



DEPARTMENT OF THE NAVY
NAVAL DISTRICT WASHINGTON
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NDWINST 1740.2C
N14
JUN 22 2009

NDW INSTRUCTION 1740.2C

From: Commandant, Naval District Washington

Subj: NAVAL DISTRICT WASHINGTON COMMAND MILITARY SPONSOR
PROGRAM

Ref: (a) OPNAVINST 1740.3A

Encl: (1) Sponsor Checklist
(2) Sponsor Letter (from sponsor to prospective new
members)
(3) Welcome Aboard Letter
(4) Sponsor Program Questionnaire

1. Purpose. To provide administrative and management guidelines in support of an effective Command Military Sponsor Program for Naval District Washington.

2. Cancellation. NDWINST 1740.2B.

3. Background. Reference (a) establishes the requirement for a Command Sponsor Program and sets forth elements and requirements of a successful program. Reference (a) clearly states that a sponsor will be assigned by the Command for all permanent change-of-station transfers. Enclosures (1) through (4) provide assistance to all personnel assigned as sponsors.

4. Applicability. The policies described in this instruction are applicable to all NDW commands.

5. Discussion. The mission of NDW's Command Sponsor Program is to welcome new members in a professional manner. This is extremely important as first impression can have a significant impact on a member's future performance. The first few hours spent aboard a member's initial command or the first days of any new assignment may significantly influence whether or not that member chooses to reenlist at the end of his/her obligated service. The duties for each of us are clear; we must take positive action to guarantee that each member is greeted with genuine enthusiasm, that an honest desire to assist is

projected, and displaying a sincere concern for the Sailor and his/her family member's welfare.

6. Responsibilities. The Command Master Chief (CMDCM) is responsible for maintaining an effective NDW Command Sponsor Program. The CMDCM will be assisted in this effort by the following:

a. The NDW Command Sponsor Coordinator, as assigned by the CMDCM, will manage the program and ensure all prospective sponsors receive adequate training.

b. N-code directors and leading chief petty officers are responsible for assigning a sponsor for each enlisted member reporting to NDW. All assigned sponsors will become familiar with reference (a) and this instruction.

c. The Command and Staff, Administrative Officer, for the region, with the concurrence of N-code Directors, Special Assistants, and Managers, will assign sponsors for incoming officers.

d. The Fleet and Family Support Center will provide, through its Relocation Program, sponsorship training to all NDW sponsors to strengthen their performance in this specialized role.

7. Action

a. Command Sponsor Program Coordinator:

(1) Liaise with the Command and Staff, and the Regional Command Career Counselor to keep abreast of all newly reporting personnel.

(2) Solicit assignment of a sponsor from the appropriate N-code directorate or Special Assistant. Once a sponsor has been identified by the appropriate person, provide the sponsor with a copy of the prospective member's orders and all available contact information via e-mail. The sponsor, if at all possible, will not sponsor his/her own relief, and may not necessarily be assigned to the same division as the incoming member.

(3) Provide the sponsor with enclosures (1) and (2).

(4) Create and mail the welcome aboard letter (enclosure (3)), with the Commandant's signature, to prospective member.

(5) Per enclosure (4), monitor the Command Sponsor Program.

(6) Mail five NDW Unit Identification Marks ("Rockers") to prospective E1-E6 personnel.

b. Assigned Sponsor:


(1) Assist in completing required items, per enclosure (1).

(2) Contact the prospective member as soon as possible. The sponsor should make initial contact by telephone or e-mail. If telephone or e-mail contact is not possible, the sponsor should mail a personal letter to the prospective member, similar to that of enclosure (2).

(3) Make arrangements to meet the incoming member, if possible, when he/she arrives in the area.

(4) Escort the member upon reporting to any areas required to complete the command check-in sheet.

(5) Schedule a meeting with the various members of the chain-of-command, as appropriate.


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Deputy

Distribution:

Electronic only, via CNIC Gateway Directives Website

<https://cnicgateway.cnic.navy.mil/Regions/NDW/N00/NDW%20Instructions/Forms/NDW%20Instructions.aspx>

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SPONSOR CHECKLIST

Sponsor: _____

As an assigned sponsor, you are responsible, at a minimum, for ensuring all checklist items are completed. The Command Sponsor Program is only as good as the effort you put forth. Return this completed checklist to the Command Sponsor Coordinator, when completed, prior to the new member's check-in with his/her respective chain-of-command. The new member will receive the official check-in sheet on their first reporting day. Comments are welcome and may be annotated at the bottom of the checklist.

