



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3000 MARINE CORPS PENTAGON
WASHINGTON, DC 20350-3000

MCO 1320.11F

MFR-2

OCT 22 2012

MARINE CORPS ORDER 1320.11F

From: Commandant of the Marine Corps

To: Distribution List

Subj: MARINE CORPS SPONSORSHIP PROGRAM

Ref: (a) DODI 1342.22, "Military Family Readiness," July 3, 2012
(b) DODI 6060.4, "Department of Defense (DOD) Youth Programs (YPs)," August 23, 2004
(c) SECNAVINST 1754.1B
(d) MCO 1754.9A
(e) MCO P1710.30E W/CH 1
(f) SECNAV M-5210.1
(g) Department of Defense Travel Regulations, "Joint Federal Travel Regulations," December 1, 2008

Encl: (1) NAVMC 11799 (11-11) (EF) Sponsorship Request Form
(2) Sponsorship Program Flow Chart
(3) NAVMC 11798 (11-11) (EF) Youth Sponsor Request Form
(4) Sample Unit Sponsorship Coordinator Appointment Letter
(5) Sample Command "Welcome Aboard" Letter
(6) NAVMC 11791 (11-11) (EF) Sponsorship Program Questionnaire
(7) Sample Sponsorship Assignment Letter
(8) Sample Sponsor "Welcome Aboard" Letter (CONUS)
(9) Sample Sponsor "Welcome Aboard" Letter Accompanied (OCONUS)
(10) Sample Sponsor "Welcome Aboard" Letter Unaccompanied (OCONUS)

1. Situation. To provide policy and procedural guidance for the Marine Corps Sponsorship Program, including a youth sponsorship program, in accordance with references (a) through (c). A significant change included in this Order is the establishment of the Unit Sponsorship Coordinator that provides for greater accountability within the Marine Corps Sponsorship Program, and the standardization of roles, responsibilities, and procedures in order to ensure the effectiveness of this Order.

2. Cancellation. MCO 1320.11E.

3. Mission. This Order provides policy for the operation and sustainment of the Marine Corps Sponsorship Program (MCSP). The MCSP establishes procedures to assign a sponsor to assist transferring Service members and their families prior to arrival at the new duty station. The MCSP will also be in effect for those Selected Marine

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Corps Reserve (SMCR) members, both Non-Prior Service and Prior Service and their families prior to their arrival at the SMCR unit. The MCSP complements the Unit, Personal and Family Readiness Program (UPFRP), established by reference (d), by nature of its proactive outreach and support to incoming unit Service members and their families.

4. Execution

a. Commander's Intent

(1) The welfare and morale of the Service members and their families are essential factors which influence career motivation. An effective MCSP benefits both the individual Service member and the Marine Corps by easing anxieties inherent during Permanent Change of Station (PCS) assignments that will lead to personnel readiness at the unit level.

(2) Individual commands provide assistance to Service members and their families relocating under PCS assignments, as well as those affiliating with a SMCR unit through a program of individual sponsorship. Sponsorship assistance is provided on a mandatory basis for outside continental United States (OCONUS) and for continental United States (CONUS) assignments for personnel identified in paragraph 4.b.(3). Sponsorship assistance, while separate and distinct from the component of the UPFRP, shall be in collaboration with the UPFRP to ensure maximum leverage of family readiness support.

(3) Families of the Service members assigned to unaccompanied tours often relocate to areas geographically isolated from a Marine Corps installation. The Marine Corps Community Services at Camp Pendleton, California, and Quantico, Virginia, offer toll-free information/referral telephone lines to provide timely advice, guidance, and assistance to these families. If residing east of the Mississippi River, except in the state of Wisconsin, call 800-336-4663. If residing west of the Mississippi River, or in the state of Wisconsin, call 800-253-1624.

(4) Additional information can be acquired by contacting Military OneSource at 1-800-342-9647 or online at www.militaryonesource.mil.

b. Commander's Concept of Operations

(1) The intent of this Order is to reduce the stress and challenges associated with relocating during PCS moves.

(2) The Marine Corps Sponsorship Program (MCSP) establishes procedures to assign a sponsor to assist transferring Service members and their families prior to arrival at the new duty station, or in the case of SMCR Marines, prior to their first drill period with the new SMCR unit.

(3) Personnel in the grades of E-1 through E-5, WO-1 through CWO-2, O-1 through O-3, and all accompanied OCONUS personnel will be assigned an appropriate sponsor. Other Service members will be assigned a sponsor upon request. The Unit Sponsor Coordinator will assist the transferring Service member in requesting a sponsor from the gaining command using enclosure (1), NAVMC 11799 (11-11) (EF), Sponsorship Request Form. The Sponsorship Flow Chart in enclosure (2) depicts the sponsorship process.

(4) Sponsors are to be of equal or higher pay-grade to arriving Service members. Commands are encouraged to match marital status (i.e., single sponsor for single arriving Service member, married sponsor with children for married arriving Service member and family, etc.).

(5) Installations shall establish a Youth Sponsorship Program for school age children of military families in accordance with reference (c). Per reference (e), The Marine Corps Children, Youth and Teen Program (CYTP) shall support the Youth Sponsorship Program to facilitate youth and teen's transition into a new community. The Youth Sponsorship Program shall be in collaboration with the Relocation Assistance Program Office. The CYTP will identify and provide a list of eligible youth interested in becoming sponsors and ensure the interested youth receive proper sponsor training. The NAVMC 11798 (11-11) (EF), Youth Sponsorship Request Form is included as enclosure (3).

c. Subordinate Element Missions

(1) Director, Marine and Family Programs (MF)

(a) Administer the MCSP by providing guidance, policies, procedures, and required training support.

(b) Evaluate the MCSP to ensure established standards of this Order are met. Rewrite and revise this Order to ensure procedures are current with established policy.

(c) Incorporate provisions of this Order into the Inspector General of the Marine Corps (IGMC) Functional Area Checklist to be used in both the Unit Inspection Program (UIP) and the Command Inspection Program (CIP) for the Sponsorship Program.

(d) Support requests from the IGMC to assist in the UIP and CIP.

(2) Installation Commanders

(a) Ensure Welcome Aboard Orientations that familiarize new arrivals to the installation and surrounding community are

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conducted in a frequency necessary to meet the needs of installation and tenants hosted by the installation.

(b) Ensure knowledgeable and qualified representatives support the Welcome Aboard Orientations.

(3) Installation Assistant Chief of Staff (AC/S) or Director, MCCS

(a) Provide publicity and advertising support for the Command Welcome Aboard Orientation.

(b) No-cost child care may be authorized to encourage and enable spouse attendance at Welcome Aboard Brief and/or Newly Arrived Spouses Welcome Orientation.

(c) Welcome Aboard Orientations are not Morale, Welfare, and Recreation (MWR) events; however, per reference (d), non-appropriated funds may be expended, when available, in conjunction with Welcome Aboard Orientations.

(4) Unit Commanding Officer

(a) Establish a Sponsorship Program in accordance with this Order.

(b) Appoint a Unit Sponsorship Coordinator (USC) in writing (see enclosure (4)) and ensure the Coordinator's contact information is provided to the installation's nearest Relocation Assistance Program (RAP) Manager and the unit Family Readiness Officer (FRO). The USC appointment is a collateral duty.

(c) Furnish a copy of the USC appointment letter to the host installation or nearest RAP Manager.

(d) Ensure incoming personnel are assigned a sponsor and receive enclosure (5), a "Welcome Aboard" letter, upon receipt of a NAVMC 11799, Sponsorship Request Form.

(e) Establish follow-up procedures to ensure Service members have been assigned a sponsor no later than 60 days before transfer and that the gaining unit FRO has been identified and appropriate notifications are made.

(f) Budget for anticipated sponsor reimbursable expenses per reference (g), The Joint Federal Travel Regulations. Provide sponsors reimbursement for allowable expenses, such as but not limited to, mileage performed with their privately owned vehicle in the execution of their official duties, airport parking, and toll fees paid during transit.

(g) Provide time during working hours for the sponsor to assist the incoming Service member with familiarization of the new duty station and surrounding community.

