



DEPARTMENT OF THE NAVY

NAVAL ACADEMY PREPARATORY SCHOOL
440 MEYERKORD AVENUE
NEWPORT, RI 02841-1519

NAPSINST 1740.1
CMDCS
01 Jun 17

NAVAL ACADEMY PREPARATORY SCHOOL INSTRUCTION 1740.1

Subj: COMMAND SPONSORSHIP PROGRAM

Ref: (a) OPNAVINST 1740.3C, Command Sponsor and Indoctrination Programs

Encl: (1) Welcome Aboard Letter from Commanding Officer
(2) Welcome Aboard Naval Message
(3) Sponsor Assignment Memorandum
(4) Command Sponsor Checklist
(5) Sample Welcome Aboard Letter from Sponsor

1. Purpose. To establish policies and procedures for administration of the Command Sponsorship Program.

2. Background. Per reference (a), a Sponsorship Program creates the foundation for future performance through initial welcoming and support of newly reporting permanent personnel. The objectives of the Naval Academy Preparatory School's (NAPS) Sponsorship Program are to provide key information to new command members and to provide for a smooth assimilation into the organization.

3. Policy. Per reference (a), sponsoring is a part of our command culture and is the responsibility of all Sailors assigned to NAPS to assist with newly reporting personnel.

4. Action. This program is designed to provide a specific sponsor to all newly reporting Sailors. However, the principles this program shall be promulgated throughout the chain of command.

6. Responsibilities

a. Command Senior Chief (CMDCS)/ Senior Enlisted Leader

- (1) Responsible for the overall coordination of the Command's Sponsorship Program.
- (2) Oversee the Command Sponsor Program.
- (3) Ensure the Command Sponsor Coordinator (CSC) has access to coordinator tools (e.g., Career Information Management System (CIMS)).
- (4) Review CIMS to verify tracking of sponsor assignments.
- (5) Ensure that incoming personnel are assigned a sponsor.
- (6) Review the Command Sponsor Program to include:

(a) Number of incoming personnel who were assigned a sponsor prior to arrival to the command.

(b) Appropriate assignment of sponsors per paragraph 6c(2) below.

(c) Number of personnel assigned as sponsors who have completed sponsor training. Training is provided by the Fleet and Family Support Center.

(7) Ensure that all detaching Sailors have made contact with the gaining command's sponsor prior to transfer.

(8) Monitor the program's effectiveness through feedback from the new Sailors during the check-in process.

(9) Make recommendations for improvements through the chain-of-command by interviews with new Sailors and the Command Indoctrination Program critique sheets.

(10) Ensure all sponsors receive this instruction and provide adequate training to facilitate a vibrant and effective sponsorship program.

b. Command Career Counselor (CCC)

(1) Maintain and track sponsor assignments in CIMS.

(2) Initiate sponsor assignments with recommendations from the Command Senior Chief.

(3) Ensure all newly reported personnel are scheduled for Command Indoctrination within the first month of reporting onboard.

(4) Provide a copy of all orders to the CSC to ensure timely assignment of a Sponsor.

c. Command Sponsorship Coordinator (CSC)

(1) The command CSC will be designated in writing as the program's coordinator and is responsible for implementation of the command's sponsorship program.

(2) Assign appropriate sponsor to incoming Sailors (i.e., sponsor is of equal or higher paygrade (at least E5) to arriving Sailor; single sponsor for single arriving member, married sponsor with children for married arriving member and family). The sponsor should have at least 12-months remaining onboard and should not be the person that the incoming Sailor is slated to relieve.

(3) Ensure sponsors have completed sponsor training prior to being assigned as a sponsor.

(4) Establish and maintain monitoring files for a minimum of one-year to ensure program effectiveness.

(5) Prepare welcome aboard letter and Naval message from the CO to incoming Sailors and

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send within three working days of being informed of the prospective gain. 'Sample Welcome Aboard Letter from Commanding Officer' is in Enclosure (1).

