

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 MCCS Marine and Family Programs (MFP). To sign up, visit 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 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),If accompanied, ask if Special Issuance Passport applications have been submitted,
 - f) If accompanied, number and ages of children,
 - g) If accompanied, pet information,
 - h) 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/Agencies/Okinawa-Family-Housing/)
 - 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 members (or accompanied personnel with approved delayed dependent travel), make billeting arrangements.
- 4. If accompanied service members 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 island.

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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, 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) Obtain 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 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.

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 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 mcbb_reloassist@usmc.mil www.okinawa.usmc-mccs.org/relocation
Kadena Military Housing Office	https://www.kadena.af.mil/Agencies/Okinawa-Family-Housing/ofhTest/
Designated TLF Reservations	https://www.innsofthecorps.com/
IPAC Inbound	https://www.mcbbutler.marines.mil/Base-Information/IPAC-Okinawa/PCS-PCA/
Kadena Vet Clinic	https://phcp.health.mil/Commands/Public-Health-Activity-Japan/Okinawa/
Shop My Exchange	https://www.shopmyexchange.com
Commissary Click2Go	https://shop.commissaries.com/
MCIPAC Installation Safety Office	https://www.mcbbutler.marines.mil/Base-Information/Base-Safety/
MCIPAC Installation Safety Office – Driving in Okinawa	https://www.mcipac.marines.mil/Staff-and-Sections/Special-Staff/Safety-Office/Okinawa-Driving/
U.S. Naval Hospital Okinawa-Japan	https://okinawa.tricare.mil/
TRICARE Pacific	https://tricare.mil/ContactUs/CallUs/OverseasResources/