

DEPARTMENT OF THE ARMY

U.S. ARMY MANEUVER SUPPORT CENTER OF EXCELLENCE 14000 MSCOE LOOP, SUITE 316 FORT LEONARD WOOD, MISSOURI 65473-8300

ATZT-CS

0 4 OCT 2019

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Memorandum of Instruction (MOI), Maneuver Support Center of Excellence (MSCoE), Fort Leonard Wood Sponsorship Program

1. References:

- a. AR 600-8-8 (The Total Army Sponsorship Program), 28 June 2019.
- b. AR 600-8-11 (Reassignment, Rapid Action Revision), 18 October 2012.
- c. AR 600-8-101 (Personnel Readiness Processing), 6 March 2018.
- d. AR 600-8-105 (Military Orders), 22 March 2019.
- e. DA Pamphlet 600-8-101 (Personnel Readiness Procedures), 6 March 2019.
- 2. Purpose. This MOI serves as the standing operating procedure for the installation sponsorship program and defines the roles, responsibilities, and processes related to the Total Army Sponsorship Program (TASP) and how TASP will be implemented within the MSCoE.
- 3. Scope. The TASP aims to help Soldiers better integrate into the Army, assist them as they transition to different units, and ensures they are assigned sponsors prior to reporting to their next duty station. Obtaining a sponsor reduces the stress of reporting to a new unit, enhancing resiliency and improving readiness among Soldiers and Family members, and ensuring successful reception and integration into units and communities.
- 4. Applicability. This MOI applies to all permanently assigned and attached personnel within the MSCoE, Soldiers attending long-term (20 weeks or more) military schools, and Students/Trainees graduating from their Initial Military Training (IMT), One Station Unit Training (OSUT), or Advanced Individual Training (AIT) to their first unit of assignment. As the National Guard and Army Reserve have independent sponsorship programs, this policy does not apply for the National Guard and Army Reserve.
- 5. Roles and Responsibilities. Sponsorship is a Commander's program. Success of the program can be measured by newcomer interviews, review of sponsorship program survey results (via the TASP Module), and Organizational

SUBJECT: Memorandum of Instruction (MOI), Maneuver Support Center of Excellence (MSCoE), Fort Leonard Wood Sponsorship Program

Inspection Program (OIP) results. Commanders and supervisors will ensure that unit sponsorship coordinators, sponsors, and other leaders are trained to execute their sponsorship duties. Commanders, Leaders, and Soldiers have responsibilities to ensure an effective sponsorship program exists.

- a. The Senior Commander is responsible for:
- (1) Establishing and evaluating the Command Sponsorship Program on an ongoing basis and providing support to make sponsorship a priority.

(2) Ensuring:

- (a) Subordinate commanders establish sponsorship SOPs, providing sponsorship for all permanent party Soldiers and graduates of IMT and their eligible Family members, and to ensuring that an annual TASP inspection is conducted as a part of the installation's OIP.
- (b) G1s or S1s update the TASP Module in the Army Career Tracker (ACT) when locally-generated diversions/follow-on assignments alter inbound Soldiers' original gaining commands, implement processes to manage Soldier diversions (not Army Command (ACOM)) level, and develop/facilitate additional sponsorship SOP for unique unit requirements (not ACOM level).
- (3) Designating a well-advertised location on the installation where sponsorship materials and assistance are available to all military personnel and eligible Family members.
- (4) Monitoring the use of exceptions to policy (ETP). Under the provisions of Army Regulation 600-8-8, paragraph 2-6l, ETP authority has been delegated to Brigade Commanders to approve ETPs for outbound IMT Soldiers and students, to include AIT, OSUT, Officer Basic Course (OBC), and Captains Career Course (CCC) students. Approval of ETPs for permanent party Soldiers will be retained by the MSCoE Commanding General (CG).
- (5) Ensuring Department of the Army (DA) Civilian employees undergoing a Permanent Change of Station (PCS) move will be offered an

SUBJECT: Memorandum of Instruction (MOI), Maneuver Support Center of Excellence (MSCoE), Fort Leonard Wood Sponsorship Program

opportunity to participate in the Sponsorship Program.

- (6) Ensuring that every departing Soldier will be offered out-sponsorship assistance during out processing. Departing individuals will out-process as much as possible on their own. Out-processing assistance will not include personal activities that should be done by the departing personnel (for example, cleaning quarters, providing childcare, or turning in vehicles).
- b. The Garrison Commander is responsible for:
- (1) Implementing the TASP and providing program oversight by incorporating sponsorship into key Garrison measures and installation status reports.
- (2) Appointing, in writing, a Primary and Alternate Installation Sponsorship Liaison Coordinator (ISL). The ISL will be located within the Military Personnel Division, Directorate of Garrison Human Resources.
- (3) Monitoring/tracking/evaluating program effectiveness using Interactive Customer Evaluation (ICE) and Army Career Tracker (ACT) in/out processing surveys.
- (4) Coordinating with regional Army Community Services (ACS) directors and Child Youth Services (CYS) program specialists reviewing sponsorship training provided by ACS and youth sponsorship programs.

(5) Ensuring:

- (a) Rear detachment sponsorship is provided to Family members during deployment of Soldiers.
 - (b) ACS relocation readiness services are used to support sponsorship.
- (c) Garrison website contains direct contact information of personnel requiring sponsorship assistance.
- (d) Sponsorship information is contained in orientation packets for new and PCS personnel.
 - (6) Maintaining an Installation Unit Sponsorship Coordinator roster.

- (7) Monitoring the number of ETPs by location and the number of trained/available sponsors.
 - (8) Conducting a quarterly Unit Sponsorship Coordinator meeting.
- c. Brigade and Battalion Commanders and Command Sergeants Major (CSM) or equivalent Leaders at similar Level Organizations:
- (1) Ensure newly assigned military personnel (0-5 and below) are assigned a sponsor and Family members traveling without their sponsoring Soldier are offered sponsorship.
 - (2) Appoint, in writing, a Primary and Alternate Unit Sponsorship Coordinator.
- (3) Ensure sponsors are designated in Army Career Tracker (ACT), counseled on their sponsorship duties, have enough time to perform their sponsorship duties, and have resources to carry out their sponsorship duties to integrate Families into the unit and community. Any change in sponsor must be approved by the CSM.
- (4) Communicate with counterparts at losing command, via ACT CSM Visibility tool, to resolve any concerns which will hinder the Soldier's DA Form 5434 (Sponsorship Program Counseling and Information Sheet) from being completed in the TASP Module in ACT.
- (5) Validate and sign the ACT Sponsorship Report no later than the 5th of every month (CSMs will validate and Commanders will sign).
- (6) Monitor, track, and evaluate the effectiveness of their sponsorship program utilizing OIP results, ACT survey results, and Soldier interviews.
 - (7) Compile an annual TASP report and forward to next higher headquarters.
 - (8) Ensure:
- (a) Like-gender, marital status, grade, and leadership positions are taken into consideration when sponsors are assigned
- (b) Rear detachment assumes responsibility for reception and integration procedures during times of deployment and rear detachment sponsorship is provided to

SUBJECT: Memorandum of Instruction (MOI), Maneuver Support Center of Excellence (MSCoE), Fort Leonard Wood Sponsorship Program

Family members during deployment of newly arrived Soldiers being sponsored.

- (c) A trained sponsorship pool utilizing one of the three approved sponsor training platforms (Army Learning Management System (ALMS), electronic Sponsorship Application Training (eSAT), or Brigade Unit Sponsorship Coordinators.
 - (9) First-term Soldiers attend the newcomers' orientation briefing.
- (10) Effective communication with the losing or gaining counterpart to facilitate a warm hand-off of Soldiers undergoing PCS that require high visibility (expedited transfers, compassionate reassignments, sensitive family issues).
 - (11) Maintenance of an installation unit sponsorship coordinator roster.
- d. The Military Personnel Division, Directorate of Human Resources is responsible for:
- (1) Receiving and forwarding notification of assignment (Centralized Assignment Procedures (CAP) Cycle) to the Garrison/Brigade CSMs and S1s for further dissemination to the Battalion CSMs and S1s (both permanent party and Soldiers in IMT).
- (2) Ensuring Soldiers are informed about the sponsorship program and their requirement to complete DA Form 5434 in the TASP Module in ACT.
- (3) Referring departing Soldiers to the local ACS for relocation readiness services.
- (4) Inputting Soldier's Exceptional Family Member Program (EFMP) and Family travel status in the TASP Module within the ACT system and stored in the ACT database and updating as necessary.
- (5) Verifying sponsor assignment in the TASP Module in ACT (the Reassignment Processing Work Center Coordinators within the MPD Support and Transition Centers (in/out) will perform this task).
- (6) Inputting ETP data into the TASP Module in ACT for all Soldiers departing the installation without an assigned sponsor (the Reassignment Work Center Coordinators within the MPD Support and Transition Centers (in/out processing) will perform this task).

- (7) Publishing and distributing reassignment orders to each Soldier and organization named in the order with sufficient lead time (no later than 120 days from report date for permanent party Soldiers or 14 days from graduation date IMT) to execute the order in accordance with AR 600-8-105.
- (8) Ensuring Soldiers complete the TASP out-processing survey in the TASP Module in ACT prior to final out processing.
 - e. The Installation Sponsorship Liaison (ISL) is responsible for:
- (1) Maintaining a communication link between Soldiers, the community, and commands (losing and gaining).
 - (2) Granting/removing access to the TASP Module in ACT.
- (3) Ensuring that all commands on the installation have a Primary and Alternate Unit Sponsorship Coordinator.
 - (4) Addressing Family reception and integration matters.
- (5) Monitoring trained sponsor population with all commands and advising units on maintaining a trained sponsor population.
- (6) Training Garrison/Brigade level Unit Sponsorship Coordinators on their responsibilities and the use of the TASP Module in ACT via the "Train the Trainer" methodology.
- (7) Providing sponsorship briefs and ACT reports to the Garrison Commander and Garrison CSM.
 - f. Garrison/Brigade/Battalion Unit Sponsorship Coordinators are responsible for:
 - (1) Coordinating and managing the sponsorship program within their unit.
- (2) Receiving gains and losses rosters from the MSCoE G1 to confirm incoming and outgoing Soldiers in the TASP Module in ACT.
 - (3) Ensuring:

- (a) Sponsors are assigned no later than 120 days from report date for inbound Soldiers (permanent party) or within 5 working days of receipt of ACT notification for IMT Soldiers.
- (b) Newly arrived Soldiers complete the in-processing survey within the TASP Module in ACT no later than 45 days after arrival to the unit.
- (c) Outbound Soldiers have completed DA Form 5434 and the outbound sponsorship survey within the TASP Module in ACT.
- (4) Providing Garrison/Brigade//Battalion CSMs with a weekly sponsorship report retrieved from the TASP Module in ACT.
- (5) Keeping the commanders informed of the sponsorship program and problems relating to sponsorship.
- (6) Using the TASP Module within ACT as the primary sponsorship management tool.
- (7) Monitoring sponsor-Soldier relationship for both outbound and inbound Soldiers via the TASP Module within ACT dashboards.
- (8) Briefing outbound Soldiers on sponsorship process and roles and responsibilities of both Soldier and sponsor.
 - (9) Providing sponsors training and maintaining a roster of trained unit sponsors.
- (10) Providing a roster of trained sponsors to the ISL monthly no later than the 3rd working day of the month.
 - g. Sponsors are responsible for:
- (1) Completing sponsorship training requirements from one of the available sources (ALMS, Brigade unit Sponsorship Coordinator, or eSAT). (Supervisors will annotate completion of sponsorship training in ACT). Sponsorship training via ALMS will automatically be recorded in ACT.

