



DEPARTMENT OF THE ARMY
HEADQUARTERS, 172D INFANTRY BRIGADE
CMR 4154, UNIT 26003
APO AE 09114



AETV-BGS-CDR

10 August 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum 1-20, Sponsorship

1. PURPOSE: This policy governs the 172D Infantry Brigade standards and expectations of Sponsorship.
2. APPLICABILITY: This policy applies to all personnel assigned, attached, or employed at 172D Infantry Brigade.
3. REFERENCES:
 - a. AR 600-8-8, The Total Army Sponsorship Program, 4 April 2006.
 - b. AE Regulation 600-8-8, Military and Civilian Sponsorship, 11 August 2006.
 - c. AE Pamphlet 600-8-8, How To Be A Good Sponsor, 4 February 2009.
 - d. Sponsorship Gateway to Europe at <http://www.imcom-europe.army.mil>.
 - e. Army in Europe Command Policy Letter 13, Sponsorship and In-processing
4. The sponsorship program ensures that every Soldier, family member, and civilian employee's first impression of a unit is positive and has a lasting effect. It is designed to reassure newcomers that their unit cares about them and the well-being of their family. This attention creates a sense of cohesiveness that contributes to the unit mission. I need Commanders and leaders at all levels to effectively lead and manage their unit's sponsorship program, select the right people to be sponsors, and ensure these individuals are trained and given the resources they need to become effective sponsors. Leaders must ensure that sponsors clearly understand their responsibilities by counseling them and providing constructive feedback.
5. All personnel assigned, attached, or employed at 172D Infantry Brigade will comply with the requirements of USAREUR Regulation 600-8-8, USAREUR Sponsorship Program and utilize Army in Europe Pamphlet 600-8-8, How To Be A Good Sponsor. Use of the web-based Sponsorship Gateway to Europe (S-Gate) is mandatory for Soldier sponsorship in Europe.
 - (a) Each unit will assign a Sponsorship Manager to make sponsor assignments/maintain system information on S-Gate for the unit members, and update the BDE Sponsorship Tracking System.

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(b) All assigned personnel from each team, section or staff agency will enter <https://www.sponsor-training.hqusareur.army.mil> and take the on-line sponsorship training and register with S-Gate.

6. The following Sponsorship process will be used for all personnel assigned, attached, or employed at 172D Infantry Brigade:

(a) Brigade S1 will distribute the unit's Pending Gains Roster every Wednesday to the Battalion S1's. The gains roster will include the Soldier's grade, name, SSN, unit of assignment and/ or section as applicable, projected arrival date and the losing unit information.

(b) Upon receipt of the gains roster, Battalion S1's will identify their new inbound Soldiers and request the names of the sponsors for each Soldier. Units will appoint sponsors within 24 hours and reply to Battalion Sponsorship Manager with names of sponsors. Sponsors will be appointed in writing and on S-Gate. The appointed sponsor will be in a grade equal to or higher than the incoming Soldier. Incoming married Soldiers will be sponsored by a married Blackhawk Soldier.

(c) The Battalion Sponsorship Manager will provide the Brigade Sponsorship Managers with the name of the appointed sponsor and the date sponsor information was added on S-Gate. The sponsor will send a welcome letter to the inbound Soldier within 24 hours of appointment. In addition, all units will provide a digital copy of the welcome letter to the Battalion Sponsorship Manager to include date mailed. The welcome letter will provide at a minimum the work address, telephone number, and e-mail address where the sponsor can be reached (an example is included in the SOP).

(d) A reactionary sponsor will be immediately appointed for all Soldiers who arrive at the installation without an assigned sponsor. A copy of appointment will be forwarded to Battalion Sponsorship Manager within 48 hours of the Soldier's arrival. A reactionary sponsor will also be immediately appointed for all Soldiers diverted to another unit with a positive and thorough hand-off between sponsors.

7. Effective sponsorship is the key to welcoming personnel to the Army in Europe and to the Grafenwoehr/Schweinfurt communities. Commanders must ensure all personnel are properly sponsored. The end state of the Brigade Sponsorship Program is that Soldiers receive the most professional and through sponsorship of their Army career.

8. SUPERSESSION: This policy letter supersedes all previous 172D Infantry Brigade policy letters, subject as above.

BLACKHAWKS!


FRANK ZACHAR
COL, IN
Commanding

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