



DEPARTMENT OF THE ARMY
HEADQUARTERS, 442D SIGNAL BATTALION
FORT GORDON GEORGIA 30905

COMMAND POLICY LETTER

ATZH-LCB

27 August 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commander's Policy Memorandum #14 - Sponsorship

1. PURPOSE: This memorandum establishes policy on the Sponsorship Program for the 442d Signal Battalion and applies to all Soldiers assigned to the battalion.
2. Every Soldier assigned to the battalion will be provided a sponsor of equal or higher rank. Soldiers with family members should be assigned a sponsor with family members whenever possible so the sponsor has personal experience with family in-processing. Sponsors will be assigned by the Company once the inbound Soldier appears on the Battalion Gains Roster. Soldiers who arrive without prior notice on the Gains Roster will be assigned a sponsor immediately upon their arrival.
3. Once assigned, the sponsor will contact the inbound Soldier by enterprise email. If the inbound Soldier does not respond within seven days, the sponsor will contact the Soldier either telephonically or by letter. Sponsors should be aware that while every Soldier is required to have an enterprise email account many Soldiers do not read this mail on a routine basis, especially junior grade Soldiers who may not have computer access.
4. The S1 will prepare and mail the Battalion Commander's and Command Sergeant Major letter for each inbound Soldier. The letter will include the name and contact information for the Soldier's sponsor. The S1 will also provide a questionnaire for each arriving Soldier to evaluate the sponsorship program and look for ways to improve initial contact. Sponsorship will be inspected as part of the Battalion Command Inspection Program.
5. POC for this policy letter is the BN S-1 NCOIC at 706-791-3056/6224 or sakeena.s.rainey.mil@mail.mil
6. EFFECTIVE DATE: This policy replaces Commander's Policy Memorandum #14, dated 9 January 2014.

Ready Rapid Reliable

//ORIGINAL SIGNED//
ERIC A. ANDERSON
LTC, SC
Commanding

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