



DEPARTMENT OF THE NAVY  
NAVY RECRUITING DISTRICT RICHMOND  
411 EAST FRANKLIN STREET  
SUITE 101  
RICHMOND, VA 23219-2243

NRDRICHINST 1720.1K  
Code 10  
26 Dec 13

NAVCRUITDIST RICHMOND INSTRUCTION 1720.1K

From: Commanding Officer, Navy Recruiting District Richmond

Subj: SPONSOR PROGRAM

Ref: (a) OPNAVINST 1740.3C  
(b) COMNAVCRUITCOMINST 1740.1E

Encl: (1) Personal Information Request Message  
(2) Ultimate Duty Assignment Message  
(3) Sample Commanding Officer's Welcome Aboard Letter  
(4) Sponsor Checklist  
(5) Sponsor Program Evaluation Sheet  
(6) Sample Sponsor Letter

1. Purpose. Recruiting duty is unlike any other duty encountered in the Navy. Navy Recruiting District Richmond's Sponsor Program will ease the transition from the unfamiliar to the familiar for the new recruiter/support Sailor and their families. References (a) and (b) outline the basis for the program. This instruction promulgates procedures for implementation of the program, including the initiation of the welcome aboard letter and sponsor assignment.

2. Cancellation. NRDRICHINST 1720.1J

3. Background. Because of the large geographical area Navy Recruiting District Richmond covers, the welcome aboard letter is the first step in ensuring newly reporting personnel are made to feel welcome and properly prepared for recruiting duty. Assignment of a sponsor will ensure the intentions of the program are carried out to the fullest and that specific information, tailored to the new member's needs and desires, is provided.

4. Action

a. Chief Administrator

(1) Upon receipt of orders regarding the assignment of a new member, the Admin Department will send out enclosure (1), prepare enclosure (2) and mail it to the new member within 15 days from receipt of orders.

(2) Upon notification of Ultimate Duty Station Assignment (UDA) for prospective recruiters, prepare and send out within three working days, enclosures (3) and (4).

(3) Maintain and update the gains and losses tracking system to ensure all required correspondence and documentation have been completed.

b. Command Master Chief

(1) The Command Master Chief (CMC) will serve as the overall Sponsor Program Coordinator. As such, the CMC will ensure all facets of the program are executed in accordance with this instruction.

(2) During the indoctrination process, the CMC will ensure that enclosure (5) is filled out and retained on file for one year. This critique will serve as a means to provide sponsor program feedback and improvement.

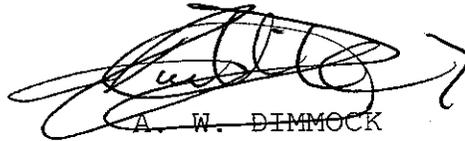
5. Sponsor Assignment

a. Support Personnel. Department Heads will assign sponsors for their incoming personnel. This sponsor will also serve as the new member's mentor until such a time when the new member selects one of their own, as delineated in Navy Recruiting District Richmond's Mentor Program instruction.

b. Enlisted Recruiters. The Leading Chief Petty Officer/ Leading Petty Officer of the assigned Navy Recruiting Station (NRS) will serve as the sponsor for the new recruiter.

6. Sponsor

a. The assigned sponsor shall make every effort to contact the new member by phone within three working days of sponsorship notification. If phone contact cannot be made, then an email shall be sent out to the new recruiter or support personnel. In the event that the sponsor is unable to locate the new recruiter or support personnel and after exhausting all options, the assigned sponsor shall contact the CMC for further assistance. Upon arrival of the new personnel, the assigned sponsor will escort him/her to Headquarters for check-in and assist them with the check-in process.



