



DEPARTMENT OF THE NAVY

TRAINING SQUADRON NINE
101 FULLER ROAD SUITE 221
MERIDIAN MS 39309-5404

TRARONNINEINST 1750.1G
N1
28 Sep 12

TRARON NINE INSTRUCTION 1750.1G

From: Commanding Officer, Training Squadron NINE

Subj: NAVY SPONSOR PROGRAM

Ref: (a) OPNAVINST 1740.3C

Encl: (1) Sample Commanding Officer "Welcome Aboard" Letter
(2) Sample Sponsor "Welcome Aboard" Letter
(3) Training Squadron NINE Information Sheet

1. Purpose. To promulgate procedures for conducting the Navy Sponsor Program within Training Squadron NINE (VT-9) per reference (a).
2. Cancellation. TRARONNINEINST 1750.1F
3. Action. All instructors who are reporting aboard with Permanent Change of Station (PCS) orders shall be assigned a sponsor. The sponsor should have the same rank and fleet platform if at all possible. Student Pilots may be assigned a sponsor on a case-by-case basis.
 - a. Assistant Administrative Officer. Shall assign incoming personnel with a sponsor, and forward a "Welcome Aboard" package to the incoming service member. This package will include: information provided by the NAS Meridian Family Service Center; a "Welcome Aboard" letter signed by the Commanding Officer, enclosure (1); and a "Welcome Aboard" letter signed by the prospective sponsor, enclosure (2); and information regarding VT-9, enclosure (3).
 - b. Sponsor. Upon assignment, the sponsor will communicate with the incoming service member as soon as possible. When the member checks aboard, the sponsor will provide assistance during check-in and familiarization with the squadron and community.

A handwritten signature in cursive script, reading "G. V. Krause", is positioned above the printed name.

G. V. KRAUSE

Distribution:
TRARONNINEINST 5216.1F
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Sample Commanding Officer “Welcome Aboard” Letter

From: Commanding Officer, Training Squadron NINE
To: LT John A. Doe, USN

Subj: WELCOME ABOARD

1. Congratulations on your assignment to the Tigers of Training Squadron NINE (VT-9).
2. If you haven't been here before, we are located on the second deck of the south end of Hangar two. Our sister squadron, Training Squadron SEVEN, and the Commodore of Training Air Wing ONE (TW-1) are down the hall. The simulator building is located right next door near the flight line. Base housing is newly renovated, and there is a Commissary, small Exchange, Consolidated Club and pool on base.
3. The Meridian community is very friendly and extremely supportive of the Navy. Fishing and hunting are plentiful if that's your thing. Weather is very pleasant in spring and fall, but gets quite hot and humid in the summer. It dips below freezing occasionally in the winter, but snow is rare. Daily temperature changes of 50 degrees from late fall to early spring are not unusual.
4. The Command address is: Training Squadron NINE
101 Fuller Road, Suite 221
NAS Meridian, MS 39309-5404
5. The Base website is <https://www.cnic.navy.mil/meridian/>. The Wing web page with links to the squadron pages is <http://www.cnatra.navy.mil/tw1/>.
6. Some useful telephone numbers:

	DSN	COMMERCIAL
NAS Meridian Quarter Deck	637-2958	(601) 679-2958
VT-9 Duty	-2706	-2706
VT-9 Administrative Office	-2858/3275	-2858/3275
Combined Bachelor Quarters	-2592	-2592
7. In order to make your transition to VT-9 as smooth as possible, Lieutenant Commander John “Doc” Doe will act as your sponsor and assist you in any way possible. He can initially be reached by calling the VT-9 duty number above. Once again, welcome aboard! We look forward to your arrival.

I. M. COMMANDER

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Any misuse or unauthorized disclosure may result in both civil and criminal penalties.”

TRARONNINEINST 1750.1G
28 Sep 12

Sample Sponsor “Welcome Aboard” Letter

LT John A. Doe
123 America Drive
Meridian, MS 39309

Dear Lieutenant Doe,

My name is John “Doc” Doe and I have been designated as your sponsor. An advance copy of your orders was received by Training Squadron NINE (VT-9) and I would like to be the first to welcome you.

I would be happy to assist you in your upcoming transfer. Please feel free to contact me to answer questions about the local area or about the “Tigers”. My work mailing address is:

Training Squadron NINE
101 Fuller Road, Suite 221
Meridian, MS 39309-5404

My work telephone number is: DSN 637-2842 or (601) 679-2842. Should you require it, my email address is: john.doe@navy.mil. My cell number is: (000) 000-0000 and home: (601) 000-0000.

Enclosed is a letter from the Commanding Officer with your Welcome Aboard Package. If you need further information, please contact me.

Again, let me welcome you aboard Training Squadron NINE. If there is any way I can be of assistance to you, please feel free to contact me.

Sincerely,

J. A. DOE
Administrative Officer

Enclosure (2)

Training Squadron NINE Information Sheet

FAQs ABOUT VT-9:

This information sheet is intended to provide some assistance with your transition to shore duty at VT-9. The Welcome Aboard Package was created by the Family Service Center, but you may have some specific questions about the squadron.

Where do I go for check-in?:

Come by the VT-9 Admin Department, located on the second deck of Hangar 2, on the day of your initial check-in. There, you will receive your check-in sheet and can handle your travel claim. You should also visit the Commanding Officer's secretary and the Duty Officer to update your recall information.

Uniform:

Uniform of the day is flight suit. Students are expected to arrive in Khakis/Charlies; however, this requirement does not apply to staff members.

Working Hours:

Working hours are normally 0700-1630 Monday through Friday, with a duty section present during after hour flight operations. More than likely, though, your flight schedule and working hours will vary daily.

The Aircraft:

Training Air Wing ONE is all T-45C. It features a glass cockpit with civilian ILS. This "Goshawk" is a solid cross country machine with many cockpit similarities to the F/A-18.

Coffee Mess:

Our mess treasurer will gladly order nametags and a coffee mug for you. Please contact your sponsor or the mess treasurer, LTJG John Doe (john.doe@navy.mil) for arrangements.

The IUT:

The VT-9 Standardization department manages the training of new instructors. Contact the IUT STAN Officer upon check-in and he will help you arrange for a class date. CNATRA requires that all IUTs finish initial training within 100 days of beginning ground school. The squadron's goal is for you to be a fully qualified instructor within 90 days of arrival in Meridian.

Leave and Liberty:

Coming from sea duty, you are probably ready to take leave. Leave will be approved by the Executive Officer on a case-by-case basis. Remember to advise the IUT STAN Officer of any leave plans. Leave is not required on weekends and holidays, unless beyond 200 miles from Meridian.

Other Notes:

During the IUT, you must attend FITC (Flight Instructor Training Course), a week-long course in Pensacola. If your swim/physiology qualification has expired, you must complete Jet Physiology Training (also in Pensacola) before flying.