



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
U. S. ARMY CENTER FOR HEALTH PROMOTION AND PREVENTIVE MEDICINE  
5158 BLACKHAWK ROAD  
ABERDEEN PROVING GROUND, MARYLAND 21010-5403

MCHB-CG-HHD

1 April 2004

MEMORANDUM FOR USACHPPM-HHC Personnel

SUBJECT: Sponsorship Policy – Policy Memorandum #18

1. References.

- a. AR 600-8-8, 3 Apr 02, Total Army Sponsorship Program.
- b. AR 600-8, 10 Oct 89, Military Personnel Management.
- c. AR 600-8-11, 10 Oct 90, Reassignment.
- d. AR 600-8-101, 1 Mar 97, Personnel Processing.
- e. AR 608-1, 31 Aug 00, Army Community Service Program.

2. Purpose. To provide guidance for an effective sponsorship program within the U.S. Army Center for Health Promotion and Preventive Medicine (USACHPPM).

3. Responsibilities.

a. HHC Commander. The Commander has overall responsibility to ensure that the USACHPPM Sponsorship Program effectively meets the needs of newly assigned personnel and their families in adjusting to their new workplace and new community.

b. Chief of Staff and Sergeant Major. Coordinate with HHC Commander for the placing of newly assigned personnel.

c. PAC. Identifies newly assigned personnel and coordinates the appointment of a sponsor for each of these persons through the HHC Secretary.

d. Directors. Become familiar with the guidance in this memorandum. Notify the HHC Commander of new personnel who are scheduled to join their respective section and designate a sponsor for them.

e. HHC Secretary. Receives the gains roster and drafts sponsorship memoranda. Compiles and mails sponsorship package. Keeps historical sponsorship records. Ensures completion of DA Form 7274 by incoming personnel.

f. Sponsor. Become familiar with the guidance in this memorandum. Completes sponsorship training located at P:\shared\HHC Photos. Initiates and maintains contact with the newly assigned individual.

4. Procedures.

a. If Directors, SGM or the Chief of Staff know of any incoming personnel, they will provide the HHC Commander with the name and address of the incoming personnel. The Director will also designate a sponsor for the new individual and provide the HHC Commander with this information. If the HHC Commander is notified of new personnel assignments first, he will inform the Chief of Staff for officers and the SGM for enlisted personnel. They will determine the placement of the new personnel.

b. The HHC Secretary will send a memorandum signed by the Chief of Staff or SGM to the Director for which the incoming person is assigned (see Appendix A). Once the Director has been officially notified, the director will provide the HHC Commander with the name of the sponsor.

c. The HHC Secretary will send a memorandum assigning the sponsor to the incoming personnel (see Appendix B) signed by the HHC Commander.

d. The HHC Secretary will send a welcome letter signed by the Commanding General (see Appendix C) for officers or the SGM (see Appendix D) for enlisted soldiers as well as a letter from the HHC Commander (see Appendix E) and a welcome packet (see Appendix E) to newly assigned personnel within 10 days of receipt of the gains roster.

e. The designated sponsor will contact the newly assigned individual as soon as possible, but at least within 10 calendar days of being appointed as the sponsor. Sponsors will forward a copy of the welcome letter to the HHC Secretary. The sponsor will correspond with the new individual as often as necessary to facilitate arrangements for the newcomer's arrival.

f. Sponsors selected will be:

- (1) Grade equal to the incoming personnel or higher.
- (2) Same gender, marital status, and military career field (when feasible).
- (3) Familiar with the Unit.
- (4) Keep the chain of command informed of any changes.
- (5) Arrange temporary lodging and local transportation.
- (6) Greet and receive new soldier.
- (7) Orient new soldier to the Unit and visit with ACS.

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(8) Assist with inprocessing if necessary.

g. The HHC Commander will be notified if sponsors develop conflicts with their sponsorship duties (e.g. mission, TDY, emergency leave). They will coordinate through their chain of command to ensure that an acting sponsor is provided.

h. Directors will provide reactionary sponsors to soldiers who arrive without a sponsor. Directors will coordinate with the HHC Commander when this occurs.

i. Newly arriving soldiers will complete DA Form 7274 during in processing (Appendix G).

j. Outgoing Sponsorship requirements:

(1) As soon as orders are received, departing soldiers will complete DA Form 5434 at the HHC PAC to be mailed to the gaining Unit (Appendix H) and will be directed to ACS for relocation assistance.

(2) Sponsors will be assigned upon request.

5. The success or failure of this program will directly impact the morale, unity, and mission readiness of the USACHPPM. Keep this in mind when you are called upon to support this program.

  
TANYA M. GARCIA  
CPT, MS  
Commanding