

SPONSORSHIP PROGRAM



SPANGDAHLEM AB,
GERMANY

May 2021

Sponsorship Overview

Sponsorship is a military-wide program designed to provide resources to service members, civilian employees, and their families relocating due to a PCS. Sponsorship is an official duty that provides individualized resources, a friendly face and a wealth of personal experience. You, the sponsor, are the most important link in the Spangdahlem AB Sponsorship Program! You have the opportunity to provide newcomers with a positive first impression of our “Saber Nation” and the Air Force by being available to assist, attentive to their needs and excited to meet them!

The Unit Commander’s Support Staff (CSS), Sponsor Monitor and the Sponsor are responsible for providing assistance to newcomers and their families and ensuring a smooth transition to Spangdahlem AB.

Below is a list of action items each sponsor should complete to ensure that new personnel and their command-sponsored family members are fully prepared for relocation. Refer to the last page of this guidebook for an itemized Sponsor Checklist. Contact the Airman & Family Readiness Center for Sponsorship training, resources and additional assistance at: DSN: 452-6422, Comm: 06565-61-6422.

Complete eSponsorship Training

- First-time sponsors and those who have not received training within the past year must complete eSponsorship Training (eSAT) at: <https://millifelearning.militaryonesource.mil/>
- Be sure to set up your user profile before you begin. [These tips](#) will show you how.

Make Contact with the Newcomer

It is highly encouraged that you use one of the below templates, as helpful resource links are embedded in the emails. It’s also best to follow-up with a phone call to properly introduce yourself and get to know your newcomer.

- [Version A](#) — Formal, initial email outreach
- [Version B](#) — Friendly, initial email outreach
- **Be sure to provide the Newcomer with the following information:**
 - ___ Your name, rank, work/personal e-mail addresses and work/mobile phone numbers
 - ___ Supervisor’s name, rank and contact information
 - ___ First Sergeant’s name, rank and contact information
 - ___ Unit Commander’s name, rank and contact information
 - ___ Command Support Staff name, rank and contact information

The Best way to know if you are meeting the Newcomer’s needs is to ask them!

Call or Email Newcomer to Complete Needs Assessment

- Email the below Needs Assessment and request that it be returned to you promptly so you can begin preparing an individualized welcome package.
- Direct them to [Military OneSource](#), [Move.mil](#) and [Military Installations](#) for relocation information.

Create and Send Sponsor's Welcome Package

A Sponsor's Welcome Package ensures that the newcomer and his/her family have information on their new duty station and the surrounding area. Be sure to individualize the Welcome Package according to the specific needs of the newcomer and their family. At a minimum, ensure the sponsor package contains the following:

- A personal letter from you that conveys a warm welcome (see below templates)

[Single Service Member Moving - CONUS or Overseas](#)

[Military Moving with Children - CONUS or Overseas](#)

[Dual Military Moving - CONUS or Overseas](#)

[Moving with a Special Needs Family Member - CONUS or Overseas](#)

[Civilian Moving with Children - CONUS or Overseas](#)

[Single Civilian Moving - CONUS or Overseas](#)

- A welcome memorandum/letter from the Unit Commander
- Local area websites/apps: <https://www.spangdahlem.af.mil/> and www.52fss.com Be sure to include the official App: 52FW (see page 4 for more helpful links).
- Information requested by the newcomer (local/base newspaper, job advertisements, real estate or rental information, education, medical, transportation, pet information, etc.)

Use Sponsor Checklist as a Guide

- It is highly recommended that you document completion dates for each item on the Sponsor Checklist and attach all records of communication (i.e., e-mails, texts, etc.) to help you stay on top of the newcomer's needs.
- Upon arrival, the newcomer is given the opportunity to rate your performance as well as the overall effectiveness of the Sponsorship Program. This feedback is shared with unit and wing leadership.

You are the Commander's Ambassador... make a positive first impression!

Useful Phone Numbers

Below are agencies associated with the relocation process. You may need to call these agencies on your Sponsor's behalf. Also, please share this information with your Newcomer.

Airman & Family Readiness Center	452-6422
Childcare Centers	452-5320
Clinic/Appointment Line	452-8333
Civilian Personnel	452-6080
Education Office	452-6063
Family Housing	452-7133
Finance	452-6730
Lodging	452-0500
Military Personnel Flight	452-6553
Post Office	452-4588
Pass & Registration	452-5929
School Age Program	452-7545
School Liaison Officer	452-6942
TMO	452-6065
Tricare	452-8432
Veterinarian	452-9388
Youth Programs	452-8041

Useful Websites

Spangdahlem Air Base official website: <https://www.spangdahlem.af.mil>

52d Force Support Squadron: www.52fss.com

MilitaryOneSource: <https://www.militaryonesource.mil/>

Plan My Move: <http://planmymove.militaryonesource.mil>

Child Care: <https://militarychildcare.com/>

Military Installations website: www.militaryinstallations.dod.mil

Air Force Housing: www.housing.af.mil

HOMES.mil: <https://homes.mil>

Housing Early Assistance Tool: <https://www.homes.mil/heat/DispatchServlet/HeatEntry>

Military Kids Connect: <http://militarykidsconnect.dcoe.mil/>

Spangdahlem App: search 52 FW in the app store



NEEDS ASSESSMENT

Rank:	Full Name:	Current Base / Unit:
Duty Phone:	Duty E-Mail:	
Home Phone:	Home E-Mail:	
Mailing Address:		
What is your preferred method of contact?		

