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OFFICE OF THE CHIEF OF NAVAL OPERATIONS
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WASHINGTON, DC 20350-2000

OPNAVINST 1740.3B
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25 Aug 2005

OPNAV INSTRUCTION 1740.3B

From: Chief of Naval Operations

Subj: COMMAND SPONSOR AND INDOCTRINATION PROGRAM

Ref: (a) DODI 1338.19 of 15 Jun 90
(b) SECNAVINST 1754.6

Encl: (1) Command Sponsor and Indoctrination Program Handbook
(2) Command Sponsor and Indoctrination Program Tool Kit

1. Purpose. To issue revised policies and prescribe procedures regarding Command Sponsor and Indoctrination Programs. This instruction is a complete revision and should be read in its entirety.

2. Cancellation. OPNAVINST 1740.3A.

3. Background. In 1970, Chief of Naval Operations established the Sponsor Program to assist Navy personnel and their families transferring overseas. The program was expanded in 1989 to include all personnel transferring on Permanent Change of Station orders. The Command Indoctrination Program established an extensive post-arrival orientation to disseminate information about a command, its history, mission, structure, and specific expectations required of servicemembers. Command Sponsor and Indoctrination Programs are designed to facilitate the adaptation of servicemembers and their family members into a new working and living environment, to minimize the anxiety associated with any Permanent Change of Station move, and to afford servicemembers and their families the greatest opportunity for a successful and productive tour of duty.

4. Policy. Command sponsor and indoctrination responsibilities begin upon receipt of Permanent Change of Station orders and continue until the servicemember has become an integral part of the new command and is fully cognizant of all policies,

programs, services, and responsibilities. The Command Sponsor and Indoctrination Program should be tailored to fit the needs of the individual command. References (a) and (b) detail components of the Navy's Relocation Assistance Program. Enclosures (1) and (2) provide guidance to develop, revitalize, or otherwise tailor the programs to command needs.

5. Action. Commanding officers and unit commanders will develop and maintain an effective Command Sponsor and Indoctrination Program. They will ensure all unit identification codes, sponsor coordinator's E-mail address, and contact information under their command are reported, as described in enclosure (1), section 5, to the webmaster of the StayNAVY Website (www.staynavy.navy.mil).

6. Report. Reporting requirement contained in paragraph 5 is exempt from reports control per SECNAVINST 5214.2B.

/s/

G. L. HOEWING
Vice Admiral, U.S. Navy
Deputy Chief of Naval Operations
(Manpower, Personnel, Training,
and Education)

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**COMMAND SPONSOR
AND
INDOCTRINATION
PROGRAM
HANDBOOK**

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1. Introduction. Experience has taught us that first impressions are indeed lasting. So powerful are these impressions they may impact the tone of an entire tour of duty and possibly weigh heavily into an individual's decision to continue naval service. It is crucial that commands provide incoming personnel with meaningful pre-arrival communication, adequate support upon arrival, relocation assistance that meets the servicemember's identified needs, and conduct thorough command indoctrinations. It is the goal of the Command Sponsor and Indoctrination Program to facilitate a smooth transition and assimilation into the new command, set the stage for a positive experience at the beginning of a tour, and to maintain an atmosphere for continued success.

2. Making an Effective Command Sponsor and Indoctrination Program. Consider the following when implementing a Command Sponsor and Indoctrination Program:

a. Detaching and training commands play a vital role in sponsor assignment and smooth transition to a new command. Counseling servicemembers about the benefits, services, programs, and assets made available during a Permanent Change of Station move will assist with important decisions and result in a positive experience. It is also helpful to identify location, hours, and proper procedures to access command E-mail and internet capable computers, telephones (commercial and DSN), facsimile, and naval messages (if deployed). Furthermore, a command checkout list if organized in a prioritized sequence and containing guidance, phone numbers, hours of operation, E-mail addresses, website URLs, and base maps, can be useful in the transition. Obtaining a sponsor and maintaining a dialog should be high on the list.

