



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
WASHINGTON, D.C. 20350-2000

OPNAVINST 1740.3C  
N135.  
29 Apr 09

OPNAV INSTRUCTION 1740.3C

From: Chief of Naval Operations

Subj: COMMAND SPONSOR AND INDOCTRINATION PROGRAMS

Ref: (a) DoD Instruction 1338.19 of 15 Jun 90  
(b) SECNAVINST 1754.6A  
(c) SECNAVINST 1754.1B  
(d) OPNAVINST 1754.1B  
(e) OPNAVINST 1750.1F  
(f) OPNAVINST 1754.5  
(g) OPNAVINST 3500.39B

Encl: (1) Command Sponsor Program  
(2) Command Indoctrination Program

1. Purpose. To implement the provisions of references (a) through (g) and issue revised policies and prescribe procedures regarding the Navy's Command Sponsor and Indoctrination Programs.

2. Cancellation. OPNAVINST 1740.3B.

3. Background. Command Sponsor and Indoctrination Programs are designed to facilitate the adaptation of Sailors and their families into new working and living environments, to minimize the anxiety associated with a Permanent Change of Station (PCS) move, and afford Sailors and their families the greatest opportunity for a successful and productive tour of duty. In 2007, the Chief of Naval Operations (CNO) issued guidance that Navy Pride and Professionalism information (formerly known as Navy Rights and Responsibilities) will be included in the command's indoctrination program.

4. Policy

a. Command sponsor and indoctrination responsibilities begin upon receipt of PCS orders and continue until the Sailor has become an integral part of the new command and is fully cognizant of all policies, programs, services, and

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responsibilities available through the command. Enclosures (1) and (2) outline responsibilities and provide guidance for these programs.

b. The Command Indoctrination Program must include the Navy Pride and Professionalism training and shall be provided to all personnel within 30 days of reporting or within 3 drill weekends.

5. Action. The responsible parties indicated within enclosures (1) and (2) shall take appropriate action to implement the provisions of this instruction.

6. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed in accordance with Secretary of the Navy (SECNAV) Manual 5210.1 of 17 November 2007.

7. Reports. The reporting requirements contained in this instruction are exempt from Reports Control per SECNAV Manual 5214.1 of December 2005.



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Deputy Chief of Naval Operations  
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**COMMAND SPONSOR PROGRAM**

1. Introduction. It is crucial that commands provide incoming personnel with meaningful pre-arrival communication, adequate support upon arrival, and relocation assistance that meets the Sailor's needs. The goal of the Command Sponsor Program is 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. Attachment (1) of this enclosure is a flowchart for the Command Sponsor Program.

2. Actions

a. Office of the Chief of Naval Operations (OPNAV), Personal Readiness and Community Support Branch (N135) shall:

- (1) Establish program policy.
- (2) Provide program guidance and support.

b. Bureau of Naval Personnel (BUPERS), Career Development Programs and Policy (BUPERS-33) shall maintain Career Information Management System (CIMS) that will provide Command Sponsor Coordinator (CSC) information.

c. Commander, Navy Installations Command shall provide:

(1) Assistance to local commands regarding the Command Sponsor Program through the Fleet and Family Support Center (FFSC) Relocation Assistance Program staff. References (a) and (b) detail components of the Navy's Relocation Assistance Program. References (c) and (d) outline FFSC's role in providing support to the sponsor program.

(2) Training to commands requesting sponsor orientation through local FFSCs.

(3) Guidance for the Navy Command Ombudsman Program and Family Readiness Groups (FRGs) in assisting with command sponsorship and family welcoming. Reference (e) outlines effective communication strategy for ombudsmen to facilitate relocation of families by working with CSCs. Reference (f) details FRGs' assistance with the Command Sponsor Program.

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d. NAVPERSCOM, Distribution Management Division, (PERS-45) shall display CSC's contact information as provided by commands on PCS orders.

e. Commanding Officers (COs) shall:

(1) Establish a Command Sponsor Program per the guidelines of this instruction.

(2) Appoint a CSC.

(3) Review feedback from Command Sponsor Program and Indoctrination Program questionnaires for effectiveness of programs.

(4) Ensure command Web site is up-to-date for points of contacts (names and phone numbers); to include a secondary point of contact in case ship is deployed.

f. Command Master Chiefs shall:

(1) Oversee the Command Sponsor Program.

(2) Ensure CSC has access to coordinator's tools (e.g., CIMS).

