

DEPARTMENT OF THE ARMY
 HEADQUARTERS, U.S. ARMY FIELD ARTILLERY CENTER AND FORT SILL
 FORT SILL, OKLAHOMA 73503-5100

USAFACFS Regulation
 No. 600-8-8

7 November 2003

Personnel: General
FORT SILL SPONSORSHIP PROGRAM

Supplementation by subordinate commanders is prohibited, unless specifically approved by Headquarters, USAFACFS.

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*This Regulation supersedes USAFACFS Regulation 600-8-8, 1 December 1993.

1. PURPOSE. This regulation establishes policy and responsibility for implementing the Fort Sill Sponsorship Program. The primary purpose of this program is to assist soldiers, civilian employees, and family members during the relocation process. This program is aimed at providing accurate, timely information and other support necessary to minimize problems associated with moving to a new station. The spirit of the regulation is bound in the concept of concern for people. The end result is realized in increased retention rate and enhanced readiness of the entire force.

2. REFERENCES. Required and related publications are listed in appendix A.

3. SCOPE. This regulation pertains to incoming and outgoing permanent party soldiers in the rank of sergeant through colonel and civilian employees through grade 15. It also applies to reactionary sponsorship for unprogrammed permanent party. Soldiers in the rank of private (except initial entry training soldiers) through corporal will receive reactionary sponsorship, as a minimum. The USAR and ARNG soldiers will receive the same sponsorship as active duty soldiers when serving on active guard/reserve status, active duty for training, or special active duty for training of 90 days or more; on federal active duty for training of 90 days or more; or on federal active duty.

4. RESPONSIBILITIES.

a. Army Community Service (ACS) will--

- (1) Establish administrative controls and procedures for the Sponsorship Program.
- (2) Mail welcome packets prepared in accordance with (IAW) appendix B of this regulation.
- (3) Maintain and stock the Army Community Service Relocation Room.
- (4) Provide the Sponsorship Guide to all personnel trained and to requesting units.
- (5) Establish and conduct a Sponsorship Training Program to train unit points of contact.
- (6) Establish audit and quality control procedures to comply with this and higher directives (appendix C).
- (7) Conduct Phase II levy briefings geared to geographical locations and the family.
- (8) [Ensure information on the Army Sites website pertaining to Fort Sill is updated regularly.](#)

b. The Fort Sill Adjutant General (AG) will--

(1) Make advance assignments for all incoming permanent party soldiers under the equal distribution assignment policy to the Major Subordinate Commanders (MSC) level.

(2) Forward all advance assignments to the sponsoring MSC with instructions to appoint a sponsor and comply with AR 600-8-8 and this regulation. Instructions will arrive no later than (NLT) 10 working days after receipt of notification.

(3) Notify the MSCs in writing when a soldier previously preprogrammed as a pending gain is deleted/diverted from assignment to Fort Sill by DA PERSCOM.

(4) In the event the sponsor does not escort the soldier to the Welcome Center, notify the sponsoring MSC when the soldier arrives.

(5) Conduct Phase I levy briefing geared to the individual soldiers.

(6) Ensure all departing soldiers complete DA Form 5434 (Sponsorship Program Counseling and Information Sheet) during initial reassignment interview.

(7) Process DA Form 5434 IAW AR 600-8-8.

c. Major Subordinate Commanders will--

(1) Establish and administer an effective Sponsorship Program geared toward total sponsor participation for incoming replacements.

(2) Make advance assignments of projected gains and forward assignment instructions, with enclosures, to subordinate unit within 3 working days of receipt.

(3) Forward current information concerning personnel actions (e.g., deletion, deferment, or diversion) affecting the status of incoming replacements.

(4) Require ultimate gaining unit of assignment to appoint a sponsor in writing within 5 working days (appendix D).

(5) Forward Letter of Welcome from the battalion (activity) for officers, command sergeant major (for enlisted soldiers), or commander or activity director (for civilian employees) to all incoming personnel (appendix E). Enclosed are examples of letter to spouse (appendix F) and letter to parents (appendix G) in case of no spouse.

