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MEMORANDUM FOR See Distribution

SUBJECT: Sponsorship Program

1. Reference:

- a. AR 612-11, 25 Jul 85, The Army Sponsorship Program.
- b. DA Pam 612-1, 30 Aug 85, The Army Sponsorship Program.

2. Background: This policy statement outlines procedures for sponsoring new arrivals to this duty station.

3. Purpose: The purpose of the Military Sponsorship Program is to assist soldiers and their family members in establishing themselves at their new duty station. Much anxiety can develop when an individual makes a change of station. A conscientious and concerned effort on the part of the sponsor can go a long way toward making a smooth transition to a new environment.

4. Policy: It is the policy of the Commander to appoint a sponsor for each new member permanently assigned to this unit. (Sample format of Memorandum of Appointment of Sponsor is given at attachment 1.) Every assistance will be rendered to incoming personnel to make their reassignment as pleasant as possible.

5. Responsibilities and procedures:

a. The Commander will appoint sponsors for incoming personnel upon official notification of assignment. When possible the sponsor will:

- (1) Be of equal grade or higher than that of the incoming member.
- (2) Be the same sex, marital status, and military specialty as the incoming member.
- (3) Be familiar with the surrounding area.

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b. The Personnel NCO will prepare a Letter of Welcome to the individual and his family for the Director's signature. The letter will contain:

(1) Official welcome to the new member and his family.

(2) A request that the newly assigned individual provide the following information as early as available:

(a) Number of family members and ages

(b) Date of departure

(c) Estimated time of arrival

(d) Flight number and airline

(e) Any personal remarks pertaining to the welfare of family members.

c. The sponsor will send a welcome packet and a welcoming letter to the incoming member. (Community and International School of Bangkok (ISB) welcome packets may be obtained from the Admin Office or the Embassy Civilian Liaison Office.) The welcoming letter will include the sponsor's duty address and telephone number. Sponsors should also include their home address and telephone number and information regarding:

(1) The availability of economical housing to include rent, utility costs, and security deposit.

(2) Education facilities that are available for family members in the civilian community.

(3) The types of household goods that are essential, optional, or not required.

(4) The type of climate and recommended clothing.

(5) The availability of military and civilian medical and dental care facilities.

d. A sponsor's guide is provided at attachment 2 to assist the sponsor.

e. Sponsors will offer assistance in obtaining temporary housing for the new member.

f. The sponsor will make arrangements for transportation to meet new arrivals at the airport; accompany new members during in-processing; acquaint new members with surrounding area and facilities; introduce the new members to their supervisors and immediate chain of

command.
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6. Orientation and Assistance:

a. A thorough and timely orientation will start as soon as possible after the new member arrives.

- (1) Discuss mission, organization, and functions.
- (2) Review the nature of the member's duties.
- (3) Provide a tour of the work area and facilities.
- (4) Make personal introductions.
- (5) Discuss performance, conduct, and appearance.
- (6) Advise of working hours and conditions

b. Unless unusual circumstances exist, new arrivals will not be expected to go TDY immediately. The new member will be allowed sufficient time to become organized, process in to the unit, acquire housing and to adjust to the new environment and climate.

CARL J. MASON
COL, MC
Commander

- 3 Attachments
1. Sponsor's Guide
 2. Sample Welcome Ltr
 3. Appointment as Sponsor Memo

DISTRIBUTION:
A

SPONSOR'S GUIDE

1. Forwarded welcome letter on _____
(Date)

2. Estimated date and time of arrival _____

Airline name: _____ Flight Number: _____

3. Make hotel reservations/special arrangements as required.

4. Arrange AFRIMS transportation.

5. Meet new arrival at the customs exit. Check with the PSNCO to obtain a pass to enter the customs area. Coordinate reception with the PSNCO.

6. Familiarize the new arrival with his present location.

7. Brief him/her on location of laboratory, telephone numbers, uniform policy, and duty hours. (Provide individual with a copy of the alert roster and an AFRIMS office telephone number roster.)