(3) Review CIMS to verify tracking of sponsor assignments.

(4) Ensure CSC provides NAVPERSCOM (PERS-45) with CSC contact information at mill\_pers-455inbox@navy.mil.

(5) Ensure that incoming personnel are assigned sponsors. In addition to active component personnel, all Reservists on Active Duty for Special Work or mobilization orders shall be provided a sponsor.

(6) Review the Command Sponsor Program to include:

(a) Number of incoming personnel who were assigned a sponsor prior to arrival at their new duty station.

(b) Appropriate assignment of sponsors per paragraph 2g(2) below.

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(c) Number of personnel assigned as sponsors who have completed sponsor training.

(7) Ensure that all detaching Sailors (including students detaching from a training command) have made contact with the gaining command's sponsor prior to transfer.

g. CSC shall:

(1) Provide NAVPERSCOM (PERS-45) with CSC's contact information (e.g., functional electronic mail (e-mail) address, command Web site Uniform Resource Locator, URL, or phone number) to be placed on PCS orders. Utilize mill\_pers-455inbox@navy.mil.

(2) Assign appropriate sponsor to incoming Sailors (i.e., sponsor is of equal or higher paygrade (at least E5) to arriving Sailor; single sponsor for single arriving member, married sponsor with children for married arriving member and family). The sponsor should have at least 12 months remaining on board the present command and should not be the person that the incoming Sailor is slated to relieve. A "Sample Sponsor Assignment Memorandum" is provided in attachment (2) of this enclosure.

(3) Ensure sponsors have completed sponsor training prior to being assigned as a sponsor. Sponsor training is provided by the local FFSC. Additionally, a copy of the Digital Versatile Disc (DVD) training resource titled "The First 72 Hours" is available free of charge through the Defense Imagery Web site at <http://www.defenseimagery.mil>. To order the DVD, use the "PIN" search option and enter the PIN "806440." Complete the ordering instructions. DVD should be delivered to the command within 5 days.

(4) Maintain and track sponsor assignments in CIMS.

(5) Establish and maintain monitoring files for a minimum of 1 year to ensure program effectiveness.

(6) Liaison with the local FFSC, where established, regarding utilization of relocation resources.

(7) Prepare welcome aboard letters from the CO to incoming Sailors and send within 10 working days of being

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informed of the prospective gain. "Sample Welcome Aboard Letter from Commanding Officer" is shown in attachment (2).

(8) Advise command ombudsman of prospective gain. A "Sample Welcome Aboard Letter" from ombudsman is provided in attachment (2).

(9) Advise the Command FRG Welcome Committee Chair of new arrivals.

h. Sponsors shall:

(1) Fully understand responsibilities begin upon sponsor assignment by the CSC/members of the chain of command, with assistance continuing until the transferring Sailor has become an integral part of the new command and is fully cognizant of all policies, programs, services, and responsibilities. It is important for sponsors to be enthusiastic, willing to help people, and have a positive attitude toward the Navy, command, and local community. Sponsors should be familiar with the command and its location or homeport, knowledgeable about available resources, and familiar with applicable command procedures and instructions.

(2) Complete sponsor training provided by the local FFSC prior to executing sponsor related duties. Spouses may attend sponsor training with the Sailor.

(3) Execute sponsor duties as outlined in the sponsor training and per the following guidelines:

(a) The following are pre-arrival guidelines:

1. Draw upon the knowledge gained from experience as a newcomer.

2. Draw upon previous experiences with the sponsor program (e.g., if previous sponsors were not helpful, decide what was lacking and make improvements).

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

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4. Contact the gaining person as soon as possible via telephone, facsimile, naval message, or e-mail.

5. Write a personal letter to the new shipmate within 10 days of being assigned as a sponsor and provide a copy to the CSC. Refer to "Sample Sponsor's Letter" in attachment (2). Include the Prospective Gain Questionnaire (included in attachment 2) and a self-addressed envelope with your personal letter to obtain information from the new shipmate (e.g., marital status, family members accompanying the arriving Sailor, children's ages, mode of transportation, and estimated date and time of arrival at the new duty station).

6. Inform members of their new command mailing address and remind them to complete change of address forms.

7. Refer the arriving Sailor to the Military Homefront Web site located at <http://www.militaryhomefront.dod.mil/moving>. This Web site provides extensive information and resources about communities and will answer some of their questions about the area to which they are moving.

8. Provide as much information as possible about schools in the area. This is often a high priority for families.

9. Provide point of contact for FFSC Spouse Employment Program.

10. Provide any other special information that would be helpful, such as power voltages or special conditions.

11. Provide timely follow-up letters, phone calls, or e-mails, in order to answer questions and allow members time to take action.

12. Check on housing availability. Inform 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, help members with arrangements, e.g., offer to make reservations per the member's desires (at Navy Lodge/local motel/hotel for arriving families

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or bachelor officer quarters/bachelor enlisted quarters for single personnel). Ensure they know to check with the housing referral office prior to renting or buying a house.

13. Confirm flight arrival time by contacting the airlines (if applicable).

14. Encourage a spouse to communicate with the gaining member's spouse (if married). A "Sample Welcome Aboard Letter to Member's Spouse" from the CO is contained in attachment (2). 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.

15. Act as a liaison for the new command members. Direct members to the subject matter expert if they have questions you cannot answer.

16. Request incoming members acknowledge receipt of forwarded materials and keep sponsor informed of itinerary, emergency numbers, reporting date, and special needs. Keep the chain of command and CSC updated on any changes.

17. Perform other duties recommended by the command that will make the Sailor's relocation process successful.

(b) The following are arrival guidelines:

1. Ensure transportation (e.g., government vehicle, base shuttle service) is available from place of arrival to the command and temporary lodging (if the Sailor requires it).

2. Meet incoming Sailors/families at their arrival point, if appropriate.

3. Escort the new arrivals to temporary lodging.

4. Facilitate notification to Sailor's family of their arrival, as appropriate.

5. Assist newcomers in finding local and base dining facilities.



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6. Furnish Sailors/families with a base map, indicating areas of interest. Familiarize new arrivals with base facilities.

7. Contact the FFSC to inquire about what necessities are available for loan while awaiting arrival of household goods (e.g., bedding, linens, dishes, and small appliances).

8. Ensure the Sailor still has sponsor's contact information.

9. Assist in the arrangement for temporary transportation, if required.

10. Assist members in locating the exchange or commissary for immediate needs.

11. Assist new arrivals with check-in procedures, to include processing of travel claim and verification of member's pay account.

12. Ensure Sailor and their family are familiar with local medical and dental procedures and that they are enrolled in TRICARE.

13. Provide information on options available to satisfy the religious denominational needs for the Sailor and their family.

14. Introduce Sailors to personnel in the command.

15. Remember the feelings and confusion experienced as a new arrival and try to be as helpful as possible.

(c) Following are post-arrival guidelines:

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

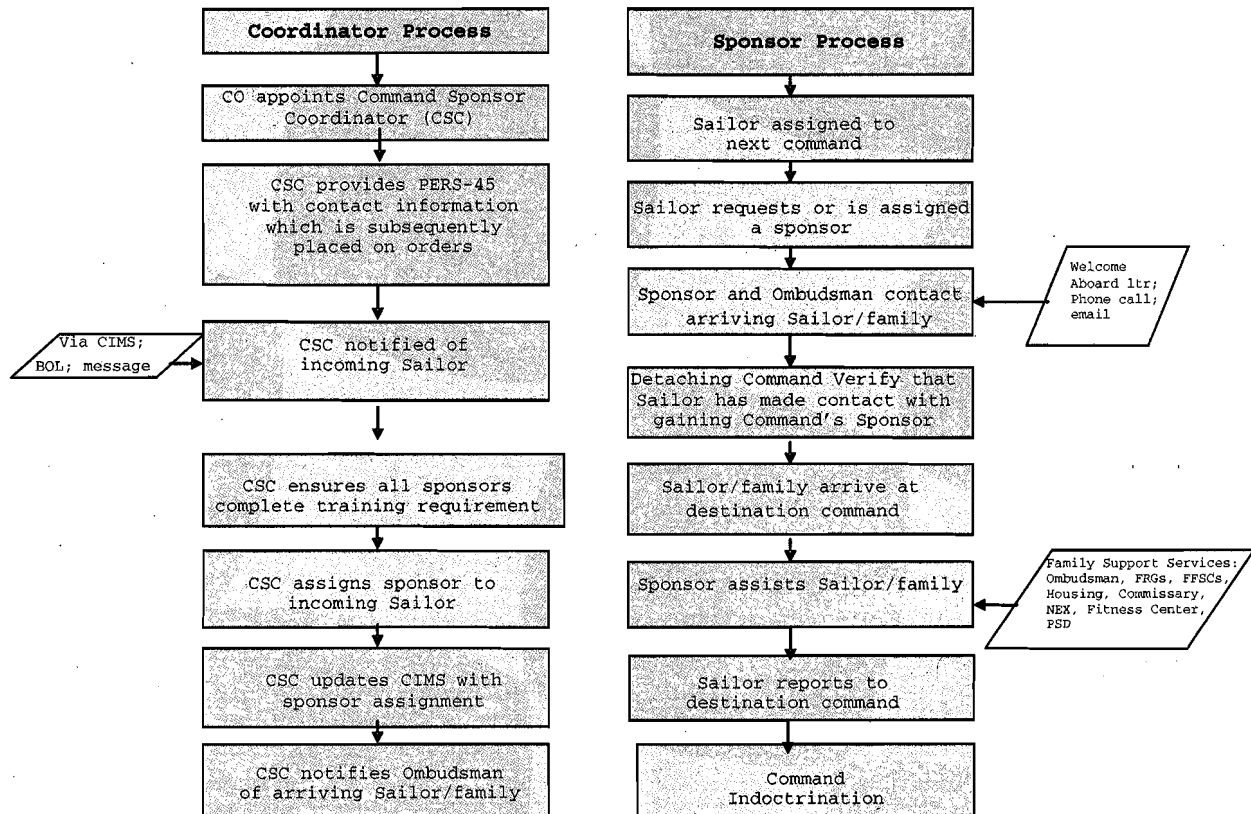
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2. Do everything within reason to help new arrivals "settle in."

