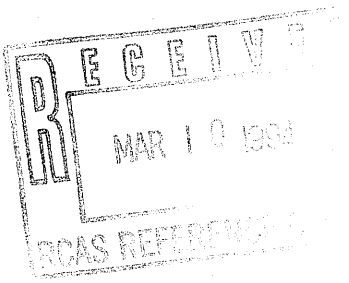
AR 600-8-8 Cy.1

Army Regulation 600–8–8

Personnel—General

The Total Army Sponsorship Program



Headquarters
Department of the Army
Washington, DC
1 July 1993

UNCLASSIFIED

SUMMARY of CHANGE

AR 600-8-8
The Total Army Sponsorship Program

This new Army regulation--

- Is one of a series of regulations being developed as part of the new personnel publications architecture prescribed in AR 600-8.
- Prescribes policy and procedures for a completely redesigned presentation of the Total Army Sponsorship Program.

Headquarters
Department of the Army
Washington, DC
1 July 1993

*Army Regulation 600–8–8

Effective 2 August 1993

Personnel—General

The Total Army Sponsorship Program

By Order of the Secretary of the Army:

GORDON R. SULLIVAN
General, United States Army
Chief of Staff

Official:

MILTON H. HAMILTON
Administrative Assistant to the
Secretary of the Army

History. This issue publishes a new Army regulation.

Summary. This regulation prescribes policies, operating tasks, and steps governing the Total Army Sponsorship Program as a function.

Applicability. This regulation applies to the Active Army, the Army National Guard, and the U.S. Army Reserve. It also applies to Department of the Army and non-Department of the Army civilian employees whose assignment to a position within the Department of the Army requires a permanent change of station move. During mobilization, the requirements of this regulation are limited. However, there is a requirement to ensure that rear detachment sponsorship is provided to family members during deployment of soldier or civilian employee sponsor.

Proponent and exception authority. The proponent of this regulation is the Deputy Chief of Staff for Personnel. The Deputy Chief of Staff for Personnel has the authority to approve exceptions to this regulation which are consistent with controlling law and regulation. The Deputy Chief of Staff for Personnel may delegate this authority in writing to a division chief within the proponent agency in the rank of colonel or the civilian grade equivalent.

Internal control systems. This regulation is subject to the requirements of AR 11–2. It contains internal control provisions but does not contain checklists for conducting internal control reviews. These checklists are being developed and will be published at a later date.

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from HQDA (DAPE–ZA), WASH DC 20310–2200.

Interim changes. Interim changes to this regulation are not official unless they are authenticated by the Administrative Assistant to the Secretary of the Army. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, U.S. Army Community and Family Support Center, ATTN: CFSC-FSA, ALEX VA 22331–0521.

Distribution. Distribution of this publication is made in accordance with the requirements on DA Form 12–09–E, block number 5398, intended for command levels A for Active Army, D for Army National Guard, and B for U.S. Army Reserve.

Contents (Listed by paragraph and page number)

Chapter 1
Introduction, *page 1*
Purpose • 1–1, *page 1*
References • 1–2, *page 1*
Explanation of abbreviations and terms • 1–3, *page 1*
Responsibilities • 1–4, *page 1*
Manpower resources • 1–5, *page 1*
Levels of work • 1–6, *page 1*
Principles of support • 1–7, *page 1*
Standards of service • 1–8, *page 1*

Chapter 2
Sponsorship Program, *page 2*

Section I
Program Overview, page 2
Elements of the sponsorship program • 2–1, *page 2*
Participation • 2–2, *page 2*
Selecting and training sponsors • 2–3, *page 2*
Sponsor feedback and recognition • 2–4, *page 2*

Section II
Task: Process DA Form 5434 for Soldiers and Civilian Employees, page 2
Rules for processing DA Form 5434 for soldiers and civilian employees • 2–5, *page 2*
Steps for processing DA Form 5434 for soldiers • 2–6, *page 2*
Steps for processing DA Form 5434 for civilian employees • 2–7, *page 3*

Section III
Task: Appoint a Sponsor, page 3
Rules for appointing a sponsor • 2–8, *page 3*
Steps for appointing a sponsor for soldiers • 2–9, *page 3*
Steps for appointing a sponsor for civilian employees • 2–10, *page 3*

Section IV
Task: Sponsor a Soldier or Civilian Employee, page 4
Rules for sponsoring a soldier or civilian employee • 2–11, *page 4*
Steps for sponsoring a soldier or civilian employee • 2–12, *page 4*

Section V
Task: Appoint a Reactionary Sponsor, page 4
Rules for appointing a reactionary sponsor • 2–13, *page 4*
Steps for appointing a reactionary sponsor • 2–14, *page 4*

*This regulation supersedes AR 612-11, 25 July 1985 and DA Pam 612-1, 30 August 1985.