- (2) Completing DA Form 5434, section 3, in the TASP Module in ACT within 3 business days (15 calendar days for IMT Soldiers of receiving ACT sponsorship notification of assignment as a sponsor). Following-up with phone and/or email contact. After making phone or email contact, assisting the Soldier by filling in blocks 1, 2, 4, and 5 of DA Form 5434.
- (3) Greeting incoming Soldiers and their Family members and assisting during initial in-processing. After initial in-processing, sponsors will provide assistance. The sponsor will encourage and coach new arrivals.
 - (4) Adhering to sponsor checklist.
- (5) Sponsoring no more than 5 Soldiers at the same time. Linking up with the Soldier for up to 45 days after the Soldier's arrival and integration into the unit and community.
- (6) Acknowledging receipt of Soldier in the TASP Module in ACT after initial face-to-face meeting.
- (7) Keeping their chain of command informed of their sponsorship progress and in-processing and onboarding.
 - h. Tier I and II Soldiers:
 - (1) Tier I and II Soldiers are defined as:
- (a) Tier I: Advanced Individual Training (AIT) and Officer Basic Course graduates.
- (b) Tier II: Soldiers, Noncommissioned Officers (NCOs) and Soldiers in the grades of Private to Staff Sergeant; Second Lieutenant to Captain; and Warrant Officer One to Chief Warrant Officer Two.
- (2) Will log into ACT upon receipt of an automated notification from ACT and complete sections 1, 2, 4, and 5 of DA Form 5434. IMT OSUT/AIT Soldiers will initiate DA Form 5434 in the TASP Module in ACT no later than the first week of Phase IV training at their IMT location. IMT officers attending Basic Officer Leaders'

SUBJECT: Memorandum of Instruction (MOI), Maneuver Support Center of Excellence (MSCoE), Fort Leonard Wood Sponsorship Program

Course/Warrant Officers' Basic Course will initiate DA Form 5434 in the TASP Module in ACT upon receipt of assignment instructions.

- (3) Reply to sponsor's communication via email, phone, or another form of communication. Contacting the School Liaison Officer at the email provided on the welcome letter in the ACT Portal if they have school age children.
- (4) Inform their Unit Sponsorship Coordinator if the gaining command and sponsor have not established contact within 120 days of report date.
- (5) Receive an outbound sponsorship brief from the Unit Sponsorship Coordinator.
 - (6) Complete the out-processing survey located within the TASP module in ACT.
 - (7) Attend the newcomers' orientation briefing.
- (8) Complete the in-processing survey in the TASP Module in ACT within 45 days of arrival.
 - i. The Civilian Personnel Advisory Center responsibilities:
- (1) Ask the selectee if they would like a sponsor when a tentative job offer is accepted and the selectee lives outside the commuting area (50 miles).
- (2) Send the selectee the DA Form 5434 and have them fill it out and return it via email to the Human Resources (HR) Specialist if the selectee lives 50 miles outside the commuting area.
- (3) Forward the DA Form 5434 to the selecting official and alternate selecting official letting them know that their selectee has requested a sponsor and remind the selecting official(s) that the sponsor should be someone in a grade equal to or higher ranking and of the same gender as the selectee.
- (a) The assigned sponsor will contact the selectee to introduce themselves, verify the information on the DA Form 5434 and answer any general questions the selectee may have and follow up with an email (it is recommended that they cc the HR Specialist for tracking purposes).

SUBJECT: Memorandum of Instruction (MOI), Maneuver Support Center of Excellence (MSCoE), Fort Leonard Wood Sponsorship Program

(b) The assigned sponsor has one of two options in regards to the Welcome Packet either prepare a welcome letter and mail a Welcome Packet (obtained from ACS) or email a welcome letter and request that ACS send the Welcome Packet.

6. Types of Sponsorship.

- a. Advanced arrival sponsorship. This is the preferred type of sponsorship. The gaining command assigns a sponsor prior to arrival of inbound Soldiers. This type of sponsorship allows the command and the sponsor to become familiar with the specific needs of the inbound personnel and identify the resources they need.
- b. Out-sponsorship. Every departing Soldier will be offered out-sponsorship assistance during out-processing.
- c. Reactionary sponsorship. Should only be used as a last resort. A reactionary sponsor will be assigned within 24 hours for first-term and junior enlisted Soldiers upon arrival at the installation or as soon as the gaining command is made aware of the unprogrammed arrival.

7. Process.

- a. Sponsorship will be conducted on a tiered approach:
- (1) Tier I. Advanced Individual Training (AIT) and Officer Basic Course graduates will have a sponsor prior to publication of orders. The CG, MSCoE has delegated ETP authority down to Brigade Commanders on a case-by-case basis for IMT Soldiers and students, to include AIT, OSUT, OBC, and CCC students, down to Brigade Commanders on a case-by-case basis down to Tier I Soldiers.
- (2) Tier II. Soldiers, Noncommissioned Officers (NCOs) and Soldiers in the grades of Private to Staff Sergeant, Second Lieutenant to Captain, and Warrant Officer One to Chief Warrant Officer Two require sponsorship at the unit level prior to conducting their final out at the losing installation. The CG, MSCOE retains ETP approval authority for Tier II Soldiers.
- (3) Tier III. Noncommissioned Officers and Soldiers in the grades of Sergeant First Class to Sergeant Major, Chief Warrant Officer Three to Chief Warrant Officer. Five, and Major to Colonel may requests sponsorship.

- b. Commanders will not hold outbound Soldiers past report date pending sponsor assignment. In situations where the gaining command has failed to assign a sponsor prior to the Soldier's final clearance from the losing installation, the Soldier will be allowed to proceed with an ETP (Personnel action DA Form 4187). The reason for the ETP will be recorded on the DA Form 4187 and within the TASP Module in ACT.
- c. The web-based TASP Module in ACT (https://actnow.army.mil) is the Army's enterprise system for participation in the program.
- (1) Soldiers will Log into ACT upon receipt of an automated notification from ACT and complete sections 1, 2, 4, and 5 of DA Form 5434 (Sponsorship Program Counseling and Information Sheet).
- (2). AIT Soldiers will initiate DA Form 5434 within the TASP Module in ACT no later than the first week of Phase IV training.
- (3) Officers attending Basic Officer Leaders Courses/Warrant Officers Basic Courses will initiate DA Form 5434 in the TASP Module in ACT upon receipt of assignment instructions.
- (4) Permanent party Soldiers will be assigned a sponsor within the TASP Module no later than 120 days before their report date unless assignment instructions are issued with less than 120 days, in either case a sponsor will be assigned in ACT not later than 5 days.
- (5) AIT/IMT Soldiers will be assigned a sponsor within the TASP Module 5 calendar days of receipt of the ACT notification announcing the inbound Soldier's pending arrival date.
- (6) Soldiers being reassigned overseas will be assigned a sponsor within the TASP Module no later than 120 days prior to Soldier's report date.
- (7) Soldiers who are un-programmed arrivals and first-termer and junior enlisted Soldiers will be assigned a reactionary sponsor within 24 hours upon arrival on the installation.
- (8) Commanders must remain vigilant that Human Resources Command (HRC) may delete a Soldier(s) assignment after approximately 2 weeks of not arriving at the gaining unit and being in-processed. If this occurs, HRC will remove the Soldier(s) from

SUBJECT: Memorandum of Instruction (MOI), Maneuver Support Center of Excellence (MSCoE), Fort Leonard Wood Sponsorship Program

their assignment and the entire sponsorship process must be reinitiated by the losing command.

- d. The criteria for selection of sponsors includes:
 - (1) Must be equal in grade or higher than Soldier.
- (2) Of the same gender, marital status, and military career field of occupational series as the Soldier.
 - (3) Familiarity with the unit, activity, and community.
 - (4) Should not be sponsoring over 5 Soldiers at the same time.
 - e. Soldiers are exempt from being selected as a sponsor for the following reasons:
 - (1) When being replaced by the inbound Soldier.
 - (2) If they are out-processing or within 90 days of PCS.
 - (3) Pending unfavorable actions or undergoing an administrative separation.
 - (4) Projected to be absent during the first 60 days of the Soldier's arrival.
 - (5) Pending medical or physical evaluation board.
- f. Following appointment of a sponsor, a welcome letter will immediately be available to the Soldier via the TASP Module (any change to the appointed sponsor will be approved by the Brigade CSM). This welcome letter will be followed by a more detailed welcome letter from the sponsor.
- g. If the gaining unit fails to assign a sponsor within ACT and does not contact inbound IMT Soldier's, the losing Unit Sponsorship Coordinator and command leadership will contact the gaining command to get a sponsor assigned into ACT. If a sponsor is not assigned to an outbound Tier I AIT/IMT Soldier or an Officer Basic Course graduate, an ETP request will be submitted on a DA Form 4187 routed through channels to the Brigade Commander for approval. Approved ETP requests will be forwarded to the Trainee/Student Section, Military Personnel Division not later than 21 days prior to the class graduation date of IMT Soldiers and submitted to the MPD

SUBJECT: Memorandum of Instruction (MOI), Maneuver Support Center of Excellence (MSCoE), Fort Leonard Wood Sponsorship Program

Sponsorship mailbox at <u>usarmy.leonardwood.imcom.mbx.mpd-Sponsorship-ETP@mail.mil</u>. (Hand carried ETPs will be accepted if email service is down).

- h. ETPs are discouraged as all Soldiers deserve to have a sponsor whether they are inbound or outbound. All requests for ETP for Tier II permanent party Soldiers will be forwarded through the Soldier's chain of command through the Human Resources Support Center of the MPD to the MSCoE CG and submitted through the MPD sponsorship mailbox at <u>usarmy.leonardwood.imcom.mbx.mpd-reassignments@mail.mil.</u>
- i. Unit Sponsorship Coordinator(s) will provide commander(s) monthly reports on the sponsorship status for both inbound and outbound Soldiers no later than the 5th of the month and a copy of the signed report to the ISL not later than the 8th of the month.
- j. The Unit Sponsorship Coordinators will update their Commander/CSM weekly on the status of Soldiers without an assigned sponsor, placing emphasis on IMT Soldiers.
- k. Command Sergeant Major will communicate with counterparts and maintain visibility via the CSM visibility tool within ACT.
- I. The MPD will publish orders 60-120 days from report date for permanent party Soldiers and 14 days prior to report date for Students/Trainees (provided either a sponsor has been appointed or an approved ETP has been received).
- m. Travel/Transportation requires a minimum of 5 working days to get the Soldiers their Government travel booked; this must be factored in when submitting an ETP for processing.
- n. Everything will be done to mitigate/minimize holdovers and get the Soldier(s) to their gaining unit by their report date. Soldier(s) will not be held past report date pending sponsor assignment. In situations where gaining command has failed to assign a sponsor, the Soldier will be allowed to proceed with an approved ETP.
- o. If the Trainee/Student Section, MPD does not receive an approved ETP at least 21 days prior to the Soldier's graduation date, the unit will plan and accommodate holdovers.

