

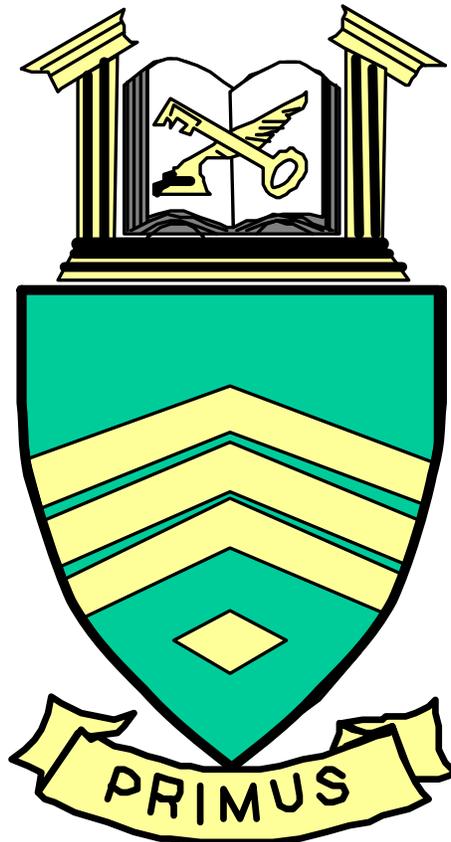
U.S. ARMY SERGEANTS MAJOR ACADEMY (FSC-TATS)

U663

OCT 03

UNIT SPONSORSHIP PROGRAMS

STUDENT HANDOUT



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HANDOUTS FOR LESSON 1: U663 version 1

This Appendix Contains This Appendix contains the items listed in this table--

Title/Synopsis	Pages
SH-1, Advance Sheet.	SH-1-1
SH-2, Extracts of NGR 601-2 and USARC Regulation 140-6.	SH-2-1 thru SH-2-10
SH-3, Student Notes.	SH-3-1 thru SH-3-4

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Student Handout 1

Advance Sheet

Overview

A soldier's first impression of his unit has a lasting effect on his performance and his attitude. As first sergeants, you must take care of the soldier. An effective sponsorship program will help you do that. This lesson reinforces your knowledge of the regulatory requirements of the sponsorship programs. This lesson consists of a before class reading assignment and a one hour classroom discussion.

Learning Objectives

Terminal Learning Objective (TLO).

Action:	Identify components of an effective unit sponsorship program.
Conditions:	As a first sergeant, in a classroom, given AR 600-8-8, USARC Regulation 140-6, NGR 601-2, and student handouts.
Standards:	Identified components of an effective unit sponsorship program, and pass a 40 question written examination with a score of 70 percent or better, IAW AR 600-8-8, USARC Regulation 140-6, and NGR 601-2.

Enabling Learning Objectives (ELOs).

- ELO A** Identify unit leadership responsibilities for the unit sponsorship program.
ELO B Identify unit procedures for establishing and administering a sponsorship program.
-

Assignment

Before class:

- Read AR 600-8-8.
 - Read Student Handout 2, extracts of NGR 601-2 and USARC Regulation 140-6.
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Additional Subject Area Resources

None

Bring to Class

- All lesson reference materials.
 - All lesson student handouts.
 - Pencil and writing paper.
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STUDENT HANDOUT 2

EXTRACTED MATERIAL

**This student
Handout
Contains**

This student handout contains extracts from the following publications.

PUBLICATIONS	TITLE	DATE	PAGE NUMBERS
NGR 601-2	Army National Guard Strength Maintenance Program	Oct-96	SH-2-2 thru SH-2-5
USARC Reg 140- 6	US Army Reserve Command Retention Program	Oct 99	SH-2-6 thru SH-2-10

SECTION VI Sponsorship

4-20. Design

The Sponsorship Program is an important element of ARNG attrition management. It is designed to ensure the early and complete integration of soldiers, both non-prior service and prior service, into their units. Information in this regulation will help commanders develop a program that will meet both the organization's and the soldier's needs.

