



DEPARTMENT OF THE NAVY
NAVY RECRUITING COMMAND
5722 INTEGRITY DR.
MILLINGTON, TN 38054-5057

COMNAVCRUITCOMINST 1740.1F (HDQ)
01
21 Oct 2011

COMNAVCRUITCOM INSTRUCTION 1740.1F (HEADQUARTERS)

From: Commander, Navy Recruiting Command

Subj: NAVY RECRUITING COMMAND HEADQUARTERS NAVY SPONSOR PROGRAM

Ref: (a) OPNAVINST 1740.3
(b) NAVPERS 15878K

Encl: (1) Sample Sponsor Designation Letter
(2) Navy Recruiting Command Sponsor Checklist
(3) Sample Sponsor Assignment Letter
(4) Sample Welcome Aboard Letter from Commanding Officer

1. Purpose. To provide maximum relocation assistance to newly assigned Sailors and their families per references (a) and (b).

2. Cancellation. COMNAVCRUITCOMINST 1740.1E.

3. Discussion. The Navy Recruiting Command (NAVCRUITCOM) Sponsor Program is intended to ease the transition of Sailors and their families during Permanent Change of Station (PCS) move. This program benefits Sailors and their families before, during and after a PCS move.

4. Responsibilities

a. Chief of Staff (COS). Assigns sponsors for all officers.

b. Senior Enlisted Leader (SEL). The SEL is responsible for administering an effective Command Sponsor Program.

c. Department Leading Chief Petty Officers (LCPOs). LCPOs are responsible for the assignment of command sponsors from each department for all enlisted Sailors.

(1) Assign a sponsor within their department upon receipt of notification of a perspective Sailor from the Command Sponsor Coordinator.

(2) Ensure assigned sponsor will be onboard when perspective Sailor arrives.

c. Command Pay and Personnel Administrative Support System (PASS) Coordinator. The Command PASS Coordinator will ensure that **all** incoming Sailors are identified upon receipt of orders using the Bureau of Navy Personnel (BUPERS) On-Line (BOL) Military Locator System (MLS). The Command PASS Coordinator is responsible for updating the Command Tickler containing each prospective Sailor, and shall provide this information to the Command Sponsor Coordinator within five working days of receipt of orders.

d. NAVCRUITCOM Command Sponsor Coordinator. NAVCRUITCOM Command Sponsor Coordinator shall be in paygrade E5 or above. Conduct training and provide designation letters (enclosure (1)) for all departmental sponsors. Ensure each departmental sponsor is in compliance with this instruction.

(1) Ensure departmental sponsors contact each perspective Sailor.

(2) Maintain the command recall roster of new Sailor's contact information (including Sailor's family) for Sailors reporting to their respective department.

(3) Provide the assigned sponsor with a copy of this instruction with the Command Sponsor Checklist (enclosure (2)).

(4) Maintain a master log of new Sailors, status of new Sailor Welcome Aboard packages, and provide monthly feedback to SEL.

e. Departmental Sponsor. Maintain a department Perspective Gains List (PGL) for all incoming Sailors assigned to their department.

(1) Prepare enclosure (3) for perspective Sailors within five working days of notification.

(2) Obtain NSA Mid-South "Welcome Aboard" packages from Fleet and Family Service Center to include a local newspaper and mail out to PG's current address within five working days.

(3) Contact perspective Sailors to determine marital status, number of dependents, and any other circumstances requiring special attention.

(4) Provide the Command Sponsor Coordinator with a completed Welcome Aboard package to include a completed check-list.

f. NAVCRUITCOM Personnel Services. Prepare enclosure (4) and message for the Chief of Staff's signature within 30 days of receipt of perspective Sailors orders. Sailors ordered into Department Head, Special Assistant, or Force Master Chief billets will receive a letter signed by Commander, Navy Recruiting Command.

(1) Prepare labels and mail out each Welcome Aboard package using perspective Sailors' current mailing address. This list will be provided by the departmental sponsor coordinators and shall be attached on the front of the Welcome Aboard package.

(2) Contact perspective Sailors' command via Navy message with a Welcome Aboard message for the prospective Sailor.

(3) Notify departmental sponsors when Welcome Aboard packages has been sent to the member.

g. Members transferring. Upon receipt of PCS orders, all members transferring must be informed of the advantages and benefits to be gained from using a sponsor. Refer the Sailor to Military Home front website at <http://militaryhomefront.dod.mil>. Members must inform the Command Sponsor Coordinator if they have received a sponsor and or their Welcome Aboard package from their new command prior to transferring.

h. NAVCRUITCOM Indoctrination Coordinator. Organize a one-day Command Indoctrination Program for new check-ins.

(1) Ensure that the conference room is set-up for command indoctrination and is ready for all department presenters.

(2) Send written notification to department heads and representatives listing command indoctrination dates, and list the dates in the Plan of the Week for command awareness.

(3) Provide written feedback to SEL on any discrepancies or changes in the indoctrination process.

