MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: The Total Army Sponsorship Program (TASP), CG Policy Memo 19-23

1. References.

2. Purpose. This memorandum provides policy guidance regarding the Fort Sill Sponsorship Program.

3. Applicability. This policy applies to all personnel assigned to Fort Sill, OK.

4. Policy.
   a. The TASP is a commander’s program and is an essential part of helping Soldiers, DA Civilians, and Families adjust to their new work environment and the surrounding community. Sponsorship is more than transmitting needed information. A properly managed program can resolve potential problems which otherwise may cause hardships for new arrivals. Additionally, a well administered program will assist commanders and leaders in ensuring newly assigned Soldiers understand Fort Sill’s commitment to their wellbeing. Commanders and leaders must understand that sponsorship is a “people program” which requires strong chain of command support. Fulfilling personal needs initially will enable new Soldiers to fully commit themselves to the combat readiness of Fort Sill and our Army. Effective sponsorship is also an important part of an individual’s first impression of our organization. To that end, commanders will ensure every Soldier, DA Civilian, and their Families are assigned a sponsor in accordance with AR 600-8-8, HQDA EXORD 161-15, and Army Directive 2019-33.
   b. To ensure the success of this program, commanders at all level will:
(1) Appoint in writing a Primary and Alternate Sponsorship Program Manager to coordinate and monitor sponsorship in their unit.

(2) Ensure the Sponsorship Program Manager completes sponsorship training.

(3) Ensure all inbound Soldiers, DA Civilians, and Families receive a sponsorship letter, welcome packet, and the links to unit and installation websites as soon as they appear on the unit’s gains roster.

(4) Assign a sponsor to all inbound personnel in the grades of E-1 to E-6, W1 to W2, and O-1 to O-3 no later than 120 days prior to the assigned report date for permanent party Soldiers or within 5 working days of receipt of Army Career Tracker (ACT) notification for Initial Military Training (IMT) Soldiers. Sponsors and Soldiers will be linked for up to 45 days after the Soldier’s arrival and integration into the unit and community.

(5) Ensure Noncommissioned Officers and Officers in the grades of E-7 to E-9, W3 to W5, and O-4 to O-6 are advised they may request sponsorship.

(6) Take a proactive approach to gaining and sharing background information on incoming and outgoing Soldiers (e.g., high-risk behaviors) requiring immediate attention upon their arrival at their new duty station.

(7) Ensure procedures are in place to appoint reactionary sponsors to help newcomers whose sponsor can no longer provide adequate sponsorship.

(8) Maintain a trained sponsorship pool consisting of all categories of Soldiers at the unit level to respond to programmed and unprogrammed arrivals. The gaining command will assign a reactionary sponsor within 24 hours for first-term or junior enlisted Soldiers arriving at the installation without a sponsor.

(9) Ensure procedures are established to monitor and track both the quality and participation rate of sponsorship in their organization.

(10) Ensure, to the greatest extent possible, that sponsors are leaders and are equal in grade or higher than the incoming Soldier. Sponsors are the same gender and marital status especially for first-term Soldiers. Sponsors appointed are familiar with the unit, activity, and community and represent the gaining unit in a positive manner.

(11) Ensure sponsors and new arrivals have adequate time away from assigned duties to complete all required in-processing.

(12) Ensure all SSG/CPT/W2 and below attend “Start Right” (in processing and resiliency training).
(13) Comply with the senior commander’s determination 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.

(14) Provide sponsors and unit Sponsorship Program Managers with adequate resources to accomplish sponsorship duties.

(15) Ensure Families are integrated into the unit and community through the use of Family Readiness Groups and other community resources. Family members are highly encouraged to attend “Start Right” with their Soldier.

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

(17) As the validating official, BDE/BN CSMs will be updated weekly by their unit sponsorship coordinator on the status of Soldiers without assigned sponsors, with special emphasis on IMT Soldiers.

(18) Ensure rear detachment assumes responsibility for reception and integration procedures during times of deployment.

(19) Implement a process to manage Soldiers diversion. Commands will avoid changes to the Soldier’s unit of assignment to the greatest extent possible.

(20) Establish a standardized Onboarding Program to welcome and integrate all newly assigned civilian personnel to the organization culture and values.

(21) Ensure new civilian employees are provided the tools, resources and requisite information to become successful and productive members of the organization team.

c. For permanent party Soldiers, Students, and Families departing Fort Sill:

(1) Commanders at all levels, with the exception of E-7 to E-9, W3 to W5, and O-4 to O-6, will ensure all outbound Soldiers have a sponsor in ACT and make contact with his or her sponsor prior to departing Fort Sill.

(2) Units coordinators will ensure outbound Soldiers complete sections 1, 2, 4 and 5 of DA Form 5434 upon receipt of automated notification from ACT.

(3) The outbound sponsor’s responsibilities end only after he/she makes a warm handoff to the gaining unit’s sponsor. This may require losing commanders to contact gaining commanders if necessary.
(4) The Military Personnel Division (MPD) will monitor completion of DA Form 5434, Sponsorship Program Counseling and Information Sheet on all Soldiers during out-processing and ensure each Soldier’s sponsorship is verified in ACT prior to departure.

(5) Reassignment orders for Advanced Individual Training and the Basic Officer Leadership Course Students will not be issued until a sponsor from the gaining organization has been identified or an Exception to Policy (ETP) memorandum has been signed by the first General Officer/Senior Executive Service equivalent in the Soldier’s chain of command, or by the BDE CSM, if authority is delegated to that level. Delegation of authority for ETP may be delegated on a case by case basis. The losing command will record and update the reason for the ETP in the TASP module in ACT.

d. The Fort Sill Garrison Directorate of Human Resources MPD will monitor unit sponsorship programs across the installation to validate compliance with this policy.


6. Point of contact is the Directorate of Human Resources, MPD at 442-4343/3007.

WILSON A. SHOFFNER
Major General, USA
Commanding

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