SUBJECT: Memorandum of Instruction (MOI), Maneuver Support Center of Excellence (MSCoE), Fort Leonard Wood Sponsorship Program

7. Proponent for this MOI is the Directorate of Garrison Human Resources, Telephone: (573) 596-0132.

13 Enclosures

DAYAD A. CALDWELL

1. ACT Sponsorship Process Map

COL. GS

2. OIP Checklist

Chief of Staff

- 3. Sample Appointment for Primary and Alternate Brigade and Battalion Unit Sponsorship Coordinators
- 4. Sample Staffing Action of ETP to CG
- 5. DA Form 5434
- 6. DA Form 4187 for CG Approval (Permanent Party)
- 7. DA Form 4187 for Brigade CDR Approval (Tier I Soldiers)
- 8. ACT Help Map (ISL)
- 9. ACT Help Map (CSM)
- 10. ACT Help Map (Brigade Sponsorship Coordinator)
- 11. ACT Help Map (Battalion Sponsorship Coordinator
- 12. ACT Help Map (Incoming Soldier)
- 13. Commander's Handbook

DISTRIBUTION:

All TRADOC Schools, Garrison, Brigades, Battalions, Companies, Directorates, and

Personnel Staff Offices



ACT Sponsorship Process Map.pdf



OIP Sponsorship Checklist.pdf



Sample Appointment for Pri



DA Form 5434.pdf



Sample Staffing



Sample DA Form Action of ETP to CG.p4187 for CG Approval



Sample DA Form 4187 for Brigade CDR



ACT Help Map (ISL).pdf



ACT Help Map (CSM).pdf



ACT Help Map



ACT Help Map



ACT Help Map (Brigade Coordinator) (Battalion Coordinator) (Incoming Soldier).pd



Sponsorship Comma



ACT Sponsorship Process Map ANNEX F



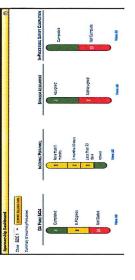


TOPMIS/EDAS nstructions via reassignment



ACT system notifications go out to the Installation and (c) PCSing Individual (a) Gaining Installation (b) Losing

completion of DA Form 5434, Sponsorship Coordinator will Within ACT, Losing Unit monitor PCSing Soldier Sections 1,2,4 & 5



ndividual link-up and send Welcome Letter Within ACT, Gaining Unit Sponsorship Coordinator will make Sponsor-PCSing

NLT 120 days prior to report date NLT 5 days after ACT notification for IMT Graduates ONLY



and completes DA Form 5434 osing Command and Soldier verifies assignment eligibility are notified by MPD/SPD, Sections 1, 2, 4 &5 in ACT



Reassignment Work Center, Installation Sponsorship Liaison and Unit Sponsorship Coordinator (Losing/Gaining) monitor

1. Verify all sections of DA Form 5434 are complete

ACT Sponsorship Dashboard collaboration:

2. Update EFMP and Family Travel, if applicable

4. Refer departing Soldiers to ACS 5. Liaison with TASP counterparts

6. Input ETP Data

Sponsor meets Soldier at

arranged location

3. Verify Survey Completion (Out)

Vithin 3 business days of appointmen

ACT system notification to Sponsor to complete DA Form 5434, Section 3



Student/Trainees

Permanent Party

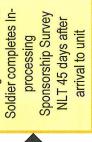
NLT 14 days prior to graduation

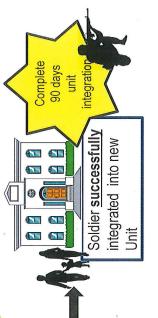
date for IMT Graduates ONLY

Completes Out-processing Survey (In ACT) Soldier



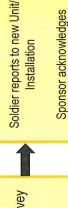












Clears Installation

Installation



receipt of Soldier in ACT

SPON	NSO	RSHIF	OIP CI	HECK	LIST									
Proponent for Inspection: DHR/G1			ICI Date:											
Commander Inspected:			ICI Inspe	ctor's N	lame:									
Assumed Command:			SAV/SI D	ate:										
Unit Name:			SAV/SI Ir	nspecto	r's Name:									
Unit Phone Number:	nit Phone Number:				SCI/SI Date:									
Unit Representative:	nit Representative:					SCI/SI Inspector's Name:								
		REFER	RENCES											
AR 600-8-8, 29 Jun 2019														
		STAN	DARDS											
"T"= 90% success rate of evaluated tasks with no failed "U"= less than 70% success rate of evaluated tasks or				ccess ra	ate of evalua	ated task	s with no fa	iled critica	l tasks.					
UNIT OVERALL RATING		Т	P U	Т	P U	Т	P U							
	inspect ing UNIT		ICI	SA	V/SI	sc	I / SI	10.000-00.00	REFER TO ARKS (LINE)					
INSPECTION CRITERIA - SOLDIERS	LEVEL	GO	NO GO	GO	NO GO	GO	NO GO		(CIIIL)					
Are BDE/BN unit sponsorship coordinators (primary and alternate) on duty apppointment orders? (par 2-8b)	ALL													
Does BDE/BN Commander validate ACT Sponsorsh report no later than the 5th of every month? (par 2-8h)	P _{ALL}								П					
3. Does BDE/BN Command Sergeant Major review the ACT Sponsorship Report weekly?(MONTHLY for USAR) (par 2-8g)														
4. Have all assigned sponsors completed the required training from one of the available sources and has that training been documented in ACT? (par 2-12a)	ALL						(18)							
Are sponsors assigned within 5 calendar days for inbound Soldier? (IMT Soldiers) (par 3-4b)	ALL													
6. Are sponsors for permanent party assigned within 120 days of inbound Soldier's report date or within 15														

ALL

ALL

ALL

ALL

ALL

ALL

ALL

ALL

days of report for TPU Soldiers? (par 3-4a, 3-4c)

U.S. Army Reserve)? (par 2-13 (a)(6))

(120 days for USAR)? (par 2-13 b(2))

U.S. Army Reserve)? (par 2-13a(1))

for inbound Soldiers?

7. Are outbound Soldiers completing the Outbound Survey in the TASP Module in ACT (not applicable for

8. Are inbound Soldiers completing the Inbound Survey in the TASP Module in ACT within 45 days of arrival

9. Are outbound Soldiers completing DA Form 5434 in the TASP Module in ACT (para 2–6) (not applicable for

10. How many ETPs were initiated within the past FY

11. How many ETPs were granted within the

destination information and overseas orientation

past FY for outbound Soldiiers? (par 3-1b)

12. Were BDE/BN USCs trained by the Installation
Sponsorship Liaison or Army Community Service

(ACS) within the past FY? (par 2-10e)

13. Are ACS Relocation Readiness Services supporting sponsorship with counseling, pre-move

briefings? (par 2-3d through 2-3h)

FLW FORM CI (Dated TBD)



SPONSORSHIP OIP CHECKLIST

			REMARKS AND FINAL COMMENTS
LINE	INSPECTION	ITEMS	REMARKS
EX	ICI	3	DD Forms 458 not being processed IAW MCM and AR 27-10 to higher. Recommendation:
1			
2			
3			
4			
5			
6			
7			
8	E.		
9			
10			
11			
12			
13		4	
14	х — —		
15			
16			
17			
18			
19			
20	× n		
21			
22	1		
23			
24			
25			
26			
27		,	
28			



DEPARTMENT OF THE ARMY

@Brigade/@Battalion

@ FORT LEONARD WOOD, MO 65473-8929

@

@

MEMORANDUM FOR @

SUBJECT: Appointment as Primary @Brigade/@Battalion Unit Sponsorship Coordinator

- 1. Effective @, you are appointed as the @Primary/@Alternate @Brigade/@Battalion Unit Sponsorship Coordinator.
- 2. Authority: Army Regulation 600-8-8 (Installation Sponsorship Program), para 2-8b, 29 June 2019.
- 3. Purpose: To coordinate and manage the @brigade @battalion sponsorship program in accordance with AR 600-8-8, paragraph 2-11a through 2-11m.
- 4. Period: Until officially relieved or released from appointment or assignment.
- 5. Special Instructions: None.

@Brigade/@Battalion Commander @, @ Commanding

Enel 3

MSCoE STAFFING PAPER									SGS Control Number									
					OFFICE						COMMAND GROUP ACTION							
NAME	@										ORDER NOTED			R APPROVAL	DISAPPROVAL	SEE ME		
ACTIVITY	@								9			CG						
DATE		<u>a</u>	РНС	NE	@	OFF	ICE SYMBO	OL	@			DCG						
TASK NUM	BER					SUSPENSE						cs						
INFO	ORMA	TION	√	APPR	ROVAL AN	ID SIGI	NATURE					сѕм						
APP	ROVA	۱L		APPR	ROVAL AN	ID INIT	IALS					sgs						
1. Purpos 2. Recon	se: T	o requ	ıest tl	ne Con	mmandi	ng Ge	•	CG's) a	approval	of EP		nel Ac	etion) at	tached a	Tab A.			
3. Discus																		
a. The	e gain	ing C	omm	and ((@) has f	ailed 1	to assign a	a spor	sor prio	r to the	e Sold	ier's f	inal clea	irance.				
b. Cor coordinat								ed with	n the gain	ining c	omma	ınd's l	eadersh	p on <da< td=""><td>ate> and wil</td><td>l continue to</td><td></td></da<>	ate> and wil	l continue to		
c. Per Soldier's					ation (PC	CS) or	ders shou	ıld be j	publishe	ed and	distrit	outed 1	NLT 12	0 days p	rior to Soldi	er's report date		
4. Resou		npact	. Tim	nelines	ss of PC	S orde	ers to Solo	dier aı	nd Famil	ly men	nbers '	will n	ot have	sponsor	until they re	ach the next du	ity	
C	:HAIN	OF C	OMMA	AND A	\PPROV#	AL							COOL	RDINATIO	ON.			
COMMAND				AND A	INITIA		DATE	OFFI	CE-RESP	ONSF-	DATE		COOI	1	NUATION)			
OCIVINIAIN	LIVUI	I VEOI			INITIA		DITTE	0111	CL REOF	JIIOL-I	-1116			(55)(11)				
						+												
						-								-				
													<u>.</u>					

SI	PONSORSHIP	PROGRAM COU	JNSELING AND IN	FORMATION	SHEET				
For	use of this form, see A	R 600-8-8; the proponent	agency is Assistant Chief of	Staff for Installation M					
The public reporting burde the time for reviewing instr completing and reviewing in aspect of this collection of Washington Headquarters Drive East Tower, Suite 02 other provision of law. No places not display a currently	The public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and ompleting and reviewing the collections of information. Send comments regarding this burden estimate or any other spect of this collection of information, including suggestions for reducing the burdens to the Department of Defense, Vashington Headquarters Service, Executive Services Directorate, Information Management Division, 4800 Mark Center brive East Tower, Suite 02609, Alexandria, VA 22350-3100. Respondents should be aware that notwithstanding any ther provision of law. No person shall be subject to any penalty for falling to comply with a collection of information if it oes not display a currently valid OMB control number. Form instructions are located at the subject of the control number of the control of the								
PLEASE DO NOT SUBMIT VIA THE ARMY CAREER	YOUR FORM TO TH TRACKER WEBSITE.	E ABOVE ADDRESS. SI	JBMIT COMPLETE FORM E	LECTRONICALLY					
		DATA REQUIRED BY	THE PRIVACY ACT OF	1974					
AUTHORITY:	10 U.S.C. 3013, Sec Sponsorship Progra	cretary of the Army, 10 U.	S.C. 1056, Relocation assist	ance programs, AR 60	00-8-8, The Total Army				
PRINCIPAL PURPOSE:	Personnel service si		rs about the sponsorship pro	gram and entitlements	s and provide contact information				
ROUTINE USES:	General disclosures	permitted by the Privacy	Act and the Army's systems	of records notices app	ely. Disclosure of PII may include				
DISCLOSURE;	Disclosure of person	amily members that may nally identifiable information	impact schools and local eco	nomy upon Soldier re	assignment				
CITATION:	ability to assign a Sp	porisor and provide appro	priate support upon arrival at CT) (January 24, 2017, 82 FR	new assignment.	ig information may prevent				
			51) (January 24, 2017, 82 FR gnment at Army Knowledge Onl						
I have been counseled or	(2) 10.00 (1.00)	won regarding their new assi	gundik at Army Knowledge Onl	une -					
Total Army Sponsorship	The state of the s								
Typed or Printed Name;				Rank:					
Signature;		Date:							
2. ARRIVAL INFORMATION TO	ASSIST GAINING UNIT		sary, please attach your docume	ntation to the form)					
a. I (Rank/Name):	·	• •	3,,,	The second secon	signment to (Gaining Installation):				
			and expect to a	rrive on/about (Month an	THE STATE OF THE S				
b. Soldier's contact informati	on:								
Current Unit/Address:		·							
DSN Phone number:	 	Cell Phone number (person	eal): Email	address (personal):					
Other (I.e., Social Media):									
Leave Address and Phone	, <i>'</i>								
c. Status (check one):	Married-accompanied	Single-accompanied	Married-unaccompanied	Single-unaccomp					
d. Accompanied by Family m	embers: NAME		AGE SEX .	RELATIONSHIP	Exceptional Family Member Program (EFMP)				
			· · · · · · · · · · · · · · · · · · ·		Yes No				
		· · · · · · · · · · · · · · · · · · ·			Yes . No				
	 	· · · · · · · · · · · · · · · · · · ·		*	Yes . No				
			· · · · · · · · · · · · · · · · · · ·		Yes No				
3. GAINING UNIT/ACTIVITY INF	ORMATION: If additional	space is paccepage places	atlach your documentation to the		Yes No				
a. Gaining Unit/Activity:	ONINATION: II additional	space is necessary, please	d. Unit 1SG/Supervisor:	form)					
b. Unit GDR/Supervisor:		,	Phone number:	*					
Phone number:			Email address:						
Email address:	*		e. TASP Unit Coordinator:	•					
c. Unit sponsor:			Phone number:						
Phone number:	18	· ;	Email address:						
Email address:	• •		f. Date of Initial contact:		* * * * * * * * * * * * * * * * * * * *				

PAGE 1 OF 2
APD LC V1.00ES

4. LOSING UNIT/ACTIVITY INFORMATION: If additional space is	neç	essary, plea	se attacl	your docu	ımențalior	to the fo	rm) _'	-			
a, Losing Unit/Activity:			'	c. Unit 18	G/Superv	isor:					
b. Unit CDR/Supervisor:				Phone	number:	-					
. Phone number:				Email a	address:			· .			
Email address:			·	d. TASP	Unit Coord	linator: _	-			•	
*				Phone	number;						
· · · · · · · · · · · · · · · · · · ·			٠.	, Email a	address:						
5. FAMILY CONSIDERATIONS: If additional space is necessary,	pleas	se atlach yo	ur doçun	nentation to	the form,						
a. Housing requirements (check one):	b.	Pets:		QTY_		No .	C,	Child care requirements:	Yes		No
On-post housing Off-post housing		If yes, Lis	st pet(s)	and Type	e(s):				-		
d.' Spousal Employment info: Yes No							e.	List of local schools:	Yes	Ш	No
If yes, list type of work:							-				
f. Contact by Unit Family Readiness Group (FRG): If yes, list Email address: Yes No	g,	Additional	commen	ts;							
, in your list Zinian dual 223.											
	-	_					2				¥
								3			
		# ₀ •									
*								204		*	
								 E			
· · · · · · · · · · · · · · · · · · ·			383							•	
									ï		
*		η				£	•				
									•		
			*					ä			¥
*								^{eq} a			
			•						•		
* "							9		ā		
					*			98			
*						8					
5.											
				in e							
								3			
, ,								** *			
	1					,		•			
								2			
	60	•			•						
					,					2	
							•	92		٠	
"											
					¥						
							*				

	For use of	of this	PERSONNEL ACTION form, see PAM 600-8; the proponent agency i	is D	CS,	G-1.			
		DAT	TA REQUIRED BY THE PRIVACY ACT OF 1	974					
AUTHORITY: Tit	le 10, USC, Sectio		3, E.O. 9397 (SSN), as amended						
PRINCIPAL PURPOSE: To	request or record	persor	nnel actions for or by Soldiers in accordance w	vith	DA	PAM 60	0-8.		
	e DoD Blanket Roo ply to this system.	utine U	Ises that appear at the beginning of the Army'	s cc	omp	ilation o	f systems of records may		
DISCLOSURE: Voluntary; however failure to provide Social Security Number may result in a delay or error in processing the request for personnel action.									
CDR, @Bn, @Bde CDR, I			R, MSCoE	CD	3. FROM (Include ZIP Code) CDR, @Co, @Bn, @Bde Fort Leonard Wood, MO 65473				
		;	SECTION I - PERSONAL IDENTIFICATION						
4. NAME (Last, First, MI) John, Doe A.			5. GRADE OR RANK/PMOS/AOC SGT/@@@@@				6. SOCIAL SECURITY NUMBER		
		SECTI	ON II - DUTY STATUS CHANGE (AR 600-8	-6)					
7. The above Soldier's duty status is changed fromto									
-			effective hou	ırs,	_				
			N III - REQUEST FOR PERSONNEL ACTION	V			e 2		
8. I request the following acti	on: (Check as app			-					
Service School (Enl only)	- Day	+-+	Special Forces Training/Assignment	#	\dashv	Identification Card			
ROTC or Reserve Compon Volunteering For Oversea S			On-the-Job Training (Enl only) Retesting in Army Personnel Tests	₩	\dashv		ation Tags		
Ranger Training	15. 1 00 Mar. 10 Mar.						Excess/Advance/Outside CONUS		
Reassignment Extreme Far	mily Problems	+	Reclassification	╫	\dashv		of Name/SSN/DOB		
Exchange Reassignment (710.0	Officer Candidate School Officer Candidate School Other (Specify) Fuscanting to Parling (FTP) 6							
Airborne Training		Asgmt of Pers with Exceptional Family Members	6	Exception to Policy (ETP) for Sponsorship					
9. SIGNATURE OF SOLDIER	R (When required)		1. 4				(YYYYMMDD)		
			(S (Applies to Sections II, III, and V) (Continu				sheet)		
2. Justification: The gain publish and distribute Solo	ing unit has faile dier's orders, an l th no response a	ed to p ETP n s to th	provide a sponsor for the Soldier within a nust be obtained. The unit sponsorship one appointment of a sponsor and will consoldier's report date.	120	da rdir	ys from nators h	have contacted the gaining unit		
Dates of Communications	with Gaining U	nit Co	ontact:				P 2		
@ @ @ @									
			N V - CERTIFICATION/APPROVAL/DISAPPR						
11. I certify that the duty statu HAS BEEN VERIFIED	us change <i>(Sectio</i>		or that the request for personnel action (Seci PROVAL RECOMMEND DISAPPROVA		(!!!)	•	ned herein - PROVED IS DISAPPROVED		
12. COMMANDER/AUTHOR	IZED REPRESEN	TATIV	E 13. SIGNATURE		,		14. DATE (YYYYMMDD)		
ABLE T. GO			v				,		

Enel 6

15. NAME OF INDIVIDU	AL	3 ×		16. SSN							
Doe, John D.				111-11-1111							
	a. TO	DDENDUM - RECOMMEN	IDATION	b. FROM							
AUTHORITY	CDR, @Bde	e d Wood, MO 65473		CDR, @Bn, @Bde\ Fort Leonard Wood, MO 65473							
c. ACTION: APP	ROVED	DISAPPROVED	RECO	MMEND:	APPROVAL	DIS	APPROVAL				
d. NAME (Last, First, Mid	ddle)		- /	e. RANK			f. DATE (YYYYMMDD)				
Thomas, Jack C.				LTC							
g. TITLE/POSITION Commanding				h. SIGNATURE							
i. COMMENTS Company and Battalion leadership will continue to work with gaining unit on sponsorship with goal being that Soldier has a sponsor prior to arriving at next duty station.											
	a. TO				b. FROM						
ALITUODITY	CDR, MSC	οE			CDR, @Bde						
AUTHORITY	Fort Leonar	d Wood, MO 65473			Fort Leonard Wood	d, MO 6547	3				
k							п				
c. ACTION: APP	ROVED [DISAPPROVED	RECO	MMEND:	APPROVAL	DIS	APPROVAL				
d. NAME (Last, First, Mid	ddle)	Wilder Street Deliving to Street, Scheduler-		e. RANK			f. DATE (YYYYMMDD)				
Jones, Jeffrey A.	,			COL							
g. TITLE/POSITION				h. SIGNA	TURE						
Commanding		×									
i. COMMENTS Battalion and Brigade	leadership w	rill continue to work wi	th gainin	ng unit to o	obtain a sponsor for	SGT @.					
	a. TO	, , , , , , , , , , , , , , , , , , , ,			b. FROM						
ALITHODITY	CDR, @Bde			CDR, MSCoE							
AUTHORITY	Fort Leonar	d Wood, MO 65473		Fort Leonard Wood, MO 65473							
ACTION DV		T			C ADDDOVAL		ADDDOVAL				
	ROVED	DISAPPROVED	RECO	MMEND:	APPROVAL		APPROVAL				
d. NAME (Last, First, Mid	ddle)			e. RANK			f. DATE (YYYYMMDD)				
Martin, Donna G.				MG	,						
g. TITLE/POSITION				h. SIGNA	TURE						
Commanding											
i. COMMENTS	agining unit	to obtain a sponsor for	SCT @								
		TP to the Reassignment			D via enongorchin e	mail mailha	v ot				
1 *		npd-reassignments@ma		of the ivii	D via sponsorship c	man manoo	A at				
uouming (recinar a (receand	a. TO				b. FROM						
	a. 10				b. TROW						
AUTHORITY			9								
c. ACTION: APP	ROVED	DISAPPROVED	RECO	MMEND:	APPROVAL		APPROVAL				
d. NAME (Last, First, Mid	CONTRACTOR	_ NOVI I KOAFD	INLOC	e. RANK	71107/12		f. DATE (YYYYMMDD)				
u. NAME (Last, 1 list, Mic	iule)			C. IVAIVIT			I. DATE (TTTTMINDD)				
g. TITLE/POSITION				h. SIGNA	TURE		1				
i. COMMENTS							х х				
							-				
							l				
457							*				

				ONNEL ACTION				,		
For use of this form, see PAM 600-8; the proponent agency is DCS, G-1.										
				D BY THE PRIVACY ACT OF	F 1974	1				
CONTROL DE GRADINOSERVICOS DE DE	Title 10, USC, Section			500						
PRINCIPAL PURPOSE:	To request or record	perso	nnel actions fo	or or by Soldiers in accordanc	e with	DA	PAM 60	00-8.		
ROUTINE USES: The DoD Blanket Routine Uses that appear at the beginning of the Army's compilation of systems of records may apply to this system.										
DISCLOSURE: Voluntary; however failure to provide Social Security Number may result in a delay or error in processing the request for personnel action.										
1. THRU (Include ZIP Co	ode)		O (Include ZI	IP Code)				clude ZIP Code)		
CDR, @Bn, @Bde	0 65472	1	R, @Bde	1 MO (5472				@Bn, @Bde		
Fort Leonard Wood, M	0 03473	ron	Leonard w	ood, MO 65473	FO	II L	еопага	Wood, MO 65473		
		-	SECTION L. I	PERSONAL IDENTIFICATIO	N					
4. NAME (Last, First, MI)				DE OR RANK/PMOS/AOC	11			6. SOCIAL SECURITY NUMBER		
John, Doe A.				@@@@				111-11-1111		
		SECT		STATUS CHANGE (AR 60)	0-8-6)					
7. The above Soldier's dut	by atatua is abangod f	om		i.		m 11		1-		
7. The above Soluler's dui	ly status is changed if							to		
,			e	ffective h	nours,					
	SE	CTIC	N III - REQUE	EST FOR PERSONNEL ACT	ION					
8. I request the following a	action: <i>(Check as app</i>	ropria	te)							
Service School (Enl on	ly)		Special Forces	Training/Assignment			Identifica	ation Card		
ROTC or Reserve Comp	onent Duty			nining (Enl only)		Identification Tags				
Volunteering For Overse	ea Service	Retesting in Arr	my Personnel Tests			e Rations				
Ranger Training		Ш	Reassignment	Married Army Couples		- $+$		Excess/Advance/Outside CONUS		
Reassignment Extreme		Ш	Reclassification	The state of the s	$\perp \perp$	Change of Name/SSN/DOB				
Exchange Reassignmen	nt (Enl only)		Officer Candida	ate School	[Other (S	Specify) tion to Policy (ETP) for		
Airborne Training Asg			Asgmt of Pers with Exceptional Family Members			Sponsorship				
9. SIGNATURE OF SOLD	IER (When required)		1			10. DATE (YYYYMMDD)				
								ď		
1 701 1				Sections II, III, and V) (Cont		35551		sheet)		
1. This command reque	ests an ETP in orde	r to r	eceive PCS of	orders for the above name	d Sol	dier	•	v .		
In order to receive PCS days prior to the Soldier	orders, the unit mur's graduate date. The appointment of	ist ob The u a spo	tain an appro nit sponsorsh nsor and wil	oved ETP and submit it to	the lacted	MPI the	D Trair gainin	the Soldier's graduation date. nee/Student Section NLT 21 g unit on numerous occasions ng unit with the goal of		
Dates of Communicatio	ons with Gaining U	nit C	ontact:							
@ @ @ @										
				ICATION/APPROVAL/DISAF				¥ /		
				quest for personnel action (S		111)	-			
HAS BEEN VERIFIE				RECOMMEND DISAPPRO	JAVC		IS APF	PROVED IS DISAPPROVED		
12. COMMANDER/AUTHO	ORIZED REPRESEN	TATI	Æ 13. SIGI	NATURE				14. DATE (YYYYMMDD)		
ABLE T. GO										

