

SPONSOR CHECK LIST

MEMBER'S RATE/NAME:	SPONSOR:	PACKAGE RECEIVED:
The following check list is provided for sponsors. As you proceed, keep your Company Career Counselor and the Command Career Counselor informed of your progress.		
Prospective Gain Contact Information.	Timeline	Date Completed
1. Completed initial telephone contact with inbound service member. This should be completed within one week of receiving Sponsor assignment. The following specific question should be addressed:		
a. Is member married? How many children? _____ <input type="checkbox"/> Yes <input type="checkbox"/> No		
b. Was member previously stationed at NAVCONSTRACEN or NBVC, Port Hueneme? <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, Company Career Counselor will schedule Indoctrination with 31st Seabee Readiness Group (SRG))		
c. Projected date of arrival in the area (even on leave)?		
d. Projected date for checking into the command?		
e. Does member require assistance obtaining temporary lodging? <input type="checkbox"/> Yes <input type="checkbox"/> No		
f. Does member require assistance obtaining a rental car? <input type="checkbox"/> Yes <input type="checkbox"/> No		
g. Does member plan to reside: <input type="checkbox"/> On Base <input type="checkbox"/> Off Base		
h. Will member require house hunting leave? <input type="checkbox"/> Yes <input type="checkbox"/> No		
i. Are there any special needs the member may require (i.e. Exceptional Family Member, etc.)?		
2. Member's current mailing address: Member's leave address/telephone number:		
3. Send a sponsor letter. This is an official task and a copy will be kept with the Command Career Counselor.		
4. If requested, secure transportation from place of arrival to the command temporary lodging. (90 days prior to arrival)		
5. Secure desk, office supplies and chair. (as required)		
6. Secure name tag, hard hat decals and name placards. (2 weeks prior to arrival)		
7. Confirm flight arrival through member. (as early as possible)		
8. Confirm BEQ/room reservations. (72 hours in advance)		
9. Inform member of the next day's activities including transportation. Meet the member upon arrival. Escort to Quarterdeck and lodging.		
Completed form will be provided to Command Career Counselor for command file.		