Army Regulation 600–8–8

Personnel-General

The Total Army Sponsorship Program

Headquarters
Department of the Army
Washington, DC
28 June 2019

UNCLASSIFIED

SUMMARY of CHANGE

AR 600–8–8
The Total Army Sponsorship Program

This administrative revision, dated 18 August 2023—

o   Changes proponency from Deputy Chief of Staff, G–1 to the Deputy Chief of Staff, G–9 (title page).

This administrative revision, dated 23 August 2022—

o   Changes proponency from Deputy Chief of Staff, G–9 to Deputy Chief of Staff, G–1 (title page).

This major revision, dated 28 June 2019—

o   Updates responsibilities (chaps 2, 4, and 5).

o   Changes participation requirements for Department of the Army Civilian employees (para 3–1*e*).

o   Defines the types of sponsorship (para 3–2).

o   Adds policy on use of the Army Career Tracker for standardizing sponsorship (para 3–3).

o   Updates sponsor selection and appointment criteria (para 3–4).

o   Mandates sponsorship training for leaders (para 3–6).

o   Adds reporting requirement for the Total Army Sponsorship Program Annual Report and Command Inspection Program (paras 3–9 and 3–10).

o   Adds Total Army Sponsorship Program sponsor questionnaire (table 3–1).

o   Adds sponsorship policy for the U.S. Army Reserve Command (chap 4).

o   Adds policy for the Army National Guard (chap 5).

o   Updates Command Inspection Program questions (app B).

o   Adds sponsor checklist (app C).

o   Adds an Internal Control Evaluation (app D).

Personnel-General

The Total Army Sponsorship Program

By Order of the Secretary of the Army:

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History. This publication is an administrative revision. The portions affected by this administrative revision are listed in the summary of change.

Summary. This regulation prescribes policies for implementing and conducting the Total Army Sponsorship Program.

Applicability. This regulation applies to the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated. During mobilization, the requirements of this regulation are limited. However, there is a requirement to ensure that rear detachment sponsorship is provided to Family members during deployment of Soldiers.

Proponent and exception authority. The proponent of this regulation is the Deputy Chief of Staff, G–9. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific requirements.

Army internal control process. This regulation contains internal controls in accordance with AR 11–2 and identifies key internal controls that must be evaluated (see appendix D).

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the Deputy Chief of Staff, G–1, 300 Army Pentagon, Washington, DC 20310–0300.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) via email directly to usarmy.pentagon.hqda-dcs-g-9.mbx.publishing-team@army.mil.

Distribution. This regulation is available in electronic media only and is intended for Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

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Chapter 1
Introduction

1–1. Purpose
This regulation prescribes the Total Army Sponsorship Program (TASP) for Regular Army and its Reserve Components (RCs). It prescribes a system to help commanders exercise their basic responsibility for the successful reception and integration of Soldiers and Families into their unit, installation, facility, and community. Sponsorship is a commander's program where success can be measured by the level of involvement by a Soldier's chain of command and sponsors. It provides principles of support, standards of service, policies, functions, and tasks governing the program.

1–2. References and forms
See appendix A.

1–3. Explanation of abbreviations and terms
See the glossary.

1–4. Responsibilities
Responsibilities are listed in chapter 2. Additional responsibilities for the U.S. Army Reserve (USAR) and the Army National Guard (ARNG) are listed in chapters 4 and 5.

1–5. Records management (recordkeeping) requirements
The records management requirement for all record numbers, associated forms, and reports required by this publication are addressed in the Records Retention Schedule–Army (RRS–A). Detailed information for all related record numbers, forms, and reports are located in Army Records Information Management System (ARIMS)/RRS–A at https://www.arims.army.mil. If any record numbers, forms, and reports are not current, addressed, and/or published correctly in ARIMS/RRS–A, see DA Pam 25–403 for guidance.

Chapter 2
Responsibilities

2–1. Assistant Chief of Staff for Installation Management
The ACSIM will—
  a. Provide policy oversight for the management of the TASP.
  b. Develop and update sponsorship policy to implement the TASP.
  c. Monitor compliance for sponsorship training provided by the Army Community Service (ACS).
  d. Monitor and evaluate compliance for the ACS Relocation Readiness Program to provide services per paragraphs 2–3*d* and 2–3*e*.
  e. Develop a strategic communication plan and a marketing plan to support the execution of the TASP per this regulation.

2–2. Deputy Chief of Staff, G–1
The DCS, G–1 will—
  a. Develop assignment policy for Regular Army Soldiers (officers, warrant officers, and enlisted).
  b. Ensure assignment authorities issue assignment instructions in accordance with current policies and with sufficient lead time to accommodate timely sponsorship of Soldiers. This will provide a smooth transition from losing to gaining location, provide timely reception at the gaining location and facilitate integration into the installation, unit, and community.

2–3. Administrative Assistant to the Secretary of the Army and Commanders of Army commands, Army service component commands, direct reporting units, and U.S. Army Reserve Command, and Chief, National Guard Bureau
The AASA and commanders of ACOMs, ASCCs, DRUs, and USARC, and CNGB will—
  a. Appoint a TASP manager, and alternate, in writing to monitor the TASP at the command level.
  b. Establish a command sponsorship program and provide command emphasis and support.

c. Review the reception (in-processing) process and the sponsorship program to identify best practices.

d. Review the command's and subordinate commanders' sponsorship program(s) as necessary to ensure Soldiers and Family members are assigned sponsors who are trained and provide an excellent first impression of the unit or activity.

e. Submit a summary of sponsorship issues and trends to the TASP integrator within 30 calendar days after the end of the fiscal year (FY).

f. Support the communications plan to publicize all aspects of the sponsorship program.

g. Ensure subordinate commanders understand the key role of sponsorship in the successful reception and integration of Soldiers and their Families into the unit, installation, facility, and community.

h. Include sponsorship as a topic for commanders' personnel review briefing.

i. Implement process to manage Soldier diversions (not ACOM level).

j. Develop/facilitate additional sponsorship standing operating procedures (SOPs) for unique unit requirements (not ACOM level).

2–4. Commanding General, U.S. Army Materiel Command
The CG, AMC, through the CG, U.S. Army Installation Management Command, will—

a. Designate an overall TASP integrator in writing to execute, supervise, and evaluate the program, and oversee staff designated to perform integration functions. The TASP integrator will maintain rosters of installation sponsorship liaisons (ISLs) and the Administrative Assistant to the Secretary of the Army (AASA), Army commands (ACOMs), Army service component commands (ASCCs), and direct reporting units (DRUs) TASP managers.

b. Ensure ACS Relocation Readiness Program services are provided in support of the TASP, in accordance with AR 608–1.

c. Ensure ACS provides additional sponsorship information, resources, and support to brigade (BDE)/battalion (BN) unit sponsorship coordinators upon request. ACS will coordinate with Child and Youth Services (CYS) to ensure all requirements of the ACS Relocation Readiness Program and CYS youth sponsorship are provided.

d. Ensure ACS sponsorship training and youth sponsorship training programs are reviewed during ACS certification process.

e. Ensure ACS provides sponsorship briefing at newcomers' orientation.

f. Ensure ACS provides relocation information upon request.

g. Develop unit sponsorship coordinator training.

h. Develop sponsor training module for uploading into the Army Career Tracker (ACT).

i. Ensure sponsor training addresses specific tier level support responsibilities to reduce the likelihood and opportunity for sexual assault, misconduct, and suicide gestures/attempts during the Soldier's first year in the unit.

2–5. Commanding General, U.S. Army Training and Doctrine Command
The CG, TRADOC will ensure the TRADOC ACT Program will—

a. Maintain the TASP module in ACT based on sponsorship requirements provided by ACSIM.

b. Maintain the ACT helpdesk with the capability to resolve technical ACT issues received from ACT users.

c. Coordinate directly with the U.S. Army Human Resources Command and other data systems to receive and update data feeds in support of the TASP Module in ACT.

d. Provide the TASP Module in ACT to support sponsorship requirements which pertain to sponsorship requests, training data, reports, and surveys. Maintain system updates to keep the system current and relevant to maintain capabilities required to perform necessary analysis by higher headquarters.

e. Provide tool and visibility to monitor trained sponsor statistics in the TASP Module in ACT.

2–6. Senior commanders or senior leaders
This paragraph applies to senior commanders (SCs) or senior leaders (SLs) at similar organizations above brigade and battalion level that are not commands (for example Program Executive Offices, Army Audit Agency, and U.S. Army Corps of Engineers Districts). SCs/SLs will—

a. Establish a command sponsorship program and provide emphasis and support to make sponsorship a priority to ensure success of the program.

b. Evaluate the command's sponsorship program on an ongoing basis.

c. Ensure subordinate commanders establish sponsorship SOPs.

d. Ensure subordinate commanders provide sponsorship support and information for graduates of initial military training (IMT) and eligible Family members (Defense Enrollment Eligibility Reporting System (DEERS) eligible/enrolled).

e. Recognize outstanding sponsor performance that goes above and beyond, exceeding the standard required to assist the Soldier/Family.

f. Ensure annual TASP inspection is conducted as part of the Organizational Inspection Program (OIP).

g. Designate at least one well-advertised fixed location on the installation where sponsorship materials and assistance are available to all military personnel and eligible Family members.

h. Ensure sponsorship is provided for all Soldiers and Family members, with particular emphasis being assigned to small and/or geographically separated units or activities within their area of responsibility.

i. Ensure G-1s or S-1s update the TASP Module in ACT when locally generated diversions/follow-on assignments alter inbound Soldier's original gaining command.

j. Implement process to manage Soldier diversions (not ACOM level).

k. Develop/facilitate additional sponsorship SOP for unique unit requirements (not ACOM level).

l. Monitor the use of exceptions to policy (ETPs). The first general officer/senior executive service equivalent in the Soldier's chain of command may delegate ETP authority down to the BDE commander or equivalent leaders of similar organizations on a case-by-case basis.

2–7. Garrison commanders
Garrison commanders will—

a. Implement the TASP and provide program oversight by incorporating sponsorship into key garrison measures and the installation status reports.

b. Appoint, in writing, a primary and alternate ISL.

c. Ensure rear detachment sponsorship is provided to Family members during deployment of Soldier.

d. Monitor/track/evaluate program effectiveness. Program evaluation and effectiveness will be tracked using Armywide customer management services and systems of record surveys (that is, Interactive Customer Evaluation and ACT in-/out-processing surveys).

e. Ensure that ACS relocation readiness services are used to support sponsorship. Ensure coordination with regional ACS directors and CYS program specialists to ensure garrisons conduct reviews of sponsorship training provided by ACS and youth sponsorship programs.

f. Ensure garrison website contains direct contact information for personnel requiring sponsorship assistance.

g. Ensure sponsorship information is contained in orientation packets for new and permanent change of station (PCS) personnel.

h. Establish a dedicated email address for sponsorship assistance.

i. Maintain an installation unit sponsorship coordinator roster.

j. Monitor the number of ETPs by location.

k. Monitor number of trained/available sponsors.

l. Conduct, at a minimum, quarterly unit sponsorship coordinator meeting.

2–8. Brigade/battalion commanders/command sergeants major or equivalent leaders at similar level organizations
BDE/BN commanders/command sergeants major (CSMs) and equivalent leaders of similar organizations will—

a. Ensure newly assigned military personnel (O–5 and below) are assigned a sponsor, in accordance with paragraph 3–1, and Family members traveling without sponsoring Soldier are offered sponsorship.

b. Appoint, in writing, primary and alternate unit sponsorship coordinators.

c. Ensure sponsors are designated in ACT and are counseled on their sponsorship duties. The BDE CSM must approve any change in the assigned sponsor.

d. Ensure sponsors have enough time away from their regularly assigned duties to perform sponsorship duties and help incoming personnel complete in-processing tasks. Family separations for newly arrived Soldiers (that is, field exercises, deployments, temporary duty) must be kept to a minimum until the Soldier has had time to obtain permanent housing, receive household goods, and so forth.

e. Provide resources to sponsors so they can carry out-sponsorship duties.

f. Ensure Families are integrated into the unit and community.

g. As the validating official, BDE/BN CSMs will be updated weekly by their unit sponsorship coordinator on status of Soldiers without assigned sponsors, with special emphasis on IMT Soldiers. BDE/BN CSMs will communicate with counterparts at losing command, via ACT CSM Visibility tool, to resolve any concerns which hinder the Soldier's DA Form 5434 (Sponsorship Program Counseling and Information Sheet) from being completed in the TASP Module in ACT.

h. BDE/BN CSMs must validate the ACT Sponsorship report no later than the 5th of every month. BDE/BN commanders must sign the validated report.

i. Monitor, track, and evaluate effectiveness of their sponsorship program utilizing OIP results, ACT survey results, and Soldier interviews.

j. Compile annual TASP report and forward to next higher headquarters as directed by the ACOM, ASCC, or DRU commander or equivalent leader of similar organizations.

k. Ensure like-gender, marital status, grade, and leadership position are taken into consideration when sponsors are assigned to the fullest extent possible.

l. Ensure rear detachment sponsorship is provided to Family members during deployment of the newly arrived Soldier being sponsored.

m. Ensure a trained sponsorship pool consisting of all categories of Soldiers exists at the unit level to respond to programmed and unprogrammed arrivals. Commanders will ensure sponsors are trained utilizing one of three approved sponsor training platforms (Army Learning Management System (ALMS), electronic Sponsorship Application Training (eSAT), or BDE unit sponsorship coordinators).

n. Ensure first-term Soldiers attend the newcomers' orientation briefing.

o. Communicate effectively with the losing or gaining counterpart to facilitate a warm hand-off of Soldiers undergoing PCS that require high visibility (that is, expedited transfers, compassionate reassignments, Soldiers with sensitive Family issues/medical issues).

p. Ensure rear detachment assumes responsibility for reception and integration procedures during times of deployment.

q. Responsible to maintain an installation unit sponsorship coordinator roster.

2–9. Military Personnel Division
The Military Personnel Division (MPD) will—

a. Receive and forward notification of assignment to the BN S–1 (see AR 600–8–11).

b. Ensure Soldiers are informed about the sponsorship program and their requirement to complete DA Form 5434 in the TASP Module in ACT.

c. Refer departing Soldiers to the local ACS for relocation readiness services.

d. Input Soldier's Exceptional Family Member Program (EFMP) and Family travel status in the TASP Module within the ACT system and stored in the ACT database; update as necessary.

e. Verify sponsor assignment in TASP Module in ACT.

f. Input ETP data into TASP Module in ACT for all Soldiers departing the installation without an assigned sponsor.

g. Publish and distribute reassignment orders to each Soldier and organization named in the order with sufficient lead time (no later than 120 days from report date for permanent party or 14 days from graduation for IMT) to execute the order in accordance with AR 600–8–105 and local SOPs.

h. Prior to final clearance, ensure Soldiers complete the TASP out-processing survey in the TASP Module in ACT.

2–10. Installation sponsorship liaison or U.S. Army Reserve Command Total Army Sponsorship Program coordinator
The ISL or USARC TASP coordinator will—

a. Maintain a communication link between Soldiers, the community, and commands (losing and gaining).

b. Grant/remove access to the TASP Module in ACT. Ensure all commands on the installation have a primary and alternate unit sponsorship coordinator.

c. Address Family reception and integration matters.

d. Monitor trained sponsor population with all commands and advise units on maintaining a trained sponsor population.

e. Train BDE or equivalent level unit sponsorship coordinators on their responsibilities and the use of the TASP Module in ACT via the Train the Trainer methodology.

f. Upon request, provide sponsorship briefs and ACT reports to the garrison commander, garrison CSM, and SC or SL of similar type organization.

