

UNACCOMPANIED SPONSOR CHECKLIST



Units will sponsor their unaccompanied service members in accordance with [MCO 1320.11G](#) to ensure that each service member is given proper guidance throughout the PCS process and knows what to do when they arrive in Iwakuni.

BEFORE ARRIVAL

As soon as the service member appears on your inbound roster, contact them in order to ensure they are properly checking out of their current command.

Ensure they provide you with a copy of their orders.

Ensure they obtain a passport.

Ensure they have a confirmed itinerary for flying to MCAS Iwakuni.

- *The majority of those PCS'ing to Iwakuni will do so on the Patriot Express.*

Report their confirmed itinerary to your unit sponsor coordinator.

Suggest they have their cell phones unlocked 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.

Provide information updates to unit sponsor coordinator as necessary to ensure central tracking of the inbound service members' status.

UPON ARRIVAL

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

Ensure they attend the Welcome Aboard brief.

Introduce service member to MCCS resources such as: Information & Referral, library, outdoor rec, etc.

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