



DEPARTMENT OF THE NAVY

NAVY RECRUITING DISTRICT OHIO

P.O. BOX 3990

COLUMBUS, OHIO 43218-3990

NAVCRUITDISOHIOINST 1740.1E

IN REPLY REFER TO:

011

8 APR 2013

NAVCRUITDIST OHIO INSTRUCTION 1740.1E

Subj: COMMAND SPONSOR PROGRAM

Ref: (a) OPNAVINST 1740.3C
(b) COMNAVCRUITCOMINST 5400.2E

Encl: (1) Sample Commanding Officer's Welcome Aboard Letter
W/Prospective Gain Questionnaire
(2) Sample Welcome Aboard Letter to Member's Spouse
(3) Sample Welcome Aboard Message
(4) Sample Ultimate Assignment and Sponsor Notification
Message (Recruiters Only)
(5) Sample Command Sponsorship Designation Letter
w/return endorsement form
(6) Suggestions for Sponsor Letter w/Sample Letter
(7) Command Sponsor Checklist
(8) Sample Welcome Aboard Letter from Ombudsman
(9) Command Sponsor Program Questionnaire/Critique

1. Purpose. To establish the Command Sponsor Program per references (a) and (b).

2. Cancellation. NAVCRUITDISTOHIOINST 1740.1D.

3. Background. A Permanent Change of Station (PCS) move is unavoidably stressful, particularly when assigned to Recruiting Duty where the traditional support systems and facilities commonly found in fleet concentration areas are not available. A well administered and effective Command Sponsor Program is vital to alleviating the apprehensions and difficulties prospective gains (PG) may incur. The responsibility for an effective Command Sponsor Program rests with all hands.

4. Responsibility. The Command Master Chief (CMC) is responsible for the overall administration of the Command Sponsor Program and shall ensure sponsors are properly trained and motivated in their assigned duties.

5. Program Administration

a. Receipt of Orders. Upon receipt of Prospective Gain (PG)'s orders, the Administrative Officer shall:

(1) Ensure the Commanding Officer's Welcome Aboard letter(s) (enclosures (1) and (2), as required) is prepared and mailed to the PG.

(2) Notify all Department Head's, Command Master Chief and Executive Officer of the PG.

b. Sponsor Assignment. After the PG's assignment is determined:

(1) The CMC shall forward the prospective gain contact information received from NORU to the appropriate Ombudsman.

(2) The Sponsor program Coordinator shall:

(a) Release the Welcome Aboard Message (enclosure (3)) and the Ultimate Duty Assignment and Sponsor Notification Message (Recruiters only) (enclosure (4)) to the PG based on the assignment/sponsor.

(b) Prepare and forward the Command Sponsor Notification Letter (enclosure (5)) to include the suggested topics for the sponsor letter with sample letter, and a sponsor checklist (enclosures (6) and (7)).

(c) Update the tickler with the prospective duty assignment and sponsor.

(3) The designated sponsor shall:

(a) Mail a letter and welcome aboard package to the PG as directed. The sponsor's letter and package should be comprehensive and as specific to the location of the PG's assignment as possible. Sponsors are encouraged to be creative!

(b) Maintain contact with the PG throughout the transition period and work diligently to assist the PG in getting settled into the area, to include ensuring contact with the Ombudsman should the PG desire it.

(c) Schedule the PG's check-in with the Admin Department, and accompany the PG to District Headquarters for check-in.

(d) Provide the PG's mailing address, phone number, family information and E-mail address, as authorized by the PG, to the appropriate Command Ombudsman to assist her/him in preparing her/his personal welcome aboard letter (enclosure (8)).

(4) The appropriate Command Ombudsman shall establish initial contact with the PG by phone and/or email upon receipt of PG information.

6. After Action/Follow up. The CMC will:

a. Obtain the Command Sponsor Program Questionnaire/Critique (enclosure (9)) from the PG upon check-in and take action to correct noted deficiencies.

b. Route critiques through the XO/CO addressing necessary follow-up action to correct noted deficiencies.

c. Maintain a file of completed critique sheets for at least two years after final review of the XO/CO.