8. Explain what health precautions are necessary to insure the well being of new arrivals, until they attend the medical briefing.

9. On the first duty day after his/her arrival, he/she should:
 - a. Report to the Personnel NCO.

 - b. Make an appointment to meet the Commander.

 - c. Show him/her the mail room, secure his/her mail. Ensure a mail-box has been assigned. Arrange an administrative orientation by the PSNCO.

 - d. Point out location of all departments of the laboratory.

10. Provide information on the following items:
 - a. Uniform policy (Dress Code).

 - b. Barber shops, beauty shops, tailor shops.

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- c. Hotels and restaurant locations.
- d. Residential sections, schools, American Embassy.
- e. Money changers.
- f. Church services available.
- g. Customs of Thai people.
- h. Availability of Thai Language classes.
- i. Amusement facilities, theaters, beaches, etc.
- j. Hospitals.
- k. Shopping customs.
- l. Drugs, food, and sundry items purchased on the local market.
- m. Drinking water, ice, etc.
- n. Maids
- o. Transportation.

11. Permanent Housing:

- a. Contact rental agents for the soldier and/or try to help him/her locate suitable housing.
- b. Explain leasing procedures to include option for security inspection by Embassy RSO.
- c. Inform him/her how to arrange for delivery of drinking water, bottled gas, etc.
- d. Checklist for housing hunting:
 - (1) Location:
 - On a paved road, well drained.
 - Reliable neighborhood and neighbors.

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(2) Grounds:

- Paved or raised gravel driveway.
- Proper lawn drainage.
- Raised sidewalks.
- Shade trees especially east, south, and west of the house but not so close as to permit burglar entry.

(3) Dwelling:

- Screening throughout.
- Sturdy locks or bolts on all doors and windows.
- Overhead fans in non-air conditioned rooms.
- Proper western toilet and shower facilities.

(4) Electric Supply:

- At least a 30 amp. meter (larger depending on demand)

(5) Water Supply:

- Check source and pump supply.
- Electric pump system.
- Water heater(s)

(6) Kitchen:

- Completely screened.
- Gas, electric or kerosene cooking stove.
- Sink and water [drinking and washing] available.

(7) Maids' Quarters:

- Adequate depending on individual needs.
- Private servants' bath.

(8) Furnishings:

- According to lease agreement - usually complete or partial - including stove and refrigerator.

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- Washable slip-covers provide for easy up-keep.

(9) Storage:

- Wardrobes with locks.
- If no air conditioning, closets should have protected light bulb to provide dry storage for clothes and leather goods.
- Should have, although limited, storage room/space.

12. After permanent housing is obtained determine if any further assistance can be offered.

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SUBJECT: Welcome Letter

Captain John B. Joe
Walter Reed Army Institute of Research
Walter Reed Army Medical Center
Washington, D.C. 20307-5100

Dear Captain Joe,

I have been appointed as your sponsor and wish to welcome you to AFRIMS. I understand that you have had a previous assignment in Southeast Asia, so you certainly will have some insight to living in this part of the world. Nonetheless, since we have had recent arrivals that have "stumbled and fallen a few times" perhaps we can provide some information that will give your pathway a firmer foundation.

Please find enclosed a "Thailand Package" which will provide a wealth of information about the Bangkok region, including a map with AFRIMS, International School Bangkok (ISB), and Siam City Hotel marked on it. Those specially marked places should be helpful for you to get your bearings. Additionally, I have added a few more items. Our AFRIMS homepage has a wealth of information as well.

There are several options for housing. There are a number of apartment buildings and new ones are being built almost daily. Additionally, there are many homes available to rent. However, finding one that suits your tastes, needs, and your budget could take some time. You may want to live in the same general area of Bangkok as the laboratory. We decided right from the start that we wanted to live on the same side of town as the laboratory. The majority of AFRIMS military personnel live either in a housing complex north of town or along the SkyTrain route.

