### SPONSOR EXPECTATIONS/REQUIREMENTS

As a sponsor, the needs of each newcomer will be different, so you must find out what those needs are and respond to them. It’s not good enough to just say “let me know what you need” …good sponsorship is proactive! As a minimum, you should accomplish the items in this checklist. Ensure a completion date is indicated for each item. If items are not applicable, so indicate.

**Obtain the following information:**

Newcomer’s rank and name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Newcomer’s unit:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Duty/Home Phone #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date member wants/is able to report: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will they be accompanied by family members:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Names:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ages/Sex:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Interests/Hobbies:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you need **additional** information:

Government Housing:\_\_\_\_\_\_\_\_\_

Rentals:\_\_\_\_\_\_\_\_\_\_\_

Schools:\_\_\_\_\_\_\_\_\_\_\_

Child Care:\_\_\_\_\_\_\_\_\_\_

Special Medical/Educational Needs:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Storage: \_\_\_\_\_\_\_\_\_\_\_

DOD facilities/Bases: \_\_\_\_\_\_\_\_\_\_\_

Airport Arrival: Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Airline/Flight #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number in Party:\_\_\_\_\_\_\_\_\_\_

Arrival into area: Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTES**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### CHECKLIST

Contact the individual you are sponsoring within 7 days. Be sincere and friendly. Make recommendations and keep a positive tone. Put yourself in his/her place and provide the information you would need.

\_\_\_\_ Congratulate the newcomer on his/her assignment to your unit. Mention that you

have been appointed as his/her sponsor and point of contact until he/she has in-

processed and settled in.

\_\_\_\_ Tell newcomer a little about yourself.

\_\_\_\_ Mention how long you have been stationed at your unit, a little about the unit’s

mission, and their work center.

\_\_\_\_ Ask newcomer if he/she is single or married and whether

any children are arriving with him/her.

\_\_\_\_ Offer your assistance in arranging for temporary lodging.

\_\_\_\_ Encourage newcomer to call and/or email you.

\_\_\_\_ Ask newcomer if there are any questions or special concerns that you may help

with. Offer to send additional information. Make sure you follow through.

\_\_\_\_ Remind newcomer to fill out an advance application for government

housing.

\_\_\_\_ Tell newcomer about check-in procedures.

\_\_\_\_ Ask newcomer to keep you informed of any change to plans. Provide your duty

and home (including area code) phone numbers and your mailing address so that

the newcomer may easily contact you.

\_\_\_\_ Ask about the date the member wants to report in. Inform them that our XO along

with their departing command must approve their proposed reporting in date.

\_\_\_\_ Remind members they most likely will require transfer evals prior to departing.

\_\_\_\_ Ask members to ensure that their medical readiness is up to date.

\_\_\_\_ Remind members to report in their Tropical Blue Long Uniform.

\_\_\_\_ Advise the XO of any problems, issues or concerns.