

Sponsorship Checklist

| ✓ | Time Frame | Task |
|--------------------------|--------------------------------------|--|
| <input type="checkbox"/> | In-processing | Complete Sponsorship Training. <i>Need refresher training for you unit? Call the ACS Relocation Program at DSN 469-7777 to schedule a training session around your training schedule.</i> |
| Initial Contact | | |
| <input type="checkbox"/> | **Upon receipt of assignment. | Contact Sponsor via e-mail with Welcome Letter to introduce yourself. Welcome letter templates available from the Relocation Readiness Program (DSN -7777). |
| <input type="checkbox"/> | **Upon receipt of assignment. | Review the PCS Checklist (available from the Relocation Program) and/or Plan My Move calendar (http://apps.mhf.dod.mil/pls/psgprod/f?p=PMM:ENTRY:0) to confirm newcomer has completed those tasks appropriate to his/her time out from the date of relocation. |
| <input type="checkbox"/> | **Upon receipt of assignment. | Contact local Relo Office (DSN -7777) to request to have a PCS Package e-mailed to the newcomer. |
| <input type="checkbox"/> | **Upon receipt of assignment. | Provide contact info to make reservations at the Bamberg Inn: Mail.Bam.Inn@eur.army.mil . If the Bamberg Inn is full, offer the newcomer alternatives (obtain a list from the Bamberg Inn or Relo Office). |
| Pre-Arrival | | |
| <input type="checkbox"/> | | Continue to communicate with Newcomer. Give information as necessary and provide referrals to local service providers where subject matter expertise is required. The key during this time frame is to provide knowledge (combat fear of the unknown), give the newcomer a sense of the advantages of living in Germany (reduces sense of loss), build a sense of familiarity (eliminate feelings of isolation) and identify potential problems in the newcomer's preparations and reinforce confidence that problems can be resolved. |
| <input type="checkbox"/> | | Continue to review the PCS Checklist and/or Plan My Move calendar to confirm newcomer has completed those tasks appropriate to his/her time out from the date of relocation. |
| <input type="checkbox"/> | | Notify your personnel/admin office of any changes or problems that may arise. |
| Arrival | | |
| <input type="checkbox"/> | | PERSONALLY MEET YOUR NEWCOMER UPON ARRIVAL at the Central Processing Facility (CPF) in Building #7290 (Service Credit Union Building). |
| <input type="checkbox"/> | | Make sure you bring transportation large enough for the entire family as well as their luggage. |
| <input type="checkbox"/> | | If you are TDY, ill, or otherwise unavailable, make arrangements in advance so that you newcomer is greeted by a friendly face upon arrival. |
| <input type="checkbox"/> | | TAKE NEWCOMER TO TEMPORARY LODGING/BILLETING |
| <input type="checkbox"/> | | Feed them. |
| <input type="checkbox"/> | | Create a plan for next 24 hours. If they are arriving on the weekend or holidays, make sure newcomer and family members have a place to go the next morning and have access to food and shopping! |
| <input type="checkbox"/> | | Introduce newcomer to supervisors and the command as appropriate and according to Unit SOP |
| <input type="checkbox"/> | | Show newcomer around the base facilities: PX, commissary, Darling Hall, fitness centers, chapel, ACS, etc. |
| <input type="checkbox"/> | | Show newcomer area where you live, where you shop, etc. |
| In-processing | | |
| <input type="checkbox"/> | | Take Newcomer to CPF for in-processing checklist. |
| <input type="checkbox"/> | | Introduce newcomer to supervisors and other members of the command |
| <input type="checkbox"/> | | IF newcomer arrives on holiday or weekend make sure they have something to do! |
| <input type="checkbox"/> | | Include your spouse and children in the sponsor process; invite the newcomer to your home. |

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| <input type="checkbox"/> | Assist them in house hunting. |
| <input type="checkbox"/> | Transportation to commissary/house hunting; offer a ride. |
| <input type="checkbox"/> | Help for getting settled into home; when household goods arrive; maybe offer to baby sit for any children |
| <input type="checkbox"/> | Help with registering vehicle |

Follow-Up

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|--------------------------|---|
| <input type="checkbox"/> | Check in 30 days after in-processing to make sure the newcomer's transition is proceeding smoothly. |
| <input type="checkbox"/> | Make sure newcomer is prepared for seasonal events (eg., winter tires on car). |
| <input type="checkbox"/> | Check in with newcomer before first major field exercise or deployment to make sure they and there families are prepared. |

For assistance in answering any of your newcomer's questions, visit or contact the ACS Relocation Program at 469-8855 or email: Jeffrey.p.card.civ@mail.mil.

SPONSOR TOOLS & RESOURCES

- AER 600-8-8 Sponsorship: <https://aepubs.army.mil/pdfpubs/AER600-8-8.htm>
- AR 600-8-8 Total Army Sponsorship: http://www.apd.army.mil/jw2/xmldemo/r600_8_8/cover.asp
- Information about command sponsorship for dependents: <http://www.imcom-europe.army.mil/sfac/admin/commandsponsor.htm>
- Study manual for the driver's license test: <https://aepubs.army.mil/pdfpubs/UP190-34.pdf>
- Sign up for Warner Weekly by shooting an email with the word **SUBSCRIBE** in the subject line to: bambergpao@eur.army.mil (this always has a list of community events, fests, German holidays and activities going on in the region)
- Recreational activities in the area: www.frankentourismus.de
- Tricare: https://ermc.amedd.army.mil/bamberg/services.cfm?MTFinfo_id=415
- Housing: <http://www.bamberg.army.mil/dpw/housing/contact.htm>
- Lodging: <http://www.bamberg.army.mil/directorates/dfmwr/bil.asp>
- CYS: <http://www.bamberg.army.mil/directorates/dfmwr/cyss.asp>
- Schools: <http://www.bamberg.army.mil/directorates/dfmwr/cyss-slo.asp>
- Employment: <http://www.bamberg.army.mil/dikevin.k.tushka@us.armyrectorates/dfmwr/acs/er.asp>
- Household goods shipping: <http://www.bamberg.army.mil/directorates/dol/trans.asp>
- POV shipping: <http://www.bamberg.army.mil/directorates/dol/docs/ITO%20POV%20Shipping%20-%20Inbound.pdf>
- Garrison Homepage: <http://www.bamberg.army.mil> -Garrison Facebook Page: <http://www.facebook.com/usagbamberg>
- City of Bamberg Info Homepage (English): <http://www.bamberg.info/en>
- For lists of mobilien (real estate agents) check out the Saturday edition of the Frankischer Tag, the local paper available at any gas station. They have a website with rental listings as well but be advised it's harder to navigate then the print edition since it's all in German: http://www.infranken.de/anzeigen/immobilien/suchen?em_markt=4