

Headquarters  
U.S. Army Armor Center and Fort Knox  
Fort Knox, KY 40121-5000  
2 June 1986

USAARMC Regulation 690-8

Effective 2 June 1986

## Civilian Personnel

### Civilian Sponsorship Program

The words "he" and "his," when used in this regulation, represent both masculine and feminine genders, unless otherwise stated.

**Summary.** This regulation prescribes policies and procedures to implement a Civilian Sponsorship Program. It prescribes procedures for the reception and orientation of newly assigned civilian employees and describes the actions required by each party in the program.

**Applicability.** This regulation applies to all units, activities, and organizations serviced by the Civilian Personnel Office, both appropriated and nonappropriated funds, at the United States Army Armor Center and Fort Knox.

**Suggested improvements.** The proponent agency of this regulation is the Civilian Personnel Office. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USAARMC & Fort Knox ATTN: ATZK-CP-R, Fort Knox, KY 40121-5000.

**1. Purpose.** To establish policy and responsibility for implementing the Civilian Sponsorship Program. The primary purpose of this program is to assist civilian employees and their family members during the relocation process. This program is aimed at providing accurate, timely information, and other necessary support to minimize problems associated with moving to a new duty station.

**2. Reference.** AR 612-11, 25 Jul 85, The Army Sponsorship Program.

**3. Explanation of Terms.** a. In-sponsorship Program. Normal services, information, and assistance provided to newly arrived civilian employees and their family members at Fort Knox.

b. Out-sponsorship Program. Assists civilian employees and their family members who are departing units or organizations for CONUS or overseas assignments.

c. Reactionary Sponsorship. For civilian employees and their family members who arrive at a unit, activity, or organization at Fort Knox unannounced or with relatively short notice, or when circumstances prevent advance arrival sponsorship.

d. Sponsor. An interested and responsive individual within the organizational entity assigned to assist a civilian employee and his family members during relocation to Fort Knox.

4. Responsibilities. a. The Civilian Personnel Office will:

(1) Establish administrative controls and procedures for the sponsorship program.

(2) Implement personnel policies relating to the sponsorship program.

b. Commanders and directors will: (1) Assign sponsors to assist incoming civilian employees in accordance with the procedures established in this regulation.

(2) Ensure sponsors comply with the procedures established in this regulation.

(3) Ensure sponsors are allowed sufficient duty time to perform official duties as sponsor.

c. Sponsors will: (1) Render relocation assistance to incoming civilian personnel.

(2) Comply with procedures established in this regulation in the performance of duties as sponsor.

5. Procedures. a. The civilian sponsorship and orientation program is established to assist all civilian employees and their family members undergoing a permanent change of station. Action requirements listed below are charted at Appendix A.

b. In-sponsorship Program.

(1) The CPD Staffing Specialist/Staffing Assistant will:

(a) Upon receipt of selection document, notify the individual to be sponsored.

(b) Telephonically obtain name and telephone number of the assigned sponsor from the pertinent Commander/Director or his representative.

(c) Upon notification to losing organization of the selection, obtain mailing address of incoming employee.

(d) Within 3 days of commitment, prepare welcome letter (Figure 5-1) and forward to incoming employee. A welcome packet and DA Form 5434 (Request for Sponsorship) will be included with the letter. Figure 5-2 is a sample of a completed DA Form 5434.

(e) Upon receipt of a negative reply on DA Form 5434 (or non-receipt of DA Form 5434 within 15 days), a formal notation will be made on individual's records of declination of sponsorship.

(f) Upon receipt of an affirmative response on DA Form 5434, provide notification of employee's needs on overprinted DF (Figure 5-3) through the Director/Commander to the sponsor.

(g) Provide in-processing orientation, if required.

(2) The Commander/Director will: (a) Assign a sponsor to assist the incoming employee.

(b) Ensure sponsor complies with the procedures and intent of this regulation.

(c) Provide in-processing briefing, if required.

(3) The sponsor will:

(a) Contact incoming employee telephonically to determine assistance needed. Information sheet for use by sponsor is at Appendix B.

(b) Render requested assistance to incoming employee.

(c) Schedule incoming employee for unit, division, and/or directorate in-processing briefings, as required.

