



# Civilian Sponsorship

Installation Management Command integrates and delivers base support to enable readiness for a globally-responsive Army

**We are the Army's Home**

Serving the Rugged Professional

# Agenda

- BLUF
- References
- Purpose of a Sponsor
- Sponsorship Goals
- Sponsorship Objectives and Strategy
- Rules for a Sponsor
- ABCs of Sponsorship
- Skills of a Great Sponsor
- Sponsorship Training
- Sponsorship Steps
- On-boarding Phases
- Sponsorship Resource Tools



# BLUF

1. Review all slides
2. Complete either on-line or face-to-face Sponsorship Training depicted on page 11 (approximately one hour)
3. Provide training certificate to your supervisor
4. Make immediate contact with new team member
5. Inform leadership should issues arise or if it is revealed that there are any special needs
6. Make the new employee feel welcomed, valued and prepared for their new position!



# References

1. Garrison Commander Policy #1:

<http://www.campbell.army.mil/SiteAssets/Garrison/GC%20Policy%2001%2c%20USAG%20%20Civilian%20Onboarding%20and%20Out-Processing%20Procedures.pdf>

2. USAG On-boarding Checklist:

<http://www.campbell.army.mil/SiteAssets/Garrison/USAG%20Onboarding%20Checklist.pdf>



# Purpose of a Sponsor

- To provide new team member with:
  - Realistic expectations
  - Basic guidance
  - Information
  - Assist with transition to new area
- A good sponsor can do wonders for someone's first impression of the workplace and community
- A sponsor can help make it a positive experience



# Sponsorship Goals

- Provide assistance during the transition
- Know about and use available resources
- Improve new team member's morale
- Create a more positive community



# Sponsorship Objectives

- Objectives
  - Ensure new team members arrive feeling like members of the IMCOM Garrison Team
  - Ensure new team members and their Families have a positive first impression
- Strategy
  - Provide proactive assistance to new team members and their Families (use Spouse and Dependent sponsorship as needed!)
  - Pave the way for a smooth transition to Fort Campbell



# Rules for a Sponsor

## A Sponsor:

- must be appointed and make contact with the new team member ASAP
- should be of the same gender, marital status, GS level, career program, and from the same section if possible
- must have a positive attitude!!
- must be familiar with Fort Campbell, Kentucky
- Cannot be:
  - the person being replaced by the new employee
  - within 60 days of departure





# ABCs of Sponsorship



A

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Always provide timely information



B

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Be honest with incoming employees as you don't want to mislead them or give them a false first impression



C

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Care for them as if they were your own Family member



# Skills of a Great Sponsor

Be:

- able to assess the needs of the new team member
- proactive - make the initial contact
- helpful and sincere - listen
- responsive but honest (if you don't know the answer, indicate you will find out)
- productive - meet the needs of the Family
- informative - but final decision rests with the new team member



# Sponsorship Training

Take charge of Your Sponsorship Duties! One of two available training options include (approximately one hour required):

1. Although tailored to military service members, <https://myhub.militaryonesource.mil/MOS/f?p=SIS:2:0>: is a very valuable tool to connect Sponsors to available resources (click on Get Started, select Register Now and once registration is complete, log in and search “Sponsorship Training”)
1. Directorates may request face-to-face sponsorship training from the Army Community Services (ACS) Relocation Readiness Program at (270)798-6313



# Sponsorship Steps

1. Write and review welcome letter; send in a timely manner--via email is ok
2. Ensure new team member has key links to Fort Campbell websites
3. Reply to any questions quickly. Keep new team member aware of any changes
4. Keep chain of command informed of plan, any changes, or special needs
5. Provide follow up information as requested
6. Arrange for temporary lodging or transportation as requested
7. Advise new team member of arrangements and plan
8. Greet new team member with a positive attitude
9. Assist new team member throughout the on-boarding process  
(GC Policy #1)



# On-boarding Phases

## Phase 1 (Pre-Arrival and Arrival)

- Sponsor training and team mate assignment
- Sponsor contact
- Welcome Packet
- Coordinate plan with incoming employee
- Administrative Support



## Phase 2 (Day 1)

- CPAC In-processing and On-boarding Checklist
- Directorate tours and introductions
- CAC and Security Check



## Phase 3 (First 30 Days)

- GC new team member orientation within 15 days
- Complete performance objectives and IDP
- Directorate policies and mandatory training

## Phase 4 (30 to 180 Days)

- OPEX training and onboarding Survey (90 days)
- 2nd Qtr performance counseling and IDP review
- Mandatory training



## Phase 5 (First Year of Employment)

- 3<sup>rd</sup> Qtr performance counseling and IDP review
- CES and SDC complete
- Annual counseling and evaluation
- Director Endorsement



# Sponsorship Resource Tools

Fort Campbell ACS Relocation Readiness:  
Provides assistance with PCS moves and training of effective sponsors.  
Call (270)798-6313/0513.

Fort Campbell Automated Welcome Packet link:  
<https://installations.militaryonesource.mil>



Additional Fort Campbell information can be found on:  
<http://campbell.army.mil/Soldiers/Pages/Newcomers.aspx>



# End of Brief

