



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
NAVAL BASE SAN DIEGO
3455 SENN ROAD
SAN DIEGO, CALIFORNIA 92136-5084

NAVBASESANDIEGOINST 1740.3B

NOOMC

JAN 17 2011

NAVBASE SAN DIEGO INSTRUCTION 1740.3B

Subj: COMMAND SPONSOR PROGRAM

Ref: (a) MILPERSMAN 1740-010
(b) OPNAVINST 1740.3C

Encl: (1) Sponsor Designation Letter
(2) Sponsor Check List/Duties
(3) Sponsor Welcome Aboard Letter
(4) Commanding Officer's Welcome Aboard Letter
(5) Sponsor Program Evaluation Form
(6) Welcome Aboard Message
(7) NBSD Check-In/Out Sheet

1. Purpose. To promulgate procedures for implementing the Navy's Sponsor Program onboard Naval Base San Diego (NBSD) per references (a) and (b). These procedures provide guidance for sponsors in meeting the needs of incoming and departing service members and their families.

2. Cancellation. NAVBASESANDIEGOINST 1740.3A

3. Discussion. Transferring from one geographic location to another, or just transferring locally, can often be a traumatic and unsettling experience for Sailors and their families. The Command Sponsor Program is designed to facilitate the adaptation of service members and their families to a new working and living environment, reduce some of the anxiety associated with their Permanent Change of Station (PCS) move, and to facilitate their ability to become a productive member of NBSD.

4. Responsibilities. The NBSD Sponsor Program will function within the guidelines of references (a) and (b). The following responsibilities are assigned:

a. The Command Master Chief (CMC) is responsible for the overall direction and maintenance of the Command Sponsor Program.

b. The Command Sponsor Coordinator (CSC) is responsible to the CMC for the successful execution of the Command Sponsor Program.

c. Departmental Career Counselors are designated as Department Sponsor Coordinators (DSC), and shall ensure all sponsors meet the requirements noted in reference (b).

5. Action

a. For newly reporting service members:

(1) Within one working day of receipt of PCS orders for newly reporting service members, the CSC will assign a sponsor from the sponsor list provided by the prospective member's department Leading Chief Petty Officer (LCPO).

(2) The CSC will ensure ONLY qualified sponsors are assigned to newly reporting members. Requirements for a qualified sponsor are clearly defined in enclosure (1) to reference (b) and include:

(a) Successful completion of sponsor training from the Fleet and Family Support Center.

(b) At least pay grade E-5 for E-5 and below; and the same pay grade for E-6 and above. Use of E-4 sponsors for E-4 reporting members is permissible if the sponsor was rated EP on the previous evaluation.

(c) An excellent record of sustained superior performance and a positive attitude toward the command and the Navy.

(d) Whenever possible, enrollment in the Exceptional Family Member (EFM) Program if the prospective service member is enrolled in the EFM Program.

(e) Whenever possible, same marital status as the prospective service member.

(f) Not being the member due to be replaced and not be expected to be transferred within at least six-months of the new member's arrival.

(3) Upon sponsor assignment, the CSC will complete and provide enclosure (1) (Sponsor Designation Letter), enclosure (2) (Sponsor Check List) and enclosure (3) (Welcome Aboard Letter) to the sponsor. A copy of the sponsor Designation Letter will be sent to the department LCPO. Next, the CSC will initiate the process to complete and forward enclosure (4) (CO Welcome Aboard Letter). All of the foregoing will be completed within three working days of notification of the assigned sponsor.

(4) Upon receipt of the sponsor material noted in paragraph (3) above, the sponsor will draft and sign a sponsor letter for the new member. The sponsor will then, within five days of having received the material and sponsor notification, provide the sponsor letter to the CSC. The CSC will then, within ten days of receipt of PCS orders for the new service member, mail the letter with the Welcome Aboard Package enclosed. The sponsor will also provide a copy of the signed Welcome Aboard Letter to the DSC.

(5) Once communication has been established between the sponsor and the newly reporting service member, the sponsor is expected to assist the new member as needed, using enclosure (2) as a guide. Of particular importance is contact with the new member just prior to departure from the losing command in order to answer any last minute questions in preparation for the new member's arrival. For members reporting from out of area, the sponsor shall meet the new member at the airport if arriving by air, or at the Navy Lodge (or other lodging) if arriving by auto. The sponsor will ensure reporting service members and families have transportation and base access, and if not, provide assistance as necessary.

