



DEPARTMENT OF THE ARMY  
HEADQUARTERS, III CORPS AND FORT HOOD  
1001 761ST TANK BATTALION AVENUE  
FORT HOOD, TEXAS 76544-5000

AFZF-CG

**COMMANDING GENERAL'S  
POLICY LETTER # 8**

23 AUG 2017

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Installation Sponsorship Policy

1. REFERENCES.

- a. AR 600-8-8, Total Army Sponsorship Program
- b. HQDA EXORD 018-12, ISO the Total Army Sponsorship Program
- c. FRAGO 1 TO HQDA EXORD 161-15, Army-Wide Implementation of the Total Army Sponsorship Army Career Tracker Sponsorship Module, Active Component
- d. Fort Hood OPORD PW 16-06-0609 (Total Army Sponsorship Program (TASP))

2. APPLICABILITY. This policy applies to all III Corps and tenant units at Fort Hood.

3. INTENT. This command is committed to the Army's Total Army Sponsorship Program. Periods of transition are difficult times for Soldiers and their Families, and it is important for every leader, military and civilian, to assist arriving personnel to feel welcomed and appreciated. This installation has a long history of excellence, both on post and in the community. In many ways, this is the first impression that a Soldier will have of III Corps and Fort Hood. Taking care of Soldiers is the responsibility of every command on this post; together we can make a positive impression on incoming Soldiers, Civilians, and their Families. Sponsorship is key to the overall success of this installation.

4. RESPONSIBILITIES: Commanders at all levels are responsible for developing a proactive and comprehensive sponsorship program that supports the successful transition of Soldiers, Civilians, and their Family members into and out of their respective commands.

5. POLICY: In order to implement a viable leader-led sponsorship program and reduce transition stress, Commanders and Civilian supervisors will develop a system to achieve 100% sponsorship for newly assigned members. Sponsorship will be assigned to

Soldiers in the rank of Private to Staff Sergeant (E-1 to E-6), Second Lieutenant to Captain (O-1 to O-3) and Warrant Officer to Chief Warrant Two (W-1 to W-2) and Civilians in the grades of GS-15 and below, with special emphasis given to Advanced Individual Training Soldiers and Officer Basic Course Graduates going to their first unit of assignment. Soldiers in the rank of Sergeant First Class and above (E-7 to E-9), Chief Warrant Three and above (W-3 to W-5), and Major and above (O-4 to O-6) can request a sponsor if desired.

The following will be implemented immediately:

a. Commanders will:

(1) Ensure a trained sponsorship pool exists at the unit level, and appoint only those individuals as sponsors who can represent the gaining unit in a positive manner. Rank, family structure, and military occupation should be considered when assigning a sponsor. All efforts should be made to assign same gender sponsors; however, when a unit is unable to assign a female sponsor to an incoming female Soldier the Battalion Commander may use discretion to assign an opposite gender sponsor or to seek assistance from higher headquarters to appoint a same gender sponsor.

(2) Appoint only those Soldiers who have been on Fort Hood for at least 90 days and have a minimum of 90 days stability upon the arrival of the sponsored Soldier. All efforts should be made to have one sponsor per newly arrived Soldier, and at no time will a sponsor be responsible for more than three newly arrived Soldiers at one time. All sponsors will accompany their sponsored Soldiers to the CG's Welcome Brief.

(3) Commanders and Command Sergeants Major are responsible for creating and providing a welcome letter to each Soldier scheduled to arrive to their unit. When possible, welcome letters should be mailed, faxed, or emailed to personnel prior to their departure from their losing unit.

b. The III Corps G1 is the primary proponent and manages the Installation Sponsorship Program IAW regulations, installation guidelines, and CG's intent.

6. As the Senior Commander my goal is to make sponsorship a priority by rebuilding a culture in which new military and Civilian members benefit from the assignment of highly motivated and well-trained sponsors. As you effectively execute the Sponsorship Program, you will not only enhance the Ready and Resilient Army Strong Campaign, but also resiliency throughout the Fort Hood community. I expect your support of this important program.

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7. The proponent for this letter is III Corps G1 Plans and Operations. The point of contact for this office is (254) 287-0359.

8. This policy letter will remain in effect until superseded or rescinded.

A handwritten signature in black ink, appearing to read "Paul E. Funk II". The signature is stylized and cursive.

PAUL E. FUNK II  
Lieutenant General, USA  
Commanding

DISTRIBUTION:

IAW FH Form 1853: A