

*Sample Sponsor
Personal Letter*

Your Name
Your Address
City, State & Zip

Dear _____:

Welcome to your new assignment at Fort Riley, Kansas. I have been assigned as your sponsor to help your transition go as smoothly as possible.

The first order of business is to let you know where you can reach me during the next few months:

(You're Name & Rank)

Organization Name
Duty Section
Duty Phone (DSN/Commercial)
Home Phone

(Insert a paragraph describing yourself--married, single, children (names & ages), how long you have been stationed here, unit's mission, & work center.)

Now to business! Please contact the Relocation Program at your installations Army Community Service Center and attend the pre-departure class. When you are there, you can obtain a SITES booklet where most of your questions will be answered.

Here are some basics to get you started:

Transient quarters are available on a reservation basis. As soon as you know what day you will be arriving with PCS orders contact Housing. Reservations are held until 1800 hours, unless you have guaranteed your room with a credit card. To make reservations call (785) 239-2830, 1-800-643-8991 or DSN 856-2830. If you do not reserve a room you will be placed on a "space available basis" standing. Make your reservations early or tell me what you want and I will try and help you. You will receive temporary living facilities for 30 days, so it is imperative that your house-hunting starts immediately. **Don't do anything (i.e. signing agreements or placing a deposit) prior to checking with the housing or relocation office.** You need that off-base briefing to acquaint yourself with Kansas state law and the areas which are best avoided.

If you are single, you can contact the first sergeant or myself to secure a barracks room. If not, you need to stay in billeting at \$35+ per night.

Fort Riley and the surrounding communities are considered a high cost area. The BAQ and VHA will not generally cover your rent. Be prepared. There will be one month's rent, last months rent, security deposit, pet fee, credit screening fee and utility deposits to be incurred. The average two-bedroom apartment begins at \$485.00. Rental homes are more expensive and difficult to obtain. There are waiting lists in all categories of on-base quarters in all ranks.

Once you arrive at Fort Riley you will go to the housing office, during In-Processing, with a copy of your orders and they will help place you on housing when you turn your application in at that time.

There are several utility companies. When you are about to rent, check what company the unit is serviced by and call them. Ask what type of plans they have to offer. For example, one of the most expensive companies offers a "budget plan." You pay the same amount of money during summer and winter, which can be a help. Whenever you ask for any service downtown, state you are active duty Army.

Childcare in the center is a temporary problem here (currently building). There is currently a waiting list of approximately ___ months for the installation child development center. There are Family Child Care (FCC) homes that are located in base quarters (licensed to do day care) that may be able to help you with your current needs.

If your spouse is seeking employment, be sure he or she goes to the Army Community Service Center at your installation and gets assistance on preparing for employment at Fort Riley.

Army Community Service should be one of your first "ports of call" when you arrive. They offer all types of services such as volunteerism, relocation assistance, information and referral, and financial counseling.

(Write a short paragraph about the climate and what the community(s) has to offer.)

I can arrange a general delivery post office box for you prior to your arrival with a copy of your orders. If you have pets refer to the Fort Riley SITES book that has up-to-date information for your traveling needs.

Installation decals for your vehicle may be obtained through the vehicle registration office. The main location is at exit 301 off I-70, but is temporarily housed on 12th Street exit off of exit 202. Current insurance, ID card, license and registration is mandatory. If someone is/has purchased a vehicle for you then you need to have an original Power of Attorney indicating the vehicle is yours.

There is an excellent first class gym, movie theatre, clubs along with outstanding Morale, Welfare, & Recreation opportunities here at Fort Riley.

I'm sure you will have a million questions running around in your head and I have probably only hit a few of them. If not, contact me or go to the Relocation Office at your installation. If you do not have a Relocation Program, contact our Relocation Staff at DSN 856-9435.

Again, welcome to Fort Riley, Kansas. I look forward to meeting you.

