



DEPARTMENT OF THE NAVY
OFFICE OF THE JUDGE ADVOCATE GENERAL
WASHINGTON NAVY YARD
1322 PATTERSON AVENUE SE SUITE 3000
WASHINGTON DC 20374-5088

IN REPLY REFER TO

JAGINST 1740.1A
63
12 JAN 99

JAG INSTRUCTION 1740.1A

Subj: SPONSOR PROGRAM FOR PERSONNEL REPORTING TO OJAG, NLSC &
NAVCIVLAWSUPP ACTIVITIES IN THE WASHINGTON DC AREA

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

Encl: (1) Letter to incoming personnel
(2) Sponsor Designation Letter
(3) Sponsor Checklist/Guidelines

1. Purpose. To establish the Sponsor Program for military personnel reporting from outside the Washington, DC, area to the Office of the Judge Advocate General (OJAG); staff, Commander, Naval Legal Service Command; Naval Civil Law Support Activity; the Navy-Marine Corps Court of Criminal Appeals; the Navy-Marine Corps Trial Judiciary; and the Navy-Marine Corps Appellate Review Activity.

2. Cancellation. JAGSTAFFINST 1740.1.

3. Discussion. References (a) and (b) assign specific responsibilities and provide general guidelines for the establishment, maintenance, and evaluation of the internal effectiveness of the Navy Sponsor Program by unit commanders and commanding officers. This instruction assigns specific responsibilities and provides general guidelines for the Sponsor Program within the above-mentioned activities.

4. Responsibility. The Administrative Officer (Code 63.3) shall coordinate and monitor the Sponsor Program and report periodically on its status to the Director of Operations (Code 06). Sponsors shall become familiar with enclosure (1) to reference (a) and comply with the procedures for preparing command and sponsor letters.

5. Action. Upon receipt of notification that permanent-change-of-station orders have been issued to a service member for duty aboard one of the above activities,

a. The Administrative Officer (Code 63.3), shall:

(1) Inform the division director or head of the activity concerned of the prospective personnel gain;

(2) Advise the member in writing of the sponsor's name, mailing address, telephone number, email address and other appropriate information, as outlined in enclosure (1); and

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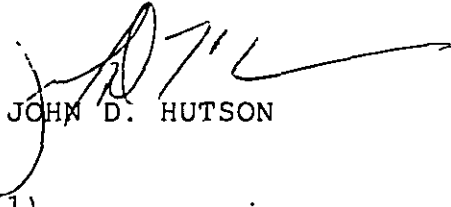
(3) Forward a "Welcome Aboard" packet and cover letter to the member. Enclosure (1) pertains.

b. The receiving division director or activity head shall designate a sponsor and provide the administrative officer with the sponsor's name. The administrative officer will issue enclosure (2) to the sponsor.

c. The sponsor shall:

(1) Become familiar with reference (a) and use enclosure (3) as a checklist while assisting the member; and

(2) Provide maximum assistance to the member as required.


JOHN D. HUTSON

Distribution:
AJAGS and Special Assistants (1)
OIC, NAMARA (2)
Chief Judge, NMCCA (2)
Chief Judge, TRIJUDIC (2)
Division Directors (3)
00A, 001A (1)

SAMPLE LETTER TO INCOMING MEMBER

From: Judge Advocate General
To:

Subj: PCS ORDERS TO THE WASHINGTON DC AREA

Encl: (1) JAG "Welcome Aboard" Packet

1. Congratulations on receiving orders to [command]. On behalf of Rear Admiral [JAG] and your colleagues in the Washington, DC, area, welcome aboard. We are eager to help you make the move to Washington, DC, and to that end enclosure (1) is forwarded for your information.

2. To assist you in your transfer to the area, I have assigned [name/address/phone/email] to act as your sponsor. You should hear from him/her soon. If you have any questions about the Washington, DC, area in general, or about the organization in particular, please call or write [Sponsor's name]. In the near future, you will also hear from your sponsor, who will address various matters related to your settling into this area. In the event you don't hear from your sponsor within the next several weeks, or if you do not wish a sponsor, please let me know, (DSN) _____ or commercial (202) _____. I encourage you to keep your sponsor apprised of travel plans so he/she may better assist you upon arrival.

3. Upon arrival, you should check in first with [name of activity] in [select one: Building 111 OR Building 33], Washington Navy Yard. [Tailor for appropriate service. USMC: Additionally, you are required to report to Henderson Hall, Company "B", Building 3, Room 1010. OR, USN: Additionally, you are required to report to Personnel Support Activity Detachment Washington, Building 92, Naval Station Anacostia.]

4. We look forward to welcoming you in person.

[Incumbent]
By direction

Copy to:
Division Director or
Head of Activity
Sponsor

Enclosure (1)

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SAMPLE SPONSOR DESIGNATOR LETTER

From: Judge Advocate General
To:

Subj: SPONSOR DESIGNATION

Ref: (a) JAGSTAFFINST 1740.1A

Encl: (1) Copy of my letter to _____ of _____
(2) Sponsor Checklist

1. In accordance with reference (a), you have been designated as the sponsor for _____, who is scheduled to report to [OJAG/CNLSC/NMCCA/TRIJUDIC/NAMARA] no later than _____.

2. _____ is currently attached to _____ and is due to transfer _____.

Mailing address: _____.

3. I cannot over-emphasize the importance of your performance as a sponsor. Your actions will provide _____ with an initial impression of the Navy, as well as, the command. This initial impression is crucial to the individual's long-term attitude toward this command and the Navy. I urge you to continue to express an interest in _____ until he/she has become familiar with his/her new duty assignment.

[Incumbent]
By direction

Copy to:
Division Director or
Head of Activity

Enclosure (2)

SPONSOR CHECKLIST/GUIDELINES

1. Personal contact with the incoming member is essential. Call him/her as soon as you are appointed, and follow-up in writing immediately. Some points to include:

a. Introduce yourself and provide specific information on how the member may contact you (phone numbers, address).

b. Ask the member to tell you what information he/she would like to have (housing, school, transportation, etc.).

c. Ask whether the member's family members, if any and if accompanying the member, have special needs.

d. Volunteer to help with temporary or permanent housing needs, make reservations, assist with personal property arrangements, etc.

e. Volunteer to provide transportation and a tour of the area upon the member's arrival.

f. Be available to assist the member and his/her family during the first few days after arrival.

g. Escort the member through the check-in process.

h. Inform the member regarding office procedures, hours, watchstanding, uniform requirements, PT and recreational facilities, and the like.

i. Inform your superiors of any special assistance needed by the member that you are not able to provide.

2. Your goal as a sponsor is to make the move, arrival, and transition for the member and his/her family as stress-free and straight forward as possible. Perform your duties as you would like to have them performed on your behalf.