

SPONSOR CHECKLIST

Pre-arrival Responsibilities

- Send a welcome letter to the newcomer within seven (7) days of notification including your phone number and e-mail address.
- Submit a copy of the welcome letter to the US-NSE sponsor coordinator.
- Make telephonic contact with the person you are sponsoring about 1-2 weeks after you send them a welcome letter.
- Acquire pertinent information (Names of dependents, age, birth dates, school grades, etc...) Provide info to US-NSE.

ASAP

- Advise the US-NSE of their confirmed arrival date.
- Make hotel accommodations for newcomer and family and inform US-NSE of arrangements.

30 Days Out

- Get a copy of the newcomer's orders, and get them a P.O. Box at the mailroom.

Day Of Arrival

- Get a Community Support Group welcome basket and welcome packet from the NSE and put in the newcomer's room.
- Meet newcomer at the airport.
- Assist them with transportation to their hotel.
- Assist them with exchanging U.S. dollars to Italian Lire.
- Ensure they understand how to use the local phone system. Do they have a phone card?
- Upon arrival, immediately ensure newcomers are fed and have the opportunity to purchase any items which are necessary (i.e. food, toiletry items, etc...). Coordinate with new comer to purchase needs in advance of their arrival.
- Ensure they receive and understand the Emergency Card with important phone numbers that is provided in the welcome packet.

Arrival + 1

- Stop by the US-NSE
- Ensure they get a security badge

Arrival + 2

- Ensure they complete their travel voucher and inprocess in Vicenza (Medical, Dental, Transportation, POV)

Additional Responsibilities

- Give the newcomer and family a tour of the Verona compound and facilities in Vicenza.
- Give the newcomer a tour of the work area and introduce them to other military members at the command.
- Escort newcomer during in-processing procedures. Don't assume they already know. Provide transportation and assistance as needed.
- Ensure individual's receive a NATO ID Card, Ration Card, Parking Pass, Driver's License, etc...