



DEPARTMENT OF THE ARMY
UNITED STATES ARMY JAPAN
UNIT 45005
APO AREA PACIFIC 96343-5005

REPLY TO
ATTENTION OF

APAJ-GA

6 JUL 2016

COMMAND POLICY MEMORANDUM 16-06

FOR SEE DISTRIBUTION

SUBJECT: Army Sponsorship Program

1. References.

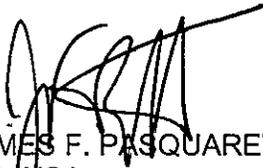
- a. HQDA EXORD 161-15, Army-Wide Implementation of the Total Army Sponsorship Program (TASP) Army Career Tracker Sponsorship Module, Active Component
- b. Army Regulation (AR) 600-8-8, Total Army Sponsorship Program, 4 April 2006.
- c. AR 614-100, Officer Assignment Policies, Details and Transfers, 10 January 2006.
- d. AR 614-200, Enlisted Assignments and Utilization Management, Rapid Action Revision, 11 October 2011.
- e. AR 600-8-11, Reassignment, Rapid Action Revision, 18 October 2012.

2. Purpose and applicability: To provide policy and procedural guidance regarding the Command Sponsorship Program for all US Army forces in Japan. This policy applies to all Soldiers, DA Civilians, and their Family Members assigned within US Army Japan (USARJ).

3. The point of contact for this memorandum is the USARJ Well Being and Quality of Life Specialist, G1 at 263-3567.

3 Encls

1. Policy and Guidance
2. DA Form 5434
3. EXORD 161-15, Annex B


JAMES F. PASQUARETTE
MG, USA
Commanding

DISTRIBUTION:

A
B

ARMY SPONSORSHIP PROGRAM POLICY AND GUIDANCE

1. Policy.

a. The Army Sponsorship Program is an essential part of assisting Soldiers/DA Civilians and their Families adjust to a new work and community environment and when transitioning to a new assignment. Effective sponsorship is an important part of a Soldier's first impression of his or her new unit and lasting impression of their former unit. Effective 14 December 2015, Pacific Army Commands have implemented the Army Career Tracker (ACT) Sponsorship Module as the enterprise solution for sponsorship. This implementation standardizes sponsorship procedures across the Army while facilitating the deliberate linkage between Army sponsors and personnel in Permanent Change of Station (PCS) status.

b. Every Soldier, Private through Colonel, undergoing a Permanent Change of Station (PCS) move will be offered the opportunity to participate in the sponsorship program. When assignments of sponsored Soldiers are changed, transfer of sponsorship responsibilities will immediately go to the gaining command or activity.

c. Military Personnel Division (MPD) will assist in the sponsorship program by providing each unit with an incoming personnel roster monthly, complete with each Soldier's Army Knowledge Online (AKO) address to facilitate contacting incoming personnel and issuing the Sponsorship Program Survey, Department of the Army Form 7274, once the sponsored Soldier completes his/her in-processing.

d. There are several key individuals who have responsibilities necessary to making the program successful.

2. Responsibilities.

a. Installation Sponsorship Liaison (ISL) will:

(1) Grant/remove ACT (Army Career Tracker) access to all Brigade (BDE) Unit Sponsorship Coordinators (USC) and BDE Command Sergeants Major.

(2) Receive ACT notifications on all inbound/outbound Soldiers.

(3) Monitor installation-level sponsorship program via Sponsorship Dashboard.

(4) Maintain duty appointment orders for all BDE USCs.

(5) Mitigate Total Army Sponsorship Program (TASP) issues with Soldiers, commands, and other installations.

(6) Provide Garrison CDR/CSM with ACT reports as required.

b. Reassignment Work Center (RAWC) will:

(1) Counsel Soldier about TASP and requirements to complete DA Form 5434 in ACT.

(2) Be responsible for updating Family Travel status in ACT Sponsorship portal.

(3) Enter Orders Published date and Exception to Policy (ETP) data.

