



DEPARTMENT OF THE ARMY  
U.S. ARMY MANEUVER SUPPORT CENTER AND FORT LEONARD WOOD  
320 MANSCEN LOOP STE 316  
FORT LEONARD WOOD, MISSOURI 65473-8929

REPLY TO  
ATTENTION OF

ATZT-CG

08 JUL 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy #31-02, Sponsorship

1. REFERENCES.

- a. AR 600-8-8, 1 July 1993, The Total Army Sponsorship Program.
- b. FLW Regulation 600-3, 9 July 2001, Officer Management.

2. PURPOSE. To welcome and assist military and civilian employees and their family members relocating to United States Army Maneuver Support Center and Fort Leonard Wood.

3. GENERAL. Officers and noncommissioned officers relocating to Fort Leonard Wood are assigned a sponsor. Civilian employees are given the opportunity to participate in the program. Newcomers understand our concern for their welfare and every effort is taken to lessen difficulties connected with relocation.

4. POLICY/PROCEDURES.

a. Sponsorship is a key part of leadership and caring for people. It is the responsibility of every leader to ensure new personnel are welcomed, oriented and accepted into their new organizations. Sponsorship is not short lived; it carries on until there is no need remaining, based on the judgment of the inbound person or family. Sponsorship is an important feature of teamwork and esprit de corps. I expect all MANSCEN leaders to be knowledgeable of this policy and engaged in the execution of this vital program. Commanders and directors will comply with the following requirements:

(1) The unit commander or activity director designates an individual sponsor, upon notification of assignment but not later than 90 days prior to arrival at Fort Leonard Wood for military, and upon notification of selections (4-6 weeks) for civilians.

(2) A welcome letter is sent to incoming personnel from the brigade and/or battalion commander (for officers); brigade/battalion command sergeant major and/or directorate sergeant major/NCOIC (for enlisted soldiers); and commander or activity director (for civilian employees).

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(3) Selected/appointed sponsors provide welcome letters and information packets within 10 days of request for a sponsor or appointment as a sponsor

b. Reactionary sponsorship will be offered to all soldiers in ranks private through colonel, and civilian employees through grade 15, who arrive at Fort Leonard Wood without a sponsor. Also, departing soldiers and civilians will be offered out-sponsorship assistance.

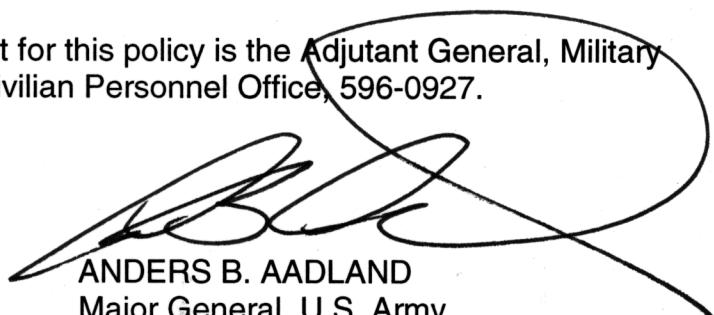
c. The Army Community Services Relocation Readiness Program provides sponsor training, welcome packets, and pre-move destination information (to include Standard Installation Topic Exchange System (SITES)) upon request. In a continuing effort to improve the sponsorship program, an inbound services survey is conducted during the Newcomers Briefing. Sponsorship information can be requested on the Fort Leonard Wood web site, [www.wood.army.mil/mpo/sponsor](http://www.wood.army.mil/mpo/sponsor).

d. The quarterly Organizational Inspection Program and individual surveys are administered for an effective program evaluation. To monitor results of the sponsorship program and improve services, soldiers will complete DA Form 7274, Sponsorship Program Survey, during inprocessing.

e. The Adjutant General/Military Personnel Office and Civilian Personnel Advisory Center provide administrative assistance to comply with the sponsorship program.

5. SUPERSESSION. This supersedes the previous command policy, subject as above, dated 8 May 1998.

6. PROPONENCY. The proponent for this policy is the Adjutant General, Military Personnel Office, 596-2867, and Civilian Personnel Office, 596-0927.



ANDERS B. AADLAND  
Major General, U.S. Army  
Commanding

**DISTRIBUTION:**

All Commandants, Brigades, Battalions,  
Companies, Detachments, Tenant Units,  
Directorates, and Personal Staff Offices