



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

EACG (600)

20 September 2024

MEMORANDUM FOR All Eighth Army

SUBJECT: Eighth Army Command Policy Letter #14 - Command Sponsorship Program (CSP)

1. References:

- a. Army Regulation (AR) 55-46, Travel Overseas, 15 October 2020.
- b. Army Regulation 600-8-2, Suspension of Favorable Personnel Actions (FLAG), 5 April 2021.
- c. United States Forces Korea (USFK) Regulation 614-1, Military Command Sponsorship Program, 26 April 2011.
- d. Army in Korea (AK) Regulation 690-10, Overseas Allowances, Benefits and Entitlements, 9 September 2016.

2. Approval Authority. Effective immediately, Eighth Army (8A) G-1, Directorate of Human Resources, Activity Commanders, and managers of Department of the Army Civilians (DACs) will approve overseas allowances, benefits, and entitlements for civilian employees in accordance with reference c above and subject to the additional limitations of paragraphs 3e and 3f below. Authority to approve Command Sponsorship (CS) for Army Soldiers assigned to or in-bound to the Republic of Korea is delegated to the 8A G-1 subject to the limitations and procedures outlined in the remainder of this policy memorandum.

3. Maximizing Allocations. The 8A G-1 will ensure CS maximization of all available slots for 100% utilization. All priority requests are approved until an Area reaches the percentage set by 8A G-1, currently set at 97%.

- a. Priority-1 (P1): Key Billets (Commanders O5 and above, Command Sergeant Major, and principal staff positions as requested by Major Subordinate Command's (MSC's) and approved, e.g. G-1, G-2, G-3, and G-4).
- b. Priority-2 (P2): Billets critical to mission effectiveness and readiness that require continuity and longevity.

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c. Priority-3 (P3): All others modified table of organization and equipment (MTOE) and tables of distribution and allowances (TDA) positions.

d. 8A, G-1 manages CS by Area. If any Area is below the percentages set by 8A G-1, requests will not be disapproved. Exceptions to this policy are service members who are flagged in accordance with AR 600-8-2, service members that have a 3B medical status and service members that do not support mission readiness.

e. Area I (Dongducheon and Uijeongbu), CS is discontinued for units assigned to Area I. Only those Key Billet positions currently approved for Area I and are authorized to reside in a different Area are approved.

f. Area II (Seoul): Capacity to support the education of dependents in Area II is limited to a total of 150 students from all eligible populations across the four Military Departments and Joint Activities with elements stationed on the Korean Peninsula. 8A G-1 will not approve CS of a military sponsor's school-aged dependents for Area II if approval will result in an eligible student population in excess of 150. Activity Commanders and managers of DACs will ensure that civilian job announcements for positions in Area II reflect the fact that Department of Defense Education Activity will not operate schools in Area II and will not approve actions in the process to hire against these announcements that would result in the arrival of school-aged dependents that would result in an eligible student population in excess of 150. 8A G-1 and Activity Commanders and managers of DACs will disapprove Soldier and Civilian personnel actions from sponsors with school-aged dependents and who are currently stationed in Area II or relocating to Area II if the requested action will result in Area II's eligible student population exceeding 150. 8A G-1 will maintain the Area II eligible student population list.

4. Approval Process. The 8A G-1 will process and make an approval determination within five working days of receipt of the request and immediately provide a written response to Military Personnel Division-Humphreys (MPD-H). For inbound requests, the MSC will provide the Area of assignment to 8A G-1 within five working days from the request.

a. During the screening process, the 8A G-1 will not override or approve a CS number for applicant(s) when disapproved by a screening agency (Exceptional Family Member Program (EFMP) or Housing).

b. The 8A G-1 may approve out of country CS requests up to 180 days prior to the Soldier's report date to facilitate timely processing of assignment instructions and movement of Family members.

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c. All responsible agencies must diligently work to meet the overall processing time of 30 calendar days.

5. Intra-Theater Reassignment (transfers). When being reassigned within Korea, Soldiers with approved CS will not lose their CS. Both the losing and gaining commanders will ensure that funding and CS billet is available in the gaining unit in the appropriate community, prior to executing the reassignment. Service members must have an approved transfer from MPD-H prior to making any move. Commanders are held accountable for CS transfer mismanagement.

6. Governance. MSC Commanders will validate all (Key Billet) positions and prioritize in category P1 with a signed memo annually by mid-December, for recertification; all other positions to the 8A G-1 will be categorized P2 through P3 for manning considerations. Recertification will include providing 8A G-1 with a (P2) List. The list will have the MTOETDA line and paragraph numbers, grade, Unit Identification Code (UIC) and title of authorized positions. Commanders will take into consideration, during the annual revalidation, Mission Critical MOS's within their commands to ensure alignment with P2 billets and in accordance with Commander's mission readiness concerns as they relate to Command Sponsorship. As noted in paragraph 3b, G-1 will use this list as the MSC Commanders mission critical list when approving CS.

7. CSP Management System. The Personnel Information Management System Korea (PIMS-K) is the USFK system of record for CSP approvals. The 8A G-1 will ensure that all CSP approvals are appropriately recorded in this database within 72 hours of approval. Soldiers who depart Korea are accounted for in PIMS-K and updated within 72 hours of departure. Commanders will ensure all eMILPO arrival and departure transactions are completed.

8. This policy letter supersedes 8A Command Sponsorship Program (CSP) policy, dated 03 October 2020.

9. Proponent. The proponent for this policy is Eighth Army G-1. 8A G1 has oversight of the CSP for all Army personnel assigned to all elements of United States Forces Korea. Contact the CSP Manager at commercial 011-822-7915-0270 or DSN 315-755-0270 or by email [usarmy.humphreys.8-army.mbx.g1-csp-korea@army.mil](mailto:usarmy.humphreys.8-army.mbx.g1-csp-korea@army.mil).



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