4-21. Purpose

The purpose of any unit sponsorship program is the assimilation of new soldiers. This is true regardless of unit type, soldier rank and soldier MOS. The unit sponsorship program must establish the authority of the NCO, get the new soldier assimilated and in the process, enhance team spirit and unit readiness.

4-22. Application

Commanders, Command Sergeants Major, First Sergeants, and First Line Leaders (FLL) are responsible for the implementation of the sponsorship program. R&R NCOs will support the unit program by coordinating appointments of sponsors within the unit, initiating the sponsorship checklist, and provide sponsorship program oversight.

4-23. Selection

A sponsor will be assigned to each new unit member. The sponsor should be the new member's FLL. If this is not possible, the sponsor must be from the new member's team (squad, section, fire team, crew) and should hold the same MOS, grade and duty assignment as the new member. The sponsor must be aware of and understand the unit mission and unit operations. The sponsor must be able to articulate unit/State policies, SOPs and other regulatory guidance. Figure 4-1 shows a sample sponsorship checklist.

4-24. Appointment

A sponsor must be appointed by the 1SG, or designated representative, as soon as the new soldier is assigned to the unit. A sponsor checklist must be developed by the State RRF for unit use. This checklist may serve as the sponsor's appointment document. The sponsorship period may be determined at the time of appointment. Factors to be considered are the new member's age, background, and

any previous military experience as well as the unit situation.

4-25. Administration

The First Sergeant is responsible for the administration of the sponsorship program. The First Sergeant will ensure training and assistance is given for personnel designated as sponsors.

4-26. Procedures

a. Develop specific sponsorship procedures. A sponsorship checklist will enhance the completion of all required steps in successful sponsorship (See figure 4-1).

b. The sequence in which the soldier is sponsored is not as important as the quality of the process. The following must be included in this program:

(1) Introduce key personnel: Commander, First Sergeant, FLLs, supervisors, duty section members; and full-time support personnel such as unit clerk, training NCO, supply sergeant, and readiness NCO.

(2) Explain unit history, lineage, honors; unit organization, State ARNG missions and functions; the soldier's role and participation policies; military justice; and the commander's policies.

(3) The processing of issuing appropriate items such as clothing, equipment, soldier's training publications, and local standing operation procedures (SOP).

(4) Enrollment in, and arrangements to attend, prD-initial entry training (prD-IET) classes, normally 36 training hours, for non-prior service enlistments (See NGR 350-1).

(5) Other items that, historically, are locally beneficial.

c. Appoint a sponsor for each soldier who has had an extended absence from the unit, such as IET, ING, IRR, or attached to another unit. The sponsor will reacquaint the soldier with the unit.

4-27. Termination

The First Sergeant is responsible for termination of the sponsorship effort. Adequate integration of the soldier is a primary objective. However, the quality of the sponsorship program must not suffer in the interest of speed.

NGR 601-2, FIGURE 4-1
SAMPLE SPONSORSHIP CHECKLIST

Soldier's Name: _____ Rank: _____	
Address: _____ Phone: _____	
Business Address: _____ Phone: _____	
Date Assigned: _____ DMOS: _____ Section _____ Platoon _____	
Sponsor's Name: _____ Rank: _____ Date Appt: _____	
Recruiter: _____ Date Signed Off to Unit _____	
New Soldier's In-Processing and Briefing (dated and initiated by individual completing the in-processing or briefing)	
Sponsor _____ Date: _____	
1. Initial contact made (date) _____	
2. Time and date of first drill _____	
Commander: _____ Date: _____	
1. Unit Mission	4. Personal standards
2. Unit History/goals	5. Promotion Policy
3. Organization	6. Introduce to Unit
7. Safety	8. Other
First Sergeant/Detachment Sergeant _____ Date _____	
1. Appearance standards	4. DEERS (if Applicable)
2. Absence policy	5. Attendance policy
3. Chain of Command	6. Family support program
Supply _____ Date _____	
1. Uniforms	3. Other
2. Organizational equipment	
Readiness NCO _____ Date _____	
1. Training goals	5. Correspondence courses
2. SDTs	6. Resident schools
3. Soldier's manual	7. Family care plan (if applicable)
4. Schedule all NPS for BTOC within 60 days of assignment	
Administrative In-Processing _____ Date _____	
1. ID card	5. List of key personnel
2. Administrative processing	6. Reporting changes of status
3. Pay procedures	7. Other
4. List of drill dates	
Unit Retention NCO _____ Date _____	
1. Unit retention program	4. Retention chain of assistance

