

Sponsorship Checklist For Civilian Employees



Pre-Arrival:

- Establish communication with the incoming employee.
 - Send a Welcome Aboard email.
 - Include the Electronic Welcome Aboard package:
www.mccsokinawa.com/welcomeaboard
 - For the latest III MEF and MARFORJ Command Information related to COVID-19 and current Health Production Condition (HPCON), include:
<https://www.iiimef.marines.mil/Coronavirus/>
- Respond to any questions or concerns (stick to the facts, be objective).
 - Communicate COVID-19 precautionary measures prior to flight and recommend the following items for travel.
 - a) Cloth Mask
 - b) Hand sanitizer/disinfecting wipes
 - c) Laptop/tablet
 - Recommend the incoming employee develop a financial plan to cover expenses made during ROM.
 - Have a back-up sponsor in case of emergencies.
 - Provide the back-up sponsor's contact information to the incoming employee.
- Obtain the employee's contact information.
 - Best form of contact (i.e. phone number, email address, etc.).
 - Request a copy of the employee's orders or letter of employment.
 - Obtain the employee's flight information or projected date of arrival.
 - Are there any dietary restrictions/allergies/religious requirement?
 - Will the employee arrive accompanied or unaccompanied?
 - Provide pertinent information based on their situation (i.e. childcare services and schools if traveling with children).
 - Will employee relocate with pets?
 - Provide the pet importation information:
<https://www.mccsokinawa.com/welcomeaboard/#tab6>
- Provide newcomer with all pertinent information for relocating to Okinawa.
- To minimize the spread of COVID-19, create and communicate a 14-day Restriction of Movement (ROM) plan with your incoming employee or family.
 - Date ROM ends: _____
- Set up a P.O. Box for the employee at the post office located near his/her place of work.
 - Notify the employee of his/her new FPO AP address.
- If necessary, contact Kadena Housing Office to determine eligibility. If eligible:
 - ___ a. Forward a copy of the DD Form 1746 and Sex Offender Disclosure from MHO to the inbound employee.
 - ___ b. Complete the Advance Housing Application Package:
 - ___ i. DD Form 1746

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- ___ ii. Orders/Employment Letter
- ___ iii. Approved Area Clearance
- ___ iv. Sex Offenders Disclosure
- ___ v. Flight itinerary/ 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 employee.
- ___ e. Return the keys within 24 hours to MHO.
- ___ f. Ensure you submit the employee option to the housing counselor via email within 48 hours.
- ___ g. Provide the incoming employee with his/her housing acceptance package to e-sign.
 - ___ i. If your incoming employee cannot e-sign, obtain a Special Power of Attorney to continue with the process.
- ___ h. Pick up the employees keys and prepare his/her final quarters for occupancy.
 - ___ i. Coordinate temporary furniture through the Kadena MHO.
 - ___ ii. Checkout a kitchen kit from the MCCA Marine & Family Programs-Resources Loan Locker.
 - ___ iii. Set-up Wi-Fi.
- If not eligible for Advance Housing Application:
 - Reserve temporary lodging for the employee or incoming family.
- Schedule an appointment with the Kadena Housing Office for your newcomers' for in-processing off-base housing brief after ROM by calling: 634-0582/0583 opt. 7.
 - Encourage the employee to visit, [www.kadena.af.mil/Kadena Housing Office](http://www.kadena.af.mil/Kadena_Housing_Office) for additional housing information.
- Register the employee, spouse and any children over 10 years for the Newcomers' Orientation Welcome Aboard by calling: 645-8395/2104 or by visiting: www.mccsokinawa.com/relocation.

Arrival:

- Ensure quarters are ready to move in. Create a welcome basket for the newcomer or family so there is something available to eat.
- Go on a Commissary run. Ensure your newcomer or family has access to food and amenities.
- Provide employee with the "Notice of Isolation/Quarantine/Conditional Release Letter."
- Meet the employee or family at the airport and transport them to their designated quarters.
- Wear Mask and disinfect vehicle after transporting the employee or family.
- Help the employee or family check-in to the temporary lodging facility, if applicable.

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Post-ROM:

- Help the employee complete his/her check-in process including checking into all required locations (i.e. HR Department, IPAC, Housing, etc.).
- Provide the employee with the information on how to obtain a SOFA Letter, if needed:
<http://www.mcipac.marines.mil/Staff-and-Sections/Special-Staff/Office-of-the-Staff-Judge-Advocate/Installation-Law/SOFA/CONTRACTORS/>
- 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.
- If the employee does not have a DoD ID, help the employee obtain a base pass for up to 29 days.
- If necessary, help the employee make an appointment with IPAC for his/her DoD ID (and his/her dependents, if applicable) through:
<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 with the house hunting process.
- Assist the employee in obtaining a USFJ SOFA driver’s license.
- Assist the employee with obtaining a vehicle.
- If applicable, bring the employee to the respective Marine & Family Programs-Resources Center to borrow Loan Locker items.
- If applicable, assist the employee with enrolling their child(ren) into childcare or the respective school.

Helpful Contact Information	
Relocation Services	315-645-8395/7494/2104/2106 mcbb_reloassist@usmc.mil
Kadena Military Housing Office	315-634-0582/0583 Kadenahousing.customerservice@us.af.mil
Designated TLF Reservations	315-645-2455 fosterlodge@okinawa.usmc-mccs.org
IPAC Inbound	315-645-7728/4810/7980/7914/6093
Fidelis Rides U-Shop Program	https://www.facebook.com/FidelisRides/
Shop My Exchange	https://www.shopmyexchange.com
MCIPAC Installation Safety Office	315-645-3183