2–11. Brigade/battalion unit sponsorship coordinator
The BDE/BN unit sponsorship coordinator or equivalent level sponsorship coordinator of similar type organizations will—

a. Coordinate and manage the sponsorship program.

b. Receive gains and losses rosters from the S1 to confirm incoming and outgoing Soldiers in TASP Module in ACT.

c. Ensure sponsors are assigned no later than 120 days from report date for inbound Soldiers (permanent party) or within 5 working days of receipt of ACT notification for IMT Soldiers.

d. Ensure newly arrived Soldiers complete the in-processing survey in the TASP Module in ACT no later than 45 days after arrival to unit.

e. Ensure outbound Soldiers have completed DA Form 5434 and outbound sponsorship survey in the TASP Module in ACT.

f. Provide BDE/BN CSMs or equivalent level leaders with weekly sponsorship report retrieved from the TASP Module in ACT.

g. Ensure BDE/BN commander or equivalent level leader validates sponsorship report no later than the 5th of every month. The report will be filed in accordance with ARIMS guidance and maintained as an inspectable item for the OIP.

h. Keep the commander informed of the sponsorship program and problems relating to sponsorship.

i. Use the TASP Module in ACT as the primary sponsorship management tool.

j. Ensure BDE/BN or equivalent level organization establishes a dedicated TASP email address for unit sponsorship assistance.

k. Monitor sponsor-Soldier relationship for both outbound and inbound Soldiers via the TASP Module in ACT dashboards.

l. Brief outbound Soldier on sponsorship process and roles and responsibilities of both Soldier and sponsor.

m. Provide sponsors training and maintain a roster of trained unit sponsors.

n. Provide roster of trained sponsors to ISL monthly.

2–12. Sponsors
Sponsors will—

a. Complete sponsorship training requirements from one of the available sources (ALMS, BDE unit sponsorship coordinator, or eSAT). Supervisors will annotate completion of sponsorship training in ACT. Sponsorship training via ALMS will automatically be recorded in ACT.

b. Complete DA Form 5434, section 3, in the TASP Module in ACT within 3 business days (15 calendar days for troop program units (TPUs)) of receiving ACT sponsorship notification of assignment as a sponsor. The sponsor will follow up with phone and/or email contact. After making phone or email contact the sponsor may assist the Soldier by filling in blocks 1, 2, 4, and 5 of DA Form 5434.

c. Greet incoming Soldiers and their Family members in accordance with unit policy and assist during initial in-processing, as needed. After initial in-processing, sponsors will provide assistance on a decreasing level based on the Soldier's ability to function independently. The sponsor will encourage and coach new arrivals to function independently in the community as soon as possible. Sponsors are not responsible for performing such tasks as childcare, grocery shopping, laundry, house hunting, and other functions best performed by the new arrivals and not directly related to sponsorship.

d. Adhere to sponsor checklist in appendix C.

e. Sponsor no more than five Soldiers at the same time, unless commander deems otherwise due to shortage of available sponsors. Sponsor and Soldier will be linked for up to 45 days after Soldier's arrival and integration into the unit and community.

f. Acknowledge receipt of Soldier in TASP Module in ACT after initial face-to-face meeting.

g. Sponsor will keep their chain of command informed of their sponsorship progress and in-processing or boarding.

2–13. Soldiers
a. Prior to departing losing unit, Tier 1 and Tier II Soldiers will complete the actions below (see paragraph 3–1 for Tier explanation)—

(1) Log into ACT upon receipt of an automated notification from ACT and complete sections 1, 2, 4, and 5 of DA Form 5434.

(2) Reply to sponsor's communication via email, phone, or another form of communication. Contact the school liaison officer at the email provided on welcome letter in the ACT Portal if you have school age children for appropriate support upon arrival at new assignment.

(3) Inform BDE or equivalent level unit sponsorship coordinator if gaining command and sponsor have not established contact within 120 days of report date.

(4) Receive outbound sponsorship brief from unit sponsorship coordinator.

(5) Complete the out-processing survey located within the TASP Module in ACT.

(6) IMT one station unit training/advanced individual training (AIT) Soldiers will initiate DA Form 5434 in the TASP Module in ACT no later than the first week of Phase IV training at their IMT training location. IMT officers attending Basic Officer Leaders Course/Warrant Officers Basic Course Soldiers will initiate DA Form 5434 in the TASP Module in ACT upon receipt of assignment instructions. This will facilitate rapid sponsor assignment by the gaining command.

b. After arriving at gaining unit Tier I and Tier II Soldiers will—

(1) Attend newcomers' orientation briefing.

(2) Complete in-processing survey in TASP Module in ACT within 45 days of arrival.

c. Tier III Soldiers (who request the option to have a sponsor) will complete all items from paragraph 2–13.

2–14. Department of the Army Civilian Employees
See paragraph 3–1*e*.

2–15. Public affairs officers
Public affairs officers will carry out a continuous command information program that promotes good sponsorship.

Chapter 3
Sponsorship Program

Section I

Program Overview

3–1. Participation
a. Sponsorship will be conducted on a tiered approach.

(1) *Tier I.* AIT and Officer Basic Course graduates will have a sponsor prior to publication of orders. ETP must be signed by the first general officer/senior executive service equivalent in the Soldier's chain of command. The first general officer/senior executive service equivalent may delegate ETP authority down to the BDE commander or equivalent leaders of similar organizations on a case-by-case basis.

(2) *Tier II.* Soldiers, noncommissioned officers (NCOs), and officers in the grades of private to staff sergeant, second lieutenant to captain, and warrant officer one, to chief warrant officer two will require sponsorship at the unit level prior to conducting their final out at the losing installation. ETP must be signed by the first general officer in their chain of command. The first general officer/senior executive service equivalent may delegate ETP authority down to the BDE commander or equivalent leaders of similar organizations.

(3) *Tier III.* NCOs and officers in the grades of sergeant first class to sergeant major, chief warrant officer three to chief warrant officer five, and major to colonel may request sponsorship.

(4) *Additional information.* SCs or SLs at similar large organizations that are not commands may determine that sponsorship is required within their area of responsibility depending on location, type of unit, and the uniqueness or complexity of adapting to the location.

b. The approval authority for ETP to this requirement, thus requiring assignment of a reactionary sponsor, is the first general officer/senior executive service equivalent in the Soldier's chain of command unless the first general officer/senior executive service equivalent delegates this authority to the BDE commander or equivalent leaders of similar organizations. Commanders will not hold outbound Soldiers past report date pending sponsor assignment. In situations where gaining command has failed to assign a sponsor prior to Soldier's final clearance from losing installation, the Soldier will be allowed to proceed with ETP (DA Form 4187 (Personnel Action)). The reason for ETP will be recorded in the TASP Module in ACT.

c. Long-term military schools (lasting more than 20 weeks) will provide a welcome letter and sponsorship information, but are not required to provide individual sponsors.

d. Gaining commanders should change Soldier assignments only for readiness purposes or other overriding reasons. The individual will be notified of the change in assignment, and sponsorship will be transferred and coordinated immediately with the gaining command or activity and updated appropriately in the TASP Module in ACT.

e. Department of the Army (DA) Civilian employees undergoing a PCS move will be offered an opportunity to participate in the Sponsorship Program. Army commands are highly encouraged to include DA Civilians in their unit sponsorship programs.

3–2. Types of sponsorship

a. Advanced arrival sponsorship. This is the preferred type of sponsorship. The gaining command will assign a sponsor prior to the arrival of inbound personnel (see para 2–11(c)). This affords the gaining command and the sponsor time to become familiar with the specific needs of inbound personnel and to identify the resources required to support them and their Families.

b. Out-sponsorship. Every departing Soldier will be offered out-sponsorship assistance during out-processing.

(1) Departing individuals will out-process as much as possible on their own. Out-processing assistance will not include personal activities that should be done by the departing personnel (for example, cleaning quarters, providing childcare, or turning in vehicles).

(2) Emergency PCS and other similar circumstance may require help that normally is not provided. In the absence of a sponsor or responsible Family member, a power of attorney or summary court officer may be required (see para 2–8*o*).

c. Reactionary sponsorship. Reactionary sponsorship will be provided by the gaining command for unprogrammed arrivals, when the time between assignment and reporting date is too short, or due to other factors which prevent advanced arrival sponsorship. This form of sponsorship is the least effective and should be used as a last resort.

(1) A reactionary sponsor will be assigned within 24 hours for first-term and junior enlisted Soldiers upon arrival at the installation or as soon as the gaining command is made aware of the unprogrammed arrival.

(2) The duties of a reactionary sponsor are the same as those for a regular sponsor and will begin with the arrival and greeting of the unprogrammed arrival.