A. W. DIMMOCK

Distribution:  
NRDRICHINST 5216.1  
List III  
Command Ombudsman

UNCLASSIFIED

FM NAVCRUITDIST RICHMOND VA//JJJ//  
TO STRKFITRON THREE ONE  
PERSUPP DET LITTLE CREEK VA//JJJ//  
NAVCRUITDIST ORIENT UNIT PENSACOLA FL//JJJ//  
PERSUPP DET PENSACOLA FL//JJJ//  
INFO NAVCRUITDIST RICHMOND VA//JJJ//  
UNCLAS//N01326//  
MSGID/GENADMIN/NRD RICHMOND VA//  
SUBJ/PROSPECTIVE GAIN PERSONAL INFORMATION MESSAGE ICO AD1 JAMES AARON DOE,  
USN, XXX-XX-0000 //  
REF/A/GENADMIN/NPC/220443ZJAN08//  
REF/B/DOC/NRD RICHMOND/MMDDYY//  
NARR/REF A IS BUPERS ORDER: 0000. REF B IS NAVCRUITDISTRICTINST 1720.1J.  
POC T. D. SPAIN/YNC/ADMIN DEPT/NRD RICHMOND HEADQUARTERS/804-771-2037 EXT 116  
RMKS/1. FOR CO: REQUEST FORWARD COPY OF COMPLETED RECRUITER SCREENING  
MESSAGE TO THIS COMMAND PRIOR TO TRANSFER.  
2. FOR MEMBER: YOU ARE REQUESTED TO COMPLETE A RECRUITER SCREENING IAW  
MILPERSMAN ARTICLE 1306-964 AS SOON AS POSSIBLE. SPONSOR AND ASSIGNED  
STATION WILL BE PROVIDED AT A LATER DATE. TO ASSIST IN ASSIGNING YOU A  
STATION, REQUEST THE FOLLOWING INFORMATION BE PROVIDED TO NRD RICHMOND ASAP:  
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:  
H. CHILDREN (NAME AND AGES):  
I. LEAVE ADDRESS/PHONE NUMBER:  
J. WHAT TYPE OF COMMUNITY ENVIRONMENT WOULD YOU FEEL MOST COMFORTABLE  
RECRUITING IN? (URBAN, RURAL, SUBURBAN, SMALL TOWN, CITY).  
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. CONTACT ASAP THE CHIEF RECRUITER, NCCM GRUNKOWSKI AT (804) 771-2001 EXT.  
120 TO DISCUSS YOUR ULTIMATE DUTY STATION ASSIGNMENT OPTIONS. YOUR COMMAND  
MASTER CHIEF CMDM(SS) NEIL A. DAVENPORT. HE CAN BE REACHED AT COM. (804)  
771-2001 EXT 147.  
4. REPLY WITHIN TEN DAYS ATTN: CHIEF ADMINISTRATOR.  
5. A. W. DIMMOCK, CDR, USN, COMMANDING OFFICER SENDS.//  
BT  
#001

NNNN

Enclosure (1)

FM NAVCRUITDIST RICHMOND VA//JJJ  
TO USS NEVERSAIL  
PERSUPP DET PEARL HARBOR HI//JJJ//  
NAVCRUITIST ORIENT UNIT PENSACOLA FL//JJJ//  
PERSUPP DET PENSACOLA FL//JJJ//  
PERSUPP DET LITTLE CREEK VA//JJJ//  
INFO NAVCRUITDIST RICHMOND VA//JJJ//  
UNCLAS //N01326//  
MSGID/GENADMIN/NRD RICHMOND//  
SUBJ/ULTIMATE DUTY ASSIGNMENT ICO AD1 JAMES AARON DOE USN XXX-XX-0000//  
REF/A/GENADMIN/NPC/110001ZJAN11//  
REF/B/ GENADMIN/NRD RICHMOND/13 JAN 11  
NARR/REF A IS BUPERS ORDER 0000 . REF B IS PROSPECTIVE GAIN LETTER.  
POC B. L. HUMBLES/YN1/ADMIN DEPT/NRD RICHMOND HEADQUARTERS/804-771-2037  
RMKS/  
1. REQUEST PASS FOLLOWING TO AD1 JAMES AARON DOE.  
2. WELCOME TO NAVY RECRUITING DISTRICT RICHMOND. YOU ARE TO REPORT NO  
LATER THAN 0900 22 JUL 2011.  
3. INFORMATION REGARDING YOUR ASSIGNED DUTY STATION, SPONSOR, AND  
APPLICABLE PHONE NUMBERS ARE LISTED BELOW.  
ASSIGNED RECRUITING STATION: \_\_\_\_\_  
ASSIGNED RECRUITING STATION PHONE NUMBER: \_\_\_\_\_  
SPONSOR'S RATE AND NAME: \_\_\_\_\_  
SPONSOR'S CELL PHONE NUMBER: \_\_\_\_\_  
SPONSOR'S EMAIL ADDRESS: \_\_\_\_\_  
HEADQUARTERS PHONE NUMBER: 804-771-2001  
COMMAND DUTY OFFICER PHONE NUMBER: 804-564-7747  
COMMAND MASTER CHIEF: 804-771-2001 EXT 147  
COMMAND MASTER CHIEF EMAIL ADDRESS: \_\_\_\_\_  
YOUR SPONSOR WILL BE CONTACTING YOU WITH ADDITIONAL INFORMATION  
\*\*PLEASE CONTACT NRD RICHMOND ADMIN DEPT @ 804-771-2037 WHEN YOU  
RECEIVE THIS MESSAGE\*\*  
4. PRIOR TO TRANSFER, ENSURE THAT THE FOLLOWING ITEMS ARE COMPLETE AND  
IN YOUR SERVICE RECORD:  
A. 1306/92 SPECIAL PROGRAMS SCREENING FORM  
B. COMMANDING OFFICER'S PERSONAL INTERVIEW (PAGE 13)  
C. RECRUITING SUITABILITY SCREENING. YOU ARE ADVISED TO DRAW CLOTHING  
MAINTENANCE ALLOWANCE PRIOR TO TRANSFER.  
5. IF YOU SHOULD HAVE ANY OTHER QUESTIONS YOU CAN GO TO OUR WEB SITE:  
WWW.CNRC.NAVY.MIL/RICHMOND.  
6. MY CONGRATULATIONS ON YOUR ASSIGNMENT TO ONE OF THE BUSIEST AND  
BEST RECRUITING DISTRICTS IN THE NATION. I AM LOOKING FORWARD TO  
MEETING YOU AND HAVING YOU AS A MEMBER OF OUR TEAM.  
7. A. W. DIMMOCK, CDR, USN, COMMANDING OFFICER SENDS.//  
BT