(6) After the new service member has reported aboard NBSD, the sponsor is required to continue providing sponsor services, including assisting with check-in procedures and helping the new service member become acclimated to the command

and San Diego area. This process may continue for the first few weeks until the new service member has "settled-in". Especially critical during this time is assisting the new member with the check-in process, enclosure (7) (NBSD Check-In/Out Sheet). The sponsor is expected to accompany the member during check-in and help ensure the process is completed within two working days.

(7) As soon as practicable after checking-in, the new service member will be scheduled to attend the NBSD Indoctrination Course. The Indoctrination Coordinator will ensure all indoctrination students complete the Sponsor Program Evaluation Form on the first day of Indoctrination Training. The importance of filling out this form completely and accurately must be emphasized.

(8) Upon receipt of completed and returned Sponsor Program Evaluation Forms, the CSC will compile the data for presentation to the CMC and make recommendations for improvements or adjustments to the Sponsor Program as necessary.

(9) During Indoctrination training, the Indoctrination Coordinator will verify all new members have met face to face with the CO. Those who have not met the CO will be instructed to check in with the CO's Secretary in Building 72 and schedule a face to face meeting with the CO.

a. For departing service members:

(1) Within five days of notice of a current NBSD service member's impending departure, the CSC will contact the departing service member and instruct him/her to request a sponsor to provide vital information to the gaining command. This may be accomplished by:

(a) Logging on to the Navy Personnel Command websight at www.perscom.navy.mil.

(b) Clicking the "StayNavy" link followed by clicking "Career Tools" and then clicking "Sponsor Assignment Aid" (SAA).

(c) Launching the SAA Request and then completing the information contained in the SAA Request Form.

(2) Once the departing service member performs the above actions, the receiving command is provided the information necessary to begin sponsor assignment, thereby ensuring a seamless transition for the service member.

(3) The departing service member will notify the CSC once the above actions have been completed.

c. Limited notice orders. When a new service member is ordered to NBSD on limited notice (less than 60 days) the CSC will make immediate personal contact with the new member. Sponsorship arrangements will generally follow the above order but may be altered as necessary to facilitate the new member's hasty arrival.

d. Sponsor training. Quarterly, the CSC will contact DSCs and request a current list of department sponsor nominations. Each department will provide a minimum of three nominations who meet the professional and performance requirements of reference (b). The CSC will then arrange for sponsor training as necessary for newly nominated members. All sponsor program members will be listed in the NBSD 1301 Collateral Duties Notice.

5. The CMC is responsible for the annual review and update of this instruction. Any recommended changes or additions shall be routed through CMC for inclusion.



R. L. WILLIAMSON

Distribution:

Electronic only, via CNIC web-site

1. Chief, Department of Naval Base San Diego (NBSB) (1740.3B)

SPONSOR DESIGNATION LETTER

DD MMM YY

MEMORANDUM

From: Naval Base San Diego Command Sponsor Coordinator
To: Petty Officer _____
Via: _____ Department Head
_____ Department Leading Chief Petty Officer

Subj: SPONSORSHIP OF PETTY OFFICER _____

Ref: (a) NAVBASESANDIEGOINST 1740.3

- Encl: (1) Sample Sponsor Letter
- (2) Copy of Welcome Aboard Letter from Commanding Officer
- (3) Sponsor Checklist

1. Per reference (a), you have been selected as the sponsor for _____ . The following information is provided to assist you in establishing contact:

Approximate Reporting Date: _____
 Current Command: _____
 Mailing Address: _____

2. As a sponsor, you will be providing this Sailor with his/her first impression of Naval Base San Diego (NBSD). This initial impression is important in that it is critical to his/her long term attitude toward the Command and the Navy. Accordingly, it is your singularly important job to provide thoughtful guidance, assistance, and an overall insightful clear picture of what can be expected at NBSD. You should continue to assist the Sailor until they become familiar with the area and new duty assignment.

3. To begin your sponsor duties, please write a personal welcome aboard letter. Enclosure (1) may be used as a guide for crafting your personal letter. Enclosure (4) is a copy of the

Enclosure (1)

Commanding Officer's letter, which will be sent just prior to your letter. Provide a signed copy of your sponsor letter to your Department Sponsor Coordinator and to me no later than five days after receiving this information. I will mail the letter for you along with a copy of our Welcome Aboard Package.