- (4) Refer departing Soldier to ACS for Relocation Readiness Services.
- c. Brigade Unit Sponsorship Coordinator (USC) will:
- (1) Assign Battalion Unit Sponsorship Coordinators (or defer to Battalion CSM).
 - (2) Monitor Sponsor-Incoming/Outgoing Soldier activities via ACT Dashboard.
 - (3) Provide weekly ACT reports to CSM; ensure CDR validates NLT 5th of every month.
 - (4) Maintain monthly validated reports for OIP (inspectable document).
- d. Battalion Unit Sponsorship Coordinator will:
- (1) Complete "Total Army Sponsorship Training" in Army Learning Management System (ALMS).
 - (2) Complete Sponsor training at Army Community Service (ACS) center.
 - (3) Identify/assign unit sponsors.
 - (4) Create and send Welcome Letter in ACT to inbound Soldier.
 - (5) Monitor Sponsor-Incoming/Outgoing Soldier activities via ACT Dashboard.
 - (6) Ensure commander conduct quarterly follow-up meetings with sponsors, Soldiers/DA Civilians, and their Families to receive feedback on the unit's program.
- e. Sponsor will:
- (1) Complete "Total Army Sponsorship Training" in Army Learning Management System (ALMS)
 - (2) Complete Sponsor training at Army Community Service (ACS) center.
 - (3) Send unit specific Welcome Letter to Incoming Soldier.
 - (4) Complete DA Form 5434, Section 3; after sponsored Soldier has completed sections 1,2,4 and 5.
 - (5) Communicate with incoming Soldier throughout transition.
 - (6) Meet inbound at pre-determined location and acknowledge receipt in ACT.
 - (7) Obtain a post office box at the Consolidated Mail Room (CMR) for the inbound Soldier/DA Civilian (DAC) once official orders have been received. Regulation states that boxes cannot be obtained more than 30 days from report date. Sponsor will send complete mailing address to Soldier/DAC so they can forward mail prior to PCS.
 - (8) Coordinate newcomer lodging prior to arrival.
 - (9) Assist the newcomer with requirements to obtain a SOFA driver's licenses and assist with purchasing, registering, and insuring a privately owned vehicle (POV), if applicable.
- f. Incoming Soldier will:
- (1) Read all ACT notifications (Sponsor, Family Travel, and Welcome Letter).

- (2) Complete DA Form 5434, Sections 1,2,4 and 5 as soon as possible.
- (3) Complete Sponsorship Surveys (In-/Outprocessing in ACT).
- (4) Communicate with assigned Sponsor throughout transition.

3. Tasks and timelines.

a. HRC will issue assignment instructions (AI) IAW AR 614-100, Officer Assignment Policies, Details, and Transfers and also AR 614-200, Enlisted Assignments and Utilization Management. Request for Orders (RFOs) will be sent through the Total Officer Personnel Management Information System (TOPMIS), daily. Enlisted assignments will be distributed through the Enlisted Distribution and Assignment System (EDAS), weekly.

b. Within 72 hours of HRC issuing reassignment instructions, the ACT portal will send email notification to the gaining and the losing:

- (1) installation sponsorship liaisons.
- (2) USCs.
- (3) PCSing Soldier.

c. Outgoing BDE S1 or Military Personnel Division (MPD) will retrieve AI from TOPMIS or EDAS IAW AR 600-8-11. A screening will be conducted using DA Form 5118 (Reassignment Status and Election Statement) to ensure that PCSing Soldier meets the AI requirements. If a soldier is found ineligible, AI must be deleted IAW instructions found in AR 600-8-11. If Soldier has been deemed eligible, the reassignment notification will be forwarded to the battalion S1 and unit commander for further action.

d. Outgoing BN S1/BN USC/First Sergeant/Commander/Soldier will review DA Form 5118 to ensure Soldier eligibility for reassignment. If Soldier does not meet reassignment criteria at this point, documentation must be provided to BDE S1 or outgoing MPD for deletion/deferment request. If Soldier is eligible for reassignment, Soldier must complete DA Form 5434 (Sections 1,2,4,5), Request for Sponsor, located in the ACT Sponsorship Module. Commander will contact the gaining unit for sponsor assignment if one has not been assigned at 90 days out from report date. Unit Sponsorship Coordinator (USC) will brief provide commander with a monthly report that contains detailed sponsorship status of all projected personnel gains.

e. PCSing Soldier will attend a scheduled reassignment briefing once DA Form 5434 has been completed and a sponsor from the gaining unit has been assigned in the ACT portal. Soldier will visit his/her local Army Community Service (ACS) center for relocation information. The outprocessing survey must be completed within 30 days of receiving final clearance from outgoing installation. PCSing Soldier must also complete an in-processing survey within the first 90 days of arriving at the gaining unit.