Encl 7

15. NAME OF INDIVIDU	AL	16. SSN								
Doe, John D.		111-11-1111								
	ADDENDUM - RECOMMENDATION a. TO	b. FROM								
AUTHORITY	CDR, @Bde Fort Leonard Wood, MO 65473	CDR, @Bn, @Bde\ Fort Leonard Wood, MO 65473								
c. ACTION: APP	ROVED DISAPPROVED RECO	MMEND:	X APPROVAL DIS	SAPPROVAL						
d. NAME (Last, First, Mic	ddle)	e. RANK		f. DATE (YYYYMMDD)						
Thomas, Jack C.		LTC								
g. TITLE/POSITION Commanding		h. SIGNA	TURE							
i. COMMENTS Company and Battalion leadership will continue to work with gaining unit on sponsorship with goal being that Soldier has a sponsor prior to arriving at next duty station.										
	a. TO		b. FROM	j.						
	CDR, @Bn, @Bde		CDR, @Bde							
AUTHORITY	Fort Leonard Wood, MO 65473		Fort Leonard Wood, MO 6547	73						
	(6)									
c. ACTION: X APP	ROVED DISAPPROVED RECO	MMEND:	APPROVAL DIS	SAPPROVAL						
d. NAME (Last, First, Mid		e. RANK		f. DATE (YYYYMMDD)						
Jones, Jeffrey A.	330)	COL								
g. TITLE/POSITION	2.	h. SIGNA	TURE							
Commanding		ž.		*						
i. COMMENTS Continue to work with Section of the MPD vi- graduation date.	gaining unit to obtain a sponsor for PV2 @. a email to usarmy.leonardwood.imcom.mbx	Forward .mpd-Spoi	a copy of this approved ETP to nsorship-ETP@mail.mil NLT 2	the Trainee/Student 1 days prior to Soldier's						
	a. TO		b. FROM							
AUTHORITY										
c. ACTION: APP	ROVED DISAPPROVED RECO	MMEND:	APPROVAL DIS	SAPPROVAL						
d. NAME (Last, First, Mid		e. RANK		f. DATE (YYYYMMDD)						
(2004) 7 1104										
g. TITLE/POSITION	4	h. SIGNA	TURE							
i. COMMENTS None.										
	a. TO		b. FROM							
AUTHORITY										
c. ACTION: APP	ROVED DISAPPROVED RECO	MMEND:	APPROVAL DIS	SAPPROVAL						
d. NAME (Last, First, Mid	ddle)	e. RANK		f. DATE (YYYYMMDD)						
g. TITLE/POSITION		h. SIGNA	TURE							
i. COMMENTS		L	Y X							
*				CAST						

INSTALLATION SPONSORSHIP LIAISON (ISL)

Log into Army Career Tracker at https://actnow.army.mil



CareerTracker U.S.ARMY

SELECT A BRIGADE (BDE)

- a) Select SPONSORSHIP from the left navigation, then click **ADMINISTRATION**
- b) Select the appropriate Brigade (BDE) from the drop down menu

- **ASSIGN BDE SPONSORSHIP** COORDINATOR
- a) Manage Brigade Coordinator Assignments at the Installation
- selecting the appropriate DMSL b) Add Brigade Coordinators by
- c) Search for the Brigade Coordinator * Message is sent to the Brigade
 - Coordinator

ENTER ORDERS PUBLISHED DATE

- navigation, then click DASHBOARD a) Select SPONSORSHIP from the left
- b) Click VIEW ALL under the Outgoing Personnel thermometer
- c) Click EDIT ORDERS
- d) Click **SUBMIT ORDERS**

MONITOR PROGRESS

- navigation, then click DASHBOARD a) Select SPONSORSHIP from the left
- thermometer to track specific TASP steps and export data as needed b) Click VIEW ALL under each
- c) Monitor progress and ensure Out and Inprocessing Surveys are complete

EXPORT SPONSORSHIP

- navigation, then click DASHBOARD a) Select SPONSORSHIP from the left
- b) Select a Unit UIC from the drop down
- c) Click the EXPORT button to download data into an Excel spreadsheet

SPONSORSHIP REPORTS INSTALLATION

- navigation, then click REPORTING a) Select ACT ADMIN from the left
- INSTALLATIONS) SUMMARY report SPONSORSHIP PROGRAM (TASP, b) Click the TOTAL ARMY
- c) Generate reports based on selected criteria
- Reporting is only available at the nstallation level





COMMAND SERGEANT MAJOR (CSM) ROLE: Total Army Sponsorship Program (TASP)

Log into Army Career Tracker at https://actnow.army.mi

ACT ALLOWS YOU TO...

IIEW All Career-Related Data in One Consolidated Place **RECEIVE** Targeted Career & Training Recommendations CREATE Individual Development Plan (IDP)

PLAN New Goals to Reach Professional & Personal Goals RACK Goals in Your Individual Development Plan (IDP) from Leaders and Mentors

ACCESS DASHBOARD

- a) Select SPONSORSHIP from the left navigation then click DASHBOARD
- b) Select the appropriate Brigade (BDE) from the drop down menu

2 SELECT SUBORDINATE UNIT

- a) Click on Unit Dropdown Menu
- b) Select Unit to view
- c) Submit

OUTGOING PERSONNEL VIEW INCOMING &

- navigation, then click DASHBOARD a) Select **SPONSORSHIP** from the left
- b) Scroll down and click **VIEW ALL** under the Incoming & Outgoing Personnel thermometer

MONITOR PROGRESS

- navigation, then click DASHBOARD a) Select SPONSORSHIP from the left
- thermometer to track specific TASP steps and export data, as needed b) Click VIEW ALL under each
- c) Monitor progress on In- and Out-Processing Surveys

EXPORT SPONSORSHIP

- navigation, then click DASHBOARD a) Select **SPONSORSHIP** from the left
- b) Select a Unit UIC from the drop down
- c) Click the **EXPORT** button to download data into an Excel spreadsheet

SPONSORSHIP REPORTS INSTALLATION

- a) Select ACT ADMIN from the left
- SPONSORSHIP PROGRAM (TASP, navigation, then click REPORTING b) Click the TOTAL ARMY
- **INSTALLATIONS) SUMMARY** report c) Generate reports based on selected criteria
- * Users must be provisioned for access to ACT Reporting.

BRIGADE (BDE) COORDINATOR

Log into Army Career Tracker at https://actnow.army.mil



CareerTracker

SELECT A UNIT

- a) Select SPONSORSHIP from the left navigation, then click ADMINISTRATION
- c) Select the appropriate Brigade (BDE) from the drop down menu

ASSIGN BN SPONSORSHIP COORDINATOR

- a) Manage Battalion (BN) Coordinator Assignments at the Brigade
- selecting the appropriate UIC(s); b) Add Battalion Coordinators by earch UIC must be selected separately
- c) Search for the Battalion Coordinator

e) Link Soldier to the correct Battalion or

f) Click SUBMIT

d) Click **EDIT** under the Gaining UIC field

for the apprpriate Soldier

c) Click VIEW ALL under the Incoming

Personnel thermometer

navigation, then click DASHBOARD

a) Select SPONSORSHIP from the left

INCOMING SOLDIER LINK UNIT UIC TO

> * Message is sent to the Battalion Coordinator



EXPORT SPONSORSHIP

- navigation, then click DASHBOARD a) Select **SPONSORSHIP** from the left
- b) Select Unit UIC from the drop down menu
- c) Click EXPORT to download data into an Excel spreadsheet

CREATE WELCOME LETTER

ASSIGN A SPONSOR &

MONITOR PROGRESS

- navigation, then click DASHBOARD a) Select SPONSORSHIP from the left
- thermometer to track specific TASP steps and export data as needed b) Click VIEW ALL under each

b) Select Incoming Soldier and click ADD

ALL under the Sponsor Assignment

thermometer

a) From the DASHBOARD, click VIEW

c) Search for and assign Sponsor; click

SUBMIT

c) Monitor progress and esnure Out and Inprocessing Surveys are complete

d) Create and preview Welcome Letter; * Can also be done by BN Coordinator End 10

click **SUBMIT** to send to Soldier

BATTALION (BN) COORDINATOR

Log into Army Career Tracker at https://actnow.army.mil



CareerTracker

INCOMING SOLDIER LINK UNIT UIC TO

- navigation, then click DASHBOARD a) Select SPONSORSHIP from the left
- b) Click VIEW ALL under the Incoming Personnel thermometer
- c) Click **EDIT** under the Gaining UIC field for the appropriate Soldier
- d) Choose the gaining Unit UIC from the drop down menu
- e) Click SUBMIT

MONITOR PROGRESS

- navigation, then click DASHBOARD a) Select SPONSORSHIP from the left
- thermometer to track specific TASP steps and export data as needed b) Click VIEW ALL under each
- c) Monitor progress and ensure Out and Inprocessing Surveys are complete

2 ASSIGN A SPONSOR

- navigation, then click DASHBOARD a) Select SPONSORSHIP from the left
- b) Click VIEW ALL under the Sponsor Assignment thermometer
- c) Select the Incoming Soldier and click **ADD** to assign a Sponsor
- d) Search for and assign Sponsor; click **SUBMIT**
- * To finish, proceed to Step 3

EXPORT SPONSORSHIP

- navigation, then click DASHBOARD a) Select SPONSORSHIP from the left
- b) Select Unit UIC from the drop down
- c) Click EXPORT to download data into an Excel spreadsheet

LETTER

- CREATE A WELCOME
- by creating a new Welcome Letter for a) Complete Sponsor assignment step the Incoming Soldier
- b) Complete the fields of the Welcome Letter template
- c) **PREVIEW** the Welcome Letter
- d) Click **SUBMIT** to send the Welcome Letter to the Incoming Soldier

CHANGE ASSIGNED SPONSORS

- navigation, then click DASHBOARD a) Select SPONSORSHIP from the left
- b) Click VIEW ALL under the Sponsor Assignment thermometer
- Soldier whose Sponsor you need to c) Select the name of the Incoming change or remove
- d) Add a new Sponsor

INCOMING SOLDIER

Log into Army Career Tracker at https://actnow.army.mil



1 ASSIGNMENT NOTIFICATION

- a) Within 72 hours of assignment, **SPONSORSHIP** will appear in the left navigation panel
- b) Additionally, you will receive an Email and Message in ACT notifying you of your assignment
- c) Select **TRACK** from the left navigation, then click **MESSAGES** to view your Assignment Notification

2 SPONSOR ASSIGNMENT & WELCOME LETTER

- a) Select **TRACK** from the left navigation, then click **MESSAGES** to view your Sponsor Assignment and Welcome Letter
- b) Open the message and read the Welcome Letter; you must the message for the ACT to track this action

3 COMPLETE DA FORM 5434

- a) Select **SPONSORSHIP** from the left navigation, then click **DA FORM 5434**
- b) Once a new form is opened, complete **Sections 1, 2, 4, and 5**
- c) You need to digitally sign the form with your CAC to complete this action
- d) Once all fields are complete and you have signed the form, click **SAVE**

4 FAMILY TRAVEL STATUS

- a) If you have family members and are traveling overseas, this will notify you of the status of your Family Travel packet
- b) You will receive an Email and Message in ACT notifying you as the status is updated

5 COMPLETE OUT-PROCESSING SURVEY

- a) Select **SPONSORSHIP** from the left navigation, then click **SURVEY**
- b) Click TASP OUT-PROCESSING SURVEY
- c) Answer all questions
- d) Click **SUBMIT**
- e) Review the Completion Certificate
- f) Print your Certificate by clicking **PRINT CERTIFICATE**

6 COMPLETE IN-PROCESSING SURVEY

- a) Select **SPONSORSHIP** from the left navigation, then click **SURVEY**
- b) Click TASP IN-PROCESSING SURVEY
- c) Answer all questions
- d) Click **SUBMIT**
- e) Review the Completion Certificate
- f) Print your Certificate by clicking **PRINT CERTIFICATE**



Maneuver Support Center of Excellence (MSCoE) Sponsorship Handbook

13 September 2019

This handbook belongs to:

Erd 13

Table of Contents

Chapter 1 – Sponsorship Introduction	3
Chapter 2 – Commander Responsibilities	3-6
Chapter 3 – Incoming/Departing Soldier Responsibilities	6
Chapter 4 – Unit Sponsorship Coordinator Responsibilities6-	-11
Chapter 5 – Sponsor Responsibilities11-	17
Chapter 6 – JBLM Best Practices for Sponsorship	18
Appendix A – DA Form 5434, Sponsorship Program Counseling and Information Sheet	19
Appendix B – DA Form 7274, Sponsorship Program Survey	.20
Appendix C – Sponsorship Inspection Checklist21-	-22

Chapter 1 - Sponsorship Introduction

Effective sponsorship has a direct and significant impact on unit readiness. Ensuring proper sponsorship occurs both prior to, and upon arrival, and may reduce instances of non-deployability for newly arrived personnel. Engaged leadership is vital to an effective and successful sponsorship program.

