



DEPARTMENT OF THE NAVY

NAVY RECRUITING DISTRICT, PORTLAND
7028 N.E. 79TH COURT
PORTLAND, OREGON 97218-2813

NAVCRUITDISTPORTLANDINST 1750.3R
CMC
29 Aug 12

NAVCRUITDIST PORTLAND INSTRUCTION 1750.3R

Subj: SPONSORSHIP PROGRAM

Ref: (a) COMNAVCRUITCOMINST 5400.2E
(b) OPNAVINST 1740.3C
(c) OPNAVINST 1750.1G

Encl: (1) "Welcome Aboard" Message
(2) "Welcome Aboard"/Sponsor Designation Message (Support Personnel)
(3) Ultimate Duty Assignment/Sponsor Designation Message
(4) Designation as Command Sponsor
(5) Completion of Welcome Aboard

1. Purpose. To establish a command sponsor program under the provisions of references (a) through (c). Enclosures (1) through (5) are to be used to execute the sponsor program.

2. Cancellation. NAVCRUITDISTPORTLANDINST 1750.3Q.

3. Background. A Permanent Change-of-Station (PCS) move can be a stressful experience for Navy members and their families; therefore, every effort should be made to lessen the impact and affect a smooth transition to a new environment. This will result in a more stable atmosphere allowing new personnel to more rapidly adapt to the challenges of recruiting. The desired result is a high level of morale so that the mission of the command can be more easily accomplished.

4. Responsibility

a. Command Master Chief (CMC). The CMC is assigned overall Sponsor Program oversight.

b. Administrative Officer (AO). The AO coordinates day-to-day management of the Sponsor Program to include the following duties:

(1) Tracks prospective gains by verifying the Enlisted Distribution Verification Report (EDVR).

(2) Sends "Welcome Aboard" message (enclosure (1) or enclosure (2)) with "Welcome Aboard" package under separate cover within 10 days of receiving orders.

(3) Sends ultimate assignment/sponsor message (enclosure (3)) when notified by the Chief Recruiter (CR) and within 10 days of receiving orders, unless an assignment delay is required. **In no case should the assignment message be delayed more than 30 days from receipt of orders.**

(4) Notifies Department Heads, Sponsors, and Ombudsman of the date of arrival for the new member.

c. Operations Officer (OPSO)/CR. Designates prospective gain ultimate assignment recommendation based on Recruiter Assignment Factor (RAF), manning needs, and when possible the member's desires for enlisted and officer production personnel. Final UDA is approved by the Commanding Officer. Provide sponsor nomination to CMC for incoming Enlisted support personnel.

d. Ombudsman. Assists sponsors in providing information and welcoming new personnel and their families to the district.

e. Health Benefits Advisor (HBA). Assists sponsors in providing active duty and dependent medical/health and supplemental benefits information to new personnel and their families.

5. Action

a. AO. Ensures timely contact with reporting personnel by initiating a "Welcome Aboard" message. Mails NRD Portland Welcome Aboard information package usually the same date as the Welcome Aboard message is released and within 10 days of receiving orders. The AO maintains and updates the Welcome Aboard package on a regular basis. This package shall include the most current information available regarding Government Leased Housing.

b. OPSO or CR. Notifies the AO as soon as possible (usually following contact with the prospective recruiter) of the ultimate assignment, but not later than one month after the receipt of their PCS orders. The AO will notify the member of his/her ultimate duty assignment, using enclosure (3).

c. CR. Designates a sponsor based on the ultimate assignment, using enclosure (4), which specifies in detail the minimum duties required of each sponsor. Officer sponsors will be assigned by the Executive Officer.

d. The Sponsor shall:

(1) Forward a personal letter and "Welcome Aboard" package for the local area to the individual being sponsored. Whenever possible, the package should be tailored to meet the specific needs of the member (family background, housing desires, etc.)

(2) Notify the Ombudsman of the new arrival.

