

Personnel Processing  
**Fort Hood Sponsorship Program**

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**History.** This supersedes III Corps and Fort Hood Regulation 600-8-8, dated 15 October 1996.

**Summary.** This regulation covers the establishment and implementation of the Fort Hood Sponsorship Program.

**Applicability.** This regulation applies to Army activities, units, and tenant agencies assigned or attached to III Corps and Fort Hood.

**Changes.** Changes to this regulation are not official unless authenticated by the Directorate of Information Management.

**Supplementation.** Supplementation is prohibited unless approved by the III Corps Adjutant General.

**Suggested Improvements.** The proponent for this regulation is the

Adjutant General. Send comments and suggested improvements to Commander, III Corps and Fort Hood, ATTN: AFZF-AG, Fort Hood, Texas 76544.

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FOR THE COMMANDER:

WILLIAM C. FEYK  
Colonel, USA  
Chief of Staff



MICHAEL D. CASE  
LTC, SC  
DOIM

DISTRIBUTION:  
IAW FH Form 1853: S

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## OVERVIEW

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<b>Purpose</b>	This regulation provides guidance for implementing the Fort Hood Sponsorship Program.	1a
<b>Reference</b>	<b>Section I. Required References</b> <b>AR 600-8-8</b> The Army Sponsorship Program <b>SECTION II. Related References</b> This section <i>not</i> used.	<b>Section III. Referenced Forms</b> <b>DA Form 5434</b> Sponsorship Program Counseling and Information Sheet
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<b>Abbreviations And Terms</b>	The glossary explains abbreviations and terms.	1c
<b>Policy</b>	Soldiers arriving at Fort Hood are assigned a sponsor according to procedures outlined in this regulation.	1d
<b>General</b>	<p>Sponsorship is a vital command program designed to assist soldiers and family members during relocation to Fort Hood and transition into their unit.</p> <ul style="list-style-type: none"> <li>• First impressions are important and long-lasting.</li> <li>• An effective sponsorship program creates a positive first impression.</li> <li>• Extra efforts made by the sponsor during the soldier's transition to Fort Hood will: <ul style="list-style-type: none"> <li>• Create a sense of unit cohesiveness and belonging.</li> <li>• Minimize problems associated with arriving in a new community.</li> <li>• Improve unit readiness.</li> </ul> </li> </ul>	1e

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## RESPONSIBILITIES

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<b>Adjutant General</b>	<p>The AG is the proponent for the sponsorship program and will establish and maintain a centralized Sponsorship team that contacts soldiers and their families that are inbound to Fort Hood.</p> <p>The Sponsorship Team will:</p> <ul style="list-style-type: none"> <li>• Send a welcome letter signed by the Command Sergeant Major to enlisted soldiers identified as projected gains to Fort Hood within 10 working days of notification of assignment.</li> <li>• Provide Major Subordinate Command (MSCs) with a pre-assigned gains roster monthly.</li> </ul>
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**Adjutant  
General  
(continued)**

- Will not divert soldiers within 60 days of the reporting month without approval by the Deputy AG and only when a personnel readiness issue arises.
- Provide interim sponsorship to incoming enlisted soldiers.
- Actively track and assist inbound soldiers from notification of assignment to Fort Hood until 60 days before the arrival month.
- Make a continuous effort to contact all inbound soldiers before their arrival either telephonically or electronically.
- Pass the information acquired from inbound contacts to the MSCs within the 60 to 90 day window prior to the arrival month.
- Provide incoming soldiers with unit point of contact and phone number of their assigned sponsor or a point of contact in the appropriate G1/S1 office upon request (within the 60 to 90 day window).
- Forward completed DA Forms 5434 (Sponsorship Program Counseling and Information Sheet) to gaining MSCs.

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**Assistant  
Chief of  
Staff  
G1**

The ACoS, G1, will:

- Send a welcome letter to officers and warrant officers upon assignment to an MSC NLT 90 days prior to their reporting date.
- Provide the Secretary of the General Staff with the required information for preparation of command group welcome letters.
- Not divert officers within 90 days of their reporting date without Chief of Staff approval.
- Provide MSCs with a pre-assigned gains roster of inbound officers monthly.
- Provide address labels to the Directorate of Community Activities, Army Community Services (ACS), Relocation Assistance Program, for use in mailing welcome packets to incoming officers.

