

5 Tips

highlighting: Sponsor Assignment

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Sponsors use these tips to accept sponsorship of a prospective gain once assigned by the Command Sponsor Coordinator.

- 1.** Access the Sponsor Agreement Menu.
 - Login to your ESR Self Serve account.
 - Go to [Employee Self Service > Electronic Service Record > Tasks](#), and select 'Sponsor Agreement'.
 - Click 'Search'.
 - Click on the name of the person you have been assigned to sponsor. Note that if you are assigned only to one person, that

record will automatically come up.

NOTE: You must be assigned as a sponsor by the Command Sponsor Coordinator before you will be allowed to accept the assignment.

- 2.** Accept Sponsor Duties.
 - Verify that the incoming Sailor's Rate/Name and detaching information is consistent with the person you are supposed to sponsor. If you feel as though this is not the individual you are supposed to be sponsoring, immediately notify the Command Sponsor Coordinator for additional direction.
 - Read the responsibilities associated with being a sponsor as outlined on the page.

- Within the text of the sponsor responsibilities, select the link to verify your contact information. This MUST BE done PRIOR to acknowledging/ accepting sponsorship responsibilities.
- If you agree to the sponsor responsibilities, click the 'Accept' button. The date accepted will be recorded and displayed on the Command Sponsor Coordinator's tracking list. If you choose not to accept sponsorship for any reason, you must notify the Command Sponsor Coordinator IMMEDIATELY.

- 3.** View Prospective Gain Orders.
 - Once you have accepted sponsorship of the incoming Sailor, click the

'View Orders' link at the bottom of the agreement.

- The orders for the prospective gain will be visible and printable. This will allow you to view any TEMDU stops and specifics regarding the prospective gain's PCS transfer.
 - This link will be available to you for the duration you are assigned as an active sponsor. Once the Command Sponsor Coordinator "de-assigns" you as a sponsor, this link and the page will no longer be available.
- 4.** View Prospective Gain Questionnaire.
 - Once you have accepted sponsorship of the incoming Sailor, click the 'Prospective Gain Questionnaire' link at the

- bottom of the agreement.
- The Prospective Gain's Questionnaire will be visible. This will allow you to see information entered by the prospective gain that he/she feels is relevant to his/her PCS transfer.
- This link will be available to you for the duration you are assigned as an active sponsor. Once the Command Sponsor Coordinator "de-assigns" you as a sponsor, this link and the page will no longer be available.

- 5.** Print Agreement.
 - Once you have accepted sponsorship of the incoming Sailor, click the 'Print Agreement' button at the bottom of the page.
 - The Sponsor Agreement you accepted will print the Sponsor Agreement page in a report format.
 - This button will be available to you for the duration you are assigned as an active sponsor. Once the Command Sponsor Coordinator "de-assigns" you as a sponsor, this button and the page will no longer be available.

NOTE: The Sponsorship Program provides incoming personnel with meaningful pre-arrival communication, adequate support upon arrival and relocation assistance.