3. Ensure new Sailors are enrolled in the Command Indoctrination Program within 30 days of reporting.

## Command Sponsor Program



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**COMMAND SPONSOR  
PROGRAM  
SAMPLE DOCUMENTS**

Attachment (2) to  
Enclosure (1)

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**SAMPLE SPONSOR ASSIGNMENT MEMORANDUM**

Date: \_\_\_\_\_

MEMORANDUM FOR \_\_\_\_\_

Subj: SPONSORSHIP DUTY ASSIGNMENT

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

Encl: (1) 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 a welcome aboard letter.

3. \_\_\_\_\_ is currently attached to \_\_\_\_\_ and is due to transfer on \_\_\_\_\_.

Mailing address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Request you write a personal welcoming letter to \_\_\_\_\_ within 10 working days of receipt of this memorandum. Use enclosure (1) as a guideline and be sure to provide a copy of your letter to the Command Sponsor Coordinator.

5. Request you offer your assistance to \_\_\_\_\_ and their 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 impression of our command. This initial assessment is critical to the individual's long-term attitude toward this command and the Navy. I urge you to continue to provide assistance until \_\_\_\_\_ has become familiar with this new duty assignment.

\_\_\_\_\_  
Signature

Attachment (2) to  
Enclosure (1)

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**SAMPLE WELCOME ABOARD LETTER FROM COMMANDING OFFICER**

Date \_\_\_\_\_

Dear \_\_\_\_\_,

Welcome aboard. I am pleased to have you coming aboard. The command is located in \_\_\_\_\_. 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 some time during their careers. I know you will find your tour in the \_\_\_\_\_ Department to be challenging, informative, and rewarding. Our command's Web site can be accessed at \_\_\_\_\_.

Your sponsor is \_\_\_\_\_. Please let your sponsor know when you will be reporting aboard. For any questions you may have about living and working in this area, contact your sponsor at COMM/DSN \_\_\_\_\_. Also, my Command Master Chief \_\_\_\_\_ is available at ( ) \_\_\_\_\_ and our Command Ombudsman may be reached at ( ) \_\_\_\_\_ for assistance.

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

Sincerely,

\_\_\_\_\_  
Captain, U.S. Navy  
Commanding Officer

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**SAMPLE SPONSOR'S LETTER**

**(Letter should be informal and the administrative office should provide a postage-paid envelope)**

Date \_\_\_\_\_

Dear \_\_\_\_\_,

Hi, I'm Petty Officer \_\_\_\_\_ and I'm delighted to be your sponsor here at \_\_\_\_\_. I 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. Being quite familiar with this area, I would be more than happy to answer 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 <http://www.militaryhomefront.dod.mil/moving> for information on planning your move and learning about your destination.

The base is actually located in \_\_\_\_\_, a small city about \_\_\_ minutes from 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.

