to cover the tatami. Closets and storage space may be limited. The climate in Japan is similar to North Carolina with cold winter but not lot of snow. Plan on bringing warm bedding and clothing. Summers are hot and humid. The electricity in Iwakuni is 100 volts versus 110 in the states. On-base housing is 110 volts.

If your household goods have not arrived, loaner furniture is available for 60 days or until you receive your household goods. This loaner furniture is for command sponsored accompanied

personnel only. You may want to put all items that would be immediately needed in your express shipment. Family Services has a Lending Locker for kitchen ware.