



DEPARTMENT OF THE NAVY

TRAINING SQUADRON SEVEN
NAVAL AIR STATION
101 FULLER ROAD SUITE 270
MERIDIAN, MS 39309-5405

TRARONSEVENINST 1740.1L
N1
30 Nov 15

TRAINING SQUADRON SEVEN INSTRUCTION 1740.1L

From: Commanding Officer, Training Squadron SEVEN

Subj: NAVY SPONSOR PROGRAM

Ref: (a) OPNAVINST 1740.3 series
(b) COMTRAWINGONEINST 1740.3 series

Encl: (1) Commanding Officer's "Welcome Aboard Letter"
(2) Sponsor's "Welcome Aboard Letter"

1. Purpose. To establish procedures for conducting the Navy Sponsor Program in accordance with references (a) and (b).

2. Cancellation. TRARONSEVENINST 1740.1K

3. Action.

a. Administrative Officer. Assign a sponsor for all incoming permanently assigned staff. The Student Control Officer and Class Advisors will serve as a sponsor for Student Naval Aviators (SNAs).

b. Administrative Supervisor. Upon receipt of PCS orders, coordinate with the Administrative Officer and Student Control Officer to ensure assignment of a sponsor.

c. Administrative Clerk.

(1) Utilizing Enclosure (1), prepare the Commanding Officer's "Welcome Aboard Letter".

(2) Utilizing Enclosure (2), ensure that the assigned sponsor signs a prepared "Welcome Aboard Letter".

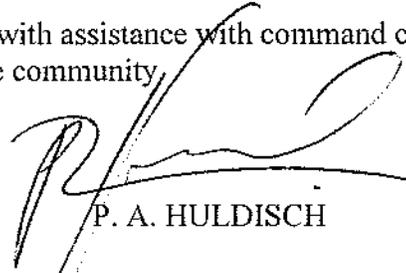
(3) Mail a "Welcome Aboard" package to the incoming instructor. The package shall include the "Welcome Aboard Letters" from the Commanding Officer and assigned sponsor, as well as information packets from the Fleet and Family Support Center (FFSC).

c. Sponsors.

(1) Establish contact with incoming personnel/families as soon as possible following assignment.

(2) Determine the date and mode of arrival of the new member and meet the member on the day of arrival.

(3) Provide new member with assistance with command check-in procedures and familiarization with the command and the community.

A handwritten signature in black ink, appearing to read 'P. A. HULDISCH', is written over a horizontal line. The signature is stylized and cursive.

P. A. HULDISCH

Distribution:

TRARONSEVENINST 5216.1Y List I, Special "F"

1300
Ser 00/
DD Mmm YY

From: Commanding Officer, Training Squadron SEVEN
To: LT John U. Doe, USN

Subj: WELCOME ABOARD

1. It's my pleasure to welcome you aboard Training Squadron SEVEN (VT-7). We're glad you'll be joining the Eagles. Our Squadron's mission is to safely and effectively train the world's finest Naval Aviators and to prepare them for service and success in the Fleet. Currently, we employ the T-45C Goshawk aircraft and fly over 19,000 hours per year. We are one of two squadrons assigned to Training Air Wing ONE at NAS Meridian. Every year, VT-7 designates approximately 75 Naval Aviators for both the United States Navy and Marine Corps. We also train international flight students from France.

2. In the enclosed package you will find a letter of introduction from your sponsor and a CD of information concerning base facilities and the Meridian area.

3. Your sponsor is: LT Gonna "Miss" You
Training Squadron SEVEN
101 Fuller Road, Suite 270
Meridian, Mississippi 39309-5405
(601) 679-2321
Gonna.m.you@navy.mil

Feel free to write or call your sponsor or other points of contact whenever you have questions or need assistance.

4. The following DSN numbers will be useful:

Commanding Officer	637-2153	Administrative Officer	637-2830
Executive Officer	637-2328	Housing Referral Office	637-2520
Squadron Duty Office	637-2321	Admin Travel Clerk	637-2832

Commercial prefix (601) 679-xxxx.

5. Once again, "Welcome Aboard." We look forward to the landing of another Eagle!

P. A. HULDISCH

Enclosure (1)

TRARONSEVENINST 1740.1L
30 Nov 15

Month DD, YYYY

Training Squadron SEVEN
101 Fuller Road Suite 270
Meridian, MS 39309-5405

Dear Lieutenant Doe,

Welcome aboard Training Squadron SEVEN. I am your sponsor, Gonna "Miss" You. You and your family probably have many questions, especially if you have never lived in Meridian. Please feel free to call or write me and I will do my best to facilitate a smooth transition for you. My contact numbers are (W) DSN 637-2321. (C) (601) XXX-XXXX.

(Include a personalized paragraph as desired)

Naval Air Station Meridian is located northeast of the city of Meridian, along Highway 39, about 20 minutes from the downtown area. Your first stop upon checking in should be the Squadron Administrative Office where you will complete your travel claim and initial paperwork.

Enclosed is a welcome aboard package containing information about the base and surrounding area to help you get adjusted. This package also contains current base housing information.

Please drop me a note or call when you receive this letter and the welcome aboard package. I hope to hear from you soon, and again, "Welcome Aboard!"

Sincerely,

G. YOU
LT USN

Enclosure (2)