

STUTTGART SPONSOR CHECKLIST / NEEDS ASSESSMENT

This is a list of items on which each sponsor must take action to ensure that new personnel and their command sponsored family members are fully prepared for relocation.

Contact Army Community Service (ACS) Relocation Readiness Program (RRP) for trainings, resources and assistance: DSN 431-3346/3362, COM 07031-15-3346/3362.

ENSURE you and the Newcomer resources www.militaryonesource.com and/or www.stuttgart.army.mil Relocation webpage and uses the "Plan My Move" electronic calendar.

PART I – ASSIGNEE NEWCOMER AND FAMILY MEMBER DATA

Sponsorship Duty assignment date: _____

Obtain a copy of Member's orders

Contact the Newcomer within 72 hours (3 business days) of assignment and obtain the following:

Grade and Name: _____ Nickname: _____

Tour Selected: Accompanied Unaccompanied

Family Travel Status: Concurrent Deferred Unaccompanied

Spouse's Name: _____ Nickname: _____

Children (sex and age): _____

Current Office Address: _____

Office Phone Number(s): _____

Email: _____

Spouse's Email: _____

Home Address: _____

Home Phone Number: _____ Cell Phone Number: _____

Family Members Enrolled in the Exceptional Family Member Program (EFMP) or Special Needs:

Yes No

If yes or if a concern is expressed, contact ACS to connect Newcomer with EFMP personnel:

DSN 431-3820/3362, COM 07031-15-3820/3362.

Pregnant Family Member: Yes No Due Date: _____

If Yes, contact the ACS New Parent Support Program so that the Registered Nurse and Program Manager may connect with the family before departing States: DSN 431-3340/3362, COM 07031-15-3340/3362

Pets: Yes No

If yes, breed(s) and arrival needs: _____

Tourist Passport: () Yes () No

Official Passport: () Yes () No

Family Member Passports and Types: _____

*Valid State Driver's License: () Yes () No

*Valid Motorcycle License: () Yes () No

(*) Let the member know that their license must be valid for their entire tour or be renewable via mail (family members included).

Spouse Requests a Sponsor: () Yes () No

If Yes, contact unit's Family Readiness Group Leader: _____

Youth Sponsorship is requested: () Yes () No

If Yes, contact the School Liaison Officer (SLO) at CYSS Central Registration: DSN 430-7465 / CIV 07116807465.

Notify family to hand carry all important personal documents: () Yes () No

Reference the Plan My Move tab "Items To Hand Carry" for detailed listing.

PART II – PRE-ARRIVAL ACTION ITEMS

() Personalized Command Welcome Letter within 10 days of Newcomer being officially assigned orders. Spouse Sponsorship may be offered again.

() Ensure you advise the Newcomer of the need to submit the following items (these items may be sent via fax or e-mail):

- Proof of Anti-terrorism/Force protection completion.
- Proof of Code of Conduct completion.
- Report of suitability for overseas assignment, Exceptional Family Member Program.
- Any additional training certificates, clearance paperwork, etc.

() Unit/Agency Welcome Package Information. (DOD, OSD and IMCOM intent is that community information is resourced through www.militaryonesource.com to better protect resources. *(Most items are available at the www.stuttgart.army.mil website which links OneSource as well.)*

- Local map, highlighted schools, bases, work sites and living areas.
- Ask member to acknowledge receipt by phone or letter.
- Encourage member to maintain home or renter insurance coverage for protection of household goods and personal effects while in shipment.

() Notify the unit Family Readiness Liaison of the inbound Newcomer for the Family Readiness Group (FRG) to welcome the command sponsored family members?

() Suggest items to mail or ship ahead of Household Shipment to better prepare Newcomer's family: i.e. bed and bath linens, children's favorite toys, seasonal clothing, etc.

() Status of government furnishings available (advise on what items to possibly not bring: US large appliances, lawnmower, swing set, too much oversized furniture, etc.).

() Inform of ACS Lending Closet items to borrow for 60 days: basic kitchen ware, small appliances and baby/toddler items.

() Temporary lodging reserved: (Availability of on base lodging must be determined and a certificate of non-availability must be obtained prior to making off base lodging arrangements.)

Certificate of Non Availability # _____

From/To: _____ POC at hotel: _____

Telephone Number(s): _____

Hotel: _____ # of rooms: _____

Cost per day: _____

Additional costs: _____ Cost includes: _____

() Confirmation letter to hotel sent?

() Set up mailbox for member (copy of orders required) at the Community Mailroom (CMR) where the member will work.

CMR _____, P.O. Box _____, APO/AE _____

() Housing status (wait time)? _____

() Personnel/Human Resources section informed of any change in assignment status.

Arrival Information Date: _____ Time: _____

Flight Number: _____ Arrival Airport: _____ Time to depart for pickup: _____

() Size of pickup vehicle needed: (AER 58-1, para 1-8a authorizes NTV use)

Number of people: _____ Number of bags each: _____

Total Baggage: _____ Excess gear: _____

Number of and sizes of pets: _____

() Pickup vehicle reserved:

Checkout date: _____ Time: _____

Military license required: () Yes () No

Driver required: () Yes () No

() Unit commander or agency supervisor notified on arrival: () Yes () No

() Prepare emergency data card/contact roster for member.

- You and your spouse's name with your office/home phone numbers (and detailed dialing instructions).
- Your office/quarters addresses (and detailed driving instructions).
- How to call a taxi or ride the installation shuttle bus, local train and bus.
- How to get emergency services by contacting the military police.

() Prepare a simple itinerary of first week's agenda to help family be prepared for each day while getting over jetlag.

PART III – POST-ARRIVAL ACTION ITEMS

- () Ensure CPF enrolls Newcomer in Stuttgart Host Nation Orientation class. (USAG Stuttgart Army Community Service [ACS] at DSN 314-431-3362)
- () Assist member with checking into the hotel.
- () Provide instructions on the use of the local telecommunications.
- () Provide local area map and base maps.
- () Arrange for in processing at Unit/Agency.
- () Acquaint member with the PX, Commissary, bank, post office and other community locations.
- () Point out local dining options and hours of operation.
- () Provide installation bus schedule if applicable.
- () Ensure transportation arrangements are understood for the initial few days.
- () Check to ensure member brings along all military, health, dental and finance records for in-processing.
- () Assist and lead member through in-processing actions (to include housing).
- () Assist with checking on inbound vehicle (s) and vehicle registration.
- () Notify the Family Readiness Officer upon arrival in case of any special needs or request.

Remember how you felt when you arrived? Extend yourself and do for the Newcomer what you would have liked done for you. Do not allow the family to stay in the hotel day after day. Try to get them out and be helpful without interfering or seeming overbearing. Don't pay for meals, don't lend money and don't lend your POV.

PART IV – SPECIAL ACTION ITEMS
