



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON STUTTGART
UNIT 30401
APO AE 09107-0401

IMSG-ZA

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USAG Stuttgart Command Policy Letter #16, Sponsorship

1. REFERENCES:

- a. Army Regulation, 600-8-8, the Total Army Sponsorship Program, 3 April 2002.
- b. Army Regulation, 608-75, Exceptional Family Member Program, 22 November 2006.
- c. Army Regulation, 55-46, Travel Overseas, 20 June 1994.
- d. Army in Europe Regulation 600-8-8, Military and Civilian Sponsorship, 9 August 2008.
- e. Army in Europe Regulation 612-1, Community Central In- and Outprocessing, 15 July 2005.
- f. Army in Europe Command Policy Letter 13, Sponsorship and In-Processing, 4 May 2003.
- g. Air Force Instruction 36-2103, Individual Newcomer Treatment and Orientation (INTRO) Program, 3 June 2003.
- h. Operations Navy Instruction 1740.3B, Command Sponsor & Indoctrination Program, 25 August 2005.
- i. Marine Corps Order 1320.11E, Personnel Sponsorship Program, 21 July 1996.
- j. DoD eSponsorship Application and Training at http://sso.militaryonesource.mil/MOS/f?p=SSO:CONSENT:0::::P1_ID:311.
- k. Personnel, European Sponsorship Gateway (EASI GATE) at http://www.imcom-europe.army.mil/webs/sites/europe_life/s_gate/index.html. (For Active duty Army only).
- l. Military Youth on the Move at <http://apps.militaryonesource.mil/MOS/f?p=MYOM:HOME2:0>.

2. PURPOSE: To establish procedures, responsibilities, standards of service and continuity for Stuttgart area commands, agencies and units which provide sponsorship services to in- and out-processing personnel and their family members.

3. APPLICABILITY: This policy applies to all commands, units and agencies which provide sponsorship services to Service Members, DoD Civilians, Local Nationals and their families.

4. POLICY:

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a. Commanders with the support of individual sponsors are responsible for the success of their Sponsorship Program. Sponsorship improves unit cohesion, retention, morale and readiness by decreasing distractions that hinder personal performance and mission accomplishment. A properly managed sponsorship program will assist personnel during their arrival to the unit and create a positive command climate. A successful sponsorship program depends on the involvement of leaders and the commitment of highly motivated and trained sponsors.

b. The Sponsorship Program is an official government program and reimbursement should be made possible to the sponsor for approved official expenses such as mileage and airport parking fees. A Standard Form 1164 (Local Voucher) should be submitted through the unit/agency for approval and processing.

c. Command, Unit and Agency Responsibilities.

(1) Appoint sponsors with similar circumstances as inbound Service Members or civilians, (e.g., married with children, single, female to female, etc).

(a) Provide a willing spouse or Family Readiness Group Volunteer sponsor to incoming spouses who request a sponsor. As a last resort, contact Army Community Service (ACS), Volunteer Program Coordinator at commercial number 07031-15-3362 or DSN 314-431-3362.

(b) Contact Outreach Services for youth transition, resources and sponsorship at commercial number 0711-680-7480 or DSN 314-430-7480 or E-mail: [USAG Stuttgart Child Youth Services](#).

(2) Appoint sponsors in writing (see sample at enclosure 1) for inbound personnel.

(3) Ensure appointed sponsors have more than 180 days in the unit/agency and that they not be scheduled to out-process within 60 days of their sponsorship duty.

(4) Ensure appointed sponsors initiate contact with inbound personnel (e.g., via e-mail or phone) within ten days of being notified of their appointment (see sample at enclosure 2).

(5) Commanders will ensure inbound personnel including intra-theater transfers with command sponsored family members are compliant with their service's Exceptional Family Member Screening and travel approval process.

(6) Ensure transportation is provided for inbound personnel from the airport to lodging, to the USAG Stuttgart Central Processing Facility located at BLDG 2913 on Panzer Kaserne and to any other locations necessitated by sponsorship duties.

(7) Ensure sponsors complete mandatory training through:

(a) DoD web based training through eSponsorship Application and Training (eSAT) at http://sso.militaryonesource.mil/MOS/f?p=SSO:CONSENT:0::::P1_ID:311. This DoD training provides each area commander a by-name list of trained personnel, sponsor resources and general information. Personnel can also access the eSAT training module without a CAC card at <http://apps.militaryonesource.mil/MOS/f?p=ESAT:WELCOMEP:0>.

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(b) Active duty Army only will use the mandatory web based training at EASI GATE:
http://www.imcom-europe.army.mil/webs/sites/europe_life/s_gate/index.html.

(c) ACS provides in-depth sponsorship training and resources for units and individuals on request. Visit ACS in BLDG 2915, Panzer Kaserne, or contact them through commercial number 07031-15-3362 or DSN 314-431-3362 for location and times.

5. PROPONENT: The USAG Stuttgart Directorate of Human Resources is the proponent for this program. Points of contact are the Chief, Military Personnel Division at 07031-15-2886, DSN 314-431-2886 or the Chief, Central Processing Facility at 07031-15-2745, DSN 314-431-2745.

Enclosures

as

//original signed//
JOHN P. STACK
COL, SF
Commanding

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DATE

MEMORANDUM FOR RANK FIRST NAME LAST NAME

SUBJECT: SPONSOR ASSIGNMENT FOR INCOMING PERSONNEL

1. You are assigned as the sponsor for:
 - a. Rank First Name MI. Last Name, Mailing Address, Phone Number (s).
 - b. His/Her expected date of arrival is Day Month Year.
2. Our unit/agency sponsorship checklist is at enclosure 1.
3. Effective and thorough sponsorship is a key to successfully beginning a new tour of duty. This is especially true in the European or African area of responsibility, which is unfamiliar to many Service Members/civilians and their families. You must take your assignment as a sponsor seriously and provide the best possible professional and personal service to your assigned Service Member/civilian and his or her family.
4. If you are married, we encourage your spouse to participate in the Sponsorship Program too. This transition will not only be challenging for incoming Service Members/civilians, but also for their families. If your spouse is willing, you may provide your spouse's name and contact information to the inbound spouse. If your spouse does not wish to participate in the sponsorship program, please contact our unit Family Readiness Liaison or Family Readiness Group Leader for a volunteer. As a last resort, contact Army Community Service (ACS) at 07031-15-3362 or DSN 314-431-3362 for additional guidance in welcoming a new family to our team. Direct personal communication between spouses is the most effective form of communication and helps family members feel involved in the process.
5. To ensure your sponsorship obligations are fulfilled, you should utilize the training and resources available at eSponsorship and Training Application (eSAT) website http://sso.militaryonesource.mil/MOS/f?p=SSO:CONSENT:0::::P1_ID:311, through the USAG Stuttgart website at <http://www.stuttgart.army.mil/> and Family, Morale, Welfare and Recreation (FMWR) program at <http://www.stuttgartmwr.com/default.aspx?reloaded=true>.
6. Please contact our unit/agency Sponsorship Coordinator, Rank (if applicable) Name and phone number for assistance. The Sponsorship Coordinator will prepare and mail a personal welcome letter to Rank Last Name within seven days of this notification. Advise the Sponsorship Coordinator of any changes in reporting date, marital status, etc.
7. Use of government telephones, vehicles and e-mail is authorized for the Command Sponsorship Program. You are responsible for providing or arranging all required transition assistance pertaining to your assigned Service Member/civilian.

Enclosure 1
as

COMMANDER NAME
RANK, BRANCH
Commander

Enclosure