An additional expense related to housing that most people gladly accept is maid service. It certainly makes life easier over here. This is an out of pocket expense though.

Our experience with house hunting indicates that most rental units are air conditioned. If you have portable units, 220V, 15000+ BTU, you can bring them. You can probably sell them without a loss at the end of your tour. Additionally, most places have a gas stove and an electric refrigerator. Likewise, those items, if not utilized, can be easily sold. (Allowed to sell custom free items 90 days or less from end of tour). Do not bring electric clothes dryer or cooking stove. Electricity is very expensive (\$175-250/month). Any 60 hertz appliances that have a timer will not work properly because of the 50 (Hz) current.

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Public transportation around Bangkok is good. There are efficient and economical bus and taxi services. Cost to ride a bus is 2.5, 3.5 or 6 Baht depending upon the type of bus. For taxi service, a good "rule of thumb" is that it will cost you at least 35 Baht to get in the taxi. Anything over 35 Baht may be negotiable, depending on how far you must go, whether or not it is rush hour and whether the taxi is metered or not.

Some AFRIMS personnel drive their own vehicles. Driving is on the left side of the road in Thailand. Many Europeans and Americans in the private sectors have drivers. A good driver in Bangkok will cost 4000-6000 Baht per month. Many people prefer drivers because the traffic is very heavy and driving is difficult. Because of the crowded conditions, reckless drivers, and lack of law enforcement, there are many vehicle accidents. Most are minor fender benders and that probably accounts for the decrease in our car insurance premiums compared to rates in the U.S.

Routine medical and dental care are handled through US doctors attached to the Embassy and a US civilian dental surgeon. There is a well equipped and staffed hospital in the area surrounding the laboratory for emergencies if they arise. The Embassy medical officer is Dr. Keyes. His office is located in the Diethlem Building, which is next to the Embassy compound. Medical services are provided free of charge for both soldiers and their family members. However, you must pay to have some prescriptions filled. The dentist, is located in the JUSMAG compound. Dental services are provided free of charge to military members, but family members must pay for treatment, unless covered by a dental plan. They are both very professional and provide excellent service.

Do any of your family members have health problems? Severe allergies and asthma may be aggravated by the pollution levels in Bangkok. Pollution levels far exceed that of any American city. Although adequate medical treatment is available, if your family members have health problems it is of utmost importance that this assignment be discussed with your career manager.

If you have not begun to take immunizations to prepare for your assignment to Thailand, I suggest you do so as soon as possible. At a minimum it is advised you receive rabies, hepatitis, and Japanese Encephalitis vaccinations series.

Although we do not routinely wear uniforms there will be occasions when you will be required to wear one, i.e. official photograph, military ceremonies, social events. At a minimum you should hand carry a complete Class "A" uniform and 2 complete sets of BDU's. Dress blues or whites can be worn to at least one big yearly function, which is the Marine Corps Ball. Other uniforms should be shipped in your household goods or air freight. You should ship extra awards and decorations because we do not have a clothing sales store in the area. Usually a sport shirt without a tie is worn during duty hours in lieu of a uniform. (No jeans, shorts, logo tee-shirts, or athletic shoes are worn during duty hours).

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In response to your question on housing. We took a long time finding a house. The first reason was that Mary had her heart set on a house in a compound with a pool. This type of set-up is very hard to find within the housing allowance. The second reason was that we were very happy at the hotel. The accommodations were wonderful and very convenient to everything. This was great since we did not have our car.

We spent 42 days at the Siam City Hotel and found the only real problem was going out to eat every night. With three small children who don't like strange food it was very difficult. But, we adults really enjoyed it. We found the Temporary Living Allowance (TLA) to be adequate to cover our costs while in the hotel.

Regarding TLA, the US Government will pay no more than actual room costs up to amount authorized for your family size. (Depending on family size you may be able to obtain more than one room and still remain within the authorized rate.) You must provide receipts for hotel costs only, not meals. Meals are based on a flat rate, established by family size. From the total daily computed entitlement, the daily rations and quarters allowance must be deducted. The remainder will be what you get. There is a 90 day limit as regards TLA here upon arrival.

