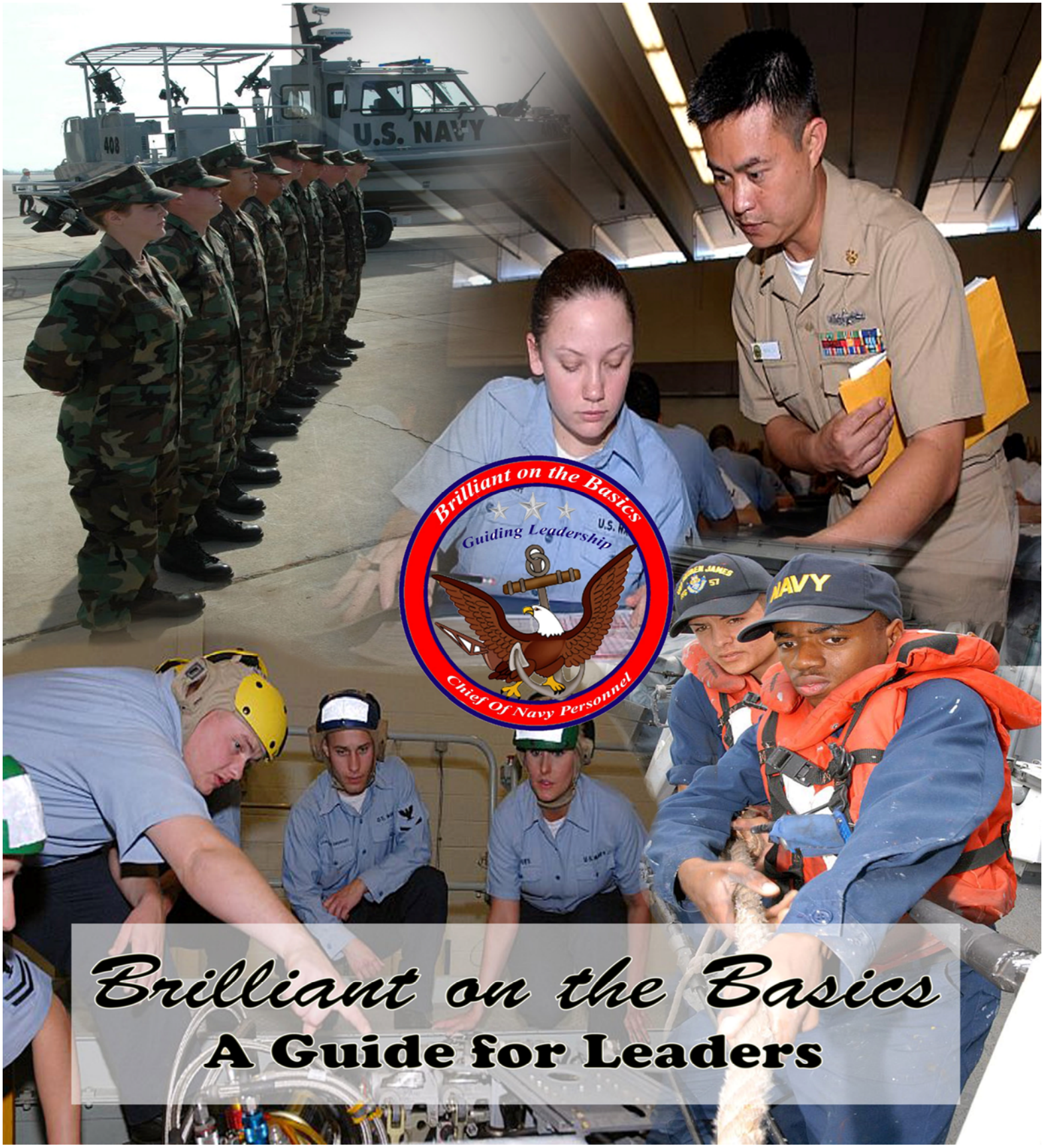

Brilliant on the Basics

A Guide for Leaders

Greetings shipmates,

Our people are our greatest strength. Our job as leaders is to ensure every Sailor knows that we want them to succeed, and that we value their service, talent, skill and dedication. We must make every effort to prepare our Sailors for success from day one - being Brilliant of the Basics creates a solid foundation upon which every successful career is launched.

In many cases, these efforts are the command's first opportunities to prove it cares about the well-being, professional success and family support of its Sailors, and these actions set the tone by which shipmates and families ultimately choose to "Stay Navy." It's an investment in our future.

One of the most important steps we can take in getting a shipmate on the right path early is reaching out to them as a sponsor and shepherding them into our command and the surrounding community. Proactive interaction by a sponsor and ombudsman can solve many issues and concerns before the Sailor arrives aboard, paving the way for a smooth transition, and most importantly, making that Navy family feel like part of their new command family.

A great sponsorship program must be followed up by an effective indoctrination process. This will send a strong, positive signal the command values the skills the new shipmate brings to the waterfront and has a plan to integrate him/her into the crew.

Mentorship can be done from various levels: senior-to-junior, peer-to-peer, within-community, and it can be either formal or informal. Everyone should have at least one mentor assigned to them - a person who is actively engaged in monitoring your professional and personal development and who can advise you, not just on rate-specific choices, but on your entire career.

Another critical step in keeping our shipmates on track for professional advancement is conducting regular Career Development Boards (CDB). These are the responsibility of every individual as it pertains to their own career progression, but it's primarily the responsibility of the CMC and Command Career Counselor to run an effective program.

Finally, we must all remember to take a few minutes every week to recognize our best Sailors. Our people do amazing things every day and should be publicly recognized through letters, awards, and meritorious masts or public announcements.

We've never known of a better time to be in the Navy. Take care of your Sailors, take care of each other, communicate up and down the chain of command and keep charging forward!

Once again, thank you for your service and "Staying Navy"!

MCPON Rick West, FLTCM Tom Howard and FLTCM Mike McCalip

Command Sponsorship

A command's sponsorship responsibilities begins upon receipt of PCS orders and continues until the Sailor has become an integral part of the new organization and is fully aware of all policies, programs, and responsibilities.

COs, XOs, and CMCs must ensure 100% sponsor assignment and ensure the appropriateness of sponsor to the incoming Sailor and family (e.g, sponsor of equal or higher rank (at least E-5), single to single, married to married, etc.). The CMC shall oversee the program and ensure the Sponsor Coordinator has access to CIMS.

Important information for all sponsors and command leadership:
-Duties begin when the coordinator receives incoming orders or is notified of a pending gain.
-Ensure the sponsor completes sponsorship training at Fleet and Family Support Center (FFSC).
-Assign appropriate sponsor to incoming sailors.
-Sponsor is of equal or higher paygrade (at least E-5); single sponsor for single arriving member, married sponsor with children for married arriving member with children.
-The sponsor should not be the person that the incoming Sailor is slated to relieve.
-Maintain and track sponsor assignments in CIMS.
-Contact the new arrival as soon as possible via telephone, e-mail or naval message
-Find out if family members will accompany the arriving Sailor, as well children's ages, mode of transportation, and estimated date of arrival at the new duty station.
-Update command contact information in CIMS.
-Refer the arriving Sailor to the Military Homefront Web site located at http://www.militaryhomefront.dod.mil/moving.
-Provide as much information as possible about schools in the area; this is often a high priority for families.
-Coordinate with the local FFSC for family support information and relocation resources.
-Prepare welcome aboard letters and send within 10 working days of being informed of the prospective gain.
-Advise the Command Ombudsman of the prospective gain.
-Check on housing availability. Inform members whether housing will be available upon reporting or if temporary lodging arrangements will be needed and for how long.
-Encourage other spouses to communicate with the gaining member's spouse.
-Track emergency numbers, reporting date, and special needs. Maintain steady contact.
-Be enthusiastic, willing to help, and have a positive attitude toward the Navy.

Arrival Guidelines:
-Ensure transportation (e.g., government vehicle, base shuttle service) is available from place of arrival to the command and temporary lodging arranged if needed. Meet the incoming Sailor at their arrival point, if appropriate.
-Contact FFSC to inquire about what necessities are available for loan while awaiting arrival of household goods (e.g., bedding, linens, dishes, and small appliances.)
-Assist members in locating the exchange or commissary for immediate needs.
-Ensure new Sailors are enrolled in the Command Indoctrination Program as soon as possible.

Sample letters and instructions can be found in: OPNAVINST 1740.3C http://doni.daps.dla.mil/default.aspx

CIMS is the tool for command sponsor coordinators and NCs to maintain and track sponsor assignments.
Go to: Lists → Gains/Losses to get to the menu. Benefits of the CIMS Sponsor assignment feature includes:

- Reverse sponsorship provides detaching command the ability to ensure every transferring Sailor has been assigned a sponsor.
- Assign sponsors (pri/alt phone numbers and email address)
- View/print incoming orders (pdf format)

To get access visit http://www.npc.navy.mil/CareerInfo/StayNavyTools/CIMS or contact 1-877-589-5991.

Get the "First 72 Hours" Video here: http://dodimagery.afis.osd.mil/davis/ (PIN "806440").
A DVD will be delivered to command within 5 days.

COMMAND INDOCTRINATION PROGRAM

Effective, mandatory Command Sponsor and Indoctrination Programs represent the difference between good commands and great commands. The return on your up-front investment will pay huge dividends to your command for years to come. It is imperative that all commands provide the best possible support for their newly arriving shipmates and their families.

Command Leadership shall ensure that all incoming personnel receive command indoctrination training within 30 days of arrival or within three drill weekends for reservists.

Training Coordinators shall ensure the following topics are addressed during INDOC:

a. Navy Pride and Professionalism training (formerly Navy Rights and Responsibilities), to include the following topics:

(1) Decision Making.
(2) Interpersonal Communications.
(3) Command Managed Equal Opportunity, including Navy policy on sexual harassment, religious accommodation, hazing, and fraternization.
(4) Diversity.
(5) Conflict Management.
(6) Pride in Self and Core Values.
(7) Wearing the Uniform.
(8) Military Etiquette including Courtesies and Military Bearing.
(9) Violent Behavior Awareness.
(10) Family Readiness.
(11) Mentorship and Positive Role Models.
(l2) Pride in Service.

b. Navy Right Spirit Campaign/Alcohol Awareness.
c. Suicide Awareness.
d. Personal Financial Management.
e. Operational Risk Management.
f. Prevention of Sexual Harassment/Sexual Assault.
g. Anti-terrorism/Force Protection.

Best practices may also include:

- Brief by Fleet and Family Support Center
- Basic Damage Control
- PQS references
- CDB schedule
- Duty Section expectations
- Spouse lunch/tour
- NKO and computer system familiarization
- Cultural and regional/country training

References

- Look for the new Command Sponsor and Indoctrination Program instruction (OPNAVINST 1740.3c) coming soon.

- Beginning Fall 08 you can download an Indoc course syllabus from the Personal Development Page on the NETC web-based tool located at: https://wwwa.nko.navy.mil/portal/splash/index.jsp.

Career Development Boards (CDBs)

CDB provides all enlisted Sailors the opportunity for optimal development of their professional skills, both military and technical, thereby enhancing unit readiness, individual upward mobility, job satisfaction and ultimately the retention of better-qualified Sailors.

When are CDBs required?

- When reporting (within 30 days/3 drill weekends)
- 6 Months / 12 Months
- 18 Months for Professional Apprenticeship Career Tracks (PACT) Sailors
- 24 Months / 36 Months / 48 Months / 60 Months
- "A" School requests
- Special program requests
- Advancement
- Commissioning Program
- Perform To Serve (PTS)
- High Year Tenure (HYT)
- Transfer/Separation

What topics should be discussed at CDBs?

- ❑ Familiarization with individual Sailor's background (personal history).
- ❑ Command, Division/Dept, and Sailor expectations.
- ❑ Command and Sailor goals (PQS, Watch Qualifications, professional standards)
- ❑ Establish Individual Career Development Plan
- ❑ Check-in/indoctrination process review (for first CDB).
- ❑ Advancement requirements.
- ❑ Rating or "A" school selection (GENDETS/PACT)/Navy Basic Intelligence Training (NBIT).
- ❑ Warfare qualification familiarization.
- ❑ Reserve Bonus/MGIB-SR Eligibility.
- ❑ Retirement/Fleet Reserve.
- ❑ Career Status Bonus (CSB)/ Thrift Savings Plan (TSP).
- ❑ United Services Military Apprenticeship Program (USMAP).
- ❑ Reserve Obligation/Opportunities
- ❑ Career intentions at EAOS/EOS/PRD
- ❑ Perform to Serve/rating conversion -- Selective Conversion and Re-enlistment Program (SCORE) and Selective Training and Re-enlistment Program (STAR)
- ❑ Voluntary education programs.
- ❑ Advancement/Leadership Continuum/Warfare Qualification/collateral duties.
- ❑ Selection board preparation.

Did you know…

- ❑ Only about 20% of enlisted Sailors say they have been given adequate counseling and guidance on career development by their immediate supervisor
- ❑ 49% of enlisted Sailors feel Navy leadership keeps them informed about changes that will affect their careers

Resources & Tools:

- ❑ OPNAVINST 1040.11(series)
- ❑ The Career Information Management System (CIMS) is the required tool for managing the career development of Sailors.
- ❑ For CIMS access, visit http://www.npc.navy.mil/CareerInfo/StayNavyTools/CIMS or contact 1-877-589-5991.

Ombudsman

Commander, Navy Installations Command maintains policy and implementation of the Ombudsman Program. The Navy Family Ombudsman Program is a Navy-wide program established to improve mission readiness through family readiness. Commanding officers are responsible for executing the program at each individual command/unit.

A strong command Ombudsman Program, both ashore and afloat, will help to ensure that families have the information necessary to meet the challenges of a military lifestyle. An ombudsman is a military spouse who has acquired and demonstrated the skills and knowledge to successfully navigate the Navy lifestyle.

Ombudsmen are highly trained volunteers provide support and guidance and act as an official liaison between the command and its families. The flexibility to evolve with the Navy and to adapt to the uniqueness of each command is the source of strength that allows the Navy Family Ombudsman Program to fulfill its mission of assisting the command by serving the needs of its families.

A strong Command Ombudsman program helps to ensure that families have the information necessary to meet the challenges of a military lifestyle. An Ombudsman is a liaison between the command and family members. The ombudsman offers a wealth of resources and is a direct link to the command.

An Ombudsman is an appointed representative of the commanding officer (CO) and serves in two important roles:

- Communication link between the CO and command family members
- Professionally trained information and referral specialist for the command's families.

CO, XO and CMC best practices:

- Schedule regular meetings with your command ombudsman to discuss topics such as reporting requirements, reimbursements and communication. Ombudsman/Crew lunches and tours are beneficial as well.
- Ensure your Ombudsman attends Ombudsman Basic Training.
- Encourage Ombudsmen to publish a newsletter or send frequent email updates to those they support.
- Ensure both you and your ombudsman are registered in the Ombudsman Registry, located at www.ffsp.navy.mil.
- Don't forget your IAs! Ensure your ombudsman makes regular contact with IA families and invites them to command activities and social events.
- Remember to recognize and show appreciation for everything your command ombudsman does for command families.

Did you know? …

A command can provide ombudsman supplies, equipment and reimbursement for expenses such as childcare and mileage while performing Ombudsman duties, budget permitting, the. See OPNAVINST 1750.1F for more info.

Resources & Tools:

Links:

- www.cnic.navy.mil
- www.ffsp.navy.mil
- http://www.lifelines.navy.mil/Familyline/OmbudsmanResources/index.htm

POC:

Commander, Navy Installations Command
(Navy Family Ombudsman Program Manager)
Christine.degraw@navy.mil
Comm: 202 433-3162, DSN: 288-3162

Mentorship

Mentoring is widely recognized today as an extremely beneficial career development tool. Research indicates that protégé's who are mentored advance through their organization's ranks more quickly, earn larger salaries, are less likely to quit their jobs, and express more positive demeanors.

Mentoring is a leadership issue that affects the career health and longevity of every Sailor, and in turn affects the operational readiness of the Navy. With the anticipated release of the Mentoring Continuum Instruction 1500.1, the Navy continues its focus on sustaining a trained and motivated force.

Unlike previous mentoring instructions which focused on an exclusive mentor/protégé relationship, this Mentoring Continuum Instruction is designed to develop the Navy's 21st century leaders in multiple avenues. Appropriate mentoring avenues include:

Chain of Command: Formal, mandatory mentoring that occurs inside the lifelines of a command.

Peer to Peer: Informal, voluntary mentoring that allows those with similar experiences and backgrounds to share their best practices

Enterprise/Community: Mentoring designed to ensure key career milestones are achieved

Affinity Groups: Mentoring networks that connect mentors and protégés of similar interests, backgrounds, cultures, etc.

One on One: Voluntary mentoring relationship that is professional in nature. Mentors and protégés meet for a finite period of time with agreed objectives and timeline.

A mentoring relationship is expected to:

1. Provide a means for Sailors to plan and execute a fulfilling career in the Navy.
2. Allow senior personnel the opportunity to share experiences and insights with those junior to them.
3. Provide access to senior leadership offering junior personnel an opportunity to see themselves in those who have successful careers.
4. Encourage those with similar interests and backgrounds to share their successes/lessons learned.
5. Ensure our people are making informed career decisions.

Best practices:

-The Mentee should be encouraged to write down his/her goals and objectives for the program and should communicate those to the Mentor.

-Mentoring supplements, but does not replace, the leadership responsibilities of the Mentee's chain of command.

-Mentor's should use the Brilliant on the Basics and CDB guide to generate discussion topics.

Did you know…

Research indicates that protégés in informal mentor relationships received higher levels of career and development, and were more satisfied with their jobs, than those only in formal mentor relationships.

Resources & Tools:

- OPNAVINST 1500.1 (Anticipate release in summer 2008)
- OPNAVINST 1040.11B Navy Retention and Career Development Program
- Mentoring Programs http://www.npc.navy.mil/CareerInfo/StayNavyTools/CounselorsCorner/MentoringProgram/

Recognizing our Sailors

The end of tour should not be the only time a sailor or civilian is recognized. Recognition can also include mid-term awards, FLOC's, letters of appreciation, highlighting accomplishments in the POD and other public venues, or nominations for special programs. Be creative, praise in public, and make sure your sailors know they are appreciated and valued.

Exams: On Petty Officer Advancement Exams, awards are 5% of the total points available

Award	**Exam Points**
Purple Heart, Meritorious Service Medal	3
Joint or Navy/USMC Commendation Medal	3
Executive Letter of Commendation	2
Joint Service Achievement Medal	2
Navy and Marine Corps Achievement Medal	2
Combat Action Ribbon	2
Gold Life Saving Medal	2
Good Conduct Medal (Navy or Marine Corps)	2
Naval Reserve Meritorious Service Medal	2
Individual Augmentee (IA) Tour	2
Air Medal (Strike/Flight)	1
Letter of Commendation (Flag/Senior Executive Service)	1

Meritorious Mast is for the purpose of publicly and officially commending a member of the command for noteworthy performance of duty. http://www.navy.mil/navydata/navy_legacy_hr.asp?id=175

Sailors can be recognized by a commanding officer for outstanding performance at mast. Such a proceeding is called a "meritorious mast." http://findarticles.com/p/articles/mi_m0IBQ/is_2001_April/ai_75406356

Recognizing those who support us: Recognition should also extend to the civilians in our Navy family. An award will help document the performance justification during NSPS performance review for Navy civilian employees. This will help ensure our best civilians are properly rewarded. Feel free to be creative ... Have you thought about spouse appreciation days, Ombudsman recognition, or inviting the volunteers at FFSC or the Navy College Office for a tour and lunch?

References

- Navy Awards: https://**awards.navy**.mil/
- Unofficial but very useful Navy ribbon checker: http://kepler.pratt.duke.edu/USNRibbons.html
- Civilian Awards: Performance Management & Recognition https://www.donhr.navy.mil/managers/performance_mgmt.asp