

## CHECKLIST FOR SPONSOR'S PERSONAL LETTER

Be sincere and friendly. Provide the information they will need.

Use personal tone; write as if you were sending a letter to a friend.

The letter should include, but is not limited to the following:

Congratulate the transferee on their assignment to your installation. Mention that you have been appointed as their sponsor and point of contact until they have inprocessed and settled in.

Include your duty (with DSN) and home (with area code) telephone numbers as well as e-mail address and fax number. Your current resident mailing address may also be included.

Tell transferee a little about yourself and, if you are married, give spouse's name. You may provide names and ages of any children you have living with you.

Ask transferee if there are any questions or special concerns they may not have included during your initial contact. Offer to send additional information. Make sure you follow up on any requests.

Encourage transferee to call or e-mail you if they think of any other questions.

Remind transferee that to request installation housing, they must have a copy of their orders or Request and Authority for Leave (DA Form 31), and the Application for Assignment to Housing (DD Form 1746) that is available at <https://onestop.army.mil>.

Tell transferee about the unit/activity inprocessing procedures.

Ask transferee to keep you informed of any change of plans.

For your convenience, a sample letter is at Attachment 1.

## Sample Sponsor Letter

Your Name  
Your Address  
City, State & Zip

Dear \_\_\_\_\_:

Congratulations on your new assignment with \_\_\_\_\_ at Picatinny Arsenal, New Jersey. Located in Morris County, Picatinny is 35 miles northwest of New York. USAG Picatinny Arsenal provides effective and efficient installation capabilities and services that support the Joint Center of Excellence for Armaments and Munitions enabling continued firepower dominance by the United States Military and sustaining a community in which Service Members, Families, and Civilians will thrive

I have been assigned as your sponsor to help your transition go as smoothly as possible. The first order of business is to let you know where you can reach me:

Organization Name:

Duty Section:

Duty Phone: (DSN/Commercial)

E-mail:

Fax:

Home Phone:

(Insert a paragraph describing yourself--married, single, children (names & ages), how long you have been stationed here, unit's mission, & work center.)

I am sending you a welcome packet and MilitaryHOMEFRONT booklet that will hopefully answer many of your questions. You may also obtain more information at [www.pica.army.mil](http://www.pica.army.mil) and <http://www.pica.army.mil/mwr/ACS/acs.htm>.

By going to 'Plan My Move' at [www.militaryhomefront.dod.mil](http://www.militaryhomefront.dod.mil), you can access planning tools, checklists, and points of contact at your new assignment.

Check in with the Housing Office prior to securing any kind of housing. They can provide an estimate of the wait time for government housing. You can also obtain a listing of rental units in the local communities by going to [www.ahrn.com](http://www.ahrn.com). I would recommend that you make Temporary Lodging reservations early. Guest facilities include an apartment, guest trailers, and cabins.

If renting, some of the fees you may incur are; the first months rent, security deposit (1 month rent), pet fee, credit screening fee, and utility deposits. Other costs to be aware of that may not be included in the rent are heat and electric. Talk to the Housing Office to get average apartment and home rental costs as well as

availability. Picatinny housing information is available on the internet at [www.picatinnyarsenalhomes.com](http://www.picatinnyarsenalhomes.com) or call 973-328-2992 for more information.

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When you arrive at Picatinny Arsenal, you will need to register your vehicle at the Welcome Center just inside the main gate. You will need your state vehicle registration, driver's license and ID card.

Once you report in to the unit, you will be provided with an inprocessing checklist to visit various activities on the installation. I can give you a brief tour of where the various places are.

Besides providing an inprocess assessment to see what information you may still need, Army Community Service provides a Newcomer Orientation the second Wednesday of each month that all newcomers should register to attend. Various installation agencies provide information on their programs and services and an installation tour is conducted.

The weather in Morris County New Jersey has four distinct seasons with recreational opportunities suited to each. The area abounds with excellent outdoor activities from hunting and fishing to biking, swimming, skiing, boating, canoeing, hiking, horseback riding, and camping. There are excellent Morale, Welfare, & Recreation facilities and programs available on post for you and your family to take advantage of.

I'm sure you may have many questions you would like addressed and I have probably only hit on a few of them. Please feel free to contact me with any of them and I will do my best to get you the answers.

Again, welcome to (unit/activity) and Picatinny Arsenal. I look forward to meeting you soon.

Sincerely,