

Sponsorship Checklist

90-60 Days Prior to Your Inbound Service Member or 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.mccsokinawa.com/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.mccsokinawa.com/welcomeaboard, COVID-19 guidance weblinks, Family Data Sheet, 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.
- ___ 7. To minimize spread of COVID-19, create and communicate a plan for Restriction of Movement (ROM) period, including a way to get reimbursement for purchases, with your inbound Service Member or family. Ensure the Newcomers and their family have access to food, amenities, transportation, and accommodation:
 - ___ a. Port-to-Final Residence (recommended option for families arriving with pets)
 - ___ b. Designated TLF
 - ___ c. Designated Barracks/BEQ/BOQ
 - ___ d. Date ROM ends: _____.

60-30 Days Prior to Your Inbound Service Member or 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/)
 - ___ 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. Await 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 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 unaccompanied, if BEQ/BOQ is not available before arrival, obtain a CNA before reserving temporary lodging. Ask what items they might need for the duration of ROM (food, essentials).

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30 Days Prior to Your Inbound Service Member or Family Arrives:

- ___ a. 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 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 Loan Locker (copy of Newcomer's orders required).
 - ___ i. Get a grocery shopping list from the Newcomer to buy 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 and ROM requirements.
- ___ 4. Communicate COVID-19 precautionary measures prior to the flight and recommend to ensure the following items are prepared for travel:
 - ___ a. Cloth masks, hand sanitizer/disinfecting wipes,
 - ___ b. Phone/laptop/tablet,
 - ___ c. Documents required for travel.
- ___ 5. Ensure you have a backup Sponsor in place in the event of an emergency.
- ___ 6. If necessary, make pet boarding arrangements for the incoming pets.
- ___ 7. Register your Newcomer for the virtual Newcomers' Orientation Welcome Aboard Brief online at www.mccsokinawa.com/relocation (if required).

Day of Arrival – ROM Period:

- ___ 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 applies).
- ___ 3. Create a welcome basket with food for the Newcomer or family to eat after arrival.
- ___ 4. Greet the Newcomer at the airport. Provide your inbound Service Member with the "Notice of Isolation/Quarantine/Conditional Release Letter."
- ___ 5. Take the Newcomer or family to their designated quarters/military housing unit or TLF.
 - ___ a. Disinfect vehicle after transporting the Service Member or family.
- ___ 6. Assist your inbound Service Member with checking into the Unit. USMC: make an appointment with IPAC Inbound for the inbound Service Member's in-processing if not made at the AMC terminal. USN: make sure the Newcomer checks-in with CPPA within 24 hours of arrival.
- ___ 7. Provide guidance on Travel ROM Exit Testing (TRET) procedures in Okinawa
- ___ 8. Within 3 days of arrival assist the Service Member and family with switching to TRICARE Overseas to ensure smooth Travel ROM Exit Testing (TRET).
- ___ 9. Explain how to sign up for AtHoc Mass Notifications. Share emergency phone numbers.

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- ___ 10. Coordinate commissary and exchange runs to support your inbound Service Member or family during ROM period.

Once access to on-base facilities is granted to the Newcomer per ROM guidance:

- ___ 1. If family housing is still pending, assist the inbound Service Member with attending a housing brief at the MHO for in-processing.
- ___ 2. Have the inbound Service Member check-in with IPAC/CPA for in-processing. E-5 and below unaccompanied USMC personnel will check-in to IPAC via R&O.
- ___ 3. If accompanied with pets, ensure your inbound Service Member contacts the Kadena Veterinary Clinic upon arrival for pet check-in.
- ___ 4. If necessary, take the inbound member to check-in with the Regional Housing Office.
- ___ 5. Assist the Newcomer with obtaining a USFJ SOFA Driver's License.
- ___ 6. Assist Newcomer with obtaining a Japanese cellphone (if necessary).
- ___ 7. Assist the Newcomer with completing a P.O. Box registration process.

Post Arrival:

- ___ 1. Assist with car shopping.
- ___ 2. If necessary, assist with house hunting.
- ___ 3. Assist with cultural adaptation (do's and don'ts).
- ___ 4. Provide tour of bases and local community.
- ___ 5. If applicable, assist the Newcomer with childcare enrollment or school enrollment.
- ___ 6. If the inbound member is going to reside off-base with pets, remind them to register their pet with the 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 mccb_reloassist@usmc.mil https://www.mccsokinawa.com/relocation/
Kadena Military Housing Office	634-0582/0583, kadenahousing.customerService@us.af.mil
Designated TLF Reservations	645-2455, fosterlodge@okinawa.usmc-mccs.org
IPAC Inbound	645-7728/4810/7980/7914/6093 https://www.mcbbutler.marines.mil/Base-Information/IPAC/IPAC-Inbound/
Fidelis U-Shop Program	https://www.facebook.com/FidelisRides/
Shop My Exchange	https://www.shopmyexchange.com
Commissary Click2Go	https://www.commissaries.com/shopping/click-2-go
MCIPAC Installation Safety Office	645-3183
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	645-9355, https://okinawa.tricare.mil/
TRICARE Pacific	+65-6339-2676, 1-877-678-1208 (toll-free from the U.S.) https://tricare.mil/ContactUs/CallUs/OverseasResources/

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