4. In addition to your welcome aboard letter, please communicate directly with this Sailor as soon as possible. You should offer your assistance in any way possible; this includes meeting them at the airport or elsewhere depending on their desires. Enclosure (3) is provided to aid you in providing a high level of sponsorship service. If you have any questions or encounter any problems, do not hesitate to contact me at (619) 556-7039 or the CMC's office at (619) 556-2415.

Respectfully,

D. T. PANINGBATAN
CSC(SW) USN

SPONSOR CHECK LIST/DUTIES

A. PRE-ARRIVAL

Once you have been assigned as a sponsor, you are expected to consider the following:

___ 1. Familiarize yourself with NAVBASESANDIEGONST 1740.3A, Naval Base San Diego Sponsor Program.

___ 2. Use the knowledge gained from your own experience as a newcomer.

___ 3. Draw upon your experience with the Navy Sponsor Program. If you found that your sponsor was not very helpful, decide what was lacking and try to make improvements. Likewise, do those things you personally found helpful.

___ 4. Ask others who have served as sponsors for suggestions or help in meeting your sponsor requirements.

___ 5. Contact the person you are sponsoring as soon as possible via:

(a) Telephone or facsimile (fax), DSN if available.

(b) E-mail.

___ 6. Write a "Welcome Aboard" letter to your new shipmate and provide the original copy to the Command Sponsor Program Coordinator (CSC). He'll mail it for you along with a Welcome Aboard Packet. A sample letter is also enclosed with your sponsor material. Some points to include:

(a) Introduce yourself and give a warm welcome aboard;

(b) Provide the member information on how they may contact you;

(c) Find out if the new member's dependents will accompany them. Determine ages, mode of transportation, etc.;

(d) Determine the new member's housing requirements;

(e) Determine the new member's intended mode of transportation to NBSD and assist with NBSD access as necessary.

(f) Inform the new member of their new command's mailing address so they may fill out a change of address form with the US Postal Service;

(g) Any other special information you believe would be helpful.

___ 7. Provide follow-up letters or phone calls as necessary to answer any questions the new member may have.

Enclosure (2)

___ 8. Prior to the member's arrival, check housing availability. Inform the member if government housing will be available upon reporting or if they need to make arrangements for temporary lodging. Help the member with arrangements if necessary. Make sure the new member checks with the Housing Referral Office prior to renting or buying a house (this is mandatory).

___ 9. Confirm flight arrival time by calling the airline (if applicable).

___ 10. If you and the new member are both married, ask your spouse to communicate with the new member's spouse. Children also would probably enjoy corresponding with other children.

___ 11. Act as liaison between the new member and base organizations. If the new member has questions you cannot answer, get the answer for them or, as a last resort, refer them to an authoritative source.

___ 12. Make reservations at the Navy Lodge/local motel/hotel for arriving families, or Unaccompanied Officer Personal Housing/Unaccompanied Enlisted Personnel Housing (UOPH/UEPH) for single personnel according to the member's desires.

___ 13. Request the new member acknowledge receipt of materials and keep you informed of itinerary, reporting date, and special needs. Keep the CSC updated on any changes.

___ 14. Perform other duties as required by your supervisor, or implemented by you, to make the relocation even more successful.

B. ARRIVAL

Upon arrival of the new member, you should consider the following:

___ 1. If the member is flying to San Diego, ensure temporary lodging and transportation to NBSD is available if the member needs these services. Offer your personal assistance in these vitally important areas.

___ 2. Meet the incoming individual and/or family at arrival point.

___ 3. Accompany them to temporary lodging.

___ 4. Assist member in finding a place to eat.

___ 5. Point out areas of interest on the base map provided in the welcome aboard packet. Familiarize the new arrival with base facilities.

___ 6. Before departing on the first day, ensure member has information on how to contact you.

___ 7. Arrange for temporary transportation and base access if required.

- ___ 8. Assist in getting the member to the exchange or commissary for immediate needs.
- ___ 9. Assist with check-in procedures.
- ___ 10. Introduce member to personnel in the division.
- ___ 11. Remember the feeling and confusion that you experienced when you first arrived, and try to be as helpful to this person as you can.
- ___ 12. Proper Check-in Process:
 - (a) Admin: Verify service member's record and make necessary copies of orders and page 13's.
 - (b) PSD: Check-in and turn in service record
 - (c) Reporting/Arrival CDB, Department LCPO check sheet completed, etc..
 - (d) Check-in with the CMC (prior to CO's check-in)
 - (e) Check-in with the Commanding Officer (schedule with the CO's secretary)

C. POST-ARRIVAL

Once the relocation has taken place, you should consider the following:

- ___ 1. Continue to assist the member during the first few weeks, or months, with other needs, such as registering a car, moving into permanent housing, etc.
- ___ 2. Do everything possible to help the new arrival "settle in."