UNCLASSIFIED

Section VI
Task: Greet a Soldier or Civilian Employee, page 4
Rules for greeting a soldier or civilian employee • 2–15, *page 4*
Steps for greeting a soldier or civilian employee • 2–16, *page 4*

Appendixes

A. References, *page 8*

B. Sponsorship Questions for Command Inspection Program, *page 9*

Table List

Table 2–1: Steps for processing DA Form 5434 for soldiers, *page 3*
Table 2–3: Steps for processing DA Form 5434 for civilian employees, *page 3*
Table 2–4: Steps for appointing a sponsor for soldiers, *page 3*
Table 2–5: Steps for appointing a sponsor for civilian employees, *page 4*
Table 2–6: Steps for sponsoring a soldier or civilian employee, *page 4*
Table 2–7: Steps for appointing a reactionary sponsor, *page 4*
Table 2–8: Steps for greeting a soldier or civilian employee, *page 5*
Table 2–2: Forwarding addresses for DA Form 5434, *page 5*

Glossary

Index

Chapter 1
Introduction

1–1. Purpose

This regulation prescribes the Total Army Sponsorship Program (Active Army, civilian employees, and Reserve Components (RCs)). It provides principles of support, standards of service, policies, functions, and tasks governing the program. A system is provided to help commanders exercise their basic responsibility for assisting soldiers, civilian employees, and families successfully relocate into and out of their commands. Sponsorship is a commander's program in which commanders and individual sponsors are key to success.

1–2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

1–3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

1–4. Responsibilities

a. The Deputy Chief of Staff for Personnel (DCSPER) will develop policy guidance to implement the Total Army Sponsorship Program.

b. The Chief, National Guard Bureau, will ensure that a valid sponsorship program, per this regulation, is in place for National Guard soldiers serving in an Active Guard Reserve (AGR) status.

c. The Chief, Army Reserve, will ensure that a valid sponsorship program, per this regulation, is in place for U.S. Army Reserve (USAR) AGR program participants.

d. The Commanding General, U.S. Army Community and Family Support Center (USACFSC), will—

(1) Appoint an individual to coordinate and manage the sponsorship program.

(2) Establish policy, procedures, and administrative controls for the program.

(3) Monitor and evaluate the program. Surveys, inspections, and reports should be used.

e. The Commanding General, U.S. Total Army Personnel Command (PERSCOM), will ensure that assignment instructions are issued for Active Army soldiers with sufficient lead time to appoint sponsors, per requirements of this regulation.

f. The commanders of major Army commands (MACOMs) and field operating agencies will—

(1) Appoint an individual to coordinate and manage the sponsorship program.

(2) Establish sponsorship programs throughout their command for all soldiers, civilian employees, and family members affected. In addition, they will—

(a) Ensure that the program includes ARNG and USAR soldiers attached or assigned for short tours of active duty, newly assigned individual mobilization augmentees, civilian employees making permanent change of station (PCS) moves, and family members during deployment of soldier or civilian employee sponsor.

(b) Ensure that the program details in this regulation, which pertain to all soldiers and civilian employees undergoing PCS moves, are followed as reasonably possible for RC soldiers not serving in an AGR status.

(c) Ensure that RC soldiers not serving in an AGR status receive, at a minimum, a welcome letter and the opportunity to request a sponsor and to have one appointed.

(3) Monitor and evaluate the program. Surveys, inspections, and reports should be used.

(4) Provide technical assistance through field visits.

g. Installation commanders will—

(1) Appoint an individual to coordinate and manage the sponsorship program at installation level.

(2) Implement the sponsorship program, per this regulation.

(3) Monitor and evaluate the program. Evaluation should include the use of DA Form 7274 (Sponsorship Program Survey) and the sponsorship questions in the Command Inspection Program, located in appendix B. DA Form 7274 may be provided to soldiers and civilian employees during inprocessing. This form is available through normal publication channels, and has been approved for electronic generation. Electronically-generated forms will carry the form number DA Form 7274–E. Electronically-generated forms will contain all data elements and will follow exact format of the printed version of DA Form 7274.

(4) Ensure that Army Community Service (ACS) Relocation Assistance Program services—counseling, welcome packets, pre-move destination information (to include the automated relocation information system), and overseas orientation briefings—are used to support sponsorship. (See AR 608–1.) (ACS will provide a sponsor training support package and may provide other assistance to train sponsors upon request.)

(5) Ensure that rear detachment sponsorship is provided to family members during the deployment of the soldier or civilian employee sponsor. This will include—

(a) Maintaining the status of the family within the military and civilian community, providing the same respect and consideration as if the soldier or civilian employee sponsor were present.

(b) Keeping the family informed about the activities of the deployed unit or activity and of the services offered by the local installation.

(c) Maintaining an effective communication link between families, the community, and the command (on and off the installation).

(d) Acting as a sounding board and action agent for family needs, problems, and ideas.

(e) Serving as a referral point for goods and services offered by unit or activity and community support systems (on and off the installation).

(6) Ensure that soldiers, civilian employees, and sponsors comply with the provisions of this regulation.

h. Battalion (activity) commanders will supervise and evaluate their sponsorship program.

1–5. Manpower resources

The Manpower Staffing Standards System measures tasks required by this regulation to determine military manpower requirements for local sponsorship programs as part of the personnel reassignments and strength management work centers.

1–6. Levels of work

a. Personnel activities for soldiers are conducted primarily at three levels—unit, battalion, and installation. The guidance in this regulation refers to those levels or some equivalent for other types of organizations such as exist in the ARNG and USAR.

b. Personnel activities for civilians are primarily conducted in the civilian personnel office (CPO).

1–7. Principles of support

The Total Army Personnel System directs the sponsorship function to—

a. Assist soldiers, civilian employees, and families during the reassignment process.

b. Assist families geographically separated from the soldier or civilian employee sponsor because of duty requirements.

c. Improve unit or organizational cohesion and readiness by decreasing distractions that hamper personal performance and mission accomplishment.

d. Support the Army's personnel life-cycle function of sustainment.