(d) Assist employee during in-processing.

c. Out-sponsorship Program.

(1) The CPD Staffing Specialist/Staffing Assistant will:

(a) Forward DA Form 5434 to the outprocessing individual within 3 days following notification of selection to determine if he wishes to be placed in the gaining command/agency's civilian sponsorship program.

(b) Upon receipt of a negative response, annotate Official Personnel File to document declination of sponsorship.

(c) Upon receipt of a completed DA Form 5434, forward it to the gaining command/agency Civilian Personnel Office for action.

d. Reactionary Sponsorship.

(1) The CPD Staffing Specialist/Staffing Assistant will determine whether employee requests sponsorship and:

(a) If negative response is received, annotate individual's records to reflect declination of sponsorship.

(b) If employee requests sponsorship assistance:

- Telephonically notify Director/Commander or his representative of individual's arrival and request assignment of a sponsor.

- Provide welcome packet.

- Provide in-processing orientation, if required.

(2) The Commander/Director will:

(a) Assign an interested and responsive individual as sponsor.

(b) Notify sponsor of incoming employee's arrival and have him report to CPD to provide assistance.

(c) Provide in-processing briefing, if required.

(3) The sponsor will report to CPD to provide assistance to the arriving individual to include:

(a) Assistance in resolving immediate problems, i.e. temporary housing, orientation to post, etc.

(b) Assistance with in-processing.

(c) Scheduling individual for unit/division/directorate briefings, if required.

(d) Rendering other requested assistance, i.e. providing information about schools, medical facilities, etc.



DEPARTMENT OF THE ARMY  
HEADQUARTERS, U.S. ARMY ARMOR CENTER AND FORT KNOX  
FORT KNOX, KENTUCKY 40121-5000

March 4, 1986

Civilian Personnel Office

Ms. Sue Smith  
1234 Fifth Avenue  
Somewhere, US 12345

Dear Ms. Smith:

Congratulations upon your selection for a position at Fort Knox. We are proud of our civilian workforce at this installation and are sure you will make a contribution to the accomplishment of our mission.

You are tentatively scheduled to report to Fort Knox on or about May 6, 1986. To assist in your relocation to this area, I am enclosing a packet of information which may prove helpful to you.

In addition, Mr. John Doe has been assigned as your sponsor to provide information and assistance which may make the relocation to the Fort Knox area easier for you. To assist your sponsor in identifying what, if any, assistance you desire, please complete the attached DA Form 5434 and return promptly in the enclosed envelope. In the interim, your sponsor can be contacted at AUTOVON 464-1234, FTS 354-1234, or commercial (502) 624-1234 if you require any immediate information.

Once again, welcome to Fort Knox. We look forward to having you as a member of our team.

