



DEPARTMENT OF THE ARMY
HEADQUARTERS, 551ST SIGNAL BATTALION
BLDG 25605 BARNES AVENUE
FORT GORDON, GEORGIA 30905

REPLY TO
ATTENTION OF:

ATZH-TBB

1 October 2016

MEMORANDUM FOR RECORD

SUBJECT: Policy Memorandum No. 11 – Total Army Sponsorship Program

1. References:

- a. AR 600-8-8, 4 April 2006, The Total Army Sponsorship Program
- b. AR 600-8-101, 18 July 2003, Personnel Processing
- c. AR 608-1, 19 September 2007 Army Community Service Center
- d. HQDA EXORD 161-15, Army-Wide Implementation of Total Army Sponsorship
- e. Program (TASP) Army Career Tracker Sponsorship Module
- f. HQDA EXORD 018-12, The Total Army Sponsorship Program

2. This policy letter pertains to the implementation of The Total Army Sponsorship Program. This order applies to all Active Component Soldiers in the ranks of private (E1) through Colonel (O6) and defines the business rules for the implementation of the ACT Sponsorship Module.

3. Sponsorship processing for Permanent Party begins upon receipt of Reassignment notification from Human Resources Command (HRC) and ends when the Soldier and/or Family has successfully integrated into the unit, installation, and community. The ACT system will send an email notification within 72 hours of issuance of reassignment instructions by HRC via TOPMIS or EDAS to the gaining and losing installation sponsorship liaisons, gaining and losing unit sponsorship coordinators (USC), and PCSing Soldier. Upon notification all Permanent Party Soldiers will have 48 hours to complete sections 1,2,4,5 of the DA 5434 through ACT.

4. Battalion S1 (IMT only) will modify In-processing procedures to take advantage of early access to the ACT Sponsorship module granted to IMT Soldiers for the purpose of initiating their DA Form 5434. IMT cadre will put procedures in place to allow IMT Soldiers access to privately-owned smart devices to facilitate communication between sponsor and IMT Soldiers when computer access is not available or if time restrictions apply. Sponsorship processing for IMT begins upon receipt of Reassignment notification from Human Resources Command (HRC) and ends when the Soldier and/or Family has successfully integrated into the unit, installation, and community. The ACT system will

send an email notification within 72 hours of issuance of reassignment instructions by HRC via TOPMIS or EDAS to the gaining and losing installation sponsorship liaisons, gaining and losing unit sponsorship coordinators (USC), and PCSing Soldier.

5. Required action for Permanent Party and IMT Soldiers upon reassignment notification:

- a. Upon receipt of ACT Sponsorship notification, Complete DA Form 5434, Sections 1, 2, 4, and 5 in the ACT Sponsorship Module
- b. Attend scheduled reassignment briefing
- c. Read Welcome Letter with assigned Sponsor's contact information in ACT
- d. Visit local ACS relocation office for pre-move information on gaining location, unit, installation, and community
- e. Complete out-processing survey in ACT Sponsorship Module not more than 30 days prior to receipt of final clearance from installation
- f. Complete in-processing survey within first 90 days of arrival at gaining command

6. Exception to policy (ETP): All Soldiers in grades E1-O6 are required to have a Sponsor. The approval authority for exception to this requirement, thus requiring assignment of a reactionary Sponsor, is the first general officer/senior executive service equivalent in the Soldier's chain of command, with authority to delegate approval authority not lower than BDE level CDR. Soldiers will not be held past report date pending sponsor assignment. In situations where gaining command has failed to assign a sponsor prior to Soldier's final clearance from losing installation, the Soldier will be allowed to proceed with ETP (DA Form 4187 (Personnel Action)). The reason for ETP will be recorded in the ACT Sponsorship Module.

7. Permanent party Soldiers who do not have a confirmed Sponsor in the ACT Sponsorship Module must submit an ETP using the DA Form 4187 prior to receiving installation clearing papers. DA Form 4187 should be initiated 15 working days from final clearance appointment for accompanied Soldiers or 10 working days from final clearance appointment for unaccompanied Soldiers.

8. ETP for IMT Soldiers will be processed no later than 15 working days prior to graduation date. The losing BN is responsible for ensuring IMT Soldiers access ACT Sponsorship Module as soon as possible, following completion of arrival transaction in ATRRS, but NLT 72 hours after receipt of notification. Sections 1, 2, 4, and 5 of the DA Form 5434 must be completed to afford gaining command an opportunity to assign a sponsor.

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9. ETP DA Form 4187 will be addressed to Installation MPD (reassignment branch) signed by approving authority.

10. Roles and responsibilities of Battalion coordinator/ Company coordinator/ Schoolhouse Coordinator/ Sponsor/ Incoming Soldier as defined per Annex C of HQDA Exord 161-15 Army-Wide Implementation of Total Army Sponsorship Program (TASP) Army Career Tracker Sponsorship Module and as implemented per 551st Signal Battalion:

- a. Battalion Unit Coordinator is responsible for monitoring Incoming/Outgoing Soldier activities via ACT dashboard. Provide weekly reports to Companies and Command group and ensure the Battalion Commander validates monthly report by the 5th of every month. Responsible for identifying units for Incoming Soldiers and creates Battalion Welcome Letter for inbound Soldiers. Monitors the ACT Sponsorship process for losing Soldiers and contacts gaining USC for Sponsor assignment on day 120 from report date if Soldier has not already received Sponsor information.
- b. Company Unit Coordinator is responsible for Incoming/Outgoing Soldier activities via ACT dashboard. Responsible for identifying Sponsor and assigning Sponsors for Staff, and Company Operations. Platoon Sergeants are responsible for Students ONLY (Incoming/Outgoing Soldiers) and must ensure the DA 5434 is completed. Company Unit Coordinator creates/send Welcome Letter to inbound Soldiers. CDR/CSM/1SG: contact gaining command for sponsor assignment on day 90 from report date if losing Soldier has not received Sponsor information. Monitor the ACT Sponsorship process and make contact with gaining command to address Soldier and/or Family concerns. CSM will be updated weekly on status of Soldiers without assigned Sponsors, with special emphasis on IMT Soldiers.
- c. Schoolhouse Unit Coordinator is responsible for Incoming 25B/25N/25S Permanent Party Soldiers per company. Responsible for Incoming/Outgoing Soldier activities via ACT dashboard. Responsible for identifying Sponsor, assigning Sponsors, and completion of Incoming/Outgoing surveys. CDR/CSM/1SG: contact gaining command for sponsor assignment on day 90 from report date if losing Soldier has not received Sponsor information. Monitor the ACT Sponsorship process and make contact with gaining command to address Soldier and/or Family concerns. CSM will be updated weekly on status of Soldiers without assigned Sponsors, with special emphasis on IMT Soldiers.
- d. Sponsor is responsible for sending unit specific Welcome Letter to Incoming Soldier. Complete DA 5434 section 3. Communicate with Incoming Soldier throughout transition. Must have completed specified sponsorship training in

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Army Learning Management System (ALMS). Meet and greet Incoming Soldier at pre-determined location.

- e. Incoming Soldier is responsible for reading all ACT notifications (Sponsor, Family Travel, and Welcome Letter. Must complete DA 5434 sections 1,2,4,5 and complete both incoming/outgoing surveys.

11. Point of contact is SGT Katrice Wilson at katrice.d.wilson.mil@mail.mil or 706-791-3090 and at katrice.d.wilson.mil@mail.mil.



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Commanding