3–3. Army Career Tracker Sponsorship Module

The TASP Module in ACT is the Army's enterprise solution for standardizing sponsorship. The Web-based TASP Module in ACT (https://actnow.army.mil) will be used by all commands as a sponsorship management tool. Commands will assign sponsors using ACT regardless of whether there has been any contact from the incoming Soldier (see para 3–4).

3–4. Sponsor selection and appointment

a. Permanent Party: A sponsor will be assigned in the TASP Module in ACT no later than 120 days before report date. If assignment instructions are issued with less than 120 days to report date, a sponsor will be assigned as soon as possible, but not later than 5 duty days.

b. Initial military training Soldiers: A sponsor will be assigned in the TASP Module in ACT within 5 calendar days of receipt of the ACT notification announcing inbound Soldier's pending arrival date.

c. Troop program units: Assign a sponsor within 15 calendar days of report date.

d. Outside continental United States bound Soldiers: A sponsor will be assigned in the TASP Module in ACT no later than 120 days from inbound Soldiers' report date.

e. Reactionary sponsors must be available and appointed for unprogrammed arrivals. First-term and junior enlisted Soldiers must be assigned a reactionary sponsor within 24 hours upon arrival at an installation.

Note. This is the least effective method of sponsorship and will be utilized only as a last resort.

f. To the greatest extent possible, sponsors will be leaders and are—

(1) Equal in grade or higher than the incoming or departing Soldier.

(2) Of the same gender, marital status, and military career field or occupational series as the inbound Soldier. Commanders and supervisors will make every attempt possible to assign sponsors who are the same gender as the inbound Soldier—especially first-term Soldiers.

(3) Familiar with the unit, activity, and community.

g. Only individuals who represent the gaining unit or activity in a positive manner will be selected as sponsors.

h. During regular garrison activity, sponsor-Soldier ratio should not exceed 1:5 unless the commander deems otherwise due to shortage of available sponsors.

i. Individuals will be exempt from performing sponsorship duties when he or she is—

(1) Being replaced by the inbound Soldier.

(2) Out-processing or within 90 days of PCS as of inbound Soldier's report date.

(3) Pending unfavorable actions or undergoing administrative separation.

(4) Projected to be absent during the first 60 days after the newcomer's arrival.

(5) Pending medical or physical evaluation board.

j. Commanders or supervisors should appoint reactionary sponsors to help newcomers whose sponsor goes on unexpected emergency leave or other absence, or can no longer provide adequate sponsorship for other reasons.

k. First line supervisors will verify Soldier completed sponsor's training.

3–5. Welcome letters

a. Once a sponsor has been appointed, a welcome letter will be immediately available to the incoming Soldier via TASP Module in ACT. Any change to the appointed sponsor must be approved by the Soldier's BDE CSM.

b. The TASP Module in ACT will be utilized to generate the initial unit welcome letter.

c. The sponsor is encouraged to send a more personalized unit welcome letter with detailed information about the unit/installation at a later date.

3–6. Training

a. Commanders and supervisors will ensure that unit sponsorship coordinators, sponsors, and other leaders are trained to execute their sponsorship duties. Prior to assuming sponsorship duties, sponsors will complete sponsorship training from one of three approved sponsor training platforms (ALMS, eSAT, or BDE/BN unit sponsorship coordinator).

b. The following items will be addressed by the training:

(1) Duties and responsibilities of sponsors and inbound Soldiers.

(2) When and where to greet newcomers.

(3) Sponsor acknowledgment of receipt of Soldier upon arrival to unit.

(4) Available community and information resources.

c. Sponsorship leader training, information, and support will be provided as needed or upon request to the ISL and/or ACS personnel.

d. At a minimum, the following items will be covered during sponsorship leader training.

(1) Duties and responsibilities of leaders.

(2) Available community and information resources.

(3) Sponsorship feedback and recognition.

(4) ACT management.

e. Program managers at the ACOM/ASCC/DRU/USARC and ARNG/corps/region G–1 levels will request TASP Module in ACT training from the TASP Integrator.

3–7. Surveys

a. Sponsorship surveys—

(1) Commanders will evaluate the success of their sponsorship programs and the performance of their sponsors through newcomer interviews, review of sponsorship program survey results (via TASP Module in ACT), and OIP results.

(2) Commanders will use results of surveys to assess and improve their sponsorship programs. Sponsorship Program surveys will be completed by every newly arrived Soldier within 45 days of in-processing and by all outbound Soldiers prior to out-processing.

(3) Surveys will be inspectable items during OIP and maintained in accordance with ARIMS guidance (AR 25–400–2).

(4) Survey results may be reviewed at the BN or higher level.

b. TASP questionnaire for sponsors (see table 3–1) will be completed by all sponsors at the end of each sponsorship assignment.

Table 3–1
Total Army Sponsorship Program questionnaire for sponsors

How far in advance were you appointed as a sponsor before the arrival of your Soldier?
Prior to serving as a sponsor, did you receive training on your sponsorship duties?
Did the training adequately prepare you for your duties as a sponsor?
Were you allowed adequate time away from work to perform your sponsorship duties? Yes/No Explain

Table 3–1
Total Army Sponsorship Program questionnaire for sponsors—Continued

How many days did you spend on your sponsorship duties? Less than 30/60/90 More than 90
How many times have you been a sponsor for inbound personnel? 1/2–3/4–5 More than 5
What is the maximum number of incoming personnel you have sponsored at one time?
What was the greatest challenge you encountered as a sponsor and how did you overcome this challenge? 1/2–3/4–5 More than 5
What recommendations do you have for improving the TASP?
What advice would you give other sponsors?

3–8. Sponsor counseling, feedback, and recognition

Sponsors will receive feedback on their performance. An effective sponsor should be recognized on the same basis as any other Soldier performing in an exemplary manner. Recognition should be given by the appropriate commander in accordance with existing award policies. The act of sponsorship and welcome for new Soldiers and their Family is a low-cost but labor-intensive activity. When performed with care, knowledge, and sincerity, sponsorship will benefit the unit (activity), Soldier, and his or her Family. Therefore, recognizing a deserving sponsor is important. Supervisors should use the most appropriate means of documentation to counsel sponsors, provide feedback, and recognition (that is, DA Form 4856 (Developmental Counseling Form), evaluations, DA Form 638 (Recommendation for Award), and so forth.).

Section II

Reporting Requirements

3–9. Total Army Sponsorship Program annual report

a. Annual reports will be submitted by TASP managers to the TASP integrator for compilation no later than 30 days after the end of the FY.

b. At a minimum, the TASP annual report will include the results of the command OIP, using app B summary of sponsorship issues, trends, and recommendations for program improvements.

c. The TASP integrator will generate a compiled annual report based on the reports received. The report, with an executive summary, will be made available to Senior Army leadership to provide trends and/or metrics as necessary.

3–10. Organizational Inspection Program

Commanders will ensure sponsorship is included in local OIPs. Items to be inspected will include the TASP Module in ACT use, sponsor training, sponsor feedback, recognition, and sponsorship program surveys (see app B). The questions in appendix B are mandatory for use in the inspection. Commanders may add additional questions as well.

Chapter 4
Army Reserve Sponsorship Program

Section I

Introduction

4–1. Purpose

This chapter prescribes basic policies, standards, and procedures for the TASP for Army Reserve personnel.

4–2. Applicability

This chapter applies to USAR headquarters and all USAR subordinate commands, 7th Mission Support Command (MSC), 9th MSC, and 311th Signal Command Theater (SC–T). This chapter also applies to USAR installations. This

chapter influences unit readiness and mobilization. It may be used by Army Reserve commands not under the jurisdiction of the USAR.

4–3. Intent
The objective of the sponsorship program is to enhance unit readiness and retention for commanders by quickly and efficiently integrating new Soldiers. Sponsorship is the first step in the Army Reserve Retention Program. When effectively executed, the TASP enhances resiliency among the workforce and Family members. The Army Reserve will retain Soldiers through implementation of an aggressively managed sponsorship program.

