

Introduction to eSAT

Relocation Assistance Program
(RAP)

Version 3,
August, 2011

eSAT Overview

- Step One: Sponsor Registration and Training
- Step Two: Access to Tool Kit for Effective Communications
- Step Three: Reporting

eSponsorship Application & Training



Training Sponsors to Assist Relocating Service Members and Their Families

DoD Notice and Consent

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Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.

This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.

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 I do not agree. I have read and understood the statement and I agree to comply with all applicable regulations concerning use of the information from this web site.

[Proceed to Application](#)

OUR WEBSITES

- [Military OneSource](#)
- [MilitaryHOMEFRONT](#)
- [MilitaryINSTALLATIONS](#)
- [Military Youth on the Move](#)

RESOURCES

- [About WC&FP](#)
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eSponsorship Application & Training

MilitaryOneSource | ResourceHelp | Help | Administration



Training Sponsors to Assist Relocating Service Members and Their Families

[USER GUIDE \(PDF\)](#) [PRINT FRIENDLY VIEW \(PDF\)](#)

Welcome

Welcome to the eSponsorship Application

Congratulations, you have been selected by your unit to sponsor a newcomer. You will be the link to their new unit, installation and new community. This is a very important responsibility as a newcomer's perception of their newly assigned installation is largely based upon first impressions. As a sponsor, you have a direct impact on these impressions. Proactive sponsorship leads to unit cohesiveness and mission success.

Your duties as a sponsor are mandatory. This eSponsorship application has been created to:

- Train you on your roles and responsibilities
- Provide you with the knowledge and resources for effective sponsorship
- Provide you access to all the tools you need to do an outstanding job

The steps in the sponsorship process that the application supports are:

- A training module to be completed by you, the sponsor
- A downloadable Sponsorship Duties Checklist, to keep, check off and refer to often
- A downloadable Training Certificate for your records
- A downloadable Needs Assessment to use as a guide when contacting your newcomer
- Sample Tools for corresponding with your newcomer

The Relocation Personnel at your Family Center are always available to assist you with your sponsorship duties, so do not hesitate to ask them to provide you materials and packets of information. You can find their contact information on [MilitaryINSTALLATIONS](#).

[Continue >](#)

Sponsorship Duties Checklist

Useful Links

- [Military OneSource](#)
- [Plan My Move](#)
- [MilitaryINSTALLATIONS](#)
- [Military Youth on the Move](#)
- [Defense Travel Management Office /Per Diem](#)
- [Automated Housing Referral Network](#)
- [MOVE.MIL](#)
- [TRICARE Beneficiary Web Enrollment](#)
- [Army OneSource](#)
- [U.S. Air Force Services](#)
- [Fleet and Family Support Center](#)
- [Marine Corps Community Services](#)
- [Defense Logistics Agency](#)

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Release 02 10 11 1

eSponsorship Application & Training



Training Sponsors to Assist Relocating Service Members and Their Families

[USER GUIDE \(PDF\)](#) [PRINT FRIENDLY VIEW \(PDF\)](#)
Welcome » Sponsor Registration

Sponsor Registration

Please fill out the following information on yourself and your unit. The eSponsorship application will save this information.

Fields marked with an asterisk * must be completed.

When you have completed updating the form, select the "Create/Update Registration" button at the bottom of the page to save your changes.

Training Completed o

- * First Name
- * Last Name
- * Branch/Service
- * Rank/Rate/GS Grade
- * Installation
- * Unit
- * Email Address
- * Work Phone
- DSN Phone

Navy
 W3

 Installation Suggestion
 20 MLG Unit Suggestion
 tr@mhf.dod.mil
 Your official .mil email address. If no official .mil email address, then use personal email.
 301-384

[Create/Update Registration](#) [Certificate](#) [Annual Training Certificate Renewal](#) [Tools](#)

[Sponsorship Duties Checklist](#)

Useful Links

- Military OneSource
- Plan My Move
- MilitaryINSTALLATIONS
- Military Youth on the Move
- Defense Travel Management Office / Per Diem
- Automated Housing Referral Network
- MOVE.MIL
- TRICARE Beneficiary Web Enrollment
- Army OneSource
- U.S. Air Force Services
- Fleet and Family Support Center
- Marine Corps Community Services
- Defense Logistics Agency

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eSponsorship Application & Training



Training Sponsors to Assist Relocating Service Members and Their Families

 PRINT FRIENDLY VIEW (PDF)

Welcome » Sponsor Registration » Sponsor Training

Sponsor Training for John Smith

New Sponsor Training

Sponsorship training has been designed to ensure you have the necessary information and training to successfully fulfill your role as a command sponsor. All of the tools you need to be a success are included in this application. Your job is to ease the transition of service members and their families to a new working and living environment.

