



UNITED STATES MARINE CORPS
2D MARINE AIRCRAFT WING
II MARINE EXPEDITIONARY FORCE
POSTAL SERVICE CENTER BOX 8050
CHERRY POINT, NC 28533-0050

WgO 1740.1
CMDCM
SEP 20 2012

WING ORDER 1740.1

From: Commanding General, 2d Marine Aircraft Wing
To: Distribution List

Subj: COMMAND SPONSORSHIP PROGRAM FOR NAVY PERSONNEL

Ref: (a) OPNAVINST 1740.3C

Encl: (1) Welcome Aboard Message from Wing Surgeon
(2) Welcome aboard Message from Chaplain
(3) Welcome Aboard Command Master Chief
(4) Electronic Welcome Aboard Package
(5) Prospective Gain Questionnaire
(6) Sponsor Assignment Memorandum
(7) Command Sponsor Checklist
(8) Sample Welcome Aboard Letter from Sponsor
(9) Sponsor Survey (Feedback)

1. Situation. To establish policies and procedures for administration of the Command Sponsorship Program for Navy personnel reporting to 2d Marine Aircraft Wing (2d MAW).

2. Mission. Per reference (a), a Sponsorship Program creates the foundation for future performance through initial welcoming and support of newly reporting personnel. The objectives of 2d MAW's sponsorship program are to provide key information to newly reporting personnel and to provide for a smooth assimilation into the command organization.

3. Execution. Provide a specific sponsor to all newly reporting Sailors. The principles of this program shall be promulgated throughout the chain of command.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

4. Administration and Logistics

a. Command Master Chief (CMDCM)

(1) Responsible for the overall coordination of the Command's Sponsorship Program.

(2) Oversee the Command Sponsorship Program.

(3) Ensure the Command Sponsor Coordinator (CSC) has access to coordinator tools (e.g., Career Information Management System (CIMS)).

(4) Review CIMS to verify tracking of sponsor assignments.

(5) Ensure all incoming personnel are assigned a sponsor.

(6) Review the Command Sponsor Program to include:

(a) Number of incoming personnel who were assigned a sponsor prior to arrival to the command.

(b) Appropriate assignment of sponsors per paragraph 6c(2) below.

(c) Number of personnel assigned as sponsors who have completed sponsor training. Training is provided by the Family Readiness Center.

(7) Ensure all detaching Sailors have made contact with their gaining command's sponsor prior to transfer.

(8) Monitor program effectiveness through feedback from Sailors during the check-in process.

(9) Make recommendations for improvements through the chain of command by interviews with new Sailors and the Command Indoctrination Program critique sheets.

(10) Ensure all sponsors receive this instruction and provide adequate training to facilitate a vibrant and effective Sponsorship Program.

(b) Command Career Counselor (CCC)

(1) Maintain and track sponsor assignments in CIMS.

(2) Initiate sponsor assignments with recommendations from the CMDCM.

(3) Ensure all newly reported personnel are scheduled for Command Indoctrination within the first month of reporting onboard.

(4) Provide a copy of all orders to the CSC to ensure timely assignment of a Sponsor.

(c) Command Sponsorship Coordinator (CSC)

(1) The command CSC will be designated in writing, with recommendations from the CMDCM, as the program's coordinator and is responsible for implementation of the command's sponsorship program.

(2) Assign an appropriate sponsor to incoming Sailors (i.e., sponsor is of equal or higher pay grade to arriving Sailor; single sponsor for single arriving member, married sponsor with children for married arriving member and family). The sponsor should have at least 12 months remaining onboard and should not be the person that the incoming Sailor is slated to relieve.

(3) Ensure sponsors have completed sponsor training prior to being assigned as a sponsor.

(4) Establish and maintain monitoring files for a minimum of one-year to ensure program effectiveness.

(5) Send welcome aboard letter from the Wing Surgeon or Chaplain, (Enclosure 1 or 2) to incoming Sailors within three working days of being informed of the prospective gain.

(6) Send Electronic Welcome Aboard Package and Prospective Gain Questionnaire, (Enclosures 4 and 5).

(7) Ensure newly reported personnel are enrolled in Command Indoctrination within 30 days of reporting.

(d) Sponsors

(1) Fully understand that responsibilities begin upon sponsor assignment by the CSC/members of the chain-of-command, with assistance continuing until the transferring Sailor has become an integral part of 2d MAW and is fully cognizant of all policies, programs, services, and responsibilities. It is important for sponsors to be enthusiastic, willing to help people, and have a positive attitude toward the Navy, command, and local community. Sponsors need to be familiar with the command, knowledgeable about available resources, and familiar with applicable command procedures and instructions.

