



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, 8TH ARMY
UNIT #15236
APO AP 96205-5236

EACG

7 OCT. 2011

MEMORANDUM FOR All 8th Army Assigned Soldiers

SUBJECT: 8th Army Command Policy Letter #46 - Command Sponsorship Program (CSP)

1. Reference:

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

b. 8th Army Command Sponsorship Program Procedural Guidance, 20 December 2010.

2. **Approval Authority.** Effective immediately, authority to approve Command Sponsorship (CS) is delegated to 8th Army Major Subordinate Commanders and the 8th Army Chief of Staff.

a. The following 8th Army Major Subordinate Commanders are authorized to approve Command Sponsorship for their assigned or in-bound Soldiers subject to the limitations and procedures outlined in this policy memorandum:

- (1) 2d Infantry Division
- (2) 19th Expeditionary Sustainment Command
- (3) Garrison Commander – USAG-Yongsan
- (4) Garrison Commander – USAG-Red Cloud
- (5) Garrison Commander – USAG-Humphreys
- (6) Garrison Commander – USAG-Daegu
- (7) Special Operations Command Korea
- (8) 1st Signal Brigade
- (9) 3rd Battlefield Coordination Detachment
- (10) 35th Air Defense Artillery Brigade
- (11) 65th Medical Brigade
- (12) 403rd Army Field Support Brigade

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(13) 411th Contracting Support Brigade

(14) 501st Military Intelligence Brigade

(15) Far East District Corps of Engineers

b. The Deputy Chief of Staff, USFK, is the delegated authority to approve CS for Soldiers assigned to Headquarters (HQ), USFK for all Electronic-Joint Manpower and Personnel System (E-JMAPS) coded positions.

c. The Chief of Staff, 8th Army, is the delegated authority to approve CS for Soldiers assigned to HQ, 8th Army, Special Troops Battalion-Korea (STB-K), Korean Service Corps (KSC) Battalion (Bn), United Nations Command Security Battalion-Joint Security Area (UNCSB-JSA), American Forces Korea Network, Korea Field Office Criminal Investigation Division and for Soldiers assigned to units not listed in paragraphs 2a or 2b above.

d. Command Sponsorship approval authority will not be delegated below brigade level in accordance (IAW) with 2a above.

e. Brigade Commanders may delegate CS approval authority to their Deputy Commanders and/or Executive Officers.

3. **Maximizing Allocations**. Commanders will ensure CS maximization of all available slots for, 100% utilization.

a. Priority-1: Key Billets (Commanders O5 and above, Command Sergeant Major (CSM), and principal staff positions i.e. G1, G2, G3, and G4).

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

c. Priority-3: All others, with preference given to special circumstance in accordance with (IAW) paragraph 5.

d. Units are not authorized to disapprove CS requests while maintaining a fill rate below 100%. If no Priority-2 Soldiers are available, units will utilize Priority-3 Soldiers to maximize all available allocations. Priority-2 positions will be filled with Priority-2s prior to utilizing Priority-3s. As an exception, 10% of departing Priority-3s will be backfilled with Priority-3 applicants.

e. Priority 2 disapprovals are commanders critical information requirements (CCIR) to me.

f. Exceptions for P-2 packets from units at 100% will be forwarded to Assistant Chief of Staff G-1 for review and reconsideration for approval by 8th Army Commanding General.

(1) With my approval, the Assistant Chief of Staff G-1 is authorized to reallocate CS slots between units within the same Area to maximize CS.

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(2) I reserve the authority to reallocate CS authorizations between Areas.

g. Units requiring additional CS slots must submit a request to Assistant Chief of Staff G-1 for my approval.

(1) Prior to making the determination to exceed 100%, Assistant Chief of Staff G-1 will review all vacancies across 8th Army and recommend for my approval the redistribution of allocations to accommodate units at 100% by cross-leveling allocations between units that are unable to obtain 100%.

(2) I will approve units' request to exceed 100% if there are no vacancies and all units are at maximum fill, by using Priority-1 double slotting ability in Personnel Information Management System Korea (PIMS-K).

h. All requests to move allocations from one area to another will be submitted to the Assistant Chief of Staff G-1 for my approval. The Assistant Chief of Staff G-1 will coordinate all such requests with the USFK Assistant Chief of Staff J-1.

