



DEPARTMENT OF THE ARMY
HEADQUARTERS, 2ND INFANTRY DIVISION
UNIT #15041
APO AP 96258-5041

REPLY TO
ATTENTION OF:

JUN 20 2012

EAID-CG

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter #1-2, Sponsorship, In-processing, Integration, and Spouse/Family Member Orientation Programs

1. References:

- a. AR 600-8-8, The Total Army Sponsorship Program, 4 Apr 06.
- b. USFK Reg 614-2, In-processing Orientation Program, 9 Jul 11.
- c. USFK Reg 350-2, Theater Specific Required Training for Arriving Personnel and Units Assigned to, Rotating to, or in Temporary Duty Status to USFK, 22 January 2008.

2. This policy is effective immediately and supersedes policy letter 1-2 dated 21 March 2012.

3. This policy applies to all 2ID Military Personnel, Civilian Employees, and their Spouses.

4. Soldier Sponsorship, In-processing, Integration. It is essential that all new arrivals meet administrative requirements, complete fundamental training requirements, receive orientations and briefings on military member and Family support programs, and that they are introduced to the host-nation culture and language. When carried out correctly, sponsorship and integration minimize the time Soldiers spend away from their units, while ensuring Soldiers and Families are integrated into their units and the community.

a. The Sponsorship, In-processing and Integration process begins long before a Soldier is assigned to 2ID. Commanders will maintain unit specific web pages on the 2ID websites with information to assist incoming Soldiers, and ensure that the information remains current. Helpful information includes correct phone numbers, mailing addresses, and a short unit history that includes recent training events. It will also list a link to the unit's virtual Family Readiness Group (vFRG) website.

b. Brigade, Battalion, and Company Commanders.

(1) Commanders will appoint a Sponsorship Program Manager to coordinate and monitor sponsorship in their unit.

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(2) Commanders will establish formal SOPs to provide clear guidance to sponsors and to ensure compliance with newly arrived personnel integration requirements stated in this policy letter.

(3) Commanders will conduct sponsorship program evaluations as a part of their Organizational Inspection Program.

(4) Sponsorship Program Managers will ensure all sponsors are certified through e-Sponsorship or their local Garrison Army Community Service.

(5) Commanders will designate Command Sponsorship Program Managers to coordinate all requirements for Command Sponsorship application, program evaluations, and feedback.

c. Sponsorship provides a welcoming presence, and it is essential that sponsors reach out to newly assigned personnel and Families before they arrive in theater. Sponsors are expected to contact incoming Soldiers within 48 hours of notification.

(1) In addition to phone and email contact, sponsors should direct all inbound personnel to the official USFK website at www.usfk.mil for information.

(2) They must point out the procedures and training requirements to be accomplished prior to arrival in Korea as noted in USFK Reg 350-2. This mandatory training is accessed through the USFK website (www.usfk.mil) and clicking on the "Required Training" tab.

(3) Additionally, inbound personnel should be referred to the 2ID website at www.2id.korea.army.mil. This website contains a wealth of information about the 2ID command and units.

(4) It is necessary that sponsors reinforce the requirements for incoming military members regarding immigration, customs, and pet quarantine requirements, as applicable.

d. Sponsors will provide welcome packets to the incoming Soldier and Family. Welcome packets are produced by each Area (i.e. Area I, Area II, or Area III) Army Community Services (ACS). Sponsors will pick-up the latest Welcome Packet from ACS and mail it to the incoming Soldier.

(1) Welcome packets should be sent out approximately 60 days prior to arrival in Theater to allow the Soldier and Family member to review the packets, ask questions, and plan their arrival.

(2) A Family whose sponsor will work in an area different from where the Family will reside, will be provided with welcome packets from both the Area where the Soldier will work, and where the Family will reside.

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e. All personnel will process through the 1st Replacement Company (1RC) in Yongsan. It is critical to ensure the Soldier is arrived to Korea in eMILPO, the leave form is closed out, and that the Soldier is properly assigned to 2ID.

(1) The 2ID LNO at 1RC will notify the 2ID G1 of the Soldier's arrival.

(2) LNOs are also responsible for Soldier/Civilian arrivals with Family Members. If a Soldier arrives at 1RC with Command Sponsored Family members, the 2ID LNO will also notify the 2ID Family Readiness Group (FRG).

(3) The Unit FRG and the 2ID Yongsan FRG will conduct welcoming activities per the 2ID Warrior Country Family Readiness Guide and internal SOPs.

f. 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.

g. Centralized in-processing is mandatory for all O-6 and below. All 2ID Soldiers will process through the Warrior Readiness Center enroute to their assigned unit.

h. Upon completion of the Warrior Readiness Company in-processing, Soldiers will move to their assigned units.

i. The Brigade S1, ICW the Brigade Commander and CSM, will assign the Soldier to the subordinate Battalion. This assignment should be completed prior to arrival, and is assisted by proper Sponsorship. The Brigade S1 will collect an original copy of the Soldier's DD93 and SGLV and ensure they are placed in the Soldier's personnel file maintained at the Brigade S1 office. If the Soldier does not have an updated copy, the S1 will update in eMILPO, print, have the Soldier sign the forms, and place them in the file.

j. The Soldier will then move on to the assigned Battalion. Again, the S1, ICW the Battalion Commander and CSM, will assign the Soldier to the subordinate Company.

k. There are many things new Soldiers must accomplish shortly after their arrival to ensure readiness. In order for the Soldiers of 2ID to be properly integrated into their units, this policy requires each Company/Battery/Troop Commander to establish a Soldier certification program and ensures each new Soldier completes it.

