



UNITED STATES MARINE CORPS
COMMAND ELEMENT
II MARINE EXPEDITIONARY FORCE
FLEET MARINE FORCES
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II MEFO 1740.1A
CMD CM

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II MARINE EXPEDITIONARY FORCE ORDER 1740.1A

From: Commanding General, II Marine Expeditionary Force, FMF
To: Distribution List A

Subj: NAVY COMMAND SPONSOR AND INDOCTRINATION PROGRAMS

Ref: (a) OPNAVINST 1740.3C
(b) SECNAVINST 1754.6A

1. Situation. To establish policy and procedures for the Command Sponsor and Command Indoctrination Programs.
2. Mission. To provide guidance in meeting the requirements of references (a) and (b) while ensuring the integrity and execution of the Command Sponsor and Command Indoctrination Programs is consistent throughout II Marine Expeditionary Force (MEF).
3. Execution. The Command Sponsorship Coordinator's (CSC) responsibilities begin upon receipt of Permanent Change of Station (PCS) orders and continue until the Sailor has become an integral part of the new command and is fully cognizant of all policies, programs, responsibilities, and services provided through the command.
4. Administration and Logistics. All CSC's will be required to obtain access to the Navy Standard Integrated Personnel System (NSIPS) with Career Information Management System (CIMS) level access. Refer to Enclosures (1) and (2) for further descriptions and administrative requirements.
5. Command and Signal
 - a. Command
 - (1) This Order is applicable to all Navy personnel assigned to II MEF Major Subordinate Elements.
 - (2) Direct all comments or suggestions regarding this Order to the Command Master Chief, II MEF.
 - b. Signal. This Order is effective the date signed.


J. R. FULLWOOD JR.
Chief of Staff

NAVY COMMAND SPONSOR PROGRAMS

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NAVY COMMAND SPONSOR PROGRAMS

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NAVY COMMAND SPONSOR PROGRAMS

CHAPTER 1

NAVY COMMAND SPONSOR PROGRAM

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NAVY COMMAND SPONSOR PROGRAMS

CHAPTER 1

NAVY COMMAND SPONSOR PROGRAM

1000. RESPONSIBILITY

1. Command sponsor and indoctrination programs are designed to facilitate the adaptation of Service members and their families into new working and living environments. These programs should minimize the uncertainty associated with a permanent change of station (PCS) move while on active duty, executing orders to active duty from the Reserve Component, or transferring between Reserve Component units. Command sponsor responsibilities begin when a Service member receives PCS orders and continues through their integration into the new command. Sailors are integrated into a command when they are fully cognizant of all policies, programs, services, and responsibilities.

1001. COMMAND MASTER CHIEF (CMDCM)

1. Oversee the Command Sponsor Program.
2. Assign individuals to represent the command as members of the Command Sponsorship team.
3. Appoint in writing a Navy Command Sponsorship Program Coordinator (CSC).
4. Review, monitor, and evaluate the Command Sponsor Program to ensure consistency and success.

1002. COMMAND SPONSORSHIP COORDINATOR (CSC)

1. Assign all prospective gains an appropriate sponsor, with the concurrence of the CMDCM. Command sponsors shall be of equal or higher paygrade (a minimum of E-5 or higher) with similar family compositions to arriving Sailors; single Sponsor for single arriving member, married Sponsor with children for married prospective gaining member and family. Personnel E-4 and below may be assigned as Secondary Sponsor's in conjunction with a Primary Sponsor. All Secondary Sponsors (E-4 and below) will have a minimum Performance Evaluation score of MUST PROMOTE or above and will assist the Primary Sponsor in the performance their duties. The intent for assigning Secondary Sponsors is to better establish rapport with the gaining member whose rank and family composition is similar to that of the Sponsor or Secondary Sponsor. A command sponsor will not be assigned as the prospective gaining member's sponsor unless approved by the CMDCM.
2. Notify the assigned sponsor via e-mail of appointment and direct them to log into their NSIPS account for sponsorship assignment.
3. Ensure all Sponsors and Junior Sponsors on the Command Sponsorship Team complete sponsorship training prior to assignment.
4. Maintain and track sponsor assignment in Career Information Management System (CIMS).
5. Liaison with the local Russell Annex Center's Marine and Family Service Center, regarding utilization of relocation services.
6. Inform the Deployment Readiness Coordinator (DRC) of a prospective gain to assist and coordinate in sponsorship efforts.
7. Provide the command webmaster with up to date command sponsorship information for the command webpage. Maintain and answer all emails directed to the CSC inbox.