This handbook defines the processes, roles, and responsibilities related to the Total Army Sponsorship Program (TASP) and how it will be implemented within the Maneuver Support Center of Excellence (MSCoE). It also provides Commanders, Leaders, and Soldiers with recommendations to effectively implement and maintain sponsorship programs within their respective units and formations.

TASP has numerous components as well as specific timelines that must be adhered to so that incoming Soldiers are contacted as expeditiously as possible prior to their Permanent Change of Station (PCS) (see figure 1-1). Advanced contact and assistance has a direct impact on decreasing the stress and challenges associated with a move to a different installation.

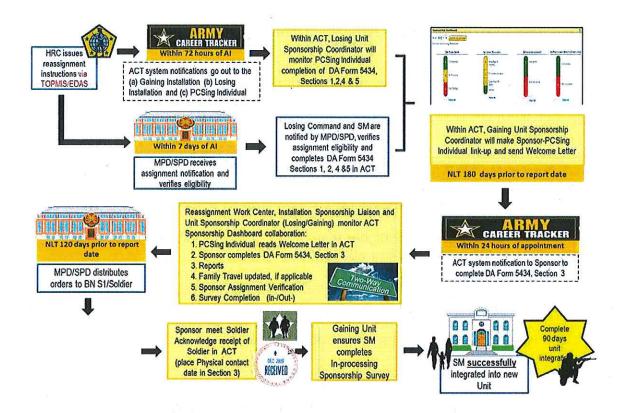


Figure 1-1. Sponsorship Crosswalk

Chapter 2 - Commander's Responsibilities

Sponsorship is a Commander's program. As a result, Commanders have several responsibilities to ensure an effective sponsorship program within their organizations. Commanders will:

- 1. Appoint a Unit Sponsorship Coordinator (primary and alternate) to coordinate and manage the sponsorship program.
- a. A Unit Sponsorship Coordinator will be appointed at every level of command. Coordinators will be SPC (E-4) or above and will be placed on appointment orders. Appointment orders will be kept at the brigade/battalion/company.
- b. Commanders will ensure that personnel identified as the Unit Sponsorship Coordinator have longevity with the unit and have been with the unit for at least 90 days. It is common practice to appoint the unit strength manager to this role as they are familiar with incoming/outgoing Soldier assignments.
- c. A Unit Sponsorship Coordinator will be provided adequate time, equipment, and support to conduct their duties by command.

- 2. Establish sponsorship programs throughout their command for all Soldiers and Family members.
- a. The sponsorship program is an important personnel function requiring command involvement. When units deploy, the responsibility for assigning sponsors remains with the unit's rear detachment commander.
- b. Sponsors will be provided to all ranks through Colonel (O-6) but are only required for Private (E1) through Staff Sergeant (E6), Warrant Officer One (WO1) through Chief Warrant Officer Two (CW2), and Second Lieutenant (2LT) through Captain (CPT). Sponsors selected will be:
- (1) In a grade equal to or higher than the incoming Soldier when practical; sponsors will be in the grade of E4 or above.
- (2) Of the same gender, marital status, and military career field or occupational series as the incoming Soldier when feasible.
 - (3) Have completed Sponsorship training in ALMS.
 - (4) Familiar with the unit or activity and community.
- (5) Be stationed on Fort Leonard Wood for at least 90 days and have a minimum of 90 days of stability upon arrival of the sponsored Soldier.
 - (6) Responsible for no more than five newly arrived Soldiers at one time.
- c. Commanders will establish a pool of reactionary sponsors. Reactionary sponsors will be Army Learning Management System (ALMS) trained and used only in extreme cases. The reactionary sponsor is typically utilized when the newcomer is diverted or time between notification of assignment and arrival is significantly reduced. The reactionary sponsor pool will consist of each rank so that, if needed, all incoming personnel can be assigned a sponsor upon arrival.
- d. Immediate face-to-face contact is imperative for a successful integration into the unit. Commanders will ensure that sponsors meet incoming Soldiers as soon as possible upon arrival to Fort Leonard Wood.
- e. Commanders will provide the newly arrived Soldiers with adequate time for inprocessing. This should include minimizing family separation during this period to allow full integration at the new duty station (specifically field duties and temporary duty).
- f. Commanders should establish a sponsorship feedback and recognition program. Sponsors will receive feedback on their performance. The effective sponsor should be recognized on the same basis as any other Soldier performing in an exemplary manner. Recognition should be given by the appropriate commander and support existing award policies. The act of sponsorship and integration for new Soldiers and their Families is a low-cost but labor-intensive activity that, when performed with care, knowledge, and sincerity will benefit the unit/activity, and Soldier and their Family.

- 3. Monitor and evaluate the program. Success of the program is directly impacted by the efforts and emphasis placed on the program by commanders, command sergeant majors, and first sergeants. In order to monitor and evaluate sponsorship programs within their respective units, leaders will utilize the following tools:
- a. The Sponsor Dashboard: The Sponsor Dashboard located on the Army Career Tracker (ACT) website (https://actnow.army.mil) can be utilized to monitor the status of incoming Soldiers to respective units, how far out they are from arrival, as well as how many have received sponsors and have been contacted. Access can be obtained by contacting the Unit Sponsorship Coordinator for access. Please see figure 2-1.

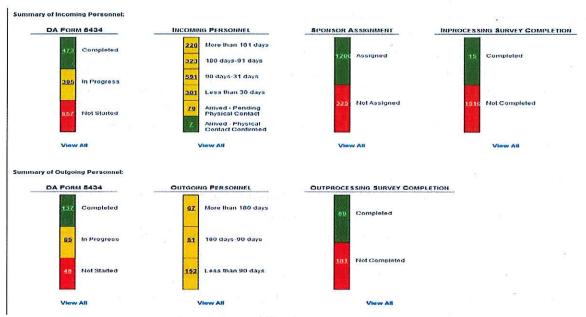


Figure 2-1. ACT Sponsorship Dashboard

- b. Sponsorship Surveys: Commanders have several different surveys available to assess their sponsorship programs upon arrival of a newly assigned Soldier. The ACT sponsorship website requires Soldiers to complete DA Form 7274 (Sponsorship Program Survey) (see appendix B) within 14 days of arrival; additionally, battalion S1s will have the hard copy of this form filled out by in-processing Soldiers upon arrival to the unit. This copy will be forwarded to the battalion CSM for further analysis and subsequently forwarded to respective company command teams. Information obtained from this survey will be non-attribution and utilized to improve program execution.
- c. Command Organizational Inspection Program (COIP): Commanders will incorporate the sponsorship program into their annual OIP. The COIP occurs at battalion level commands and above and will be utilized to assess the effectiveness of the programs and processes and the adherence to current regulations, guidelines, and policies.

Chapter 3 - Incoming/Departing Soldier's Responsibilities

Although sponsorship is a commander's program, it is unable to succeed simply on the efforts of the command. Sponsorship is only effective if there is two-way communication between commands, sponsors, and incoming Soldiers. Incoming Soldiers must take a proactive stance when it comes to contacting units/sponsors to ensure they have a direct line of communication with their gaining organization. In order to facilitate this two-way communication the following actions must be taken by the incoming Soldier:

- 1. Complete DA Form 5434. Within 3 days of receiving assignment instructions, access ACT Sponsorship tab and complete sections 1, 2, 4 and 5 of the DA Form 5434 (Appendix C). DA Form 5434 is used to transmit sponsorship requirements to gaining commands, allowing the organization the ability to assign a sponsor and facilitate contact with the incoming Soldier. Ensure each portion is completed in its entirety so that assigned sponsors can assist with and provide information on all aspects of the upcoming transition (child care, schooling, pets, etc.). In addition to the automated DA Form 5434 within ACT, a hardcopy of this form will be filled out with the BN S1 for forwarding and action.
- 2. Maintain contact. Successful and effective sponsorship is accomplished with the establishment and maintenance of two-way communication. Throughout the entire transition process, incoming Soldiers must remain in contact with their assigned sponsor and provide any changes to their status, to include their Families.

Chapter 4 - Unit Sponsorship Coordinator Responsibilities

This chapter describes the roles and responsibilities of the Unit Sponsorship Coordinator. The Unit Sponsorship Coordinator plays a vital role in working with the reassignments section at the local Military Personnel Division and units within their command. The Coordinator is typically the unit strength manager for the organization; this is beneficial as the strength manager already has oversight of incoming Soldiers and the responsibility of assigning them to subordinate organizations. Unit Sponsorship Coordinators should be placed on official appointment orders signed by their respective commanders. Commanders will ensure that Coordinators have adequate time and assets available to accomplish their duties.

- 1. Assign incoming Soldiers to units: Unit Sponsorship Coordinator will utilize the sponsorship portal located on the ACT Website (https://actnow.army.mil) to assign incoming Soldiers to specific units within their command. To accomplish this task Coordinators will complete the following steps for each incoming Soldier to their command:
- a. Once logged into ACT sponsorship tab, click on the "incoming personnel" hyperlinks which are the respective numbers associated with each timeframe (see figure 4-1).

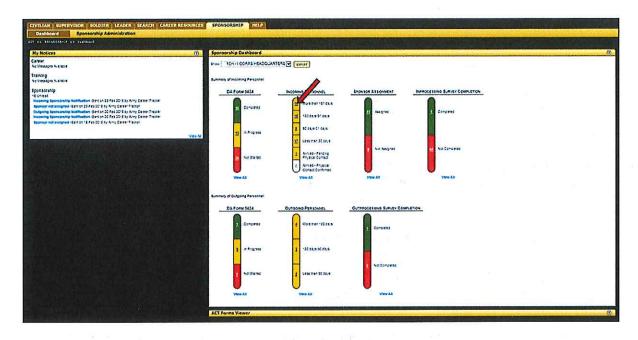


Figure 4-1. Sponsorship Dashboard (Incoming Personnel)

b. When the list of incoming Soldiers is displayed it is necessary to edit the Gaining Unit Identification Code to reflect the organization to which they will be assigned. Simply click the "edit" button under the "Gaining UIC" column to manipulate this data (see figure 4-2).

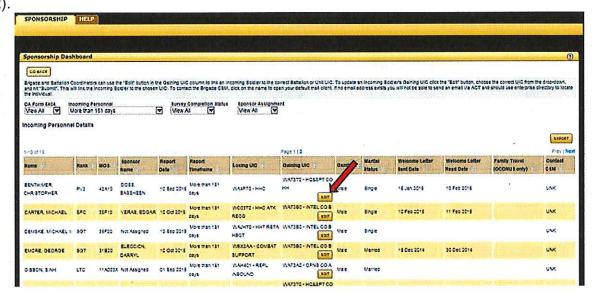


Figure 4-2. Assign Gaining Unit to Incoming Soldier

- c. When this step is completed a drop box will appear with available units within the Coordinator's organization. Select the appropriate gaining unit and press the "submit" button to confirm the selection.
- d. Ensure this step is taken for ALL incoming personnel identified within the ACT system, regardless of associated timeframes. Coordinators should make changes if unit assignments are amended.
- e. This ACT requirement does not alleviate the responsibility of manually tracking inbound personnel for the strength manager In accordance with applicable regulations, policies and unit Standard Operating Procedures.
- 2. Assign sponsors to incoming Soldiers: Coordinators will appoint sponsors for incoming Soldiers as their units are identified and NLT 5 days after the Soldier is reflected as incoming within ACT. If incoming personnel are not reflected in ACT, manual DA Form 5434s will be completed and forwarded to the respective commands within 10 days of receipt.
- a. For Soldiers identified as incoming within ACT, Coordinators will contact the gaining command and request a sponsor. To accomplish this task within ACT, first select the hyperlink for personnel who have not been assigned a sponsor (see figure 4-3).

