



DEPARTMENT OF THE ARMY
HEADQUARTERS, 26TH AREA SUPPORT GROUP
UNIT 29237
APO AE 09102-9237

AEUSG-DA-RFS

1 June 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 26th ASG Command Policy Memorandum 21, Sponsorship of Civilian Employees

1. References:

- a. AR 600-8-8, The Total Army Sponsorship Program, 3 April 2003.
- b. USAREUR Pamphlet 600-8-8, How to be a Good Sponsor, 11 April 2001.

2. This letter implements the program to sponsor newly assigned civilian employees to units within the 26th Area Support Group.

a. Every new civilian employee will be assigned a sponsor within seven (7) calendar days of notification that he/she has accepted the position. Whenever possible the sponsor should be of equivalent or higher grade, the same gender, marital status and career field as the newly assigned employee. Sponsors will be appointed by supervisors.

b. Within ten calendar days following acceptance of the position, the supervisor or his/her designee will send the new employee a welcome letter or email that briefly describes the mission of the unit, provides the name of the assigned sponsor, and telephone numbers to call the sponsor and work place for assistance.

c. The sponsor will send a welcoming letter or email and make telephonic contact, if applicable, within three (3) days of appointment to sponsor duty.

d. Sponsors will be provided time off as needed to exercise their sponsorship duties. Sponsors will not delegate their responsibilities to subordinates. When the assigned sponsor is not available due to TDY or other reason, a suitable interim substitute will be identified.

e. Supervisors should meet with new employees as soon as possible after their arrival and provide a general orientation.

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f. The sponsorship program will be an item of Command interest during weekly staff meetings.

g. The sponsorship program will be monitored and evaluated. Commanders will provide a list of newly hired employees and the names of their sponsors during bi-weekly conference calls. Sponsors will provide new employees with DA Form 7274 (Sponsorship Program Survey) to be completed and returned to the Chief of Staff (CS), 26th ASG within five (5) work days following completion of in-processing activities at their supporting Civilian Personnel Activity Center (CPAC). The CS will evaluate survey responses and direct actions or coordinate directly with commanders to resolve program discrepancies and identify areas for improvement.

3. Newly appointed sponsors should review the guidance of reference 1a and 1b. A list of minimum pre-and post sponsor requirements is provided at enclosure 1, and commanders, supervisors, sponsors and employees are encouraged to suggest changes that enable our program to become more effective. Sponsors will provide newly arriving employees with the checklist at enclosure 2 as the vehicle which ensures that all processing requirements are met.

4. Sponsorship is the frontline of management and provides new arrivals with an indication of our professionalism, and our care for employee and family welfare. An effective sponsorship program sets the standard of organizational performance, beginning with first contact, and it must be engaging and sincerely accomplished.

5. The point of contact for this program is the 26th ASG Director of Community Activities, DSN 373-6643/8442.

2 Encls
as

/s/
ROBERT C. RUSH, JR
Colonel, IN
Commanding

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PRE-POST SPONSORSHIP REQUIREMENTS

- The needs of each newcomer will be different, so you must determine what those needs are and then respond to them.
- Good sponsorship is proactive!
- As a minimum you should accomplish the items in this list.
- Remember this is part of your job; it's not an additional duty.

SPONSOR'S LETTER

- Contact the individual you are sponsoring by mail/email within three (3) days of your notification of sponsorship. Be sincere and friendly. Put yourself in his/her place.
- Use a personal tone; write as if you were sending a letter to a friend.
- Congratulate them on their assignment. Mention that you are his/her primary sponsor until they are settled in.
- Tell them a little about yourself, their co-workers and the community. Send the BSB web site
- Ask if they are married or single, will family accompany them?
- If person is new to the military, it is a good idea to send them a list of acronyms.
- Note that there are opportunities in both the appropriated and nonappropriated fund areas for spouse employment. Provide the webpage for the list of potential jobs and application procedures: <http://www.chrma.hqusareur.army.mil>.
- Provide information about children and special interests, childcare needs, exceptional family member support and pets.
- Collect current and verified information from agencies in the community (for example, housing information, brochures, etc) and include them with the welcome packet.

