



SPONSOR'S GUIDE & IN-PROCESSING CHECKLIST

*(For use of this form see USAR Reg 140-6;
the proponent agency is the AR-RTD)*

NAME OF SPONSOR

YOU'VE BEEN APPOINTED AS
A SPONSOR FOR

(Rank and name of new soldier)

HERE IS WHAT YOU NEED TO DO TO GET THE NEW SOLDIER OFF TO A GOOD START
(USE REVERSE SIDE TO RECORD COMPLETION OF YOUR SPONSORSHIP RESPONSIBILITIES)

PRIOR TO FIRST BATTLE ASSEMBLY -

- Telephone the new Soldier.
- Talk about the date and time of the next training assembly.
- Give the new Soldier directions to the Reserve Center.
- Ensure that transportation is available.
- Provide an emergency telephone number.

AT THE FIRST BATTLE ASSEMBLY -

- Discuss the day's schedule.
- Tour the center.
- Help make the new Soldier welcome.
- Answer questions which arise.
- Accompany new Soldier during introductions and throughout in-processing.

MAKE THE INTRODUCTIONS -

- Arrange appointments with the First Sergeant and Company Commander.
- Visit each section and learn what they do.
- Explain the rank system.
- Provide on-the-job help, if possible.

SPONSORSHIP PROGRAM

WHY

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WHY A SPONSORSHIP PROGRAM?

- Because the new Soldier needs to feel
- Welcome.
 - Needed.
 - At ease.
 - Self-confident.
 - Part of a team.

WHAT

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WHAT IS A GOOD SPONSORSHIP PROGRAM?

- It is one where everyone
- Is involved.
 - Recognizes the value of both the new Soldier and the sponsor.
 - Shares their time and knowledge.

WHO

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WHO MAKES A GOOD SPONSOR?

- A Soldier who
- Has a good attitude.
 - Is well briefed.
 - Knows the unit and its mission.
 - Wants to succeed.
 - Is in the same work section, where possible.

REMEMBER A new Soldier has some expectations of you and the unit. The new Soldier may feel somewhat uncomfortable at first. If you do a good job, you've helped the new Soldier build self-confidence, get off to a good start and begin work as a valuable team member.

NEW SOLDIER INFORMATION

PRIVACY ACT STATEMENT

AUTHORITY: Title 10 U.S. Code 3012 and 3013. **PRINCIPAL PURPOSE(S):** To collect necessary information to administer the Sponsorship Program. **ROUTINE USES:** Used to establish contact and coordinate sponsor's assistance to new Army Reserve unit member. Completed checklist will be retained in the individual's Military Personnel File for 1 year to serve as a record of the Sponsorship Program. **EFFECT OF FAILURE TO PROVIDE REQUESTED INFORMATION:** Disclosure is voluntary, but failure to provide the information requested may preclude proper functioning of the Sponsorship Program.

Name			Home Phone
			Work Phone
Rank	DMOS	PMOS	Home Address
Social Security Number		Date Assigned	
Duty Section			AKO E-mail
			Personal E-mail

CHECKLIST	INITIAL	DATE	COMMENT
New Soldier escorted to unit by USAREC recruiter.			
Welcome letter with enclosures mailed.			
Call/meet new Soldier prior to first unit formation.			
Ensure new Soldier has transportation for upcoming training weekend.			
Provide new Soldier emergency telephone numbers.			
Discuss scheduled first day's events.			
Tour the USAR Training Center.			
Accompany new Soldier throughout in-processing.			
<u>INTRODUCTIONS / ACTIONS</u>			
First Sergeant welcome and brief.			
Mobilization Officer welcome and brief.			
Family Readiness Liaison Officer welcome, in-process and brief.			
ARRC or DARN welcome and in-process (for enlisted only).			
Unit Technician welcome and in-process. NOBE issued if applicable.			
Training NCO welcome, brief, and in-process.			
Supply Sergeant welcome and in-process.			
FLL welcome, in-process, and introduce to all section team members.			
<u>ENSURE</u>			
New Soldier's questions are answered.			
Duty assignment/unit mission explained.			
ID/Meal/Weapon Cards issued.			
Reserve benefits/bonus understood.			
Pay is received on time.			
Uniforms are issued quickly.			
New Soldier knows where to go to get help.			
Problems you can't solve are referred to the right person.			
Company Commander welcome and interview.			

RETURN TO FIRST SERGEANT

Date Completed