172D INFANTRY BRIGADE SPONSORSHIP CHECKLIST

Sponsor's Name: Incoming Solsier's Name:

PRE--ARRIVAL DUTIES

_____ Unit selects and notifies S-GATE trained sponsor within 24 hours of being notify of incoming personnel gain.

_____ Sponsor initiates contact with incoming personnel within 24 hours of receiving notification of sponsorship duties.

_____ Sponsor sends a digital copy of 172nd Infantry Brigade welcome packet and link to newcomers website to incoming personnel.

_____ Inquire what specific needs and concerns the incoming personnel may have. If they don't know, anticipate their needs and concern.

_____ Promptly provide any information requested. Ask for assistance if necessary. Do not ignore requests.

_____ Establish a community mailroom box for incoming personnel at least 30 days prior to arrival (Need copy of orders in order to establish mailbox)

_____ Provide specific unit, mission, duties and in-processing details.

_____ Provide specific installation housing policies and cost of leaving information (i.e.. family housing, private rental, or bachelor quarters).

_____ Sponsor the entire family. Ensure spouse initiates contact with the incoming spouse and the entire family as appropriate. Provide DODDS and CYS information if needed.

_____ Provide USAREUR driver's license information, and study guide.

_____ Arrange a meeting place and inform the incoming personnel where you will meet them.

_____ Arrange temporary lodging and transportation from in processing bus drop off point to incoming personnel's Garrison.

_____ Inform the chain of command of any changes in the status of the incoming personnel.

_____ Promptly follow-up with the incoming personnel and all correspondence. Discuss the following:

- Travel plans, arrival date and number in party
- Confirmation of temporary lodging
- Local currency
- Pet arrangements, as necessary
- Any other special needs of the Soldier or Family Members

POST-ARRIVAL DUTIES

_____ Meet incoming personnel at the arrival point as planned and escort then to the temporary lodging you have reserved for them and their Family Members. If unaccompanied determined if incoming personnel will need bachelors' quarters or billets in the Barracks.

_____ Meet newcomers basic needs, including meals, local currency, pet supplies, and family and emergency contact numbers.

_____ Assist with temporary transportation until other means are established.

_____ Introduce newcomers to the immediate chain of command, supervisors, and co-workers, and orient them to the unit and mission.

_____ Provide a tour of essential post and community locations including the PX, Commissary, Banking Facilities, Thrift Shop, Hospital/Health Clinic, Local Schools and Clubs, and Dining Facilities. Also familiarize them with the local area.

_____ Introduce Family Members to the FRG. Unaccompanied personnel should be introduced to the BOSS Program.

_____ Assist newcomers in obtaining a USAEUR driver's license, inspection and registration of POV as necessary.

_____ Take newcomers to ACS for information on the Loan Closet and other available services.

_____ Acquaint newcomers with the local school system and child care facilities if necessary.

_____ Ensure newcomer completes Sponsorship training on the SMS S-GATE Portal.