



DEPARTMENT OF THE NAVY

COMMANDER TRAINING AIR WING ONE
101 FULLER ROAD SUITE 250
MERIDIAN MS 39309-5403

IN REPLY REFER TO:

COMTRAWINGONEINST 1740.3F
01A
18 Apr 10

COMTRAWINGONE INSTRUCTION 1740.3F

From: Commander, Training Air Wing ONE

Subj: COMMAND SPONSOR PROGRAM

Ref: (a) OPNAVINST 1740.3C

Encl: (1) Sponsor CheckList
(2) Sample Command Welcome Aboard Letter
(3) COMTRAWINGONE Form 1740/1 (06-97) Sponsor Program Questionnaire

1. Purpose. To outline procedures for selection of sponsors and their duties as required by references (a).
2. Cancellation. COMTRAWINGONEINST 1740.3E.
3. Discussion. The key to a great command is making a good first impression. A well administered Command Sponsor Program can ease difficulties encountered by naval personnel and their families during Permanent Change of Station (PCS) moves. The Sponsor Coordinator for officers is the Chief Staff Officer (CSO). The Sponsor Program will help introduce new personnel to the Wing by aiding in familiarization and check-in procedures.
4. Selection of Sponsors. Officer sponsors are assigned by the CSO. The following areas should be considered, but are not disqualifying, in assigning sponsors:
 - a. Possess a vehicle or access to a vehicle for transportation of newcomers and their dependents from airport if required.
 - b. Sponsor should be equivalent paygrade or above.
 - c. Shall not be less than O-3.
 - d. Have at least six months remaining on board the command.
 - e. Should not be anticipating leave or temporary additional duty at the estimated time of arrival and for a short time thereafter.
 - f. The person being relieved by the new member is not necessarily the best choice.
 - g. Married sponsors should be assigned to married prospective gains.

- h. Be familiar with the command and available base-wide resources such as Family Service Center, Housing, etc.
- i. Be someone who will create a positive first impression and believes in the potential value of the program.
- j. Be willing to do more than the minimum to ensure a smooth transition to the command.

5. Action

a. The Administrative Officer shall:

(1) Forward a copy of orders along with enclosure (1) to the assigned sponsor for prospective officer gains.

(2) Generate a Command letter to send to prospective gain. Ensure the letter is mailed with the original welcome aboard package.

(3) Notify the sponsor if the orders are modified or changed.

(4) Notify the sponsor when the individual reports on board.

(5) Solicit feedback from new arrivals. Enclosure (3) is a sponsor program questionnaire.

b. The Sponsor shall:

(1) Meet the newly reporting individual upon arrival and assist the newcomer throughout the entire check-in process.

(2) Familiarize the new individual with local facilities which might assist the transition into the Meridian area. Some suggestions include:

(a) Recreational facilities located on NAS.

(b) Banks and credit unions.

(c) Location of Navy Exchange and Commissary.

(d) Location of the Post Office, Family Service Center, Pass/Tag Office and PSD.

c. The Wing Administration Department will:

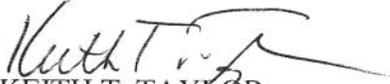
(1) Prepare an appropriate Welcome Aboard Letter per the format in enclosure (2).

(2) Mail the Welcome Aboard Package to the prospective gain. The welcome aboard package will include:

- (a) The Command Welcome Aboard Letter
- (b) Base Welcome Aboard Package

(3) Start a file for each prospective gain containing a copy of orders, Command Welcome Aboard letter, sponsor letter and any incoming mail and miscellaneous items of interest.

(4) Pass the file to the new member upon his arrival.


KEITH T. TAYLOR

Distribution:

https://www.cnatra.navy.mil/TW1/pubs_instructions.asp

https://www.cnatra.navy.mil/TW1/pubs_notices.asp

https://www.cnatra.navy.mil/TW1/pubs_cancellations.asp

SPONSOR CHECKLIST

1. Contact prospective gain via letter or phone within five working days after assignment.
2. Provide prospective gain with information on how to contact yourself (include your duty and home phone number), their new mailing address and appropriate command phone numbers. Inform them that their mail will be held for them until their arrival if they anticipate mail being forwarded.
3. Coordinate with the TW-1 Mess Officer to order personalized command nametags, patches, etc., with the goal of having them delivered before the prospective gain arrives.
4. Determine marital/dependent status and any special needs (i.e., schooling, child care).
5. Assist with motel, BOQ, accompanied BOQ reservations as applicable for accompanied personnel.
6. Arrange BOQ assignment for incoming unaccompanied personnel.
7. Request flight information so you can meet the newcomers at the airport (if flying). If the newcomers are driving, designate a meeting place and time for you to meet them.
8. Ask members to keep you posted on their travel and arrival plans. You are required to keep the Sponsor Program Coordinator informed of any changes.
9. Meet new member upon arrival.
10. Escort the newcomer through the process of checking in and familiarize them with the base.
11. Help the newcomer locate the Personal Property Office to check on household goods and auto shipments (if applicable).
12. Introduce member to TW-1 staff personnel and Department Head. Finalize check-in process by introducing member to CSO and Commodore.

Additional helpful assistance to the newcomer would be to:

- Assist in getting children registered for school.
- Assist with vehicle registration and driver's license.
- Have a positive attitude.**

SAMPLE WELCOME ABOARD LETTER

1740
Ser 00/

LCDR John P. Jones
USS UNDERWAY
FPO AP 12345-6789

Dear Lieutenant Commander Jones:

Congratulations on receiving orders to the staff of Training Air Wing ONE! I am sure your tour here will be challenging and enjoyable.

Training Air Wing ONE is located on board Naval Air Station Meridian, approximately 18 miles north of the city of Meridian, MS off Highway 39. If you enjoy outdoor activities, you will be happy with the facilities offered on the station and in the local community. Relationships with the local civilian community are especially good. I believe you will find this beautiful base and the friendly city of Meridian to be among the Navy's best kept secrets.

The Naval Air Training Command's number one Wing has a proud tradition of producing the finest aviators in the Navy and an outstanding record of excellence and accomplishments. Our mission is to administer, coordinate and supervise the flight and academic training conducted by Training Squadrons SEVEN and NINE. Your personal contribution here can be one of the most rewarding experiences of your career.

In order to ease your transition to life in the Meridian area, a sponsor has been assigned to help you become familiar with the staff and the base. Your sponsor is _____. He/she can be reached at (601) 679-XXXX, (DSN) 637-XXXX, or _____@navy.mil. Should you have any questions not answered in this letter or in the enclosed booklets, your sponsor will provide any information required to make your arrival as comfortable and trouble free as possible.

Again, welcome to the staff of Training Air Wing ONE! I look forward to personally welcoming you aboard upon your arrival.

KEITH T. TAYLOR
Captain, U. S. Navy
Commander, Training Air Wing ONE

Copy to:
LCDR I. M. Sponsor