



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

EACG

JUL 23 2014

MEMORANDUM FOR All Eighth Army (8A) Assigned Soldiers

SUBJECT: 8A Command Policy Letter #21 - Command Sponsorship Program (CSP)

1. References:

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

b. 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.

a. The 8A G-1 is authorized to approve CS for the Soldiers assigned or in-bound to the following units subject to the limitations and procedures outlined in this policy memorandum:

- (1) 2nd Infantry Division.
- (2) 19th Expeditionary Sustainment Command.
- (3) United States Army Garrison – Yongsan.
- (4) United States Army Garrison – Red Cloud.
- (5) United States Army Garrison – Humphreys.
- (6) United States Army Garrison – 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.

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(12) 403rd Army Field Support Brigade.

(13) 411th Contracting Support Brigade.

(14) 501st Military Intelligence Brigade.

(15) Far East District Corps of Engineers.

b. The 8A G-1 is the delegated authority to approve CS for Soldiers assigned to Headquarters, 8A, Headquarters and Headquarters Battalion, 8A, Korean Service Corps (KSC) Battalion, 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.

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 95%.

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, with preference given to special circumstances in accordance with paragraph 4.

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

e. The 8A, G-1 now manages CS by Area and will not disapproved any CS for an Area (Seoul, Pyeongtaek, Daegu, Osan, Chinhae) is below the percentages set by 8A G-1. Exceptions to this policy are service members who are flagged in accordance with AR 600-8-2, have a 3B medical status, or assigned to a position that does not support mission readiness.

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 authorized to reside in Area II are approved. Exceptions to this policy (ETP) are routed through the requesting senior MSC Commander recommending approval, to 8A G-1 for the Deputy Commanding General Sustainment (DCG-S) for approval. Request will include the following documentation:

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(1) Cost estimate for Department of Defense Education Activity (DoDEA) services, with an understanding that the unit is ultimately responsible for this cost if requested by DoDEA.

(2) A memorandum showing the mission critical need for a two year position, signed by the senior MSC Commander.

(3) Letter of understanding of the limited services available in Area I, signed by the service member (SM).

g. The 8A G-1 may approve P2 requests to exceed 100% if there are no vacancies within an area by using the P1 double slotting currently available in Personnel Information Management System Korea (PIMS-K).

h. The 8A G-1 will receive all requests to move allocations from one area to another for the 8A CG's approval. The DCG-S will be the approval authority in the 8A CG's absence. The 8A G-1 will coordinate all such requests with the USFK J-1.

4. Special Circumstances. Approval authorities will consider the following special circumstances when approving P3 CS requests:

a. 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.

b. Incentives for excellence and development – In-Country Soldiers with demonstrated potential for growth into critical positions.

5. Approval Process. The 8A G-1 will review 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). The MSC will provide the Area of assignment to 8A G-1 within five working days determination requirement to meet total processing time in accordance with the flow charts at Enclosures 1 and 2.

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.

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c. All responsible agencies must diligently work to meet overall processing time in accordance with the flow charts at Enclosures 1 and 2, in order to provide predictability to Soldiers, Family members and gaining organizations.

6. Intra-Theater Reassignment (transfers). When 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.

7. Governance. The 8A G-1 will submit an annual CS utilization report by Area for the 8A CG or DCG-S's review to assess utilization by Area and to recommend any changes. The 8A CG or DCG-S will review utilization, justification, changes to force structure and/or mission requirements, and growth in CS billets by Area. 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 30 November, for recertification. Recertification will include providing 8A G-1 with a (P2) List (currently set at 30% of a MSC's modification table of organization and equipment (MTOE\TDA)). The list will have the MTOE/TDA line and paragraph numbers, grade, Unit Identification Code (UIC) and title of authorized positions. Commanders will take into consideration mission Critical MOS's within their four commands during the annual revalidation to ensure alignment with P2 billets and in accordance with Commander's mission readiness concerns as they relate to CS. As noted in paragraph 3g, 8A G-1 will use this list as the MSC Commanders mission critical list when approving CS.

8. CSP Management System. PIMS-K is the USFK database of record for CSP approvals. The 8A G-1 will ensure that 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.

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

10. 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 011-822-7914-7450 or DSN 315-724-7450.

