

Needs Assessment Checklist

This checklist is not intended to be all inclusive. The intent is to provide helpful suggestions to make the new employee's transition as smooth and stress free as possible. Save this worksheet to your computer and tailor to your needs.

Needs Assessment Checklist	Responses
Name (First/Last):	
Service (Military Branch, DoD, Etc.):	
Rank/GS Grade:	
Military Status (active duty, reservist, retired):	
Email Address:	
Personal Email Address:	
Work Phone:	
DSN Phone:	
Home/Mobile Phone:	
Family Status (single, single parent, married, married with children, other family members):	
Spouse First/Last Name:	
Spouse Rank/GS Grade:	
Do you have a drivers license?	
Does your spouse have a drivers license?	
Special Needs family member?	
Number of family members accompanying you?	
Number of children:	
Do any of your children have drivers licenses?	
Special interests (hobbies, volunteerism, etc.):	
Anticipated Arrival Date:	
Ordered Reporting Date:	
Supervisor Name:	
Supervisor Phone:	
Superviosr Email Address:	
Tour Status:	
Traveling by (mode of transportation):	
Airline:	
Flight Number:	
Airport:	
Total # Traveling:	
Transportation/meeting arrangements (do you want to be met):	
I would like to live (purchased home, rent, city, country):	
What kind of pets do you have (dog/cat/other/none)?	
Total number of pets:	
Pets travel arrangements, boarding needs (discuss quarantine requirements):	
Shipping POV:	
Visas/Passports:	

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May I have the installation Relocation Assistance Manager contact you?	
Need information about (check all that apply):	
Cost of Living	
Installation Housing	
Home/Apartment Rentals	
Pre-schools	
Elementary Schools	
Middle Schools	
High Schools	
Home Schooling	
Private Schools	
Child Care	
Employment	
Billeting/Temporary Lodging	
Exceptional Family Member program	
Weather Conditions	
Local Area Cultural Attractions	
Elder Care	
Medical Care	
TRICARE	
Temporary Post Office Box:	
Pet Care (vets, grooming, boarding, etc.)	
Comments / Special Needs:	