



# Eighth Army Sponsor Checklist



Employee Name:		Start Date:	
PP/Series/Grade:		Assigned Sponsor:	
Contact Email:		Supervisor:	
Contact Phone Number:		Dependents (Y/N):	

### SPONSOR ROLES AND RESPONSIBILITIES

- Serve from the time of job offer acceptance until at least 30 days after new employee's arrival.
- Provide the new employee important information about the organization and local area to include temporary lodging, local transportation, etc. if applicable.)
- Create a welcoming environment for the new employee and help them integrate into the Command.
- Be available and maintain daily contact with new employee for first week and then on an as-needed basis.
- Work with supervisor and new employee to assist with the onboarding and acculturation process.
- Be a positive role model and promote a positive image of the organization.

### UPON ASSIGNMENT AS SPONSOR (WITHIN 3 DAYS OF FORMAL JOB ACCEPTANCE)

- Meet with supervisor to discuss your role as a sponsor for the new employee.
- Complete eSponsorship Application & Training (eSAT) on Military One Source site: <https://millifelearning.militaryonesource.mil/>
- Email new employee introducing yourself, welcoming him/her to the organization/Army and provide the 8A Area 3 Civilian Employee Welcome Guide and Navigating Hospitals in Korea Handbook:  
<https://8tharmy.korea.army.mil/site/assets/doc/newcomers/Navigating-Korean-Hospitals-Handbook.pdf>
- Provide contact information and offer any assistance to new employee.
- Talk with new employee to find out his/her needs to help transition into the new job and area (including family's needs).
- Provide details on organizational structure and key administrative requirements.
- Ensure Employee received the 8th Army welcome letter and website: <https://8tharmy.korea.army.mil/site/newcomers/>
- Obtain P.O. Box for employee's change of address and for the employee to mail packages in advance.
- Assist with coordinating lodging reservation and transportation from the airport.

### AT LEAST ONE WEEK PRIOR TO NEW EMPLOYEE'S START DATE

- Contact new employee by phone or email to confirm/ arrange basic information for their arrival & first day to include but not limited to: itinerary, transportation arrangements, lodging, directions, etc.
- Arrange your schedule to be available on employee's first day for escort before and after CPAC new hire orientation.

### FIRST DAY

- Arrange to meet supervisor for supervisor's orientation and staff introductions.

### WITHIN FIRST WEEK

- Assist employee with 8A New Employee Checklist.
- Ensure employee attends virtual CPAC in processing brief via MS Teams and escort employee to CPAC office (if applicable).
- Escort employee to Maude Hall, BLDG 6400 for in-processing of all applicable services (refer to 8A New Employee Checklist).
- Ensure positive hand off to supervisor for further organizational incorporation.

### WITHIN FIRST 30 DAYS

- Continue to make yourself available by phone, email, or in-person meetings. Offer guidance to help him/her integrate smoothly and share helpful hints.

Sponsor Signature:	Date of Completion:

**Please return completed checklist to: [8aacculturationprogram@army.mil](mailto:8aacculturationprogram@army.mil) NLT than 45 days from employee's start date.**