



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

OJAG/NLSC HQ INST 1740.1D
Code 004
26 Apr 2018

OJAG/NLSC HQ INSTRUCTION 1740.1D

From: Assistant Judge Advocate General (Operations and Management)

Subj: SPONSOR AND INDOCTRINATION PROGRAM FOR MILITARY PERSONNEL
REPORTING TO OJAG/CNLSC HEADQUARTERS ACTIVITIES

Ref: (a) OPNAVINST 1740.3D

1. Purpose. To establish the Sponsor and Indoctrination (Indoc) Program for military personnel reporting to the Office of the Judge Advocate General (OJAG); Commander, Naval Legal Service Command (CNLSC) Headquarters; 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/CNLSCINST 1740.1C.

3. Responsibility. In accordance with reference (a), the Command Senior Enlisted Leader (SEL) and the appointed designees shall coordinate and monitor the Sponsor and Indoctrination Program for military personnel. The SEL and the appointed designees report to the Assistant Judge Advocate General (Operations and Management) (Code 06).

4. Action

a. The cognizant division director or activity head shall designate a sponsor that conforms to the criteria outlined in reference (a), upon notice of an incoming member's permanent change of station orders. The Sponsor should be at the same location (i.e. Pentagon or Navy Yard) as the onboarding member.

b. The Command Sponsor Program Coordinator shall:

(1) Maintain the command Sponsor and Indoc Coordinator portal, ensuring the most up to date information is posted;

(2) Notify division directors or activity heads of incoming personnel to facilitate sponsor assignment;

(3) Schedule and track completion of required sponsor training;

(4) Maintain and track sponsor assignments in CIMS in accordance with reference (a);

c. The Command Indoc Program Coordinator shall coordinate and maintain attendance records for Command Indoc in accordance with reference (a).

d. Sponsors shall become familiar with the OJAG Sponsorship portal page and reference (a) and follow all applicable guidance found in them.

5. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

6. Review and Effective Date. Per OPNAVINST 5215.17A, Code 004 will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. As the instruction nears its five-year anniversary and it is still required, it will be reissued. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the cancellation is known following the guidance in E.O. 13526.


G. E. SHARP

Distribution:

Electronic only, via Office of the Judge Advocate General

Web site, <http://jag.navy.mil> and My Navy Portal, <https://my.navy.mil>