

# Sponsorship Checklist

## **90-60 Days Prior to Your Inbound Service Member or Family Arrives:**

- \_\_\_ 1. If you have not done so already, attend **SPONSORSHIP TRAINING** with Marine and Family Programs-Resources (MFP). To sign up, visit [www.okinawa.usmc-mccs.org/relocation](http://www.okinawa.usmc-mccs.org/relocation).
- \_\_\_ 2. Send a Welcome Aboard Email within 10 business days of your assignment as a Sponsor. Include the Electronic Welcome Aboard Package link [www.okinawa.usmc-mccs.org/about](http://www.okinawa.usmc-mccs.org/about), COVID-19 guidance weblinks, Family Data Sheet, and PCS Flowcharts.
- \_\_\_ 3. Obtain the Newcomer's information:
  - \_\_\_ a. Name, paygrade, and marital status,
  - \_\_\_ b. Best way to contact the Newcomer,
  - \_\_\_ c. Copy of Orders,
  - \_\_\_ d. Flight itinerary,
  - \_\_\_ e. If accompanied, copy of Area Clearance (USMC)/Dependent Entry Approval (USN),
  - \_\_\_ f. If accompanied, ask if Special Issuance Passport applications have been submitted,
  - \_\_\_ g. If accompanied, number and ages of children,
  - \_\_\_ h. If accompanied, pet information,
  - \_\_\_ i. Dietary restrictions/allergies/religious requirements.
- \_\_\_ 4. Provide the Newcomer with all pertinent information for relocating to Okinawa.
- \_\_\_ 5. Recommend the Newcomer to develop a financial plan to cover moving expenses.
- \_\_\_ 6. Respond to the inbound member's questions. Stick to the facts, be objective.

## **60-30 Days Prior to Your Inbound Service Member or Family Arrives:**

- \_\_\_ 1. If accompanied, the Newcomer can contact Kadena Military Housing Office (MHO) to check eligibility of the Port-to-Final Residence Program ([www.kadena.af.mil/kadena\\_housing\\_office/](http://www.kadena.af.mil/kadena_housing_office/))
  - \_\_\_ a. To participate in the Program, the inbound Service Member must submit the Advance Housing Application Package to MHO:
    - \_\_\_ i. DD Form 1746 (All Branches),
    - \_\_\_ ii. Orders (USMC – Basic & Original; USN – Original),
    - \_\_\_ iii. Approved Area Clearance / Dependent Entry Approval (DEA),
    - \_\_\_ iv. Sex Offenders Disclosure,
    - \_\_\_ v. Flight itinerary/promotion verification letter/EFMP enrollment letter with page 7 of DD Form 2792 (if required),
    - \_\_\_ vi. Special Power of Attorney for Sponsor (if required).
- \_\_\_ 2. Await for the Advance Housing Application Package to be processed by MHO Counselor.
- \_\_\_ 3. For unaccompanied Service Member (or accompanied personnel with approved delayed dependent travel), make Billeting arrangements.
- \_\_\_ 4. If accompanied chose to not participate in the Port-to-Final Residence Program or if the housing unit is not available before arrival, reserve temporary lodging at the designated TLF. For unaccompanied, if BEQ/BOQ is not available before arrival, obtain a CNA before reserving temporary lodging. Ask what items they might need for their first few days on arrival.

## **30 Days Prior to Your Inbound Service Member or Family Arrives:**

- \_\_\_ a. Once the Advance Housing Application Package is processed by MHO Counselor:
  - \_\_\_ a. Pick up the keys to view offered housing units (Bldg. 217, Kadena MHO, Camp Kinser Residents: Bldg. 107, Room 118).
  - \_\_\_ b. Take videos, photographs, and/or document floor plan of the offered housing units and share them with the inbound Service Member.
  - \_\_\_ c. Return the keys within 24 hours to MHO.

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- \_\_\_ d. Within 48 hours, inbound member and/or Sponsor inform the housing counselor via email of the selected unit.
- \_\_\_ e. Inbound Service Member e-signs the housing acceptance package. If they cannot e-sign, obtain a Special Power of Attorney to continue with the process.
- \_\_\_ f. Pick up the housing keys on a scheduled date and prepare home for occupancy. Cancel TLF reservation if previously made.
- \_\_\_ g. Coordinate temporary furniture delivery through MHO.
- \_\_\_ h. Checkout kitchen kits and small appliances from MFP Lending Locker (copy of Newcomer's orders required).
- \_\_\_ i. Get a grocery shopping list from the Newcomer to buy food and essentials.
- \_\_\_ j. Set-up Wi-Fi.
- \_\_\_ 2. Set up a P.O. Box for the accompanied inbound member or share Unit/Command address with unaccompanied Service Member. **Navy personnel attached to the U.S. Naval Hospital: set up a P.O. Box for all inbound personnel.**
- \_\_\_ 3. When sponsoring E-5 and below unaccompanied USMC and USN Greenside personnel, notify Member of the Reception and Orientation (R&O) airport pick-up.
- \_\_\_ 4. Communicate COVID-19 precautionary measures prior to the flight and recommend to ensure the following items are prepared for travel:
  - \_\_\_ a. Cloth masks, hand sanitizer/disinfecting wipes,
  - \_\_\_ b. Phone/laptop/tablet,
  - \_\_\_ c. Documents required for travel.
- \_\_\_ 5. Ensure you have a backup Sponsor in place in the event of an emergency.
- \_\_\_ 6. If necessary, make pet boarding arrangements for the incoming pets.
- \_\_\_ 7. Register your Newcomer online at [www.okinawa.usmc-mccs.org/relocation](http://www.okinawa.usmc-mccs.org/relocation) for the Newcomers' Orientation Welcome Aboard (NOWA) Brief which is held in person every Wednesday at the Camp Foster Community Center on Camp Foster Bldg. 5908 (if required). If your Newcomer and/or their family meets requirements for an exemption to policy, request the virtual NOWA brief by email at: [mcbb\\_newcomers@usmc.mil](mailto:mcbb_newcomers@usmc.mil).

