

SPONSOR CHECKLIST

Your responsibilities as a sponsor are official duties. You are the most important link in the AETC Sponsorship Program. You have an opportunity to make an important contribution to someone's perception of this Command and of the Air Force by being as helpful as possible during this important transition.

The AETC standard is 10 duty days from the date the Information for Sponsor RIP was generated until you make the first two-way communication (3 duty days for short notice PCS). Your unit INTRO monitor has informed you on the importance of meeting this suspense - it is a critical standard which will be measured.

This form is to be completed in phases by you and a copy given to the unit INTRO monitor (via your supervisor) once your sponsorship responsibilities are completed. It is mandatory that you complete all applicable items in full - a single check mark is not sufficient. Please attach all records of communication (e.g., faxes, E-mails, letters, etc.)

In case you have specific questions about your sponsorship responsibilities, contact your unit INTRO monitor.

NAME OF INTRO MONITOR	OFFICE SYMBOL
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TELEPHONE NUMBER	FAX NUMBER	E-MAIL ADDRESS
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If your job/duties interfere with your ability to fulfill your sponsorship duties, or if you encounter problems getting information/support which interferes with your ability to perform your sponsorship duties, contact your supervisor for assistance.

PHASE I. ADMINISTRATIVE ISSUES	DATE
1. Initial allocation notice received by unit (To be completed by unit INTRO monitor)	
2. Information for Sponsor RIP generated (To be completed by unit INTRO monitor)	
3. Sponsor made two-way communication with newcomer (To be completed by sponsor and reported to unit INTRO monitor ASAP)	

PHASE II. PRE-ARRIVAL SUPPORT (To be completed by sponsor)	DATE
1. Newcomer/Sponsor Contact Survey completed (Keep unit INTRO monitor informed of departure and arrival dates)	
2. Customized sponsor package mailed	
3. Personal welcome letter sent	
4. Unit commander letter sent (Coordinate with the unit INTRO monitor about this)	

	YES	NO
5. Spouse sponsor appointed (if requested)	<input type="checkbox"/>	<input type="checkbox"/>
6. Billeting arrangements made	<input type="checkbox"/>	<input type="checkbox"/>
7. General delivery mailing address provided	<input type="checkbox"/>	<input type="checkbox"/>
8. Obtained and provided newcomer-requested information	<input type="checkbox"/>	<input type="checkbox"/>
9. Provided child care information (if required)	<input type="checkbox"/>	<input type="checkbox"/>
10. Made kennel/pet arrangements (if required)	<input type="checkbox"/>	<input type="checkbox"/>
11. Provided special needs information to newcomer (e.g., EFMP, humanitarian, foreign-born spouse info, real estate/rental info, schools/education, sports info, family member employment, overseas returnees, first-termer assistance)	<input type="checkbox"/>	<input type="checkbox"/>
12. Arrangements made to meet the newcomer/family upon arrival.	<input type="checkbox"/>	<input type="checkbox"/>

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About the ITAOP/savePDF Method

The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).

PHASE III. NEWCOMER ARRIVAL		YES	NO
1. Met the newcomer upon arrival		<input type="checkbox"/>	<input type="checkbox"/>
2. Provided member/family tour of base and community		<input type="checkbox"/>	<input type="checkbox"/>
3. Provided member a tour of duty section/building		<input type="checkbox"/>	<input type="checkbox"/>
4. Introduced the newcomer around the duty section		<input type="checkbox"/>	<input type="checkbox"/>
5. Made appointment for member to inprocess through the MPF		<input type="checkbox"/>	<input type="checkbox"/>
6. Made an appointment for member to inprocess through the unit		<input type="checkbox"/>	<input type="checkbox"/>
7. Member elected parent welcome letter be sent (Date and member's signature mandatory) DATE _____ MEMBER SIGNATURE _____		<input type="checkbox"/>	<input type="checkbox"/>
PHASE IV. FEEDBACK ON SPONSORSHIP PROGRAM			
1. Address/phone number of the newcomer provided to you by the unit INTRO monitor was correct		<input type="checkbox"/> YES	<input type="checkbox"/> NO
2. Date you were provided sponsor folder		DATE _____	
3. What difficulties did you have building a customized sponsor package?			
4. What problems did you have obtaining support to carry out your responsibilities as a sponsor?			
5. Newcomer was responsive to my efforts at sponsorship		<input type="checkbox"/> YES	<input type="checkbox"/> NO
6. What limitations did you encounter as a sponsor? (e.g., TDY, no vehicle, HHQ tasking, asked to respond to an unreasonable request)			
7. If you could make any improvements in the sponsorship program, what would they be?			
DATE SUBMITTED TO SUPERVISOR		SUPERVISOR SIGNATURE	