



DEPARTMENT OF THE NAVY
OFFICE OF THE COMMANDANT OF MIDSHIPMEN
UNITED STATES NAVAL ACADEMY
101 BUCHANAN ROAD
ANNAPOLIS MARYLAND 21402-5107

COMDTMIDNINST 1754.1
STAFF DIR
OCT 22 2014

COMMANDANT OF MIDSHIPMEN INSTRUCTION 1754.1

Subj: COMMANDANT OF MIDSHIPMEN SPONSORSHIP PROGRAM FOR NEWLY REPORTED
MILITARY PERSONNEL

Ref: (a) USNAINST 1500.3, ORIENTATION PROGRAM FOR NEWLY
REPORTED MILITARY AND CIVILIAN PERSONNEL
(b) OPNAVINST 1740.3C, COMMAND SPONSOR AND INDOCTRINATION
PROGRAMS

Encl: (1) Commandant of Midshipmen Welcome Aboard Letter

1. Purpose. To enable the newly assigned service members a professional transition to their new duties on the Commandant of Midshipmen staff.

2. Background. The Commandant of Midshipmen's staff has the unique mission of developing each and every Midshipman morally, mentally, and physically. This crucial duty of developing the Naval Service's future leaders requires dedicated service members of exemplary character. These service members come from various communities and services in the Navy and Marine Corps, and often from deployed or distant duty stations. A significant portion of these individuals rotate into and out of the Naval Academy every year, therefore it is essential that all personnel are transitioned in and out of the Academy in a process that enables them to best understand their mission, the Academy's organization, as well as all the support services available to them and their families.

3. Discussion. The goal of this instruction is to ensure that all personnel arriving to the Commandant of Midshipmen Staff are assigned an appropriate sponsor to professionally orient the incoming individual to his/her duties, roles, responsibilities, and activities at the Naval Academy. The assigned sponsor will, as best as possible, closely match the incoming person's service, assigned billet, and family/personal situation.

a. Commandant's Welcome Aboard Letter. The incoming personnel will receive a short letter from the Commandant of Midshipmen welcoming them to the Commandant's staff and informing them where they will be assigned on his staff as per enclosure (1).

b. Assignment of Sponsor. Due to the differences in reporting procedures between the Navy and Marine Corps, the newly reporting person will be assigned a sponsor to match their service component. The sponsor will also be assigned based on the incoming person's new billet in order to enable a professional turn over or relief into his/her new billet. Outbound personnel departing the Naval Academy within the same month as the inbound personnel should not be selected as sponsors due to the time intensive process of checking-out and transitioning to the next duty station. The Commandant's Staff will coordinate with the Leadership Education and Development Division

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staff to enable the assignment of an appropriate sponsor to personnel in the LEAD master's program.

c. Sponsor Duties: In addition to sponsor duties as assigned in reference (b) the following duties are expected of all sponsors:

(1) Contact the newly reporting individual as soon as assignment is communicated, in order to initiate contact and welcome the arriving individual to the Academy.

(2) Coordinate with the Commandant's Administrative Officer to keep abreast of any assignment/billet changes of the incoming personnel.

(3) Obtain all relevant contact information to include leave or in-transit communication information.

(4) Assist, as best they can based on their experiences, with any arrival information as well as information about the local area, housing, schools, recreation, etc.

(5) Coordinate with the newly reporting individual as to their planned check-in dates, times, and locations at the Naval Academy.

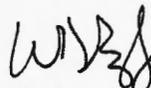
(6) Assist the newly reporting member with check-in and facilitate the beginning of their new duties.

(7) Complete sponsor training offered by the Relocation and Deployment Department at Fleet and Family Readiness, Annapolis.

(8) Keep the chain of command and the Commandant's Administrative Officer informed of itinerary, emergency contact numbers, reporting date, and any special needs.

(9) Ensure newly reported individual is scheduled for orientation in accordance with reference (a).

4. Action. The Commandant of Midshipmen's Administrative Officer will coordinate with the U.S. Naval Academy's Military Personnel Officer to track inbound personnel and assign them an appropriate sponsor. Sponsors will be contacted and given information on the arriving personnel. Once the sponsor makes contact, the sponsor will follow-up with the Commandant's Administrative Officer to report the new arrival's planned check-in date, time, and location. This information will then be added to the Commandant's weekly N1 report.


W. D. BYRNE, JR.

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