



DEFENSE LOGISTICS AGENCY
DEFENSE REUTILIZATION AND MARKETING SERVICE
DEFENSE LOGISTICS INFORMATION SERVICE
74 WASHINGTON AVENUE NORTH
BATTLE CREEK, MICHIGAN 49037

IN REPLY
REFER TO DES-WLQ

MAR 3 1 2010

MEMORANDUM FOR HART-DOLE-INOUYE FEDERAL CENTER MANAGERS
AND SUPERVISORS

SUBJECT: eSponsorship Application and Training

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

The new eSponsorship Application and Training tool is now available on the MWR Relocation Assistance website in the Training block at this URL:

www.hdifederalcentermwr.com/Relocation%20Assistance/RelocationAssistance.html.

Listed below the eSponsorship Application and Training 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 tool. Upon completion of the training, a certificate will be issued to the sponsor from the application.

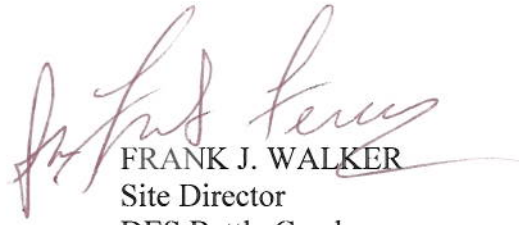
After the training is completed, the application allows the sponsor to create an online registration and record for the newcomer. The system generates a customizable congratulations message from the sponsor to the newcomer with a link to a detailed online needs assessment for the newcomer to complete. After the sponsor is notified electronically that the newcomer's needs assessment is available for their review, the sponsor, with the help of the application, can customize an electronic welcome package which is service and unit specific. The entire process between sponsor and newcomer is tracked online and creates a high level audit trail of important touch points in the sponsorship process.

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

As a reminder, Relocation Assistance is available for all newcomers, 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 Hart-Dole-Inouye Federal Center. This same office also provides information for TRICARE and the child subsidy program, which is often programs asked about by the newcomer.



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



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DES Battle Creek