

Initial Newcomer Contact Email Template

(Insert Newcomer Rank/Name here),

Congratulations on your selection for assignment to the (insert unit here), Travis Air Force Base, California. My name is (insert your Rank/Name here) and I will be your sponsor. As such, I am responsible for helping you through the transition from (insert losing installation name here) to Travis AFB. I stand ready to field your many questions and assist in every possible way.

In an attempt to provide you the most relevant information and support available, my challenge is to tailor resources to meet your needs. To that end, I've attached a Travis AFB Newcomer Needs Assessment form. While you may simply fill it out and attach it to a reply email, I prefer to talk it through over the telephone. Simply contact me at DSN (insert # here) or commercial (insert # here) or my personal cell # (insert # here) at your convenience. As a reminder, Travis is on Pacific Standard Time.

As you start researching Travis AFB and Northern California, allow me to offer the following 12 official websites:

Travis AFB public page	http://www.travis.af.mil
Travis A&FRC website	http://www.travisafrc.com
NOTE: Click on the Travis Newcomers link	
Travis AFB Spouse website	http://travisafbspouses.com
Travis AFB Facebook page	http://www.facebook.com
Automated Housing Referral Network	http://www.ahrn.com
MilitaryHOMEFRONT	http://www.militaryhomefront.dod.mil
Plan My Move	http://www.militaryhomefront.dod.mil/tf/movingandrelocation
Military INSTALLATIONS	http://www.militaryinstallations.dod.mil
HOMEFRONTConnections	https://apps.mhf.dod.mil/homefrontconnections
Military OneSource	http://www.militaryonesource.com
Military Youth on the Move	http://apps.mhf/dod.mil/myom
USA4MilitaryFamilies	http://www.usa4militaryfamilies.dod.mil

I look forward to hearing from you. More importantly, I stand ready to help with your transition into the Travis AFB community.

V/r,

(insert your signature block)
Director of First Impressions