(2) Complete sponsor training provided by Family Readiness Center prior to executing sponsor related duties.

(3) Execute sponsor duties as outlined in the 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 Sailor as soon as possible via telephone or e-mail.
5. Send Welcome Aboard Letter, (Enclosure 8) from Sponsor to the gaining Sailor.
6. Provide timely follow-up phone calls or e-mails to answer questions and allow members time to take action.
7. Act as a liaison for the newly arriving Sailor. Direct member to the subject matter expert if they have questions you cannot answer.

(b) The following are arrival guidelines:

1. Ensure transportation (e.g., government vehicle) is available from place of arrival to 2d MAW and temporary lodging (if required).

2. Meet the Sailor/families at their arrival point, if appropriate.

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

4. Assist Sailor with check-in procedures.

5. Introduce Sailor to personnel onboard.

6. Remember the feelings and confusion experienced as a new arrival and try to be as helpful as possible.

(c) The following are post-arrival guidelines:

1. Continue to assist Sailors with their needs during the first few weeks (e.g., registering a car, moving into permanent housing, childcare, etc.).

2. Do everything within reason to help our new Shipmate settle in.

5. Command and Signal

a. Command. This Order applies to all Sailors within 2d MAW.

b. Signal. This Order is effective the date signed.


R. W. REGAN
Chief of Staff

DISTRIBUTION: A

WgO 1740.1
SEP 20 2012

WELCOME ABOARD FROM THE WING SURGEON

DD MMM YY

Dear _____

Welcome Aboard!! I am pleased to have you joining us here at 2d Marine Aircraft Wing. The 2d Marine Aircraft Wing operates out of three separate locations, MCAS Cherry Point, NC, MCAS New River, NC, and MCAS Beaufort, SC. You have been assigned to MCAS _____ . The 2d Marine Aircraft Wing is responsible for providing the Aviation Combat Element for the II Marine Expeditionary Force. You will have the opportunity to learn the mission, platforms, and working relationships throughout the 2d Marine Aircraft Wing while studying to become Fleet Marine Force qualified.

Once you report onboard, you will receive a Wing Special Order that will designate which squadron you will be working in, based on the needs of the aircraft wing. Each squadron has a specific task assigned to it based on the type of aircraft they utilize or the logistical support they provide to the aircraft wing. Once assigned to a squadron, you will be responsible to your Marine Chain of Command, with support from your Naval resources as well. We strive to improve communication, teamwork, and readiness every day. The air wing is a high paced, ever changing organization. Be ready to work and learn new things every day. We look forward to you joining our team.

You will be assigned a sponsor, please utilize their knowledge and experience not only prior to your arrival but during your transition into the air wing. If you have any questions or need assistance you may also contact my office for assistance. Once again welcome to 2d Marine Aircraft Wing. We are medically ready and second to none!

Sincerely,

M. W. SURGEON
2d Marine Aircraft Wing Surgeon

Enclosure (1)

WCO 1740.1
SEP 20 2012

From: Wing Chaplain Office, 2d Marine Aircraft Wing
To: Religious Program Specialist XXXXXXXX, USN

Subj: WELCOME ABOARD

1. We are excited about you joining the 2d MAW Religious Ministry Team. I look forward to meeting with you, learning more about you and your talents and how we incorporate them into the ministry vision while you are attached to 2d MAW.
2. I'm confident that your assignment to the Wing will be one of your favorite tours of service.
3. You join a seasoned and professional team and I know they will take good care of you. (Though you will be geographically separated the Chaplain XXXXX at MAG 26, MAG 29, MAG 31, is your Command Chaplain) we are all interested in your professional and personal development. If you have any questions, RP_ XXXXXXXX, the Wing Leading _____ Petty Officer, will gladly provide you with the answers or direct you to the correct resource. _____ may be contacted at 252-466-XXXX.
4. As part of the 2d MAW Religious Ministry Team, I look forward to seeing you during my visits and in our weekly conferences. Please do not hesitate to contact the Wing Chaplain's Office with any questions you may have. Your work as part of our team greatly impacts the lives of the Marines/Sailors and their family members. I am confident that you will be personally gratified with your work accomplishment while serving with the 2d MAW Religious Ministry Team.
5. Again, welcome and we look forward to having you as part of the Wing Religious Ministry Team.

