



UNCLASSIFIED

USAREUR Unit Sponsorship Program



Roles & Responsibilities

Roles & Responsibilities	BDE CDR	BN CDR	BDE USC	BN USC
Establish, implement, and manage an effective sponsorship program IAW AR 600-8-8, AER 600-8-8 and HQDA EXORD 161-15	X	X		
Conduct statistical analysis and report trends in Unit Sponsorship Program on a quarterly basis	X	X	X	X
Ensure subordinate unit commanders and activity directors establish, implement, and effectively manage a sponsorship program	X	X		
Identify and appoint (in writing) a Brigade unit sponsorship coordinator (USC) and Sponsors	X			
Identify and appoint (in writing) a Battalion unit sponsorship coordinators (USC) and Sponsors		X		
Unit command inspection program item	X	X		



Roles & Responsibilities

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Maintain a trained pool of unit sponsors <ul style="list-style-type: none"> - Make every effort to ensure the unit sponsorship pool is comprised of the same categories of sponsors as incoming personnel - Unit sponsor pool will be no less than 20% of unit assigned strength 	X	X		
Ensure <ul style="list-style-type: none"> - Sponsors are provided sufficient time away from regular duties to perform sponsorship duties - USCs / Sponsors have training and resources to perform sponsorship duties - Families are integrated into the unit and community 	X	X		
Plan and budget for NTV and POV reimbursement for personnel performing sponsorship duties	X	X		
Review and update Commander's Welcome Letter	X	X	X	X
Identify and report USAREUR sponsorship and USP-related issues to USAREUR SPM	X	X	X	X
Implement a sponsor recognition program	X	X		



CSM Roles & Responsibilities

- **Review inbound/outbound rosters weekly with Coordinator; special emphasis on IMT Soldiers**
- **Ensure appropriate Sponsors are assigned to inbound**
 - No flags, medical issues or conflict with leave/TDY/training/PCS
 - Positive attitude
- **Communicate with losing CSM to resolve concerns which hinder completion of Soldier's DA Form 5434 in ACT Sponsorship Module**
- **Contact gaining CSM if no Sponsor assigned within 90 days of final clearance**



Appointment Memo Samples

UNIT LETTERHEAD

OFFICE SYMBOL

DATE

MEMORANDUM FOR *Name of Designated Unit Sponsorship Coordinator*

SUBJECT: Unit Sponsorship Coordinator Appointment

1. In accordance with AE Regulation 600-8-8, you are appointed as the Unit Sponsorship Coordinator for *the following UICs*:

List UICs and unit names.

2. You will complete on-line sponsor training through ALMS portal (register in ATTRS) and contact ACS for additional Sponsorship training, information, and welcome packages.

3. Contact the Installation Sponsorship Liaison for USAG *Name of garrison* for additional program management training.

4. Refer to AE Regulation 600-8-8, Military and Civilian Sponsorship, available at <https://aepubs.army.mil>, for more information.

SIGNATURE BLOCK OF
UNIT COMMANDER

UNIT LETTERHEAD

OFFICE SYMBOL

DATE

MEMORANDUM FOR *Name of Designated Sponsor*

SUBJECT: Sponsor Appointment

1. In accordance with AE Regulation 600-8-8, you are appointed as the sponsor for the following Soldier / civilian employee:

NAME: *Name of the individual to be sponsored.*

OFFICIAL ADDRESS: *Official address of the individual to be sponsored.*

2. You should make initial contact with the above Soldier / Civilian employee by telephone or email within the next 72 hours.

3. You will complete on-line sponsor training through ATTRS and ALMS portal and contact ACS for additional Sponsorship training, information, and welcome packages.

4. Refer to AE Regulation 600-8-8, Military and Civilian Sponsorship, available at <https://aepubs.army.mil>, for detailed sponsorship information.

SIGNATURE BLOCK OF
UNIT COMMANDER

NOTE: AR 600-8-8 and AER 600-8-8 in revision; anticipated release in 2016



Roles & Responsibilities

Roles & Responsibilities	BDE USC	BN USC
Notify CDR/CSM/1SG of inbound personnel and suspense action for Sponsor identification; assign Sponsor in ACT	X	X
Coordinate and manage unit sponsorship program and unit sponsorship coordinators (USC), including ACT access documents	X	X
Provide BDE/BN Commander a monthly command report (from ACT) for validation and signature (CIP inspectable item)	X	X
Ensure reactionary sponsors are available for arrivals without sponsors	X	X
Welcome Letter <ul style="list-style-type: none">- Maintain list of Sponsors with current contact information- Identify links for unit and garrison homepages- Confirm commander's intent for additional text	X	X
Ensure Sponsors greet Soldiers/DA Civilians/Family members upon arrival at central processing facility (CPF)/duty station	X	X

