



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY NONCOMMISSIONED OFFICER ACADEMY  
2E SHERIDAN ROAD  
FORT BLISS, TEXAS 79916-6501

ATSS-CDA

1 July 2020

MEMORANDUM FOR ALL ASSIGNED/ATTACHED PERSONNEL,  
NONCOMMISSIONED OFFICER ACADEMY

SUBJECT: **Sponsorship Program (Policy Letter #4)**

1. Reference: AR 600-8-8. The Total Army Sponsorship Program.
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 or her organization.
4. Policy:
  - a. The Commandant, NCOA will ensure that every inbound Soldier and DA Civilian is assigned a sponsor. When assignments are changed, sponsorship will be transferred and coordinated immediately with the gaining section or activity.
  - b. To ensure the success of this program the Commandant will:
    - (1) Designate trained sponsors for each inbound Soldier and civilian employee.
    - (2) Appoint a Sponsorship Program Manager to coordinate and monitor sponsorship in the unit.
    - (3) Ensure the Sponsorship Program Manager and 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.
    - (4) Ensure procedures are established to monitor and track both the quality and quantity of sponsorship in the unit.
    - (5) 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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(6) Provide sponsors and the Sponsorship Program Manager with adequate resources to accomplish sponsorship duties.

(7) Ensure Families are integrated into the unit and community through the use of family readiness groups and other community resources.

5. 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 NCOA.

6. POC for this memorandum is the undersigned at 568-2440.

MONTAE M. CLARKE  
CSM, USA  
Commandant