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BARRACKS, HAWAII 96857-6000

APVG-CG

26 January 2021

MEMORANDUM FOR RECORD

SUBJECT: United States Army Hawaii (USARHAW) Policy Letter #7 – Sponsorship Program

1. References:

a. Army Regulation (AR) 600-8-8, The Total Army Sponsorship Program, 28 June 2019.

b. AR 608-1, Army Community Service, 18 October 2017.

c. HQDA EXORD 161-15-Army-Wide Implementation of the Total Army Sponsorship Program (TASP) Army Career Tracker Sponsorship Module.

2. Purpose: Sponsors are the first impression of the unit for all incoming Soldiers, Department of the Army Civilians, and their Families. Quality sponsorship improves unit cohesion, retention, morale, and readiness. Sponsorship minimizes the time our new team members spend away from the unit and provides support and assistance during the transition period for the individual and their Families.

3. Applicability: The provisions of this policy apply to all units and organizations assigned, attached, and operating in support of USARHAW. All Soldiers, Non-Commissioned Officers, and Officers in the grade of E-1 to O-6 require sponsorship at the unit level. Civilian employees also require sponsorship from their respective organization or staff section.

4. Policy: Sponsorship is a Commander's program designed to help newly arriving Soldiers, Civilians and Families during their overseas assignment to Hawaii. Every Soldier and Civilian within USARHAW will be sponsored prior to and upon arrival.

a. Brigade (BDE) and Battalion (BN) Commander/Command Sergeant Major Responsibilities:

(1) Commanders at the BDE and BN level will appoint, in writing, a primary and alternate Unit Sponsorship Coordinator (USC) to assist them in the early identification of inbound/outbound Soldiers and Civilians and the overall implementation of this policy. For newly appointed USCs, ensure required training listed in 4.e. below is completed prior to approved access for assigned roles in the Army Career Tracker (ACT). Units

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must maintain and forward updated appointment orders for primary and alternate USCs to the Installation Sponsorship Liaison (ISL), along with the new USC's INCOPD Form 1-R-E (June 2016), ACT Request Form, Annex F (June 2016), and TASP Course completion certificate (ALMS or eSAT) via email: [usarmy.schofield.id-pacific.mbx.sponsorship@mail.mil](mailto:usarmy.schofield.id-pacific.mbx.sponsorship@mail.mil). This will be an inspectable item and briefed during the Commander's Update Brief.

(2) Ensure sponsors are assigned no later than 120 days from the Soldier's report date, or within five working days of receipt of ACT notification for Initial Military Training (IMT) Soldiers. Reactionary sponsorship is available to provide sponsorship for un-programmed inbounds, but will be provided by the gaining command as a last resort and within 24 hours of the new Soldier's arrival. Distribution of inbounds to subordinate levels must be completed in a way that provides the gaining unit 1SG/supervisor sufficient time to identify and appoint (in ACT) an appropriate sponsor within 120 days of the Soldier's arrival.

(3) Ensure a welcome letter/packet is delivered electronically directly to the incoming personnel from the battalion or organization command team (at a minimum) within 10 days of appointing a sponsor.

(4) When assigning a sponsor, ensure sponsors are not:

(a) Being replaced by the incoming person.

(b) Out-processing or within 90 days of a PCS.

(c) Pending unfavorable actions or undergoing administrative separation.

(d) Projected to be absent (i.e. deployed/TDY/on leave) when the incoming Soldier is scheduled to report and in-process.

(e) Pending a medical or physical evaluation board.

(5) Ensure sponsors perform their duties in accordance with the Sponsor Checklist located in Appendix C of AR 600-8-8 (The Total Army Sponsorship Program). Require sponsors to contact and maintain communication with their Soldier immediately via email or phone at least monthly and then weekly when they are within 30 days of arrival.

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(6) Make contact with new Soldier upon arrival to the unit to ensure the needs of the individual, and his or her Family, are being met and that proper sponsorship is occurring. Encourage sponsors to greet incoming Soldiers and Families at the airport upon their arrival.

(7) Ensure Sponsors update the ACT Sponsorship status at each stage of sponsorship process, and that all newly arrived Soldiers complete the Sponsorship survey in ACT once sponsorship duties are completed, but NLT 45 days after arrival.

