



DEPARTMENT OF THE NAVY

FLEET AVIATION SPECIALIZED OPERATIONAL
TRAINING GROUP PACIFIC FLEET

P.O. BOX 357068
NAS NORTH ISLAND
SAN DIEGO, CALIFORNIA 92135-7068

FASOTRAGRUPACINST 1720.1I

05 31 OCT 1994

FASOTRAGRUPAC INSTRUCTION 1720.1I

Subj: NAVY SPONSOR PROGRAM

Ref: (a) OPNAVINST 1740.3

Encl: (1) Request for Sponsor
(2) Sponsor Assignment, Checkoff List, and Sample Letter
(3) Command Sponsor Letter (w/o encl (1))
(4) Command Sponsor Message
(5) Sponsor Critique Sheet
(6) Welcome Aboard Package Contents

1. Purpose. To promulgate command policy concerning the Navy Sponsor Program.
2. Cancellation. FASOTRAGRUPACINST 1720.1H.
3. Discussion. Reference (a) directs all Naval activities to establish and maintain an effective sponsor program to facilitate the reception and "settling in" of newly reporting members and their families and requires assignment of sponsors to all personnel.
4. Procedures. The Navy Sponsor Program at FASOTRAGRUPAC applies to incoming officer and enlisted personnel who are in receipt of permanent change of station (PCS) orders. The program will be administered by the Administrative Officer. Normally, the sponsor assigned to assist incoming members will be of comparable rank/rate and marital status, if possible, and selected from the department to which the new member will be assigned.
5. Action
 - a. Administrative Officer
 - (1) Upon receipt of arrival information from the member's command or upon receipt of an advance copy of PCS orders announcing the assignment of prospective personnel to FASOTRAGRUPAC, ensure the following:
 - (a) In the case of officers, recommend to the Executive Officer, a sponsor of comparable rank and experience to act as a personal representative of the command in assisting the new arrival and his or her family in becoming oriented and acquainted at FASOTRAGRUPAC.

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(b) For enlisted personnel, forward enclosure (1), to the appropriate department head for the assignment of a sponsor within 5 days.

(c) When a sponsor has been designated, enclosure (2) shall be sent to the sponsor. An official welcoming letter, enclosure (3), to the new member will be prepared for the Commanding Officer's signature if notification is received more than 6 weeks prior to the anticipated detachment of the member. If the anticipated detachment date will occur in less than 6 weeks, or the current command is outside the San Diego area, a sponsor message, enclosure (4), will be prepared. The letter and message will contain the name of the designated sponsor and the name of the department sponsor coordinator, a copy of which will be sent to the sponsor. A "Welcome Aboard" packet, as outlined in enclosure (6), will be forwarded to the newcomer with the welcoming letter.

b. Department Heads

(1) Designate a departmental Sponsor Coordinator.

(2) When the Sponsor Coordinator assigns an individual as a sponsor, they shall take into consideration similarities in rate, marital status, availability, and motivation to be a sponsor. Departing members will not sponsor their replacements. Enclosure (1), with the requested information, will be returned to the Administrative Office within five working days. The program is only as effective as the ingenuity and interest of the sponsor.

c. Sponsor. Upon receipt of enclosure (2), the designated sponsor will establish a friendly, informal contact with the new member to offer personal assistance before and after arrival. This directive cannot define all the specific duties for sponsor action; it is sufficient to say, "Do for the newcomer whatever you would appreciate someone doing for you and your family in similar circumstances." The sponsor checklist contained in enclosure (2) will aid the sponsor in performing assigned duties.

d. New Member. When the new member returns their check in card to the Admin Pass Liaison Desk they will be asked to complete enclosure (5), an evaluation of the sponsor program and the sponsor. This evaluation will be forwarded to the Commanding Officer, via the Executive Officer, Administrative Officer and Command Master Chief.

e. Administrative Assistant. Provide the Command Family Ombudsman with the new member's mailing address, if the member has dependents, to assist the Ombudsman in welcoming the new family to the command.

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f. FASOTRAGRUPAC Detachments will establish a Sponsor Program in accordance with reference (a).