b. Receiving commands must recognize the sponsorship and indoctrination of servicemembers into a new command have a profound effect on the future performance of those individuals. A quick response to requests for assignment of sponsors by using E-mail, telephone, facsimile, naval message, or by answering sponsor requests sent by StayNAVY's Sponsor Assignment Aid is crucial to transferring servicemembers. Once assigned, the sponsor should initiate communication with transferring servicemembers normally within 10 working days, earlier if short notice is received from detaching command. Paragraph 4, "Guidelines for Sponsors," offers detailed guidance for

providing pre-arrival, arrival, and post-arrival assistance. After arrival, servicemembers should be enrolled in the Command's Indoctrination Program in a timely manner. Participation in a meaningful indoctrination program will produce a smooth assimilation into a new organization, set the stage for a positive attitude at the beginning of the tour, and create an atmosphere for continued success. Enclosure (2) provides a sample agenda for the Command Indoctrination Program. This program should be tailored by each command to ensure important local resources and issues are thoroughly covered.

c. All commands are encouraged to appoint a Command Sponsor and Indoctrination Program Coordinator to perform the following:

(1) Ensure all unit identification codes served by the command are reported and kept current by communicating the sponsor coordinator E-mail address with the StayNavy website. This action ensures the Sponsor Assignment Aid can support a servicemember's request for assignment of a sponsor. See paragraph 5a, in this enclosure for more information.

(2) Establish internal monitoring and self-evaluation to ensure program effectiveness. Enclosure (2) includes a sample for soliciting voluntary feedback.

(3) Review completed Command Sponsor and Indoctrination Program questionnaires upon completion of each command indoctrination and forward them to the commanding officer via the chain of command.

(4) Liaise with the local Fleet and Family Support Center, where established, regarding utilization of relocation resources.

(5) Prepare welcome aboard letters to transferring servicemembers and send within 10 working days of being informed of the prospective gain.

(6) Ensure prospective sponsors receive sponsor training. A training lecture is available through the local FFSC.

(7) Use the resources of other organizations such as Personnel Support Activities, Personnel Support Activity

Detachments, Fleet and Family Support Centers, and Relocation Support Offices to support the Command Sponsor and Indoctrination Program. Responsibilities for interface with such organizations must be clearly understood to avoid delays. Use of these organizations cannot be allowed to substitute for the command's direct communication with members.

3. Selection of a Sponsor. Experience has shown commands with highly effective sponsor programs not only take great care in the selection of sponsors, but also provide support and incentives for them, as well as holding them responsible and accountable for their duty as command representatives. The following is a compilation of considerations and standards that could make the difference between assigning just anyone to act as a sponsor and actively matching the most qualified person. The assigned sponsor should do the following:

- a. Be the same marital status as the prospective gain.
- b. Serve in paygrade E-5 for E-5 and below; and the same paygrade for E-6 or above; however, use of quality E-4s that meet high standards is authorized.
- c. Be, whenever possible, enrolled in the Exceptional Family Member Program if the prospective servicemember is enrolled in the Exceptional Family Member Program.
- d. Be enthusiastic and be willing to help people.
- e. Have an excellent record of sustained good performance, perseverance, and the ability to problem-solve.
- f. Be positive toward the Navy, command, local community, and sponsor program.
- g. Have successfully completed sponsor training.
- h. Be familiar with the command and its location or homeport.
- i. Be knowledgeable about available resources (e.g., Fleet and Family Support Center, Housing Referral Office, etc.) so that when additional information is needed, the sponsor knows where to find it.

j. Be familiar with applicable command procedures and instructions.

k. Be able and willing to do more than the minimum to ensure a smooth transition into the new command for transferring servicemembers.

l. Not be the person the individual is slated to relieve. The sponsor should remain onboard the command for at least 6 months after the arrival of the incoming servicemembers.

4. Guidelines for Sponsors

a. Pre-Arrival. Those who are assigned as sponsors should consider the following:

(1) Drawing upon the knowledge gained from your own experience as a newcomer.

(2) Drawing upon previous experiences with the sponsor program. (If you have not found previous sponsors helpful, decide what was lacking and make improvements.)

(3) Asking others who have served as sponsors for their recommendations or assistance when encountering unique situations.

