



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY COMBINED ARMS SUPPORT COMMAND  
SUSTAINMENT CENTER OF EXCELLENCE  
2221 ADAMS AVENUE  
FORT LEE, VIRGINIA 23801-2102

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NTION OF

ATCL-CG

FORT LEE POLICY NO. 03-10

JUL 08 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Civilian Sponsorship Program

1. Reference: AR 600-8-8, The Total Army Sponsorship Program, 4 April 2006.

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2. Purpose: To assist civilian employees and their family members successfully relocate to and from Fort Lee.

3. Scope: This policy applies to all activities serviced by the Fort Lee Civilian Personnel Advisory Center (CPAC).

4. Policy:

a. Supervisors will select employees to become sponsors based on a determination that the individuals will be positive representatives of the organization.

b. Employees appointed as sponsors will be suited and trained to perform their sponsorship tasks.

c. Incoming and outgoing employees will be advised of the sponsorship program by the CPAC. Participation in the sponsorship program is voluntary.

5. Responsibilities:

a. Commanders will:

(1) Encourage participation in the sponsorship program.

(2) Ensure sponsors are adequately trained.

(3) Implement the provisions of the sponsorship program.

(4) Monitor and evaluate the program

b. CPAC will:

(1) Include DA Form 5434 as part of the in-processing package sent to civilians who are relocating to Fort Lee from outside the commuting area.

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(2) Forward completed DA Form 5434 to the Fort Lee supervisor of the incoming civilian within 3 days of receipt.

(3) Provide DA Form 5434 to departing civilians when they out-process through CPAC and send the form to the gaining CPAC.

(4) Counsel employees about the sponsorship program during in-processing.

(5) Forward a copy of DA Form 5434 to the Processing Center for filing in the employees Official Personnel File.

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c. Supervisors will:

(1) Prepare and mail a welcome letter within 10 calendar days of receipt of the DA Form 5434.

(2) Appoint a sponsor, unless incoming employee declined, within 10 calendar days of receipt of the DA Form 5434.

(3) Select sponsors who are similar in background to the incoming civilian, familiar with the community, capable of performing sponsorship duties and able to submit sponsorship issues, trends and suggestions for program improvement.

(4) Provide sponsors with sufficient duty time to perform sponsorship duties.

d. Army Community Service (ACS) will:

(1) Assist incoming and departing civilian employees with relocation services.

(2) Will provide sponsorship training.

e. Sponsors will:

(1) Present a professional and positive image.

(2) Send a welcome letter to the incoming employee within 10 calendar days of appointment, to include providing contact information.

(3) Respond to employee questions quickly.

(4) Advise the supervisor of any changes in status of incoming employee.

(5) Assist with making arrangements for temporary lodging and transportation.

(6) Greet employee at arrival point.

(7) Introduce new employee to organization and community.

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f. Employees will:

(1) Complete DA Form 5434.

(2) Communicate with sponsor and provide updates as status changes.

6. Procedures:

a. Incoming civilian employees.

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(1) CPAC will advise employees of the sponsorship program.

(2) The supervisor will appoint a sponsor and will send a welcome letter to the in-coming employee.

(3) Sponsor will contact incoming employee and offer assistance.

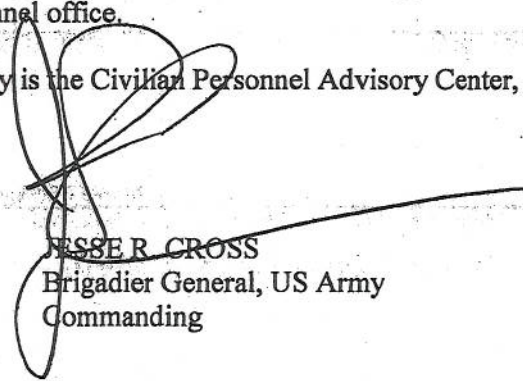
(4) ACS will provide relocation information.

b. Outgoing civilian employees.

(1) When notified to arrange a release date for a Fort Lee employee, CPAC will forward DA Form 5434 to the employee.

(2) If the employee requests a sponsor, CPAC will forward a copy of the DA Form 5434 to the gaining CPAC or civilian personnel office.

7. Functional proponent for this policy is the Civilian Personnel Advisory Center, (804) 765-4580.

  
JESSE R. CROSS  
Brigadier General, US Army  
Commanding

DISTRIBUTION:  
LEEKEY

**SPONSORSHIP PROGRAM COUNSELING AND INFORMATION SHEET**

For use of this form, see AR 600-8-8; the proponent agency is ODCSPER

**DATA REQUIRED BY THE PRIVACY ACT OF 1974**

**AUTHORITY:** Title 5, USC Section 301.  
**PRINCIPAL PURPOSE:** Personnel service support.  
**ROUTINE USES:** To counsel soldier or civilian employee about sponsorship program entitlements, obtain a sponsorship election, and provide information to gaining battalion or activity on arrival of new members.  
**DISCLOSURE:** Mandatory. Nondisclosure may prevent participation in the sponsorship program.

**1. SPONSORSHIP PROGRAM ENTITLEMENTS.** (To be used by personnel reassignments work center or civilian personnel office in counseling soldier or civilian employee about sponsorship program.)

- a. Welcome letter
- b. A sponsor for information and help
- c. Army Community Service relocation services
- d. Greeting upon arrival
- e. Assistance with inprocessing and outprocessing
- f. Orientation to the new unit or activity and the community

**2. SPONSORSHIP PROGRAM ELECTION.** A sponsor will be appointed unless soldier or civilian employee initials the space below.

\_\_\_\_\_ I do not want a sponsor.

**3. ARRIVAL INFORMATION TO ASSIST GAINING BATTALION OR ACTIVITY:**

a. I expect to arrive at your command on/about \_\_\_\_\_  
 (Month and Year)

b. My status will be (check one):

- Married/accompanied    
  Single/accompanied    
  Married/unaccompanied    
  Single/unaccompanied

c. Accompanied by family members:

NAME	AGE	SEX	RELATIONSHIP

**4. LOCATOR INFORMATION**

a. CURRENT UNIT/ACTIVITY ADDRESS	b. DSN PHONE NUMBER
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c. LEAVE ADDRESS AND PHONE NUMBER	d. HOME ADDRESS AND PHONE NUMBER
At this address until:	At this address until:

**5. REQUEST INFORMATION ON:** (Note: If soldier or employee is being relocated near an Army Community Service Center, her or she may obtain general information such as housing, medical facilities, and schools for that area by contacting the local Army Community service.)

I have been counseled on the sponsorship program and understand my entitlements.

TYPED OR PRINTED NAME	RANK/GRADE	SSN
MILITARY CAREER FIELD/CIVILIAN OCCUPATIONAL SERIES	SIGNATURE	DATE