



# Sponsor Checklist

## Pre-arrival Duties

- Initiate contact within 72 hours of sponsorship designation. Contact is NOT complete until you receive a response.
- Send an Army Community Service (ACS) welcome packet and personal letter.
- Conduct 'Needs Assessment'. If issues are identified, coordinate with Command.
- Set up a mail box. Obtain copy of orders.
- Exchange contact numbers & e-mails.
- Provide any information requested within 72 hours. Ask for assistance if necessary. Do not ignore any request.
- Provide specific unit, mission, duty and in-processing details.
- Provide specific installation housing policies and cost of living information.
- Sponsor the entire family. Initiate contact between spouses and children, as appropriate. Offer spouse sponsorship. Offer youth (6<sup>th</sup> grade+) sponsorship.
- Provide USAREUR driver's license study and testing information.
- Tell the newcomer how and where you will meet them upon arrival.
- Arrange temporary lodging (keep pets in mind) and transportation from the airport.
- Inform chain of command of any changes in the status of incoming personnel.
- Provide school registration and/or CYSS registration & waiting list information
- **Discuss**
  - Travel plans, arrival date and number in party
  - Confirmation of temporary lodging
  - Local currency
  - Pet arrangements, as necessary
  - Infant seat/Child booster seat requirements (different here in Germany from USA)
  - Credit Card (micro chip versus magnetic strip)
  - State-side drivers' license (verify)



# Sponsor Checklist

## Arrival/Post-Arrival Duties

- Meet the newcomer at the arrival point as planned and escort them to the temporary lodging you secured. Include family members, as appropriate.
- Ensure the newcomer's immediate and basic needs are met, including meals, local currency, pet supplies, and emergency contact numbers. Assist with temporary transportation until other means are established.
- Escort the newcomer to the Central In-Processing Facility.
- Provide a tour of essential post and community locations including the Exchange, Commissary, banking facilities, thrift shop, hospital/clinic, schools, clubs and dining facilities. Also familiarize them with local community facilities and services (especially near their lodging area).
- Introduce family members to the Family Readiness Group.
- Unaccompanied personnel should be introduced to the Better Opportunities for Single Soldiers (BOSS) program; escort them to the Warrior Zone.
- Assist newcomer in obtaining a USAREUR driver's license, German issued international driver's license, and inspection and registration of POVs, as necessary.
- Take newcomer to ACS for information on the Lending Closet and other available resources and services (especially the EFMP program) within 2 duty days of arrival.
- Acquaint newcomer with the local school system and child care facilities, as necessary.
- Explain currency, phone system (caution se state-side cell phone), and voltage differences.
- Introduce newcomer to chain of command and others within the unit.
- Ensure all central and unit in-processing workstations are successfully completed.
- Complete sponsorship evaluation.