



DEPARTMENT OF THE ARMY
HEADQUARTERS
2D INFANTRY DIVISION/ROK-US COMBINED DIVISION
UNIT #15041
APO AP 96258-5041

EAID-CG

10 MAR. 2016.

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter #1-2, Sponsorship, In-processing, Integration, and Spouse/Family Member Orientation Programs

1. References:

- a. AR 600-8-8, The Total Army Sponsorship Program, 4 April 2006.
- b. USFK Reg 614-2, In-processing Orientation Program, 26 June 2013.
- c. USFK Reg 350-2, Theater Specific Required Training for Arriving Personnel and Units Assigned to, Rotating to, or in Temporary Duty Status to USFK, 22 February 2012.
- d. HQDA EXORD 161-15, Army-Wide Implementation of the Total Army Sponsorship Program (TASP) Army Career Tracker Sponsorship Module, 27 Aug 2015.
- e. 2ID Memorandum for Distribution, Delegation of Authority for Granting Exception to Policy to Soldiers for Purpose of Clearing in the Absence of an Assigned Sponsor, 6 Jan 2016.

2. This policy is effective immediately and supersedes Policy Letter 1-2 dated 18 August 2014.

3. This policy applies to all 2d Infantry Division/ROK-US Combined Division (2ID/RUCD) Military Personnel, Civilian Employees, and their Spouses.

4. Soldier Sponsorship, In-processing and Integration. An effective sponsorship program begins to integrate a Soldier into their new team prior to arrival to the unit. It also begins the socialization process that instills positive unit culture and good character behaviors that we demand of our Soldiers. First impressions have the most lasting effect on a person, so it is imperative that the right sponsor is selected to make that impression for future unit effectiveness and discipline. It is essential that all new arrivals meet administrative requirements, complete fundamental training requirements, receive orientations and briefings on military member and Family support programs, and that they are introduced to the host-nation culture and language. When carried out correctly, sponsorship and integration minimize the time Soldiers spend away from their units and

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ensures both the Soldier and his Family are established into their unit and the community.

a. The sponsorship process begins when Human Resources Command (HRC) puts Soldiers on Assignment Instructions to the Warrior Division. The ACoFS G1, Major Subordinate Command (MSC) S1s, and Command Teams will determine the unit of assignment for inbound Soldiers based on current and projected personnel strength of the MSCs.

b. To assist inbound Soldiers learn more about working and living in the Republic of Korea, Commanders will maintain links to unit specific web pages on the 2ID/RUCD websites. The unit specific web pages will list current information designed to assist incoming Soldiers. The information will include the correct phone numbers, mailing addresses, and a short unit history that includes recent training events. The web pages will also display a link to the unit's virtual Family Readiness Group (vFRG) website.

c. Commanders will use the mandated Army Career Tracker (ACT) Sponsorship module, to execute the Total Army Sponsorship Program (TASP). The program links the receipt of orders by Soldiers on assignment instructions (AI) to 2ID/RUCD, to the assignment of a sponsor in the gaining unit, and that sponsor's completion of DA Form 5434, Section 3, Sponsorship Program Counseling and Information Sheet. All Soldiers identified for assignment to the Warrior Division will be assigned a sponsor as soon as the unit learns that an inbound Soldier is on AI. The assignment of a Sponsor is critical to the success of this program and is tracked for compliance and reported weekly to the 2ID/RUCD Command Group through the Human Resources Common Operating Procedure (HRCOP). Sponsors will actively engage inbound Soldiers by completing DA Form 5434, emailing a welcome packet, answering questions, meeting the newly arrived Soldier at WRC, and facilitating integration into the unit.

d. Brigade, Battalion, and Company Commanders.

(1) Commanders will appoint a Unit Sponsorship Coordinator (USC) to coordinate and monitor sponsorship in their unit.

(2) Commanders will establish and maintain formal SOPs to provide clear guidance to sponsors and to ensure compliance with newly arrived personnel integration requirements stated in this policy letter.