Enclosure (2)

27 Dec 13

27 December 2013

AD1 James A. Doe  
c/o Commanding Officer  
USS DWIGHT D. EISENHOWER (CVN 69)  
FPO, AE 09578-1302

Dear Petty Officer Doe,

Welcome to Navy Recruiting District Richmond. You are about to embark on one of the most challenging, demanding, and rewarding duty assignments the Navy has to offer. Our mission is to recruit qualified and motivated men and women into the Navy. By doing so, we are ensuring that our Navy can sustain its manpower strength and overall mission readiness. I am confident you will do a fine job in helping us achieve our mission and goals.

You will be permanently assigned to NRD Richmond. To make your transition easier, (Sponsor name) has been selected as your sponsor. (Sponsor name) will be happy to provide you information about the area and to answer any questions you may have. You are strongly encouraged to communicate immediately with him/her and keep him/her advised of any changes to your leave address. You can send letters to him/her at NRD Richmond, 411 E. Franklin, Suite 101 Richmond, VA 24019 or reach him/her by phone at \_\_\_\_\_.

The following information should prove useful for planning purposes:

- Command Website: [www.cnrc.navy.mil/richmond](http://www.cnrc.navy.mil/richmond)
- Command Master Chief: CMDCM(SS) Neil Davenport  
(804) 771-2001, ext. 147.
- Chief Recruiter: NCCM(AW) Paul Grunkowski (804) 771-2001, ext. 120.
- Administration Department: (804) 771-2037
- Command Duty Officer: (804) 564-7747
- Commander Navy Recruiting Command: [www.cnrc.navy.mil](http://www.cnrc.navy.mil)

Enclosure (3)

27 Dec 13

- Government Leased Housing coordinator: LT John Poissant (804) 771-2001, ext 165

[www.cnrc.navy.mil/housing.htm](http://www.cnrc.navy.mil/housing.htm)

- [www.navyonesource.com](http://www.navyonesource.com)

- Command Ombudsman: Mr. James Reid (804) 720-3048

You are authorized to draw an annual clothing allowance. Ensure you have an ample supply of required uniforms prior to reporting, since it may be difficult to acquire uniforms at your ultimate recruiting station. Contact your sponsor to ensure you report for duty in the correct uniform.

I urge you to advise (sponsor name) of your temporary accommodation requirements (family size/number of bedrooms, etc.), so that (sponsor name) may assist in reserving temporary lodging for you. In addition, keep him/her advised of your travel plans, especially your estimated arrival time in the area.

Since you will be in-processing at Navy Recruiting District Richmond Headquarters for approximately one day, you will be accompanied by your sponsor throughout the in-processing. I have attached directions to the headquarters for your reference point. During your in-processing, with your sponsor, I urge you to pay close attention on driving direction, location, gaining entrance of headquarters spaces, and parking requirements while visiting the district headquarters.

Congratulations on your orders to Navy Recruiting District Richmond. I, and Team Richmond, look forward to meeting you in person. Welcome Aboard!

Sincerely,

A. W. DIMMOCK  
Commander, U.S. Navy  
Commanding Officer  
Navy Recruiting District Richmond

Enclosure (3)

27 Dec 13

**Directions to NRD Richmond Headquarters;**

**Driving North on I-95:** Take exit number 74C to Broad Street West. Turn Left onto 8<sup>th</sup> Street. Go three blocks and turn right onto East Main Street. Take a right at 4<sup>th</sup> Street and go one block. Turn right onto East Franklin Street. The headquarters will be on your right.

**Driving South on I-95:** Take the I-64 East exit, number 75, towards Williamsburg and Norfolk. Keep right at the fork in the ramp. Stay straight onto North 3<sup>rd</sup> Street, proceed about one half mile, cross Broad Street and go two more blocks, then turn left onto East Franklin Street. Go through one traffic light. The headquarters will be on your right.

