**DEPARTMENT OF THE NAVY**
COMMANDING OFFICER
TRARON EIGHT SIX
390 SAN CARLOS RD SUITE G
PENSACOLA FLORIDA 32508-5503

IN REPLY REFER TO:

TRARONEIGHTSIXINST 1750.1R
N1
JUL 24 2014

TRARON EIGHT SIX INSTRUCTION 1750.1R

From: Commanding Officer, Training Squadron EIGHT SIX

Subj: COMMAND SPONSOR PROGRAM

Ref: (a) OPNAVINST 1740.3C

Encl: (1) Sponsor Checklist
(2) Command Welcome Aboard Letter

1. Purpose. To establish procedures for the Command Sponsor Program within the command. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. TRARONEIGHTSIXINST 1750.1Q

3. Information. Reference (a) sets forth guidance for the establishment of the Command Sponsor Program.

4. Intent. This program covers the initial "Welcome Aboard" procedures for newly reporting staff officers at this command. This impression must be that "we take care of our own." While reference (a) governs USN personnel, this command will welcome all staff assigned in the method outlined in this instruction.

5. Responsibilities

a. The Administrative Officer is designated as the Command Sponsor Coordinator as a collateral duty assignment.

b. The Command Sponsor Coordinator shall:

(1) Have overall responsibility for sponsoring efforts.

(2) Review naval messages weekly to check for orders on incoming Navy instructors.

(3) Contact the senior Marine at least monthly for information regarding incoming Marine Corps instructors.

(4) Designate appropriate sponsors for incoming personnel and ensure follow-on contact.

6. Procedures for sponsoring USN staff officers

a. The Command Sponsor Coordinator, upon receipt of orders or notification from the detaching command, will advise the Commanding Officer and the Executive Officer of the expected arrival date of the prospective staff officer.

(1) Designate a sponsor. Every effort shall be made to designate a sponsor from a similar aviation community and marital status.

(2) Provide a copy of enclosure (1) to the sponsor.

(3) Email a welcome aboard letter (enclosure (2)).

7. Procedures for sponsoring USMC staff officers

a. The Sponsor Program Officer will maintain contact with the Senior Marine Officer for notification of assignment of a USMC officer to VT-86.

b. Responsibilities of the Sponsor Program Officer and follow on actions are identical to those in paragraphs 6 and 8.

8. Sponsor's Responsibilities

a. Make initial contact with the incoming officer to ascertain report dates and dependent information.

b. Contact the Coffee Mess officer to ensure ordering of a nametag.

c. The designated sponsor will use enclosure (1) as guidance and will assist the individual in:

(1) Checking in.

(2) Familiarization with NAS Pensacola and surrounding areas.

(3) Obtaining information on station activities, local schools, child care, etc.

b. The sponsor will be available during both the incoming personnel's house hunting leave and initial check in.

c. The sponsor should not feel limited to providing just the assistance listed above, but be prepared to aid the new member and their family in any way to assist in the transition to this duty assignment.

J. D. TUTWILER

Distribution:
Electronic only, via VT-86 Website:
https://www.cnatra.navy.mil/tw6/vt86/Instructions.asp

# SPONSOR CHECKLIST

NAME _____

ADDRESS _____

RANK/RATE _____ Marital Status _____

Number of Dependents ____ Report Date _____

Ensure the following items have been completed:

1. Welcome Aboard Letter from Commanding Officer. Sent: _____

## Pre-Arrival

Make personal contact with the individual utilizing phone or email, if available. If unable to contact member via these means, the Admin Department will assist in drafting and sending information via message traffic.

Obtain the following information:

1. Estimated date of arrival in Pensacola.

2. Housing or BOQ requirements. Offer assistance.

3. Mode of travel. If flying to Pensacola make arrangements to meet the individual at the airport.

4. Ask if any other information is needed (schools available, special medical facilities, etc).

5. Offer any assistance that may be needed. Give your work phone number (DSN 459-xxxx).

6. Find out what the individual wants on their nametags and have the Officer's Mess order them prior to the individual arriving onboard VT-86.

## Arrival

1. Meet individual at airport (if appropriate).

2. Escort individual to Duty Office or Admin for check-in.

3. Escort individual during entire check-in procedure.

4. Give a tour of NAS pointing out all facilities available, if requested.

Post Arrival

1. Continue to assist the member during the first few weeks, with other needs, such as: registering a car, moving into permanent housing, etc.

SPONSORS NAME _____

1750
Ser N1/

From: Commanding Officer, Training Squadron EIGHT SIX
To: (Incoming Officer's Name)

Subj: WELCOME ABOARD

1. On behalf of all the Sabrehawks, welcome to VT-86. During your assignment here you will train future Naval, Marine Corps, and International Flight Officers.

2. In order to assist your transition into the Squadron, Sponsor Name will be your sponsor. His/her contact information is as follows:

| | |
|---|---|
| Cell Phone: | XXX-XXX-XXXX |
| Duty Phone: | 850-452-4168 (DSN 459) |
| Email: | sponsor.name@navy.mil |

He/she will help you make your transition as effortless and trouble-free as possible.

3. **Please contact the Executive Officer at 850-452-3742 and the Operations Officer at 850-452-3745** to coordinate your arrival date and appropriate uniform for your check-in appointment.

4. Again, welcome aboard and please do not hesitate to call the squadron if you should require any assistance during your move.

J. D. TUTWILER

Copy to:
Sponsor