(3) Contact the new member at least three times (more as needed) while they are at Enlisted Navy Recruiting Orientation/Recruiting Officer Management Orientation.

(4) Arrange first night accommodations and assist in arranging temporary lodging as required.

(5) Personally meet and greet the member/family upon arrival.

(6) Forward completion of the "Welcome Aboard" memorandum, enclosure (5), to the CMC via the AO.

e. Ombudsman. Assists sponsors as requested in welcoming new personnel to NRD Portland. This assistance may range from simply providing the name, address, and phone numbers to compiling "Welcome Aboard" packages.



R. M. CANDILORO

Distribution:
NAVCUITDISTPORTLANDINST 5216.1U
Lists A, B, C, and D
Ombudsman

NAVCUITDISTPORTLANDINST 1750.3R
29 Aug 12

WELCOME ABOARD MESSAGE

FM NAVCRUITDIST PORTLAND OR
TO MEMBER'S PRESENT COMMAND
BT

UNCLAS //N01000//
MSGID/GENADMIN/NRD PORTLAND//
SUBJ/WELCOME ABOARD//

RMKS/1. REQ PASS FOL INFO TO _____, USN. CONGRATULATIONS ON YOUR ORDERS TO THE IRONMEN OF NAVY RECRUITING DISTRICT (NRD) PORTLAND. THE MEN AND WOMEN OF NRD PORTLAND HAVE SET THE BAR FOR RECRUITING EXCELLENCE, AND I INVITE YOU TO VIEW OUR WEBSITE AT WWW.CNRC.NAVY.MIL/PORTLAND.

2. NRD PORTLAND ENCOMPASSES FIVE STATES: SW WASHINGTON, OREGON, NORTHERN NEVADA, SW IDAHO, AND NORTHERN CALIFORNIA. A NUMBER OF BILLETTS EXIST IN THE VICINITY OF THE METRO AREAS OF BOISE, IDAHO; RENO, NEVADA; AND PORTLAND, OREGON, AS WELL AS RURAL COMMUNITIES IN OREGON, IDAHO, NEVADA, AND NORTHERN CALIFORNIA. ASSIGNMENTS ARE MADE IN THE BEST INTEREST OF THE DISTRICT AND WITH OUR SAILORS' DESIRES IN MIND. IT IS IMPERATIVE THAT YOU CONTACT THE CHIEF RECRUITER (CR) AT (000) 000-0000 OR _____ (AT)NAVY.MIL TO DISCUSS GEOGRAPHIC LOCATIONS AVAILABLE AND TO MAKE KNOWN YOUR TOP THREE PREFERENCES. IN ADDITION, PLEASE CONTACT _____ AT (000) 000-0000 TO INITIATE SEVERAL IMPORTANT ADMINISTRATIVE ACTIONS. UNDERSTAND THAT YOU WILL RECEIVE BASIC ALLOWANCE FOR HOUSING (BAH) BASED ON THE LOCATION OF YOUR NRS, NOT BASED ON THE LOCATION OF YOUR FAMILY MEMBERS OR YOUR CURRENT DUTY STATION. DO NOT EXECUTE PCS ORDERS, MAKE HOUSING ARRANGEMENTS, OR COMMENCE A HOUSEHOLD GOODS SHIPMENT PRIOR TO MAKING CONTACT WITH THE CR.

3. SHORTLY AFTER RECEIVING YOUR ULTIMATE ASSIGNMENT/SPONSOR DESIGNATION MESSAGE, YOUR SPONSOR WILL PROVIDE YOU WITH A WELCOME ABOARD PACKET THAT CONTAINS INFORMATION ABOUT THE AREA TO WHICH YOU ARE BEING ASSIGNED. WE ENCOURAGE YOU TO CONTACT YOUR SPONSOR AND MAKE HIM/HER AWARE OF YOUR TEMPORARY LODGING NEEDS (FAMILY SIZE, NUMBER OF BEDROOMS, ETC.) SO THAT HE/SHE MAY ASSIST IN ARRANGING ADEQUATE ACCOMMODATIONS.

