



# Army Community Service (ACS) Sponsorship Training



Our mission is to provide Soldiers, Civilians and their Families with a quality of life matching with the quality of their service.



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# Goals and Objectives



- Provide assistance during the reassignment process
- Know and use available resources (ACS)
- Improve unit or agency cohesion & readiness
- Improve newcomer morale
- Assist in creating a more positive community!



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# What Is Sponsorship?



- Commander's program  
(AR & AER 600-8-8)
- Crucial to mission readiness
- Officially assigned duty (on orders)
- Community effort



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# Types of Sponsorship

- **Youth** – SLO & CYSS coordination for incoming youth
- **Spouse** – linked by interests & focuses for spouses
- **Advance Arrival** – Sponsor is provided before arrival. Initiate contact within 72 hours of sponsorship appointment
- **Reactionary** – Incoming arrives without assigned sponsor
- **Outbound** – Outgoing, in need of assistance or guidance
- **Rear Detachment** – Families receive when Soldier is immediately deploying upon entrance to new station



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# A Sponsor is:



## To Be

~~ or ~~

- Trained
- Equal or higher rank
- Similar MOS/background
- Same marital/family status
- Same gender

## Not to Be:

- PCSing/ETSing within 60 days
- Replaced by Incoming Soldier
- New to duty station
- Undergoing adverse actions



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# Support and Responsibilities of Sponsors

## Pre-arrival Support

- Be positive – 1<sup>st</sup> impressions count
- Provide information
- ID special needs:
  - 1<sup>st</sup> Duty Station
  - 1<sup>st</sup> OCONUS assignment
  - Deploying
  - EFMP (let ACS EFMP manager know contact info)



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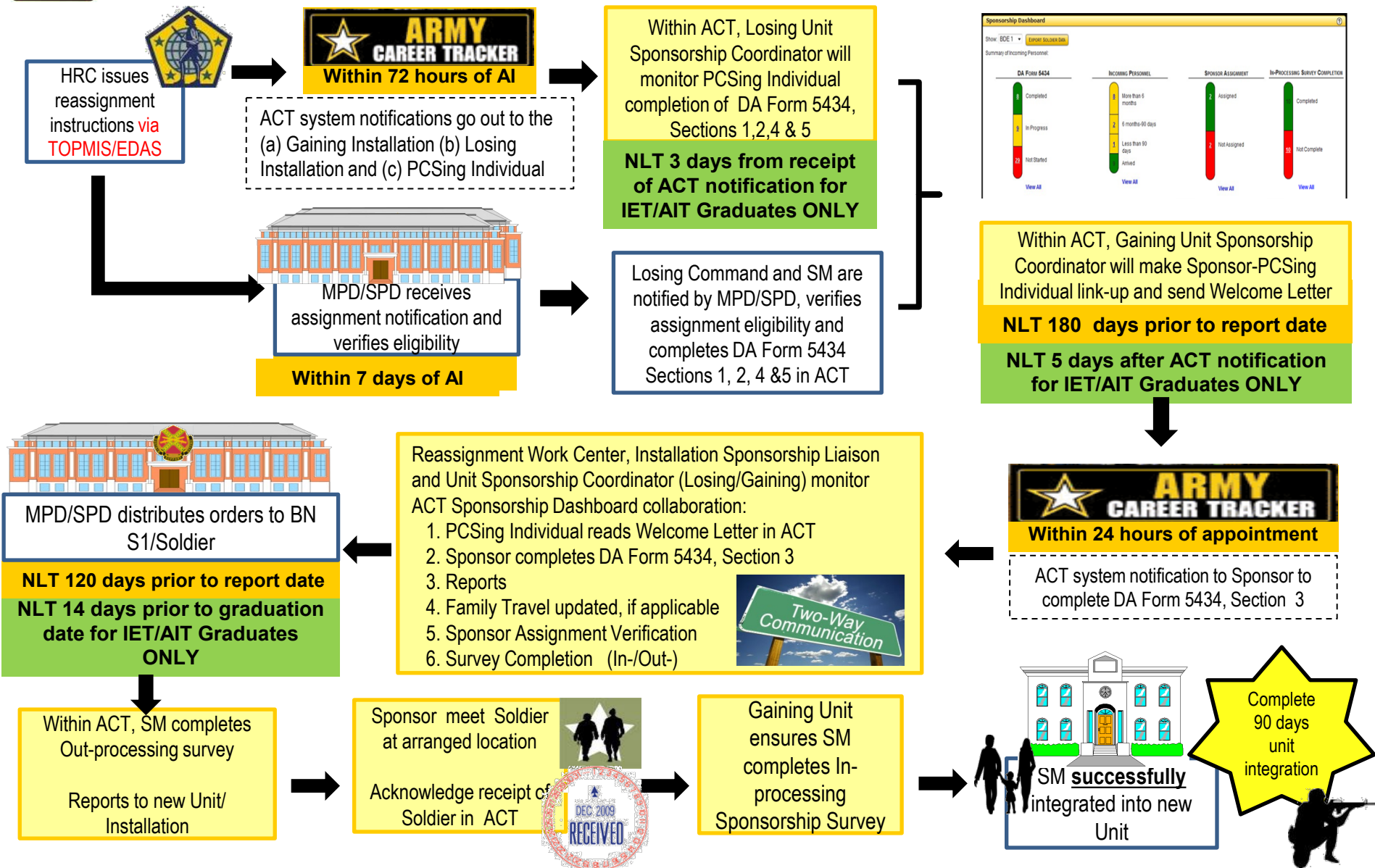
# Key Sponsorship Program Roles in ACT



