

**11D PAM 1-201  
COMMAND INSPECTION CHECKLIST**

FUNCTIONAL AREA: G1/AG	CHAPTER: 1 SECTION: L	DATE OF REVISION: 1 May 03
PROPONENT/PHONE NO: G1/AG 350-6357/7336	PROGRAM/ACTIVITY/TOPIC (PAT) Sponsorship Program	UNIT INSPECTED/DATE:

ITEM	GO	NO-GO
<p>A. Discussion: The sponsorship program is an ideal way to retain high-quality soldiers, civilians, and families in the Army. In the 11D, it is how we welcome and bid farewell to them. This impression will reinforce the notion that their 11D experience is a positive one. Taking care of soldiers, civilians, and families before and after arrival and upon their departure is vital to foster positive unit cohesion and readiness. It requires the active participation of all command levels within the Division to ensure success. Commanders must be vigilant and proactive in ensuring that assigned personnel are properly sponsored. Regardless of rank or marital status, all soldiers and civilians will be assigned a sponsor to assist in their arrival or departure.</p> <p>B. References:</p> <ol style="list-style-type: none"> <li>1. Army Regulation 600-8-8, The Total Army Sponsorship Program, 3 Apr 02</li> <li>2. USAREUR Regulation 600-8-8, USAREUR Sponsorship Program, 18 Jan 01</li> <li>3. Sponsorship Gateway to Europe at <a href="http://www.1perscom.army.mil">http://www.1perscom.army.mil</a></li> <li>4. USAREUR Command Policy Letter 13, Sponsorship, 4 May 03</li> <li>5. USAREUR Regulation 612-1, Community Central In and Outprocessing, 9 Mar 95,</li> </ol> <p>C. Specific questions:</p> <ol style="list-style-type: none"> <li>1. Is the unit using S – Gate? (USAREUR Policy Letter 13)</li> <li>2. Are outbound soldiers completing DA Form 5434 during the initial reassignment interview? (para 2-6, AR 600-8-8)</li> <li>3. Are outbound soldiers/civilian employees offered outsponsorship assistance? (para 2-2, AR 600-8-8)</li> <li>4. Are outbound soldiers being referred to ACS (Army Community Services) during the initial reassignment interview? (para 2-6, AR 600-8-8)</li> <li>5. Are outbound soldiers in ranks of private through colonel (excludes AIT soldiers and soldiers making PCS moves to student detachments at long-term schools) receiving advance arrival sponsorship, unless declined? (para 2-2, AR 600-8-8)</li> <li>6. Are new arrivals receiving reactionary sponsorship, unless declined? (para 2-2, AR 600-</li> </ol>		

ITEM	GO	NO GO
<p>8-8)</p> <p>7. Are incoming soldiers/civilian employees appointed sponsors within 10 calendar days of receiving DA Form 5434, unless declined (para 2-8, AR 600-8-8)? Note: The unit must have a copy of the appointment order.</p> <p>8. Is a welcome letter forwarded from the battalion commander/activity director or command sergeant major to incoming soldier/civilian employee within 10 calendar days following receipt of DA Form 5434 (para 2-11, AR 600-8-8)? Note: The unit must have a file copy of this letter.</p> <p>9. Are welcome letter and information forwarded from sponsor to incoming soldier/civilian employee within 10 calendar days following appointment of sponsor (para 2-11, AR 600-8-8)? Note: The unit must have a file copy of this letter.</p> <p>10. Are inbound soldiers/civilian employees completing DA Form 7274? (para 1-4, AR 600-8-8)</p> <p>11. Are arriving soldiers/civilian employees receiving an early orientation visit to ACS? (para 2-16, AR 600-8-8)</p> <p>12. Are sponsors being trained and appointed in writing? (para 2-3, AR 600-8-8 and para 4i, USAREUR Reg 600-8-8)</p> <p>13. Is ACS providing, upon request, a sponsor training support package and other assistance to train sponsors? (para 1-4, AR 600-8-8)</p> <p>14. Is the ACS Relocation Assistance Program supporting sponsorship with counseling, welcome packets, pre-move destination information (to include the automated relocation information system), and overseas orientation briefings? (para 1-4, AR 600-8-8)</p> <p>15. Has the unit appointed a Sponsorship Program manager (usually the 1SG) to coordinate and manage the Sponsorship Program? (para 4i, USAREUR AR 600-8-8)</p> <p>16. Does the unit have procedures for monitoring and tracking sponsorship? (para 4h(3), USAREUR Reg 600-8-8)</p> <p>17. Is the unit in receipt of completed USAREUR Sponsorship Surveys?</p> <p>18. Is rear detachment sponsorship provided during deployments? (para 4j(1), USAREUR Reg 600-8-8)</p> <p>19. Do unit commanders ensure their programs include training, written feedback, and outsponsorship support? (para 2-4, AR 600-8-8 and para 22, USAREUR Reg 600-8-8)</p> <p>20. Are sponsors being counseled on their duties and responsibilities? (para 4h(8), USAREUR Reg 600-8-8)</p>		

**ITEM**

**GO**

**NO  
GO**

21. Are battalions receiving notification of advanced individual training (AIT) gains in sufficient time to provide advanced sponsorship? (para 5a, USAREUR Reg 600-8-8)

22. Are sponsors allowed sufficient time away from work to perform their duties? (para 4h(5), USAREUR Reg 600-8-8)

23. Are soldiers required to work before completing inprocessing training center ((ITC) training?

**Rating standard (PAT): Sponsorship Program)**

- Commendable – 90% of all items receive a “GO” rating.
- Satisfactory – 75%-89% of all items receive a “GO” rating.
- Needs Improvement – 74% and below of all items receive a “GO” rating; program automatically receives a “Needs Improvement” rating if questions 1 receive a “NO GO” rating

Inspector’s comments mandatory for all “NO GO” items. (Attach additional sheets if necessary.)

**NOTES:**

**VERIFICATION**

X \_\_\_\_\_  
Unit POC's Signature, Name Rank, Date

X \_\_\_\_\_  
Inspector's Signature, Name Rank, Date