WELCOME ABOARD LETTER FROM SPONSOR

Dear [NAME],

My name is [NAME] and I am pleased to serve as your sponsor at Naval Base San Diego. I'd like to be the first to welcome you to Naval Base San Diego. My job is to ensure your transition to your new duty station is as seamless as possible and I promise I will do my best to fulfill that obligation. This letter includes some important information and with it you will also find a "Welcome Aboard" package, which I hope will answer many of your questions.

I've been at Naval Base San Diego for [NUMBER] years, so I'm familiar with the command and am available to help you with information and support and answer your questions. If I can't answer your questions or provide you the information you need, I'll find out and get back to you. To make your transition to Naval Base San Diego as smooth as possible, please call or e-mail me with the following information:

- When are you checking-in to the command?
- Where and when can we meet?
- Do you have any questions about temporary or permanent lodging?

The following is additional information which may be helpful before and during your move.

- **Navy Ombudsman Program:** As you probably know, Command Ombudsmen are knowledgeable Navy Spouses who volunteer to provide communication and information resources for family members (spouses, parents, and extended family). They are valuable resources who help family members cope, stay connected, find "helping" agencies, and assist with emergency communication as well as providing a host of other helpful service. Our command Ombudsman is [NAME] and she can be reached at [PHONE] or [EMAIL]. Please do not hesitate to contact her.
- **Fleet and Family Support Center (FFSC):** Visit [URL] or call (619) 556-7404; DSN: 526-7404 for information on FFSC programs, which includes:
 - Smooth Move Info & San Diego Info
 - Lending Locker (Basic Household Items)
 - Monthly Free Tours of San Diego
 - Family Employment & Volunteer Info
 - Deployment Support
 - Personal Financial Management
- **Military One Source:** Military One Source is available 24 hours/day, 365 days/year. As you plan your move, call (800) 342-9647 for general family relocation information, *Know Your Neighborhood* Guides, *Chamber of*

Enclosure (3)

Commerce Guides, and referrals. Or, visit [http://www.oneworld.com](#)
(UserID: military, Password: onesource).

▪ **Additional Links of Interest:**

- Naval Base, San Diego (Command Website) [http://www.navy.mil/navbase](#)
- Commander, Naval Region Southwest: [http://www.navy.mil/navregion](#)
- Morale, Welfare, and Recreation (Hotel Vouchers!): [http://www.navy.mil/mwr](#)
- American Red Cross (National): [http://www.redcross.org](#)
- Military Spouse Career Network: [http://www.militaryspouse.com](#)
- Military Spouses: [http://www.militaryspouses.com](#)
- Navy & Marine Corps Relief Society: [http://www.navyrelief.org](#)
- TriCare West Region: [http://www.tricarewest.com](#)
- United Concordia (Dental Plan): [http://www.unitedconcordia.com](#)
- USO San Diego: [http://www.uso.org](#)

Please do not hesitate to contact me by phone or E-mail to let me know how I can be of help to you in the weeks ahead. My E-mail address is [mailto: \[redacted\]](#) or I can be reached at work by calling [\[redacted\]](#); DSN: [\[redacted\]](#). If you can't reach me at work, my home number is [\[redacted\]](#). The Command Duty Officer can be reached at [\[redacted\]](#).

I look forward to working with you and assisting you during your transition to Naval Base San Diego.

Sincerely,

[\[redacted\]](#)

COMMANDING OFFICER'S WELCOME ABOARD LETTER

Dear [NAME],

Congratulations on your orders to Naval Base San Diego. On behalf of the command, both our military and civilian employees, I extend to you a warm and sincere welcome to our team. You are reporting to a very large comprehensive logistical support base - a naval base of over 1,478 acres with a population of over 36,000 Sailors, civilians, and contractors. The base was commissioned in 1922 and was once commanded by Admiral Chester Nimitz; it has a long history of support excellence.

