



DEPARTMENT OF THE ARMY
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK
6661 WARRIOR TRAIL, BLDG 350
FORT POLK, LOUISIANA 71459-5339

REPLY TO
ATTENTION OF:

AFZX-GA

NOV 19 2012

MEMORANDUM THRU SEE DISTRIBUTION

SUBJECT: Fort Polk Command Policy Letter G1-07, Sponsorship and In-processing

1. References.

- a. AR 600-8-8, The Total Army Sponsorship Program.
- b. AR 600-8-101, Personnel Processing (In-Out, Soldier Readiness, Mobilization, and Deployment Processing).
- c. Fort Polk Regulation 600-8-8-1, Sponsorship Guide.

2. General. Sponsorship is a commander's program that helps Soldiers, civilian employees, and Family members during reassignment. It improves unit cohesion, retention, morale, and readiness by decreasing distractions that hinder personal performance and mission accomplishment. A properly managed sponsorship program will assist personnel during their arrival and departure from the unit. A successful sponsorship program depends on the involvement of leaders and the commitment of highly motivated and well-trained sponsors.

3. Sponsorship. A well-managed sponsorship program creates a positive command climate. The manner and sincerity of the support that personnel receive when they are newly assigned to a unit and when they depart will leave a lasting impression.

- a. Within ten calendar days after the unit has been notified of the incoming Soldier's arrival date, the Unit Sponsorship Program Manager will ensure that a sponsor has been assigned and the welcome letters from the battalion command sergeant major and sponsor have been mailed.

- b. Sponsorship of incoming personnel helps them avoid and prevent problems before they or their Families experience any hardships. It also boosts morale by welcoming Soldiers and their Families into their units and the community.

- c. Sponsorship of outbound personnel ensures that all staff sergeants and below complete the IMCOM Form 5434 (Request for Sponsorship) and that the first sergeant or commander is notified when a sponsor has been assigned to their outbound Soldiers. It

also ensures that the Soldiers and their Families know where to go to get information about their new duty station. Soldiers and civilian employees who leave a unit will remain concentrated on the mission longer if they know that the unit they support is dedicated to helping them and their Families through all relocation challenges.

d. Commanders and civilian supervisors will ensure every new arrival (military and civilian) is assigned a trained and motivated sponsor. I further expect all sponsors to make diligent preparations before new personnel arrive. Fort Polk has developed two great tools to enable sponsors and sponsorship managers to perform their duties effectively and efficiently:

(1) FP Regulation 600-8-8-1, Sponsorship Guide. This pocket-sized relocation guide provides pertinent information to inbound personnel and helps sponsors provide a positive first impression. I expect sponsors to visit our community Army Community Service relocation office and meet with our relocation experts to obtain this pamphlet and learn about resources that are available in the community to help sponsors perform their duties.

(2) eSponsorship internet based training. This sponsorship-management training must be used to the maximum extent possible.

(a) eSponsorship training is provided by the Military Homefront at <http://apps.mhf.dod.mil/esat>

(b) Leaders must register with Military Homefront at <http://apps.mhf.dod.mil/dims>, (Encl 2), as the unit leader. After registration is complete the brigade and battalion Sponsorship Program Managers will have the ability to track all Soldiers who have completed eSponsorship Training.

(c) More information about eSponsorship training can be found at <http://www.militaryhomefront.dod.mil>. (Encl 3)

(d) During deployments, rear detachment commanders will ensure the same quality of sponsorship is provided as when the organization is in garrison. Smaller organizations should consolidate sponsorship resources to make sure that both incoming and outgoing Soldiers, civilian employees, and Families continue to be taken care of while units are away from home station.

(e) Commanders of gaining units are responsible for Soldiers and civilian employees on arrival and for performing quality assurance/quality control to ensure they have selected the correct sponsor for the arriving individual. All newly arrived Soldiers and civilian employees will be received and processed through our central inprocessing training center. The inprocessing will include the mandatory inprocessing events and training requirements, and allow time for new arrivals to complete personal business-related requirements (i.e. house hunting, picking up privately owned vehicles, receiving household goods, and registering for childcare).

(f) Soldiers and civilian employees will not be available for training exercises, deployments, physical training, or other work-related duties while inprocessing and outprocessing. Only the first general officer in the chain of command or his designated representative may approve requests to delay or modify inprocessing and outprocessing.

(g) A reactionary sponsor must be appointed for Soldiers in the grades of private through colonel and for civilian employees through grade GS15 who arrive without an assigned sponsor. The duties of a reactionary sponsor are the same as those for a regular sponsor and will begin with greeting the incoming person. The sponsorship process will end when the commander has approved the transition of the Soldier into his/her platoon, section, or squad.

4. Sponsors will:

- a Be in a grade equal to or higher than the incoming Soldier.
- b Be of the same sex.
- c Be of the same marital status.
- d Be of the same military career field or occupational series as the incoming Soldier of civilian employee.
- e Be familiar with the unit, activity, and community

5. Commanders will ensure sponsors meet the qualifications in paragraph 4. If the unit cannot meet this requirement then the commander will request support from the higher headquarters or subordinate units to provide a sponsor.

6. Conclusion. By establishing and maintaining a proactive and effective in and outprocessing program, we make a conscious and necessary investment in our Army's future and clearly demonstrate that our Soldiers, Civilians, and their Families are our most precious resource.


WILLIAM B. HICKMAN
Brigadier General, USA
Commanding

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