(6) Require sponsor to make contact with assignee within 10 working days of appointment as a sponsor (appendix H).

(7) Ensure establishment and conduct of unit level sponsorship training workshops that provide the soldier and family with a smooth transition at Fort Sill, Oklahoma.

Commanders should seek the assistance of community resources in establishing a viable Sponsorship Training Program.

(8) Require gaining unit to provide sponsors based on family requirements.

(9) Establish controls to ensure the sponsorship request forms are forwarded to the sponsoring unit in a timely manner and that sponsors are appointed in writing.

d. The Fort Sill Housing Officer will provide, on a monthly basis, an update on current housing status in the Lawton/Fort Sill area.

e. The Fort Sill Civilian Personnel Advisory Center (CPAC) will--

(1) Forward to ACS the names and addresses of incoming civilian personnel for mailing of a welcome packet and the Commanding General's welcome letter.

(2) Coordinate with the gaining command for assignment of a sponsor.

(3) Notify the gaining MSC in writing when a person is deleted from assignment to Fort Sill.

(4) Ensure all departing civilian employees complete DA Form 5434 following selection, notification, and acceptance of position. This form is located on the following web site:

<http://www.army.mil/usapa/eforms/DA5234-R to DA5440-1-R 1.html>

5. PARTICIPATION.

a. Every soldier in the rank of private through colonel and civilian employees through grade 15, undergoing a permanent change of station, extended temporary duty en route (90 days or more), or unit deployment will participate in the advance arrival sponsorship program.

b. Reactionary sponsorship is offered to soldiers in the ranks of private through colonel and civilian employees through grade 15 who arrive without an assigned sponsor.

c. The following are exceptions to paragraphs 5a and b above:

(1) Enlisted accessions, including soldiers enlisting after a break in service and required to complete basic training.

(2) Soldiers being assigned for Advanced Individual Training.

(3) Soldiers being assigned as students to U.S. Army schools, academies, or colleges.

(4) Soldiers being assigned as students to civilian educational institutions or military schools sponsored by other services.

(5) Soldiers being assigned as students to military schools sponsored by other nations.

(6) Army National Guard or U.S. Army Reserve soldiers unless serving on active guard recall, or on active duty training in excess of 90 days, or on federal active duty.

(7) Soldiers reassigned to separation transfer activities for separation processing.

(8) Soldiers or civilian employees being assigned between units or organizations on the same installation.

(9) Soldiers assigned to the Officer Active Duty Obligator Control Group.

(10) Officer accessions.

d. All civilian employees assigned to a position in the Department of the Army requiring a permanent change of station move are encouraged, but not required to participate.

e. Every departing soldier and civilian employee is offered out-sponsorship assistance.

6. PROCEDURES.

a. The Army Sponsorship Program. Two parts consist of requirements to in- and out-sponsor soldiers and family members. The primary goal of the program is to lessen problems associated with relocating by providing timely, accurate information and necessary support to the soldier and family members.

b. In-sponsoring Program. Under this program, the AG Military Personnel Division (MPD) will assign known projected enlisted gains to a sponsoring MSC and provide sufficient information necessary to establish initial contact with the soldier. Officer advance assignments are made by the AG Officer Assignment Section and are communicated to the sponsoring MSC the same as enlisted soldiers.

(1) DA Form 5434, when received from the losing command, is the key source document used to start the appointment of a sponsor. The MPD forwards the form to ACS for attachment of items listed in paragraph 4a(4) and forwarding to the gaining MSC. In the absence of DA Form 5434, use the projected gains roster to initiate the sponsorship program.

(2) When the soldier arrives at the Welcome Center, AG notifies the gaining MSC. The AG Officer Assignment Section will notify the MSC for officer personnel. Unprogrammed replacements are assigned immediately to an MSC. AG notifies the gaining MSC to appoint a reactionary sponsor who will commence immediate sponsorship duties. Sponsors will report to the Welcome Center NCOIC to make arrangements to meet the soldier. Specific sponsor duties begin at this point.

c. Out-sponsoring Program. In preparing the soldier and his/her family for overseas movement, two briefings are conducted at the installation level. Gear the initial levy briefing, Phase I, to the individual soldier while the second briefing, Phase II, needs to stress family member information.