You are not alone in the job of sponsorship. There are many resources to assist you. Once you complete this training your Family Center will be your key source of information regarding the relocation process. Seeking their assistance in gathering current information for your newcomer will make your job as sponsor much easier.

Throughout the training you will be asked some simple questions to reinforce the main points and help you practice your new skills as a sponsor. This training is mandatory for DoD military members, and available for DoD civilians sponsoring newcomers.

We estimate that it will take you between 15-30 minutes to complete this training. Once you complete the training you will be able to start the eSponsorship process. So lets get started with the training. Just answer this question:

The Family Center is a key source of relocation information.

- True
 False

Continue »

» Sponsorship Duties Checklist

Useful Links

- » Plan My Move
- » MilitaryINSTALLATIONS
- » Military OneSource
- » Defense Travel Management Office /Per Diem CMT
- » Automated Housing Referral Network
- » MOVE.MIL
- » TRICARE Beneficiary Web Enrollment
- » Army OneSource
- » U.S. Air Force Services
- » Fleet and Family Support Center
- » Marine Corps Community Services
- » Defense Logistics Agency



Training Sponsors to Assist Relocating Service Members and Their Families



[USER GUIDE \(PDF\)](#)



[PRINT FRIENDLY VIEW \(PDF\)](#)

[Welcome](#) » [Sponsor Registration](#) » [Sponsor Training](#) » [Sponsor Training Feedback](#)

Sponsor Training Feedback for

Thank you for taking the sponsor training. Before you continue to the downloadable certificate, please rate the value of this training to you as you fulfill your future sponsorship duties.

Excellent Good Neutral Fair Poor

Comments are also appreciated.

[» Sponsorship Duties Checklist](#)

Useful Links

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eSponsorship Application & Training



Training Sponsors to Assist Relocating Service Members and Their Families

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[Welcome](#) • [Sponsor Registration](#) • [Sponsor Training](#) • [Sponsor Training Feedback](#) • [Training Certification](#)

Congratulations

You have completed the eSponsorship Training! Sponsorship is a vital component of the mobile military lifestyle. Relocating is a very stressful experience for both the service member and their family. Your role as a Sponsor will help smooth the way for a quick and efficient transition to the new location and the new job.

Now that you have completed the training the following Sponsorship Duties Checklist will help you successfully execute your duties as a Sponsor. Please download the PDF, keep it handy, and review it often as you work through the sponsorship process.

Download Sponsorship Duties Checklist »

As verification that you have successfully completed this training, you can print this page or download an official *Certificate of Completion*.

Obtain Certificate of Completion »

Valuable resources to help you with the job of sponsorship can be found on the tools page.

Resources include:

- [Sample Introductory Email](#)
- [Needs Assessments](#)
- [Welcome Letters](#)

[Continue to Tools »](#)

Sponsorship Duties Checklist

Useful Links

- [Military OneSource](#)
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eSponsorship Application & Training



This certificate verifies that

GS-14

United States Navy

successfully completed

The Department of Defense's Sponsorship Training Module

on June 15, 2010.

Relocation Assistance Program Manager
Office of the Secretary of Defense, Military Community and Family Policy



Tools

The resources on this page are designed as examples of correspondence/tools you might use during the sponsorship process. They are easy to use. Follow these instructions:

- Download and save to your computer
- Edit to meet your needs
- Use in an email, or
- Send as an attachment(s) to an email

Initial Email Message

- Sample -- Congratulations on your new assignment email message

Newcomer Needs Assessments

- A short questionnaire to be used over the phone.
- A fillable form for email purposes.

Sample -- Welcome Letters

United States Army

- Single Service Member Moving - CONUS or Overseas
- Military Moving with Children - CONUS or Overseas
- Dual Military Moving - CONUS or Overseas
- Moving with a Special Needs Family Member - CONUS or Overseas

» Sponsorship Duties Checklist

Useful Links

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- » [Marine Corps Community Services](#)
- » [Defense Logistics Agency](#)

Military INSTALLATIONS

Your official DoD source for installation and state resources available to active duty, guard and reserve service and family members.

