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# **Total Army Sponsorship Program (TASP) USAG Ansbach Rodeo**

**10 March 2016  
1100 – 1400 hrs  
Katterbach Fitness Center**

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**IMCOM delivers and integrates base support to enable readiness for  
a self-reliant and globally-responsive All Volunteer Army**

*We are the Army's Home*



# Community Reception

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- **References:**

- AER 612-1, Community Central In- and Out-Processing
- AR 600-8-8, The Total Army Sponsorship Program
- AER 600-8-8, Military and Civilian Sponsorship
- HQDA EXORD 18-12
- USAREUR OPORD 43-12
- IMCOM OPORD 12-065
- IMCOM-E OPORD 0006-12
- CHRA TASP SOP (For Civilian Sponsorship)
- USAG R-P TASP SOP



# Community Reception Procedures

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- All Soldier PCS travel to Germany must be arranged to ensure travelers depart Baltimore Washington International Airport (BWI) for arrival at Ramstein Air Mobility Command (AMC).
- All Soldier PCS travel must be scheduled via military chartered airlift (Patriot Express) from BWI to arrive at Ramstein AMC Monday through Friday only. Scheduling arrivals for weekends and Federal holidays is strictly prohibited.
- Civilians can, but do not have to travel to Germany via BWI / Patriot Express to Ramstein.
- Soldiers and Families arriving at a commercial airport in Germany will encounter serious delays traveling to their communities. Soldiers must first report to the Ramstein Gateway Reception Center (RGRC) before in-processing into their community.
- All Soldiers with an approved in-country leave must report to the RGRC on the conclusion of their leave.



# Community Reception Procedures (cont'd)

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- Ramstein Gateway Reception Center (RGRC) notifies garrisons of pending arrivals:
  - Approximately 2 weeks out.
  - Wheels-up manifest when Patriot Express departs from Baltimore Washington International Airport (BWI).
  - When the Sponsorship Bus (S-Bus) departs for the community.
- Garrison notifies Unit Sponsorship Coordinators of inbound Soldiers and Families. Garrison and unit POCs must check the wheels-up and S-Bus manifests daily.
- Soldier / family arrives at RGRC and processes thru immigration, customs and initial reception / in-processing. RGRC conducts accountability, verifies assignments, & dispatches Soldiers / families to communities (via S-bus or sponsor pick-up).
- Soldier / Civilian completes unit and community in-processing first 2 to 3 days, and in-processing training (ITC) the following 7-12 days (depending on arrival day with some self in-processing days included). In-processing is normally 10 days, extendable to 15.



# Sponsor Meet & Greet

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- The community's Central Processing Facility (CPF) is the designated greeting point for sponsors to greet new Soldiers, Civilians and Family members arriving on the S-bus. Commanders will ensure sponsors and CPF representatives greet newcomers arriving on the S-bus at the CPF. Civilian employees can ride the military S-bus only on a space-available basis.
- Exception: Sponsors can pick up newcomers at the In & Out Processing Facility (next to Katterbach Kaserne roundabout). However, ALL newcomers must still in-process with the RGRC and report to the community CPFs for in-processing.
- Family members will not be held at the CPF or unit for an unreasonable amount of time while the sponsor performs initial in-processing. Family members should be provided the option of proceeding to their temporary quarters as soon as possible after arrival. Soldiers will join Family members after they complete initial in-processing.



# Newcomers Arrival & Orientation

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- Government resources should be used to perform sponsorship duties.
- Sponsors will:
  - Help Soldiers, Family members, and U.S. Army Civilians arriving in Europe during the initial in-processing phase as needed. Generally, this should last no longer than 2 to 3 weeks after the formal in-processing has been completed.
  - Encourage and teach new arrivals to function independently in the community as soon as possible. Sponsors are not responsible for performing tasks such as childcare, grocery-shopping, laundry, and house-hunting. Those functions are best performed by the new arrivals and are not directly related to sponsorship.
  - Help the newcomer with in-processing when necessary (for example, escorting the newcomer to in-processing appointments and locations listed on the in-processing checklist).



