



DEPARTMENT OF THE ARMY

HEADQUARTERS, EIGHTH ARMY

UNIT # 15236

APO AP 96205-5236

EACG

01 APR 2016

MEMORANDUM FOR All Eighth Army Assigned Soldiers

SUBJECT: Eighth Army Command Policy Letter #7 - Command Sponsorship Program (CSP)

1. References:

a. United States Forces Korea (USFK) Regulation 614-1, Military CSP, 26 April 2011.

b. Eighth Army (8A) CSP Procedural Guidance, 15 October 2012.

2. Approval Authority. Effective immediately, authority to approve Command Sponsorship (CS) is delegated to the 8A G-1. The 8A G-1 is authorized to approve CS for Army Soldiers assigned or in-bound to the Republic of Korea subject to the limitations and procedures outlined in this policy memorandum.

3. Maximizing Allocations. The 8A G-1 will ensure CS maximization of all available slots for 100% utilization. All priority requests are approved until an Area reaches the percentage set by 8A G1, currently set at 97%.

a. Priority-1 (P1): Key Billets (Commanders O5 and above, Command Sergeant Major, and principal staff positions as requested by Major Subordinate Command's (MSC's) and approved, e.g. G-1, G-2, G-3, and G-4).

b. Priority-2 (P2): Billets critical to mission effectiveness and readiness that require continuity and longevity.

c. Priority-3 (P3): All others MTOE positions.

d. P2 disapprovals are commanders critical information requirements (CCIR) to me.

e. 8A, G-1 manages CS by Area. If any Area is below the percentages set by 8A G-1, requests will not be disapproved. Exceptions to this policy are service members who are flagged in accordance with AR 600-8-2, service members that have a 3B medical status and service members that do not support mission readiness.

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f. Area I (Dongducheon and Uijeongbu), CS is discontinued immediately for units assigned to Area I. Only those Key Billet positions currently approved for Area I and are authorized to reside in Area II are approved.

4. Approval Process. The 8A G-1 will process and make an approval determination within five working days of receipt of the request and immediately provide a written response to Military Personnel Division-Yongsan (MPD-Y). For inbound requests, the MSC will provide the Area of assignment to 8A G-1 within five working days from the request.

a. During the screening process, the 8A G-1 will not override or approve a CS number for applicant(s) when disapproved by a screening agency (Exceptional Family Member Program (EFMP) or Housing).

b. The 8A G-1 may approve out of country CS requests up to 180 days prior to the Soldier's report date to facilitate timely processing of assignment instructions and movement of Family members.

c. All responsible agencies must diligently work to meet the overall processing time of 14 calendar days.

5. Intra-Theater Reassignment (transfers). When being reassigned within Korea, Soldiers with approved CS will not lose their CS. Both the losing and gaining commanders will ensure that funding and CS billet is available in the gaining unit in the appropriate community, prior to executing the reassignment. Service members must have an approved transfer from MPD-Y prior to making any move. Commanders are held accountable for CS transfer mismanagement.

6. Governance. MSC Commanders will validate all (Key Billet) positions and P1 prioritize all other positions to the 8A G-1 with a signed memo annually by mid-December, for recertification. Recertification will include providing 8A G-1 with a (P2) List. The list will have the modification table of organization and equipment (MTOE/TDA) line and paragraph numbers, grade, Unit Identification Code (UIC) and title of authorized positions. Commanders will take into consideration, during the annual revalidation, Mission Critical MOS's within their commands to ensure alignment with P2 billets and in accordance with Commander's mission readiness concerns as they relate to Command Sponsorship. As noted in paragraph 3b, G-1 will use this list as the MSC Commanders mission critical list when approving CS.

7. CSP Management System. The Personnel Information Management System Korea (PIMS-K) is the USFK system of record for CSP approvals. The 8A G-1 will ensure that

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all CSP approvals are appropriately recorded in this database within 72 hours of approval. Soldiers who depart Korea are accounted for in PIMS-K and updated within 72 hours of departure.

8. The 8A CSP Procedural Guidance, dated 15 October 2012, is updated to reflect changes in accordance with this policy letter.

9. Proponent. The 8A G-1 has oversight of the CSP for all Army personnel assigned to Korea and is the proponent for this policy. Contact the CSP Manager at commercial 011-822-7914-8639 or DSN 315-724-8639.



THOMAS S. VANDAL
Lieutenant General, USA
Commanding