

SPONSOR ASSIGNMENT NOTIFICATION

MEMORANDUM FOR _____

Subj: SPONSOR DUTY ASSIGNMENT

Ref: (a) OPNAVINST 1740.3A
(b) JTREGMARIANASINST 1754.1

Encl: (1) BUPERS Orders DTG **DDTTTTZ MMM YY** (military only)
(2) Sponsor's Checklist

1. Per references (a) and (b), you have been designated as the Sponsor for _____. A copy of the individual's orders is provided as enclosure (1).
2. _____ is due to report to CJRM, no later than _____. Enclosure (2) will assist you in your duties as a sponsor.
3. _____ is currently attached to _____ and is due to transfer on _____.

Mailing address: _____

4. Please write him/her a personal welcoming letter within 10 working days of receipt of this notification. Use enclosure (2) as guidance and be sure to provide a copy of your letter to the Command Sponsor Coordinator.
5. Please offer your assistance to his/her family in every way possible. This includes meeting him/her at the airport upon arrival on Guam.
6. I want to emphasize the great importance of your performance as a sponsor. You will provide him/her first impression of our command. This initial impression is crucial to the individual's long-term attitude toward this command and the Navy. I urge you to continue to express an interest until he/she has become familiar with his/her new duty assignment.

(Command Sponsor Coordinator)