(3) Commanders will conduct sponsorship program evaluations as a part of their Organizational Inspection Program.

(4) Sponsorship Program Managers will ensure all sponsors are trained to use the ACT Sponsorship module.

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(5) Commanders will task their Sponsorship Program Managers to coordinate all requirements for Sponsorship including: identifying incoming Soldiers in ACT and Army Knowledge Online (AKO) TASP programs (as applicable); assigning trained sponsors; tracking the completion of the DA Form 5434 by both the sponsor and sponsored Soldier; and tracking the completion of Sponsorship program surveys and evaluations.

(6) Commanders will track and maintain a 90 percent sponsorship rate for Soldiers each week. The WRC will report the percentage of Soldiers, by category, that have been sponsored before arrival to the Korea Theater of Operations and prior to completion of WRC.

(7) Sponsorship will be integrated into and inspected during all 2ID/RUCD Command Inspection Programs and Staff Assistance Visits.

e. A good sponsorship program provides a welcoming climate for inbound Soldiers. It is essential that sponsors use all available resources to inform inbound Soldiers about the unit, 2ID/RUCD, and the area of assignment and to answer their questions.

(1) Sponsors will refer inbound personnel to the 2ID/RUCD website at www.2id.korea.army.mil and the Area I information video at <http://www.youtube.com/watch?v=zzktMIZeMnl> or Area III information video at <http://www.youtube.com/watch?v=OE-vgbmqdDM&feature=youtu.be>. These websites contain a wealth of useful information. Inbound Soldiers may also view the 2ID/RUCD command video at <http://youtu.be/ziAkvtkCw>.

(2) Sponsors will also direct all inbound personnel to the official United States Forces Korea (USFK) website at www.usfk.mil for additional information.

(3) Sponsors must point out the procedures and training requirements to be accomplished by inbound Soldiers prior to arrival in Korea as noted in USFK Reg 350-2. This mandatory training is accessed through the USFK website (www.usfk.mil) and then clicking on the "Required Training" tab.

(4) Sponsors will reinforce the requirements for incoming military members regarding immigration, customs, and pet quarantine requirements, as applicable.

f. Sponsors will mail or email welcome packets to the incoming Soldier and Family, within one week of being designated a sponsor. Welcome packets are produced by each Area (i.e. Area I, Area II, or Area III) Army Community Services (ACS). Sending this information quickly allows the Soldier and Family Members time to review the packets, ask questions, and plan their arrival. In situations where the military member on orders to 2ID/RUCD works in an Area different from where the Family will reside, the unit sponsor will provide welcome packets for both areas.

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g. All newly arrived personnel will process through the First Replacement Company (1RC) in Yongsan. It is critical to ensure the Soldier is arrived to Korea in the Electronic Military Personnel Office (eMILPO), the DA Form 31 (leave form) is closed out, and that the Soldier is properly assigned to 2ID/RUCD.

(1) The 2ID/RUCD LNOs at 1RC will notify the 2ID/RUCD G1 SGM (via Daily Manifest) of the Soldiers shipping to WRC. The Daily Manifest serves to notify leaders, at echelon, that newly arrived Soldiers, projected to be assigned to their units, are at WRC. The 2ID/RUCD G1 SGM will forward the manifest to the Division CSM, Major Subordinate Command CSMs, and the S1s. Brigade S1s will send the Daily Manifest to the Battalion S1s and Cc the Battalion CSMs. The Battalion S1s will forward the Daily Manifest to the Company First Sergeants. All of this happens on the same day that the Soldiers depart 1RC for Warrior Country. The following day, the First Sergeants notify the Platoon Sergeants that the newly arrived Soldier is at the WRC.

(2) LNOs are also responsible for Soldier/Civilian arrivals with Family Members. If a Soldier arrives at 1RC with Command Sponsored Family members, the 2ID/RUCD LNO will also notify the 2ID/RUCD Family Readiness Group (FRG). Command Sponsored Soldiers arriving with their Family Members will in-process at 1RC and immediately be transported to their unit. They must complete unit integration within the first 30 days of their tour. This includes, but is not limited to, the following, making housing arrangements, receiving household goods, and school enrollment. At the end of the 30 days the Soldier will report to WRC to complete any other in-processing requirements.

