



DEPARTMENT OF THE NAVY

COMMANDING OFFICER  
TRAINING SQUADRON TWENTY-SEVEN (VT-27)  
411 BATAAN ST SUITE A  
CORPUS CHRISTI TX 78419-5245

VT-27INST 1740.3

01 FEB 2012

TRAINING SQUADRON TWENTY-SEVEN INSTRUCTION 1740.3

Subj: COMMAND SPONSOR PROGRAM

Ref: (a) OPNAVINST 1740.3C

Encl: (1) Sample Sponsor Assignment Memorandum  
(2) Sample Commanding Officer's "Welcome Aboard" Letter  
(3) Sponsor Checklist  
(4) Sponsor's Worksheet

1. Purpose. To establish a sponsor program for personnel reporting to Training Squadron TWENTY-SEVEN (VT-27) in accordance with reference (a).

2. Background. Per reference (a), an effective sponsor program will be maintained to ease relocation and reception of members and their families when reporting.

3. Action. Each officer in receipt of orders to VT-27 will be assigned a sponsor.

a. Administration Officer: Make a Command Sponsor Coordinator (CSC) recommendation for designation to the Commanding Officer (CO).

b. CSC shall:

(1) Provide NAVPERSCOM (PERS-45) with command duty and administration office phone number and command web site information to be placed on PCS orders. Utilize mill\_pers-455inbox@navy.mil

(2) Assign appropriate sponsor to incoming Instructor Pilot (IP). The sponsor should have at least 12 months remaining on board. A "Sample Sponsor Memorandum" is provided in enclosure (1).

(3) Ensure sponsors have completed sponsor training prior to being assigned as a sponsor. Sponsor training is provided by Fleet and Family Support Center Services (FFSC). Liaison with FFSC regarding utilization of relocation services.

(4) Maintain and track sponsor assignments.

(5) Establish and maintain monitoring files for a minimum of one year to ensure program effectiveness.

(6) Prepare Welcome Aboard letters from the CO to incoming IPs and send within 10 working days of being informed of the perspective gain. Sample Commanding Officer's welcome aboard letter is provided in enclosure (2).

(7) Advise command Ombudsman of perspective gain if incoming IP has family.

c. Sponsors shall:

(1) Become familiar with reference (a) and fully understand sponsor responsibilities begin upon sponsor assignment by the CSC, with assistance continuing until the transferring IP has become an integral part of VT-27. Use the Sponsor Checklist enclosure (3) to guide you.

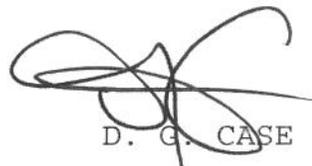
(2) Complete sponsor training provided by the FFSC prior to executing sponsor related duties.

(3) Perform sponsor duties as outlined in the sponsor training and report any difficulties to the CSC or chain of command.

(4) Contact the gaining IP as soon as possible via telephone or email.

(5) Send a personal email to the new IP within 10 days of being assigned as a sponsor, welcoming him/her to the squadron, "CC" the CSC on the email. Attach the Sponsor Worksheet enclosure (4) in the email.

(6) Act as a liaison for the new IP and direct them to subject matter expert if they have questions the sponsor cannot answer.

  
D. G. CASE

1700  
Memo 00/  
Date

MEMORANDUM

From: Commanding Officer, Training Squadron TWENTY-SEVEN  
To: LT Iam. A. IP, USN

Subj: SPONSOR FOR INCOMING PERSONNEL

Ref: (a) VT-27INST 1740.3

1. You have been assigned to be sponsor for the below member who has been ordered to Training Squadron TWENTY-SEVEN:

Grade: LT  
Name: You. A. Newbie  
Current Duty Station: Fleet Squadron/NAS Base  
Est. Report date: XXX 12

2. You should communicate with our new Boomer as soon as possible. Enclosures (3) and (4) of reference (a) are provided as a guide in assisting our shipmate and his/her family. Do not hesitate to ask for assistance from the Administration Officer or any member of the chain of command in accomplishing the checklist provided to assist you with your sponsor responsibilities.

3. I cannot overemphasize the importance of your performance as a sponsor. You will provide our new Instructor and family with their initial impression of this command, an impression which is crucial to the individual's attitude toward his/her upcoming tour and the Navy. I urge you to continue to express an interest in their welfare during the check-in period and at least through the first several weeks or until he/she is firmly established as a Boomer.

