



DEPARTMENT OF THE ARMY
65TH BRIGADE ENGINEER BATTALION
2ND INFANTRY BRIGADE COMBAT TEAM, 25TH INFANTRY DIVISION
SCHOFIELD BARRACKS HI 96857-6084

APTS-EN-CDR

24 January 2024

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 65th Brigade Engineer Battalion Policy Letter #6 – Sponsorship, Reception and Integration

1. Purpose. Establish and outline the 65th BEB Sponsorship, Reception and Integration policy.
2. Reference. AR 600-8-8, Personnel-General, The Total Army Sponsorship Program, 28 June 2019.
3. Our Approach. Every newly assigned BAYONET Soldier and family member to 65th BEB, regardless of rank, will be welcomed with open arms well prior to their arrival. The 65th BEB approach to new arrivals embraces the belief that NO ASSIGNMENT is more impactful on a Soldier's career than their first assignment. Whether 65th BEB is their first assignment or not, every Soldier and family member assigned to 65th BEB will be treated with uncommon dignity and respect. The intent and spirit of the 65th BEB sponsorship program is that every effort be made to provide a first-class reception and integration experience for all, regardless of job or rank.
4. New BAYONETS. Whether "slated" to 65BEB at the Officer Basic Course (most Lieutenants), "hired" by 2IBCT via AIM 2 (most O-3 and above officers), or "assigned" to 2IBCT via the HHBN Reception Company (most enlisted and NCOs) – becoming a member of the BAYONET Team starts upon receipt of "pinpoint" orders to 65BEB, and acknowledgement of an incoming BAYONET on the 65BEB gains roster.
5. Reception, Sponsorship and Integration. In the 25th Infantry Division, reception typically begins at the HHBN-hosted Patching Ceremony on the first duty day of each week. 65th BEB leaders are strongly encouraged to attend this event and "patch" newly arriving Division Soldiers – regardless of their inbound unit. Once the patching ceremony is complete, 65th BEB S-1 will complete the process of providing pinpoint assignments for each Soldier. Soldiers will then receive a welcome brief from the 65th BEB Equal Opportunity Advisor, Sharp Team, Chaplain, CSM and Commander, before release to their perspective Companies for similar welcome briefs. At this critical step, if it has not already occurred, then the following will take place:
 - a. Each Soldier will be assigned a Sponsor from the gaining company/Staff Section, ensuring the sponsor is equal or greater rank, the same gender, MOS, and marital status, and have a minimum of six months' time on station. In

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instances where the inbound Soldier is known to be coming to 65th BEB in advance, every effort will be made to contact the inbound Soldier and facilitate active Sponsorship.

- b. Sponsors will be a helpful and friendly resource for all new Soldiers throughout post and unit in-processing. Particular attention will be paid to ensure unique family support requirements are considered, spouse/NOK information is provided to the Battalion S-1 and Company SFRG, lodging and transportation needs are met, medical status is confirmed, and safety guidance is issued – particularly water safety.
 - c. Commanders will ensure each newly arrived Soldier with an inbound household goods (HHG) shipment is afforded 5x non-chargeable duty days (non-weekends) to facilitate the reception and sorting of the HHG shipment. Days-off can be managed as the Soldier sees fits (e.g., split-up before and/or after arrival of HHG to facilitate home preparation and/or set-up). 5x non-chargeable days are also afforded for HHG processing for outgoing Soldiers departing 65th BEB. This guidance will be overseen by the 65th BEB S-1 and managed at BN level.
 - d. Sponsors will ensure new Soldiers attend the monthly 25ID Community Information Exchange (CIE) in SGT Smith Theater occurring the 4th Thursday of every month, and Families will be strongly encouraged to attend with their Soldier. Immediately following the CIE, Soldiers and Families will move to the Post Conference Room for a Command Inbrief and Welcome, hosted by Warrior 6 and 7.
 - e. Within the first 30 days, unit first-line supervisors will complete initial counseling IAW BDE Policy Letter #8.
 - f. Within the first 90 days, Sponsors and Unit commanders should make every effort to bring new Soldiers to “fully deployable” status – with special consideration given to the following: SRP, weapons qualification, ACFT, packing list verification, AT Level 1, SERE 100.2, HR metric, MEDPROS, PHA, GTCC, and other official passport processing.
6. Newly arriving Soldiers to 65th BEB will be considered “fully integrated” following completion of 5. A-F above.
7. In the event elements of 65th BEB are deployed, the rear Detachment Commander will assign Sponsors and coordinate reception and integration.
8. A copy of this policy will be permanently posted on Battalion and Company policy letter boards.

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9. The point of contact for this memorandum is the undersigned at joseph.e.owens22.mil@army.mil or (808) 260-8178.

A handwritten signature in black ink, appearing to read 'Joe Owens', with a long horizontal flourish extending to the right.

JOSEPH E. OWENS
LTC, EN
Commanding