(3) The Unit FRG will conduct welcoming activities per the 2ID/RUCD Warrior Family Readiness Guide and internal SOPs.

h. Newly arriving personnel are not available to their units of assignment for training exercises, physical training, or other work-related duties while in-processing at the Warrior Readiness Center (WRC). In-processing activities are mandatory.

i. Centralized in-processing is mandatory for all O6 and below. All 2ID/RUCD Soldiers will process through WRC en route to their assigned unit. In exceptional circumstances in which a Soldier must postpone WRC in-processing, Sponsors will submit a memorandum requesting an exception to policy to the first O6 Commander in the chain of command. The approved ETP must be presented to the Warrior Readiness Center leadership before the inbound Soldier arrives in Korea.

j. The Platoon Sergeant will meet their inbound Soldier within the first 48-hours of arrival at WRC. The designated Sponsor and Battle Buddy will meet the sponsored Soldier within 72-hours of arrival at WRC. WRC has scheduled sponsor dedicated time at 1700 daily. The sponsor is encouraged to meet with their new Soldier throughout their in-processing at WRC. Upon completion of WRC in-processing, Soldiers will move

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to their assigned units.

k. Prior to the new Soldier's arrival, the MSC S1 team, in coordination with the MSC Commander and CSM, will assign the Soldier to a subordinate unit. The Battalion S1 will assign the Soldier to a subordinate company. The Company Commander and First Sergeant will determine the platoon assignment. The sequence of events will alter slightly based on the rank of the new Soldier. The assignment should be completed prior to arrival.

l. During unit in-processing, the Brigade/Battalion S1 will collect an original copy of the Soldier's DD93 and SGLV and ensure they are placed in the Soldier's personnel file, maintained at the S1 office. If the Soldier does not have an updated copy, the S1 will update the information in eMILPO and print the forms. The Soldier will review the forms for accuracy and sign the forms. The S1 will provide a copy of the signed forms to the Soldier and will file hard copies of the forms. Additionally, the in-processing Soldier will login to the Army Disaster Personnel Accountability and Assessment System (ADPAAS) at <https://adpaas.army.mil/cas/login?service=https%3A%2F%2Fadpaas.army.mil%2F>. The Soldier will update their information as well as their dependent Family's information. Finally, the S1 will ensure DD93s, SGLVs, and ADPAAS are updated during every Soldier's birth month.

m. There are many things new Soldiers must accomplish shortly after their arrival to ensure readiness. In order for the Soldiers of 2ID/RUCD to be properly integrated into their units, this policy requires each Company/Battery/Troop Commander to establish a Soldier certification program and ensures each new Soldier completes it.

(1) Within 30 days of arrival, new Soldiers will complete unit in-processing and integration. Soldiers will also complete a sponsorship survey. If the Soldier completed the pre-arrival sponsorship process in ACT, including completion of DA Form 5434, Sponsorship Program Counseling and Information Sheet, the Soldier will complete the sponsorship survey in ACT. If the Soldier completed the pre-arrival sponsorship process, including completion the DA Form 5434, in any other system or manually, the Soldier will complete a unit-specific sponsorship survey or, at a minimum, complete the USFK Sponsorship Survey at <http://www.surveymonkey.com/s/USFK-Sponsorship-Survey2>. Commanders may restrict off-post pass privileges until these tasks are completed.

(2) 2ID/RUCD units will utilize in-processing checklists to ensure new arrivals complete all unit specific training, receive unit specific equipment, are assigned quarters, have been welcomed by unit leadership, and have zeroed their assigned weapons.

(3) In-processing checklists are generally started at the unit S1 and company orderly room. Units will review and update checklists quarterly to ensure tasks, building

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numbers, telephone numbers, and points of contact are accurate and up to date. Enclosed is a checklist of required Soldier Integration Steps.