JOHN L. NGUYEN

Distribution:
Electronic only via
https://www.milsuite.mil/wiki/Portal:Navy_Recruiting_District_Ohio/Command_Directives

Copy to:
Ombudsman

SAMPLE WELCOME ABOARD LETTER TO MEMBER'S SPOUSE

Date _____

Dear Mr./Mrs. _____,

I would like you to know that we at Navy Recruiting District Ohio are most pleased to have your spouse as a member of our crew. _____ is joining an exceptional team that operates and maintains Navy Recruiting Station _____ with skill and great pride in their accomplishments. I look forward to working with your spouse and have every confidence that he/she will become a valuable member of our outstanding recruiting team.

Navy Recruiting District Ohio is one of our Navy's finest Recruiting Districts. The task of recruiting in this economically challenging time is a demanding one, and one in which the talents and efforts of your spouse are truly needed. All personnel onboard are important to this effort, and are provided the instruction and training needed to learn their jobs and shoulder their particular responsibilities. In turn, I expect each member to work, learn their job, develop their talents, and conduct themselves in a responsible manner both on and off duty. Additional information about our command is available on our Web site at <http://www.cnrc.navy.mil/ohio/default.htm>.

Having been in the Navy for ___ years, I think I realize how much you (and your children) mean to your spouse and what it means to you when he/she is away. I would like you to know that I appreciate the support you give your spouse, and fully recognize that _____ cannot give their best performance without your support. The job your spouse is doing is clearly recognized as important by every responsible authority in our nation's government, and it is a job of service which you can look upon with great pride. I look with equal pride on the wonderful service given by every Navy spouse.

I encourage you to join in the many Navy activities available to you, and hope you will become a member of our Family Readiness Group. I am sure you will make new friends as part of "Team OHIO!" and hope that their friendship will enrich the lives of you and your spouse. Should you ever need my help or advice, my door is always open.

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Additionally, if you should have the need to communicate with me concerning your spouse, please feel free to write at the above address or to call me, my Executive Officer, or my Command Master Chief at (614) 693-3003. Should an emergency arise which requires you to communicate with your spouse or me and you are unable to contact us, you can contact the Chief Administrator at (614) 693-3010, and he will arrange for communication between you and the appropriate party. Our Command Ombudsman is _____, and can be reached at _____. To ensure a smooth and seamless transition for your family's health care, please remind your spouse to contact _____, Health Benefits Advisor, at COMM/DSN _____ for uninterrupted TRICARE enrollment.

I look forward to meeting you and am pleased to have you both aboard.

Sincerely,

I. M. SAMPLE
Commander, U.S. Navy
Commanding Officer

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SAMPLE COMMANDING OFFICER'S WELCOME ABOARD LETTER

1300
Ser 00/
Date

BM2 Ima Good Sailor
USS UNDERWAY (DDG 105)
FPO AP 96601-6416

Dear BM2 Sailor,

Welcome Aboard! On behalf of the entire command, I'd like to welcome you to Navy Recruiting District Ohio and offer my congratulations on your assignment. You have been assigned to Navy Recruiting Station _____ with _____ as your sponsor. His/Her phone number in _____ is _____.

The primary mission of Navy Recruiting District Ohio is to enlist quality young men and women to satisfy the Navy's current and projected enlisted and officer personnel requirements for active and reserve programs. Recruiting is a complex and difficult task, but the people assigned to recruiting duty are committed, "top-notch" individuals who are well trained and prepared to meet these objectives. While the challenges are many, the satisfaction derived from a successful recruiting assignment is equally rewarding.

The efficiency, capability, and strength of our Navy in the future will depend directly on the personnel we recruit during your tour in Navy Recruiting.

Remember, we are one recruiting force committed to accomplishing the recruiting mission through teamwork and dedication. With this in mind, "Team OHIO!" will excel and maintain its reputation as top top-recruiting district in the nation.

Here are a few websites that you may find useful during your transfer:

<http://www.cnrc.navy.mil/ohio/Default.htm>
<http://www.state.oh.us>

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<http://www.ohiobmv.com>
<http://kentucky.gov/unbridledsprit/>
<http://www.kytc.state.ky.us/mvt>
<http://wv.gov>
http://www.wvdot.com/6_motorists/dmv
<http://www.cnrc.navy.mil/gh.htm>
<http://columbusdispatch.com>
<http://www.lifelines.navy.mil>
<http://www.ombudsman.nrdohio@yahoo.com>
<http://www.facebook.com>

It is important that you do not sign any housing leases without first contacting the Government Leased Housing Coordinator, the Logistics Supply Officer (LSO), or the Command Master Chief at (614) 693-3000, or your sponsor.

