



Total Army Sponsorship Program (TASP) USAG Rheinland-Pfalz Rodeo

8 July 2015
0900 – 1430 hrs
Armstrong's 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



Community Reception

• References:

- AER 612-1, Community Central In- and Out-Processing
- AR 600-8-8, The Total Army Sponsorship Program
- AER 600-8-8, Military and Civilian Sponsorship
- HQDA EXORD 18-12
- USAREUR OPORD 43-12
- IMCOM OPORD 12-065
- IMCOM-E OPORD 0006-12
- CHRA TASP SOP (For Civilian Sponsorship)
- USAG R-P TASP SOP



Community Reception Procedures



- All Soldier PCS travel to Germany must be arranged to ensure travelers depart Baltimore Washington International Airport (BWI) for arrival at Ramstein Air Mobility Command (AMC).
- All Soldier PCS travel must be scheduled via military chartered airlift (Patriot Express) from BWI to arrive at Ramstein AMC Monday through Friday only. Scheduling arrivals for weekends and Federal holidays is strictly prohibited.
- Civilians can, but do not have to travel to Germany via BWI / Patriot Express to Ramstein.
- Soldiers and Families arriving at a commercial airport in Germany will encounter serious delays traveling to their communities. Soldiers must first report to the Ramstein Gateway Reception Center (RGRC) before in-processing into their community.
- All Soldiers with an approved in-country leave must report to the RGRC on the conclusion of their leave.



Community Reception Procedures (cont'd)



- Ramstein Gateway Reception Center (RGRC) notifies garrisons of pending arrivals:
 - Approximately 2 weeks out.
 - Wheels-up manifest when Patriot Express departs from Baltimore Washington International Airport (BWI).
 - When the Sponsorship Bus (S-Bus) departs for the community.
- Garrison notifies Unit Sponsorship Coordinators of inbound Soldiers and Families. Garrison and unit POCs must check the wheels-up and S-Bus manifests daily.
- Soldier / family arrives at RGRC and processes thru immigration, customs and initial reception / in-processing. RGRC conducts accountability, verifies assignments, & dispatches Soldiers / families to communities (via S-bus or sponsor pick-up).
- Soldier / Civilian completes unit and community in-processing first 2 to 3 days, and in-processing training (ITC) the following 7-12 days (depending on arrival day with some self in-processing days included). In-processing is normally 10 days, extendable to 15.



Sponsor Meet & Greet



- The community's Central Processing Facility (CPF) is the designated greeting point for sponsors to greet new Soldiers, Civilians and Family members arriving on the S-bus. Commanders will ensure sponsors and CPF representatives greet newcomers arriving on the S-bus at the CPF. Civilian employees can ride the military S-bus only on a space-available basis.
- Exception: Sponsors can pick up newcomers at the RGRC. However, ALL newcomers must still in-process with the RGRC and report to the community CPFs for in-processing.
- In Kaiserslautern the default is for sponsors to meet / pick-up Soldiers, Civilians and Families at the RGRC. Baumholder has an S-Bus, however, sponsors are also permitted to meet / pick-up at the RGRC.
- Family members will not be held at the CPF or unit for an unreasonable amount of time while the sponsor performs initial in-processing. Family members should be provided the option of proceeding to their temporary quarters as soon as possible after arrival. Soldiers will join Family members after they complete initial in-processing.



Newcomers Arrival & Orientation



- Government resources should be used to perform sponsorship duties.
- Sponsors will:
 - Help Soldiers, Family members, and U.S. Army Civilians arriving in Europe during the initial in-processing phase as needed. Generally, this should last no longer than 2 to 3 weeks after the formal in-processing has been completed.
 - Encourage and teach new arrivals to function independently in the community as soon as possible. Sponsors are not responsible for performing tasks such as childcare, grocery-shopping, laundry, and house-hunting. Those functions are best performed by the new arrivals and are not directly related to sponsorship.
 - Help the newcomer with in-processing when necessary (for example, escorting the newcomer to in-processing appointments and locations listed on the in-processing checklist).



Newcomers Arrival & Orientation (cont'd)



- Sponsors will:
 - Familiarize the newcomer and Family members with garrison facilities and services (for example, ACS, bank, childcare, commissary, dental clinic, hospital, post exchange, schools, thrift shop, vehicle registration). This includes informing new personnel and Family members of off-limits establishments (AE Cir 190-24).
 - Introduce the newcomer to the members of his or her chain of command and to the unit and its mission.
 - Help the newcomer find adequate housing and transportation to housing appointments.
 - Help the newcomer register his or her POV and obtain a U.S. Forces certificate of license.