Installations • View articles, photos, major unit listings and contacts for programs and services worldwide. If you can't find an international location, try visiting the [Department of State](#) country information.

States • View articles and local, state and national resource directories

Get started!

Looking for particular installation or state?

Enter an installation [[View a directory of installations](#)]

GO »

Or, enter a state

GO »

Looking for specific program or service?

Select a program or service

ALL ▾

Then, enter an installation [[View a directory of installations](#)]

Or, enter your postal code

Within

10 miles ▾

GO »

Are you a service provider looking for a program or service across all installations? Simply select the program or service and then choose any installation or enter any zip code. A downloadable directory for all installations will be available on the results page.

Can't find what you are looking for? [Contact us](#) »

Moving to a new assignment?

Take control of your move. Use our customizable calendar tool to create a unique personal moving plan. The calendar contains to do lists, checklists, phone lists, and links to critical moving information from budget planners to choosing a school.

To begin, select your departure date, departure and destination locations and get moving now!



Plan My Move ▶

Are you a sponsor?

Have you been assigned official sponsorship duties? Log on to the CAC enabled [eSponsorship Application Training \(eSAT\)](#) to get started »

Don't have a CAC card, but are interested in learning about how to become a sponsor? [Learn more about the process](#) »

Take charge of your PCS move. Plan My Move provides you with access to information about your entitlements and benefits, to points of contact, checklists, planning tools, and information on education and employment. Plan My Move will put you and your family in charge of a smooth relocation to your new duty assignment. Fill in the following information about your move, click "Get Moving" and we will get started. *If your new assignment cannot be found, select a [nearby installation](#).*

Plan My Move gives you the option of storing the entries below plus it allows for creating a custom plan and calendar designed just for you and your family. Begin customization by [creating an account](#). With a custom plan, you don't have to reenter your information each time you return. You just sign-in and get to work!

Where are you currently stationed?

Enter Installation Name or Location above or click [here](#) for the installation lookup screen.

Where are you being reassigned?

Enter Installation Name or Location above or click [here](#) for the installation lookup screen.

When do you plan to depart?

DD-MON-YYYY (e.g. 01-JAN-2000)

Is this your first move?
(Designed for service and family members moving from advanced training.) YES NO

Do you have a family member with special needs? YES NO

Sign In to Customize Your Move.Email Address Password [Forgot Password?](#)New User? [Sign Up now >>](#)



A 24/7 Resource for Military
Members, Spouses & Families

1-800-342-9647

Community Information

Relocating is a big step. In addition to finding a home, you need to make sure the community you are considering really suits your needs. The key is to gather as much information as possible about your prospective community so you can make an informed decision. Below, you can learn about and compare various cities, states, and communities throughout the United States.

 Cost of Living Compare the cost of living of various cities and regions you are considering. Learn More >>	 School Report Cards Find out important facts about area schools and school districts in your new area of residence. Learn More >>
 Community Comparison Preview and compare community data of various cities you are considering. Learn More >>	 Salary Analyzer Find out how your occupation, experience level, and current salary compare to other cities. Learn More >>
 Crime Reports Get the latest and most accurate statistics for any city in the United States. Learn More >>	 Community Explorer The perfect tool for narrowing down or finding that perfect neighborhood. Learn More >>
 Calculators Use our suite of calculators to help you sort your relocation finances. Learn More >>	 Jobs Network Look for the great jobs throughout the United States. Learn More >>





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- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

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- *****
- I do not agree. I have read and understood the statement and I agree to comply with all applicable regulations concerning use of the information from this web site.

[Proceed to Login](#)





Office of Strategic Outreach Defense Installation Messaging System (DIMS)

Welcome

[Print](#) [User Guide](#) [eSAT Resources](#) [PMM/MI Content Manual](#) [Small Installation Guide](#) [USAREC Content Manual](#) [Newsletters](#) [FAQs](#) [Logout](#)

No Access

It appears that you do not have access to this application.

To request access to this application, please [>>>click here<<](#).

If you encounter issues, please contact the MC&FP Office of Strategic Outreach Helpdesk at (888) 363-6431.