Another important thing to be aware of is we do not have a local Army Finance Office. All local payments, such as TLA, are made through the US Embassy and will take an average of 10 working days after submission before payment is made. Your Army pay records will be maintained in Japan.

Enrolling your children in school in Bangkok is quite different from other overseas locations. Our children attend private school at government expense. All of AFRIMS children are attending the International School of Bangkok (ISB), therefore it is the one I will discuss. ISB does not have an open admissions policy. While most children are accepted into the school, it is very important that parents provide the pertinent information as soon as possible before arrival in Bangkok. The information will help ensure a space is saved for the child(ren) pending final acceptance after arrival at the school.

The following information for each child should be sent directly to ISB, in care of the Admissions office:

Name, age, sex of each child
Academic records for past three years
Grade expected to enter

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The mailing address for ISB is:

International School of Bangkok
39/7 Soi Nichida Thani Samakee Road Pakkret,
Nonthaburi 111120
Thailand

Tel: [66] (2) 583-5401/5410

Fax: [66] (2) 583-5432

It is important that the school be advised if your children are in any remedial classes or require special assistance because of learning or emotional problems. For example, if your child has a history of hyperactivity or a special learning disorder (reading, math), you should contact ISB. ISB does not offer programs for all students' needs, and acceptance is not guaranteed.

After arrival at AFRIMS we will make arrangements to get your children enrolled in school via JUSMAG. Application packets and other documents needed for enrollment must be completed at the JUSMAG office first. A JUSMAG representative will arrange the appointment with the school's Admissions Office.

I have enclosed an application packet and general information about the school. Specific questions or concerns should be addressed directly to the school.

Spousal employment is very limited in Bangkok. The language barrier eliminates most positions in the civilian sector. Additionally, pay in the civilian sector is very, very low. Minimum wage here is less than 6 dollars per day.

Concerning your car, American cars 1980 and older can be fixed here with minimal problems. Newer car parts are much harder to come by. The J.C. Whitney catalog of car parts can come in very handy. It is a good idea to buy several air filters, oil filters, and tune-up kits for your car, and pack them in your household goods. It would also be wise to obtain a service manual for your specific vehicle. Thai mechanics are quite innovative, and a service manual will provide great assistance.

Regarding the air shipment, bringing summer clothes, tools, and professional materials are right on target. (Note: Check with your transportation office regarding current weight, size, and other restrictions on air shipments). Thailand uses PAL system for TV transmissions. Most U.S. TV's only operate under the NTSC system. There are multi-system TVs that operate on both. There is a video club at the Embassy that rents VHS tapes (NTSC system).

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Finally, the research here is directed toward tropical infectious diseases such as malaria, hepatitis and arthropod-borne viruses. Your area of work will depend upon your department and supervisor.

I hope I have been able to answer your questions. Please let me know when you have definite arrival-flight information. We are anxious to make sure that you have accommodations. We are looking forward to your arrival and will meet you at the airport. Let us know as new questions arise, and we will do our best to answer them.

Signature

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MEMORANDUM FOR SSG Albert O. Veeo
SUBJECT: Appointment as Sponsor

1. Notification of the pending assignment of _____ to the US Army Medical Component, AFRIMS, has been received by this Headquarters. You have been appointed to serve as his/her official sponsor. A letter of welcome from the Commander was mailed on _____.
2. For your information sponsorship guidelines are attached. For your convenience Embassy information can be obtained from the CLO.
3. Request you furnish the Personnel Staff NCO (PSNCO) with information concerning changes in arrival date, time, etc., as they become known to you. Further request you coordinate airport reception with the PSNCO.
4. Complete and return Comment 2 to the PSNCO.

FOR THE COMMANDER:

1 Encl

ANDRE D CLARK
LTC, MS
Executive Officer