



eSponsorship Application & Training

Newcomer Needs 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.

First Name

Last Name

Email address

Work phone

Mailing address

DSN phone

Home/mobile phone

Alternate/Emergency Contact(s)

Questions and Considerations

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?

Yes

No

Are you bringing family with you?

Yes

No

Single, single parent, married, married with children, other family members, any with special needs or circumstances

Are you bringing children?

Yes

No

What are their ages?



Are you bringing any pets?

Yes

No

How many, travel arrangements, boarding needs, quarantine requirements at destination

Can you tell me about your travel arrangements?

Yes

No

Car, plane, anticipated arrival date, transportation, pickup/meeting plans, passport/visa needs and shipping cars

Do you need information on any of the following topics?

Cost of living

Housing options (on-installation housing/rentals/community housing/temporary lodging/
other options)

Schools (preschools/elementary schools/middle schools/high schools/home schooling/
private schools/other options)

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