



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



AETV-BGS-CDR-S1

10 August 2010

MEMORANDUM FOR RECORD

SUBJECT: Sponsorship Program Standard Operating Procedures

REFERENCES

- a. AR 600-8-8, The Total Army Sponsorship Program
- b. AR 600-8, Military Personnel Management
- c. AR 600-8-11 Reassignment
- d. AR 600-8-101 Personnel Processing

1. PURPOSE: To provide unit S1's useful information/guidance to assist in developing their own sponsorship program.

2. Scope. The sponsorship program is a vital aspect of maintaining a positive command climate. Commanders are charged with the difficult task of maintaining a fluid sponsorship program where all Soldiers (and Families) are proficiently sponsored into the unit and are in the right spirit prior to beginning a new job. If Soldiers are not properly sponsored, they will have a tendency to begin their tours with negative perceptions about the command. Since it is every Soldier's duty to become a trained sponsor, commanders should actively tailor their sponsorship programs to promote full regulatory compliance with all sponsorship requirements. When commanders promote and sustain the sponsorship program IAW 600-8-8, they discover the payoff proves immeasurable.

3. General. Sponsorship Training should occur quarterly and as needed. Sponsorship Managers and commanders should be aware of the different types of sponsor training IAW 600-8-8, to include reactionary training. All forms of training must be addressed.

Managers should develop their unit sponsorship programs according to the intent of their commander and the 172D Infantry Brigade commander. See the 172d Infantry Brigade Sponsorship Letter # 1-20 for the commander's intent. This will assist you as you build a program for the commander. At a minimum, have the following in each unit program:

- a) Orders appointing one E-6 or above as the Unit Sponsorship Manager (in writing signed by the Commander).
- b) Unit SOP and the commander's sponsorship policy letter.
- c) Personnel files on all Soldiers in unit with corroborative sponsor documents.
- d) Copies of orders of assigned sponsor managers at the battalion and company level.
- e) Copy of the 172d Infantry Brigade Policy Letter # 1-20.

- f) Copy of the 172d Infantry Brigade Command Inspection Program (CIP) checklist.
- g) Copy of the Sponsorship checklist.
- h) Copy of AR 600-8-8 (Military and Civilian Sponsorship).
- i) Instructions on how to log into and affect Soldier Management System (SMS).
- j) Published sponsorship tracking system.

4. RESPONSIBILITIES

A. Unit Commanders Responsibilities

- 1) Appoint in writing a Sponsorship Program Manager to coordinate and monitor sponsorship activities in their unit. Company and Battalion level commanders will ensure that program managers receive sponsorship leader training using SMS.
- 2) Ensure Sponsorship Program Procedures are established to monitor and track sponsorship in the unit.
- 3) Ensure sponsors and Soldiers that are sponsored have adequate time away from assigned duties to perform sponsorship duties and complete in-processing as appropriate.
- 4) Provide sponsors and unit Sponsorship Program Managers with adequate resources to accomplish sponsorship duties.
- 5) Ensure Families are integrated into the unit and community through the Blackhawk Welcome Committee, family support groups and other community resources.
- 6) Ensure Families complete a survey upon arrival at installation of assignment.
- 7) Ensure the sponsor completes a sponsor's checklist.

B. Sponsorship Program Manager Responsibilities.

- 1) Coordinate and monitor the unit sponsorship program.
- 2) Ensure one or two Battalion representatives have access to the SMS sponsorship training on the S-Gate portal. Then, Pinpoint inbound personnel to respective Companies/Batteries at least 90 days prior to arrival.
- 3) Ensure sponsors meet certification requirements. Appoint certified sponsors in writing and maintain a file of all relevant certification documents (i.e. Sponsorship Training notification generated by SMS).
- 4) Ensure that pools of reactionary sponsors are trained in advance to serve as post arrival sponsors for personnel who arrive without a pre-assigned sponsor.
- 5) Maintain weekly updates of BDE Sponsorship Tracking System.
- 6) Provide sponsors with BDE Sponsorship Checklist (Pre-arrival, Post-arrival checklist).
- 7) Ensure sponsor's information is input into S-GATE as soon sponsor is identified.

- 8) Perform sponsorship counseling, as required, and maintain a copy of all counseling.
- 9) Keep commanders informed concerning their sponsorship program, its progress, and problems pertaining to sponsorship that may be solved at their level.
- 10) Maintain copies of welcome letters and other forms of standard communication.
- 11) Ensure that commanders conduct quarterly follow-up meetings with sponsors, Soldiers, and their Families to receive feedback on how well the unit program is working.
- 12) Maintain a roster of all sponsors who complete sponsorship training and annotate the date of completion.
- 13) Prepare and maintain quarterly statistics on sponsorship progress in the unit.
- 14) Maintain and file sponsorship surveys IAW regulatory guidance. (NOTE: All sponsorship related documents are subject to inspection; see the 172D IN BDE CIP checklist).
- 15) Coordinate a unit review of sponsorship process, policy letter and SOP on 8 December 2010.