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Release 05.10.11.2

Step 1 - Account Request

To request access for a MC&FP application, follow these three easy steps.

- Step 1: Fill in Account Request
- Step 2: Select an Application
- Step 3: Select your Role

*Repeat steps 2 and 3 for additional applications

User ID:

First Name:

Last Name:

Email Address:

Timezone: (UTC -05:00) EST, Eastern US, Washington DC

Work Phone:

Home Phone:

Cell Phone:

DSN Phone:

Address Line 1:

Address Line 2:

City:

State: Virginia

Province:

Postal Code:

Country: United States

Service/Agency: Other

Affiliation: Caridian
 HWN
 Military Community & Family Policy
 Office of Strategic Outreach
 Personnel & Readiness
 Relocation Assistance
 Service Provider
 Other

Command:

Comments:

DIR: C=US,O=U.S. Government,OU=ECA,OU=VeriSign, Inc.,OU=Office of the Secretary of Defense,OU=Linda Rothleder

Submit



Welcome

My Role Requests

Step 3 - Select Role for: DIMS

Defense Installation Messaging System (DIMS) is used by relocation assistance managers/personnel to communicate changes to information found on MilitaryINSTALLATIONS.

Roles Requested by

- User - Capability to use most basic functions of an application.
- Primary Relocation Personnel - This person is responsible for obtaining and submitting changes to their PMM/MI file and for answering all clarification questions from PMM/MI editors.
- Alternate Relocation Personnel - This person(s) assist the primary relocation personnel in executing their responsibilities.
- Family Center Director - This person is the Director or Deputy Director at the installation level Family Center. They have direct responsibility for the performance of the relocation personnel in their centers.
- Major Command Representative - This person is called different things by different services but generally a major command or regional person would be approved for a group of installations under their command.
- Headquarters Representative - Generally the Relocation Program manager at headquarters for the various Services (Army, Navy, Air Force, Marine Corps, DLA and US Coast Guard as well as MEPS and USAREC. These individuals have access to all the installations in their Service for oversight and monitoring.
- Unit Leader - A person trained and approved by the relocation staff who will monitor the sponsorship reports available in DIMS for eSAT. The unit leaders are individuals appointed by the unit commander as a sponsor monitor or appointed by the relocation personnel to monitor a unit's sponsorship activities. The Unit Leader role has "read only" access to everything in DIMS except the reports which they can access as needed.
- Reports and Statistics - User can access and download the reports and data housed under the reports tab in DIMS.

Selecting "Submit" returns you to Step 2 where you can request access to another application.



Welcome

[My Profile](#)

[My Role Requests](#)

Installation Requests for I

Branch

- All Army Installations**
- Aberdeen Proving Ground
- Albany, NY MEPS
- Albuquerque, NM MEPS
- Amarillo, TX MEPS
- Anchorage, AK MEPS
- Anniston Army Depot (Pending 05/10/2011)
- Ansbach, United States Army Garrison
- Atlanta, GA MEPS
- Baltimore, MD MEPS
- Bamberg, United States Army Garrison
- Baumholder, United States Army Garrison
- Beckley, WV MEPS
- Blue Grass Army Depot
- Boise, ID MEPS
- Boston, MA MEPS
- Buffalo, NY MEPS
- Butte, MT MEPS
- Camp Parks
- Camp Zama
- Carlisle Barracks
- Charlotte, NC MEPS
- Chicago, IL MEPS
- Cleveland, OH MEPS
- Columbus, OH MEPS
- Dallas, TX MEPS
- Denver, CO MEPS
- Des Moines, IA MEPS
- Detroit, MI MFPS
- Landstuhl Regional Medical Center
- MI MEPS
- Letterkenny Army Depot
- Little Rock, AR MEPS
- Los Angeles, CA MEPS
- Louisville, KY MEPS
- Mannheim SFAC
- Mannheim, United States Army Garrison
- McAlester Army Ammunition Plant
- Memphis, TN MEPS
- Miami, FL MEPS
- Milwaukee, WI MEPS
- Minneapolis, MN MEPS
- Montgomery, AL MEPS
- Nashville, TN MEPS
- New Orleans, LA MEPS
- New York City, NY MEPS
- Oklahoma City, OK MEPS
- Omaha, NE MEPS
- Pentagon - Army
- Phoenix, AZ MEPS
- Picatinny Arsenal
- Pine Bluff Arsenal
- Pittsburgh, PA MEPS
- Portland, ME MEPS
- Portland, OR MEPS
- Presidio of Monterey (DLI/FLC)
- Raleigh, NC MEPS
- Red River Army Depot



