

Department of the Army
Headquarters Fort Monroe
Fort Monroe, VA 23651-6000
14 January 1991

FM Memorandum 612-1

Personnel Processing

RECEPTION, ORIENTATION, AND DEPARTURE OF PERSONNEL

Summary. This memorandum prescribes policies, procedures, and responsibilities governing the Fort Monroe Sponsorship Program.

Applicability. The provisions of this memorandum apply to all personnel assigned to Fort Monroe and tenant activities-- Headquarters, U.S. Army Training and Doctrine Command (HQ TRADOC); Headquarters, U.S. Army Reserve Officers' Training Corps Cadet Command; Security Assistance Training Field Activity; Peninsula Civilian Personnel Support Activity (PCPSA) (Fort Monroe Personnel Management Support Office); and TRADOC Management Engineering Activity.

Suggested improvements. Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, Fort Monroe, ATTN: ATZG-CEA, Fort Monroe, VA 23651-6000.

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1. Purpose. This memorandum prescribes policies, procedures, and responsibilities governing the sponsorship, reception, orientation, and departure of military and civilian personnel assigned to Fort Monroe and tenant activities. The manner in which we do this forms a lasting impression and is an expression of caring for our people. Equally important is the public acknowledgment of the contributions our people have made when they depart this command.

2. References.

a. Required publication. AR 612-11, The Army Sponsorship Program.

b. Related publications.

(1) AR 25-50, Preparing and Managing Correspondence.

FM Memo 612-1

(2) AR 600-50, Standards of Conduct for Department of Army Personnel.

(3) TRADOC Reg 10-5, Headquarters, United States Army Training and Doctrine Command.

(4) TRADOC Memo 25-50, Correspondence Procedures Guide.

(5) FM Reg 10-1, Headquarters Fort Monroe.

3. Responsibilities.

a. Secretary of the General Staff, HQ TRADOC, will--

(1) Prepare welcome letters for the signature of the HQ TRADOC chief of staff (CofS) to all incoming general officers, promotable colonels, and senior executive service civilians and dispatch after signature. This will be done within 3 days after the assignment of the officer/civilian to the headquarters is known.

(2) Assist appropriate staff offices in scheduling office calls for incoming general officers, promotable colonels, and senior executive service civilians with the commanding general (CG) and CofS.

b. Commander, Fort Monroe will--

(1) Manage the Fort Monroe Sponsorship Program.

(2) Prepare and dispatch the initial welcome letter to all incoming officers (colonels and below), command sergeants major (CSMs), and sergeants major (SGMs). An information copy of the letter will be furnished to the chief of the office to which the individual is assigned.

(3) Establish procedures to ensure individuals are assigned a sponsor. Coordinate the appointment of a sponsor for all incoming personnel and orient sponsors on their duties and responsibilities.

(4) Upon determination of assignments, promptly notify the appropriate staff office of assignment.

c. Commanders and chiefs, HQ TRADOC and Fort Monroe staff offices, will--

(1) Immediately upon notification of assignment of an individual (military or civilian), assign a sponsor. Prepare and dispatch a welcome letter. In the case of enlisted personnel and civilian personnel GS-8 and below, the section SGM or noncommissioned officer (NCO) in charge may dispatch a similar letter. The letter should include the name and address of the

individual's sponsor. Dispatch letters to civilian personnel only when they are arriving from another installation.

(2) Schedule an orientation for the sponsor by the post commander (or his representative) and allow sufficient on-duty time for sponsor to properly assist the incoming individual and family upon their arrival.

(3) Schedule an office call for senior NCOs (master sergeant, first sergeant, SGM, and CSM) with TRADOC or post CSM, as appropriate, within 30 days after their arrival.

(4) Ensure newly assigned personnel receive office orientation in accordance with paragraph 6.

(5) Schedule newly arrived personnel to attend the Post Orientation Briefing.

(6) Ensure rating officials meet and orient new personnel.

d. Sponsors will--

(1) Immediately dispatch a letter of welcome (figure 1) offering assistance.

(2) After arrival, assist the individual in signing in (if appropriate) and in processing and provide him/her with a tour of post facilities.

(3) Provide the newly arrived individual every possible assistance to minimize inconvenience in getting established at his/her new duty station.

e. Personnel Administration Center (PAC) will--

(1) Furnish DA Form 5434 (Request for Sponsorship) received and a copy of permanent change of station orders to Headquarters Fort Monroe, ATTN: ATZG-CEA, within 3 duty days of receipt.

