



DEPARTMENT OF DEFENSE  
Defense Contract Management Agency

## INSTRUCTION

### Military Sponsorship and Orientation Program

Chief of Staff  
OPR: DCMA-DCM

DCMA-INST 1033  
February 8, 2013

*Validated Current with Administrative Changes, March 25, 2014*

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**1. PURPOSE.** This Instruction:

- a. Reissues DCMA Instruction (DCMA-INST), “Sponsorship and Orientation” (Reference (a)).
- b. Outlines policies and procedures that are meant to ensure successful transition, integration, and orientation of newly accepted and arriving military personnel into the DCMA. Procedures are in accordance with governing military service regulations.
- c. Is established in accordance with DoD Directive 5105.64, “Defense Contract Management Agency (DCMA)” (Reference (b)).

**2. APPLICABILITY.** This policy applies to all DCMA activities with assigned active duty and reserve military personnel.

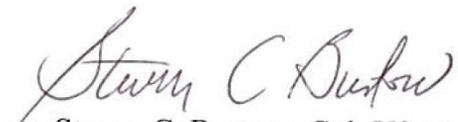
**3. MANAGERS’ INTERNAL CONTROL PROGRAM.** In accordance with DCMA-INST 710, “Managers’ Internal Control Program” (Reference (c)), this Instruction is subject to evaluation and testing. The process flowchart is located on the policy resource Web page.

**4. RELEASABILITY.** This Instruction is approved for public release.

**5. PLAS CODE.** 223B – Personnel Management

**6. POLICY RESOURCE WEB PAGE.** <https://home.dcma.mil/policy/1033r>

**7. EFFECTIVE DATE.** By order of the Director, DCMA this Instruction is effective immediately.

  
Steven C. Buetow, Col, USAF  
Chief of Staff

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## REFERENCES

- (a) DCMA-INST, "Sponsorship and Orientation," November 2010 (hereby canceled)
- (b) DoD Directive 5105.64, "Defense Contract Management Agency (DCMA)," January 10, 2013
- (c) DCMA-INST 710, "Managers Internal Control Program," September 12, 2011
- (d) DoD Instruction 1342.22, "Military Family Readiness," July 3, 2012
- (e) Air Force Instruction 36-2103, "Individualized Newcomer Treatment and Orientation (INTRO) Program," April 30, 2012
- (f) Army Regulation 600-8-8, "The Total Army Sponsorship Program," Apr 4, 2006
- (g) Marine Corps Order 1320.11F, "Marine Corps Sponsorship Program," October 22, 2012
- (h) OPNAV Instruction, "Command Sponsor and Indoctrination Programs," April 29, 2009

## **CHAPTER 1**

### **POLICY**

**1.1. POLICY.** It is DCMA policy that:

1.1.1. Commanders and Component Heads, at all levels, have an active sponsorship program which assists new military members with transitioning into the DCMA.

1.1.2. Every military member will be offered the opportunity to participate in the sponsorship program.

1.1.3. A welcome letter will be sent from the gaining activity to the incoming service member no later than 30 days prior to departure from their losing permanent duty station.

## **CHAPTER 2**

### **ROLES AND RESPONSIBILITIES**

#### **2.1. MILITARY PERSONNEL (DCM).**

2.1.1. Military Personnel (DCM) Program Managers will maintain oversight of the sponsorship program to ensure proper execution. Program Managers will provide commanders and component heads the new member's contact information upon acceptance of nomination for assignment to DCMA.

2.1.2. Program Managers will provide Commanders and Component Heads the DCMA Military Sponsor Assignment Form, completing as much of Section A as possible with information that is readily available. At a minimum, Program Managers will provide Commanders and Component Heads with reliable information to contact the member by at least one of the means of communication (i.e., letter, phone, email).

2.1.3. Program Managers will provide Commanders with contact information for officers selected for Commander positions upon confirmation of assignment.

2.1.4. Program Managers will establish administrative controls to support the overall sponsorship program and collect the DCMA New Military Entry Surveys for analysis of the program.

#### **2.2. CONTRACT MANAGEMENT OFFICE (CMO) AND COMPONENT HEADS.**

2.2.1. Commanders, Component Heads or their designated representative, will assign a sponsor to incoming military personnel and notify DCM of their appointment.

2.2.2. Commanders, Component Heads or their designated representatives will complete Section B of the DCMA Military Sponsor Assignment Form and submit it to DCM no later than 60 days prior to the incoming member's departure from the losing permanent duty station. Many military personnel perform extended temporary duty or take leave en route prior to reporting to their new assignment. All attempts must be made to contact the member prior to his or her departure from the losing permanent duty station.