**Driving East on I-64:** Take exit number 75 for I-64 towards Williamsburg and Norfolk. Move into the right lane of the exit ramp. At the fork in the ramp take the right. Stay straight onto North 3<sup>rd</sup> Street, proceed about one half mile, cross Broad Street and go three more blocks, then turn onto Main Street. Go one block, and turn right onto 4<sup>th</sup> Street. Go one more block and make right turn onto East Franklin Street. The Headquarters will be on your right.

**Driving West on I-64:** Take exit number 190 for I-95 South and 5<sup>th</sup> Street (towards Petersburg, Downtown, and Coliseum). This is the center lane. Stay straight onto 5<sup>th</sup> Street. Proceed about one half mile, cross Broad Street and go three more blocks then make right turn onto Main Street. Go one block, and turn right onto 4<sup>th</sup> Street. Go one more block and turn right onto East Franklin Street. The Headquarters will be on your right.

Enclosure (3)

**NAVY RECRUITING DISTRICT RICHMOND COMMAND SPONSOR CHECKLIST**

- \_\_\_ Obtain a copy of the new recruiter's orders
- \_\_\_ Obtain a copy of the new recruiter's Personal Information Sheet from District Admin
- \_\_\_ Complete and mail sponsor personal letter
- \_\_\_ Build and mail a UDA "Welcome Aboard" package using materials from local Chamber of Commerce, Apartment Guide magazine, Local Area Maps, Base Information, local hotels for TLE, station points of contact and directions (as applicable) etc. (All items enclosed in the package shall be at no cost to the sponsor or command).
- \_\_\_ Ensure temporary lodging is reserved as requested by new Sailor.
- \_\_\_ Provide follow-up letters, email and/or phone calls to new Sailor.

**Arrival of the New Recruiter:**

- \_\_\_ If new Sailor is arriving by air, pick them up at the airport and accompany them to lodging unless other arrangements have been made (i.e. family, friends, etc).
- \_\_\_ Ensure the member's designated sponsor has made contact with the new Sailor and personally escorts them throughout the check-in process.

**SPONSOR EVALUATION SHEET**

Rate/Name: \_\_\_\_\_ Sponsor: \_\_\_\_\_

Date Reported: \_\_\_\_\_ Dept/Station Assigned: \_\_\_\_\_

Your help is requested in evaluating the effectiveness of our Command Sponsor Program. We ask that you complete this questionnaire based on your recent PCS transfer. Upon completion, return the questionnaire to the Command Master Chief.

1. I received the following letters/messages prior to reporting to NRD Richmond:

- |   |  |
|---|--|
| <input type="checkbox"/> CO's Welcome Aboard Letter | <input type="checkbox"/> Ultimate Duty Station assignment      |
| <input type="checkbox"/> Letter from Sponsor        | <input type="checkbox"/> Ultimate Duty Station Welcome Package |

Remarks: \_\_\_\_\_

2. How did your sponsor contact you?

- Phone
- Email
- Both
- Never

3. Overall, how would you rate the helpfulness of your sponsor?

Scale: 1 (Very Poor) to 5 (Excellent). Circle your choice. 1 2 3 4 5

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. The effectiveness of the Sponsor Program is (circle one):

Scale: 1 (Very poor) to 5 (Excellent). Circle your choice: 1 2 3 4 5

5. Suggestions for improvement:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sample Sponsor Letter

Date \_\_\_\_\_

Dear (Rank/Rate of Newly Reporting Person),

Welcome to Navy Recruiting District Richmond and NRS \_\_\_\_\_ or \_\_\_\_\_ Department. I am RANK/RATE/NAME and will be your sponsor. My address, phone numbers and email are listed below. Please contact me if you have any questions.

Rank/Rate Full Name  
Address  
Phone Numbers (Work and Cell)  
Email Address

Let me tell you a little about Navy Recruiting District Richmond and NRS \_\_\_\_\_ or \_\_\_\_\_ Department. Navy Recruiting District Richmond Headquarters is located in the heart of the financial district in downtown Richmond, VA. Our command covers a recruiting territory of over 55,000 square miles to include the State of Virginia, the District of Columbia, and portions of Maryland and North Carolina. There are approximately 250 military and civilian personnel assigned in direct support of our recruiting mission.

NRS \_\_\_\_\_ is a Small/Medium/Large recruiting station. We are manned with \_\_\_\_\_ recruiters. Our Division Officer is Rank/name and Division Leading Chief Petty Officer is Chief/Petty Officer \_\_\_\_\_. Working hours are typically from 0900 to 1800 Monday thru Thursday. Fridays are designated training days and begin at 0900.

**\*\*\*If located near a Military Base, state name of base and some of the facilities available (i.e. major medical, daycare, etc.)**

I look forward to meeting and assisting you in your transition to Navy Recruiting. Let me know if there is any specific information you are looking for so that I may provide it. Welcome Aboard!

Sincerely,

Sign your name

Enclosure (6)