



DEPARTMENT OF THE NAVY
COMMANDER
NAVAL EDUCATION AND TRAINING COMMAND
250 DALLAS STREET
PENSACOLA, FLORIDA 32508-5220

NETCSTAFFINST 1740.1B
N004

OCT 15 2014

NETC STAFF INSTRUCTION 1740.1B

From: Commander, Naval Education and Training Command

Subj: SPONSOR PROGRAM AND CHECK IN/OUT PROCEDURES

Ref: (a) OPNAVINST 1740.3C
(b) OPNAVINST 3120.32D

Encl: (1) Sample Sponsor Welcome Aboard Letter
(2) Sample Sponsor Check List
(3) Sample Sponsor Program Questionnaire

1. Purpose. To establish an effective sponsor program as well as check in/out procedures for newly reporting and departing personnel.

2. Cancellation. NETCSTAFFINST 1740.1A.

3. Action. It is the primary responsibility of the sponsor to convey a warm welcome to newly reporting military staff members, and Naval Education and Training Command (NETC) Division Directors/Special Assistants (DD/SAs) are responsible for coordinating the receipt and welcome of civilian personnel. Each DD/SA shall ensure the finest representative is assigned as a sponsor and that performance of this duty is recognized.

4. Procedures

a. Military Personnel Reporting on Permanent Change of Station (PCS) Orders

(1) Upon receipt of PCS orders, the Administrative Office will note the reporting member's arrival date and send an email to the appropriate DD/SA to coordinate the assignment of a sponsor. As a general rule, the departing military service member will be assigned to sponsor their relief. In the event the military service member departs prior to the arrival of their relief, special consideration should be given to ensure assignment of a sponsor with similar rating/rank and marital/dependency status. When the sponsor has been

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identified, the Administrative Office will prepare a Welcome Aboard letter for the Chief of Staff's (COS's) signature. Once the letter is signed, the Administrative Office will:

(a) For personnel reporting to Pensacola: Send a Welcome Aboard letter and local area package of information to the incoming member.

(b) For personnel reporting to Norfolk: Send the signed Welcome Aboard letter to the Norfolk Administrative Support Office. Upon receipt of the letter, the Norfolk Administrative Support Office will send the Welcome Aboard letter, and local area package of information, to the incoming service member.

(2) The sponsor will be notified of their assignment by email and be provided a copy of the Welcome Aboard letter and enclosures (1) and (2). It is the responsibility of the sponsor to become familiar with references (a) and (b) and to contact the reporting member in a timely fashion. Initial contact should convey a warm welcome and provide essential information such as normal working hours, uniform of the day, watchbill requirements, etc. Home and office telephone numbers should also be exchanged. The sponsor should be prepared to assist the incoming member in making the PCS move as smooth as possible. This may include sending the member local real estate advertisements and/or showing residential areas during a house-hunting trip. In all cases, the sponsor should meet the member upon arrival at the NETC Headquarters and assist until the check-in is complete.

(3) Upon arrival, the sponsor will escort the new member to the Administrative Office (Pensacola)/Admin Support Office (Norfolk) to pick up a Check In/Check Out Sheet (NETC 5000/1 for Pensacola personnel or NETC 5000/2 for Norfolk personnel) and enclosure (3). The completed Check In/Check Out Sheet and enclosure (3) must be returned to the Administrative Office (Pensacola)/Admin Support Office (Norfolk) within five working days of receipt. Newly arriving DD/SAs will contact the NETC Flag Office and make an appointment to check in with the Commander, Executive Director, COS, and Flag Secretary within five working days of reporting aboard.

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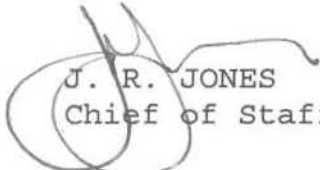
b. Civilian Personnel Reporting for Work. Upon a new employee's arrival, their department representative will escort the new employee to the Administrative Office (Pensacola)/Admin Support Office (Norfolk) to pick up a Check In/Check Out Sheet (NETC 5000/1 for Pensacola personnel or NETC 5000/2 for Norfolk personnel). The completed Check In/Check Out Sheet must be returned to the Administrative Office (Pensacola)/ Admin Support Office (Norfolk) within five working days of receipt. Newly arriving DD/SAs will contact the NETC Flag Office and make an appointment to check in with the Commander, Executive Director, COS, and Flag Secretary within five days of reporting aboard.

c. Personnel Permanently Departing. Five days prior to departure, the service member/employee will obtain a Check In/Check Out Sheet (NETC 5000/1 for Pensacola personnel or NETC 5000/2 for Norfolk personnel) from the Administrative Office (Pensacola)/Administrative Support Office (Norfolk) which must be completed and returned prior to departure. DDs/SAs and officers in paygrade O-5/O-6 will contact the NETC Flag Office and make an appointment to check out with the Commander prior to departure. DD/SAs and military personnel will also make an appointment to check out with the COS and Flag Secretary prior to departing.

d. New Employee Orientation. N00V will ensure new employees, both military and civilian, attend New Employee Orientation within thirty days of reporting aboard or as required.

