



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, 4TH INFANTRY DIVISION AND FORT CARSON
6105 WETZEL AVENUE, BUILDING 1435
FORT CARSON, COLORADO 80913-4289

AFYB-CG

27 JANUARY 2021

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Mountain Post Living Sponsorship Policy Letter

1. **PURPOSE.** To provide Total Army Sponsorship Program (TASP) guidance and outline uniform procedures for sponsorship of newly assigned Soldiers to the 4th Infantry Division and Fort Carson.
2. **REFERENCES:**
 - a. AR 600-8-8, Total Army Sponsorship Program.
 - b. AR 600-8-101, Personnel Processing (In-, Out-, Soldier Readiness Mobilization, and Deployment Processing)
 - c. AR 608-1, Army Community Service Center
 - d. AR 600-8-11, Reassignments
 - e. HQDA EXORD 018-12, The Total Army Sponsorship Program
 - f. HQDA EXORD 161-15, Army Wide Implementation of TASP
 - g. IMCOM OPORD 12-065 (TASP)
3. **APPLICABILITY.** This regulation applies to all personnel within the 4th Infantry Division.
4. **Command Responsibilities.**
 - a. Commanding General/Command Sergeant Major, 4th Infantry Division
 - (1) Implement the TASP IAW AR 600-8-8 and provide program oversight by incorporating sponsorship into key command indicators and status reports.
 - (2) Appoint a primary and alternate Division Sponsorship Coordinator.
 - (3) Monitor/track/evaluate program effectiveness at subordinate levels. Program evaluation and effectiveness will be tracked using Army Career Tracker (ACT) and Organizational Inspection Program (OIP).

b. Brigade and Battalion Commanders/Command Sergeants Major

(1) Ensure newly assigned military (O6 and below) are assigned a sponsor. Family members traveling without sponsoring Soldier are offered sponsorship.

(2) Appoint a primary and alternate Brigade sponsorship coordinators.

(3) Appoint a primary and alternate unit sponsorship coordinators.

(4) Establish a unit sponsorship program SOP.

(5) Ensure sponsors are designated in ACT Sponsorship Module and are counseled on their sponsorship duties. The CSM must approve any change in the assigned sponsor.

(6) Ensure unit sponsorship coordinators and sponsors complete sponsorship training requirements to include the TASP training course located on Army Learning Management System (ALMS) and the ACS Sponsorship Training provided through the Fort Carson Relocation Readiness Program. To the extent possible, sponsorship training must be completed at least 90 days prior to the assigned new Soldier and/or their family arriving to Fort Carson. Class schedules can be found at: <https://carson.armymwr.com/programs/class-listings>. Units may also request this course as a portable class hosted at the unit.

(7) Ensure sponsors have enough time away from their regularly assigned duties to perform sponsorship duties and help incoming personnel complete in-processing tasks.

(8) As the validating official, BDE/BN CSMs will be updated bi-weekly by their BDE/unit sponsorship coordinator on status of Soldiers without assigned sponsors.

(9) Monitor, track, and evaluate effectiveness of their sponsorship program utilizing OIP results and ACT survey results.

(10) Ensure rear detachment sponsorship is offered to Family members during deployment of Soldiers.

(11) Ensure a trained sponsorship pool consisting of all categories of Soldiers exists at the unit level to respond to all arrivals. Commanders will ensure sponsors are trained utilizing the ACT Sponsorship Module.

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(12) Ensure unit sponsors welcome new Soldiers at Ivy Replacement Center during Day 2 of Reception Operations.

5. Army Career Tracker

a. ACT Sponsorship Module

(1) The Sponsorship Module in ACT is the Army's enterprise solution for standardizing Sponsorship. The web-page TASP Module in ACT (<https://actnow.army.mil>) will be used by all commands as a sponsorship management tool. Commands will assign sponsors using ACT regardless of whether there has been any contact from the incoming Soldier.

6. Sponsor Selection and Appointment

a. Sponsors will be duty-appointed by the commander, and given reasonable duty time and administrative support to perform their sponsorship duties. Sponsors will remain duty-appointed for a period consistent with the needs of the individual being sponsored

b. To the greatest extent possible, sponsors will be:

(1) Equal in grade or higher than the incoming Soldier or civilian employee.

(2) Of the same gender, marital status, and military career field or occupational series as the inbound Soldier or civilian employee. Commanders and supervisors will make every attempt possible to assign sponsors who are the same gender as the inbound Soldier, especially first term Soldiers.

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

c. Only individuals who represent the gaining unit in a positive manner will be selected as sponsors.

d. Sponsor to Soldier ratio should not exceed 1:5. The ACT Sponsorship Module will not allow a sponsor to be assigned to more than 5 Soldiers at a time.

7. Brigade/Battalion Sponsorship Tasks

a. Inbound Soldiers refer to 4ID Sponsorship Handbook

b. Outbound Soldiers refer to 4ID Sponsorship Handbook

8. Surveys

a. Newly assigned Soldiers will complete the Sponsorship survey in the ACT Sponsorship module within 30 days upon completion of sponsorship.

b. Commanders will evaluate the success of their sponsorship programs and the performance of their sponsors through review of sponsorship program survey results (via ACT Sponsorship Module), and OIP results.

9. Organization Inspection Program

a. Commanders will ensure sponsorship is included in local OIPs. Items to be inspected will include the TASP Module in ACT use, sponsor training, sponsor feedback, and sponsorship program surveys.

10. Newcomer Briefings

a. Pre-PCS to the Mountain Post Brief: Know Before You Go

(1) Hosted bi-weekly by the Essential Personnel Services – DIV G1 via Facebook Live, Pre-PCS Soldiers and Families will receive the following information prior to their arrival to Fort Carson:

(a) Current Reporting Procedures to the Ivy Replacement Center and resources to assist families during PCS

(b) Housing Division will provide the documentation required to be placed on on-post housing list and information on available off-post housing

(c) Child & Youth Services Registration and overview

(d) Better Opportunities for Single Soldiers (BOSS) overview

(e) Mountain Post Living activities and current events

b. Mountain Post Living (MPL) Welcome for Spouses and Families Brief

(1) Hosted monthly by Army Community Services (ACS) via Facebook Live to provide arriving spouses the opportunity to ask questions about their upcoming move to the Mountain Post and establish relationships with spouses familiar with the Fort Carson and surrounding Colorado Springs area.

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c. Brigade Newcomers Brief

(1) Brigade Commanders and Command Sergeants Major along with their Soldier Family Readiness Group (SFRG) will host a briefing monthly to manage inbound personnel and families assigned to the Brigade. Leaders will cover current/future unit operations, organization footprint, housing support, and additional installation resources to help assist Soldiers and their families effectively integrate in 4ID and Fort Carson.

11. The point of contact for this memorandum is the DIV Command Family Readiness Representative, CPT Brian Hicks, at 719-503-0012 or brian.n.hicks2.mil@mail.mil.

Encls

1. 4ID Sponsorship Handbook



MATTHEW McFARLANE
Major General, U.S. Army
Commanding

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