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Total Army Sponsorship Program USAG Rheinland-Pfalz Rodeo

8 July 2015
0900 – 1430 hrs
Armstrongs Club, Vogelweh

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

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Unit Sponsorship

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Roles & Responsibilities

Roles & Responsibilities	BDE CDR	BN CDR	CO CDR	USPM	USC
Establish, implement, and manage an effective sponsorship program IAW AR 600-8-8, AER 600-8-8 and USAREUR OPORD 0043-12	X	X	X		
Conduct statistical analysis and report trends in Unit Sponsorship Program on a quarterly basis	X	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 unit sponsorship program manager (USPM) and Sponsors	X	X			
Identify and appoint (in writing) a unit sponsorship coordinators (USC) and Sponsors			X		
Unit command inspection program item	X	X	X		

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Roles & Responsibilities

Roles & Responsibilities	BDE CDR	BN CDR	CO CDR	USPM	USC
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 15% of unit assigned strength 	X	X	X		
Ensure <ul style="list-style-type: none"> - Sponsors are provided sufficient time away from regular duties to perform sponsorship duties - USPMs / Sponsors have training and resources to perform sponsorship duties - Families are integrated into the unit and community 	X	X	X		
Plan and budget for NTV and POV reimbursement for personnel performing sponsorship duties	X	X	X		
Review and update Commander's Welcome Letter	X	X	X	X	X
Identify and report USAREUR sponsorship and USP-related issues to USAREUR SPM	X	X	X	X	X
Implement a sponsor recognition program	X	X	X		

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Appointment Memo Samples

UNIT LETTERHEAD

OFFICE SYMBOL DATE

MEMORANDUM FOR *Name of Designated Unit Sponsorship Program Manager or 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 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 late 2015 with ACT Sponsorship update

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Roles & Responsibilities

Roles & Responsibilities	USPM	USC
Conduct statistical analysis and report trends in Unit Sponsorship Program on a quarterly basis	X	X
Coordinate and manage unit sponsorship program and unit sponsorship coordinators (USC)	X	
Ensure sponsors are trained and have necessary resources	X	X
Ensure reactionary sponsors are available for arrivals without sponsors	X	X
Welcome Letter <ul style="list-style-type: none"> - Review and update the Unit Welcome letter with current contact information - Send Unit Welcome letter to incoming Soldiers/DA civilians with Sponsor information 	X	X
Ensure Sponsors greet Soldiers/DA civilians/Family members upon arrival at central processing facility (CPF)/duty station	X	X

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Roles & Responsibilities

Roles & Responsibilities	USPM	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	

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Roles & Responsibilities

Sponsor

- Training and refresher training: on-line ALMS and 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
- Mail a welcome packet (available from ACS) 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

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Roles & Responsibilities

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/>

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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 for assistance
- **Confirm all requirements and plans with Sponsor prior to departure**
- **Update Sponsor immediately if plans change**

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Welcome Letters

- **Sent in Sponsorship Module**
- **Updated by USPM, USC and Sponsor**
- **Include specific information about organization/unit**
- **Link to garrison home-page for on-line information**
- **Sponsor contact information**
- **Instruct inbound personnel**
 - Contact assigned Sponsor within 10 days
 - Inform Sponsor of special needs for family and travel arrangements
 - No arrivals on holidays or weekends
 - Immediately update Sponsor on changes to travel plans
 - Complete survey during inprocessing

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QUESTIONS?

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END OF BRIEF

INSTALLATION MANAGEMENT COMMAND

“Sustain, Support and Defend”