

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. 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 their transportation to Iwakuni is booked.

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 flight 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.

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

- *Contact iwkn_smbiwakunipos@usmc.mil with questions.*

Suggest families sign up for a 1 week international plan with their mobile service provider in case of emergency.

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 the housing 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:

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).

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.

UPON ARRIVAL

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

Sign up the service member and family, age 16 and up, for the Welcome Aboard brief.

- *To sign up call: 253-6161 or email: OMB/wakuniInformation.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.

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

Go with service members to the unit check-in point.

Introduce service members to MCCS resources such as: Information & Referral, library, new parent support, and outdoor recreation.

Familiarize service members and families with the installation and key locations such as Commissary, MCX, 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).