

Needs Assessment Checklist

As a sponsor, you play a vital role in helping your assigned service member and their family transition to their new duty station and community.

When contacting your newcomer, use this checklist as a guide to collect information and provide resources to help make their move a success. Remember to review your service-specific policies for additional requirements.

Questions and Considerations

- Are you bringing family with you?**
Single, single parent, married, married with children, other family members, any with special needs or circumstances
- Are you bringing children? What are their ages?**
Special interests of children, interest in youth sponsorship
- Are you bringing any pets?**
How many, travel arrangements, boarding needs, quarantine requirements at destination
- Can you tell me about your travel arrangements?**
Car, plane, anticipated arrival date, transportation, pickup/meeting plans, passport/visa needs and shipping cars
- What's your contact information?**
Phone(s), email addresses, mailing address, alternate/emergency contact information
- Do you need information on any of the following topics?**
 - Cost of living
 - HOUSING OPTIONS
 - On-installation housing
 - Rentals
 - Community housing
 - Temporary lodging



- SCHOOLS
 - Preschools
 - Elementary schools
 - Middle schools
 - High schools
 - Home schooling
 - Private schools
 - Child care (installation/home day care/other options)
 - Employment (spouse/other family members)
 - Exceptional Family Member Program
 - Post Office Information
 - Local community information
 - Medical/Tricare
 - Other
- Would you like a relocation assistance service provider from the Military and Family Support Center to contact you directly to assist with moving resources and information

