

Department of the Army
Headquarters, U.S. Army
Field Support Command
1 Rock Island Arsenal
Rock Island, IL 61299-6500

AFSC Regulation 690-3

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Human Resource Management

SPONSORSHIP PROGRAM FOR CIVILIAN EMPLOYEES

Applicability. This regulation applies to all US Army Field Support Command (AFSC) organizations.

Decentralized printing. Local reproduction of this regulation is authorized.

Supplementation. Supplementation of this regulation is authorized.

Proponent. The proponent is the Asst Chief of Staff for Human Resource Management, G-1. Users may send comments and recommendations to AMSFS-HRC, HQ AFSC, 1 Rock Island Arsenal, Rock Island, IL 61299-6500, afsc-ofc-hrc@osc.army.mil.

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Supersession notice. None.

FOR THE COMMANDER:



D. Scott Welker
Chief of Staff

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1. Purpose. This regulation prescribes responsibilities and the procedures for implementing the Sponsorship Program for civilian employees.

2. References.

- a. AR 600-1, Army Community Service Center (ASC).
- b. AR 600-8-8, The Total Army Sponsorship Program.

3. Responsibilities.

a. Installation commanders will:

(1) Implement the sponsorship program for civilian employees per this regulation.

(2) Ensure that (ACS) relocation services are used to support civilian sponsorship.

(3) Require supervisors to appoint a sponsor for each new civilian employee prior to arrival.

b. Supervisors will:

(1) Appoint individual sponsors for the arrival of each civilian employee.

(2) Establish and maintain a trained sponsorship pool to respond to programmed and unprogrammed arrivals.

(3) Provide reasonable duty time and administrative support to sponsors.

c. Sponsors will:

(1) Maintain sponsorship training (this service is offered by the ACS).

(2) Contact incoming civilian employee to offer assistance and provide area and station information prior to arrival at duty station.

(3) Assist incoming civilian employee during in-processing.

4. Procedures.

a. Supervisors will:

- (1) Prepare training schedule prior to start date.
- (2) Ensure work station and equipment are ready for incoming civilian employee's arrival.
- (3) Ensure incoming civilian employee is enrolled in required training courses.
- (4) Send incoming civilian employee letter welcoming them to the command and informing them of assigned sponsor.
- (5) Appoint sponsor within 10 calendar days after supervisor has received official notification of new civilian employee's job acceptance. Sponsor must be in the same grade level or above incoming civilian employee (when practical), but in a non-supervisory role.

b. Sponsor will:

- (1) Forward a welcome letter to the incoming civilian employee. The letter will contain work address and telephone number where sponsor can be contacted. Other information that may be needed in advance of arrival should also be provided.
- (2) Contact ACS to obtain welcome packet that includes work-site information as well as relocation information when applicable. Package should be sent within 10 days of initial contact of new hire. Sponsor should telephone incoming civilian employee, if possible.
- (3) Timely respond to correspondence from incoming civilian employee. Sponsor should also meet and assist incoming civilian employee with in-processing, as needed.
- (4) Set appointments and introduce incoming civilian employee to immediate chain-of-command and supervisors after in-processing is complete. A tour of the work-site should also be scheduled on behalf of the incoming civilian employee.