Community In-Processing



- Gaining units will not assign duties to Soldiers until the Soldiers have completed all in-processing requirements.
- Soldiers should complete required in-processing and be ready for full-time duty within 10 duty days after their arrival. Subject to approval by garrison commanders, the in-processing schedule may be extended up to 5 additional duty days to facilitate unforeseen delays and additional in-processing-related events (for example, childcare, house hunting, household-goods (HHG) delivery, privately owned vehicle (POV) pick-up).
- Soldiers will complete all in-processing and training requirements in accordance with the in-processing schedules shown in AER 612-1 before being released to units.
- Soldier in-processing will be from 0900 to 1630 during duty days (unless otherwise indicated) to allow for participation in unit physical training and fitness sessions.



Soldier Unit In-Processing

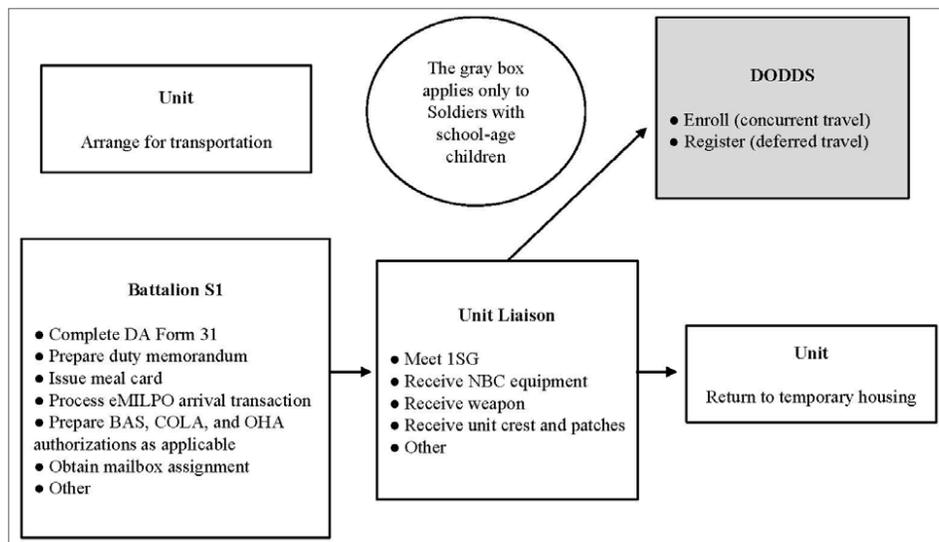


• Appendix C of AER 612-1 identifies the minimum unit level unit in-processing requirements. At a minimum the unit / Soldier must complete the following unit level requirements prior to the Soldier beginning CPF in-processing & in-processing training:

- Sign-in the Soldier on DA Form 647 or DA Form 647-1 and annotate the Soldier's DA Form 31.
- Enter the Soldier's arrival information and unit of assignment in eMILPO.
- Prepare a duty assignment memorandum for the CPF and Finance.
- Ensure that a post office box is issued to the Soldier during unit in-processing.

