

# Sponsorship Checklist For Civilian Employees



## Pre-Arrival:

- Establish communication with the inbound employee.
  - Send a Welcome Aboard email and include:
    - Electronic Welcome Aboard package [www.okinawa.usmc-mccs.org/about](http://www.okinawa.usmc-mccs.org/about),
    - The latest Marine Corps Installations Pacific COVID-19 Information: <https://www.mcipac.marines.mil/Resources/COVID-19/>
- Obtain the employee's information:
  - Best form of contact (i.e. phone number, email address, etc.),
  - Copy of the employee's orders or letter of employment,
  - Employee's flight information or projected date of arrival,
  - Dietary restrictions/allergies/religious requirement,
  - Status (accompanied or unaccompanied),
  - Will employee relocate with pets?
    - Provide pet importation information: <https://www.okinawa.usmc-mccs.org/about>; [www.maff.go.jp/aqs/english/index.html](http://www.maff.go.jp/aqs/english/index.html).
- Provide the newcomer with all pertinent information for relocating to Okinawa based on their situation (i.e. Special Issuance Passports requirements, childcare services and schools if traveling with children, pet importation process, cell phone services, etc.).
- Respond to any questions or concerns (stick to the facts, be objective).
- Recommend the newcomer to develop a financial plan to cover relocation expenses.
- Set up a P.O. Box for the employee at the post office located near their place of work.
  - Notify the employee of their new FPO AP address.
- Employees 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 / Employment Letter,
    - Approved Area Clearance,
    - Sex Offenders Disclosure,
    - Flight itinerary/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 employee.
    - Return the keys within 24 hours to MHO.
    - Within 48 hours, ensure you or the inbound employee submit to the housing counselor via email their selected option.
    - Inbound employee e-signs the housing acceptance package. If they cannot e-sign, obtain a Special Power of Attorney to continue with the process.

*This checklist serves as a guide for Sponsors assisting incoming personnel and their families with relocating to Okinawa. For recommendations, please, contact MCCS Marine & Family Programs-Resources Centers at [mccb\\_reloassist@usmc.mil](mailto:mccb_reloassist@usmc.mil).*

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- Pick up the housing keys on a scheduled date and prepare home for occupancy. Cancel temporary lodging reservation if previously made.
  - Coordinate temporary furniture delivery through MHO.
  - Checkout kitchen kits and small appliances from MFP Lending Locker (copy of the employee's orders required).
  - Get a grocery shopping list from the Newcomer to buy food and essentials.
  - Set-up Wi-Fi.
- If not eligible for on-base housing, reserve temporary lodging for the employee and their family. Ask what items they might need for the duration of their initial stay (food, essentials).
  - If necessary, make pet boarding arrangements for the inbound pets.
  - Schedule an appointment for the newcomers to attend the in-processing off-base housing brief with the Kadena MHO if required ([www.kadena.af.mil/kadena\\_housing\\_office](http://www.kadena.af.mil/kadena_housing_office)).
  - 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).
  - Communicate COVID-19 precautionary measures prior to the flight and recommend to ensure the following items are prepared for travel:
    - Cloth masks, hand sanitizer/disinfecting wipes,
    - Phone/laptop/tablet,
    - Documents required for travel.
  - Ensure you have a backup Sponsor in place in the event of an emergency.

## **Arrival:**

- Ensure housing/designated TLF room are ready for occupancy. Create a welcome basket with food for the employee and their family to eat after arrival.
- Secure transportation with enough space for the newcomers, luggage, and pets (if applies).
- Greet the employee at the airport.
- Transport the newcomers to their housing unit or TLF.
- Within 3 days of arrival assist the inbound employee and family with switching to TRICARE Overseas. Civilian employees who are not eligible for TRICARE will need to contact their HR Department.
- Explain how to sign up for AtHoc Mass Notifications. Share emergency phone numbers.
- Coordinate commissary and Exchange runs to support the newcomers during arrival period.
- Help the employee complete their check-in process including checking into all required locations (i.e. HR Department, Housing, Post Office, USNH, etc.).
- Provide the employee with the information on how to obtain a SOFA Certification Letter, if needed: <https://www.mcipac.marines.mil/Staff-and-Sections/Special-Staff/Office-of-the-Staff-Judge-Advocate/Installation-Law/SOFA/>
- If the employee does not have a DoD ID, help the employee obtain a base pass for up to 29 days.
  - 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.

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- If necessary, help the employee and dependents make an appointment with IPAC for their DoD ID at: <https://rapids-appointments.dmdc.osd.mil/appointment/default.aspx/>
- Provide a base tour to assist the employee or the family with getting familiarized with the area.
- Assist the employee in obtaining a USFJ SOFA driver's license.
- Assist the employee with shopping for a vehicle.
- Assist the employee with the house hunting process.
- If applicable, bring the employee to the respective MFP Lending Locker to borrow kitchen items.
- Assist employee with obtaining a Japanese cellphone (if necessary).
- Assist the employee with completing a P.O. Box registration process (if applies).
- If applicable, assist the employee with enrolling their child(ren) into childcare or school.
- If the employee is going to reside off-base with pets, remind them to register their pet with the local city office.

<b>Helpful Contact Information</b>	
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="https://www.okinawa.usmc-mccs.org/relocation">https://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>
Fidelis U-Shop Program	<a href="https://www.facebook.com/FidelisRides/">https://www.facebook.com/FidelisRides/</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 Driving in Okinawa	645-3183 <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>
US 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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