1–8. Standards of service

a. The sponsorship program—

(1) Is a peacetime personnel function.

(2) Does not deploy with the tactical force.

(3) Is the functional responsibility of the Strength Management Branch (military) and CPO (civilian).

b. Personnel will be advised to make known their sponsorship needs as part of the reassignment management process.

c. A welcome letter will be sent from the battalion (activity) commander (for officers); command sergeant major (for enlisted soldiers); or commander or activity director (for civilian employees) to the incoming soldier or civilian employee within 10 calendar days, following receipt of DA Form 5434 (Sponsorship Program Counseling and Information Sheet) by the battalion (activity).

d. Sponsors will be appointed as part of the strength management process for military personnel. Sponsors for civilian employees will be appointed by supervisors.

e. Strength managers or commanders and supervisors will ensure that DA Form 5434 is forwarded and responded to in a timely manner. Standards are to forward DA Form 5434 received by higher echelons within 3 working days of receipt; to appoint sponsors, unless the soldier declines, within 10 calendar days of receipt of DA Form 5434; and to forward the sponsor welcome letter and information within 10 calendar days of appointment.

f. Sponsors will respond to correspondence within 10 working days of receipt.

g. Installations will operate outprocessing systems to minimize disruptions in the departure process.

Chapter 2
Sponsorship Program

Section I
Program Overview

2–1. Elements of the sponsorship program

a. DA Form 5434. The DA Form 5434 is used to transmit sponsorship requirements to gaining commands. It will be completed by the departing soldier during initial reassignment interview or by the civilian employee, following selection notification and acceptance of position.

(1) The completed form will be forwarded from—

(a) The losing activity to the gaining MACOM or activity.

(b) The gaining MACOM or activity to the unit of assignment (military) or supervisor (civilian).

(c) The unit of assignment or supervisor to the sponsor.

(2) The DA Form 5434 is available through normal publication channels. This form has been approved for electronic generation. Electronically-generated forms will carry the form number DA Form 5434–E. Electronically-generated forms will contain all data elements and will follow exact format of the printed version of DA Form 5434. Instructions for completing the form are self-explanatory.

b. Welcome letters. A welcome letter will be sent from the battalion (activity) commander (for officers); command sergeant major (for enlisted soldiers); or commander or activity director (for civilian employees) to the incoming soldier or civilian employee. The sponsor will also send a welcome letter.

c. ACS relocation services. ACS will provide counseling, premove destination information (to include the automated relocation information system), and overseas orientation briefings. ACS will also provide welcome packets upon request. These packets will normally be obtained by the new arrival or the sponsor for the new arrival, rather than mailing to the departing individual at the losing installation. Departing individuals should be encouraged to use, upon assignment alert, the automated relocation information system or welcome packet files at their local ACS.

d. Reception. When possible, the sponsor should plan to greet the incoming soldier or civilian employee and family upon arrival. Specifics should be worked out between the sponsor and the incoming soldier or civilian employee.

e. Orientation. The sponsor should orient the new soldier or civilian employee and family to the unit or activity and community, including an early visit to ACS. This general orientation should be in addition to the formal orientation briefings the new arrival receives during inprocessing.

f. Inprocessing. The sponsor does not conduct inprocessing. The sponsor assists the new arrival with inprocessing only when necessary.

2–2. Participation

a. Every soldier in the ranks of private through colonel (excludes soldiers completing advanced individual training (AIT); soldiers making PCS moves to student detachments at long-term schools) and civilian employees through grade 15, undergoing a PCS move, will be offered the opportunity to participate in the advance arrival sponsorship program. Long-term military schools will provide welcome and sponsorship information but are not required to provide individual sponsors. Gaining commanders will change pinpoint or ultimate assignments of soldiers assigned sponsors only in rare or exceptional cases. When assignments are changed, sponsorship will be transferred and coordinated immediately with the gaining command or activity.

b. Reactionary sponsorship will be offered to all soldiers in ranks private through colonel, and civilian employees through grade 15, who arrive at an installation without an assigned sponsor.

c. Every departing soldier and civilian employee will be offered outsponsorship assistance.

2–3. Selecting and training sponsors

a. Selecting sponsors. Sponsors represent a first impression of a new assignment for an incoming soldier or civilian employee. Only those individuals who can represent the gaining unit or activity in a positive manner will be selected as sponsors.

b. Training. Commanders will ensure sponsors are adequately trained to perform tasks related to sponsorship. Commanders may request a training support package or other assistance from ACS to train sponsors.

2–4. Sponsor feedback and recognition

Sponsors will receive feedback on their performance. The effective sponsor should be recognized on the same basis as any other soldier or civilian employee performing in an exemplary manner. Recognition should be given by the appropriate commander and agree with existing award policies. The act of sponsorship and welcome for new soldiers, civilian employees, and their families is a low-cost but labor-intensive activity that, when performed with care, knowledge, and sincerity, will benefit the unit (activity), soldier, civilian employee, and their families. Therefore, recognizing a deserving sponsor is important.

Section II
Task: Process DA Form 5434 for Soldiers and Civilian Employees

2–5. Rules for processing DA Form 5434 for soldiers and civilian employees

DA Form 5434 will be forwarded through official mail channels to the gaining MACOM or activity.

