



DEPARTMENT OF THE NAVY
NAVAL SERVICE TRAINING COMMAND
2601A PAUL JONES STREET
GREAT LAKES, ILLINOIS 60088-2845

NSTCINST 1740.1
N00
18 Nov 16

NSTC INSTRUCTION 1740.1

From: Commander, Naval Service Training Command

Subj: COMMAND SPONSOR AND INDOCTRINATION PROGRAMS

Ref: (a) [OPNAVINST 1740.3 \(series\)](#)

Encl: (1) Welcome Aboard Letter
(2) Military Check-in Sheet
(3) Civilian Staff Check-in Sheet
(4) Staff Indoctrination and Sponsor Program Critique

1. Purpose. To implement the provisions of reference (a) and prescribe procedures regarding Naval Service Training Command's (NSTC's) Command Sponsor Program (CSP) and Command Indoctrination Program (CIP).

2. Background. This instruction applies to NSTC personnel in Great Lakes only.

3. Policy. Command sponsor and indoctrination responsibilities begin upon receipt of Permanent Change of Station (PCS) orders and continue until the member has become an integral part of the command and is fully cognizant of command policies, available programs and services, and the member's responsibilities.

4. CSP. It is crucial that the command provide incoming personnel with meaningful pre-arrival communication, adequate support upon arrival, and relocation assistance. The goal of the CSP is to facilitate a smooth transition and assimilation into the command, set the stage for a positive experience at the beginning of a tour, and to maintain an atmosphere for continued success. The following responsibilities are assigned:

a. Chief of Staff (CoS) shall:

- (1) Oversee the CSP.
- (2) Assign all sponsors.
- (3) Appoint a Command Sponsor Coordinator (CSC).

(4) Review feedback from CSP questionnaires regarding effectiveness of the program.

b. The NSTC Command Sponsor Coordinator (CSC) shall:

(1) Prepare Welcome Aboard letters for incoming members using (enclosure (1)), sending the letters within five working days of receipt of orders.

(2) Provide newly arrived military members and Government Service employees a check-in sheet using enclosures (2) and (3), respectively.

(3) Receive and retain, for the duration of each member's tour at NSTC, a completed check-in sheet, ensuring newly reported personnel update the Navy Family Accountability Assessment System for the member and any dependents, including recall information.

c. The NSTC Public Affairs Officer shall ensure the command website is kept updated.

d. Sponsors shall:

(1) Understand that their responsibilities begin upon sponsor assignment, with assistance continuing until the transferring member has become an integral part of the command. It is important for sponsors to be enthusiastic, willing to help, and have a positive attitude toward the Navy, the command, and the local community. Sponsors should be familiar with the command, knowledgeable about available resources, and familiar with applicable command procedures and instructions.

(2) Contact the incoming member via telephone, facsimile, naval message, or email within ten working days of receipt of orders.

(3) Provide the incoming member of the command's mailing address and a reminder to complete a change of address form prior to detachment.

(4) Refer the incoming member to the Military Homefront website located at <http://www.militaryonesource.mil/on-and-off-base-living/moving>. This website provides extensive information and resources about communities and will answer some of their questions about the Great Lakes and surrounding areas.

(5) If needed by the incoming member, provide as much information as possible about schools in the area, to include the Midwest Region School Liaison contact information: SLO-GREATLAKES@MWRGL.COM.

(6) If needed by the incoming member, provide point of contact for Family Employment Readiness Program.

(7) Provide any other special information that would be helpful, such as specific uniform requirements, base protocols, or any other special conditions.

(8) Provide timely follow-up letters, phone calls, or emails to answer questions and allow members time to take necessary action prior to arrival.

(9) Check on housing availability, if requested by the incoming member, including 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 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.

(10) Request incoming member 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.

(11) Provide a base map, indicating areas of interest, and familiarize them with base facilities, the exchange, or commissary for immediate needs.

(12) Assist new arrivals during check-in, including processing of travel claim and verification of member's pay account.

(13) Introduce new arrivals to personnel in the command.

(14) Continue to assist member with needs during the first few weeks, e.g., registering car, moving.

5. CIP. The CIP must include the Navy Pride and Professionalism training as prescribed in reference (a) and shall be provided to all personnel within 30 days of reporting. To successfully implement the CIP, the following responsibilities are assigned:

a. The CoS shall:

(1) Ensure all incoming personnel receive command indoctrination training at Recruit Training Command within 30 days of reporting.

(2) Monitor the CIP for effectiveness.

b. Command Master Chief shall:

(1) Oversee the CIP.

(2) Review completed Command Sponsor and Indoctrination Program questionnaires and forward them to the CoS for review.

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

(4) Review the CIP to ensure personnel assigned to a command are completing indoctrination within 30 days of reporting.

c. Indoctrination Coordinator (IC) shall:

(1) Schedule newly reported personnel for command indoctrination within 30 days of reporting.

(2) Provide enclosure (4) to all students at the conclusion of the course.

(3) Provide completed critiques to the CoS via the CMC for review.


S. C. EVANS

Distribution: (NSTCINST 5213.1B)
Lists 3&4



DEPARTMENT OF THE NAVY

NAVAL SERVICE TRAINING COMMAND

2601A PAUL JONES ST

GREAT LAKES, ILLINOIS 60088-2845

1300

Ser N02/XXXX

DD MMM YY

Commanding Officer
Transferring Command
ATTN: Rate John P. Jones
XXXX XXXXXX Street.Road
Anytown, USA XXXXXX

Dear NOS Last Name:

Congratulations on your orders to Naval Service Training Command (NSTC). By direction of the Chief of Naval Operations, and as part of the "Revolution in Training," NSTC was officially established on June 30, 2003. Naval Service Training Command is responsible for all enlisted and officer accession training programs, with the sole exception of the officers commissioned via the U.S. Naval Academy, including all Naval Reserve Officers Training Corps units throughout the United States, Recruit Training Command in Great Lakes, Illinois, and Officer Training Command in Newport, Rhode Island. Additionally, NSTC has cognizance over more than 600 Naval Junior Reserve Officers Training Corps and Navy National Defense Cadet Corps units in high schools worldwide.