(1) Phase I. The MPD will notify the soldier in writing, through the battalion's Personnel Administration Center (PAC), to attend a levy briefing as soon as the initial eligibility screening is accomplished. Soldiers in receipt of short-fused assignments (required to report to new unit in less than 120 days) are notified telephonically by AG through their PAC and scheduled for a desk-side briefing. Reassignment forms critical to the reassignment process are issued, accompanied with a detailed "walk through" instruction by the briefer.

(2) Phase II. AG provides scheduled attendance date for this briefing to the soldier during Phase I with the request for the soldier to bring spouse, if possible. Phase II briefing includes information from the following activities: Staff Judge Advocate, Family Housing, Education Center, Community Counseling Center, Family Travel, Finance, and Transportation. Phase II briefings are geared to the geographical area of assignment.

7. SPONSOR RESPONSIBILITIES. Enclosed at appendix C is an easy-to-use checklist for use by the sponsor. Requirements of the sponsor are not limited to this checklist, nor will all items on the checklist apply.

a. Sponsors are selected by each organization to assist in the effective relocation of a new soldier or employee.

b. A sponsor's first step is to contact the individual. This is usually accomplished through the mailing of a personal letter (appendix B). The sponsor must provide his/her organization's administrative section a copy of this letter NLT 10 working day after being selected as a sponsor.

c. Normally, sponsors will correspond with the new members throughout the relocation process. Sponsors should be helpful in answering any questions and respond quickly to any queries from the new members. Sponsors should attempt to place themselves in the new members situation and anticipate questions that might arise.

d. One of the most important questions concerns housing arrangements at the new location, both temporary and permanent. The Housing Referral Office has information on available housing, or the ACS Relocation Room has apartment listings and real estate information.

e. In some cases where the new arrival has special needs (Exceptional Family Member), sponsors will need additional assistance. ACS Family Advocacy Section provides information and referral for those types of special needs. Their telephone numbers are 442-6818/5018. Direct any other questions to the ACS Relocation Coordinator at 442-4916/4359.

f. Upon arrival of the new member, the sponsor will meet him/her (and the family) at the location agreed upon; arrange for transportation (if required); and escort them to their temporary quarters (Sponsors may need to make arrangements for temporary quarters prior to new members arrival.). This will be the sponsor's first "face-to-face" contact with the new arrival. Their first impression is a lasting one. Sponsors should be prepared with answers to any questions not resolved prior to new members arrival and to some which were not asked (e.g., Where is the nearest restaurant?, The housing office?, etc.).

g. On the first duty day, sponsors should arrange to pick up or meet the new member and escort him/her to the Welcome Center, or CPAC to begin inprocessing. At this point, the new member will turn in personnel files and associated papers required by the activity. Sponsors should stay with the new member throughout the entire inprocessing. Think of yourself as a tour guide. The new member will visit many places on the installation where [he/she is](#) required to read literature, fill out forms, and receive short briefings. The sponsor can and should answer many of the new member's questions during these visits.

h. ACS conducts the Commanding General's Orientation each month for all newly assigned personnel. Sponsors should assure that the new member and the spouse (if applicable) attend. It is very informative, concentrating on what we do at Fort Sill, available facilities, and sights located both on and off post. Other briefings are conducted by different major Army commands at Fort Sill. Contact the Relocation Readiness Program at ACS 442-5018/4916 for information on the orientation.

i. Even though these briefings are excellent, there may be many questions concerning physical location and quality of available facilities, shopping centers, health care units, and local sights. Sponsors should be helpful, and, if needed, escort the new member to these places.

j. If the new member arrives with an automobile, there are special requirements associated with the automobile. New soldiers must register their vehicles with Directorate of Public Safety (DPS). If you shipped your vehicle from overseas, you must obtain an Oklahoma license plate and purchase a valid state inspection decal. For

automobiles registered in other states, the two or three rule applies. The two or three rule is that, of the following three items, at least two must be the same:

- (1) Actual residence of owner.
- (2) Physical location of this vehicle.
- (3) State from which vehicle operator's license was issued.