4. NAVADMIN 027/08 TRANSFERRED THE RESPONSIBILITY FOR TEACHING NAVLEAD FROM THE CENTER FOR NAVAL LEADERSHIP (CNL) TO THE SAILOR'S COMMAND. DUE TO THE REMOTE NATURE OF RECRUITING DUTY YOU ARE STRONGLY ENCOURAGED TO COMPLETE THE APPROPRIATE NAVLEAD PRIOR TO TRANSFERRING.

5. WE LOOK FORWARD TO YOUR ARRIVAL AS THE NEWEST MEMBER OF OUR TEAM. YOU WILL BE RECEIVING AN ADDITIONAL COMMAND WELCOME ABOARD INFORMATION PACKAGE SHORTLY, UNDER SEPARATE COVER. IF YOU HAVE IMMEDIATE QUESTIONS OR NEED ASSISTANCE IN ANY WAY, PLEASE CALL _____ AT (000) 000-0000 AT

_____. (AT)NAVY.MIL, _____ AT (000) 000-0000 AT E-MAIL

_____. (AT)NAVY.MIL OR _____ AT (000) 000-0000 AT E-MAIL

_____. (AT)NAVY.MIL. OUR WEBSITE ALSO CONTAINS IMPORTANT INFORMATION REGARDING GOVERNMENT LEASED HOUSING (GLH). SHOULD YOU DECIDE TO MOVE INTO GLH, YOU MUST NOTIFY ADMIN IMMEDIATELY TO STOP YOUR BAH. THE COMMAND'S GLH COORDINATOR IS _____ AT (000) 000-0000 OR

_____. (AT)NAVY.MIL. ADDITIONALLY, YOU CAN FIND A HELPFUL GUIDE TITLED "FAMILIES IN RECRUITING, SUCCESSFUL TRANSITIONS" AT: WWW.CNRC.NAVY.MIL, UNDER THE "BECOME A NAVY RECRUITER" LINK.

6. ONCE AGAIN, WELCOME TO TEAM IRON. YOU ARE EMBARKING ON AN EXTREMELY REWARDING AND IMPORTANT TOUR TO FIND THIS GREAT NATION'S FUTURE HEROES, THOSE WHO HAVE WHAT IT TAKES TO DO WHAT WE DO. I LOOK FORWARD TO SERVING WITH YOU IN THE NEAR FUTURE AS WE CHALLENGE OTHERS TO TEST THEIR METTLE WITH STRENGTH AND HONOR.

7. CDR _____, COMMANDING OFFICER SENDS.//

BT

Enclosure (1)

NAVCUITDISTPORTLANDINST 1750.3R
29 Aug 12

WELCOME ABOARD/SPONSOR DESIGNATION MESSAGE (SUPPORT PERSONNEL)

FM NAVCRUITDIST PORTLAND OR
TO MEMBER'S PRESENT COMMAND
BT

UNCLAS //N01300//

MSGID/GENADMIN/NRD PORTLAND//

SUBJ/ULTIMATE DUTY ASSIGNMENT AND SPONSOR DESIGNATION//

REF/A/RMG/COMNAVPERSCOM ENLISTED ORDERS MILLINGTON TN/_____/

AMPN/REF A IS BUPERS ORDER ____//

RMKS/1. REQ PASS FOL INFO TO _____, USN. CONGRATULATIONS ON YOUR ORDERS TO NAVY RECRUITING DISTRICT (NRD) PORTLAND. WELCOME ABOARD OUR WINNING TEAM AND TO ONE OF THE MOST IMPORTANT JOBS YOU WILL EVER HAVE, MANNING OUR NAVY. YOUR ASSIGNMENT TO NAVY RECRUITING WILL PROVIDE YOU WITH CHALLENGING PROFESSIONAL OPPORTUNITIES TO SERVE OUR NAVY IN A VITAL ROLE.

