



DEPARTMENT OF THE ARMY
2ND BATTALION, 6TH AIR DEFENSE ARTILLERY
BUILDING 1612, RANDOLPH ROAD
FORT SILL, OKLAHOMA 73503-5000

ATSA-TPY

25 August 2025

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter #18 - Sponsorship Program

1. The Army Sponsorship program is essential to providing incoming Soldiers and their Families with a feeling of belonging and purpose. Reassignment is an increased burden on Soldiers and their Families. A well-established sponsorship program helps alleviate the pressures of moving and aids Families in quickly overcoming initial hurdles. This program is particularly important to new Families that are not accustomed to military life. A quality sponsorship program quickly integrates Soldiers and their Families into the community and unit, giving them a good first impression and facilitating their adjustment to new surroundings and routines. Because of the importance I place on sponsorship, this program is a Commander's program.
2. Every inbound Soldier will have a sponsor of equal or greater rank. Sponsorship assignments will reflect the needs of the incoming Soldier and their family. Single Soldiers will sponsor single Soldiers. Soldiers with Families will sponsor Soldiers with Families. When this command is informed of an inbound Soldier, the Battery 1SG will assign the Soldier to a section. Every Inbound Soldier will need to log into the Army Career Tracker (ACT) and submit a virtual DA Form 5434 that will be utilized to fully integrate functionality and to ensure continuity of sponsorship services for Soldiers, Families and Civilians.
3. To create a virtual DA Form 5434 you must:
 - a. Click the "Create New Form" button. If you have already created your form and need to finalize or update, click on the hyperlinked DA Form 5434 in the "Form Name" column.
 - b. Complete all fields in Sections 1,2,4 and 5. Section 3 will be completed by your Sponsor.
 - c. Sign the form in Section 2 with your CAC and click the "Save" button at the bottom of the form for the system to capture any data entered in Sections 1,2,4, and 5. Be sure to SAVE your form.

4. Welcome packets will be sent to all Inbound Soldiers. Welcome packets will start by giving the Soldier and family requirements regarding PCS and **closing out the travel voucher once arrived and with the assistance of BN in-processing guidelines**. **Included in the welcome packet is a best practice and step by step instructions for closing out the PCS travel voucher**. Following PCS information, the packet will contain information about the unit (history, structure, mission), community, housing, medical care, dental care, childcare, youth activities, educational opportunities, and other family related areas of interest. Major training highlights for the near future should also be included to give the Soldier an idea of the operational tempo.

5. Sponsors will greet the Soldier upon arrival, ensure lodging is coordinated, and provide any necessity the Soldier may require. Upon arrival, the Soldier is under the sponsor's care. From this point on, a good sponsor will not let the Soldier or his/her family be left alone to fend for themselves. The sponsor must be ready to help with everything reasonably possible to ensure the Soldier and his families are made to feel a part of the "Set the Standard" team. All Permeant Party Inbound Soldiers will be greeted by their sponsoring Command.

6. Before integration at the unit starts, the sponsor will ensure that the Soldier and their Family takes part in the installation in-processing. At Fort Sill, this takes an entire week to in-process post at building 4700.

a. Privately Owned Weapons (POW). Soldiers residing on Fort Sill, or plan on shooting their POWs at the range on post due to a permanent change of station (PCS), **MUST** register any privately owned weapons with the Visitors Welcome Center, building TC 6701, on NW Sheridan Road before bringing the weapon on post.

b. Reporting In (24 Hour Operation). Upon arrival, permanently assigned Soldiers report to the Welcome Transient Operations, in the Soldier and Family Support Center, in building 4700 (Hartell Hall), Mow-Way Road (use east entrance under the awning). Upon entering, report to the front desk. Point of contact is the Transient Reception Liaison NCO (580) 442-3217.

c. Normal Hours of Operation. 0830-1630 Monday through Friday, closed Saturdays, Sundays, and Federal holidays. Points of contact are Branch Chief (580) 442-3007, Supervisor (580) 442-5122 and Team Leader (580) 442-4579.

d. Soldiers are required to have on hand their Permanent Change of Station (PCS) Orders upon arrival at building 4700.

e. Permissive TDY (House Hunting). For those with pre-approved permissive TDY, report to the Housing Services Office, building 4700, 3rd floor to sign in in order to begin your 10-day house hunting. Soldiers without pre-approved permissive TDY from their

losing command must complete in-processing to their gaining unit at Fort Sill and then request permissive TDY through their new chain of command.

f. Installation In-processing. Installation in-processing is conducted Monday, Wednesday, and Friday for all permanent party Soldiers. SFC through CSM; CW2 through CW5; 1LT and above complete in-processing the same day. Most of the processing is conducted in building 4700 to include ID Cards, Finance, Housing, and ACS. New arrivals are briefed by several agencies on programs, assistance, and services available on the installation. Briefings/training includes the following:

- (1) Housing/Government Quarters
- (2) Fort Sill Credit Union
- (3) Fort Sill National Bank
- (4) MEDDAC (Records pick-up)
- (5) DENTAC
- (6) Finance In-processing
- (7) Travel In-processing

g. "Start Right" Program. This is conducted Tuesday afternoons 1300-1630, and Wednesdays 0830-1630, at the Graham Resiliency Training Center (GRTC), building 2934. This orientation is mandatory for all MAJ and below, CW4 and below, and MSG and below. It's strongly encouraged you bring your Family members to the Start Right Orientation. Childcare is provided on site. No pre-registration is required.

h. Financial Management Training. Training is conducted on Fridays, 1230-1630, at building 2871. All Soldiers on their first/initial enlistment where Fort Sill is their first permanent duty station must attend.

6. Commanders will provide designated sponsors adequate time to assist incoming Soldiers, both during the initial greeting stage and during in-processing. If a Soldier arrives unexpectedly, the Commander will immediately assign a sponsor to take charge and ensure all needs are adequately addressed.

7. Sponsorship does not end with the Soldier's arrival. It continues until that Soldier and his/her Family is comfortably settled in the community. Conversely, upon learning of a Soldier's impending departure, the Commander will assign a sponsor using the same criteria per paragraph 2 above, in order to assist the Soldier and Family during out-processing. Sponsors are charged with assisting the outbound Soldier with shipment of

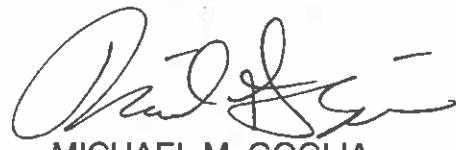
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household goods, automobile shipment, and transportation to various facilities on post during the clearing process. Sponsors should ensure that the Soldier and Family are assisted during their last days in the unit, so their departure is comfortable and as hassle free as possible. In some ways, the care and attention provided to the Soldier leaving the Battalion is the most meaningful and memorable to that Soldier.

8. Sponsorship is one of the most important programs in any unit. A good sponsorship program is the best way a unit can demonstrate to the Soldier and their Family that the unit cares about the welfare of its Soldiers. How a Soldier is received by the unit initially, and fare welled at the conclusion of their time, creates lasting impressions.

9. Point of contact for this policy is the undersigned at michael.m.goglia.mil@army.mil.



MICHAEL M. GOGLIA
LTC, AD
Commanding