

# ACCOMPANIED SPONSOR CHECKLIST



## BEFORE ARRIVAL

Contact the service member and family with an introductory email and stay in contact with the service member throughout their move process (ideally 1x/week).

Obtain a Special Power of Attorney (SPOA).

*This is important, especially now. If your sponsor goes directly into housing, this SPOA will allow you to accept housing, accept UB/HHG deliveries, set up Americable, and get temp furniture set up before arrival. 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 second 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.

- *Marines, Sailors, and dependents should be arriving in Japan only on the Patriot Express directly into the MCAS Iwakuni AMC Terminal until further notice.*

Make a reservation at temporary lodging.

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

Return (or make sure that the incoming family has returned) the completed DD Form 1746, Copy of orders, and Area Clearance to housing at: iwknfamilyhousing@usmc.mil. Some families, specifically those with children or pets, may be offered to complete their ROM period in government quarters. The housing office will work with sponsors and new arrivals to identify these potential homes prior to arrival.



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.*

Prepare the family for ROM expectations (no leaving their quarters for 14 days).

Suggest families sign up for a 3 week international plan with their cell service provider to carry them through ROM and one week beyond in case of emergency.

Communicate with the family that they will go from the AMC terminal to their ROM location, that transportation will be provided from the terminal via shuttle buses (details needed on car seats, pet transportation), and that temporary lodging is a short (<5 min) drive from the terminal.

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 family with multiple forms of contact information for their unit.

Review [amenities available at all ROM locations](#) for situational awareness.

Have the family you are sponsoring give you a reasonable list of MUST HAVE food/household items/pet supplies, if applicable, to start preparing for their arrival.

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

### **If the family goes directly into HOUSING instead of temporary lodging:**

If it is determined that the family can and decides to go directly into housing, cancel their temporary lodging reservation.

There will not be Internet/cable. Incoming PCS personnel going directly into housing should sign up for Americable online with payment in advance, [here](#). Americable can pre-install the service in the house as long as they have access to the house (covered under the SPOA).



If a family is going directly into housing, advise them to bring vacuum sealed linens and towels in their suitcases, if possible. These are not available for checkout at the Lending Locker. What they cannot bring in their luggage, will have to be provided for them by the unit/community or purchased by the incoming family.

Provide information updates to unit sponsor coordinator, as necessary, to ensure central tracking of your sponsee status.

## 24-72 HOURS BEFORE ARRIVAL

Get grocery list from your family and start shopping/preparing for arrival.

If moving directly into housing, start coordinating WiFi setup, stick furniture, and (if desired by your sponsee) unaccompanied baggage express delivery.

If moving into housing, stock the house with groceries and household items.

- *Examples include light cleaning supplies like paper towels, toilet paper/hand soap for multiple bathrooms, Clorox wipes and other cleaning supplies like a broom and/or vacuum, as well as any baby needs-formula, wipes/diapers, pack 'n play, laundry detergent, dish soap/sponge, kitchen towel, trash bags, linens/towels needed, etc.*

Lending locker kitchen supplies (pots, pans, and dishes) 24 hours before family arrival, if desired.

## DAY OF ARRIVAL AND DAYS OF ROM

Do not meet your sponsee at the terminal; plan to meet them at their temporary lodging or housing location.

- *Upon meeting them, stay 6 feet apart, with face covering at all times. Once they enter their housing or temporary lodging, do not, yourself, enter that space anymore.*

Check in your sponsored family at temporary lodging or Housing the day of their arrival at 0900.

Stock their temporary lodging room or house with groceries - coordinate any dietary needs/preferences (Sponsors can usually stock the room the morning of; however, if

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space is available and rooms are vacant, they can do this the day before. If there is a co-sponsor or a spouse volunteer, the sponsor should let the temporary lodging front desk know their names/contact information and they can be escorted to the room with items to be dropped off).

Families with pets will need pet supplies (pet food and anything else they may require).

Meet the service member and family upon arrival at temporary lodging/housing.

- *Stay 6 feet away, do not enter their domicile with them, and everyone should be wearing masks.*

Continue to provide groceries and meals throughout the ROM period as well as any entertainment, toys for children, etc.

- *Anything “borrowed” from the sponsor or community can be returned once ROM is complete. The sponsor is not financially responsible for anything purchased. The sponsor should be reimbursed with electronic payment.*

Provide [laundry services and trash pick-up](#) throughout ROM.

Sign up the service member and family, age 16 and up, for the Welcome Aboard (mandatory the first Monday they exit ROM).

- *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).*

### **If the family is going directly into HOUSING instead of temporary lodging:**

Provide linens, pillows, blankets, towels, washcloths, etc.

Provide paper towels, toilet paper/hand soap for multiple bathrooms, Clorox wipes and other cleaning supplies (broom/vacuum), as well as any baby needs- formula, wipes/



diapers, pack 'n play, laundry detergent, dish soap/sponge, kitchen towel, trash bags, etc. Work with your sponsee to determine what items they would like you to purchase. As these items are part of the traditional initial purchase when setting up a home, the arriving service member will reimburse the sponsor for their purchase.

Provide pots, pans, dishes ([Lending Locker](#) is available through Information & Referral): 253-6161.

Set the thermostat and leave their keys inside the house for their arrival, and front door unlocked.

## AFTER ROM ENDS

Ensure your sponsee and all family members 16 and older attend the Welcome Aboard Brief on the first Monday after their ROM period ends.

Go with service members to the unit check-in point after ROM is complete.

If the family conducted ROM in temporary lodging and not housing, visit [family housing](#) within two days after ROM completion.

Introduce service members to MCCS resources such as: Information & Referral, library, new parent support, and outdoor rec after ROM is complete.

Familiarize service members and families with the installation and key locations such as Commissary, MCX, etc., after ROM is complete.

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