



DEPARTMENT OF THE ARMY  
FORT BLISS NONCOMMISSIONED OFFICER ACADEMY  
11190 SGT. E CHURCHILL STREET  
FORT BLISS, TEXAS 79918-8000

ATSS-CDA

11 November 2025

MEMORANDUM FOR ALL Assigned/Attached Personnel, NCO Academy, Fort Bliss,  
Texas 79916-6501

**SUBJECT: Policy Letter #4, Sponsorship Program**

1. Reference: Army Regulation 600-8-8, The Total Army Sponsorship Program, dated 28 June 2019.
2. Purpose: To outline the Commandant's Sponsorship Program.
3. The Army Sponsorship Program is a Commander's program and is an essential part of helping Soldiers, Civilians and their families adjust to new work and community environments. Effective sponsorship is an important part of an individual's first impression of his/her organization.
4. The Fort Bliss NCOA Commandant will ensure that every inbound Soldier and DA Civilian is assigned a sponsor. When assignments are changed, sponsorship responsibilities will be transferred and coordinated immediately with the new gaining unit.
5. To ensure the success of this program, the Commandant will:
  - a. Designate trained sponsors for each inbound Soldiers and civilian employee.
  - b. Appoint a Sponsorship Program Manager to coordinate and monitor sponsorships in the unit.
  - c. Ensure that the Sponsorship Program Manager and the maximum number of assigned Soldiers and civilians complete sponsorship training. Civilian personnel sponsorship is just as important as that of Soldiers and will be given the requisite command emphasis.
  - d. Ensure standard operating procedures are established to monitor and track both the quality and quantity of sponsorships in the unit.
  - e. Ensure sponsors and sponsored Soldiers have adequate time away from assigned duties to perform sponsorship duties and complete in-processing as appropriate.

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- f. Provide sponsors and the Sponsorship Program Manager with adequate resources to accomplish sponsorship duties.
- g. Ensure families are integrated into the unit and community through the use of Family Readiness Groups and other community resources.

6. Sponsorship is more than transmitting needed information. A properly managed program can resolve potential problems which otherwise may cause hardships to new arrivals. Fulfilling personnel needs initially will enable new Soldiers to better commit themselves to the readiness of the NCO Academy.

7. The point of contact for this memorandum is the undersigned at (915) 568-2440.



S. STEVE GIBBS  
CSM, USA  
Commandant