



DEPARTMENT OF THE ARMY
HEADQUARTERS, 25TH INFANTRY DIVISION AND U.S. ARMY HAWAII
BUILDING 580 KOLEKOLE AVENUE
SCHOFIELD BARRACKS, HAWAII 96857-6000

APVG-CG

23 APR 2019

MEMORANDUM FOR RECORD

SUBJECT: 25th Infantry Division and U.S. Army Hawaii Policy Letter #13 – Sponsorship Program

1. References:

- a. Army Regulation (AR) 600-8-8, The Total Army Sponsorship Program, 4 April 2006:
- b. AR 608-4, Army Community Service, 13 March 2013.
- 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 and their Families. Quality sponsorship improves unit cohesion, retention, morale, and readiness. Sponsorship minimizes the time Soldiers spend away from the unit and provides support and assistance during the transition period for Soldiers and Families.

3. Applicability. The provisions of this policy apply to all units assigned, attached, and operating in support of the 25th Infantry Division (ID) and the U.S. Army Hawaii (USARHAW). Soldiers, Non-Commissioned Officers, and Officers in the grade of E-1 to O-6 will require sponsorship at the unit level.

4. Policy. Sponsorship is a commander's program to help newly arriving Soldiers and their Families during the overseas reassignment to Hawaii. Every Soldier within the 25th ID and USARHAW will be sponsored prior to and upon arrival.

- a. Commanders at the brigade and battalion level will designate a command sponsorship coordinator to assist them in the early identification of inbound Soldiers and the overall implementation of this policy.

- b. Commander's Responsibilities.

- (1) Assign one sponsor for each incoming Soldier within five working days of receiving an electronic sponsorship request in Army Career Tracker (ACT) or from the date a Soldier is identified on the unit's gain roster.

(2) Ensure a welcome letter is sent to the incoming personnel from the battalion commander (officer) or the command sergeant major (enlisted) within 10 days of appointing a sponsor. ACT is a resource to use to ensure incoming Soldiers receive this welcome letter.

(3) When assigning a sponsor, ensure sponsor does not meet the following criteria:

(a) Being replaced by the incoming person.

(b) Out-processing or within 60 days of a PCS.

(c) 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.

(4) Make every attempt to assign sponsors who are the same sex as the incoming Soldier – especially for first-term Soldiers. Commanders will also take into account the marital status of Soldiers and consider assigning married sponsors to married inbound Soldiers to maximize Family sponsorship opportunities.

(5) Sponsors are certified to be a sponsor by completing the eSponsorship Application & Training (eSAT) online training prior to the arrival of the Soldier. The website is the following:

<https://myhub.militaryonesource.mil/MOS/f?p=SIS:2:0:>

(6) Make contact with incoming Soldiers upon arrival to the unit and ensure the needs of the individual Soldier and his or her Family are being met and proper sponsorship is occurring.

c. Sponsor's Responsibilities. See Annex A.

d. Newly arriving Soldiers are not available to their units of assigning 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.

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

f. For first term Soldiers, a sponsor is expected to perform duties for the first 90 days of the Soldier's assignment to improve safety and reduce the likelihood and opportunity for sexual assault, misconduct, and suicide gestures/attempts. Sponsor of

APVG-CG

SUBJECT: 25th Infantry Division and U.S. Army Hawaii Policy Letter #13 – Sponsorship Program

first-term Soldiers will act as big brothers or big sisters for their inbound Soldiers in order to orient inbound Soldiers to their new surroundings and to all aspects of Army life.

5. This memorandum supersedes USARHAW Policy Letter #15, dated 19 July 2016 and remains in effect until superseded or rescinded in writing.

6. The point of contact for this policy letter is the 25th ID/USARHAW G1, at (808)655-1803.



RONALD P. CLARK
Major General, USA
Commanding