

SPONSORSHIP CHECKLIST

Pre-Arrival

- _____ Contact the inbound newcomer
 - _____ Welcome Aboard CD
 - _____ Welcome letter
 - _____ LAN
 - _____ Phone
 - _____ Youth Sponsorship

- _____ Get information
 - _____ Name, rank, status, phone number, address, etc.
 - _____ Flight information
 - _____ Pets

- _____ Request a copy of orders and area clearance/dependent entry approval

- _____ Respond to questions and concerns

- _____ Get a post office box for accompanied member

- _____ Notify newcomer of new address

- _____ Make appointment for housing brief/advance housing form (DD Form 1746)

- _____ Reserve temporary lodging

- _____ Inform billeting (unaccompanied)

- _____ Inform command of any status change

- _____ Have a back-up sponsor

- _____ Register member and spouse for the Newcomers' Orientation

- _____ Commissary run

ARRIVAL

- _____ Meet the service member and/or family
- _____ Ensure government transportation
- _____ Take the family to the Temporary Lodging Facility
- _____ Escort unaccompanied member to the BEQ, TEQ, or BOQ
- _____ Escort the active-duty service member to all locations to complete initial check-in/in-processing
- _____ Introduce the military member to his/her chain of command

POST ARRIVAL

- _____ Bring the newcomer to the Marine & Family Programs - Resources for loan locker supplies and/or information
- _____ Assist family with cultural adaptation – Do's and Don'ts
- _____ Provide assistance and need-to-know information
- _____ Assist newcomer's in obtaining USFJ Driver's License
- _____ Assist with car/house hunting
- _____ Provide tour of bases & local community
- _____ Assist the newcomer with enrolling children in schools
- _____ Assist with household goods and auto shipment (DMO)