For vehicles registered overseas, the registration becomes invalid 30 days after signing in at Fort Sill. You can obtain an Armed Forces Affidavit Form at any of the tag agents to help cut your costs. The state of Oklahoma does not require vehicle inspections. It is mandatory for you to register your vehicle on-post. You can register your vehicle at the Welcome Center or at the [Directorate of Public Safety](#), Vehicle Registration Section, Building 1670 on [Randolph Road](#).

k. If the new member has school-age children, they normally attend a particular city school based primarily upon location of their residence. The Fort Sill School Liaison, working under the Child and Youth Services Program, is available to assist the military parents with school issues. Soldiers/spouses can obtain information on public schools from the John Shoemaker Education Center, 753 NW Fort Sill Boulevard, P.O. Box 1009, Lawton, Oklahoma 73502, and phone 357-6900.

l. If the new member will reside in off-post housing, sponsors should make the newcomer aware of the rental deposit, and fees needed for connection and turn-on of electricity, gas, [water](#), [cable](#), and telephone.

8. FORMS. The Sponsorship Checklist (to be completed by the sponsor) and the Sponsorship Program Survey (to be completed by the new arrival) are shown in appendix C. The unit will give the new member (military and civilian) a DA Form 7274 (Sponsorship Program Survey) during inprocessing. After completion, new member should return DA Form 7274 and the Sponsor Checklist and Sponsorship Program Survey to ACS for review. ACS will use the information provided on these forms to monitor and evaluate the program.

9. DELETIONS/DEFERMENTS. If the new member notifies the sponsor that he/she will not be coming to Fort Sill, the sponsor must immediately notify the organization's administrative section. At this time, the sponsor will receive further guidance as to termination of his/her responsibilities of sponsorship.

10. CONDUCT. The sponsor is not only a representative of the office or unit for which he/she works, but also a representative of the Commanding General. A sponsor's conduct must be thorough, helpful, and above reproach. Units will give sponsors sufficient time to properly conduct his/her duties as a sponsor.

11. ASSISTANCE. If sponsor has questions or need assistance, he/she should contact the Army Community Service, Relocation Readiness Coordinator, 442-4916/4359.

12. PERSONAL MAIL. Soldiers and their dependents are authorized to receive personal mail through the Installation Consolidated Mailroom until they have established a permanent address (normally with 30 days). Below is an example of the address you would use. Upon arrival, the soldier and/or dependents can visit Building 2103 on Currie Road to pickup their mail. A military ID (or other valid ID) is required. Upon establishment of a permanent address, the soldier should provide the Installation Consolidated Mailroom a DA Form 3955 (Change of Address and Directory Card). These forms are available through your unit mail clerk or the Installation Consolidated Mailroom.

Soldier/Spouse/Childs Name
Incoming Personnel
6322 NW Currie Rd
Fort Sill, OK 73503-7971

APPENDIX A

REFERENCES

1. Required Publications.
 - 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.
 - e. AR 608-1, Army Community Service Center.
2. Related Publications.
 - a. AR 25-1, The Army Information Management Program.
 - b. AR 55-46, Travel of Dependents and Accompanied Military and Civilian Personnel to, from, or between Overseas Areas.
 - c. AR 55-71, Transportation of Personal Property and Related Services.
 - d. AR 210-50, Housing Management.
 - e. AR 215-2, The Management and Operation of Army Morale, Welfare, and Recreation Programs and Non-appropriated Fund Instrumentalities.
 - f. AR 340-21, The Army Privacy Program.
 - g. AR 600-50, Standards of Conduct for Department of the Army Personnel.
 - h. AR 600-75, Exceptional Family Member Program.
 - i. AR 614-30, Overseas Service.
 - j. AR 614-100, Officer Assignment Policies, Details, and Transfers.
 - k. AR 614-185, Requisitions and Assignment Instructions for Officers.
 - l. AR 614-200, Selection of Enlisted Soldiers for Training and Assignments.
 - m. DA PAM 690-1, Working Overseas with the Department of the Army.

n. DA PAM 690-42, Overseas Recruitment, Processing, and Medical Evaluation Procedures for Army Civilian Employees.

o. USAFACFS Regulation 612-1, Inprocessing/Outprocessing of Permanent Army Personnel.