4. **Annual Validation.** CS allocations, and justification, will be reviewed on an annual basis for validity and utilization. Adjustments may be made for changes to force structure, mission requirements, or growth.

5. **Special Circumstances.** Approval authorities will consider the following special circumstances when approving Priority 3 CS requests:

a. Soldiers recently returning from a 12-month or longer combat tour (within twelve months of redeployment) in order to eliminate further family separation.

b. Soldiers with approved Inter-theater Consecutive Overseas Tour (COT) requests. These Soldiers are not entitled to relocate their dependents twice at Government expense, and are not normally allowed to leave their dependent at their current overseas location.

c. Dual military and single parents.

d. Families without school-aged children when school capacity has been met or exceeded.

e. Incentives for excellence and development – Soldiers with demonstrated potential for growth into critical positions.

6. **Approval Process.** Major Support Command (MSC) Approval Authority will review and make an approval determination within 5 working days of receipt of the request and immediately provide a written response IAW reference 1b to Military Personnel Division-Yongsan (MPD-Y). **MSC Approval Authority will adhere to 5 working day determination requirement to meet total processing time IAW the flow charts at Enclosures 1 and 2.**

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a. Commanders will not override or approve a CS number for their applicant(s) when they have been disapproved by screening agencies (Exceptional Family Member Program (EFMP), Department of Defense Dependent Schools (DoDDS) or Housing) during the screening process.

b. Commanders do not have direct liaison authority (DIRLAUTH) with area schools in determining enrollment capacity.

c. Enrollment capacity at each school will be verified through the Korea District Superintendent Office (KDSO) only.

d. All Family members will be screened for EFMP and Housing support requirements. As an exception, Families without school age children are not required to be screened by DODDS.

(1) Non-School age children are defined as those not expected to attend school during the initial application process or during their tour in Korea.

(2) If dependents are expected to attend school in the subsequent year, they are required to be screened by Department of Defense Dependent Schools one year prior to start of next school year.

e. Commanders 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.

f. All responsible agencies must diligently work to meet overall processing time outlined in reference 1b, in order to provide predictability to Soldiers, Family members and gaining organizations.

7. **Intra-Theater Reassignment**. When being reassigned within Korea, Soldiers with approved CS will not lose their CS. Both the losing and gaining approval authorities/commanders will ensure CS billet is available in the gaining unit in the appropriate community, prior to executing the reassignment IAW reference 1b. Approval authorities will be held accountable for CSP mismanagement.

8. **Governance**. Assistant Chief of Staff G-1 will submit a quarterly CS utilization report for my review to assess utilization and to recommend any changes. I will review utilization, justification, changes to force structure and/or mission requirements, growth in CS billets, and failure to meet the 5 working day approval time line. Approval authorities will validate all Priority 1 (Key Billet) positions and justify Priority 2 positions to the Commanding General annually for recertification. Recertification will include updating PIMS-K with modification table of organization and equipment (MTOE) line and paragraph numbers, Grade and Title of authorized positions.

Approval Authorities who consistently fail to meet the 5 working day approval time line will be reviewed for revocation of CSP approval authority.

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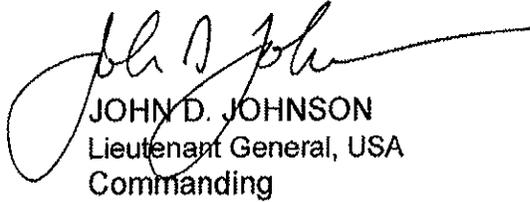
9. **CSP Management System.** Personnel Information Management System Korea is the USFK database of record for CSP approvals. Commanders/approval authorities will ensure that all CSP approvals are appropriately recorded in this database **within 72 hours of approval.** Soldiers who depart Korea will also be accounted for in PIMS-K and updated **within 72 hours of departure.**

10. 8th Army CSP Procedural Guidance, dated 20 December 2010, will be updated to reflect changes IAW this policy letter.

11. Assistant Chief of Staff G-1 has oversight of the Command Sponsorship Program for all Army personnel assigned to Korea and is the proponent for this policy. The CS Program Manager can be contacted at commercial 011-822-7914-7450 or DSN 315-724-7450.

