

31 FW Sponsorship Checklist

Newcomer: _____ Phone: _____ Email Address: _____

Pre-Arrival

Sponsorship training was accomplished. Date (needs to be within 1 year):	Yes/No
Made contact with the newcomer within 7 working days	Yes/No
Sent the Newcomer's Checklist to the inbound member (template can be found at: www.afrc.avianoab.info)	Yes/No
Does the newcomer have projected leave/TDY enroute? If yes, request:	Yes/No
Personal Email: _____ Phone: _____ Address: _____	

Arrival Information

Date: _____ Time: _____ Arrival Location: _____ Flt #: _____	
Obtained copy of newcomer's orders & reserved post office box	Yes/No
Is the newcomer married? If yes, name of spouse: _____	Yes/No
Has the newcomer contacted MPS for no-fee passport and visa for family members (6-8 weeks) Family members should not travel to Aviano without no-fee passport with visa.	Yes/No
Does the newcomer have children?	Yes/No
If yes, each child's name & age _____	

Is child care needed during Right Start? If yes, contact CDC: DSN: 314-632-8246/5199 w/ names & ages. Pick up Childcare for PCS certificate from A&FRC.	Yes/No
Picked up DODDS registration packet for all school age children & provided to newcomer	Yes/No
Does the newcomer have pets? (must be microchipped) If yes, list what type & how many	Yes/No
Type: _____ #: _____ Type: _____ #: _____	
Does the newcomer plan on shipping a vehicle? (recommend shipping 2 months out)	Yes/No
Does the newcomer plan on shipping a motorcycle? (under 21 can't drive a motorcycle higher than 33 HP)	Yes/No
Does the member have a valid stateside drivers license? If not, advise to get one.	Yes/No
Have you instructed newcomer on how to accomplish AFI drivers test?	Yes/No
Secured lodging at 632-4040/lodging@aviano.af.mil (inform if pet room is needed) or dorm residents, contact Dorm manager 632-5936/5237/7719.	Yes/No
USAFE Form 115, AF Form 4394 & DOD Information Assurance Cert. turned into Unit IAO.	Yes/No
Ask newcomer about housing requirements and start asking around about housing becoming available from co-workers.	Yes/No
Call A&FRC at 632-5407 to register newcomer for Right Start. Date & time: _____	Yes/No

Post-Arrival

Meet newcomer at airport (ensure enough space for family, pets, and luggage)	Yes/No
Windshield Tour of the installation and different areas	Yes/No
Escort newcomer to Right Start (make yourself available for rides during this week)	Yes/No
Assist with transportation for house hunting and other appointments	Yes/No

Please turn your checklist into your Unit INTRO Monitor

Sponsors Printed Name _____ Unit INTRO Monitor _____