2–6. Steps for processing DA Form 5434 for soldiers

The steps for processing DA Form 5434 for soldiers are shown in table 2–1.

Table 2–1
Steps for processing DA Form 5434 for soldiers

Step	Work level	Required action
1	Personnel reassignments work center (PRSG)	Receive assignment instructions (AI).
2	PRSG	Schedule initial reassignment interview,per AR 600–8–11.
3	PRSG	Forward notification of assignment to the Battalion S1 (BNS1).
4	BNS1	Inform soldier to report to the military personnel division (MPD) or personnel service company (PSC).
5	PRSG	Screen soldier for assignment eligibility; proceed only if qualified.
6	PRSG	Counsel soldier about sponsorship program.
7	PRSG	Require soldier to complete DA Form 5434.
8	Soldier (SLDR)	Complete DA Form 5434 (may be typed or handwritten).
9	PRSG	If a soldier is on CONUS AI, send original copy of DA Form 5434 immediately, following initial reassignment interview, to gaining MACOM or activity shown in table 2–2. File duplicate copy of DA Form 5434 in the soldier's reassignment file.
10	PRSG	If the soldier is on outside continental United States (OCONUS) AI, establish suspense of 120 days before report date for forwarding DA Form 5434 to gaining MACOM or activity shown in table 2–2. Upon reaching suspense, remove original copy of DA Form 5434 from file and send forward. File duplicate copy of DA Form 5434 in soldier's reassignment file.
11	PRSG	Refer departing soldier to the local ACS for relocation services.
12	Unit	Assist departing soldier with tasks essential to leaving installation (per AR 600–8–101), and with additional outsponsorship requirements.

2–7. Steps for processing DA Form 5434 for civilian employees

The steps for processing DA Form 5434 for civilian employees are shown in table 2–3.

Table 2–3
Steps for processing DA Form 5434 for civilian employees

Step	Work level	Required action
1	CPO	Receive selection notification.
2	CPO	Inform employee to report to the CPO within 3 working days after notification and acceptance of position.
3	CPO	Counsel employee about sponsorship program.
4	CPO	Require employee to complete DA Form 5434.
5	Employee	Complete DA Form 5434. (It may be typed or handwritten.)
6	CPO	Send original copy of DA Form 5434 to the gaining CPO. File duplicate copy of DA Form 5434 in employee's official personnel folder.
7	CPO	Refer departing employee to the local ACS for relocation services.
8	CPO	Assist departing employee with tasks essential to leaving installation and with additional outsponsorship requirements.

Section III
Task: Appoint a Sponsor

2–8. Rules for appointing a sponsor

a. A sponsor will be appointed within 10 calendar days after battalion (activity) receives DA Form 5434, unless soldier or civilian employee declines.

b. If no sponsor is desired, a welcome letter from battalion (activity) commander (for officers); command sergeant major (for enlisted soldiers); or commander or activity director (for civilian employees) will still be sent. However, no further sponsorship action will be taken until arrival. Upon arrival, the soldier or civilian employee will be offered a reactionary sponsor.

c. The sponsor selected will be—

(1) In a grade equal to or higher than the incoming soldier or civilian employee, when practical.

(2) Of the same gender, marital status, and military career field or occupational series as the incoming soldier or civilian employee, when feasible.

(3) Familiar with the unit or activity and community.

d. The sponsor will normally not be—

(1) The person being replaced by the incoming soldier or civilian employee.

(2) Within 60 days of PCS.

2–9. Steps for appointing a sponsor for soldiers

The steps required for appointing a sponsor for soldiers are shown in table 2–4.

Table 2–4
Steps for appointing a sponsor for soldiers

Step	Work level	Required action
1	Strength management work center (SMGT)	Receive DA Form 5434.
2	SMGT	Determine unit of assignment of incoming soldier.
3	SMGT	Forward DA Form 5434 to gaining BNS1 within 3 working days of receipt.
4	BNS1	Prepare and mail a welcome letter.
5	BNS1	Appoint a sponsor, unless declined, within 10 calendar days.

2–10. Steps for appointing a sponsor for civilian employees

The steps required for appointing a sponsor for civilian employees are shown in table 2–5.

Table 2–5
Steps for appointing a sponsor for civilian employees

Step	Work level	Required action
1	CPO	Receive DA Form 5434.
2	CPO	Forward DA Form 5434 to gaining supervisor within 3 working days of receipt.
3	Supervisor	Prepare and mail a welcome letter within 10 calendar days.
4	Supervsor	Appoint a sponsor, unless declined, within 10 calendar days.

Section IV
Task: Sponsor a Soldier or Civilian Employee

2–11. Rules for sponsoring a soldier or civilian employee

a. Sponsors will be given reasonable duty time and administrative support (such as, access to Defense Switched Network (DSN) telephone) to perform their sponsorship duties.

b. A welcome letter from the battalion (activity) commander (for officers); command sergeant major (for enlisted soldiers); or commander or activity director (for civilian employees) will be prepared and forwarded to the incoming soldier or civilian employee within 10 calendar days following receipt of DA Form 5434.

c. Sponsors will forward a welcome letter within 10 calendar days of appointment. The letter must contain a work address and telephone number where they may be reached. Sponsors are encouraged, but not required, to include their home address and telephone number to facilitate contact. Information requested on DA Form 5434 will be included with the letter. Other information that may be needed in advance of arrival, such as information on the unit or activity, should also be provided.

d. The sponsor should telephone the incoming soldier or civilian employee, if possible.

e. The sponsor will answer followup correspondence from the incoming soldier or civilian employee within 10 working days of receipt of correspondence.

f. The soldier or civilian employee will reply immediately to letters or other material from sponsor. If assignment status changes, the soldier or civilian employee will inform the sponsor as soon as possible.

