



**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, 21ST THEATER SUPPORT COMMAND**  
**UNIT 23203**  
**APO AE 09263**

AERPE-SM

15 September 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 21st Theater Support Command Policy Letter 9, Sponsorship Program

1. References:

- a. AR 58-1, Management, Acquisition and Use of Motor Vehicles, 28 January 2001.
- b. AE Regulation 58-1, Management, Acquisition and Use of Nontactical Vehicles, 27 January 2003.
- c. USAREUR Pamphlet 600-8-8, How to Be a Good Sponsor, 11 April 2001.
- d. AR 600-8-8, The Total Army Sponsorship Program, 3 April 2002.
- e. AE Regulation 600-8-8, Army in Europe Military and Civilian Sponsorship Program, 30 May 2003.
- f. USAREUR Regulation 612-1, Community Central In- and Outprocessing, 9 March 1995.
- g. AE Regulation 600-8-8, Army in Europe Military and Civilian Sponsorship Program, 30 May 2003.
- h. Sponsorship Gateway to Europe at <http://www.1perscom.army.mil>.

2. The Army Sponsorship Program is an important phase of the relocation process. It provides timely assistance to soldiers and families and the opportunity to make an initial positive impression on the newly assigned person.

3. Commanders, while implementing the program, will:

- a. Appoint a Sponsorship Program Manager trained by Army Community Services (ACS).

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b. Appoint a sponsor and ensure the sponsor receives training from ACS or the ACS-trained unit program manager. Program managers and sponsors will use the web-based sponsorship Gateway to Europe (S-Gate) for soldier sponsorship in Europe.

c. Select qualified sponsors early and ensure they are counseled on their duties.

d. Develop a reactionary sponsorship program. A reactionary sponsorship program requires establishing a pool of appointed and trained soldiers available to sponsor and assist unprogrammed arrivals.

e. Encourage the implementation of an award recognition program designed to recognize outstanding sponsors.

f. Ensure the sponsor contact the incoming soldier within 10 days of being notified of sponsorship duties. Additionally, the battalion commander or command sergeant major will send a welcome letter within 10 calendar days upon notification of the arriving gain. The program manager will keep a copy of the welcome letter on file.

g. The sponsorship bus, S-Bus, is the primary means of transport from Frankfurt. Commanders must make sure the S-Bus does not meet mission requirements before authorizing the use of non-tactical vehicles (NTV) to greet newcomers at Frankfurt, Germany. Government transportation can only be authorized to pick up military personnel (soldiers and their families). Commanders must further ensure compliance with all NTV-use restrictions. When in doubt about the legality of NTV use, commanders should consult with their local legal office before authorizing NTV use. If the commander approves an NTV but is unavailable, the sponsor may be reimbursed for use of their POV for performing authorized sponsorship duties.

h. Ensure new arrivals are introduced to their company commander and first sergeant within the first 3 working days after arrival.

i. Ensure soldiers with less than 60 days in country or within 60 days of a permanent change of station move are not assigned as sponsors unless the commander has no other options. The sponsor will not be the soldier being replaced by the incoming soldier or a soldier undergoing administrative separation.

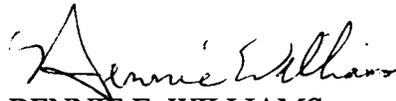
j. Ensure the sponsorship program is included in the battalion and brigade Command Inspection Program.

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4. The point of contact is the G1, Strength Management Division, 484-8249.

5. FIRST IN SUPPORT!



**BENNIE E. WILLIAMS**  
Major General, USA  
Commanding

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