



DEPARTMENT OF THE ARMY
UNITED STATES ARMY MEDICAL DEPARTMENT ACTIVITY
REDSTONE ARSENAL, ALABAMA 35809-7000

REPLY TO
ATTENTION OF

MCXW-MED

7 August 2003

MEMORANDUM FOR All Soldiers, Fox Army Health Center, U.S. Army Medical Department Activity, Redstone Arsenal, Alabama 35809-7000

SUBJECT: Command Policy Letter 02-07: Sponsorship and Integration

1. References: AR 600-8-8, DA 5434, JUN 93.
2. Purpose: To enhance the soldier's morale by making the soldier feel more a part of this unit.
3. The sponsorship program will complement the unit integration and reception program.
4. Medical Company. Upon receipt of orders announcing the assignment of a soldier, the gaining command will accomplish the following within five days after receipt of notice (TO-7 Report from SIDPERS), a sponsor will be appointed by the Medical Company with the following pre-requisites:
 - a. Equal or higher grade than the incoming soldier.
 - b. Same sex, marital status, and MOS as the incoming soldier (if possible).
 - c. Familiar with the local area.
 - d. Must not be on assignment orders.
5. Company Welcome and Orientation
 - a. Making the new member feel wanted and needed. A person-to-person meeting can do this most effectively with the first sergeant and the new member. Some actions taken are:
 - (1) Advise the new member of unit standards of conduct, performance, and appearance.
 - (2) Advise the new member of duty hours and work conditions.
 - (3) Ensure the new members has access to obtain the following information:
 - (a) Organizational history, mission, policies, structure, and practices.
 - (b) How to handle pay problems.
 - (c) Chain of Command.

(d) Resources available to solve personal problems.

(e) Rules of conduct.

(f) Location of MTFs on post.

(g) Safety Program.

(h) Promotion and training policies.

(i) Rating schemes.

(j) Equal opportunity in off-post housing program.

(k) Off-duty education program.

b. Sponsor. Within 10 working days after receipt of notice, a letter of welcome will be sent and a DA Form 5434 (Sponsorship Program Counseling and Information Sheet) from the sponsor to the incoming soldier. This will be the incoming soldier's first contact with the unit and its tone will set the pattern for future activities. The letter will be informal but informative, responsive to any questions the incoming soldier may have and provide the unit's address and telephone number (Commercial and DSN). Additional information should include:

(1) Availability of government quarters and cost of local housing.

(2) Location of the Housing Office.

(3) Availability of educational facilities.

(4) Type of climate and clothing needed.

(5) Local vehicle requirements (registration, insurance, emission standards).

(6) Availability of community services and facilities.

(7) Local firearms laws and registrations.

(8) Special information like culture and customs, pet restrictions, and essential household good necessary for area.

(9) Provide orientation and assistance after new member's arrival.

c. Sponsor. In the development of a new soldier's attitude toward a unit, the sponsor

plays an influential role. The sponsor is, after all, the first soldier within the unit with whom the new member will come in contact. The sponsor will perform the following duties:

- (1) Write and forward a welcome letter including the sponsor's duty address and telephone number.
- (2) Provide information requested by the incoming soldier.
- (3) Advise incoming soldier of transportation arrangements or designate a meeting place, as appropriate.
- (4) Offer to assist in obtaining temporary housing.
- (5) Accompany member during in processing.
- (6) Show new member around the post facilities and surrounding area.
- (7) Introduce new member to unit personnel.

a. Initial Orientation. When circumstances permit, it is ideal to the dependents to attend the orientation along with the new soldier. This will make the dependents feel they are part of the unit while they are learning which agencies and activities are available for their use. Personnel should be encouraged to use the post welcome packet for further information about the post.

6. Any questions regarding this memorandum can be directed to the undersigned or First Sergeant at 876-6890.

LAURA S. EDWARDS
CPT, MS
Commanding