



# 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.