

Sponsorship Checklist

For Civilian Employees

Pre-Arrival:

- Establish communication with the incoming employee.
 - Send a Welcome Aboard email.
 - Include the Electronic Welcome Aboard package:
<https://www.mccsokinawa.com/welcomeaboard/>
 - Respond to any questions or concerns (stick to the facts, be objective).
 - 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.
 - 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/#tab5>
- 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.
- Make an appointment at the Kadena Housing Office for the employee's in-processing off-base housing brief by calling: 634-0582/0583 opt. 7.
 - Encourage the employee to visit, <http://www.housing.af.mil/Units/Okinawa/> for additional housing information.
- Reserve temporary lodging for the employee or incoming family.
- 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:

- Go on a Commissary run.
 - Create a welcome basket. Ensure the employee or family has something available to eat for the first night and the next morning after their arrival.
- Meet the employee or the family at the airport.
- 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) for up to 29 days until the employee's DoD ID is issued.
- Help the employee or family check-in to the temporary lodging facility.
- 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/>
- Help the employee make an appointment with IPAC for his/her DoD ID (an his/her dependents, if applicable) through: <https://rapids-appointments.dmdc.osd.mil/appointment/default.aspx>
- Assist the employee in obtaining a USFJ SOFA driver's license.
- Help the employee complete his/her check-in process including checking into all required locations (i.e. HR Department, IPAC, Housing, etc.).

Post-Arrival:

- Assist the employee with obtaining a vehicle.
- Assist the employee with the house hunting process.
- 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.
- Provide a base tour to assist the employee or the family with getting familiarized with the area.

