## **Sponsor Training for Out-Processing**

The sponsor is the most vital component in a successful and effective sponsorship program. Sponsors represent the first impression of the new organization for an incoming Soldier or DA Civilian employee. Only those individuals who can represent the gaining unit or activity in a positive manner should be selected as sponsors.

1. Sponsor training. Sponsors are required to be formally trained prior to assuming duties as an appointed sponsor. Training will be completed upon notification of being a sponsor which includes being identified as a reactionary sponsor for the unit. There are two type of Sponsor Training: Sponsor Training as part of the relocation Services at Army Community Services, and the Army Training Requirement and Resource System (ATAARS) Sponsorship Training. Both are mandatory but the ATAARS Training is required prior to PCSing to your new duty station.

a. Training will be conducted utilizing the ATRRS. The sponsorship training can be found at https://www.atrrs.army.mil/selfdevctr/ or through Army Knowledge Online (AKO) (Self-Service-My Education-ATRRS). Search "Total Army Sponsorship Training Course", course number 1B-F43 (V). Click "register" and fill out the application (see figure 5-1).

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Figure 5-1. ATRRS Sponsorship Course

b. Once the sponsor has received notification they have been enrolled into the course log in to <u>https://www.lms.army.mil</u> or go to AKO (Self Service-My Education-ALMS-Assigned Learning). Under the "Assigned Learning" hyperlink, TASP training course will be listed (see figure 5-2).

Courses or Certifications											
View the course/phase/certifications that have been assigned to you. For suggestions of additional certifications you can complete, see recommendations.											
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Figure 5-2. ALMS Course Screen

i. When the course is listed, proceed to the "In-Progress Learning" hyperlink and select the appropriate course. Once the course screen is displayed, select "Launch" to begin the training (see figure 5-3).

	Total Army Sponsorship Training (00051440, FY14)											
		Launch	Back									
	Delivery Type	Web Based Training					More Action	s				
	Description	Web Based Training					Go to In-Progress	Learning				
							Go to Course/Pha	se/Certifications				
Home							Add to Plan Request Topic					
Search							View Confirmation					
Compliance							View Audit Trail					
In-Progress Learning												
Assigned Learning	Main Learning Assign	ments Associate	ed Learning									
Completed Learning												
Social Media	Completion Status	Not Evaluated										
Courses or Certifications	Score	0										
Tasks and Gap Analysis												
Reports												
Help	Learning Assignmer	nts				Print Expor	rt   Modify Table					
	Module	Assignment Type	Requirement	Details	Completion Status	Completed On	Actions					
	Total Army Sponsorship Training	Training Content	Required	Attempts Allowed: Unlimited	Not Evaluated		Launch					

Figure 5-3. Launch Sponsorship Training Screen

ii. After training is complete, sponsors will print their completion certificate and provide at their final out-processing. Click on the "Courses or Certifications" hyperlink on the left hand side of the screen and find the Total Army Sponsorship Training Course. To the far right, find the "Actions" hyperlink which will provide a drop-down; select "Print Certificate" (see figure 5-4).

signed Learning	Show out of / re	suits	1	1	1	1	1	í	1	1		
mpleted Learning	/ne	Version	Selected Path (% Complete)	Mastery Score	Status	Assigned By	Expired On Date	Revoked On Date	Acquired On Date	Assigned On Date	Actions	
sial Media	Army Traffic		0 1911 - 1921			20						
urses or Certifications	Safety Program, Accident Avoidance	1.0	• •	N/A	Assigned	Reuben				04/17/2013	Actions	
ks and Gap Analysis	Motor Vehicle		Path 1 (OBSOLETE) + 0% Completed			Ferguson					Constantia -	
orts	Drivers											
p	Combating Traffloking in Persons General Awareness Course (CTIP)		Initial Centrication Path - 100% Completed	N/A	Acquired	FN_AKO_USR LN_AKO_USR			10/08/2009	08/08/2010	Actions	
	IMCOM LEAN SIX SIGMA AWARENESS TRAINING (IMCOM LSS-101_)		• • • •	NA	Acquired	Reuben Ferguson			01/01/1900	05/18/2014	Actions	
	IPPS-A Soldier Record Brief Training		Prase1 - 100% Completed	N/A	Acquired	Reuben Ferguson			07/28/2014	07/28/2014	Actions	
	Sexual Harassment/Assault Response Prevention Training Course	FY14	PY14 - 100% Completed	N/A	Acquired	Reuben Ferguson			05/21/2014	05/21/2014	Actions	
	STRUCTURED SELF- DEVELOPMENT - LEVEL 4 (1-250- C49-4 (DL)_)		Prase 1 - 100% Completed	NA	Acquired	Reuben Ferguson			04/04/2013	01/22/2013	Actions View Cou vistori View Prop View Acq Prot Cent	
	TOTAL ARMY SPONSORSHIP TRAINING COURSE (18-F43		Prase - 100% Completed	N/A	Acquired	FN_ATRRS			02/25/2015	02/23/2015	Actions	Print Ce

Figure 5-4. Print Certificate Screen