

NEWCOMER NEEDS ASSESSMENT CHECKLIST
(questions to ask your newcomer prior to arrival)

- Mailing Address; phone numbers (work, home and during transient)
- Email address(es)
- Accompanied of family members?
- Names of family members
- Ages/sex of children
- Type of housing preferred? Base housing/home purchase/rental home?
- How many bedrooms?
- Schools preferred for children; on base/off base, high school, elementary, pre-school, private, college?
- Child care required? On base/off base, home care provider?
- Special medical/educational needs?
- Billeting requirements/reservations (temporary lodging facility)?
- Pets?
- Kennel requirements?
- Do you want to be picked up at the airport? Date? Time? Airport? Airline/Flight Number? Number in party?
- If driving – date of arrival? Which port?
- Do you need any specific information sent or emailed to you?