MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: The Total Army Sponsorship Program, CG Policy Memo 18-23.

1. Reference
   a. AR 600-8-8, The Total Army Sponsorship Program, 4 April 2006.
   b. FRAGO 1 to HQDA EXORD 161-15, Army-Wide Implementation of The Total Army Sponsorship Program (TASP) Army Career Tracker (ACT) Sponsorship Module, Active Component, dated 20 October 2016.

2. Purpose. This memorandum provides policy guidance regarding the Fort Sill Sponsorship Program.

3. Applicability. This policy applies to all personnel assigned to Fort Sill, OK.

4. Policy.
   a. The Total Army Sponsorship Program is a commander’s program and is an essential part of helping Soldiers, DA Civilians, and Families adjust to their new work environment and the surrounding community. Sponsorship is more than transmitting needed information. A properly managed program can resolve potential problems which otherwise may cause hardships for new arrivals. Additionally, a well administered program will assist commanders and leaders in ensuring newly assigned Soldiers understand Fort Sill’s commitment to their well being. Commanders and leaders must understand that sponsorship is a “people program” which requires strong chain of command support. Fulfilling personal needs initially will enable new Soldiers to fully commit themselves to the combat readiness of Fort Sill and our Army. Effective sponsorship is also an important part of an individual’s first impression of our organization. To that end, commanders will ensure every Soldier, DA Civilian, and their Families are assigned a sponsor in accordance with AR 600-8-8 and HQDA EXORD 161-15.

   b. To ensure the success of this program, commanders at all levels will:
      (1) Appoint a Sponsorship Program Manager to coordinate and monitor sponsorship in their unit.
(2) Ensure the Sponsorship Program Manager completes sponsorship training.

(3) Ensure all inbound Soldiers, DA Civilians, and Families receive a sponsorship letter, welcome packet, and the links to unit and installation websites as soon as they appear on the unit's gains roster.

(4) Assign a sponsor to all inbound personnel in the grades of E-1 to E-6, W1 to W2, and O-1 to O-3 no later than 120 days prior to assigned report date for permanent party Soldiers. Sponsor and Soldier will be linked for up to 45 days after Soldier's arrival and integration into the unit and community.

(5) Ensure noncommissioned officers and officers in the grades of E-7 to E-9, W3 to W5, and O-4 to O-6 are advised they may request sponsorship.

(6) Take a proactive approach to gaining and sharing background information on incoming and outgoing Soldiers (e.g., high-risk behaviors) requiring immediate attention upon their arrival at their new duty station.

(7) Ensure procedures are in place to appoint reactionary sponsors to help newcomers whose sponsor can no longer provide adequate sponsorship.

(8) Ensure procedures are established to monitor and track both the quality and participation rate of sponsorship in their organization.

(9) Ensure, to the greatest extent possible, that sponsors are leaders and are equal in grade or higher than the incoming Soldier. Sponsors are the same gender and marital status especially for first-term Soldiers. Sponsors appointed are familiar with the unit, activity, and community and represent the gaining unit in a positive manner.

(10) Ensure sponsors and new arrivals have adequate time away from assigned duties to complete all required in-processing.

(11) Ensure all SSG/CPT/W2 and below attend "Start Right" (in processing and resiliency training). Sponsors are required to accompany new arrivals to their initial in-processing at Building 4700. In processing is conducted Monday thru Friday and Resiliency Training is conducted every Wednesday thru Thursday at the Graham Resiliency Training Campus.

(12) Comply with the senior commander's determination that sponsorship is required within their area of responsibility, depending on location, type of unit, and the uniqueness or complexity of adapting to the location.
(13) Provide sponsors and unit Sponsorship Program Managers with adequate resources to accomplish sponsorship duties.

(14) Ensure Families are integrated into the unit and community through the use of Family Readiness Groups and other community resources. Family members are highly encouraged to attend “Start Right” with their Soldier.

c. For permanent party Soldiers, Students, and Families departing Fort Sill:

(1) Commanders at all levels, with exception to E-7 to E-9, W3 to W5, and O-4 to O-6, will ensure all outbound Soldiers have a sponsor in ACT and make contact with his or her sponsor prior to departing Fort Sill.

(2) The outbound sponsor’s responsibilities end only after he/she makes a warm handoff to the gaining unit’s sponsor. This may require losing commanders to contact gaining commanders if necessary.

(3) The Military Personnel Division (MPD) will monitor completion of DA 5434, Sponsorship Program Counseling and Information Sheet on all Soldiers during out processing and ensure each Soldier’s sponsorship is verified in ACT prior to departure.

(4) Reassignment orders for Advanced Individual Training and the Basic Officer Leadership Course Students will not be issued until a sponsor from the gaining organization has been identified or an Exception to Policy memorandum has been signed by the first General Officer in the chain of command.

d. The Fort Sill Garrison Directorate of Human Resources MPD will monitor unit sponsorship programs across the installation to validate compliance with this policy.

5. This CG Policy Memorandum supersedes CG Policy Memorandum, IMSI-HRM, 24 April 2017, subject: The Total Army Sponsorship Program, CG Policy Memo 17-32.

6. Point of contact is the Directorate of Human Resources, MPD at 442-4343/3975.

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Commanding

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