



DEPARTMENT OF THE NAVY
TRAINING SQUADRON THIRTY-ONE (VT-31)
501 BATAAN STREET SUITE B
CORPUS CHRISTI TX 78419-5249

VT31INST 1754.1J
ADMIN
22 AUG 2006

TRAINING SQUADRON THIRTY-ONE INSTRUCTION 1754.1J

Subj: SPONSOR PROGRAM

Ref: (a) OPNAVINST 1740.3A

Encl: (1) VT-31 Sponsor Assignment Notification

1. Purpose. To establish procedures and responsibilities for an effective sponsor program designed to facilitate the relocation and reception of servicemembers and their families when transferred in or out of the local area.

2. Cancellation. VT31INST 1754.1H

3. Discussion. The Sponsor Officer (Assistant Admin Officer), under the direction of the Administrative Officer, is responsible for the management of the program.

4. Action

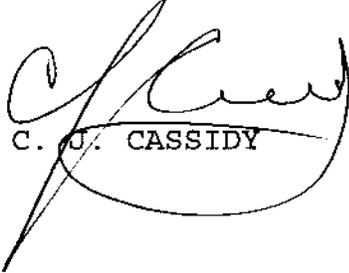
a. Upon receipt of PCS orders for members transferring, the Sponsor Officer shall counsel the outbound member concerning the advantages of the Navy Sponsor Program, and aid the sponsor in completing a NAVPERS 1330/2 (2-73) as delineated in reference (a).

b. Upon receipt of PCS orders of a member reporting, the Admin Officer shall initiate routing of the member's orders through the chain of command to the Commanding Officer. The Sponsor Officer shall assign incoming personnel with a sponsor and notify the assigned sponsor using enclosure (1).

c. Within five working days of receipt of orders the Sponsor Officer shall ensure preparation of the appropriate command welcome aboard letter for signature by the Commanding Officer. In addition, a VT-31 welcome aboard packet shall be sent with the letter.

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d. The assigned sponsor shall keep the Executive Officer and/or the Administrative Officer informed of any information pertaining to the status and welfare of newly reporting personnel.



C. J. CASSIDY

Distribution: (VT31INST 5216.1V)
List I and II

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From: Administrative Officer, Training Squadron THIRTY-ONE

To:

Subj: ASSIGNMENT AS SPONSOR AND DUTIES OF SPONSOR

1. You have been selected as the sponsor for _____
who will be reporting to VT-31 approximately _____
his/her present mailing address is:

ADDRESS:

PHONE:

2. A "Welcome Aboard Packet" has already been sent. As a sponsor, it is incumbent upon you to assist the new member in any way possible. The following is the minimum list of duties you shall fulfill.

a. Communicate to the new member introducing yourself as his/her sponsor and encourage specific questions in future correspondence. Notify Sponsor Officer when you have made contact with the individual.

b. If he/she desires temporary accommodation at the Navy Lodge, BOQ or BEQ, make reservations.

c. Obtain their itinerary. Meet them and accompany them to quarters if unfamiliar.

d. Arrange to accompany member to the squadron spaces and assist in checking into the squadron and station. Introduce them as appropriate to their division/department.

e. Introduce them to the Commanding Officer's Secretary who will arrange a meeting with the Executive and Commanding Officer.

f. Notify the Administrative Office when they arrive in the local area.

Enclosure (1)