2–12. Steps for sponsoring a soldier or civilian employee

The steps required for sponsoring a soldier or civilian employee are shown in table 2–6.

Table 2–6
Steps for sponsoring a soldier or civilian employee

Step	Work level	Required action
1	Sponsor (SPON)	Write a welcome letter or telephone, if possible.
2	BNS1/ Supervisor	Review and mail sponsor letter through official channels.
3	SLDR/ Employee	Reply to sponsor's letter and notify sponsor of travel plans or any change of assignment (deletion or deferment); request specific information needed.
4	SPON	Keep chain of command informed of any changes in status of incoming soldier or employee.
5	SPON	Provide followup information as requested by incoming soldier or employee and family.
6	SPON	Arrange for temporary lodging and local transportation to be available upon arrival of incoming soldier or employee and family, if required.
7	SPON	Advise incoming soldier or employee of arrangements for initial reception.
8	SPON	Greet and receive new soldier or employee as described in paragraph 2–15.

Section V
Task: Appoint a Reactionary Sponsor

2–13. Rules for appointing a reactionary sponsor

Follow instructions in paragraphs 2–8c and 2–8d.

2–14. Steps for appointing a reactionary sponsor

The steps required for appointing a reactionary sponsor are shown in table 2–7.

Table 2–7
Steps for appointing a reactionary sponsor

Step	Work level	Required action
1	SGMT/CPO	Interview new arrival to determine if person has a sponsor.
2	SGMT/CPO	If new arrival does not have a sponsor, offer appointment of a sponsor.
3	SGMT/CPO	If new arrival desires a sponsor, contact the gaining unit or activity to have a sponsor appointed.
4	BNS1/ Supervisor	Appoint a reactionary sponsor.
5	SPON	Meet soldier at processing center and employee at CPO.
6	SPON	Greet and receive new soldier or employee as described in paragraph 2–15.

Section VI
Task: Greet a Soldier or Civilian Employee

2–15. Rules for greeting a soldier or civilian employee

a. Commanders will provide the sponsor with the following:

(1) For military only, Government transportation (if required and available) to pick up soldier and family.

(2) Adequate time away from assigned duties to perform sponsorship duties.

b. Commanders will provide the new arrival with adequate time for inprocessing. This should include minimizing family separation during the period the family is settling in at the new duty station (that is, avoid field duties, temporary duty).

2–16. Steps for greeting a soldier or civilian employee

The steps required for greeting a soldier or civilian employee are shown in table 2–8.

Table 2–8
Steps for greeting a soldier or civilian employee

Step	Work level	Required action
1	SPON	Arrange transportation to meet soldier or employee and family at arrival point, if appropriate.
2	SPON	Meet soldier or employee and family as arranged.
3	SPON	Assist soldier or employee with inprocessing as needed. Ensure an early orientation visit to ACS.
4	SPON	Set up appointments and introduce soldier or employee to immediate chain of command and supervisors.
5	SPON	Acquaint soldier or employee and family members with unit or activity and community.
6	SPON	Provide assistance and need-to-know information required by family members.