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<b>Commanding General</b>	The Commanding General signs welcome letters for Colonels and battalion commanders.	2c
<b>Officer Personnel Management Office (OPMO)</b>	The OPMO Chief signs welcome letters for Warrant Officers and Second Lieutenants through Lieutenants Colonel (minus battalion commanders).	2c
<b>Corps Sergeant Major</b>	The Corps Command Sergeant Major signs welcome letters for enlisted soldiers.	2d
<b>Major Subordinate Command (MSC) Commanders</b>	<p>MSC Commanders will:</p> <ul style="list-style-type: none"><li>• Establish and implement a sponsorship program that emphasizes sponsoring Advanced Individual Training soldiers to their first unit of assignment and the Army.</li><li>• Monitor the administration of their sponsorship program to ensure compliance with policies and procedures established by AR 600-8-8 (The Army Sponsorship Program) and this regulation.</li><li>• Actively accept sponsorship of inbound soldiers from the Corps Sponsorship Team in the 60 to 90 day window prior to arrival month.<ul style="list-style-type: none"><li>• Follow-up on pending actions at the time of hand-off.</li></ul></li><li>• Appoint a sponsor within 10 days of notification of gains.</li><li>• Conduct annual sponsor training at unit level.</li><li>• Contact ACS, Relocation Assistance Program, to schedule training.</li><li>• Ensure each incoming soldier has a sponsor.</li><li>• Ensure the sponsor is a grade equal to or higher than the incoming soldier, when practical.</li><li>• If possible, assign an incoming married soldier to a married sponsor.</li></ul>	

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**Major  
Subordinate  
Command  
(MSC)  
(continued)**

- When possible, appoint a sponsor before the soldier's arrival.
- Assign a reactionary sponsor within 24 hours of assignment notification when a soldier is assigned unannounced or with short notice.
- Recognize effective sponsors in the same manner as any soldier or civilian performing in an exemplary manner.
- Update sponsorship database with the name, unit, and telephone number of assigned sponsors or representatives.
- Ensure that a platoon sergeant, supervisor, or battalion representative greets all incoming soldiers at building 134 between 0730 and 0815, on the third and final day of inprocessing from the 21st Replacement Company.

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2e**Garrison  
Commander**

The Fort Hood Garrison Commander ensures that Army Community Service (ACS), Relocation Assistance Program services are used to support sponsorship, to include, but not limited to providing counseling and welcome packets (upon request).

Commanders will:

- Conduct Newcomers Orientation Briefing at the 21st Replacement Company.
- Conduct pre-move destination information and overseas orientation briefings for outgoing soldiers.
- Conduct annual unit sponsorship training classes, upon request.
- Provide fact sheet which addresses the following issues:
  - Post and local housing.
  - Medical care.
  - Schools.

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**Sponsors**

Sponsors will:

- Comply with the policies and procedures established by AR 600-8-8 and this regulation.
- Prepare a welcome letter within 10 days of sponsorship notification that addresses unit-specific areas and includes ACS fact sheets on housing, medical care, and schools.
- Provide pre-arrival and post arrival assistance to the soldier and family members and make their transition as smooth as possible.
- Contact the soldier before arrival at Fort Hood, if possible.
- Greet the incoming soldier during inprocessing at the 21st Replacement Company.
- Escort the incoming soldier, if necessary.

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2g**Outgoing Sponsorship**

Outprocessing soldiers will:

- Receive a general information briefing from ACS during the installation levy briefing.
- Report to the central clearing facility with clearance papers for initial clearance briefing NLT 14 days prior to the actual departure date.
- Be offered any other assistance in transitioning from the losing command.
- Receive pre-move destination information from ACS, Relocation Assistance Program, including a Standard Installation Topic Exchange Service (SITES) Book.

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**Glossary**

**ACofS**

Assistant Chief of Staff

**ACS**

Army Community Service

**AG**

Adjutant General

**IAW**

In accordance with

**LTC**

Lieutenant Colonel

**MSC**

Major Subordinate Command

**NLT**

No later than

**OPMO**

Officer Personnel Management Office

**SC**

Signal Corps

**SITES**

Standard Installation Topic Exchange Service

**USA**

United States Army