

# Sponsorship Checklist

## **90-60 Days Prior to Your Incoming Service Member or Family Arrives:**

- \_\_\_ 1. If you have not done so already, attend **SPONSORSHIP TRAINING** with Marine and Family Programs-Resources.
- \_\_\_ 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](http://www.mccsokinawa.com/welcomeaboard), COVID-19 guidance weblinks, Family Data Sheet and PCS Flowchart.
- \_\_\_ 3. Obtain the newcomers' information:
  - \_\_\_ a. Name, paygrade, and marital status.
  - \_\_\_ b. Best way to contact the newcomer.
  - \_\_\_ c. Copy of Orders.
  - \_\_\_ d. Flight itinerary information.
  - \_\_\_ e. If accompanied, copy of Area Clearance/DEA.
  - \_\_\_ f. If accompanied, number and age of children.
  - \_\_\_ g. If accompanied, pet information.
  - \_\_\_ h. Dietary restrictions/allergies/religious requirements.
- \_\_\_ 4. Provide newcomer with all pertinent information for relocating to Okinawa.
- \_\_\_ 5. Respond to incoming member's questions. Stick to the facts, be objective.
- \_\_\_ 6. To minimize the spread of COVID-19, create and communicate a 14-day Restriction of Movement (ROM) plan with your incoming Service Member or family. Ensure your newcomer or family has access to food and amenities.
  - \_\_\_ a. Port-to-Home Residence (recommended option for families with ROMing pets)
  - \_\_\_ b. Designated TLF
  - \_\_\_ c. BEQ/BOQ
  - \_\_\_ d. Date ROM ends: \_\_\_\_\_

## **60-30 Days Prior to Your Incoming Service Member or Family Arrives:**

- \_\_\_ 1. Inbound Member should contact Kadena Military Housing Office (MHO) to check eligibility of the Port-to-Home Residence Program.
  - \_\_\_ a. Forward a copy of the DD Form 1746 and Sex Offender Disclosure from MHO to the inbound Service Member.
  - \_\_\_ b. Inbound Member should complete the Advance Housing Application Package:
    - \_\_\_ i. DD Form 1746
    - \_\_\_ ii. Orders (Basic & Original – USMC / Original - USN)
    - \_\_\_ iii. Approved Area Clearance or 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)
  - \_\_\_ c. Pick up the keys for viewing (bldg. 217, Kadena MHO, Camp Kinser residents: bldg. 107, room 118).
  - \_\_\_ d. Take video, photograph and/or document floorplan of the housing selections and share them with the incoming Service Member.
  - \_\_\_ e. Return the keys within 24 hours to MHO.
  - \_\_\_ f. Ensure you submit the incoming member's option to the housing counselor via email within 48 hours.
  - \_\_\_ g. Provide the incoming Service Member with his/her housing acceptance package.

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

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- i. If your incoming Service Member cannot e-sign, obtain a Special Power of Attorney to continue with the process.
  - h. Pick up the incoming Service Member's keys and prepare his/her final quarters for occupancy.
    - i. Coordinate temporary furniture through the Kadena MHO
    - ii. Checkout a kitchen kit from the MCCS Marine & Family Programs-Resources Loan Locker.
    - iii. Set-up Wi-Fi
- 2. If necessary, make Billeting arrangements for your incoming Service Member.
- 3. Reserve temporary lodging at the designated TLF for accompanied personnel not conducting ROM in their permanent quarters. If unaccompanied, ensure you have a CNA before reserving temporary lodging.
  - a. If accompanied, make an appointment with the Kadena Housing Office for your newcomers' to resume the housing assignment process after ROM.

## **30-0 Days Prior to Your Incoming Service Member or Family Arrives:**

- 1. If possible, set up a P.O. Box for your incoming accompanied member.
- 2. **Navy personnel attached to the U.S. Naval Hospital: set up a P.O. Box for all incoming personnel.**
- 3. When sponsoring unaccompanied USMC and USN Greenside, E1-E5, notify member of Reception and Orientation (RO) for pick-up and ROM requirements.
- 4. Communicate COVID-19 precautionary measures prior to flight and recommend the following items for travel.
  - a. Cloth masks
  - b. Hand sanitizer/disinfecting wipes
  - c. Laptop/tablet
- 5. Recommend the incoming Service Member develop a financial plan to cover expenses made during ROM.
- 6. Ensure you have a backup sponsor in place in the event of an emergency.
- 7. If necessary, make kenneling arrangements for incoming pets.
- 8. Sign up your newcomer for the virtual Newcomers' Orientation Welcome Aboard online at [www.mccsokinawa.com/relocation](http://www.mccsokinawa.com/relocation).

## **Day of Arrival – 14-day ROM:**

- 1. Provide your incoming Service Member with the "Notice of Isolation/Quarantine/Conditional Release Letter."
- 2. Marine Corps Personnel: make an appointment with IPAC Inbound for the incoming Service Member's in-processing if not made at the AMC terminal.
- 3. Ensure quarters are ready to move in. Create a welcome basket for the newcomer or family so there is something available to eat.
- 4. If residing in Billeting, pick up the incoming Service Member's key. Ensure the room is ready for occupancy.
- 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 incoming Service Member with checking in to the unit.
- 7. Coordinate commissary and exchange runs to support your incoming Service Member or family during their 14-day ROM.

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## **Following the Completion of COVID-19 14-day ROM:**

- 1. If housing is still pending, assist the incoming Service Member with attending his/her housing in-processing.
- 2. Have the incoming Service Member check-in with IPAC (USMC) or their CPPA (USN) for in-processing. (E-5 and below USMC unaccompanied personnel will check-in to IPAC via Reception and Orientation (RO)).
- 3. Assist the Service Member or family with the TRICARE re-enrollment process.
- 4. If accompanied with pets, ensure your incoming Service Member emails the Kadena Vet Clinic upon arrival.
- 5. If accompanied with children, take the Service Member to Resource & Referral, Camp Foster, Bldg. 495, to complete the childcare enrollment process.
- 6. If necessary, take the incoming Member to check-in with the Regional Housing Office.
- 7. Assist the newcomer with obtaining a USFJ SOFA Driver's License.
- 8. Assist newcomer with obtaining a Japanese cellphone.

## **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 incoming member is residing off-base with pets, remind member to register his/her pet with the local city office.

Helpful Contact Information	
Relocation Services	315-645-8395/7494/2104/2106 <a href="mailto:mcbb_reloassist@usmc.mil">mcbb_reloassist@usmc.mil</a>
Kadena Military Housing Office	315-634-0582/0583 <a href="mailto:Kadenahousing.customerservice@us.af.mil">Kadenahousing.customerservice@us.af.mil</a>
Designated TLF Reservations	315-645-2455 <a href="mailto:fosterlodge@okinawa.usmc-mccs.org">fosterlodge@okinawa.usmc-mccs.org</a>
IPAC Inbound	315-645-7728/4810/7980/7914/6093
Fidelis Rides 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>
MCIPAC Installation Safety Office	315-645-3183

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