**DEPARTMENT OF THE ARMY**
**INSTALLATION MANAGEMENT AGENCY**
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IMAH-HRD

JUN 2 7 2006

MEMORANDUM FOR US Army Installation Management Agency Personnel

SUBJECT: US Army Installation Management Agency Policy Memorandum #10, Military Sponsorship Program

1. REFERENCE: AR 600-8-8, The Total Army Sponsorship Program, 4 April 2006.

2. PURPOSE: To provide guidance to all US Army Installation Management Agency (IMA) personnel on the Military Sponsorship Program.

3. APPLICABILITY: These procedures are applicable to all military personnel assigned to and/or under the operational control of the IMA. This policy memorandum supersedes IMA policy memorandum #10, March 5, 2004.

4. POLICY: This memorandum outlines IMA policy regarding the sponsorship of incoming Soldiers and their families.

a. The Total Army Sponsorship Program is a commander's program that assists Soldiers and their families during the reassignment process. It promotes unit cohesion and readiness by decreasing distractions that stand in the way of personal performance and mission accomplishment. The success of the program depends on leader involvement and the commitment of highly motivated and well-trained sponsors. Effective sponsorship is a key factor in our commitment to care for our people.

b. Newly assigned personnel and their families will develop their first impressions of their unit, agency, or installation based on how well they are received in the sponsorship process. Sponsors make first and lasting impressions, and commanders must ensure that these impressions are the best they can be. A good sponsor must reach out to their new arrivals to ensure they feel welcome and understand they are important additions to their new organization. The result of the sponsor's efforts will influence how new personnel view their new duty assignment; it influences morale, performance, and readiness.

c. IMA region directors, division chiefs, and garrison commanders must ensure every new arrival is assigned a sponsor. All sponsors will receive the appropriate level of training from Army Community Services (ACS). Sponsorship tools and materials will be made available to all sponsors.

(1) Upon notification of a potential military gain, the gaining region director or garrison commander will send a welcome letter to the inbound Soldier. The region and /or garrison CSM will also send a welcome letter to inbound enlisted Soldiers. Welcome letters will identify sponsors and establish effective communication with the inbound Soldier/family.

(2) In those circumstances where the first notification the chain of command receives of a gain is upon the Soldier's arrival on the installation, a "quick reaction sponsor" will be appointed. Region directors, division chiefs, garrison commanders, and command personnel will ensure the appointed sponsor is well trained, motivated and is provided the time and resources necessary to carry out the task in its entirety. It is vitally important that there is a match between the new gain and the sponsor, considering grade, marital status, experience level, etc.

5. PROPONENT: The Human Resources Division is the proponent for this IMA policy. POC is Chief, Military Personnel Branch at commercial (703) 602-0914, or DSN 332-0914.

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