

eSponsorship Application & Training



Quick Start Guide for Transferees

Receive Initial Contact E-mail and Complete Needs Assessment

Your first contact with your sponsor will be an e-mail welcoming you and providing a link to your newcomer's Needs Assessment. The Needs Assessment is housed in the eSponsorship Application at <http://apps.mhf.dod.mil/ESAT>. You must access this link from a CAC enabled computer using your CAC card. When you follow this link you will be asked to complete the Transferee's Registration and Needs Assessment.

The Needs Assessment is a short questionnaire that provides important information your sponsor will need and provides you the opportunity to ask for specific information about your new duty assignment. Once you have completed the Needs Assessment, the system will prompt you to save it and submit it. eSponsorship Application & Training (eSAT) will notify your sponsor that it is ready for their review.

Note: you will receive a copy of the e-mail when the Needs Assessment is submitted and when the sponsor has reviewed it.

Receive the Welcome Letter

After you complete your Needs Assessment, you will receive an e-mail letting you know that your sponsor has reviewed it. Soon after that you will receive your Welcome Letter via e-mail. The Welcome Letter provides you with links to important and up-to-date information about your new duty assignment and links to advanced applications for housing and child care. You should also receive a telephone call and/or additional e-mails from your sponsor.

Stay in Touch with Your Sponsor

Stay in touch with your sponsor. You can do this by telephone or e-mail. It is a good idea to update your Needs Assessment with arrival information. Communication will help your sponsor be an effective sponsor for you and your family.

Complete the eSAT Feedback

Soon after your arrival at your new duty station, you will be sent an e-mail that asks you to logon to the eSAT application and complete a short feedback form of this sponsorship effort. Complete the feedback immediately. Your responses will be used to improve the eSAT application and the sponsorship process for the entire DoD.