



DEPARTMENT OF THE ARMY  
HEADQUARTERS, EIGHTH ARMY  
UNIT #15236  
APO AP 96271-5236

EACG

MEMORANDUM FOR All Eighth Army Soldiers and Civilians

SUBJECT: Eighth Army Command Policy Letter #15, Total Army Sponsorship Program (TASP)

1. References:

- a. Army Regulation 600-8-8, The Total Army Sponsorship Program, 28 June 2019.
- b. <https://actnow.army.mil/>.

2. Purpose. To establish policy for the TASP within Eighth Army (8A).

3. Background. The TASP is a commander's program that is essential for integrating Soldiers, Civilians, and their Families into the new command and community. Effective sponsorship is the key to transition and leaves a lasting impression.

4. Discussion.

a. The Eighth Army Sponsorship Program is an essential component of the reception of new Soldiers, Civilians, and Families into our community.

b. Commanders will ensure each Soldier as well as DA Civilians are assigned a sponsor in accordance with AR 600-8-8. Gaining commanders will change pinpoint or ultimate assignments of sponsored Soldiers only by exception. When assignments are changed, coordinate immediately with the gaining command for smooth transition of sponsorship.

c. Brigade/Battalion Commanders and Command Sergeants Major will ensure:

(1) Appoint primary and alternate Unit Sponsorship Coordinators in writing to manage the TASP at the command level.

(2) Unit sponsorship coordinators, sponsors, and other leaders are trained to execute their sponsorship duties IAW AR 600-8-8, para 3-6 utilizing one of three approved sponsor training platforms (Army Learning Management System, electronic Sponsorship Application Training, or Brigade unit sponsorship coordinators.

(3) Validate the ACT Sponsorship report no later than the 5th of every month.

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(4) Incorporate sponsorship program included in local Organizational Inspection Programs.

(5) Sponsors are assigned no later than 120 days from report date for inbound Soldiers (permanent party) or within 5 working days of receipt of ACT notification for IMT Soldiers.

(6) Newly arrived Soldiers complete the in-processing survey in the TASP Module in ACT no later than 45 days after arrival to unit.

(7) Evaluate the success of their sponsorship programs and the performance of their sponsors through newcomer interviews, review of sponsorship program survey results (via TASP Module in ACT), and OIP results. Sponsorship Program surveys will be completed by every newly arrived Soldier within 45 days of in-processing and by all outbound Soldiers prior to out-processing.

d. Commanders will ensure the selected sponsor will be:

(1) In the grade equal to or higher than the incoming Soldier, or civilian employee.

(2) Of the same gender, marital status, and military career field or occupational series of the incoming Soldier or civilian employee.

(3) Familiar with the unit and community.

e. IAW AR 600-8-8, para 3-4, Commanders will ensure the selected and appointed sponsor will be exempt from performing sponsorship duties when he or she is:

(1) Being replaced by the inbound Soldier.

(2) Out-processing or within 90 days of PCS as of inbound Soldier's report date.

(3) Pending unfavorable actions or undergoing administrative separation.

(4) Pending medical or physical evaluation board.

(5) Projected to be absent during the first 60 days after the newcomer's arrival.

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f. A properly managed sponsorship program can resolve potential problems and minimize hardships on Soldiers, Civilians, and Families assigned to Korea, as well as ensure everyone understand Eighth Army standards. Sponsors, leaders, and commanders will realize sponsorship is a "people program" requiring strong support from the chain of command and ultimately affects the combat readiness of Eighth Army.

g. Brigade level Commanders have the authority to approve exceptions to the policy to allow Soldiers to obtain clearing papers if their gaining unit has not assigned a sponsor for the Soldier departing Korea on PCS orders.

5. Proponent. The proponent for this policy is Eighth Army G-1 at commercial 011-822-7915-2703 or DSN 315-755-2703/0258 or email [usarmy.humphreys.8-army.mbx.g1-tasp-korea@mail.mil](mailto:usarmy.humphreys.8-army.mbx.g1-tasp-korea@mail.mil) .



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