(4) Contacting the person you are sponsoring, by reliable means as soon as possible via telephone, facsimile, naval message, or E-mail.

(5) Writing a "Welcome Aboard" letter to your new shipmate and providing a copy to the Command and Sponsor Indoctrination Coordinator. Some points to include are

(a) Introducing yourself and giving a warm welcome.

(b) Providing information on how you may be contacted. Be sure to include best hours for contact and time differences.

(c) Finding out if family members will accompany them as well as their ages, mode of transportation, and estimated date and time of arrival at new duty station.

(d) Informing members of their new command mailing address and remind them to complete change of address forms.

(e) Obtaining information about schools in the area. They are often a high priority for families; provide as much information as possible.

(f) Finding out if spouses are employed and informing them of available employment opportunities.

(g) Providing any other special information that would be helpful, such as power voltages or special conditions.

(6) Providing timely follow-up letters, phone calls, or E-Mails, in order to answer questions and allow members time to take action.

(7) Check on housing availability. Informing members whether housing will be available upon reporting or if temporary lodging arrangements will be needed and for how long. Provide a list that includes a range of cost, amenities, size, and relative location to work. If necessary, helping members with arrangements. Offering to make reservations per the member's desires, at Navy Lodge/local motel/hotel for arriving families or Bachelor Officer Quarters/Bachelor Enlisted Quarters for single personnel. Ensuring they know to check with the housing referral office prior to renting or buying a house.

(8) Confirming flight arrival time by contacting the airlines (if applicable).

(9) If you and new member are both married, encourage your spouse to communicate with the new member's spouse. Remember, children are affected by the move; include them as much as possible. They may enjoy corresponding with other children regarding issues that are important to them.

(10) Acting as a liaison for the new command members. Direct members to the subject matter expert if new command members have questions you cannot answer.

(11) Requesting new members acknowledge receipt of all materials you send and keeping you informed of itinerary, emergency numbers, reporting date, and special needs. Keep the chain of command, sponsor and indoctrination coordinator (if appointed) updated on any changes.

(12) Performing other duties recommended by your command that make servicemember's relocation process most successful.

(13) Notifying your command ombudsman of the new arrival.

b. Upon the arrival of the new member, consider the following:

(1) Ensuring transportation (e.g., Government vehicle, Base Shuttle Service, etc.) is available from place of arrival to the command and temporary lodging if the member requires it.

(2) Meeting the incoming members/families at their arrival point, if appropriate.

(3) Escorting members to temporary lodging.

(4) Assisting members in finding places to eat.

(5) Furnishing members/families with a base map, indicating areas of interest. Familiarize new arrivals with base facilities.

(6) Visiting the Fleet and Family Support Center to inquire about what necessities are available for loan while awaiting arrival of household goods (e.g., bedding, linens, dishes, and small appliances.)

(7) Ensuring before departing their company, they still have your contact information.

(8) Assisting in the arrangement for temporary transportation, if required.

(9) Assisting members in locating the exchange or commissary for immediate needs.

(10) Assist new arrivals with check-in procedures.

(11) Introducing members to personnel in the command.

(12) Remembering the feeling and confusion you may have experienced when you first arrived, and try to be as helpful as you can.

c. Post-Arrival. Once the relocation has taken place, you should consider the following:

(1) Continuing to assist members with their needs during the first few weeks or months (e.g., registering a car, moving into permanent housing, etc.).

(2) Doing everything within reason to help new arrivals "settle in."

(3) Ensuring new servicemembers are enrolled in the Command Indoctrination Program as soon as possible.

5. Online Resources

a. There are a multitude of Internet websites that provide useful information for transferring servicemembers and their families. The StayNAVY website (<http://www.staynavy.navy.mil/>), sponsored by Commander, Navy Personnel Command (COMNAVPERSCOM), features the Sponsor Assignment Aid, a tool designed to initiate communications between a gaining command and transferring servicemembers. The Sponsor Assignment Aid supports all Sailors, both officer and enlisted, by providing a dedicated web-based communications link between Sailors and Navy commands. Sailors can request a command sponsor via the Internet by completing the online Sponsor Assignment Aid form as soon as Permanent Change of Station orders are received. The coordinator will receive an E-mail notification about the request with instructions on how to reply.

(1) To support this undertaking fully, each Commanding Officer and Officer-in-Charge must provide command sponsor coordinator contact information for all Unit Identification Codes under their responsibility to the StayNavy website. Visit the site (www.staynavy.navy.mil) for instructions on how to submit the information. You will need to provide the full

command name, unit identification code, sponsor coordinator's telephone number (DSN and commercial), and a generic sponsor coordinator E-mail address for each unit identification code using a required format. Command sponsor coordinator E-mail addresses are written as "sponsor.uic#@navy.mil" for Navy Marine Corps Intranet users or "sponsor.uic#@cmd.navy.mil" for non-Navy Marine Corps Intranet users (leave sponsor as is, replace "uic#" with the unit identification code number and "cmd.navy.mil" with the command's individual E-mail address).

Examples:

Navy Marine Corps Intranet-transitioned commands
sponsor.55101@navy.mil
sponsor.68095@navy.mil

Non-NMCI commands
sponsor.53823@cpw5.navy.mil
sponsor.20120@detroit.navy.mil

Note: The E-mail address is not case-sensitive, so "Sponsor" or "sponsor" is acceptable.

(2) Do not use an individual's personal E-mail address for the command. The intent for a generic sponsor coordinator address is that it remains the same when a command's sponsor coordinator changes.

(3) As a non-Navy Marine Corps Intranet command makes the transition to Navy Marine Corps Intranet, the sponsor coordinator must contact the StayNavy website with the new E-mail address formatted as shown above.

(4) If you need assistance with setting up a sponsor coordinator mailbox, please contact your network administrator or NMCI representative.

b. Standard Installation Topic Exchange Service. Standard Installation Topic Exchange Service is a Department of Defense sponsored program that contains worldwide relocation information on major military and associate installations and can be found online at Standard Installation Topic Exchange Service (www.dmdc.osd.mil/sites). Servicemembers may also be referred to the Fleet and Family Support Center for relocation assistance services and workshops. For servicemembers transferring outside

the continental United States, Overseasmanship Booklets and cultural awareness training are available through Fleet and Family Support Centers and are extremely beneficial. Limited advance notice (especially for those reporting to their first duty station) requires ingenuity and immediate responsiveness on the part of the detaching command, the receiving command, and the sponsor. When members receive limited notice of transfer (less than 60 days from receipt of orders to the date the members are due to report) additional assistance from the detaching command in contacting the receiving command is strongly recommended to expedite assignment of a sponsor. The receiving command should be provided vital information via StayNavy's Sponsor Assignment Aid, telephone, facsimile, or naval message. Standard Installation Topic Exchange Service provides in-depth information in eight major areas.

(1) General information on the installation - Lists major units, commonly used telephone numbers, commissary/exchange operations, base regulations, local transportation, and "must know" items.

(2) Community - Overview of the civilian community, including area demographics, cultural events, attractions, civic organizations, shopping, religious activities, social services, and transportation.

(3) Educational Services - Listing of public, private, Department of Defense Dependent Schools, colleges, universities, adult continuing education, and special education facilities.

(4) Employment Services - Information on major businesses in the area, employment demographics, professional and occupational licensing, and employment resources for full-time, part-time, and volunteer jobs.

(5) Health Services - Provides dental and medical treatment facility directories, community hospital listings, health benefits advisor/TRICARE information, and listing of health services provided.

(6) Housing - Detailed information on housing allowances, area housing demographics, availability of government and community housing, and utilities.

(7) Relocation Services - Includes sub-topics with detailed information on financial preparedness, Exceptional Family Member Program, household goods shipment, privately owned automobile shipment, shipment of pets, temporary lodging, travel, and procedures for reporting upon arrival.

(8) Support Services - Information regarding support groups, chapel, child/youth services, Fleet and Family Support Centers, and Morale, Welfare, and Recreation programs.

c. Navy Family Ombudsman/Deployment Support Program website is another good resource for information and links to other sites. www.persnet.navy.mil/pers66/ombudsman1/index.htm

d. Navy OneSource. Navy OneSource is a Department of Defense sponsored program that contains worldwide information and service 7 days a week, 24 hours a day, 365 days a year. U.S. Navy provides the Navy OneSource program to Sailors and their families at no cost. Navy OneSource can provide contacts, information, practical solutions, and is easy to access, on the phone or online, with one-on-one consultations, articles, seminars, and workshops.

(1) The program offers information, advice, and support on a wide range of everyday issues, including

- (a) Parenting and childcare.
- (b) Education.
- (c) Older adults.
- (d) Midlife and retirement.
- (e) Deployment & return.
- (f) Financial.
- (g) Legal.
- (h) Everyday issues.
- (i) International. (immigration issues, life and travel aboard, international relocation).

- (j) Relocation.
- (k) Managing people.
- (l) Emotional well being.
- (m) Grief and loss.
- (n) Addiction and recovery.

(2) Visit online at www.navyonesource.com (user identification: Navy; password: Sailor). Or just call from the U.S.: (800) 540-4123, International: (800) 540-1233 or International collect: (484) 530-5914.

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**COMMAND SPONSOR
AND
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PROGRAM**

**COORDINATOR'S
TOOL KIT**

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SAMPLE SPONSOR ASSIGNMENT MEMORANDUM

Date: _____

MEMORANDUM FOR _____

Subj: SPONSORSHIP DUTY ASSIGNMENT

Ref: (a) (Command/Unit) INST 1740.XX

Encl: (1) Copy of Welcome Aboard Letter from commanding officer
(2) Sponsor Checklist
(3) Sample Sponsor Letter

1. Per reference (a), you have been designated as the sponsor for _____.

2. _____ is due to report to _____ no later than _____. The commanding officer/commander will be forwarding enclosure (1).

3. _____ is currently attached to _____ and is due to transfer on _____.

Mailing address: _____

4. Please write a personal welcoming letter to _____ within 10 working days of receipt of this memorandum. Use enclosures (2) and (3) as guidelines and be sure to provide a copy of your letter to the Command Sponsor and Indoctrination Program Coordinator.

5. Please offer your assistance to _____ and family in every way possible.

6. I want to emphasize the great importance of your conscientiousness as a sponsor. You will provide _____ with the first impressions of our command. This initial assessment is critical to the individual's long-term attitude toward the command and the Navy. I urge you to continue

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to provide assistance until _____ has become familiar
with this new duty assignment.

Signature

SAMPLE SPONSOR'S LETTER FORMAT
(Letter should be informal and the administrative
office should provide a postage-paid envelope)

Date _____

Dear _____,

Hi, I am _____ and am delighted to be your sponsor here at _____ and will do my best to make your transition to the _____ area a pleasant one. I am sure you are excited about your upcoming move and must have many questions and concerns about the command and the area, especially if this is your first command. I am quite familiar with this area and would be more than happy to answer your specific questions or just explain other items of concern to you. If I don't know the answer, I'll find out and get back to you. Also, you may check the Standard Installation and Topics Exchange Service website www.dmdc.osd.mil/sites for additional information about the command.

The base is actually located in _____ a small city about 20 minutes north of the airport. I'll be there to pick you and your family up, so as soon as you can, please send me your flight information.

Since you will be arriving in the month of December, you will need to have your Service Dress Blues ready. Our winter uniform period runs from November to April. Winters here are mild, but we do have periods of cold spells in late winter.

To help us assess your needs and to verify that you have received this letter, please contact the Command Sponsor and Indoctrination Coordinator or me promptly. My work mailing address is:

My work telephone number is (COMM/DSN) _____,
(fax) _____ and E-mail _____.

Should you desire, my home telephone number is: _____. I may be contacted at home between (0000) and (0000) (use 24-hour

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clock, time zone information, and explain the difference +/- their local time).

Again, let me welcome you to _____ and if I can assist you in any way, please contact me.