APPENDIX B

CONTENTS OF A WELCOME PACKET

The Welcome Packet is prepared in an appealing format. It consists of, but is not limited to, the information below:

- a. Welcome Packet Folder
- b. Army Community Director's Welcome Letter
- c. Real Estate Review Booklet
- d. Lawton Apartment Directory
- e. Lending Closet Flyer
- f. Provost Marshal's Items of Interest Sheet
- g. Fort Sill Map
- h. Fort Sill Post Guide and Telephone Directory
- j. Housing Information
- k. Recreational Activities
- l. [Childcare Centers](#)

APPENDIX C

SPONSOR CHECKLIST

SPONSOR:

SECTION:

INCOMING INDIVIDUAL:

- Prepare a personal letter of welcome within 10 working days. Be sure to cover the following:
 - Request information on arrival date, time, and mode of transportation.
 - Inform the soldier (and family) about the arrangements you have made to meet him/her.
 - Explain how you can be contacted by phone at home and at your unit.
 - Include current information on the waiting time for government quarters and the cost for civilian housing. Describe the setup in your barracks, if that is where the soldier will be living. The Housing Office phone number is 442-4949/2813.
 - Describe the type of duty the soldier can expect in your unit. Include information on the duty uniform, TDY, and trips to the field.
 - Explain the types of temporary lodging you can have ready for them upon arrival.
 - Try to tell the soldier everything you wish someone had told you before your arrival at Fort Sill.
 - Inform the chain of command of any changes in the status of incoming personnel.
 - Meet the new arrivals as planned, and settle them into the accommodations you have secured for them.
 - Arrange for the first meal(s), and assist with initial grocery shopping.
 - Escort the new arrival to the Welcome Center, Building 3164, for inprocessing. Be sure to visit the Welcome Room.

Bring the soldier and/or his family to Army Community Service for information on the Lending Closet and other services.

Assist in the registration and inspection of automobile and obtaining Oklahoma Driver's license.

Assist in registering dependent children in local schools.

Familiarize the new arrival with the area. Point out the location of the PX, bank, Commissary, Thrift Shop, laundry/dry cleaners, craft centers, hospital, clubs and dining facilities, schools, [childcare centers](#) and any other points of interest. A brief tour of the downtown Lawton area is also a good idea.

REMARKS: _____

SUGGESTED DUTIES FOR SPONSORS

1. Invite the new family to dinner, or provide food for the first night after they arrive. If this is declined, invite them to dinner later in the week. For soldiers living in the barracks, escort them to the dining facility for meals on the first day.
2. Ensure the new arrival's spouse is welcomed, as well. If the spouse is seeking employment, accompany him/her to Civilian Personnel Office and the Oklahoma State Employment Office.
3. Have snacks (fruits, cheese, crackers, cookies, milk, juice, soda, etc.) available in their lodging upon arrival.

