



DEPARTMENT OF THE NAVY
COMMANDER, NAVY INSTALLATIONS COMMAND
716 SICARD STREET, SE, SUITE 1000
WASHINGTON NAVY YARD, DC 20374-5140

CNICINST 5300.3A
N04C
19 Sep 2017

CNIC INSTRUCTION 5300.3A

From: Commander, Navy Installations Command

Subj: CNIC HEADQUARTERS SPONSORSHIP PROGRAM

Ref: (a) OPNAVINST 1740.3C
(b) CNICINST 5300.4A

1. Purpose. To set forth procedures for the administration of a command sponsorship program for military personnel at Commander, Navy Installations Command (CNIC) Headquarters (HQ) per reference (a).
2. Cancellation. CNICINST 5300.3.
3. Background. An effective command sponsorship program is essential to ensure the smooth transition and integration of all military personnel assigned to CNIC. Since first impressions are important and can often have a significant impact on a Service Member's morale, retention, motivation and productivity, it is essential that every new military member is greeted with enthusiasm and is rapidly integrated into the command team.
4. Policy. To ensure each Service Member is assigned a suitable command sponsor to facilitate a smooth transition and integration into the command.
5. Responsibilities
 - a. The Command Sponsorship Coordinator (CSC) is responsible for:
 - (1) Overseeing the CNIC HQ sponsorship program for military personnel.
 - (2) Working closely with the CNIC Force Master Chief (FORCM) and N-Code/Special Assistant (SA) to ensure appropriate military sponsor assignments.
 - (3) Ensuring sponsors have completed all required training before assuming sponsorship duties.

(4) Ensuring the G2 site is maintained and up-to-date with sponsorship materials and sample letters/emails, etc. (<https://g2.cnic.navy.mil/tscnichq/N00/Sponsor/default.aspx>).

b. CNIC FORCM is responsible for:

(1) Ensuring the assignment of appropriate military sponsors.

(2) Working closely with the CSC to ensure the effective sponsorship of military personnel.

c. N-Codes/SAs are responsible for:

(1) Assigning an appropriate N-Code/SA sponsorship coordinator.

(2) Meeting with all newly reported military personnel within 72 hours of arrival at CNIC.

(3) Ensuring sponsors have adequate time to carry out their duties.

d. N-Code/SA sponsorship coordinators are responsible for working closely with the CSC to administer an effective sponsorship program within their code.

e. Sponsors are responsible for communicating with their prospective military gain early and often, and for providing comprehensive transition support, as needed. Timely communication is essential to the effectiveness of the sponsorship program.

6. Action

a. CSC will:

(1) Forward a prospective military gain notification to the respective N-Code/SA sponsorship coordinator upon receipt of permanent change of station (PCS) orders (military gain). A sample prospective military gain notification is available on the G2 sponsorship team site. (<https://g2.cnic.navy.mil/tscnichq/N00/Sponsor/default.aspx>).

(2) Ensure a qualified sponsor is assigned to prospective military gains within five working days.

(3) Draft and provide a welcome aboard message for prospective military gains (for release).

(4) Maintain a database on incoming personnel to include:

- (a) Rank/name of prospective military gain.
 - (b) Estimated date of arrival.
 - (c) N-Code/SA assigned.
 - (d) Date orders received with date-time-group, if applicable.
 - (e) Date the prospective gain notification was sent to N-Code/SA sponsorship coordinator.
 - (f) Sponsor's name.
 - (g) Date-time-group of released welcome aboard message, if applicable.
- (5) Provide a report, based on the database, on the first of each month to the CNIC front office, via the Flag Secretary.
- (6) Maintain files of completed copies of welcome aboard messages, sponsor letter/email, prospective military gain notification, sponsor assignment notification and sponsorship program survey.
- (7) Establish and maintain a HQ Sponsor Program presence on CNIC G2, with up-to-date information and links for sponsors and sponsored military personnel.
- (8) Review completed Sponsorship Program surveys, and take corrective action, as necessary, to rectify identified shortfalls.
- b. N-Code/SA sponsorship coordinators will:
- (1) Coordinate the assignment of a sponsor within three working days after notification of a prospective gain and advise the CSC of the sponsor's name, rank/rate, phone number and email address. The sponsor will:
 - (a) Be of equal or greater rank than the reporting Service Member.
 - (b) Be of the same gender and marital status (if possible).
 - (c) Be greater than three months from their Projected Rotation Date.
 - (d) Not be the individual that the prospective military gain is relieving.

(e) Not be on leave or otherwise out-of-office upon reporting Service Member's arrival.

(f) Be officially notified of their assignment by the N-Code/SA sponsorship coordinator via the sponsor assignment notification.

(2) Provide training to sponsors before they begin their assignments.

(3) Ensure completion of sponsorship program survey within two weeks of the prospective military gain's arrival and forward to the CSC for action.

(4) Ensure N-Code/SA Executive Assistants are informed of the sponsor's name and contact information immediately after the sponsor assignment is made. Sponsor name is a required data field in the HQ Total Workforce Management Services (TWMS) Personnel Check-in Module. A military member's check-in record cannot be created in TWMS without the sponsor's name being entered first.

c. Sponsors will:

(1) Complete training on TWMS and provide completion certificate.

(2) Be familiar with the Command Sponsor and Indoctrination Programs, reference (a), the Headquarters Personnel Check-In/Check-Out and Orientation Procedures, reference (b), and the contents of this instruction.

(3) Contact the prospective military gain within seven business days of their assignment. Initial contact should be made in writing in the form of a letter or email. Sponsors may use the sample military sponsor letter/email provided on the G2 sponsorship teamsite. (<https://g2.cnic.navy.mil/tscnichq/N00/Sponsor/default.aspx>).

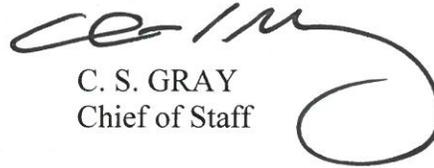
(4) Provide the prospective military gain information regarding transportation, lodging, housing, etcetera, as requested.

(5) Provide the prospective military gain the link to the CNIC public website and guidance to begin the check-in process per reference (b).

(6) Ensure the prospective military gain meets with their N-Code/SA within 72 hours of reporting.

(7) Forward completed sponsorship program survey within two weeks of the prospective military gain's arrival to the N-Code/SA sponsorship coordinator.

7. Forms and Reports. Records created as a result of this instruction, regardless of media and format, shall be managed in accordance with SECNAV M-5214.1 of January 2012.


C. S. GRAY
Chief of Staff

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via CNIC Gateway 2.0, <https://g2.cnic.navy.mil/CC/Documents/Forms/Directives%20Only.aspx>