



Your Sponsor and You

What should my sponsor be doing?

All Soldiers assigned as a sponsor for incoming personnel have been training in being a sponsor. They know what is expected of them, so it is only fair that the Soldier being sponsored should know what to expect from their sponsor.

Pre-Arrival and Arrival:

1. Sponsor should have made every reasonable effort to contact you prior to arrival, either by email, phone or even fax.
2. Your sponsor should have sent you a welcome packet or directed you to the website where it could be downloaded.
3. Once contacted, your sponsor should have inquired about the following and helped make arrangements accordingly or provided you with additional information:
 - a. Spouse employment. There are opportunities for employment in both the appropriated and nonappropriated fund areas. Civilian employment opportunities and application procedures are on the United States Civilian Human Resources Agency, Europe Region, webpage at <http://cpolrhp.belvoir.army.mil/eur/index.htm>.
 - b. Children and their ages and special interests.
 - c. Childcare needs.
 - d. Exceptional Family member requirements.
 - e. Pets.
 - f. Installation facilities.
 - g. Current information on the possession, registration, and transfer of privately owned firearms and on host-nation laws on dangerous dogs in Germany.
4. Your sponsor should respond to correspondence within 10 days.
5. Sponsor should send you ACS information.
6. Sponsor should inform you about in-processing steps from when you arrive in Frankfurt, to arriving at your duty station.
7. You sponsor should inform you not to arrive on weekends or non-duty days since in-processing facilities will be closed.
8. Your sponsor should meet you or make arrangements for someone to meet you as you arrive in the community.
9. Your sponsor should escort you to your accommodations and ensure you have what you need to settle in for the first night.
10. Sponsors should introduce new personnel to their chain of command and familiarize you with the unit and its mission.

Post Arrival:

1. Sponsor should make sure you are taught how to use the on-post transportation system and ensure temporary transportation is made available until other means can be arranged.
2. Your sponsor should assist you with the in-processing process, from helping you understand where and when you need to be at appointments, to reviewing your in-processing checklist with you. They will not in-process for you or act as a chauffeur, though.
3. If you arrive with a family, the sponsor should escort you to the local ACS office and other support agencies.
4. Sponsors should inform newcomers of emergency contact information and local hospitals.
5. Sponsors should help find adequate housing and transportation to housing appointments.