

**U.S. NAVAL HOSPITAL, NAPLES, ITALY**

**Pre Arrival Check-Off Sheet**

**\*\*\*Return to Human Resources upon completion of all of the tasks below\*\*\***

Sponsor Name: \_\_\_\_\_

Sponsoree Name: \_\_\_\_\_

Date: DDMMYY

<u>Date Completed</u>	
	1. Contact Sponsoree within 1 week of receiving your Sponsorship Assignment Letter.
	2. Complete CATS Annual Sponsor Training modules 1 and 2.
	3. Reserve TLA for E4 and above and all accompanied orders for 60 days. TLA Confirmation #: _____
	4. Unaccompanied E1-E3 secure BEQ room. BEQ Room #: _____
	5. Reserve a mail box. NOTE: Notify member of new address so that they may begin to forward their mail. Then periodically check their mailbox and confirm with them that their mail is arriving. Mail Box #: _____
	6. Arrival Date: _____
	8. <b>Return to HRO by COB on: DDMMYY</b>

**Sponsor Signature:** \_\_\_\_\_

**NOTES:**

-Have member report to Human Resources the first full working day after they arrive to begin the online registration and command check-in process.

-Do not leave/abandon Sponsoree for the weekend. A good idea is to introduce them to the culture by inviting them to local restaurants.

-Remember, sponsorship responsibilities are not complete until the new member has finished the command check-in process. Your efforts will ensure a smooth and positive transition into this command. Thank you.