



# Sponsor Checklist

## Pre-Arrival

- Send a sponsor welcome letter.
- Send a spouse welcome letter (if applicable).
- Confirm the newcomer's arrival date and time.
- Use online resources such as Plan My Move and MilitaryINSTALLATIONS.
- Check on housing availability (of applicable).
- Offer to send the newcomer's contact information to the school liaison officer (if applicable).
- Provide name and contact information about their command ombudsman.
- Provide information about the Exceptional Family Member Program (EFMP) (if applicable).
- Provide any other additional information that may be helpful (pets, how to obtain a driver's license, banking information, etc.)

## Arrival

- Meet your new shipmate at a prearranged easy-to-find location.
- If possible, help newcomer with transportation needs.
- Introduce service member to key command personnel.
- Offer to take the newcomer on a driving tour of the base and community locations.

## Post-Arrival

- Offer assistance registering their vehicles.
- Offer to escort the newcomer to the base housing office.
- Accompany the newcomer through processing and indoctrination procedures.
- Ensure point of contact for family resources are provided to the newcomer and their spouse.