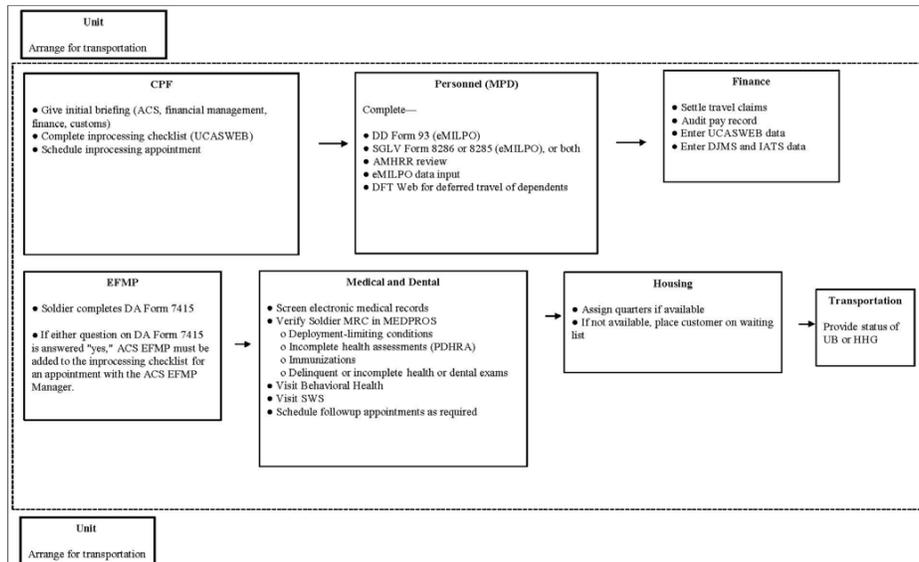


Example of Soldier Unit In-Processing





Example of Soldier CPF In-Processing



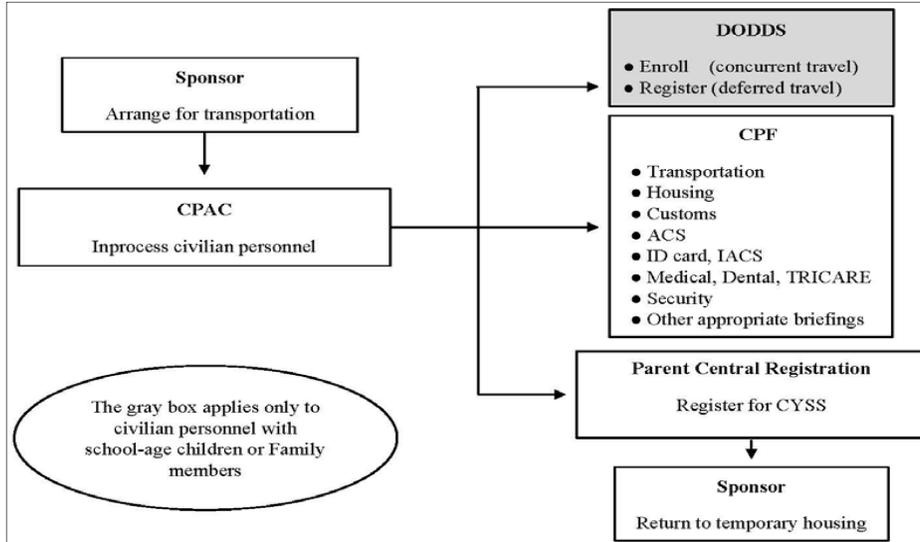
Civilian In-Processing



- Supervisors will assign a sponsor to all newly hired employees.
- The sponsor will assist the employee with the following:
 - On arrival, employees will in-process with their servicing CPAC.
 - After in-processing at the CPAC, the sponsor will escort the employee to the CPF to schedule briefing dates and times. Civilian employees will complete all applicable in-processing and training requirements. The briefing schedule may vary based on the specific needs of each employee.
 - Arranging appointments with Department of Defense Dependents Schools when applicable.
 - In-processing at the servicing postal service center or unit mailroom.



Example of Civilian In-Processing



Example of CPF In-Processing



Example CPF/community in-processing schedule (Kaiserslautern), 10-13 days.

Flight Arrival	ARRIVAL 01 JUN	ARRIVAL 02 JUN	ARRIVAL 03 JUN	ARRIVAL 04 JUN	ARRIVAL 05 JUN	ARRIVAL 06 JUN	ARRIVAL 07 JUN	ARRIVAL 08 JUN	ARRIVAL 09 JUN	ARRIVAL 10 JUN	ARRIVAL 11 JUN	ARRIVAL 12 JUN	ARRIVAL 13 JUN
F	CPAC												
A	CPAC												
S	CPAC												
T	CPAC												
U	CPAC												
D	CPAC												
O	CPAC												
N	CPAC												
D	CPAC												
A	CPAC												
Y	CPAC												

Most common scenarios (Mon, Tues, Wed flight arrivals)

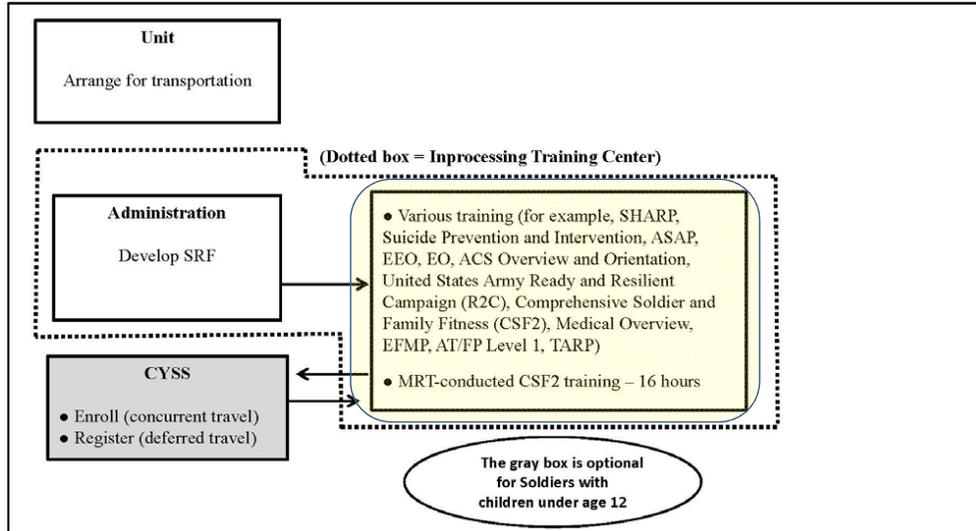
Unit & Community In-Processing

In-Processing Training (ITC)

NOTE: Use the same schedule as if arrived on FRI, SAT, SUN (Monday A-DAY), with community in-processing beginning on Tuesday.



