

Needs Assessment Checklist

The following Needs Assessment Checklist will help you successfully execute your duties as a sponsor. Please use it as a guide when contacting your newcomer to collect the information you will need to help the Soldier/Family with a successful move.

Questions to Ask:

- Family Status:** single, single parent, married, married with children, other family members
 - Are all family members command sponsored?
 - Is the family dual-military?
 - Any family members with special needs (i.e. EFMP) or circumstances?
 - Offer the Spouse a Spouse Sponsor.
- Number and Ages of Children:** special interests of children
 - Offer child and/or youth sponsorship.
- Pets:** how many, travel arrangements, boarding needs, quarantine requirements at destination
- Travel Information:** car, plane, anticipated arrival date, transportation/pickup/meeting arrangements, passport/visa needs, shipping cars
- Contact Information:** phone(s), email addresses, mailing address, alternate/emergency contact information
- Is there a need/desire to have the ACS Relocation Program Manager contact newcomer directly?**
- Does the newcomer have a moving budget/financial plan in place?**

- Does the newcomer have any specific needs or concerns not addressed in this assessment:**

Does the newcomer need information on any of the following?

- Cost of Living
- On-Post Housing
- Off-Post Housing
- Electric voltage differences
- Cell phone plans
- School information
- USAREUR driver's license information
- Youth Sports
- Traveling requirements (tourist passport, German issued international driver's license)
- Command sponsorship process
- Child Care (installation/home day care/other options)
- Billeting/Temporary Lodging
- Employment (spouse/other family members)
- Exceptional Family Member Program
- CMR Box
- Weather
- Local community information (i.e. attractions)
- Other: _____