



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
SPECIAL TROOPS BATTALION, 3D CORPS SUPPORT COMMAND
UNIT 29620
APO AE 09096

AETV-SCS-H

24 October 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Special Troops Battalion Policy Memorandum # 9, Soldier Sponsorship

1. **PURPOSE.** To ensure all soldiers are aware of the Sponsorship Program
2. **APPLICABILITY.** Headquarters, Special Troops Battalion all subordinate units.
3. **Policy.**
 - a. Sponsorship is a commander's program that helps soldiers and their family members during reassignment. A properly managed sponsorship program includes both in- and out-sponsorship. The program's success depends on leaders and individual sponsor
 - b. Use of the web-based Sponsorship Gateway to Europe (S-GATE) is mandatory for managing sponsorship of incoming soldiers. Sponsors will be assigned using S-GATE, regardless of whether or not communication has been received from an incoming soldier. Sponsors will use S-GATE for sponsorship training and for corresponding with incoming soldiers. If a soldier has not contacted his or her sponsor within 60 days before arriving, the sponsorship program manager will make reasonable attempts to contact the soldier through the soldier's losing unit.
 - c. S-GATE does not replace the human quality of sponsorship. Lasting impressions are greatly determined by how well soldiers and family members are received and treated by their sponsors and by their units during in- and out-processing.
 - c. Well-managed sponsorship programs contribute to soldier performance, morale, readiness, and retention. Leaders must carry out their responsibilities in support of sponsorship and help ensure the well-being of incoming and departing soldiers.
4. **SUPERSESSION.** This policy supercedes STB Policy Letter # 9, dated 20 Nov 2001.
5. **EXPIRATION.** This policy memorandum expires 1 October 2003.

AETV-SCS

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6. "Fit to Fight!"

MICHELE M. PUTKO
LTC, OD
Commanding

Distribution:

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