

Military Installation Booklet for Ansbach, United States Army Garrison

Base Essentials

Sponsorship

Moving is a way of life for service members and their families. Resources like [MilitaryINSTALLATIONS](#), [Plan My Move](#) and [Military OneSource](#) provide important information to help make moving easier. But, for many newcomers, a sponsor adds that personal touch. A sponsor is assigned by a newcomer's gaining unit and helps the newcomer before, during and after a move. If you haven't been assigned a sponsor, you can request a sponsor through your new unit. Units try to match sponsors and service members by rank and family status. We also recognize that the service member isn't the only one affected by a move, so spouses can also receive training to become a sponsor.

To help prepare sponsors for success, the Sponsorship Program provides training and access to important information and resources. The Sponsorship Program helps sponsors fulfill their duties including:

- Contacting the service member and family with an introductory email
- Staying in contact with the service member throughout the moving process
- Sending information about the new community and duty assignment, responding to questions and providing information about resources
- Confirming transportation and lodging arrangements
- Helping with post office arrangements
- Meeting service members and family members upon arrival
- Going with service members to unit check-in point
- Introducing service members to the Military and Family Support Center and loan closet, if it's available
- Familiarizing service members and families with the installation and key locations, like the commissary

Note: Responsibilities may vary based on service-specific policies and guidance.

Overall, the Sponsorship Program aims to do the following:

- Provide newcomers with a sense of belonging
- Ease the transition for inbound service members and their family members
- Increase productivity of service members and loved ones
- Help newcomers make informed decisions
- Cultivate new friendships, Improve morale

For more information on the Sponsorship Program, contact your installation's Relocation Assistance Program office or, in the Marine Corps, the Information and Referral office.

Youth Sponsorship Program

Many installations give kids the chance to meet a new friend and become acquainted with their new installation through the installation's youth program. Where available, youth can exchange emails, talk on the phone or chat online. For more information, visit [MilitaryINSTALLATIONS](#) and click on Youth Services and your new installation. The youth program staff at your new installation can offer more information on the Youth Sponsorship Program. Families with children may also want to visit [Military Kids Connect](#), an online community for military children and youth. The site offers games, videos and links to teen-led installation tours.

Sponsorship

Service members should log on to the [Sponsorship Gateway to Europe](#) web site to get a sponsor to help them with relocating to USAG Ansbach. It is very important that you communicate with your sponsor prior to your arrival.

Your sponsor can sign you up for a mail box 90 days before your arrival. The mail room will give your sponsor the address. Your mail will be at the mail room upon your arrival.

Register for a sponsor as soon as you are notified of the assignment. Your sponsor can help with information about your new unit and the Ansbach area, as well as answer any questions you might have. DoD civilians and contractors should contact your gaining Civilian Personnel Office or future supervisor for assignment of a sponsor.

Ninety days prior to your arrival date, your sponsor can contact the [Mail Room](#) and complete DA Form 3955 to obtain a mailing address for you to begin forwarding your mail. All mail received will be held for your arrival. If you are delayed in route, it is imperative that you notify your sponsor to inform the post office so that your mail will not be returned to sender.