Role	Responsibility
Human Resource Command (HRC)	<ul style="list-style-type: none"><li>• Issue assignment instructions per Army Regulations</li><li>• Officers: Transmit RFO through TOPMIS daily</li><li>• Enlisted: Process assignments through EDAS weekly</li></ul>
Installation Sponsorship Liaison (ISL)	<ul style="list-style-type: none"><li>• Grant/Remove ACT access to all Bde USCs and Bde CSMs</li><li>• Receive ACT notifications on all inbound/outbound Soldiers</li><li>• Monitor Installation-level Program via Sponsorship Dashboard</li><li>• Maintain duty appointment orders for all Bde USCs</li><li>• Mitigate TASP issues with Soldiers, commands, and other installations</li><li>• Provide Garrison Cdr/CSM with ACT reports as required</li></ul>
Reassignment Work Center (RAWC)	<ul style="list-style-type: none"><li>• Counsel Soldier about TASP and requirement to complete DA Form 5434 in ACT</li><li>• Responsible for updating Family Travel status in ACT Sponsorship Portal</li><li>• Enters Orders Published Date and Exception to Policy data</li><li>• Refer departing Soldier to ACS for Relocation Readiness Services</li></ul>
Brigade Unit Sponsorship Coordinator (USC)	<ul style="list-style-type: none"><li>• Responsible for assigning Battalion Unit Sponsorship Coordinators</li><li>• Monitor Sponsor-Incoming/Outgoing Soldier activities via ACT dashboard</li><li>• Provide weekly ACT reports to CSM; ensure Cdr validates NLT 5<sup>th</sup> of every month</li><li>• Maintain monthly validated reports for OIP (<b>inspectable document</b>)</li></ul>
Battalion Unit Sponsorship Coordinator (USC)	<ul style="list-style-type: none"><li>• Responsible for identifying/assigning unit sponsors</li><li>• Create/Send Welcome Letter in ACT to inbound Soldier</li><li>• Monitor Sponsor-Incoming/Outgoing Soldier activities via ACT dashboard</li></ul>
Sponsor	<ul style="list-style-type: none"><li>• Send unit specific Welcome Letter to Incoming Soldier</li><li>• Complete DA Form 5434, Section 3</li><li>• Communicate with Incoming Soldier throughout transition</li><li>• Complete Sponsor training in Army Learning Management System (ALMS)</li><li>• Meet inbound at pre-determined location and acknowledge receipt in ACT</li></ul>
Incoming Soldier	<ul style="list-style-type: none"><li>• Read all ACT Notifications (Sponsor, Family Travel, and Welcome Letter)</li><li>• Complete DA Form 5434, Sections 1,2,4, and 5 as soon as possible</li><li>• Completes Sponsorship Surveys (In-/Outprocessing in ACT)</li></ul>