(7) Advise Command Ombudsman of prospective gain.

d. Sponsors

(1) Fully understand that responsibilities begin upon sponsor assignment by the CSC/members of the chain-of-command, with assistance continuing until the transferring Sailor has become an integral part of NAPS and is fully cognizant of all policies, programs, services, and responsibilities. It is important for sponsors to be enthusiastic, willing to help people, and have a positive attitude toward the Navy, command, and local community. Sponsors need to be familiar with the command, knowledgeable about available resources, and familiar with applicable command procedures and instructions.

(2) Complete sponsor training provided by Fleet and Family Support Center (FFSC) prior to executing sponsor related duties.

(3) Execute sponsor duties as outlined in the sponsor training and per the following guidelines:

(a) Contact the gaining Sailor as soon as possible via telephone or e-mail. Provide timely follow-up phone calls or e-mails to answer questions and allow members time to take action. Act as a liaison for the newly arriving Sailor. Direct member to the subject matter expert if they have questions you cannot answer.

(b) Meet the Sailor/families at their arrival point, if appropriate. Ensure transportation (e.g., government vehicle) is available from place of arrival to NAPS and temporary lodging (as needed).

(c) Assist Sailor with check-in procedures. Introduce Sailor to personnel onboard. Continue to assist Sailors with their needs during the first few weeks (e.g., registering a car, moving into permanent housing, etc.) to help our new Shipmate settle-in.

(d) Ensure the new Sailors are enrolled in the Naval Station Command Indoctrination Program within 30 days of reporting.

(e) Ensure new Sailor meets Command Triad within first 72 hours on board (first 24-hours optimal).

6. Summary. Every participant must be willing to accept full responsibility for his or her role in the program. They must understand that the success of the program depends on the participation of everyone.

7. Review. The Command Senior Chief will review this instruction annually.



M. D. DOHERTY

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Sample Welcome Aboard Letter from Commanding Officer

From: Commanding Officer, Naval Academy Preparatory School

To: _____, USN

Subj: WELCOME ABOARD!

Encl: (1) NAVAL STATION NEWPORT WELCOME ABOARD PACKET

1. Welcome Aboard! Let me be the first to welcome you to the Naval Academy Preparatory School (NAPS) staff. Your tour at NAPS will be a rewarding experience in which you will play a vital role in shaping the future of Navy and Marine Corps officers.

2. NAPS offers a challenging 10-month transitional preparatory course of instruction to Midshipman Candidates selected by the United States Naval Academy (USNA) including active duty Navy and Marine Corps enlisted men and women. Our program is designed to enhance Midshipman Candidates morally, mentally, physically and prepare them for success at the Naval Academy. Complementing this vigorous academic preparation are strong military and physical development programs. To this end, NAPS offers a very competitive varsity athletic program in concert with other preparatory schools and area colleges. The military instruction curriculum complements the prior enlisted fleet personnel's leadership background while providing a solid, character-development based framework for those straight from the civilian sector of our society.

3. The New England area offers a family oriented environment that's reflected in the Naval Station Morale Welfare and Recreation (MWR) facilities and programs. I am confident you and your family will enjoy this tour of duty. Your transition to this command will be supported by xxx(xx) xxxxx, (xxx@naps.edu), Please feel free to contact them at (401) 841-XXXX, DSN: 841-XXXX, if you have any further questions and again – WELCOME ABOARD!

C. R. HOWES

Enclosure (1)

NAPINST 1740.1
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Sample Welcome Aboard Message from Commanding Officer

RAAUZYUW RHQCHCX0000 3501156-UUUU--RHMCSUU.

ZNR UUUUU

R XXXXXXXZ MAY 16

FM NAVAL ACADEMY PREPARATORY SCHOOL

TO

INFO

NAVAL ACADEMY PREPARTORY SCHOOL

BT

UNCLAS //N01326//

MSGID/GENADMIN/NAVAL ACADEMY PREPARATORY SCHOOL/-/MONTH//

SUBJ/WELCOME ABOARD ICO XXX XXXXXX XXXXXX, USN, XXX-XX-0000//

REF/A/GENADMIN/COMNAVPERSCOM MILLINGTON TN/XXXXXXXXZMONTH2009//

AMPN/BUPERS ORDERS XXXX/XXX-XX-XXXX//

POC/YN1/Naval Academy Preparatory School/LOC: NEWPORT, RI

/EMAIL: CCC(AT)AJPATTER@NAPS.EDU

RMKS/

1. PLEASE PASS TO XXXX XXXXXX XXXXXXXX.

2. CONGRATULATIONS ON YOUR ORDERS TO NAVAL ACADEMY PREPARATORY SCHOOL (NAPS)

AND WELCOME ABOARD. I THINK YOU WILL FIND YOUR TOUR HERE TO BE A GRAND OPPORTUNITY TO SERVE WITH A PROFESSIONAL STAFF AT THE BEST PREPARATORY SCHOOL OF ALL THE SERVICE ACADEMIES. WE ARE EAGERLY LOOKING FORWARD TO YOUR ARRIVAL AND BRINGING YOU INTO THE NAVAL ACADEMY PREPARATORY SCHOOL FAMILY.

3. WE HAVE INCLUDED IMPORTANT CONTACT INFORMATION IN THIS MESSAGE THAT WILL ASSIST YOU IN YOUR TRANSITION TO THE COMMAND. PLEASE BE PROACTIVE IN YOUR TRANSFER PROCESS AND CONTACT THE COMMAND IMMEDIATELY IF YOU HAVE ANY DIFFICULTIES OR REQUIRE ASSISTANCE WITH TRAVEL.

4. YOU HAVE BEEN ASSIGNED A SPONSOR WHO ARE THERE TO ASSIST YOU IN YOUR TRANSITION AND BECOMING ACCUSTOMED TO NEWPORT AREA AFTER YOU REPORT ABOARD. YOUR SPONSOR IS XXX XXXXXX X. XXXXXX, AND HIS/HER EMAIL IS XXXXXXXX(AT) NAPS.EDU. THEY CAN ALSO BE CONTACTED AT (401)841-XXXX.

5. OUR COMMAND SPONSOR/MENTOR COORDINATOR CAN ALSO BE REACHED AT SPONSOR(AT)NAPS.EDU. OR VIA PHONE AT 401-841-1718. A WELCOME ABOARD PACKAGE WILL BE SENT TO YOU VIA U.S. MAIL.

6. OTHER RESOURCES YOU MAY FIND VALUABLE THE COMMAND'S HOMEPAGE WWW.USNA.EDU/NAPS/; AMERICAN RED CROSS, (401) 846-8100; AND FLEET AND FAMILY SUPPORT CENTER, 401-841-2283.

7. IF YOU ARE MARRIED, THE NAVY FAMILY HOUSING OFFICE MAY BE REACHED AT 757-445-2832. TEMPORARY LODGING CAN BE ARRANGED THROUGH THE NEWPORT NAVY LODGE AT (401) 849-4500 OR 1-800-628-9466 (1-800-NAVY-INN).

8. THE COMMAND OMBUDSMAN (MRS KAYLA D. PICKUL) MAY BE CONTACTED AT 815-761-6245.

9. CONGRATULATIONS AGAIN ON YOUR ORDERS. I EXPECT THAT YOU WILL FIND YOUR TOUR HERE TO BE BOTH CHALLENGING AND REWARDING. WE ARE LOOKING FORWARD TO HAVING YOU JOIN THE NAVAL ACADEMY PREPARATORY SCHOOL TEAM. CAPTAIN CORY R. HOWES.

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Enclosure (2)

Sponsor Assignment Memorandum

From: Command Sponsor Coordinator

To:

Subj: SPONSOR DUTY ASSIGNMENT

Ref: (a) NAPSINST 1740.1A, Command Sponsorship Program

1. Per the reference, you have been designated as the sponsor for _____.
2. (He/she) is due to report no later than _____. The Command Sponsor Coordinator will forward a Welcome Aboard Letter from the Commanding Officer as per reference (a).
3. _____ is currently attached to _____ and is due to transfer on _____.

Mailing address:

4. Please write (him/her) a personal welcome aboard letter within ten working days of receipt of this memorandum. Use enclosure (4) of the reference as a guideline and provide a copy of your letter or email to the Command Sponsor Coordinator.
5. Please offer your assistance to _____ and (his/her) family in any way possible. This includes meeting (him/her) at the airport if required.
6. I want to emphasize the great importance of your performance as a sponsor. You will provide _____ with (his/her) first impression of our command. This initial impression is crucial to the individual's long-term attitude toward this command.

Command Sponsor Coordinator

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Command Sponsor Checklist

1. PRE-ARRIVAL

- Contact person that you are sponsoring as soon as possible via telephone, naval message, e-mail, or other reliable means.
- Write a "Welcome Aboard" letter using enclosure (5) of NAPINST 1740.1 as a guide and forward it to the Command Sponsor Coordinator to include in the welcome aboard package.

Some points to include are:

- Give them a warm welcome and introduce yourself.
- Provide contact information.
- Find out if family members will be accompanying them.
- Determine date of arrival.
- Inform them of the command mailing address.
- Provide any other information you think might be helpful.
- Ombudsman, Family Support Group and contact Family info Service Center.
- Provide follow up letters and phone calls as needed.
- Check on housing availability.
- Confirm flight arrival times.
- Make Navy Lodge/Hotel, BOQ/BEQ reservations.
- Ensure member is signed up for NAVSTA Indoctrination.

2. ARRIVAL

- Ensure transportation is available from place of arrival to the ship and/or temporary lodging.
- Meet the individual and/or family at arrival point, if required. Escort member to temporary lodging if required.
- Assist the member in finding a place to eat.
- Ensure member has information on how to contact you.
- Assist the new Sailor with check-in procedures. Introduce the Sailor to the people in the command.

3. POST-ARRIVAL

- Ensure new shipmate is enrolled in the NAVSTA Indoctrination Program, the location, and the requirement to attend within 30 days of reporting on board.
- Continue to assist the new member through their transition from detached command and indoctrination to their prospective work area, including professional mentoring until member advances or is re-assigned.

I understand my assigned duty as Command Sponsor will perform these duties to the best of my abilities.

Sponsor: _____

Sponsor Coordinator: _____

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Sample Sponsor Letter Format (Letter should be informal)

Dear,

I am _____ and have been assigned to be your sponsor at the Naval Academy Preparatory School. I will do my best to make your transition to the Newport area a pleasant one. I am sure that you and/or your family are excited about your upcoming move and probably have a lot of unanswered questions, especially if this is your first command. I will do my best to try to answer all of your questions. If I do not know the answer, I will find out and get back to you as soon as possible. Upon your arrival you will fly into _____ airport. I will be there to receive you and your family, so as soon as you can, please send me your flight information.

Since you will be arriving in the month of _____, you will need to have your (uniform) ready. To help us help you, please verify that you have received this letter. Please contact me or the CMDCS promptly. Our contact information is as follows:

NAVAL ACADEMY PREPARATORY SCHOOL
440 MEYERKORD AVE NEWPORT RI 02841
(401)841-6966
edney@naps.edu (CMDCS)
XXXX@naps.edu (Sponsors)

My work telephone number is (com) (DSN). Should you desire, my personal telephone number is _____ and again, let me welcome you aboard NAPS.

Sincerely,

/s/

Sponsor's Signature