

USPACOM SPONSOR CHECKLIST

This checklist is a guide for sponsors to ensure the transition of newly assigned personnel is as smooth as possible.

Sponsor Responsibilities

Follow and complete the sponsor checklist.

Refer any questions, comments, or suggestions regarding this checklist to the respective J1 Service personnel.

Pre-Arrival

- _____ Establish contact with inbound Service member
- _____ Provide member with useful command phone numbers
- _____ Obtain addresses and phone numbers of member at transit and leave locations
- _____ Establish JKO account
- _____ Complete JKO (ISTOP Prereq Training) Training
- _____ Assist with email account establishment paperwork & network connectivity
- _____ Assist with security clearance requirements
- _____ Assist with scheduling ISTOP
- _____ Assist with badge requirements
- _____ Direct to Quality of Life link on PACOM Newcomer webpage
- _____ Determine needs:
 - Family status, special considerations
 - Family members travel concurrently
 - School requirements and desires
 - TRI-CARE
 - Spouse employment possibilities
 - Day care
 - Housing requirements and desires - on/off-base housing
 - Personal transportation - if shipping Privately Owned Vehicle (POV) you will need to provide a Hawaii vehicle registration and insurance requirements (DF-L 50) to DMV. Service Elements will provide the DF-L 50 to inbound Service Member upon arrival.
 - Assess personal transportation needs upon arrival and provide rental car info if necessary
 - Pets (advise member of Hawaii quarantine law)
- _____ Advise on uniform requirements

- _____Temporary Housing Requirements
- _____Temporary Lodging Allowance (TLA), contact Service housing office for additional information
- _____Temporary lodging arrangements, must check in with Service lodging facilities for additional information
- _____Schedule appointment with respective housing office
- _____Make appointment with J1 for check-in process

Arrival

- _____Meet the member (and family) at the airport
- _____Assist member in getting to rental car agency if required
- _____Escort member and family to their temporary lodging
- _____Check for any special needs before departing temporary lodging (location of commissary, exchange, baby formula, fast food?)
- _____Provide member with directions outlining routes from lodging to Camp Smith
- _____Ensure member knows how to contact you for assistance
- _____Provide member emergency contact numbers (Command Duty Officer (CDO), Camp Smith)
- _____Accompany to J1 for in-processing on the first duty day following arrival