



DEPARTMENT OF THE NAVY

TRAINING SQUADRON FOUR
250 SAN CARLOS ROAD SUITE I
PENSACOLA FL 32508-5502

TRARONFOURINST 1740.1

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01 June 2013

TRAINING SQUADRON FOUR INSTRUCTION 1740.1

Subj: SPONSOR PROGRAM

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

Encl: (1) Sample Sponsor Designation Email
(2) Sample Sponsor Checklist/Tracker
(3) Sample Welcome Aboard Letter
(4) Sample Command Sponsor Program Survey

1. Purpose. To establish the Command Sponsor Program per references (a) and (b).

2. Discussion. The Sponsor Program is designed to provide newly assigned personnel and their families with assistance in relocation. A well-administered Sponsor Program can ease the difficulties encountered during Permanent Change of Station (PCS) moves. This program is vital to the service member, their family and the squadron. Sponsors must realize these procedures are minimum requirements. All members of Training Squadron FOUR are reminded that simple courtesy, as well as military tradition, requires each person do their part to welcome new squadron personnel.

3. Action

a. The Assistant Administrative Supervisor is designated as the Sponsor Assignment Officer and shall have the following responsibilities:

(1) Upon receipt of incoming PCS orders or any other means of communicating order, i.e. telephone or email, assign a person from the command as a sponsor for the inbound member. The sponsor should be of similar rank, have similar family composition and be from the same aircraft community, if possible. Assignment of the sponsor will be via enclosure (1).

(2) Provide the Admin Technician with copies of the member's PCS orders or email communication assigning member to the command, member's current command or address of the member and the assigned name of the sponsor.

(3) Notify Hurricane Evacuation Control Officer (HECO) of inbound member's name, contact info and estimated date of arrival.

(4) Generate and email enclosure (1) and type enclosure (2) using information from member's orders and Bupers Online (BOL).

(5) When enclosure (1) has been emailed, brief the assigned sponsor of their responsibilities and assist them as required.

(6) When enclosure (2) has been signed, direct the Admin Technician to send a Welcome Aboard Package along with enclosure (2) to the inbound member. If the inbound member is coming from the local area, i.e. Pensacola or Milton, then a Welcome Aboard Package is not required. Enclosure (2) is required for every inbound member.

b. Staff members assigned as sponsors shall have the following responsibilities:

(1) Contact the incoming member, via personal letter, email or phone call to determine the type of assistance required (e.g., reserving accommodations, airport pick-up, base housing assistance, etc.). Fill out enclosure (4) and return to admin once completed.

(2) Inform the Administrative Supervisor that communicative action has been taken and of any other items that require attention.

(3) If the member will be traveling or arriving in hurricane season (May-Nov), inform the HECO of all pertinent data regarding inbound member and relay member's plan of action should a storm/evacuation be expected or underway.

(4) Meet the new personnel/family upon arrival in the area.

(5) When the member reports aboard, escort them to Admin to begin the command check-in process and introduce the member to all staff and co-workers and the chain-of-command.

(6) Provide assistance to the new member and their family, if applicable until they are adequately settled. Provide the new member with enclosure (3). Once the new member has

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completed enclosure (3), return enclosure (3) to admin.

A handwritten signature in cursive script that reads "S. S. White". The signature is written in black ink and is positioned above the printed name.

S. S. WHITE

Distribution:
List I

SPONSOR DESIGNATION EMAIL

1. Congratulations!!!! You have been assigned as a sponsor for an inbound "Warbuck" aviator.

You have been designated as a sponsor for an inbound aviator. I have included contact information for your inbound aviator. Please make contact at your earliest opportunity to find out any concerns the aviator and the aviator's family may have.

A Welcome Aboard letter and Welcome Aboard package has been generated for the CO's signature with your contact information on the letter. The Welcome Aboard letter and Welcome Aboard package has been mailed to your inbound "Warbuck" aviator. This package contains information about the Pensacola area. It is important that this assignment be carried out conscientiously and expeditiously.

2. The Commanding Officer is sending a personal letter to the member with your name as his/her sponsor.

3. An individual being transferred to a new base in an unfamiliar locality may have many questions. Please contact the member as soon as possible to welcome him/her aboard and render any assistance necessary to eliminate problems associated with relocation. A personal call from you as his/her sponsor with the following information would be most helpful:

- a. Availability and price of off-base housing
- b. Local schools, churches, hospitals and shopping centers
- c. Local weather conditions, including information for hurricane season
- d. Your local telephone number and email address

4. Encourage the member to complete Swim/Phys at his/her present command to aid in time to train while in the Instructor Under Training (IUT) syllabus. T-39 aircrews require R4/RP4 water survival training. Refer to OPNAVINST 3710.7 series or see the NATOPS Officer for any questions.

5. Request the member complete the Personal Data sheet that was previously emailed to him/her. A Welcome Aboard Packet will be mailed by the Admin Office. Please ensure member has received this package.

6. If the member's arrival coincides with hurricane season provide the following information to the Hurricane Evacuation Control Officer (HECO):

- a. Member's recall number/cell phone number
- b. Family members/pets that are with the member

- c. Planned stops/leave/etc. enroute
- d. Estimated date of arrival

Inform the member of any potential storms that might affect NAS Pensacola Area. If there is a storm in the vicinity, relay the current status of the storm and squadron and obtain his/her alternate plans for arrival. Advise the HECO of the member's temporary plans/location/contact info while they await the storm to pass. Finally, provide the member with the HECO's name and HECO cell phone number.

- 7. Ensure the VT-4 Mess Treasurer has ordered a name patch for the member. Additional name patches, name tag, coffee mug, and beer stein can also be ordered at additional cost if the member desires.
- 8. Ensure the spouses club has made contact with the member's spouse. This contact is especially useful because the spouse club can render help with schools, family issues and other issues that may arise.
- 9. You should be available when the member arrives in the local area to assist him/her and their family with finding accommodations, as required.
- 10. You SHALL also be available when the member checks-in to VT-4 to assist with the check-in process and brief him/her on Squadron routine.
- 11. Sponsors must realize these procedures are minimum requirements to establish a working program. Compliance with the intent of this program will usually necessitate continued assistance and a genuine interest in helping the member, to foster an early sense of "belonging" and friendship. All members of Training Squadron FOUR are reminded that simple courtesy, as well as military tradition, requires that each person assist in every way possible those individuals who have just reported aboard.
- 12. All Sponsors are required to fill out the attached Sponsor Checklist Tracker and return the completed form to Admin. This is a CO/XO Checklist item.
- 13. If you have additional questions or concerns, please let me know immediately so I can assist you.

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From: Administrative Officer, Training Squadron FOUR
 To: VT-4 Instructor/Sponsor

Subj: Sponsor Checklist/Tracker



This form is designed to assist you in meeting all responsibilities in accordance with the Sponsor Program. Please complete all necessary steps to help guarantee the new member has the needed assistance to make his/her transition to VT-4 as seamless as possible. This checklist should be used as a guide and completed for accountability purposes. Please forward this form to ADMIN after successful contact with new member.

| | | | | |
|---|--|---|----------|---|
| NEW MEMBER NAME (LAST, FIRST, MIDDLE) | | RANK | CALLSIGN | REPORT DATE |
| FIRST CONTACT ATTEMPTED ON: | | METHOD: Telephone E-mail Other | | |
| WAS CONTACT SUCCESSFUL? <input type="checkbox"/> Y <input type="checkbox"/> N | | IF NO, DID YOU LEAVE A MESSAGE? <input type="checkbox"/> Y <input type="checkbox"/> N | | |
| SECOND CONTACT ATTEMPTED ON: | | METHOD: Telephone E-mail Other | | |
| WAS CONTACT SUCCESSFUL? <input type="checkbox"/> Y <input type="checkbox"/> N | | IF NO, DID YOU LEAVE A MESSAGE? <input type="checkbox"/> Y <input type="checkbox"/> N | | |
| IS THE NEW MEMBER FAMILIAR WITH LOCAL AREA? | | | | <input type="checkbox"/> Y <input type="checkbox"/> N |
| IF NO, DID YOU PROVIDE NECESSARY ASSISTANCE? | | | | <input type="checkbox"/> Y <input type="checkbox"/> N |
| QUESTIONS/CONCERNS THE NEW MEMBER HAS: | | | | |
| DOES THE NEW MEMBER HAVE ANY SPECIAL PERSONAL OR FAMILY NEEDS? | | | | |
| ESTIMATED ARRIVAL DATE: | | DATE OF FIRST PERSONAL MEETING: | | |
| DOES THE NEW MEMBER HAVE INTENTIONS TO TAKE LEAVE IN ORDER TO HOUSE HUNT? | | | | <input type="checkbox"/> Y <input type="checkbox"/> N |
| HAVE YOU CHECKED IF NAME TAG PREFERENCES ARE CORRECT? (NAME, RANK, SERVICE, WINGS) | | | | <input type="checkbox"/> Y <input type="checkbox"/> N |
| DATE THE NAMETAG INFO WAS FORWARDED TO MESS OFFICER: | | | | |
| HAVE YOU VERIFIED ADMIN HAS A COPY OF THE NEW MEMBERS PERSONAL DATA FORM? (ALL DATA BLOCKS COMPLETED.) | | | | <input type="checkbox"/> Y <input type="checkbox"/> N |
| HAVE YOU SNIVELED TO ESCORT THE NEW MEMBER AROUND SQUADRON SPACES ON THE DATE OF HIS/HER ARRIVAL? | | | | <input type="checkbox"/> Y <input type="checkbox"/> N |

ENSURE NEW MEMBER HAS COMPLETED THE PERSONAL DATA FORM AND RETURNED IT VIA E-MAIL TO sean.fitzgerald@navy.mil

Enclosure (2)



DEPARTMENT OF THE NAVY

TRAINING SQUADRON FOUR
250 SAN CARLOS ROAD SUITE I
PENSACOLA FL 32508-5502

IN REPLY REFER TO
1700
Code 00
24 April 2013

LT
FAIRECONRON THREE
7791 Mercury Rd
Tinker AFB, OK 73146-6550

Dear LT ,

Congratulations on your orders to Training Squadron FOUR. It is a pleasure to welcome you to the Warbuck team! Your tour as a flight instructor will be a challenging and rewarding experience. As you may be aware, Training Air Wing SIX now trains all USN and USMC Naval Flight Officers (NFOs). Our mission is to provide the world's best NFO foundational training consisting of Instrument and Visual Navigation in the T-39 Sabrehawk as well as simulator training in the Multi-Crew Simulator (MCS).

The squadron presently has approximately 21 active duty, Reserve and Associate T-39 and MCS instructors from two service branches (Navy and Marine Corps). Warbuck instructors average 15-20 flight hours per month depending on the student loading. The flying is fun, the instruction is rewarding, and you will have a direct impact on the next generation of our Nation's Flight Officers.

Naval Air Station Pensacola is one of the finest duty stations in the world. For those hoping to further expand their professional development, our squadron scheduling is flexible enough to allow staff members the opportunity to take advantage of the numerous advanced education facilities available. From outdoor recreation opportunities to family oriented activities to professional development, the Pensacola complex is world class. I have every confidence you will enjoy the best tour of your career as a VT-4 "Warbuck" and I look forward to welcoming you to the team.

To assist us in welcoming you to VT-4 please go to our website <https://www.cnatra.navy.mil/tw6/vt4/checkin.asp> and complete the Personal Data Form. Lieutenant Todd Jepperson has been assigned as your sponsor. If there is anything you need to assist in your move to Pensacola please call.

S. S. WHITE

Lieutenant
Training Squadron FOUR
250 San Carlos Road Suite I
Pensacola NAS, FL 32508
DSN: 922-2385 Comm: (850) 452-4493
Home: (850) 497-7866
E-mail:

Enclosure (3)

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 outcomes.

| | | | | | | |
|---|------|---|---|---|---|---|
| Name (Last, First, MI) | Rank | Service | | | | |
| Sponsor Name | Rank | Service | | | | |
| 1. Were you informed of the sponsor program and its benefits by your former command prior to transfer? | | <input type="checkbox"/> Y <input type="checkbox"/> N | | | | |
| 2. Did you receive information from VT-10 prior to arrival? | | <input type="checkbox"/> Y <input type="checkbox"/> N | | | | |
| 3. If yes, please specify: | | | | | | |
| 4. On a scale from 1-5 (1 the lowest and 5 the highest), was the information adequate to inform you about this command? | | 1 | 2 | 3 | 4 | 5 |
| 5. On a scale from 1-5, was the information adequate to inform you about the Pensacola area? | | 1 | 2 | 3 | 4 | 5 |
| 6. What additional information would have made your transfer and relocation easier? | | | | | | |
| 7. Was any of the information received not useful or unnecessary? | | | | | | |
| 8. On a scale from 1-5, was the information received in time to permit adequate advance planning? | | 1 | 2 | 3 | 4 | 5 |
| 9. When did you receive your orders? | | | | | | |
| 10. When did you transfer from your last command? | | | | | | |
| 11. Did your sponsor contact you prior to your departure from your previous command? | | <input type="checkbox"/> Y <input type="checkbox"/> N | | | | |
| 12. Did your sponsor meet you upon arrival? | | <input type="checkbox"/> Y <input type="checkbox"/> N | | | | |
| 13. Was your sponsor able to answer your questions about this command and community? | | <input type="checkbox"/> Y <input type="checkbox"/> N | | | | |
| 14. Did your sponsor spend your first day escorting you around the squadron spaces? | | <input type="checkbox"/> Y <input type="checkbox"/> N | | | | |
| 15. What could this command have done better to support your transfer to this area? | | | | | | |