



SPONSOR'S GUIDE & IN- PROCESSING CHECKLIST

(For use of this form see USAR Reg 140-6; the proponent agency is USARC G-1.)

NAME OF SPONSOR

YOU ARE APPOINTED AS A SPONSOR FOR

(Rank and name of new Soldier)

Sponsorship categories correspond to Soldier time in service. There are three categories. Category 1 will execute all requirements. Category 2 and 3 will, at a minimum, in-process unit staff sections and command team. Sponsors will ensure additional requirements are executed according to the need of the Soldier.

HERE IS WHAT YOU NEED TO DO TO GET THE NEW SOLDIER OFF TO A GOOD START

PRIOR TO FIRST BATTLE ASSEMBLY -

- ... Telephone the new Soldier.
- ... Talk about the date and time of the next Battle assembly.
- ... Give the new Soldier directions to the Reserve Center.
- ... Ensure that transportation is available.
- ... Provide an emergency telephone number.

AT THE FIRST BATTLE ASSEMBLY -

- ... Discuss the day's schedule.
- ... Tour the center.
- ... Help make the new Soldier feel welcome.
- ... Answer questions that arise.
- ... Accompany new Soldier during introductions and throughout in-processing.

MAKE THE INTRODUCTIONS -

- ... Arrange appointments with the Chain of Command/NCO Support Channel.
- ... Visit each section and learn what they do.
- ... Explain the organizational hierarchy.
- ... Provide on-the-job help, if possible.

SPONSORSHIP PROGRAM

WHY A SPONSORSHIP PROGRAM?

Because the new Soldier needs to feel

- ... Welcome.
- ... Needed.
- ... At ease.
- ... Self-confident.
- ... Part of a team.

WHAT IS A GOOD SPONSORSHIP PROGRAM?

It is one where everyone

- ... Is involved.
- ... Recognizes the value of both the new Soldier and sponsor.
- ... Shares their time and knowledge.

WHO MAKES A GOOD SPONSOR?

A Soldier who

- ... Has a good attitude.
- ... Is well briefed.
- ... Knows the unit and its mission.
- ... Wants to succeed.
- ... Is in the same work section, where possible.

REMEMBER A new Soldier has some expectations of you and the unit. The new Soldier may feel somewhat uncomfortable at first. If you do a good job, you will help the new Soldier build self-confidence, get off to a good start, and begin work as a valuable team member.

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AUTHORITY: 10 U.S.C. 3013, Secretary of the Army, 10 U.S.C. 1056, Relocation assistance programs, AR 600-8-8, The Total Army Sponsorship Program.

PRINCIPAL PURPOSE: Personnel service support. To sponsor and in-process Soldiers, and discuss available entitlements, resources, and identify any issues or concerns with the newly assigned Soldier.

ROUTINE USES: General disclosures permitted by the Privacy Act and the Army's systems of records notices apply. Disclosure of Personal Identifiable Information (PII) may include number and age of family members that may impact schools and local economy upon Soldier reassignment.

DISCLOSURE: Disclosure of PII is voluntary. However, failure to provide identifying information may prevent ability to assign a sponsor and provide appropriate support upon arrival at new assignment.

CITATION: A0350-1b TRADOC Army Career Tracker (ACT) (January 24, 2017, 82 FR 8179)

Name (Last, First)	Rank	Sponsor
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TPU	AGR	DOD #	UNIT
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UPON COMPLETION RETURN TO S1