2. AS DIR/INDICATED BY REF A, YOUR ULTIMATE DUTY ASSIGNMENT WITHIN NRD PORTLAND IS AT NAVY RECRUITING STATION, _____, (ZIP CODE: _____). YOUR SPONSOR, _____, WILL CONTACT YOU SOON WITH INFO ABOUT YOUR SPECIFIC AREA. YOU ARE INVITED TO CALL HIM AT COMM PHONE: (000) 000-0000.

UNDERSTAND THAT YOU WILL RECEIVE BASIC ALLOWANCE FOR HOUSING (BAH) BASED ON THE ZIP CODE OF THE NRS, NOT BASED ON THE LOCATION OF YOUR FAMILY MEMBERS OR YOUR CURRENT DUTY STATION.

3. IMPORTANT--YOU ARE ENTITLED TO RECEIVE TEMPORARY LODGING EXPENSE (TLE) WHICH MAY BE USED IN ANY COMBINATION AT YOUR CURRENT OR ULTIMATE DUTY STATION, NOT TO EXCEED 10 DAYS MAXIMUM. CONTACT YOUR LOCAL PSD FOR ANY QUESTIONS YOU HAVE ABOUT TLE BEFORE YOUR DETACHMENT.

4. YOU ARE REQUIRED TO HAVE A GOVERNMENT TRAVEL CARD DURING YOUR TOUR AT NRD PORTLAND. THE GOVERNMENT TRAVEL CARD COORDINATOR IS _____. PLEASE CONTACT HER IMMEDIATELY AT (000) 000-0000 OR _____ (AT)NAVY.MIL.

5. THE NEAREST MILITARY TREATMENT FACILITY (MTF) IS LOCATED MORE THAN 50 MILES FROM ULTDUSTA AND IS OUTSIDE AN MTF CATCHMENT AREA. TRICARE IS REQD FOR MEDICAL CARE. ENROLLMENT IN TRICARE PRIME REMOTE SHOULD BE CONSIDERED. THE NRD COMMAND HEALTH BENEFITS ADVISOR (HBA), _____, IS LOCATED AT THE NRD PORTLAND HEADQUARTERS. HE CAN BE REACHED AT (000) 000-0000 AND WILL PROVIDE A COMPLETE INDOC UPON ARRIVAL.

6. THE COMMAND OMBUDSMAN IS _____, WHO MAY BE CONTACTED BY WRITING TO 7028 NE 79TH CT, PORTLAND, OR 97218; OR BY CALLING (000) 000-0000; OR BY E-MAILING NRDP_OMBUDSMAN(AT)YAHOO.COM.

7. NAVADMIN 027/08 TRANSFERRED THE RESPONSIBILITY FOR TEACHING NAVLEAD FROM THE CENTERS OF NAVAL LEADERSHIP (CNL) TO THE COMMAND. DUE TO THE REMOTE NATURE OF RECRUITING DUTY YOU ARE STRONGLY ENCOURAGED TO COMPLETE THE APPROPRIATE NAVLEAD PRIOR TO TRANSFERRING.

8. FAMILIARIZE YOURSELF WITH CHAPTER 5 OF JOINT TRAVEL REGULATIONS WHICH REFERS TO MBR'S ALLOWANCES AND SUBSISTENCE, DEPN ALLOWANCE FOR TRANS, HOUSEHOLD GOODS/POV/MOBILE HOMES TRANS, DISLOCATION ALLOWANCE, AND TEMPORARY LODGING EXPENSE. ENSURE THAT YOUR HOUSEHOLD GOODS ARE SENT TO THE APPROPRIATE HHG/TRANSPORTATION OFFICE FOR YOUR RECRUITING STATION (NOT NECESSARILY THE SAME AS FOR NRD PORTLAND).