Quick Start Guides



Roles & Responsibilities

Roles & Responsibilities	BDE USC	BN USC
Review Sponsorship Module Dashboard for required actions daily	X	X
Notify appropriate organization of any critical information provided by Sponsor that may affect assignment of incoming Soldier/DA civilian	X	X
Provide Sponsors timely feedback	X	X
Inform unit leaders of USAREUR sponsorship and USP-related issues	X	X
Keep commander and USAG Installation Sponsorship Liaison (ISL) informed of any problems that cannot be solved at lowest level	X	X
Develop written Sponsorship Management Plan; review and update annually	X	

Quick Start Guides



Sponsor

- **Training: on-line ALMS (register in ATRRS); Civilian Sponsorship at ACS**
- **When assigned inbound personnel:**
 - contact the Soldier or civilian by telephone, e-mail, fax, or mail
 - contact losing S-1 or CPAC if all other methods fail
- **Email a welcome packet (if available) to the Soldier or civilian within 10 calendar days after appointment**
- **Refer the Soldier or civilian to the IMCOM-Europe website at <http://www.imcomeurope.army.mil> for inprocessing information and community links in the Community Resource Guides**
- **Identify resources necessary to perform the Sponsorship duties – for example, reserve NTV for the initial inprocessing period**

Quick Start Guide



Sponsor

- **Review DA Form 5434**
 - Complete Section 3 “Gaining Unit Information”
 - Discuss concerns and requirements with inbound Soldier / Civilian
 - EFMP family members
 - Spouse employment
 - School-age children
 - Childcare needs
 - Pet needs
- **Additional considerations and requirements:**
 - Vehicle shipping
 - Firearm shipping
 - Travel plans
- **Resources:**
 - Civilian and spouse employment: CPAC and ACS
 - Youth Sponsorship: CYSS, DODDS, SLO
 - USAREUR Driving License: <http://www.eur.army.mil/rmv/> (training & test available in JKO)



Roles & Responsibilities

Inbound Soldier / Civilian

- **Complete DA Form 5434**
- **Identify EFMP needs and special needs for all Family members and pets**
- **Actively seek information**
 - Provide a list of questions to Sponsor
 - Request Spouse and Youth sponsors for Family members
 - Internet search
 - Contact gaining unit or community POC for assistance
- **Confirm all requirements and plans with Sponsor prior to departure**
- **Update Sponsor immediately if plans change**

[Quick Start Guide](#)



- **Sent in Sponsorship Module**
- **Updated by USCs; Sponsor sends more personalized letter**
- **Include specific information about organization/unit**
- **Links to unit and garrison homepages**
- **Sponsor contact information (DSN & commercial)**
- **Sponsor letter instructs inbound personnel**
 - **Contact assigned Sponsor within 10 days**
 - **Inform Sponsor of special needs for family and travel arrangements**
 - **Flight via Patriot Express; no arrivals on holidays or weekends**
 - **Immediately update Sponsor on changes to travel plans**
 - **Complete out-processing survey no earlier than 30 days prior to final clearance**
 - **Complete in-processing survey after housing secured (within 90 days of arrival)**



Sponsor Welcome Letter

CareerTracker

DAVID MADISON

- HOME
- TRACK
- PLAN
- COMMUNITIES
- SPONSORSHIP**
 - SPONSOR HOME
 - SPONSOR REC KIT**
- SPONSORSHIP (TPU)
- SPONSORSHIP HELP
- HELP & SUPPORT**
 - INFORMATION & UPDATES
 - ACT KNOWLEDGE BASE
 - SUBMIT HELP TICKET
 - FEEDBACK

CREATE A TARGETED CAREER RECOMMENDATION FOR YOUR SUBORDINATES AND/OR MENTEES:

CREATE NEW RECOMMENDATION

RECOMMENDATION DETAILS

RECOMMENDATIONS SENT

CareerTracker

RECOMMENDATION KIT

SENT DATE: 03 Nov 2015 SEND AS EMAIL?

COURSE ID: **ASSOCIATE A COURSE/CLASS**

SUBJECT: Welcome, SSG Gonzalez!

MESSAGE: We look forward to your joining the team. If I can be of assistance, please let me know.

SEND TO PCSING INDIVIDUALS:

- SSG JESSIE GONZALEZ

SEND RECOMMENDATION

CLOSE



Reference: AER 58-1, para 1-8a

- **“Allow sponsors to use NTVs to pick up arriving Soldiers and Civilians at commercial or military terminals when they arrive in country.”**
- **“...must consider the use of the Sponsorship Bus and determine that the use of the S-bus does not meet mission requirements.”**
- **“Authorize NTV use for in- and outprocessing activities if DOD-schedule transportation and public transportation cannot responsively meet mission requirements.”**



Reference: AER 58-1, para 1-8 f & g

- **“The commercially contracted S-bus is the first option for incoming and departing personnel in a PCS status.”**
- **“Transportation after arrival at the military duty location should follow the standard prescribed for community in-and-around transportation.”**



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QUESTIONS?

USAREUR G1 Sponsorship Program:

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