Sincerely,

Sponsor's Signature

SAMPLE WELCOME ABOARD LETTER FROM COMMANDING OFFICER

Date _____

Dear _____,

Welcome aboard! I am pleased to learn of your orders to _____
_____ located in _____, just north of _____.
You will be assigned to the _____ Department as the
_____ in the _____ (Branch/Division).

The _____ Department is responsible for policy and implementation of many "people" programs in the Navy and consists of several special assistants and six divisions, which are supported by a staff of over 300 personnel. These responsibilities include Personal Excellence and Partnerships; Physical Readiness; Navy Drug and Alcohol Programs; Equal Opportunity; Casualty Assistance and Retired Affairs; Navy Music Program; Morale, Welfare, and Recreational Services; and Personal, Family and Community Support. As you can see, we cover a wide variety of programs that affect virtually all Sailors at sometime during their careers. I know you will find your tour in the _____ Department to be challenging, informative, and rewarding.

Your sponsor is _____. Please let _____ know when you will be reporting aboard. _____ will be able to answer any questions you may have about living and working in the _____ area. _____ may be reached at (COMM/DSN) _____.

Again, welcome aboard! I am very pleased that you are joining our team and I look forward to meeting you.

Sincerely,

Captain, U.S. Navy
Commanding Officer

SAMPLE WELCOME ABOARD LETTER TO MEMBER'S SPOUSE

Date _____

Dear Mr./Mrs. _____,

I would like you to know that we on the _____ are most pleased to have your spouse, Petty Officer _____, as a member of our crew. _____ is joining an exceptional team that operates and maintains _____ with skill and great pride in their accomplishments. I look forward to working with your spouse and have every confidence that _____ will become a valuable member of our outstanding _____ team.

The USS _____ is one of our Navy's finest ships. It has been built and overhauled to the most exacting engineering and safety standards which modern technology can develop. The task of operating and maintaining her 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 crewmember to work, to learn their job, to develop their talents, and to conduct themselves in a responsible manor, both on and off the ship.

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 _____ is at sea. I cannot change the fact that _____ will go to sea, but I would like you to know that I appreciate the support you give your spouse and fully recognize that _____ cannot give the best performance to the job without that 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 the Navy spouse.

I encourage you to join in the many Navy activities available to you and hope you have met members of the Dependents Assistance Team, or will in the near future. I am sure you will make new friends among the staff and their friendship will enrich the lives of you and your spouse. If they should need my help or

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advice, my door is always open. 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 or my executive officer _____ at () _____. Should the ship be at sea and an emergency arises which requires you to communicate with your spouse or me, you can contact _____ and they 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 will keep your spouse advised of the unit's operating schedule so _____ can pass the information on to you. The ship's schedule should not be discussed outside the family. I appreciate the necessity of your knowing when your spouse will be away and when _____ will return. If the unit's schedule should be changed when we are at sea, you will be notified of the change as soon as a member of the Dependent Assistance Team can make the information available to you.

I am enclosing a pamphlet that will give you a brief description of the ship. I look forward to meeting you and am pleased to have you both aboard.

Sincerely,

Captain, U.S. Navy
Commanding Officer

**SAMPLE COMMAND SPONSOR AND INDOCTRINATION PROGRAM
QUESTIONNAIRE FORMAT**

Your help is requested in evaluating the effectiveness of our Sponsor and Indoctrination Program. Please help evaluate by voluntarily completing this questionnaire based on your experience with your recent PCS transfer. Leave name spaces blank if you desire to remain anonymous. The information you provide will be combined with the responses of others and will be confidential. Completion of this questionnaire is entirely voluntary. There is no penalty for not providing the requested information except the lack of representation of your views in the final results and outcomes.

