



MARFOREUR/AF SPONSOR CHECKLIST

THE INFORMATION IN THIS DOCUMENT WHEN COMPLETED IS SUBJECT TO THE PRIVACY ACT OF 1974. THIS DOCUMENT MAY CONTAIN PERSONAL OR PRIVILEGED INFORMATION AND SHOULD BE TREATED AS **"FOR OFFICIAL USE ONLY."** UNAUTHORIZED DISCLOSURE OF THIS INFORMATION MAY RESULT IN **CIVIL AND CRIMINAL PENALTIES.**

INBOUND MARINE INFORMATION

Grade and Full Name: _____ Marine's Date of Birth (DOB): _____

Spouse's Name: _____

Children (Gender and Age): _____

Family Member(s) Passports () Yes () No; Type of Passports (Official and/or Tourist) _____

Pets (Type and Breed): _____

***NOTE* ALL traveling family members need passports/SOFA**

Current Unit/Office Address: _____

Office Phone Number: _____

Home Address: _____

Home Phone Number: _____ Cell: _____

Member Security Clearance: _____

Accompanied or Unaccompanied: _____

Previous OCONUS moves to Europe/Germany?: _____

Obtain members orders?: _____

Valid State Driver's License: () Yes () No (License must be valid for the entire tour or be renewable by mail)

Dependent Travel (if applicable) Selected

() Concurrent

() Deferred

() Unaccompanied

() Airlines/Flight Number: _____

Arrival Date: _____ Time: _____

Arrival Airport: _____

() Number of people: _____

Number of bags total: _____

Excess gear: _____

Number of pets: _____

() Pickup vehicle reserved: () Yes () No () N/A

Checkout date: _____

Time: _____

Military license required: () Yes () No

Driver required: () Yes () No

() **FRO/Sponsorship Coordinator notified on arrival details:** () Yes () No

MARFOREUR/AF SPONSOR CHECKLIST - PRE-ARRIVAL ACTION ITEMS

- () Ensure you advise the member of the need to submit the following items before they arrive:
- Proof of Joint Anti-Terrorism Level 1 (MarineNet JATLV10000) completion.
 - Proof of USMC Cyber Awareness Training (MarineNet CYBERM0000) completion.
 - Report of suitability for overseas assignment, to include dependents (if applicable). Area Clearance/Dependent Entry Approval must be approved prior to detaching.

Check to see if member has received the following:

- Commander and Sergeant Major Welcome Aboard letter.
- MARFOREUR/AF Welcome Aboard Guidebook
- Family Readiness Officer Welcome Letter

- () Communicate with the member to see how they are doing this part of the process.

- () Express Shipment- (Items for immediate use i.e. kitchen items, uniforms, weather appropriate clothing)

- () Temporary Lodging reserved: (Availability of on-base lodging must be determined and a certificate of non-availability will be obtained prior to making off base lodging arrangements.)

Certificate of Non-Availability# (if applicable) _____

From/To: _____ POC at hotel: _____

Hotel: _____ # of rooms: _____

Telephone Number: _____

Cost per day: _____ Additional costs: _____

Cost Includes: _____

Pets: _____

- () Provided FRO with family member local Stuttgart POC information?

Hotel room#: _____

Cell phone#: _____

Work section: _____

Email: _____

Member DOB for eMarine: _____

- () Set up general delivery mailbox for member (copy of orders needed to establish CMR mailbox).

- () Call hotel to confirm arrangements and arrival time.

- () Housing status (wait time)? _____

- () G-1 Manpower and FRO informed of any change in assignment status?

- () Recheck temporary lodging arrangements:

- Furnish arrival date/time.
- Ensure rooms will be ready.
- Inspect accommodations for adequacy.
- Make sure mailbox is setup.

- () Prepare data card for member (to include):

- You and your spouse's names.
- Your office/home phone numbers (and detailed dialing instructions).
- Your office/quarters addresses (and detailed driving instructions).
- How to call a taxi or ride the bus.
- How to get emergency medical care.
- How to contact a chaplain.
- How to contact the Family Readiness Officer

- () Reserve childcare at CDC for in-processing classes that Marine and spouse (encouraged) should attend. Check CYS website for proper forms and documents to be completed <http://stuttgart.armymwr.com/europe/stuttgart/programs/parent-central-services/>

- () If Marine/Family member are bringing pets, coordinate requirements/assistance with the Panzer Veterinarian Clinic at 431-2681, Building 2996, Panzer Kaserne.

MARFOREUR/AF SPONSOR CHECKLIST - POST-ARRIVAL ACTION ITEMS

- (1) Assist member with checking into the hotel.
- (2) Take member and family for IACS (base access) registration at Bldg. 2915.
- (3) Point out local dining facilities hours of operation and ensure the member is aware that family members can dine in the mess hall.
- (4) Take the member to Exchange/Commissary/bank/post office/lending closet.
- (5) Provide instructions on the use of the local telecommunications.
- (6) Ensure transportation arrangements are understood for the first few days. Provide bus schedule as needed.
- (7) Notify the Family Readiness Officer upon arrival in case of any special needs or request. Arrange to meet the FRO with spouse within two (2) days of arrival.
- (8) Check to ensure member brings along all military orders, travel itinerary, lodging receipts (if applicable), health and dental records for in-processing.
- (9) Arrange for check-in at MARFOREUR/AF starting with G-1 Manpower (obtain reporting endorsement) then with the Regional Personnel Administration Center (RPAC) to complete the join process.
- (10) Arrange for in-processing with Garrison Welcome Center. Contact Central Processing Facility at 431-2599/2803, building 2913, Panzer Kaserne.
- (11) Assist in registering family members in Tricare at Patch Medical.
- (12) Assist and lead member through in-processing actions (to include housing).
- (13) Assist with checking on their inbound vehicle and vehicle registration.
- (14) Ask the member how they are doing during this point of the process. Pay attention to frustration, confusion, or any odd signs.