Welcome

My Role Requests

Step 2 - Select Application

- Available Applications**
- [AMS](#)
 - [ASD](#)
 - [CMM](#)
 - [CMM_SSO_TEST](#)
 - [Conference Workshops](#)
 - [CSRS](#)
 - [Defense Installation Messaging System](#)
 - [eSAT](#)
 - [Global Calendar](#)
 - [ICMS](#)
 - [JFRC Request](#)
 - [MARA](#)
 - [MC&FP Portal](#)
 - [NINCMS](#)
 - [oLearning](#)
 - [P&R Portal](#)
 - [TAR](#)
 - [Taxonomy Maintenance](#)
 - [WWRCTS](#)

My User Info

■ **ID:** 11
 ■ **User ID:** _____
 ■ **First Name:** _____
 ■ **Last Name:** _____
 ■ **Account Status:** Pending Active Inactive
 ■ **Last Update of Account Status:** 05/10/2011

My Application Role Requests

Application [▲]	Role	Description	Status	Application Role Description	Applied	Last Status
DIMS	Reports and Statistics	User can access and download the reports and data housed under the reports tab in DIMS.	Pending	-	10-MAY-11	10-MAY-11
	User	Capability to use most basic functions of an application.	Pending	-	10-MAY-11	10-MAY-11

Additional Information

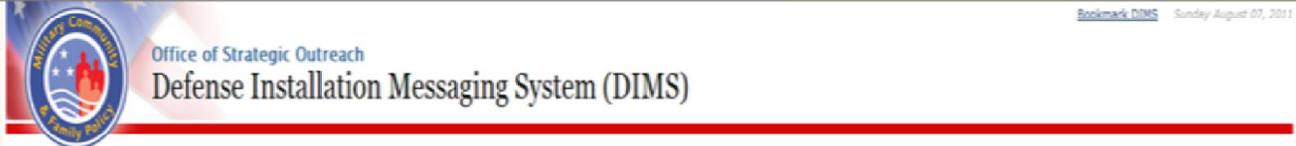
This page lists the applications to which you currently have NOT been granted privileges under "Available Applications".

It also lists the application roles you have requested, along with the status of those requests, under "My Application Role Requests".

You will receive an application pending notification, followed by an approval email. Upon approval you will have access to the requested application and role.

Please logout when you have made your selections.





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[Create Message](#) [Messages](#) [Certification](#) [Articles](#) [Contact Information](#) [Major Unit Listings](#) [Photo Gallery](#) [Reports](#)

- Reports**
- [Certifications by Service](#)
 - [eSAT - Sponsor Training Feedback](#)
 - [eSAT - Sponsors Trained by Installation](#)
 - [Installation Statistics](#)
 - [Message Counts](#)
 - [eLearn - Feedback](#)
 - [eLearn - Trainings](#)
 - [Pages/Topics Statistics](#)
 - [Users by Service](#)

Criteria [Reset Criteria](#)

Branch of Service	ALL
Major Command	ALL
Installation	ALL
Start Date	07-AUG-2011 00:00 (DD-MON-YYYY HH24:MI)
Ending Date	07-AUG-2011 23:59 (DD-MON-YYYY HH24:MI)
	<input type="button" value="GO"/>

Messages
no data found



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Reports

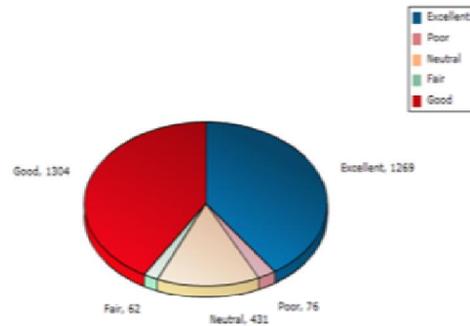
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Sponsor Criteria

[Reset Criteria](#)

Branch of Service	ALL	▼
Installation	ALL	▼
Sponsor Training (Start Date)	01-JUL-2011 00:00 (DD-MON-YYYY HH24:MI)	▼
Sponsor Training (Ending Date)	01-AUG-2011 23:59 (DD-MON-YYYY HH24:MI)	▼
	<input type="button" value="Go"/>	

Did you find the training module helpful in preparing you to be a sponsor?





