



Sponsor/Service Member Checklist for Military Family Housing

Congratulations on sponsoring an inbound personnel and his, her family! You will play a very important part in getting this family transitioned and settled on island. It is quite rewarding!

We advise members to mail or bring essential items (i.e. bedding, pots & pans, etc.) to help prepare homes. Furniture could be loaned out for up to 90 days and major appliances for the duration of tour will be provided (microwaves are not included). **DO NOT ship major appliances** (stove, washer, dryer, and dishwasher).

AAFES offers online shopping with curbside pickup through www.shopmyexchange.com. The members' sponsor is able to pick up items on the members behalf by adding them as the designated "pick-up person" during the checkout process.

Checklist

- ___ Receive notification that you are the designated Sponsor for inbound personnel.
- ___ Contact Kadena Military Housing Office (MHO)
Email: kadenahousing.customerservice@us.af.mil
DSN: 315-634-0582/3
Cell: 098-948-1111 (Kadena's operator)
- ___ Forward a copy of DD form 1746 and Sex Offender Disclosure from MHO to inbound personnel
- ___ Inbound personnel/Sponsor email MHO with completed Advance Application Package.

Completed Advance Housing App Package includes:

1. DD form 1746 (All branches)
2. Orders
 - a. USMC – Basic & Original Orders
 - b. USAF/Navy/USA – Original Orders
 - c. Eligible DoD Civilians – Letter of Employment
3. Approved Area Clearance (USMC)/Dependent Entry Approval (Navy)
4. Sex Offender Disclosure (All Branches)
 - a. Military to military requires Sex Offender Disclosure for each member
5. Special Power of Attorney for Sponsor if required (All Branches)
 - a. Military to military requires a Special Power of Attorney for each member

6. Flight itinerary/Promotion Verification Letter/EFMP Enrollment Letter along with Page 7 of DD form 2792 (if required)

___ Pick up the keys for viewing (Bldg. 217, Kadena MHO, Camp Kinser residents: Bldg. 107, room 118 Camp Kinser).

___ Take video, photograph and/or document floorplan of housing selections and share with inbound personnel.

___ Sponsor will return keys within 24 hours to MHO (bldg. 217, Kadena MHO, Camp Kinser residents: bldg. 107, room 118 Camp Kinser).

___ Within 48 hours, email Counselor (and courtesy copy member) inbound personnel housing selection.

___ Member will e-sign acceptance paperwork and forward to sponsor and/or assigned counselor. (If member is unable to e-sign, sponsor will schedule an appointment with counselor to sign paperwork. A Special Power Of Attorney will be required.)

___ Sponsor (with Special Power Of Attorney if member cannot e-sign) will pick-up housing keys on scheduled date and prepare home for inbound personnel.

Sponsor can borrow kitchen kits/small appliances from the base lending locker as available. A copy of member's orders will be needed.

- Kadena Airman & Family Readiness Center – Open to military service members, DoD employees – working or living Kadena AB however, priority is given to Air Force members, Bldg. 220, DSN 634-3366, Mon – Fri, 1300 – 1600
- Torii Station – bldg. 236, DSN: 644-4110, Mon, Tues, Wed, Fri, 0730 – 1600 hrs, Thursday, 1300 – 1630 hrs
- Marine & Family Programs-Resources Centers – open to all military Service Members, DoD employees, & Contractors. Walk-in service is available at the following locations:
 - Camp Foster – Bldg. 445, DSN: 645-8395/7494/2104/2106, Mon – Fri, 0730 – 1630
 - Camp Courtney – Bldg. 4425, DSN: 622-7332, Mon – Fri, 0730 – 1630
 - Camp Kinser – Bldg. 1220, DSN: 637-2815, Mon – Fri, 0730 – 1630
 - Camp Hansen – Bldg. 2339, DSN: 623-4522, Mon – Fri, 0730 – 1630

Lending Locker Agreements are also available online at <https://www.okinawa.usmc-mccs.org/marine-family-support/military-family-life/relocation-assistance> under the Smooth Move Tool Kit and can be emailed with a copy of the member's orders to: mcbb_reloassist@usmc.mil processing.

___ Coordinate members' transportation to final residence.

Welcome to Okinawa!

Member completes move in inspection with housing inspector.