

# Army Community Service

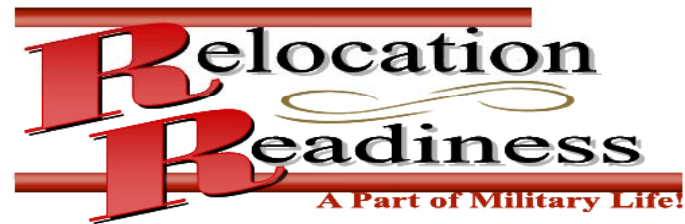


## *Relocation Readiness Program*



# Sponsorship Training

AR 600-8-8



United States Army Garrison (USAG) Fort Lee



# Training Objectives

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- Define sponsorship
- The purpose of Sponsorship Program
- Three types of sponsors
- Elements of the Sponsorship Program
- Rules for appointing a Sponsor
- Rules for sponsoring a Soldier



# What is Sponsorship?

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**Taking care of your own.  
Ensuring basic needs are met.**



# Purpose of Sponsorship

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- Help Soldier transition
- Ensure first-term Soldiers get sponsored
- Sets 1<sup>st</sup> impression
- Establish procedures



# Relocation Stress Syndrome



## The symptoms of RSS

- Loneliness
- Depression
- Anger
- Apprehension
- Dependency
- Confusion
- Anxiety
- Withdrawal

## Minor characteristics

- Sleeping
- Eating habits
- Insecurity
- Lack of trust
- Need for excessive reassurance

**RSS is experienced until a sense of control is regained.**



# Sponsors

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- Provide sense of belonging
- Make new arrivals feel welcomed
- Help Soldiers make informed decisions
- Help Soldiers & Families get settled quickly



# Rules for Appointing a Sponsor

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- Must be trained
- Given reasonable duty time
- Same rank
- Same marital status
- Same MOS desired
- Knowledgeable
- Positive
- Available



# Individuals Excluded



Sponsors who are:

- Out-processing w/in 60 days
- Being replaced
- Undergoing administrative separation
- Projected to be absent during the in-processing period



# Commanders

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- Appoint an individual to manage the Sponsorship Program
- Enforce Sponsorship Program per AR 600-8-8
- Monitor and evaluate Sponsorship Program w/ DA Form 7274 (Sponsorship Program Survey)



# Unit Commanders/ 1st Sergeants

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- Appoint a sponsor in writing
- Ensure sponsor emails initial letter to the incoming Soldier
- In general, support, enforce and monitor the program at unit level



# Three Types of Sponsors

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- Advance Arrival
- Limited
- Reactionary



# Elements of Sponsorship

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- DA Form 5434
- Welcome Letter
- ACS Relocation Readiness services
- Reception
- In-processing



# Pre-Arrival Support

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Goal: Provide information needed to make informed decisions & to identify special needs.

- ✓ Email/Phone Contact
- ✓ Welcome Packet
- ✓ Housing Issues
- ✓ P.O. Box
- ✓ Obtain travel itinerary



# Pre-Arrival Support



- Discuss unit specific & community details
- Encourage early reservation at lodging (60 days in advance) <http://new.armymwr.com/travel/lodging/default.aspx#>
- Provide local lodging info, if needed

**\*1-800-403-8533 or 804-733-4100/734-6700**

**\*Email: [leeelodging@us.army.mil](mailto:leeelodging@us.army.mil)**



# Arrival

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Goal: To help the newcomer get settled quickly & comfortably

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- \* Make the newcomer feel welcome
- \* Commit 1 week (Minimum)
- \* Ensure basic needs are met



# Arrival Support



## Day 1

- Meet w/ newcomer upon arrival at airport, lodging, hotel, etc
- Provide list of useful phone numbers, home/duty
- Tour essential locations: Housing/Barracks \*PX, \*DECA, Finance, P.O., MTF, ACS, community locations
- Get transportation plans

## Day 2

- Introduce newcomer to the Cdr, 1 SGT, FRSA and FRG leader
- Visit finance. Assist w/ permanent housing or barracks
- Provide local utility companies info
- School, daycare, education center info

## Day 3-5

- Ensure transportation arrangement are made
- Help Family get settled
- Tie loose ends



# Post Arrival Support

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Goal: To ensure Soldier & Family are getting acclimated to new community.

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- ✓ Follow up contact after 10 days  
(Commit to 1 week to taking care of the Soldier needs)
- ✓ Follow up contact before deployment or field exercise



# Newcomers



## Requiring Extra Assistance

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- First assignment Soldiers & Families
- Families w/units deployed or will deploy soon
- Exceptional Family Member Program (EFMP)



# Must Know Items

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- Visit local ACS Relocation Assistance Program

- [Militaryhomefront.dod.mil](http://militaryhomefront.dod.mil)

- Fort Lee Home Page

<http://www.ima.lee.army.mil/sites/local/>

- <http://new.armymwr.com/travel/lodging/default.aspx#>



# ACS Support

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- Welcome Packets
- Lending Closet
- School Info
- Financial / AER
- EFMP
- Volunteer
- Employment



# Items of Concern

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- Temporary Lodging
- On Post Housing
- Off Post Housing
- Schools: SLO 765-3813
- Child Care
- Local Laws
- Installation Policies



# Rules for Sponsoring a Soldier

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- Give ample duty time to sponsor
- Forward welcome letter w/in 10 calendar days of appointment
- Answer follow up correspondence
- Sponsors of first-termers will orient inbound Soldiers
- Sponsors of first-termers will develop a sense of responsibility



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# Rewarding Performance of the Sponsor



Rewarding the sponsor for good performance during the sponsorship process has two very positive consequences:

- The Soldier who is rewarded will be motivated to again do a good job the next time he or she is selected to be a sponsor.
- Other Soldiers will be more inclined to volunteer to become sponsors if they are aware that rewards are available.



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# Sponsors Impact Attitude!



*Army Community Service – “Putting Soldiers and Families First!”*