DEPARTMENT OF THE NAVY
SPACE AND NAVAL WARFARE SYSTEMS COMMAND
ARLINGTON VA 22245-5200

SPAWARINST 1330.1B
SPAWAR 10-18W
24 October 1994

SPAWAR INSTRUCTION 1330.1B

From: Commander, Space and Naval Warfare Systems Command

Subj: SPONSOR PROGRAM

Ref: (a) OPNAVINST 1740.3
(b) MILPERSMAN 1810580
(c) MILPERSMAN 6810400

Encl: (1) Request for sponsor
(2) Sample Sponsor Letter to an Officer w/biography
(3) Sample Sponsor Letter to an Enlisted
(4) Sponsor Responsibilities/Checklist
(5) Command Master Chief/Command Ombudsman Letter
(6) Sponsor Program Evaluation Form

1. Purpose. To issue policy and define the key elements of the SPAWAR Sponsor Program.

2. Cancellation. SPAWARINST 1330.1A.

3. Goals. References (a) and (b) establish the Navy Sponsor Program. This directive implements, and is designed to maintain an ongoing, viable sponsor program for SPAWAR.

4. Policy and Procedures. All personnel will be afforded the services of an officially designated sponsor from the time of receipt of orders until they attend SMART START after they have reported aboard.

a. First impressions are very important, and every effort should be made to provide an orderly transition. If possible, sponsors will meet incoming members upon arrival. To the best extent practicable, personnel assigned as sponsors should not be sent TEMADD or given regular leave during the time frame that the incoming individual is expected to arrive. Sponsors will ensure that members are assisted to the maximum extent possible in securing appropriate quarters, both temporary and permanent.

b. After reporting, new members usually need time to organize their personal affairs before commencing duty. Acquiring transportation and quarters are normal priorities of new arrivals. If a member did not take a permissive TEMADD house-hunting trip, as authorized by reference (c) prior to reporting and is entitled to reside ashore, he/she may be authorized special liberty for house hunting purposes.

5. Action

a. Military Resources Management Division (SPAWAR 10-18)

(1) Notify the appropriate Directorate/PMW of scheduled assignment of member and request a designated sponsor via enclosure (1).

(2) Provide Directorate/PMW and designated sponsor with a copy of member's orders.

(3) Prepare/track/include "Welcome Aboard" letter signed by SPAWAR 00 for incoming officer/enlisted personnel with information package and mail within five working days after formal notification of orders and sponsor assignment. See enclosures (2) and (3) for example.

(4) Arrange personal interviews as appropriate or desired.

(5) Keep Directorate/PMW posted on status of incoming/outgoing personnel who are in receipt of orders reporting to/departing from SPAWAR.

b. Directorate/PMW

(1) Designate a sponsor who is willing and capable of carrying out this duty in a positive manner. Sponsorship is not "liberty," it's an official duty and should be treated as such. If that's not possible, assign someone else. This responsibility must be exercised also for personnel reporting to SPAWAR detachments.

(2) Ensure that office space and equipment are available, as required, and that duties and responsibilities are clearly explained.

(3) Forward a completed copy of enclosure (1) to SPAWAR 10-18 upon sponsor designation.

c. Sponsor

(1) Within five working days of sponsor designation, communicate with the military member and provide assistance to the member and his/her family as requested. See enclosures (4) and (5) for assistance/guidelines.

(2) In coordination with Directorate/PMW, arrange indoctrination/orientation schedule for new member.

(3) Provide input as necessary to SPAWAR 10-18 to implement a stronger, more effective sponsor program.

d. SPAWAR activities. Activities will implement a sponsor program per references (a) and (b).

6. Evaluation and Feedback

a. The Military Resources Management Division (SPAWAR 10-18) will employ the Sponsor Program Evaluation Form (enclosure (6)) as the primary vehicle to elicit information on the overall effectiveness of the Command's Sponsor Program.

b. The Command Master Chief (SPAWAR OOM) will critique program effectiveness and make recommendations for enhancement.

c. Directorate/PMW will evaluate the effectiveness within their areas and properly reflect individual contributions to the success of the program, as well as shortcomings.