(4) To assist inbound Soldiers with learning more about the Korean Culture, Gyeonggi Province and 2ID/RUCD have collaborated to provide the Head-Start (Korean Cultural Awareness) Program for Areas I and III. Currently, the Head-Start program provides educational information on Korean history, food, customs, and language over a period of three days. Brigade S-9s will provide information on available dates.

5. Spouse/Family Member Orientation. Spouse orientation seminars are highly recommended and should be completed within 30 days of arrival in Korea.

a. To assist with orienting Spouses into the Korean culture, Gyeonggi Province and 2ID/RUCD have collaborated to provide the Head-Start (Korean Cultural Awareness) Program for Areas I and III. Currently, the Head-Start program provides educational information on Korean history, food, customs, and language over a period of three days. Brigade S-9s will provide information on available dates.

b. Spouse orientations are centralized at the Area level (i.e. Area I, Area II, and Area III each run Area specific spouse orientation seminars conducted by the Area Army Community Services (ACS).

c. Spouses are encouraged to attend the orientation seminars in the Area they live, and are encouraged to attend the orientation seminars in the Area where their Sponsor works. For example, a Soldier is assigned to 210th FA Brigade on Camp Casey in Area I, but the Spouse resides in Yongsan, in Area II. The Spouse will attend the Area II orientation, and is encouraged to attend the orientation in Area I.

d. To enable Spouses to attend in-processing orientation/training, allow 2ID/RUCD Soldiers to remain at home on the day of the Spouse's in-processing, to provide child-care for their children. If there are no children, the Soldier will attend the training along with the Spouse. Under no circumstances will this be considered a day off. While the Spouse in-processes, the Soldier's place of duty is with the children, at the in-processing sessions, or at the Soldier's assigned work space.

e. If a Soldier marries someone already living in Korea, the new Spouse is encouraged to attend in-processing training within 30 days of the marriage. The only exceptions to this are marriages between dual military couples and marriages to DA Civilians who have already attended the in-processing orientation.

6. Point of contact (POC) regarding this policy is 2ID/RUCD G1, Enlisted Personnel Services at DSN 315-732-8707/8705.

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1 Encls
Sponsorship Checklist

A handwritten signature in black ink, appearing to read 'Theodore D. Martin', with a long horizontal flourish extending to the right.

THEODORE D. MARTIN
Major General, US Army
Commanding

DISTRIBUTION:
A

SPONSORSHIP PROGRAM COUNSELING AND INFORMATION SHEET

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

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Title 5, USC Section 301.

PRINCIPAL PURPOSE: Personnel service support. To counsel Soldier or civilian employee about sponsorship program entitlements, and provide information to gaining battalion or activity of new members.

ROUTINE USES: None. The DoD Blanket Routine Uses set forth at the beginning of the DoD's compilation of systems of records notices may apply to this system.

DISCLOSURE: Mandatory for service members. Nondisclosure may prevent participation in the sponsorship program.

1. NOTE: Soldiers/Family members/Civilians may retrieve information regarding their new assignment at Army Knowledge Online -

I have been counseled on the **Total Army Sponsorship Program**

FOR CIVILIAN EMPLOYEES ONLY:

I would like to have a sponsor assigned to me. *(Complete remainder of form.)*

I decline the offer of sponsorship. *(Complete Section 1 only.)*

Typed or Printed Name: _____ Rank/Grade: _____

MOS/Branch/Civilian Occupational Series: _____ Signature: _____ Date: _____

2. ARRIVAL INFORMATION TO ASSIST GAINING UNIT OR ACTIVITY: If additional space is necessary, please attach your documentation to the form)

a. I (Rank/Grade and Name): _____, am on assignment to (Gaining Installation): _____ and expect to arrive on/about (Month and Year): _____

b. Soldier's/Civilian's contact information:

Current Unit/Activity Address: _____

DSN Phone number: _____ Cell Phone number: _____ Email address: _____

Other (i.e., Social Media): _____

Leave Address and Phone number at this address until: _____

c. Status (check one): Married-accompanied Single-accompanied Married-unaccompanied Single-unaccompanied

d. Accompanied by Family members:	NAME	AGE	SEX	RELATIONSHIP	Exceptional Family Member Program (EFMP)	
	_____	_____	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	_____	_____	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	_____	_____	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	_____	_____	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	_____	_____	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No

3. GAINING UNIT/ACTIVITY INFORMATION: If additional space is necessary, please attach your documentation to the form)

a. Gaining Unit/Activity: _____	d. Unit 1SG/Supervisor: _____
b. Unit CDR/Supervisor: _____	Phone number: _____
Phone number: _____	Email address: _____
Email address: _____	e. TASP Unit Coordinator: _____
c. Unit sponsor: _____	Phone number: _____
Phone number: _____	Email address: _____
Email address: _____	f. Date of initial contact: _____

4. LOSING UNIT/ACTIVITY INFORMATION: If additional space is necessary, please attach your documentation to the form)

a. Losing Unit/Activity: _____	c. Unit 1SG/Supervisor: _____
b. Unit CDR/Supervisor: _____	Phone number: _____
Phone number: _____	Email address: _____
Email address: _____	d. TASP Unit Coordinator: _____
	Phone number: _____
	Email address: _____

5. FAMILY CONSIDERATIONS: If additional space is necessary, please attach your documentation to the form)

a. Housing requirements (check one): <input type="checkbox"/> On-post housing <input type="checkbox"/> Off-post housing	b. Pets: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list pet and type: _____	c. Child care requirements: <input type="checkbox"/> Yes <input type="checkbox"/> No
d. Spousal Employment info: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list type of work: _____		e. List of local schools: <input type="checkbox"/> Yes <input type="checkbox"/> No
f. Contact by Unit Family Readiness Group (FRG): If yes, list Email address: <input type="checkbox"/> Yes <input type="checkbox"/> No	g. Additional comments: _____	

Enclosure (Required Soldier Integration Steps) to 2ID/RUCD Policy Letter# 1-2 Sponsorship, In-processing, Integration, and Spouse/Family Member Orientation Programs.

NEW SOLDIER INTEGRATION CHECKLIST

SOLDIERS NAME:			
FIRST LINE SUPERVISOR:			
DATE ASSIGNED:	DUTY POSITION PARA/LINE#		
CDR IN BRIEF:	ISG IN BRIEF		
PLT LEADER IN BRIEF:	PLT SGT IN BRIEF		
AREAS OF ATTENTION	SOLDIER INITIALS	LEADER INITIALS	DATE OF COMPLETION
A. Check room for deficiencies, work orders (Leader with Soldier)			
B. Review TA-50 set-up/uniform requirements (Leader Inspected)			
C. Sign for NBC Equipment and pro mask fitted (MASK # _____)			
D. Assigned individual weapon (WEAPON # _____)			
E. Unit area familiarization/orientation			
F. Alert Procedures/packing lists (Leader Inspected)			
G. Initial counseling/ERB-ORB review			
H. Job expectations (In Initial Counseling)			
I. Additional Duties assigned (In Initial Counseling)			
J. Review Warrior Tasks, confirm mandatory training completed			

Enclosure (Required Soldier Integration Steps) to 2ID/RUCD Policy Letter# 1-2 Sponsorship, In-processing, Integration, and Spouse/Family Member Orientation Programs.

K. Review Training calendar/schedule			
L. Review Proper Gov't Cell Phone/TMP use			
M. Off-post Familiarization/orientation			
N. KATUSA program			
O. Completed Drivers Training			
P. Medical, dental, education (etc.) Reports turned in			
Q. Family support requirements			
R. Suicide Prevention			
S. Complete Sponsorship Survey			
Leader Signs and dates when complete: Signature _____ Date _____			

NOTE: EVERY SOLDIER MUST COMPLETE ALL ITEMS WITHIN 30 DAYS