



**DEPARTMENT OF THE ARMY**  
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06 MAR 2023

APVG-CG

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Hawaii (USARHAW) Policy Letter #7 - Sponsorship Program

1. References:

- a. Army Regulation (AR) 600-8-8, The Total Army Sponsorship Program (TASP), 28 June 2019.
- b. AR 608-1, Army Community Service, 19 October 2017.
- c. HQDA EXORD 161-15-Army-Wide Implementation of (TASP) Army Career Tracker Sponsorship Module.

2. Applicability. The provisions of this policy apply to all units and organizations that receive Soldier support services from USARHAW or U.S. Army Garrison – Hawaii (USAG – HI). All Soldiers, noncommissioned officers, and officers in the grade of E-1 to O-6 require sponsorship at the unit level. Civilian employees also require sponsorship from their respective organization or staff section.

3. Intent. Sponsorship is a Commander's program designed to help newly arriving Soldiers, Civilians, and Families during their overseas assignment to Hawaii.

4. Policy. This policy outlines my expectations for brigade (BDE), battalion (BN), company (Co) installation and sponsor responsibilities in welcoming and integrating new Soldiers, Department of Army Civilians (DACs), and their Families.

a. USARHAW Installation Sponsorship Liaison (ISL) Responsibilities:

(1) Develop an onboarding sponsorship tracking system for inprocessing Soldiers and DACs for USARHAW and submit to USARHAW G1 and 25th Infantry Division (25 ID)/USARHAW Chief of Staff.

(2) Provide initial guidance and training for all sponsorship coordinators on their roles and responsibilities and the use of the TASP Module in the Army Career Tracker (ACT).

(3) Inspect BDE sponsorship programs with assistance from the USARHAW G1 as part of the Organizational Inspection Program (OIP).

(4) Maintain an installation Unit Sponsorship Coordinator (USC) roster. Publish updated roster to all MSC G1s and their Chiefs of Staff monthly.

b. BDE/BN/Co and USC Responsibilities:

(1) BDE/BN must appoint, in writing, a primary and alternate USC to assist in the early identification of inbound/outbound Soldiers and Civilians and the overall implementation of this policy. For newly appointed USCs, ensure required training listed in 4.b.(2). is complete prior to gaining access to the ACT. BDEs must provide a copy of the USC's appointment orders and training certificates to the ISL via email to [usarmy.schofield.id-pacific.mbx.sponsorship@army.mil](mailto:usarmy.schofield.id-pacific.mbx.sponsorship@army.mil). This is an inspectable item and is in the OIP.

(2) Ensure BDE/BN CSMs, USCs, Company Commanders, First Sergeants and sponsors complete the TASP training through the eSponsorship Application & Training (eSAT) available at <https://millifelearning.militaryonesource.mil>, and must also attend the sponsorship training provided by Army Community Service (ACS) Relocation Readiness Services. Sponsorship training must be tracked by the USCs and will be briefed during the quarterly sponsorship meeting.

(3) Ensure sponsors are assigned no later than 120 days from the Soldier's report date, or within five working days of receipt of ACT notification for Initial Military Training (IMT) Soldiers. The gaining command will maintain the capacity to assign sponsors to un-programmed inbound Soldiers within 24 hours of their arrival.

(4) Make every attempt to assign sponsors who are Team/Squad Leaders – especially for first-term Soldiers. Consider assigning married sponsors to married inbound personnel to maximize Family sponsorship opportunities. Ensure sponsors are not being replaced by the incoming person and not projected to be absent during the first 60 days after the newcomer's arrival.

(5) Ensure sponsors perform their duties in accordance with the sponsor checklist located in Appendix C of AR 600-8-8 TASP. Ensure sponsors contact and maintain communication with their Soldier via email or phone at least monthly and then weekly when they are within 30 days of arrival.

(6) Ensure sponsors update the ACT sponsorship status at each stage of the sponsorship process, and that all newly arrived Soldiers complete the sponsorship survey in ACT no later than (NLT) 45 days after arrival.

(7) Electronically deliver a welcome packet to incoming personnel within 10 days of appointing a sponsor.

(8) Ensure sponsors strongly consider greeting all incoming Soldiers and Families at the airport upon their arrival.

(9) If a Soldier is diverted to another unit, prior to his/her arrival or during replacement company operations, a new sponsor must immediately be assigned by the gaining unit's command. The USC from the losing unit will ensure a positive handoff to the gaining unit's USC.

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(10) BDE/BN USCs attend the USARHAW quarterly sponsorship meeting held on the 3rd Monday of each quarter and bring a copy of the previous month's unit sponsorship report.

(11) BDE/BN CSMs validate and sign the monthly ACT sponsorship report NLT the 5th of every month and submit to the next higher headquarters (Hqs) and USARI IAW ISL at [usarmy.schofield.id-pacific.mbx.sponsorship@army.mil](mailto:usarmy.schofield.id-pacific.mbx.sponsorship@army.mil).

c. Sponsor Responsibilities:

(1) Complete assigned sponsorship training listed in paragraph 4.b. (2).

(2) Adhere to sponsor checklist and report progress to the unit Company Commander/First Sergeant. The Company Commander/First Sergeant will consolidate the sponsors updates and send to the BN USC.

(3) Make contact immediately upon assignment of sponsorship duties with incoming Soldiers and assist in their integration for 45 days (non first-term) and 90 days (first term) after their arrival.

(4) Acknowledge receipt of the Soldier in ACT after the initial face-to-face meeting.

d. Civilian Sponsor Responsibilities:

(1) Supervisors and hiring officials assign sponsors and explain sponsor responsibilities for new DACs with special consideration for marital status and grade level.

(2) Sponsors will also send out welcome letters/packets to new DACs signed by the supervisor.

(3) Sponsors will maintain contact with new employees and are strongly encouraged to greet them and their Families in person upon arrival at the airport/unit.

5. Proponent. The USARHAW ISL is the proponent for this policy. Questions should be directed to the ISL at 808-655-8276 or [usarmy.schofield.id-pacific.mbx.sponsorship@army.mil](mailto:usarmy.schofield.id-pacific.mbx.sponsorship@army.mil).



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