Again, welcome aboard and I look forward to seeing you soon.

Sincerely,

I. M. SAMPLE
Commander, U.S. Navy
Commanding Officer

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SAMPLE WELCOME ABOARD MESSAGE

1. WELCOME ABOARD! ON BEHALF OF THE ENTIRE COMMAND, I'D LIKE TO WELCOME YOU TO TEAM OHIO AND OFFER MY PERSONAL CONGRATULATIONS ON YOUR ASSIGNMENT. YOU HAVE BEEN BILLETED AS AN/A **ENLISTED RECRUITER/OFFICER RECRUITER/HEADQUARTERS SUPPORT STAFF MEMBER/CLASSIFIER**. PLEASE CONTACT OUR COMMAND MASTER CHIEF **CMDCM(AW/SW/NAC) AARON SHIPLEY AT (614) 693-3003 FOR SPONSOR ASSIGNMENT AND OUR CHIEF RECRUITER NCCM MARK MERSEREAU AT (614) 693-3021 FOR ASSIGNMENT TO A NAVY RECRUITING STATION** PRIOR TO EXECUTING YOUR PCS ORDERS. IT IS IMPERATIVE YOU MAKE CONTACT AS SOON AS POSSIBLE.
2. IF YOU HAVEN'T ALREADY, YOU ARE REQUESTED TO COMPLETE A RECRUITER SCREENING IAW MILPERSMAN ARTICLE 1306-964 AS SOON AS POSSIBLE. YOUR ASSIGNED SPONSOR AND ULTIMATE DUTY STATION WILL BE PROVIDED AT A LATER DATE. TO ASSIST IN ASSIGNING YOU A STATION, REQUEST THE FOLLOWING INFORMATION BE PROVIDED TO NRD OHIO AS SOON AS POSSIBLE:
 - A. AGE:
 - B. ADSD:
 - C. DATE OF RANK:
 - D. HOME OF RECORD:
 - E. LOCATION OF HOUSEHOLD GOODS:
 - F. MARITAL STATUS:
 - G. SPOUSE'S NAME/ADDRESS/PHONE/EMAIL:
 - H. CHILDREN (NAME AND AGES):
 - I. LEAVE ADDRESS/PHONE NUMBER/PERSONAL EMAIL:
 - J. WHAT TYPE OF COMMUNITY ENVIRONMENT WOULD YOU FEEL MOST COMFORTABLE RECRUITING IN? (URBAN, RURAL, SUBURBAN, SMALL TOWN, CITY)

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- K. WILL YOUR DEPENDENTS MOVE TO YOUR ULTIMATE DUTY STATION? YES OR NO
- L. IS THERE A REQUIREMENT TO BE STATIONED NEAR A MAJOR MEDICAL FACILITY? YES OR NO, IF YES, PROVIDE EFM AND CATEGORY INFORMATION.

M. ANY SPECIAL QUALIFICATIONS, INTERESTS OR AMPLIFYING INFORMATION?

3. PLEASE REPLY TO THESE QUESTIONS WITHIN TEN DAYS VIA EMAIL TO:

MATTHEW.MADUEMESI@NAVY.MIL/HECTOR.I.GOMEZ@NAVY.MIL. ONCE YOUR ASSIGNMENT TO A SPECIFIC LOCATION HAS BEEN DETERMINED, AN ULTIMATE DUTY ASSIGNMENT (UDA) WILL BE DELIVERED SEPCOR.

4. THE PRIMARY MISSION OF NAVY RECRUITING DISTRICT OHIO IS TO ENLIST QUALITY YOUNG MEN AND WOMEN TO SATISFY THE NAVY'S CURRENT AND PROJECTED ENLISTED AND OFFICER PERSONNEL REQUIREMENTS FOR ACTIVE AND RESERVE PROGRAMS. RECRUITING IS A COMPLEX, DIFFICULT, BUT REWARDING TASK. SAILORS ASSIGNED TO RECRUITING DUTY ARE COMMITTED, "TOP-NOTCH" INDIVIDUALS WHO ARE WELL TRAINED AND PREPARED TO MEET THESE OBJECTIVES. WHILE THE CHALLENGES ARE MANY, THE SATISFACTION DERIVED FROM A SUCCESSFUL RECRUITING ASSIGNMENT IS EQUALLY REWARDING.