(h) Ensure Sponsorship Program Questionnaire, enclosure (6), is reviewed upon receipt and maintained for a minimum of two years within the command files and directives system.

(i) Ensure command check-in procedures are established which verify all incoming personnel have attended a mandatory Command Welcome Aboard/Newcomer's Orientation.

(j) Establish command check-out procedures requiring transferring Service members to attend a mandatory PCS departure workshop at least 60-90 days prior to transfer, coordinated by the installation RAP.

(k) Incorporate the MCSP into the Command Inspection Program utilizing the Functional Area Checklist published on the IGMC's website (www.marines.mil/unit/hqmc/inspectorgeneral/).

(5) Unit Senior Enlisted Advisor

(a) Ensure the USC completes all required training.

(b) Ensure the USC provides the RAP Manager with updated contact information.

(c) Periodically review received Sponsorship Program Questionnaires, (NAVMC 11791) enclosure (6), to determine trends with the execution of sponsor's duties, and, when appropriate, discuss with the Commanding Officer and/or the USC in order to enhance the unit's Sponsorship Program.

(6) Unit Sponsorship Coordinators (USCs)

(a) Complete sponsorship training prior to executing the assigned responsibilities. USCs will contact the installation or nearest RAP Manager to obtain a sponsorship training schedule and schedule sponsorship training for the assigned sponsor.

(b) Update contact information (i.e., Unit Identification Code (UIC), email address, and phone number) with the installation or nearest RAP Manager to ensure accurate and current information is on all PCS orders for Service members transferring to the gaining activity.

(c) Ensure sponsors have completed sponsor training and received a training completion certificate prior to assignment as a sponsor. The USC will ensure sponsors receive a training completion certificate after attending one-on-one training by the USC, or a RAP Manager/USC new sponsor orientation class.

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(d) Upon receipt of NAVMC 11799, Sponsorship Request Form, enclosure (1), identify an appropriate sponsor and prepare a Sponsorship Assignment Letter (enclosure (7)) for Commanding Officer's signature.

(e) Establish and maintain sponsor assignment tracking documentation and provide program utilization metrics to the installation RAP Manager upon request.

(f) Ensure assigned sponsor prepares welcome aboard letters for the inbound Service members within 10 working days. Sample letters are shown in enclosures (8) through (10).

(g) Provide enclosure (6), NAVMC 11791 (11-11) (EF), Sponsorship Program Questionnaire, to newly arrived Service members and collect completed questionnaires. File and retain returned questionnaires for two years, per reference (e), SSIC 1000.5.

(7) Assigned Sponsors

(a) Complete one-time sponsorship training prior to assignment as a sponsor.

(b) Execute the required sponsor duties as follows:

1. Contact the Service member via a Welcome Aboard Letter (see enclosures (8) through (10)).

2. Ensure receipt of Commanding Officer Welcome Letter and Welcome Aboard Packet.

3. Follow up Welcome Aboard Letter by contacting the Service member via phone or email.

4. Find out what the Service member's needs are.

(c) Execute the recommended sponsor duties as follows:

1. Greet incoming Service member(s).

2. Help arrange transportation as needed.

3. Introduce the Service member to key personnel at the command.

4. Offer to take the incoming Service member on a driving tour of key base and community locations.

5. Offer vehicle registration support.

6. Help with the home search.

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7. Arrange a social gathering.
8. Help anticipate and meet the needs of the family.
9. Ensure that the incoming Service members complete NAVMC 11791, Sponsorship Program Questionnaire (enclosure (6)).

(8) Relocation Assistance Program Manager

(a) Provide training to USCs and assigned sponsors, prior to or upon their initial assignment as a sponsor, on the PCS process, relocation assistance, information, and referrals for CONUS and OCONUS.

(b) Provide sponsorship training classes to USCs and assigned sponsors prior to or upon their initial assignment as a sponsor or USC within the unit. Training can be conducted either one-on-one or in group setting, and is scheduled as needed.

5. Administration and Logistics.

a. Recommendations concerning contents of this order may be forwarded to DC, M&RA (MFR-2) via the appropriate chain-of-command.

b. Forms Management. Electronic forms contained in this Order can be downloaded from the Naval Forms On-Line (NFOL) website at: <https://navalforms.documentservices.dla.mil>.

