



DEPARTMENT OF THE NAVY
NAVAL SUPPORT ACTIVITY MONTEREY
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MONTEREY CA 93943-5189

NSAMINST 1740.2
N00
FEB 23 2016

NAVAL SUPPORT ACTIVITY MONTEREY INSTRUCTION 1740.2

From: Commanding Officer, Naval Support Activity Monterey

Subj: COMMAND SPONSOR AND INDOCTRINATION PROGRAMS

Ref: (a) OPNAVINST 1740.3

Encl: (1) Sample Welcome Aboard Letter

1. Purpose. To implement an effective Command Sponsor and Indoctrination Program designed to facilitate relocation, reception and integration of military and civilian personnel and their families reporting to the staff of Naval Support Activity Monterey (NSAM).
2. Cancellation. This is a new instruction and should be reviewed in its entirety.
3. Discussion. The Navy Sponsor and Indoctrination Programs were established by the Chief of Naval Operations to enable Department of the Navy (DON) personnel and their families to have a smooth transition when transferring from one area to another on Permanent Change of Station (PCS) orders. A member (and family) who has been adequately informed, warmly welcomed, and assisted before, on, and after arrival, will be a happier and more productive member of the staff and the community.
4. Action. NSA Monterey shall conduct the Sponsor and Indoctrination Program per reference (a) with the following additional guidelines:
 - a. Command Sponsor Coordinator (CSC) shall:
 - (1) Ensure Command sponsor program is in compliance with reference (a).
 - (2) Within five working days after receipt of orders of a prospective gain:
 - (a) Coordinate with the Senior Enlisted Leader (SEL) to assign a sponsor following consultation with the applicable Department Head.
 - (b) Send a "Welcome Aboard" letter to the incoming personnel. In addition to personal comments, the letter will provide the new personnel with the name and contact information for their sponsor.

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(c) Send an NSAM information packet containing information about the command and the Monterey area. This packet is available from the Fleet and Family Service Center (FFSC).

(d) Provide a copy of the NSAM Sponsor Program checklist to the sponsor.

b. Sponsors shall:

(1) Attend sponsor basic skills training provided by FFSC.

(2) Contact the incoming personnel via e-mail or telephone within five days of being assigned as a sponsor.

(3) Shall write a personal letter to the incoming personnel within 10 days of being assigned as a sponsor. Include a prospective gain questionnaire. Once complete, forward letter to the CSC.

(4) Confirm report date and flight arrival time (if applicable).

(5) Ensure transportation (e.g. government vehicle) is available for airport pick-up.

(6) Provide all possible assistance to member and family prior to, on, and after arrival.

(7) Keep department apprised of all information regarding reporting status.

(8) Ensure new member checks in with the department before taking them to HQ and Admin for check-in.

c. Integrated Training Officer (ITO) shall:

(1) Ensure all newly reported personnel receive instruction and training during Command Indoctrination to include at a minimum:

(a) History and mission of the command.

(b) Unit organization and functions of the chain of command.

(c) Command standards of professional performance, military conduct and uniform/grooming standards.

(d) Functions of all departments and any interrelated responsibilities

(e) Navy Rights and Responsibilities (NR&R) workshop.

(f) Responsibilities of the Retention Team.

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- (g) Educational and advancement opportunities and procedures.
 - (i) Alcohol Awareness Training.
 - (j) Classified/Personal Information and Personnel Security Brief.
- d. Administrative Officer (AO) shall:
- (1) Upon new personnel arrival:

- (a) Provide new personnel with staff check-in sheet. Ensure they are instructed in the check-in process and establish a completion date not to exceed 10 days from the reporting period.

- e. Department Heads shall:

- (1) Coordinate with the AO and SEL in identifying a sponsor for the incoming personnel. The sponsor's performance, knowledge of the staff, installation and the surrounding community must be of the level necessary to provide meaningful assistance to the new member and family. For military and when possible, the sponsor's rate/rank and marital status should match the incoming member.



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Distribution:

Electronic via CNIC Gateway

<https://g2.cnic.navy.mil/tscnrsw/NSAMONTEREYCA/N00/default.aspx>

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SAMPLE WELCOME ABOARD LETTER

1300

Ser N00/XXX

From: Commanding Officer, Naval Support Activity Monterey

To: Incoming Personnel

Subj: WELCOME ABOARD NAVAL SUPPORT ACTIVITY MONTEREY

1. Congratulations on your assignment to Naval Support Activity Monterey (NSAM). You will find this a uniquely rewarding assignment. We are a small command with a family-like comradery and high morale. Despite our small size, we are an effective team with many seasoned personnel whose work has gained the command accolades including the 2013 Commander in Chief Installation Excellence award, as well as the 2014 SECNAV Safety Excellence Award and 2013 CNO Natural Resources Conservation Team Award.
2. The command was established in September 2010 to oversee shore installation management for approximately 37 tenant commands, most notably, the Naval Postgraduate School. We manage shore operations that includes an all-civilian police force, Navy Gateway Inns and Suites located in the historic Herrmann Hall, public works as well as a robust Morale, Welfare and Recreation Program and much more.
3. NSAM is located in heart of Monterey, California. The area is steeped in history with boundless beauty and natural wonders. We are adjacent to the beautiful and scenic towns of Carmel-by-the-Sea, Pebble Beach and Pacific Grove, as well as within a three hour drive to the beautiful San Francisco Bay Area and the wine-country towns of Napa and Sonoma.
4. The climate in Monterey is moderate with average temperatures between 48 and 64 degrees year-round. The months of September and October are typically the warmest with December and January as the wettest. However, during the last four years, California has been in a record drought.
5. The following internet websites provide a wealth of knowledge of the local area and our organization. Please check them as they provide a ton of useful information for your transition.
 - a. http://www.cnic.navy.mil/regions/cnrsw/installations/nsa_monterey.html
 - b. <http://www.nps.edu/>
 - c. <http://monterey.pinnaclefamilyhousing.com/>
 - d. <http://www.seemonterey.com/>
6. You sponsor is _____, who can be reached at (831) 656-XXXX and imursponsor@nps.edu. _____ will contact you and be available to provide answers to your questions as well as help you get checked in. If you wish, you can also contact our Admin office at (831) 656-3895 for additional information and guidance. Welcome Aboard!

K. L. BERTELSEN

Enclosure (1)