



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, 10TH MOUNTAIN DIVISION (LIGHT INFANTRY) AND FORT DRUM  
FORT DRUM, NEW YORK 13602-5000

AFDR-CG

12 July 2021

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Installation Policy Memorandum 21-05, Sponsorship Program

1. References:

a. Army Regulation (AR) 190-11 Physical Security of Arms, Ammunition, and Explosives, 17 January 2019.

b. AR 608-1, Army Community Service, 19 October 2017.

c. AR 600-8-8, Total Army Sponsorship Program, 28 June 2019.

d. AR 600-8-101, Personnel Readiness Processing, 6 March 2018.

e. Fort Drum Regulation 190-6, Control of Privately Owned Weapons and Ammunition, 1 September 2018.

f. HQDA EXORD 161-15, Implementation of the Total Army Sponsorship Program (TASP) and Army Career Tracker Sponsorship Module.

g. FRAGORD 79 to OPORD 17-00, Implementation of the TASP and ACT Sponsorship Module, 16 March 2017.

2. Supersession: This policy supersedes and replaces Installation Policy Memorandum 19-05, Sponsorship Program, 5 June 2020.

3. Purpose: The Total Army Sponsorship Program (TASP) is a Commander's program to aid newly arriving Soldiers and their Families to Fort Drum. It provides inbound Soldiers with a sponsor to assist them as they transition to Fort Drum. Every Soldier and Family member arriving to Fort Drum will be sponsored prior to, upon arrival, and a minimum of 90 days but not more than 180 days after executing garrison-facilitated in-processing. Sponsorship does not end when the Soldier arrives to their assigned unit, the Soldier's chain of command will assume sponsorship roles and responsibilities until complete with unit integration.

4. Policy:

a. Commanders at Brigade and Battalion level will designate command sponsorship coordinators to execute this program.

b. Commanders will ensure that Company 1SGs assign a sponsor for incoming Soldiers within ten working days of receiving an electronic sponsorship request in Army Career Tracker (ACT) or from the date a Soldier is identified on the unit gains roster. Commanders will make every effort to assign sponsors who have similar demographics such as age, gender, and marital status to maximize Family sponsorship opportunities.

c. Commanders will send Welcome Letters to all incoming Soldiers. The Welcome Letter will include guidance regarding federal and NY State laws as they apply to weapons on the installation and include the link: <https://safeact.NY.gov> and DES phone number: 315-772-7771.

d. Newly arriving Soldiers are not available to their unit for training exercises, staff duty, or other work related duties while in-processing the installation. In-processing activities are mandatory and require approval of a designated representative to receive an exception to policy not to attend.

e. G-1, with Fort Drum Department of Human Resource support, will track incoming Soldiers and sponsorship completion through ACT. G-1 will provide brigades with a by-name roster of all incoming Soldiers monthly to verify 100% sponsor assignments, and receive updates from units regarding Welcome information received, updated contact information, and report upon Soldier and Family's arrival. G-1 will report sponsorship status to the Commanding General, 10<sup>th</sup> Mountain Division (LI), monthly.

f. The Garrison CSM will assess the quality of in-process procedure and update the 10<sup>th</sup> Mountain Division (LI) Division CSM routinely.

g. All new Soldiers will conduct PT during in-processing under gaining unit leadership.

5. Sponsor Responsibilities:

a. Contact incoming Soldier by telephone and email within 10 days of assignment. Be available and answer questions regarding in-processing and unit activities.

b. Ensure incoming Soldier receives a welcome packet to include command team welcome letters, sponsor telephone, text, and email contact information, unit Soldier and Family Readiness Group (SFRG) information including forms of contact, and 10<sup>th</sup> Mountain Division (LI) and Fort Drum Sponsorship Handbook. Initial contact will also

inquire about the Soldier interests, family and children, housing needs, EFMP status, pets and possible TDY needed.

c. Request incoming Soldier's Spouse contact information. Contact information will be sent to Brigade FRSA and SFRL.

d. Maintain contact with incoming Soldier, and family as applicable, prior to arrival and make arrangements for their initial reception. This includes maintaining awareness of the arriving Soldier(s) projected arrival (itinerary), update status with chain of command for regular Company, Battalion, and Brigade training meetings, and ensuring the Soldier has a place to stay (barracks rooms for single Soldiers), linens, and orientation to MWR and DFAC facilities. Sponsor will accompany new Soldiers living on Fort Drum to housing appointments to sign for housing.

e. Conduct in-person greeting when Soldier arrives, and be available throughout the entirety of the Soldier's in-processing.

f. Ensure incoming Soldier receives an orientation to Fort Drum.

g. If the sponsored Soldier is accompanied, with unit SFRG leader(s) and volunteers, encourage the sponsored Soldier's spouse to attend the spouse welcome held in conjunction with the Commanding General's Newcomer's brief.

#### 6. Unit Responsibilities:

a. Brigade Family Readiness Support Assistants (FRSA) or Soldier Family Readiness Leader (SFRL) will reach out to all incoming Soldier's Spouses upon their arrival to welcome them and provide Fort Drum support services needed for each family. The incoming Soldier's Brigade S1 will provide gains roster to Brigade FRSA and SFRL to enable them to track and reach out to incoming families.

b. The incoming Soldier's endstate chain of command is responsible for ensuring the Soldier completes installation and unit in-processing and determine how best to integrate the Soldier, family, and dependents.

c. Leaders will identify need and approve all off duty activities. During winter months, leaders will emphasize cold weather equipment use, winter driving, and methods to ensure the Soldier can safely enjoy the North Country winter months.

d. If a Soldier is unexpectedly assigned to a unit (i.e., diversion to meet strength management requirements) or a Soldier's assigned sponsor is unexpectedly unable to adequately fulfill their sponsorship responsibilities, units will immediately appoint an alternate sponsor.


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e. During block leave units will continue to receive incoming Soldiers. Units will ensure that appointed sponsors are available to sustain responsibilities. Units will place special emphasis on Soldier well-being during periods of block leave, conducting check-ins with the Soldier over weekends in addition to daily contact during duty hours.

f. Maintain adequate barracks rooms and linens for single Soldiers. If a Soldier is assigned a temporary barracks room, units will provide them with a timeline on when their permanent room will be available.

7. The point of contact for this policy is the Directorate of Human Resources at (315) 772-9090 or (315) 772-1407.



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