DEPARTMENT OF THE ARMY
UNITED STATES ARMY SERGEANTS MAJOR ACADEMY
11291 SGT E. CHURCHILL STREET
FORT BLISS, TEXAS 79918

REPLY TO
ATTENTION OF

ATSS-CD

1 July 2014

MEMORANDUM FOR ALL ASSIGNED/ATTACHED PERSONNEL, US ARMY SERGEANTS MAJOR ACADEMY, FORT BLISS, TX 79918

SUBJECT: Policy Memorandum # 02, **Sponsorship Program**

1. Reference: AR 600-8-8. The Total Army Sponsorship Program, 4 April 2006.

2. Purpose: To outline the Commandant's Sponsorship Program.

3. The Army Sponsorship Program is a Commander's program and is an essential part of helping Soldiers, Civilians, and their Families adjust to new work and community environments. Effective sponsorship is an important part of an individual's first impression of his or her organization.

4. Policy:

a. The Directors, Sergeants Major Course and Staff & Faculty, as well as the Commandant, NCOA will ensure that every inbound Soldier and DA Civilian is assigned a sponsor. When assignments are changed, sponsorship will be transferred and coordinated immediately with the gaining section or activity.

b. To ensure the success of this program, the Directors, SMC & S&F, as well as Commandant, NCOA will:

(1) Designate trained sponsors for each inbound Soldier and civilian employee.

(2) Appoint a Sponsorship Program Manager to coordinate and monitor sponsorship in the unit.

(3) Ensure the Sponsorship Program Manager and maximum number of assigned Soldiers and Civilians complete sponsorship training. Civilian personnel sponsorship is just as important as that of Soldiers and will be given the requisite command emphasis.

(4) Ensure procedures are established to monitor and track both the quality and quantity of sponsorship in the unit.

(5) Ensure sponsors and sponsored Soldiers have adequate time away from assigned duties to perform sponsorship duties and complete in-processing as appropriate.

(6) Provide sponsors and the Sponsorship Program Manager with adequate resources to accomplish sponsorship duties.

(7) Ensure Families are integrated into the unit and community through the use of family readiness groups and other community resources.

5. Sponsorship is more than transmitting needed information. A properly managed program can resolve potential problems which otherwise may cause hardships to new arrivals. Fulfilling personnel needs initially will enable new Soldiers to better commit themselves to the readiness of USASMA.

"Ultima Strong!"

DENNIS E. DEFREESE
CSM, USA
Commandant