**COVID-19 Inbound Sponsorship**

**IPAC INBOUND:** Members are to have their original orders and reporting endorsement submitted via EPAR to be joined while ROM. Members are required to check-in with the IPAC Inbound Branch within five (5) working days of completing ROM to complete the new join audit. Members that do not arrive on island through the JRC, should refrain from coming in on Wednesday's due to an extended wait time for the IPAC New Join process. Mon-Fri 0730-1130 and 1300-1630. Closed Thursday afternoons for training 1400 – 1630.

**Newcomers’ Orientation Welcome Aboard (NOWA): virtual** classes will be held and should be taken during ROM, but cannot be taken prior to the member/dependents arrival to Okinawa. Sponsor can sign their inbound members at: [www.mccsokinawa.com/relocation](http://www.mccsokinawa.com/relocation) to register or have them call our offices at 645-2104/8395/7494.

**Kadena Base Housing:** As soon as member has orders and the family data sheet, contact [kadenahousing.customerservice@us.af.mil](mailto:kadenahousing.customerservice@us.af.mil) DSN: 315-634-0582 and ask for a completed advance housing application package for forwarding to new inbound Marine. Housing selection should be conducted as soon as possible to ensure availability of housing but must be completed no later than 15 days prior to the arrival of accompanied service members.

Newly arrived personnel is required to attend the In-processing Housing

Briefing after they complete ROM. The housing briefings are held daily at 08:30 Except Wednesday and US Holidays. Due to limited seating, once you have their travel itinerary, please contact us to sign up for the housing brief.

**PMO:** Business as usual. Members are able to receive/submit their background check forms at PMO on Camp Courtney. 0730-1600 Mon-Fri

**Vehicle Registration:** Business as usual. Location: Camp Foster building 5638. 0730-1600 Mon-Fri

**Tricare @ Camp Foster Naval Hospital:** Business as usual. 0730-1600 Mon-Fri

\* If accompanied with pets, ensure your incoming Service Member emails the Kadena Vet Clinic upon arrival and on-base housing should be established.

**ROM:** During ROM, arriving personnel and dependents will be restricted to their TLF or quarters and constant support is essential. Recommend supported service member develops a financial plan to support food/meal or hygiene items plan for ROM period and how funds will be provided to the sponsor for purchases. Consider use of prepaid commissary or AAFES gift cards. Members should mail or bring sufficient personal effects to support themselves. Sponsors can set up a P.O. Box in advance for the inbound member to allow mail to be forwarded prior to arrival.

**MMCS LODGING:** Will serve as the single point of contact for all reservations at DSN: 315-645-2455 or email [fosterlodge@okinawa.usmc-mccs.org](mailto:fosterlodge@okinawa.usmc-mccs.org). Note\* 30 days of TLA is afforded.