DEPARTMENT OF THE NAVY
COMMANDER
TRAINING AIR WING FIVE
7480 USS ENTERPRISE STREET SUITE 205
MILTON, FLORIDA 32570-6017

IN REPLY REFER TO

COMTRAWINGFIVEINST 1750.1G CH-1
N1
19 Mar 12

COMTRAWING FIVE INSTRUCTION 1750.1G CHANGE TRANSMITTAL 1

From: Commander, Training Air Wing FIVE

Subj: COMMAND SPONSOR PROGRAM

1. Purpose. To provide changes to the basic instruction.

2. Action. Make the following pen and ink change to the basic instruction:

a. Page 2, section b.(1), add "email", after Forum.

b. Enclosure (1) change Administrative Officer from Joan Charles to Dennis Fitzpatrick.

c. Enclosure (3) add "/EMAIL" after LETTER.

d. Enclosure (4) second paragraph change north to northeast.

e. Remove Enclosure (5) and change Enclosure (6) to read Enclosure (5).

J. D. GRACE

Distribution:
COMTRAWINGFIVEINST 5216.1S
List II (e-j,l,p)
Flight Surgeon

DEPARTMENT OF THE NAVY
COMMANDER
TRAINING AIR WING FIVE
7480 USS ENTERPRISE STREET SUITE 205
MILTON, FLORIDA 32570-6017

CH-1 incorp 19 Mar 12 - cmw

IN REPLY REFER TO
COMTRAWINGFIVEINST 1750.1G
Code N1
4 Sep 08

COMTRAWING FIVE INSTRUCTION 1750.1G

From: Commander, Training Air Wing FIVE

Subj: COMMAND SPONSOR PROGRAM

Ref: (a) OPNAVINST 1740.3A
(b) MILPERSMAN 1740-010

Encl: (1) Sample Sponsor Assignment Memorandum
(2) Sponsor Checklist
(3) Sample Sponsor's Letter Format
(4) Sample Command Welcome Aboard Letter
~~(5) Sample CTW-5 Detachment Pensacola Welcome Aboard Letter~~ Ch-1
~~(6)~~ 5 Command Sponsor Program Survey

1. Purpose. To promulgate guidance and procedures for conducting the Navy Sponsor Program within Training Air Wing (TRAWING) FIVE per references (a) and (b). The Chief of Naval Operations has directed that all naval activities establish and maintain an effective Sponsor Program to assist newly arriving personnel and their families. Such action demonstrates interest by the command and provides practical assistance to Navy families at the time of relocation.

2. Cancellation. COMTRAWINGFIVEINST 1750.1F.

3. Action

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

(1) Upon receipt of incoming Permanent Change of Station (PCS) orders, the Administrative Officer shall contact the incoming member's Department Head, who shall identify a sponsor of a similar rank/rate. The sponsor should have been on board long enough to be familiar with Check-in procedures and standard Staff operations and should NOT be the person the individual is slated to relieve.

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

(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 (enclosures 4 or 5) signed by the Commodore, to incoming members.

(4) Contact new members to ascertain if any deficiencies were present in their sponsorship. In this manner, future reporting members can be assured of receiving all the support needed for a smooth transition into Training Air Wing FIVE and the NAS Whiting Field/Milton or NAS Pensacola complex. After 30 days onboard, new members will be given enclosure (6), a Sponsor Program Survey, to provide feedback on the effectiveness of the program to the chain of command.

b. The Staff member assigned as sponsor shall have the following responsibilities:

(1) Contact the incoming member via telephone, personal letter (enclosure (3)), the online Sponsor Forum, email, or any other reliable means. Ch-1

(2) Determine exactly when incoming member will be arriving in the local area and by what means (POV, air, bus); arrange to meet and help them get settled. Inform the chain of command, and the FITU/HITU of their arrival date.

(3) Introduce new member to the Administrative Officer to ensure Check-in is accomplished.

(4) Introduce new member to the remainder of the Staff and present them to their Department Head, co-workers, the Chief Staff Officer, Deputy Commodore, and the Commodore.

(5) Continue to assist new member until he or she is adequately settled in.

4. Action. Department Heads and Staff Officers are to ensure all personnel concerned are familiar with the contents of this instruction and comply with the provisions contained herein.

D. P. MALONEY

Distribution:
COMTRAWINGFIVEINST 5216.1M
List II(a-m)

SAMPLE SPONSOR ASSIGNMENT MEMORANDUM

21 May 2007

MEMORANDUM FOR CDR _____

Subj: SPONSORSHIP DUTY ASSIGNMENT

Ref: (a) COMTRAWINGFIVEINST 1750.1G

Encl: (1) Copy of Welcome Aboard Letter from Commodore
(2) Sponsor Checklist
(3) Sample Sponsor Letter

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

2. He is due to report to Training Air Wing FIVE no later than November 2007. The Commodore will be forwarding enclosure (1).

3. Commander _____ is currently attached to Commander, U.S. Naval Forces Central Command, Bahrain and is due to detach in October 2007.

Mailing address: CDR _____
COMMANDER
US NAVAL FORCES CENTRAL COMMAND
FPO AE 09501-6008

4. Please write him 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, Ms. Joan Charles.

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

Very respectfully,

Dennis Fitzpatrick
~~Joan Charles~~
Administrative Officer

CH-1

SPONSOR CHECKLIST

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

2.____ 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.

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

4.____ Make motel, CBQ, accompanied CBQ reservations as applicable.

5.____ Arrange CBQ assignment for incoming unaccompanied personnel.

6.____ 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.

7.____ 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.

8.____ Meet new member upon arrival.

9.____ Escort the member through the check in process and familiarize them with the base.

10.___ Help the member through the check in process and check on household goods and auto shipments (if applicable).

11.___ Introduce member to work center/division personnel, supervisor, and Department Head. Finalize Check-in process by introducing member to Chief of Staff 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 SPONSOR'S LETTER/EMAIL FORMAT

CH-1

(Letter should be informal)

Dear _____,

Hi, I am _____ and am delighted to be your sponsor here at _____ and will do my best to make your transition to the _____ area a pleasant one.

I am sure you are excited about your upcoming move and must have many questions and concerns about the command and the area, especially if this is your first command. I am quite familiar with this area and would be more than happy to answer your specific questions or just further explain other items of concern to you. If I don't know the answer, I'll find out and get back to you at once. Also, you may check for relocation information at www.militaryonesource.com and relocation tools at www.militaryhomefront.dod.mil/moving. It is vitally important that you ensure a smooth and seamless transition for health care benefits by contacting _____, Health Benefits Advisor, at (C)_____ or (DSN) _____.

Upon arrival, you will fly into _____ airport. The base is actually located in (Milton, a small city about 20 minutes north of the airport) or (Pensacola, located to the west side of Pensacola). I'll be there to pick you and your family up, so as soon as you can, please send me your flight information.

Since you will be arriving in the month of December, you will need to have your Blues ready. Our Blues uniform period runs from November to April. Winters here are mild, but we do have periods of cold spells in late winter.

To help us assess your needs and to verify that you have received this letter, please contact the Command Sponsor and Indoctrination Coordinator or myself promptly.

My work mailing address is:

_____

_____

_____

My work telephone number is (Comm) _____, (DSN) _____, or (E-Mail) at _____. Should you desire, my home number is _____.

I may be contacted at home between (____hours) and (_____hours) (use 24-hour clock and time zone information).

Again, let me "Welcome You Aboard _____," and if there is any way I can be of further service to you, please contact me.

Sincerely,

Sponsor's Signature

SAMPLE CTW-5 WELCOME ABOARD LETTER

1750
Ser 00/

Dear Commander _____,

"Welcome Aboard" Training Air Wing (TRAWING) FIVE located at Naval Air Station (NAS), Whiting Field in Milton, FL. Your new assignment will prove both challenging and rewarding as more than half of all naval flight training for the Chief of Naval Air Training is accomplished here. Our three T-34 fixed-wing squadrons and three TH-57 helicopter squadrons fly over 500 flights per day, making NAS Whiting Field the busiest naval air station in the world.

NAS Whiting Field is about 7 miles ~~north~~ northeast of Milton and 30 miles east of Pensacola. The area has a relatively low cost of living, fine schools, and a relaxed country atmosphere. Government quarters are readily available and off-base housing is reasonably priced. The housing office maintains up-to-date listings with most apartment complexes and realtors in the area. Ch-1

Your assigned sponsor is Commander_____; he can be reached at (850) 623-7000/7100 or DSN 868-7000/7100. He will be contacting you soon with the specifics of your new job and will help make your move to TRAWING FIVE as smooth as possible. If you have any questions or need assistance, please contact your sponsor or the Administrative Officer, Ms. Joan Charles, at (850) 623-7704.

Once again, "Welcome Aboard."

D. P. MALONEY

Copy to:
CDR _____

COMMAND SPONSOR PROGRAM SURVEY

Your help is requested in evaluating the effectiveness of our sponsor program. We ask that you voluntarily complete this questionnaire based on your experience with your recent PCS transfer. Leave name spaces blank if you desire to remain anonymous. The information you provide will be combined with the responses of others and will be confidential. Completion of this survey is entirely voluntary. There is no penalty for not providing the requested information except the lack of representation of your views in the final results and outcome.

LAST NAME:_____ FIRST NAME: _____MI: _____

RANK/RATE: _____ DEPARTMENT: _____

1. Were you informed of the sponsor program and its benefits by your former command prior to transfer? ☐ YES ☐ NO

2. Did you receive advance activity information from this command? ☐ YES ☐ NO

3. If yes, was the information adequate to inform you about this command? ☐ YES ☐ NO

4. If yes, was the information adequate to inform you about this area? ☐ YES ☐ NO

5. If yes, was the information received in time to permit adequate advance planning? ☐ YES ☐ NO

6. If not, what additional information would have made your transfer and relocation easier? ☐ YES ☐ NO

7. Were you assigned a sponsor? ☐ YES ☐ NO

8. Who is your sponsor? _____

9. Did your sponsor contact you prior to your departure from your previous command? ☐ YES ☐ NO

10. Did your sponsor meet you upon your arrival? ☐ YES ☐ NO

11. Was your sponsor knowledgeable about this command and the local community and able to answer your questions? ☐ YES ☐ NO

12. When did you receive your orders? _____.

13. When did you transfer from your last command? _____

14. Did you attend a school(s) or take leave in transit to this command? ☐ YES ☐ NO
List dates: _____

15. Did your previous command inform you of the resources available to you at your nearest Fleet and Family Support Center (FFSC)?
☐ YES ☐ NO

16. Overall, were you satisfied with this command's Sponsor Program?
☐ YES ☐ NO

17. Please list any suggestions you have for improving this command's Sponsor Program.

_____

_____

_____

(PLEASE RETURN THIS SURVEY TO THE COMMAND SPONSOR PROGRAM COORDINATOR)