Example of In-Processing Training



Example of In-Processing Training



Example ITC/ in-processing training schedule (Kaiserslautern)

- AER 612-1, Appendix B-21 directs in-processing training during community in-processing.
- In-processing training is mandatory for private (E1) through colonel (O6). Excuses/exceptions require General Officer/equivalent approval.
- Soldiers on consecutive overseas tours (COTs) and inter-theater transfers (ITTs) in the same country may be excused from all or some ITC training. All Soldiers (including Soldiers on COTs and ITTs) must attend the community briefings.
- Sponsors are still expected to help Soldiers, Civilians and Families during in-processing training.

USAG RHEINLAND-PFALZ (KAISERSLAUTERN) IN-PROCESSING TRAINING CENTER (ITC) SCHEDULE			
Updated 12 June 2015			
MONDAY		THURSDAY	
TIME	SUBJECT	TIME	SUBJECT
0745-1300	Drivers Training & Testing	0900-0900	ITC In Brief
1200-1300	LUNCH	0905-1030	ACS Financial Briefing: Money Matters
1300-1305	ITC In Brief	1030-1200	1st Termers Financial Brief: Budget Workshop (SOLDIERS ONLY)
1305-1345	SPRICE/Emergency Management	1000-1300	LUNCH
1350-1430	Anti-Terrorism/Force Protection (ATFP) LVL 1	1300-1345	Sexual Harassment Assault Response & Prevention (SHARP)
1430-1530	Threat Assessment and Reporting Program (TARP)	1350-1400	Army Substance Abuse Program (ASAP)
1535-1545	Mobilization (SOLDIERS ONLY)	1405-1450	Suicide Prevention
1550-1600	Legal	1450-1500	21st TSC CONCERT 13 Bowling (18-21 YR-OLD SOLDIERS ONLY)
1605-1615	Inter Army Sponsorship Program (IASP) Overview	1500-1630	UNLOCKED FOR MEDICAL DENTAL IN-PROCESSING
1615-1630	Service Credit Union	ITC Week 2	
		0900-1630	Comprehensive Soldier and Family Fitness (CSF2) Day #2
		1300-1430	Alcohol Brief (CIVILIANS ONLY)
			Expatriate Brief: FROF
TUESDAY		FRIDAY	
TIME	SUBJECT	TIME	SUBJECT
0900-0905	ITC In Brief	0900-0905	ITC In Brief
0905-0920	Community Bank	0905-0910	Veterinary (VE1) Clinic (SOLDIERS ONLY)
0920-1200	Host Nation Orientation	0955-1000	Army Community Service (ACS)
1300-1305	LUNCH	1000-1010	Ready and Resilient Campaign (R2C)
1300-1330	Army Continuing Education System (ACES) (SOLDIERS ONLY)	1010-1025	Child Abuse
1330-1400	Family and Morale, Welfare and Recreation (FMWR)	1025-1045	Domestic Violence
1405-1430	Soldier For Life (SFL) Overview	1055-1100	Employment Family Member Program (EFMP)
1435-1530	Garrison Commander's Welcome	1200-1300	ITC In Brief
1530-1600	General Leader Welcome (SOLDIERS ONLY)	1300-1600	Alcohol Brief (SOLDIERS ONLY)
ITC Week 2			
0900-1630	Host Nation Orientation Tour by USO (CIVILIAN CLOTHES)		
1300-1630	ITC AAR In-Processing Survey		
WEDNESDAY			
TIME	SUBJECT	TIME	SUBJECT
0900-0905	ITC In Brief		
0905-0930	Medical Health Presentation		
0930-1000	Equal Opportunity (EO)		
1005-1025	Equal Employment Opportunity (EEO)		
1025-1045	Child Youth and School Services (CYSS) / SLO		
1050-1110	BOSS-WAq Army Sports (SOLDIERS ONLY)		
1110-1125	PASSPORT-VISA/SOFA		
1125-1150	Safety		
1200-1300	LUNCH		
1300-1400	Customs / Value Added Tax (VAT)		
1400-1415	Red Cross		
1400-1450	Religious Services		
1450-1500	Command Sponsorship (SOLDIERS ONLY)		
1505-1520	Criminal Investigation Division (CID)		
1530-1550	Inspector General (IG)		
1550-1600	Writing Assistance		
1600-1610	Women, Infants and Children (WIC) Program		
ITC Week 2			
0900-1630	Comprehensive Soldier and Family Fitness (CSF2) Day #1		
1300-1630	ITC AAR In-Processing Survey		



END OF BRIEF

INSTALLATION MANAGEMENT COMMAND

“Sustain, Support and Defend”