

SPONSOR RESPONSIBILITY CHECKLIST

Task Needed			TASK	NOTES	DATE COMPLETED
Y	N	NA			
PRE ARRIVAL					
			Initial Contact within 72 hours (contact is not complete until you receive a response)		
			Send Personal Letter & digital ACS Welcome Packet		
			Conduct Needs Assessment		
			If issues are identified during needs assessment, coordinate with Command Team		
			Respond to questions within 72 hrs		
			Discuss/offer Spouse Sponsorship Program		
			Discuss/offer Youth Sponsorship Program		
			Exchange contact numbers/emails		
			Obtain copy of orders		
			Explain Unit Mission, assignment details and In-processing Procedures		
			Obtain APO Address/CMR Box		
			Contact Housing Office		
			Forward CYSS/School registration requirements		
			Verify pet arrangements		
			Make temporary lodging reservations		
			Obtain travel itinerary (Ensure inbound Soldier contacts you if any changes to itinerary occurs)		
			Explain where you will meet them upon arrival		
			Update Command Team reference any changes to report date/ status		
			Arrange for transportation to/from Airport		

ADDITIONAL NOTES:

ARRIVAL & POST ARRIVAL

Task Needed			TASK	NOTES	DATE COMPLETED
Y	N	NA			
			Meet newcomer/family		
			Escort to temporary lodging		
			Determine any immediate needs or changes to status		
			Arrange for first meal		
			Escort to Central Processing Facility		
			Escort to Unit		
			Tour installation and explain location of essential services		
			Escort to ACS (Lending Closet) within 2 working days of arrival		
			Explain currency/phone system/voltage differences		
			Explain off post resources and services		
			Assist in securing housing		
			Assist until transportation is secured		
			Introduce Soldier to chain of command and others within the unit		
			Introduce Spouse to FRSA and FRG Leader		
			Ensure all in processing workstations are successfully completed		
			Explain benefits/availability of private organizations		
			Explain BOSS program to Single Soldiers; escort to Warrior Zone		
			Discuss resources on Ramstein AFB (KMCC, golf course, indoor pool, etc)		
			Complete evaluation with USC		

ADDITIONAL NOTES: