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## ***Sponsorship Training & Pre-Arrival Resources***

**8 July 2015**

### **Army Community Service/Relocation Readiness USAG Rheinland-Pfalz**



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**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*

# CATEGORIES OF SPONSORS



# Categories of Sponsors



Reactionary

Spouse

Youth

Advance  
Arrival

Rear  
Detachment

Outbound

## TRAINING REQUIREMENTS OF SPONSORS



## Training Requirements



- Individual sponsors receive two types of training
  - Online: focused on command/unit integration
  - ACS: focused on community integration
- Soldiers, civilians, and spouses are required to attend ACS training prior to performing duties
  - Sponsorship training must be recertified to ensure up-to-date knowledge and information



## Training Requirements



- USAREUR OPORD 43-12 requirements (soldier & civilian sponsorship)
  - 3.B.1.B: “Maintain a trained pool of unit sponsors...to ensure the unit sponsorship pool is comprised of the same categories of sponsors as incoming personnel (e.g. married sponsor to married inbound, single female to single female inbound, etc.). The...pool will be no less than **15%** of unit’s assigned strength.”
  - 3.B.1.D: “Ensure unit sponsors attend IMCOM-E Army Community Service’s Sponsorship Training.”
  - 3.B.1.H: “Soldiers in the rank of E-1 thru O-6 and DA Civilians in grades GS-15 and below WILL be assigned a sponsor.”



## Training Requirements



- USAREUR OPORD 43-12 requirements (spouse sponsorship)
  - 3.B.2.C: “Develop a spouse sponsorship program to ensure that each spouse will be offered a volunteer spouse sponsor.”
  - 3.B.2.M: “Ensure soldiers and DA Civilians complete all required fields in EASI-GATE to include...spouse’s e-mail address...”
- Volunteer Spouse Sponsors must become ‘official’ statutory volunteers of the organization
- Spouses can not be coerced to perform any duties, per DoD 1400.33

LOCAL TRAINING OPPORTUNITIES



## *Local Training*



- Twice a month for Soldiers, Civilians & Spouses
  - 2<sup>nd</sup> & 4<sup>th</sup> Tuesdays of month from 1530-1630
  - Held at the Landstuhl Learning Center
  - Preregister with ACS to ensure unit sign-in roster
    - Units limited to reserving 15 training slots
    - Roster scanned back to unit as confirmation of training
    - Documentation of training is a unit responsibility
- Once a month in family-friendly location for spouses-only
  - Held in the Yellow Ribbon Room on Pulaski Barracks, during the school day
  - Refer to the ACS calendar for dates and times
    - [www.facebook.com/RheinlandPfalzACS](http://www.facebook.com/RheinlandPfalzACS)



## *Local Training*



- During April & October, training is conducted at the Hercules Theater on Ramstein
  - 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of the month
  - Two sessions each day: 1000-1100 & 1500-1600
  - Seating capacity = 400
  - No limit to the number of students units may send

# SPONSOR ROLES & RESPONSIBILITIES



## *Roles and Responsibilities*

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- Reference documents:
  - AR 600-8-8, section IV, para 2-11 & Table 2-6
    - “Rules for sponsoring a Soldier or Civilian employee”
  - AER 600-8-8, section I, para 4h
    - “Responsibilities – Sponsors”



## *Roles and Responsibilities*



- Contact the newcomer
- Mail ACS Welcome Packet
- Provide community in-processing information
- Conduct Needs Assessment
- Provide local housing & cost of living information
- Initiate contact between spouses & children, when appropriate
- Provide USAREUR drivers training/testing information
- Provide arrival meet-and-greet information
- Arrange temporary lodging & transportation
- Inform chain of command of any status changes
- Promptly follow-up & answer questions
- Discuss travel plans & members in travel party
- Confirm temporary lodging
- Discuss pet arrangements

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## *Roles and Responsibilities*



- Discuss local currency
- Provide information on possession & registration of firearms
- Discuss host nation laws on dangerous dogs
- Receive sponsorship training
- Personally greet the newcomer
- Coordinate mission-related transportation during in-processing
- Help the newcomer with in-processing when necessary
- Familiarize the newcomer & family with garrison facilities & services
- Introduce the newcomer to their chain of command
- Help the newcomer find adequate housing & transportation to housing appointments
- Help the newcomer register their POV

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# NON-TACTICAL VEHICLE (NTV) AUTHORIZED



## *NTV Authorized*

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- 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



## *NTV Authorized*



- 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.”

COMMUNITY PRE-ARRIVAL  
INFORMATION



# Community Information



- ACS Welcome Packet mailed to the newcomer via official mail
- [www.MilitaryInstallations.dod.mil](http://www.MilitaryInstallations.dod.mil)
  - Enter garrison name to get to official installation home page
- [www.housing.Army.mil](http://www.housing.Army.mil)
  - On-post housing information, wait list information
- [www.homes.mil](http://www.homes.mil)
  - Off-post housing information (*except in Kaiserslautern*)
  - In Kaiserslautern, send e-mail to: [86ces.cehhousingoffice@us.af.mil](mailto:86ces.cehhousingoffice@us.af.mil)

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## USAG Rheinland-Pfalz, Germany or USAG Rheinland-Pfalz, Baumholder, Germany

Installation Overview | Installation Contacts | Photos | Major Units | Installation Booklet | Local Community Information

PRINT FRIENDLY VIEW (PDF) | SHARE | TEXT SIZE

Gebäude 2891  
Im Haderwald (Pulaski Barracks)  
Z.HD:  
Kaiserslautern, Germany 67661  
  
Phone 011-49-631-3406-4203  
Phone (DSN) 314-493-4203  
Fax 011-49-631-54385  
Fax (DSN) 314-493-4141  
  
[Email](#) | [Website](#) | [Map](#)

### Get to know the installation

- » **Fast Facts**
- » Installation Overview
- » Sponsorship
- » Directions
- » Check-in Procedures
- » Motor Vehicles
- » Education
- » Local Schools
- » Overseas Schools
- » College/Technical Training Library
- » Housing
- » Temporary Housing
- » Government Housing
- » Household Goods
- » Shipping Pets
- » Special Needs
- » EFMP - Enrollment
- » EFMP - Family Support
- » Health Care/Special Needs
- » Special Education/EIS
- » Health Care
- » Child and Youth Programs
- » Child Care
- » Youth Services
- » New Parent Support Program
- » Family Center
- » Employment
- » Relocation Assistance

### Fast Facts



**Location:** U.S. Army Garrison (USAG) Kaiserslautern is the Army's installation support organization in Kaiserslautern, Germany, the city hosting the largest presence of American armed forces outside of the United States. Kaiserslautern is 80 miles southwest of Frankfurt, Germany and 295 miles northeast of Paris, France. USAG Kaiserslautern is the support agency for all army installations in the operations area. [USAG Kaiserslautern homepage.](#)

**Cost of Living:** High compared to the U.S. average

**Base Operator:** 011-49- 711-680-113 or DSN 314-430-1110

**Population:** 43,707 military members, family members and DoD civilians

**Area Population:** approximately 100,000

**Base Transportation:** Military Transportation is provided between Kleber, Vogelweh, and Landstuhl.

**Child Care:** The United States Army Garrison Kaiserslautern Parent Central Services office assists parents in finding childcare for children 6 weeks to 5th grade. The Central Enrollment office offers resource and referral services and can assist families in finding on and off post childcare options to meet each family's individual childcare needs. For more information contact 011-49-631-536- 4516/4517/4122 or DSN 314-493-4516/4517/4122.

**Schools:** There are 11 schools located in the Kaiserslautern Military Community. This is the largest American school system outside the Continental United States, which is operated by the Department of Defense Dependent Schools (DODDS). Contact the [School Liaison Officer](#) for information on a smooth transition. Also, youth sponsors are available to provide information to youth transitioning to the community. Please contact the School Liaison if a sponsor is to be requested.

[KAISERSLAUTERN MILITARY COMMUNITY SCHOOL DISTRICT](#)

[Vogelweh Elementary School \(Grades K-5\)](#)

[Ramstein Elementary School \(Grades K-2\)](#)

[Ramstein Intermediate School \(Grades 3 - 5\)](#)



## Community Information



- Official garrison website
  - [www.rp.army.mil](http://www.rp.army.mil)
- Army FMWR website
  - [www.rheinland-pfalz.armymwr.com](http://www.rheinland-pfalz.armymwr.com)
    - ACS: services, lending closet, classes, etc.
    - CYSS: registration, child care, youth sports, School Liaison Officer, etc.
    - Sports & Fitness: locations and hours, classes, etc.
- Facebook sites
  - Garrison: [www.facebook.com/army.rp](http://www.facebook.com/army.rp)
  - FMWR: [www.facebook.com/RheinlandPfalzFMWR](http://www.facebook.com/RheinlandPfalzFMWR)
  - FMWR (BHMC): [www.facebook.com/Baumholder](http://www.facebook.com/Baumholder)
  - ACS: [www.facebook.com/RheinlandPfalzACS](http://www.facebook.com/RheinlandPfalzACS)
  - ACS (BHMC): [www.facebook.com/BaumholderACS](http://www.facebook.com/BaumholderACS)
  - AFN: [www.facebook.com/afnktown](http://www.facebook.com/afnktown)

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# ACS LENDING CLOSET RESOURCES



## ACS Lending Closet



- Lending closet items are available for individuals on PCS orders (inbound/outbound)
- Hours of operation
  - Kaiserslautern:
    - M-W & F from 1000-1500
    - Th from 1000-1300
  - Baumholder:
    - M-W & F from 0900-1600
    - Th from 1300-1600

*Note: hours of operation are subject to change at the beginning of the fiscal year.*



## ACS Lending Closet



- Available for 30 days (*inbound PCS only*)
  - Pay-as-you-go cell phones
    - ACS provides the phone & SIM card; individuals load money on the phone
  - GPS units
- Available for 60 days
  - Dish Kits
    - Silverware, dish sets and pots & pans prepacked in a ready-to-go tub
  - Small appliances
    - Coffee maker, toaster, slow cooker, etc.
  - Baby items
    - Pack-&-play, high chair, stroller
  - Sleeping mats

*Note: inventory is subject to availability and may vary by location.*

# IMMIGRATION RESOURCES



## *Immigration Resources*

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- Non-citizen, foreign spouses can NOT enter the US with just a military ID card and PCS orders
  - They MUST obtain an Immigration Visa
- The 3-step process can take 6-9 months, depending on the circumstances and the amount of time it takes the individual to obtain the required documents
- Advice: start the process when new spouse obtains military ID and enters into DEERS



## *Immigration Resources*



- Immigration Visas are expensive
  - \$420: petition filing fee (paid with application)
  - \$325: visa fee (paid at the interview)
  - \$165: USCIS immigrant fee (paid just prior to flying to the US)
  - Additional fees:
    - Costs to obtain required original documents
    - Document translation
    - Medical exam
- Upon PCS CONUS, visa fees may be reimbursed if JFTR criteria is met



**END OF BRIEF**

**INSTALLATION MANAGEMENT COMMAND**



***“Sustain, Support and Defend”***