R. W. CHAPLAIN

Enclosure (2)

Welcome Aboard Shipmate!

I would like to congratulate you on the receipt of orders to 2D Marine Aircraft Wing (2D MAW), Marine Corps Air Station, Cherry Point, NC. You will soon join a team of true professionals, responsible for providing the highest level of support to the Marines aboard MCAS Cherry Point. The 2D MAW team of military and civilian personnel are dedicated to providing our Marines with the best services and assistance needed both on the front lines and in garrison. Please feel free to visit the Official Website of MCAS Cherry Point at:

<http://www.marines.mil/unit/mcascherrypoint/Pages/default.aspx>

Cherry Point is one of the best all weather jet bases in the world. The air station and its associated support locations occupy more than 29,000 acres. Its runway system is so large that the air station serves as an alternate emergency landing site for the space shuttle launches out of Cape Canaveral, Fla.

The base has a lot to offer to include a Marine Corps Exchange, Commissary, a gymnasium/Marine Dome, swimming pool, bowling alley, base theater, golf course, horse stables, paintball field, a marina, library and clubs on the base for Officer, SNCO (E6 and above) and a Ball Center with bar inside for all ranks.

Housing:

The base housing has been privatized and more information can be found at the following link: Atlantic Marine Corps Communities (AMCC) website at www.atlanticmcc.com. If you have family members, you should communicate with this office as soon as possible. If you are married, you may be authorized a Temporary Lodging Expense (TLE). To be eligible for this entitlement, your family must be living in temporary lodging (i.e., hotel, motel, Inns of the Marine Corps) on the date that you check onboard. This entitlement is only paid for a maximum of ten days. Additionally, if you procure housing in the civilian community, you may be entitled to receive an advance housing allowance. **Please note that all single E5 and below must submit a request through their chain of command to live off-base.**

Marine Corps rules and regulations apply to all Sailors requesting BAH, and the process can be quite lengthy. Contact your local Personnel Support Activity/Detachment or your Sponsor to obtain additional information on these entitlements prior to negotiating any off-base housing. This could assist you in lessening the financial hardship normally associated with relocating.

Enclosure (3)

Base Child Care:

Resource and Referral serves as a one stop shop for all children and youth programs, providing a central location for registry/enrollment for patrons seeking day care and other options for their children. All parents seeking any child care option and /or program should contact the office for registration information. The Resource and Referral Office is located in bldg 286 on 4th Avenue (next to the Housing Office) Hours of Operation: 7:00am-5:00pm, Monday - Friday, phone numbers are: 252-466-5605 • Registration - 252-466-3595 or 252-466-5079 • Fax: 252-466-6985 or For further information check out the following link:

<http://www.mccscherrypoint.com/youth.htm>

Sponsor information:

Your sponsor should be contacting you as soon they are informed of your impending arrival. Please communicate with your sponsor as soon as possible to make your transition smoother. Your sponsor will provide you with a questionnaire in order for you to provide your leave address, a telephone number where you may be reached, date and expected time of arrival, airline/flight number, hotel needs, family size, and age of children and any other necessary details and specific desires you may have for your upcoming arrival. Please return this questionnaire to them as soon as possible.

It is important to keep your sponsor informed about your travel plans. If there are any changes, please notify them or a representative at the command that will be able to inform them of the changes. The 2D MAW Wing Surgeons Office is open M-F 0715-1630, you can call them at (252)466-6262 during those hours.

2D MAW personnel stand ready to assist you in any way possible. The key to a smooth transfer is communication. We look forward to meeting you and your family upon your arrival.

If you need to contact me for any reason, please call (252) 466-XXXX or email me at XXXX.XXXXX@usmc.mil.

WELCOME ABOARD!

Sincerely,

C. M. CHIEF
Command Master Chief

Enclosure (3)

Welcome to Marine Corps Air Station Cherry Point!!!!

MCAS Cherry Point is located on the eastern side of North Carolina within the town of Havelock. The city of Havelock is definitely a military town and has grown in leaps and bounds over the last 10 years. Residents are lucky in that they are very close to the beautiful waters of Atlantic Beach and proud to be part of the Crystal Coast.

This is our Electronic Welcome Aboard Packet (E-WAP). It's basically a welcome letter filled with lots of the same type of resources found in a typical welcome aboard package. However, this E-WAP provides you with an opportunity to research and plan for your move via hyperlinks to various websites

Please seek out the **Relocation Assistance Program** at your current location/nearest base. They may have a copy of our current Welcome Aboard DVD/Video for you to borrow. They may also have a "Smooth Move Class or PCS Move Workshop" that is designed to help with the departure process and preparation for a move. If there isn't a relocation office near you, please contact our office here at Cherry Point (252) 466-4201 or visit the links below:

<http://www.mccscherrypoint.com/relocation.htm>

http://marinecorpsusa.org/content/index.php?option=com_sectionex&view=category&id=7&Itemid=88

<http://www.cherrypoint.marines.mil/>

Housing:

Visit the following website to apply for housing in advance!

<http://www.cherrypoint.marines.mil/Resources/Housing.aspx>

Housing Referral Assistants - On Station

SNCO & Officer Beatrice Mays Comm. (252) 466-3602 DSN 582-3602

E-1 Thru E-5

Chauntelle Chandler Comm. (252) 466-4794 DSN 582-4794

Housing Referral Assistants - Off Station

Kim DiMauro Comm. (252) 466-2732 DSN 582-2732

Hannah Hoopengartner Comm. (252) 466-5593 DSN 582-5593

Nancy Morris Comm. (252) 466-5563 DSN 582-5563

Enclosure (4)

Naval Health Clinic Cherry Point

<http://www.med.navy.mil/sites/cpoint/Pages/default.aspx/>

Schools:

School Liaison: <http://www.mccscherrypoint.com/schoolliaison.htm>
<HTTP://WWW.CRAVEN.K12.NC.US/greatschools.org>

Cherry Point and area sites (Points of Interest)

http://www.americaonwheels.com/NC/Cherry_Point_28533
<http://www.beauforthistoricsite.org>
<http://www.tryonpalace.org>
<http://www.ncaquariums.com>
<http://www.nps.gov/cal/>
<http://www.shacklefordhorses.org>
<http://www.capefearguide.com>
<http://www.visitfayettevillenc.com>
<http://www.visitraleigh.com>
<http://nccoast.com>

Home Rentals/Sales:

www.johnvesco.johnvescorealestate.com/
www.havelock.com/
www.homesinhavelock.com
www.remicherrypoint.com/

Temporary Lodging on base:

Transient Enlisted Quarters
(252) 463-3061
BOQ
(252) 466-5169

Spouse Employment Assistance:

<http://www.mccscherrypoint.com/employment.htm>

Childcare & Youth Programs

<http://www.mccscherrypoint.com/familycare.htm>
or call:
(252) 466-5605 or (252) 466-5079

Tricare

North Region
Healthnet Federal Services
1-877-TRICARE
www.healthnetfederalservices.com

Enclosure (4)

Military One Source...It's totally free!

Web 1740.1
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This is a prepaid and confidential service for everyday issues. You may contact Military OneSource for information to help you plan your move. You may request a Neighborhood Snap-shot: area demographics, home sale prices, apartment rental prices or even a report on school test scores for a particular school or school district.

Other useful services and information on: child care, education, resources in the local communities, spouse employment, car repair, plumbing, money management, free counseling services, and the Military Severely Injured Center.

Call Toll Free at (800) 342-9647

If Overseas call 1-800-34296477*

*Access Codes: Europe: 00 // Japan ITJ/IDC/NTT: 122-001-010 // Japan KDD: 010

Or visit the web at: www.militaryonesource.com

Military HOMEFRONT

Military HOMEFRONT is the official Department of Defense website for reliable Quality of Life information designed to help troops and their families. You will find resources to support on such topics as: relocation, base information, parenting, deployment, legal issues, personal finance, transition, employment and special needs.

www.militaryhomefront.dod.mil

Once again welcome to Marine Corps Air Station Cherry Point. We look forward to seeing you!

2D MAW Sponsorship Coordinator
Sponsor Help
Comm: (252) 466-XXXX
DSN: 582-XXXX

Enclosure (4)

**2d MAW CHERRY POINT
PROSPECTIVE GAIN QUESTIONNAIRE COMMAND SPONSOR PROGRAM**

Please answer the following questions and return this form in the envelope provided. Your prompt response will allow us to better meet your needs during your upcoming transfer.

