

## SPONSOR APPOINTMENT MEMORANDUM

Supervisors will use the following format for appointing sponsors:



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND  
EUROPE REGION  
UNIT 29353, BOX 200  
APO AE 09014-0200

IMEU-XX

00 Month 2000

MEMORANDUM FOR *Employee being tasked to be a sponsor*

SUBJECT: Appoint as a Sponsor

1. In accordance with AE Regulation 600-8-8, you are appointed as the sponsor for the following civilian employee:

NAME:	<i>First and last name on incoming employee</i>
OFFICIAL ADDRESS:	<i>Official mailing address of incoming employee</i>
CIVILIAN ADDRESS:	<i>Employee's mailing address (usually home)</i>
TELEPHONE NUMBER:	<i>Telephone number for contacting the employee</i>
E-MAIL ADDRESS:	<i>Employee's e-mail address (official is best)</i>

2. You will make initial contact with the above employee by telephone or e-mail within the next 72 hours.

3. You will write and mail an initial sponsorship letter before *(date)*. Provide a copy of your letter to me, and keep me and the CPAC informed of any change in the new employee's reporting date or status.

4. You will attend sponsor training on *(date)* at *(time)* at the ACS office at the Shopping Center facility.

5. Familiarize yourself with AE Pamphlet 600-8-8 and the IMCOM-Europe Sponsorship Handbook, which may be found at *(portal or web addresses)*.

6. You will follow instructions on the Inprocessing Checklist and return the document to me after the new employee has completed training.

*Supervisor's Signature Block*