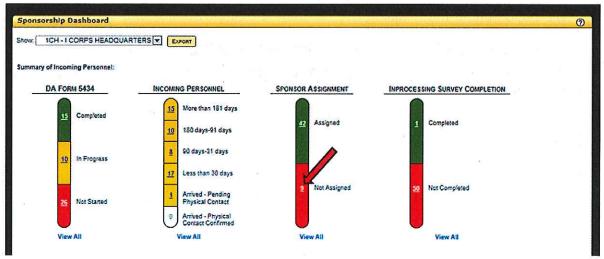


Figure 4-3. Appointing a Sponsor

b. Once, the names of unsponsored personnel has populated, "select" the individual for sponsorship and click the "add" tab at the bottom to designate a specific person to be appointed as sponsor for that individual (see figure 4-4).



Figure 4-4. Select Soldier for Sponsorship

c. A pop-up screen will appear for the Unit Sponsorship Coordinator to assign a sponsor (see figure 4-5). Complete all required fields and hit "submit" to assign a sponsor. Only personnel within the Coordinator's command will populate when assigning a sponsor for the incoming Soldier.

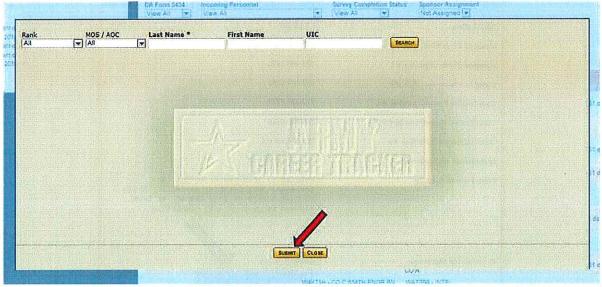


Figure 4-5. Selecting Sponsor

d. Once a sponsor has been selected, the Sponsorship Coordinator will receive a prompt to send the Commander and/or the Command Sergeant Major welcome letter on their behalf, which must be completed before assignment is confirmed (see figure 4-6). A Welcome Letter dialogue box will display which will require additional data fields to be populated (see figure 4-7). Ensure this is completed by previewing the letter for accuracy, then close the window (see figure 4-8), and click "submit."

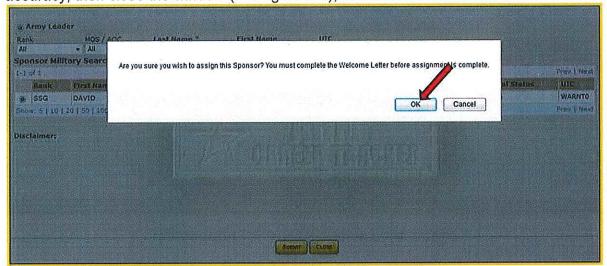


Figure 4-6. Welcome Letter Verification

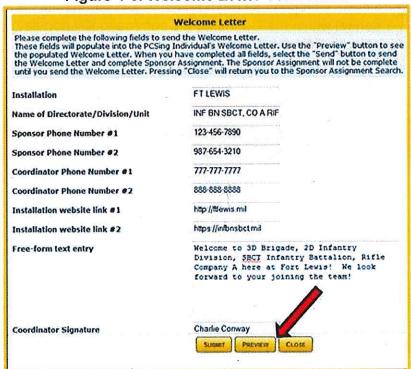


Figure 4-7. Welcome Letter

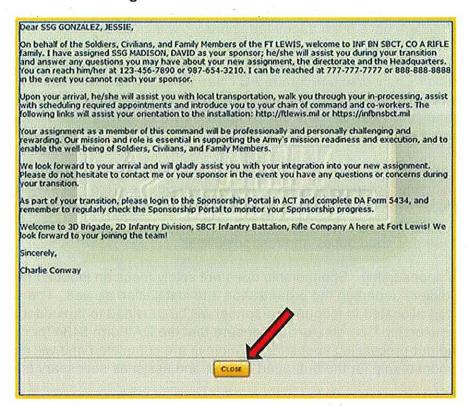


Figure 4-8 (ACT Welcome Letter Review)

- e. In addition to appointing sponsors within ACT, and manually as required, Sponsorship Coordinators will continually monitor ACT and gains rosters to ensure that all incoming Soldiers have been appointed sponsors within 10 days.
- 3. Monitor in-processing sponsorship survey. In order to measure the effectiveness of the organization's sponsorship program, ACT has an automated Sponsorship Program Survey to be completed by in-processing personnel. Coordinators must work with commands to ensure these surveys are completed by the newly assigned Soldier. Findings from these surveys will help further refine and improve the program within the unit.
- 4. Unit Sponsorship Coordinator roles. The Division Sponsorship Coordinator will grant access to at least two coordinators per brigade in ACT. Brigade Sponsorship Coordinators will grant access to at least two battalion coordinators in order for them to accomplish their assigned duties and responsibilities.
- 5. Outbound sponsorship. Sponsorship does not solely focus on inbound personnel; it pertains to Soldiers departing the organization and installation as well. The same amount of effort allocated to inbound personnel will be provided to those departing the unit. Unit Sponsorship Coordinators will ensure that the DA Form 5434 for outbound personnel and out-processing sponsorship surveys are completed and will monitor the progress of sponsorship for the outbound Soldier and assist as necessary (see figure 4-9).

Summary of Outgoing Personnel:

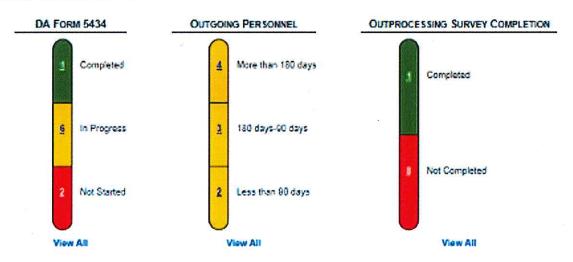


Figure 4-9. Outbound Sponsorship

Chapter 5 - Sponsor Responsibilities

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. Only those individuals who can represent the gaining unit or activity in a positive manner should be selected as sponsors.

- 1. Sponsor responsibilities pre-installation arrival. There are several tasks that need to be accomplished by the sponsor prior to the actual arrival of the Soldier. The following provide the required steps to be completed prior to inbound installation arrival:
- a. 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. 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).

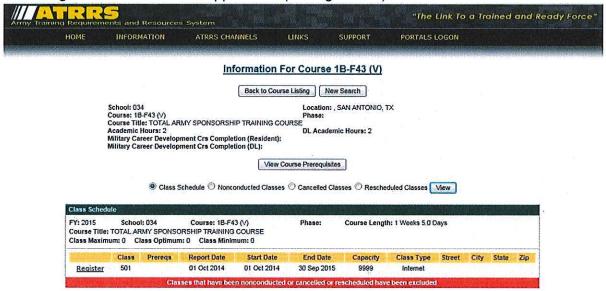


Figure 5-1. ATRRS Sponsorship Course

- b. Sponsors will send a welcome letter to the incoming Soldier within 10 calendar days of appointment. Welcome letters will be sent via ACT, USPS or email. ACT instructions are as follows:
- (1) Utilizing the ACT sponsorship web-portal (https://actnow.army.mil), sponsors will identify the person they are responsible for assisting. They will "create a new recommendation" to begin drafting a welcome letter (see figure 5-2).



Figure 5-2. Sponsor Page

(2) Next the sponsor will select the appropriate checkbox for the PCS-ing individual (see figure 5-3).

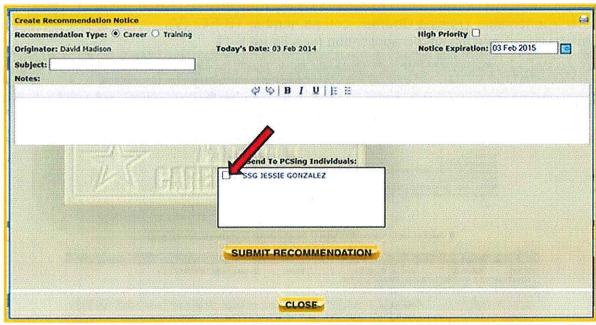


Figure 5-3. Recommendation Notice

(3) At this point the sponsor will create an email to the inbound Soldier. The email must contain a work address, email and telephone number where the sponsor may be reached. Sponsors are encouraged, but not required, to include their personal email and telephone number to facilitate contact. Information requested on DA Form 5434 will be included with the letter. Other information that may be needed in advance of arrival, such as in formation on the unit or activity, should also be provided. Sponsor will select "career" and change the "notice of expiration date; he/she may place this as a high priority as well (see figure 5-4).



Figure 5-4. Welcome Letter Initiation

(4) Once the letter is written simply scroll to the bottom of the window and select the "submit recommendation" and then "close" buttons to complete the action (see figure 5-5).

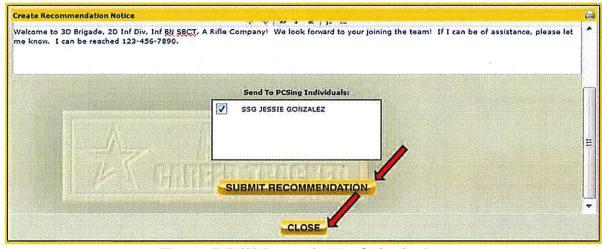


Figure 5-5. Welcome Letter Submission

- c. DA Form 5434. Section 3 (Gaining Unit/Activity Information) of the DA Form 5434 must be completed by the sponsor. If the DA Form 5434 is not received via ACT, it will be completed and sent to the applicable commander listed in AR 600-8-8, table 2-2. The steps to complete this portion on the ACT portal are listed below:
- (1) The sponsor is first notified they have a DA Form 5434 awaiting them from the inbound individual. From the sponsor home page within ACT under the "My Notices" portal, on the left hand side, select the "DA Form 5434 Form Creation" hyperlink under sponsorship (see figure 5-6).



Figure 5-6. Initiated DA Form 5434

(2) Once the sponsor has received and read the notification (see figure 5-7) they can close the document and proceed to complete section 3 of DA Form 5434.

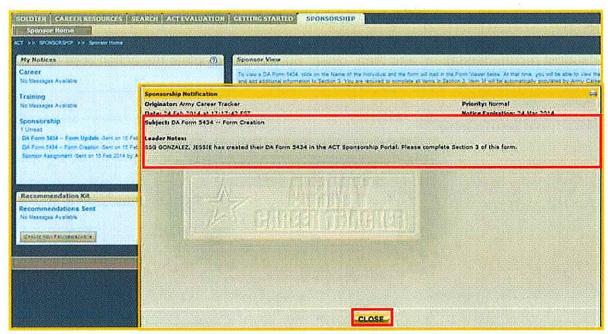


Figure 5-7. DA Form 5434 Notification

(3) The next step is to input the necessary information into the DA Form 5434, section 3. The sponsor will enter the ACT portal under the sponsorship tab and click on the name of the individual they have been appointed to sponsor (see figure 5-8).



Figure 5-8. Inbound Soldier

(4) The automated DA Form 5434 is displayed. The sponsor can then scroll down to section 3 and complete fields a through e (see figure 5-9), and scroll to the bottom of the page and click "save."

