

# Take Charge of Your Sponsorship Duties!

Learn how to be an outstanding sponsor



Sponsorship duties are generally an additional assignment. Time is often limited. Using eSAT Training saves time and:

- ✓ Streamlines your responsibilities
- ✓ Provides downloadable sample correspondence
- ✓ Provides downloadable checklists of sponsor's duties
- ✓ Provides downloadable certificate for your files and your unit

*These resources can help you fulfill your sponsorship duties:*

Plan My Move

<http://planmymove.mhf.dod.mil>

MilitaryINSTALLATIONS

<http://www.militaryinstallations.dod.mil>

MilitaryHOMEFRONT

<http://www.militaryhomefront.dod.mil/moving>

Military OneSource

<http://www.militaryonesource.com>



Contact Military OneSource 24-7- 1.800.342.9647

**RELOCATION  
ASSISTANCE  
PROGRAM**



Moving Made Easy

Visit <http://apps.mhf.dod.mil/ESAT>



Providing policy, tools, and resources for service members and their families.



# Ready. Set. Sponsor!

eSponsorship  
Application &  
Training  
(eSAT)

**RELOCATION  
ASSISTANCE  
PROGRAM**



Moving Made Easy

# eSponsorship Application & Training

Training Sponsors to Assist Relocating Service Members and Their Families



## eSAT is designed to

- ✓ Support military service members assigned the responsibility of unit sponsorship
- ✓ Provide online training for sponsors
- ✓ Link the sponsor to all Department of Defense and Service websites supporting the permanent change of station process

eSAT does more than just train sponsors, it provides tools to make the process quick and easy.

All tools are downloadable and can be edited. Tools include:

- ✓ Sample initial contact email
- ✓ Newcomer needs assessment guides
- ✓ Sample Service-specific welcome letters

*The relocation assistance manager is your partner in the sponsorship process.*

## Get Your Training Now

Training is available two ways:

- ✓ Through the secure eSAT website
- ✓ From the MilitaryINSTALLATIONS homepage for sponsors or spouses without Common Access Cards

## eSAT Provides Reports

- ✓ Feedback on training
- ✓ Number of sponsors trained by installation
- ✓ Details on sponsors trained including units



## Installation Resources

Assigning a sponsor is a unit responsibility. A sponsor's first stop should be the installation Family Center to coordinate with the trained relocation personnel for materials, education, and information. Find this important contact at:

- ✓ **MilitaryINSTALLATIONS**  
[www.militaryinstallations.dod.mil](http://www.militaryinstallations.dod.mil)
- ✓ **Plan My Move**  
[www.militaryhomefront.dod.mil/moving](http://www.militaryhomefront.dod.mil/moving)

The relocation manager at the gaining installation receives the sponsorship request and works with the receiving unit to quickly make a sponsor assignment.

## eSAT Checklists

- ✓ **Pre-arrival** provides step-by-step instructions on what to do and ask, and suggests ideas for simplifying the process.
- ✓ **Arrival** instructs the sponsor on how to support the newcomer and family through the transition and in-processing phase.
- ✓ **Post-arrival** suggests things to do to help the newcomer and his or her family quickly and easily settle into the new job and community.

Visit <http://apps.mhf.dod.mil/ESAT>

Get Trained. Start Sponsoring!