

SPONSOR CONTACT SUGGESTIONS

- Be sincere and friendly
- Make recommendations
- Keep a positive tone
- Put yourself in his/her place and provide the information you would need and want
- Don't overdose on letter writing—tailor it to what the newcomer needs to know
- Use personal tone—write as if you were sending a letter to a friend

BE SURE TO INCLUDE YOUR NAME, ADDRESS, AND PHONE NUMBER!

1. Congratulate the newcomer on his/her assignment to your installation. Tell him/her who you are.

(EXAMPLE: Welcome to your new assignment at Aviano AB, Italy. It is currently one of the most requested and newest installations in the Air Force. I've been appointed as your sponsor and point of contact until you have in-processed and settled in. I'm here to provide you with information and assistance to ensure you have a smooth transition.)

2. Include your duty, home, and fax telephone numbers as well as your e-mail address, if available. Also include your current residential address.

The first order of business is to let you know where you can reach me during the next few (months/weeks).

YOUR NAME & RANK:

ORGANIZATION NAME:

DUTY SECTION:

DUTY PHONE (DSN./COMMERCIAL):

HOME PHONE:

E-MAIL ADDRESS (if available):

FAX (if available):

3. Tell the newcomer a little about yourself.

(EXAMPLE: I've been in the Air Force for (years) and at Aviano AB, Italy for (months/years). NOTE: If you are married, you're encouraged to give your spouse's name, and the names and ages of any children you have living with you.)

4. Tell the newcomer a little about the base and area.

(EXAMPLE: The weather is fairly constant—hot in summer and cooler in winter. The scenery is beautiful. We are on the foothills of the mountains and the beach is only 45 minutes away. There is a lot to do in the local area. The base facilities are very good as many of the buildings are new (a first class fitness center, a pool (open during summer), a movie theater, a golf course and lots of recreational activities.)

5. Ask for any information required on the Newcomer/Sponsor Contact Sheet that you hadn't obtained during your initial contact.

(EXAMPLE: Since we talked on (date/day), I was able to find out the information you wanted _____.

6. Suggest the newcomer visit Plan my Move via www.militaryhomefront.com or visit the website for the Aviano A&FRC. www.afrc.avianoab.info

7. Arranging a general post office box.

(EXAMPLE: With a copy of your orders, I can arrange a general delivery P.O. box for you prior to your arrival.)

8. Ask the newcomer if there are any questions or special concerns that need your assistance. Offer to send additional information. Make sure you follow-up with the request.

9. Mention permanent housing and utilities.

a. If the newcomer is married:

(EXAMPLE: Remember to go to the housing office at your base with a copy of your orders and fill out an advance housing request application, if you're eligible for on-base housing. If you do not have access to a housing office, let me know and I'll assist you with the process through our base housing office.)

b. If newcomer is single:

(EXAMPLE: Contact me to secure a dorm room for you.)

10. If the newcomer has children needing child care:

(EXAMPLE: Child care is a challenge here. There is currently a waiting list and waiting time is approximately one to three months for the base child development center. We also have family child care--authorized child care in on-base quarters.)

Aviano Air Base receives funding from the Air Force Aid Society to institute a "Child Care For PCS Program." All families with PCS orders are eligible to participate in this program. Certificates are issued by the Airman and Family Readiness Center to active duty member or spouse on PCS orders. Certificates are good for **free child care** (20 hours of care per child) within 60 days after PCS arrival. *NOTE:* Child care will be provided only at the CDCs.

11. Advise newcomer to visit the Health Benefits Advisor before leaving his or her base.

(EXAMPLE: Check with the hospital/clinic at your base to find out what you need to do about your CHAMPUS or TRICARE health plan enrollment. In case you have a medical emergency in transit, call your Health Benefits Advisor (HBA) using the telephone number provided by the hospital or clinic at your base. Otherwise, you may end up spending a lot of your own money without being reimbursed.) You should call you PCM at the base you are PCSing from until your arrive at the new base and get a new PCM.

12. Tell newcomer about both base and unit in-processing procedures.

a. Base in-processing

b. Unit in-processing

13. Conclusion.

(EXAMPLE: I'm sure you have a million questions running around in your head and I have probably only covered a few of them. Contact me or go to the FSC on your base if you have any questions. Remember to keep me informed of any changes in your plans.

Again, welcome to Aviano AB, Italy. I look forward to meeting you.)