# Newcomers Arrival & Orientation (cont'd)

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- Sponsors will:
  - Familiarize the newcomer and Family members with garrison facilities and services (for example, ACS, bank, childcare, commissary, dental clinic, hospital, post exchange, schools, thrift shop, vehicle registration). This includes informing new personnel and Family members of off-limits establishments (AE Cir 190-24).
  - Introduce the newcomer to the members of his or her chain of command and to the unit and its mission.
  - Help the newcomer find adequate housing and transportation to housing appointments.
  - Help the newcomer register his or her POV and obtain a U.S. Forces certificate of license.



# Community In-Processing

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- Gaining units will not assign duties to Soldiers until the Soldiers have completed all in-processing requirements.
- Soldiers should complete required in-processing and be ready for full-time duty within 10 duty days after their arrival. Subject to approval by garrison commanders, the in-processing schedule may be extended up to 5 additional duty days to facilitate unforeseen delays and additional in-processing-related events (for example, childcare, house hunting, household-goods (HHG) delivery, privately owned vehicle (POV) pick-up).
- Soldiers will complete all in-processing and training requirements in accordance with the in-processing schedules shown in AER 612-1 before being released to units.
- Soldier in-processing will be from 0900 to 1630 during duty days (unless otherwise indicated) to allow for participation in unit physical training and fitness sessions.



# Soldier Unit In-Processing

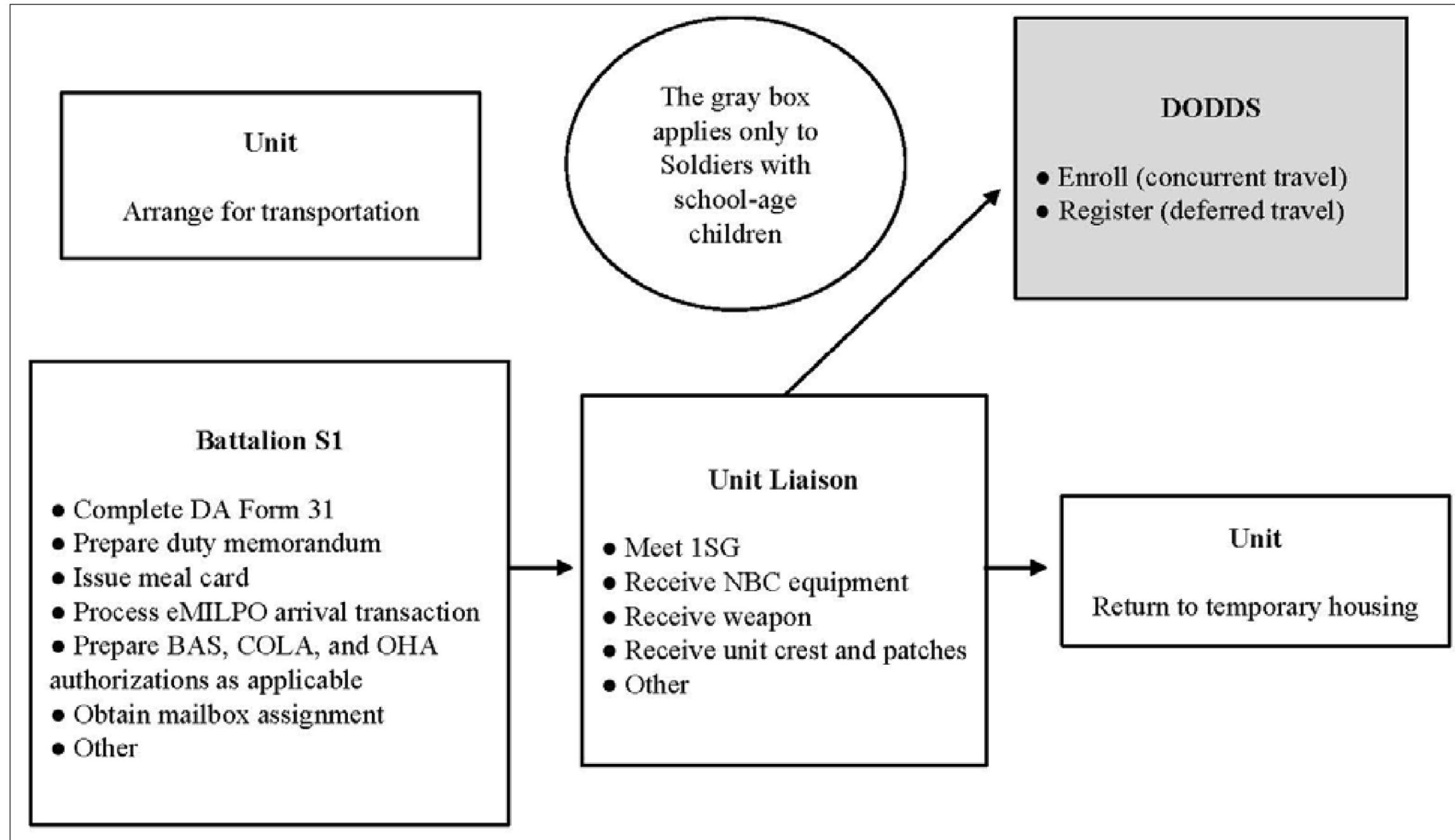
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- Appendix C of AER 612-1 identifies the minimum unit level unit in-processing requirements. At a minimum the unit / Soldier must complete the following unit level requirements prior to the Soldier beginning CPF in-processing & in-processing training:
  - Sign-in the Soldier on DA Form 647 or DA Form 647-1 and annotate the Soldier's DA Form 31.
  - Enter the Soldier's arrival information and unit of assignment in eMILPO.
  - Prepare a duty assignment memorandum for the CPF and Finance.
  - Ensure that a post office box is issued to the Soldier during unit in-processing.