NAVY COMMAND SPONSOR PROGRAMS

8. Determine the whereabouts of prospective gains and obtain appropriate home mailing addresses, contact phone numbers, and email addresses.
9. Prepare digital or hard copy (paper) "Welcome Aboard" packages for incoming Sailors and send within 10 working days of receiving orders. Sample "Welcome Aboard Letter from Command Master Chief" is shown in Appendix A.
10. Provide quarterly reports at the end of each quarter to the II MEF Command Sponsorship Program manager on the Navy Command Sponsorship Program to include: reviewing the number of incoming Sailors who were assigned a Sponsor prior to their arrival, the number of Sponsors who have completed sponsorship training, trends analysis from post-arrival surveys, and number of departing Sailors who have been assigned a Sponsor at their new command.
11. Establish and maintain monitoring files for a minimum of 2 years to ensure program's effectiveness.

1003. SPONSOR

1. Be familiar with the command, applicable command procedures, the base and its surrounding areas, and available MCCS resources.
2. Complete sponsor training provided by the Command Sponsorship Coordinator.
3. Execute sponsor duties as outlined in the sponsor agreement. The NSIPS Sponsorship Agreement provides a list of items to guide the sponsor in assisting the incoming member.
4. Keep the sponsor's Chain of Command, Career Counselor's Office, and Navy Manpower Office advised of the status of the incoming member at all times, including any problems or special circumstances that may affect the expected arrival date.
5. Prepare an e-mail and a personal letter welcoming the incoming personnel aboard within 10 working days of assignment. Appendix B is provided as an example of a personal welcome letter.

1004. PROCEDURES. The CSC will maintain primary control of Sponsor Program activities for their perspective commands. The Assistant Sponsorship Coordinator will provide direct support through the forwarding of orders, assistance in contacting assigned sponsors, and the generation and mailing of Welcome Aboard Packages.

1005. DETACHING PERSONNEL

1. Upon receipt of PCS orders, the CSC will ensure that departing members have signed into NSIPS and have completed the gaining questionnaire. The CSC will counsel the member regarding the advantages of requesting a sponsor from the prospective command.
2. The CSC will ensure the provisions of references (a) and (b) are met regarding counseling.

1006. REPORTING PERSONNEL

1. Upon receipt of orders for inbound Sailors, Navy Manpower and Personnel Office will establish a personnel file for all inbound Sailors.
2. Upon receipt of orders, the CSC shall:
 - a. Notify the Senior Officer of the gaining command or Section of all incoming officers. The Navy Manpower Officer will assign all officer sponsors.

NAVY COMMAND SPONSOR PROGRAMS

Sponsor assignments will conform to the guidelines established in reference (a).

b. Notify the gaining command Senior Enlisted Leader (SEL) of all incoming enlisted personnel. The Assistant CSC will coordinate with SEL to find the best match for assigning Sponsors to prospective gains within the Sailors' assigned placement of duty.

c. Prepare and forward an e-mail for notification of sponsorship appointment with a copy of the incoming member's PCS orders to the assigned sponsor.

d. Prepare and e-mail a Welcome Aboard Letter, Welcome Aboard Package, and a Prospective Gain Questionnaire for all incoming personnel within five working days of receipt of orders. A sample Questionnaire can be found in Appendix C.

1007. PROGRAM EVALUATION. To evaluate the effectiveness of the Command Sponsor Program, all reporting personnel will complete the Sponsor Program Questionnaire and return it to the CSC upon completion of Command Indoctrination. All questionnaires will be routed to the II MEF Program Manager for collection and further routed to the II MEF CMDCM for review and determination of appropriate action if required.

1008. SPONSORSHIP DUTIES

1. Fully understand that responsibilities begin upon sponsor assignment and continue until the gaining Sailor has become an integral part of the new command.

2. Be familiar with the command, its location, available resources, and familiar with applicable command procedures and instructions.

3. Complete sponsor training prior to being assigned as a sponsor, and submit an appointment letter to the CSC within 5 working days.

