

# U.S. ARMY JAPAN

## Ten Steps for Sponsorship Success



Follow the links in these ten simple steps when sponsoring [incoming personnel](#) to help them feel properly welcomed to Japan. This information may also be provided to newcomers for reference. Helpful videos: [incoming servicemembers](#) and [incoming civilians](#).

1

### REVIEW THE SPONSORSHIP PACKET

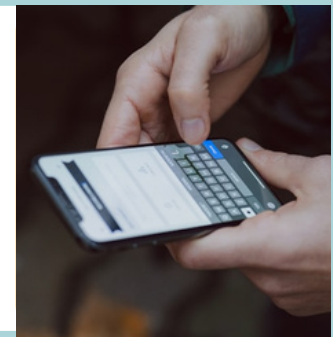
Review the [Sponsorship Packet](#) and obtain the [in-processing checklist/personnel data sheet](#) which provides important details that need to be completed to move forward in this process.



2

### CONTINUOUS COMMUNICATION

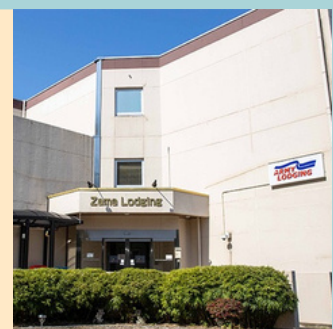
Contact either [MPD](#) or [CPAC](#) to obtain a copy of newcomer orders and always keep open lines of communication between yourself and the newcomer. Try to do the research and answer newcomer questions promptly.



3

### MAKE LODGING RESERVATIONS AND HOUSING APPOINTMENT

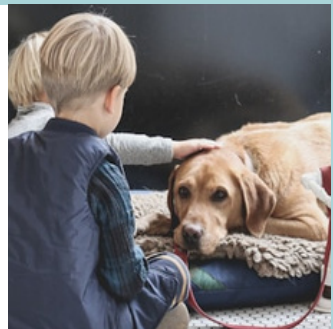
Use the orders to make [lodging reservations](#) and [housing appointment](#) for the newcomer (and family). Leave water and snacks in lodging room for newcomer and family one day prior to arrival (optional).



4

### ARRANGE FOR SCHOOLS AND PETS

Contact [John O. Arnn Elementary](#) and/or [Zama Middle High School](#) to set registration and enrollment appointments for newcomer family members. Make [pet care kennel](#) reservations as needed.



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### MAILBOX AND OFFICE ADDRESS

Obtain new [mailbox](#) for newcomer, and as needed, obtain new office/unit address. Send new addresses to newcomer.



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### DRIVER TRAINING & VEHICLE INFO

Contact the [driving/vehicle registration](#) office for more information on driving in Japan. The closest auto dealers are [ATC](#) and [Wellcham](#). Pre-owned vehicles are also listed in the [Camp Zama Classifieds on FaceBook](#).



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### MEDICAL & DENTAL CARE INFO

Incoming servicemembers are entitled to medical and dental care at [BG Sams U.S. Army Health Clinic](#) through TriCare. Incoming civilians can receive care on military installations on space availability. Here is more information on the [Civilian Navigator Program](#).



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### NARITA BUS RESERVATION

Contact Zama Outdoor Recreation to [reserve airport bus seats](#) for newcomer and family. Watch these helpful videos: [incoming servicemembers](#) and [incoming civilians](#).



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### NEWCOMER WELCOME

Contact [Camp Zama Army Community Service](#) to schedule for the next Newcomer Orientation, and also find out about the loaner items and many other useful services to get acclimated to the community.



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### COMMUNITY AMENITIES

Camp Zama is a dynamic little Army community, complete with an [AAFES Exchange](#), [golf course](#), [dining facility](#), two [community dining clubs](#), a [bowling alley](#), [movie theater](#), two [fitness centers with pools](#), a [craft shop](#), two [libraries](#), [education center](#), two [chapels](#) and two [commissaries](#).

