



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND
950 JEFFERSON AVENUE
FORT EUSTIS, VIRGINIA 23604-5700

ATBO-B

26 JAN 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: TRADOC Policy Letter 19, The Total Army Sponsorship Program (TASP)

1. References:

a. AR 600-8-8, The Total Army Sponsorship Program, 4 Apr 06.

b. HQDA Execution Order 018-12, The Total Army Sponsorship Program (TASP), 3 Nov 11.

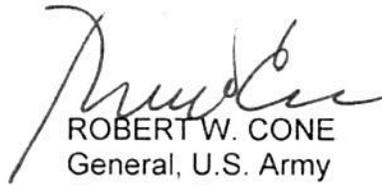
2. TASP is a commander's program. The commander is responsible for its implementation, leadership involvement, and its success. I am committed to supporting TASP to ensure our Soldiers, Family members, and civilian employees receive the services needed to transition successfully in and out of the command.

3. In support of HQDA Army Family Action Plan (AFAP), Issue 609, The Total Army Sponsorship Program and AR 600-8-8, effective immediately, all Soldiers in the rank of Private (E-1) through Colonel (O-6) and civilians in the grade of GS-15 and below being permanently assigned to this command will be appointed an individual sponsor, unless they decline. Family members arriving to the command without the presence of their service member (who may be deployed or attending school) will also be appointed a sponsor. Soldiers attending long-term military schools (20 weeks or more) will be provided welcome letters and school information, but are not required individual sponsors.

4. The enclosure identifies the responsibilities and procedures governing TASP within this command. I expect commanders and directors to further tailor the program to their organizations and publish a written policy indicating support of TASP.

5. This policy letter is effective until superseded or rescinded.

Encl


ROBERT W. CONE
General, U.S. Army
Commanding

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(see next page)

ATBO-B

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DISTRIBUTION:

Commander

U.S. Army Combined Arms Center

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Centers of Excellence

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Director

Army Capabilities Integration Center

U.S. Army TRADOC Analysis Center

U.S. Army Aeronautical Services Agency

Deputy Chiefs of General and Chiefs of Special Staff Offices,
HQ TRADOC

Standard Operating Procedures (SOP) The Total Army Sponsorship Program (TASP)

1. **Purpose.** The purpose of this SOP is to establish procedures and responsibilities of TASP within this command.

2. **References.**

a. AR 600-8-8, The Total Army Sponsorship Program, 4 Apr 06.

b. HQDA Execution Order 018-12, The Total Army Sponsorship Program (TASP), 3 Nov 11.

3. **Scope.** This SOP applies to all permanently assigned personnel (military/civilian), Soldiers attending long-term (20 weeks or more) military schools, and Soldiers graduating from their advanced individual training to their first unit of assignment.

4. **Responsibilities.** TASP is a commander's program. Sponsors represent the first impression of an organization for newly assigned Soldiers and civilian employees. Success of the Sponsorship Program is contingent upon the level of involvement by commanders and other leaders within the organization.

a. Commanders of U.S. Army Combined Arms Center (USACAC), U.S. Army Recruiting Command (USAREC), U.S. Army Cadet Command (USACC), and Centers of Excellence (CoEs) will appoint in writing a sponsorship coordinator within their organization to execute, supervise, and evaluate the program in order to improve visibility and execution of TASP. USACAC, USAREC, USACC, and CoEs will determine at their discretion the level and further appointment of sponsorship coordinators within their commands. Deputy Commanding General-Initial Military Training; Director, Army Capabilities Integration Center; U.S. Army TRADOC Analysis Center; U.S. Army Aeronautical Services Agency; Asymmetric Warfare Group; and Deputy Chiefs of General and Chiefs of Special Staff offices, HQ TRADOC will ensure a sponsorship coordinator is appointed within their respective organizations. A copy of the appointment letter (enclosure) will be provided to TRADOC G-1/4 Sponsorship Coordinators not later than (NLT) 30 days from date of this command policy.

b. Commanders will conduct an annual inspection of TASP during their Command Inspection Program utilizing the sponsorship checklist at appendix B of AR 600-8-8, DA Form 7274 (Sponsorship Program Survey), and DA Form 5434. TRADOC Quality Assurance Office will evaluate using the approved Army Enterprise Accreditation Standards to ensure all TRADOC units have a Sponsorship Program during their accreditation visits. The TRADOC Adjutant General will conduct sponsorship compliance reviews of TRADOC units/activities in accordance with AR 600-8-8 during the command staff assistance visits. TRADOC Inspector General (IG) will include sponsorship in the IG Inspection Program.