5. THE EFFICIENCY, CAPABILITY, AND STRENGTH OF OUR NAVY IN THE FUTURE WILL DEPEND DIRECTLY ON THE PERSONNEL WE RECRUIT DURING YOUR TOUR IN NAVY RECRUITING.

6. REMEMBER, WE ARE ONE RECRUITING FORCE COMMITTED TO ACCOMPLISHING THE RECRUITING MISSION THROUGH TEAMWORK AND DEDICATION. WITH THIS IN MIND, TEAM OHIO WILL EXCEL AND MAINTAIN ITS REPUTATION AS THE TOP-RECRUITING DISTRICT IN THE NATION, LIVING OUR MOTTO EVERY DAY: UNPARALLELED EXCELLENCE!

7. IT IS IMPORTANT THAT YOU DO NOT SIGN ANY HOUSING LEASES, OR CONTRACTS WITHOUT FIRST CONTACTING OUR GOVERNMENT-LEASED HOUSING COORDINATOR,

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LSC (SW/AW) CHRISTOPHER POWELL AT (614) 693-3050 OR
CHRISTOPHER.POWELL@NAVY.MIL, THE COMMAND MASTER CHIEF, OR YOUR SPONSOR.

8. AGAIN, WELCOME ABOARD AND I LOOK FORWARD TO SEEING YOU SOON.

9. FOR CO: REQUEST FORWARD COPY OF COMPLETED RECRUITER SCREENING MESSAGE TO
THIS COMMAND PRIOR TO TRANSFER.

10. CO SENDS.

BT//

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SAMPLE ULTIMATE DUTY ASSIGNMENT MESSAGE

1. WELCOME AND CONGRATULATIONS ON YOUR ASSIGNMENT TO THE FINEST RECRUITING DISTRICT IN THE NAVY, NRD OHIO!
2. AS DIRECTED BY REF A, YOUR ULTIMATE DUTY ASSIGNMENT (UDA) IS TO NAVY RECRUITING STATION NEWARK LOCATED IN NEWARK, OHIO. IF NOT ALREADY LISTED ON YOUR ORDERS, THE FOLLOWING STATEMENT SHOULD BE TYPED-IN BY YOUR ADMIN OFFICE:
"ULTIMATE DUTY ASSIGNMENT: NAVY RECRUITING DISTRICT OHIO, NAVY RECRUITING STATION NEWARK, NEWARK, OHIO."
3. YOUR SPONSOR IS YN1 (SW) SCOTT GIFFORD. HE MAY BE REACHED AT (614) 693-3014 AND HIS EMAIL ADDRESS IS SCOTT.GIFFORD@NAVY.MIL. YOU MAY USE THE MILITARY TREATMENT FACILITY NEAREST YOUR STATION OR SELECT FROM THE MANY TRICARE PRIME REMOTE DOCTORS IN YOUR AREA. CONTACT LCDR SWANSIGER, THE COMMAND HEALTH BENEFITS ADVISOR FOR TRICARE, AT (614)693-3031 TO ASSIST YOU IN CHANGING ENROLLMENT STATUS OR DESIGNATING YOUR PRIMARY CARE MANAGER.
4. PERSONNEL ASSIGNED TO NRD OHIO MAY BE ELIGIBLE TO PARTICIPATE IN THE GOVERNMENT LEASED HOUSING PROGRAM. THIS PROGRAM IS DESIGNED FOR PERSONNEL ASSIGNED TO AREAS WHERE HOUSING COSTS ARE NOT ADEQUATELY SUPPORTED BY BASIC ALLOWANCE FOR HOUSING (BAH), AND WHERE MILITARY HOUSING IS NOT AVAILABLE WITHIN A REASONABLE COMMUTING DISTANCE. THIS PROGRAM AUTHORIZES THE ARMY CORPS OF ENGINEERS TO PROCURE LEASED HOUSING FOR QUALIFIED MEMBERS. THE LOGISTIC SUPPORT OFFICER, LSC(SW/AW) CHRISTOPHER POWELL, IS THE PROGRAM POINT-OF-CONTACT AND MAY BE REACHED AT (614)693-3050.
5. YOU WILL NEED A COMPLETE SEABAG OF UNIFORMS. THE FOLLOWING UNIFORMS ARE AUTHORIZED: WINTER (PRESCRIBED) SERVICE DRESS BLUE, (ALTERNATE) NAVY SERVICE UNIFORM, SUMMER (PRESCRIBED) SERVICE DRESS WHITE, (ALTERNATE) NAVY SERVICE

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UNIFORM, AND SERVICE KHAKI FOR E-7 AND ABOVE.