Sincerely,

R.E. DIEHL  
Civilian Personnel Officer

Enclosures

Figure 5-1. Welcome Letter

REQUEST FOR SPONSORSHIP	
For use of this form, see AR 612-11 and DA PAM 612-1; the proponent agency is MILPERCEN.	
DATA REQUIRED BY THE PRIVACY ACT OF 1974	
<b>AUTHORITY:</b> Title 5, USC Section 301. <b>PRINCIPAL PURPOSE:</b> Personnel service support. <b>ROUTINE USE:</b> To provide sufficient information for participation in the Army Sponsorship Program. <b>DISCLOSURE:</b> Voluntary. Nondisclosure may prevent participation in the Army Sponsorship Program due to insufficient information.	
I EXPECT TO ARRIVE IN YOUR COMMAND AS SCHEDULED ON OR ABOUT <u>June 1985</u> <small>(Month and Year)</small>	
<b>MY STATUS WILL BE</b> <small>(Check appropriate box)</small> <input checked="" type="checkbox"/> MARRIED/ACCOMPANIED <small>(Number of family members <u>5</u>)</small> <input type="checkbox"/> MARRIED/UNACCOMPANIED <input type="checkbox"/> SINGLE/ACCOMPANIED <small>(Number of family members _____)</small> <input type="checkbox"/> SINGLE/UNACCOMPANIED	
<b>I WANT A SPONSOR AND REQUEST</b> <small>(Check appropriate box(es))</small> <input checked="" type="checkbox"/> IMMEDIATE CONTACT <input type="checkbox"/> CONTACT UPON ARRIVAL IN YOUR COMMAND <input type="checkbox"/> FAMILY MEMBER CONTACT	
<b>REQUEST ADDITIONAL INFORMATION ON THE FOLLOWING</b> <small>(Check appropriate box(es))</small> <input type="checkbox"/> SCHOOL <input checked="" type="checkbox"/> HOUSING <input type="checkbox"/> COMMISSARY <input checked="" type="checkbox"/> MEDICAL FACILITIES <input checked="" type="checkbox"/> DENTAL FACILITIES <input checked="" type="checkbox"/> UNACCOMPANIED BAGGAGE <input type="checkbox"/> FAMILY MEMBER EMPLOYMENT <input type="checkbox"/> HOUSEHOLD GOODS/NEEDS <input type="checkbox"/> CLOTHING NEEDS <input checked="" type="checkbox"/> EXCEPTIONAL FAMILY MEMBER NEEDS WHICH CONSIST OF <u>Ramps for wheelchair access or first floor rooms.</u>	
<b>I MAY BE CONTACTED AT</b> <small>(Unit address/AUTOVON Phone No)</small> Directorate of Resource Management Fort Hood, TX 55555-5000 AV 555-5555 <small>(Time frame at this location)</small> Through 15 May 1985	<b>I MAY BE CONTACTED AT</b> <small>(Leave Address and Telephone Number)</small> 116 East St AC 319-555-5555 Farmersville, Iowa 66666 <small>(Time frame at this location)</small> 16-30 May 1985
<b>TYPE OR PRINT NAME, RANK, AND SSN</b> Randal A. Rock, GS9, 444-44-4444	<b>SIGNATURE</b> <i>Randal A. Rock</i>

DA FORM 5434, Jun 85

Figure 5-2. Completed DA Form 5434

<b>DISPOSITION FORM</b>			
For use of this form, see AR 340-15; the proponent agency is TAGO.			
REFERENCE OR OFFICE SYMBOL	SUBJECT		
ATZK-CP-R-R (690-300)	Civilian Sponsor Program		
79 THRU: Dir, DOL	FROM CPO	DATE 22 Mar 86	CMT:
TO: Mr. John Doe			
<p>Ms. Sue Jones has been selected for a position in your organization. A welcome packet and letter has been provided to the incoming employee and he/she has requested your assistance. Enclosed please find DA Form 5434 (Request for Sponsorship) indicating the type of assistance/information the incoming employee is requesting. In accordance with USAARMC Reg 690-8, you should contact the incoming employee immediately to ensure you are aware of all of his/her needs. A sponsor instruction sheet is provided for your use in accomplishing your duties as a sponsor.</p>			
2 Encls			
<p style="text-align: right;">WANDA SMITH Personnel Staffing Specialist</p>			
ATZK-CP FL 9562 (May 86)			

DA FORM 2496  
AUG 80

PREVIOUS EDITIONS WILL BE USED

\* U.S. Government Printing Office: 1982-406-882

Figure 5-3. Sponsor Notification DF

SPONSORSHIP PROGRAM ACTION REQUIREMENTS

IN-SPONSOR PROGRAM

PSS/PSA

CDR/DIRECTOR

SPONSOR

EMPLOYEE/FAMILY MEMBER

1. Identification of employee who may require a sponsor.

1a. Upon receipt of selection, telephonically contact organization for name and duty phone number of sponsor.

1a. Assign an interested and responsive individual as sponsor.

1b. Upon commitment of position, obtain address of incoming employee.

1b. Notify individual of assignment as sponsor.

2. Welcome letter/welcome packet

2. Within 3 days of commitment, prepare welcome letter (Figure 5-1) to employee. Include welcome packet and DA Form 5434.

2. Complete and return DA Form 5434.

3. Notification of sponsor.

3. Upon receipt of DA Form 5434:

a. If decline sponsorship, annotate records and notify organization.

b. If request sponsorship, within 3 days notify sponsor by DF thru Director/Cdr, of employee's needs (Figure 5-3).