Sincerely,

NAME
Rank Spelled out, U.S. Army

(OFFICIAL LETTERHEAD)
(center date)

*Sample Sponsor
Letter*

Rank and Name of Newcomer
(Address)
(Address)
City, State ZIP

Dear (Newcomer's Name):

I have been informed that you have been assigned to the (unit brigade/division/etc.). Please let me welcome you and your family to Fort Riley.

On (date), you completed a "Sponsorship Program Counseling and Information Sheet" at (losing installations name) and requested that a sponsor assist you with your transfer.

I am privileged to say that I am your sponsor and I will do what I can to make your move to Kansas during the (# of the week) in (month) a little easier.

I noticed, in your Information Sheet that you are interested in knowing (requested information) in the Fort Riley and surrounding areas. (Tell if you are interested, if not, find out from someone else and let the soldier know). I will forward these materials to you as soon as I can (if you have sent off for information, let the soldier know.)

I understand that you have a (baby, child, children, teenagers, etc.) (Son/daughter). My (son/daughter) is (the same age/older/younger/about the same age) as your (son/daughter) (name). (Tell if you children plan to communicate at this point; only if they actually will).

I'm sure you will enjoy your tour here at Fort Riley. It is a good place to work and a nice place to raise a family. Please let me know the details of your travel plans as soon as you can. I would be happy to assist you regarding transportation arrangements, reservations and the like. You can call me at work, DSN 825-XXXX or at home (785) XXX-XXXX. If you would like, feel free to write me at my work: (address here).

Sincerely,

(Name)
(Rank, U.S. Army)

(OFFICIAL LETTERHEAD)
(center date)

*Sample Sponsor
Personal Letter*

Enlisted Strength Management

[Soldier's Full Name]
[Soldier's Unit Address]

[Soldier's PMOS]/ {Arrival Month}

Dear [Soldier's Name]:

Congratulations on your assignment to Fort Riley, "Home of America's Army." On behalf of the Commanding General, I want to extend a sincere welcome. We are looking forward to your arrival. The enclosed ACS fact sheet provides general information about our facilities.

Fort Riley is located in the north central part of Kansas, bounded on the east by the city of Manhattan and on the south by Junction City. Interstate 70 (I-70) borders Fort Riley on the southeastern side. Fort Riley consists primarily of 1st Brigade, 1st Infantry Division (Mechanized); 3d Brigade, 1st Armored Division (known as "Old Ironsides"); 937th Engineer Group (Combat); and United States Army Garrison - Ft. Riley.

Your initial assignment is to Headquarters, Fort Riley Replacement Company. You are tentatively assigned to _____ Brigade and will be contacted by your sponsor. If you have not been contacted by a sponsor 45 days prior to your report date please contact SPC _____ at Commercial (785) 239-6754/0449 or DSN 856-6754/0449. If your report date is changed please contact this office so we may inform your sponsor unit, your sponsor will answer questions that you may have about your assignment, the local area, and other items of interest to you. Also, you may obtain information by accessing the internet Fort Riley homepage at <http://www.riley.army.mil>.

If you require Fort Riley on-post housing you must in-process with the Fort Riley Housing Division in order to complete the necessary applications. If upon your arrival there is a shortage of on-post housing, all off-post housing must be inspected by the housing office prior to occupancy.

Upon your arrival, report to Headquarters, Fort Riley Replacement Company, building 208. In case of an emergency or anything else that may cause a delay in reporting, contact Fort Riley's Replacement Company. The telephone number is Commercial (785) 239-2119 or DSN 856-2119. Only the Commander, Headquarters, Fort Riley Replacement Company, can authorize an extension of your leave.

I sincerely hope that your move is completed with minimal problems. I know that you will enjoy your tour of duty at Fort Riley, Kansas.

Home of America's Army!