9. WE LOOK FORWARD TO YOUR ARRIVAL AS A MOST IMPORTANT MEMBER OF OUR TEAM. ON BEHALF OF ALL OF US -- WELCOME ABOARD. IF YOU HAVE IMMEDIATE QUESTIONS OR NEED ASSISTANCE IN ANY WAY, PLEASE CALL _____ AT (000) 000-0000 OR _____ (AT)NAVY.MIL, _____ AT (000) 000-0000 OR _____ (AT)NAVY.MIL OR _____ AT (000) 000-0000 OR _____ (AT)NAVY.MIL.

_____ (AT)NAVY.MIL, _____ AT (000) 000-0000 OR _____ (AT)NAVY.MIL OR _____ AT (000) 000-0000 OR _____ (AT)NAVY.MIL.

10. CDR _____, USN, COMMANDING OFFICER, SENDS.//

BT

Enclosure (2)

NAVCRUITDISTPORTLANDINST 1750.3R
29 Aug 12

ULTIMATE DUTY ASSIGNMENT/SPONSOR DESIGNATION MESSAGE

FM NAVCRUITDIST PORTLAND OR
TO MEMBER'S PRESENT COMMAND
INFO NAVCRUITCOM ORIENT UNIT PENSACOLA FL

BT

UNCLAS //N01300//

MSGID/GENADMIN/NRD PORTLAND//

SUBJ/ULTIMATE DUTY ASSIGNMENT AND SPONSOR DESIGNATION//

REF/A/GENADMIN/COMNAVPERSCOM ENLISTED ORDERS MILLINGTON TN/ _____//

AMPN/REF A IS BUPERS ORDER _____//

RMKS/1. REQ PASS FOL INFO TO _____, USN. CONGRATULATIONS ON YOUR ORDERS TO NAVY RECRUITING DISTRICT (NRD) PORTLAND. WELCOME ABOARD OUR WINNING TEAM AND TO ONE OF THE MOST IMPORTANT JOBS YOU WILL EVER HAVE, MANNING OUR NAVY. YOUR ASSIGNMENT TO NAVY RECRUITING WILL PROVIDE YOU WITH CHALLENGING PROFESSIONAL OPPORTUNITIES TO SERVE OUR NAVY IN A VITAL ROLE.
2. AS DIR/INDICATED BY REF A, YOUR ULTIMATE DUTY ASSIGNMENT WITHIN NRD PORTLAND IS NAVY RECRUITING STATION (NRS), _____ (ZIP CODE: _____). YOUR SPONSOR, _____, WILL CONTACT YOU SOON WITH INFO ABOUT YOUR SPECIFIC AREA. YOU ARE INVITED TO CALL HIM AT COMM PHONE: (000) 000-0000. BEFORE OBTAINING PERMANENT HOUSING IN THIS AREA, MAKE SURE YOU CONTACT YOUR SPONSOR OR THE CMC AT (000) 000-0000 TO DISCUSS THIS TOPIC. UNDERSTAND THAT YOU WILL RECEIVE BASIC ALLOWANCE FOR HOUSING (BAH) BASED ON THE ZIP CODE OF THE NRS, NOT BASED ON THE LOCATION OF YOUR FAMILY MEMBERS OR YOUR CURRENT DUTY STATION.

3. IMPORTANT--YOU ARE ENTITLED TO RECEIVE TEMPORARY LODGING EXPENSE (TLE) WHICH MAY BE USED IN ANY COMBINATION AT YOUR CURRENT OR ULTIMATE DUTY STATION, NOT TO EXCEED 10 DAYS MAXIMUM. CONTACT YOUR LOCAL PSD FOR ANY QUESTIONS YOU HAVE ABOUT TLE BEFORE YOUR DETACHMENT.