/s/

W. C. MARVEL
Chief of Staff

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Sample Sponsor Designation Letter

(Date)

From: Command Master Chief, Navy Recruiting Command
To: (YN3 John Doe, USN, XXX-XX-0000)

Subj: SPONSOR DESIGNATION FOR INCOMING PERSONNEL

Ref: (a) COMNAVCRUITCOMINST 1740.1 (HDQ)

Encl: (1) Sample Sponsor Designation letter
(2) COMNAVCRUITCOM Headquarters Command Sponsor Checklist

1. Congratulations you have been assigned to Sponsor (Rate, FN, LN). Please write (Rate, Last Name) a personal welcoming letter within five working days of receipt of this memorandum. Use enclosures (2) and (3) of reference (a) as guidelines and be sure to provide a copy of your letter along with enclosures (2) and (3) to the Command Sponsor and Indoctrination Program Coordinator.

2. Enclosed, I have provided you with a copy of the incoming member's orders which includes the official mailing address along with his UIC. Please use all available resources necessary to contact the incoming member within five working days of receipt of this memorandum.

3. I want to emphasize the great importance of your performance as a sponsor. Your efforts will provide (Rate, Last Name) with a "GREAT" first impression of our command. This initial impression is crucial to the individual's long-term attitude towards this command and the Navy. I urge you to continue to express an interest in (Rate, Last Name) until (*he/she*) has become familiar with their new duty assignment.

(CMC or Senior Enlisted Advisor)

Enclosure (1)

NAVCRUITCOM Headquarters Command Sponsor Checklist

- _____ Complete sponsor personal letter, a sample letter is attached.
- _____ Contact the person you are sponsoring via telephone ASAP at least within one week.
- _____ Provide the member with information on how they may contact you.
- _____ Provide any helpful information such as the new mailing address to complete change of address forms.
- _____ Check on housing availability and inform the member if housing will be available upon reporting or if temporary lodging arrangements will be needed. Help the member with arrangements. Make sure the new member checks with the housing referral office prior to renting or buying a house.
- _____ Provide follow-up letters or phone calls.
- _____ Upon arrival of the individual:
 - _____ Ensure transportation has been arranged, if necessary.
 - _____ Accompany the member to temporary lodging.
 - _____ Furnish the member/family with base map, indicating areas of interest.
 - _____ Familiarize the new arrival with base facilities.
 - _____ Assist the new arrival with check-in procedures.
- _____ Once the member has completed relocation, consider the following:
 - _____ Assist the member during the first few weeks or months with other needs. Continue to help the new arrival "settle in." Ensure new service member is enrolled in the Command Indoctrination/TRICARE program as soon as possible.

*** Remember how it was when you got here! If you had a great sponsor, do what they did! If not, here is your chance to start a great COMNAVCRUITCOM tradition and make it better for a future shipmate.***

Sample Sponsor Assignment Letter

Dear (*Rank/Rate Name of Newly Reporting Person*),

Welcome to the Headquarters Staff of Navy Recruiting Command. I am (*Rank/Name*) and I will be your sponsor. My address, phone numbers and email address are listed below; feel free to contact me if you have any questions.

Rank/Rate Full Name
Code
Address
Phone Numbers (Work, COMM/DSN and Home/Cell if Desired)
Email Address

Navy Recruiting Command headquarters has approximately 400 active duty and civilian personnel assigned. We are located on Naval Support Activity Mid-South in Millington, TN which is about 25 minutes north of Memphis. Your working hours may vary depending on the department you'll be assigned to. The base is small but there are plenty of recreational facilities/activities for you: pool, club, golf course, riding stables and a recreation area at Navy Lake just to name a few. There is also a childcare center available on base. If you have an exceptional family member or special family needs please contact me so I can help you get what you need. You will find a great deal of useful information in your welcome aboard package. If you have any questions at all please don't hesitate to call, email or write to me.

Again, welcome aboard and we are looking forward to meeting you and having you join the Navy Recruiting team.

Sincerely,

Sample Welcome Aboard Letter from Commanding Officer

Member's Address

Dear (Rate/Rank, Name Of Member),

Congratulations on your assignment to Navy Recruiting Command and welcome aboard the headquarters team!

Although your orders direct you to report to the Naval Support Activity Mid-South quarterdeck, please report directly to Navy Recruiting Command headquarters. Your sponsor, (Sponsor's Name), will join up with you and assist with your check-in at PSD. Our Command Sponsor Coordinator (CSC) is available for command check-in and additional assistance between 0800 and 1630, Monday through Friday, at the following address:

Commander, Navy Recruiting Command
Building 784
5722 Integrity Drive
Millington, TN 38054

If you intend to arrive in the local area after normal working hours, please contact your sponsor at DSN 882-(xxxx) or Commercial (901) 874-(xxxx) for assistance in getting you settled and checked in the next working day. Do not notify the Naval Support Activity (NAVSUPPACT) Duty Office. In addition, you may contact the Command Sponsor Coordinator (CSC) at the above times at DSN 882-(xxxx) or Commercial (901)874-(xxxx).

Best wishes for your success in this challenging assignment. We are pleased to have you join the COMNAVCRUITCOM Headquarters Staff!

Sincerely,

Chief of Staff

Copy to: (Sponsor's Name)