



Sponsorship Checklist

Sponsor will assume responsibility for completion of the following items to ensure the smooth transition of the incoming personnel:

Pre-Arrival

- Complete the eSAT training.
- Contact the Newcomer via phone or e-mail to introduce yourself and explain the sponsorship process.
- Complete a Needs Assessment* for the Newcomer & Family.
- Prepare and send a Welcome Letter* 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).
- Send link welcome packet link to Soldier (<https://installations.militaryonesource.mil/>). Encourage soldier to visit local ACS prior to PCS.
- Confirm Newcomer has made temporary lodging arrangements.
- Brief your supervisor about the sponsorship process and notify him or her of any issues.
- Ensure the family has contact information for schools, medical care, child care, and other resources.
- Obtain Soldier's date, time, and location of arrival. Notify Soldier of who will meet him or her at the airport and where.

Arrival

- Arrange to meet and provide transportation from the airport to approved lodging. Make arrangements if you are not able to meet them at the airport.
- Make sure you have enough room to transport the Soldier, Family, pets, and all luggage. You may need to have more than one person/vehicle available to meet them.
- Consider having snacks available for the Soldier and Family.
- Advise newcomer and family to download the Digital Garrison App onto their smartphone and to set Carlisle Barracks as their installation.

Post-Arrival

- Assist with arrangements for immediate needs of the family pending arrival of hold baggage and household goods (i.e. ACS Relocation Readiness Program).
- Orient Soldier to new unit and post. Point out locations of Transportation office, PX, Commissary, Bank, Medical Treatment Facility, ACS, local community, etc.
- Assist the Soldier during in-processing. Introduce to appropriate superiors and subordinates. Assist in company procedures for newcomers.
- Assist Soldier with Transportation appointment and procedures to determine estimate time of arrival for POV hold baggage, and household goods.
- Escort the Newcomer to the Housing Office and offer assistance with vehicle registration.
- Make ACS one of your first stops with Newcomers to obtain valuable information on their new home.

**Documents found in the eSAT Tools or at ACS*