

SPONSOR CHECKLIST

Sponsors should use the following checklist as they help incoming employees. The checklist is mostly chronological, and not all items will apply to all incoming personnel. Additionally, based on the circumstances, other items may need to be added to accommodate the incoming person's unique situation.

SPONSORSHIP DUTIES	
Before Arrival	
	(1) Complete sponsorship training provided by ACS. (2) Review <u>AE Pamphlet 600-8-8</u> and other community sponsorship guidance. (3) Provide timely and accurate information, be available to provide assistance, and make new personnel and their Families feel welcome.
	Send a welcome letter to the newcomer after being notified of sponsorship duties.
	Contact the newcomer by telephone, fax, or e-mail within 72 hours to inquire about and provide information on specific needs, such as—
✓	ACS newcomer-orientation programs.
✓	Spouse employment: https://cpolrhp.cpol.army.mil/eur/overseas/employee_handbook/living/family_member_employment.htm
✓	Children and their ages and special interests. Provide DODDS info. Check with YS and DODDS to see if a youth sponsorship program is available.
✓	Childcare needs.
✓	Exceptional Family member requirements. Provide a copy of AE Pamphlet 608-75 (https://aepubs.army.mil/pdfpubs/AEP608-75_994435.pdf)
✓	Pets.
✓	Shipping a vehicle.
✓	Current information on the possession, registration, and transfer of POFs and on German laws on dangerous dogs.
	Refer the newcomer to the CHRA-E website (https://cpolrhp.cpol.army.mil/eur/overseas/employee_handbook/living/index.htm) for in-processing information and community links
	Gather current information from agencies in your military community (for example, housing, Government furniture and appliances) that will help the new person prepare for the overseas move.

Suggest the incoming person visit his or her local ACS relocation readiness website (http://www.grafenwoehr.army.mil/sites/support/acs.asp).
Send welcome packet and garrison newspaper from your local ACS to the newcomer. (Note: most welcome packets are on CD now.)
Inform newcomers about the in-processing requirements they will need to take care of when they arrive. (Send a copy of the training plan.)
Enroll the employee in the IMCOM-Europe Action Officer Course by contacting the ASO.
Make CPAC in-processing appointment.
Once you have a copy of the person's orders, open a mailbox.
Make housing appointment.
Send the employee information on requirements to get network access. Send the employee web links and appropriate forms. Have the employee send certificates of completion and signed SAAR form to you.
Ask the employee to complete a biography and send it to you. (A sample biography is below.) Provide the bio to the chief as soon as the employee returns it. Make an appointment with the branch or division chief for a welcome office call.
If the employee has school-age children, contact the registrars of the specific schools the children will attend and provide applicable e-mail addresses to the employee.
Ensure the employee's desk is set up with basic supplies, SOPs, etc. Ensure telephone, PC, and other office equipment is in working order.
Arrange for transportation (NTV) from the airport to the new community.
Make arrangements to meet the newcomers. Let them know who will meet them and where they will be met.
Arrange temporary accommodations for arriving personnel and their Families.
On Arrival
Meet civilian personnel and their Families at the airport.
Escort newcomers to their accommodations and ensure their immediate needs are met (for example, money exchange, food, personal necessities, and emergency contact numbers).
Make arrangements for transportation and work schedule until the employee can get around on his or her own.
Provide employee information cards (shown below).
After Arrival
Ensure temporary transportation is available until other means have been arranged (shuttle bus or public transportation).
Assist personnel during in-processing.
Escort new personnel and Families to the local ACS office and other support agencies. Let newcomers know about support agency programs and services.

Sample Employee Bio

Stewart R. Long

- Born 31 December 1959 in Brownsville, Texas.
- Graduated from North Quincy High School in North Quincy, Massachusetts, in June 1977.
- Graduated from Clark University in Worcester, Massachusetts in May 1981 with a BA in Psychology.
- Joined the U.S. Navy in 1993.
- Graduated from the Defense Language Institute in Monterey, California, in April 1983 with a certificate in Russian Language Studies.
- Served as the Academic Advisor/Regional Coordinator for Central Texas College at Zama, Japan, from 1993-1996.
- Served as the Field Representative/Director for PLATO Learning, Inc. in the Academic Skills Learning Center in Strassborn, Austria, 1996-2004.
- Served as the Field Advisor for the University of Phoenix at Denver, Colorado, in 2004.
- Served as Chief Editor for the United States Army in Japan from 2004-2008.
- Graduated from the University of Chicago in January of 2005 with a Master Degree in Childcare Administration.
- I am married to Mary L. Long, we have 4 grown children and 3 cats.

Employee Information Sheet

Your personal mailing address:

CMR 432, Box 111
APO AE 09081-0111

Office address:

IMCOM-Europe (IMEU-HRA)
Unit 29055
APO AE 09081-9055

Your office DSN: 379-6356

Your office (from civilian phone): 06202-80-6356

Supervisor: Marcus A. Cox

Marc's office DSN: 379-6346

Office is:

Administrative Services Branch, Human Resources Division, United States Army Installation Management Command, Europe Region

Call the U.S.: 001 + area code + number
Call Germany: 011 + 49 + 6202-80-6356

7. MOVING CHECKLIST FOR SPONSORED PERSON

Sponsor should provide the checklist below to the employee at the earliest possible date.

30 Days Before
Give notice required by the lease to your landlord if you live off base. Provide him or her with a written notice and keep a copy for yourself.
Prepare an inventory of goods.
Notify post office of new address and fill out change of address cards.
Gather medical and dental records.
Check and clear tax assessments.
Notify insurance company of move before goods are packed.
Check out auto licensing requirements.
Notify schools and have transcripts forwarded.
Arrange pet shipment and be sure immunization record is up to date. Shot and vaccinations must be over 30 days old for most foreign assignments.
Make travel plans.
Make hotel reservations, and reconfirm later.
Decide what items to give to charity. Get a signed receipt to use for your tax return if you itemize on your taxes.
Two Weeks Before
Collect clothing items to clean and repair.
Return items borrowed, collect items loaned out.
Transfer or close out banking accounts, if desired.
Arrange to have utilities disconnected.
Have your car tuned up for the trip, or cleaned (inside and out) if you are going overseas. Check oil, water, battery and tires.
One Week Before
Pack suitcases.
Plan travel games, activities, for all Family members.
Place suitcases and carryon baggage for overseas trips in closet, away from movers.
Withdraw the contents of your safe deposit box.
Cancel newspaper, maid service, etc.
Day Before Moving
Empty refrigerator and defrost freezer. Let stand with door belted open for 24 hours.
Moving Day
Have phone numbers of the packers and personal property office handy.
Be there or have a friend there to answer questions from the movers.
Accompany the van operator during the inventory of things to be moved. Be sure you have pictures of all high priced items, with receipts, and social security numbers that are on the TV, Stereo, CD players, etc.
Sign and save copies of all moving documents. Be sure delivery address is correct.
Confirm delivery date and time. For overseas assignments, get an approximate time frame, as delivery is not guaranteed on any certain date.
Before leaving your home for the last time, do a walk-through and check each room and closet. Make sure windows are locked and lights are out.