Your "Welcome Aboard" package is enclosed, and your sponsor, Rank First Name Last Name, will soon be in contact with you. His/her phone number is (847) 688-XXXX, and his email address is XXXXXX@navy.mil. I encourage you to visit our website at www1.netc.navy.mil/nstc/. You can also visit the Naval Station Great Lakes website at www.cnic.navy.mil/greatlakes/index.htm.

You will soon be an integral part of the NSTC team. Your knowledge and training will be put to good use in support of the command mission of transforming volunteers into Naval service professionals.

I am very pleased to welcome you to NSTC and look forward to your arrival.

W. D. PFEIFLE
Chief of Staff

Enclosure (1)



NAVAL SERVICE TRAINING COMMAND

CIVILIAN / CONTRACTOR CHECK-IN / CHECK-OUT

Rank/Title First Name MI. Last Name	Division/ Code

Date Reported Onboard: _____ **Proposed Detachment Date:** _____

THIS FORM IS TO ASSIST YOU IN CHECKING-IN/OUT OF THE VARIOUS DIVISIONS IN NSTC.
UNLESS OTHERWISE INDICATED, NSTC STAFF MEMBERS WILL CONTACT ALL PERSONNEL LISTED
BELOW.

ROOM LOCATION	CHECK IN INITIALS	DIVISION/OFFICE CONTACT	CHECK OUT INITIALS
BLDG 1 - RM 209 / x2500		N00 - COMMANDER – RDML S. C. EVANS OFFICE CALL SCHEDULED FOR – DATE/TIME:	
BLDG 1 - RM 209 / x2500/3400		N01 - DEPUTY COMMANDER – CAPT R. J. FINK OFFICE CALL SCHEDULED FOR – DATE/TIME:	
BLDG 1 - RM 209 / x2500/3400		N02 - EXECUTIVE DIRECTOR – DR. RUSTY HAGINS OFFICE CALL SCHEDULED FOR – DATE/TIME:	
BLDG 1 - RM 209 / x2500/3400		N03 – CHIEF OF STAFF – CAPT W. D. PFEIFLE OFFICE CALL SCHEDULED FOR – DATE/TIME:	
		N-CODE DEPARTMENT HEAD	
BLDG 3400 / X3456 x238		SAFETY OFFICER – MR. RANDY CARPENTER	
BLDG 1– RM 218B/ 4483 x6		CPR/HEART SAVER POC - CDR SCOTT NORTON	
BLDG 1 - RM 202 / x5614		OFFICE OF GENERAL COUNSEL – MR. JOHN MATUSZAK	
BLDG 1 – RM M29 / x6808 x175		COMPTROLLER – TRAVEL/GTCC – N8	
BLDG 1 – RM M25 / x6808 x414		COMPTROLLER – TIME KEEPING – MS. COLLEEN LOPEZ	
BLDG 6130 / x5648		BADGE AND PASS	
BLDG 1 RM M30D / x5895 x352		INFORMATION ASSURANCE MANAGER – MR RICK WAUPOOSE	
BLDG 1 RM M22 (A)/ x4509 x419/x425		NMCI OUTLOOK ACCOUNT – MR. JERRY SIMPSON	
BLDG 3400 / 3456 x226		KEY CUSTODIAN – HOWARD CARABELLO	
BLDG 1 – RM 219 / x7828		FLAG ADMIN / SECURITY MGR/CVS COORDINATOR – MILCONNECT - MR. MICHAEL PRELICH	

***** ALL NEW CHECK INS WILL MEET WITH N00 WITHIN 48 HOURS OF REPORTING ABOARD *****

RETURN THIS SHEET TO FLAG ADMIN WITHIN 5 WORKING DAYS AFTER REPORTING ABOARD. THIS
FORM WILL BE FILED AND USED AGAIN UPON DEPARTURE FROM NSTC.

Forwarding Address (Check out only): Check-out only

INDOCTRINATION COURSE CLASS # DATE:

Instructors:

Directions: Please provide feedback on each of the following items. Place your written comments at the end of each section. **YOUR COMMENTS COUNT AND THEY DO MAKE A DIFFERENCE!**

SPONSOR PROGRAM

1. When did you receive your orders? Month _____ Year _____
2. Did you receive a Welcome aboard Package (Circle one: Hard copy, Email copy or Website) YES/NO
3. Who was your sponsor? _____
4. Additional Comments concerning Sponsor Program (Indicate who was contacted and whether help was provided by that particular person or not):

INDOCTRINATION PROGRAM

1	2	3	4	5	OR
STRONGLY DISAGREE	DISAGREE	NEITHER AGREE NOR DISAGREE	AGREE	STRONGLY AGREE	N/A Not Applicable

1. Was your check-in process to your satisfaction? Please explain: _____

2. The Command objectives were fully explained at the beginning of the phase.

1	2	3	4	5	N/A
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3. The classroom Instructors/Guest speakers were knowledgeable with the required instructions.

1	2	3	4	5	N/A
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4. Was the INDOC Schedule provided and explained thoroughly?

1	2	3	4	5	N/A
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5. Did you find the ORM training to be informative and beneficial?
 YES NO
 ORM Comments: _____
6. Should MORE or LESS time be spent on any subject(s)? Please explain: _____

Additional comments:

NAME: _____ **RANK/RATE:** _____