I. A. CO

Enclosure (1)

October 1, 2011

Dear LT You Newbie,

Congratulations on receiving orders to Training Squadron TWENTY-SEVEN (VT-27). On behalf of the men and women of this command, I extend to you a sincere welcome to the "Boomer" team.

Your first few months in Corpus Christi will be busy and challenging. Therefore, it is imperative that you take the required house hunting and regular leave prior to checking in to the command to ensure your personal affairs are settled prior to commencing training. Since there is no Water Survival / Aviation Physiology training facility in Corpus Christi, it is important that your Water Survival training (Class 1 with Class 2 top off) is completed before you arrive. Upon arrival, you will be initially assigned to our Instructor Training Unit (ITU) for approximately 90 days to receive your initial aircraft and instructor training.

I can assure you that you will have the opportunity to obtain plenty of flight time while meeting the challenges of a professional flight instructor. Essentially working a Monday through Friday workweek, most of our instructors average over 40 hours of flight time per month; more if one takes advantage of cross-country opportunities. You can also look forward to the tremendous personal pride and satisfaction that result from watching your students become professionals, on their way to receiving their "Wings of Gold".

Naval Air Station Corpus Christi has a very useful website that contains information of numerous facilities currently available in South Texas (<https://www.cnic.navy.mil/CorpusChristi/index.htm>). I hope that you will find this information useful and that it answers many of your questions.

LT Iam IP is your sponsor and will assist you in getting acquainted and established in your new assignment. His phone number is (xxx) xxx-xxxx. His email address is: iam.ip@navy.mil. Please keep him advised of your leave address and travel arrangements. Should you need any assistance, please contact the Administration Officer at (361) 961-3672, or any member of the squadron at DSN: 861-2181, or (361) 961-2181.

Upon check-in, Admin will process your Travel Claim with Personnel Support Detachment (PSD) via the Transaction Online Processing System (TOPS). In order to do so in a timely manner, please review the enclosed "PCS Gain Checklist" for required documents.

For additional information about the command and the local area you may also contact the VT-27 Ombudsman, \_\_\_\_\_. If desired, she can also provide information and points of contact for VT-27 spouses groups and events. Her email address is vt27ombudsman@yahoo.com.

Again, congratulations as you join the "Boomers" of VT-27 and what I believe is truly the finest aviation squadron anywhere in the Navy! I look forward to your arrival and anticipate even greater success with your contributions to our team. Have a safe and enjoyable trip to Corpus Christi.

I. A. CO

Enclosure (2)

**SPONSOR CHECKLIST**

1. Send an e-mail or write a "Welcome Aboard" letter to your prospective shipmate. Some points to include are:
  - a. Introduce yourself, and give a warm welcome
  - b. Brief description of the command mission and personnel
  - c. Prospective assignment, if known
  - d. Military duties and watches
  - e. Include in your letter recommendations or anything you think would be helpful in making arrangements for the transitions.
2. Recommend member contact their local Fleet and Family Service Center, Relocation Assistance Program Specialist for information that is available prior to their departure concerning relocation. Provide local phone numbers. Provide answers in response to letters or messages received from the reporting individual.
3. Make reservation arrangements for temporary hotel lodging, rental car, if requested by the reporting individual (as applicable). Note: The Navy Lodge or Housing Referral Office must be contacted prior to obtaining temporary housing off-base.
4. Prior to arrival, check with the Housing Referral Office/Bachelor Quarters on housing availability and provide the latest status, waiting list, etc. to the individual.
5. Prior to arrival, check with the Personal Property Office on status of any household goods and/or POV shipments and provide information to the individual.
6. Arrange to meet the individual upon arrival, and assist the individual in completing lodging arrangements. Escort the new member to the Administration Office to receive the appropriate check-in sheets. Continue to assist them to necessary check-in appointments around the base and squadron spaces.

Enclosure (3)

**SPONSOR'S WORKSHEET**

NAME :

RATE :

EST. REPORT DATE :

PRESENT ADDRESS :

PHONE :

DATE OF CONTACT :

MARITAL STATUS :

# OF DEPENDENTS :

HOUSING REQUIREMENTS :

HOUSE HUNTING LEAVE: YES/NO      WHEN:

TEMPORARY LODGING REQUIRED: YES/NO

HAS BEEN TO AC REF CLASS 1 FOR T-34C W/T-6B TOP OFF? IF NOT, IS HE/SHE SCHEDULED FOR ONE (LOCATION/DATE)?

REMARKS :

Enclosure (4)