2 Encls

1. Out-of-Country Flow Chart
2. In-Country Flow Chart

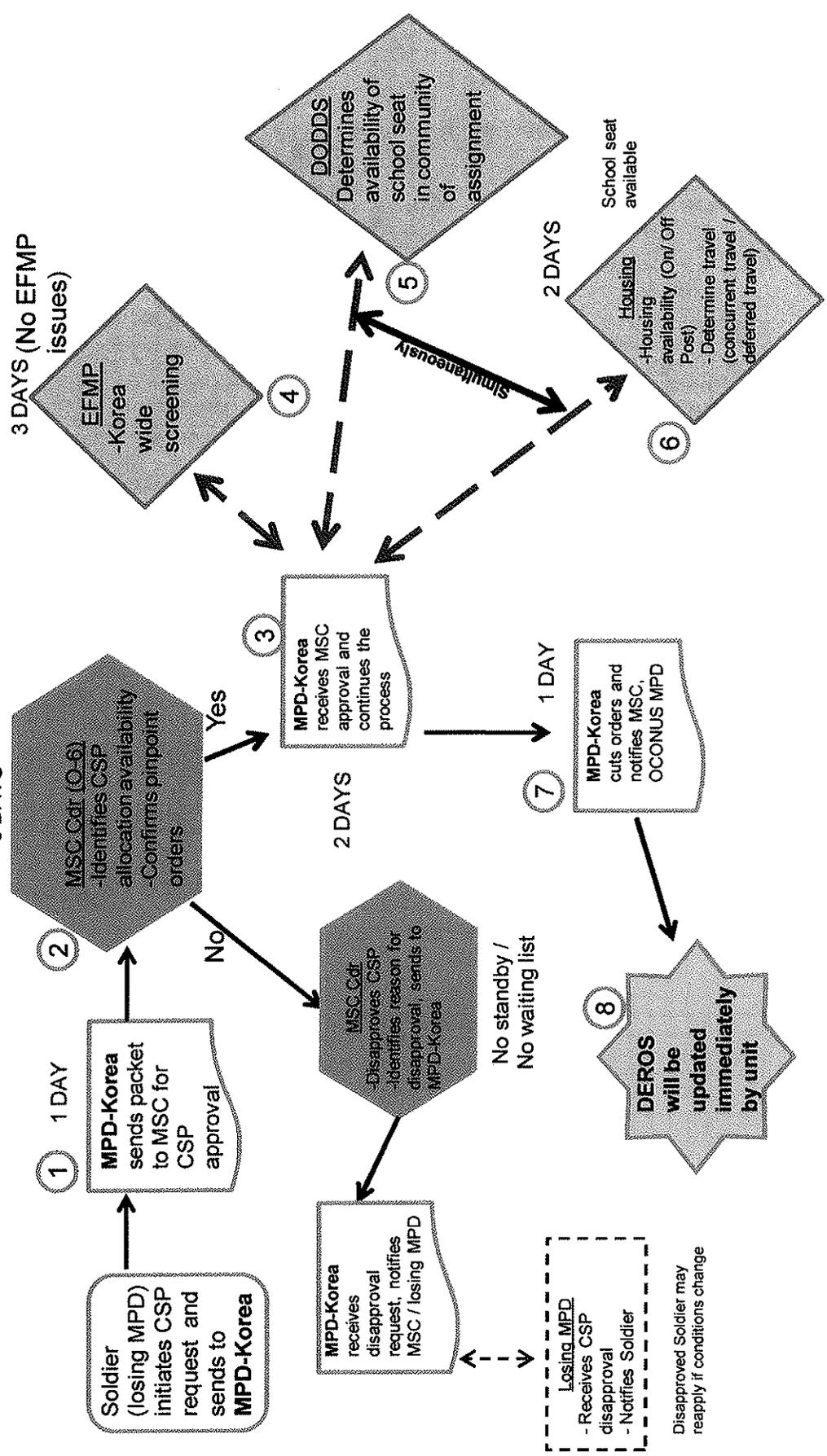


JOHN D. JOHNSON
Lieutenant General, USA
Commanding



FLOW CHART

(OUT-OF-COUNTRY)

