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NAVAL FACILITIES ENGINEERING COMMAND  
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IN REPLY REFER TO

NAVFACINST 12000.1  
FAC CPP  
**04 April 2003**

NAVFAC Instruction 12000.1

From: Commander, Naval Facilities Engineering Command

Subj: COMMAND ORIENTATION AND SPONSORSHIP PROGRAM

Encl: (1) Sponsor's Checklist for New Team Members

1. Purpose. To provide Command-wide policy and guidance on the Orientation and Sponsorship Program.
2. Scope. The provisions of this instruction are applicable to NAVFAC Headquarters, Engineering Field Divisions/Activities, Public Works Centers, and Specialty Centers.
3. Policy. It is NAVFAC policy to ensure the successful integration of new team members into the organization and orient these personnel to the pivotal role of NAVFAC and the Department of the Navy. To accomplish this, new team member sponsorship and orientation program guidance is provided. This guidance is not intended to replace current command sponsorship and orientation programs, but to enhance current programs.
4. Implementing Requirements. There are two distinct parts to the subject program.

a. New Team Member Sponsorship - In order for NAVFAC to accomplish its strategic goal of attracting and retaining a quality workforce, the first impression we make on our new entrants as both an employer and an organization is vitally important. The foundation of a good first impression is an excellent sponsorship program. All NAVFAC commands will ensure they have a sponsorship program within the following parameters.

(1) Every new team member will be promptly sent a welcoming letter from the command signed by the appropriate official, at command discretion, which will include a copy of the current NAVFAC Strategic Plan. The letter should contain the name of their sponsor and inform them that their sponsor will be contacting them.

(2) Every new team member will be assigned a sponsor to assist in transitioning into his or her new position. This should be done as soon as possible after the new team member has accepted the position.

(3) The assignment of a sponsor is something that should be given careful consideration to ensure a positive first impression is made. The sponsor should have the same general job responsibilities as the new associate in order to assist with routine, work-related tasks. The sponsor should be someone expected to remain at the command for a reasonable amount of time.

(4) It is expected that the sponsor will be available to assist the new member on a daily basis for the first week and less frequently as time progresses. At minimum, the sponsor will perform those tasks listed in enclosure (1), which should be supplemented as appropriate to include any specific command requirements.

b. New Team Member Orientation - A New Team Member Orientation presentation can be found on the following website: <http://welcometo.navfac.navy.mil>. This is not intended to replace presentations that commands may be currently using, but to supplement those currently in place to ensure that the same basic core knowledge about NAVFAC is provided to all new team members. The following parameters of the program should be followed:

(1) All new civil service, military (including reserves where appropriate) and contract employees should be given the orientation within the first 2 - 3 months of employment.

(2) The orientation presentation will be given in a face-to-face venue by a senior leader (Commanding Officer, Executive Officer, or Director). This will provide an opportunity for the new team member to interface with the top management official of the command.

(3) All new entrants will be provided refresher training on the same material at the end of their first year of employment to reinforce this core knowledge.

5. Action. Commanders and Commanding Officers will maintain an effective Command Orientation and Sponsorship Program, and will implement this policy upon receipt.

  
R. L. PHILLIPS  
Vice Commander

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**SPONSOR'S CHECKLIST  
FOR  
NEW TEAM MEMBERS**

PRIOR TO ENTRANCE ON DUTY

- [ ] Contact new employee by phone to welcome them onboard after the command welcome letter has been sent.
- [ ] Provide directions to base. Set time and place to meet new employee on first workday.
- [ ] Provide information about base access.
- [ ] Explain first day parking procedures, and where new employee can park. If applicable, explain what documents are needed in order to obtain a parking pass.
- [ ] Work with supervisor to ensure new employee workspace is identified and set-up.
- [ ] If possible, get new employee's e-mail account and telephone number set up prior to entrance on duty. Set up workspace, as appropriate (pens, pencils, paper, calendar, etc.)
- [ ] Ensure IT equipment (including network ID) is in place and operational.

FIRST DAY OF DUTY

- [ ] Meet the employee at the predetermined location.
- [ ] Introduce them to the supervisor.
- [ ] Accompany them during the check-in process at which time a general tour is given of various spaces and facilities to ensure they are familiar with the base.
- [ ] Review command New Employee Guide to clarify any information.

AFTER FIRST DAY OF DUTY

- [ ] Contact the new employee at a minimum of once a week (for at least three-weeks) to ensure that they have everything needed for the first month of employment.