4. Execute sponsor duties as outlined in sponsor training and per the following guidelines:

a. The following are pre-arrival guidelines:

(1) Draw upon the knowledge gained from experience as a newcomer.

(2) Draw upon previous experiences with the sponsor program (e.g., if previous sponsors were not helpful, decide what was lacking and make improvements).

(3) Ask others who have served as sponsors for their recommendations or assistance when encountering unique situations.

(4) Contact the gaining service member as soon as possible via telephone, social media (i.e. Facebook), or e-mail.

(5) Forward a "Welcome Aboard" e-mail to the prospective gain within 10 days of being assigned as a sponsor using Appendix A as an example and provide a copy to the CSC. Include the Prospective Gain Questionnaire found in NSIPS as an attachment, and request an e-mail reply with information applying to your new shipmate (e.g., marital status, family members accompanying the arriving Sailor, children's ages, mode of transportation, and estimated date and time of arrival at the new duty station).

(6) Inform members of their new command mailing address and remind them to complete change of address forms.

NAVY COMMAND SPONSOR PROGRAMS

(7) Refer the arriving Sailor to the Military OneSource Web site located at <http://www.militaryonesource.mil/moving>. This web site provides extensive information and resources about communities and will answer some of their questions about the area to which they are moving.

(8) Provide as much information as possible about schools in the area. This is often a high priority for families.

(9) Provide timely follow-up phone calls or e-mails in order to answer questions and allow members time to take appropriate actions.

(10) Check on housing availability. Inform members whether housing will be available upon reporting or if temporary lodging arrangements will be needed and for how long. Provide a list that includes a range of cost, amenities, size, and relative location to work. If necessary, provide members with options and information needed to make reservation arrangements, e.g., phone numbers or websites (Inns of the Corps or local motel/hotel for arriving families or bachelor officer quarters/bachelor enlisted quarters for single personnel). Ensure they know to check in with the housing referral office prior to renting or buying a house.

(11) Confirm flight arrival time, if applicable.

(12) Act as a liaison for the new command members. Direct members to the subject matter expert if they have a question you cannot answer.

(13) Request incoming members acknowledge receipt of forwarded materials and keep sponsor informed of itinerary, emergency numbers, reporting date, and special needs. Keep the chain of command and CSC updated on any changes.

(14) Perform other duties recommended by the command that will make the Sailor's relocation process successful.

5. The following are arrival/check-in guidelines:

a. Ensure gaining Sailor has a transportation plan from place of arrival to the command and temporary lodging (if the Sailor requires it).

b. Meet incoming Sailors/families at their arrival point, if appropriate.

c. Escort the new arrivals to temporary lodging.

d. Facilitate notification to the Sailor's family of their arrival, as appropriate.

e. Assist newcomers in finding local and base dining facilities.

f. Furnish Sailors and families with a base map, indicating areas of interest. Familiarize new arrivals with base facilities.

g. Ensure the Sailor still has sponsor's contact information.

h. Assist in the arrangement for temporary transportation, if required.

i. Assist members in locating the exchange or commissary for immediate needs.

j. Assist new arrivals with check in procedures, to include processing of travel claim and verification of member's pay account.

NAVY COMMAND SPONSOR PROGRAMS

- k. Ensure Sailor and their family are familiar with local medical and dental procedures and that they are enrolled in TRICARE.
 - l. Provide information on options available to satisfy the religious denominational needs for the Sailor and their family.
 - m. Introduce Sailors to personnel in the command.
 - n. Remember the feelings and confusion experienced as a new arrival and try to be as helpful as possible.
6. The following are post-arrival guidelines:
- a. Continue to assist members with their needs during the first few weeks (e.g., registering a car, moving into permanent housing).
 - b. Do everything within reason to help new arrivals "settle in."

CHAPTER 2**NAVY COMMAND INDOCTRINATION PROGRAM**

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CHAPTER 2**NAVY COMMAND INDOCTRINATION PROGRAM**

2000. RESPONSIBILITY. Command sponsor and indoctrination programs are designed to facilitate the adaptation of Service members and their families into new working and living environments. These programs should minimize the anxiety associated with a permanent change of station (PCS) move while on active duty, executing orders to active duty from the Reserve Component, or transferring between Reserve Component units. Command sponsor responsibilities begin when a Service member receives PCS orders and continues through their integration into the new command. Sailors are integrated into a command when they are fully cognizant of all policies, programs, services, and responsibilities.