# ACT Sponsorship Process





# DoD Sponsor Pre-arrival ACT Resources



https://www.lms.army.mil/ - DIF - Windows Internet Explorer

Total Army Sponsorship Training VERSION Jul V2 | 2nd ACT Simulation Video

Course Map Resources Help Exit

Sponsor Home

ACT >> SPONSORSHIP >> Sponsor Home

### My Notices

**Career**  
No Messages Available

**Training**  
No Messages Available

**Sponsorship**  
0 Unread  
[Sponsor Assignment](#) - Sent on 25 Feb 2014 by Army Career Tracker  
[View All](#)

### Recommendation Kit

**Recommendations Sent**  
! Welcome to Fort Lewis!  
[CREATE NEW RECOMMENDATION](#) [VIEW ALL](#)

### Sponsor View

To view a DA Form 5434, click on the Name of the Individual and the form will load in the Form Viewer below. At that time, you will be able to view the information entered by the PCSing Individual and add additional information to Section 3. You are required to complete all items in Section 3. Item 3f will be automatically populated by Army Career Tracker when the Welcome Letter is read by the PCSing Individual.

**DA Form 5434 Details**  
[EXPORT](#)

1-1 of 1 Page 1 Prev | Next

Name	MOS	Rank	Status	Section 1	Section 2	Section 3	Section 4	Section 5	Physical Contact
GONZALEZ, JESSIE	11B30	SSG	In Progress	Completed	Completed	Not Completed	Completed	Completed	<a href="#">EDIT</a>

Show: 5 | 10 | 20 | 50 | 100 | All Prev | Next

### ACT Forms Viewer

No form to load

[Back to TOC](#) **Send Notice to Incoming Soldiers** [Next](#)

Page 29 of 52



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# Support and Responsibilities of Sponsors



## Pre-Arrival Support

- Follow up with phone call/email
- Send Welcome packet- digital options available through ACS
- Optional: Communication from your spouse or child to theirs
- Determine who is making the lodge reservation (60 days in advance, pets?)  
<http://www.wiesbaden.army.mil/sites/about/lodging.asp>
- Obtain post office box- send orders to  
[usarmy.wiesbaden.imcom-europe.mbx.community-mail-room@mail.m](mailto:usarmy.wiesbaden.imcom-europe.mbx.community-mail-room@mail.m)
- Assist with CYSS or school pre-registration
- Suggest items for unaccompanied baggage

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# On Arrival Day



- Meet at designated arrival area in accordance with official guidance (@ Lodge when shuttle bus arrives)
- Provide installation tour and shuttle bus information
- Provide newcomer information
  - In-processing and ACS support
- Answer questions and be available



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# What Not To Do



## DO NOT:

- Lend your POV to Newcomer
- Lend money/pay their bills
- Act as a personal chauffeur
- Spread rumors or be negative
- Be afraid to ask for help



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# Sponsor Post-arrival Duties



- Accompany newcomer to in-processing
- Introduce newcomer to unit and/or FRSA/FRG if available
- Provide information on places to eat and things to do in the local community and places to avoid
- Maintain contact until no longer needed



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# ACS Resources



- Information & Referral
- EFMP
- Financial Readiness & AER
- Lending Closet
- MOB/DEP
- Relocation counseling & services
- Volunteer Corps
- Employment List
- FAP & New Parent Support Program
- German classes
- Local tours



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# Sponsorship



Do your homework!

Know your newcomers before they arrive.

“Be on Point”

First impression...lasting impression!

*Create a more positive community!*

**Just remember what  
*YOU & YOUR FAMILY*  
needed when  
you came here !**



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