

DEPARTMENT OF THE ARMY
HEADQUARTERS, WALTER REED ARMY MEDICAL CENTER
6900 Georgia Avenue, NW
Washington, DC 20307-5001

HR-4 Nursing Policy

21 July 2005

Nursing Sponsorship Program

- 1. Purpose:** To provide guidance in the operation of an effective sponsorship program.
- 2. Scope:** This policy applies to all nursing personnel, active duty service members and civilian employees.
- 3. References:** AR 600-8-8, The Total Army Sponsorship Program, 3 April 2002.
- 4. General Description:** The sponsorship program assists service members, civilians and their families during relocation. The program goal is to facilitate the relocation and integration into WRAMC.

a. The sponsor assigned should be of equal or higher rank than the incoming staff member; has been stationed at WRAMC for a minimum of one year; is familiar with DON/WRAMC activities and community resources; and, when possible, is remaining at WRAMC for at least 60 days following the new staff member's arrival.

b. The sponsor, whenever possible, is in a nursing specialty or assignment similar to that of the incoming staff member's area of concentration/medical occupational specialty (AOC/MOS) and has the same or similar family composition/needs.

5. Responsibilities:

a. Deputy Commander for Nursing (DCN)

1) The DCN sends a welcome letter via email traffic to all officers, enlisted and civilian nursing personnel scheduled to relocate to WRAMC. The welcome letter identifies the assigned sponsor's name and telephone number.

2) The DCN notifies the assigned sponsor through the supervisory chain.
(Appendix A)

b. The Chief, Nursing Administration appoints a sponsor for incoming officers. A sponsor is appointed on site for any unscheduled arrivals.

c. Section Chief/Head Nurse

This publication supersedes NPOL HR-4 dated 15 July 2002.

1) The Section Chief provides suitable candidates to serve as sponsors on request.

2) The Section Chief/Head Nurse monitors the status of the sponsor's activities to ensure that sufficient time is allocated and sponsor duties are fulfilled.

d. The Chief Clinical NCO appoints a sponsor for enlisted service members in pay grades E5 and above who are scheduled for assignment to WRAMC. A sponsor is appointed on site for anyone arriving without prior notification and service members in pay grades E1 - E4 upon notification from Military Personnel Division (MPD)/Medical Center Brigade Personnel Administration Center (PAC).

e. Chief, Clinical NCO

1) Upon notification of the arrival of incoming enlisted personnel, the Assistant Chief Clinical NCO will assign the soldier to a duty section. In turn, the section Senior Clinical NCO will assign the soldier to a unit and the unit Wardmaster will assign a sponsor.

2) The Assistant Chief Clinical NCO will monitor the process and fulfillment of sponsor duties for enlisted personnel.

f. Sponsor

1) The sponsor will send the incoming individual a welcome letter which includes a work address and telephone number (commercial line 202-782-XXXX and DSN 662-XXXX). Sponsors are strongly encouraged to include the WRAMC internet site as well as an email address and/or home address and telephone numbers to facilitate faster correspondence. A checklist (Appendix B) to collect information about the new arrival's needs/interests may be included in the sponsor's letter.

2) Sponsors for newly accessed officers from the Officer Basic Course/Officer Advanced Course will either email the new member or mail their welcome letters to:

Officer's Name
AMEDD Center and School
2250 Stanley Road, Suite 214
Fort Sam Houston, TX 78234-6140

3) Sponsors are encouraged to contact newcomers by telephone in addition to sending an email or sponsor letter. This may help resolve last minute questions or details before arrival.

4) Sponsors will answer follow-up correspondence from incoming service members and provide the information requested. Coordination of a meeting time and place should be established either upon the persons' arrival in town, or later when they report to the Department of Nursing. If the sponsor will not be available, arrangements

must be made by the sponsor for a substitute. The sponsor will notify the arriving individual of the arrangements.

5) Use of email for communication is strongly encouraged whenever possible.

