



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

AMIM-LDH-M (600-8-8b)

- 9 APR 2024

MEMORANDUM FOR SEE DISTRIBUTION

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

1. References:

- a. Army Directive 2019-33 (Total Army Sponsorship Program).
- b. AR 600-8-8 (The Total Army Sponsorship Program).
- c. AR 600-8-105 (Military Orders).
- d. DA Pamphlet 600-8-101 (Personnel Readiness Procedures), 6 March 2018
- e. AR 600-8-101 (Personnel Readiness Processing).
- f. AR 600-8-11 (Reassignment, Rapid Action Revision).

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 and Fort Leonard Wood.

3. Scope. The TASP aim is 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 and Fort Leonard Wood, 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.

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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 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 2-6I, ETP authority has been delegated to brigade commanders to approve ETPs for Soldiers attending long-term (20 weeks or more) military schools and students/trainees graduating from their IMT to their first unit of assignment. Approval of ETPs for permanent party Soldiers will be retained by the Senior Commander.

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(5) Department of the Army (DA) Civilian employees undergoing a Permanent Change of Station (PCS) move will be offered an opportunity to participate in the Sponsorship Program.

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.

(a) In processing: Surveys will be completed by all inbound Soldiers and a copy of the completed surveys will be provided with in processing packet upon completion. (5 Days)

(b) Out processing: Completed surveys for out-processing will be provided during final out appointment by each Soldier prior to departure from the installation.

(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.

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(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 (O-3 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.

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(b) Rear detachment assumes responsibility for reception and integration procedures during times of deployment and rear detachment sponsorship is provided to 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, Student/Trainee Center and In/Out-Processing 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

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within the MPD Support, Student/Trainee Centers and 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 loss rosters from the MSCoE G1 to confirm incoming and outgoing Soldiers in the TASP Module in ACT.

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(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 3d working day of the month.

g. Sponsors are responsible for:

(1) Completing sponsorship training requirements from one of the available sources (ATIS, Brigade Unit Sponsorship Coordinator, or eSAT). Supervisors will annotate completion of sponsorship training in ACT. Sponsorship training via ATIS will automatically be recorded in ACT.

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(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 are responsible for:

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

(2) Replying 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.

(3) Informing their Unit Sponsorship Coordinator if the gaining command and sponsor have not established contact within 120 days of report date.

(4) Receiving an outbound sponsorship brief from the Unit Sponsorship Coordinator.

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(5) Completing the out-processing survey located within the TASP module in ACT.

(6) Attending the newcomers' orientation briefing.

(7) Completing the in-processing survey in the TASP Module in ACT within 45 days of arrival.

i. The Civilian Personnel Advisory Center will:

(1) When a tentative job offer is accepted, and the selectee lives outside the commuting area (50 miles) the Human Resources (HR) Specialist will ask the selectee if they would like a sponsor.

(2) If the selectee says yes, the HR Specialist will send the selectee the DA Form 5434 and have them fill it out and return it via email to the HR Specialist.

(3) The HR Specialist will then forward the DA Form 5434 to the selecting official and alternate selecting official letting them know that their selectee has requested a sponsor. The selecting official(s) that the sponsor should be is someone in a grade equal to or higher ranking and of the same gender as the selectee.

(4) 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.

(5) The assigned sponsor should follow up with an email (it is recommended that they cc the HR Specialist for tracking purposes).

(6) The assigned sponsor can prepare a welcome letter and mail a welcome packet (obtained from ACS) or the assigned sponsor can email a welcome letter and request that ACS send the Welcome packet.

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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 un-programmed 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 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 request 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.

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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) Advanced Individual Training (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-termers 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 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.

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(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 Sponsorship mailbox at <usarmy.leonardwood.id-training.mbx.usag-flw-dhr-mpd-sponsorship@army.mil>, (hand carried ETPs will be accepted if email service is down).

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h. ETPs are highly discouraged as sponsorship is critical to a successful transition for in and outbound Soldiers. 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 Reassignment mailbox at <usarmy.leonardwood.id-training.mbx.usag-flw-dhr-mpd-reassignment@army.mil>.

i. Unit Sponsorship Coordinator(s) will provide commander(s) monthly reports on the sponsorship status for in 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 Sergeants Major will communicate with counterparts and maintain visibility via the CSM visibility tool within ACT.

l. 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 a minimum of 21 days prior to the Soldier's graduation date, the unit will plan and accommodate holdovers.

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



MARK E. GLASPELL

Colonel, GS

Chief of Staff

13 Enclosures

1. ACT Sponsorship Process Map
2. OIP Checklist
3. DA Form 5434
4. Sample Appointment for Primary and Alternate
Brigade and Battalion Unit Sponsorship Coordinators
5. Sample Staffing Action of ETP to CG
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. Maneuver Support Center of Excellence (MSCoE) Sponsorship Handbook

DISTRIBUTION:

All TRADOC Schools, Garrison,
Brigades, Battalions, Companies,
Directorates, and General and Personnel Staff Offices



SPONSORSHIP

As of November 2021

Proponent for Inspection:	DHR/G1/CPAC		ICI Date:			
Commander Inspected:			ICI Inspector's Name:			
Assumed Command:			SAV/SI Date:			
Unit Name:			SAV/SI Inspector's Name:			
Unit Phone Number:			SCI/SI Date:			
Unit Representative:			SCI/SI Inspector's Name:			
REFERENCES						
HQDA EXORD 161-15			FRAGO 1 to HQDA EXORD 161-15			
STANDARDS						
<p>"T"= 90% success rate of evaluated tasks with no failed critical tasks. "P"= 70% success rate of evaluated tasks with no failed critical tasks. "U"= less than 70% success rate of evaluated tasks or one failed critical task.</p>						
UNIT OVERALL RATING			T P U		T P U	
INSPECTION CRITERIA - SOLDIERS			ICI		SAV / SI	
INSPECTION CRITERIA - SOLDIERS			SCI / SI		REFER TO REMARKS (LINE)	
INSPECTION CRITERIA - SOLDIERS			GO NO GO		GO NO GO	
1. Are (BDE/BN) Unit Sponsorship Coordinators (USCs) (Primary and Alternate) on duty appointment			ALL			
2. Does BDE/BN Commander sign Army Career Tracker (ACT) Sponsorship Report monthly?			ALL			
3. Does BDE/BN Command Sergeant Major review/validate ACT Sponsorship Report weekly? (MONTHLY for United States Army Reserve)			ALL			
4. Have all assigned sponsors completed the required training from one of the available sources and has that training been documented in ACT?			ALL			
5. Are sponsors assigned within 5 calendar days for inbound Soldier? (IMT Soldiers)			ALL			
6. Are sponsors for permanent party assigned within 120 days of inbound Soldier's report date or within 15 days of report for Troop Program Unit Soldiers?			ALL			
7. Are outbound Soldiers completing the Outbound Survey in the ACT Sponsorship module (not applicable for U.S. Army Reserve)?			ALL			
8. Are inbound Soldiers completing the Inbound Survey in the ACT Sponsorship module within 90 days of arrival (120 days for USAR)?			ALL			
9. Are outbound Soldiers completing DA Form 5434 in the ACT Sponsorship module (para 2-6) (not applicable for U.S. Army Reserve)?			ALL			
10. How many Exceptions to Policy were initiated within the past Fiscal Year (FY)?			ALL			
11. Verify all assigned Sponsors are completing Section 3 on the DA Form 5434 in ACT.			ALL			
12. Were BDE/BN USCs trained by the Installation Sponsorship Liaison or Army Community Service (ACS) within the past FY?			ALL			
13. Are ACS Relocation Readiness Services supporting sponsorship with counseling, pre-move destination information and overseas orientation briefings?			ALL			

SPONSORSHIP

As of November 2021

UNIT OVERALL RATING		T	P	U	T	P	U	T	P	U	REFER TO REMARKS (LINE)
INSPECTION CRITERIA - CIVILIANS		ICI			SA / SI			SC / SI			
Insp ectin g UNIT		GO	NO GO		GO	NO GO		GO	NO GO		
1. Does the unit have the most current publications?	ALL										
2. Are outbound civilian employees completing DA Form 5434 within 3 working days of selection notification and acceptance of position? (para 2-7)	ALL										
3. Are outbound civilian employees offered out-sponsorship assistance? (para 2-2)	ALL										
4. Are outbound civilian employees being referred to ACS following selection notification and acceptance of position? (para 2-7)	ALL										
5. Are outbound civilian employees through grade 15 receiving advance arrival sponsorship, unless declined? (para 2-2)	ALL										
6. Are new arrivals receiving reactionary sponsorship, unless declined? (para 2-2)	ALL										
7. Are incoming civilian employees appointed sponsors within 10 calendar days of receiving DA Form 5434, unless declined? (para 2-8)	ALL										
8. Is welcome letter forwarded from commander or activity director to incoming civilian employee within 10 calendar days following receipt of DA Form 5434? (para 2-11)	ALL										
9. Are welcome letter and information forwarded from sponsor to civilian employee within 10 calendar days following appointment of sponsor? (para 2-11)	ALL										
10. Are inbound civilian employees completing DA Form 7274? (para 1-4)	ALL										
11. Are arriving civilian employees receiving an early orientation visit to ACS? (para 2-16)	ALL										
12. Are sponsors being trained? (para 2-3)	ALL										
13. Is ACS providing, upon request, a sponsor training support package and other assistance to train sponsors? (para 1-4)	ALL										
14. Is ACS relocation readiness services supporting sponsorship with counseling, welcome packets, pre-move destination information (including the Standard Installation Topic Exchange Service), and overseas orientation briefings? (para 1-4)	ALL										

SPONSORSHIP

As of November 2021

REMARKS AND FINAL COMMENTS			
LINE	INSPECTION	ITEMS	REMARKS
EX	ICI	2	DD Forms 458 not being processed IAW MCM and AR 27-10 to higher Recommendation:
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SPONSORSHIP PROGRAM COUNSELING AND INFORMATION SHEET

For use of this form, see AR 600-8-8; the proponent agency is Deputy Chief of Staff (DCS), G-1.

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 completing and reviewing the collections of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burdens to the Department of Defense, Washington Headquarters Service, Executive Services Directorate, Information Management Division, 4800 Mark Center Drive East Tower, Suite 02G09, Alexandria, VA 22350-3100. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. Form instructions are located at <https://ako.us.army.mil/suite/doc/43173146>

FOR OFFICIAL USE ONLY

PLEASE DO NOT SUBMIT YOUR FORM TO THE ABOVE ADDRESS. SUBMIT COMPLETE FORM ELECTRONICALLY VIA THE ARMY CAREER TRACKER WEBSITE.

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: 10 U.S.C. 3013, Secretary of the Army, 10 U.S.C. 1056, Relocation assistance programs, AR 600-8-8, The Total Army Sponsorship Program.

PRINCIPAL PURPOSE: Personnel service support. To counsel Soldiers about the sponsorship program and entitlements and provide contact information to gaining battalion or activity of new members and their dependents.

ROUTINE USES: General disclosures permitted by the Privacy Act and the Army's systems of records notices apply. Disclosure of PII may include number and age of family members that may impact schools and local economy upon Soldier reassignment.

DISCLOSURE: Disclosure of personally identifiable information is voluntary. However, failure to provide identifying information may prevent ability to assign a Sponsor and provide appropriate support upon arrival at new assignment.

CITATION: A0350-1b TRADOC Army Career Tracker (ACT) (January 24, 2017, 82 FR 8179)

1. NOTE: Soldiers/Family members may retrieve information regarding their new assignment at *Army Knowledge Online* -

☐ I have been counseled on the
Total Army Sponsorship Program

Typed or Printed Name: _____ Rank: _____

Signature: _____ Date: _____

2. ARRIVAL INFORMATION TO ASSIST GAINING UNIT: *If additional space is necessary, please attach your documentation to the form*

a. I (Rank/Name): _____, am on assignment to (Gaining Installation): _____
and expect to arrive on/about (Month and Year): _____

b. Soldier's contact information:

Current Unit/Address: _____

DSN Phone number: _____ Cell Phone number (personal): _____ Email address (personal): _____

Other (i.e., Social Media): _____

Leave Address and Phone number at this address until: _____

c. Status (check one): ☐ Married-accompanied ☐ Single-accompanied ☐ Married-unaccompanied ☐ Single-unaccompanied

d. Accompanied by Family members:	NAME	AGE	SEX	RELATIONSHIP	Exceptional Family Member Program (EFMP)
	_____	_____	<input type="checkbox"/>	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
	_____	_____	<input type="checkbox"/>	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
	_____	_____	<input type="checkbox"/>	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
	_____	_____	<input type="checkbox"/>	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
	_____	_____	<input type="checkbox"/>	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No

3. GAINING UNIT/ACTIVITY INFORMATION: *If additional space is necessary, please attach your documentation to the form*

a. Gaining Unit/Activity: _____	d. Unit 1SG/Supervisor: _____
b. Unit CDR/Supervisor: _____	Phone number: _____
Phone number: _____	Email address: _____
Email address: _____	e. TASP Unit Coordinator: _____
c. Unit sponsor: _____	Phone number: _____
Phone number: _____	Email address: _____
Email address: _____	f. Date of initial contact: _____

