



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY

5TH SIGNAL COMMAND
Unit 29800
APO AE 09056-9800

23 SEP 2008

NETC-SEC

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 5th Signal Command Policy Letter #9, Civilian and Military Sponsorship

1. REFERENCES:

- a. AR 600-8-8, The Total Army Sponsorship Program, 4 Apr 06.
- b. Army in Europe (AE) Regulation 600-8-8, Military and Civilian Sponsorship, 11 Aug 06.
- c. USAREUR Pamphlet 600-8-8, How to be a Good Sponsor, 12 Apr 05.
- d. Army in Europe Command Policy Letter #13, Sponsorship and In-processing, 2 Aug 06.

2. PURPOSE: Sponsorship is a vital command responsibility. It is a commander's program that helps Soldiers, civilian employees, and Family members during reassignments. All Soldiers, Civilians, and their Families will be appropriately sponsored into the 5th Signal Command community by their gaining unit.

3. SCOPE: This policy applies to all military and civilian leaders and sponsors assigned or attached to 5th Signal Command.

4. RESPONSIBILITIES: Civilian employees usually receive notification of their new assignments 30 – 45 days prior to their arrival, while military personnel may receive notification of their new assignments 30 – 120 days prior to arrival. Sponsors are responsible for meeting, rendering assistance, and integrating newly assigned individuals and their Families into the command and their respective community. Prior to the arrival of the new employee or Soldier, the sponsor will provide him/her with information concerning available medical facilities, housing, financial institutions, etc. The sponsor should also determine if any special circumstances (pets to be shipped, etc.) need to be addressed prior to the arrival of the newcomer. The sponsor will assist with:

- a. Transportation to and from the airport.

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- b. Hotel/Guest House reservations.
- c. In-processing with the Civilian Personnel Advisory Center or Community IOP.
- d. Obtaining identification cards, ration cards, community mailbox, USAREUR driver's license, enrollment in schools (DoDDS), and housing.

5. POLICY: A successful sponsorship program depends on the direct involvement of leaders and the commitment of highly motivated and well-trained sponsors. Commanders will appoint sponsors within ten (10) days of notification of assignment, and will personally counsel sponsors before they begin their sponsorship responsibilities. This ensures that sponsors understand the importance of their role in assisting and receiving the newcomer for the command. Commanders must ensure that those who are assigned sponsorship duties receive adequate training through the local Army Community Service (ACS) program and through the Sponsorship Gateway to Europe (S-GATE). Well-managed sponsorship as an individual departs the command and community is equally important and leaves a lasting, positive impression with that individual and the Family. The losing command has the responsibility to ensure ample time is afforded to the individual and his/her Family to clear and effect a smooth transition.

a. Civilian personnel: Sponsors must familiarize themselves with the provisions of the above referenced regulations. Sponsors for civilian employees are notified by their supervisors within five (5) calendar days after notification of a new employee's pending arrival. Sponsors will then initiate telephonic or email contact within 72 hours of being notified of sponsorship duties. Both the supervisor and the sponsor should keep a record of the counseling (Plan of Action) for one (1) year, as this is an area that is subject to review during Command Inspection Program (CIP) inspections. Copies of the sponsor appointment letter and initial sponsorship letters with the completed Civilian Sponsorship Plan of Action should also be retained. Army in Europe (AE) Regulation 600-8-8 requires that command-sponsored Civilians provide a written assessment of their sponsor and the sponsorship program. An automated Sponsorship Survey (http://www.per.hqusareur.army.mil/CPD/Civilian_Sponsorship/docs/Survey.doc) has been created and placed on the web to make this assessment quick and easy for employees. Command-sponsored employees should complete the survey within 90 days of arrival at the new duty location.

b. Military personnel: S-GATE is a web-based tool used to manage and streamline the process of sponsorship for inbound Soldiers. S-GATE will be used to identify and appoint military sponsors, but will not be utilized as a substitute for the human element

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of the sponsorship process. Unit commanders will ensure that appointed sponsors are given adequate time and resources to carry out their sponsorship duties. As such, sponsors must make every effort possible to ease the strain of transition for their appointed inbound Soldier and/or Family. Sponsors will mail a Commanding General, 5th Signal Command, welcome letter and welcome packet to the incoming Soldier and his/her Family and will provide information about S-GATE access, community information and links, and gaining unit information.

6. Properly sponsoring our Soldiers, civilian employees, and Family members into the 5th Signal Command is an essential element of my top priority – taking care of people. Let's ensure we do this to standard!

7. Points of contact in the Deputy Chief of Staff, G1, 5th Signal Command, are as follows:

- a. Civilian personnel: Chief, Civilian Personnel Division, DSN 380-5120.
- b. Military personnel: Chief, Military Personnel Division, DSN 380-5102.

"Dragon Warriors, Army Strong!"



JEFFREY G. SMITH, JR
Brigadier General, USA
Commanding

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