



DEFENSE LOGISTICS AGENCY
DISPOSITION SERVICES
74 WASHINGTON AVENUE NORTH
BATTLE CREEK, MICHIGAN 49037-3092

MEMORANDUM FOR HART-DOLE-INOUYE FEDERAL CENTER (HDIFC) MANAGERS AND SUPERVISORS

JAN 19 2012

SUBJECT: eSponsorship Application and Training

Public Law 101-189, Section 661, 10 USC 113 and DODI 1338.19, Para. 5.6.1.2, task the installation commanders with the responsibility of assigning sponsors to new members of the organization, and ensuring sponsors are counseled on their duties and responsibilities. The Office of the Secretary of Defense spearheaded an initiative to bring standardized sponsorship training to all appointed sponsors regardless of the service. The eSponsorship Application has been approved by all the military services.

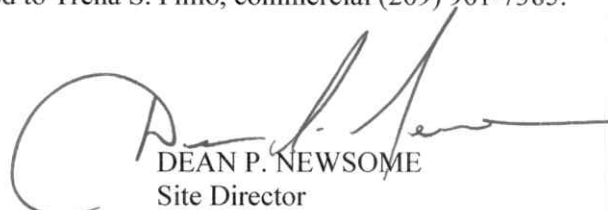
The eSponsorship Application and Training tool is available on the MWR Relocation Assistance website in the Training block at the following URL: www.hdifederalcentermwr.com/Relocation%20Assistance/RelocationAssistance.html. Listed below the eSponsorship Application and Training Brochure link are two Quick Start User Guides, one for the sponsor, the other for the transferee that provides step by step instructions on how to use the eSponsorship Application and Training program and the eSponsorship User Guide. Upon completion of the training, a certificate will be issued to the sponsor from the application. The training is required annually for the sponsors. Supervisors may contact the Relocation Assistance Office to determine if the assigned sponsor has completed the training.

The application provides the sponsor sample letters and tools for use in the sponsorship process. The tools provided in eSponsorship have been adapted to meet the requirements at the HDIFC and are posted to the MWR Relocation Assistance website for the sponsor's use. Reference the section labeled "Sponsor Tools & Templates" to find the Sponsor Checklist, Needs Assessment Checklist, and various correspondence templates.

The sponsor must contact the Relocation Assistance Manager for additional information and materials, and provide contact information to the Relocation Assistance welcome package to be sent.

As a reminder, Relocation Assistance is available for all employees, to include PCS, moving across town/city-to-city/county/state, or even if they are not moving and want information about the city or the HDIFC. This same office also provides information about TRICARE for questions asked by the newcomer.

Any questions for Relocation Assistance, TRICARE, and the eSponsorship Application and Training application may be directed to Trena S. Philo, commercial (269) 961-7385.


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