eSponsorship Application & Training

Log on and Register

Log on to the eSponsorship Application and Training, or eSAT, at http://apps.militaryonesource.mil/esat. Complete the sponsor registration with your information.

Complete the Training

Continue to the training. The training is self-paced and self-correcting. This training includes 14 pages with articles and questions, and should only take 15 minutes to complete. Once you complete the eSAT, download the sponsorship duties checklist and obtain your certificate of completion for your records or for your unit. Both are downloadable as PDF files.

Proceed to Tools Page and Make Initial Contact with Newcomer

1. There is a downloadable sample email for you to use as a guide when contacting your newcomer.
2. There is a downloadable, fillable needs assessment form to attach to the email or there is a needs assessment checklist that you can use during a phone call with your newcomer.

Review the Newcomer's Needs Assessment

After you have received an email or made telephone contact with your newcomer and understand what information they require, you can prepare a welcome letter/package.

Prepare the Welcome Letter/Package

On the Tools page there are draft welcome letters that you can use as a guide when creating your letter/package. These letters are in Word and downloadable for your use. The welcome letter includes links that will take the newcomer to important information about your installation.

Stay in Touch with the Newcomer

Stay in touch with your newcomer, and follow the guidance in the sponsorship duties checklist and your knowledge of your duties to be an effective sponsor. Remember that your duties are not finished until the transferee is settled in to the unit and new quarters.