FAMILY INFORMATION

Married?	Y	N	Spouse Name:	Spouse Gender:	Spouse Preferred Language:
Spouse Phone:			Spouse Email:		Do you have children? Y N
Will your family accompany you? Y N			Where will they reside if not accompanying you?		Will child care be needed upon arrival? Y N
Child Name			Age	Grade	Concerns or Special Needs

PET INFORMATION

Do you have pets PCS'ing with you?	Y	N	How many pets?	Any Concerns or Special Needs?
Pet(s) type & breed:				

TRAVEL INFORMATION

RNLTD:	Departure Date:	Arrival Date:
Will you be taking leave in route? Y N	Travel Mode:	What airport will you be arriving at?
Travel Itinerary - provide dates, locations, en-route contact information:		

DRIVER'S LICENSE AND VEHICLE INFORMATION

Will you be riding a motorcycle in Germany? Y N	License Expiration Dates for you and applicable family members:
<small>USARUER Driver's License Information: Practice Tests available at: www.usareurpracticetest.com; Exam available on JKO at: http://jko.jten.mil Will need CAC. Test: Course #007 & 007B; Spouses and eligible dependents can be registered by sponsor; Certificate only valid for 60 days; AAA and NCA International Drivers Licenses are not valid options</small>	

MARK AREAS FOR WHICH YOU WOULD LIKE MORE INFORMATION

Temporary Lodging (TLF)	Special Needs / EFMP	Child Care for PCS Program
Unaccompanied Housing (Dorms)	Loan Locker	Child Care (6 weeks - 5 years)
On-Base Housing	Spouse Employment	Youth Programs (5 -18 years)
Off-Base housing	Pet Transportation	Youth Sponsorship Program
Shipping POV	Pet Boarding Kennels	Base Schools / Public Schools

WOULD YOU LIKE ASSISTANCE WITH

List any needs, challenges, concerns you would like addressed? (EFMP, first-termer, overseas concerns, education, medical, etc.):

SPANGDAHLEM SPONSOR CHECKLIST (Completed by the sponsor)

✓	PHASE I: ADMINISTRATIVE TASKS	DATE
	Notified of selection as sponsor from Unit CSS or Sponsor Monitor	
	Completed eSponsorship training (eSAT) within the last 12 months If no, Compete eSAT training at: https://millifelearning.militaryonesource.mil/ OR Gold Standard: Complete in-seat eSponsorship Training at the A&FRC. Call DSN: 452-6422	
	Turn in a copy of your eSponsorship Training certificate to CSS	
	Contact newcomer via phone or email to introduce self and explain the sponsorship process	
	Send welcome e-mail with basic resources (Versions A and B) and Needs Assessment (for First Term Airman, establish communication through schoolhouse at Tech School)	
	Review returned Needs Assessment; compile resources; ask any follow-up questions	
*	PHASE II: PRE-ARRIVAL	DATE
	Send Sponsor's Welcome Package (individualized to meet newcomer's needs)	
	Ensure newcomer and applicable family members have valid U.S Driver's Licenses that will not expire while stationed in Germany	
	Send and review process to obtain USARUER Driver's License prior to arrival, via JKO	
	Obtain copy of newcomer's orders as soon as possible (to set up PO Box)	
	Establish newcomer post office box; communicate details; give list of prohibited mail items	
	Assist newcomer with pet/kennel arrangements if applicable	
	Make temporary lodging arrangements if newcomer requests assistance; communicate details	
	If newcomer is a Dorm Resident: take Dorm Manager a copy of orders; pick up room key/linens	
	Ensure newcomer has a designated back-up sponsor (in the event of last minute TDY, etc.)	
	Brief supervisor of newcomer's departure/arrival details; make them aware of any concerns	
	Review newcomer's plan for transportation from airport (sponsor pick-up, Saber Shuttle, taxi)	
	Ensure newcomer and family have Key Spouse(s) contact information	
	Confirm newcomer has your personal phone/email address prior to traveling and you have theirs	
	Make arrangements to meet newcomer/family upon arrival	
*	PHASE III: NEWCOMER ARRIVAL	DATE
	Meet newcomer upon arrival and welcome them to Spangdahlem AB; take to lodging	
	Give base tour; visit installation facilities including A&FRC to register for Newcomers Briefing	
	Give tour of local community	
	Brief Newcomer regarding policy of not wearing uniform off-base	
	Introduce newcomer to Commander, Unit CSS, Supervisor, Key Spouse, and fellow co-workers	
	Accompany newcomer with in-processing	
	Assist with transportation needs and vehicle registration process	
	Inform newcomer to check-in with Housing Office within 2 days of arrival to Spangdahlem	
	Inform newcomer to check with Housing Office before signing a rental contract	
	Follow-up with phone calls/visits to see if the newcomer and family have any additional needs	

Date Sponsor Duties Completed: _____

*NOTE: Please abide by current FPCON, HPCON and COVID policies and procedures. Ask your Unit CSS for further guidance.