6. YOUR BAH RATE IS BASED ON THE ZIP CODE OF THE STATION YOU ARE ASSIGNED TO, NOT NRD OHIO. CHECK WITH YOUR LOCAL DISBURSING OFFICE FOR CORRECT BAH RATES OR GO TO WWW.DTIC.MIL.

7. PLEASE COORDINATE YOUR ARRIVAL DATE WITH NRD OHIO ADMIN TO ENSURE A SMOOTH CHECK-IN. UPON ARRIVAL YOU CAN EXPECT TO BE TEMDU TO HEADQUARTERS NRD OHIO IN COLUMBUS, OH FOR A MINIMUM OF ONE TO TWO DAYS DEPENDING ON YOUR TRAVEL DISTANCE. TO EXPEDITE YOUR CHECK-IN, PLEASE HAVE THE FOLLOWING NKO (WWW.NKO.NAVY.MIL) COURSE COMPLETION CERTIFICATES WITH YOU:

A. DOD INFORMATION ASSURANCE AWARENESS GENERAL MILITARY TRAINING, OPERATIONAL RISK MANAGEMENT GENERAL MILITARY TRAINING: FRATERNIZATION, HAZING AND HOMOSEXUAL CONDUCT POLICY DOD PII, SEXUAL HARASSMENT, TRAFFICKING IN PERSONS, CMEQ, AT LEVEL 1, AAA DRIVER, AND ALL COMPLETED GMT FOR THIS FY.

B. ONLINE COURSES: REMOVABLE MEDIA HANDLING:

[HTTP://IASE.DISA.MIL/ETA/PEDRM/PEDRM/INDEX.HTM](http://IASE.DISA.MIL/ETA/PEDRM/PEDRM/INDEX.HTM)

ANTI-PHISING: [HTTP://IASE.DISA.MIL/ETA/PHISHING/PHISHING/LAUNCHPAGE.HTM](http://IASE.DISA.MIL/ETA/PHISHING/PHISHING/LAUNCHPAGE.HTM)

SAFE HOME COMPUTING: [HTTP://WWW.CERT.ORG/HOMEUSERS/HOMECOMPUTERSECURITY/](http://WWW.CERT.ORG/HOMEUSERS/HOMECOMPUTERSECURITY/)

PERSONALLY IDENTIFIABLE INFORMATION HANDLING PROCEDURES:

[HTTP://IASE.DISA.MIL/ETA/PII/PII_MODULE/INDEX.HTML](http://IASE.DISA.MIL/ETA/PII/PII_MODULE/INDEX.HTML)

8. WITHIN TWENTY-FOUR HOURS OF YOUR ARRIVAL IN NEWARK, CONTACT THE NRD OHIO ADMIN OFFICE AT (614)693-3015.

9. IF YOU HAVE ANY QUESTIONS OR CONCERNS, PLEASE CONTACT:

CMDCM(AW/SW/NAC) SHIPLEY/(614)693-3003/AARON.SHIPLEY@NAVY.MIL

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CR: NCCM MERSEREAU/(614)693-3021/MARK.MERSEREAU@NAVY.MIL

CDO: (614)565-3101/ADMIN OFFICE: (614)693-3033/(614)693-3015

10. NRD OHIO EXTENDS OUR BEST WISHES FOR A SAFE JOURNEY AND LOOKS FORWARD TO
HAVING YOU ABOARD! CO SENDS.

BT//

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SAMPLE DESIGNATION LETTER AS COMMAND SPONSOR

From: Command Master Chief, Navy Recruiting District Ohio
To:

Subj: DESIGNATION AS COMMAND SPONSOR

Ref: (a) NAVCRUITDISTOHIOINST 1740.1D

Encl: (1) Copy of member's orders
(2) Suggestions for your Sponsor Letter
(3) Command Sponsor Checklist
(4) Endorsement to sponsor checklist

1. Per reference (a), you are assigned as a sponsor for _____ who is expected to report to your station/Dept on/about _____ (enclosure (1)).