2 Encls

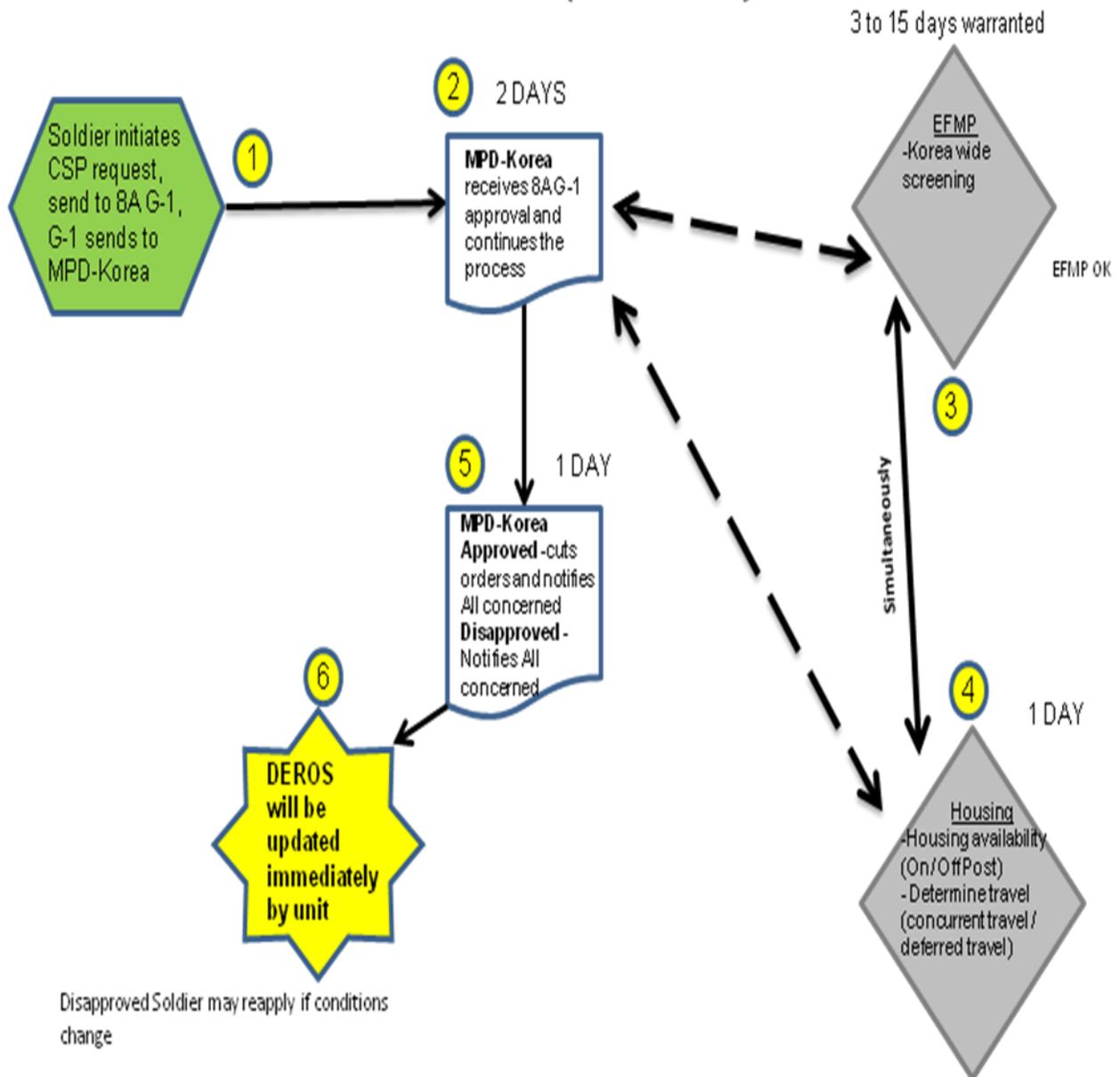
1. In-Country Flow Chart
2. Out-of-Country Flow Chart


BERNARD S CHAMPOUX
Lieutenant General, USA
Commanding

Enclosure 1. In-Country Flow Chart

FLOW CHART

(IN-COUNTRY)



Note: 6 Business day process

Enclosure 2. Out-of-Country Flow Chart

FLOW CHART

(OUT-OF-COUNTRY)
5 DAYS

