**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 J111 Element.

**Pre-Arrival**

\_\_\_\_\_Review USPACOMINST 0227.1, Chapter 3

\_\_\_\_\_Review Command Sponsor Program website on USPACOM Homepage

for sponsor information

\_\_\_\_\_Establish contact with inbound Service member

\_\_\_\_\_Verify the command welcome letter and welcome package

were received

\_\_\_\_\_Provide member with useful command phone numbers

\_\_\_\_\_Obtain addresses and phone numbers of member at transit and

leave locations

\_\_\_\_\_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) provide Hawaii vehicle registration and

insurance requirements (DF-L 50)

Assess personal transportation needs upon arrival and   
 provide rental car info if necessary

Pets (advise member of Hawaii quarantine law)

Postal Requirements - provide HQ USPACOM General Delivery  
 address

Ensure member completes Information Assurance Training and   
 forwards Training Certificate to the sponsor prior to  
 arrival

\_\_\_\_\_Advise on uniform requirements

\_\_\_\_\_Temporary Housing Requirements

Temporary Lodging Allowance (TLA) - if eligible, contact

J11for latest update

Make temporary lodging arrangements as required

(Army must go to Tripler Guest House first, then the

Inn at Schofield Barracks)

(Navy must have PCS orders stamped by Navy Housing

Office prior to starting TLA – Any TLA approved

Facility may be used)

(Marine Corps may use any TLA approved facility)

(Air Force may use any TLA approved facility)

\_\_\_\_\_Schedule appointment with respective housing office

\_\_\_\_\_Make appointment with J11for 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 maps 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 J111 service elementfor in-processing on the

first duty day following arrival