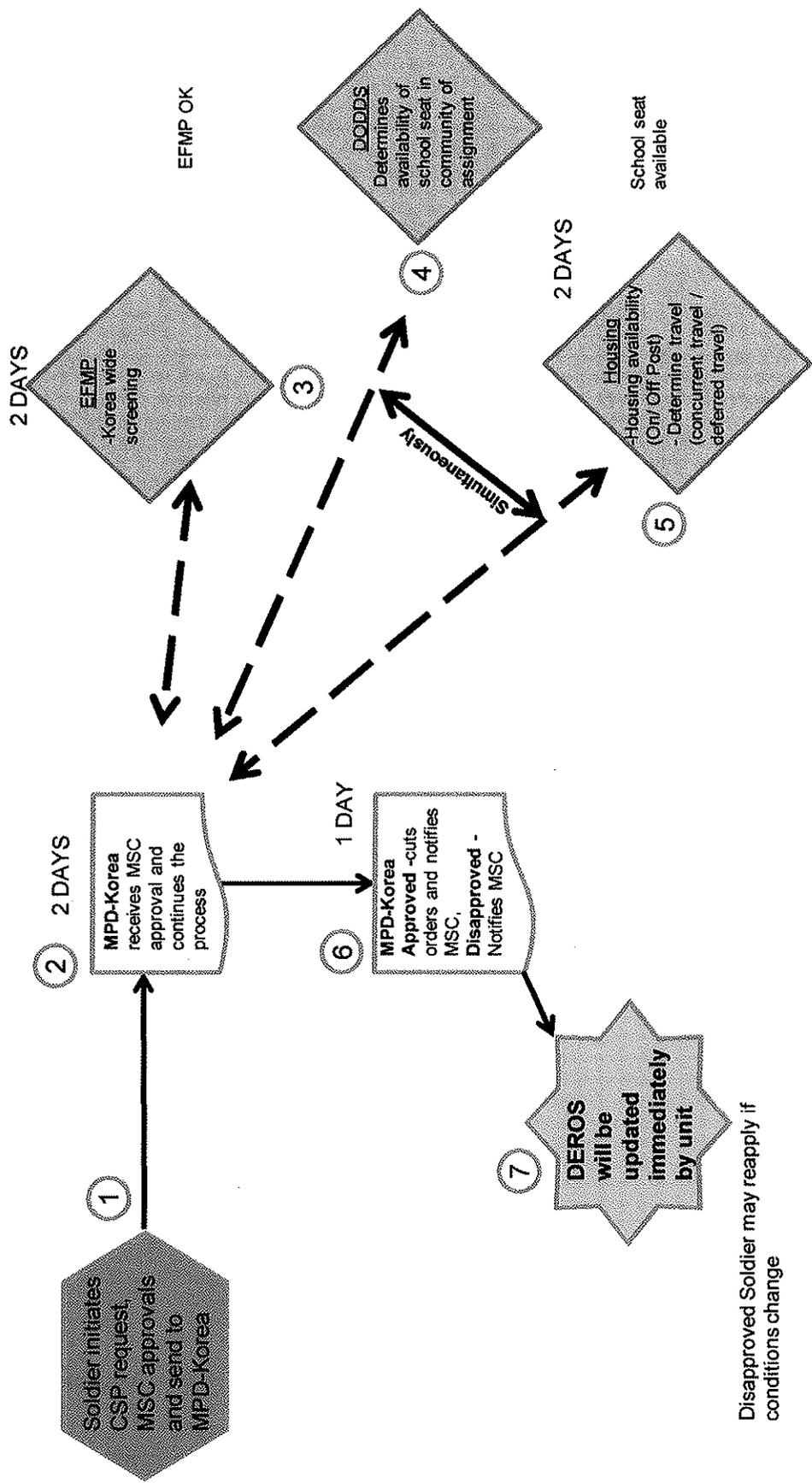


Note: 14 Business day process, if 5 days are enforced at unit level, understanding 10% of SMs with EFMP issues will take longer. MSC's will only contact MPD with questions about CSP packets.



FLOW CHART

(IN-COUNTRY)



Disapproved Soldier may reapply if conditions change

Note: 7 Day process; units will only contact MPD with questions about CSP packets