



DEPARTMENT OF THE NAVY  
OFFICE OF THE JUDGE ADVOCATE GENERAL  
1322 PATTERSON AVENUE SE SUITE 3000  
WASHINGTON NAVY YARD DC 20374-5066

JAGINST 1740.1B <sup>IN REPLY REFER TO</sup>  
61/60  
25 June 2004

JAG INSTRUCTION 1740.1B

Subj: SPONSOR PROGRAM FOR PERSONNEL REPORTING TO NAVY JAG  
ACTIVITIES IN THE WASHINGTON DC AREA

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

Encl: (1) Sample Welcome Aboard Letter  
(2) 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); 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. JAGINST 1740.1A.

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 guidance for the Sponsor Program within the above-mentioned activities.

4. Responsibility. The Deputy Assistant Judge Advocate General for Military Personnel (Code 61) shall coordinate and monitor the Sponsor Program and report periodically on its status to the Assistant Judge Advocate General (Operations and Management) (Code 06).

5. Action

a. Upon receipt of permanent change of station orders directing a service member to report for duty to one of the above listed activities, the cognizant division director or activity head shall take the following actions:

(1) Designate a sponsor; and

(2) Send a "Welcome Aboard" letter advising the prospective gain of the sponsor's name, telephone number, e-mail address and other appropriate information (e.g., a "Welcome Aboard" package) within 10 working days. Enclosure (1) provides a sample OJAG "Welcome Aboard" letter suitable for tailoring and use by division directors and activity heads. Division Directors and Activity Heads are encouraged to craft division/activity specific "Welcome Aboard" letters/packages, which provide information on location, commuting options, work environment, and other helpful information as appropriate. Reference (a) provides a command sponsor and indoctrination program tool kit containing sample welcome aboard letters and other useful information.

b. Designated sponsors shall:

(1) Become familiar with reference (a); and

(2) Use the checklist at enclosure (2) as a guide to providing assistance to incoming personnel.

  
MICHAEL F. LOHR

Distribution:

AJAGS

All Divisions

OIC, NAMARA

Chief Judge, NMCCA

Chief Judge, TRIJUDACT

**SAMPLE WELCOME ABOARD LETTER**

Date:

Dear \_\_\_\_\_,

Welcome aboard! Congratulations on your orders to \_\_\_\_\_ . You will be assigned as \_\_\_\_\_ in the \_\_\_\_\_ Division located in (Pentagon/Washington Navy Yard Building #, Crystal City \_\_\_\_\_, room/suite \_\_\_\_\_).

The mission of the Office of the Judge Advocate General (OJAG) is extensive, embraces virtually all aspects of Department of the Navy activities, and is grounded in both law and regulation. OJAG's primary mission is to support the Judge Advocate General (JAG) in providing legal and policy advice to the Secretary of the Navy. OJAG also supports the JAG in advising and assisting the Chief of Naval Operations in formulating and implementing policies and initiatives pertaining to the provision of legal services within the Navy.

The \_\_\_\_\_ Division is responsible for (insert Division or Activity specific descriptions). I know you will find your tour in the \_\_\_\_\_ Division to be challenging, informative, and rewarding.

Your sponsor is \_\_\_\_\_. Please let him/her know when you will be reporting aboard. He/she will also be able to answer any questions you may have about living and working in the Washington DC area. He/she may be reached at (DSN) \_\_\_\_\_ or (COMM) \_\_\_\_\_, or by E-Mail at \_\_\_\_\_.

Again, welcome aboard! I am very pleased that you are joining our team and I look forward to seeing you soon.

Sincerely,

/s/  
Captain, JAGC, U.S. Navy

Enclosure (1)

SPONSOR CHECKLIST/GUIDELINES

1. Personal contact with the incoming member is essential. Call or E-Mail him/her as soon as you are appointed, and follow up in writing immediately (See reference (a) for sample letter formats). 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 assist 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 supervisors 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 easy, stress free, and straightforward as possible. An effective sponsor program is essential to fostering a favorable first impression of the command to incoming personnel, and a duty we owe to incoming shipmates. Sponsors should provide maximum assistance to ensure all incoming personnel have the information and assistance necessary to make a smooth transition to OJAG/NLSC and the Washington DC area.