



DEPARTMENT OF THE ARMY
HEADQUARTERS, 108TH AIR DEFENSE ARTILLERY BRIGADE
BLDG X-4514 AIR DEFENSE LOOP
FORT BRAGG, NORTH CAROLINA 28310-5000

AFVL-DBC

18 June 2025

MEMORANDUM FOR All Personnel of the 108th Air Defense Artillery Brigade

SUBJECT: Policy Memorandum #6: SPARTAN Reception and Integration (RSO&I) and Sponsorship Policy

1. Each newly assigned Soldier to the Brigade is entitled to rapid integration into their unit. Proper reception and integration will greatly enhance the readiness of each Soldier within the organization and the deployment readiness of the assigned organization.
2. Every Soldier in the ranks of private through colonel (excluding Soldiers completing advanced individual training (AIT) and civilian employee through grade GS-15 undergoing a PCS move), will be offered the opportunity to participate in the Advance Arrival Sponsorship Program. Sponsorship is mandatory for first-term Soldiers.
3. Gaining commanders will change pinpoint or ultimate assignments of Soldiers assigned sponsors only in rare or exceptional cases. When assignments are changed, sponsorship will be transferred and coordinated immediately with the gaining command or activity.
4. Reactionary sponsorship will be offered to all Soldiers in ranks private through colonel, and civilian employees through grade GS-15, who arrive at an installation without an assigned sponsor.
5. Incoming Soldiers will log into ACT (Army Career Tracker) where a sponsor will be assigned within 72 hours of receiving a new assignment. It is the responsibility of the incoming Soldiers to complete sections 1, 2, 4, and 5 of DA Form 5434 in order to ensure sponsors have sufficient information for the gaining unit to provide as smooth of a PCS as possible for the SM and their family. Soldiers will complete an in-processing sponsorship survey available on the ACT website in the SURVEYS section after arrival into the unit. ACT can be found at the following link: <https://actnow.army.mil>.
6. Soldier must commence upon initial reception of the Soldier from the welcome center. The first sergeant must assign a leader/mentor for each Soldier to ensure initial integration occurs within the first five working days. Additionally, the Soldier must be interviewed by their battery commander and first sergeant to receive guidance in reference to job expectations. At the end of unit reception, the Soldier, along with his/her assigned leader/mentor, must back brief the unit commander and first sergeant

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to ensure the Soldier completed all initial reception tasks, was advised of Brigade Policy #3, and was educated on SHARP demographics/trends.

7. Completed Reception and Integration Checklists will be maintained at the battery level in the Soldier's individual training records folder. A copy will be retained by the first line leader in their Leader Book.

8. This policy memorandum will be permanently posted on unit bulletin boards until updated or rescinded.



KING E. COOPER JR.
COL, AD
Commanding