Table 2–2
Forwarding addresses for DA Form 5434

If the soldier is being assigned to—	Then forward DA Form 5434 to—
1. Alaska	
a. 6th ID (L)	Commander, 6th ID (L), ATTN: APVR–PR, Fort Wainwright, AK 99703–5100.
b. U.S. Army Information Systems Command	Commander, 1117th Signal Battalion, Fort Richardson, AK 99505–7100.
2. Europe	
a. Germany and England (U.S. Army Europe and Seventh Army)	Commander, 1st PERSCOM, ATTN: AEUPE–PSSD–PMD, APO AE 09081 or to gaining unit (activity), if known.
b. Italy	
(1) Vicenza area	Commander, U.S. Army Southern European Task Force, ATTN: AESE–AG–OM, APO AE 09630.
(2) Livorno area	Commander, Military Community Activity, ATTN: AESE–BSL–PS, APO AE 09613.
c. U.S. European Command	HQ, U.S. European Command, ATTN: ECJ1–PA, Unit 30400, Box 1000, APO AE 09128.
d. U.S. Army Information Systems Command	
(1) Germany	Commander, 5th Signal Command, APO AE 09056; Commander, USAISEC–Europe, APO AE 09056.
(2) Italy	Commander, 509th Signal Battalion, APO AE 09613.
(3) Saudi Arabia	Commander, 54th Signal Battalion, APO AE 09852.
e. Allied Command Europe	
(1) Norway (U.S. Army Element, AFNORTH)	Commander, U.S. Army Element, AFNORTH, ATTN: ACAN–AG, APO AE 09706.
(2) The Netherlands (U.S. Army Element, AFCENT)	Commander, U.S. Army Element, AFCENT, ATTN: ACAC–AG, APO AE 09703.
(3) Belgium (U.S. Army Element, SHAPE; 357th Avn Det; 650th MI Group)	Commander, U.S. Army Element, SHAPE, ATTN: ACDP-SMT, APO AE 09705.
(4) Germany (U.S. Army Element, CENTAG, and 97th Sig Bn)	Commander, U.S. Army Element, CENTAG, ATTN: ACCT–AG, APO NY 09099.
(5) Italy (U.S. Army Element, AFSOUTH to include duty stations at Verona, Italy, Greece, and Ankara, Turkey)	Commander, U.S. Army Element, AFSOUTH, ATTN: ACAS–AG, FPO NY 09620.
(6) Turkey (U.S. Army Element, Allied Land Forces, Southeastern Europe)	Commander, U.S. Army Element, Allied Land Forces, Southeastern Europe, ATTN: ACLE–PSC, APO AE 09821.
3. Hawaii	
a. U.S. Army, Pacific	
(1) U.S. Army, Pacific	U.S. Army, Pacific, ATTN: APAG, Fort Shafter, HI 96858.
(2) 25th ID (L)	Commander, 25th ID(L), ATTN: APVG–PA, Schofield Barracks, HI 96857–6000. For nondivisional units: U.S. Army Support Command, Hawaii, ATTN: APVG–GA, Fort Shafter, HI 96858–5000.
(3) Tripler AMC	Commander, TAMC, Chief Personnel Division, ATTN: HSHK, PDT, TAMC, HI 96859–5000.
(4) U.S. Army Activity, PACOM	Commander, HQ, USPACOM, ATTN: J112, Camp Smith, HI 96861.
b. U.S. Army Information Systems Command	Commander, 516th Signal Brigade, Fort Shafter, HI 96858–5410; Commander, USAISEC–Pacific, Fort Shafter, HI 96858.
4. Japan	
a. HQ, U.S. Army, Japan/IX Corps	HQ, U.S. Army, Japan/IX Corps, ATTN: APAJ–GA–AG–HM, Camp Zama, Japan APO AP 96376–0054.
b. 10th Area Support Group	10th Area Support Group, USARJ/IX Corps, MPD Support Team, ATTN: APAJ–GA–AG–O, Okinawa, Japan APO AP 96376–5115.
c. U.S. Army Information Systems Command	Commander, 58th Signal Battalion, APO AP 96376; Commander, 78th Signal Battalion, APO AP 96343.
5. Korea	
a. Eighth U.S. Army	Commander, Eighth PERSCOM, ATTN: EAPC–R, Unit 15316, APO AP 96205–0089.

Table 2–2
Forwarding addresses for DA Form 5434—Continued

If the soldier is being assigned to—	Then forward DA Form 5434 to—
b. U.S. Army Information Systems Command	Commander, 1st Signal Brigade, APO AP 96205; Commander, USAISEC–Pacific (Far East), APO AP 96301.
6. Republic of Panama	
a. U.S. Army South	Commander, U.S. Army, South, ATTN: SOPR–AGM, Unit 7152, APO AA 34004–5000.
b. 470th MI Brigade	Same address as above.
c. U.S. Army Information Systems Command	Commander, 106th Signal Brigade, APO AA 34004–5000.
7. Puerto Rico	
a. U.S. Army Activities, less U.S. Army Information Systems Command	Deputy Installation Commander, ATTN: AFZK–B–PA, Fort Buchanan, Puerto Rico 00934.
b. U.S. Army Information Systems Command	Commander, USAISC–Fort Buchanan, APO AA 34040–5080.
8. Other Oversea Areas	The proper subordinate commander. (See note.)
9. CONUS	
a. Fort Bragg, NC	Commander, XVIII Corps and Fort Bragg, ATTN: AFZA–AG–M, Fort Bragg, NC 28307–5000.
b. Fort Benning, GA	
(1) U.S. Army Inf Center	Commander, U.S. Army Inf Center, ATTN: ATZB–AG, Fort Benning, GA 31905.
(2) 197th Inf Brigade	Commander, 197th Inf Brigade, ATTN: AFVE–AG, Fort Benning, GA 31905.
c. Fort Hood, TX	Commander, III Corps and Fort Hood, ATTN: AFZF–AG–EPA, Fort Hood, TX 76544.
d. U.S. Army ROTC Regions	Commander, U.S. Army ROTC Region (number)
(1) Region I	Fort Bragg, NC 28307.
(2) Region II	Fort Knox, KY 40121.
(3) Region IV	Fort Lewis, WA 98433.
e. U.S. Army Engineer Divisions	
(1) Huntsville Div	Commander, U.S. Army Engineer Division, Huntsville, P.O. Box 1600, Huntsville, AL 35807–4301.
(2) Lower Mississippi Valley Div (a) New Orleans (b) St. Louis (c) Vicksburg (d) Memphis	Commander, U.S. Army Engineer Division, Lower Mississippi Valley, P.O. Box 80, Vicksburg, MS 39181–0080.
(3) Missouri River Div (a) Kansas City (b) Omaha	Commander, U.S. Army Engineer Division, Missouri River, P.O. Box 103, Downtown Station, Omaha, NE 68101–0103.
(4) New England Div	Commander, U.S. Army Engineer Division, New England, 424 Trapelo Road, Waltham, MA 02254–9149.
(5) North Atlantic Div (a) Baltimore (b) Capital Area (c) New York (d) Norfolk (e) Philadelphia	Commander, U.S. Army Engineer Division, North Atlantic, 90 Church Street, New York, NY 10007–2979.
(6) North Central Div (a) Buffalo (b) Chicago (c) Detroit (d) Rock Island (e) St. Paul	Commander, U.S. Army Engineer Division, North Central, III North Canal Street, Chicago, IL 60606–7205.
(7) North Pacific Div (a) Alaska (b) Portland (c) Seattle (d) Walla Walla	Commander, U.S. Army Engineer Division, North Pacific, P.O. Box 2870, Portland, OR 97208–2870.
(8) Ohio River Div (a) Huntington (b) Louisville (c) Nashville (d) Pittsburgh	Commander, U.S. Army Engineer Division, Ohio River, P.O. Box 1159, Cincinnati, OH 45201–1159.
(9) South Atlantic Div (a) Charleston (b) Jacksonville (c) Mobile (d) Savannah (e) Wilmington	Commander, U.S. Army Engineer Division, South Atlantic, Room 313, 77 Forsyth Street, SW., Atlanta, GA 30335–6801.
(10) South Pacific Div (a) Los Angeles (b) Sacramento (c) San Francisco	Commander, U.S. Army Engineer Division, South Pacific, 630 Sansome Street, Room 720, San Francisco, CA 94111–2206.

