



DEPARTMENT OF THE ARMY
U.S. ARMY SECURITY ASSISTANCE COMMAND
7613 CARDINAL ROAD
REDSTONE ARSENAL, AL 35898-5000

REPLY TO
ATTENTION OF

5 May 2011

AMSAC-RMH

MEMORANDUM FOR ALL U.S. ARMY SECURITY ASSISTANCE COMMAND
EMPLOYEES

SUBJECT: U.S. Army Security Assistance Command (USASAC) Policy Memorandum 602.3 –
Sponsorship Program for Military

1. Reference Army Regulation 600-8-8, The Total Army Sponsorship Program, 4 April 2006.
2. This guidance establishes policy, principles of support, standards of service, functions and tasks governing the Command's sponsorship program, which assists service members in successfully transitioning into USASAC. Directors, supervisors and individual sponsors hold the key to the program's success. Sponsorship begins upon receipt of assignment instructions and continues until the service member becomes an integral member of the Command and is fully cognizant of all policies, programs and installation services. USASAC will offer every service member in the ranks of private through colonel undergoing a permanent-change-of-station move the opportunity to participate in the Sponsorship Program. Sponsorship is mandatory for first-term service members.
3. Responsibilities.
 - a. The authority to maintain and oversee the Command's Sponsorship Program is delegated to the Deputy Chief of Staff (DCS), G1/8, Human Resources Division (HRD) (Military).
 - b. The Chief of Staff (CofS) will sign the welcome letter (enclosure 1) for all incoming officers in the Commanding General's (CG) absence.
 - c. The Command's Sergeant Major (SGM), Senior Enlisted Advisor, will sign the welcome letter (enclosure 2) for all incoming enlisted service members.
 - d. The Command will provide a sponsor who will be responsible for the incoming service member; therefore, USASAC will select and adequately train only those individuals who can represent the Command in a positive manner to serve as sponsors. The selected sponsor will be in a rank equal to or higher than the incoming service member. When possible, the sponsor should also be of the same gender, marital status and military occupational specialty as the incoming service member.
 - e. Upon receipt of the service member's DA Form 5434, Sponsorship Program Counseling and Information Sheet, the DCS, G1/8, HRD (Military) will:

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(1) Assign a sponsor within the Command for service members relocating to Redstone Arsenal, AL.

(2) Notify the CG or SGM and prepare appropriate welcome letter for signature.

(3) Send the welcome letter to the incoming service member within 10 calendar days following receipt of DA Form 5434.

(4) Monitor and evaluate the Sponsorship Program using appropriate checklist.

f. Geographically Separated Units (GSUs) will:

(1) Appoint a sponsor upon receipt of DA Form 5434.

(2) Notify the DCS, G1/8, HRD (Military) of the appointed sponsor's name, telephone numbers (commercial and DSN) and email address so they can prepare the CG's or SGM's welcome letter.

g. The sponsor will:

(1) Have adequate time to assist incoming service member with appointments and inprocessing, as needed, to ensure the service member is well acquainted with the Command's mission.

(2) Send a personal letter to the service member. The letter should contain, at a minimum, the sponsor's telephone numbers (commercial and DSN) and email address.

(3) Contact the incoming service member to establish initial liaison and inquire about any special needs or requirements (pet movement/care, Exceptional Family Member Program, disability, etc.).

(4) Inform the chain of command if any changes occurred in the status of the incoming service member.

(5) Arrange for temporary lodging and local transportation to be available upon arrival of the incoming service member.

(6) Meet face-to-face, greet, receive and escort newly arrived service member to temporary lodging/quarters.

h. Incoming service members will inprocess at the Garrison's Installation Management Office.

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4. Reception/Integration. The CG's intent is to rapidly inprocess personnel into the Command and the community by providing the necessary briefings on mandatory subjects needed to sustain the Command's mission readiness and to provide spouses orientation for all accompanied personnel. The Command will provide all incoming service members with a positive impression of each directorate, the installation and the respective state.
5. Sponsor Feedback. Incoming personnel will complete DA Form 7274, Sponsorship Program Survey, as part of their inprocessing, to ensure the Command's continuous effort to improve the Sponsorship Program. The effective sponsor should be recognized on the same basis as any other service member performing in an exemplary manner. The act of sponsorship and welcoming new service members is a low-cost but labor-intensive activity that, when performed with care, knowledge and sincerity, will benefit the Command and the service member. Therefore, recognizing a deserving sponsor is very important.
6. GSUs will supplement this policy accordingly and coordinate the supplement with the DCS, G1/8, HRD (Military).
7. This is a new policy memorandum.

2 Encls


CHRISTOPHER TUCKER
Brigadier General, USA
Commanding



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7613 CARDINAL ROAD
REDSTONE ARSENAL, AL 35898-5000

REPLY TO
ATTENTION OF

May 16, 2011

Office of the Commanding General

Colonel Joe G. Public
809 Mansion Street
Your town, Alabama 12345-0000

Dear Colonel Public:

Welcome to the U.S. Army Security Assistance Command (USASAC). This is a great Command with a unique mission. We work with 140 different countries and play a significant role in building their capacity. You are joining a dedicated team of professionals who have a solid reputation with the Army, as well as the Department of Defense.

We face many challenges; but it is just these challenges that give us the opportunity to evolve and grow as an organization. I cannot emphasize enough the importance of quickly gaining an understanding of the USASAC mission.

USASAC is currently in five separate locations: the Headquarters at Redstone Arsenal, Alabama; the Washington Field Office at Fort Belvoir, Virginia; various offices at New Cumberland, Pennsylvania, and St. Louis, Missouri; and, most recently, the U.S. Army Security Assistance Training Management Organization at Fort Bragg, North Carolina.

I have designated Colonel Jay M. Magnificent to be your sponsor. Jay will ensure your transition to USASAC is a memorable one with no hurdles. You may reach him at 256-450-XXXX, DSN 320-XXXX or jay.m.magnificent@us.army.mil.

I wish you well in your new assignment. Please let me know if I can be of any assistance. Taking care of personnel is my top priority.

Sincerely,

Christopher Tucker
Brigadier General, USA
Commanding

Encl 1



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REPLY TO
ATTENTION OF

May 16, 2011

Office of the Sergeant Major

SSG Joseph C. Smith
809 Mansion Street
Your town, Alabama 12345-0000

Dear Sergeant Smith:

On behalf of the Commanding General and myself, welcome to the U.S. Army Security Assistance Command (USASAC). This is a great Command with a unique mission. We currently partner with 140 different countries, providing them expert knowledge in security assistance and foreign military sales. You are joining a dedicated team of professionals who have a solid reputation with the Army, as well as the Department of Defense.

USASAC has the calling card of being "The Army's Face to the World," and its members have an unparalleled reputation throughout the Security Assistance Enterprise, both here and abroad. It is necessary that you gain an understanding of the USASAC mission, vision and global reach of all members of the Enterprise.

USASAC is currently in five separate locations: the Headquarters at Redstone Arsenal, Alabama; the Washington Field Office at Fort Belvoir, Virginia; various offices at New Cumberland, Pennsylvania, and St. Louis, Missouri; and, most recently, the U.S. Army Security Assistance Training Management Organization at Fort Bragg, North Carolina.

I have designated SSG Joe A. Public to be your sponsor. You may reach him at 256-450-XXXX, DSN 320-XXXX or joe.public@us.army.mil.

Again, welcome to the team and your new assignment!

Sincerely,

William L. Kaundart
Sergeant Major, U.S. Army
Senior Enlisted Advisor to the
Commanding General