## **Day of Arrival:**

Ensure family housing unit is ready to move in. If residing in Billeting, pick up the key and ensure the room is ready for occupancy.

- \_\_\_ 1. Secure transportation with enough space for the Newcomers, luggage, and pets (if applies).
- \_\_\_ 2. Create a welcome basket with food for the Newcomer or family to eat after arrival.
- \_\_\_ 3. Greet the Newcomer at the airport.
- \_\_\_ 4. Take the Newcomer or family to their designated quarters/military housing unit or TLF.
- \_\_\_ 5. Assist your inbound Service Member with checking into the Unit. USMC: report to their gaining command's S1. USN: make sure the Newcomer checks-in with CPPA within 24 hours of arrival.
- \_\_\_ 6. Within 3 days of arrival assist the Service Member and family with switching to TRICARE Overseas.
- \_\_\_ 7. Explain how to sign up for AtHoc Mass Notifications. Share emergency phone numbers.
- \_\_\_ 8. Coordinate commissary and exchange runs to support your inbound Service Member or family.

## **Post Arrival**

- \_\_\_ 1. Provide transportation and assistance to the Newcomer and family to attend their Newcomers' Orientation Welcome Aboard (NOWA) brief.
- \_\_\_ 2. If family housing is still pending, assist the inbound Service Member with attending a housing brief at the MHO for in-processing.

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- \_\_\_\_ 3. Have the inbound Service Member check-in with their gaining command's S1 or CPPA for in-processing. E-5 and below unaccompanied USMC personnel will check-in to via R&O.
- \_\_\_\_ 4. If accompanied with pets, ensure your inbound Service Member contacts the Kadena Veterinary Clinic upon arrival for pet check-in.
- \_\_\_\_ 5. If necessary, take the inbound member to check-in with the Kadena Military Housing Office.
- \_\_\_\_ 6. Assist the Newcomer with obtaining a USFJ SOFA Driver's License.
- \_\_\_\_ 7. Assist Newcomer with obtaining a Japanese cellphone (if necessary).
- \_\_\_\_ 8. Assist the Newcomer with completing a P.O. Box registration process.

## **Up to 45 Days Post Arrival:**

- \_\_\_\_ 1. Assist with car shopping.
- \_\_\_\_ 2. If necessary, assist with house hunting.
- \_\_\_\_ 3. Assist with cultural adaptation (do's and don'ts).
- \_\_\_\_ 4. Provide tour of bases and local community.
- \_\_\_\_ 5. If applicable, assist the Newcomer with childcare enrollment or school enrollment.
- \_\_\_\_ 6. If the inbound member is going to reside off-base with pets, remind them to register their pet with the local city office.

Helpful Contact Information	
Relocation Services	Camp Foster 645-2104/2106 Camp Courtney 622-7739; Camp Kinser 637-2815 Camp Hansen 623-4522; Camp Schwab 625-2622 <a href="mailto:mcbb_reloassist@usmc.mil">mcbb_reloassist@usmc.mil</a> <a href="http://www.okinawa.usmc-mccs.org/relocation">www.okinawa.usmc-mccs.org/relocation</a>
Kadena Military Housing Office	634-0582/0583, <a href="mailto:kadenahousing.customerService@us.af.mil">kadenahousing.customerService@us.af.mil</a>
Designated TLF Reservations	645-2455, <a href="mailto:fosterlodge@okinawa.usmc-mccs.org">fosterlodge@okinawa.usmc-mccs.org</a>
IPAC Inbound	645-7728/4810/7980/7914/6093 <a href="https://www.mcbbutler.marines.mil/Base-Information/IPAC/IPAC-Inbound/">https://www.mcbbutler.marines.mil/Base-Information/IPAC/IPAC-Inbound/</a>
Okinawa Veterinary Clinic	<a href="mailto:usarmy.zama.medcom-ph-p.mbx.pha-j-okinawa-vetac@health.mil">usarmy.zama.medcom-ph-p.mbx.pha-j-okinawa-vetac@health.mil</a>
Shop My Exchange	<a href="https://www.shopmyexchange.com">https://www.shopmyexchange.com</a>
Commissary Click2Go	<a href="https://www.commissaries.com/shopping/click-2-go">https://www.commissaries.com/shopping/click-2-go</a>
MCIPAC Installation Safety Office	645-3183
MCIPAC Installation Safety Office – Driving in Okinawa	<a href="https://www.mcipac.marines.mil/Staff-and-Sections/Special-Staff/Safety-Office/Okinawa-Driving/">https://www.mcipac.marines.mil/Staff-and-Sections/Special-Staff/Safety-Office/Okinawa-Driving/</a>
U.S. Naval Hospital Okinawa-Japan	645-9355, <a href="https://okinawa.tricare.mil/">https://okinawa.tricare.mil/</a>
TRICARE Pacific	+65-6339-2676, 1-877-678-1208 (toll-free from the U.S.) <a href="https://tricare.mil/ContactUs/CallUs/OverseasResources/">https://tricare.mil/ContactUs/CallUs/OverseasResources/</a>

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