



DEPARTMENT OF THE ARMY

5TH MEDICAL RECRUITING BATTALION
1939 BUCK ROAD, SUITE 34
FORT SAM HOUSTON, TX 78234-7696

REPLY TO
ATTENTION OF

RCMRB-SW

12 April 2011

MEMORANDUM FOR 5th Medical Recruiting Battalion

SUBJECT: Sponsorship Training, Assistance and Resources

1. Sponsorship Training: All sponsors assigned to the 5th Medical Recruiting Battalion (5MRB) are required to:

a. Complete mandatory sponsorship training via Military Homefront's Electronic Sponsorship Assistance Training (eSAT) tool within two working days of receipt of sponsorship memorandum. Instructions for eSAT training are detailed in line 3 below. Sponsorship training through eSAT is only required once and may be used for future sponsorship assignments.

b. Provide a digital copy of the sponsorship training certificate to the Soldier and Family Assistance (SFA) Program Manager lisa.mathews@usarec.army.mil and Battalion (BN) Secretary at Gregory.robinson@usarec.army.mil.

2. Sponsorship Duties:

a. Provide pre-arrival and post-arrival (settling-in) assistance to all assigned incoming personnel and their Family members via direct email/or phone contact to include use of the Sponsorship Checklist (Encl 1) and Incoming Soldier Assessment (Encl 2).

b. Make initial contact with the newcomer within 72 hours of receipt of sponsorship memorandum, requesting newcomer completion of a needs assessment to identify any unique requirements/information the incoming Soldier and/or Family may need.

c. Provide newcomer a welcome letter and a welcome packet within ten working days of receipt of sponsorship memorandum, which features information requested by the incoming Soldier and/or Family. As a minimum, the welcome packet should contain information on suitable housing options, local maps, and school and church information.

d. Continue communication with newcomer and his/her Family, answering newcomer follow-up correspondence as soon as possible and not greater than ten working days from the date of receipt of correspondence.

e. Keep chain of command informed of any changes in status of incoming Soldier.

f. Upon newcomer arrival, assist the Soldier with in-processing as needed, coordinate in-processing arrangements, and introduce the Soldier to the immediate chain of command, NCO support channel, and supervisor.

3. Required Sponsorship Training Instructions: To access eSAT system and download the training completion certificate:

a. Log in to Military Homefront at <http://www.militaryhomefront.dod.mil/>.

b. On left side of screen scroll down and click on Military Installations link.

c. On the far right side of the screen, locate the "Are you a Sponsor" box.

d. Click on "[eSponsorship Application Training \(eSAT\)](#)." You will be prompted to login with your Common Access Card (CAC).

e. Complete the training.

f. Once the training is completed (on the "Congratulations" page), click on "obtain certificate of completion."

g. Click on the printer friendly view, and save the certificate using your last name, first initial, then eSAT Completion and the date. For example: SmithJ_eSAT Completion_01MAR11.

h. Email the certificate to the SFA and BN Secretary at lisa.mathews@usarec.army.mil and Gregory.robinson@usarec.army.mil.

4. Sponsor Assistance and Resources:

a. Through the unit SFA Army Volunteer Corps Program, volunteer Relocation and Information and Referral (Relo/I&R) Assistants are available in some locations to augment the sponsorship program. Relo/I&R Assistants are supervised by the SFA to perform the following duties:

(1) Build and maintain a resource spreadsheet and create fact sheets, which provide program and contact information for various area-specific resources related to Soldier and Family wellness and relocation.

(2) Establish outreach contacts in the community to become well-informed on available resources, maintain/update the resource spreadsheet (bi-annually), and (upon request) contact agency representatives periodically to obtain specific information or facilitate assistance on behalf of incoming Soldiers and Families.

(3) Obtain, develop and provide sponsors with materials such as maps, fact sheets, and brochures, which may be used for newcomer welcome packets.

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(4) Once newcomer's needs are identified by the sponsor, assist sponsor by researching and providing specific information requested by the newcomer.

(5) Per sponsor and newcomer request, contact the newcomer and/or the newcomer's Family members directly to offer assistance/information.

(6) Greet newcomers and their Family members upon arrival, welcoming them to the unit, and offering settling-in assistance.

b. When a Relo/I&R Assistant position is filled in your area, the SFA Program Manager will notify the sponsor and the Relo/I&R Assistant upon receipt of Sponsorship Appointment Memorandum.

c. In areas where Relo/I&R Assistant positions are vacant, Sponsors and newcomers may contact the SFA for guidance and assistance with sponsorship duties.

d. Questions or issues related to the SFA Army Volunteer Corps Program may be directed to the SFA Program Manager.

5. Point of Contact for this memorandum is Lisa Mathews, 877-547-3402, lisa.mathews@usarec.army.mil.

<<original signed>>
DAVID J. BAUDER
MAJ, SP
Executive Officer

2 Encls

1. Sponsorship Checklist
2. Needs Assessment Checklist