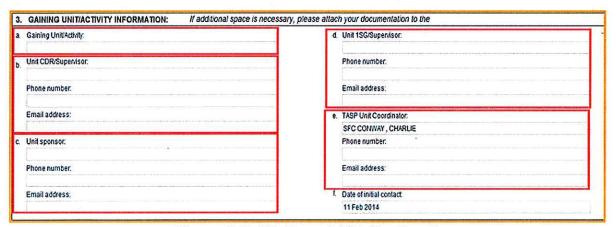


Figure 5-9. DA Form 5434, Section 3

- (5) Once the sponsor has saved the data, he/she can return to the sponsor screen and verify section 3 has been completed. The sponsor will initiate telephone or email contact within three days after being notified of sponsorship duties.
- d. The sponsor will answer follow-up correspondence from the incoming Soldier within 10 working days of receipt of correspondence.

- 2. Sponsor responsibilities upon installation arrival. Several actions occur once the Soldier and their Families arrive to the installation. Depending on the specific needs and how sponsorship was performed prior to arrival, the inbound individual may require additional assistance after the initial greeting. Some of the installation arrival tasks that should be completed include:
- a. Sponsor will greet the incoming Soldier and Family upon arrival. Specifics (arrival time/date) should be worked out between the sponsor and incoming personnel prior to arrival. Once physical contact is established, update ACT accordingly.
- (1) Log into the ACT sponsorship portal and locate the sponsored Soldier and click the "edit" button under the Physical Contact tab (see figure 5-10).



Figure 5-10. Sponsor Physical Contact

(2) On the edit page, choose the calendar option and the corresponding date physical contact was made with the Soldier. Once the date has been annotated, press "submit" to save the changes (see figure 5-11).

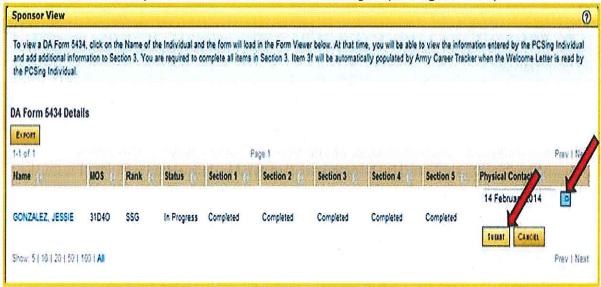


Figure 5-11. Physical Contact Date Edit

- b. Sponsors of first-term Soldiers will take a more involved role in order to orient inbound Soldiers to their new surroundings, in all aspects of Army life, and to provide support and assistance during the transition period. This has the potential to mitigate the risk of the likelihood or opportunity for sexual assault, misconduct and suicide gestures/attempts during the Soldier's first year in the unit.
- c. The sponsor will familiarize the new Soldier with the local policies and discuss unit SHARP procedures and resiliency programs to include "I am Strong" and "Not in my Squad".
- d. The sponsor will familiarize the new Soldier and their Family to the unit or activity and community, including an early visit to ACS. This general orientation should be in addition to the formal orientation briefings the new arrival receives during in-processing.
- e. Escort the Soldier and their Family to temporary lodging as needed, and ensure basic needs are met (meals, pets, and emergency contact numbers).
- f. Assist with children's school selection, school registration or Community Youth Support Scheme registration (if applicable).
- g. Assist with locating temporary transportation (public transportation, carpool, rental car, etc.), if needed.

- h. Provide a tour of the community. Ensure to include places relevant to the person being sponsored (PX, gas station, medical treatment facility, gym, commissary, veterinary services, etc.).
- 3. Sponsors will continue to assist new Soldiers until no longer needed by the individual or their Family (as determined by the new arrival) or officially relieved of duties by the unit commander.

Chapter 6 - Best Practices for Sponsorship

- 1. Creating policy letters that clearly states the commander's intent and expectations, as well as the duties and responsibilities of subordinate commanders. This holds commanders accountable for the effectiveness of their programs as well as creates a baseline for which to develop their own programs. Below are a few essential aspects to include in a sponsorship policy letter:
- a. Every incoming Soldier and Family member is sponsored prior to and upon arrival.
- b. Brigades and Battalions designate and appoint in writing a Unit Sponsorship Coordinator (primary and alternate).
- c. Sponsors will be appointed within 5 working days from receipt of a sponsorship request or the date the Soldier is identified as a gain to the unit.
 - d. Sponsors have 10 working days from designation to contact the inbound Soldier.
- 2. Sponsor/New Service Member link-up will occur during installation in-processing. The importance of physical contact between the inbound and sponsor prior to unit/activity arrival cannot be understated. Demonstrating the importance of taking time to meet a newly arrived Soldier and their Family upon arrival to the installation represents the command in a positive light and aids full integration into the organization.
- 3. A Command representative administers the survey during in-processing to assess a Service Member's satisfaction with their sponsorship experience. It has been observed that once Soldiers arrive to the unit, there are challenges with completing the ACT sponsorship portal's sponsorship survey. Completing surveys during in-processing allows inbound members the time to immediately highlight area of potential improvement and helps to solve challenges early in the process. Having a command representative administer these surveys enhances the emphasis of the sponsorship program and helps the incoming individual successfully integrate into the unit.

4. G1 produces sponsorship reports containing statistics based on survey results; sponsorship reports are compiled, analyzed and disseminated to BDE command teams and S1s in order to ascertain the effectiveness of unit sponsorship programs. Surveys will be non-attributional and will be used to improve programs. Those programs and processes demonstrating exemplary performance will be shared across the installation so that all may benefit.

Appendix A: DA Form 5434, Sponsorship Program Counseling and Information Sheet

SPONSORSHIP PROGRAM COUNSELING AND INFORMATION SHEET For use of this form, see AR 600-8-5; the proponent agency is ACSIM.											
DATA REQUIRED BY THE PRIVACY ACT OF 1974											
batalion of activity of new members.	chillan employee about sponsorship program entitlements, and provide information to gaining it the beginning of the DoD's compilation of systems of records notices may apply to this system.										
DISCLOSURE: Mandatory for service members. Nondisclosure may prevent participation in the sponsorship program.											
NOTE: Soldiers/Family members/Civilians may retrieve information reg.	arging their new assignment at Army Knowledge Online - https://www.us.army.mll										
I have been counseled on the FOR CIVILIAN EMP Total Army Sponsorship Program Typed or Printed Name:	LOYEES ONLY: I would like to have a sponsor assigned to me. (Complete remainder of form.) I decline the ofter of sponsorship. (Complete Section 1 only.) Rank/Grade:										
MOS/Branch/Civilian Occupational Series:	Signature: Date:										
2. ARRIVAL INFORMATION TO ASSIST GAINING UNIT OR ACTIVITY:	If additional space is necessary, please attach your documentation to the form)										
(Rank-Grade and Name): D. Soldiens-Cryllan's contact information: Current Unit/Activity Address:	, am on assignment to (Gashing Installation): and expect to arrive onlabout (Iukont) and Year):										
DSN Prione number. Cell Prione num	ber: Email address:										
Other (i.e., Social Media):											
Leave Address and Phone number at this address until	- П.										
C. Status (check one): Married-accompanied Single-accom	Exceptional Family										
Accompanied by Family members: NAME	AGE BEX RELATIONSHIP Member Program (EFMP)										
	Yes No										
 Section of the section of the section	Yes No										
	Yes No										
	Yes No										
	Yes No										
GAINING UNIT/ACTIVITY INFORMATION: # additional space is neces											
Gaining Unit/Activity:	d. Unit 190/Supervisor:										
b. Unit CDR/Supervisor	Phone number:										
Prone number.	Email address:										
Email address:	TASP Unit Coordinator:										
C. Unitaponsor:	Phone number:										
Phone number:	Email address:										
Email address:	f. Date of initial contact										
4. LOSING UNITIACTIVITY INFORMATION: If additional space is neces	sary, please attach your documentation to the form)										
a. Losing Unit Activity:	C. Unit 15G/Supervisor.										
b. Unit CDR/Supervisor:	Phone number,										
Phone number:	Email address:										
Email address:	d. TASP Unit Coordinator										
	Phone number:										
	Email address:										
6. FAMILY CONSIDERATIONS: Yadddonal space is necessary, please	atach your documentation to the form)										
Housing requirements (check one): D. Pet	ts: Yes No C. Child care requirements: Yes No										
Cn-post housing Off-post housing If yes, list pet and type:											
Spousal Employment Info: Yes No If yes, list type of work:	e. List of local schools: Yes No										
	ditional comments:										
If yes, 1st Email address: Yes No											
DA FORM 5434, DEC 2012 PREVI	IOUS EDITIONS ARE OBSOLETE. APOLICY I DEE										

Appendix B – DA Form 7274, Sponsorship Program Survey

SPONSORSHIP P For use of this form, see AR 600-6	1000	250.00	1419		1000				ls A	cs	IM.			· Commi									(30)
UNIT OR ACTIVITY							RANK/GRADE																
This survey is being conducted as part of a con- INSTRUCTIONS: Check the appropriate box for																	ogr	am	1.		S. H.		
Were you offered a sponsor either before or after arrival? Yes, but	l de	eci	ne	đ										,	No								
If you had a sponsor, when did that sponsor first contact you?	4. How helpful was your							usi	V U	nit	or a	ctivi	ty (gurtir	19	your	PC	sn	love	7			
a. 90 or more days prior to my arrival	a. Extremely helpful																						
b. Less than 90, but more than 30 days prior	b. Very helpful											31(111)6											
c. 30 or less days prior	Ц	c. Moderatley helpful																					
d. Upon arrival at the Installation	Щ	d. Slightly helpful																					
How helpful was your sponsor during your PCS move?	μ.	e. Not at all helpful																					
a. Does not apply; I did not have a sponsor	5.	How helpful was your old unit or activity during your PCS move?																					
b. Extremely helpful	H	a. Extremely helpful																					
c. Very helpful d. Moderately helpful	Н	b. Very helpful c. Moderately helpful																					
e. Sightly helpful	Н	d. Slightly helpful																					
	Not at all helpful e. Not at all helpful e. Not at all helpful g the scale below, indicate how helpful each type of service below was for you (and your family?) Mark a response for each.																						
a. Did not need the service b. Service was not available c. Extremely helpful d. Very helpful e. Moderately helpful f. Slightly helpful g. Not at at helpful																							
a b c d e f g Letter from your sponsor										9													
Welcome packet							-																
Installation newcomer orientation				+		۲	+		H	+	+	H	+	+	H	Н		\dashv	_	Н			
Unit orientation				T		Т	T		T	1		T	T	1		Г		7					
ACS overseas orientation briefings				1		T	T		T	T	1	T	T		T	T			T		T		
ACS overseas video				0	Т	T		Т	T		Г	T	1	Г	T	8				\neg			
ACS Individual relocation counseling					8				T	T		Г								8			
ACS automated relocation information system				Τ			Τ			Γ			T								П		<i>ii</i>
 Overall, how satisfied are you with the sponsorship assistance you received at your current location? 	8.	0	ve	raf,	hova	V W	ell la	th	e s	on	500	ship	pn	ogra	m	WOR	rking]?	W// 81	Y III &			
a. Very satisfied	Ц	d)		a '	ver	y W	ell							- 1110		,,,,,,,,,							
b. Satisfied	Ц		Ц	D. 1	-																		
c. Neither satisfied nor dissatisfied	Ц		Ц	C. 1	_		5																
d. Dissatisfied	d. Poorly e. Very poorly																						
e. Very dissatisfied				ę. '	ver	y px	OCIT	_	_	_		-		_	_			-	-		_	-	
Why is the sponsorship program not working well? Mark all that apply.		-	_	m imice						-		7010				117.15		_	-				-
a. Does not apply; it is working well				-										-									-
b. Sponsors are not carefully selected c. Sponsors are not well informed or trained			-				-	-															
d. Sponsors do not take the job seriously		-			-	-				-						-							-
e. Commanders do not fully support the program		-								-													
Soldiers or civilian employees do not know about it		-												-							_		
g. Other reason			Ħ.			_		_		-			_										
DA FORM 7274, JUN 1993	de la la		order.	dia.						O PAR				JS III		aprile.	4,0210		over the s	-	AF	DIC	v2 01

PAGE LEFT INTENTIONALLY BLANK