



DEPARTMENT OF THE ARMY
HEADQUARTERS, 3D INFANTRY DIVISION AND FORT STEWART
942 DR BEN HALL PLACE, BUILDING HQ001
FORT STEWART, GA 31314-5000

AUG 28 2023

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commanding General (CG) Policy Letter #15: Total Army Sponsorship Program (TASP), In-processing, and Integration

1. References.

- a. Army Regulation (AR) 600-8-8 (The Total Army Sponsorship Program), 28 June 2019.
- b. AR 600-8-1 (Army Community Service), 19 October 2017.
- c. AR 600-8-101 (Personnel Readiness Processing), 6 March 2018.
- d. HQDA EXORD 161-15, Implementation of the Total Army Sponsorship Program (TASP) and Army Career Tracker Sponsorship Module, Active Component, 27 August 2015, FRAGO 1 to HQDA EXORD 161-15, 20 October 2016.
- e. Army Directive 2019-33 TASP, 21 October 2019.
- f. Standing Operating Procedure (SOP), Total Army Sponsorship Program (TASP), HQ, U.S. Army Garrison, Fort Stewart/Hunter Army Airfield, Dated 07 February 2020.

2. Scope. This policy applies to all military personnel Assigned, Attached, and under the Operational Control of the 3d Infantry Division.

3. Purpose. This policy provides guidance and intent regarding the Fort Stewart and Hunter Army Airfield Sponsorship Program.

4. Sponsorship, In-processing, and Integration is essential for all new arrivals to meet administrative requirements, complete fundamental training requirements, and receive orientations and briefings. When carried out correctly, sponsorship and integration minimize the time Soldiers spend away from their units, while ensuring Soldiers and Families are integrated into their units and the community. Sponsorship begins long before a Soldier is assigned to the Division.

5. Garrison Commander will provide program oversight through the Division's Marne Gauge brief. Appoint, in writing, a primary and alternate Installation Sponsorship Liaison

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(ISL). Ensure Army Community Service (ACS) Relocation Readiness services are available for supporting sponsorship and provide training to all Sponsorship Program Managers (SPM). Director of Human Resources (DHR) will manage the Army Career Tracker (ACT) transactions for first-term Soldiers and deferments.

6. The G1 will provide oversight for the TASP through the Command Inspection Program (CIP). Inspectable items are the monthly sponsorship statistics signed by the brigade commander and unit sponsorship SOP. The G1 will manage the inbound first-term Soldiers (AIT) population by assigning them to their final unit destination and coordinating with DHR for ACT transaction. The MRC will assign temporary sponsors to all first-term Soldiers until the G1 distributes them to their final unit of assignment. Any deferments will immediately require a memorandum distributed to DHR, losing unit S1, gaining unit S1, and the Marne Reception Center (MRC).

7. Brigade and battalion commanders will appoint a Sponsorship Primary and Alternate Program Manager to coordinate and monitor sponsorship in their units. SPMs will coordinate all requirements for command sponsorship application, program evaluation, and feedback. Appointment orders of Primary and Alternate Program Managers will be submitted to G1 HROC at usarmy.stewart.3-id.list.g1-hroc@army.mil.

a. SPMs will develop sponsorship SOPs signed by their Commander that establishes clear guidance to sponsors and ensure compliance with newly arrived personnel integration requirements stated in this policy letter.

b. SPMs will print monthly sponsorship statistics from ACT and have brigade commanders sign by the 5th of every month.

c. SPMs will ensure all sponsors are certified through their local garrison ACS.

d. SPMs will maintain unit specific web pages on the Fort Stewart website with information to assist incoming Soldiers and ensure that the information remains current. Helpful information includes correct phone numbers, mailing addresses, and a short unit history that includes recent training events, and a link to the unit's Family Readiness Group (FRG) contact information.

8. Sponsorship provides a welcoming presence, and it is essential that sponsors reach out to newly assigned personnel and Families before they arrive. Sponsors are expected to contact incoming personnel within 48 hours of notification. Welcome packets are produced by each unit and ACS. Sponsors will mail the latest packets to the

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incoming Soldier upon contact regardless of arrival to Fort Stewart to allow the Soldier and Family to review the packets, ask questions, and plan their arrival.

9. All personnel will process through the MRC. It is critical to ensure the Soldier is arrived in eMILPO, their leave form is closed out and the Soldier is properly assigned to their gaining unit.

10. Expiration Date. This policy is effective immediately and will remain in effect until suspended, revoked, or superseded.

11. The point of contact for this policy memorandum is the Assistance Chief of Staff, G-1 at (912) 435-9539.



CHRISTOPHER R. NORRIE
Major General, USA
Commanding

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All tenant units and organizations on Fort Stewart

All tenant units and organizations on Hunter Army Airfield