



UNITED STATES MARINE CORPS
I MARINE EXPEDITIONARY FORCE HEADQUARTERS GROUP
I MARINE EXPEDITIONARY FORCE
BOX 555325
CAMP PENDLETON, CA 92055-5325

GruO 1320.1
S-1/RF
27 JUL 2009

GROUP ORDER 1320.1

From: Commanding Officer
To: Distribution List

Subj: PERSONNEL SPONSORSHIP PROGRAM

Ref: (a) DoDInst 1338.19 Relocation Assistance Program
(b) MCO 1320.11E
(c) MCO P1700.24A
(d) MCO 1754.3

Encl: (1) Sponsorship Request Form
(2) Family Registration Form
(3) Youth Sponsor Request Form
(4) Sponsorship Assignment Letter
(5) Command "Welcome Aboard" Letter
(6) Sponsor "Welcome Aboard" Letter (CONUS)
(7) Sponsor Questionnaire
(8) Sponsorship Checklist

1. Situation. To provide I Marine Expeditionary Force, Headquarters Group (I MHG) administrative procedures for the implementation of the Marine Corps Personnel Sponsorship Program as required by the references.

2. Mission. This directive is issued to provide specific procedures for the I MHG Sponsorship Program which will benefit both the individual and the unit by enhancing readiness.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. This order is to be used by all members of I MHG for the purpose of supporting the

Personnel Sponsorship Program. This order will be published and all personnel will be informed of its contents.

(2) Concept of Operations. All personnel appearing on the inbound roster will be assigned a sponsor and receive a I MHG welcome aboard package.

b. Subordinate Element Tasks

(1) S-1

(a) The S-1 section will accomplish the following action for inbound personnel:

1. Assign a sponsor in writing (enclosure (1) to the Marine in receipt of PCS orders to I MHG.
2. Provide the inbound Marine with a "Welcome Aboard" Letter and a Welcome Aboard package.
3. Provide a sample sponsor letter to the sponsor. The Administration Chief will obtain the sponsor's name by contacting the respective company to find out where the new Marine will be assigned to work.
4. Assist the sponsor in attending the Sponsorship Training class given by the Family Service Center. Schedules of classes may be obtained from Family Service Center upon request.
5. Provide the new joined Marine with a Sponsorship Questionnaire as part of the check-in procedures.
6. Maintain the Sponsorship Questionnaire in the command correspondence files for a period of 2 years.
7. S-1 and company staffs will reconcile the inbound roster bi-weekly to identify appropriate sponsors.

(b) The S-1 section will accomplish the following action for outbound personnel:

1. Help the departing Marine complete a Sponsorship Request Form or Family Registration Form.

2. Contact the gaining command no later than 60 days prior to the Marine's detachment date if the outbound personnel have not been contacted by a sponsor.

3. Direct outbound personnel to attend the Family Service Center Relocation Workshop. Schedule may be obtained through the Family Service Center upon request.

(2) Companies. Ensure all incoming personnel attend the mandatory Welcome Aboard/Newcomer's Orientation brief within the first two months upon arriving.

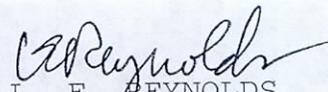
c. Coordinating Instructions. All members of this command who participate in the Personnel Sponsorship Program will use the references and enclosures.

4. Administration and Logistics. Commanders will ensure that an effective Sponsorship Program is established and maintained within their units.

5. Command and Signal

a. Command. This order is applicable to all uniformed members of this command. Point of Contact for I MEF Command Element Sponsorship Program is Gunnery Sergeant Elvis R. LEON at (760) 763-2552.

b. Signal. This order is effective the date signed.


L. E. REYNOLDS

DISTRIBUTION: A

SPONSORSHIP REQUEST FORM

Public Law 93-579 (The Privacy Act of 1974), effective September 27, 1975, requires that you be advised of the following: The AUTHORITY for soliciting the below-listed information is 5 U. S. C. 301. The PURPOSE for soliciting this information is to enable receiving commands to assist you in preparing for your change of station. The information solicited is VOLUNTARY; by providing this information, the Marine Corps Personnel Sponsorship Program can adequately support you.

(COMPLETE ALL BLOCKS AND RETURN THIS FORM TO YOUR S-1 OFFICE).

