

# Sponsorship Checklist for Civilian Employee

## Pre – arrival:

- 1. Establish communication with the inbound employee.
  - Send a Welcome Aboard email and include:
    - Electronic Welcome Aboard package from [www.okinawa.usmc-mccs.org/about](http://www.okinawa.usmc-mccs.org/about)
- 2. Obtain the employee's information:
  - Best form of contact (i.e., phone number, email address, etc.)
  - Letter of employment
  - Flight information or projected date of arrival
  - Dietary restrictions and religious requirements
  - Status (accompanied or unaccompanied)
  - If accompanied, ask if Special Issuance Passport applications have been submitted,
  - If accompanied, number and ages of children.
  - Pet information (if applicable)
    - Pet information: [www.okinawa.usmc-mccs.org/about](http://www.okinawa.usmc-mccs.org/about) and [www.maff.go.jp/aqs/english/inex/html](http://www.maff.go.jp/aqs/english/inex/html)
- 3. Provide the employee with pertinent information for relocating to Okinawa.
- 4. Recommend the newcomer to develop a financial plan to cover moving expenses.
- 5. Respond to the inbound member's questions. Stick to the facts; be objective.
- 6. Employee placed on the Key and Essential Personnel List, centrally controlled by the 18th Wing with input from MCIPAC, USN and USAG-Okinawa, can contact Kadena Housing Office (MHO) to determine eligibility for on-base housing and apply. If eligible:
  - Assist the inbound employee with completing the Advance Housing Application Package:
    - DD Form 1746 (All Branches),
    - Orders (USMC – Basic & Original; USN – Original),
    - Approved Area Clearance / Dependent Entry Approval (DEA),
    - Sex Offenders Disclosure,
    - Flight itinerary/promotion verification letter/EFMP enrollment letter with page 7 of DD Form 2792 (if required),
    - Special Power of Attorney for Sponsor (if required).
  - Once the Advance Housing Application Package is processed by MHO Counselor:
    - Pick up the keys to view offered housing units (Bldg. 217, Kadena MHO, Camp Kinser Residents: Bldg. 107, Room 118).
    - Take videos, photographs, and/or document floor plan of the offered housing units and share them with the inbound service member.
    - Return the keys within 24 hours to MHO.
    - Within 48 hours, inbound member and/or sponsor should inform the housing counselor via email of the selected unit.
    - Inbound employee e-signs the housing acceptance package. If they cannot e-sign, obtain a Special Power of Attorney to continue with the process.
    - Coordinate temporary furniture delivery through MHO.
    - Checkout kitchen kits and small appliances from MFP Lending Locker (copy of newcomer's letter of employment is required).
    - Get a grocery shopping list from the newcomer if buying food and essentials.
    - Set-up Wi-Fi.

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- 7. If employee is not eligible or if the housing unit is not available before arrival, reserve temporary lodging at the designated TLF. Ask what items they might need for their first few days on arrival.
- 8. Set up a P.O. Box for the employee at the post office located near their place of work.
  - o Notify the employee of their new FPO AP address.
- 9. 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).
- 10. Ensure you have a backup sponsor in place in the event of an emergency.

## **Arrival:**

- 1. Ensure family housing unit is ready to move in.
- 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. 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.
- 9. Help the employee complete their check-in process including checking into all required locations (i.e., HR Department, Housing, Post Office, USNH, etc.).
- 10. Assist the newcomer with obtaining a USFJ SOFA Driver's License.
- 11. Assist newcomer with obtaining a Japanese cellphone (if necessary).
- 12. Assist the newcomer with completing a P.O. Box registration process.
- 13. If the employee does not have a DoD ID, help the employee obtain a base pass for up to 29 days.
  - o Stop by the Visitor's Center, Camp Foster, Bldg. 456 (located by the Legion Gate) for a temporary base pass for all USMC bases, including dependents, if applicable.
- 14. Assist with car shopping.
- 15. If necessary, assist with house hunting.
- 16. Assist with cultural adaptation (dos and don'ts).
- 17. 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.
- 18. If applicable, assist the newcomer with childcare enrollment or school enrollment.

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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:mccb_reloassist@usmc.mil">mccb_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>
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>