4–4. Responsibilities
The Chief, Army Reserve will ensure—

a. The CG, USARC—

(1) Designates a primary and alternate TASP manager, in writing, to execute, supervise, and evaluate the program to support all eligible Soldiers assigned to USAR headquarters, all USAR subordinate commands, 7th MSC, 9th MSC, and 311th SC–T.

(2) Monitors and inspects TASP throughout the Army Reserve, utilizing the USARC OIP checklist.

b. USAR subordinate commands, 7th MSC, 9th MSC, and 311th SC–T G–1/Directorates of Human Resources—

(1) Appoint a sponsorship program liaison to manage the sponsorship program at the geographic and functional command level and MSC level.

(2) Implement the sponsorship program in accordance with this regulation and USARC guidance.

(3) Monitor and evaluate the program at subordinate levels.

(4) Ensure rear detachment sponsorship is provided to Family members during Soldier deployments.

(5) Supervise and evaluate their sponsorship program utilizing the MSC/BDE OIP checklist.

c. The BDE/BN or equivalent level commanders—

(1) Appoint a primary and alternate unit sponsorship coordinator in writing.

(2) Ensure newly assigned military personnel (O–6 and below) are assigned a sponsor and Family members traveling without their sponsor are offered sponsorship.

(3) Establish a unit sponsorship program SOP.

(4) Ensure unit sponsorship coordinator and sponsors complete sponsorship training requirements from one of the available sources, that is, ALMS, unit sponsorship coordinator, eSAT, or Army Reserve Career Counselor (ARCC).

(5) Ensure the unit sponsorship coordinator, sponsor, and unit Family Readiness Group (FRG) liaison officer receive information about the assignment and arrival of the newly assigned Soldier and any known Family members.

(6) Ensure the sponsorship process is initiated upon notification of the newly assigned Soldier.

(7) Ensure welcome letter and welcome packet are provided.

(8) Ensure unit provides personnel and administrative support as necessary for the sponsorship program.

(9) Welcome new Soldiers to the unit during first battle assembly and conduct initial interview.

d. The USARC TASP liaison coordinator (see para 2–10).

e. The unit-duty appointed retention NCO—

(1) Confirms new Soldier understands enlistment, reenlistment/extension documents, and their TPU, military service obligation, and expiration term of service (ETS) dates.

(2) Provides assistance with all aspects of unit sponsorship program while performing unit-duty appointed retention NCO duties during battle assemblies, as time permits.

(3) Informs commander on the status of the unit sponsorship program.

(4) Assists units of responsibility in providing the unit FRG liaison officer with information about the arrival of newly assigned Soldiers and any known Family members.

(5) Assists sponsorship coordinators and sponsors in units of responsibilities with sponsorship duties as needed.

f. The senior command career counselor/command career counselor—

(1) Ensures the standards for sponsorship are established and adhered to within units of responsibility.

(2) Evaluates the effectiveness of the unit sponsorship program within units of responsibility and provides trends and/or metrics to commanders as necessary.

g. The ARCC—

(1) Provides sponsor training upon request.

(2) Provides appropriate documentation for commanders' use in initial interview with new Soldier.

(3) Ensures ARCC initial counseling requirements are completed.

(4) Ensures appropriate documentation is completed within 30 days from initial battle assembly and provides a copy to the unit administrator and first sergeant (1SG).

(5) Maintains appropriate documentation.

(6) Informs leaders on the status of their sponsorship program.

(7) Identifies all newly assigned personnel using Retention Management Software (RMS) and reviews enlistment/reenlistment documents to verify correct ETS dates.

h. The unit sponsorship coordinator—

(1) Coordinates and manages the sponsorship program.

(2) Uses the ACT TPU Sponsorship Module as the primary sponsorship management tool.

(3) Ensures sponsors are assigned no later than 15 days from assignment notification.

(4) Ensures newly arrived Soldiers complete the in-processing survey in ACT TPU Sponsorship Module no later than 120 days after effective date of assignment.

(5) Ensures the commander validates sponsorship report no later than the 15th of every month. The report will be filed in accordance with AR 25–400–2 guidance and maintained as an inspectable item for the OIP.

(6) Updates and maintains appropriate documentation into RMS.

(7) Provides a copy of the documentation identifying the assignment of a new Soldier.

(8) Completes appropriate documentation and provides to the sponsor.

i. Sponsors—

(1) Contact the new Soldier telephonically prior to the Soldier's first battle assembly and answer the Soldier's questions.

(2) Address any concerns the Soldier may have regarding battle assembly attendance, to include transportation coordination, directions to the Reserve center, points of contact of the unit and instructions in the case of an emergency.

(3) Establish a time and location at the Reserve center to meet prior to formation.

(4) Provide the FRG any information concerning new Soldier and Family members, as needed.

(5) Ensure the new Soldier completes in-processing actions using appropriate documentation as well as any other unit specific in-processing requirements.

(6) Ensure mandatory initial interviews of newly assigned Soldiers with commander, 1SG/senior NCO, and ARCC are scheduled and conducted.

(7) Ensure new Soldier checks in with first line leader (FLL) upon completion of in-processing.

(8) Ensure the completed appropriate documentation is returned to the ARCC.

(9) Ensure inbound full-time unit support (FTUS) personnel and families are provided with housing and community information as part of the welcome packet.

Section II
Army Reserve Sponsorship Program Overview

4–5. Participation

a. Every Soldier in the ranks of private through colonel (excluding Soldiers completing AIT and Soldiers making PCS moves to student detachments at long-term schools) will be provided a sponsor, including Soldiers on active duty for operational support-RC tours of more than 179 days.

b. Reactionary sponsorship will be offered to all Soldiers in the ranks of private through colonel who arrive at a unit without an assigned sponsor.

c. Departing Soldiers will be offered out-sponsorship assistance.

4–6. Sponsor selection and appointment

a. Sponsors will be duty-appointed by the commander, and given reasonable duty time and administrative support to perform their sponsorship duties. Sponsors will remain duty-appointed for a period consistent with the needs of the individual being sponsored, but no more than 120 days, or four battle assemblies, whichever is longer.

b. Sponsors of first-term Soldiers will act as big brothers or big sisters for their inbound Soldier, for orientation to the new surroundings, all aspects of Army Reserve life, and support and assistance during the transition period.

c. To the greatest extent possible, sponsors will be—

(1) Equal in grade or higher than the incoming Soldier.

(2) Of the same gender, marital status, and military career field or occupation series. Commanders will make every attempt to assign same-gender sponsors – especially for first-term Soldiers.

d. Individuals will be exempt from performing sponsorship duties when they are—

(1) The person being replaced by the incoming Soldier.

(2) Within 60 days of PCS.

(3) Pending administrative action.

(4) Unavailable for four consecutive battle assemblies or 120 days.

4–7. Welcome letters

a. Emails are appropriate and considered official forms of communication.

b. The letter must contain an email address and cellular telephone number where the sponsor may be reached. Sponsors are encouraged, but not required, to provide their home address and any additional telephone numbers to facilitate contact.

c. Information requested on the DA Form 5434 will be included with the letter. Other information that may be needed in advance of arrival, such as information on the unit, activity, or the battle assembly schedule should also be provided.

4–8. Standards of service

a. The sponsorship program—

(1) Is an important personnel function requiring total command involvement. When units deploy, the responsibility for assigning sponsors remains with the unit, particularly with the rear detachment commander to ensure Soldiers are sponsored if they are in-bound followed by immediate deployment or returning from a warrior transition unit (see para 4–11). No Soldier should be overlooked.

(2) Is the functional responsibility of USARC G1.

b. All personnel will be advised to make their sponsorship needs known as part of the reassignment management process.

4–9. Sponsorship counseling, feedback, and recognition

See paragraph 3–8.

4–10. Cross-leveled Soldiers

Cross-leveled Soldiers have a potential to be overlooked during mobilization because there are many demands on time and resources. Gaining and losing commanders need to remain diligent to ensure sponsorship is executed for cross-leveled Soldiers. The same rules and steps in this regulation apply, but the timelines for initiating contact may be accelerated when necessary. Contact and notification needs to take place immediately. Quick integration for cross-leveled Soldiers will lead to unit readiness. Commanders must be aware of Soldiers' personal situations which may cause additional stress. Overlooking Soldiers' needs may lead to degradation of unit readiness. Commanders will ensure all unit FRG, FTUS staff members, and FLLs maintain contact with Family members throughout the deployment period. The losing commands will follow up to ensure that Soldiers are sponsored when they are cross-leveled and when they return from duty. Losing and gaining commanders will address the sponsorship of cross-leveled Soldiers in their sponsorship SOP.