3b. Ensure compliance with policies and procedures.

3b(1) Contact employee telephonically.

(2) Render requested assistance.

(3) Schedule incoming employee for unit/division/directorate inprocessing briefings as required.

4. Arrival of employee.

4. Provide in-processing orientation if required

4. Provide in-processing briefing if required

4. Assist employee during in-processing.

OUT-SPONSOR PROGRAM

PSS/PSA

CDR/DIRECTOR

SPONSOR

EMPLOYEE/FAMILY MEMBER

1. Determination of sponsorship requirements.

1. Upon notification of selection of employee requiring PCS move:

a. Within 3 days forward DA Form 5434 to employee for completion.

b. Upon receipt of DA Form 5434:

(1) If receive negative reply, annotate file.

(2) If request sponsorship, forward DA Form 5434 to gaining command/agency CPO.

1a. Complete and return DA Form 5434.

REACTIONARY PROGRAM

1. Determination of sponsorship requirements.

PSS/PSA

1. Upon arrival of employee, determine whether employee desires assistance.

a. If receive negative response, annotate records.

b. If sponsorship is requested:

(1) Notify Director/Cdr

CDR/DIRECTOR

1b(1)(a) Assign an interested and responsive individual as sponsor.

(b) Notify sponsor and have him/her report to CPO to provide assistance.

SPONSOR

(b) Report to CPO to provide assistance:

-Provide assistance in resolving immediate problems.

-Assist with in-processing.

-Schedule for unit/division/directorate briefings as required.

-Render requested assistance.

EMPLOYEE/FAMILY MEMBER

(2) Provide welcome packet.

(3) Provide in-processing orientation if required.

(3) Provide in-processing briefing if required.

CIVILIAN SPONSORSHIP PROGRAM

1. These instructions are provided to assist sponsors in meeting the needs of the incoming employee. Each individual's needs will vary depending upon where they are arriving from, their mode of transportation; whether they are married or single, accompanied or unaccompanied, and many other factors. If the employee is being accompanied by family members, you as the sponsor, are not only assisting the incoming employee, but also his/her family in moving to this area. Therefore, these instructions cannot be all inclusive, but may only serve as a guide.

2. As a sponsor, the first step is to contact the incoming employee immediately to get as much information as possible. You need to know:

- a. What the incoming employee believes may be required.
- b. When he/she anticipates arrival in the area.
- c. Mode of transportation.
- d. Whether temporary living quarters will be needed.
- e. Whether family members will be accompanying the employee and, if so, ages of any children. (This is especially important if infants or small children are involved.)
- f. Whether he/she will be bringing a pet(s). (If using temporary quarters, kennel services may be required.)
- g. What specific information the employee desires in the areas he/she has annotated on DA Form 5434.
- h. Any additional exceptional family member needs not reflected on DA Form 5434.

3. Information you should provide the individual includes:

- a. Out-of-state checks are not generally accepted--individual should have sufficient traveler's checks, money orders, credit cards, etc., to meet his/her immediate needs.
- b. A vehicle from out-of-state/overseas, requires Kentucky taxes to be paid on the vehicle to relicense it in Kentucky.
- c. If returning from overseas with an expired U.S. driver's license, he/she must obtain a new license to operate the vehicle since the overseas license is not valid.

4. At a minimum, your assistance should include orientation to the post, assistance in obtaining temporary living quarters; providing information requested about schools, medical facilities, or other information annotated on DA Form 5434; assisting during in-processing on the installation; and scheduling briefings/orientations with unit/division/directorate personnel. Additional assistance you may provide could include a personal welcome to the area; transportation from the airport, if used; ensuring necessary articles that may be needed for small children or infants such as diapers, baby food, etc., are available; or a variety of other means of assistance. The main thing to remember as a sponsor is to do what you would like someone to do for you if you were the new employee arriving for the first time.

FOR THE COMMANDER:

OFFICIAL:



MARK A. SOREMAN  
SC

Director, Information Management

RALPH R. WOLFE  
Colonel, GS  
Chief of Staff

DISTRIBUTION:

B plus

100 - ATZK-CP-R

150 - ATZK-IM-A-LIB