New Member's Name: _____ Phone: _____

- YES NO Initial contact via telephone or e-mail.
- YES NO Verify with Sponsor Coordinator that the Commandant's Welcome Aboard Letter has been sent.
- YES NO Verify that housing arrangements have been made for new member and dependents' arrival in the Washington, DC, area.
- YES NO Order name tag (see Command and Staff).
- YES NO Enroll in NDW Indoctrination Program.
- YES NO Notify respective program/department of new member's expected arrival date at work.
- YES NO Is Command Check-in Sheet available for in processing.

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SPONSOR LETTER

Dear (prospective member):

Hello, I am _____ and am delighted to be your sponsor at the Naval District Washington (Program name). I will do my best to make your transition to Washington, DC, and the National Capital Region a pleasant one.

I'm 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 familiar with this area and would be more than happy to answer your specific questions or just further explain other items of concern for you. If I don't know the answer, I'll find out and get back with you at once. Also, your transition relocation information can be found at www.militaryonesource.com and relocation tools at www.militaryhomefront.dod.mil.

I will need to know in advance if you're going to be traveling by air or car to the region. Please provide me this information so I can be proactive in making all the necessary arrangements to aid you and your family.

Since you will be arriving during the month of _____, you will need to have your appropriate uniform ready. To help us address your needs and to verify that you have received this letter, please contact me promptly.

My work mailing address is:

My telephone number is (Comm), (DSN), or you may reach me at (e-mail). Should you desire, my home telephone number is:
_____.

Again, let me welcome you to Naval District Washington, DC, and if I can be of further service to you, please contact me.

Sincerely,

Enclosure (2)

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NEW ARRIVAL WELCOME ABOARD LETTER

Dear (Prospective Member):

On behalf of the entire Naval District Washington (NDW) staff, I extend to you a warm and sincere WELCOME ABOARD! I can assure you that you are embarking on a most challenging and rewarding experience.

You will be assigned to the (Program name) Program, and to assist you with your transition to Washington, DC, and the National Capital Region, I have asked (Sponsor) to assist you as your sponsor. (Sponsor) will be in contact with you in the very near future. Do not hesitate to ask (him/her) for information concerning your assignment to this command. (He/she) may be reached by calling (commercial) or (DSN) during normal working hours. CMDCM Terrence P. Gaffney is our Command Master Chief, and he can be reached at (202) 233-2617 or DSN 288-2617. Additionally, for further assistance, NDW now has a web page that includes a variety of information concerning the Washington, DC, area and our area of responsibility. You can access it through the internet, via CAC access, at <https://cinc.navy.mil>.

The prescribed uniform upon your arrival will be _____. Military lodging and commercial quarters are very expensive and also limited in the National Capital Region. Additionally, please note that NDW does not have a geographical bachelor program due to space availability. Please keep your sponsor aware of your plans, including the time and place of your arrival, so that we may assist you in a successful start of your tour at NDW.

WELCOME ABOARD! We are very pleased that you are joining our team and I look forward to meeting you soon.

Sincerely,

P. J. LORGE
Rear Admiral, U.S. Navy
Commandant

Enclosure (3)

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SPONSOR PROGRAM QUESTIONNAIRE

Your help is requested in evaluating the effectiveness of our Command Sponsor Program. We ask that you complete this questionnaire based on your experiences from your recent permanent change-of-station transfer. Upon completion, please return this form to the Command Sponsor Program Coordinator.

NAME _____ RANK/RATE:

REPORT DATE: _____ PROGRAM:

SPONSOR: _____

1. Were you assigned a sponsor before arriving? YES NO

2. Did your sponsor contact you before arriving? YES NO

3. Did your sponsor assist you in the following?

YES NO

___ ___ Greet you upon arrival?

___ ___ Arrange temporary transportation upon arrival?

___ ___ Arrange for temporary lodging?

___ ___ Contact you before you arrived in the area?

___ ___ If so, how many times? _____

___ ___ Answer your questions timely and accurately?

___ ___ Show you around the command, base, and local area?

___ ___ Assist you in other areas, as needed, to get settled?

4. Does your sponsor have a positive attitude toward the Command and the local area? YES ___ NO ___

5. What is your marital status?

___ Married (Accompanied) ___ Single (Accompanied)

___ Married (Unaccompanied) ___ Single (Unaccompanied)