

# CIVILIAN EMPLOYEE SPONSOR CHECKLIST



## BEFORE ARRIVAL

Contact the USCS employee (sponsee) with an introductory email and stay in contact with your sponsee throughout their move process (ideally 1x/week).

Obtain a [Special Power of Attorney \(SPOA\)](#), if applicable.

- *You can find the SPOA at the Legal Services Front Desk (located in the PMO building) or on the Legal Services website [here](#). If your sponsee has a pet, obtain a pet SPOA [here](#) to allow for you to make arrangements at the Barking Lot upon their arrival.*

Instruct the sponsee to submit a housing application for their permanent home via email or fax, as soon as they can:

- [Instructions](#)
- [Form to fill out \(DD Form 1746\)](#)
- [Homes available to the sponsee](#)

Send information about the new community and duty assignment, answer questions, and provide resources (school liaison, pet information, housing information, etc).

Confirm transportation to Iwakuni.

- *Your sponsee should coordinate with CHRO to reserve their flights via Patriot Express if needed be.*

Make a reservation at temporary lodging.

- *Have the sponsee provide their credit card information over the phone in advance to speed up the check-in process.*
- *Do not make a reservation until you receive confirmed Patriot Express flight itinerary.*
- *Temporary lodging reserves the right to move reservations between Inns of the Corps and the Kintai Inn, as necessary.*

Set up a PO Box (go to Post Office with a copy of their orders).

- *Contact [iwkn\\_smbiwakunipos@usmc.mil](mailto:iwkn_smbiwakunipos@usmc.mil) with questions.*

Suggest to your sponsee to unlock their phones and sign up for a 1 week international plan with their cell service provider in case of emergency.

Review [amenities available at the housing locations](#) for situational awareness.

Establish best form of electronic payment so that you will be reimbursed for any costs incurred on their behalf (Zelle, Venmo, NavyFed, Cash App, etc).

Provide your sponsee with multiple forms of contact information for where they will be working once they arrive.

Have your sponsee provide you a reasonable list of MUST HAVE food/household items/pet supplies, if applicable, to start preparing for their arrival.

- *Suggest they create a meal plan for easier grocery shopping and have them identify dietary restrictions/allergies.*

## UPON ARRIVAL

Sign up the sponsee and their family, age 16 and up, for the Welcome Aboard brief.

- *To sign up call: 253-6161 or email: [OMBIwakuniInformation.ReferralandRelocation@usmc-mccs.org](mailto:OMBIwakuniInformation.ReferralandRelocation@usmc-mccs.org)*
- *Childcare is free at the CDC for Welcome Aboard, as long as space is available, on a first come, first served basis (253- 5584). If utilizing the CDC or School Age Care programs, be sure to complete the [special events registration packet](#) which will be required for each child you drop off. Remember to bring immunization records with you at drop off. If childcare is not available, the sponsor should assist with setting up childcare, or you can bring your children to the Welcome Aboard. The Centers open at 0700. The CDC is located in Bldg 635 (across from Sakura Theater) and SAC is in Bldg 9540 (across from the TLF).*

Coordinate with your sponsee to drop off /pick up new hire documents that requires to be submitted to CHRO if submitting via email is not possible.

Ensure your sponsee and all family members 16 and older attend the Welcome Aboard brief.

Go with your sponsee to check-in with CHRO for additional new hire requirements.

Go with your sponsee to check-in with his/her activity.

If accompanied, visit [family housing](#).

Introduce your sponsee to on-base resources and key locations such as: the Commissary, PX, Information & Referral, library, New Parent Support, outdoor rec, etc.

Assist sponsee with transportation until the family can acquire a vehicle (these should be need- based: trips to the commissary, purchasing a vehicle, etc).