



Department of the Army

USAG-D Civilian



SPONSOR CHECKLIST—New Civilian Employee

NEW EMPLOYEE INFORMATION

Name: _____ Start Date: _____
Position: _____ Organization: _____
Sponsor: _____ Supervisor: _____

WITHIN 3 DAYS OF NOTIFICATION AS SPONSOR

- Received notification by “Sponsor Appointment Letter” from the Deputy Garrison Commander. Must obtain new employee contact information from DHR/Hiring Review Board.
- Make initial contact with new employee to welcome him/her to the USAG-D Army team via email/telephone.
- Collect initial contact information from newcomer (i.e., mailing address, flight plans, departure dates).
- Contact DHR Admin to receive a scanned copy of the new employee’s PCS orders via email to take action with opening the mail box and make billeting/hotel reservations.
- Send DD Form 2875 (System Authorization Access Form) to newcomer via email and request to fill out, sign, and return back to you (the sponsor). Deliver form to IT/IMO for processing prior to newcomer’s arrival.

WITHIN 1 WEEK OF BEING A SPONSOR

- Ask newcomer about any special personal, family, or pet needs prior to departure for South Korea.
- Send Welcome Package (Contents: *Garrison Commander’s Welcome Letter* and other contents including:

Local attractions	Religious information	Maps
School and childcare information	Transportation	MWR Flyer/Calendar
Hospitals	Restaurants	CD Rom information

WITHIN 15-20 DAYS OF BEING A SPONSOR (OR UPON RECEIPT OF PCS ORDERS)

- Open base mail box with orders and send to newcomers the box number and address via email/telephone.
- Arrange for billeting reservations for the newcomers, family members, and pets if applicable.

NEWCOMER DAY OF ARRIVAL IN-COUNTRY

- Meet newcomer at the airport or train station for pick up.
- Warmly welcome the newcomer and any family members to the USAG-D Community.
- Provide support until you take newcomer to their place of duty.
- Inform the newcomer about participation in the *Newcomer Engagement Committee* program.

THE FOLLOWING NEXT DUTY DAY—ESCORT NEWCOMER TO HIS/HER WORKCENTER

- Bring newcomer to organizational work center and introduce to immediate supervisor.

3-DAY FOLLOW UP AFTER ARRIVAL OF NEWCOMER

- Follow up with the newcomer to ensure all needs are being met; inquire again about participation in the *Newcomer Engagement Committee* program.
- Confirm newcomer's election to participate in the *Newcomer Engagement Committee* program.
 - YES
 - NO
 - MAYBE
- Submit your signed and completed *Sponsor Checklist* (this document) to the immediate supervisor of the newcomer.

Signature of Sponsor After Completion of All Actions

Date

(Note: Give this checklist to the immediate Supervisor of the new employee within 3 days of newcomer arrival)

Useful Links for Sponsor to Give to New Civilian Employee:

U.S. Army Garrison Daegu Website <https://www.army.mil/Daegu>

Service Now CPAC Portal: <https://service.chra.army.mil>

Pet Shipping: <https://www.aphis.usda.gov/aphis/pet-travel/by-country/pettravel-korea>

Facebook Sites: www.facebook.com/USAGDaegu/ and <https://www.facebook.com/19thESC/>

MWR: <https://daegu.armymwr.com/>

NAF Employees—<https://www.mwr.army.mil/>

USAG-D Civilian Sponsor Checklist

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