COMMANDANT OF MIDSHIPMEN INSTRUCTION 1754.1A

From: Commandant of Midshipmen, U.S. Naval Academy

Subj: SPONSORSHIP PROGRAM FOR NEWLY REPORTED MILITARY PERSONNEL

Ref: (a) OPNAVINST 1740.3E
(b) USNAINST 1500.3A

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. Cancellation. COMDTMIDNINST 1754.1

3. 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.

4. 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 (LEAD) Division 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 (a) 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 (b).

5. 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 NI report.

6. Record Management
a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.

7. Review and Effective Date. Per OPNAVINST 5215.17A, the Senior Battalion Officer will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or canceled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

J. P. MCDONOUGH III

Releasability and distribution: This instruction is cleared for public release and is available electronically via the USNA Commandant Web Page, https://www.usna.edu/Commandant/comdinst.php
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Welcome to the U.S. Naval Academy and congratulations on your selection to one of the most challenging and rewarding assignments in the Navy! Your selection to the U.S. Naval Academy is in recognition of your professionalism and commitment to the Naval Service.

You will be joining a highly dedicated team of officer and enlisted Sailors and Marines sharing one common goal: graduating outstanding young men and women who are ready to assume leadership roles in the Naval Service. Our responsibility is to develop young men and women morally, mentally and physically and prepare them to lead the Sailors and Marines in the Fleet and Fleet Marine Forces. I know that you will be up to the challenge and fully committed to the principles of character development and honor that define this institution.

Your new role will be to mentor and train midshipmen through your many years of leadership experience, character and by setting a personal example that will develop and inspire them into the finest Naval and Marine Corps Officers.

I am certain you will find your tour here one of the most rewarding in your career. In addition to the facilities at the U.S. Naval Academy, the city of Annapolis has much to offer with excellent schools and recreational opportunities. The nearby metropolitan areas of Washington, DC and Baltimore boast numerous cultural and sporting events within a short commute.

Upon reporting, you will be assigned to the Commandant’s Staff as the <BILLET TITLE> and you can expect to hear from <SPONSOR NAME> in the near future with more details concerning your duties. Feel free to contact your sponsor directly at 410-293-<EXTENSION> or you can e-mail at <EMAIL>.

The following incoming command staff links contain all the applicable instructions and provide answers to any questions you may have about your duties and responsibilities prior to your arrival.

Commandant's Instructions:  http://www.usna.edu/Commandant/comdtinst.htm
Commandant's Notices:  http://www.usna.edu/Commandant/comdtnote.htm

I look forward to meeting and working with you.

J. P. MCDONOUGH III
Colonel, U.S. Marine Corps
Commandant of Midshipmen