2001. COMMAND MASTER CHIEF (CMDCM)

1. Oversee the Command Indoctrination Program.
2. Ensure Command Indoctrination has the most current training materials.
3. Conduct quarterly review with the Command Sponsorship Coordinator (CSC) of completed Command Sponsor and Indoctrination Program questionnaires.
4. Review the Command Indoctrination Program, to include:
 - a. Number of personnel assigned to a command that completed indoctrination within 30 days of reporting to a II MEF affiliated Command.
 - b. Number of personnel assigned as indoctrination trainers is within current training guidelines, i.e., qualified command training team member who has completed necessary course requirements.

2002. COMMAND TRAINING COORDINATOR

1. Ensure command indoctrination training team members have successfully completed the Command Training Team Indoctrination Course (A-050-0001) prior to delivery of the Navy Pride and Professionalism Workshop.
2. Conduct command indoctrination training as specified by the current course requirements. Download course syllabus from the Personal Development Page on the NETC Web-based tool located at <https://wwa.nko.navy.mil/portal/splash/index.jsp>.
3. Maintain indoctrination training rosters to document course completion and forward to the CSC. Retain completed documents for a minimum of two years.

2003. COMMAND INDOCTRINATION PROGRAM REQUIREMENTS

1. Within the first 30 days of reporting, provide mandatory training for the following:
 - a. Social Media Conduct, refer to ALMARS 008/17 for guidance.
 - b. Navy Pride and Professionalism training, to include the following topics:

- (1) Decision Making.
 - (2) Interpersonal Communications.
 - (3) Command Managed Equal Opportunity, including Navy policy of sexual harassment, religious accommodation, hazing, and fraternization.
 - (4) Diversity.
 - (5) Conflict Management.
 - (6) Pride in Self and Core Values.
 - (7) Wearing the Uniform.
 - (8) Military Etiquette including Courtesies and Military Bearing.
 - (9) Violent Behavior Awareness.
 - (10) Family Readiness.
 - (11) Mentorship and Positive Role Models.
 - (12) Pride in Service.
 - c. Navy Right Spirit Campaign/Alcohol Awareness.
 - d. Suicide Awareness.
 - e. Personal Financial Management.
 - f. Operational Risk Management.
 - g. Prevention of Sexual Harassment/Sexual Assault.
 - h. Anti-terrorism/Force Protection.
 - i. First Term Success Workshop (FTSW).
 - j. Drive for Life (as required for ages 25 and below).
2. Appropriately qualified personnel may address command specific policies, procedures, and base services. These personnel will be approved by the Command Sponsorship Coordinator and/or CMDCM's.

APPENDIX A



"TRAIN. FIGHT. WIN"

Welcome Aboard Shipmate!

On behalf of the Commanding General and the Command SgtMaj, we would like to congratulate you on your orders to II Marine Expeditionary Force (II MEF), Camp Lejeune, NC. You will soon join a team of military and civilian personnel that are dedicated to meeting the mission as a multi-role expeditionary force. We welcome you to visit the official websites of II Marine Expeditionary Force and II Marine Expeditionary Force Sailors Facebook page.

<https://www.iimef.marines.mil>

https://web-mont04.mail.mil/owa/redir.aspx?C=aRh7u_CmmGYgf_GdhHeUddfUX4BaFLCcutojVVbgI37sHFngYxvXCA..&URL=https%3a%2f%2fwww.facebook.com%2fiIMEFSAILORS%2f

You and your family are important to us. Please make sure that you keep your sponsor informed of any needs you or your family may have prior to arriving to Camp Lejeune. There are many services available and we want to make sure you have all the tools and information needed prior to your arrival. If you have any questions or concerns, please do not hesitate to contact any of the following personnel in their respective areas of expertise:

II MEF Sponsorship Coordinator	(910) 450-2316
Navy Manpower Personnel Office	(910) 450-5045
II MEF Command Duty Office	(910) 451-9788 *Manned 24 hours a day

At a Fleet Marine Force (FMF) Command, a Deployment Readiness Coordinator (DRC) is utilized in lieu of a Navy Command OMBUDSMAN. The DRC is the link between the unit and the families to assist Sailors, Marines, and families in establishing and maintaining a balance within the military lifestyle. The II MEF DRC is Ms. Nancy K. Wike who can be contacted by email at nancy.wike@usmc.mil or via phone at (910) 467-2175.

