

31 FW Sponsor Checklist

Attended sponsor trng within 1 year, contact A&FRC at 632-5407 to schedule	Yes / No
Made contact with the newcomer within 5 working days (see Sponsor Package and Sponsor Contact)	Yes / No
Sent the Newcomer's checklist to the inbound member	Yes / No
Does the newcomer have projected leave/TDY enroute? If Yes, request:	Yes / No
E-mail: _____ Phone #: _____	
Address: _____	
Arrival information:	
Date: _____ Time: _____ Arrival Location: _____ Flt #: _____	

Obtained copy of newcomer's orders & reserved a post office box	Yes / No
Is the newcomer married?	Yes / No
Has the newcomer contacted MPS for a no-fee passport and visa for family members (6 - 8 weeks)?	Yes / No
Does the newcomer have children?	Yes / No
If yes, each child's name & age:	
Does the newcomer plan on shipping a motorcycle? Under 21 can't drive a motorcycle higher than 33HP	Yes / No
Is childcare needed during Right Start? If yes, contact CDC: DSN 314-632-8246/5199 w/ name(s)/age(s)	Yes / No
Picked up DODDS registration packet for all school age children & provide to newcomer upon arrival	Yes / No
Does the newcomer have pets?	Yes / No
If yes, list what type and how many? Type: _____ #: _____ Type: _____ #: _____	
Contact Lodging at 632-4040/lodging@aviano.af.mil (inform if pet room is required) or For dorm residents, contact the Dorm mgr 632-5936/5237/7719 cell: 335-700-0389 to reserve room	
Brought Codice Fiscale form and a copy of newcomer's ID card (passports as well for family) to Housing	Yes / No

Newcomer's Name:
(Last Name, First Name)

Call A&FRC at 632-5407 to register Newcomer for Right Start Week: Thurs-Sun arrival (recommended)--book for Monday RS Mon-Wed arrival--book for Thursday RS	Yes / No
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Upon newcomer's arrival:

Make a Sign with the Newcomer's Name	Yes / No
Meet newcomer at airport (ensure enough space for family, pets, & luggage)	
Assist newcomer with transportation to in-processing appts, car pick up, & house hunting	

Sponsor's Printed Name Unit Designated POC's Signature