Date Completed

ARA/HR NCO	INITIAL	DATE	COMMENT
Orders with Amendments/Request Authority for Leave (DA Form 31):	NA	YES	
Enlistment Contracts/Bonus:	NA	YES	
Stabilization Clause:	NA	YES	
Is Soldier First Term:	YES	NO	If NO, tailor sponsorship to the needs of the Soldier.
What status (AGR/TPU/IMA/IRR):			
First Line Leader:			Initial Counseling Date:
Paragraph/Line Number on UMR:			Position/Duty Title:
NCOER/OER - Last Eval Thru Date:			Next Eval Due:
Dwell - Thru date of last Deployment (DD214):			
Does Soldier have DD214(s) in iPERMS:	YES	NO	Are Soldier's retirement points correct: YES NO
Green to Gold/BOLC Candidate:	NA	YES	
MyPay account active:	YES	NO	
ID Card current:	YES	NO	Do Family Members have ID Cards: NA YES NO
Are Family Members enrolled in DEERS:	NA	YES	Family Care Plan required: YES NO
Authorization to Start, Stop, or Change Basic Allowance for Quarters (DA Form 5960) Update:	YES	NO	Exceptional Family Members (EFMP): NA YES NO
Enrolled in Tricare Reserve/Prime:	YES	NO	Informed Soldier of the Extended Care Health Option (ECHO): https://tricare.mil/Plans/SpecialPrograms/ECHO
Does Soldier have a civilian job:	YES	NO	P30 link: https://www.usar.army.mil/P3/P30 referral/APPT
Is Soldier homeless:	YES	NO	Counseled on Basic Needs Allowance (BNA): YES NO
Explanation of what is a good year in the Army Reserve:	YES	NO	
Explanation of Army Reserve Retirement and retirement points:	YES	NO	Soldiers cannot be forced to go to annual training once they have fulfilled ADT/ADOS days per AR 135-200 6-27e.
Explanation of how a Soldier can lose a bonus in the Army Reserve:	YES	NO	
Explanation of Record of Individual Performance of Reserve Duty Training (DA Form 1380):	YES	NO	
Explanation of Unsatisfactory Performance and Non-Participants:	YES	NO	

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TPU		AGR				DOD #				UNIT							
PERSONNEL RECORDS						INITIAL		DATE		COMMENT							
Records Review Date:		NA		YES		NO											
Is Soldier enrolled into Meal Entitlement Program (MEM CAC Cert):				YES		NO											
ARB/eSRB updated, validated, and certified:		NA		YES		NO											
Record of Emergency Data (DD Form 93) Date:		NA		YES		NO											
SGLV Date:		NA		YES		NO											
Are there documents that need to be iPERM'd:		NA		YES		NO											
Are there any Blank and Invalids in Soldier's record:				YES		NO				Have the issues been resolved with Soldier's record:		YES		NO			
MEDICAL/DENTAL RECORDS						INITIAL		DATE		COMMENT							
PHA Due Date:				YES		NO											
PHA Scheduled Date:				YES		NO											
Dental Due Date:				YES		NO											
Dental Scheduled Date:				YES		NO											
Immunizations needed:				YES		NO											
Scheduled Date:				YES		NO											
Glasses required:		NA		YES		NO				Ordered:		Issued:					
Mask Inserts:		NA		YES		NO				Ordered:		Issued:					
Soldier receiving VA Disability:		NA		YES		NO											
VA Disability Rating letter:		NA		YES		NO											
OPS/TRAINING						INITIAL		DATE		COMMENT							
Military Justice Training:				YES		NO											
Security Clearance required:				YES		NO				Date Security Clearance packet is initiated:							
Expiration Date:				YES		NO											
Is Soldier pulled under UIC in Digital Training Management System (DTMS):				YES		NO				Has Soldier been assigned to a platoon in DTMS:		NA		YES		NO	
Army Combat Fitness Test (ACFT) Scorecard (DA Form 705):				YES		NO											
Body Fat Content Worksheet (DA Form 5500/5501):		NA		YES		NO											
Profile:		NA		YES		NO				Is Profile converted for ACFT:		YES		NO			
Is Profile Temporary or Permanent:				YES		NO											
Weapons Qualification:				YES		NO											
Duty MOSQ:				YES		NO				School Scheduled Date:							
ASI required for position:				YES		NO				School Scheduled Date:							
Special certification required:				YES		NO				School Scheduled Date:							
DA Form 1059 (Showing latest PME completed):				YES		NO											
Is Soldier enrolled in PME/DLC (Distance Learning):				YES		NO				Scheduled Date: Level Enrolled:							
Is Government Travel Charge Card (GTCC) active:				YES		NO				Is GTCC Mandatory Training completed:		YES		NO			
Is GTCC account pulled under current Org:				YES		NO											

