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# USAREUR G1 Total Army Sponsorship Program Overview



- **Develop of policy and procedures for USAREUR**
  - Update AER 600-8-8
  - TASP Appendix in R2 OPORD
- **Develop sponsorship training program**
- **Collect, review, report sponsorship metrics (quarterly) to USAREUR CG**
- **Evaluate and report effectiveness**
- **Coordinate with G1 Manning**
  - Pinpoints
  - Initial-entry
  - Diversions
- **Coordinate with HQ IMCOM**
  - ACT Sponsorship Module updates
  - TASP updates



- **Oversee Installation Sponsorship Liaisons (ISL) at each Garrison**
- **Coordinate and manage sponsorship policy and procedures at garrison-level**
- **Coordinate with USAREUR SPM and Unit Sponsorship Coordinators (USC)**
- **Coordinate with ACS for training and relocations assistance program services**
  - Welcome packets
  - In-processing and Out-processing
  - Newcomer orientation
  - Sponsorship training (face-to-face)
- **Coordinate with IMCOM-E G6**
  - Functional oversight of Sponsorship Module in EASI-GATE (until sunset)
  - Sponsorship links on garrison webpage



- **Monitor sponsorship module and personnel systems to track inbound and outbound Soldiers**
- **Coordinate with CPAC to monitor inbound and outbound civilian employees**
- **Assist with contact of gaining unit for outbound personnel**
- **Conduct unit SAVs to review procedures for compliance, identify deficiencies and develop improvement plan**
- **Collect and analyze surveys and garrison reports to determine TASP effectiveness across garrison**
- **Brief unit and garrison commanders**
  - **Status of program and recommendations for improvement**
  - **Obtain guidance for implementing changes and enhancements**



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# **EASI-GATE and Sponsorship Module in Army Career Tracker (ACT)**

## Let's get started!

EASI-GATE is an Assignment and Sponsorship service portal for Soldiers on assignment to Europe. To get started, **please enter your (SSN) or (DOD-EDIPI-PN) in the text box below and click on the "Submit" button...**



You will be returned to the OPDB Portal if we cannot find any assignment data for you.

Your data is protected!

Enter SSN or DOD-EDIPI-PN

[Click here to read the OPDB Privacy and Security Statement](#)

**ACT Implemented (report dates after 18 April).  
Units must use BOTH systems for short overlap.  
EASI-GATE scheduled to SUNSET o/a 8 May 2016.**



# Key Sponsorship Program Roles in ACT

Role	Responsibility
Human Resource Command (HRC)	<ul style="list-style-type: none"> <li>Issue assignment instructions per Army Regulations</li> <li>Officers: Transmit RFO through TOPMIS daily</li> <li>Enlisted: Process assignments through EDAS weekly</li> </ul>
Installation Sponsorship Liaison (ISL)	<ul style="list-style-type: none"> <li>Grant/Remove ACT access to all Bde USCs and Bde CSMs</li> <li>Receive ACT notifications on all inbound/outbound Soldiers</li> <li>Monitor Installation-level Program via Sponsorship Dashboard</li> <li>Maintain duty appointment orders for all Bde USCs</li> <li>Mitigate TASP issues with Soldiers, commands, and other installations</li> <li>Provide Garrison Cdr/CSM with ACT reports as required</li> </ul>
Reassignment Work Center (RAWC)	<ul style="list-style-type: none"> <li>Counsel Soldier about TASP and requirement to complete DA Form 5434 in ACT</li> <li>Responsible for updating Family Travel status in ACT Sponsorship Portal</li> <li>Enter Orders Published Date and Exception to Policy data</li> <li>Refer departing Soldier to ACS for Relocation Readiness Services</li> </ul>
Brigade Unit Sponsorship Coordinator (USC)	<ul style="list-style-type: none"> <li>Responsible for assigning Battalion Unit Sponsorship Coordinators</li> <li>Monitor Sponsor-Incoming/Outgoing Soldier activities via ACT dashboard</li> <li>Provide weekly ACT reports to CSM; ensure Cdr validates NLT 5<sup>th</sup> of every month</li> <li>Maintain monthly validated reports for OIP (<b>inspectable document</b>)</li> </ul>
Battalion Unit Sponsorship Coordinator (USC)	<ul style="list-style-type: none"> <li>Responsible for identifying/assigning unit sponsors</li> <li>Create/Send Welcome Letter in ACT to inbound Soldier</li> <li>Monitor Sponsor-Incoming/Outgoing Soldier activities via ACT dashboard</li> </ul>
Sponsor	<ul style="list-style-type: none"> <li>Send unit specific Welcome Letter to Incoming Soldier</li> <li>Complete DA Form 5434, Section 3</li> <li>Communicate with Incoming Soldier throughout transition</li> <li>Complete Sponsor training in Army Learning Management System (ALMS)</li> <li>Meet inbound at pre-determined location and acknowledge receipt in ACT</li> </ul>
Incoming Soldier	<ul style="list-style-type: none"> <li>Read all ACT Notifications (Sponsor, Family Travel, and Welcome Letter)</li> <li>Complete DA Form 5434, Sections 1,2,4, and 5 as soon as possible</li> <li>Complete Sponsorship Surveys (In-/Outprocessing in ACT)</li> </ul>



