

US CIVILIAN SPONSORSHIP PROGRAM CHECKLIST FOR USE BY SPONSOR

1. PREPARATION OF MEMO TO NEWCOMER:

- a. Prepare **e-mail message** to Newcomer; introduce yourself and provide your e-mail address, fax number, mailing address and office/home phone numbers.
- b. Extend **Congratulations** to him/her on the selection for overseas duty.
- c. Send a **Newcomer's package**. Can be picked up at the Loan Locker, Bldg 1262, DSN 480-2156.
- d. Ask Newcomer for information on dependents accompanying him/her, type of home needed, number of rooms, etc. You can then contact the **Housing Office** to obtain a general outlook on availability of suitable houses.
- e. Recommend Study of Driver's Handbook for USARUER Driver's License (mail copy of the Handbook with Sponsor Package or refer to website <http://rmv.hqusareur.army.mil/drivrman/190-34.htm>).

2. ACTIONS TO TAKE PRIOR TO EMPLOYEE'S ARRIVAL:

- a. Request a copy of Newcomer's orders so you can get an assigned **Post Office box** in advance.
- b. Contact the **Lodging** Office and make reservations for the Newcomer and family.
- c. Arrange **pet boarding**, if necessary.
- d. Make an appointment for **driver's testing**, DSN: 480-2394 - **appointment time**_____.
- e. Contact the Ramstein Civilian Personnel Flight (CPF), Employee Relations Section, DSN: 480-5774 to make an appointment for overseas allowances inprocessing – **appointment time**_____ . Suggest you allow approximately 1 hour for this inprocessing before scheduling the following appointment.
- f. Contact the Ramstein CPF, Affirmative Employment Section, DSN: 480-5850 for additional inprocessing (i.e. payroll, Health Benefits transfer, Thrift Savings Plan) and ID cards – **appointment time**_____.
- g. Contact the Military Personnel Flight, Customer Service, DSN: 480-5631 for issuance of the ID card(s). Suggest you schedule for the following day – **appointment time**_____.
- h. Pass on these **helpful websites**:

<https://wwwmil.usafe.af.mil/> -- USAFE FIRST LOOK
<https://wwwmil.ramstein.af.mil/> -- Homepage Click on “Getting Here” and “Living Here”

These websites also include information on employment opportunities for spouses.
PLEASE MAKE SURE THAT THE SERVICING STAFFING SPECIALIST IS MADE AWARE OF CHANGES IN TRAVEL DATES BECAUSE THE ENTRANCE ON DUTY (EOD) DATE IS TIED TO DATE TRAVEL BEGINS TO THE OVERSEAS LOCATION. IF WE HAVE TO CORRECT THE EOD AFTER THE PERSONNEL ACTION HAS BEEN PROCESSED, IT CAN RESULT IN MAJOR PAY PROBLEMS.

3. ACTIONS TO TAKE UPON ARRIVAL OF EMPLOYEE:

- a. Phone the applicable airline office two or three hours prior to scheduled arrival to confirm arrival time. Pick-up employee, as previously arranged, and take him/her to Lodging to register.
- b. Based on pre-arranged **appointment times**, accompany employee to the:

(1) The Civilian Personnel Flight (CPF) for **Inprocessing**:

<u>Section</u>	<u>Building</u>	<u>Telephone</u>
Overseas Allowances 5774/DSN: 480-5774	2120, Rm 215	06371-47-
Affirmative Employment 7055	2120, Rm 126	06371-47-7055/DSN: 480-
ID Card 7092/DSN: 480-7092	2120, Rm 123	06371-47-

(2) Pass and ID office for issue of **Identification Card(s)**:

<u>Section</u>	<u>Building</u>	<u>Telephone</u>
Military Personnel Flight	2106	06371-47-5631/DSN: 480-5631

(3) Squadron Command Support Section (CSS) for **Ration Cards**.

(4) Base INTRO for information on next scheduled **Overseas Orientation and other classes that will be of interest to Newcomers**:

<u>Section</u>	<u>Building</u>	<u>Telephone</u>
Family Support Center	2120	06371-47-5100/DSN: 480-5100

(5) **Housing** Office:

<u>Section</u>	<u>Building</u>	<u>Telephone</u>
----------------	-----------------	------------------

Housing Referral

Vogelweh, 1001 0631-536-6643/DSN: 489-6643

c. Give employee a short tour of the base, i.e., banking facilities, BX, shoppette, commissary, food mall, laundry and dry cleaning facilities, Family Support Center's loan locker, etc.

d. Arrange transportation to and from work site.