APPENDIX D

EXAMPLE OF APPOINTMENT OF SPONSOR MEMORANDUM

(Command Letterhead)

OFFICE SYMBOL (MARKS NUMBER) DATE

MEMORANDUM FOR (Sponsor's name and unit address)

SUBJECT: Appointment of Sponsor

1. In accordance with USAFACFS Reg 600-8-8, you have been designated as the sponsor for (enter rank and name of incoming soldier).
2. The soldier is due to report to (enter installation or activity) on (enter date). The soldier will arrive by (enter mode of transportation and other pertinent information).
3. You can contact (enter rank and name) at the following address and phone number:

(Enter rank and name of person to be sponsored)
(Enter street address)
(Enter city, state, ZIP code)
(Enter area code and phone number)
4. Within 10 days, please write a personal letter welcoming the individual to our unit. USAFACFS Reg 600-8-8, appendix F, provides a helpful format and checklists for writing to and sponsoring soldiers and their families. You can obtain this regulation from our administrative section or reference library.
5. I must emphasize the great importance of your performance as a sponsor. You will provide the soldier with the first impression of our unit and installation. This initial impression is crucial to the soldier's long-term attitude and performance. I urge you to express a genuine interest in the soldier's needs until (he or she) settles into our unit and area. If you need assistance with your sponsor duties or have any questions, please contact (enter name and phone number of person to be contacted).

FOR THE COMMANDER:

(Enter signature block)

APPENDIX E

EXAMPLE OF WELCOME LETTER FROM UNIT COMMANDER

(Letter format)

(Command Letterhead)

DATE (Civilian style)

UNIT DESIGNATION

(Enter sponsored soldier's rank and name)

(Enter street address)

(Enter city, state, ZIP code)

Dear (enter soldier's rank and name):

Welcome to (enter unit or activity). Your tentative assignment is (enter company or section) as (enter duty position). The (1SG or supervisor) is (enter rank and name). (Note: If sponsored soldier is a MSG or SGM/CSM, enter appropriate commander or officer supervisor). You may contact us at (enter phone number and address.)

I have appointed (enter rank and name of sponsor) as your sponsor and (he or she) should be writing to you soon. Please answer the letter as soon as possible and be sure to ask questions. We can best serve you if you tell us your needs. If you do not hear from your sponsor within 10 days after receipt of this letter, please contact (enter unit or activity and phone number) for further assistance.

(Enter any appropriate information in accordance with the soldier's personal situation and requests, such as the barracks situation, if unmarried, and so on.)

If you want further information or assistance, feel free to contact your sponsor, supervisor, or myself.

Sincerely,

(Enter Commander's signature block)

APPENDIX F

EXAMPLE OF WELCOME LETTER FROM COMMANDER TO SPOUSE

(Command Letterhead)

DATE (Civilian style)

TITLE AND UNIT DESIGNATION

(Enter name of sponsored soldier's spouse)

(Enter street address)

(Enter city, state, ZIP code)

Dear (enter name of spouse):

We are most pleased to have your (husband or wife) as a member of our team. (He or she) is joining an exceptional group that performs its mission with skill and has great pride in its accomplishments. I look forward to working with your (husband or wife) and I am confident (he or she) will become a valuable member of (enter unit).

(This paragraph should contain general information on the unit, its mission, history, and what the husband or wife will do.) I encourage you to join in the many installation activities available to you. I hope you will meet the spouses of the (enter unit) in the near future. I am sure you will make friends who will enrich the lives of you and your spouse.

I assure you I consider the safety and well being of your (husband or wife) to be of utmost importance. If (he or she) should need help or advice, my door is always open.

Additionally, if you ever need to talk to me about your (husband or wife), please feel free to contact me.

Sincerely,

(Enter signature block)

APPENDIX G

EXAMPLE FOR LETTER FROM COMMANDER TO SPONSORED SOLDIER'S PARENTS

(Command Letterhead)

DATE (Civilian style)

TITLE AND UNIT DESIGNATION

(Enter name of sponsored soldier's parents)

(Enter street address)

(Enter city, state, ZIP code)

Dear (enter name of parents):

Your (son or daughter) has been assigned to my command where (he or she) will play a most significant role in the defense of our nation. Our (enter unit or activity) may only be a small part of the total land force, but its role is vital to that force and our total preparedness to deter aggression.

(This paragraph should contain general information concerning the unit mission or heritage.)

