



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
Headquarters, 14th Combat Engineer Battalion (Corps) (Wheeled)
Fort Lewis, Washington 98433

AFZH-CEF

29 June 2004

MEMORANDUM FOR Rugged Battalion Troopers

SUBJECT: Rugged Policy Letter #11 (Soldier Sponsorship and Reception)

1. References.

- a. AR 600-8-8, The Total Army Sponsorship Program.
- b. FL Reg. 612-1, Personnel Processing, The Army Sponsorship Program.

2. Every soldier deserves proper sponsorship and reception when assigned for duty with the Rugged Battalion. The sponsor sets the tone for the new soldier with first contact, through the first days in the unit. I expect all sponsors, regardless of rank, to properly sponsor and assist in the reception of new Rugged Battalion soldiers.

3. The Battalion Commander or the Battalion Executive Officer will assign sponsors for all inbound officers. NCO sponsors will be assigned by First Sergeants in consultation with the CSM. Soldier sponsors will be assigned by First Sergeants. The adjutant will prepare a welcome letter for all new officers. The CSM will ensure welcome letters are sent to new enlisted personnel.

4. Sponsor Duties.

- a. Prepare and send a personal sponsor letter within ten working days after notification of sponsor duties.
Ensure timely responses are provided to inquiries from the inbound soldier.
- b. Ensure that every inbound soldier receives an ACS Welcome Packet. Coordinate with company First Sergeant or the Command Sergeant Major for any additional items that need to be sent
- c. Assist the new arrival during in-processing to include arranging for temporary lodging and family housing in advance of arrival.
- d. Familiarize the new arrival with the services and facilities of Fort Lewis and the surrounding community
and with the location of battalion and company in-processing points and facilities.
- e. Inform the new arrival of the 14th Combat Engineer Battalion Web Page, located at www.lewis.army.mil/14theng/.

5. Unit commanders and first sergeants will ensure that all new arrivals have read and understand all I Corps, 555th EN GRP, 14th EN BN (C), and company policy letters.

6. All officers will be enrolled in the Rugged Officer Certification Program.

RUGGED!

MICHAEL W. BROBECK
LTC, EN
Commanding