

Sponsorship Checklist

90-30 Days Till Your Incoming Service Member or Family Arrives:

- ___ 1. If you haven't 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 and PCS Flowchart.
- ___ 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 information
 - ___ e. If accompanied, copy of Area Clearance/DEA
 - ___ f. If accompanied, number and age of children
 - ___ g. If accompanied, pet information
- ___ 4. Provide newcomer with all pertinent information for relocating to Okinawa.
- ___ 5. Respond to incoming member's questions. Stick to the facts, be objective.

15-30 Days Till Your Incoming Service Member or Family Arrives:

- ___ 1. If necessary, make Billeting arrangements for your incoming Service Member.
- ___ 2. If accompanied, make an appointment with the Kadena Housing Office for your newcomers' in-processing. Set the appointment within 2 business days of the newcomers' arrival.
- ___ 3. Reserve temporary lodging for accompanied personnel. If unaccompanied, ensure you have a CNA before reserving temporary lodging.
- ___ 4. If possible, set up a P.O. Box for your incoming accompanied member. **Navy personnel attached to the U.S. Naval Hospital: set up a P.O. Box for all incoming personnel.**
- ___ 5. Marine Corps Personnel: make an appointment with IPAC Inbound for the incoming Service Member in-processing.
- ___ 6. If applicable, register your incoming Service Member, spouse, and children 10+ years for the Newcomers' Welcome Aboard (NOWA): via DSN: 645-2104/2106/8395 or online at: www.mccsokinawa.com/relocation.
- ___ 7. When sponsoring unaccompanied USMC and USN Greenside, E1-E5, notify member of JRC pick-up and week-long in-processing.
- ___ 8. Ensure you have a backup sponsor in place in the event of an emergency.
- ___ 9. If necessary, make kenneling arrangements for incoming pets.

Day of Arrival:

- ___ 1. Create a welcome basket for the newcomer or family. Ensure the incoming Service Member or family has something available to eat.
- ___ 2. If residing in Billeting, pick up the incoming Service Member's key. Ensure the room is ready for occupancy.
- ___ 3. Meet the newcomer or family at the airport.
- ___ 4. Assist newcomer with obtaining a Japanese cellphone.
- ___ 5. If necessary, take pets to Karing Kennels
- ___ 6. Take the newcomer or family to the lodging/Billeting facility.

This checklist serves as a guide for sponsors assisting incoming personnel and their families to Okinawa. For recommendations, please contact MCCS Marine & Family Programs-Resources Center at: mcbb_reloassist@usmc.mil.

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First Week of Arrival:

- 1. If accompanied, have the incoming Service Member attend his housing in-processing brief within the 1st or 2nd day of arrival.
- 2. Have incoming Service Member check in with IPAC (USMC) or their CPPA (USN) for in-processing the 1st or 2nd day of arrival. If unable, ensure the incoming Service Member checks in with IPAC (USMC) no later than the 5th day of arrival or the CPPA (USN) no later than the 4th day of arrival.
- 3. If accompanied with pets, help the incoming member check-in their pets with the Kadena Vet Clinic within 72 hours of arriving to the island.
- 4. If applicable, have the Service Member attend NOWA on the Wednesday following his/her arrival.
- 5. If accompanied, take the incoming Member to check-in with the Regional Housing Office on the 4th day of arrival. Assist the newcomer with obtaining a USFJ SOFA Driver's License if not obtained during NOWA.
- 6. If necessary, bring the newcomer to the Loan Locker for a basic kitchen kit.

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.

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