4. LOSING UNIT/ACTIVITY INFORMATION: *If additional space is necessary, please attach your documentation to the form)*

a. Losing Unit/Activity: _____

b. Unit CDR/Supervisor: _____

Phone number: _____

Email address: _____

c. Unit 1SG/Supervisor: _____

Phone number: _____

Email address: _____

d. TASP Unit Coordinator: _____

Phone number: _____

Email address: _____

5. FAMILY CONSIDERATIONS: *If additional space is necessary, please attach your documentation to the form)*

a. Housing requirements (*check one*):
☐ On-post housing ☐ Off-post housing

d. Spousal Employment info: ☐ Yes ☐ No
 If yes, list type of work: _____

f. Contact by Unit Family Readiness Group (*FRG*):
 If yes, list Email address: ☐ Yes ☐ No

b. Pets: ☐ Yes QTY _____ ☐ No
 If yes, List pet(s) and Type(s): _____

g. Additional comments: _____

c. Child care requirements: ☐ Yes ☐ No

e. List of local schools: ☐ Yes ☐ No



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



MSCoE STAFFING PAPER						SGS Control Number				
ACTION OFFICER					COMMAND GROUP ACTION					
NAME	@				ORDER	NOTED	CONCUR	APPROVAL	DISAPPROVAL	SEE ME
ACTIVITY	@					CG				
DATE	@	PHONE	@	OFFICE SYMBOL	@	DCG				
TASK NUMBER				SUSPENSE		CS				
	INFORMATION	✓	APPROVAL AND SIGNATURE				CSM			
	APPROVAL		APPROVAL AND INITIALS				SGS			
SUBJECT:		Sponsorship - Request for Exception to Policy (ETP)								
<p>1. Purpose: To request the Commanding General's (CG's) approval of EPT.</p> <p>2. Recommendation: That the CG sign the approve the DA Form 4187 (Personnel Action) attached at Tab A.</p> <p>3. Discussion.</p> <p style="margin-left: 40px;">a. The gaining Command (@) has failed to assign a sponsor prior to the Soldier's final clearance.</p> <p style="margin-left: 40px;">b. Command leadership has most recently contacted with the gaining command's leadership on <date> and will continue to coordinate for a sponsor until the Soldier's departure.</p> <p style="margin-left: 40px;">c. Permanent Change of Station (PCS) orders should be published and distributed NLT 120 days prior to Soldier's report date. Soldier's report date is @.</p> <p>4. Resource Impact. Timeliness of PCS orders to Soldier and Family members will not have sponsor until they reach the next duty assignment.</p>										
CHAIN OF COMMAND APPROVAL					COORDINATION					
COMMANDER/DIRECTOR	INITIALS	DATE	OFFICE-RESPONSE-DATE			(CONTINUATION)				

TOTAL ARMY SPONSORSHIP PROGRAM (TASP)

INSTALLATION SPONSORSHIP LIAISON (ISL)

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



CareerTracker

1

SELECT A BRIGADE (BDE)

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

2

ASSIGN BDE SPONSORSHIP COORDINATOR

- Manage Brigade Coordinator Assignments at the Installation
- Add Brigade Coordinators by selecting the appropriate DMSL
- Search for the Brigade Coordinator
 - * Message is sent to the Brigade Coordinator

3

ENTER ORDERS PUBLISHED DATE

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

4

MONITOR PROGRESS

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

5

EXPORT SPONSORSHIP DATA

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

6

INSTALLATION SPONSORSHIP REPORTS

- Select **ACT ADMIN** from the left navigation, then click **REPORTING**
- Click the **TOTAL ARMY SPONSORSHIP PROGRAM (TASP, INSTALLATIONS) - SUMMARY** report
- Generate reports based on selected criteria

* Reporting is only available at the Installation level

Encl 8



CareerTracker

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

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

ACT ALLOWS YOU TO...

VIEW All Career-Related Data in One Consolidated Place
CREATE Individual Development Plan (IDP)
RECEIVE Targeted Career & Training Recommendations from Leaders and Mentors

TRACK Goals in Your Individual Development Plan (IDP)

PLAN New Goals to Reach Professional & Personal Goals

1

ACCESS DASHBOARD

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

2

SELECT SUBORDINATE UNIT

- Click on Unit Dropdown Menu
- Select Unit to view
- Submit

3

VIEW INCOMING & OUTGOING PERSONNEL

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

4

MONITOR PROGRESS

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

5

EXPORT SPONSORSHIP DATA

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

6

INSTALLATION SPONSORSHIP REPORTS

- Select **ACT ADMIN** from the left navigation, then click **REPORTING**
- Click the **TOTAL ARMY SPONSORSHIP PROGRAM (TASP, INSTALLATIONS) - SUMMARY** report
- Generate reports based on selected criteria

* Users must be provisioned for access to ACT Reporting.

Encl 9

TOTAL ARMY SPONSORSHIP PROGRAM (TASP)

BRIGADE (BDE) COORDINATOR

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



U.S. ARMY

CareerTracker

1 SELECT A UNIT

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

2 ASSIGN BN SPONSORSHIP COORDINATOR

- Manage Battalion (BN) Coordinator Assignments at the Brigade
- Add Battalion Coordinators by selecting the appropriate UIC(s); each UIC must be selected separately
- Search for the Battalion Coordinator
 - * Message is sent to the Battalion Coordinator

3 LINK UNIT UIC TO INCOMING SOLDIER

- Select **SPONSORSHIP** from the left navigation, then click **DASHBOARD**
- Click **VIEW ALL** under the Incoming Personnel thermometer
- Click **EDIT** under the Gaining UIC field for the appropriate Soldier
- Link Soldier to the correct Battalion or UIC
- Click **SUBMIT**

4 ASSIGN A SPONSOR & CREATE WELCOME LETTER

- From the **DASHBOARD**, click **VIEW ALL** under the Sponsor Assignment thermometer
- Select Incoming Soldier and click **ADD**
- Search for and assign Sponsor; click **SUBMIT**
- Create and preview Welcome Letter; click **SUBMIT** to send to Soldier
 - * Can also be done by BN Coordinator

5 MONITOR PROGRESS

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

6 EXPORT SPONSORSHIP DATA

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

Encl 10

TOTAL ARMY SPONSORSHIP PROGRAM (TASP)

BATTALION (BN) COORDINATOR

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



U.S. ARMY

Career Hacker

1

LINK UNIT UIC TO INCOMING SOLDIER

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

2

ASSIGN A SPONSOR

- Select **SPONSORSHIP** from the left navigation, then click **DASHBOARD**
- Click **VIEW ALL** under the Sponsor Assignment thermometer
- Select the Incoming Soldier and click **ADD** to assign a Sponsor
- Search for and assign Sponsor; click **SUBMIT**

* To finish, proceed to Step 3

3

CREATE A WELCOME LETTER

- Complete Sponsor assignment step by creating a new Welcome Letter for the Incoming Soldier
- Complete the fields of the Welcome Letter template
- PREVIEW** the Welcome Letter
- Click **SUBMIT** to send the Welcome Letter to the Incoming Soldier

4

MONITOR PROGRESS

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

5

EXPORT SPONSORSHIP DATA

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

6

CHANGE ASSIGNED SPONSORS

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

End 11

TOTAL ARMY SPONSORSHIP PROGRAM (TASP)

INCOMING SOLDIER

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



Career Tracker

1 ASSIGNMENT NOTIFICATION

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

2 SPONSOR ASSIGNMENT & WELCOME LETTER

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

3 COMPLETE DA FORM 5434

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

4 FAMILY TRAVEL STATUS

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

5 COMPLETE OUT-PROCESSING SURVEY

- Select **SPONSORSHIP** from the left navigation, then click **SURVEY**.
- Click **TASP OUT-PROCESSING SURVEY**
- Answer all questions
- Click **SUBMIT**
- Review the Completion Certificate
- Print your Certificate by clicking **PRINT CERTIFICATE**

6 COMPLETE IN-PROCESSING SURVEY

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

End 12



Maneuver Support Center of Excellence (MSCoE)

Sponsorship Handbook

13 September 2019

This handbook belongs to: _____

End 13

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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.

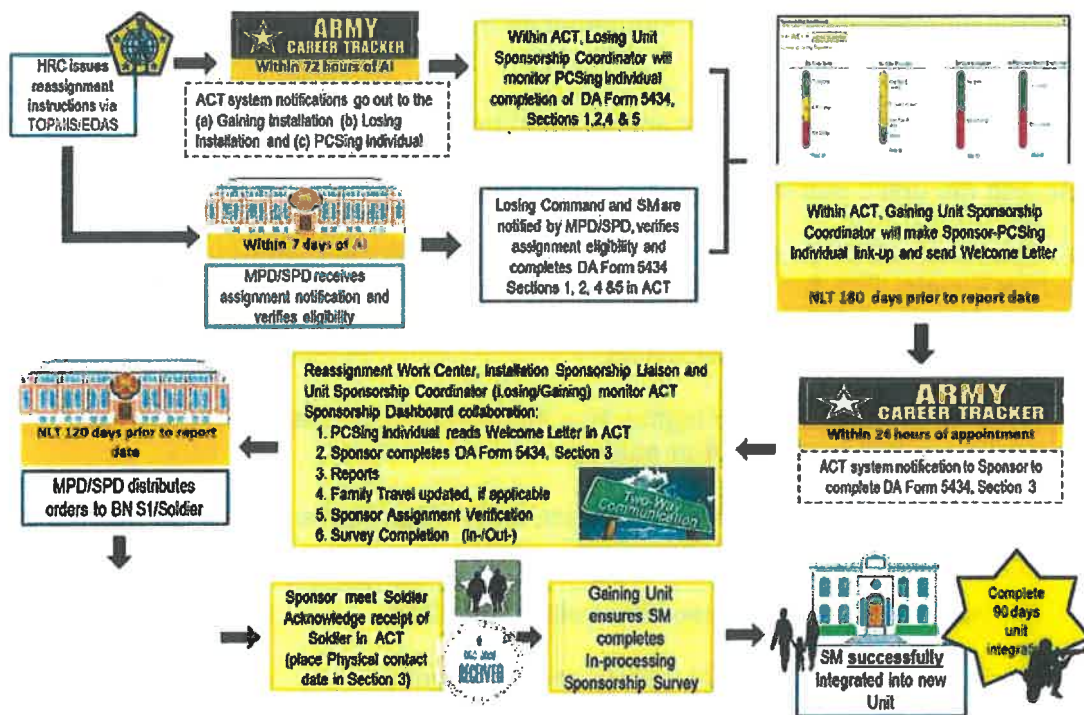


Figure 1-1. Sponsorship Crosswalk

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 in-processing. 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.

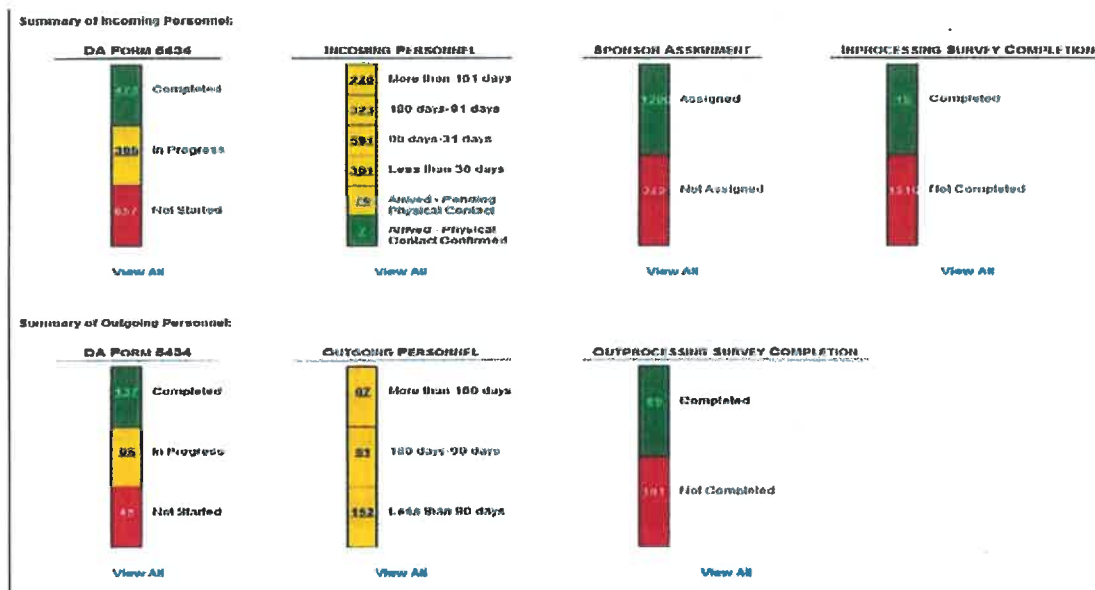


Figure 2-1. ACT Sponsorship Dashboard

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).

Sponsorship Dashboard

DA Form 54 **Incoming Personnel** **Army Component Status** **Sponsorship Assignment**

Incoming Personnel Details

Name	Rank	DOB	Service Number	Report Date	Report Timeframe	Living UIC	Gaining UIC	Status	Marital Status	Widowhood Letter Sent Date	Widowhood Letter Recd Date	Family Travel (DD FORM 1587)	Contact Email
BENTLEY, CHARLOTTE	Pvt	12/1/90	DOB: 6438-0000	10 Sep 2018	More than 181 days	WATZG - H&C	WATZG - H&C	Yes	Single	18 Jun 2018	12 Feb 2018		UIC
CARTER, MICHAEL	EPC	3/1/90	1EARS 0000	10 Oct 2018	More than 181 days	WATZG - H&C	WATZG - H&C	Yes	Single	12 Feb 2018	11 Feb 2018		UIC
CENDE, MICHAEL	Sgt	3/1/90	1EARS 0000	10 Sep 2018	More than 181 days	WATZG - H&C	WATZG - H&C	Yes	Single	12 Feb 2018	11 Feb 2018		UIC
EURE, DEBORAH	Sgt	3/1/90	1EARS 0000	10 Oct 2018	More than 181 days	WATZG - H&C	WATZG - H&C	Yes	Single	12 Feb 2018	11 Feb 2018		UIC
SHARP, JAMES	LTC	1/1/60	1EARS 0000	01 Sep 2018	More than 181 days	WATZG - H&C	WATZG - H&C	Yes	Married	12 Feb 2018	11 Feb 2018		UIC

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).

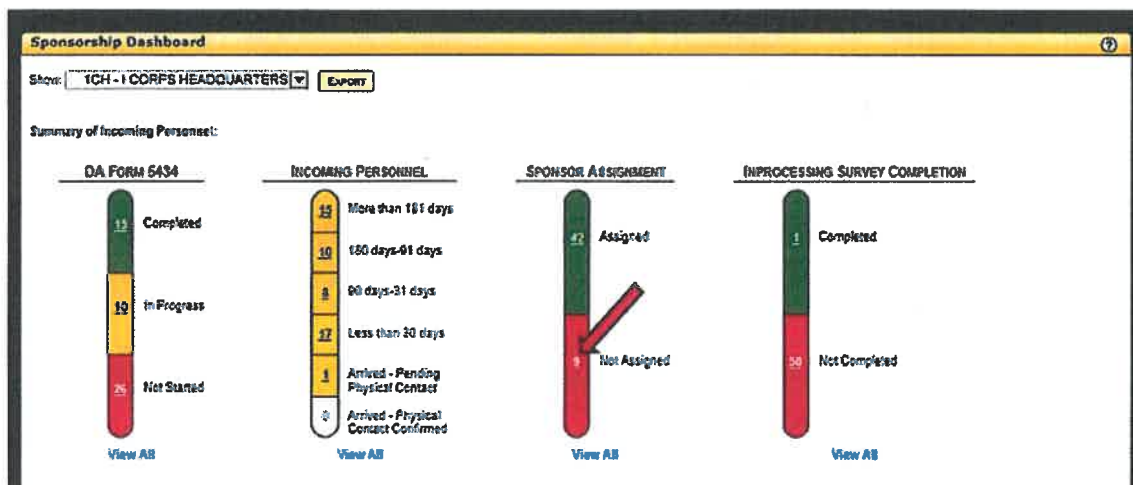


Figure 4-3. Appointing a Sponsor

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).

Sponsorship Dashboard

To ASSIGN a Sponsor, select the individual in the table below and click the "ADD" button.
 To CHANGE a Sponsor, select the individual in the table below and click the "CHANGE" button.
 To REMOVE a Sponsor, select the individual in the table below and click the "REMOVE" button.

DA Form 5424 Incoming Personnel Survey Completion Status Sponsor Assignment
 [View All] [View All] [View All] [Not Assigned]

Sponsor Assignment Details

Select	Name	Rank	MOB	Leaving USG	Serving USG	Sponsor Name	Report Date	Report Yr/Week	Gender	Marital Status
<input type="radio"/>	SENSE, MICHAEL B	Sgt	34250	WAMT0 - WMT INSTA REC7	WAT385 - INTEL CO B	Not Assigned	10 Sep 2018	More than 181 days	Male	Single
<input type="radio"/>	OSBANT, LUCAS	CPT	16A0028	WRU91R - 1AB CO RADACST IEN195AV	WAT385 - OPNS CO A	Not Assigned	18 Jun 2018	01-180 days	Male	Married
<input type="radio"/>	OSBORNE, JIMM	LTC	11A0038	WAM401 - REPT INCLUTS	WAT385 - OPNS CO A	Not Assigned	01 Sep 2018	More than 181 days	Male	Married
<input type="radio"/>	MORRIS, PATRICK	Sgt	16A31N4	WAMV05 - CO C TANK 10	WAT385 - OPNS CO A	Not Assigned	10 Sep 2018	More than 181 days	Male	Married
<input type="radio"/>	ROCHFORD, MICHAEL	CPT	11A0022	WAT385 - WCOE MAN CPTS CAREER C	WAT385 - OPNS CO A	Not Assigned	10 Jun 2018	01-180 days	Male	Married
<input type="radio"/>	SAVIER, STACY	PPG	252110	WIE942 - USA/COE CO A STU 244	WAT385 - INTEL CO B	Not Assigned	17 Mar 2018	Less than 30 days	Male	Single
<input type="radio"/>	TROLLER, MARE	1LT	11A0028FA	WIE942 - WCOE MAN CPTS CAREER C	WAT385 - OPNS CO A	Not Assigned	18 Jun 2018	01-180 days	Male	Single
<input type="radio"/>	TURNER, AMBER	CPT	76A00	WIS030 - USA STU DET VIRONIA	WAT385 - OPNS CO A	Not Assigned	14 Sep 2018	More than 181 days	Female	Married
<input type="radio"/>	WATERS, CHARLES	CPT	12A0008	WAM71N - CO C 164TH ENGR BN	WAT385 - INTEL CO B	Not Assigned	01 Jun 2018	01-180 days	Male	Single

27 rows of data. 233 x 50 x 100 x 100

ADD Form 5424

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.

DA Form 5424 Incoming Personnel Survey Completion Status Sponsor Assignment
 [View All] [View All] [View All] [Not Assigned]

Select Sponsor

Rank: [A1] MOS / AOC: [A1] Last Name: [] First Name: [] UIC: []

[SEARCH]

[SUBMIT] [CLOSE]

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."

