Take Charge of Your Sponsorship Duties!

Learn how to be an outstanding sponsor

Sponsorship duties are generally an additional assignment. Time is often limited. Using eSAT Training saves time and:

- ✓ Streamlines your responsibilities
- ✓ Provides downloadable sample correspondence
- ✓ Provides downloadable checklists of sponsor's duties
- ✓ Provides downloadable certificate for your files and your unit

These resources can help you fulfill your sponsorship duties:

Plan My Move
http://planmymove.mhf.dod.mil

MilitaryINSTALLATIONS
http://www.militaryinstallations.dod.mil

MilitaryHOMEFRONT
http://www.militaryhomefront.dod.mil/moving

Military OneSource
http://www.militaryonesource.com

Contact Military OneSource 24-7- 1.800.342.9647

RELOCATION ASSISTANCE PROGRAM
Moving Made Easy

Visit http://apps.mhf.dod.mil/ESAT

Providing policy, tools, and resources for service members and their families.

Ready. Set. Sponsor!

eSponsorship Application & Training (eSAT)

RELOCATION ASSISTANCE PROGRAM
Moving Made Easy

eSponsorship Application & Training

Training Sponsors to Assist Relocating Service Members and Their Families

eSAT is designed to

Support military service members assigned the responsibility of unit sponsorship:

- ✓ Support military service members assigned the responsibility of unit sponsorship
- ✓ Provide online training for sponsors
- ✓ Link the sponsor to all Department of Defense and Service websites supporting

eSAT does more than just train sponsors, it provides tools to make the process quick and easy.

All tools are downloadable and can be edited. Tools include:

- ✓ Sample initial contact e-mail
- ✓ Newcomer needs assessment guides
- ✓ Sample Service-specific welcome letters

The relocation assistance manager is your partner in the Sponsorship process.

Visit http://apps.mhf.dod.mil/ESAT

Get Your Training Now

Training is available two ways:

- ✓ Through the secure eSAT website
- ✓ From the MilitaryINSTALLATIONS homepage for sponsors or spouses without Common Access Cards

eSAT Provides Reports

- ✓ Feedback on training
- ✓ Number of sponsors trained by installation
- ✓ Details on sponsors trained including units

Installation Resources

Assigning a sponsor is a unit responsibility. A sponsor's first stop should be the installation Family Center to coordinate with the trained relocation personnel for materials, education, and information. Find this important contact at:

- ✓ **MilitaryINSTALLATIONS**
  www.militaryinstallations.dod.mil
- ✓ **Plan My Move**
  www.militaryhomefront.dod.mil/moving

The relocation manager at the gaining installation receives the sponsorship request and works with the receiving unit to quickly make a sponsor assignment.

eSAT Checklists

- ✓ **Pre-arrival** provides step-by-step instructions on what to do and ask, and suggests ideas for simplifying the process.
- ✓ **Arrival** instructs the sponsor on how to support the newcomer and family through the transition and in-processing phase.
- ✓ **Post-arrival** suggests things to do to help the newcomer and his or her family quickly and easily settle into the new job and community.

Get Trained. Start Sponsoring!