PREARRIVAL DUTIES

- Offer to open a mailbox and provide the APO address. This requires a copy of order (DD Form 1614, Jun 2000, Request/Authorization for DOD Civilian Permanent Duty or Temporary Change of Station (TCS) Travel).
- Make hotel/guest house reservations
- Ask for flight times/number, amount of luggage. Arrange to meet them at the airport or provide detailed information on how they get to the community. Provide DSN and commercial/civilian telephone numbers and instructions for use. Don't forget to establish a means of recognition if you are meeting them.

Enclosure 1

POSTARRIVAL DUTIES

- Meet newcomer at the airport or pre- arranged location.
- Take them to hotel/guest house
- Provide a “goodie bag”, ACS Welcome Packet, water, and light snacks. Ensure that you inquire if there are allergies to specific foods so that snacks and local foods do not become hazards (example, fish and nut products).
- After they are signed in and freshened up, offer to provide a tour of the area. If traveling by vehicle, ensure all passengers abide by rules requiring the use of seat belts and child safety seats.
- Provide a tentative schedule for the next few days.

THE FIRST WORKDAY

- Go to CPO for ID card paperwork and schedule an in brief appointment.
- Go to Housing office and sign up for briefing.
- Obtain ID card.
- Introduce newcomer to supervisor, co-workers and work area.

FOLLOWING 5 – 10 DAYS

- Make arrangements for transportation to/from work or appointments.
- Attend CPO and housing briefings with newcomer if possible.
- Assist with viewing prospective houses.
- Provide POV information
 - Drivers testing requirements, driver manual, testing locations and hours of operation
 - Private vehicle insurance and suggested vendors and locations
 - Private vehicle registration, inspection, Registry locations and hours of operation
- Familiarize newcomer and family with:
 - Installation services
 - Schools
 - Medical and dental services and payment requirements, if applicable
 - Commissary/PX facilities
 - Banking, Credit Union, local financial institutions

Civilian Employee Inprocessing Checklist

Activity	Location	Remarks
DAY 1		
1. Arrival	Frankfurt International Airport, Terminal 1 or 2	Identify Airline and flight
2. Enroute Community	Arrival Community CPAC	
3. ID Card Applications	CPAC	Suggest: obtain and complete application in car enroute to community
4. ID cards; CAC Card, NATO-SOFA Card, Inst Access (IACS processing	Community processing centers	Check for all required certificates
5. Obtain Tax Forms	Applicable center	(\$3.00 per VAT form)
6. Bank account	Applicable center	
7. Return CPAC	CPAC	If required for advance pay
8. Enroute Residence	As applicable	Temporary Lodging
9. Lunch or snacks		
10. TRICARE processing	Hospital	(Not Tricare eligible, but must register on Hospital Data Base)
DAY 2		
1. CPAC inprocessing	Community CPAC * If prior military check with Advisor for the telephone number for increased annual leave ceiling	- LQA - Rotation Agreement - Benefit information - Life Insurance - Prior mil svc credits - Review Salary/issues
2. Housing	Community Housing	
3. Transportation	Community processing center	Log in for messages on HHG, unaccompanied baggage arrivals
		Enclosure 2

4. Sign up for driver test	Applicable processing center	
5. Visit ACS/USO		Area information
6. Finance processing	Community processing center	
DAY 3		
1. Enroll children in schools	Applicable schools	Visit bus manager for information/registration
2. Complete processing as necessary	Area facilities	
Below all dependent on time or availability of people, etc		
** Car rental		
** S2 inprocessing	Community processing center	
** Office calls with new supervisor, chain of command		Time dependent on inprocessing requirements
** German Headstart enrollment		Optional, if desired
** Obtain POV/information, testing, insurance, registration	Community processing center	