4. YOU ARE REQUIRED TO HAVE A GOVERNMENT TRAVEL CARD DURING YOUR TOUR AT NRD PORTLAND. THE GOVERNMENT TRAVEL CARD COORIDNATOR IS _____. PLEASE CONTACT HER IMMEDIATELY AT (000) 000-0000 OR EMAIL _____@NAVY.MIL.

5. THE NEAREST MILITARY TREATMENT FACILITY (MTF) IS LOCATED MORE THAN 50 MILES FROM ULTDUSTA AND IS OUTSIDE AN MTF CATCHMENT AREA. TRICARE IS REQD FOR MEDICAL CARE. ENROLLMENT IN TRICARE PRIME REMOTE SHOULD BE CONSIDERED. THE NRD COMMAND HEALTH BENEFITS ADVISOR (HBA), _____, IS LOCATED AT THE NRD PORTLAND HEADQUARTERS. HE MAY BE REACHED AT (000) 000-0000 AND WILL PROVIDE A COMPLETE INDOC UPON ARRIVAL.

6. THE COMMAND OMBUDSMAN IS _____, WHO MAY BE CONTACTED BY WRITING TO 7028 NE 79TH CT, BLDG 2, PORTLAND, OR 97218, OR BY PHONE AT (000) 000-0000 OR E-MAIL OMBUDSMAN NRDP(AT)YAHOO.COM.

7. NAVADMIN 027/08 TRANSFERRED THE RESPONSIBILITY FOR TEACHING NAVLEAD FROM THE CENTERS OF NAVAL LEADERSHIP (CNL) TO THE COMMAND. DUE TO THE REMOTE NATURE OF RECRUITING DUTY YOU ARE STRONGLY ENCOURAGED TO COMPLETE THE APPROPRIATE NAVLEAD PRIOR TO TRANSFERRING.

8. FAMILIARIZE YOURSELF WITH CHAPTER 5 OF JOINT TRAVEL REGULATIONS WHICH REFERS TO MBR'S ALLOWANCES AND SUBSISTENCE, DEPN ALLOWANCE FOR TRANS, HOUSEHOLD GOODS/POV/MOBILE HOMES TRANS, DISLOCATION ALLOWANCE, AND TEMPORARY LODGING EXPENSE. ENSURE THAT YOUR HOUSEHOLD GOODS ARE SENT TO THE APPROPRIATE HHG/TRANSPORTATION OFFICE FOR YOUR RECRUITING STATION (NOT NECESSARILY THE SAME AS FOR NRD PORTLAND).

9. WE LOOK FORWARD TO YOUR ARRIVAL AS AN IMPORTANT MEMBER OF OUR TEAM. ON BEHALF OF ALL OF US -- WELCOME ABOARD. IF YOU HAVE IMMEDIATE QUESTIONS OR NEED ASSISTANCE IN ANY WAY, PLEASE CALL _____ AT (000) 000-0000 OR EMAIL _____@NAVY.MIL, _____ AT (000) 000-0000, E-MAIL _____@NAVY.MIL OR _____ AT (000) 000-0000, E-MAIL _____@NAVY.MIL.

Enclosure (3)

NAVCUITDISTPORTLANDINST 1750.3R
29 Aug 12

10. _ . _ . _____, CDR, USN, COMMANDING OFFICER, SENDS.//
BT

NAVCUITDISTPORTLANDINST 1750.3R
29 Aug 12

1750
11 Jun 12

From: Command Master Chief, Navy Recruiting District Portland
To: **My #1 Sailor**

Subj: DESIGNATION AS COMMAND SPONSOR

Ref: (a) NAVCRUITDISTPORTLANDINST 1750.3Q

Encl: (1) Completion of Welcome Aboard

1. Per reference (a), you are assigned as the Command sponsor for **FT2 Wanna B. Recruiter** who is reporting to NRD Portland, OR not later than: 8 October 2008. The mailing address for **FT2 Recruiter** is:

USS BATAAN (LHD 5)
FPO AE 09565-1657

2. You represent the Commanding Officer and me in welcoming **FT2 Recruiter** aboard. As such, your duties and responsibilities include:

a. Initial Contact. Upon receiving this letter, make an initial contact either by telephone or letter welcoming him on board. At the same time, offer your assistance in helping him transition to recruiting duty. **I am counting on you** to contact the Ombudsman in a joint effort to ensure all needs of the Navy family are met.

b. Follow-up. Immediately following initial contact and within ten days of receiving this letter, forward a "Welcome Aboard" packet which includes, as a minimum, the following:

- (1) Personal "Welcome Aboard" Letter.
- (2) State Map. (Indicate the area for which your Navy Recruiting Station is responsible).
- (3) Local community or city map. Indicate primary points of interest, e.g., NRD Headquarters, NRS location, government facilities, etc.
- (4) A current, local newspaper.
- (5) Information as to the closest military medical/dental facilities, plus facilities available for dependent medical care, including TRICARE.
- (6) Facilities for the handicapped.
- (7) Information on local schools, public and private.
- (8) Adult education programs.
- (9) Churches available in the community.
- (10) Civilian service organizations, e.g., American Red Cross, Boy Scouts, Girl Scouts, Elks Club, etc.
- (11) Credit Unions/financial institutions.

Enclosure (4)

NAVCRUITDISTPORTLANDINST 1750.3R
29 Aug 12

Subj: DESIGNATION AS COMMAND SPONSOR

- (12) Public Transportation.
- (13) Child Care Centers.
- (14) State and local requirements for driver's license and vehicle registration.
- (15) Recreation Facilities.
- (16) Names and addresses of agencies or persons which may be helpful in obtaining housing.
- (17) Selected pamphlets and brochures on the area obtained from the local Chamber of Commerce.
- (18) Information on climate, local customs, and suggested types of clothing for family.
- (19) District Headquarters phone numbers.
- (20) Commissaries, exchanges, and other facilities.
- (21) Child Abuse/Parent Hotline.
- (22) Employment Opportunities for spouse.

c. Maintain liaison with Ombudsman for assistance.

d. Upon Arrival

(1) Arrange for first night accommodations, including meals as may be required.

(2) Personally meet and greet **FT2 Recruiter** upon arrival.

Offer further assistance as desired by **FT2 Recruiter** to help ensure an expedient settling in.

3. Enclosure (1) is a memorandum report of completion which you shall submit to me after initial contact and follow-up packet action have been completed. **Ensure a copy of your personal welcome aboard letter is attached to enclosure (1) and returned to me via the Personnel Officer within 10 days.**

4. The responsibilities outlined above are the minimum required to make our Sponsor Program work; however, a truly effective Program will depend greatly upon **your** ingenuity, resourcefulness, and drive. The ultimate test will be whether or not **FT2 Recruiter** quickly and easily settles into his/her new job and location.

5. If you have any questions regarding your responsibilities, please contact your zone supervisor or me A.S.A.P. Thank you for your hard work supporting our Navy's mission!

Regards,

I. M. CMC

NAVCRUITDISTPORTLANDINST 1750.3R
29 Aug 12

Date _____

From: My #1 Sailor, Sponsor
To: Command Master Chief, Navy Recruiting District Portland
Via: Chief Administrator, Navy Recruiting District Portland

Subj: COMPLETION OF WELCOME ABOARD

Ref: (a) NAVCRUITDISTPORTLANDINST 1750.3Q

Encl: (1) Copy of personal letter to member from sponsor

1. As directed by reference (a), initial contact was made with FT2
Wanna B. Recruiter on _____. The follow-up information
packet was mailed on _____. His current and travel phone
numbers are: _____,
(current) (travel)

2. Completed letter, and enclosure (1), faxed to the ADMIN FAX (503)
258-2033, on _____.

SPONSOR SIGNATURE

Enclosure (5)