DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON
CAMP PARKS RESERVE FORCES TRAINING AREA
BUILDING 620, 6TH STREET
DUBLIN, CA 94568-5201

IMWE-PRK-HR 10 July 2013

MEMORANDUM FOR Parks Reserve Forces Training Area Personnel

SUBJECT: PRFTA Policy #8, Sponsorship Program

1. REFERENCES.

a. AR 600-8-8, The Army Sponsorship Program, 4 April 2006

b. AR 608-1, The Army Community Service Center, 19 September 2007.

2. PURPOSE. The purpose of the Military Sponsorship Program is to assist Soldiers, DA Civilians and Family Members in establishing themselves at their new duty station. Anxiety can develop when an individual makes a change of station. A conscientious and concerned effort on the part of the sponsor can go a long way toward making a smooth transition to a new environment.

3. APPLICABILITY. This policy statement outlines procedures and applies to Soldiers, DA Civilians and their Family Members for sponsoring new arrivals to this duty station of Parks RFTA.

4. POLICY. It is the policy of the Commander to appoint a sponsor for each new member permanently assigned, and oversee, and evaluate the program of his unit. Assistance will be rendered to incoming personnel to make their reassignment as pleasant as possible.

5. RESPONSIBILITIES AND PROCEDURES.

a. The Commander will appoint sponsors for incoming personnel upon official notification of assignment. When possible, the sponsor will:

(1) Be of equal grade or higher than that of the incoming member.

(2) Be the same sex, marital status, and military specialty as the incoming member.

(3) Be familiar with the surrounding area.

(4) Solicit information on the Sponsorship Program for distribution for new employees during their in brief.

(5) Provide a Welcome Letter Form to the Directors for distribution to new employees.

b. Directors will:

(1) Select sponsor within ten days of receiving the DA 5434 Sponsorship Program Counseling and Information Sheet, or email notification from the Civilian Personnel Advisory Center (CPAC).

(2) Provide sponsors with reasonable duty time and administrative support to perform sponsorship duties.

(3) Ensure sponsorship duties are performed for new employees within their directorate.

(4) Coordinate with the Command Group to set up an in-brief appointment for the new employee.

c. The Personnel NCO/Admin will prepare a Letter of Welcome to the individual and his family for the Commander's/Director's signature. The letter will contain:

(1) Official welcome to the new member and his family.

(2) An in-processing checklist.

(3) Assistance to new employees on any problems or questions relating to in-processing.

(4) A request that the newly assigned individual provide the following information as early as available:

(a) Number of family members and ages.

(b) Date of departure.

(c) Estimated time of arrival

(d) Flight number and airline

(e) Any personal remarks pertaining to the welfare of family members.

d. The sponsor will, within ten days, forward or send a welcome packet and the sponsor, Commander's/Director's welcome letter to the Soldier/DA Civilian to the incoming member. Inform the new employee to explore www.parks.army.mil to learn more about the post. The welcoming letter will include the sponsor's duty address and telephone number. Sponsors should also include their home address and telephone number and information regarding:

(1) The availability of economical housing to include rent, utility costs, and security deposit.

(2) Education facilities that are available for family members in the civilian community.

(3) The types of household goods that are essential, optional, or not required.

(4) Phone the incoming new employee if possible, and respond to any requests for assistance or information as soon as possible, but within five days of receipts of correspondence.

(5) The availability of military and civilian medical and dental care facilities.

e. A sponsor's guide is provided to assist the sponsor.

f. Sponsors will officer assistance in obtaining temporary housing for the new member.

g. The sponsor will make arrangements for transportation to meet new arrivals at the airport, if required, and or plan to meet incoming employee and family; accompany and familiarize new members to the unit activity and community during in-processing; acquaint new members with surrounding area and facilities including an early visit to Army Community Service (ACS); and introduce the new members to their supervisors and immediate chain of command.

6. ORIENTATION AND ASSISTANCE.

a. A thorough and timely orientation will start as soon as possible after the new member arrives.

(1) Discuss mission, organization, and functions.

(2) Review the nature of the member's duties.

(3) Provide a tour of the work area and facilities.

(4) Make personal introductions and assist with in processing when necessary.

(5) Discuss performance, conduct, and appearance.

(6) Advise of working hours and conditions.

b. Unless unusual circumstances exist, new arrivals will not be expected to go TDY immediately. The new member will be allowed sufficient time to become organized, process in to the unit, acquire housing and to adjust to the new environment and climate.

7. PROPONENT. The proponent for this policy is the Directorate of Human Resources. The point of contact is the Directorate's Management Services Technician at (925) 875-4384.

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Commanding