

## SPONSOR CHECKLIST

### Pre-Arrival Duties

\_\_\_ Initiate contact with incoming personnel within 24 hours of receiving their information.

\_\_\_ Send an Army Community Services (ACS) welcome packet for the community.

\_\_\_ Inquire what specific needs and concerns the newcomers have. If they don't know, try to determine the need and meet it.

\_\_\_ Promptly provide any information requested. Ask for assistance if necessary. Do not ignore requests.

\_\_\_ Provide specific unit, mission, duties and inprocessing details.

\_\_\_ Provide specific installation housing policies and cost of living information.

\_\_\_ Sponsor the entire family. Initiate contact between spouses and children, as appropriate.

\_\_\_ Provide driver's license information.

\_\_\_ Tell the newcomers where you will meet them upon arrival.

\_\_\_ Arrange temporary lodging and transportation.

\_\_\_ Inform the chain of command of any changes in the status of incoming personnel.

\_\_\_ Promptly follow-up with the newcomer and all correspondence. Discuss:

- Travel plans, arrival date and number in party
- Confirmation of temporary lodging
- Pet arrangements, as necessary

### Arrival and Post-Arrival Duties

\_\_\_ Meet the newcomers at the arrival point as planned and escort them to the temporary lodging you have secured for them. Include family members, as appropriate.

\_\_\_ Insure the newcomers basic needs are met, including meals, pet supplies, and family and emergency contact numbers.

\_\_\_ Assist with temporary transportation until other means are established.

\_\_\_ Escort the newcomer to the inprocessing center and all locations listed on the inprocessing checklist.

\_\_\_ Introduce the newcomer to the immediate chain of command, supervisors and co-workers, and orient them to the unit and mission.

\_\_\_ Provide a tour of essential post and community locations including the PX, Commissary, banking facilities, thrift shop, hospital/clinic, schools, clubs and dining facilities. Also familiarize them with the local area.

\_\_\_ Introduce family members to the Family Support Group. Unaccompanied personnel should be introduced to the Better Opportunities for Single Soldiers (BOSS) program.

\_\_\_ Assist newcomers in obtaining a driver's license, inspection and registration of POV, as necessary.

\_\_\_ Take newcomers to ACS for information on the Loan Closet and other available services.

\_\_\_ Acquaint newcomers with the local school system and child care facilities, as necessary.