2. Benefits

5. Other

3. Employer support

Soldier's first line leader _____ Date _____

1. Section mission

5. Chain of command/support

2. Soldier's job

6. Career development

3. Introduce to section

7. Enter soldier into career phase

4. Ensure that BTOC has been scheduled for all NPS _____

NGR 601-2

Chapter 3 Retention Process

Section I

3-1. General

The retention process begins with the assignment of new soldiers from one of the accessioning agencies and continues throughout the career of the soldier.

Section II Sponsorship Program

3-2. General

Sponsorship is a commander's program and is the most important tool used in the Army to ensure a new soldier's first impressions are positive. An effective sponsorship program must begin prior to the soldier's physical arrival at the unit and continues with the soldier's integration into the unit as a "team member" from day one.

3-3. Sponsorship standard

a. The 100% sponsorship of all new personnel (TPU, AUR, AC, and civilian employees) is the USARC standard. This requires key soldiers and civilians to know their responsibilities and to accomplish these duties in a manner that reflects positively upon them and the USAR unit.

b. The USARC Form 62-R, (Sponsor's Guide & In-Processing Checklist) will be used to document actions taken during in-processing of new soldiers. A reproducible copy of the form is at the back of this regulation. The UA or records clerk will file the completed checklist in the unit's MARKS files and retain for 1 year.

c. The Civilian Personnel Office (CPO) identifies the POC for inprocessing, however upon notification that a new civilian person is hired, commanders will ensure that a sponsor is appointed. Sponsorship for civilians should mirror the procedures for an AGR or AC soldier.

3-4. USARC responsibilities and

requirements

The RTD will--

- a. Evaluate MSC sponsorship programs through the following actions:
 - (1) Interviews with soldiers and review of supporting documents during staff assistance and validation visits.
 - (2) Conduct unit surveys.
 - (3) Review sponsorship section of retention SOPs.
- b. Provide guidance and policy.
- c. Conduct sponsorship program training when requested by the MSC.

3-5. MSC responsibilities

- a. The MSC commander is responsible for implementing and directing the Sponsorship Program.
- b. The MSC DCSPER provides:
 - (1) The USAR-REQUEST Unit Vacancy Report (UVREPORT) for TPU on a weekly basis to subordinate units to assist in the initiation of the sponsorship program in a timely manner.
 - (2) Copies of orders or other documents for newly assigned AGR and AC soldiers and civilian employees to the unit commander.

3-6. MSC RTO responsibilities

The MSC RTO will--

- a. Ensure that the standards for sponsorship at subordinate commands and units are achieved.
- b. Train subordinate leaders on how to develop and conduct an effective sponsorship program.
- c. Evaluate the effectiveness of subordinate unit's sponsorship program.
- d. Verify recruiters initial USARC Form 62-R when they escort new soldiers to unit.

3-7. Intermediate command responsibilities

The intermediate commander and CSM will continually monitor the sponsorship program of subordinate units to ensure compliance LAW this regulation.

3-8. Unit commander responsibilities

The commander will--

- a. Implement, conduct, and continually assess the unit's sponsorship program.
- b. Appoint a full-time Sponsorship Coordinator if the unit does not have an AGR RNCO/RTNCO (see para 3-10 and USARC Pam 140-1).
- c. Ensure that all personnel involved in the Sponsorship Program are trained and aware of their duties.
- d. Personally welcome new soldiers to the unit during the first drill by conducting an initial interview (see USARC Pam 140-1).
- e. Establish and implement a unit Initial Entry Training (LET) program to ensure that all soldiers returning from IET are accounted for and attend the next scheduled unit assembly.

