



DEPARTMENT OF THE ARMY

6th AREA SUPPORT GROUP

UNIT 30401

APO AE 09107-0401

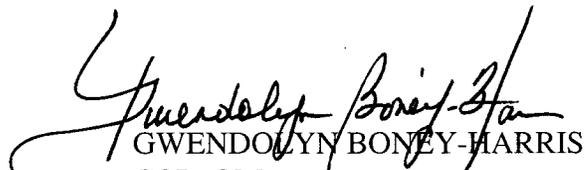
08 JUN 2000

AESG-AG

MEMORANDUM FOR 6th ASG Soldiers, Civilian Employees, and Local Nationals

SUBJECT: 6th ASG Command Policy Letter 32, Sponsorship

1. **PURPOSE:** This policy establishes procedures and responsibilities for Directorates/Special Staff Sections to successfully sponsor military and civilian (GS and Local National) personnel, and their family members into and out of the 6th Area Support Group.
2. **APPLICABILITY:** This policy applies to all incoming personnel, military or civilian, working in the 6th Area Support Group.
3. The first impression an incoming individual has of our organization is through the sponsor. A successful sponsor who warmly welcomes an individual into our community can set the tone of that individual's experience in Germany. Sponsorship is a leadership responsibility.
4. All incoming military and civilian personnel will be appointed a sponsor. The sponsor will attend mandatory ACS Sponsorship Training and perform the following:
 - a. Contact the incoming individual and mail welcome letter and packet within 10 days of receipt of sponsorship appointment.
 - b. Provide a welcome letter signed either by the Commander or Command Sergeant Major, 6th Area Support Group, a welcome packet, and a Stuttgart Community Handbook. The point of contact for the welcome packet and Stuttgart Community Handbook is the 6th Area Support Group Army Community Services on Patch Barracks at DSN 430-7176.
 - c. Ensure that information pertinent to the incoming individual's assignment here in Stuttgart is provided to them and their families in an expeditious manner.
5. The point of contact for this policy is the Adjutant at DSN 421-2535.


GWENDOLYN BONEY-HARRIS
COL, QM
Commanding