

# The Total Army Sponsorship Program

PICATINNY ARSENAL  
Army Community Service  
B.119

COMM: 973-724-5219

Website:

[https://www.pica.army.mil/garrison/  
directorates/ACS/RELO.aspx](https://www.pica.army.mil/garrison/directorates/ACS/RELO.aspx)

# What is Army Sponsorship?

- Program to integrate Soldiers, Civilians & their Families into their new unit and community
- Commander's program--commander and sponsors are key to success

# Who is a Sponsor?

A Soldier or civilian identified in writing by the unit and tasked to assist incoming personnel and their Families with regards to in-processing, getting settled and learning about the unit and community

# Why Have a Sponsor?

Relocation can be:

- Mentally demanding
- Emotionally draining
- Expensive
- Time-consuming

# Types of Sponsorship

- Advance Arrival
- Reactionary
- Out Sponsorship
- Rear Detachment

# Advance Sponsorship

Incoming Soldier/Civilian requests and is assigned a sponsor prior to arrival.

- Sponsor sends welcome letter (within 10 days)
- Provide web sites for more information
- Relocation welcome packet
- Assist with lodging arrangements
- Make arrangements to meet new Soldier at designated location.

# Reactionary Sponsorship

Soldier/Civilian arrives in country or community without an advance sponsor.

- Meet incoming Soldier at a designated location
- Installation welcome packets
- Lodging arrangements

Reactionary Sponsorship will be offered to all arriving Soldiers (E1-O6) & civilian employees (GS1-GS15) without a previously assigned sponsor IAW AR 600-8-8.

# Out Sponsorship

Assistance provided to Soldier in clearing installation

- Loan Closet
- Every departing Soldier and civilian employee will be offered out sponsorship assistance IAW 600-8-8

# Rear Detachment Sponsorship

Assistance provided to Families during the deployment of the  
Soldier/Civilian

- Maintain effective communication link between Families, the community, and the command (on and off installation)
- Serve as a referral point for resources and services offered by unit and community support systems (on and off installation)

# Unit Commander Responsibilities

- Appoint sponsor on orders (in writing)
- Ensure sponsor is trained
- Ensure sponsor contacts incoming Soldier
- Maintain a pool of trained sponsors
- **SUPPORT, MONITOR, ENFORCE** the program at a unit level

# Steps for Appointing a Sponsor

## Departing Installation

Reassignments & Service Member

Reassignments interview & DA 5434

Immediately

## Gaining Installation

Strength Management Work Group

Determine Soldier's unit of assignment and forward information (3 Working Days)

3  
Working  
Days

## Unit of Assignment/Battalion S1

Battalion S1  
Sponsor

Prepare & send welcome letter/assign sponsor  
Prepare welcome letter, etc. (10 Calendar Days)

# Sponsor Selection

- Trained
- Equal or higher rank than newcomer
- Similar MOS or background
- Same marital/Family status
- Same gender

# Individuals To Exclude From Being a Sponsor

- PCSing within 60 days
- Being replaced by the incoming Soldier
- New to duty station
- Undergoing admin separation

# Sponsor's Duties: Pre-Arrival

- Check the DA Form 5434 for special needs requests and be prepared to answer them
- Send initial contact letter/email within 10 days of appointment
- Obtain the following:
  - Expected arrival date & time
  - Needs of Soldier/Family
  - Lodging & housing requirements
  - Exceptional Family Member issues
  - School info

# Sponsor's Duties: Pre-Arrival

- Send a welcome packet or CD
- Inform the command of changes in incoming Soldier's status
- Provide currently, accurate and timely responses to all follow up correspondence
- Keep assigned Soldier or Civilian informed of changes

# Sponsor's Duties: Arrival

- Arrange transportation to post
- Meet & greet newcomer
- Identify immediate needs
- Provide basic tour

# Sponsor's Duties: Post-Arrival

- Sponsors of first-term Soldiers will remain sponsors to the inbound Soldier for a period consistent with the needs of the individual.
- Introduce Soldier to unit. If married, Spouse to unit FRSA
- Escort the new arrival to the locations required for in-processing, including the housing referral office and the post transportation office.

# What Not To Do

## **DON'T:**

- Lend your POV to newcomer
- Lend money /pay their bills
- Act as a chauffeur
- Answer questions if you don't know the answer
- Be afraid to ask for help
- Make decisions for the newcomer; provide information only

# Additional Considerations

- Spouse employment options
- Children activities, childcare, education
- Pet requirements
- Citizenship/VISA issues

Know Your Resources!

