

USS Chosin Sponsor Check Sheet

Upon notification of incoming Sailor

- ☐ Accept Sponsorship agreement via NSIPS
- ☐ Make Contact With Incoming Sailor (Email, Cell, Phone , Facebook) (let the sponsorship team know when contact has been made)
- ☐ Send Sponsorship questionnaire and/or Have Sailor fill out the NSIPS transfer form
- ☐ Send Welcome aboard Package

30 Days prior to Sailor Check in Date

- ☐ Fill out SAAR-N form for Account access (*See ITs*)
- ☐ BAH request Chit (*Single E5 and above*)
- ☐ Provide Sailor information to barracks RA if applicable (DODID, First Last MI , Arrival Date, Soft Copy Orders)

7 Days prior to Sailor Check in Date

- ☐ House Hunting TAD Orders (See personnel to route Special Request Chit)
- ☐ Contact EOC to request lodging at Navy Lodge 619-234-6142 (*Sailors with Dependents*)
- ☐ Coordinate pick up for Sailor

Days of Sailor Check in Date

- ☐ Check Sailor in with Admin to stamp orders and start travel claim.
- ☐ Contact Sponsorship Coordinator