2. Your minimum responsibilities for this assignment are as follow:

a. Initial Contact: Upon receipt of this letter, you shall make an initial contact welcoming _____ aboard and offer your assistance in his/her transition to Recruiting Duty. I recommend your first attempt at contact be by phone, followed with letter (enclosure (2)). Upon contact, encourage _____ to provide you with a leave address, phone number, email address (if possible) and an estimated date of arrival.

b. Welcome Aboard packet: Within 14 days of receipt of this letter, forward a packet to _____ using the Sponsor checklist (enclosure (3)). Should _____ be unavailable to specify which items are desired, all should be sent.

c. After initial contact and mailing of the welcome aboard package, but not later than 21 days, **complete the Sponsor checklist (enclosure (3)) and fax it with the attached endorsement (enclosure (4)) to me at headquarters.** You are to advise me immediately of any difficulties which may preclude you from completing the above action by the required due date.

Enclosure (5)

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Subj: DESIGNATION AS COMMAND SPONSOR

d. Arrange to personally meet and greet _____ and family upon arrival. Offer assistance in getting settled. Accompany and assist _____ in the check-in process, to include Headquarters check-in. Notify headquarters prior to your visit so the chain of command is ready to greet the new arrival.

3. The above steps are not all inclusive, but rather a set of guidelines to assist you in being a good sponsor. Sponsor packages should be assembled based upon the geographic area of your station. Your local Chamber of Commerce can provide you with a wealth of information such as school information, medical/dental facilities, tourist information, etc., for inclusion in your sponsor package. Should you require further assistance, contact me at 614-469-6672 or 800-634-3751 ext.103.

(Signature of Command Master Chief)

Copy to:
Zone Supervisor
AEPO

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Date: _____

FIRST ENDORSEMENT

From: _____

To: Command Master Chief, Navy Recruiting District Ohio

Via: (1) Chief Administrator

1. As directed, initial contact was made with _____ on _____ . The member (circle as appropriate) did / did not desire: a) sponsorship; b) a sponsor package.

2. A sponsor package and letter were mailed to the member on _____ . The member's anticipated date of check-in is _____ .

3. The following difficulties (if any) were encountered:

(Sponsor signature/date)

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SUGGESTIONS FOR YOUR SPONSOR LETTER

The following are suggestions you can use for writing your sponsor letter.

- Introduce yourself and give a warm welcome.
- Briefly describe the command and NRS area.
- Ask if they need information on the geographic area.
- Tell him/her about his new job.
- Information on climate and area.
- Recreation and service facilities.
- Housing information (for information on Government Leased Housing-refer to CMDCM/LSO).
- Storage facilities.
- Suggestions on what uniform items to stock up on.
- Motel/Temporary lodging arrangements.
- Include anything else you think would be helpful in making arrangement for the individual's transition to the NRD/NRS.
- Provide your mailing address and telephone numbers, both home (optional) and work.
- Ask to be kept informed of travel plans, detachment date from old command, and anticipated arrival time, so that you can be of assistance.

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- Give them an idea of when they will be receiving something from you.
- Make an offer to arrange for temporary lodging, rental car, etc., as requested by the prospective member.
- Discuss when you will meet.
- Discuss arrangements for check-in.
- Be sure to ask for the PG's contact information (address, phone#, email) and whether or not it may be provided to our Ombudsman

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SAMPLE SPONSOR LETTER

Date: _____

Dear _____:

An advance copy of your orders has been received by Navy Recruiting District Ohio. You've been assigned to Recruiting Station _____, which is also where I am assigned and I've been designated as your sponsor.

Our office mailing address is:

Work telephone number: Commercial _____.

You may use this address to have your mail forwarded, if necessary, until you arrive on station.

My home telephone: _____ . I'm usually at home between _____ and _____.

E-mail address:

I expect to mail your Welcome Aboard Package by _____. Should you not receive it by _____, please let me know.

Also, keep me advised of any changes of your intended arrival time and/or method of travel.

Our latest station statistics are:

The District statistics are:

Again, let me welcome you aboard, and if there is any way I can be of further service to you, please contact me.

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(If married, my wife and I would like to invite you and your family for dinner as soon as you are settled (as appropriate)).

