



**DEPARTMENT OF THE NAVY**  
COMMANDER, NAVY INSTALLATIONS COMMAND  
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CNICINST 5300.3  
N00C  
12 January 2012

CNIC INSTRUCTION 5300.3

From: Commander, Navy Installations Command

Subj: CNIC HEADQUARTERS SPONSORSHIP PROGRAM

Ref: (a) OPNAVINST 1740.3C  
(b) CNICINST 5300.4

1. Purpose. To set forth procedures for the administration of a command sponsorship program for military and civilian personnel at Commander, Navy Installations Command (CNIC) Headquarters (HQ) in accordance with reference (a).

2. Background. An effective command sponsorship program is essential to ensure every individual assigned to CNIC receives information necessary to make a successful move and begin their check-in process in a timely manner. Since first impressions are important and can often have a significant impact on a member's morale, retention, motivation, and productivity, all hands must take positive action to ensure every new member is greeted with enthusiasm and is rapidly integrated into the command team.

3. Policy. To ensure each individual is properly welcomed to CNIC, each prospective gain will receive:

a. A Gateway 2.0 (G2) Sponsorship teamsite has been established at:  
<https://g2.cnic.navy.mil/TSCNICHQ/N00/Sponsor/default.aspx>. It contains the following:

- (1) Sample Welcome Aboard Message
- (2) Sample Sponsor letter/email
- (3) Prospective Gain Notification
- (4) Sponsor Assignment Notification
- (5) Sponsorship Program Survey

b. An email or phone call by the assigned sponsor. A sample welcome aboard message is available on the G2 sponsorship teamsite.

c. A greeting at the airport by their sponsor, if applicable.

d. Assistance throughout the check-in process in accordance with reference (b).

#### 4. Responsibilities

a. The Command Sponsorship Coordinator (CSC) is responsible for:

(1) Overseeing the CNIC HQ sponsorship program for military and civilian personnel.

(2) Coordinating all civilian sponsorship activities.

(3) Working with N-Code/Special Assistant (SA) sponsorship coordinators to ensure the assignment of appropriate civilian sponsors.

(4) Working closely with the CNIC Force Master Chief (FORCM) to ensure appropriate military sponsor assignments.

(5) Ensuring sponsors have completed training before assuming duties as a sponsor.

b. CNIC FORCM is responsible for:

(1) Ensuring the assignment of appropriate military sponsors.

(2) Working closely with the CSC to ensure the effective sponsorship of military personnel.

c. N-Codes/SAs are responsible for:

(1) Assigning an appropriate N-Code/SA sponsorship coordinator.

(2) Meeting with all newly reported personnel within 72 hours of arrival at CNIC.

(3) Ensuring sponsors have adequate time to carry out their duties.

d. N-Code/SA sponsorship coordinators are responsible for working closely with the CSC and administering an effective sponsorship program within their code.

e. Sponsors are responsible for communicating with their prospective gain early and often and providing comprehensive transition support as needed. Timely communication is essential to the effectiveness of the sponsorship program.

## 5. Action

### a. CSC shall:

(1) Forward a prospective gain notification to the respective N-Code/SA sponsorship coordinator upon receipt of permanent change of station (PCS) orders (military gain) or human resources notification (civilian gain). A sample prospective gain notification is available on the G2 sponsorship teamsite.

(2) Ensure a qualified sponsor is assigned to prospective gains within five working days.

(3) Draft and provide a welcome aboard message for military prospective gains (ISO Front Office release).

(4) Maintain a database on incoming personnel to include:

(a) Rank/name of prospective gain.

(b) Estimated date of arrival.

(c) N-Code/SA assigned.

(d) Date orders received with date-time-group, if applicable.

(e) Date the prospective gain notification was sent to N-Code/SA sponsorship coordinator.

(f) Sponsor's name.

(g) Date-time-group of released welcome aboard message, if applicable.

(5) Provide a report, based on the database, on the first of each month to the CNIC front office, via the Flag Secretary.

(6) Maintain files of completed copies of welcome aboard messages, sponsor letter/email, prospective gain notification, sponsor assignment notification, and sponsorship program survey.

(7) Establish and maintain a HQ Sponsor Program presence on CNIC G2, with up-to-date information and links for sponsors and sponsored personnel.

(8) Review completed Sponsorship Program surveys, taking any necessary immediate corrective action and updating this instruction as required.

b. N-Code/SA sponsorship coordinators shall:

(1) Coordinate the assignment of a sponsor within three working days after notification of incoming personnel and advise the CSC of the sponsor's name, rank/rate, phone number and email address. The sponsor shall:

(a) Be of equal or greater rank than the reporting member.

(b) Be of the same gender and marital status (if possible).

(c) Be greater than three months from their Projected Rotation Date.

(d) Not be the individual that the prospective gain is relieving.

(e) Not be on leave or otherwise out-of-office upon reporting member's arrival.

(f) Be officially notified of their assignment by the N-Code/SA sponsorship coordinator via the sponsor assignment notification.

(2) Provide one-on-one training to sponsors before they begin their assignments. Civilian sponsor training will follow the intent and general outline of military sponsor training in accordance with reference (a).

(3) Ensure completion of sponsorship program survey within two weeks of the prospective gain's arrival and forward to the CSC for action.

(4) Ensure N-Code/SA Executive Assistants are informed of the sponsor's name and contact information immediately after the sponsor assignment is made. Sponsor name is a required data field in the HQ Total Workforce Management Services (TWMS) Personnel Check-in Module. A check-in/out record cannot be created in TWMS without the sponsor's name being entered first.

c. Sponsors shall:

(1) Be familiar with references (a) and (b) and the contents of this instruction.

(2) Contact the prospective gain within 10 business days of their assignment. Initial contact should be made in writing in the form of a letter or email. Sponsors may use the sample military and civilian sponsor letter/email provided on the G2 sponsorship teamsite.

(3) Provide the prospective gain information regarding transportation, lodging, housing, etcetera, as requested.

(4) Provide the prospective gain the link to the CNIC public website and guidance to begin the check-in process in accordance with reference (b).

(5) Ensure the prospective gain meets with their N-Code/SA within 72 hours of reporting.

CNICINST 5300.3  
JAN 12 2012

(6) Forward completed sponsorship program survey within two weeks of the prospective gain's arrival to the N-Code/SA sponsorship coordinator.

(7) Continue to provide assistance during the initial check-in process as needed. Sponsorship duties do not end once a member arrives at the command. Periodic check-ins with the member over the next three to four months is extremely important.



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<https://g2.cnic.navy.mil/CNICHQ/Pages/default.aspx>