

Civilian Personnel  
**THE FORT HOOD CIVILIAN SPONSORSHIP PROGRAM**

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**SUMMARY.** This regulation covers the establishment and implementation of the Fort Hood Sponsorship Program for civilians.

**APPLICABILITY.** This regulation applies to all III Corps and tenant activities at Fort Hood employing appropriated or nonappropriated civilian employees.

**IMPACT ON NEW MANNING SYSTEM.** This regulation does not contain information that affects the new manning system.

**SUPPLEMENTATION.** Supplementation by subordinate headquarters is prohibited except on approval by AFZF-CP-R.

**INTERIM CHANGES.** Interim changes to this regulation are not official unless authenticated by the Directorate of Information Management. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

**SUGGESTED IMPROVEMENTS.** The proponent of this regulation is the Directorate of Civilian Personnel. Users are invited to send comments and suggested improvements to the Commander, III Corps and Fort Hood, ATTN: AFZF-CP-R.

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**OVERVIEW**

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Purpose	This regulation provides guidance for implementing the Fort Hood Sponsorship Program for civilians.	<u>1-a</u>
Policy	All civilians selected for employment at Fort Hood will be assigned a sponsor in accordance with the procedures outlined in this regulation.	<u>1-b</u>
General	<p>Sponsorship is a vital program designed to assist civilian employees and their family members during their relocation to Fort Hood.</p> <p>First impressions of a unit or installation are important and have a lasting impact.</p> <ul style="list-style-type: none"><li>• Sponsorship positively enhances this first impression.</li></ul> <p>Extra efforts made by the sponsor at the time of the employee's arrival will</p> <ul style="list-style-type: none"><li>• create a sense of cohesiveness,</li><li>• minimize problems, and</li><li>• improve the organization's contribution to the mission.</li></ul>	<u>1-c</u>

**RESPONSIBILITIES**

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2Directorate  
of Civilian  
Personnel

The Directorate of Civilian Personnel

- notifies all civilian employees of their selection for employment at Fort Hood.
- is the staff proponent of the civilian sponsorship program.
- maintains copies of the III Corps civilian sponsorship policy letters.
- is the primary source for providing guidance regarding personnel entitlements.
- conducts the inprocessing and formal orientation of new civilian employees.

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2-aCommanders  
and III Corps  
and Fort Hood  
Principal Staff

Commanders and III Corps and Fort Hood principal staff

- ensure every civilian employee assigned to Fort Hood receives a sponsor.
- The selected sponsor is
  - equal grade or higher than the grade of the incoming employee,
  - in the same organizational area, and
  - familiar with the organization and geographical area.
- appoint sponsors for newly assigned employees at the time of selection (no later than 2 workdays after notification of employee job acceptance).

**NOTE:** The sponsor should never communicate with the individual until individual is notified of selection by the Directorate of Civilian Personnel.

- coordinate with the Directorate of Personnel and Community Activities, Army Community Services, to ensure proper training for sponsors.
- ensure sponsors are allowed administrative time away from work necessary to assist the new employee.
- ensure new permanent change of station (PCS) employees are not required to work overtime or perform temporary duty (TDY) until
  - permanent housing is found or
  - 30 days has elapsed since PCS
- ensure PCS employees receive reasonable excused absence to attend to
  - obtaining a civilian identification card,
  - receiving hold baggage,
  - receiving household goods, and
  - other responsibilities.
- send welcome letters to new key members of their staff (generally GS-11 and above) see appendix A for a sample letter.
- ensure new Garrison employees (GS-11 and above) are scheduled for an appointment with the Garrison Commander.

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Sponsors

Sponsors

- within 10 working days of being assigned a new PCS employee (or employee hired from out of the area) will send a
- welcome letter (see appendix A for a sample letter) and
- an Army Community Service Welcome Packet.

**NOTE:** Sponsors should call Recruitment and Placement Division (288-2090) for employee's address.

- provide requested information and seek advice from the responsible office for those questions that cannot be answered.
- acquaint the new employee with the surrounding area and facilities.
- introduce the employee to supervisors and chain of command.

