DEPARTMENT OF THE ARMY
106th FINANCIAL MANAGEMENT COMPANY
UNIT 20193
APO AE 09139

REPLY TO
ATTENTION OF

AETS-SBF-CO

29 August 2011

MEMORANDUM FOR 106th Financial Management Company

SUBJECT: Company Sponsorship Program (Command Policy Memorandum #8)

1. The purpose of this memorandum is to establish the 106th Financial Management Company sponsorship policy. As your Commander I want to stress the importance of the sponsorship program. A lot can be said about a unit based on how they welcome and depart members of their organization. Every Soldier, civilian and family member deserves to be taken care of during their transition to Germany and into the unit. It is critical that we make all incoming 106th Financial Management Company personnel and their family members feel welcome. As such, every person coming into the Financial Management Company will be assigned a sponsor. Detachment Sergeants will approve of assigned sponsors. Sponsors will be assigned based on many factors: availability, rank, gender, and family composition when applicable, amongst others.

2. Once a member of the company is assigned to serve as a sponsor, they will utilize the Gateway to Europe (S-Gate) system for training and to be officially assigned and designated as a sponsor. Detachment commanders will ensure proper training and appropriate sponsors are assigned to incoming personnel. Although S-Gate automatically assigns a sponsor, detachment leadership will screen, assign, and ensure sponsors are reassigned through the S-Gate system when necessary to ensure the best arrival and welcome possible. Sponsor data will be tacked on a weekly basis during the command and staff meeting. The company PAC will fully utilize the web-based S-Gate management tools to report sponsorship data. Sponsors will make contact with incoming personnel and ensure they receive a welcome letter from the Company Command and First Sergeant as well as a welcome packet from ACS.

3. It is the sponsor's responsibility to do everything within his or her power to assist the new Soldier or civilian. Leaders will ensure that sponsors are available to personally assist their assigned incoming personnel and should not be tasked to perform duties. Sponsors will ensure that all incoming personnel comply and complete all tasks, training, and certifications found on the newcomer personnel checklist found on the company sharepoint:
https://portal.eur.army.mil/sites/21tsc/unit/16SB/16STB/16STB106FC/default.aspx

4. As the Financial Management Company commander I want to see all new personnel arriving in the unit and therefore request that all leaders in the Financial Management Company arrange for those newcomers an office call with me at Financial Management Company headquarters. Prior to the office call, I request the appropriate ORB/ERB, biography, and other relevant background/personal data.

5. The point of contact for this memorandum is the undersigned at 469-8017.

DIAMONDBACKS!

GAVIN O. LUHER
MAJ, FC
Commanding