

# Command Sponsor and Indoctrination

Commanding officer appoints command sponsor and indoctrination coordinator

Command master chief oversees command sponsor and indoctrination program

Command provides NAVPERSCOM (PERS-45) with the command sponsor coordinator's contact information (then added to PCS orders)

Command sponsor coordinator ensures all command sponsors have completed the training requirements

Command sponsor and indoctrination coordinator notified of incoming service member (via CIMS, BUPERS On-line, or message)

Command sponsor and indoctrination coordinator assign an appropriate sponsor to incoming service member

Command sponsor and indoctrination coordinator update CIMS with arriving service member's sponsor assignment

Command sponsor and indoctrination coordinator notify command ombudsman of arriving service members and their families

Welcome aboard letters,  
phone calls, e-mails

Service member who has received orders to a new command requests a sponsor

Service member's sponsor and command ombudsman contact the arriving service member and their family

Determine new command service members' attendance requirements

**Example:**

- Day 1: All new arrivals
- Day 2: Required personnel (courses for personnel newly assigned to the command). New arrivals at first duty station, personnel in pay grades E-5 and below, and O-3 and below

**Day One**

- Command leadership
- Command specific policies and procedures
- Stress management

**Day Two**

Financial literacy education (required upon arrival at first duty station or Navy Reserve activity and arrival at subsequent duty stations for personnel in paygrades E-5 and below and O-3 and below)

Commands have the discretion to tailor the command indoctrination class to support command mission, vision, location, etc.

Participants provide their command feedback on sponsor and indoctrination program

Record participation in service member's training jacket. Maintain records for command file

Detaching command verifies service member has made contact with gaining command's assigned sponsor

Service member and their family (as applicable) arrive at new destination

Sponsor assists service member and family in adjusting to new duty station (can start before service member reports to new duty station)

Such as visiting the FFSC, the command ombudsman, housing, commissary, exchange, fitness center, personal support detachment and others

The command sponsor and indoctrination coordinator schedule the new command service member to attend an indoctrination class