Lastly, I just want to remind you that the key to a smooth transfer is good communication. The Sailors of II Marine Expeditionary Force are standing by to assist you.

We look forward to meeting you and your family upon arrival, WELCOME TO THE II MEF FAMILY!

J. G. FLETCHER
COMMAND MASTER CHIEF

APPENDIX B

Example Sponsor Personal Letter

DD MON YYYY

Dear (Gaining Member)

My name is Rate/Rank Last, First M. and I am your sponsor for your upcoming transfer to 2D Marine Division, Camp Lejeune, North Carolina. I'd like to take this opportunity to introduce myself and welcome you to the Camp Lejeune area and specifically to our Command.

(Note: A personal sentence would be appropriate here, such as if you are married, how long you have lived in the area, if you live off base, etc.)

Please let me know your travel arrangements, flight information, and anticipated arrival time as soon as you have arranged them. If temporary accommodations are required, let me know and I will be happy to make reservations for you.

Please contact me at the following address:

I am available to assist in any way to ease your transfer to the Camp Lejeune. My work phone numbers are, commercial phone - (xxx) xxx-xxx, and DSN - XXX-XXXX. I look forward to hearing from your

F. M. LAST

APPENDIX C

COMMAND SPONSORSHIP and COMMAND INDOCTRINATION PROGRAMS QUESTIONNAIRE

Your help is requested in evaluating the effectiveness of our Command Sponsor and Command Indoctrination Programs. You do not have to include your name if you desire to remain anonymous. The information you provide will be combined with the responses of others and will be confidential. Completion of this questionnaire is entirely voluntary and your views will help us make the program better.

(Input of Personal Identifying information is OPTIONAL)

LAST NAME: _____ FIRST NAME: _____ MI: _____
 RANK/RATE: _____ DEPARTMENT: _____
 PREVIOUS _____
 COMMAND: _____

1. Did your former command inform you of the sponsor program and its benefits prior to your transfer? ☐ YES ☐ NO
2. Did you receive information and communication in advance of your arrival?
☐ YES ☐ NO
 - a. If yes, was the information an adequate representation of this command?
☐ YES ☐ NO
 - b. If yes, was the information adequate to inform you about this geographical area? ☐ YES ☐ NO
 - c. If yes, was the information received in time to permit adequate advance planning? ☐ YES ☐ NO
 - d. Please explain any "NO" answers?

 - e. Is there any additional information that would have made your transition easier?

3. Did you request/elect to have a sponsor? ☐ YES ☐ NO
4. Were you assigned a sponsor? ☐ YES ☐ NO
5. Who is your sponsor? _____ (may omit name if desired)
6. Did your sponsor contact you prior to your departure from your previous command? ☐ YES ☐ NO
7. Did your sponsor meet you upon your arrival? ☐ YES ☐ NO
8. Was your sponsor knowledgeable about this command and the local community and able to answer your questions? ☐ YES ☐ NO
9. When did you receive your orders?

10. When did you transfer from your last command?

11. Did you attend school(s) or take leave in transit to this command? ☐
 YES ☐ NO
 - a. If yes, list dates:

12. Did your previous command inform you of the resources available to you at your nearest Fleet and Family Service Center (FFSC)? ☐ YES ☐ NO

13. How many days were you onboard before attending the Command Indoctrination Program?
-
14. Please list topics that you would like to see covered in the Command Indoctrination Program.
- a. _____
- b. _____
- c. _____
- d. _____
15. What is your overall opinion of the II MEF's Sponsorship Program?
(1 being the worst to 5 being the best)
- ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
16. Overall, are you satisfied with the Command Indoctrination Program? ☐
- YES ☐ NO
17. Please list any suggestions you have for the improving the Command Sponsor and Indoctrination Programs.
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(RETURN THIS QUESTIONNAIRE TO THE COMMAND SPONSOR COORDINATOR OR COMMAND MASTER CHIEF FOR PROGRAM REVIEW.)