

# Civilian Unit Sponsor Checklist

## Prior to first duty day

### ☐ Unit Sponsor Volunteer should complete the following steps as their training:

- Read the "New Civilian Onboarding and Acculturation Handbook." [https://media.defense.gov/2021/May/10/2002638072/-1/-1/1/AFMC-guide-Revision%207\\_27\\_2022.PDF](https://media.defense.gov/2021/May/10/2002638072/-1/-1/1/AFMC-guide-Revision%207_27_2022.PDF)
- Review the information and resources available at your local installation: <https://installations.militaryonesource.mil/>



Scan to access the Handbook

### ☐ Initiate contact with new hire.

- Introduce yourself.
- Congratulate them on their appointment.
- Provide information about the unit sponsor process (explain who you are and your role).
- Share your email and/or telephone information.
- Provide any specific unit/installation in-processing procedures.

### ☐ Verify the new hire has viewed the AFMC New Employee website.

- Encourage them to reach out to you if they need anything as they prepare for their first day.
- Re-direct them to the HR Specialist who issued their Tentative Job Offer if they have specific questions related to HR issues (e.g. pay, leave, recruitment incentives).



### ☐ If the new hire is moving to the local area, ask if they need any practical support or advice as they get ready to move. Consider using this [checklist](#) as a guide.

- Do they need information on:
  - o local schools
  - o daycare
  - o utilities
  - o medical facilities
  - o car rental/dealerships

**Note:** Your M&FRC and Military OneSource have additional local information to assist you and your new hire. <https://installations.militaryonesource.mil>

### ☐ Prepare the work area.

- Ensure work area is designated.
- Secure computer and/or telework supplies (if required).
- Work with the new hire's supervisor to get them set up for their first day.

### ☐ Provide expectations for their first day on the installation.

- Ensure they have directions.
- Provide a POC who will meet them to escort them to their unit.
- Make sure they can contact you quickly should they need any help on their first day.

## First duty day

### ☐ Meet the new hire on arrival or ensure someone from the unit will be there to meet them if you are unable.

### ☐ Escort the new hire to the Orientation location for their scheduled course.

- Be prepared to escort them to their unit either after the course or on the specific day they are scheduled to report for the first time.
- Introduce the new employee to their supervisor.
- Assist the supervisor, if requested, in introducing the new employee to other key personnel.

### ☐ Offer a tour of the work area, and show them to their workspace.

- Show them restroom locations.
- Provide information on parking.
- Show any cafeterias/food locations or other important areas in the building.

### ☐ Ensure the new hire receives any additional local in-processing guidance and/or checklists.

- Help them complete the checklist and ensure they have POC information for each step.

## First month of employment

### ☐ Check in with the new hire; address any questions and make sure that they have what they need to be successful.

### ☐ Share the AFMC website, <https://www.afmc.af.mil> so that they can read up on the AFMC Strategic Plan, AFMC Mission, and other information.

### ☐ Offer any additional assistance as required.

# Resources Guide

**Thank you for volunteering to serve as a Civilian Unit Sponsor for a new Air Force teammate!**

Unit Sponsors are critically important, and they provide a first impression for the organization, AFMC and the Air Force. You are the person who will de-mystify the process of joining AFMC and support the new hire from the time that they receive their job offer up until they are actively working in their new unit.

Thank you for stepping up to this role of welcoming and supporting our newest civilians as they join the AFMC family!

## Resources:

- **Military & Family Readiness Center:** <https://www.militaryonesource.mil>
- **Local Information:** <https://installations.militaryonesource.mil/>
- **New Civilian Onboarding and Acculturation Handbook:**  
[https://media.defense.gov/2021/May/10/2002638072/-1/-1/1/AFMC-guide-Revision%207\\_27\\_2022.PDF](https://media.defense.gov/2021/May/10/2002638072/-1/-1/1/AFMC-guide-Revision%207_27_2022.PDF)
- **AFMC Public Website:** <https://www.afmc.af.mil>
- **OPM Benefits Overview for New Hires:** <https://www.opm.gov/healthcare-insurance/healthcare/>
- **Plan My Move:** <https://planmymove.militaryonesource.mil/>

## Social Media:

[https://twitter.com/HQ\\_AFMC](https://twitter.com/HQ_AFMC)  
<https://www.facebook.com/AFMCHQ/>  
<https://www.instagram.com/officialafmc/>  
<https://www.linkedin.com/company/air-force-materiel-command/>



## Contact information:

If you have any questions, please contact your local Military and Family Readiness Center for assistance!

Wright-Patterson: 937-257-3592  
Hanscom: 781-225-2765  
Eglin / Arnold: 850-882-9060  
Edwards: 661-277-0723

Tinker: 405-739-2747  
Hill: 801-777-4681  
Kirtland: 505-846-0741  
Robins: 478-926-1256

## For more local information, please visit websites below:

Wright-Patterson - [www.wrightpattfss.com](http://www.wrightpattfss.com)  
<https://www.wpafb.af.mil>

Hanscom - <https://www.hanscomfss.com/>  
[www.hanscom.af.mil](http://www.hanscom.af.mil)

Eglin - [www.eglinlife.com](http://www.eglinlife.com) / <https://www.eglin.af.mil>

Edwards - <https://www.edwardsfss.com/>  
<https://www.edwards.af.mil>

Arnold - <https://www.arnold.af.mil/home/services>  
<https://www.arnold.af.mil>

Tinker - <https://www.tinkerliving.com/>  
<https://www.tinker.af.mil/>

Hill - <https://hillfss.com> / <https://www.hill.af.mil>

Kirtland - <https://www.kirtland.af.mil/about-us/Airman-Family-Readiness-Center>

Robins - <https://robinsfss.com/>  
<https://www.robins.af.mil>