W. H. Cantrell

W. H. CANTRELL
Rear Admiral, U.S. Navy

Distribution:
SPAWAR List Special (SPAWAR Military Personnel)

SNDL PART II:
FKQ (SPAWAR Activities)

Stocked:
SPAWAR 10-16K (Room 113, Directives and Forms)

Date

MEMORANDUM

From: SPAWAR 10-18
To: Directorate/PMW

Subj: REQUEST FOR SPONSOR

Encl: (1) Copy of BUPERS orders ICO (member)

1. Request a sponsor be assigned to the individual listed in enclosure (1).

2. Please notify this office as soon as a sponsor has been assigned so a welcome aboard package can be forwarded to the member.

Respectfully,

Date

FIRST ENDORSEMENT

From: Directorate/PMW
To: Assigned sponsor

1. You are hereby designated as sponsor for _____. Should you require any additional information, contact the Military Personnel Office on 602-4020.

Copy to:
SPAWAR 10-18

Enclosure (1)

DEPARTMENT OF THE NAVY
SPACE AND NAVAL WARFARE SYSTEMS COMMAND
ARLINGTON VA 22245-5200

IN REPLY REFER TO
1300
Ser 10-18/

Captain
Chief of Naval Personnel
Bureau of Naval Personnel
2 Navy Annex
Washington, DC 20370-0000

Dear Captain :

Welcome Aboard! It is my pleasure to welcome you as a member of the Space and Naval Warfare Systems Command (SPAWAR). You are assigned in the Directorate (SPAWAR). Captain is assigned as your sponsor. He/she can be reached on (703) 602-XXXX, or Defense Switched Network 332-XXXX, to provide you with further information on your new billet and the command. I hope that you will find your assignment challenging, rewarding and interesting.

To facilitate your check-in with the command, it is requested that you report to SPAWAR before surrendering your service record to the Personnel Support Detachment in order that your assignment and security data can be verified. Also, would you please take a moment to fill out the attached Biography Sheet and mail it to the SPAWAR Military Resources Management Office (SPAWAR 10-18). Doing so will speed up your check-in process on your arrival here. The Military Resources Management Office is located in Crystal City, Crystal Park #5, Room 1008.

I look forward to meeting you in the near future. In the meantime, if you need any assistance, please contact the Military Resources Management Office on (703) 602-4020, or Defense Switched Network 332-4020.

Sincerely,

W. H. CANTRELL
Rear Admiral, U.S. Navy
Commander

Encl (1)
Bio sheet

Copy to:
CAPT

Enclosure (2)

OFFICER BIOGRAPHY SHEET

NAVPERS 5720/1 (Rev. 8-78) S/N 0106-LF-057-2006

DATE _____

This form is to be completed in duplicate and submitted in accordance with current BuPers Manual Article 5020140

PRIVACY ACT STATEMENT

Authority to request this information is derived from 5 United States Code 301, Departmental Regulations. To provide in centralized form routine biographical information and specialized publicity items such as "unusual war experiences." Media and public relations type information for official news releases is expected if individual is involved in some news worthy event and if the individual has authorized release of such information. Completion of this form is completely voluntary; no action will be taken if the individual does not provide the requested information.

NAME *(Surname)* *(First)* *(Middle)*	GRADE	DATE RANK	SSN & DESIGNATOR

HOME TOWN FOR PUBLICITY PURPOSES	DATE OF BIRTH	PLACE OF BIRTH

NAME AND ADDRESS OF DESIRED HOME TOWN NEWSPAPER

FATHER'S NAME AND ADDRESS	MOTHER'S MAIDEN NAME AND ADDRESS
PRESENT RESIDENCE OF SPOUSE OR NEXT OF KIN	OFFICIAL *(Permanent)* ADDRESS OF OFFICER
DATE AND PLACE OF MARRIAGE	NAME AND HOMETOWN OF SPOUSE

NAMES OF CHILDREN	DATE OF BIRTH	SPECIAL CIVILIAN ACHIEVEMENTS, SOCIETIES, CLUBS, ATHLETICS, HOBBIES

SCHOOLS OR COLLEGES ATTENDED PRIOR TO ENTERING NAVY	DEGREES

AS APPLICABLE: USNA CLASS—MIDSHIPMEN SCHOOL AND CLASS—NROTC SCHOOL AND CLASS—OCS CLASS	DATE BEGAN NAVAL SERV.