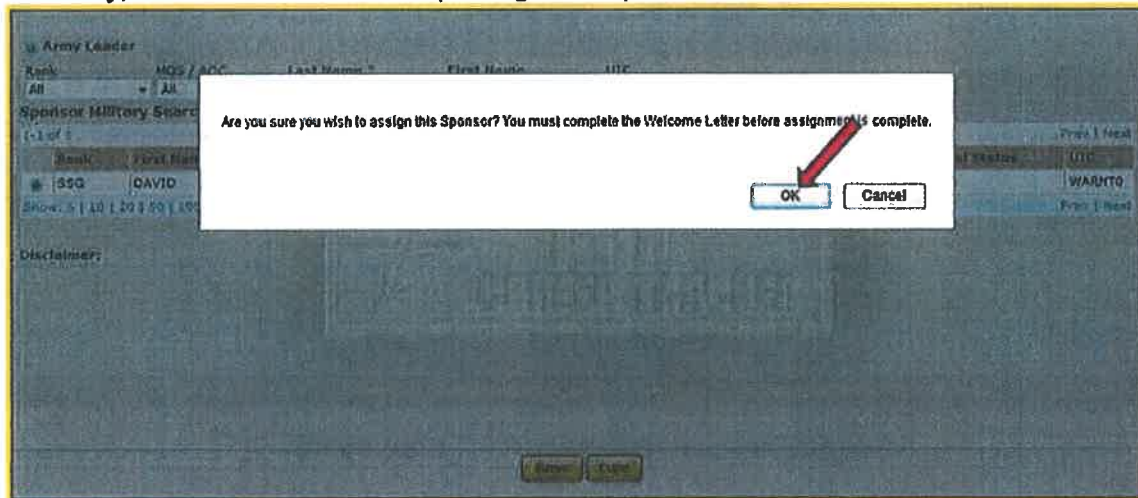


Figure 4-6. Welcome Letter Verification

Welcome Letter

Please complete the following fields to send the Welcome Letter. These fields will populate into the PCSing Individual's Welcome Letter. Use the "Preview" button to see the populated Welcome Letter. When you have completed all fields, select the "Send" button to send the Welcome Letter and complete Sponsor Assignment. The Sponsor Assignment will not be complete until you send the Welcome Letter. Pressing "Close" will return you to the Sponsor Assignment Search.

Installation	FT LEWIS
Name of Directorate/Division/Unit	INF 8NSBCT, CO A RIF
Sponsor Phone Number #1	123-456-7890
Sponsor Phone Number #2	987-654-3210
Coordinator Phone Number #1	777-777-7777
Coordinator Phone Number #2	888-888-8888
Installation website link #1	http://news.mil
Installation website link #2	https://inf8nsbct.mil
Free-form text entry	<p>Welcome to 3D Brigade, 2D Infantry Division, 58CT Infantry Battalion, Rifle Company A here at Fort Lewis! We look forward to your joining the team!</p>
Coordinator Signature	<p>Charlie Conway</p> <div style="text-align: right;"> <input type="button" value="SUBMIT"/> <input type="button" value="PREVIEW"/> <input type="button" value="CLOSE"/> </div>

Figure 4-7. Welcome Letter

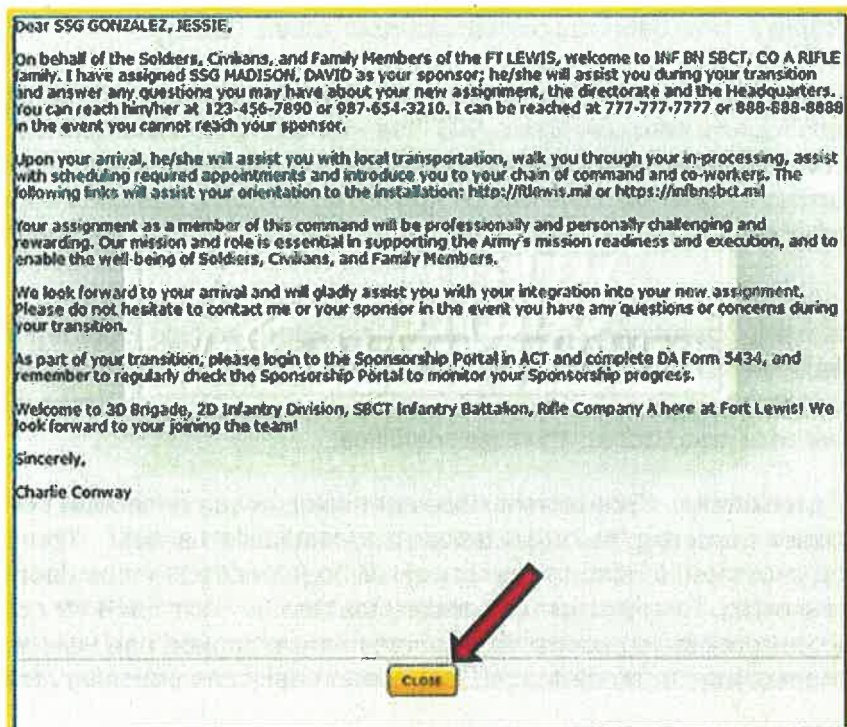


Figure 4-8 (ACT Welcome Letter Review)

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:

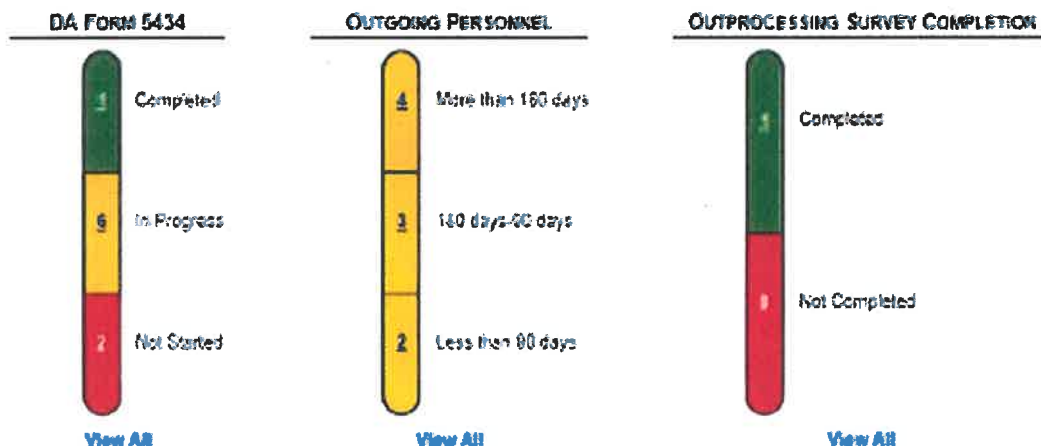


Figure 4-9. Outbound Sponsorship

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).

