



REPLY TO  
ATTENTION OF:

DEPARTMENT OF THE ARMY  
HEADQUARTERS, 8TH ARMY  
UNIT #15236  
APO AP 96205-5236

EACG

26 SEP. 2011

MEMORANDUM FOR All 8th Army Assigned Soldiers and Civilians

SUBJECT: 8th Army Command Policy Letter #18 - The Total Army Sponsorship Program

1. Reference. Army Regulation (AR) 600-8-8, The Total Army Sponsorship Program, 4 April 2006.
2. Purpose. To provide guidance and establish policy for those sponsoring Soldiers in the ranks of Private through Colonel and Department of Army (DA) civilian employees within 8th Army.
3. Background. The Total Army Sponsorship program is a Commander's program that is essential for 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. Discussion.
  - a. The 8th Army sponsorship program dramatically improves the reception of new Soldiers, civilians and their family members into our community. The 8th Army Assistant Chief of Staff (ACofS) G1 Website ([http://8tharmy.korea.army.mil/g1\\_AG](http://8tharmy.korea.army.mil/g1_AG)) provides incoming Soldiers with current information on their new assignment. The Soldier Management System (SMS) is also a tool that greatly improves the sponsorship assignment and management process (<https://sms.korea.army.mil>).

b. Commanders will ensure that each Soldier and civilian is assigned a sponsor. Gaining commanders will change pinpoint or ultimate assignments of sponsored Soldiers by exception only. When assignments are changed, sponsorship will be transferred and coordinated immediately with the gaining command or activity. To ensure the success of this program:

(1) Company, battalion and brigade commanders will:

(a) Ensure that all Soldiers and civilians are adequately trained on sponsorship tasks.

(b) Maximize the use of SMS to assign Soldiers to the lowest level and designate SMS-trained sponsors for each inbound Soldier.

(c) Appoint a Sponsorship Program Manager to coordinate and monitor sponsorship in their unit.

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

(e) Provide sponsors and unit Sponsorship Program managers with adequate resources to accomplish sponsorship duties.

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

(2) Managers will ensure procedures are established to monitor and track both the quality and quantity of sponsorship in the unit.

(3) Sponsors will:

(a) Write a welcome letter or telephone the Soldier/civilian;

(b) Reply to any correspondence received from the Soldier/civilian;

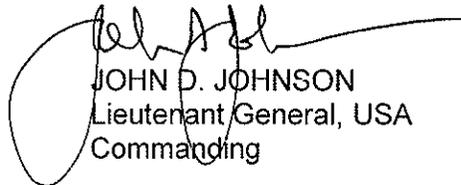
(c) Keep chain of command informed on any changes; and

(d) Greet and receive Soldier/civilian upon arrival.

c. The 8th Army Command Inspection Program and 8th Army Inspector General will inspect unit sponsorship programs to validate compliance.

d. Properly managed, the sponsorship program that can resolve potential problems that could otherwise cause hardships to new arrivals. Additionally, a well-administered program will assist commanders and leaders in ensuring that newly assigned Soldiers and civilians understand 8th Army standards. Sponsors, leaders and commanders must understand that sponsorship is a "people program" that requires strong support from the chain of command. Fulfilling personnel needs initially will enable new members of the community to better commit themselves to the combat readiness of 8th Army.

5. Proponent. The 8th Army Assistant Chief of Staff G1 is the proponent for this policy. The proponent can be contacted at commercial 011-822-7914-8256 or DSN 315-724-8256.



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