5. Forms. The following forms are available from Total Records and Information Management (TRIM):

- a. NETC 5000/1 (Pensacola Check In/Check Out Sheet)
- b. NETC 5000/2 (Norfolk Check In/Check Out Sheet)


J. R. JONES
Chief of Staff

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SPONSOR WELCOME ABOARD LETTER
(Letter should be informal)

Date _____

Dear _____,

Welcome Aboard. I'm _____, and I will be your sponsor at Naval Education and Training Command, Pensacola, FL. I will be working with you to make your transition to the Pensacola 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. Being quite familiar with this area, I am more than happy to answer specific questions or just explain other items of concern to you, and 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 Pensacola.

If you are flying to Pensacola, the base is located about 20 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. My contact information is:

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).

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

Sincerely,

Enclosure (1)

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SPONSOR CHECK LIST FOR
(Rank/Rate) (Last Name)

1. Contact your new shipmate. Some points to include:
 - a. Introduce yourself and give a warm welcome aboard.
 - b. Offer to mail a copy of the rental/for sale advertisements from the local paper.
 - c. Inform the member on how they may contact you (your home address and telephone as well as your work telephone, FAX (both DSN and commercial numbers) and e-mail address).
 - d. Ask them about dependents. If they will accompany, mode of transportation, ages, etc.
 - e. Ask them to keep you posted on their travel plans. You are required to keep the Administrative Office informed of any changes the member may make.
2. Provide e-mails or phone calls to answer any questions the new member may have.
3. Ensure transportation is available from place of arrival to the command and temporary lodging if the member requests it.
4. Prior to the member's arrival, check on the housing available. Inform the member if housing will be available upon reporting or if they need to make arrangements for temporary lodging. Help the member if necessary. Make sure the new member checks into the Housing Referral Office prior to renting or buying a house. This is a must.
5. Escort the individual through the process of checking in.
6. Help the member locate the Personal Property Office to check on household goods. This may be done before the member reports for duty.
7. Provide a tour of the base, pointing out the Exchange, Family Service Center, etc., and off-base areas if the member desires.

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8. Remain an escort to the individual as long as necessary, at least until they know their way around and feel comfortable.
9. If unaccompanied, escort to BOQ/BEQ for room assignment.
10. Explain procedures for medical emergencies after Naval Hospital's normal working hours.

NAVAL EDUCATION AND TRAINING COMMAND
SPONSOR PROGRAM QUESTIONNAIRE

Your help is requested in evaluating the effectiveness of our sponsor program. We ask that you complete this questionnaire based on your experiences during your recent PCS transfer. Upon completion, request forward questionnaire to the Administrative Office Supervisor.

Name: _____ Rank/Rate: _____
Date Arrived at unit: _____ Assigned to Code: _____
Name of sponsor: _____
Rank/Rate of sponsor: _____

1. Were you assigned a sponsor before arriving? Yes No

2. Are you:
Married (Accompanied) _____ Single (Accompanied) _____
Married (Unaccompanied) _____ Single (Unaccompanied) _____

3. Did your sponsor assist you in the following:
 - a. Meet you upon arrival? Yes No NA

 - b. Arrange temporary transportation for job
and initial shopping needs? Yes No NA

 - c. Arrange for temporary housing? Yes No NA

 - d. Have a positive attitude toward command
and local area? Yes No NA

 - e. Write to you before you arrived?
If yes, how many times? _____ Yes No NA

 - f. Were your questions answered timely and
accurately? Yes No NA

 - g. Show you around the command, base, and
local area? Yes No NA

 - h. Assist you in other areas to get
settled? Yes No NA

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4. What information did you receive from your sponsor and command prior to arriving? (Check all that apply)

Personal Letter ____ Email ____ Telephone Call ____

5. Overall, how would you rate the helpfulness of your sponsor? Rate 1 (Very Poor) to 5 (Excellent).

1 2 3 4 5

6. Any remarks, criticisms, or recommendations concerning this sponsorship program. Thank you for your cooperation.