(2) Contact sponsor when the individual arrives. Call the Post Headquarters sponsorship coordinator, extension 3241, if unable to contact the sponsor.

f. Director, PCPSA, will call the sponsorship coordinator, extension 3241, with information on incoming civilians to include name, grade, address, expected arrival date, and duty assignment within 3 duty days of receipt.

g. Fort Monroe Composite Team will--

(1) Provide Post Headquarters, ATTN: ATZG-CEA, an information sheet for each new incoming soldier to include name, rank, present address, and expected arrival date. Each information sheet for enlisted personnel will be numerically coded in the upper right-hand corner to ensure that Post Headquarters receives all sheets.

(2) Provide a list of personnel who have arrived or departed to sponsorship coordinator (ATZG-CEA) on a monthly basis.

(3) Notify sponsorship coordinator, extension 3241, immediately of any change in date of arrival of incoming enlisted soldiers.

(4) Forward DA Form 4787 (Reassignment Processing) or DA Form 5434 upon receipt to Post Headquarters, ATTN: ATZG-CEA.

4. Policy. Incoming and newly assigned personnel will--

a. Have a sponsor and receive maximum assistance in getting settled into their assignment and the local area.

b. Receive orientations to their organizations, the installation, and HQ TRADOC.

c. Upon departure, receive recognition for their contributions to the command.

5. Welcome letter. This letter will normally be the first contact the sponsor will have with the incoming individual. Sponsor will forward letter promptly. It will contain information that will assist the individual in planning his/her move; e.g., information on family housing availability and cost, on and off post, as well as information on other post facilities. This information is available from the Directorate of Engineering and Housing (Housing Division) and Directorate of Personnel and Community Activities (Army Community Service).

6. Orientation in staff offices. Staff office chiefs are responsible for the timely orientation of all newly assigned personnel. This orientation will include office calls with rating officials/supervisors, orientation to organization mission responsibility and safeguarding classified defense information (if applicable), and review of the following:

a. AR 600-50 and other related standards of conduct directives.

b. TRADOC Reg 10-5.

- c. TRADOC Memo 25-50.
- d. FM Reg 10-1.
- e. Handbook for operating officials and individuals whose duties require supervision of civilian personnel.

7. Departure ceremony. Commanders and office chiefs will--

a. Conduct an appropriate farewell ceremony to honor all departing military and civilians to recognize their support of the TRADOC mission. Personnel whose duty performance has been deficient and those whose separation is under less than honorable conditions will be excluded.

b. Present TRADOC Form 623 (Certificate of Appreciation) to departees being honored. Certificates, signed by the CG, may be obtained by providing a list of departees to Office of the Deputy Chief of Staff for Base Operations Support, ATTN: ATBO-BHS, 5 working days prior to the ceremony.

c. Present Army lapel buttons (ALBs) to transitioning military (except those who are retiring). These buttons provide tangible recognition to soldiers who have served honorably but who are not eligible for retirement. The ALBs may be obtained from unit supply.



DEPARTMENT OF THE ARMY

HEADQUARTERS FORT MONROE
FORT MONROE, VIRGINIA 23651-6000

January 30, 1991

REPLY TO
ATTENTION OF

Contracts Office

Major John D. Doe
333 Main Street
New York, New York 00000

Dear Major Doe:

Welcome to Fort Monroe. I'll be your sponsor and want to do everything possible to facilitate your move. You may write to me at (office address) or (home address). My home telephone number is xxx-xxx-xxxx and my office number is 804-727-xxxx. The AUTOVON prefix for Fort Monroe is 680.

The Fort Monroe-Hampton Roads area is a great place to live and work. This area is the home of numerous important Army, Navy, and Air Force organizations. As such, family support and recreational facilities abound. We are rich in history and have many places of interest to visit. The climate is predominantly mild. At the time you are expected to arrive, the weather should be (cool) (warm).

For your convenience, you can use the following address until you have a permanent address:

Headquarters and Headquarters Company
U.S. Army TRADOC and Fort Monroe
Fort Monroe, Virginia 23651-6000

Simply use a change of address card to notify the company of your date of arrival so they will hold your mail for you. Mail will be held for 30 days after receipt of the change of address card. After that, it will be returned to sender.

Again, I want to help make your move here as smooth as possible. To do that I'm enclosing a welcome packet that should answer many of your questions. If you still have questions or need any type of assistance, don't hesitate to contact me--the earlier the better.

Sincerely,

William H. Casey
Major, U.S. Army

Enclosure

Figure 1. Sample welcome letter

FOR THE COMMANDER:


JANICE C. KELLIHAN
Administrative Officer

DISTRIBUTION:
HQ Ft Monroe: A,B
HQ TRADOC: H1

