



# HEADQUARTERS, UNITED STATES FORCES KOREA

UNIT #15237  
APO AP 96205-5237

REPLY TO  
ATTENTION OF:

FKJ1

20 June 2006

## MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: US Forces Korea (USFK) Command Policy Letter #16, Sponsorship and In-Processing

1. This is a new policy, effective immediately. It remains in effect until rescinded or superseded.
2. References.
  - a. USFK Reg 614-2 (In-Processing Orientation Program).
  - b. USFK AR 600-8-8 (The Total Army Sponsorship Program).
  - c. AFI 36-2103 (Individualized Newcomer Treatment and Orientation (INTRO)).
  - d. OPNAVINST 1740.3 (Command Sponsor & Indoctrination Program).
  - e. MCO 1320.11D (Marine Corps Personnel Sponsorship Program).
3. This policy is applicable to all military members and civilian employees.
4. If we fail to properly and effectively sponsor newly arriving Servicemembers (and their families if accompanied), we are failing in our most important responsibility -- taking care of our people. Inbound and newly assigned personnel develop lasting impressions of the unit and installation based on how well they are sponsored and received. We must ensure we have a solid sponsorship and in-processing program -- for Servicemembers and their families.
  - a. Sponsorship is a Commander's Program that helps military personnel, civilian employees, and families during reassignment. It improves unit cohesion, retention, morale, and readiness by decreasing distractions that hamper performance and mission accomplishment. Successful programs depend on focused leadership and the commitment of highly motivated and well-trained sponsors.
  - b. The USFK command intent is to ensure that all new arrivals meet administrative requirements, complete fundamental training requirements, and with their spouses (when accompanied) receive orientations and briefings on military member and family support programs, and are introduced to host-nation culture and language. Done correctly, sponsorship

*This letter can be found at <http://www.usfk.mil>*

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minimizes the time servicemembers spend away from their units, while ensuring families quickly understand the services available in the community.

5. Sponsorship is more than just information sharing. It is essential that sponsors reach out to newly assigned personnel and families long before they arrive in the theater. In addition to phone and email contact, sponsors should direct all inbound personnel to the official USFK website at [www.usfk.mil](http://www.usfk.mil). This website contains a wealth of information on the command, and, as noted in USFK Reg 350-2, provides an overview of procedures and training requirements to be accomplished prior to arrival in Korea. It is necessary that sponsors reinforce the requirements for incoming military members regarding immigration, customs, and pet quarantine requirements, as applicable.

a. Commanders will ensure that every new arrival (military and civilian) is assigned a sponsor and that sponsors and family members receive adequate training and materials. Unfortunately, in many cases the first notification of inbound personnel is when a Servicemember (and family) arrive in the community. When this happens a “reactionary sponsor” must be assigned immediately. Commanders must create a pool of motivated, well-trained, and properly equipped “reactionary sponsors” that enable the unit to properly welcome and in-process new arrivals, including family members. In this regard, it is important to engage with and empower the unit Family Readiness Group or appropriate Spouse Group to assist both command and non-command sponsored arrivals.

b. Centralized in-processing should be utilized. USFK Regulation 614-2 provides a checklist of mandatory training events for newcomer orientation. An effective sponsorship program creates a positive command climate. Newly arrived personnel benefit by learning how to avoid and prevent problems before they and their families experience hardship. Commanders may modify the order of course instruction and also add local procedures as required. Ensure that spouse / family programs are included and that family members attend relevant training / orientations.

c. Newly arriving personnel are not available to their units of assignment for training exercises, physical training, or other work-related duties while in-processing. In-processing activities are mandatory and will not be superseded for any reason other than a crisis established by the Commander, USFK. It is important that spouses attend relevant in-processing activities with their Servicemember. Unit Commanders will ensure spouse attendance, and Area Commanders will provide appropriate family / spouse orientations. Area Commanders will also provide Child Development Center services for the family's children during this period.

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6. Effective sponsorship and a positive in-processing experience are keys to welcoming personnel to Korea. These activities are an important command priority. When we take care of our military members and their families, they will take care of our mission.

7. POC for this policy is USFK, J1 Policy and Programs Branch, DSN 723-4718, [usfkj1jmod@korea.army.mil](mailto:usfkj1jmod@korea.army.mil).

A handwritten signature in black ink, appearing to read "B. B. Bell". The signature is fluid and cursive, with the first two letters of each name being large and prominent.

B. B. BELL  
General, US Army  
Commander

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