To help us assess your needs and verify that you have received this letter, please contact the Command Sponsor Coordinator or me promptly. Fill out the enclosed Prospective Gain Questionnaire and return in the envelope provided. Here is my contact information:

Mailing address: \_\_\_\_\_

E-mail: \_\_\_\_\_

Work telephone number Comm/DSN: \_\_\_\_\_

Fax: \_\_\_\_\_

Home telephone number: \_\_\_\_\_

I may be contacted at home between (0000) and (0000) (use 24-hour clock, time zone information, and explain the difference +/- their local time).



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

Sincerely,

\_\_\_\_\_  
Sponsor's Signature

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**PROSPECTIVE GAIN QUESTIONNAIRE  
COMMAND SPONSOR PROGRAM**

Please answer the following questions and return this form in the envelope provided. Your prompt response will allow us to better meet your needs during your upcoming transfer.

Date Completed: \_\_\_\_\_

1. My name and rate is: \_\_\_\_\_
2. I am:  married  single; Spouse's first name: \_\_\_\_\_
3. I have \_\_\_\_\_ children. Name(s): \_\_\_\_\_
  - a. My children are enrolled in the EFM Program:  Yes  No
  - b. My children are in \_\_\_\_\_ grade(s) in school.
4. My family will be traveling with me.  Yes  No
5. I have received/not received a no-fee passport(s) and visa(s) for my family members (if required).
6. I have \_\_\_\_\_ pets. (Cat \_\_\_\_ Dog \_\_\_\_ Other \_\_\_\_\_)
7. I am shipping a POV:  Yes  No
8. Upon arrival, I intend to live in:  on base housing  
 local economy.
9. I am shipping \_\_\_\_\_ lbs of household goods (HHG) and my express shipment was sent on: \_\_\_\_\_
10. My current contact phone number is:  
\_\_\_\_\_
11. My transfer date from my current command is: \_\_\_\_\_
12. A good phone number or e-mail address to contact me during leave/transit is: Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

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13. I expect to arrive at \_\_\_\_\_ on or about \_\_\_\_\_  
via  government air  commercial air  POV.

14. I have the following specific concerns/information about my  
upcoming transfer:

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**SAMPLE WELCOME ABOARD LETTER FROM OMBUDSMAN**

Date \_\_\_\_\_

Dear \_\_\_\_\_ Family,

Welcome to \_\_\_\_\_. I am one of the ombudsmen that will assist your family.

Ombudsmen are designated by the command to serve as communication links between the commanding officer and command family members, as well as trained information and referral specialists. We are your advocates ready to support, direct, and empower you with all of the resources available. Please be assured that ombudsmen follow the guidelines of confidentiality as required by the Navy Family Ombudsman Program.

We have many years of military spouse experience and have experienced the ups and downs that come with being part of a Navy family. As a team, we look forward to providing assistance that you might need during your time at the new duty station.

You may contact me through phone or e-mail. I am available 24 hours a day for emergencies. Contact information is included below.

Once again, I look forward to meeting you at the command orientation and/or command functions.

Sincerely,

Jane Doe  
(Command Name) OMBUDSMAN  
Insert e-mail address  
Insert phone number  
Phone hours for non-emergencies  
9am - 5pm

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**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 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.

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, learn their job, develop their talents, and conduct themselves in a responsible manner both on and off the ship. Additional information about our command is available on our Web site at \_\_\_\_\_.

Having served in our 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 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 will become a member of our Family Readiness Group. 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 advice, my door is always open.

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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, my executive officer or my Command Master Chief \_\_\_\_\_ 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 our ombudsman 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

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**COMMAND INDOCTRINATION PROGRAM**

1. Actions

a. OPNAV (N135) shall:

(1) Establish program policy to define minimum requirements for command indoctrination.

(2) Provide program guidance and support.

b. Naval Education and Training Command (NETC) shall

(1) Maintain a Web-based tool for commands to access updated syllabus information for command trainers on Navy Pride and Professionalism training within 12 months of the release of this instruction.

(2) Coordinate with fleet and force senior enlisted leaders on topics and content of Navy Pride and Professionalism training.

(3) Determine the optimal course completion documentation process for training delivered via Web-based tool and/or compact disk-read only memory, and communicate the process to commands and training delivery points.

c. COs shall:

(1) Establish a Command Indoctrination Program to include the delivery of the Navy Pride and Professionalism training per this instruction.

(2) Appoint or have access to an indoctrination trainer.

(3) Ensure all incoming personnel receive command indoctrination training within 30 days of reporting or within 3 drill weekends.

