



## Sponsor Assignment Aid Tool Connects Sailors, Gaining Commands

Navy Personnel Command has developed a Sponsor Assignment Aid (SAA) tool to help Sailors get answers to their questions before they arrive at their new command.

After a service member successfully submits a sponsor request, a notice is sent to the e-mail address on file for the gaining command. The SAA application tracks whether or not the gaining command coordinator has "read" the sponsor request, indicating that the gaining command's coordinator accessed the sponsor request through the Sponsor Request Retrieval tool.



The SAA's Sponsor Request Inquiry will let a Sailor know if his e-mail was received and read by the gaining command. If it has been more than five working days, or seven calendar days, since the request was submitted and the command hasn't read the message, the Sailor is given the contact information on file for the gaining command's coordinator. If it has been more than 14 days since the request was submitted and the command has not replied, the Sailor is also given the message reader's name and e-mail address.

The SAA tool can be accessed by going to the Navy Personnel Web site, [www.npc.navy.mil](http://www.npc.navy.mil) and clicking on the 'Career Info' tab, then 'StayNAVY', then 'Career Tools' and scroll down to the SAA link. There is a link for Sailors requesting a sponsor and one for commands to update their information.