DATE COMMISSIONED	GRADE COMMISSIONED IN

SPECIAL NAVY DESIGNATIONS AND DATES
(Aviator, Submarine, Surface Warfare, EDO, AEDO, LDO)

SPECIAL NAVY ACHIEVEMENTS, ADVANCED NAVY SCHOOLING

BRIEF BIOGRAPHY OF CAREER: *Include information relative to—*

(a) Occupation and outstanding experiences in civilian life.

(b) Newsworthy data on personal life.

(c) Unusual war experiences, campaigns, operations.

(d) List decorations (M of H, Navy Cross, etc., PUC + NUC with units, include stars + devices).

(e) List campaign and service medals, with stars, clasps, etc. (Use additional sheet as necessary).

(f) Outline chronologically all Armed Forces service (include enlisted service, reserve activity, PUC or NUC awards) (Estimate dates, if unknown)

FROM MO · YR.	TO MO · YR.	SHIP—UNIT—STATION	PRIMARY DUTIES	REMARKS: (and noteworthy collateral duties, etc.)
			(Use additional sheets as necessary)	

(g) List all promotions with effective date of rank.

(h) Has photograph been submitted in accordance with current BuPers Manual Article? ☐ YES ☐ NO

(i) I authorize the release of the foregoing for publicity purposes.

DATE SUBMITTED	SIGNATURE

DEPARTMENT OF THE NAVY
SPACE AND NAVAL WARFARE SYSTEMS COMMAND
ARLINGTON VA 22245-5200

IN REPLY REFER TO

1300
Ser 10-18/

Chief
USS SILVERSIDES (SSN 679)
FPO AE 09587

Dear Chief :

Welcome Aboard! It is my pleasure to welcome you as a member of the Space and Naval Warfare Systems Command (SPAWAR). Chief has been assigned as your sponsor. He can be reached on (703) 602-XXXX or DSN 332-XXXX, to provide you with further information on your new billet, the command, and the D.C. Metro Area. I hope that you will find your assignment challenging, rewarding and interesting.

To facilitate your check-in with the command, it is requested that you report to SPAWAR before surrendering your service record to the Personnel Support Detachment in order that your assignment and security data can be verified. The SPAWAR Military Resources Management Office is located in Crystal City, Crystal Park #5, Room 1008.

I look forward to meeting you in the near future. In the meantime, if you need any assistance, please contact the Military Resources Management Office on (703) 602-4020, or DSN 332-4020.

Sincerely,

W. H. CANTRELL
Rear Admiral, U.S. Navy
Commander

Copy to:
Chief

Enclosure (3)

SPONSOR RESPONSIBILITIES/CHECKLIST

NAME (REPORTING INDIVUDUAL)	ESTIMATED ARRIVAL DATE	ALTERNATE SPONSOR

1. Obtain reporting information from the Military Resources Management Office, Code 10-18, and complete as many items of the Reporting Information form as possible. Update the form as more information is received. Use the form to keep yourself and the Mil/Pers Officer informed of the latest status of the individual.

2. Write a Welcome Aboard letter to your prospective shipmate, some points to include:

   a. Introduce yourself and give a warm welcome.

   b. Brief description of SPAWAR and the metropolitan DC area. Parking issues. Transportation (Shuttles, METRO, etc.). Also Washington uniform requirements.

   c. Prospective professional assignment, if known.

   d. Military duties and watches.

   e. Include OMBUDSMAN Letter (Enclosure (5).

   f. Include in your letter anything you think would be helpful to the individual in making arrangements for transition to the new assignment.

   g. Obtain information on "Smart Start."

   h. Provide information on how you can be contacted, your mailing address, and phone numbers.

   i. Ask the individual to provide shipping data so you can check on any shipments of household goods and vehicle.

   j. Your sponsor letter should be mailed within 5 days.

