

Travis AFB Sponsor Checklist

INTRO Monitor: _____ **Email:** _____ **Phone #:** _____
Sponsor: _____ **Email:** _____ **Phone #:** _____
Newcomer: _____ **Email:** _____ **Phone #:** _____

I. Pre-Arrival

_____ **Complete the eSponsorship Training** = training is self-paced, includes 10 questions, and takes an average of 15 minutes to complete

_____ **Logon and Register** = Logon to the eSponsorship Application & Training (eSAT) application at <http://apps.mhf.dod.mil/ESAT>

_____ **Print completion Certificate** = Print a copy for your records

_____ **Notify your INTRO Monitor of completion** = overview Travis AFB-specific resources

NOTE: Consider attending Sponsor Training (visit www.travisafrc.com to register; 3rd Thursday of each month 0900-1000; one-on-one training also available by calling 424-2486)

_____ **Contact the Newcomer** = do this by phone or email

_____ **Conduct the Needs Assessment** = see template

_____ **Advise them of the General Delivery Address here at Travis AFB**

Rank / Name
 PSC #3 General Delivery
 694 A Street
 Travis Air Force Base CA 94535

_____ **Advise INTRO Monitor you connected with the newcomer** = INTRO Monitor updates database

_____ **React to the Needs Assessment**

_____ **Personalized Welcome Memo** = see templates

_____ **Visit the Airman & Family Readiness Center, Bldg 660** = pick up a sponsor packet (tailored)

_____ **Mail or email a sponsor packet** = use official mail channels

_____ **Make lodging arrangements (Westwind Inn @ 424-8000)** = communicate details to newcomer

Reservation # _____ **Dates:** _____

NOTE: Unaccompanied Senior Airmen and below with <36 months TIS reside in dorms. Sponsor's report to Bldg 1348 one day prior to newcomer arrival for room assignment (Dorm Management @ 424-2776).

Questions? Contact Dan Fischer at The Airman & Family Readiness Center (daniel.fischer.7@us.af.mil or 707-424-2486)

___ **Obtain a copy of newcomer's PCS orders** = via encrypted email

___ **Communicate** = alert your supervisor & INTRO Monitor of progress and problems

___ **Communicate** = establish a dialogue battle rhythm with the newcomer

II. Arrival

___ **Confirm arrival information**

Date: _____ **Mode:** _____ **# travelers:** ____ **# pets:** ____

___ **Personally greet the Newcomer** = communicate details by email or phone

___ **Consider newcomer's transportation needs**

___ **Settle newcomer into lodging** = consider a Welcome Basket

___ **Offer to assist with Loan Locker visit** = A&FRC, Bldg 660

___ **Tour the base** = commissary, BX, post office, gym, hospital, housing/dorms, A&FRC, etc.

___ **Tour the community** = schools, shopping, eateries, items of interest, etc.

___ **Introduce to commander, supervisor, key unit personnel, and co-workers**

___ **First duty day, escort the newcomer to Customer Service Central (Bldg 381)**

___ **Escort newcomer to Dorm Management Office (Bldg 1348) or Housing Office (Bldg 660)**

___ **Communicate** = alert your supervisor & INTRO Monitor of progress and problems

___ **Communicate** = establish a dialogue battle rhythm with the newcomer

III. Post-Arrival

___ **Arrange a social gathering** = allows newcomer (and family) to meet co-workers and their families

___ **Complete the Sponsor Evaluation** = <http://apps.mhf.dod.mil/ESAT>

___ **Communicate** = alert your supervisor & INTRO Monitor of progress and problems

___ **Communicate** = establish a dialogue battle rhythm with the newcomer

IV. Closure (return this completed form to Unit INTRO Monitor)

Newcomer Signature: _____ **Sponsor Signature:** _____

INTRO Monitor Signature: _____ **Completion date:** _____