

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, knows what to do when they arrive in Iwakuni, is provided for during their ROM period, and is appropriately tracked throughout travel and ROM.

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 for the foreseeable future.*

Report their confirmed itinerary to your unit sponsor coordinator.

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

Suggest they have their cell phones unlocked and 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 them that upon arrival, they will go from the AMC terminal to their ROM location, and that transportation will be provided from the terminal via command-provided transportation.

Review [amenities available at the barracks/BOQ ROM locations](#) for situational awareness.

BEFORE ARRIVAL



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

- *This is if you as the sponsor and the inbound service member agree that you will set up their barracks or BOQ room with any requests to make their stay in ROM more comfortable.*

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

DAY OF ARRIVAL and DAYS 1-14 of ROM

Stock the service members' room with any pre-coordinated requests.

Do not meet the service member at the terminal; plan to meet them at their barracks or BOQ room.

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

Continue to provide groceries or meals throughout the ROM period as well as any other needs, entertainment, etc.

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

Sign up the service member for the Welcome Aboard (mandatory the first Monday they exit ROM). To sign up call: 253-6161 or email: OMBliwakuniInformation.ReferralandRelocation@usmc-mccs.org

AFTER ROM ENDS

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

Ensure they attend the Welcome Aboard brief.

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

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

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