

# **Total Army Sponsorship Program Inspection List**

## **(As of 30 Oct 06)**

Reference:

AR 600-8-8, The Total Army Sponsorship Program, 4 Apr 06

CG Policy Letter E-6, Sponsorship Program, 9 Jun 06

Proponent: G1

1. How are outbound Soldiers completing DA Form 5434 during the initial reassignment interview? (para 2-6)

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2. How are outbound civilian employees completing DA Form 5434 within 3 working days of selection notification and acceptance of position? (para 2-7)

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3. How are outbound Soldiers offered out-sponsorship assistance? (para 2-2)

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4. How are outbound civilian employees offered out-sponsorship assistance? (para 2-2)

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5. How are outbound Soldiers being referred to ACS during the initial reassignment interview? (para 2-6)

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6. How are outbound civilian employees being referred to ACS following selection notification and acceptance of position? (para 2-7)

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7. How are outbound Soldiers in ranks of private through colonel (excluding AIT Soldiers and Soldiers making PCS moves to student detachments at long-term schools) receiving advance arrival sponsorship, unless declined? (para 2-2)

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8. How are outbound civilian employees through grade GS15 receiving advance arrival sponsorship, unless declined? (para 2-2)

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9. How are new arrivals receiving reactionary sponsorship, unless declined? (para 2-2)

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10. How are incoming Soldiers appointed sponsors within 10 calendar days of receiving DA Form 5434, unless declined? (para 2-8)

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11. How are incoming civilian employees appointed sponsors within 10 calendar days of receiving DA Form 5434, unless declined? (para 2-8)

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12. Is welcome letter forwarded from battalion (activity) commander or command sergeant major to incoming Soldier within 10 calendar days following receipt of DA Form 5434? (para 2-11)

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12. How are welcome letter and information forwarded from sponsor to incoming Soldier within 10 calendar days following appointment of sponsor? (para 2-11)

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13. How is the welcome letter forwarded from commander or activity director to incoming civilian employee within 10 calendar days following receipt of DA Form 5434? (para 2-11)

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14. How are welcome letter and information forwarded from sponsor to civilian employee within 10 calendar days following appointment of sponsor? (para 2-11)

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15. Are inbound Soldiers completing DA Form 7274? (para 1-4)

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16. Are inbound civilian employees completing DA Form 7274? (para 1-4)

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17. Are arriving Soldiers receiving an early orientation visit to ACS? (para 2-16)

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18. Are arriving civilian employees receiving an early orientation visit to ACS? (para 2-16)

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19. Are sponsors being trained? (para 2-3)

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20. Is ACS providing, upon request, a sponsor training support package and other assistance to train sponsors? (para 1-4)

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21. Is ACS relocation readiness services supporting sponsorship with counseling, welcome packets, pre-move destination information (including the Standard Installation Topic Exchange Service), and overseas orientation briefings? (para 1–4)

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22. Are married soldiers appointed as sponsors for those soldiers with accompanying families? (CG Policy Letter E-6)

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