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

REPLY TO
ATTENTION OF:

EACG

09 DEC. 2013

MEMORANDUM FOR All Eighth Army Assigned Soldiers and Civilians

SUBJECT: Eighth Army Command Policy Letter #12, The Total Army Sponsorship Program

1. References:

a. Army Regulation (AR) 600-8-8, The Total Army Sponsorship Program, 4 April 2006.

b. ALARACT 318/12, DTG: 081730Z NOV 12

2. Purpose. To provide guidance and establish policy for the Total Army Sponsorship Program within Eighth Army.

3. Background. The Total Army Sponsorship Program is a commander's program that is essential for integrating Soldiers, Civilians, and their families into the new command and community. Effective sponsorship is the key to transition and leaves a lasting impression.

4. Discussion.

a. The Eighth Army Sponsorship Program dramatically improves the reception of new Soldiers, Civilians, and families into our community. The Eighth Army website (http://8tharmy.korea.army.mil/) under the Newcomers TAB, provides incoming Soldiers with a welcome letter, resource guide, spouse employment, Department Of Defense Dependents Schools (DoDDS) information, and more. Additionally, the AKO Sponsorship site improves the sponsorship assignment and management process by monitoring compliance at all levels.

b. Commanders will ensure each Soldier as well as DA Civilian are assigned a sponsor. Gaining commanders will change pinpoint or ultimate assignments of sponsored Soldiers by exception only. When assignments are changed, coordinate immediately with the gaining command for smooth transition of sponsorship. To ensure the success of this program:

(1) Brigade and Battalion Commanders will:

(a) Appoint a Sponsorship Program Manager at each level of command to coordinate and monitor sponsorship in their unit.

(b) Use the AKO Sponsorship site (https://www.us.army.mil/suite/page/678547) provided by 8A G-1 to assign trained sponsors and report compliance with the Total Army Sponsorship Program. Additionally, Training is completed through ACS or at the ACS training website (http://sso.militaryonesource.mil/pls/psgprod/f?p=SSO:CONSENT:0:::P1_ID:311).

(c) Ensure all newly arrived Soldiers and Civilians complete the USFK Sponsorship survey within 30 days of arrival (http://www.surveymonkey.com/s/USFK-Sponsorship-Survey2).

(d) Ensure sponsors and sponsored Soldiers and Civilians have adequate time away from assigned duties and adequate resources to perform sponsorship duties and complete in-processing as appropriate.

(e) Ensure families integrate into the unit and community through the use of Family Readiness Groups (FRGs) and other community resources.

(f) Battalion Commanders/Command Sergeants Major will send a welcome letter to all inbound officers and enlisted Soldiers.

(g) The battalion S1, upon receipt of DA Form 5434 from the losing command, completes the gaining command/sponsor information, provides a copy of the completed DA Form 5434 to the sponsor, and forwards the form back to the losing command within 10 calendar days of receipt.

(2) Trained sponsors will:

(a) Send a welcome letter within 10 days of appointment and will follow up with phone contact and/or email.

(b) Confirm contact with the Soldier/Civilian and reply to any correspondence received from the Soldier/Civilian, keeping chain of command informed on any changes; and greet and receive Soldier/Civilian upon arrival.

(3) The Eighth Army Command Inspection Program and Eighth Army Inspector General will inspect unit sponsorship programs in order to validate compliance.

c. A properly managed sponsorship program can resolve potential problems and minimize hardships on Soldiers, Civilians, and families assigned to Korea, as well as ensure everyone understand Eighth Army standards. Sponsors, leaders, and commanders will realize sponsorship is a "people program" requiring strong support from the chain of command and ultimately affects the combat readiness of Eighth Army.

5. Proponent. The Eighth Army Assistant Chief of Staff G1 is the proponent for this policy. Contact the proponent at commercial 011-822-7914-7450 or DSN 315-724-7450.

BERNARD S. CHAMPOUX
Lieutenant General, USA
Commanding