C. Battalion S-1s

- 1) Pull a gains roster from the VIPER or S-GATE enabling systems weekly.
- 2) Work with the BDE S-1, Battalion Commander and Command Sergeant Major to determine the Company or Battery of the incoming Soldier.
- 3) Forward updated roster to gaining units no later than (NLT) three working days following the CDR/CSM determination.
- 4) Email and mail a welcome letter from the Battalion CDR/ CSM to incoming Soldier.
- 5) Appoint an individual to coordinate and manage the sponsorship program , and establish policy, procedures, and administrative controls for program.
- 6) Be familiar with the references listed above.
- 7) Monitor and evaluate the program. Use request sponsor (DA Form 5435), surveys (DA Form 7274), inspections, and reports.

D. Company/Battery CDRs/1SGs

- 1) Appoint and notify an S-GATE trained sponsor for the inbound Personnel within 24 Hours of notification of incoming personnel.
- 2) Forward sponsor's appointment orders to Battalion Sponsorship Program Manager.
- 3) Afford the sponsor adequate amount of time to correspond and assist the inbound Soldier.
- 4) Mail or email the inbound Soldier a welcome letter.
- 5) Be familiar with the references listed above.

- 6) Ensure all incoming Soldiers complete DA Form 7274 NLT 30 days after in-processing is complete. Forward completed copy of DA Form 7274 to the Battalion Sponsorship Program Manager.

E. Sponsor Responsibilities

- 1) Ensure you are trained through the SMS S-GATE Portal and the Unit Sponsorship Program Manager before performing sponsorship duties. Maintain a current copy of your Sponsorship Training completion notification generated by SMS.
- 2) Ensure you receive the BDE Sponsorship Checklist from Unit Sponsorship Program Manager.
- 3) Contact incoming personnel by telephone, email (via SMS and AKO), within 24 hours after appointment as the sponsor. Use military resources when authorized by unit commander or supervisor. The Sponsoring Spouse should also contact incoming spouse within 24 hours after appointment the sponsor.
- 4) Email a digital BDE Welcome Packet and link to the BDE Newcomers Site at least 30 days prior to Soldiers' arrival. If your email is returned or no email address is provided, write and mail a hard copy of welcome letter and welcome packet. Sponsors should answer correspondence promptly, certainly within 72 hours, as research may be necessary to obtain answers to some of the newcomer's questions.
- 5) Establish a mailbox for incoming personnel at least 30 days prior to Soldiers' arrival.
- 6) Sponsors will make themselves available to assist newcomers and their Families during in-processing.
- 7) Sponsors will assist newcomers on a decreasing scale based on the newcomer's ability to function independently throughout the community.
- 8) Coordinate with the Soldier and make sure questions from Family Members are answered promptly or referred to the appropriate individual or agency.
- 9) Make every effort to personally greet the newcomer and their family upon arrival.
- 10) Spend appropriate amount of time with new arrival to show newcomer installation facilities.
- 11) Coordinate transportation during in-processing. Government and public transportation should be used as the primary means of transportation, if available. Unit commanders may authorize the use of non-tactical vehicle (NTV) when no other travel modes are accessible.
- 12) Acquaint the newcomer and Family Members with facilities (for example, schools, hospital, clinic, childcare facilities, commissary, Post Exchange, ACS, banking facilities, thrift shop, vehicle registration office, drivers-testing station, and employment office). In addition, the sponsor will inform the newcomer concerning off-limits establishments.
- 13) Introduce the newcomer to the unit, its mission, and unit/command policy letters.
- 14) Assist the newcomer with requirements to obtain a drivers license, if applicable, and assist with finding, registering and insuring a POV.
- 15) Assist newcomers with EFMP Family Members if in-processing the EFMP USAREUR System.

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- 16) Assist the newcomer in finding adequate housing, if required.
- 17) Ensure newcomer completes sponsorship training on the SMS S-GATE Portal.
- 18) Ensure the Soldier completes the Sponsorship Program Survey and returns the completed form to the unit Sponsorship Program Manager.
- 19) Always make recommendations to improve the sponsorship program.

5. Sponsorship is more than transmitting needed information. A properly managed program can resolve potential problems which otherwise may cause hardship to new arrivals. Additionally, a well-managed program will assist commanders and leaders in ensuring newly assigned Soldiers understand 172d Infantry Brigade standards, policies, and procedures. Sponsors, leaders, and commanders must understand that sponsorship is a "people program" which requires strong chain of command support. If personnel needs are fulfilled initially, new Soldiers will be able to commit themselves to the combat readiness of the 172d Infantry Brigade and the United States Army.

6. The point of contact on this action is the Brigade S-1 at 475-9844.

FOR THE COMMANDER:



DARE RAPANOTTI
CPT, AG
Brigade S-1

Encls.

1. 172D IN BDE Policy Memo 1-20
2. 172D IN BDE SOP
3. Additional Duty Memo
4. Sample welcome letter
5. AR 600-8-8
6. AE PAM 600-8-8-1 (Welcome to Europe Handbook Dated 8 May 2009)
7. AE PAM 600-8-8
8. AE Reg. 600-8-8
9. BDE Sponsorship Tracking System Sample
10. Sponsorship Program checklist
11. Incoming Soldier Checklist
12. Sponsorship Program Survey Sheet
13. Unit Program Manager Accountability Roster
14. CIP Checklist
15. Requesting UPDB (S-GATE) Access Instructions
16. Sponsorship Training for individual Instructions
17. Sponsorship Training for Group Slides
18. AE PAM 190-34 (Drivers Handbook and Examination)

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