Supporting 58 ships and over 100 tenant commands, our mission is to provide the highest quality logistical support and quality of life services for the operating forces of the U.S. Navy and for tenant activities and other commands as assigned. Simply put, we support the "warfighters." This is a huge and important task and to do it right takes a concerted and dedicated effort from all hands. We take great pride in carrying out our mission enthusiastically and professionally and I trust you are eager and prepared to take on that challenge.

Our plan is to assign you to the _____ is a member of that department and will be your sponsor. He/She will be contacting you very soon with a personal letter and a "Welcome Aboard" package. He/She will be able to assist you in your transition to Naval Base San Diego and to answer any questions you may have. San Diego is a high cost living area. If you are planning to move your family to the area I recommend you contact the Military Family Housing referral office at _____, the phone number is (619) 556-8443.

Please do not hesitate to use your sponsor as a resource. The sooner you notify him/her of your transition plans, the sooner we will be able to assist you in that transition. If you do not hear from your sponsor within the next week, please call the Command Master Chief Gary Mendus at (619) 556-2415, DSN 526 for assistance. For more information, please visit our website at _____ it contains a great deal of information regarding the base. In the Fleet and Family Support Center San Diego section, you will also find a Resource Guide that is very useful. Additionally, please feel free to contact and introduce yourself and family to our command Ombudsman; Mrs. Janine Lint, email: _____.

The Naval Base San Diego Headquarters is located at 3455 Senn Road, Building 72, San Diego, CA 92136. The EOC phone number is (619) 556-7615 or after working hours contact the Command Duty Officer at (619) 247-8897.

We look forward to having you on the team!

Sincerely,

R. L. WILLIAMSON

Enclosure (4)



SPONSOR PROGRAM EVALUATION FORM

Please let us know how our Sponsor Program worked for you! Your comments and suggestions to these ten questions can help us maintain an effective and positive program. Thank you!

1. When did you receive your orders?

2. How soon after receiving your orders did your sponsor contact you? Please circle:

Less Than 1 Week 1-2 Weeks 2-4 Weeks 4+ Weeks Other:

3. Please write the name of your Command Sponsor:

4. How did your sponsor contact you the first time? Please circle all that apply:

Email Regular Mail Phone Other:

5. Did you receive a detailed letter from your sponsor via email or mail? YES NO

6. Did you receive a Welcome Aboard Package with area info? YES NO

7. What information did you receive that was the most helpful to you?

8. What information was the least helpful to you?

9. How satisfied are you with your sponsor?

10. Would you recommend your sponsor for recognition based on his/her effectiveness? If so, why? If not, why not?

.....

11. What do you think we should change about our NBSD Sponsor Program?

.....

WELCOME ABOARD NAVAL MESSAGE

FM NAVBASE SAN DIEGO CA
TO USS CURRENT COMMAND
CC NAVBASE SAN DIEGO CA
UNCLAS //N01754//
MSGID/GENADMIN/NAVBASE SAN DIEGO CA//
SUBJ/WELCOME ABOARD RATE NAME(FIRST M.I. LAST)//
GENTEXT/REMARKS/1. PLEASE PASS TO RATE NAME(FIRST M.I. LAST)

2. I TAKE GREAT PLEASURE IN WELCOMING YOU TO OUR TEAM! I AM SURE YOU WILL FIND YOUR TOUR HERE BOTH CHALLENGING AND PROFESSIONALLY REWARDING. SAN DIEGO IS THE FINEST NAVAL BASE IN THE PACIFIC FLEET. OUR MISSION IS TO PROVIDE THE HIGHEST QUALITY LOGISTIC SUPPORT TO USN OPERATING FORCES TENANT COMMANDS, AND THEIR FAMILIES. PLEASE VISIT NAVAL BASE SAN DIEGO ON-LINE AT WWW.NAVY.MIL TO SEE WHAT RESOURCES ARE AVAILABLE.

3. YOUR SPONSOR IS RATE NAME(FIRST M.I. LAST), WHO WILL BE CONTACTING YOU SHORTLY. YOUR SPONSOR MAY BE REACHED BY PHONE AT COMM: (619) 556-XXXX OR E-MAIL AT FIRSTNAME.LASTNAME(AT)NAVY.MIL. YOU ARE ALSO WELCOME TO CONTACT THE COMMAND SPONSOR COORDINATOR AT COMM: (619) 556-7039/DSN: 526, E-MAIL: NAVALBASESANDIEGOSPONSOR(AT)NAVY.MIL, OR COMMAND MASTER CHIEF MENDUS AT E-MAIL: GARY.M.MENDUS(AT)NAVY.MIL, COMM: (619) 556-2415/DSN: 526.

