



**DEPARTMENT OF THE ARMY**  
UNITED STATES ARMY NONCOMMISSIONED OFFICER ACADEMY FORT DIX  
BUILDING 5518 SEVER AVENUE  
JOINT BASE MCGUIRE-DIX-LAKEHURST, NJ 08640-7226

REPLY TO  
ATTENTION OF

AFRC-RTC-ND

13 May 2015

MEMORANDUM FOR Academy Personnel

SUBJECT: Policy Letter 25 Sponsorship Program

1. Reference, Army Regulation 600-8-8, The Total Army Sponsorship Program, dtd 4 April 2006.
2. Sponsorship of incoming personnel is important to unit cohesion. Soldiers must receive quality sponsorship for integration into the unit. Sponsors are the primary link between the command and Soldiers while in transient. First impressions form lasting memories.
3. All efforts will be made to match sponsors with the same or similar demographics. When the same grade is not available, a grade higher is preferred over a lower grade. Sponsors will be provided administrative support and adequate time to provide the best sponsorship.
4. Sponsors are responsible for the following:
  - a. Contact the new Soldiers within 10 days of notification.
  - b. Stay in periodic contact to assist with questions or problems.
  - c. Assist with the accommodations for the arrival, taking into account special arrangements, to include assistance with transportation if needed.
  - d. Meet and greet the Soldier prior to, or at arrival, and walk the Soldier through the unit for introductions.
  - e. Assist the Soldier with in processing at the unit and with the post.
5. Point of contact is the NCO Academy First Sergeant at 609-562-2239 or the undersigned at 609-562-3619.

KIMBERLY K. KEMPER  
CSM, USA  
Commandant