



DEPARTMENT OF THE ARMY
UNITED STATES ARMY INTELLIGENCE AND SECURITY COMMAND
501ST MILITARY INTELLIGENCE BRIGADE
UNIT 15282
APO AP 96205-5282

IADK-Z

MEMORANDUM FOR SEE DISTRIBUTION

12 JUL 2016

SUBJECT: Brigade Policy Letter #7 – Sponsorship Program

1. References:

a. AR 600-8-8 (The Total Army Sponsorship Program) 4 April 2006.

b. HQDA EXORD 018-12 (ISO The Total Army Sponsorship Program (TASP) November 2011.

c. INSCOM Policy Memorandum #34 (Sponsorship Program) 29 July 2014.

2. Purpose. To ensure that all personnel assigned or attached for duty at the 501st Military Intelligence Brigade, and their Family members, successfully transition in and out of the command.

3. Summary. The 501st Military Intelligence Brigade is committed to the Total Army Sponsorship Program. Sponsors, leaders, and commanders must understand that sponsorship is a "people program" that requires strong support from the chain of command in order to be successful and ensure newly arrived Service Members and Civilians are better able to commit themselves to the overall combat readiness.

4. Specifics. Each battalion commander will establish policies, procedures, and administrative controls for the program IAW the above references that will include annual inspections of their unit's sponsorship program as part of the Command Inspection Program (CIP).

a. All Battalion Commanders, at a minimum, will:

(1) Appoint a sponsor for all incoming personnel. Family members who transition without their sponsor will also be offered sponsorship. Assignment of a sponsor does not relieve the first line supervisor or chain of command;

(2) Appoint a coordinator/manager to manage sponsorship;

(3) Send incoming Soldiers and Civilians an initial welcome/sponsorship letter signed by the Battalion Commander and/or Command Sergeant Major;

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(4) Develop a sponsorship checklist to assist sponsors with newly arrived Soldiers, Civilians, and their Family members;

(5) Develop a system to receive feedback from new Soldiers and Civilians to evaluate the sponsorship program and monitor both the quality and quantity of sponsorship in the unit. This system must, at a minimum, include completion of DA Form 7274 Sponsorship Program Survey as part of in-processing; and

(6) Ensure sponsorship training is incorporated into the battalion training program.

b. Sponsors, at a minimum, will:

(1) Write a welcome message or telephone the Soldier/Civilian under their responsibility;

(2) Complete DA Form 5434 in the Army Career Tracker;

(3) Reply to all correspondence received from Soldiers and Civilians in a timely manner;

(4) Keep the chain of command informed on any changes to report dates/status/etc; and

(5) Greet and receive Soldiers and Civilians upon arrival in the local area.

5. The point of contact for this policy letter is the Brigade Human Resources Officer (S1) at DSN 315-722-0856.



DERRICK S. LEE
COL, MI
Commanding

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