



DEPARTMENT OF THE NAVY
OFFICE OF THE JUDGE ADVOCATE GENERAL
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IN REPLY REFER TO:
JAG/CNLSCINST 1740.1C
Code 60
NOV 16 2011

JAG/CNLSC INSTRUCTION 1740.1C

Subj: SPONSOR PROGRAM FOR MILITARY PERSONNEL REPORTING TO
OJAG/CNLSC ACTIVITIES

Ref: (a) OPNAVINST 1740.3B

Encl: (1) Sample Welcome Aboard Letter
(2) Sponsor Guidelines

1. Purpose. To establish the Sponsor Program for military personnel reporting to the Office of the Judge Advocate General (OJAG); Commander, Naval Legal Service Command; Naval Civil Law Support Activity; the Navy-Marine Corps Court of Criminal Appeals; the Navy-Marine Corps Trial Judiciary; and the Navy-Marine Corps Appellate Review Activity.

2. Cancellation. JAGINST 1740.1B.

3. Discussion. Reference (a) provides general guidelines for the establishment, maintenance, and evaluation of the internal effectiveness of the Navy Sponsor Program by unit commanders and commanding officers. This instruction assigns specific responsibilities and provides general guidance for the Sponsor Program within the above-mentioned activities.

4. Responsibility. The Director, Executive Administration Division (Code 60) shall coordinate and monitor the Sponsor Program for military personnel. The Director of Code 60 shall report periodically on the Sponsor Program's status to the Assistant Judge Advocate General (Operations and Management) (Code 06).

5. Action

a. Upon notice of permanent change of station orders directing a service member to report for duty to one of the above listed activities, the cognizant division director or activity head shall take the following actions:

(1) Designate a sponsor; and

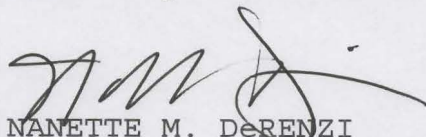
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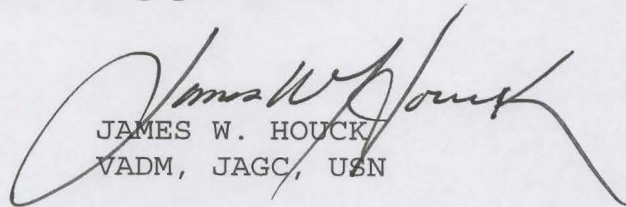
(2) Send a "Welcome Aboard" letter advising the prospective gain of the sponsor's name, telephone number, e-mail address and other appropriate information (e.g., a "Welcome Aboard" package) within 10 working days. Enclosure (1) provides a sample OJAG "Welcome Aboard" letter suitable for tailoring and use by division directors and activity heads. Assistant Judge Advocates General and Division Directors are encouraged to craft division or activity specific "Welcome Aboard" letters and packages, which provide information on location, commuting options, work environment, and other helpful information as appropriate. Reference (a) provides a command sponsor and indoctrination program tool kit containing sample welcome aboard letters and other useful information.

b. Designated sponsors shall:

(1) Become familiar with reference (a); and

(2) Use the Sponsor Guidelines at enclosure (2) as a tool to provide assistance to incoming personnel.


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Distribution:

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SAMPLE WELCOME ABOARD LETTER

[Date]

Dear _____,

Welcome aboard! Congratulations on your orders to _____ . You will be assigned as _____ in the _____ Division located in (Pentagon/Washington Navy Yard Building _____, room/suite _____).

The mission of the Office of the Judge Advocate General (OJAG) is extensive, embraces virtually all aspects of Department of the Navy activities, and is grounded in both law and regulation. OJAG's primary mission is to support the Judge Advocate General (JAG) in providing legal and policy advice to the Secretary of the Navy. OJAG also supports the JAG in advising and assisting the Chief of Naval Operations in formulating and implementing policies and initiatives pertaining to the provision of legal services within the Navy.

The _____ Division is responsible for [insert Division or Activity specific descriptions]. I know you will find your tour in the _____ Division to be challenging, informative, and rewarding.

Your sponsor is _____. Please let him/her know when you will be reporting aboard. [He/she] will also be able to answer any questions you may have about living and working in the Washington DC area. [He/she] may be reached at (DSN) _____ or (COMM) _____, or by email at _____.

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

Sincerely,

Enclosure (1)

SPONSOR GUIDELINES

1. Personal contact with the incoming member is essential. Call or email him/her as soon as you are appointed, and follow up in writing immediately (See reference (a) for sample letter formats). Some points to include:

a. Introduce yourself and provide specific contact information (e.g., telephone numbers, email address).

b. Ask the member to tell you what information he/she would like to have (e.g., housing, school, transportation, etc.).

c. Ask whether the member's dependents (if any and if accompanying the member) have special needs.

d. Volunteer to assist with temporary or permanent housing needs.

e. Volunteer to provide transportation and a tour of the area upon the member's arrival.

f. Be available to assist the member and his/her family during the first few days after arrival.

g. Escort the member through the check-in process.

h. Inform the member regarding office procedures, hours, watchstanding, uniform requirements, PT and recreational facilities, and the like.

i. Inform your supervisors of any special assistance needed by the member that you are not able to provide.

2. Your goal as a sponsor is to make the move, arrival, and transition for the member and his/her family as easy, stress-free, and straightforward as possible. An effective sponsor program is essential to fostering a favorable first impression of the command to incoming personnel, and a duty we owe to incoming shipmates. Sponsors should provide maximum assistance to ensure all incoming personnel have the information and assistance necessary to make a smooth transition to Navy JAG activities and the Washington DC area.