# ACT Actions and Roles



## Sponsorship Actions and Roles

Action	Role(s)	Description
Assign Coordinator	Installation Sponsorship Liaison; Brigade Coordinator	Using the Sponsorship Administration portlet, the Installation Sponsorship Liaison & Brigade Coordinator can add or remove Brigade & Battalion Coord's.
Assign Sponsor / Incoming Personnel Assignment Notice/Update Gaining UIC	Brigade Coordinator; Battalion Coordinator	Upon notification of an Incoming Soldier to their unit, the Brigade Battalion will access the Sponsorship Portal, access the Incoming Personnel Details page, and create the Incoming Soldier-Sponsor link-up. Afterwards they will update the Incoming Soldier's Gaining UIC to create link between the Soldier and the correct Battalion or Unit
Complete and Send Welcome Letter	Brigade Coordinator; Battalion Coordinator	Prior to completing the Incoming Soldier-Sponsor link-up in ACT, the Coordinator must send the Welcome Letter. When the assignment is made, a Welcome Letter window appears; the Coord completes all required fields in the Welcome Letter template and sends the Welcome Letter, completing link-up.
Complete DA Form 5434	Incoming Soldier; Sponsor; IMT Soldier	The DA Form 5434 is available to IMT Soldiers, PCS Individuals, and Sponsors within ACT. Upon being placed on assignment, the Incoming Soldier will receive a system notification to access ACT and complete their DA Form 5434. Upon arrival at IMT location, IMT soldiers will have access to ACT and can begin their form. Upon meeting their assigned Incoming Soldier for the first time, the Sponsor will update the date of "Physical Contact"
Update Family Travel	Installation Sponsorship Liaison / Reassignment Work Center Coordinator	The Reassignment Work Center Coordinator (Installation Sponsorship Liaison role) will update the Incoming Soldier's Family Travel status within the Sponsorship Portal.
Complete Survey	Incoming Soldier	The Incoming Soldier will complete their Out-Processing/In-Processing surveys within the Sponsorship Portal. Survey data will be available for extraction.
Monitor Progress	Installation Sponsorship Liaison; Battalion Coordinator; Brigade Coordinator; Sponsor	Sponsorship progress may be monitored by running reports, checking Sponsorship Dashboard thermometers and Detail Pages, and sending notifications



- **Sponsors may carry only 5 Incoming Soldiers at one time**
- **Sponsors assigned 180 -130 days prior to report date**
- **Unit Sponsor pool increased to 20% of unit assigned strength**
- **Sponsor training in ALMS updates ACT; valid 2 years**
- **Coordinators meet with CSM on weekly basis**
- **Coordinators meet with BDE CDR NLT 5<sup>th</sup> of each month**
- **Metrics reported in quarterly PRR and CHPC**

- HOME
  - ACT HOMEPAGE
- TRACK
- PLAN
- COMMUNITIES
- ACCULTURATION
- SPONSORSHIP
- SPONSORSHIP HELP
- ACT ADMIN
- HELP & SUPPORT
  - INFORMATION & UPDATES
  - ACT KNOWLEDGE BASE
  - SUBMIT HELP TICKET
  - FEEDBACK



Messages

## WELCOME TO ACT 2.0!

We Made Some Improvements.  
Take a Look Around.

For CSM and coordinators

### WHAT'S NEW IN ACT 2.0?

- Intuitive Interface & Easy Navigation.
- Two-Way Leader/Subordinate Selection.
- Enhanced Dashboards.
- Redesigned Professional Development Model.
- Interactive Career Path Builder.
- Updated & Improved Knowledge Base.

