

# Sponsorship Checklist

## **90 – 60 days prior to your inbound service member/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) 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/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. Wait 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 service member 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 those that are unaccompanied and 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/family arrives:**

- ☐ 1. 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,

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- 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.
  - d) Within 48 hours, inbound member and/or sponsor should 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 is required).
  - i) Get a grocery shopping list from the newcomer if buying 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. If necessary, make pet boarding arrangements for the incoming pets.
  - ☐ 5. 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: [mccb\\_newcomers@usmc.mil](mailto:mccb_newcomers@usmc.mil).

## Day of Arrival:

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

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## Post Arrival:

- ☐ 1. Provide transportation and assistance to the newcomer and/or 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.
- ☐ 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 via Reception & Orientation.
- ☐ 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.
- ☐ 9. Introduce the service member to key personnel at the command, including the Deployment Readiness Coordinator (DRC)/Uniformed Readiness Coordinator (URC), Command Financial Specialist (CFS), commander, supervisor, and fellow coworkers.

## Up to 30 Days Post Arrival:

- ☐ 1. Assist with car shopping.
- ☐ 2. If necessary, assist with house hunting.
- ☐ 3. Assist with cultural adaptation (dos and don'ts).
- ☐ 4. Provide tour of bases and local community locations, including the Marine and Family Programs Facilities, fitness centers, commissary, chapels, medical facilities, and any other locations of interest.
- ☐ 5. If applicable, assist the newcomer with childcare enrollment or school enrollment.
- ☐ 6. If the service member is going to reside off-base and have pets, remind them to register the pets with their 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%20Inbound/">https://www.mcbbutler.marines.mil/Base-Information/IPAC/IPAC Inbound/</a>
Kadena Vet Clinic	<a href="https://phcp.health.mil/Commands/Public-Health-Activity-Japan/Okinawa/">https://phcp.health.mil/Commands/Public-Health-Activity-Japan/Okinawa/</a>
Shop My Exchange and Commissary Click2Go	<a href="https://www.shopmyexchange.com">https://www.shopmyexchange.com</a> ; <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>

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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>