

3/3/2009

## **CHRA-E SPONSORSHIP CHECKLIST**

Obtain local information and Telephone Directory for ACS to guide you and the new employee. There is also helpful information for both the new employee and sponsor on the CHRA web site located at <http://cpolrhp.blvoir.army.mil/eur/> in the **Living and Working Overseas**. If the new employee has very limited or no internet access, please print off the information in this section and go over it with him/her and mail a hard copy so they know what to expect upon arrival. Below is a general listing designed to help you and our new employee start off on the right foot. Thank you so much for taking on the awesome responsibility of Sponsorship!

### **TO COMPLETE BEFORE ARRIVAL**

- \_\_\_ Make contact by telephone and/or email within two days of assignment and gather pertinent information from employee on family members, pets, special medical needs, etc.
- \_\_\_ Obtain flight information and make appointment with CPAC liaison to obtain ID card as soon as possible upon arrival in country.
- \_\_\_ Obtain APO postal box (will need full name, SSN, and copy of orders).
- \_\_\_ Mail to the employee the ACS Welcome packet, CHRA Information Guide, the Welcome Letter from the Director and any other pertinent information.  
<http://www.mwrgermany.com>
- \_\_\_ Make reservations for lodging to cover at least the first 30 days.
- \_\_\_ Make arrangements for employee/family transportation from arrival point to lodging.
- \_\_\_ Obtain study manual for driver's license at:  
<http://www.hqusareur.army.mil/rmv/default.htm>.
- \_\_\_ Keep supervisor informed on status changes.
- \_\_\_ Request Emergency POC information from employee while in travel status.
- \_\_\_ Assure the employee has completed the computer user test prior to arrival found on the following web site <https://itt.eur.army.mil> and thumb drive awareness test  
<https://iatraining.us.army.mil>
- \_\_\_ Submit 119 online ticket for computer and telephone (hardware, if needed, as well as hook-up).

## TO COMPLETE ON OR AFTER ARRIVAL

- \_\_\_ Sponsors may request use of government vehicle to transport employee in and around local area for appointments.
- \_\_\_ Greet employee at airport arrival point or if employee uses commercial transportation such as "TLS" to leave the airport, meet them at their lodging office.
- \_\_\_ Obtain ID cards and in-process with CPAC.
- \_\_\_ Escort employee to official duty station and to their supervisor.
- \_\_\_ Ensure employee has an established AKO account.
- \_\_\_ Take employee to Transportation Section to make arrangements for household goods and hold baggage delivery.
- \_\_\_ Take employee to Housing Office for orientation and appointments (check with local Housing Office for office hours).
- \_\_\_ Obtain ration cards and key card/office keys (check with Supervisor).
- \_\_\_ Inform employee about tax-free certificates (VAT forms) and military postal service.
- \_\_\_ Assist as needed with school registration, childcare services, pet registration, etc.
- \_\_\_ Assist with POV pick-up, registration and inspection.
- \_\_\_ Transport and familiarize employee with important locations such as local military shopping area, recreational facilities, hospital, etc.
- \_\_\_ In- process at banking/credit union facility of choice.
- \_\_\_ Assist with transportation on rental possibilities.
- \_\_\_ Assist with application for home telephone/cell phone.
- \_\_\_ Assist with transportation to Hospital/Clinic Orientation.
- \_\_\_ Have employee rate sponsorship experience on ICE web-based survey site. Go to Living and Working Overseas and click on Sponsor Survey to comment.
- \_\_\_ Visit lending closet for temporary items until hold baggage arrives.
- \_\_\_ Attend Information Training Center (ITC) scheduled briefing (coordinate with Supervisor).
- \_\_\_ Suggest: enrollment in the FLAG (Families Learning about Germany) class. Check with local ACS office.