(1) Within 30 days of arrival, newly arriving Soldiers will complete unit in-processing and integration. Commanders may restrict off-post pass privileges until all these tasks are completed.

(2) 2ID units will utilize in-processing checklists to ensure a new arrival completes all unit specific training, receives unit specific equipment, is assigned quarters, has been welcomed by unit leadership, and has zeroed his assigned weapon.

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(3) In-processing checklists are generally started at the unit S1 and company orderly room. Units will review and update checklists quarterly to ensure tasks, building numbers, telephone numbers, and points of contact are accurate and up to date. Enclosed is a checklist of required Soldier Integration Steps.

5. Spouse/Family Member Orientation. Spouse orientation seminars are highly recommended for 2ID Spouses and should be completed within 30 days of arrival in Korea.

a. Spouse orientations are centralized at the Area level (i.e. Area I, Area II, and Area III each run Area specific spouse orientation seminars conducted by the Area Army Community Services (ACS)).

b. Spouses are encouraged to attend the orientation seminars in the Area they live, and are encouraged to attend the orientation seminars in the Area where their Sponsor works. For example, a Soldier is assigned to 2-9IN on Camp Casey in Area I, but the Spouse resides in Yongsan, in Area II. The Spouse will attend the Area II orientation, and is encouraged to attend the orientation in Area I.

c. In order to enable Spouses to attend in-processing training, allow 2ID Soldiers to remain at home on the day of the Spouse's in-processing to provide child-care for their children. If they have no children, the Soldier will attend the training along with the Spouse. In no case should this be considered a day off; the Soldier's place of duty is with the children, at the in-processing training, or at the Soldier's normal place of duty.

d. If a Soldier marries someone already living in Korea, the new Spouse is encouraged to attend the training within 30 days of the marriage. The only exceptions to this are marriages between dual military couples, or marriage to a DA Civilian who has already attended the in-processing orientation.

6. The ACofS, G1, DSN 732-6131, will exercise staff oversight of the 2ID Sponsorship, In-processing, Integration, and Spouse/Family Member Orientation Programs.

Enclosure
1. Required Soldiers
Integration Steps



EDWARD C. CARDON
Major General, USA
Commanding

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Enclosure (Required Soldier Integration Steps) to 2ID Policy Letter # 1-2 Sponsorship, In-processing, Integration, and Spouse/Family Member Orientation Programs

1. All newly arriving Soldiers will receive the following briefings and orientations. By completing these items the Soldier will be an effective part of the unit, fully prepared to complete any and all assigned tasks in support of the 2ID mission.

a. Battalion Commanders/CSMs In-Brief. This will include a review of 2ID/8A/USFK Policies.

b. Company Commanders/1SGs Welcome/In-Briefing Brief on KATUSA program.

c. First line supervisor will:

(1) Walk through barracks room, identifying deficiencies and safety hazards, and opening work orders to correct deficiencies.

(2) Ensure Soldier signs for all NBC equipment, and has Pro-Mask fitted.

(3) Assign individual weapon.

(4) Demonstrate unit SOP for TA-50 and uniform requirements.

(5) Orient new Soldier to unit area, motor pools, dining facility, mailroom, aid station, etc.

(6) Brief Soldier on alert procedures and packing lists.

(7) Conduct initial counseling, including review of job expectations, additional duties assigned, Warrior Tasks, and Training Calendar/Schedule, and proper government cell phone and TMP vehicle use.

(8) Conduct Off-post familiarization/orientation tour to include identifying off-limits areas. USFK PAM 190-2 has an off post security checklist.

(9) Conduct APFT if Soldier arrived without a PT Card, or conduct a diagnostic APFT within 30 days of arrival.

(10) Ensure completion of Periodic Health Assessment (PHA). The PHA replaces the routine physical exam that is performed every 5 years. As of 1 November 2006, Soldiers are required to complete a self assessment and see a provider annually to determine current health condition and deployability status.

Enclosure (Required Soldier Integration Steps) to 2ID Policy Letter # 1-2 Sponsorship, In-processing, Integration, and Spouse/Family Member Orientation Programs

NEW SOLDIER INTEGRATION CHECKLIST

EVERY SOLDIER WILL COMPLETE ALL ITEMS WITHIN 30 DAYS

SOLDIERS NAME

FIRST LINE SUPERVISOR

PERSONAL DATA

DATE ASSIGNED

DUTY POSITION PARA/LINE#

COMPANY BRIEFING/BRIEFS

CDR IN BRIEF

1SG IN BRIEF

PLATOON BRIEFING/BRIEFS

PLT LEADER IN BRIEF

PLT SGT IN BRIEF

AREAS OF ATTENTION

SOLDIER INITIAL

LEADER
INITIAL

DATE OF COMPLETION

A. Check room for deficiencies, work orders

B. Review TA-50 set-up/uniform requirements

C. Sign for NBC Equipment and pro mask fitted

D. Assigned individual weapon

E. Unit area familiarization/orientation

F. Alert Procedures/packing lists

G. Initial counseling/ERB-ORB review

Enclosure (Required Soldier Integration Steps) to 2ID Policy Letter # 1-2 Sponsorship, In-processing, Integration, and Spouse/Family Member Orientation Programs

H. Job expectations			
I. Additional Duties assigned			
J. Review Warrior Training tasks, confirm mandatory training completed			
K. Review Training calender/schedule			
L. Review Proper Gov't Cell Phone/TMP use			
M. Off-post familiarization/orientation			
N. KATUSA program			
O. Completed Drivers Training			
P. Medical, dental, education (etc.) Reports turned in.			
Q. Family support requirements			
R. Suicide Prevention Briefing			
Leader Signs and dates when complete: Signature _____ Date _____			