(4) Monitor the Command Indoctrination Program for effectiveness.

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d. Command Master Chiefs shall:

(1) Oversee the Command Indoctrination Program.

(2) Review completed Command Sponsor and Indoctrination Program questionnaires (example provided in attachment (1) of this enclosure) and forward them to the CO for review, via the chain of command.

(3) Ensure the training coordinator has the most current training materials.

(4) Review the Command Indoctrination Program to include:

(a) Number of personnel assigned to a command completing indoctrination within 30 days of reporting or within 3 drill weekends.

(b) Number of personnel assigned as indoctrination trainers is within current training guidelines, i.e., qualified command training team member who has completed necessary course requirements.

e. Training Coordinators shall:

(1) Ensure command indoctrination training team members have successfully completed the Command Training Team Indoctrination Course (A-050-0001) prior to delivery of the Navy Pride and Professionalism Workshop.

(2) Conduct command indoctrination training as specified by current course requirements. Download course syllabus from the Personal Development Page on the NETC Web-based tool located at <https://wwa.nko.navy.mil/portal/splash/index.jsp>. Attachment (2) of this enclosure is a list of required topics to be covered in command indoctrination training.

(3) Maintain indoctrination training rosters to document course completion and forward to chain of command. Retain completed documents for a minimum of 1 year.



**COMMAND SPONSOR AND COMMAND INDOCTRINATION PROGRAMS  
QUESTIONNAIRE**

Your help is requested in evaluating the effectiveness of our Command Sponsor and Command Indoctrination Programs. You do not have to include your name 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 and your views will help us make the program better.

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_ INITIAL: \_\_\_\_\_  
RANK/RATE: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_  
PREVIOUS COMMAND: \_\_\_\_\_

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 the gaining command in advance of your arrival?  Yes  No

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

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

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

d. If no, what additional information would have made your transfer and relocation easier? \_\_\_\_\_

3. Did you request/elect to have a sponsor?  Yes  No

4. Were you assigned a sponsor?  Yes  No

5. Who is your sponsor? \_\_\_\_\_ (May omit name if desired).

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

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7. Did your sponsor meet you upon your arrival?  Yes  No
8. Was your sponsor knowledgeable about this command and the local community and able to answer your questions?  Yes  No
9. When did you receive your orders? \_\_\_\_\_
10. When did you transfer from your last command? \_\_\_\_\_
11. Did you attend school(s) or take leave in transit to this command?  Yes  No If yes, list dates: \_\_\_\_\_
12. Did your previous command inform you of the resources available to you at your nearest Fleet and Family Service Center (FFSC)?  Yes  No
13. How many days were you onboard before attending the Command Indoctrination Program? \_\_\_\_\_
14. Please list topics that you would like to see covered in the Command Indoctrination Program.

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

15. Overall, were you satisfied with this Command Sponsor Program?  Yes  No
16. Overall, were you satisfied with the Command Indoctrination Program?  Yes  No
17. Please list any suggestions you have for improving the Command Sponsor and Indoctrination Programs.

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

**(RETURN THIS QUESTIONNAIRE TO THE COMMAND SPONSOR COORDINATOR OR  
COMMAND MASTER CHIEF WHO WILL APPRISE  
THE COMMANDING OFFICER)**

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**REQUIREMENTS FOR COMMAND INDOCTRINATION PROGRAM**

1. Within the first 30 days of reporting, or within 3 drill weekends for reservists, provide mandatory training for the following:

a. Navy Pride and Professionalism training (formerly Navy Rights and Responsibilities), to include the following topics:

(1) Decision Making.

(2) Interpersonal Communications.

(3) Command Managed Equal Opportunity, including Navy policy on sexual harassment, religious accommodation, hazing, and fraternization.

(4) Diversity.

(5) Conflict Management.

(6) Pride in Self and Core Values.

(7) Wearing the Uniform.

(8) Military Etiquette including Courtesies and Military Bearing.

(9) Violent Behavior Awareness.

(10) Family Readiness.

(11) Mentorship and Positive Role Models.

(12) Pride in Service.

b. Navy Right Spirit Campaign/Alcohol Awareness.

c. Suicide Awareness.

d. Personal Financial Management.

e. Operational Risk Management.

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f. Prevention of Sexual Harassment/Sexual Assault.

g. Anti-terrorism/Force Protection.

2. Appropriately qualified personnel may address command specific policies, procedures, and base services.