6) If needed, the sponsors should assist in arranging for temporary lodging and local transportation during the transition period.

7) Sponsors will keep the supervisory chain and Department of Nursing informed of any change in status during the transition period.

8) Upon arrival of the incoming personnel, the sponsor will:

a) Offer to escort the newcomer to all in-processing locations.

b) Introduce the newcomer to the immediate Chain of Command and supervisor as appropriate.

c) Provide a substitute sponsor if duty hours or leave status prevent assigned sponsor from performing the above functions.

6. Evaluation of Sponsorship Program: The effectiveness of the Sponsorship Program is monitored by feedback received during Nursing Orientation, intake interviews with the individual's supervisor, Head Nurse or Deputy Commander for Nursing.

//original signed//
JOAN P. EITZEN
COL, AN
Deputy Commander for Nursing

Appendix A – Sponsor Memorandum
Appendix B - Checklist for Incoming Personnel

APPENDIX A

MCHL-N

DATE:

MEMORANDUM THRU C, (Enter name of Nursing Section)

FOR: (Enter rank, name and ward/unit of sponsor)

SUBJECT: Sponsorship of Incoming Personnel

1. You have been appointed as sponsor for:

NAME:
REPORT DATE:
FROM:
ADDRESS:

2. As a sponsor, you are asked to make this transition as smooth as possible by welcoming this individual to Walter Reed Army Medical Center. As a sponsor, your responsibilities include:

a. Write a welcome letter and mail it within the next seven days. Include the following information:

1) General information about WRAMC (such as the WRAMC internet site [www.wramc.amedd.army.mil], facilities available, etc.)

2) Housing.

3) Duty telephone number to include DSN.

4) Home telephone number and/or email address is highly recommended.

b. Meet the individual upon arrival if possible. Assist with signing in, meeting the Deputy Commander for Nursing and/or the Chief Clinical NCO, and acquiring housing. If you plan to be on leave or away for any reason, please provide a substitute sponsor to take over your responsibilities and notify the Department of Nursing at 782-6870.

c. As your schedule permits, assist the new officer with inprocessing as well as locating facilities, such as the bank, Commissary/PX, Recreation Center, Day Care and the Community Center.

3. Your assistance in helping welcome new staff is greatly appreciated.

JOAN P. EITZEN
COL, AN
Deputy Commander for Nursing

**APPENDIX B
CHECKLIST FOR INCOMING PERSONNEL**

NAME: _____ RANK _____ AOC/MOS _____

Telephone number and address where you can be reached prior to your WRAMC arrival:

COMPLETE THE FOLLOWING AND RETURN IT TO THE ADDRESS LISTED AT THE BOTTOM OF THIS PAGE.

1. Are you familiar with the Washington, D.C. metropolitan area?
Yes _____ No _____

2. Have you made arrangements for temporary or permanent lodging?
Yes _____ No _____
 - a. Date of arrival _____

 - b. Mode of transportation: POV__ Airline__ Airport__ FLT#____ Time__

 - c. Do you need assistance with any of the following issues:
 1. Lodging upon arrival : Yes _____ No _____
 2. Family members arriving with you? Yes _____ No _____
 3. Transportation from the airport? Yes _____ No _____
 4. Someone to meet you at a designated place if traveling by POV? Yes __ No__
 5. Family members arriving ahead of you? Yes _____ No _____
 Date _____ Time _____ Arrival location _____
 6. Obtaining self help items such as pots, pans, dishes, etc.? Yes__ No__

 - d. Do you need information on any of the following issues:
 1. Permanent housing: apartment _____ single family _____ other _____
 2. Location: Maryland _____ Virginia _____ DC _____
 3. Childcare: preschool _____ day care _____ elementary __ high school __
 number of children _____ age range _____
 4. Schools _____ employment for spouse _____

e. Other concerns/information or assistance needed:

SPONSOR'S ADDRESS AND PHONE NUMBER: