



DEPARTMENT OF THE ARMY
208TH FINANCE BATTALION
UNIT 30041
APO AE 09166



AEUFC-FBS-AG

1 October 2000

MEMORANDUM FOR All 208th Finance Battalion (FB) Personnel

SUBJECT: Policy Letter 6 - Soldier Sponsorship and Reception

1. **PURPOSE:** To establish a viable sponsorship program in assisting newly assigned/departing soldiers and their family members to/from the 208th Finance Battalion (FB) in their transition duties and responsibilities. References that apply include:

- a. AR 600-8-8, The Total Army Sponsorship Program
- b. USARUER Command Policy Letter 13, 7 July 1999, Total Army Sponsorship Program in USAREUR

2. **APPLICABILITY:** This policy applies to all 208th Finance Battalion (FB) personnel.

3. **BACKGROUND:** The overall intent of the Command Sponsorship Program is to enhance active sponsorship actions, which will empower newly arrived and departing soldiers and their families to make informed decisions resulting in a smooth and successful transition to the 208th FB. The program is intended to be soldier and family oriented and not unit oriented.

4. **POLICY – Incoming Soldiers**

a. Commanders will appoint a sponsor of equal or higher rank who will serve as a role model and who is, whenever possible, from the same squad or section. A sponsor should be assigned to the soldier within 24 hours of notification of assignment to this unit.

b. The sponsor will immediately contact the incoming soldier to let them know that we are expecting their arrival, to get a mailing and/or e-mail address to begin regular correspondence, and to get information needed to begin the transitioning assistance.

c. Sponsorship and reception is designed to ensure soldiers and their families are:

- (1) Talked to before they arrive in Europe to determine their needs and family requirements.
- (2) Informed as to what awaits them upon arrival, including what detachment the soldier will be assigned, the surrounding school systems, medical facilities, housing availability, and costs.
- (3) Give information regarding the transition process by telling the soldier what they can expect from the moment they arrive until they are settled in housing and report for duty.
- (4) Relieved of as much anxiety as possible associated with a PCS move. The smooth integration into the European community will facilitate the transition.

d. The sponsor will arrange to meet the soldier as soon as possible upon arrival at the 64th Replacement Company in Rhein Main and/or the Frankfurt airport or at the Central Processing Facility.

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e. Upon arrival of newly assigned member, the soldier must sign in at the S1 Office DSN 384-6910/11 and check in with the Central Processing Facility at the military installation where he/she is assigned.

f. Provide the soldier with points of contact and phone numbers to reach the sponsor, section NCOIC, medical, and dental care services in the event of an emergency.

5. POLICY – Outgoing Soldiers

a. Commanders will appoint a sponsor of equal or higher rank from the outgoing soldier's squad (when possible). Sponsorship begins upon receipt of PCS orders as coordinated through the Battalion 1SG and S1.

b. The sponsor will assist the outgoing soldier with the following:

- (1) Shipment of household goods and vehicle(s).
- (2) Transportation of soldiers and/or dependents as appropriate.
- (3) Complete barracks clearance.
- (4) Turn-in of CIF and other sensitive items.
- (5) Turn-in of keys.

c. The sponsor will know the whereabouts of the outgoing soldier through the actual departure date.

d. Detachment Commanders and the battalion chain of command will assess the effectiveness of this sponsorship program, and make improvements as necessary.

SERVICE, PAY, SUPPORT!

STEPHEN J. RIVIERE
LTC, FC
Commanding

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