4–11. Reporting requirements

USAR Soldiers serving on Title 10 Active Guard Reserve (AGR), to include full-time National Guard duty (FTNGD), will adhere to the guidelines prescribed in paragraphs 3–9 and 3–10.

Chapter 5
Army National Guard of the United States Sponsorship Program

Section I

Introduction

5–1. Purpose

This chapter prescribes basic policies, standards, and procedures for the Army Sponsorship Program for ARNG personnel.

5–2. Applicability

This chapter applies to all Title 32 Army National Guard of the United States (ARNGUS) Soldiers when administered or operating in their status as members of the ARNG. ARNG Soldiers serving on Title 10 AGR, to include FTNGD, will adhere to the guidelines prescribed in the preceding chapters of this regulation.

5–3. Goals and mission

Personnel readiness is a responsibility of command. The ARNGUS Retention Program is a commander's program and the goal is to serve the needs of the ARNG while proving an invaluable service to Soldiers. All leaders are responsible for sustaining ARNGUS personnel readiness and retention by developing, implementing, and maintaining aggressive unit level ARNGUS sponsorship programs. Sponsorship programs are designed to accomplish specific goals and missions consistent with governing laws, policies, and directives. The goals of the ARNGUS Retention Program are to—

  a. Retain, on a long-term basis, sufficient numbers of highly qualified ARNGUS Soldiers.

  b. Enlist, transfer, or reassign highly qualified Soldiers with consideration of critical skill-sets within ARNGUS who are relocating to another geographic area. Units should maximize their efforts to coordinate intrastate/interstate transfers prior to the Soldier's departure.

  c. Positively impact the ARNGUS end strength by effectively managing and employing the unit sponsorship program to reduce losses.

5–4. Sponsorship orientation

The sponsorship process begins with the assignment or transfer of newly assigned Soldiers from one of the accessioning processes: enlistments, intrastate/interstate transfers, in-service recruiting and continues throughout the career of the Soldier.

  a. Non-prior service Soldiers. All non-prior service (NPS) Soldiers will be directly attached to a Recruit Sustainment Program (RSP) within their state or territory. NPS Soldiers will remain with the RSP company until completion of Phase 1 (basic combat training) and Phase 2 (AIT). Upon completion of both phases of initial entry training (IET), Soldiers will be formally integrated into their unit of assignment.

  b. Prior service/intra-state and interstate transfers/Reserve Component transition Soldiers. All prior service (PS) Soldiers will report directly to their unit of assignment, unless otherwise informed to report to an RSP company.

5–5. Retention management software

The RMS Sponsorship Module is a tool within the RMS (https://smms.army.pentagon.mil) that assists in the execution and achievement of missions critical to the ARNGUS. The RMS Sponsorship Module allows unit administrators to assign sponsors to Soldiers who are joining a new unit, either as a PS or NPS accession. The RMS Sponsorship Module incorporates a case management system that allows unit leaders to track the status of each Soldier as the individual completes unit integration processes.

Section II

Sponsorship

5–6. Design and purpose

The sponsorship program is an important element of the ARNG attrition management mission. It is designed to ensure the early and complete integration of both NPS and PS Soldiers into their unit of assignment. Information in this regulation will help commanders develop a program that will meet the needs of the organization, Soldier, and Family members. The purpose of any unit sponsorship program is the integration of new Soldiers and their Family members, regardless of unit type, Soldier grade, or Soldier military occupational specialty. The unit sponsorship program integrates the NCO and Officer support channels in order to assist and support new Soldiers during the process and enhance team spirit/readiness and unit cohesion

5–7. Administration and application

  a. Commanders, CSMs, 1SGs, FLLs, and recruiting and retention NCOs are responsible for the overall implementation of the sponsorship program.

  b. Commanders are responsible for coordinating appointments of sponsors within the unit, initiating the sponsorship checklist, and providing sponsorship program oversight.

  c. The 1SG is responsible for the administration of the sponsorship program and will ensure training and assistance is given for personnel designated as sponsors through RMS.

  d. Recruiting and retention NCOs assist the command on successfully transitioning new Soldiers into their assigned unit or RSP command.

5–8. Appointment

a. A sponsor must be appointed by the 1SG, or designated representative, upon assignment of a new Soldier the unit.

b. The ARNG sponsorship checklist may serve as the sponsor's appointment document.

c. The sponsor should be the new member's FLL. If this is not possible, the sponsor must be from the new member's team (squad, section, fire team, or crew).

d. Factors to be considered are: the new member's age, background, Family status, previous military experience, and current unit situation. The sponsor must be aware of and understand the unit mission and unit operations. The sponsor must be able to articulate unit/state policies, SOPs, and other regulatory guidance.

e. The initial sponsorship period should not exceed 120 days.

5–9. Procedures and duties of the sponsor

a. Sponsors will use the ARNG sponsorship checklist to ensure the completion of all required steps of the unit's sponsorship program.

b. The sequence in which the Soldier is sponsored is not as important as the quality of the process. The following must be included in this program:

(1) Introduction of key personnel, including the commander, 1SG, FLLs, supervisors, duty section members, and FTUS personnel (that is, unit clerk, training NCO, supply sergeant, and readiness NCO).

(2) Explanation of unit history, lineage, and honors; unit organization; state ARNG missions and functions; the Soldier's role and participation policies; military justice; and the commander's policies.

(3) The process of issuing appropriate items such as clothing, equipment, Soldiers training publications and local SOP.

(4) Other items that historically are locally beneficial.

c. The 1SG will appoint a sponsor for each Soldier who has had an extended absence from the unit, such as IET, inactive National Guard, military occupational specialty training, or attachment to another unit. The sponsor will re-acquaint the Soldier with the unit.

5–10. Welcome letters

a. The appointed sponsor will upload the initial unit welcome letter into the RMS Sponsorship Module.

b. The welcome letter must contain an email address and telephone number where the sponsor may be reached. Sponsors are encouraged, but not required, to provide their home address and any additional information to facilitate contact.

c. Emails from the sponsor are appropriate and considered official forms of communication.

5–11. Completion

The 1SG is responsible for completion of the initial sponsorship effort. Integration of the Soldier is a primary objective. However, the quality of the Sponsorship Program must not suffer in the interest of speed.

5–12. Sponsorship surveys

a. Commanders will evaluate the success of their sponsorship programs and the performance of their sponsors through newcomer interviews, their review of Sponsorship Program survey results (via RMS Sponsorship module), and OIP results.

b. Commanders will use results of surveys to assess and improve their sponsorship programs. Sponsorship Program surveys will be completed by every newly arrived Soldier within 120 days of in-processing and by all outbound Soldiers prior to out-processing.

c. Inspection requirements (see para 3–7*a*(3)).

d. Survey results review (see para 3–7*a*(4)).

e. TASP questionnaire (see para 3–7*b*).

5–13. Sponsor counseling, feedback, and recognition

See paragraph 3–8.

5–14. Reporting requirements

ARNG Soldiers serving on Title 10 AGR, to include FTNGD, will adhere to the guidelines prescribed in paragraphs 3–9 and 3–10.

Appendix A

References

Section I

Required Publications

AR 600–8–11
Reassignment (Cited in para 2–9*a*.)

AR 600–8–105
Military Orders (Cited in para 2–9*g*.)

AR 608–1
Army Community Service (Cited in para 2–4*b*.)

Section II

Related Publications

A related publication is a source of additional information. The user does not have to read it to understand this publication.

