



DEPARTMENT OF THE NAVY
NAVAL EDUCATION AND TRAINING PROFESSIONAL
DEVELOPMENT AND TECHNOLOGY CENTER
6490 SAUFLEY FIELD ROAD
PENSACOLA, FLORIDA 32509-5237

IN REPLY REFER TO:

NETPDTCINST 1740.2B
N831B
13 FEB 2003

NETPDTC INSTRUCTION 1740.2B

Subj: **NAVY SPONSOR PROGRAM**

Ref: (a) OPNAVINST 1740.3
(b) NAVMILPERSMAN 1810580

Encl: (1) Questionnaire for Personnel Completing PCS Transfer

1. **Purpose.** To establish policy and assign responsibility for the Navy Sponsor Program within the Naval Education and Training Professional Development and Technology Center (NETPDTC).

2. **Cancellation.** NETPDTCINST 1740.2A

3. **Revision.** Since this is a major revision, marginal notations are not annotated. This instruction should be read in its entirety.

4. **Responsibility**

a. **Military Services Office (N831B).** Provide the following support and maintain an effective sponsor program as outlined in references (a) and (b):

(1) Maintain liaison with Personnel Support Activity Detachment (PSD), Pensacola, to ensure copies of orders for prospective gains are forwarded to NETPDTC.

(2) Notify appropriate department/division of prospective gain and request sponsor assignment.

(3) Prepare a "Welcome Aboard" letter to all incoming enlisted personnel for the Executive Officer's signature and to incoming officers for the Commanding Officer's signature. It will contain the sponsor's name, address and work phone number, and a welcome aboard information packet about the Pensacola Navy Complex and NETPDTC.

(4) Submit a sponsor assignment memo to the sponsor listing responsibilities.

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(5) Request the new member, after reporting onboard complete a questionnaire (enclosure (1), evaluating the effectiveness of Sponsor Program. Forward the questionnaire to the Executive Officer for review.

b. Departments/Divisions

(1) Assign sponsors to all personnel ordered to duty at NETPDTCC. Sponsor assigned should be scheduled to remain onboard the command for at least 6 months after the arrival of the incoming person. Other guidance on choosing a sponsor is contained in reference (a), which is available for review in the Military Services Office, Room 1187.

(2) Monitor the sponsor's actions and make sure newly reporting members are greeted with a "We care" attitude.

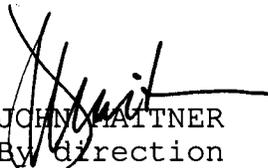
c. Sponsors

(1) Reflect a positive attitude toward all incoming personnel and their families. Be prepared to answer any questions the new member may have and provide information concerning housing, transportation, etc., which will ease his/her move to the Pensacola area.

(2) Write a personal letter to the newly assigned individual within five working days after notification. Promptly respond to all letters from the new member.

(3) Assist the new member in checking into the command, becoming familiar with the area, etc.

(4) Review reference (a) which is available in the Military Services Office, Room 1187.


JOHN MATTNER
By direction

Distribution: (NETPDTCCINST 5216.1F)
Lists I, II

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<https://pennd09.cnet.navy.mil/netpdtcc/directives.nsf>

13 FEB 2003**QUESTIONNAIRE FOR PERSONNEL COMPLETING A PCS TRANSFER**

Your help is requested in evaluating the effectiveness of our Sponsor Program. We ask that you complete this questionnaire based on the experiences of your recent PCS transfer. Please try to elaborate on questions answered No.

Rank or Rate _____

Years of active service to date _____

1. Did you receive advance activity information from this command.

Yes No

2. If yes, was the information adequate to inform you about this area?

Yes No

3. If yes, was the information received in time to permit adequate advance planning?

Yes No

4. If yes, what additional information would have made your transfer and relocation easier? _____

5. Were you informed of your sponsor's name and how to contact him/her prior to your departure?

Yes No

6. Did your sponsor contact you prior to your departure?

Yes No

7. Was your sponsor knowledgeable about this command and the local community, and able to answer your questions?

Yes No

