



DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON WEST POINT
681 HARDEE PLACE
WEST POINT, NEW YORK 10996

IMML-ZA

11 July 2016

U.S. ARMY GARRISON WEST POINT POLICY #39

SUBJECT: Civilian Sponsorship Program

1. References:

- a. AR 600-8-8, The Total Army Sponsorship Program, dated 4 April 2006.
- b. OPORD 12-065, Total Army Sponsorship Program (TASP), dated November 2011.

2. PURPOSE: To assist Civilian employees and their Family Members in successfully relocating to and from U.S. Army Garrison West Point.

3. SCOPE: This policy applies to all activities assigned to U.S. Army Garrison West Point.

4. POLICY.

- a. Supervisors will select employees to become sponsors based on a determination that the individuals will be a positive representative of the organization.
- b. Employees selected as sponsors will be trained by the Directorate of Family and Morale, Welfare, and Recreation's Army Community Service (ACS) division and placed on official appointment orders by the Directorate of Human Resources (DHR).
- c. Incoming and outgoing employees will be advised of the sponsorship program by the DHR.

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. Supervisors will:

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(1) Appoint a sponsor, unless incoming employee declines within ten calendar days of receipt of DA Form 5434 (Sponsorship Program Counseling and Information Sheet, dated December 2012).

(2) Select sponsors who are similar in background to the incoming Civilian, familiar with community and the ability to present sponsorship issues, trends and suggestions for program improvement.

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

c. Sponsor will:

(1) Prepare and mail a welcome packet within ten calendar days of receipt of DA Form 5434. Sponsors can pick up a sponsorship packet from the ACS office, Monday through Friday.

(2) Present a professional and positive image.

(3) Respond to employees questions as soon as possible.

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

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

6. Procedures:

a. Incoming Civilian Employees.

(1) Civilian Personnel Advisory Center (CPAC) will advise employees of the Civilian Sponsorship Program.

(2) The gaining supervisor will appoint a sponsor.

(3) The sponsor will send a welcome letter to the incoming employee.

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

(5) ACS will provide relocation information to the sponsor when requested to assist the incoming employee.

b. Outgoing Civilian Employees.

(1) When notified to arrange a release date for a West Point 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 personnel office so that they can send the request to the appropriate directorate of the new incoming employee.

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7. This policy is in effect until superseded or rescinded. The functional proponent for this policy is the DHR, at (845) 938-8458.



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Commanding