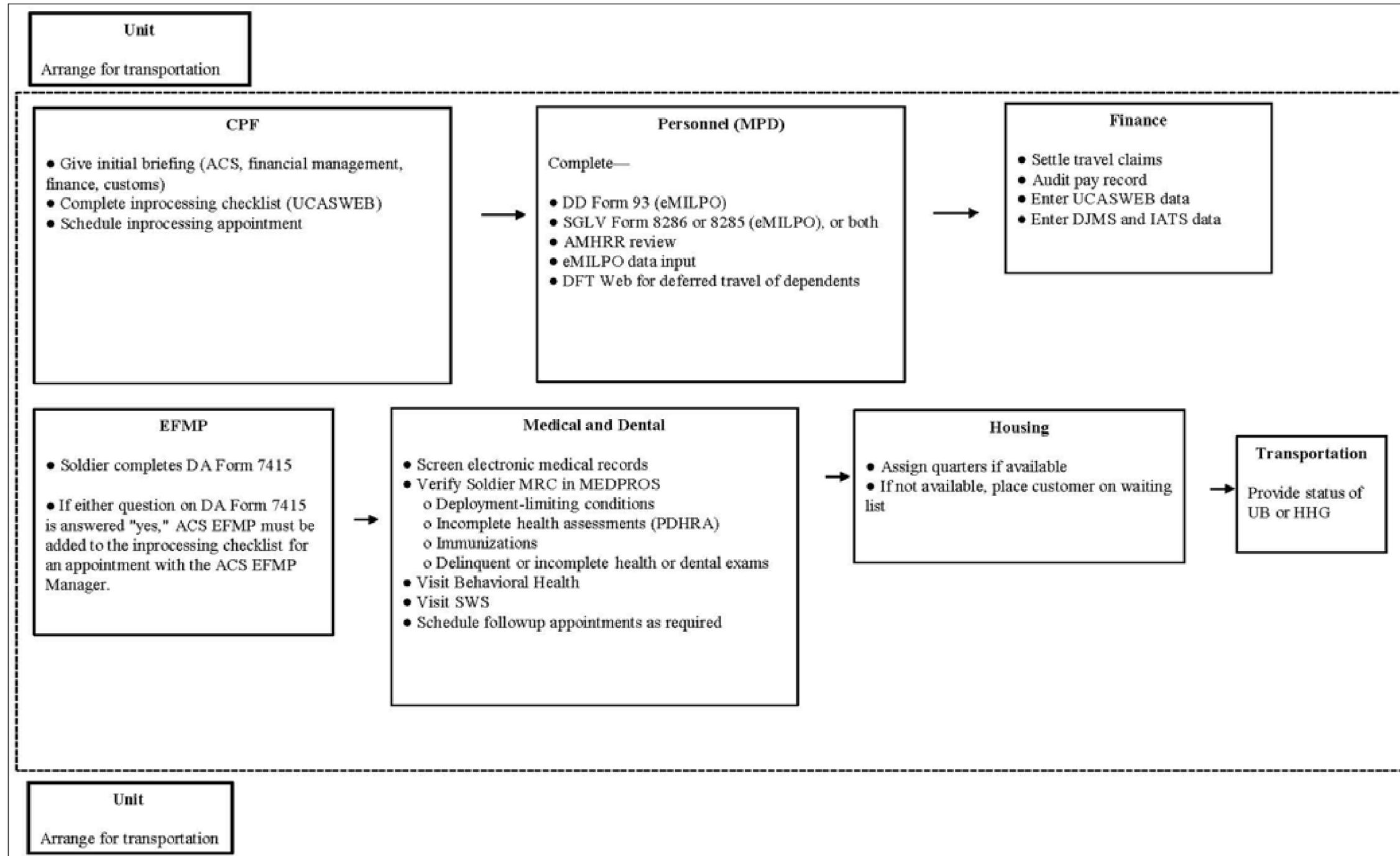


# Example of Soldier Unit In-Processing





# Example of Soldier CPF In-Processing





# Civilian In-Processing

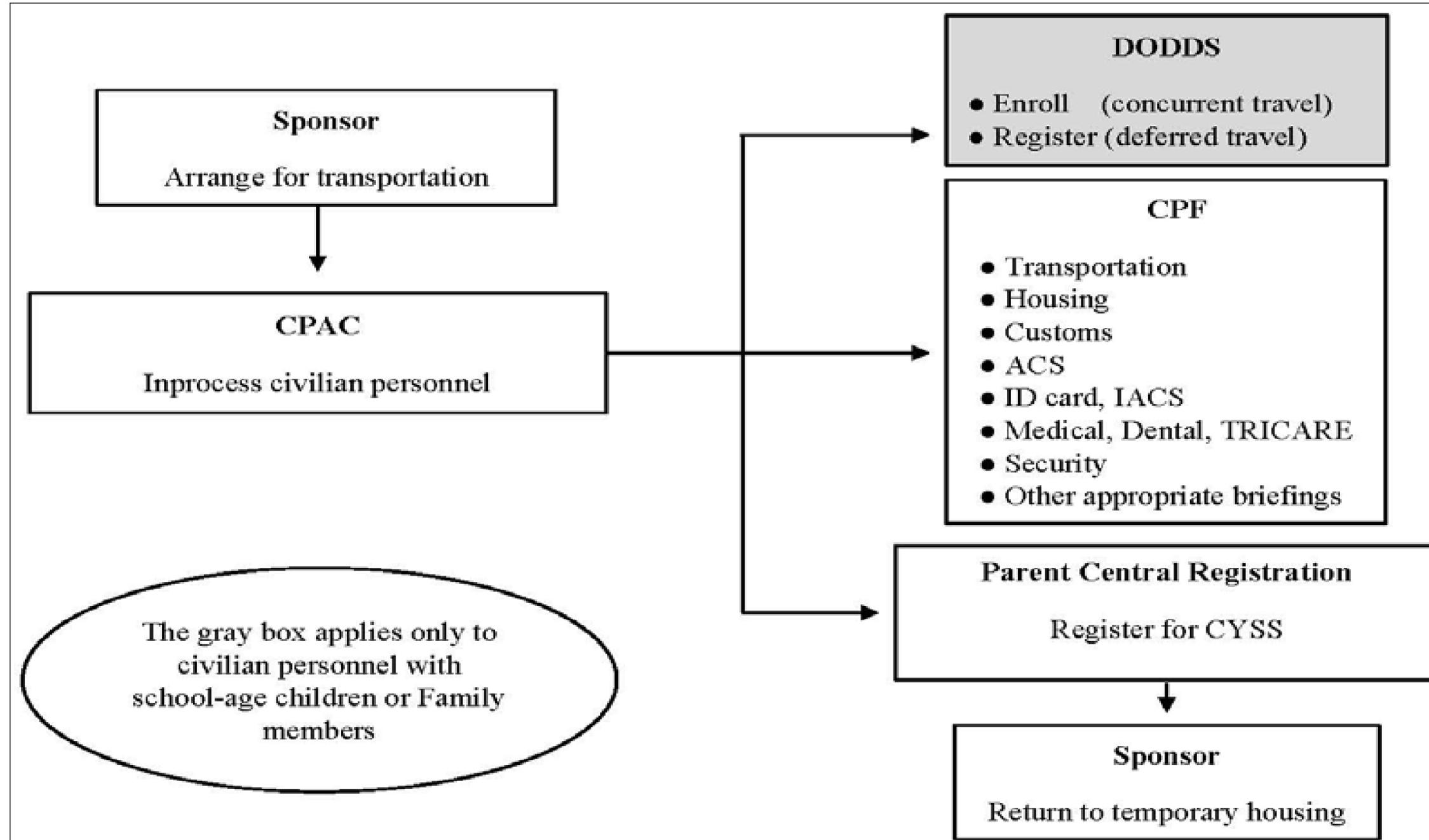
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- Supervisors will assign a sponsor to all newly hired employees.
- The sponsor will assist the employee with the following:
  - On arrival, employees will in-process with their servicing CPAC.
  - After in-processing at the CPAC, the sponsor will escort the employee to the CPF to schedule briefing dates and times. Civilian employees will complete all applicable in-processing and training requirements. The briefing schedule may vary based on the specific needs of each employee.
  - Arranging appointments with Department of Defense Dependents Schools when applicable.
  - In-processing at the servicing postal service center or unit mailroom.