We intend to assist (enter name of son or daughter) with any difficulties (he or she) may encounter and to assist in (his or her) advancement, consistent with Army requirements, (his or her) abilities, and intensity of desire. Bear in mind that the benefits of advancement go far beyond increases in pay. The increased prestige, authority, responsibility, benefits, and professional skills gained through advancement can be tremendously satisfying and beneficial for (enter name of son or daughter) regardless of (his or her) inclination toward a military career.

Army life is very demanding, and our families must understand during periods of separation or during periods when the duty day seems to be around the clock. Army families like you are special. You are the key to a successful career for your (son or daughter) and (his or her) spouse. We ask you to assist us in making (enter name of son or daughter) tour with the (enter unit) both enjoyable and productive. Your encouragement and pride in your (son's or daughter's) profession and accomplishments will serve as a source of reward and satisfaction. I suggest that your letters be frequent and that you understand there may be times when responses are delayed because of duty requirements. In any event, the receipt of a letter from home serves as a type of magic to bring happiness to many a lonely soldier and is an important, positive factor to all. If you have any questions concerning (enter name of son or daughter) tour with us, please feel free to contact me. We are proud to have (him or her) as a member of our team.

Sincerely,

(Enter signature block)

APPENDIX H

EXAMPLE OF WELCOME LETTER FROM SPONSOR

(Command Letterhead)

DATE (Civilian style)

UNIT DESIGNATION

(Enter sponsored soldier's name)

(Enter street address)

(Enter city, state, ZIP code)

Dear (enter soldier's rank and name):

Welcome to (enter unit or activity). I have been designated as your sponsor. (The remainder of this paragraph should contain a brief summary of the unit's heritage, mission, and so on.)

I have been informed that letters from the installation and unit commander have been mailed with your welcome packet. If you have not received them within 21 days of receipt of this letter, contact me at (enter address and phone number), and I will send another. If you have any questions that have not been answered by the welcome packet, let me know, and I will try to furnish you with the necessary information.

(Enter appropriate personal information as deemed necessary. As a minimum, this should include information concerning items of interest including dates, times, and places the sponsor will physically meet the incoming soldier. This portion should also include information concerning the incoming soldier's new duties and responsibilities on arrival.)

If I can be of any assistance, please do not hesitate to write or call.

Sincerely,

(Enter signature block)

APPENDIX H (CONT)

(Letterhead)

June 1, 1993

Battery A, 2d Battalion, 2d Field Artillery

Sergeant Give A. Lott
Battery B, 1st Battalion, 3d Field Artillery
APO AE 09181

Dear Sergeant Lott:

As your designated sponsor, I'd like to welcome you on your forthcoming permanent change of station to Fort Sill, Oklahoma. The 2d Battalion, 2d Field Artillery is the oldest Field Artillery battalion in the active Army. Our motto, "Big Deuce," is also the name of our battalion's mascot. Our mission is to provide support to the Field Artillery School.

From the information I received, you are scheduled to arrive here on or about December 21, 1993. If you will let me know when and how you will arrive, I will meet you. I have enclosed information in regard to housing on a fact sheet.

The normal duty hours of the battalion are: Physical training at 0615, work during 0830-1630, and lunch is 1130-1230. We do have some support missions at night, and there are usually two field training exercises a year. The duty uniform is battle dress uniform.

If you desire to mail some packages in order to cut down on hold baggage allowances, address them to--

Sergeant Joe L. Lewis
Battery A, 2d Battalion, 2d Field Artillery
Fort Sill, Oklahoma 73503-5000

I will pick up your packages and hold them until your arrival.

Reservations can be made for you and your family at the guesthouse on post. Again, I'll need to know your arrival date and the number in your family to secure a room for you.

If there are specific questions you want answered, write or call me at 580-442-1010 (DSN 639-1010). I look forward to meeting you and hope you have an easy and pleasant move to Fort Sill.

Sincerely,

Joe Lewis
Sergeant, U.S. Army

Enclosure

(ATZR-PNC-A)

FOR THE COMMANDER:



MARK A. GRAHAM
COL, FA
Chief of Staff

KATHY L. BANKS
Director of Information
Management

DISTRIBUTION:
Fort Sill Internet