SEE THE FULL LIST

### HOW TO USE ACT 2.0?

- Don't Worry, We've Got You Covered.
- ACT 2.0 [Quick Start Guide](#).
- Read the [ACT 1.0 to 2.0 Index](#).
- Browse the [ACT Knowledge Base](#).





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# Sponsorship Module Dashboard

CareerTracker



LOG OUT

YOU HAVE NEW SPONSORSHIP MESSAGES.

[VIEW MESSAGES](#)

Automated messages

- HOME
- TRACK
- PLAN
- COMMUNITIES
- ACCULTURATION
- SPONSORSHIP
  - DASHBOARD**
  - ADMINISTRATION
  - REPORTING
- SPONSORSHIP HELP
- ACT ADMIN
- HELP & SUPPORT
  - INFORMATION & UPDATES
  - ACT KNOWLEDGE BASE
  - SUBMIT HELP TICKET
  - FEEDBACK

Show: 1D - V CORPS (NONDIVISION).

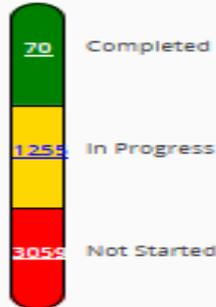
Report by UIC or DMSL

[EXPORT](#)

Export to .xls

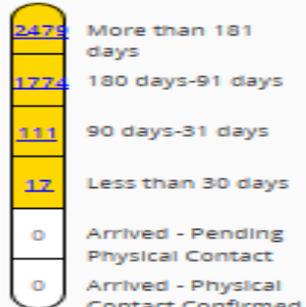
### Summary of Incoming Personnel:

#### DA FORM 5434



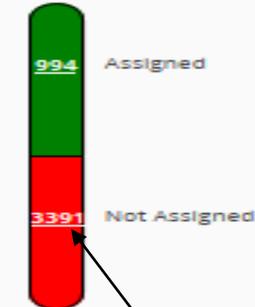
[View All](#)

#### INCOMING PERSONNEL



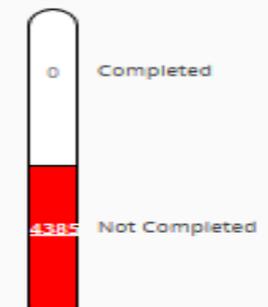
[View All](#)

#### SPONSOR ASSIGNMENT



[View All](#)

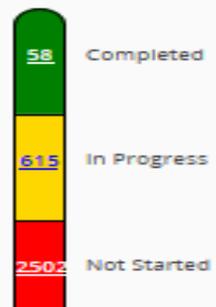
#### INPROCESSING SURVEY COMPLETION



[View All](#)

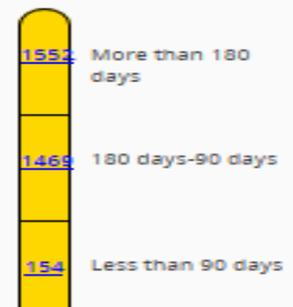
### Summary of Outgoing Personnel:

#### DA FORM 5434



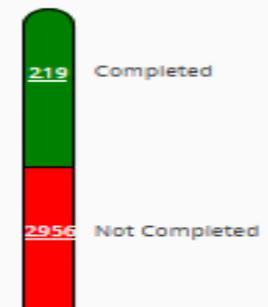
[View All](#)

#### OUTGOING PERSONNEL



[View All](#)

#### OUTPROCESSING SURVEY COMPLETION



[View All](#)