2.2.3. Commanders and Component Heads must give careful consideration to the assignment of sponsors. The sponsor will be the face of the Agency and should be someone who will give a good first impression to incoming members and represent the Agency in a positive light.

2.2.4. The sponsor should be someone who will be accessible to the member, answer questions prior to reporting, and be available to the member on a regular basis during their first week in DCMA and thereafter, as needed.

2.2.5. Sponsors should have as similar a background as possible to the incoming member (same military service, officer or enlisted, and so forth).

**2.3. SPONSORS.** Sponsors must contact incoming members no later than 30 days prior to departure from their losing permanent duty station.

2.3.1. Sponsors must provide incoming personnel with a welcome letter and/or welcome packet from the gaining organization. A sample welcome letter is located on this Instruction's Resource Page.

2.3.2. Sponsors must use the DCMA Military Sponsor's Checklist adding any additional local requirements as necessary. Sponsorship forms, once completed, are retained at the CMO level.

## **CHAPTER 3**

### **PROCEDURES**

#### **3.1. NOTIFICATION PROCESS.**

3.1.1. The Program Manager receives notification from the appropriate military service regarding the pending arrival of a new service member.

3.1.2. The Program Manager completes as much of part A of the DCMA Sponsor Assignment Form with information that is readily available. Program Managers will also provide reliable contact information, and forward the request for sponsorship to the Commander, Commander's designee, or Component Head alerting them to the arrival month of the new service member.

**3.2. ASSIGN A SPONSOR.** Upon receipt of the DCMA Sponsor Assignment Form, Commanders and Component Heads will appoint a sponsor, and complete Section B, Sponsor Information Data Sheet. Once completed, the Commander, Commanders designee, or Component Head must digitally return the form to DCM.

#### **3.3. INITIAL CONTACT.**

3.3.1. Sponsors will contact the incoming member as soon as possible, but no later than 30 days prior to the departure from their losing duty station. Sponsors shall send a Welcome Letter or Welcome packet on initial contact.

3.3.2. If the new military member indicates to the sponsor that sponsorship is not desired, a welcome letter will still be forwarded to the new member. However, no further action will be taken by the sponsor unless later requested by the incoming service member.

#### **3.4. GREET AND RECEIVE NEW SERVICE MEMBER.**

3.4.1. The sponsor arranges to meet the new service member at a pre-designated arrival point. Date and time of this meeting should be coordinated between the sponsor and the new member.

3.4.2. The sponsor assists the service member with in-processing and returns the completed in-processing checklist to Military Personnel (Liaison) within 15 days of receipt.

#### **3.5. ORIENTATION CHECKLIST.**

3.5.1. The incoming service member, together with their sponsor, completes and documents orientation on the DCMA Military Orientation Checklist within 30 days of reporting. The completed checklist is signed by both the service member and his or her supervisor, and turned in to their Administrative Liaison for review and final disposition.

3.5.2. Commanders, Component Heads, or their designees provide a copy of the completed Orientation checklist to DCM.

**3.6. DCMA NEW MILITARY ENTRY SURVEY.** DCM provides the new member with DCMA New Military Entry Survey within 45 days of the member's arrival date.

## **CHAPTER 4**

### **ORIENTATION**

#### **4.1. ORIENTATION OF NEW MILITARY PERSONNEL.**

4.1.1. Commanders must develop procedures for the proper orientation of new military personnel into their commands. Orientations should address information important to the quick and smooth integration of new personnel into the duty section. Orientations must include (but are not limited to) information about the DCMA mission, duty location mission, relation of team to organization, position information, rating scheme and/or chain of command, mandatory training, duty uniform, duty hours, leave and pass procedures, location of DCMA policies, and recall and emergency procedures.

4.1.2. Orientation must be documented on the DCMA Military Orientation Checklist within 30 days of reporting. The checklist may be downloaded and modified to fit the needs of the command. New military members must check off all boxes once the topic has been adequately covered or the task completed.

4.1.3. Once complete, both the supervisor and the employee must sign and date the checklist. The Orientation checklist is retained at the duty location with a copy furnished to DCM.

4.1.4. DCM shall provide each member with a copy of the DCMA New Military Entry Survey within 45 days of the member's reported arrival date. Each member is encouraged to return the survey to DCM within 15 days of receipt.

**GLOSSARY**

**ACRONYMS**

CMO	Contract Management Office
DCM	Military Personnel
DCMA-INST	DCMA Instruction