



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
16TH SPECIAL TROOPS BATTALION
UNIT 27503
APO AE 09139

AETS-SBB-CO

25 April 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Battalion Commander's Policy Letter #7, Sponsorship

1. References:

- a. AR 600-8-8, 4 April 2006, The Total Army Sponsorship Program.
- b. AE Reg 600-8-8, Military and Civilian Sponsorship, 11 August 2006
- c. AE PAM 600-8-8, Welcome to Europe, 8 May 2009
- d. AE Reg 612-1, Community Central In/Outprocessing 15 July 2005
- e. AE Reg 58-1, Management, Acquisition, and Use of NTVs 27 January 2003

2. The Battalion Sponsorship program helps Soldiers and Family members during reassignment. Sponsorship is essential to providing incoming Soldiers and their Families with a feeling of belonging and purpose. A properly managed 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 leaders and individual sponsors.

3. New arrivals get their first impression of the command from their sponsors. Sponsors make lasting impressions, and Commanders must ensure that these impressions are good. That impression will affect the new arrival's performance, morale, readiness, and retainability.

4. Commanders will ensure that assigned Sponsors receive adequate sponsorship training. All Sponsors must be trained using the Army Community Service Sponsorship Program. The Sponsorship Management system will be used in all instances for management purposes to include appointment of Sponsors and Sponsor training. The sponsorship program NCOIC for each company is personally responsible for this program.

5. Welcome letters and packets will be organized and maintained at the Company level. Sponsors are required to send the BN Welcome Letter as well as a welcome packet to the inbound Soldiers and Families. The packets will contain information about the company, community, housing, medical care, dental care, childcare, youth activities, and educational opportunities. The company letter will contain major training highlights and USAREUR, 21 TSC, Company, and Battalion website addresses.

6. Soldiers will be told where they will be assigned and whom their pre-arrival Sponsors will be NLT 90 days before arrival. If new personnel or un-programmed gains arrive within the Battalion without a Sponsor, the Company Commander will ensure that a post-arrival sponsor is assigned immediately on arrival. Company Commanders will develop a standing operating

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procedure (SOP) for Reactionary Sponsors that will ensure the availability and prompt response of Sponsors for un-programmed arrival. The SOP will give particular attention to periods when the unit is deployed or away from home station.

7. Certificates of Appreciation and Certificates of Achievement are an excellent way of recognizing exemplary Sponsors and should be considered by Company commanders.

8. Leaders must carry out their responsibilities in support of sponsorship. A good sponsorship program ensures the well being of our personnel and contributes to command readiness.

9. The point of contact for this action is the undersigned at 469-7188.

10. *ON POINT!*



CODY L. ZILHAVER
LTC, FC
Commanding

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HHC, 16th STB
504th BDE SIG CO
106th FMCO