Date Completed: _____

1. My name and rate is: _____

2. I am: married single; Spouse's first name: _____

3. I have children. Name (s) : _____

a. My children are enrolled in the EFM Program: Yes No

b. My children are in grade(s) in school. _____

4. My family will be traveling with me. Yes No

5. I have pets. Cat ___ Dog Other

6. I am shipping a POV: Yes No

7. Upon arrival, I intend to live in: on base housing local economy.

8. I am shipping lbs of household goods (HHG) and my express shipment was sent on:

9. My current contact phone number is:

10. My transfer date from my current command is:

11. A good phone number or e-mail address to contact me during leave/transit is: Phone: E-mail:

12. I expect to arrive at on or about via government air commercial air POV.

13. I have the following specific concerns/information about my upcoming transfer:

SPONSOR ASSIGNMENT MEMORANDUM

Date: _____

MEMORANDUM FOR SPONSOR

Subj: SPONSORSHIP DUTY ASSIGNMENT

Ref: (a) OPNAVINST 1740.3C

1. Per reference (a), you have been designated as the sponsor for _____.
2. _____ is due to report to 2d MAW no later than _____. The command sponsorship coordinator will be forwarding a welcome aboard package.
3. _____ is currently attached to _____ and is due to transfer in _____.

Mailing Address: _____

Phone number: _____

4. Request you write a personal welcoming letter to _____ within 10 working days of receipt of this memorandum. Use enclosure (8) as a guideline and be sure to provide a copy of your letter to the Command Sponsorship Coordinator.
5. Request you offer assistance to _____ and their family in every way possible.
6. The command wants to emphasize the great importance of your conscientiousness as a sponsor. You will provide _____ with the first impression of our command. This initial assessment is critical to the individual's long-term attitude toward this command and the Navy. We urge you to continue to provide assistance until _____ has become familiar with this new duty assignment.

Command Sponsor Checklist

PRE-ARRIVAL

Contact person that you are sponsoring as soon as possible via telephone, Naval message, e-mail, or other reliable means.

Write a "Welcome Aboard" letter using enclosure (6) of SECONDMARINEAIRCRAFTWINGINST 1740.1A as a guide and forward it to the Command Sponsor Coordinator to include in the welcome aboard package. Some points to include are:

- a. Give them a warm welcome and introduce yourself.
- b. Provide contact information.
- c. Find out if family members will be accompanying them.
- d. Determine date of arrival.
- e. Inform them of the command mailing address.
- f. Provide any other information you think might be helpful.

Provide follow up letters and phone calls as needed. Confirm flight arrival times. Make Transient Enlisted Quarters, BOQ/BEQ reservations. Assist member as needed with information concerning child care, housing, and spouse information.

Ensure member has information on how to contact you.

ARRIVAL

Ensure transportation is available from place of arrival to the command. Meet the individual and/or family at arrival point, if required. Escort member to the Wing Surgeon's Office. Assist the member in finding a place to eat. Introduce the member to other members onboard. Assist member with checking in procedures.

POST-ARRIVAL

Ensure new shipmate is enrolled in the Command Indoctrination Program, the location, and the requirement to attend within 30 days of reporting on board with the CSC. Continue to assist the new member through their transition from detached command and indoctrination to their prospective squadron.

I understand my assigned duty as Command Sponsor and will perform these duties to the best of my abilities.

Sponsor: _____

Sponsor Coordinator: _____

(SAMPLE SPONSOR LETTER)

2D MARINE AIRCRAFT WING
PSC BOX 8050
CHERRY POINT, NC 28533

Date

U.R. Sailor
Address
City, State Zip Code

Dear Sailor,

I have been assigned as your sponsor and will do my utmost to make the necessary arrangements for your ease of mind and convenience. Please take the time to study the information the command has enclosed with this letter. If you have any questions, please feel free to contact me. My work telephone numbers are DSN: 582-____ or Commercial: (252) 466-____. The Wing Surgeon's fax number is (252) 466-2076.

To make your first few days or weeks in Cherry Point easier please let me know as soon as possible when your travel arrangements are firm. I will assist in helping you with lodging concerns as best as I can.

I see from your orders that you will join us in _____. When you arrive, you will need to be in a dress uniform. I will meet you and take you to the Wing Surgeons Office to get your orders stamped and take care of any pay concerns with the PS's. You will also receive a wing special order designating which squadron you are being assigned to. Once you have finished checking in with the Wing Surgeons Office I will take over to the Group Aid Station and check in there. We will also go to your squadron and check in with them as well.

I am looking forward to assisting you anyway I can to make the transition to the Air Wing as smooth as possible. Don't hesitate to ask questions. Please make every effort to notify me of your arrival time. If you are unable to contact me then call the Wing Surgeons Office at (252) 466-6262. Looking forward to meeting you in person!!!

Sincerely,

Sponsor

Enclosure (8)