6. Command and Signal

a. Command. This Order is applicable to the Marine Corps Total Force.

b. Signal. This Order is effective on the date signed.



R. E. MILSTEAD JR
Deputy Commandant for
Manpower and Reserve Affairs

DISTRIBUTION: PCN 10201080000

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LOCATOR SHEET

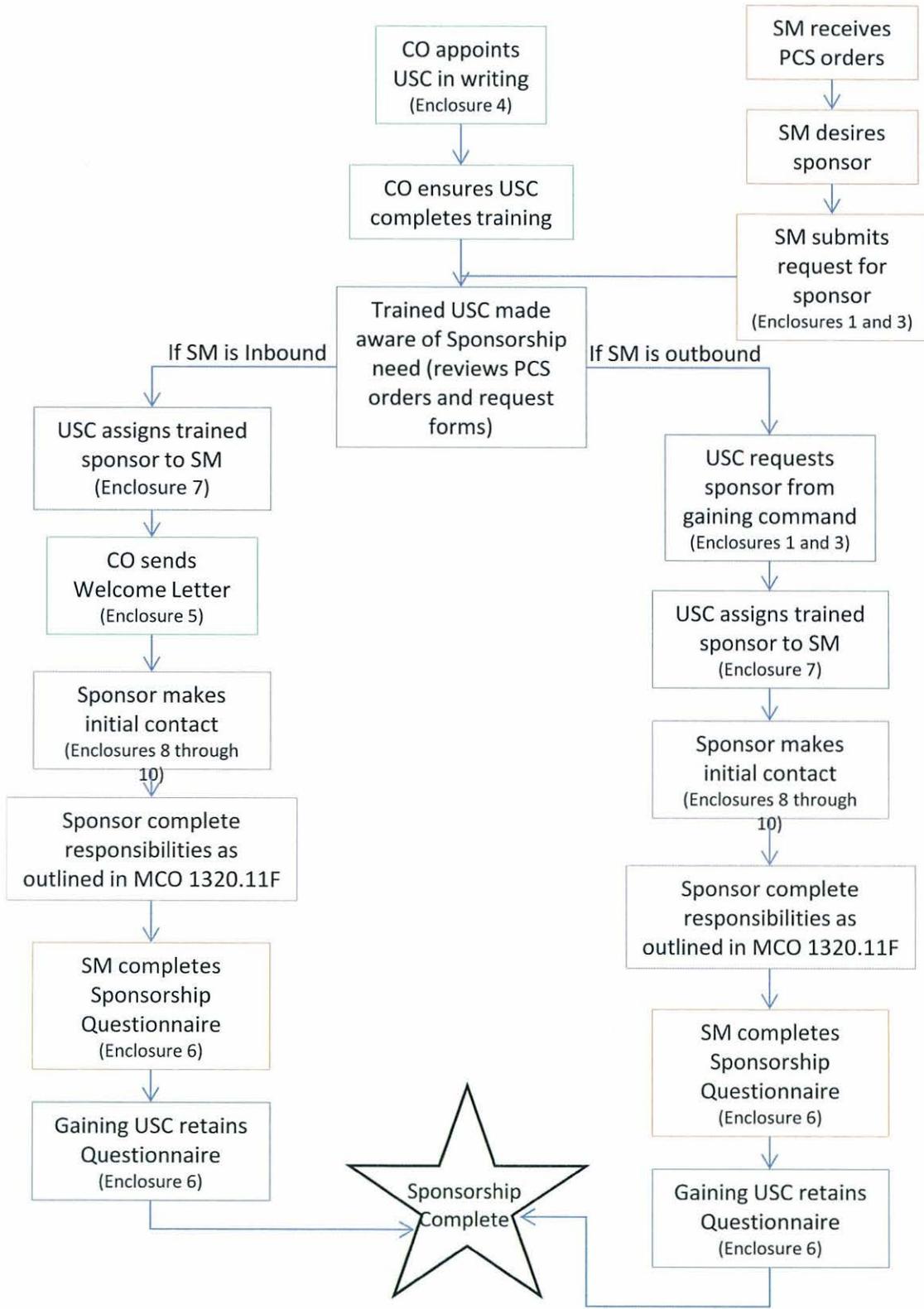
Subj: MARINE CORPS SPONSORSHIP PROGRAM

Location: _____
(Indicate the location(s) of the copy(ies) of this Order)

RECORD OF CHANGES

Log completed change action as indicated.

