



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
LITTLE ROCK DISTRICT, CORPS OF ENGINEERS
POST OFFICE BOX 867
LITTLE ROCK, ARKANSAS 72203-0867
www.swl.usace.mil/

CESWL-DD (600-8-8)

11 January 2002

DISTRICT COMMANDER'S POLICY MEMORANDUM NO. 02-09

SUBJECT: New Employee Sponsorship

1. REFERENCE. AR 600-8-8, 2 August 1993, The Total Army Sponsorship Program.
2. PURPOSE. To welcome and assist military and civilian employees and their family members relocating to/within the Little Rock District. All relocating employees will be assigned a sponsor to show our concern for their welfare, and every effort will be taken to lessen difficulties connected with relocation.
3. GENERAL. Sponsorship is a commander's program in which commanders and individual sponsors are key to success. Sponsors represent a first impression of a new assignment for an incoming soldier or civilian employee. Only those individuals who can represent the command in a positive manner will be selected as sponsors.
4. POLICY.
 - a. Upon notification that a new employee has accepted a position, the supervisor will immediately assign a sponsor. The sponsor selected will be in a grade equal to or higher than the incoming soldier or civilian employee and of the same gender, marital status, and occupational series, when feasible. The Executive Office will be notified of this assignment by completing SWL Form 449 dated 1 Nov 01 (Enclosure 1: Sample SWL Form 449 dated 1 Nov 01).
 - b. The District Commander will send a welcome letter to the incoming soldier or civilian employee (Enclosure 2: Sample Commander's Welcome Letter).
 - c. Sponsors will provide a welcome letter (Enclosure 3: Sample Sponsor Welcome Letter) and an information packet to the new employee within 10 days after being assigned as sponsor. The steps required for sponsoring a soldier or civilian are detailed in enclosure 4. Information packets will contain, as a minimum, the following: information brochures on the district (to include web site and email addresses of key individuals), information on the town and surrounding area, and an in-processing checklist (with paperwork that can be completed prior to arrival). Information packets may be obtained from the Deputy District Engineer.
 - d. When possible, the sponsor should plan to greet the incoming soldier or civilian employee and family upon arrival. Specifics should be worked out between the sponsor and the incoming soldier or civilian employee. As a minimum, the sponsor will greet the employee in the Federal Office Building lobby on the first day of work.

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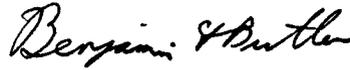
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e. All new employees will be scheduled to attend the first available quarterly employee orientation program. In a continuing effort to improve the sponsorship program, an inbound services survey will be conducted during the orientation briefing.

5. POINT OF CONTACT. Major John O. Brown, DDE, at (501) 324-5531.

4 Encls

1. Sample SWL Form 449
2. Sample Commander's
Welcome Letter
3. Sample Sponsor Welcome
Letter
4. Sponsor Checklist



BENJAMIN H. BUTLER
Colonel, US Army
Commanding

Enclosure 1: Sample SWL Form 449 dated 1 Nov 01

SUMMARY SHEET

SUBJECT: Sponsorship Assignment for New Employee

DATE: 27 December 2001

ACTION OFFICER/OFFICE SYMBOL/TELEPHONE NO.

Hathaway, PER-P, 5629

1. **For INFORMATION/SIGNATURE.** Information.
2. **REFERENCE.** Commander's Policy Memorandum for Sponsorship.
3. **PURPOSE.** To inform EO of sponsorship assignment.
4. **BACKGROUND AND DISCUSSION.** Mrs. John Doe has accepted the job for Secretary, GS-0318-06/07 PER Division Secretary.
5. **RESOURCES IMPACT.** N/A.
6. **MILESTONES.** N/A.
7. **CONSIDERATION OF NONCONCURRENCE.** N/A.
8. **RECOMMENDATION.** Mr./Mrs. _____, Telephone # _____, email address _____ has been selected as Mrs. Doe's sponsor.

STAFFING/COORDINATION

OFFICE	NAME	CONCUR?	DATE	OFFICE	NAME	CONCUR?	DATE
DDE	Major Brown						
DE	COL Butler						

SWL FORM 449 dtd 1 Nov 01

Enclosure 2: Sample Commander's Welcome Letter

1 January 2002

Executive Office

Mr./Ms. John Doe
4763 Maple
Tulsa, OK 73557

Dear Mr./Ms./Major _____

Welcome to the Little Rock District Army Corps of Engineers. You're about to join the finest district in the Corps and in the Pacesetter Southwestern Division known for innovation and excellence.

I know you have numerous questions about relocating to the area, military and civilian support facilities, etc. Mr./Ms./Major _____ will serve as your sponsor to assist you. He/She may be reached at the above address, telephone _____, or E-mail address: _____. He/She will be contacting you in the near future to assist you with matters related to your new assignment.

I look forward to welcoming you to the district.

Sincerely,

Benjamin H. Butler
Colonel, US Army
District Engineer

4 January 2002

Engineering and Construction Division

Mr./Ms. John Doe
4763 Maple
Tulsa, OK 73557

Dear Mr./Ms. _____

Welcome to the Little Rock District Army Corps of Engineers and congratulations on your selection as _____. I am looking forward to your arrival and assignment.

The Little Rock District manages a diverse program of military construction, civil works, and support for others. Our goal is to be a good steward of federal resources and provide top-quality seamless service to the people of Arkansas, Missouri and the Nation. We operate and maintain 7 hydropower plants, 12 flood control projects, 12 navigation locks and dams, 308 miles of navigation channel and 205 recreational facilities. Our \$185 million annual program provides services in planning, design, contracting and construction of civil works projects and military projects at Army and Air Force installations. Under our Support for Others mission, we provide services to the Department of Justice, Federal Emergency Management Agency (FEMA), Environmental Protection Agency (EPA), and various other federal, state and local agencies. The district is undertaking an emerging and exciting responsibility in aligning support to the U.S. Central Command. The Chief of Engineers recently directed this alignment as part of the overarching proposed Field Force Engineer/ENGLINK doctrine.

I am sure you will find your assignment here to be an exciting, challenging, and very rewarding experience. You will find that the Little Rock District is a first-class organization full of dedicated military and civilian public servants who possess an amazing breadth and depth of professional and technical capabilities. They confidently respond to and solve some of the most complex problems across the region. As your sponsor, I stand ready to assist you and your family in a smooth transition. I have enclosed an information packet that I hope you will find helpful during your transition. Please feel free to contact me at any time. I can be reached at the above address. My telephone number is _____ and my email address is _____.

Again, welcome to the Little Rock District.

Sincerely,

Name
Title

Enclosure

Enclosure 4: Sponsor Checklist**Steps for sponsoring a soldier or civilian employee:**

_____ Write a welcome letter and obtain information packet, and if possible telephone the new employee.

_____ Supervisor will review and mail sponsor letter/information packet through official channels.

_____ Keep chain of command informed of any changes in status of incoming soldier or employee.

_____ Provide follow-up information as requested by incoming soldier or employee and family within 10 working days of request.

_____ Arrange for temporary lodging and local transportation to be available upon arrival of incoming soldier or employee and family, if required.

_____ Advise incoming soldier or employee of arrangements for initial reception.

Greet and receive new soldier or employee as follows:

_____ Arrange transportation to meet soldier or employee and family at arrival point, if appropriate.

_____ Meet soldier or employee and family as arranged.

_____ Assist soldier or employee with inprocessing as needed.

_____ Set up appointments and introduce soldier or employee to immediate chain of command and supervisors.

_____ Acquaint soldier or employee and family members with activity and community.

_____ Provide assistance and need-to-know information required by family members.