1. _____

Grade	Name	
_____	_____	_____
Last 4 SSN		MOS
_____		_____
2. Current unit address:

3. Unit phone (commercial /DSN):

4. Current mailing address:

5. Estimated detachment date: _____
 Arrival date: _____
6. Leave address:

7. MCC/RUC of new assignment:

8. Marital Status:

9. Sex and age of accompanied children:

10. Anticipated mode of travel:

11. Are you an Exceptional Family Member Sponsor (EFMP):

12. I do/do not desire Government quarters (unless mandated by base policy). My family size will require (circle one) 2, 3, or 4 bedrooms. I have/have not forwarded an Application for an assignment to Military Family Housing, DD Form 1746, to the Housing Office.
13. I have _____ dog(s) and _____ cat(s).

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14. Specific information/assistance requested:

Signature

ENCLOSURE (

FAMILY REGISTRATION FORM

Public Law 93-579 (The Privacy Act of 1974), effective September 27, 1975, requires that you be advised of the following: The AUTHORITY for soliciting the below-listed information is 5 U. S. C. 301. The PURPOSE for soliciting this information is to enable receiving commands to assist you in preparing for your change of station. The information solicited is VOLUNTARY; by providing this information, the Marine Corps Personnel Sponsorship Program can adequately support you.

1. _____

Grade	Name	_____	_____
Last 4 SSN	MOS	Future	MCC
2. Current mailing address:

3. Estimated detachment date and leave address:

4. Estimated date of arrival at new duty station:

5. Names of your family members and relationship:

6. Address where family will reside and telephone number:

7. If you do not know the new address, leave this form with your family to fill out and mail to the appropriate Regional Family Service Center when settled.
8. If residing east of the Mississippi River, except in the state of Wisconsin, mail the form to: Commanding General (Attn: Family Service Center), MCCDC, Quantico, VA 22134-5001.
 The telephone number is: 800-336-4663 (VA residents call collect to 703-784-2650.)
9. If residing west of the Mississippi River, including the state of Wisconsin, mail the form to:
 Commanding General (Attn: Family Service Center), Marine Corps Base, Camp Pendleton, CA 92055-5001. The telephone number is: 800-253-1624 (California residents call collect to 760-725-5361.

 Signature

ENCLOSURE (2)

YOUTH SPONSOR REQUEST FORM
"KIDS IN TOUCH WITH KIDS"

Public Law 93-579 (The Privacy Act of 1974), effective September 27, 1975, requires that you be advised of the following: The AUTHORITY for soliciting the below-listed information is 5 U. S. C. 301. The PURPOSE for soliciting this information is to enable receiving commands to assist you in preparing for your change of station. The information solicited is VOLUNTARY; by providing this information, the Marine Corps Personnel Sponsorship Program can adequately support you.

I am moving to _____ on _____ from

_____ and I am interested in having a sponsor.
My name is

_____ on the following date _____

I am a boy/girl, _____ years old, and in the _____ grade.

I would like a boy/girl sponsor. My hobbies/interests are

_____. Some questions I have are: _____

Signature

FOR YOUR PARENTS:

I hereby give my consent to release my child's name and address for the purpose of participating in the Youth Sponsorship Program. I understand this is not an official government record and that this information will not be used for any other purpose.

PARENT'S SIGNATURE: _____

MAIL TO: Relocation Assistance Program, Family Service Center

New duty station

SPONSORSHIP ASSIGNMENT LETTER

From: Commanding Officer, I Marine Expeditionary Force, Headquarters
Group
To: (Sponsor Nominee)
Subj: SPONSORSHIP ASSIGNMENT
Ref: (a) MCO 1320.11E
(b) GruO 1320.1

1. You have been selected to sponsor the following inbound Marine who will be reporting to I MHG. References (a) and (b) provide guidance for this assignment.

Name:
Unit:
Mailing address:
Estimated Date of Arrival:

2. Designation as a sponsor is considered an honor, and as a sponsor you provide that initial important contact between the inbound Marine, the family, the new home, and/or the new duty station. Easing the transition to a new assignment makes your role all the more critical. You will provide the Marine with the first impression is crucial to the Marine's long-term attitude and performance.

3. Within 1 week of receipt of this letter, you are directed to write a letter of introduction. Include a Personal Data Sheet and a government return envelope addressed to (S-1) Inbound Personnel.

4. Please contact the Family Service Center regarding relocation services or resources that are available.

5. I urge you to express a genuine interest in the Marine's needs until the Marine settles into our unit and area. If you need assistance with your sponsorship duties or have any question, please contact (enter name and phone number of person(s) to be contacted within the command and/or the FSC).

Signature

ENCLOSURE (

COMMAND "WELCOME ABOARD" LETTER

(Sponsored Marine's Grade and Name)
(Street address)
(City, State, ZIP code)

Dear (Grade and Name):

We are most pleased to have you as a member of I MHG. You are joining an exceptional group that performs its mission with skill and has great pride in its accomplishments. We look forward to working with you, and I am confident you will become a valuable member of (our command).

** If married add:

I encourage you and your family to join in the many installations and community activities available to you here at Camp Pendleton.

I assure you that I consider the safety and well being of our Marines and their families to be of utmost importance. If you should need help or advice during the relocation process, contact your sponsor or the nearest Family Service Center.

Your sponsor is: Grade/Name: _____
Address: _____
Work phone: _____

Sincerely,

Signature

SPONSOR "WELCOME ABOARD" LETTER

(Sponsored Marine's Grade and Name)
(Street address)
(City, state, ZIP code)

Welcome to (enter unit or activity). I have been assigned as your sponsor. (The remainder of this paragraph should contain a brief summary of the unit's mission and activities.)

I have been informed that a letter from the Commanding Officer has been mailed with your welcome packet. If you have not received it within 21 days after receipt of this letter, contact me at (enter address and phone number), and will send another. If you have any questions which have not been answered by the welcome packet, let me know and I will try to send you the necessary information.

(Enter the appropriate personal information as deemed necessary. As a minimum, this should include information concerning items of interest.)

(If the base offers a Youth Sponsorship Program, include the following in your letter:

If you have children between the ages of 5 to 18, the Youth Sponsorship Program provides a volunteer youth sponsor. Please fill out the attached request form and mail to: Family Service Center, (address).

I encourage you and (if married) your family to visit the nearest Family Service Center to receive information and assistance with your PCS move. The Relocation Assistance Program is designed to provide assistance to all service members and their families who are relocating from one duty station to another. A highlight of the program is the computerized data system that contains current information on all military installations worldwide. Known as the Standard Information produces an extremely useful smooth-move-to-(location) booklet that is yours to keep.

If I can be of any assistance, please do not hesitate to write or call.

Sincerely,

Signature

ENCLOSURE (6)

SPONSORSHIP QUESTIONNAIRE

The purpose of this questionnaire is to ensure the Sponsorship Program is helping our Marines (and their families). Your input will help our command improve this program in areas that are deficient. Please return this form to your command no later than five working days after your arrival.

1. Did your sponsor contact you? YES NO

2. If contacted, was the contact by mail or phone?

PHONE

MAIL

BOTH

3. Was your sponsor helpful? YES NO

4. If the sponsor was not helpful, what areas could be improved?

5. Did your sponsor assist you in your initial check-in? YES NO

6. Did your sponsor orient you to the entire base? YES NO

7. Please make recommendations for improvements of this program or any comments you may desire below: (Please use reverse for additional comments.)

ENCLOSURE (

SPONSORSHIP CHECKLIST

PRE- ARRIVAL

Initial Communication:

Call or write the newcomer at his/her command immediately.

Include your home and work number (DSN as well as commercial and fax if available.)

If there are family members, ask your spouse and children to write.

Determine if pets are involved in this relocation.

Welcome Aboard Packet:

Obtain and mail a Welcome Aboard Packet.

Visit the housing office for information on housing availability.

Include information on the Key Volunteer Network (what it is and the coordinator's name and number).

Other (nice but not required)

Offer to assist in arranging for temporary lodging.

If the newcomers are driving, designate a meeting place and command, time (include a detailed map).

Offer to meet the newcomer at the airport.

Call to confirm order and verify travel plans.

ARRIVAL

Meet the newcomer and/or family at the appointed arrival location.

Escort the newcomer through the process of checking in.

Escort newcomer to the Housing Referral Office. This is a must!

Provide a tour of the base, pointing out the areas of interest.

Help the newcomer check on household goods and auto shipments.

Escort him/her to the BEQ, TEQ, or BOQ for room assignment, if unaccompanied.

Other (nice but not required)

Assist in getting children registered for school.

Offer to take the newcomer to the laundry or offer the use of your washer or dryer.

Arrange for pets to stay in kennel, if needed.

Assist with vehicle registration and driver's licenses.

Avoid opinions. Let the newcomer decide for his/her own.

Answer questions honestly about the unit, but don't accentuate the negative.

Invite the newcomer to dinner.

Offer a ride to the commissary.

Keep a positive attitude.

ENCLOSURE