Sponsorship Program Flow Chart



NAVMC 11798 (11-11) (EF)

FOUO - Privacy sensitive when filled in.

Print Form

YOUTH SPONSOR REQUEST			
PRIVACY ACT STATEMENT			
In accordance with the Privacy Act of 1974 (Public Law 93-579), this notice informs you of the purpose for collection of information on this form. Please read it before completing this form.			
AUTHORITY: 10 U.S.C. 5013, Secretary of the Navy, 10 U.S.C 5041, Headquarters, Marine Corps, and E.O. 9397 (SSN)			
PRINCIPAL PURPOSE: This System of Records is governed by Privacy Act System of Records Notice MN05000-1, which can be downloaded at http://dpclo.defense.gov/privacy/SORNs/component/navy/NM0500-1a.html . Information collected by this System will be used for the assignment of a youth sponsor per Marine Corps Order 1320.11F.			
RETENTION AND SAFEGUARDS: The information collected in this System will be retained in paper or automated records for two years then destroyed. Access is provided on need-to-know basis only. Manual records are maintained in file cabinets under the control of authorized personnel during working hours. The office space in which the file cabinets are located is locked outside of official working hours. Computer terminals are located in supervised areas. Access to computerized data is controlled by password or other user code system.			
ROUTINE USES: In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows: the DoD "blanket routine uses" that appear at the beginning of the Navy's compilation of systems notices apply to this system http://dpclo.defense.gov/privacy/SORNs/blanket_routine_uses.html .			
DISCLOSURE: Providing information on this form is voluntary.			
1. My Name is:		2. I Currently Live (on/by which installation):	
3. I Will be Moving to (which installation):			On (Date):
4. I am interested in having a sponsor: <input type="checkbox"/> Yes <input type="checkbox"/> No		5. I am a: <input type="checkbox"/> Boy <input type="checkbox"/> Girl	
6. I am _____ years old.		7. I am in the _____ grade.	
8. I would like a boy or girl sponsor <input type="checkbox"/> Boy <input type="checkbox"/> Girl <input type="checkbox"/> Either			
9. My Hobbies/Interests are:			
SAMPLE			
10. Some Questions I have are:			
11. For the Parents/Guardian			
Parent/Guardian Name:		Phone Number:	Email:
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/Guardian Signature _____			Date _____
12. Mail to: RELOCATION ASSISTANCE PROGRAM, MCCS			
(New Duty Station)			

Reset Form

FOR OFFICIAL USE ONLY

Adobe LiveCycle Designer ES2

Sample Unit Sponsorship Coordinator Appointment Letter

(On Command Letterhead)

SSIC
DATE

From: (Organization/Unit Commander)

To: Individual Assigned

Subj: UNIT SPONSORSHIP COORDINATOR APPOINTMENT LETTER

Ref: (a) MCO 1320.11F

1. You are hereby appointed to perform as the Unit Sponsorship Coordinator for this command. You will be guided in your duties by the details outlined in the reference.
2. Ensure all assigned sponsors are informed that in accordance with the reference, they are authorized reimbursement for allowable expenses incurred in performing of their sponsor duties.
3. Utilize the Family Readiness Officer (FRO) for this unit as a resource in the execution of your duties. The FRO is a primary source of information for readiness of Marines and their families.

Commanding Officer
(Signature block)

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Sample Command "Welcome Aboard" Letter

(On Command Letterhead)

SSIC
Date

Name
Address
City, State, Zip

Dear (Grade and Name):

SUBJECT: WELCOME ABOARD

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

I encourage you (and your family) to join in the many installation and community activities available to you.

You can obtain additional information about this installation and unit/command by visiting MilitaryHOMEFRONT at <http://www.militaryhomefront.dod.mil/moving>. Or you may contact me via email at _____ or call (____)_____.

