eSponsorship Application & Training Reports

Part of your responsibility as a unit or command leader is to track sponsorship training for those in your unit or command. Relocation assistance personnel are available to assist unit and command leaders with their sponsorship program, including the eSponsorship Application & Training.

Unit and command leaders, along with relocation assistance personnel, use the eSponsorship Application & Training reports to monitor sponsorship training. The reports are supported through an application called Defense Installation Messaging System, or DIMS. The DIMS system also serves as a reporting tool for other applications, including MilitaryINSTALLATIONS and Plan My Move, and it manages communication between installation relocation assistance personnel and the MilitaryINSTALLATIONS content management specialists.

Authorized users – relocation assistance personnel, unit leaders, major command and service headquarter representatives – can access DIMS to generate the sponsorship reports. These reports contain personally identifiable information and must remain in a secure environment in compliance with personally-identifiable information security protocol.

New Users

If you are new to DIMS, you must first apply for access. When you visit DIMS, the system will automatically detect if you have access. If not, a No Access screen will appear. Click on the red **Click Here** link. This opens the Account Request page, where you should check **Relocation Assistance** under Affiliations. Select **Submit** to go to the Roles Selection page.

Civilians: When selecting your affiliation, you must choose the branch of service you are representing. Do not select **DoD Civilian***. Your service representative will not see your request if you choose* **DoD Civilian** *and your permission for access will be significantly delayed.*

If you have any questions about the required information on this page, send a message through the **Support** link found on the top left-hand side of the page.

Next, you must select a role. On the Roles Selection screen, the **User** box has already been checked. You must select an additional role, listed below, as well as the **Reports and Statistics** box, to view the information behind the Reports tab in DIMS. Available roles for a unit or command leader include:

- **Major Command Representative** is the approved representative for a group of installations.
- **Unit Leader** is appointed by a unit commander and trained by relocation assistance personnel. The unit leader monitors the sponsorship reports and has "read only" access to unit reports in DIMS.

Remember, before you **Submit**, there should be three boxes selected on the screen: **User**, **Role**, and **Reports and Statistics**. When you select **Submit**, the next step is to select your installation(s).

On the installation screen, the words Apply and Submit and Return have different meanings. If you need to select installations for more than one service branch, you will select the branch, select the installation(s) and select **Apply**. This will allow you to change the service branch and select another installation. This function is particularly useful for personnel involved with joint bases. If you are requesting access for one service branch, select your installation(s), then select **Submit and Return**. This action takes you to the My Role Request page, where you can click **Logout** using the link in the upper right-hand corner.

Once you have completed the registration process, you will receive an application pending email. Once approved, you will receive an approval email.

Reporting

The eSponsorship Application & Training reports can be queried by date range, branch of service, major command and installation. For a detailed report, select a specific installation. A service total is provided at the bottom of each report. The unit column can be used to group all sponsors by unit. In addition, a **Download** link at the bottom of each online report allows the user to download a Microsoft Excel version for further customization of the standard report contents.

Available eSponsorship Application & Training reports include the following:

- **eSAT Sponsors Training Feedback — prior to June 2015** provides feedback about the application.
- **eSAT Sponsors Trained by Installation — prior to June 2015** provides data on sponsors who took the legacy training from April 2010 – May 31, 2015. Data is sortable by unit or date.
- **eSAT My Training Hub/Sponsors Trained by Installation — June 1, 2015 or later** represents data on sponsors who have taken the revised training on and after June 1, 2015. Data is sortable by unit or date.