3-9. First Sergeant and/or Senior NCO responsibilities

The 1 SG and/or Senior NCO will--

- a. Personally manage the unit's sponsorship program.
- b. Select soldiers to serve as sponsors who are thoroughly familiar with the unit and demonstrate high standards in personal appearance and military bearing.
- c. Train unit sponsors using the sample lesson plan in USARC Pam 140-1, appendix G.
- d. Maintain Unit Sponsor List (USARC Form 62-1 -R) (Reproducible copy of this form is at the back of this publication). The Unit Sponsor List will contain private telephone numbers and addresses, requiring the use of USARC Label I-R, Personal In Nature.
- e. Ensure that the New Soldier Sponsorship Log (USARC Form 62-2-R) is maintained for newly assigned soldiers. A reproducible copy of the form is at the back of this publication.
- f. Introduce new soldier(s) at unit formation.
- g. Conduct a personal interview with each new soldier.
- h. Review the DA Form 3540 (Certificate and Acknowledgement of U.S. Army Reserve Service Requirements and Methods of

Fulfillment).

- i. Explain contract requirements, Montgomery GI Bill (MGIB) and Selected Reserve Incentive Program (SRIP) requirements, and ensure that soldier signs DA Form 5435-R, Statement of Understanding, Selected Reserve Education Assistance Program.
- j. Ensure IDT and annual training (AT) training schedule has been provided and explained.
- k. Advise non-qualified soldiers of training requirements and ensure these soldiers fulfill the requirements.

3-10. Sponsorship Coordinator responsibilities

The unit Sponsorship Coordinator (primary is AGR RNCO/RTNCO if assigned) is responsible for--

- a. Coordinating the sponsorship of new soldiers prior to first drill, ensuring timely contacts and follow-ups to make sure each soldier feels welcome (see USARC Pam 140-1).
- b. Sponsoring FTS personnel. If no other FTS personnel are assigned or available at unit to act as the person's sponsor, the next higher headquarters will provide an FTS sponsor.

3-11. First Line Leader (FLL) responsibilities

The FLL will--

- a. Contact the new soldier prior to first drill.
- b. Complete the Soldier Profile page in USAR First Line Leader's notebook (RPI 459)
- c. Provide and explain the new soldier's job description and answer questions.
- d. Ensure sponsors complete all sponsorship tasks.
- e. Complete the initial interview during the soldier's first training assembly.

3-12. Sponsor responsibilities

If possible, the sponsor will be a soldier in the same section, squad or crew and the same grade as the new soldier. He or she will be selected based on

AR 140-6

attitude, training, and knowledge of the unit. The sponsor will--

a. Call the new soldier before first training assembly.

b. Ensure the new soldier completes in-processing.

c. Schedule and complete new soldier's mandatory interviews.



SPONSOR'S GUIDE & IN-PROCESSING CHECKLIST

(For use of this form see USARC Reg 140-6;
the proponent agency is the USARC Retention Office)

NAME OF SPONSOR

YOU'VE BEEN APPOINTED AS A
SPONSOR FOR

(Rank and name of new soldier)

HERE IS WHAT YOU NEED TO DO TO GET THE NEW SOLDIER OFF TO A GOOD START
(USE REVERSE SIDE TO RECORD COMPLETION OF YOUR SPONSORSHIP RESPONSIBILITIES)

PRIOR TO FIRST TRAINING ASSEMBLY --

- Telephone the new soldier.
- Talk about the date and time of the next training assembly.
- Give the new soldier directions to the Reserve Center.
- Ensure that transportation is available.
- Provide an emergency telephone number.

AT THE FIRST TRAINING ASSEMBLY --

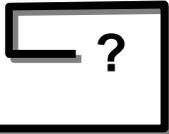
- Discuss the day's schedule.
- Tour the center.
- Help make the new soldier welcome.
- Answer questions which arise.
- Accompany new soldier during introductions and throughout in-processing.

