DEPARTMENT OF THE ARMY
HEADQUARTERS, III CORPS AND FORT HOOD
1001 761ST TANK BATTALION AVENUE
FORT HOOD, TEXAS 76544-5000

DEC 15 2014

AFZF-CG

COMMANDING GENERAL'S POLICY LETTER # 11

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Installation Sponsorship Policy

1. REFERENCES.

a. Army Regulation 600-8-8, Total Army Sponsorship Program

b. HQDA EXORD 018-12, ISO the Total Army Sponsorship Program

c. Fort Hood OPORD PW 14-09-0948 (Total Army Sponsorship Program (TASP))

2. APPLICABILITY. This policy applies to all III Corps and tenant units at Fort Hood.

3. INTENT. This command is committed to the Army's Total Army Sponsorship Program. Periods of transition are difficult times for Soldiers and their Families, and it is important for every leader, military and civilian, to make arriving personnel feel welcomed and appreciated. This installation has a long history of excellence, both on post and in the community. In many ways, this is the first impression that a Soldier will have of III Corps and Fort Hood. Taking care of Soldiers is the responsibility of every command on this post; together we can make a positive impression on incoming Soldiers, Civilians, and their Families. Sponsorship is key to the overall success of this installation.

4. RESPONSIBILITIES: Commanders at all levels are responsible for developing a proactive and comprehensive sponsorship program that supports the successful transition of Soldiers, Civilians, and their Family members into and out of their respective commands.

5. POLICY: In order to implement a viable leader-led sponsorship program and reduce transition stress, Commanders and Civilian supervisors will develop a system to achieve 100% sponsorship for newly assigned members. Sponsorship will be executed on Soldiers in the rank of Private (E-1) thru Colonel (O-6), and Civilians in the grades of GS-15 and below, with special emphasis given to Advanced Individual Training Soldiers going to their first unit of assignment. The following will be implemented immediately:

a. Commanders will:

(1) Ensure a trained sponsorship pool exists at the unit level, and appoint only those individuals as sponsors who can represent the gaining unit in a positive manner. Sponsors should share the same demographic background as their sponsored Soldiers/Family. Rank, family structure, gender, and military occupation should be considered when assigning a sponsor. When a suitable sponsor who matches the newcomer in these respects is unavailable, the Battalion Commander may approve an exception to this policy.

(2) Appoint as sponsors only those Soldiers who have been on Fort Hood for at least 90 days and have a minimum of 90 days stability upon the arrival of the sponsored Soldier. All efforts should be made to have one sponsor per newly arrived Soldier, and a sponsor will be responsible for no more than three newly arrived Soldiers at any one time.

(3) Commanders and Command Sergeants Major are responsible for creating and providing a welcome letter to each Soldier scheduled to arrive to their unit. When possible, welcome letters should be mailed, faxed, or emailed to personnel prior to their departure from their losing unit.

(4) Ensure Brigade Sponsorship Liaison Officers attend the weekly Commanding General's (CG) Welcome Brief.

(5) Host Brigade/Battalion Command Team welcome break-out sessions immediately following the remarks of the III Corps CG and Command Sergeant Major.

b. The III Corps G1 is the primary proponent and manages the Installation Sponsorship Program IAW regulations, installation guidelines, and the CG's intent.

6. As the Senior Commander, my goal is to make sponsorship a priority by rebuilding a culture in which newly assigned military and Civilian members benefit from the assignment of highly motivated and well-trained sponsors. As we effectively execute the Sponsorship Program, we will not only enhance the Ready and Resilient Army Strong Campaign, but also resiliency throughout the Fort Hood community. I expect your full support of this important program.

7. This policy letter will remain in effect until superseded or rescinded.

SEAN B. MacFARLAND
LTG, U.S. Army
Commanding

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