

UNIT SPONSORSHIP WORKSHEET

Sponsorship Duties during First Drill and up to 3-6 months

Sponsor (May be FLL)	Initial	FTUS	Initial
Meet Soldier at door prior to first formation		Provide first drill information and Unit contact information	
Ensure Soldier is introduced at first formation		Coordinate "at the door" link up for 1st drill	
Verify contact information and exchange		Provide annual drill schedule/ review pay/bonus procedure	
Issue Unit Welcome Packet & review with recruit		Review PHA / Dental	
Unit History and current Unit Mission		Verify SSD enrollment/Verify MOS-Q, load for school if req.	
Give tour of armory (noting hazardous or off-limit areas)		Request/ Issue Clothing & Individual equipment (OCIE)	
Ensure completion of Sponsorship Worksheet (3-6 mos)		Issue unit patches, crests, insignia	
First Line Leader (FLL)	Initial	Issue wall locker assignment	
Introduce Soldier to section		Assist Soldier with creating DTS account	
Explain duties as a memembr of squad/section		Identify pay problems & initiate corrective action	
Initial counseling conducted must contain career goals and is documented on DA 4856		Ensure MyPay registration	
Provide section/unit contact sheet & explain importance of keeping the unit informed		Ensure Soldier has active AKO registration	
		Update changes in Unit Personnel System/MEDPROS	
Obtain new Soldier personal data for squad/battle book		Check JPAS for Security Clearance if applicable	
Explain attendance policy (STA, Excused, AWOL, ADSW)		iPERMS Presonnel & Finacial Records Review	
Explain "Satisfactory Participation"		Unit Career Counselor (UCC)	Initial
Explain height & weight requirements		Compare incentives with GIMS and IPerms.	
Explain personal appearance standards/wear of uniform		Review Education goals /benefit handouts (TSP, etc)	
Show & explain Unit Bulletin Board		Review employment programs/opportunities	
Explain command policies		Maintain Sponsorship Worksheet on file-Update RMS	
Review Unit Newsletter with Soldier		Notify BCC upon completion of Sponsorship certification	
Explain Lead generation programs		Education Benefits	
		TRICARE Enrollment	
Commander	Initial	TSP, Enrollment and review	
Welcome Soldier at first formation		Review Bonus Contract	
Discuss Command Philosophy and Expectations		Review career goals on Initial Counseling from FLL and upload into RMS	
Give required OPSEC indoctrination & orientation		First Sergeant (1SG)	
Explain Standards of Conduct		Explain unit's mission & history	
Explain OKARNG Drug Policy		Explain personnel safety standards	
Explain recoupment polices & procedures		Explain promotion policy	
		Brief NGAOK	
		Sign off on completed sponsorship checklist	
		Validate Sponsorship -Verify RMS, SIBX, IPERMS updated	
<i>I certify the Soldier has been fully sponsored by this unit.</i>			
1SG Name:	1SG Signature:		Date: