



DEPARTMENT OF THE NAVY
COMMANDER MILITARY SEALIFT COMMAND
914 CHARLES MORRIS CT SE
WASHINGTON NAVY YARD DC 20398-5540

REFER TO:

COMSCINST 1740.2A
N002
12 December 2001

COMSC INSTRUCTION 1740.2A

Subj: COMMAND SPONSOR AND INDOCTRINATION PROGRAM

Ref: (a) OPNAVINST 1740.3A

Encl: (1) Sample Program Agenda
(2) Content of "Welcome Aboard" Folder
(3) Washington Navy Yard Amenities Map
(4) Items of Interest page
(5) Transportation Guide

1. Purpose. To consolidate and issue revised policies regarding the Command Sponsor and Indoctrination Program. This is a complete revision and should be read in its entirety.
2. Cancellation. COMSCINST 1740.2.
3. Background. In 1970, the Chief of Naval Operations initially established the Sponsor Program to assist Navy personnel and their families transferring overseas. The program was expanded in 1989 to include all personnel transferring on Permanent Change of Station (PCS) orders. The Command Indoctrination Program (CIP) established an extensive post arrival orientation to disseminate information about a command, its history, mission and structure and specific expectations of the service member. Command Sponsor and Indoctrination Programs are designed to facilitate the adaptation of the service member or employee, and family members to a new working and living environment. It is to reduce some of the anxiety associated with any PCS move, and to expedite the newcomer's ability to become a productive member of the receiving command. The consolidation of these programs is a logical sequence in the development of a more efficient process to impact positively operational readiness and morale.

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4. General. The CIP is designed to orient newly assigned military and civilian personnel on our command's unique role of transportation management. Reservists assigned to the MSC HQ unit, civilian contractor personnel and spouses of attendees are welcome to attend.

5. Policy. Command Sponsor and Indoctrination responsibilities begin upon the service member's receipt of orders, or the hiring of an employee, and continue until the member has become an integral member of the command and is fully cognizant of all policies, programs, services and responsibilities.

6. Assignments

a. Sponsors will be assigned by the Program Manager, Functional Director or Special Assistant to whom the new employee will report. They will carry out duties as outlined in reference (a), enclosures (1) and (2).

b. The Director, Maritime Forces, Manpower & Management (N1), has been designated the office of primary responsibility for the CIP. N1 is responsible for coordinating with other staff offices that contribute to the success of the program. There will be a 2-day class to familiarize the newly reporting employee or service member to the command and the Washington DC area. A sample schedule is included as enclosure (1).

c. Specific Duties

(1) Command Sponsor and Indoctrination Coordinator. Director N1 will perform duties as COMSC HQ's Command Sponsor and Indoctrination Coordinator. Duties will include the following:

(a) Review reference (a), enclosures (1) and (2).

(b) Complete the Sponsor Forum Program Coordinator Form, which is located at <http://www.lifelines2000.org/home.asp>. This allows commands to request the assignment of sponsors via e-mail.

(c) Establish an internal monitoring and self-evaluation survey to ensure program effectiveness. Reference (a), enclosure (2), contains a sample. Review and forward completed surveys up the chain of command.

(d) Liaison with the Fleet and Family Service Center and the Human Resources Office regarding utilization of relocation resources.

(e) Ensure “Welcome Aboard” letters to transferring service members is mailed within 10 working days of being informed of the prospective gain. This function is performed by COMSC HQ N00P.

(f) Ensure all sponsors complete 1-hour sponsor training located on the lifelines web site.

(g) Select all sponsors using the guidance provided in reference (a), enclosure (1).

(h) Provide the prospective sponsor with a copy of Command Sponsor and Indoctrination Program Survey.

(i) Schedule and coordinate the 2-day indoctrination class.

(2) Chief of Staff (COS) – Provide the opening remarks for the program.

(3) Director, Maritime Forces and Manpower Management (N1) - Provide briefer and slides for U.S. Transportation Command (USTRANSCOM) Organization, USTRANSCOM Board Structure and Professional Development.

(4) Director, Operations and Plans (N3/5) – Provide a briefer and slides for an unclassified command brief and give a tour of the Command Center.

(5) Director, C4S (N6) – Provide a briefer and slides for Computer Overview.

(6) Comptroller (N8) – Provide a briefer and slides for the Budget Process.

(7) Director, Strategic Planning (N9) - Provide a briefer and slides for the MSC Corporate Plan.

(8) Inspector General (N00I) - Provide a briefer and slides for the Inspector General.

(9) Director, Public Affairs (N00P) – Provide the video “We Are MSC”.

(10) Command Master Chief (CMDCM) – Provide briefers and slides for Military Personnel briefings as listed below:

- Professional Development Board
- DAPA
- PRT Coordinator
- Personal Financial Management

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- N15 (Personnel issues)
- Windshield tour of Washington DC
- Command Career Councilor
- Educational Opportunities / Assistance
- Leading Petty Officer – White Hat Association

7. Responsibilities

a. Orientation. The orientation is normally scheduled the third or fourth week of each month. Exceptions are usually made during the month of December due to very few new arrivals to the command and the holiday leave periods are in effect. When skipping a program, N1 must advise the COS and ensure that he has no objections. Obtaining COS approval may be done with an e-mail message to the COS.

b. Scheduling. The first order of business in scheduling a program is to coordinate the COS and the Management Information Center (MIC) availability. The MIC scheduling calendar is maintained by the front office, Office Manager.

c. Advising the staff of a scheduled Staff Orientation Program. The directorates and front office staff are advised of a scheduled program by memorandum. Two attachments are to be included with the memorandum; a proposed agenda, as per enclosure (1), and a list of scheduled attendees. N1 will prepare the memorandum as soon as possible after the date has been selected.

d. Advising and obtaining official approval for the Staff Orientation Program. A Staff Summary Sheet must be prepared advising the COS of the scheduled orientation program concurrent with the memorandum to the staff.

e. Miscellaneous and administrative tasks. A handout package will be prepared for each attendee not in receipt of one from the initial sponsor mailing. A “Content of “Welcome Aboard” Folder” with samples of the handouts is attached as enclosure (2). Enclosures (3) through (5) provide additional indoctrination information.

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JOHN B. STROTT
Chief of Staff

Distribution:

COMSCINST 5215.5

List I (Case A, B, C)

**MILITARY SEALIFT COMMAND
STAFF ORIENTATION PROGRAM
(INSERT DATE)
MANAGEMENT INFORMATION CENTER
4TH Floor, Building #210**

PROGRAM AGENDA

- 0800-0815 Arrival and Check-in
- 0815-0830 Opening Remarks
Chief of Staff
- 0830-0835 MSC Command Film Presentation: *We Are MSC*
- 0835-0845 Welcome Comments
Vice Commander
- 0845-0900 Welcome Comments
Commander
- 0900-0930 MSC HQ Organization
Deputy Director, Manpower and Personnel
- 0930-0945 **BREAK - Please remain in the vicinity**
- 0945-1030 Operations Overview / Command Brief / Senior Watch Officer
N3/5
- 1030-1045 Force Protection (including info on web based AT/FP level I certification)
N34
- 1045-1100 Corporate Plan
N9
- 1100-1130 Information Technology and Computer Systems Overview
N6
- 1130-1255 **LUNCH** - Please return promptly to the MIC for the PM session
- 1300-1330 Legal Brief
N2

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1320-1345 MSC Inspector General
IG

1345-1405 Equal Employment Opportunity
EEO

1405-1430 Safety
N7

1430-1445 Correspondence Practices
Flag Secretary / N0021

1445-1500 Break and Relocate to Training Lab (Bldg 210 Rm 175)

1500-1600 Defense Message System (DMS)
N65H3

1600-1615 Closing
Chief of Staff (TCCS)

1615-1620 Critique

**MILITARY SEALIFT COMMAND
STAFF ORIENTATION PROGRAM
(INSERT DATE)
MANAGEMENT INFORMATION CENTER
4TH Floor, Building #210**

PROGRAM AGENDA

Day two is required for all uniformed personnel, and optional for civilian employees.
Events for day two shall be coordinated by the CMDCM.

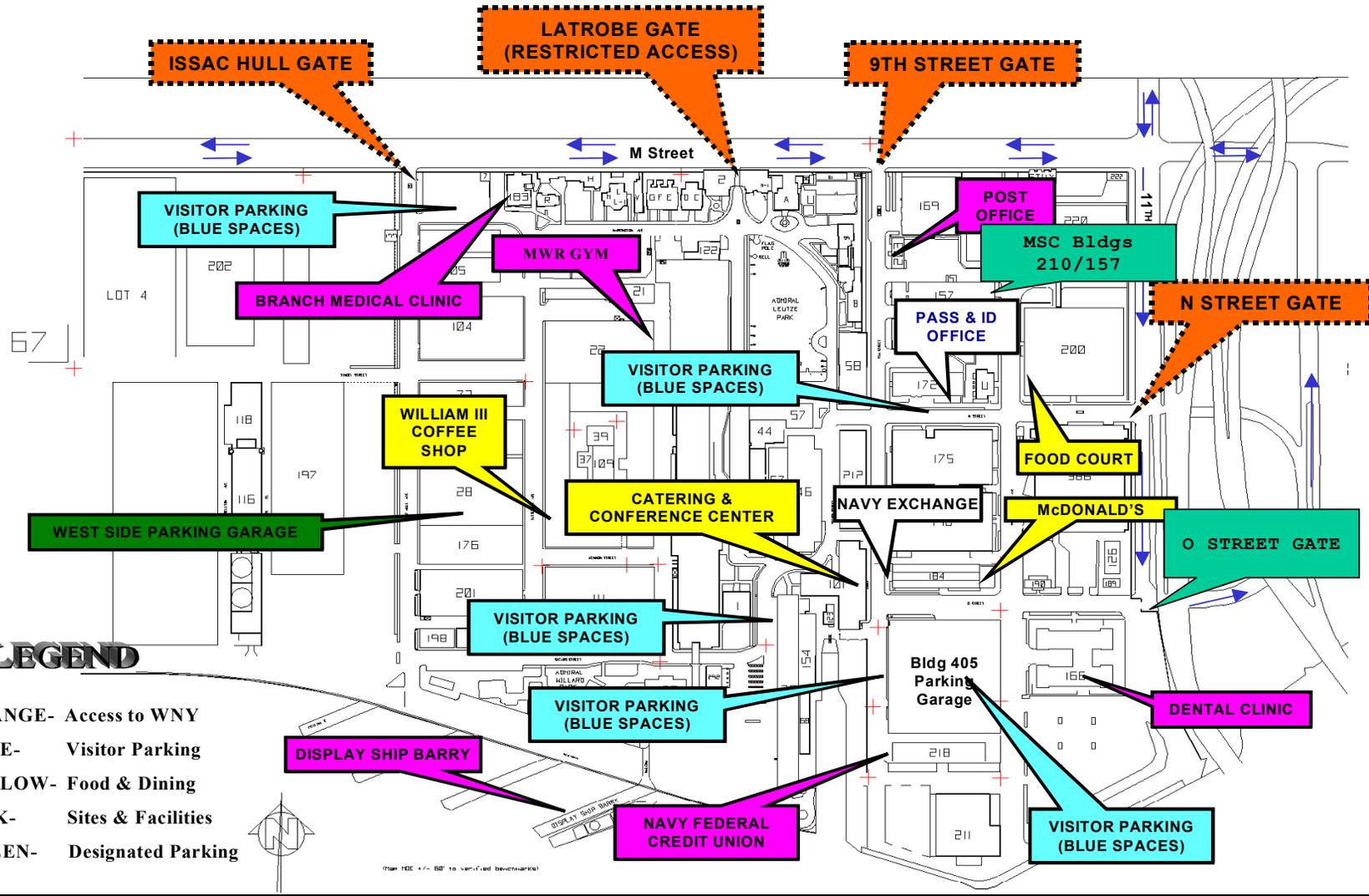
- 0800-0815 Arrival and Check-in
CMDCM
- 0830-0845 Opening Remarks
CNOMC
- 0845-0930 Command Master Chief
- 0930-0945 Medical / Dental
- 0945-1000 Break
- 1000-1015 DAPA
- 1015-1030 PRT Coordinator
- 1030-1100 Personal Financial Management (Given by CFC)
- 1100-1120 Command Career Councilor
- 1120-1200 N15 (Personnel issues)
- 1200-1325 Lunch
- 1330-1600 Windshield tour of Washington DC
- Anacostia (PSD, Navy College, Gym,)
- Navy Yard (Medical, Dental, History Center)
- Washington DC (Metro Station, Areas to avoid, Areas to visit)
- 1600 Critique and Close

CONTENT OF “WELCOME ABOARD” FOLDER

The Director, Public Affairs (N00P) provides each new employee with a “Welcome Aboard” folder containing the following information:

- “Welcome Aboard” letter from RADM Brewer
- MSC Backgrounder
- Two issues of Sealift News
- Temporary parking pass
- Directions to the WNY
- Washington Navy Yard Map
- Transportation information
- Items of Interest
- Sponsor’s name and phone number

WASHINGTON NAVY YARD AMENITIES



Enclosure (3)

COMSCINST 1740.2A

ITEMS OF INTEREST

MSC – Welcome Aboard!

Military Sealift Command occupies buildings 210 and 157 on the historic Washington Navy Yard. Your orientation by the Human Resources Office (HRO) Capital will take place nearby in Building 200. The enclosed site map provides items of interest on the Yard. For additional information on the Navy Yard go to the Naval District Washington (NDW) website at

www.NDW.navy.mil

Washington Navy Yard Access

For security reasons, we are using the “O” Street gate during the day, with other gates open for short periods during peak traffic times. The Navy Yard is also accessible by Metrorail/Metrobus. The enclosed Transportation Fact Sheet provides more information on transportation. You may refer to:

www.NDW.navy.mil/visitors/transportation/transportation.html

Parking

There are two parking garages that are convenient to MSC buildings; the garage across the street from Building 200 and the garage on O Street. Be aware that Red spaces are reserved for Executive parking Yellow spaces are carpool spaces and White spaces are general parking spaces. There are some Blue visitor’s spots, but they are not for all-day parking.

Eateries

The nearby Eight Street corridor and Pennsylvania Avenue have a number of restaurants which are open for Lunch. The historic Eastern Market on 7th Street SE has a snack bar open for lunch and other stands selling meats, cheeses, fruits and vegetables. There are the following places on the Yard:

- Subway and Dunkin Donuts, in Building 200
- McDonalds, in Building 184
- NDW Catering and Conference Center, Building 101

Fitness

There is a Fitness Center on base, in Building 24. Civilians may join for a reasonable rate. Their hours are from 0600 – 2000 daily.

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DoD Transportation

The Navy Yard is one of the stops on the DoD Bus system, with buses going to the Pentagon and Crystal City. From the Pentagon, other DoD busses will get you to a number of buildings in the immediate area. Buses stop on M Street outside the Isaac Hull Gate on the "NAVSEA" side of the yard.

Miscellaneous

Navy Federal Credit Union is on the base in building 218. There are two ATMs at that location.

The Navy Museum and Art Center, the Navy Library, the Display Ship BARRY, and the Marine Corps Historical Center are on base and open to visitors.

TRANSPORTATION GUIDE

(This information is also located at the NDW web site -
<http://www.ndw.navy.mil/visitors/transportation/transportation.html>)

METRORAIL or METROBUS INFORMATION
(202) 637-7000

DOD SHUTTLE BUS INFORMATION
(703) 604-0637
DSN 227

Base Traffic Rules

The speed limit on military bases is 20 mph, 5 mph in parking garages, unless otherwise posted and is enforced by roving police patrols equipped with radar. Seat belts are required at all times while driving on base. Parking of motor vehicles is authorized only in those areas/spaces designated for parking. If a vehicle operator (military or civilian) is stopped by Security Police for a traffic violation or routine identification check, full cooperation with the patrol officer or gate guard is required by producing any and all identification.

Pedestrians in crosswalks have the right of way; however, they should not step into crosswalks in the path of approaching vehicles when such action would require emergency braking on the part of the vehicle operator. Pedestrians must consider surface road conditions prior to entering the crosswalk.

Parking

The blue parking spaces on the Washington Navy Yard are reserved for visitors. If you anticipate parking on the Yard longer than 3 hours, please stop by the Naval District Washington Parking Control Office to obtain a temporary parking permit.

NDW Parking Control Office
Building 198
Washington Navy Yard DC 20373
(202) 433-3017 DSN 288

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Security Checks

Conducted randomly on each shift at one of the gates. These are visual checks of your vehicle, not searches. If the vehicle operator does not allow the security police officer to inspect the vehicle, entry to the base may be denied.

Metrorail and Metrobus

The Washington Metro is known as "America's Subway" and is considered one of the very best in the world. It's the heart of Washington's public transportation system. The rapid rail moves commuters throughout the region. Five Metrorail lines, each marked with its own color, connect the District to Northern Virginia and Maryland. Travel from one area to the next is convenient and affordable. The Metrobus is designed to complement the Metrorail and offers more than 400 routes and 10,000 bus stops.

The N22 Metro bus operates Monday through Friday with three stops on the Washington Navy Yard. From the Navy Yard Metro Station, the N22 buses will loop through the Navy Yard and continue to the Eastern Market Metro Station. From the Eastern Market Metro Station, buses will loop through the Navy Yard and continue to the Navy Yard Metro Station.

The green line stops approximately one mile from the Anacostia Naval Station. Upon exit from the Metro station, transfer to the W-9 Metro Bus. The W-9 only operates during peak rush hour periods. Morning Rush: 0613-0836 & Evening Rush: 1526-1843. During non-peak hours, take the A-8 Metro bus or the A-9 Metro bus (or any "A" Metro bus) from Martin Luther King Avenue to Portland Street. From Martin Luther King Avenue & Portland Street, transfer to the W-4 Bolling AFB Metro bus.

For more information on Metrorail and Metrobus visit the Washington Metropolitan Area Transit Authority web site.

DoD Shuttle Buses

DoD buses may be used only for official purposes by the following personnel:

DoD military personnel on active duty either in uniform or on presentation of their active duty Armed Forces Identification Cards (DD Form 2A-green border). Retired and Reserve Military ID Cards will not be honored.

Civilian personnel of the Department of Defense on presentation of valid DoD Civilian Identification Cards.

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Those persons presenting valid DoD Bus Passes (DD Form 145), DoD Bus Tickets (DD Form 144), or DoD Building Passes (DD Forms 1466 and 1469).

When on official business, authorized passengers on DoD buses may have the bus stop adjacent to Metro stops. Buses are allowed to stop at Metro stops during regular business hours as long as they do not have to modify a route in length or routing to accomplish the stop.

The Anacostia Shuttle Bus runs at half-hour intervals, running from Blanchard Barracks located on Bolling Air Force Base and making several different stops on Naval Station Anacostia.

Revised: 15 Nov 2001