



DEPARTMENT OF THE ARMY
JOINT TASK FORCE GUANTANAMO
525TH MILITARY POLICE BATTALION (I/R)
APO AE 09522-9998

ARSO-GTC-CO

18 July 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Sponsorship and Integration Program (Policy Number 11)

1. Reference: Army Regulation 600-8-8, The Army Sponsorship Program
2. The primary purpose of the Army Sponsorship Program is to assist new Soldiers as they integrate into the battalion. It is aimed at providing accurate, timely information and other support necessary to minimize the problems associated with moving to a new location.
3. All companies assigned and attached to the 525th Military Police Battalion will implement a comprehensive sponsorship program IAW the aforementioned references. The Battalion S1 will have staff supervisory responsibility for the Battalion Sponsorship Program.
4. There are three phases to the Battalion's Sponsorship Program. Pre-arrival, Arrival/In-processing, and Follow up.
 - a. Phase I -Pre-Arrival: This phase begins with the notification of assignment through the arrival of the incoming Soldier. Rotational units will receive information from the company they are replacing. PCS Soldiers will be assigned an individual sponsor.
 - (1) All Soldiers PCSing to GTMO will be assigned a sponsor. Units must ensure the Soldiers they select as sponsors are in good standing in the unit and represent the unit in a positive manner. The sponsor will be:
 - (a) A grade equal to or higher than the incoming Soldier, when practical.
 - (b) Of the same gender, marital status, and military career field or occupational series as the incoming Soldier, when feasible.
 - (c) Familiar with the unit and community.
 - (2) Sponsors will contact new Soldiers as soon as possible to establish a connection and provide initial information critical to the Soldier's relocation. This will include a Battalion Welcome Packet, Welcome Letter as well as sharing links for unit and NAVSTA webpages. Sponsors of NCOs and Officers will notify incoming NCOs and Officers that GTMO **does not have the capability to update DA Photos**. This

must be accomplished, if needed, before their arrival. Appointed sponsors should not be within one month of their PCS/ETS date or scheduled for leave during the first two weeks after the new Soldier's arrival.

b. Phase II - Arrival/In-processing: This phase starts with the Soldier's arrival to GTMO and covers the first 30 days for Soldiers on their first deployment or Soldiers on their first assignment through out their preservice and RIP process.

(1) PCS Soldiers:

(a) Soldiers will meet key personnel in their chain of command within 24 hours of arriving on the island. (i.e. squad leader, team leader etc.) A reception and integration counseling will be conducted with newly arrived Soldiers within 48 hours of arrival.

(b) Company Commanders will interview and in-brief new Soldiers within 72 hrs of their arrival. In addition, within 72 hours of arrival Soldiers will be introduced to their platoon sergeant and platoon leader.

(2) PCS and Rotational Soldiers:

(a) Commanders will ensure new Soldiers in the rank of Master Sergeant and above arrange an office call with the Battalion Commander through the Executive Officer (XO) within one week of their arrival.

(b) First Sergeants will ensure new Soldiers in the rank of Staff Sergeant promotable and above arrange an office call with the Battalion Command Sergeant Major within the first 48-72 hours of arrival.

(c) Within 30 days after arrival, first assignment and first deployment Soldiers will meet with with a Victim Advocate/SHARP specialist to ensure they know who to talk to should they require special assistance.

(d) All new PCS Soldiers will attend the next regularly scheduled Battalion Pre-Service Training and new Rotational Soldiers will conduct RIP/OJT. Both PCS and Rotational Soldiers will attend the JTF Newcomers Brief. The Battalion Commander is the only approval authority who may grant an exception.

c. Phase III -Follow Up: This phase is only required for Soldiers on their first assignment or first deployment. This phase continues after pre-service for PCS Soldiers or for rotational units this phase is determined from boots on ground date. Upon completion of initial 30 day integration period, newly integrated Soldiers will receive at a minimum 1 follow up visit from the Chaplain, UVA/SHARP specialist and JSMART. Soldiers on rotational status will conduct the above mentioned visits at 60 days and PCS Soldiers will conduct visits at 90 days.

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5. Point of contact for this directive is the Battalion S1 at DSN 660-8171.



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LTC, MP
Commanding

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