Links in report to DA Form 5434 for each individual

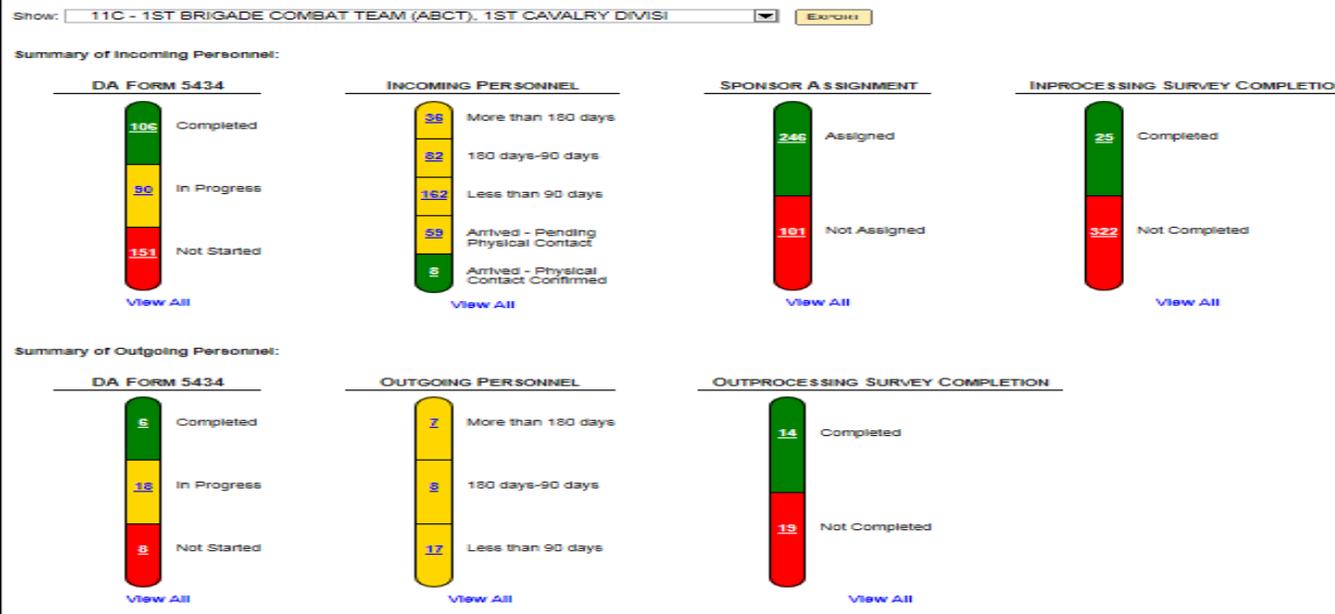
Links to detailed reports

No form to load



# Monthly Command Report

## ACT Sponsorship TASP Summary Report – Brigade Snapshot



Must be signed NLT 5<sup>th</sup> of each month; maintained by USC for 12 months

FULL_NAME	MOS	RANK	SPONSOR_NAME	REPORT_DATE	REPORT_TIMEFRAME	GENDER	MARITAL_STATUS	LOSING_UIC_NAME	GAINING_UIC_NAME
ABASCAL, ASLEY	12B10QC	PV1	SIMMONS, SCOTT	22-Sep-14	Less than 90 days	Male	Married	W4K73H - CO C 35TH ENGR BN TR	WA0CA0 - A BRIGADE EN
ADAMS, MICHAEL	19D10	PV2	HEAD, ADAM	14-Sep-14	Less than 90 days	Male	Married	W1DXLC - 194TH 5 15 CAV TRP C TR	WAGRT0 - HHC TANK
ALARCONNAVA, ANTONIO	91E20P5	SGT	OLSON, LANCE	10-Dec-14	90-180 days	Male	Married	WB4JAA - MT CO DS NON	WH2DB0 - CO B FLD MT
ALBERT, AUSTIN	11B10	PFC	CARTER, CHEZ	10-Jan-15	90-180 days	Male	Single	WAJVB0 - CO B TANK 10	WAGNA0 - CO A RIFLE H
ALEXANDER, LEDON	11B10	PV2	SANCHEZ, VIRGIL	23-Jun-14	Arrived - Pending Physical Contact	Male	Single	W2L5F2 - 198TH 50 IN 01 BN CO B TR	WH4GA0 - CO A RIFLE H
ALLEN, DANIEL	19D10	PV2	Not Assigned	10-Apr-15	More than 180 days	Male	Single	WAJHB0 - TRP B CAV TR	WAGFAB - HHC
ALLEN, KHALIL	11B10	PV1	WEYAND, AXEL	13-Oct-14	Less than 90 days	Male	Single	W2L5C4 - 198TH 58 IN 02 BN CO D TR	WH4GB0 - CO B RIFLE H

LEGEND	
<span style="color: green;">■</span>	Completed/Beyond Scope of Focus
<span style="color: yellow;">■</span>	In Progress/Within Scope of Focus
<span style="color: red;">■</span>	Not Started/Immediate Scope of Focus