MAKE THE INTRODUCTIONS --

- Arrange appointments with the First Sergeant and Company Commander.
- Visit each section and learn what they do.
- Explain the rank system.
- Provide on-the-job help, if possible.

SPONSORSHIP PROGRAM

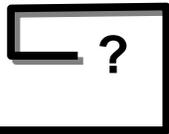
WHY



WHY A SPONSORSHIP PROGRAM?

- Because the new soldier needs to feel
- Welcome.
 - Needed.
 - At ease.
 - Self-confident.
 - Part of a team.

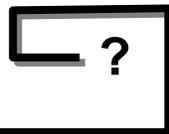
WHAT



WHAT IS A GOOD SPONSORSHIP PROGRAM?

- It is one where everyone
- Is involved.
 - Recognizes the value of both the new soldier and the sponsor.
 - Shares their time and knowledge.

WHO



WHAT MAKES A GOOD SPONSOR?

- A soldier who
- Has a good attitude.
 - Is well briefed.
 - Knows the unit and its mission.
 - Wants to succeed.
 - Is in the same work section, where possible.

REMEMBER. . . . A new soldier has some expectations of you and the unit. the new soldier may feel somewhat uncomfortable at first. If you do a good job, you've helped the new soldier build self-confidence, get off to a good start and begin work as a valuable team member.

NEW SOLDIER INFORMATION

PRIVACY ACT STATEMENT

AUTHORITY: Title 10 U.S. Code 3012 and 3013. **PRINCIPAL PURPOSE(S):** To collect necessary information to administer the Sponsorship Program. **ROUTINE USES:** Used to establish contact and coordinate sponsor's assistance to new Army Reserve unit member. Completed checklist will be retained in the individual's Military Personnel Record jacket for 1 year to serve as a record of the Sponsorship Program. **EFFECT OF FAILURE TO PROVIDE REQUESTED INFORMATION:** Disclosure is voluntary, but failure to provide the information requested may preclude proper functioning of the Sponsorship Program.

Name			Home Phone	
			Work Phone	
Rank	DMOS	PMOS	Home Address	
Social Security Number		Date Assigned		
Duty Section				
CHECKLIST	INITIAL	DATE	COMMENT	
New soldier escorted to unit by USAREC recruiter.				
Welcome letter with enclosures mailed.				
Call/meet new soldier prior to first unit formation.				
Ensure new soldier has transportation for upcoming training weekend.				
Provide new soldier emergency telephone numbers.				
Discuss scheduled first day's events.				
Tour the USAR Training Center.				
Accompany new soldier throughout in-processing.				
INTRODUCTION / ACTIONS				
First Sergeant welcome and brief.				
Mobilization Officer welcome and brief.				
Family Readiness Liaison Officer welcome, in-process and brief.				
Retention NCO welcome (for enlisted only).				
Unit Technician welcome and in-process.				
Training NCO welcome, brief, and in-process.				
Supply Sergeant welcome and in-process.				
FLL welcome, in-process, and introduce to all section team members.				
ENSURE				
New soldier's questions are answered				
Duty assignment/unit mission explained				
ID/Meal/Weapon Cards issued				
Reserve benefits/bonus understood				
Pay is received on time				
Uniforms are issued quickly				
New soldier knows where to go to get help				
Problems you can't solve are referred to the right person				
Company Commander welcome and interview.				
RETURN TO FIRST SERGEANT			Date Completed	

USARC ^{FORM} 1 JUN 97 62-R (Reverse)

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STUDENT HANDOUT 3

STUDENT NOTES

**This student
Handout
Contains**

This student handout (SH-3-1 thru SH-3-4) provides you a shell of the visual aids in this lesson along with a space for taking notes.

Suggested Use

You should use this handout to help take accurate and pertinent notes during the lesson.

After the lesson, you should review your notes to prepare for the lesson examination.

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