AR 1–201
Army Inspection Policy

AR 11–2
Managers' Internal Control Program

AR 25–22
The Army Privacy Program

AR 25–30
Army Publishing Program

AR 25–400–2
The Army Records Information Management System (ARIMS)

AR 55–46
Travel Overseas

AR 135–18
The Active Guard Reserve Program

AR 215–1
Military Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities

AR 360–1
The Army Public Affairs Program

AR 420–1
Army Facilities Management

AR 600–8–101
Personnel Readiness Processing

AR 608–75
Exceptional Family Member Program

AR 614–30
Overseas Service

AR 614–100
Officer Assignment Policies, Details, and Transfers

AR 614–200
Enlisted Assignments and Utilization Management

DA Pam 25–403
Guide to Recordkeeping in the Army

DoD Manual O–1000.21
DoD Passport and Passport Agent Services (Available at https://www.esd.whs.mil/dd/.)

DoD 5500.07–R
Joint Ethics Regulation (JER) (Available at https://www.esd.whs.mil/dd/.)

10 USC 115(d)
Personnel strengths: requirement for annual authorization

10 USC 641(1)
Applicability of chapter

10 USC 671
Members not to be assigned outside United States before completing training

10 USC 10301
Reserve Forces Policy Board

10 USC 12301(d)
Reserve components generally

32 USC 112
Drug interdiction and counter-drug activities

32 USC 316
Detail of members of Army National Guard for rifle instruction of civilians

32 USC 502(f)
Required drills and field exercises

32 USC 503
Participation in field exercises

32 USC 504
National Guard schools and small arms competitions

32 USC 505
Army and Air Force schools and field exercises

32 USC 708
Property and fiscal officers

50 USC App 460(b)(2)
Selective Service System

50 USC 3809
Selective Service System

Section III

Prescribed Forms
Unless otherwise indicated, DA forms are available on the Army Publishing Directorate website (https://armypubs.army.mil).

DA Form 5434
Sponsorship Program Counseling and Information Sheet (Prescribed in para 2–8*g.*)

Section IV

Referenced Forms
Unless otherwise indicated, DA forms are available on the Army Publishing Directorate website (https://armypubs.army.mil).

DA Form 11–2
Internal Control Evaluation Certification

DA Form 638
Recommendation for Award

DA Form 2028
Recommended Changes to Publications and Blank Forms

DA Form 4187
Personnel Action

DA Form 4856
Developmental Counseling Form

Appendix B

Sponsorship Questions for Organizational Inspection Program (Active Component)

B–1. Sponsorship questions for the Organizational Inspection Program
The following questions will be used in the Organizational Inspection Program:

a. Are BDE/BN unit sponsorship coordinators (primary and alternate) on duty appointment orders (see para 2–8*b*)?

b. Does BDE/BN commander validate ACT Sponsorship report no later than the 5th of every month (see para 2–8*h*)?

c. Does BDE/BN CSM review the ACT Sponsorship report weekly (monthly for USAR) (see para 2–8g)?

d. Have all assigned sponsors completed the required training from one of the available sources and has that training been documented in ACT (see para 2–12*a*)?

e. Are sponsors assigned within 5 calendar days for inbound IMT Soldiers (see para 3–4*b*)?

f. Are sponsors for permanent party assigned within 120 days of inbound Soldier's report date or within 15 days of report for TPU Soldiers (see para 3–4*a* or 3–4*c*)?

g. Are outbound Soldiers completing the outbound survey in the TASP Module in ACT (not applicable for USAR) (see para 2–13(a)(6))?

h. Are inbound Soldiers completing the inbound survey in the TASP Module in ACT within 45 days of arrival (120 days for USAR) (see para 2–13b(2))?

i. Are outbound Soldiers completing DA Form 5434 in the TASP Module in ACT (not applicable for USAR) (see para 2–13a(1))?

j. How many ETPs were granted within the past FY for inbound Soldiers?

k. How many ETPs were granted within the past FY for outbound Soldiers (see para 3–1*b*)?

l. Were BDE/BN unit sponsorship coordinators trained by the ISL and/or ACS within the past FY (see para 2–10*e*)?

m. Are ACS relocation readiness services supporting sponsorship with counseling, pre-move destination information and overseas orientation briefings (see para 2–3*d* through 2–3*h*)?

B–2. Responses to questions
Responses to questions will help monitor and evaluate the TASP.

Appendix C

Sponsor Checklist

C–1. Sponsor checklist
a. Complete Sponsorship training and ensure training method is correct in ACT.

b. Complete DA Form 5434 within 3 business days of notification.

c. Contact Soldier in accordance with paragraph 2–12*b*.

d. Communicate with Soldier via email, phone, or other verifiable form of communication. Government resources (telephone, fax, email, postal) may be used to perform sponsorship duties.

e. Provide FRG contact information to the new Soldier's or civilian employee's spouse.

f. Coordinate exceptional Family member relocation support with the ACS EFMP manager or systems navigator at the gaining command, when notified that incoming personnel have an exceptional Family member.

g. Immediately notify the unit sponsorship coordinator of critical information provided by incoming personnel that may affect assignment (that is, EFMP status, changes to arrival dates, pending retirement, separation processing, or joint domicile status).

h. Personally greet the incoming Soldier in accordance with paragraph 2–12*c*.

i. Ensure Soldier attends orientation and newcomers brief.

j. Ensure incoming Soldier is familiar with local transportation assets (for example, shuttle buses, and public buses).

k. Escort the Soldier to in-processing appointments and locations on the in-processing checklist when needed. The sponsor will not conduct in-processing. The sponsor will help the new arrival with in-processing when necessary.

l. Familiarize incoming personnel and Family members with installation facilities and services (for example, ACS, bank, childcare, commissary, housing, dental clinic, hospital/clinic, post exchange, schools, thrift shop, vehicle registration).

m. Introduce new personnel to the members of the chain of command and familiarize the new Soldier with the unit and its mission.

C–2. Sponsors for Tier 1 Soldiers
Sponsors for Tier I Soldiers—

a. Act as big brothers or big sisters for their inbound Soldier for orientation to the new surroundings, all aspects of Army life, and support and assistance during the transition period.

b. Develop a sense of responsibility for their fellow Soldiers in order to improve safety and reduce the likelihood and opportunity for sexual assault, misconduct, and suicide gestures/attempts during the Soldier's integration into the unit.

Appendix D

Internal Control Evaluation

D–1. Function
The function covered by this evaluation is the administration of the TASP.

D–2. Purpose
The purpose of this evaluation is to assist assessable unit managers, internal control administrators, and test control officers in evaluating the key internal controls outlined. It is intended as a guide and does not cover all controls.

D–3. Instructions
Answers must be based on the actual testing of key internal controls (for example, document analysis, direct observations, sampling, simulation, or other). Answers that indicate deficiencies must be explained and the corrective action indicated in supporting documentation. These key internal controls must be formally evaluated at least once every five years or whenever the internal control administrator changes. Certification that this evaluation has been conducted must be accomplished on DA Form 11–2 (Internal Control Evaluation Certification).

D–4. Test questions
a. Are sponsors assigned not later than 120 days before the inbound Soldier's report date unless assignment instructions are issued with less than 120 days' notice? If assignment instructions are issued with less than 120 days' notice, are sponsors assigned within 5 duty days?

b. Are sponsors assigned for inbound IMT Soldiers within 5 days of notification?

c. Are sponsors appointed in writing?

d. Are personnel executing roles (for example, ISL, BDE, or BN unit sponsorship coordinator) appointed in writing?

e. Are sponsorship reports validated as required (weekly, monthly)?

f. Have all designated sponsors completed required training from one of the available sources? Has training been documented in the TASP Module in ACT?

g. Are Soldiers completing the sponsorship survey in the TASP Module in ACT as required?

h. Are The AASA and commanders of ACOMs, ASCCs, DRUs, and USARC, and CNGB submitting a summary of sponsorship issues and trends to the TASP integrator within 30 calendar days after the end of the FY?

D–5. Supersession
Not applicable.

D–6. Comments
Help make this a better tool for evaluating management controls. Submit comments to the Assistant Chief of Staff for Installation Management (DAIM–ZXA), 600 Army Pentagon, Washington, DC 20310–0600.

