



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON RHEINLAND-PFALZ  
UNIT 23152  
APO AE 09054

IMRP-ZA

25 June 2014

MEMORANDUM FOR United States Army Garrison Rheinland-Pfalz (USAG RP) and  
Tenant Units

SUBJECT: USAG RP Command Policy Letter # 13, Sponsorship Recognition

1. References:

- a. AR 600-8-8, The Total Army Sponsorship Program, 4 April 2006.
- b. AER 600-8-8, Military and Civilian Sponsorship, 6 March 2012.

2. Purpose: This memorandum provides policy and procedural guidance for the USAG Rheinland-Pfalz Sponsorship Recognition Program.

3. Applicability: This policy applies to all Soldiers, Civilians and Family Members assigned to USAG Rheinland-Pfalz and tenant organizations including the Kaiserslautern Military Community (KMC) and Baumholder Military Community (BMC).

4. Policy and Procedural Guidance:

a. Sponsorship is essential to helping Soldiers and their Families adjust to a new work and community environment. It is the responsibility of leaders to ensure Soldiers receive quality sponsorship. An effective sponsor should be recognized on the same basis as any other Soldier, DA Civilian employee or Family Member performing in an exemplary manner.

b. Upon the publishing of this memorandum, USAG Rheinland-Pfalz will implement a Garrison level program in order to recognize exemplary sponsorship and promote a sense of esprit de corps within the community. The garrison program will highlight accomplishments of individual sponsors and tenant unit sponsorship programs.

(1) Individual Sponsor Recognition:

(a) The KMC and BMC will each recognize one Soldier, one DA Civilian, one Spouse, and one Youth Sponsor each quarter for outstanding performance of sponsorship duties with a Certificate of Achievement and Challenge Coin (when available).

(b) Each tenant unit will be afforded the opportunity to nominate one Soldier, one DA Civilian, one Spouse, and one Youth Sponsor each quarter. (See Sponsor

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Nomination Form)

(c) Nominations will be collected by the Installation Sponsorship Liaison (ISL). The ISL will convene and chair a review board consisting of at least 3 members, to include but not limited to: ACS Relocation Readiness Program Manager or ACS Director; School Liaison Officer or CYSS Coordinator; CPF Manager or MPD Chief. The ISL will not vote, except in the case of a tie.

(d) The Review Board will determine their selections in each category and forward to the Garrison Commander and Garrison Command Sergeant Major for approval.

(e) Awards will be presented at the next regularly scheduled Relocation Assistance Coordinating Committee (RACC) Meeting.

(2) Unit Sponsorship Program Recognition:

(a) USAG Rheinland-Pfalz will recognize one unit each quarter for outstanding sponsorship programming.

(b) The ISL will convene a review board consisting of at least 3 members, to include but not limited to: ACS Relocation Readiness Program Manager or ACS Chief; School Liaison Officer or CYSS Chief; ISL or MPD Chief.

(c) The review board will use a variety of metrics to judge overall achievement in sponsorship programming. At least one metric from each category (Soldier, DA Civilian, Spouse and Youth Sponsorship) will be used. Units with no DA Civilians however, will not be penalized. The metrics may include, but are not limited to: IMCOM and IMCOM-E online sponsorship survey results; DA form 7273 results; interviews of arriving and departing Soldiers, DA Civilians, and Family Members; and metrics gathered through Army Career Tracker (ACT) and/or the USAREUR Personnel Database (UPDB).

(d) The review board will determine their top three choices and forward to the Garrison Commander and Garrison Command Sergeant Major for final selection.

5. The point of contact is the USAG Rheinland-Pfalz ISL, Mr. William Luna, DSN 483-7333, email: william.a.luna2.civ@mail.mil.

Encl

  
G. SHAWN WELLS, JR.  
COL, SC  
Commanding

# Sponsor of the Quarter Nomination Sheet

## Who would you like to recognize?

SGT James J. Buffett, Bravo Company, 123rd QM

## Who was the sponsored Soldier/DA Civilian/Spouse/Youth? When did the sponsored individual arrive?

SGT Buffett sponsored 2 Soldiers during the 2nd Quarter of FY 14

1. SPC Axel Rose. SPC Rose arrived on 1 Jan 14
2. PFC Elvis Presley. SPC Presley arrived on 1 Mar 14

## Why is this Sponsor worthy of recognition?

SGT Buffett went above and beyond his sponsorship duties during this period. Both SPC Rose and PFC Presley stated SGT Buffett consistently contacted them prior to their arrival; was present at the airport upon their arrival and answered all their questions. SGT Buffett provided contact information for local youth musical programs for SPC Rose's son, Slash. He also provided assistance and information about pets to ensure PFC Presley's hound dog safely arrived through the Patriot Express. SGT Buffett made a great first impression upon both these new Soldiers and ensured both quickly in-processed and settled into quarters. SGT Buffett's actions bring great credit upon himself, the 123rd QM and the US Army.

## Unit Info

Unit Sponsorship Coordinator: SFC Alice Cooper

Unit: B CO, 123rd QM

DSN: 481-XXXX

Cell Phone: 0160-411-xxxx

Email Address: schoolz.out4smr@hotmail.com

Please Submit this nomination to the Installation Sponsorship Coordinator:

Mr. William Luna  
william.a.luna2.civ@mail.mil  
483-7333