[Name]
1LT, AG
Chief, Enlisted Strength Management

**(OFFICIAL LETTERHEAD)
(center date)**

*Sample Sponsor
Fact Sheet Letter*

Officer Strength Management

{Soldier's Full Name}
[Soldier's Unit Address]

[Soldier's basic branch]/ [Arrival Month]

Dear [Soldier's Name]:

Congratulations on your assignment to Fort Riley, "Home of America's Army." On behalf of the Commanding General, I want to extend a sincere welcome. We are looking forward to your arrival. The enclosed ACS fact sheet provides general information about our facilities.

Fort Riley is located in the north central part of Kansas, bounded on the east by the city of Manhattan and on the south by Junction City. Interstate 70 (I-70) borders Fort Riley on the southeastern side. Fort Riley consists primarily of 1st Brigade, 1st Infantry Division (Mechanized); 3d Brigade,

Your initial assignment is to Headquarters, Fort Riley Replacement Company. You are tentatively assigned to Brigade and you will be contacted by your sponsor. If you have not been contacted by a sponsor 45 days prior to your report date please contact 2LT at (commercial) 785-239-6705 or DSN 856-6705. If your report date has changed please contact this office so we may inform your sponsor unit. Your sponsor will answer questions that you may have about your assignment, the local area and other items of interest to you. Also, you may obtain information accessing the internet Fort Riley homepage at: <http://www.riley.army.mil>

If you require Fort Riley housing, you must in-process with the Fort Riley Housing Division in order to complete the necessary applications. If upon your arrival there is a shortage of on-post housing, all off-post housing must be inspected by the housing office prior to occupancy.

Upon your arrival, report to Headquarters, Fort Riley Replacement Company, building 214. In case of an emergency or anything else that may cause a delay in reporting, contact Fort Riley's Replacement Company. The telephone number is (785) 239-2119 or DSN 856-2119. Only the commander, Headquarters, Fort Riley Placement Company can authorize an extension until you leave.

I sincerely hope that your move is completed with minimal problems. I know that you will enjoy your tour of duty at Fort Riley, Kansas.

Home of America's Army!

[Name]
[Rank], [Unit]
[Title]

AFZN-GA-ME (600-8-8)

MEMORANDUM THRU Commander, [MSC], Fort Riley, Kansas 66442

FOR Command Sergeant Major, [MSC], Fort Riley, Kansas 66442

SUBJECT: Enlisted Personnel Tasking For Sponsors

Sample Sponsor
Fact Sheet Memo

1. Request your unit select junior and senior enlisted soldiers as sponsors of incoming soldiers. The soldier(s) listed on the enclosure is/are identified for assignment to your unit. Contact this office NLT the above suspense date with the designated sponsor's name, grade and unit. Also, comply with the instructions listed on the enclosure within 10 days.
2. Listed below are unit sponsorship requirements.
 - a. Only those individuals who can represent the gaining unit in a positive manner will be selected as sponsors.
 - b. The sponsor will be of the same grade or higher and of the same material status as the incoming soldier. When possible, the sponsor should be of the same gender with a similar military background.
 - c. Soldiers who have been at Fort Riley less than 60 days will not be designated as sponsors.
 - d. Commanders will ensure sponsors are adequately trained to perform tasks related to sponsorship. Commanders may request a training support package or other assistance from ACS to train sponsors.
 - e. Sponsors will receive feedback on their performance. The effective sponsors should be recognized on the same basis as any other soldier performing in an exemplary manner. Recognition should be given by the appropriate commander and agree with existing award policies.
 - f. More detailed information on sponsorship responsibilities can e found in AR 600-8-8, The Total Army Sponsorship Program, 1 July 1993 and Commanding General's Policy Letter #1-4.
3. Every effort will be made to assign the incoming soldier to the unit which he/she is sponsored. Sponsorship for an appointed soldier does not guarantee the soldier's assignment to that unit. The final assignment will be determined by installation requirements on Day 1 of in-processing.
4. Point contact for this action is [rank] [last name] at [phone numbers].

FOR THE COMMANDER:

[Commander's name]
[Rank] [Place]
[Any additional information]