



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, 3<sup>RD</sup> BATTALION, 2<sup>ND</sup> AIR DEFENSE ARTILLERY REGIMENT  
3906 MOW-WAY ROAD  
FORT SILL, OKLAHOMA 73503

AFVL-RTB-BC

12 June 2019

MEMORANDUM FOR All Soldiers Assigned/Attached to the 3-2 ADA Battalion

SUBJECT: Policy Letter #6 – Sponsorship

1. Sponsorship is essential to providing incoming Soldiers and Families with an immediate feeling of belonging and purpose. A properly managed and led sponsorship program includes both incoming and outgoing sponsorship. This program is particularly important to new Families that are not accustomed to military life. The program's success depends on engaged leaders and genuine individual sponsors. Sponsorship is not an additional duty, it is an essential duty.

2. New arrivals get their first impression of the command from their reception and their sponsors. This battalion will ALWAYS put its best foot forward; sponsors make lasting impressions and commanders must ensure those impressions are positive. Reception and associated sponsorship are decisive points that affect a new arrival's performance, morale, readiness, and retainability. Proper and deliberate sponsorship is an investment.

a. First sergeants will assign a Sponsor and Leader/ Mentor for each Soldier as soon as the Soldier is added to the battalion's gain roster and is assigned a battery/company to ensure initial integration. At the end of the seventh day following initial reception of the Soldier from the Welcome Center, the Soldier and assigned Sponsor/Leader will back brief the unit First Sergeant or Commander to ensure that all initial reception tasks were completed.

b. Integration will commence upon completion of the above and will be completed no later than 45 days following initial reception phase above. These tasks will be tracked at the platoon level and will be back briefed to the Battery Commander/First Sergeant by the Platoon Leader/Platoon Sergeant upon completion.

c. Units will also establish Family sponsorship programs to ensure proper reception and integration of Family members.

d. Within 48 hours of assignment to the battery/company, Commanders or First Sergeants will contact spouses to both validate the Family assistance Information data sheet and to ensure proper sponsorship steps of Family Members.

e. Completed Reception and Integration checklists will be maintained at the unit in the Soldier's individual training records and a copy will be retained by the First Line Leader. A copy will also be provided to the Battalion Sponsorship NCOIC.

f. End state is that all Soldiers and Family Members are rapidly received and integrated, with a comprehensive understanding of all policies and procedures in effect within this Command and 31st Air Defense Artillery Brigade.

3. Commanders will ensure that assigned Sponsors receive sponsorship training. All Sponsors must be trained and certified at the battery/company level; incoming personnel WILL NOT have untrained Sponsors assigned to receive and integrate them.

4. The Battalion Command Sergeant Major (CSM) will appoint a battalion Sponsorship NCOIC. The CSM will manage the battalion Soldier and Family Members' sponsorship program through the Battalion Sponsorship NCOIC.

5. Soldiers will be notified where they will be assigned and who their pre-arrival sponsor will be no later than 90 days before arrival. If new personnel or unprogrammed gains arrive within the battalion without a Sponsor, the gaining Battery/Company Commander will ensure that a post-arrival Sponsor is assigned immediately on arrival. Unit commanders will develop a Standard Operating Procedure (SOP) for reactionary sponsorship in these cases that will ensure the availability and prompt response of sponsors for unprogrammed arrivals. The SOP will give particular attention to periods when the unit is deployed or away from home station.

6. A copy of this policy will be permanently posted on unit bulletin boards. Unit Commanders will ensure each Leader and Sponsor is briefed on the provisions and conditions of this policy during sponsorship training and certification.

LOURDES A. COSTAS  
LTC, AD  
Commanding