(8) BDE/BN CSMs must validate the Monthly ACT Sponsorship Report, and it must be signed by the Commander NLT the 5th of every month and submitted to the next higher HQs and copied to the USARHAW ISL via email at [usarmy.schofield.id-pacific.mbx.sponsorship@mail.mil](mailto:usarmy.schofield.id-pacific.mbx.sponsorship@mail.mil).

(9) BDE CSMs or USCs must attend the USARHAW monthly sponsorship meeting held on the 3rd Monday of each month and will bring a copy of the previous month's Unit Sponsorship Report.

b. 1SG/BN USC Major Responsibilities:

(1) Make every attempt to assign sponsors who are the Team/Squad Leader, supervisor or other leader for the incoming Soldier – especially for first-term Soldiers. Also take into account the marital status of Soldiers, and will consider assigning married sponsors to married inbound personnel to maximize Family sponsorship opportunities.

(2) Verify sponsors completed sponsorship training and report completion and maintain a roster for all sponsorship coordinators.

(3) Ensure direct contact has been made to assigned sponsors via official email or phone contact to ensure sponsor is tracking their incoming Soldier.

(4) Ensure sponsor's checklist is maintained on file for a period of 90 days or until completion of the Soldier's assignment with the organization, whichever comes first.

c. ISL Major Responsibilities:

(1) Develop an onboarding sponsorship tracking system for in-processing incoming Soldiers and DA Civilians for USARHAW to alleviate stoppages in the onboarding process.



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(2) Provide initial guidance and training for all Brigade sponsorship coordinators on their roles and responsibilities.

(3) Conduct sponsorship inspections annually with assistance from Division G1.

(4) Maintain an installation unit sponsorship coordinator rosters.

d. Sponsor Major Responsibilities:

(1) Complete assigned sponsorship training listed in 4.e. below.

(2) Adhere to sponsor checklist and report progress to the unit 1SG/BN USC.

(3) Ensure contact is made immediately with incoming Soldier and provide information as needed to assist in their transition process and maintain communication for up to 45 days after Soldiers arrival and integrated into the unit and community.

(4) Acknowledge receipt of Soldier in TASP Module in ACT after initial face-to-face meeting.

e. Required Sponsorship Training: BDE/BN CSMs, USCs, and First Sergeants will complete the Total Army Sponsorship Program training through either the Army Learning Management System (ALMS), course 1B-F43 (V), or the electronic Sponsorship Application Training (eSAT) available at <https://millifelearning.militaryonesource.mil>, and must also attend the sponsorship training provided by ACS Relocation Readiness Services, in either the Face-to-Face or virtual (e.g. Microsoft Teams) format. Sponsorship training must be tracked by the USCs and will be briefed during the monthly spronshorship meeting.

f. If a Soldier is diverted to another unit at any time whether prior to their arrival or with Replacement, a new sponsor must immediately be assigned to that individual from the new gaining unit to ensure continuity within the sponsorship program.

g. Newly arriving Soldiers are not available to their units of assignment for training exercises, physical training, or other work-related duties while in-processing. In-processing activities are mandatory and should not be superseded for any reason. Sponsors are responsible for checking with the new Soldier daily throughout the installation/organization inprocessing period.

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h. For a non-first term USARHAW Soldier, a sponsor is expected to complete sponsorship duties consistent with the needs of the individual, no less than 30 days after their arrival to the island to ensure he or she is acclimated to the unit/organization and community.

i. For first term Soldiers, a sponsor is expected to perform duties for the first 90 days after arrival to improve safety and reduce the likelihood and opportunity for sexual assault, misconduct, and suicide gestures/attempts. Sponsors of first-term Soldiers will act as big brothers or big sisters for their new arrival in order to orient them to their new surroundings and all aspects of Army life.

5. Supervisors and hiring officials should assign sponsors for a new DA Civilian employee with special consideration for married employees and the specific grade level of the new employee. Sponsors will also send out welcome letters/packets to the new DA Civilian employee signed by the Supervisor. In addition, assigned sponsors will maintain contact with new employees and are encouraged to greet them and their Families in person upon arrival.

6. This memorandum supersedes previous versions and remains in effect until superseded or rescinded in writing.

7. The point of contact for this policy letter is the USARHAW Installation Sponsorship Liaison, at 808-655-8276 or [usarmy.schofield.id-pacific.mbx.sponsorship@mail.mil](mailto:usarmy.schofield.id-pacific.mbx.sponsorship@mail.mil).



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