# Example of Civilian In-Processing





# Example of CPF In-Processing



## Example CPF/community in-processing schedule (USAG Ansbach), 10-13 days.

FLIGHT ARRIVAL	ARRIVAL (A) DAY	A+1	A+2	A+3	A+4	A+5	A+6	A+7	A+8	A+9	A+10	A+11	A+12	A+13	SIT	
	UNIT IN-PROCESSING	COMMUNITY & UNIT IN-PROCESSING		ITC PART 1 & SELF-DIRECTED												
S F A S T U R D A Y A Y Y	MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	3.5 DAYS SIT	
	* Report to CPF to complete CPF Appointment Checklist.	* CPF Brief & Processing * CIF Appt (from CPF) * DEERS * IACS * SOFA * Transportation * Ed Ctr (1st Termers)	* DD93 * SGLI * PRR & FRR * eMILPO * Security * Postal * TRICARE * Finance (1300-1430) * Dental (1430-1500) * Medical (1500-1600)	* Self Directed (0900-1200) * ITC 1 Afternoon (1300-1450) SHARP, ASAP, Suicide Prev * Self Directed (1500-1630)	* Self Directed (0900-1200) * ITC 1 Afternoon Housing Brief (SMs) (1300-1600). Conducted on training holidays	* ITC 1 Morning Drivers Training & Testing (0745-1200) * Self Directed (1300-1630)	* ITC 1 (0900-1600)	* ITC 1 (0900-1630)	* ITC 1 Morning (0900-1200) * Self Directed (1300-1630)	* ITC 1 Morning (0900-1200) * Self Directed (1300-1630)	* Self Directed (0900-1200) * ITC 1 Afternoon (1300-1630)	* ITC 2 - USO Host Nation Orientation Tour (0900-1630)	* ITC 2 - CSF2 Day 1 (0900-1630)	* ITC 2 - CSF2 Day 2 (0900-1630)		
	FLIGHT ARRIVAL	ARRIVAL (A) DAY	A+1	A+2	A+3	A+4	A+5	A+6	A+7	A+8	A+9	A+10	A+11	A+12	A+13	
	MONDAY	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	2.5 DAYS SIT	
	* Report to CPF to complete CPF Appointment Checklist.	* CPF Brief & Processing * CIF Appt (from CPF) * DEERS * IACS * SOFA * Transportation * Ed Ctr (1st Termers) * Dental (1430-1500) * Medical (1500-1600)	* DD93 * SGLI * PRR & FRR * eMILPO * Security * Postal * TRICARE * Finance (0900-1100) * ITC 1 Afternoon (1300-1450) SHARP, ASAP, Suicide Prev	* Self Directed (0900-1200) * ITC 1 Afternoon Housing Brief (SMs) (1300-1600). Conducted on training holidays	* ITC 1 Morning Drivers Training & Testing (0745-1200) * Self Directed (1300-1630)	* ITC 1 (0900-1600)	* ITC 1 (0900-1630)	* ITC 1 Morning (0900-1200) * Self Directed (1300-1630)	* ITC 1 Morning (0900-1200) * Self Directed (1300-1630)	* Self Directed (0900-1200) * ITC 1 Afternoon (1300-1630)	* ITC 2 - USO Host Nation Orientation Tour (0900-1630)	* ITC 2 - CSF2 Day 1 (0900-1630)	* ITC 2 - CSF2 Day 2 (0900-1630)			
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	WED	THU	FRI	MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	1.5 DAYS SIT			
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	FLIGHT ARRIVAL	ARRIVAL (A) DAY	A+1	A+2	A+3	A+4	A+5	A+6	A+7	A+8	A+9	A+10	A+11	A+12	A+13	
WEDNESDAY	THUR	FRI	MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	1.5 DAYS SIT				
	* Report to CPF to complete CPF Appointment Checklist.	* CPF Brief & Processing * CIF Appt (from CPF) * DEERS * IACS * SOFA * Transportation * Ed Ctr (1st Termers) * DD93 * SGLI * PRR & FRR * eMILPO * Security * Postal * TRICARE * ITC 1 Afternoon Housing Brief (SMs) (1300-1600). Conducted on training holidays	* ITC 1 Morning Drivers Training & Testing (0745-1200) * Finance (1300-1430) * Dental (1430-1500) * Medical (1500-1600) * Ed Ctr (1st Termers)	* ITC 1 (0900-1600)	* ITC 1 (0900-1630)	* ITC 1 Morning (0900-1200) * Self Directed (1300-1630)	* ITC 1 Morning (0900-1200) * Self Directed (1300-1630)	* Self Directed (0900-1200) * ITC 1 Afternoon (1300-1630)	* ITC 2 - USO Host Nation Orientation Tour (0900-1630)	* ITC 2 - CSF2 Day 1 (0900-1630)	* ITC 2 - CSF2 Day 2 (0900-1630)					
T H U R S D A Y	FLIGHT ARRIVAL	ARRIVAL (A) DAY	A+1													
	FRI	MON														
	* Report to CPF to complete CPF Appointment Checklist.	* Continue unit A-DAY in-processing requirements not completed on Fri. * Self Directed if time permits														

Most common scenarios (Mon, Tues, Wed flight arrivals)

