

SPONSOR CHECKLIST

(USARC Pamphlet 600-1; the proponent agency is DCSPER)

DATE

Part A. Sponsored Soldier *(completed by USARC)*

Part B. Sponsor *(completed by MUSARC)*

1. NAME (Last, First, MI) :

1. NAME (Last, First, MI) :

2. RANK:

3. MOS:

2. RANK:

3. MOS:

4. SSN:

4. SSN:

5. CURRENT ADDRESS:

5. UNIT:

6. TELEPHONE NUMBER:

OFFICIAL USE ONLY:

7. REPORT DATE (Year/Month) :

Record line number

Part C. Checklist *(completed by Sponsor)*

YES	NO	QUESTION
		1. Did you have adequate time to correspond with the soldier prior to arrival?
		<ul style="list-style-type: none"> ● Did you request the soldier send you a copy of his/her assignment orders? ● Do the orders indicate the correct unit of assignment and duty location? ● Did you have adequate time to correspond with the soldier prior to arrival?
		2. Was a welcome packet sent to the incoming soldier?
		3. Did the welcome packet include the following?
		<ul style="list-style-type: none"> ● Information concerning the unit's mission. ● Information concerning the soldier's duty position. ● Road maps of the area of assignment. ● Civilian/Military medical and dental facilities available. ● Civilian/Military educational facilities. ● Information concerning housing. ● Civilian shopping centers. ● Recreation facilities. ● Public transportation. ● Vehicle registration laws. ● Local firearms laws and restrictions. ● Special customs consideration, if applicable. ● Employment information for family members.
		4. Have you maintained up-to-date information on the status of the incoming soldier?
		5. Have you responded to any request for information from the incoming soldier?
		6. Was there a need for you to make temporary housing arrangements?
		7. Did you make all the necessary arrangements to meet the soldier (and family) on arrival?
		8. Did you assist the soldier with inprocessing?
		9. Did you report the soldier's arrival date to USARC, DCPER, ATTN: AFRC-PRP-F?
		10. Did you ensure that the soldier received a proper orientation regarding his/her duties, rating scheme, unit problems, priorities, etc.?
		11. Did you arrange for a courtesy call with the Senior Army Adviser?
		12. Did you introduce the soldier to other unit members?
		13. Did you schedule the soldier for the Reserve Component Orientation Course, Active Army at Fort McCoy? <i>This should be accomplished within the first 90 days of assignment.</i>
		Enter Class Number: _____ Class Date: _____

NOTES: Use the back page of this form for notes on your sponsorship action. If you need information or assistance, contact USARC, DCSPER, Active Component Management Branch.

[THIS FORM SHOULD BE RETURNED TO MUSARC HQ NLT 5 WORKDAYS FOLLOWING SOLDIER'S ARRIVAL.]