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Criteria

[Reset Criteria](#)

Branch of Service: ALL

Installation: ALL

Sponsor Trained (Start Date): 01-JUL-2011 00:00 (DD-MON-YYYY HH24:MI)

Sponsor Trained (Ending Date): 01-AUG-2011 23:59 (DD-MON-YYYY HH24:MI)

Sponsors Trained by Installation

1 - 175

Service [▲]	# Trained	Installation
Army	2	-1
	2	Fort A.P. Hill
	1	Fort Belvoir
	9	Fort Benning
	158	Fort Bliss
	2	Fort Detrick
	36	Fort George G Meade
	2	Fort Hood
	16	Fort Huachuca
	30	Fort Jackson
	4	Fort Knox

Sponsors for Camp Arifjan Kuwait (01-JUN-2011 00:00 to 02-AUG-2011 23:59)

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Service	Installation	Unit	Last Name	First Name	Email Address	Phone	Rank	Training Date
Army	Camp Arifjan, Kuwait	-1					E5	06/03/2011
Army	Camp Arifjan, Kuwait	160th Signal Brigade					E4	06/08/2011
Army	Camp Arifjan, Kuwait	160th Signal Brigade					E5	06/08/2011
Army	Camp Arifjan, Kuwait	160th Signal Brigade					E4	06/08/2011
Army	Camp Arifjan, Kuwait	160th Signal Brigade					E4	06/06/2011
Army	Camp Arifjan, Kuwait	160th Signal Brigade					E4	06/06/2011
Army	Camp Arifjan, Kuwait	160th Signal Brigade					E3	06/06/2011
Army	Camp Arifjan, Kuwait	160th Signal Brigade					O2	06/13/2011
Army	Camp Arifjan, Kuwait	160th Signal Brigade					E3	06/06/2011
Army	Camp Arifjan, Kuwait	160th Signal Brigade					E4	06/06/2011
Army	Camp Arifjan, Kuwait	160th Signal Brigade					E5	06/06/2011
Army	Camp Arifjan, Kuwait	160th Signal Brigade					E6	06/06/2011
Army	Camp Arifjan, Kuwait	160th Signal Brigade					E3	06/06/2011
Army	Camp Arifjan, Kuwait	160th Signal Brigade					O1	06/13/2011
Army	Camp Arifjan, Kuwait	160th Signal Brigade					E5	06/06/2011
Army	Camp Arifjan, Kuwait	160th Signal Brigade					O1	06/13/2011
Army	Camp Arifjan, Kuwait	160th Signal Brigade					E6	06/01/2011
Army	Camp Arifjan, Kuwait	160th Signal Brigade					O1	06/13/2011
Army	Camp Arifjan, Kuwait	160th Signal Brigade					E5	06/06/2011
Army	Camp Arifjan, Kuwait	160th Signal Brigade					E4	06/20/2011
Army	Camp Arifjan, Kuwait	160th Signal Brigade					E3	06/06/2011
Army	Camp Arifjan, Kuwait	160th Signal Brigade					E7	06/01/2011
Army	Camp Arifjan, Kuwait	160th Signal Brigade					E4	06/06/2011
Army	Camp Arifjan, Kuwait	160th Signal Brigade					E6	06/06/2011
Army	Camp Arifjan, Kuwait	160th Signal Brigade					E4	06/06/2011
Army	Camp Arifjan, Kuwait	160th Signal Brigade					E6	06/04/2011
Army	Camp Arifjan, Kuwait	160th Signal Brigade					E5	06/06/2011
Army	Camp Arifjan, Kuwait	160th Signal Brigade					E3	06/06/2011
Army	Camp Arifjan, Kuwait	160th Signal Brigade					E5	06/06/2011
Army	Camp Arifjan, Kuwait	160th Signal Brigade					E6	06/10/2011
Army	Camp Arifjan, Kuwait	160th Signal Brigade					E3	06/06/2011
Army	Camp Arifjan, Kuwait	160th Signal Brigade					E4	06/09/2011
Army	Camp Arifjan, Kuwait	160th Signal Brigade					E6	06/06/2011

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, 8/8/2011

Conclusion and Questions