Glossary

Section I

Abbreviations

AASA
Administrative Assistant to the Secretary of the Army

ACOM
Army Command

ACS
Army Community Service

ACSIM
Assistant Chief of Staff for Installation Management

ACT
Army Career Tracker

AGR
Active Guard Reserve

AIT
Advanced Individual Training

ALMS
Army Learning Management System

AMC
U.S. Army Materiel Command

AR
Army Regulation

ARCC
Army Reserve Career Counselor

ARIMS
Army Records Information Management System

ARNG
Army National Guard

ARNGUS
Army National Guard of the United States

ASCC
Army service component command

BDE
Brigade

BN
Battalion

CG
commanding general

CNGB
Chief, National Guard Bureau

CSM
command sergeant major

CYS
Child and Youth Services

DA
Department of the Army

DA Form
Department of the Army form

DCS
Deputy Chief of Staff

DEERS
Defense Enrollment Eligibility Reporting System

DoD
Department of Defense

DRU
direct reporting unit

EFMP
Exceptional Family Member Program

eSAT
electronic Sponsorship Application Training

ETP
exception to policy

ETS
expiration term of service

FLL
first line leader

FRG
Family Readiness Group

FTNGD
Full-time National Guard duty

FTUS
Full-time Unit Support

FY
fiscal year

IET
initial entry training

IMT
initial military training

ISL
installation sponsorship liaison

MPD
Military Personnel Division

MSC
Mission Support Command

NCO
noncommissioned officer

NPS
non-prior service

OIP
Organizational Inspection Program

PCS
permanent change of station

PS
prior service

RC
Reserve Component

RMS
Retention Management Software

RRS–A
Records Retention Schedule–Army

RSP
Recruit Sustainment Program

SC
senior commander

SC–T
Signal Command Theater

SL
senior leader

SOP
standing operating procedure

TASP
Total Army Sponsorship Program

TPU
troop program unit

TRADOC
U.S. Army Training and Doctrine Command

USAR
U.S. Army Reserve

USARC
U.S. Army Reserve Command

USC
United States Code

1SG
first sergeant

Section II

Terms

Active Guard and Reserve Duty
Active duty performed by a member of a RC of the Army, Navy, Air Force, or Marine Corps, or full-time National Guard duty performed by a member of the National Guard pursuant to an order to full-time National Guard duty, for a period of 180 consecutive days or more for the purpose of organizing, administering, recruiting, instructing, or training the RCs. Active Guard and Reserve Duty does not include the following:
a. Duty performed as a member of the Reserve Forces Policy Board provided for under 10 USC 10301.
b. Duty performed as a property and fiscal officer under 32 USC 708.
c. Duty performed for the purpose of interdiction and counter-drug activities for which funds have been provided under 32 USC 112.
d. Duty performed as a general or flag officer.

e. Service as a State director of the Selective Service System under Section 10(b)(2) of the Military Selective Service Act (50 USC 3809(b)(2)).

Active Guard Reserve
"Active Guard and Reserve" means a member of an RC (ARNGUS or USAR) who is on active duty pursuant to 10 USC 12301(d) or, if a member of the Army National Guard or Air National Guard, is on full-time National Guard duty pursuant to 32 USC 502(f) and who is performing Active Guard and Reserve duty

Advanced arrival sponsorship
Sponsor support assigned before actual arrival of the Soldier, or offered to Families transitioning without their sponsor, and to DA Civilian employees.

Army Career Tracker Sponsorship Module
Internet website, which contains the portal for access to the Sponsorship module.

Army National Guard
That part of the organized militia of the several states and territories, Puerto Rico, and the District of Columbia, active and inactive, that—
a. Is a land force;
b. Is trained, and has its officers appointed, under the sixteenth clause of section 8, article I, of the Constitution;
c. Is organized, armed, and equipped wholly or partly at Federal expense; and
d. Is federally recognized.

Army National Guard of the United States
The Reserve Component of the Army all of whose members are members of the ARNG. The ARNGUS consists of—
a. Federally recognized units and organizations of the ARNG.
b. Members of the ARNG who are also Reserves of the Army.

Battalion unit sponsorship coordinator
Individual responsible for managing the sponsorship program at the battalion level and below.

Brigade unit sponsorship coordinator
Individual responsible for managing the sponsorship program at the brigade level or below.

Full-time National Guard duty
Training or other duty, other than inactive duty, performed by a member of the ARNGUS or the Air National Guard of the United States in the member's status as a member of the National Guard of a state/commonwealth, Puerto Rico, the Virgin Islands, Guam, or the District of Columbia under 32 USC 316, 502, 503, 504, or 505 for which the member is entitled to pay from the United States or for which the member has waived pay from the United States.

Full–time support program
This program encompasses personnel assigned on a full-time basis for the purposes of organizing, administering, recruiting, instructing, or training the ARNGUS. These personnel include civilian personnel, members of the Regular Army, and personnel serving on AGR status. The AGR Program is a component of the FTUS Program. (AR 135–18).

Inactive Army National Guard
The inactive ARNG is designed as an administrative category for Soldiers who cannot ship to IET for a period exceeding 120 days; who are in the training pipeline but pending discharge for failure to ship (Soldiers have a maximum of 24 months upon entering active status to complete IET); for active status Soldiers who are unable to perform their required duties for some limited time, and for Soldiers who are eligible to maintain a connection with the ARNG upon leaving active status.

Initial entry training
IET is mandatory training that must be completed by each Soldier upon initial entry in the service to qualify in a military specialty, and which is required by law for deployability on land outside of the United States, per 10 USC 671. The term encompasses the completion of basic training and specialty qualification while serving on active duty or active duty for training. This includes completion of initial active duty for training.

Installation sponsorship liaison
Personnel assigned at the installation level to serve as a liaison between commands, garrison/community, and inbound personnel. The ISL monitors access to the TASP Module in ACT and serves as the subject matter expert on all matters pertaining to the TASP on the installation.

Non-prior service
NPS is an applicant who, at the time of enlistment or appointment in the USAR, has never previously served creditably in a Regular or RC, or without a component, as a member of an armed force of the United States.

Out–sponsorship
Sponsorship support provided to personnel at the losing installation/command during out-processing. This support includes assistance with clearing the installation and possible transportation if reassignment is to an overseas location.

Prior service
PS is a Soldier whom at the time he or she is accessed to the ARNGUS by enlistment, appointment, or by operation of law has previously served 1 or more days of creditable service in a Regular or RC, or without a component, as a member of an armed force of the United States.

Program integrator
AMC-designated entity responsible for overall integration functions to execute, supervise, and evaluate the program, and oversee staff designated to perform integration functions.

Program manager
ACOM, ASCC, DRU, USAR, and ARNG level manager responsible for the oversight of the sponsorship program for their given commands.

Reactionary sponsorship
Sponsorship support offered to Soldiers or DA Civilian employees arriving at an installation without an assigned sponsor.

Rear detachment sponsorship
Sponsorship support provided to Family members while the assigned sponsor is deployed.

Reassignment work center coordinator
Individual at the MPD level (in-/out-processing) responsible for updating Family travel status in the TASP Module in ACT.

Retention Management Software Sponsorship Module
Internet website, which contains the portal for access to the TASP Module in ACT.

Sponsor
A leader designated by name at the gaining organization to assist inbound personnel and their Families in making a smooth transition into the unit and community.

Sponsorship
Assists commanders in executing their basic responsibility to assist Soldiers, DA Civilian employees, and Families successfully relocate into and out of their commands. This includes the exchange of correspondence between the incoming personnel and a sponsor within and outside of the TASP Module in ACT before the individual's arrival, and assistance and orientation into the unit and community after arrival.

State
The term "state" in this regulation refers to all governmental entities authorized a National Guard (that is, states, commonwealths, Puerto Rico, Virgin Islands, Guam, and the District of Columbia).

Systems navigators
ACS EFMP non-clinical case managers who facilitate connections between Families who have special needs and the systems of care required.

Tier 1
AIT and Officer Basic Course graduates

Tier II
Soldiers, NCOs, and officers in the grades of private to staff sergeant, second lieutenant to captain, and warrant officer one, to chief warrant officer two

Tier III
NCOs and officers in the grades of sergeant first class to sergeant major, chief warrant officer three to chief warrant officer five, and major to colonel

Unit sponsorship coordinator
Personnel assigned at the BDE/BN or equivalent level to oversee and manage the sponsorship program.

Warm hand-off
During the PCS process, communication exchange between losing and gaining commands to address special needs or circumstances impacting the relocation of Soldiers and Families.