M. T. SERHAN

Distribution:
FASOTRAGRUPACINST 5216.2T
List A and B

REQUEST FOR SPONSOR

MEMORANDUM

From: Administrative Services Assistant

To: _____

Subj: REQUEST FOR SPONSOR

Ref: (a) FASOTRAGRUPACINST 1720.1I

Encl: (1) Copy of EPAD or Message

1. Enclosure (1) is notification of an inbound member. The sponsor retains enclosure (1). In accordance with reference (a), request you assign a sponsor for:

Name: _____

Rate: _____

Inbound from: _____

2. It is also requested that this information sheet be returned to Code 11 NLT _____. A sponsor assignment and responsibilities letter will provide the necessary information to the sponsor.

Very respectfully,

Encl (1)

(Date)

FIRST ENDORSEMENT

From: _____

To: Administrative Services Assistant

1. As requested, the following sponsor is provided:

Sponsor Name: _____

Rate: _____

Phone Number - Commercial: (619) _____

AUTOVON: _____

2. The prospective sponsor has been notified, and directed to review and comply with reference (a).

Signature

MEMORANDUM

From: Administrative Services Assistant
To:

Subj: SPONSOR ASSIGNMENT AND RESPONSIBILITIES

Ref: (a) FASOTRAGRUPACINST 1720.1I
(b) OPNAVINST 1740.3
(c) EPAD or Message

Encl: (1) Sponsor Checklist
(2) Sample Sponsor Letter

1. You have been designated as a sponsor for _____ who is due to report _____ and is coming from _____

2. References (a) and (b) outline the entire sponsor program. It is suggested that you read both instructions. The importance of your duties as a sponsor cannot be over emphasized. You provide the member you are sponsoring the first impression of FASOTRAGRUPAC. This initial impression is crucial to the individual's long term attitude toward the command and the Navy.

3. Reference (c) is a copy of the orders you should have already received. Enclosure (1) is a checklist to be used as a guideline in your sponsor assignment. Enclosure (2) is a sample letter to the member you are sponsoring. This is only a guide. Make yours personal and friendly. A copy of your letter to your sponsoree will be forwarded to Code 11 within 10 working days from the date of this memorandum.

4. Your sponsoree will have an opportunity to evaluate how well you provided their needs. An initial letter with an offer of assistance, meeting them upon arrival, and providing immediate lodging are areas of significant importance.

Encl (2)

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SPONSOR CHECK LIST

Having a specific contact person at a new duty station can make the difference between a good move and a bad one. You can help make that difference. Although you may have mixed feelings about being assigned as a sponsor, you must also realize that the success of any program rests with those who are charged with the responsibility for implementing it. Even if you did not "volunteer", look upon your duties as challenges and opportunities that will be worth the time and effort. Duties of a sponsor can be broken down into three phases: (1) pre-arrival, (2) arrival, and (3) post-arrival. The following checklist is provided as a means of ensuring that all necessary actions are taken.

PRE-ARRIVAL

- 1 Read references (a) and (b) on the Sponsor Program.
2. Draw upon the knowledge gained from your own experience as a newcomer and your experience with the Sponsor Program. (If you have not found your sponsors helpful, decide what was lacking and try to make improvements).
3. Ask the individuals in your division for suggestions or help in meeting your requirements. (Even if you have been a sponsor before, do not take the program for granted. The Navy wants to improve the program, not just continue present actions which have sometimes been inadequate).
4. Carefully review the Sponsor Request Form once you have received it for information and/or questions that may need to be addressed. (Intermediate duty stations/marital status, etc).
5. Contact the person you are sponsoring as soon as possible. (Use the telephone (AUTOVON) if available, to begin the processing of exchanging information).
6. Make it your responsibility to ensure that the Command "Welcome Aboard Packet" has been mailed to the new member.
7. Relay pertinent information to the individual you are sponsoring:
 - a. Your address.
 - b. Their new mailing address

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- c. Your work phone number (Both AUTOVON and commercial)
- d. A copy of the real estate section of the local newspaper.
- e. The present uniform and projected uniform when the member will arrive.
- f. Any other special information that would be helpful.

8. Consider a spouse-to-spouse note if the individual is married. Children also would probably corresponding with each other.

9. Act as liaison between your sponsoree and base organizations. If your sponsoree has questions you cannot answer, refer them to an authoritative source.

10. Make reservations at the Navy Lodge/local motel/hotel for arriving families or BOQ/BEQ for single personnel, in accordance with the member's desires.

11. Request that the member acknowledges receipt of materials and that they keep you informed of itinerary, reporting date, and special needs.

ARRIVAL. Once the individual arrives, you should consider the following;

- 1. Meet the incoming individual and/or family at arrival point
- 2. Accompany them to temporary lodging.
- 3. Arrange for temporary transportation if required.
- 4. Assist in getting the member to the Exchange or Commissary for immediate needs.
- 5. Assist the military member with check-in procedures
- 6. Familiarize the new family with base facilities
- 7. Remember the feelings and confusion that you experienced when you first arrive, and try to be a helpful to this person as you can.
- 8. Do everything possible to help the new shipmate "settle-in"

POST ARRIVAL. Once the relocation has taken place, you should consider the following:

Encl (2)

1. Assistance in rental/housing opportunities; a local newspaper's housing section is often helpful. Recommendations of realtors may be in order if the member intends to buy a home. Ensure that the newcomer, whether single or married, is aware of the requirement to check-in with the Housing Referral Office prior to negotiating off-base housing.
2. Recommendations for eating establishments and shopping areas
3. Shopping hours of the Exchange, Commissary, and convenience store (i.e., Touch and Go) complexes.
4. Community facilities, both recreational and cultural
5. For those with children, baby sitting services available in the area, including the child care facilities on base.
6. For those with school-age children, information concerning local schools and procedures for enrollment.
7. In all instances, the newcomer should be informed of general command procedures and policies. The department/division's mission and operation will be of interest to the incoming individual and should be addressed.

SAMPLE SPONSOR LETTER

Welcome to the _____ (division/department) of
FASOTRAGRUPAC. I have been designated as your sponsor. My work
mailing address is:

My telephone numbers are:

Commercial _____
AUTOVON _____
Home _____

I have been notified that your Welcome Aboard Packet was mailed
on _____. If you do not receive it in a reasonable
time, please contact me and I will ensure another is sent
immediately.

If you inform me of your transportation arrangements, I will meet
you at the airport, etc., and (make advance reservations at the
Navy Lodge) (take you to the BEQ, etc.)

Uniform of the Day is _____

The uniform you will be required to wear for everyday work is
_____.

The uniform will change on _____. The local uniform shop
has a complete selection of all uniform items.

The weather when you arrive should be about _____. It is
suggested that you bring _____ for immediate wear until
your household good arrive.

Housing is rather expensive. The enclosed newspaper classified
section should give you some idea of prices.

Again, let me welcome you aboard FASOTRAGRUPAC, and if there is
any way I can be of further service to you, please contact me.

Sincerely,

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BM1 John F. Smith
U. S. Naval Station
Anywhere, USA 91234-5678

Dear _____

I have been informed that you will be transferred to FASOTRAGRUPAC for duty and I am pleased to welcome you aboard.

The mission of FASOTRAGRUPAC is to provide Survival, Evasion, Resistance and Escape (SERE) training; provide media support for the aviation training community; and conduct formal training courses in Aviation Maintenance and Management Training (AMAMT), Micro-Computers, Electronic Warfare Tactics and Airborne Anti-Submarine Warfare (AASW).

Upon reporting, you should check-in at FASOTRAGRUPAC Head-quarters, NAS North Island, Building 646. From there you will be sent to the Personnel Support Detachment, Building 515.

Your official address will be:

Fleet Aviation Specialized Operational Training Group,
Pacific Fleet
P.O. Box 357068
San Diego, California 92135-7068

I have assigned _____ as your sponsor. You should hear from your sponsor in the near future, however, you may contact your sponsor at the above address, Code _____, or by telephone at work, AUTOVON 735-_____, commercial 619-545-_____.

Civilian housing in the San Diego area is critical and expensive. Government family housing is not immediately available and the waiting time varies with bedroom requirements, but is approximately 12-18 months. Bachelor accommodations at Naval Air Station, North Island are limited. The enclosed Welcome Aboard Packet should answer most of your questions.

Encl 3)

Please communicate with your sponsor at the earliest opportunity for any specific needs/questions you may have, or contact the Headquarters directly. Again, a hearty welcome aboard!