ATRRS
Army Training Requirements and Resources System

HOME INFORMATION ATRRS CHANNELS LINKS SUPPORT PORTALS LOGIN

Information For Course 1B-F43 (V)

[Back to Course Listing](#) [New Search](#)

School: 034 Location: SAN ANTONIO, TX
Course: 1B-F43 (V) Phase:
Course Title: TOTAL ARMY SPONSORSHIP TRAINING COURSE
Academic Hours: 2 DL Academic Hours: 2
Military Career Development Crc Completion (Resident):
Military Career Development Crc Completion (DL):

[View Course Prerequisites](#)

☒ Class Schedule ☐ Nonconducted Classes ☐ Cancelled Classes ☐ Rescheduled Classes [View](#)

Class	Prereqs	Report Date	Start Date	End Date	Capacity	Class Type	Street	City	State	Zip
501		01 Oct 2014	01 Oct 2014	30 Sep 2015	9999	Internet				

Classes that have been nonconducted or cancelled or rescheduled have been excluded

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 information 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).

Create Recommendation Notice

Recommendation Type: ☒ Career ☐ Training

Originator: David Madison Today's Date: 24 Feb 2014

High Priority: ☐ Notice Expiration: 24 Feb 2015

Subject: Welcome to Fort Lewis!

Notes:

Welcome to 3D Brigade, 2D Inf Div, Inf BN S&CT, A Rifle Company! We look forward to your joining the team! If I can be of assistance, please let me know. I can be reached 123-456-7890.

Send To PCSing Individuals:

☒ SSG JESSIE GONZALEZ

CLOSE

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).

Create Recommendation Notice

Welcome to 3D Brigade, 2D Inf Div, Inf BN S&CT, A Rifle Company! We look forward to your joining the team! If I can be of assistance, please let me know. I can be reached 123-456-7890.

Send To PCSing Individuals:

☒ SSG JESSIE GONZALEZ

SUBMIT RECOMMENDATION

CLOSE

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).

SOLDIER CAREER RESOURCES SEARCH ACT EVALUATION GETTING STARTED SPONSORSHIP

Sponsor Home

My Notices

Career
No Messages Available

Training
No Messages Available

Sponsorship
1 Unread
DA Form 5434 -- Form Creation -- Sent on 12 Feb 2014 by Army Career Tracker

Recommendation RGI
Recommendations Sent
No Messages Available

Sponsor View

To view a DA Form 5434, click on the Name of the individual and the form will load in the Form Viewer below. At that time, you will be able to view the information entered by the PCSing individual and add additional information to Section 3. You are required to complete all items in Section 3. Upon Save, it will be automatically populated by Army Career Tracker when the Welcome Letter is sent by the PCSing individual.

DA Form 5434 Details

Name	MOS	Rank	Status	Section 1	Section 2	Section 3	Section 4	Section 5
DA Form 5434	005	Rank						

No Data Available

ACT Form Viewer
No form to load

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.

SOLDIER CAREER RESOURCES SEARCH ACT EVALUATION GETTING STARTED SPONSORSHIP

Sponsor Home

My Notices

Career
No Messages Available

Training
No Messages Available

Sponsorship
1 Unread
DA Form 5434 -- Form Creation -- Sent on 12 Feb 2014 by Army Career Tracker

Recommendation RGI
Recommendations Sent
No Messages Available

Sponsorship Notification

Originator: Army Career Tracker
Date: 12 Feb 2014 at 12:13:25 EDT
Subject: DA Form 5434 -- Form Creation

Leader Notes
1SP GONZALEZ, JESSE has created their DA Form 5434 in the ACT Sponsorship Portal. Please complete Section 3 of this form.

Piero M. Normal
Mature Evaluation DA Form 5434

CLOSE

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).

The screenshot shows the ACT sponsorship portal interface. The top navigation bar includes links for SOLDIER, CAREER RESOURCES, SEARCH, ACT EVALUATION, GETTING STARTED, and SPONSORSHIP. The 'SPONSORSHIP' tab is active. The main content area is divided into two sections: 'My Notices' on the left and 'Sponsor View' on the right. The 'Sponsor View' section displays the DA Form 5434 Details for a sponsored Soldier. A progress bar at the bottom of the 'Sponsor View' section shows the status of various sections: Section 1 (Completed), Section 2 (Completed), Section 3 (Completed), Section 4 (Completed), Section 5 (Completed), and Physical Contact (In Progress). A red arrow points to the 'Physical Contact' tab, which is currently selected.

Section	Status
Section 1	Completed
Section 2	Completed
Section 3	Completed
Section 4	Completed
Section 5	Completed
Physical Contact	In Progress

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).

Sponsor View

To view a DA Form 6434, click on the Name of the Individual and the form will load in the Form Viewer below. At that time, you will be able to view the information entered by the PCSing Individual and add additional information to Section 3. You are required to complete all items in Section 3. Item 3f will be automatically populated by Army Career Tracker when the Welcome Letter is read by the PCSing Individual.

DA Form 6434 Details

Export

1 of 1

Page 1

Name	MOS	Rank	Status	Section 1	Section 2	Section 3	Section 4	Section 5	Physical Contact
GONZALEZ, JESSIE	31040	SSG	In Progress	Completed	Completed	Completed	Completed	Completed	14 February 2014

