

# SPONSOR'S CHECKLIST

SPONSOR WILL ASSUME RESPONSIBILITY FOR COMPLETION OF THE FOLLOWING ITEMS TO ENSURE THE SMOOTH TRANSITION OF THE INCOMING PERSONNEL.

1. Prepare and send a letter of welcome to the incoming soldier within 10 calendar days after assignment as a sponsor. Include information on how you can be contacted (i.e. work phone, DSN, email, and if you choose home/cell phone).
2. Upon request, ensure ACS welcome packet is sent to soldier. Encourage soldier to visit local ACS prior to PCS.
3. Obtain soldier's date, time and placement of arrival. Obtain leave address for additional information.
4. Assist with temporary lodging. Be prepared to provide transportation to guest house or TLA approved lodging.
5. Assist with arrangements for immediate needs of the family pending arrival of hold baggage and household goods (i.e. ACS Lending Closet).
6. Arrange to meet and provide transportation from the airport to approved TLA lodging.
7. Orient soldier to new unit and post. Point out locations of Transportation office, PC, Commissary, Bank, Medical Treatment Facility, ACS, local community, etc.
8. Assist the soldier during in-processing. Introduce to appropriate superiors and subordinates. Assist in company procedures for newcomers.
9. Assist soldier with transportation appointment and procedures to determine estimate time of arrival for POV hold baggage, and household goods.
10. Consider having snacks available for the soldier and family.
11. Make ACS one of your first stops with newcomers to obtain valuable information on their new home.