



# Travis AFB Newcomer Needs Assessment



Confirm rank + spelling of name = Rank \_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_ Last \_\_\_\_\_

Exchange contact information  
You: duty # / duty email / personal # / personal email / mailing address / CCF # / CC# / 24-hr center  
Them:  
-- Duty # \_\_\_\_\_ Duty email \_\_\_\_\_  
-- Personal # \_\_\_\_\_ Personal email \_\_\_\_\_  
-- Mailing address \_\_\_\_\_

Confirm marital status = unmarried / married (mil-civ) / married (mil-mil) / divorced / single parent

Confirm # + age of children = 0 \_\_\_\_ 1 \_\_\_\_ 2 \_\_\_\_ 3 \_\_\_\_ 4 \_\_\_\_ 5 \_\_\_\_  
-- If school age = private school \_\_\_\_ public school \_\_\_\_ home school \_\_\_\_  
NOTE: Mention School Liaison Officer program

Confirm Special Needs or Exceptional Family Members = 0 \_\_\_\_ 1 \_\_\_\_ 2 \_\_\_\_ 3 \_\_\_\_ 4 \_\_\_\_  
NOTE: Mention EFMP & Special Needs Coordinator program

Confirm any extended family residing in household = none / parent(s) / grandparents(s) / other(s)

Confirm # + type of pets = cat(s) \_\_\_\_ dog(s) \_\_\_\_ other \_\_\_\_\_  
NOTE: Mention Base Veterinarian service

Confirm intent to reside on-base \_\_\_\_ off-base \_\_\_\_ undecided \_\_\_\_  
NOTE: Unaccompanied E-4s and below with <36 months TIS reside in dormitories

Confirm RNLTD \_\_\_\_\_ & mode of travel = POV / air SFO \_\_\_\_\_ / air SAC \_\_\_\_\_

Explore any unique needs / challenges / issues / concerns = none \_\_\_\_ yes (describe on reverse)

- Inquire if newcomer desires information on the following:
- |                         |                              |                        |
|-------------------------|------------------------------|------------------------|
| ____ Temporary Lodging  | ____ On-Base Housing         | ____ Off-Base Housing  |
| ____ Public Schools     | ____ Private Schools         | ____ Home Schooling    |
| ____ Child Care         | ____ Youth Programs          | ____ Youth Sponsorship |
| ____ Special Needs/EFMP | ____ Spouse Orientation Tour | ____ Spouse Employment |
| ____ Loan Locker        | ____ Pet boarding            | ____ Area Maps         |

Advise newcomer you will mail a tailored sponsor packet to them no later than \_\_\_\_\_

Agree on a communication battle rhythm \_\_\_\_\_