4. SO WE MAY GET TO KNOW YOU BETTER PRIOR TO YOUR ARRIVAL, PLEASE PROVIDE THE FOLLOWING INFORMATION TO YOUR SPONSOR:

- A. MARITAL STATUS AND NUMBER OF DEPENDENTS, AGES AND GENDER.
- B. WHETHER OR NOT FAMILY MEMBERS ARE ACCOMPANYING YOU.
- C. LEAVE PLANS AND CONTACT INFORMATION BETWEEN DUTY STATIONS.
- D. ANY QUESTIONS, SPECIAL NEEDS OR REQUIREMENTS PRIOR TO REPORTING.

5. UPON ARRIVAL, YOU SHOULD REPORT TO THE ADMIN OFFICE (BLDG 72) DURING WORKING HOURS 0730-1600, OR AFTER WORKING HOURS REPORT TO THE SECURITY OFFICE (BLDG 29) JUST OUTSIDE THE MAIN GATE.

6. THE FOLLOWING PHONE NUMBERS ARE PROVIDED TO ASSIST YOU IN CONTACTING THE COMMAND. DSN IS 526-2406.

- A. ADMIN (619) 556-2406/6440
- B. QUARTERDECK (619) 556-1246/1247
- C. SPONSOR'S NUMBER (619) 556-XXXX
- D. COMMAND OMBUDSMAN

7. WE LOOK FORWARD TO HAVING YOU JOIN OUR TEAM. AGAIN, WELCOME ABOARD! CAPTAIN RICKY WILLIAMSON SENDS.//

Enclosure (6)

NAVAL BASE SAN DIEGO CHECK-IN/OUT SHEET

NAME (Last, First MI):

DUPLICATE

NAME (Last, First MI):		RATE/RANK (include warfare pins):	SSN (LAST FOUR): XXX-XX-_____
REPORTING FROM (for check-ins):		NAVBASE SAN DIEGO UIC: 00245	TRANSFERRING TO (for check-outs):
DEPARTMENT/DIVISION:		SPONSOR'S NAME/PHONE# (for check-ins):	
CHECK-IN (Initials/Date)	OFFICE	LOCATION	CHECK-OUT (Initials/Date)
	Command Admin Office	Bldg 72 (Rm 105)	
	Command Security Representative YNC Gregoire	Bldg 72 (Rm 105)	
	Command DTS Representative YNI Hoffner	Bldg 72 (Rm 105)	
	Command PASS Coordinator (CPC) Mr. Miclat	Bldg 72 (Rm 115)	
	FCP/IMDU/Pregnancy Coordinator CSI Roxas/CS2 Gliz	Bldg 72 (Rm 206)	
	Admin Officer LT Verdell	Bldg 72 (Rm 111)	
	Command Master-at-Arms Office	Bldg 72 (Rm 225)	
	Command EOA/CMEC SHC Sanchez	Bldg 72 (Rm 225)	
	Command DAPA BMC Vasquez	Bldg 72 (Rm 226)	
	Command Career Counselor NCC Bridges	Bldg 72 (Rm 212)	
	Command Master Chief CMDCM Mendus	Bldg 72 (Rm 204)	
	CMC's Executive Assistant MA2 Jones	Bldg 72 (Rm 204)	
	Commanding Officer CAPT Williamson	Bldg 72 (Rm 108)	
	Command Indoctrination/Sponsorship CSC Paningbatan	Galley	
	Command Fitness Leader RPC Taylor		
	Command Watchbill Coordinator BMC Sheekles	Bldg 74	
	N6 IT Services EMC French	Bldg 74	
	Motorcycle Safety Coordinator MA1 Stephenson	Bldg 74	
	Dept Head/Division Officer/LCPO/LPO		
	Departmental ESAMS Coordinator		
	PSD Staff Transfers/Receipts By appt (619) 556-2004	Bldg 56 (Window 5)	
	Donnelly Hall (BEQ)	Bldg 3362	
	Branch Medical Clinic	Bldg 3212	
	Branch Dental Clinic	Bldg 8240	
	Religious Ministries	Chapel	
	Navy College Office	Bldg 151	

*** RETURN CHECK-IN/OUT SHEET TO ADMIN UPON COMPLETION. ***

FOR OFFICIAL USE ONLY – PRIVACY ACT SENSITIVE

Enclosure (7)