f. Gaining command must notify unit commander/first sergeant of projected personnel gains and create a suspense date for assigning a sponsor.

g. Gaining BN S1 will create a suspense date for pinpoint assignment and is responsible for pulling gains data daily from TOPMIS and weekly from EDAS. BN S1 will also provide higher

HQ with a monthly command report that contains detailed sponsorship status of all inbound and outbound Soldiers.

h. Gaining unit command team will ensure sponsors are assigned IAW AR 600-8-8. Command teams are responsible for ensuring that sponsors have completed training in ALMS and at ACS, and have obtained the ACS Sponsor Card. Commands will not assign more than five incoming Soldiers to one sponsor. Brigade and battalion commanders are responsible for receiving monthly command report from S1/USC and must validate and sign the report NLT the 5th of each month. **Reports must be maintained for a period of one year and are an inspectable item.**

i. BDE/BN CSMs are henceforth "validating officials". CSMs are directly responsible for ensuring that sponsors are assigned in a timely manner and IAW AR 600-8-8. CSM will receive weekly updates on status of Soldiers without assigned sponsors and will communicate with validating officials at losing commands to resolve any concerns that may hinder a Soldier's DA Form 5434 from being completed in ACT.

j. Sponsor will complete section 3 of Form 5434 in the ACT Sponsorship Module as soon as he/she has been assigned an incoming Soldier. Sponsor will follow up with phone and/or email contact. Sponsor will coordinate arrangements with incoming Soldier for initial reception, physically receive Soldier and family (if applicable) and update receipt of incoming Soldier in the ACT Sponsorship Module. Camp Zama Outdoor Recreation provides free shuttles to Narita International Airport with proof of ACS Sponsor Card as well as copy of the incoming Soldier's/DAC's orders. Other arrangements for government (no-cost to sponsor) transportation can be coordinated with the post motorpool. Sponsors who are DACs are eligible for compensation time when sponsor responsibilities occur after duty hours. Hours must be input into the ATAAPS payroll system. DACs are required to notify first-line supervisor when this occurs, and receive prior approval when mission allows.

k. Military Personnel Division (MPD) Reassignment Work Center (RAWC) is responsible for conducting reassignment briefs and individual interviews, as needed. RAWC will monitor the ACT Sponsorship Dashboard for assignment of sponsors and will add a suspense to Soldier's reassignment files for sponsor assignment in ACT. The RAWC individual will add outbound Soldier's family travel status in ACT as "pending" upon receipt of family travel request from Soldier and will update inbound Soldier's family travel status as "necessary". RAWC is also responsible for publishing and distributing reassignment orders to each Soldier and organization NLT 120 days from report date.

4. Outbound sponsorship. Departing Soldiers will be provided outbound sponsorship after they have received reassignment notification. Responsibilities of the sponsor include but are not limited to: clearing transportation obstacles, application for transient quarters, use of medical facilities, use of banks, use of other supporting facilities, and providing information on other topics of interest.

SPONSORSHIP PROGRAM COUNSELING AND INFORMATION SHEET

For use of this form, see AR 600-8-8; the proponent agency is ACSIM.

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 -

I have been counseled on the **Total Army Sponsorship Program** **FOR CIVILIAN EMPLOYEES ONLY:** I would like to have a sponsor assigned to me. *(Complete remainder of form.)*
 I decline the offer of sponsorship. *(Complete Section 1 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)

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

b. Soldier's/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: _____

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"/> 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

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: _____	c. Unit 1SG/Supervisor: _____
b. Unit CDR/Supervisor: _____	Phone number: _____
Phone number: _____	Email address: _____
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): <input type="checkbox"/> On-post housing <input type="checkbox"/> Off-post housing	b. Pets: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list pet and type: _____	c. Child care requirements: <input type="checkbox"/> Yes <input type="checkbox"/> No
d. Spousal Employment info: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list type of work: _____		e. List of local schools: <input type="checkbox"/> Yes <input type="checkbox"/> No
f. Contact by Unit Family Readiness Group (FRG): If yes, list Email address: <input type="checkbox"/> Yes <input type="checkbox"/> No	g. Additional comments: _____	