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TPU		AGR		DOD #			UNIT		
OPS/TRAINING CONTINUED					INITIAL	DATE	COMMENT		
Has Soldier account been validated in Defense Travel System (DTS):	YES		NO				Is DTS account profile current:	YES	NO
Is DTS account under current Org:	YES		NO				Is DTS Mandatory Training completed:	YES	NO
Is Lodging in Kind (LIK)/Inactive Duty Training (IDT) Travel Reimbursement Program travel required:	YES		NO				Explanation of LIK/IDT Travel Reimbursement Program (if needed):	YES	NO
Is LIK updated in CSMM:	YES		NO						
Explanation of Army Reserve priorities - DMOSQ/ASI/PME/AT/ECT:	YES		NO				Was LIK Statement of Understanding (SOU) completed:	YES	NO
Explanation of Battle Assembly, Battle Assembly schedule, and MUTAs:	YES		NO				LIK SOU Completed Date:		
Explanation of Electronic-Based Distributed Learning (EBDL) Courses:	YES		NO						
Explanation of Annual Training requirements and expectations:	YES		NO						
S6					INITIAL	DATE	COMMENT		
NIPR/SIPR account:	YES		NO						
ARAMP account setup:	YES		NO				https://aramp		
Acceptable Use Policy (AUP) USAR 75-R date:	YES		NO				On ARAMP website under digitally signed forms		
OPSEC Training Date:	YES		NO						
DoD Cyber Awareness Challenge Training Date:	YES		NO				https://cs.signal.army.mil		
Government cell phone/laptop issued:	YES		NO				Hand Receipt Date:		
S4 SUPPLY/MOTOR POOL					INITIAL	DATE	COMMENT		
Does Soldier have OCIE:	YES		NO						
OCIE reflected in ISM record:	YES		NO						
OCIE discrepancies:	YES		NO						
Has Soldier signed OCIE record:	YES		NO						
Shoulder Sleeve Insignia: Quantity issued:	YES		NO						
Distinctive Unit Insignia: Quantity issued:	YES		NO						
Additional Unit Hand Receipt items:	YES		NO						
DOD# ID Tags:	YES		NO						
Medical ID Tags required:	YES		NO						
Medical Reason:	YES		NO						
Weapons Card: Weapons Card #:	YES		NO						
NBC Promask Size: TAG/Serial Number:	YES		NO						
NBC JS-LIST Size:	YES		NO						

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TPU		AGR		DOD #		UNIT	
S4 SUPPLY/MOTOR POOL CONTINUED				INITIAL	DATE	COMMENT	
Copy of Civilian Driver's License:		YES		NO			
Is Soldier registered in GCSS-ARMY:		YES		NO			
GCSS-ARMY Self-Registration Date:		YES		NO			
Equipment Operator's Qualification Record (DA Form 348):		YES		NO			
Does Soldier require 40HR Drivers Training:		YES		NO			
Does Soldier have a GCSS-ARMY Drivers Record:		YES		NO			
Does Soldier have a military license issued:		YES		NO			
Does Soldier own/drive a Motorcycle:		YES		NO			
Does Soldier have a Motorcycle Certification Course Certificate:		YES		NO			
ARMY RESERVE CAREER COUNSELOR (ARCC)				INITIAL	DATE	COMMENT	
Is Soldier in their Reenlistment window:		YES		NO			
Follow-up appointment:		NA		YES			
SPONSORSHIP - ACT				INITIAL	DATE	COMMENT	
ACT Sponsorship TASP checklist completion verification:		YES		NO			
ACT Sponsorship Survey Certificate:		YES		NO			
Does Soldier have a copy of the Alert Roster, Battle Assembly Schedule, and Annual Training Schedule:		YES		NO			
COMMAND TEAM				INITIAL	DATE	COMMENT	
1SG/CSM Introduction:		YES		NO			
Commander Introduction:		YES		NO			
EO Representative:		YES		NO			
SHARP Representative:		YES		NO			
Chaplain:		YES		NO			
Soldier & Family Readiness Group:		YES		NO			
Family Information Worksheet (USAR Form 107R) completed:		YES		NO			
ISSUES OR CONCERNS							
UPON COMPLETION RETURN TO S1						Date Completed:	