

Entitlements

- Welcome Letter
- Assignment of a Sponsor
- Army Community Service Relocation Services
- Greeting Upon Arrival
- Assistance With In processing and Out processing
- Orientation to the New Unit or Activity and the Community

Community Websites

Army Community Service (ACS)

www.redstonemwr.com/html/reloreadiness.html

Huntsville/Madison County

Chamber of Commerce

www.hsvchamber.org

Huntsville-Madison County

Convention & Visitors Bureau

www.huntsville.org

Everything Alabama

www.al.com

WHERE CAN I get additional information?

For more details on this program go to Civilian Personnel Advisory Center website at

<https://cpac.redstone.army.mil/>

References

- AR 600-8-8, Total Army Sponsorship Program
- AR 608-1, Army Community Service Center
- Redstone Arsenal Regulation 690-50, Civilian Sponsorship Program
- Garrison SOP 1-1/Garrison Policy 690-51, Base Realignment and Closure Sponsorship for Active Duty and DoD Civilians



Total Army Sponsorship Program



What is the Total Army Sponsorship Program?

- The US Army established the Total Army Sponsorship Program to assist soldiers, civilian employees, and family members during the relocation process. Program participants are provided accurate, timely information and other support needed to minimize the challenges associated with relocating to a new duty station.
- The program is available to members of the active Army, the Army National Guard, the United States Army Reserve, and to civilian employees whose assignment to a position within the Department of the Army which requires a permanent change of station (PCS).
- The Sponsorship Program works closely with the Army Community Service (ACS) agency, and relies on the local ACS center to provide relocating personnel with counseling, welcome packets, and pre-move destination information. More information is available:
www.redstonemwr.com/html/reloreadiness.html



Total Army Sponsorship Program

How Can I Participate As A Civilian?

To receive benefits from the Sponsorship Program, it is essential that civilians complete DA Form 5434 (Sponsorship Program Counseling and Information Sheet) immediately upon receiving notification they are being assigned to Redstone Arsenal. The DA Form 5434 must be obtained from the hiring CPAC.

What Can I Expect from My Supervisor?

- Assign a sponsor to help orient me to my new job
- Provide additional resources / assistance upon request

What Can I Expect from My Sponsor?

- Contact within 10 calendar days after receipt of my application to offer assistance
- Provide assistance with the transition
- Welcome me and my family upon arrival
- Assist with orientation to my new office and to the community
- Provide additional resources upon request

How Do I Participate as a Supervisor/Sponsor?

Commander's Policy Letter endorses and encourages participation in the Total Army Sponsorship Program by all supervisors and sponsors and recognized participation at all levels as the key to program success.

What is My Role as a Supervisor?

- Assign a sponsor for the new employee, if requested
- Orient the employee to the new job
- Attend Sponsorship Training, available through ACS

What is My Role as a Sponsor?

- Contact my supervisor and express interest in participating in the program
- Contact Army Community Services for useful resources
- Contact the new employee to offer assistance / information
- Help employee/family with transition
- Welcome employee/family upon arrival
- Help orient employee to new office
- Attend Sponsorship Training