Sincerely,

M.T. Serhan
Captain, U. S. Navy
Commanding Officer

Encl: (1) Welcome Aboard Packet
Copy to: (Sponsor)

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UNCLASSIFIED

RTTUZYUW 0010 2371910-UUUU--RUWFSUU

ZNR UUUUU

R _____ ZYB

FM FASOTRAGRUPAC SAN DIEGO CA//00//

TO _____

BT

UNCLAS //N01720//

MSGID/GENADMIN/FASOTRAGRUPAC/00//

SUBJ: WELCOME ABOARD FASOTRAGRUPAC

RMKS/1. PLEASE PASS TO RANK/NAME , USN, SSN

2. HAVING RECENTLY RECEIVED ORDERS ASSIGNING YOU TO FASOTRAGRUPAC, I AM PLEASED TO WELCOME YOU ABOARD AND LOOK FORWARD TO HAVING YOU JOIN THIS COMMAND.

3. YOUR FASO SPONSOR IS (RATE/NAME/DEPT/AUTOVON AND COMMERCIAL PHONE NO.). YOUR SPONSOR WILL ASSIST YOU IN EVERY ASPECT OF CHECKING YOU INTO YOUR NEW ASSIGNMENT AND WILL CORRESPOND WITH YOU IN THE NEAR FUTURE. YOUR OFFICIAL MAILING ADDRESS WILL BE: FLEET AVIATION SPECIALIZED OPERATIONAL TRAINING GROUP, PACIFIC FLEET (CODE _____), P.O.BOX 3357068, SAN DIEGO, CA 92135-5122

4. ONCE AGAIN, WELCOME TO FASOTRAGRUPAC. IF YOU HAVE ANY QUESTIONS, DO NOT HESITATE TO CALL YOUR SPONSOR, THE COMMAND MASTER CHIEF, OR MYSELF AT DSN 735-6285. WARM REGARDS.
CAPT SERHAN.//

UNCLASSIFIED

Encl 4

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(Date)

To assist in evaluating the effectiveness of the Sponsor Program, you are being asked to complete the following critique. Your honest and frank answers can be an invaluable tool in correcting weak points or reinforcing strong points in our program. All information will be treated in a confidential manner.

Name: _____ Rate: _____
 Dept: _____ Div: _____ Check-in Date: _____

Sponsor's rate/name/dept/div:

1. Number of weeks between your written receipt of orders and date you transferred from your last command? _____ weeks
2. Did you request a sponsor? Yes No
3. If you did not request a sponsor, why?
4. Did your sponsor contact you? Yes No
5. If yes, how were you contacted?
Phone/Letter/Other (explain)
6. If no, did you contact your sponsor? Yes No
7. Did you receive a Welcome Aboard Packet? Yes No
8. If yes, how long prior to transfer?
weeks
9. Did you advise your sponsor of your arrival date/time and the mode of transportation you would be using? Yes ___ No ___
10. Upon arrival, were you met by your sponsor? Yes ___ No ___

Encl 5)

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11. If you are married with dependents accompanying you, were Navy Lodge or motel reservations made for you by your sponsor? Yes ___ No ___. If no, did you ask your sponsor to make reservations? Yes ___ No ___
12. If yes, were the accommodations satisfactory? ___ No ___
13. Were you assisted by your sponsor during check-in? Yes ___ No ___
14. Were you and your dependents (if any) given a tour of the Naval Air Station by your sponsor? Yes ___ No ___
15. If you are single, were you assisted by your sponsor in getting settled in the BOQ/BEQ? Yes ___ No ___
16. Were there any services you requested from your sponsor that were not provided? Yes ___ No ___. If yes, please list services requested.
17. Were you pleased with the overall assistance given to you by your sponsor? Yes ___ No ___.
18. Describe any services that were provided by your sponsor that you feel were "above and beyond" the normal duties of a sponsor.
19. Do you have any suggestions that could improve the quality of our sponsor program? Yes ___ No ___ If yes, please describe:

THANK YOU FOR YOUR FEEDBACK

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WELCOME ABOARD PACKAGE CONTENTS

Item	Officer		Chief Petty Officer		E-6 and Below	
	In area	Out of Area	In area	Out of Area	In area	Out of Area
Social Roster	●	●	●	●		
Reccomended Living Areas		●		●		●
Single Sailor PKG	●	●	●	●	●	●
Transportation Opt		●		●		●
Area Hotel Guide		●		●		●
FASO Map	●	●	●	●	●	●
Out of Bounds List	●	●	●	●	●	●
Commmand Organizational Manual	●	●	●	●	●	●
MWR Package		●		●		●
Balbo Patients Guide		●		●		●
Housing Package		●		●		●
Education Pkg		●		●		●
Child Care Pkg		●		●		●
Rental Guide		●		●		●
Invitation to visit Command	●		●		●	