5. Procedures.

a. Effective immediately, all Soldiers in the rank of Private (E-1) through Colonel (O-6), and civilians in the grade of GS-15 and below being permanently assigned to this command will be appointed an individual sponsor, unless the Soldier/civilian employee declines. Family members arriving to the command without the presence of their service member (who may be deployed or attending school) will also be appointed a sponsor.

b. Sponsors will be in the grade equal to or higher than the incoming Soldier or civilian employee, when practical. Commanders will make every attempt possible to assign same-gender sponsors for Soldiers and civilians, especially for first-term Soldiers. Sponsors will be appointed within 10-calendar days after the unit/activity receives Sponsorship Program Counseling and Information Sheet (DA Form 5434) or upon receipt of an inbound gains roster from the installation Military Personnel Division (MPD), unless the incoming Soldier or civilian employee declines. The commander/director or command sergeant major will forward a welcome letter within 10-calendar days following receipt of DA Form 5434 by the Soldier, Family member, or civilian employee.

c. Long-term military schools (20 weeks or more) will provide welcome letters and school information to attending students but are not required to provide individual sponsors.

d. Commanders will ensure Soldiers attending advanced individual training complete DA Form 5434 upon receipt of their first assignment instructions and will ensure the form is immediately sent to the Soldier's gaining command.

e. Commanders/directors will ensure a trained sponsorship pool of Soldiers/civilians exists within their organizations to respond to programmed and unprogrammed new arrivals. Sponsorship training, counseling, welcome packets, and pre-move destination information is available at installation Army Community Services.

f. All newly arrived Soldiers and civilians will complete DA Form 7274 during the unit/organization inprocessing and turn in a copy to the unit/organization sponsorship coordinator and the installation MPD.

g. Commanders/directors will submit a consolidated annual report to the TRADOC military sponsorship coordinators NLT 10 days after the end of each fiscal year. Report will consist of a summary of sponsorship issues, trends, and recommendations for program improvements, results of the sponsorship inspection, the number of military and civilians assigned to the command, the percentage of those who received a sponsor, the percentage of who received a sponsor prior to their arrival to the command, and those who received reactionary sponsorship.

6. **Sponsor Duties.** At a minimum, the assigned sponsor will execute the following duties:

a. Ensure commander/director, or CSM welcome letter is sent to the incoming Soldier/Family member or civilian employee.

b. Forward a welcome letter, a welcome packet, and pre-move destination information obtained from the installation Army Community Services to Soldier/Family member or civilian employee.

c. Make telephonic contact with inbound Soldier/Family member or civilian employee, if possible.

d. When possible, meet/greet Soldier/Family member or civilian employee upon arrival to the installation or area, if requested. Specifics should be worked out between sponsor and the incoming Soldier/Family member or civilian employee.

e. Provide assistance to Soldier/Family member or civilian employee as requested.

f. Assist the new arrival with inprocessing only when necessary.

g. Familiarize the new arrival with the community/installation and unit.

7. TRADOC sponsorship coordinators are Mr. Roberts, DSN 501-6887, (757) 501-6887, charles.roberts13.civ@mail.mil for military personnel and Ms. Scott, DSN 501-6804, (757) 501-6804, eboni.t.scott.civ@mail.mil for civilian personnel.

Enclosure
Appointment Letter



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950 JEFFERSON AVENUE
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SAMPLE OF APPOINTMENT LETTER

Office Symbol

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: (Unit/Organization) Sponsorship Coordinator Appointment

1. (Rank/Name) is appointed as the (unit/organization) Sponsorship Coordinator in support of newly assigned (military/civilian) personnel.
2. Authority:
 - a. HQDA Execution Order 018-12, The Total Army Sponsorship Program (TASP), dated 3 Nov 11.
 - b. AR 600-8-8, The Total Army Sponsorship Program (TASP), 4 April 2006.
3. Purpose: To perform duties and responsibilities as directed by cited authority.
4. Period: Effective immediately until officially relieved or released from appointment.

Commander Signature Block

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