SPONSOR CHECKLIST

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REPORTING INDIVIDUAL SPONSOR

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ESTIMATED ARRIVAL

_____ 1. Write a Welcome Aboard letter.

_____ 2. Initiate contact by telephone. DSN is preferred. If unable to reach via DSN, the call is authorized via at command expense.

_____ 3. Recommend member visit FFSC for a copy of SITES program for Naval Station Norfolk.

_____ 4. Complete as many items as possible on the attached "Reporting Information Sheet" (page 6 of Enclosure (2)). Update the sheet as information is received. Use the sheet to keep yourself and the command informed of the latest status.

_____ 5. Provide answers and respond to letters or messages Received from reporting individual promptly.

_____ 6. Arrange for temporary lodging if necessary.

_____ 7. Arrange to meet individual/family upon arrival to the area.

_____ 8. Escort individual through check-in process.

_____ 9. Provide a tour of staff spaces and area facilities.

_____ 10. Assist the individual as long as necessary.

REMEMBER: Sponsorship duties do not end once you have helped the member check into the command. Your duties continue over the next three or four months.