# **Additional Considerations: Single Personnel**

- BOSS Program
- Recreation facilities available
- Athletic programs
- Barracks life
- Social activities
- Education programs
- Volunteer programs
- Places to avoid

# **Additional Considerations: Dual Career Military Families**

- Child Care facilities (military and civilian) availability
- Schools with extended day (hour) programs
- Certified Family home child care
- 24-hour child care availability
- Family Care Plans

# **Additional Considerations: Single Parent Families**

- Child Care resources on base; in the housing area, and in the local community
- Schools with extended day(hour) programs
- Other single parents on base

# **Child, Youth & School Services**

## **Youth Sponsorship Program**

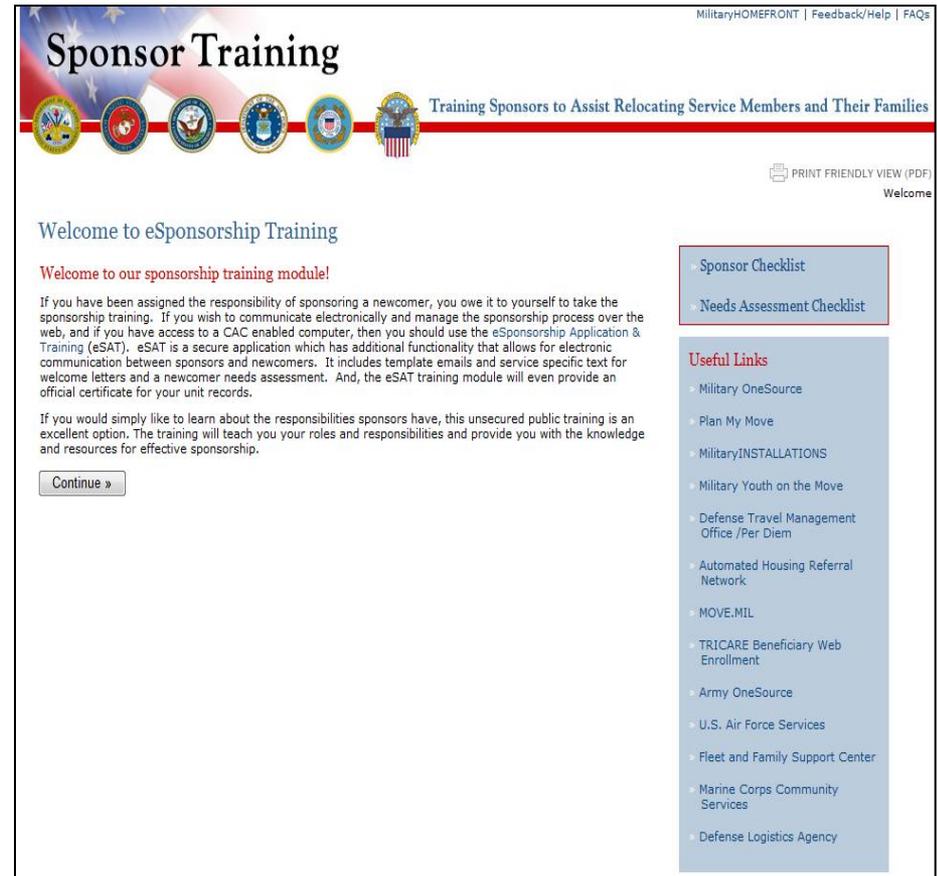
- The Youth Sponsorship Program is operated by Child, Youth & School Services, sometimes in collaboration with local schools
- Provides consistent and predictable services to all eligible children and youth living on and off post, regardless of their geographic proximity to a military installation
- The School Liaison Officer has more information about requesting youth sponsorship

# ACS can help!

- Welcome packets
- Lending closet
- Employment Readiness
- EFMP (Resources, Support, Advocacy)
- Financial Readiness
- Information and Referral
- Relocation counseling and advocacy
- And much more!

# What is eSAT?

- Creates a Database
- How-to's
- Templates Available
- Easier to Sponsor
- Completion Certificate



The screenshot shows the 'Sponsor Training' web page. At the top, there is a header with the title 'Sponsor Training' and a subtitle 'Training Sponsors to Assist Relocating Service Members and Their Families'. Below the header are several military service branch logos. The main content area includes a 'Welcome to eSponsorship Training' message, a 'Welcome to our sponsorship training module!' heading, and a paragraph explaining the purpose of the training. A 'Continue »' button is located below the text. On the right side, there is a sidebar with a 'Sponsor Checklist' and 'Needs Assessment Checklist' section, and a 'Useful Links' section listing various resources like 'Military OneSource', 'Plan My Move', and 'MilitaryINSTALLATIONS'.

<https://apps.mhf.dod.mil/esat>

# Sample Responses...The Good

- “Good support from my organization”
- “People have been very helpful – we had an excellent sponsor.”
- “My sponsor did an outstanding job. She took time out of her schedule to gather off post housing information and sent it to me in Korea.”
- “Extremely helpful in letting me know in advance what to expect.”

# The Bad...

- “Lack of information from my sponsor and my new office being unprepared for my arrival angered me.”
- “I couldn’t find my unit’s building.”
- “My sponsor was TDY.”
- “I left familiar faces to run into unhelpful and unknown jerks.”

# And The Ugly...

- “No sponsor. No welcome packet. No hotel. Need I say more?”
- “My sponsor was the worst aspect of my move. I never received a letter. I arrived and I had 8 sponsors in 4 days!”
- “My unit didn’t know I was coming – and they were deployed!”

# Wrap-Up

- Sponsorship is more than a handshake and greeting.
- A good sponsor...
  - Makes newcomers feel welcome in the unit/as a member of the team
  - Helps integrate them into the community.
  - Makes “positive lasting impressions.”

You Never Get A Second Chance To Make A  
First Impression!

# Questions