3. Ensure that the Military Personnel Office has mailed a "Welcome Aboard" packet to the reporting individual.

4. Respond to letters or messages received from the reporting individual and provide information requested.

5. Make arrangements for temporary lodging, rental car, etc., as requested by the reporting individual.

6. Meet the individual upon arrival at SPAWAR.

7. Escort the individual through the check-in process.

8. Provide a tour of SPAWAR and appropriate facilities, and introduce the new arrival to other command personnel.

9. For all Officers, ensure that the Division Officer sets up interviews with Directorate Heads, the Military Personnel Officer, The Deputy for Military Affairs, and Commander, SPAWAR.

10. For all enlisted, ensure that interviews are set up wtih the Division Officer, the Deputy Directorate Heads, the Military Personnel Offficer, and the Deputy for Military Affairs.

11. Ensure that the Mil/Pers Office arranges all required indoctrination briefings and that the Mil/Pers LPO is kept advised of the status.

12. Prior to arrival, check on housing (or bachelor quarters) availability, and provide the latest status to the individual on arrival (waiting lists, etc.).

13. Prior to the individual's arrival, check on status of any household goods and/or vehicle shipments so the latest information can be provided upon arrival.

14. Continue to act as an escort until the individual feels comfortable. Follow up periodically (daily or more often for the first week or so), and make a point of contacting the individual and offering your assistance with any problems.

15. Actively assist the individual with any problem which may arise.

DEPARTMENT OF THE NAVY
SPACE AND NAVAL WARFARE SYSTEMS COMMAND
ARLINGTON VA 22245-5200

IN REPLY REFER TO

Chief
USS SILVERSIDES (SSN 679)
FPO AE 09587

Dear ,

I would like to welcome you to the Space and Naval Warfare Systems Command, or SPAWAR. We are located in the beautiful downtown Crystal City area of Arlington, Virginia, just minutes from the Pentagon and BUPERS.

We are an echelon II command, commanded by Rear Admiral W. H. Cantrell. Our HQ staff is primarily civilian, but we have approximately 320 military personnel, with about 25% being enlisted. As you can see, this is a top-heavy command, and our work routine depends on several factors, not the least of which is personal initiative and resourcefulness. Long hours are normal, and, depending on your assignment, travel can be extensive.

A Systems Command is a "culture" all its own; there will be a bit of a "culture shock," and it will take awhile to adjust. There is a lot to learn and do here at SPAWAR, and you won't have the normal daily routine found at most Navy commands. However, the uniqueness doesn't change the fact that we are sailors, and there are many opportunities to enjoy the same kinds of things you have found at other duty stations. It will all depend on you.

Again, I'd like to welcome you to SPAWAR. You will get more information from your sponsor and again when you arrive. In the meantime, feel free to contact me if you have any questions or concerns. My numbers are:

(703)602-7550 DSN: 332-7550 FAX: (703)602-5005

YNC(SW) Randy Temple can also be reached at 602-7555; or you may call CTAC Peggy Pontisso at 602-3739.

I look forward to meeting you! Welcome aboard!!

Sincerely,

J. A. HARMON
Command Master Chief

Enclosure (5)

WELCOME TO DC!

Hello and Welcome!

My name is Robin Smith and I serve as the Command Ombudsman for the Space and Naval Warfare Systems Command in Washington DC. Congratulations on your orders to DC. I think you will find it a challenging tour, unlike any you've ever had! In addition to an exciting assignment, the local community is "resource rich" with places to go, things to do and people to meet.

Washington DC is a city of monuments and a celebration of America's heritage. You can wander through museums rich with history, both ours and others. Relax in one of many parks and zoos. Enjoy the excitement of the nightlife or immerse yourself in the quiet country side only a short drive from the city. Whatever your particular interests, this a city that truly has something for everyone.