Print

Print Next

Submit Cancel

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 <small>For use of this form, see AR 600-8-6; the proponent agency is ACSBM.</small>																																	
DATA REQUIRED BY THE PRIVACY ACT OF 1974																																	
AUTHORITY:	Title 5, USC Section 301.																																
PRINCIPAL PURPOSE:	Personnel service support. To counsel Soldier or civilian employee about sponsorship program entitlements, and provide information to gaining battalion or activity of new members.																																
ROUTINE USES:	None. The DoD Blanket Routine Uses set forth at 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.																																
1. NOTE: Soldiers/Family members/Civilians may retrieve information regarding their new assignment at Army Knowledge Online - https://www.us-army.mil																																	
<input type="checkbox"/> I have been counseled on the Total Army Sponsorship Program		FOR CIVILIAN EMPLOYEES ONLY: <input type="checkbox"/> I would like to have a sponsor assigned to me. (Complete remainder of form.) <input type="checkbox"/> I decline the offer of sponsorship. (Complete Section Y only.)																															
Typed or Printed Name: _____		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.																																	
3. 1. (Rank/Grade and Name): _____, am on assignment to (Gaining Installation): _____ and expect to arrive on/about (Month and Year): _____																																	
2. Soldiers/Civilian's contact information. Current Unit/Activity Address: _____ DSN Phone number: _____ Cell Phone number: _____ Email address: _____ Other (i.e., Social Media): _____ Leave Address and Phone number at this address until: _____																																	
3. Status (check one): <input type="checkbox"/> Married-accompanied <input type="checkbox"/> Single-accompanied <input type="checkbox"/> Married-unaccompanied <input type="checkbox"/> Single-unaccompanied																																	
4. Accompanied by Family members: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">NAME</th> <th style="width: 10%;">AGE</th> <th style="width: 10%;">SEX</th> <th style="width: 20%;">RELATIONSHIP</th> <th style="width: 20%;">Exceptional Family Member Program (EFMP)</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> </tbody> </table>				NAME	AGE	SEX	RELATIONSHIP	Exceptional Family Member Program (EFMP)	_____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
NAME	AGE	SEX	RELATIONSHIP	Exceptional Family Member Program (EFMP)																													
_____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No																													
_____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No																													
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_____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No																													
5. GAINING UNIT/ACTIVITY INFORMATION: If additional space is necessary, please attach your documentation to the form.																																	
3. Gaining Unit/Activity: _____		4. Unit ISG/Supervisor: _____																															
5. Unit COR/Supervisor: _____		Phone number: _____																															
Phone number: _____		Email address: _____																															
Email address: _____		6. TASP Unit Coordinator: _____																															
6. Unit sponsor: _____		Phone number: _____																															
Phone number: _____		Email address: _____																															
Email address: _____		7. Date of initial contact: _____																															
6. LOOSING UNIT/ACTIVITY INFORMATION: If additional space is necessary, please attach your documentation to the form.																																	
3. Losing Unit/Activity: _____		4. Unit ISG/Supervisor: _____																															
5. Unit COR/Supervisor: _____		Phone number: _____																															
Phone number: _____		Email address: _____																															
Email address: _____		6. TASP Unit Coordinator: _____																															
Phone number: _____		Email address: _____																															
7. FAMILY CONSIDERATIONS: If additional space is necessary, please attach your documentation to the form.																																	
3. Housing requirements (check one): <input type="checkbox"/> On-post housing <input type="checkbox"/> Off-post housing		4. Pets: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list pet and type: _____																															
5. Spousal Employment Info: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list type of work: _____		6. Child care requirements: <input type="checkbox"/> Yes <input type="checkbox"/> No																															
7. Contact by Unit Family Readiness Group (FRG): If yes, list Email address: <input type="checkbox"/> Yes <input type="checkbox"/> No		8. List of local schools: <input type="checkbox"/> Yes <input type="checkbox"/> No																															
9. Additional comments: _____																																	

Appendix B – DA Form 7274, Sponsorship Program Survey

SPONSORSHIP PROGRAM SURVEY																																																																														
For use of this form, see AR 600-8-8; the proponent agency is ACSIM.																																																																														
UNIT OR ACTIVITY	RANK/GRADE																																																																													
<p>This survey is being conducted as part of a continuing effort to improve the sponsorship program.</p> <p>INSTRUCTIONS: Check the appropriate box for each question or write in the information requested.</p>																																																																														
<p>1. Were you offered a sponsor either before or after arrival?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> Yes, but I declined <input type="checkbox"/> No</p>																																																																														
<p>2. If you had a sponsor, when did that sponsor first contact you?</p> <p><input type="checkbox"/> a. 90 or more days prior to my arrival</p> <p><input type="checkbox"/> b. Less than 90, but more than 30 days prior</p> <p><input type="checkbox"/> c. 30 or less days prior</p> <p><input type="checkbox"/> d. Upon arrival at the installation</p>	<p>4. How helpful was your new unit or activity during your PCS move?</p> <p><input type="checkbox"/> a. Extremely helpful</p> <p><input type="checkbox"/> b. Very helpful</p> <p><input type="checkbox"/> c. Moderately helpful</p> <p><input type="checkbox"/> d. Slightly helpful</p> <p><input type="checkbox"/> e. Not at all helpful</p>																																																																													
<p>3. How helpful was your sponsor during your PCS move?</p> <p><input type="checkbox"/> a. Does not apply; I did not have a sponsor</p> <p><input type="checkbox"/> b. Extremely helpful</p> <p><input type="checkbox"/> c. Very helpful</p> <p><input type="checkbox"/> d. Moderately helpful</p> <p><input type="checkbox"/> e. Slightly helpful</p> <p><input type="checkbox"/> f. Not at all helpful</p>	<p>5. How helpful was your old unit or activity during your PCS move?</p> <p><input type="checkbox"/> a. Extremely helpful</p> <p><input type="checkbox"/> b. Very helpful</p> <p><input type="checkbox"/> c. Moderately helpful</p> <p><input type="checkbox"/> d. Slightly helpful</p> <p><input type="checkbox"/> e. Not at all helpful</p>																																																																													
<p>6. Using the scale below, indicate how helpful each type of service below was for you (and your family)? Mark a response for each.</p> <p style="text-align: center;"> 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 all helpful </p>																																																																														
<p>Letter from your sponsor</p> <p>Welcome packet</p> <p>Installation newcomer orientation</p> <p>Unit orientation</p> <p>ACS overseas orientation briefings</p> <p>ACS overseas video</p> <p>ACS individual relocation counseling</p> <p>ACS automated relocation information system</p>	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>a</th><th>b</th><th>c</th><th>d</th><th>e</th><th>f</th><th>g</th></tr> </thead> <tbody> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> </tbody> </table>	a	b	c	d	e	f	g	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<p>7. Overall, how satisfied are you with the sponsorship assistance you received at your current location?</p> <p><input type="checkbox"/> a. Very satisfied</p> <p><input type="checkbox"/> b. Satisfied</p> <p><input type="checkbox"/> c. Neither satisfied nor dissatisfied</p> <p><input type="checkbox"/> d. Dissatisfied</p> <p><input type="checkbox"/> e. Very dissatisfied</p>	<p>8. Overall, how well is the sponsorship program working?</p> <p><input type="checkbox"/> a. Very well</p> <p><input type="checkbox"/> b. Well</p> <p><input type="checkbox"/> c. Not sure</p> <p><input type="checkbox"/> d. Poorly</p> <p><input type="checkbox"/> e. Very poorly</p>																																																																													
<p>9. Why is the sponsorship program not working well? Mark all that apply.</p> <p><input type="checkbox"/> a. Does not apply; it is working well</p> <p><input type="checkbox"/> b. Sponsors are not carefully selected</p> <p><input type="checkbox"/> c. Sponsors are not well informed or trained</p> <p><input type="checkbox"/> d. Sponsors do not take the job seriously</p> <p><input type="checkbox"/> e. Commanders do not fully support the program</p> <p><input type="checkbox"/> f. Soldiers or civilian employees do not know about it</p> <p>g. Other reason:</p>																																																																														

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