Sincerely,

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COMMAND SPONSOR CHECKLIST

Date_____

From:
To: Command Master Chief

SPONSOR CHECKLIST ICO_____

	Date sent	Not desired
_____ Personal welcome letter including station and district statistics.	_____	_____
_____ Map of the state indicating area for which NRS is responsible and approximate driving distance while recruiting.	_____	_____
_____ Map of the local community indicating points of interest (NRS office, local govt. facilities, schools, etc.)	_____	_____
_____ Copy of current Sunday edition of the local newspaper (usually more comprehensive with respect to housing.)	_____	_____
_____ Information on nearest medical and dental facilities (hospitals, clinics, etc.) in the community for dependents' medical care, including TRICARE providers.	_____	_____
_____ Chamber of Commerce brochures on local schools, child care, banks, churches, and temporary lodging.	_____	_____
_____ Average local costs for housing, rentals, and utilities. Information on government leased housing.	_____	_____
_____ State and local requirements (including spouse requirements), for registration, state insurance requirements and location of nearest Bureau of Motor Vehicles.	_____	_____
_____ Information on public transportation, bus stations, and airports.	_____	_____
_____ Command Sponsor Program Questionnaire/Critique.	_____	_____

Use back for comments/additional info:

Enclosure (7)

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SAMPLE WELCOME ABOARD LETTER FROM OMBUDSMAN

Date _____

Dear _____ Family,

Welcome to Navy Recruiting District Ohio. I am one of the Ombudsman that will assist your family. Ombudsman are designated by the command to serve as communication links between the Commanding Officer and command family members, as well as trained information and referral specialists. We are your advocates ready to support, direct, and empower you with all of the resources available. Please be assured that Ombudsman follow the guidelines of confidentiality as required by the Navy Family Ombudsman Program.

We have many years of military spouse experience and have experienced the ups and downs that come with being part of a Navy family. As a team, we look forward to providing assistance that you might need during your time at the new duty station. You may contact me through phone or e-mail. I am available 24 hours a day for emergencies. Contact information is included below.

Once again, I look forward to meeting you at the command orientation and/or command functions.

Sincerely,

Jane Doe
NRD Ohio Ombudsman
Insert e-mail address
Insert phone number
Phone hours for non-emergencies
9am - 5 pm

Enclosure (8)

COMMAND SPONSOR PROGRAM QUESTIONNAIRE/CRITIQUE

Please complete this questionnaire to reflect your experience during your PCS transfer. This critique will be collected during check-in by the Command Master Chief.

NAME:
DATE ARRIVED: _____
ASSIGNED TO: _____
SPONSOR'S NAME:

1. Were you assigned a sponsor prior to arriving?
2. Are you:
Married (Accompanied) ____ (Unaccompanied) ____ Single ____

If you are married, has your spouse been contacted by the command ombudsman?

3. Was your sponsor effective in:

YES	NO	N/A	
_____	_____	_____	a. Answering your questions promptly and accurately?
_____	_____	_____	b. Providing useful information on your ultimate duty station?
_____	_____	_____	c. Meeting you upon arrival?
_____	_____	_____	d. Arranging temporary transportation for job and initial shopping needs?
_____	_____	_____	e. Contacting you prior to your arrival? wrote _____ times? called _____ times?
_____	_____	_____	f. Arranging temporary housing?

- _____ g. Showing you around the local area, assisting you at headquarters check-in, etc?
- _____ h. Presenting a positive attitude toward the command and local area?

4. Which information did you receive from your sponsor / the command prior to arriving that you found helpful?

- _____ Personal welcome letter
- _____ Map of the state indicating area for which your NRS is responsible and approximate mileage to expect for the job.
- _____ Map of the local community indicating primary points of interest (i.e. NRS/office location, government facilities, schools, etc.)
- _____ Copy of current Sunday edition of the local newspaper.
- _____ Information regarding the nearest medical and dental facilities. If out of a Military Treatment Facility catchment area, was a list of facilities (hospitals, clinics, etc.) in the local community available for dependents' medical care, including TRICARE providers included?
- _____ Chamber of Commerce brochures on:
_____ local schools
_____ child care
_____ banks
_____ temporary lodging
- _____ Average local costs for housing, rentals and utilities. Information on government leased housing.

_____ State and local requirements for driver's licenses (including spouse requirements), registration, state insurance requirements and the location of the nearest Bureau of Motor Vehicles.

_____ Information on public transportation, bus stations, airports.

5. a. Overall, how do you rate the helpfulness of your sponsor?

1 2 3 4 5

(Rate 1 - Very Poor to 5 Excellent)

b. How does your spouse(if married) rate the sponsor program?

1 2 3 4 5

6. Please tell us what, if anything, we can do to improve our Sponsor Program and ease the transition of future reporting personnel. Thank you!