Table 2–2
Forwarding addresses for DA Form 5434—Continued

If the soldier is being assigned to—	Then forward DA Form 5434 to—
(11) Southwestern Div (a) Albuquerque (b) Fort Worth (c) Galveston (d) Little Rock (e) Tulsa	Commander, U.S. Army Engineer Division, Southwestern, 1114 Commerce Street, Dallas, TX 75242–0216.
(12) Trans-Atlantic Div	Commander, U.S. Army Engineer Division, Trans-Atlantic, P.O. Box 2250, Winchester, VA 22604–1450.
f. Other CONUS Activities	
(1) Installations	The gaining MPD/PSC
(2) Other activities not on an installation.	The commander of the activity in the assignment instructions
10. Joint Activities (CONUS and Overseas)	The U.S. Army Element or Senior Army Representative.

Notes:

Forward to the gaining activity or organization if forwarding instructions do not appear above. Do not forward forms below divisional or separate brigade level unless the divisional element or brigade element cannot be identified.
See glossary for explanation of acronyms and abbreviations.

Appendix A
References

Section I
Required Publications

AR 600–8
Military Personnel Management. (Cited in Summary.)

AR 600–8–11
Reassignment. (Cited in para 2–6.)

AR 600–8–101
Personnel Processing (In-and-Out and Mobilization Processing). (Cited in para 2–6.)

AR 608–1
Army Community Service Program. (Cited in para 1–4.)

Section II
Related Publications

A related publication is merely a source of additional information. The user does not have to read it to understand this publication.

AR 55–46
Travel of Dependents and Accompanied Military and Civilian Personnel To, From, or Between Oversea Areas

AR 55–71
Transportation of Personal Property and Related Services

AR 210–50
Housing Management

AR 215–2
The Management and Operation of Army Morale, Welfare and Recreation Programs and Nonappropriated Fund Instrumentalities

AR 340–21
The Army Privacy Program

AR 600–50
Standards of Conduct for Department of the Army Personnel

AR 600–75
Exceptional Family Member Program

AR 600–290
Passports and Visas

AR 614–30
Oversea Service

AR 614–100
Officers Assignment Policies, Details and Transfers

AR 614–185
Requisitions and Assignment Instructions for Officers

AR 614–200
Selection of Enlisted Soldiers for Training and Assignment

DA PAM 690–1
Working Overseas With the Department of the Army

DA PAM 690–42
Overseas Recruitment, Processing, and Medical Evacuation Procedures for Army Civilian Employees

DOD 5500.7–R
Joint Ethics Regulation

Section IV
Prescribed Forms

DA Form 5434
Sponsorship Program Counseling and Information Sheet. (Prescribed in paras 1–8, 2–1, 2–5 through 2–11, table 2–2.)

DA Form 7274
Sponsorship Program Survey. (Prescribed in para 1–4.)

Section IV
Referenced Forms

This section contains no entries.

Appendix B
Sponsorship Questions for Command Inspection Program

This appendix contains sponsorship questions which are used in the evaluation of the Command Inspection Program.

B–1. Are outbound soldiers completing DA Form 5434 during the initial reassignment interview (para 2–6)?

B–2. Are outbound civilian employees completing DA Form 5434 within 3 working days of selection notification and acceptance of position (para 2–7)?

B–3. Are outbound soldiers offered outsponsorship assistance (para 2–2)?

B–4. Are outbound civilian employees offered outsponsorship assistance (para 2–2)?

B–5. Are outbound soldiers being referred to ACS during the initial reassignment interview (para 2–6)?

B–6. Are outbound civilian employees being referred to ACS following selection notification and acceptance of position (para 2–7)?

B–7. Are outbound soldiers in ranks of private through colonel (excludes AIT soldiers and soldiers making PCS moves to student detachments at long-term schools) receiving advance arrival sponsorship, unless declined (para 2–2)?

B–8. Are outbound civilian employees through grade 15 receiving advance arrival sponsorship, unless declined (para 2–2)?

B–9. Are new arrivals receiving reactionary sponsorship, unless declined (para 2–2)?

B–10. Are incoming soldiers appointed sponsors within 10 calendar days of receiving DA Form 5434, unless declined (para 2–8)?

