

COMMAND SPONSOR PRE-ARRIVAL QUESTIONNAIRE

Please answer the following questions and e-mail it back to the gaining Command Sponsor Coordinator. Your prompt response will allow us to better meet your needs during your upcoming transfer.

Date Completed: \_\_\_\_\_

1. My name and rate is: \_\_\_\_\_

2. I am \_\_\_ married \_\_\_ single; Spouse's name: \_\_\_\_\_

3. I have children. Name (s) 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

a. My children are enrolled in the EFM Program \_\_\_ Yes \_\_\_ No

b. My children are in grade(s) in school.

4. I have secondary dependents. \_\_\_ Yes \_\_\_ No

Name (s) 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

5. My family will be traveling with me. \_\_\_ Yes \_\_\_ No

6. I have pets. \_\_\_ Cat \_\_\_ Dog \_\_\_ Other

7. I plan to take house hunting leave. \_\_\_ Yes \_\_\_ No

8. I plan to take leave \_\_\_ before \_\_\_ after reporting to the Command. Number of days: \_\_\_\_\_

9. Upon arrival, I intend to live in \_\_\_ on base housing \_\_\_ local economy.

10. I plan on \_\_\_ buying \_\_\_ renting a house.

11. I am shipping \_\_\_\_\_ lbs of household goods (HHG) and my express shipment was sent on \_\_\_\_\_.

12. I have a valid security clearance. \_\_\_ Yes \_\_\_ No

Expiration date: \_\_\_\_\_

13. I have a current Information Awareness training \_\_\_ Yes \_\_\_ No

Date of training completion: \_\_\_\_\_

14. I have a Career Wypoints (C-WAY) quota \_\_\_ Yes \_\_\_ No

If no, I am applying for C-WAY on \_\_\_\_\_.

15. Obligated service is required prior to transfer. \_\_\_ Yes \_\_\_ No

16. I am eligible to take the advancement exam \_\_\_ Yes \_\_\_ No

If yes, answer question no. 17 and 18. If no, skip to question no. 19.

17. I have signed my advancement worksheet. \_\_\_ Yes \_\_\_ No

18. My advancement exam was forwarded to my next command's local Personnel Support Detachment. \_\_\_ Yes \_\_\_ No

19. I participated in the most recent PFA cycle. \_\_\_ Yes \_\_\_ No

Cycle: \_\_\_\_\_

20. I failed a PFA within the last two years. \_\_\_ Yes \_\_\_ No

21. I own a car. \_\_\_ Yes \_\_\_ No

22. I have a valid driver's license. \_\_\_ Yes \_\_\_ No

Expiration date: \_\_\_\_\_

23. I have a valid car registration. \_\_\_ Yes \_\_\_ No

Expiration date: \_\_\_\_\_

24. I have valid auto insurance. \_\_\_ Yes \_\_\_ No

Expiration date: \_\_\_\_\_

25. My DoDID (Common Access Card) expires on \_\_\_\_\_.

26. My current contact phone number is: Work (DSN) \_\_\_\_\_  
Home: \_\_\_\_\_  
Cell: \_\_\_\_\_

27. My planned transfer date from my current command is \_\_\_\_\_.

28. A good phone number or e-mail address to contact me during leave/transit is:

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

29. I expect to arrive at on or about (date). \_\_\_\_\_

30. I have the following specific concerns/information about my upcoming transfer:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_