Let me take a minute to explain the Ombudsman program and how it works here at SPAWAR. The Ombudsman program was established in 1980 as an avenue for Navy wives to voice and share concerns about Navy life. The program has experienced many changes over the years to stay in tune with the Navy environment. Currently, the program is funded, supported and belongs to each individual command. This allows for flexibility for each command to develop it's own program to best meet the needs of their sailors and families. I am considered a representative of the command and work within the command structure to provide services and information to you and/or your family. Part of my job also is to help the command identify the issues that affect us and our families and provide them resources and services to address those issues. As part of the Navy TEAM, I provide a link between the Command and it's families. Let me define family here...Family in this sense is the Navy Family. Anyone that carries an I.D. card is considered part of the "Family". (Which explains why this letter is part of all welcome aboard packages!)

So now that you've had a little history lesson, how does this program work? The Ombudsman program was designed to provide regular, accurate and direct communication between the command, sailors and their families. We accomplish that at SPAWAR with regular monthly newsletters, GMT's and active participation in command functions. I am here to provide information, outreach and referral and act as an advocate for sailors and their families. Together we will explore the issues and options for resources. If necessary, I can help you access the appropriate level of the chain of command to resolve issues. Not to say we'll circumvent the system, but we will use the system to accomplish and meet our needs.

I am also available to just let people vent their problems or issues in a non-threatening environment. Often we just need to let off steam. Call me! As a supervisor, if you think one of your people has stuff "going on" and you can't (or aren't) comfortable approaching them, give me a call! One of my objectives is to make the sailors at SPAWAR as productive and effective as possible. That's hard to do if they are worried about money or family issues. Let me help! Confidentiality is the most crucial part of this program. I will maintain your confidences as long as no one is a threat to themselves, others or national security.

Transition can be a very stressful time for anyone. Fortunately, there are programs in place to help ease the stress and burdens for sailors and families moving from place to place. Your sponsor can provide you with information on the command and local communities, and will play a vital role in a positive and comfortable PCS move. I am also available to provide as much logistic and emotional support and information as I can.

Now that you know a little bit more about the program and me, I'd like to learn more about you! Attached is an information form for you to complete and return to me. I would appreciate one from everyone in the command, not just those with families. You can return them via your sponsor or mail them directly to me (13180 Langley Road, Bryantown MD 20617). If you have questions or need specific or additional information, please call me. I can be reached at work (I work at the Bolling AFB Family Support Center)
(202) 767-0450, DSN 297-6280 or at home after 5pm (301) 274-9522.
I look forward to meeting each of you and your families!

Until then....

Robin A.R. Smith
Ombudsman
SPAWARSYSCOM
Washington DC

SPAWAR OMBUDSMAN FAMILY INFORMATION SHEET

Sponsor's Name _____

Department _____

Rotation Date _____

Mailing Address _____

_____

_____

Home phone _____

Work phone _____

Family members: Spouse _____

Spouse's work phone _____

Children (names and ages) _____

_____

_____

_____

_____

Is there anything in particular you would like to see the Ombudsman program accomplish?

_____

_____

_____

_____

_____

_____

Please return this information via:

1. Forward to the Command Master Chief
2. Hand it to or forward to Ed at work
3. Mail it back to me! Robin Smith
   13180 Langley Road
   Bryantown, MD 20617

SPONSOR PROGRAM EVALUATION FORM

The following information is requested to help identify problems and provide feedback on our command concerning the overall effectiveness of the sponsor program. It is requested that you answer each question truthfully and forward the completed form to the Command Master Chief (SPAWAR OOM).

1. Did you receive notification of sponsorship from the command? _____

2. Did your sponsor contact your prior to your departure from your last duty station? _____

3. Was information provided to you by your sponsor factual? _____

4. Did your sponsor provide you with sufficient information? _____

5. Did you receive a Welcome Aboard Package? _____

6. Did you find the Welcome Aboard Package helpful? _____

7. Upon arrival did your sponsor meet you in person? _____

8. Did your sponsor provide needed assistance in getting you and your family settled? _____

9. Is this your first tour in the Washington DC area? _____

10. List any problems you encountered with your transfer. _____

_____

_____

11. List any suggestions you have for improving our sponsor program. _____

_____

_____

12. Provide us with your sponsor's name: _____

_____

(If needed, continue on reverse.)