LAST NAME: _____ FIRST NAME _____ INITIAL ____
RANK/RATE: _____ DEPARTMENT: _____

1. Did your former command, prior to transfer, inform you of the sponsor program and its benefits? Yes No

2. Did you receive information and communication from this command in advance of your arrival? Yes No

3. If yes, was the information an adequate representation of this command? Yes No

4. If yes, was the information adequate to inform you about this geographical area? Yes No

5. If yes, was the information received in time to permit adequate advance planning? Yes No

6. If no, what additional information would have made your transfer and relocation easier? _____

7. Were you assigned a sponsor? Yes No

8. Who is your sponsor? _____ (May omit name if desired.)

9. Did your sponsor contact you prior to your departure from your previous command? Yes No

10. Did your sponsor meet you upon your arrival? Yes No

11. Was your sponsor knowledgeable about this command and the local community and able to answer your questions? Yes No

12. When did you receive your orders? _____

13. When did you transfer from your last command? _____

14. Did you attend a school(s) or take leave in transit to this command? Yes No List dates: _____

15. Did your previous command inform you of the resources available to you at your nearest Fleet and Family Service Center (FFSC)? Yes No

16. How many days were you onboard before attending the Command Indoctrination Program? _____

17. Please list topics that you would like to see covered in the Command Indoctrination Program.

18. Overall, were you satisfied with this command's Sponsor and Indoctrination Program? Yes No

19. Please list any suggestions you have for improving this command's Sponsor and Indoctrination Program.

**(THIS QUESTIONNAIRE WILL BE RETURNED TO THE COMMAND SPONSOR AND
INDOCTRINATION PROGRAM COORDINATOR WHO WILL APPRISE
THE COMMANDING OFFICER)**

**SAMPLE MEMORANDUM FROM A PSA/PSD/SHIP'S OFFICE
TO A RECEIVING COMMAND
FOR OFFICIAL USE ONLY (When Filled In)**

Date: _____

MEMORANDUM

From: Officer in Charge, PSD Anacostia, Bldg. 193, 2701 South
Capitol Street, Washington, D.C. 20374-1930
To: Commanding Officer, USS ABRAHAM LINCOLN (CVN 72),
FPO AP 96612-2872

Subj: TRANSFER ICO HN JOHN L. SMITH, USN(R), 123-45-6789

Ref: (a) Navy Personnel Command orders of _____
(b) OPNAVINST 1740.3B

1. Per reference (a), subject named member is inbound to your
command with a report not later than date of _____.

2. The following information pertains:

Rank:

Age:

Marital Status:

If accompanied, number of dependents:

Address:

Home/work phone number:

3. Recommend you assign a sponsor for Service Member as soon
as possible per reference (b).

J. L. JONES

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SAMPLE AGENDA FOR COMMAND INDOCTRINATION PROGRAM

1. The following are recommended actions and subjects that may be addressed. As soon as possible and practicable upon reporting have new command members commence the formal indoctrination procedure, which at a minimum may include

a. Commanding Officer's welcome, discussion of personal philosophy rules for success, and their office location.

b. Executive Officer's welcome, discussion of chain of command, command policies, routines, regulations, and office location.

c. Command Master Chief's welcome, discussion of CMC's function, the professional development board, grievance procedures, and office location.

d. Command Career Counselor's welcome, discussion of CCC's programs, and office location.

e. Appropriately qualified personnel may address the following subjects:

(1) History and mission of the command.

(2) Unit operating schedule/daily routine.

(3) Request mast procedure.

(4) Navy Right Spirit Campaign.

(5) Command Managed Equal Opportunity, including grievance procedures and identification of the Equal Opportunity Program Supervisor.

(6) Operation security.

(7) Standards of Conduct.

(8) Attire and grooming.

(9) Training and education services.

(10) Physical enhancement program, physical fitness assessment cycle, Command Fitness Leader name and location.

(11) Recreation services.

(12) Off-limit establishments.

(13) Personnel and disbursing services.

(14) Medical and dental services (ensure that TRICARE information is provided including location and telephone number of nearest TRICARE service center and location and telephone number of the Health Benefits Advisor).

(15) Chaplain services.

(16) Fleet and Family Service Centers (FFSCs).

(17) Vehicle registration.

(18) Ombudsman Program.

(19) Command layout and tour.

f. Within the first 90 days provide information on the availability of

(1) Navy Rights and Responsibilities Training.

(2) Suicide awareness.

(3) Cardiopulmonary resuscitation training.

(4) Legal briefing.

(5) Navy college information.

(6) Navy Relief.

(7) Voter registration.

(8) Personal Financial Management.