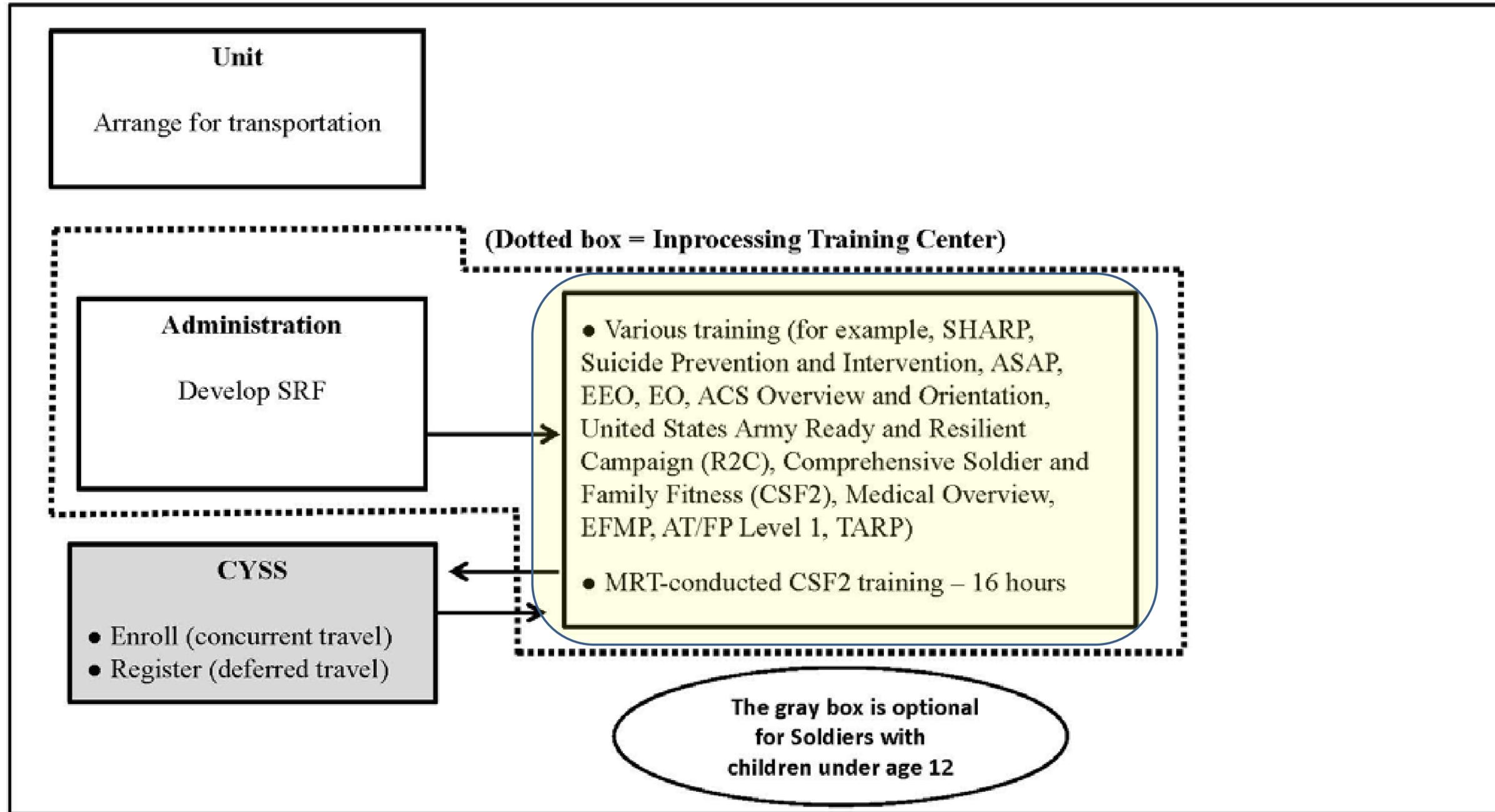
Unit & Community In-Processing

In-Processing Training (ITC)

NOTE: Use the same schedule as if arrived on FRI, SAT, SUN (Monday A-DAY), with community in-processing beginning on Tuesday.



# Example of In-Processing Training





# Reference Information

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For more information, please contact the Central Processing Facility manager at DSN 467-3301



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**END OF BRIEF**

**INSTALLATION MANAGEMENT COMMAND**

***“Sustain, Support and Defend”***