



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
HELTRARON TWENTY EIGHT
7180 USS LONG ISLAND STREET SUITE 320
MILTON FL 32570-6101

IN REPLY REFER TO:

HT-28INST 1750.1B
00
18 May 12

HELTRARON TWENTY-EIGHT INSTRUCTION 1750.1B

Subj: HELLION SPONSOR PROGRAM

Ref: (a) OPNAVINST 1740.3C
(b) COMTRAWINGFIVEINST 1750.1G

Encl: (1) Sample Sponsor Assignment Memorandum Letter
(2) Sponsor Checklist
(3) Sample Officer Sponsor Letter
(4) Sample Command Welcome Aboard Letter

1. Purpose. To establish guidance for compliance with the Navy Sponsor Program per references (a) and (b).

2. Cancellation. HT-28INST 1750.1A.

3. Discussion. The sponsor program is designed to provide incoming PCS personnel, both officers and enlisted, with pertinent information concerning HT-28, Naval Air Station Whiting Field and the surrounding area. This program is primarily directed toward personnel on PCS orders in order to provide them with a sponsor, an overall picture of the base, its facilities and a "Welcome Aboard" packet. A good sponsor program can contribute significantly to the reduction of apprehension normally associated with a PCS move. The program will operate under the overriding premise that each member of the Naval Service is important to the Command and the Navy. A dynamic Hellion Sponsor Program will demonstrate this to the member and his/her family.

4. Action

a. Administration Officer is the designated Sponsor Program Coordinator and shall have the following responsibilities for personnel arriving for Staff duty:

(1) Assign a sponsor with similar rank/rate, family composition, and aircraft community as applicable, who has been onboard long enough to be familiar with the local area and the Command. Prepare a letter from the Commanding Officer to the sponsor, per enclosure (4). Ensure sponsor has a minimum of six months remaining onboard.

(2) Complete enclosure (1) and forward to the selected sponsor, along with copies of enclosures (2) and (3).

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(3) In coordination with the NAS Whiting Field/NAS Pensacola Fleet and Family Support Center, the Admin Office will send an Information Packet and a Welcome Aboard Letter (enclosure 4) signed by the Commanding Officer, to incoming members.

(4) Contact new members to ascertain if any deficiencies were present in their sponsorship. Future reporting members can be assured of receiving all the support needed for a smooth transition into HT-28.


M. C. THOMPSON

Distribution:
HT-28INST 5216.1C
List I

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SAMPLE SPONSOR APPOINTMENT LETTER

1321
Ser NO/

MEMORANDUM FOR LT _____

Subj: SPONSORSHIP DUTY ASSIGNMENT

Ref: (a) HELTRARON TWENTY-EIGHT INSTRUCTION 1750.1B

Encl: (1) Copy of Welcome aboard Letter from Commanding Officer
(2) Sponsor Checklist
(3) Sample Sponsor Letter

1. Per reference (a), you have been designated as the sponsor for _____, USN.

2. He/she is due to report to HT-28 no later than _____ 2012.
The Commanding Officer will be forwarding enclosure (1).

3. _____ is currently attached to _____

And is due to detach in (month) _____.

Mailing address: _____

4. Please write or email a personal welcoming letter within 10 working days of receipt of this memorandum. Use enclosures (2) and (3) as a guideline and be sure to provide a copy of your letter to the Command Sponsor and Indoctrination Program Coordinator.

5. I want to thank you in advance for your efforts in performing the important role of a sponsor.

Very respectfully,

Adam H. Fox, LCDR, USN
Administrative Officer

Enclosure (1)

SPONSOR CHECKLIST

FOR THE SPONSOR

1. Knowing what to expect and having a specific contact person at a new duty station can make a difference between a good move and a bad one. The sponsor can play a major role in making it a good move. Although your assignment as a sponsor may cause you to have mixed feelings about being assigned in this role, you must realize that the success of this program rests with those who are charged with the responsibility for implementing it. Even if you did not volunteer, you should look upon these duties as challenges and opportunities that will be worth the time and effort you put forth. If you experience any difficulties or questions you are unable to answer, contact the sponsor program coordinator immediately.

a. Contact prospective gain via letter, email or phone within 10 working days after assignment. Use of DSN is authorized and encouraged. Commercial long distance phone calls are also authorized.

b. Provide prospective gain with information on how to contact you (including 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.

c. Determine marital/dependent status and any special needs (i.e., schooling, child care).

d. Make motel, CBQ, accompanied CBQ reservations as applicable.

e. Arrange CBQ assignment for incoming unaccompanied personnel.

f. Request flight information so you can meet the member at the airport (if flying). If the member is driving, designate a meeting place and time for you to meet them.

g. Ask member to keep you posted on their travel and arrival plans. You are required to keep the Sponsor Program Coordinator informed of any changes.

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SAMPLE SPONSOR'S LETTER OR EMAIL FORMAT

Dear _____

Welcome to HT-28 NAS Whiting Field, the best training squadron CNATRA has! I am _____ and I am your sponsor. Please feel free to ask me any questions you might have pertaining to this Command and the local area.

I consider it my pleasure to assist you in your relocation and initial adjustment to Whiting Field and the Milton/Pensacola area and to help smooth out any problems you might encounter.

Just to refresh your memory about the area, Whiting Field is located in Milton, FL about 22 miles northeast of Pensacola. A "Welcome Aboard" packet which will give you a great deal of information, such as recreation opportunities, housing, child care available, etc. has been sent to your current military address. If you have not received this packet, please call me at your earliest convenience.

This Squadron trains officers to be the finest Aviators and "Warriors" with sixty-five instructor pilots flying more than 34,000 instructional flight hours a year. Leave no doubt that our mission is to train! However, there's much more to HT-28 than just flight time.

Throughout the year there are many social engagements of every description which serve to solidify the strong professional bond that exists between all the instructors and enlisted staff. There is a broad spectrum of athletic and recreational opportunities available in the area. If you have graduate studies in mind, there are two graduate schools available; Troy State University and the University of West Florida. The Command will bend over backwards to allow you to pursue graduate studies if you like. In addition, you can attend the Naval War College (non-resident) Program to pursue a Naval War College Degree.

On the housing front, there are many opportunities to either rent or buy very affordable homes in both the Milton and Pensacola area. The housing referral office does a really tremendous job in helping you find a place that's just right for you.

Well, I hope I haven't left too much out. But if I have, here is my home number: (XXX) XX-XXX, please feel free to call me there any time before 2200. My office number is (DSN) 868-XXXX, (COMMERCIAL) (850) 623-XXXX and I am usually available during normal working hours. Again, welcome to the best squadron in the Naval Aviation Training Command! I'm looking forward to assisting you in person.

Sincerely,

JOHN D. SMITH
RANK SERVICE

Enclosure (3)

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SAMPLE LETTER FROM COMMANDING OFFICER TO OFFICER

1754
Ser NO/

Lieutenant John F. Doe
Helicopter Anti-Submarine Squadron, Light TWENTY-EIGHT
NAS North Island
San Diego, CA 92135-5224

Dear Lieutenant Doe,

Dear LT Doe,

I have just received notice of your orders to Helicopter Training Squadron TWENTY-EIGHT and it is with great pleasure that I welcome you aboard. We have an outstanding group of officers and enlisted personnel and I am confident you will find your tour with HT-28 Hellions most rewarding.

The mission of our squadron is to train Student Naval Aviators in primary and advanced helicopter flight.

Squadron person's name has been assigned as your sponsor, and will be contacting you shortly. Additionally, he/she can be reached by phone at (DSN) 868-7966 or commercially at (850) 623-7966. You can also write him/her using the squadron mailing address or his/her email address squadron.email@navy.mil.

You will be reporting to the HT-28 Administrative Office for check-in processing between 0730 and 1600, Monday through Friday. Checking in after 1530 is handled by the Squadron Duty Officer located in Building 2945, third deck. You are required to bring your medical and service records with you.

Along with the men and women of HT-28, I would like to personally welcome you aboard the finest squadron in the Naval Air Training Command.

I. M. SKIPPER

Enclosure (4)