B–11. Are incoming civilian employees appointed sponsors within 10 calendar days of receiving DA Form 5434, unless declined (para 2–8)?

B–12. Is welcome letter forwarded from battalion (activity) commander or command sergeant major to incoming soldier within 10 calendar days following receipt of DA Form 5434 (para 2–11)?

B–13. Are welcome letter and information forwarded from sponsor to incoming soldier within 10 calendar days following appointment of sponsor (para 2–11)?

B–14. Is welcome letter forwarded from commander or activity director to incoming civilian employee within 10 calendar days following receipt of DA Form 5434 (para 2–11)?

B–15. Are welcome letter and information forwarded from sponsor to civilian employee within 10 calendar days following appointment of sponsor (para 2–11)?

B–16. Are inbound soldiers completing DA Form 7274 (para 1–4)?

B–17. Are inbound civilian employees completing DA Form 7274 (para 1–4)?

B–18. Are arriving soldiers receiving an early orientation visit to ACS (para 2–16)?

B–19. Are arriving civilian employees receiving an early orientation visit to ACS (para 2–16)?

B–20. Are sponsors being trained (para 2–3)?

B–21. Is ACS providing, upon request, a sponsor training support package and other assistance to train sponsors (para 1–4)?

B–22. Is ACS Relocation Assistance Program supporting sponsorship with counseling, welcome packets, pre-move destination information (to include the automated relocation information system), and overseas orientation briefings (para 1–4)?

Glossary

Section I
Abbreviations

ACS
Army Community Service

AGR
Active Guard Reserve

AI
assignment instructions

AIT
advanced individual training

ARNG
Army National Guard

BNS1
Battalion Adjutant (U.S. Army) S1

CONUS
continental United States

CPO
civilian personnel office

DCSPER
Deputy Chief of Staff for Personnel

DSN
Defense Switched Network

MACOM
major Army command

OCONUS
outside continental United States

PCS
permanent change of station

PERSCOM
U.S. Total Army Personnel Command

PSC
personnel service company

RC
Reserve Components

ROTC
Reserve Officers' Training Corps

SSN
social security number

USAR
U.S. Army Reserve

Section II
Terms

Advance arrival sponsorship
Sponsor support offered before actual arrival of the soldier or civilian employee.

Installation
The organization, activity, or military community that has overall command responsibility for the sponsorship program where the soldier or civilian employee is assigned.

Installation commander
The term refers to the commander of the organization, activity, or military community who has overall command responsibility for the sponsorship program where the soldier or civilian employee is assigned.

Outsponsorship
Sponsor support provided departing soldiers from an installation after reassignment notification. This includes assistance in clearing transportation obstacles or providing information on items of interest, such as, application for use of transient quarters, use of banks, use of medical and other supporting facilities.

Reactionary sponsorship
Sponsor support offered to the soldier or civilian employee arriving at an installation without an assigned sponsor.

Rear detachment sponsorship
Sponsor support provided family members of soldiers and civilian employees whose unit or activity is deployed from an installation and is scheduled to return to that installation.

Section III
Special Abbreviations and Terms

This publication uses the following abbreviations, brevity codes, and acronyms not contained in AR 310–50.

MPD
military personnel division

PRSG
personnel reassignments work center

sldr
soldier

SMGT
strength management work center

spon
sponsor

USACFSC
U.S. Army Community and Family Support Center

Index

This index is organized alphabetically by topic. Topics are identified by paragraph number.

Abbreviations. (See Glossary.)

Army Community Service, 1–4, 2–1, 2–3, B–5, B–6, B–18, B–19, B–21, B–22
- Automated relocation information system, 1–4, 2–1, B–22

DA Form 5434
- Addresses for, table 2–2
- Electronically–generated, 2–1
- Processing
  - Civilian employees, 1–4, 1–8, 2–1, 2–5, 2–7, table 2–3, B–2, B–11, B–14
  - Soldiers, 1–8, 2–1, 2–5, 2–6, tables 2–1 and 2–4, B–1, B–10, B–12

DA Form 7274
- Processing, 1–4, B–16, B–17
- Electronically–generated, 1–4

Glossary (See Abbreviations.)

Responsibilities
- Army Community and Family Support Center, U.S., 1–4
- Army Reserve, The Chief, 1–4
- Battalion (activity) commanders, 1–4
- Deputy Chief of Staff for Personnel, 1–4
- Field operating agencies, 1–4
- Installation commanders, 1–4
- Major Army commands, 1–4
- National Guard Bureau, The Chief, 1–4
- Total Army Personnel Command, U.S., 1–4

Sponsor
- Appointing, 2–8
  - Civilian employees, 2–10, table 2–5
  - Soldiers, 2–9, table 2–4
- Reactionary, 2–8, 2–13, 2–14, table 2–7
- Recognition and feedback, 2–4
- Training, 1–4, 2–3. (See also Army Community Service.)

Sponsorship
- Advance arrival, 2–2, B–7, B–8
- Assignments, 2–2, table 2–1
- Outsponsorship, 2–2, tables 2–1 and 2–3, B–3, B–4, Glossary
- Reactionary, 2–2, B–9, Glossary
- Rear detachment, 1–4, Glossary
- Rules for sponsoring a soldier or civilian employee, 2–11

Welcome letter
- Civilian employees, 1–8, 2–11, 2–12
- Soldiers, 1–8, 2–11, 2–12

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