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**NOTE:** Portions of responsibilities may be modified to best fit the situation depending on whether the newly assigned employee is

- a local hire,
  - a new hire from another area or state, or
  - assigned by a PCS.
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The proponent for this regulation is the Directorate of Civilian Personnel.

FOR THE COMMANDER:



WILLIAM A. WEST  
Brigadier General, GS  
Chief of Staff

STEPHEN J. BERTOCCHI  
LTC, SC  
DOIM

DISTRIBUTION:  
IAW FH Form 1853, C  
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IM-AO (2)  
IM-ARL (1)  
AFZF-CP-R (100)

**APPENDIX A**  
**SAMPLE WELCOME LETTER**

**[LETTERHEAD]**

**[DATE]**

Directorate of **[XXXXXXXXXXXX]**

**[NAME OF EMPLOYEE]**  
**[ADDRESS]**  
**[CITY, STATE, ZIP]**

Dear **[EMPLOYEE]**:

Congratulations on your selection for the position of **[TITLE, SERIES, AND GRADE]**, in the **[BRANCH, DIVISION, AND ORGANIZATION]** here at Fort Hood! I am your sponsor and I am available to assist you in any way possible to make your move to Fort Hood a smooth one. I will try to answer any questions you might have. If you have questions of a technical nature on your entitlements, I will refer your questions to the Directorate of Civilian Personnel or Finance and Accounting Office for an authoritative answer.

I know you are going to enjoy working at Fort Hood and living in the area. The office you will be working in is located at **[ADDRESS, IF APPLICABLE]**. Eating facilities, banks, a credit union, and a post office are all conveniently located on or near the installation. After you arrive, I will take you to the office and introduce you to your coworkers.

There are excellent public schools for children as well as colleges and junior colleges for undergraduate and graduate work. In addition, there are very good medical facilities available within the area. If you have any special needs or concerns involving these topics, please let me know.

I understand you will be arriving **[DATE OR APPROXIMATE DATE]**. The weather at that time of the year is usually **[HOT, MILD, COLD, WET, WINDY, AND SO FORTH]** so dress and pack accordingly. After you have finalized your travel arrangements, please let me know the date and time that you will be arriving **[FLIGHT NUMBER IF ARRIVING BY PLANE]**. If you wish, I can assist you in locating temporary lodging. Please let me know the number of members in your family, the ages of your children, if any, and any special needs or requirements you might have.

You may be in temporary housing for approximately 60 days or more so be sure to bring with you all the items you need to make your stay in temporary quarters more comfortable. Be careful not to pack in your household goods any important documents that you will need during that period. For example, any documents related to inprocessing for employment here such as your last Standard Form 50 (Notification of Personnel Action), a recent leave and earnings statement, and so forth, that might be helpful. In addition, if you receive an inprocessing packet, you should complete that to the extent you can and handcarry it to facilitate your inprocessing. If not, I will take you to the Directorate of Civilian Personnel to obtain your packet. Also, papers related to purchasing a home as well as other personal papers that you may need should be brought with you.

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**[THE SPONSOR MAY WANT TO REFER TO THE ARMY COMMUNITY SERVICE PACKET AT THIS POINT AND MENTION THAT IT IS AN EXCELLENT SOURCE FOR INFORMATION AND THAT MANY QUESTIONS MAY BE ANSWERED IN THE PACKET. IT IS BENEFICIAL FOR THE SPONSOR TO BE FAMILIAR WITH THE CONTENTS OF THE PACKET BEFORE FORWARDING IT TO THE EMPLOYEE. PLEASE INDICATE WHETHER IT IS ENCLOSED OR IF IT IS BEING SENT BY SEPARATE MAIL.]**

I am looking forward to meeting you **[AND YOUR FAMILY]**. You may write me at **[SPONSOR'S ADDRESS]**. My home phone number is **[817-###-#####]**. You may reach me at the office at Defense Switched Network (DSN) **[###-#####]** or commercial **[817-###-#####]**.

Sincerely,

**[SPONSOR'S NAME]**