

SAMPLE UNIT NAME/AGENCY SPONSOR CHECKLIST

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. Sponsors should add any special preparation actions applicable to the Service Member's or civilian's particular situation. Contact our unit/agency sponsorship coordinator at DSN xxx-xxxx if you have any questions.

PART I – ASSIGNEE AND FAMILY MEMBER DATA

- Obtain a copy of Member's orders
- Call and/or email to obtain the following information:

Grade and Name: _____ Nickname: _____

Spouse's Name: _____ Spouse's Email Address: _____

Children (sex and age): _____

Current Office Address: _____

Office Phone Number: _____ Email Address: _____

Home Address: _____

Home Phone Number: _____ Cell Phone Number: _____

Spouse Requests a Sponsor: Yes No Youth (6th-12th grade) Requests a Sponsor Yes No

Tourist Passport: Yes No Official Passport with SOFA Stamp: Yes No

Family Member Passports and Types: _____

Family Members Enrolled in the Exceptional Family Member Program or Special Needs: Yes No

Pregnant Family Member: Yes No

USAREUR Family travel approved for overseas assignment (With dependent PCS only). Yes No

Pets: Yes No If yes, type(s) and special transportation needs: _____

**Unit/agency makes determination to support transportation costs if large pets are involved. Pets are not considered a dependent under the JFTR/JTR.*

Hotel Requirement: Yes No On or Off Post Housing: _____

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 before departure (family members included).*

Family Travel Status: Concurrent Deferred Unaccompanied ** Same sex spouses are not entitled to SOFA as of 15 MAY 15.*

Notify family to hand carry personal documents, i.e., passports, health, dental and finance records: Yes No

Is child care required for in-processing? Yes No ** Stuttgart CYS enrollment is required before admission to program, and subject to space availability.*

Is the child currently enrolled in an Army CYS Program? Yes No

PART II – PRE-ARRIVAL ACTION ITEMS

() Personalized Command Welcome Letter and offer spouse sponsorship. Ensure you advise the member 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.

() Unit/Agency Welcome Package Information. (Most items are available at the <https://home.army.mil/stuttgart/website>.)

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

() Advise Soldier and family to bring at least 14 days of clothing due to quarantine restrictions and unable to leave hotel room.

() Advise Soldier to download Microsoft Teams/USAG Stuttgart app to all phones and/or laptops in advance

() Status of government furnishings available (advise on what items to bring).

() 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: _____
Hotel: _____ # of rooms: _____ Cost per day: _____
Additional costs: _____ Cost includes: _____

() Confirmation from hotel with number. _____

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

() Housing status (wait time)? _____

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

() Flight Number: _____ Arrival Airport: _____ Date: _____
Time to depart for pickup: _____ Notes: _____

() Size of pickup vehicle needed:
Number of people: _____ Number of bags each: _____ Total Baggage: _____
Excess gear: _____ Number of pets: _____

() Pick-up vehicle reserved:
Checkout date: _____ Time: _____ Military license required: () Yes () No
Driver required: () 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.

PART III – POST-ARRIVAL 1st 24 HOURS

1. Sponsor meets family at the Airport. Introduce yourself to the family.
2. Sponsor ensures SAFETY FIRST i.e. bring extra face masks (if available, hand sanitizer, gloves)
3. Ask Soldier/Civilian and family members if they have any COVID-19 symptoms
(cough, fever, sore throat, headache, loss of taste or smell, difficulty breathing, chest pain)
4. Check Family into Hotel/Lodging
5. Shop for family based off their needs (PX/Commissary)
*If Sponsor is unavailable, there is a Volunteer Commissary Concierge and Curbside Program (PX) available through the USAG Stuttgart app – volunteers that will shop on the family’s behalf. Shopping should be done in increments based on size of family and type of room
6. Exchange contact information. Provide instructions on the use of the local telecommunications.
7. Provide local area maps.
8. Provide instructions on medical procedures if any developments COVID symptoms
9. Arrange for Soldier to receive virtual in-processing checklist if not already received.
10. Acquaint member with the PX, Commissary, bank, post office and other community locations.
11. Ensure transportation expectations and arrangements between sponsor and new Service Member or civilian are understood.
12. Assist with checking on inbound vehicle(s) and vehicle registration.
13. Notify the Unit Family Readiness Officer upon arrival in case of any special needs or request.

DAY 2-14

- Check in with Soldier/Civilian on a daily basis for how family is feeling/displaying any COVID symptoms
- Check to see how Soldier/Civilian’s virtual in-processing is going
- Assist the family in whatever needs that may have
- Provide feedback to Command