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, the nearest Marine Corps Community Services, and/or the command's Family Readiness Officer (FRO).

Your sponsor is:

Grade/Name: _____
Work Address: _____
Work Phone: _____
Work e-Mail: _____

The Unit's Family Readiness Officer (FRO) is:

Name: _____
Work Phone: _____
Work Email: _____

Sincerely,
(Signature block)

NAVMC 11791 (11-11) (EF)
FOUO - Privacy sensitive when filled in.

Print Form

SPONSORSHIP PROGRAM QUESTIONNAIRE		
<p>Your help is requested in evaluating the effectiveness of our Command Personnel Sponsorship Program. Please help evaluate the Program by completing this questionnaire based on your experience with your recent PCS transfer. Leave name spaces blank if you desire to remain anonymous. The information you provide will be combined with the responses of others and will be confidential. Completion of this questionnaire is entirely voluntary. There is no penalty for not providing the requested information except the lack of representation of your views in the final results and outcomes. Once completed, please return to your Unit Sponsorship Coordinator. This reporting requirement is exempt from reports control.</p>		
Grade: <input type="text"/>	Branch of Service <input type="text"/>	UNIT <input type="text"/>
<p>1. Did your former command, prior to transfer, inform you of the sponsor program and its benefits? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>2. Did you request/ elect to have a sponsor? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3. Were you assigned a sponsor? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>4. Who is your sponsor? _____ (May omit name if desired.)</p> <p>5. Did your sponsor contact you prior to your departure from your previous command? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>6. Did your sponsor meet you upon your arrival? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>7. Did you receive information and communication from the gaining command in advance of your arrival?</p> <p style="margin-left: 20px;">a. If yes, was the information an adequate representation of this command? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p style="margin-left: 20px;">b. If yes, was the information adequate to inform you about this geographical area? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p style="margin-left: 20px;">c. If yes, was the information received in time to permit adequate advance planning? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p style="margin-left: 20px;">d. If no, what additional information would have made your transfer and relocation easier?</p>		
SAMPLE		
<p>8. Was your sponsor knowledgeable about this command and the local community able to answer your questions? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>9. When did you receive your orders? _____</p> <p>10. When did you transfer from your last command? _____</p> <p>11. Did you attend school(s) or take leave in transit to this command? <input type="checkbox"/> YES <input type="checkbox"/> NO List Dates: _____</p> <p>_____</p> <p>_____</p> <p>12. Did your previous command inform you of the resources available to you at your nearest MCCS? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>13. Overall, were you satisfied with this Command Sponsorship Program? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>14. Please list any suggestions you have for improving the Command Sponsorship Program.</p>		

Reset Form

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Sample Sponsorship Assignment Letter

(On Command Letterhead)

SSIC
Date

From: (Organization/Unit Commander)

To: (Sponsor Nominee)

Subj: SPONSORSHIP ASSIGNMENT

Ref: (a) MCO 1320.11F
(b) Command/Unit Directive

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

Name: _____
Unit: _____
Email: _____

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 of our unit and installation. This initial impression is crucial to the Marine's long term attitude and performance.

3. Within ten (10) working days of receipt of this letter, you are directed to write a letter of introduction. Include a description of yourself and the unit.

4. Please contact the Marine Corps Community Services for information on relocation services or resources that are available. For additional resources, feel free to contact the Family Readiness Officer to coordinate welcome aboard on behalf of the Unit, Personal and Family Readiness Program (UPFRP).

5. You will be authorized reimbursement for mileage if using your privately owned vehicle (POV) to transport your sponsor and his or her family from the airport to temporary lodging, to include tolls and parking expenses related to this activity.

6. 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 questions, please contact (information for USC and/or the installation RAP Manager.)

Sincerely,
(Signature block)

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Sample Sponsor "Welcome Aboard" Letter (CONUS)
(On Command Letterhead or via E-mail)

SSIC
Date

Name
Address
City, State, Zip

Dear (Grade and Name):

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 unit commander has been mailed with your welcome packet. If you have not received it within 14 days after receipt of this letter, contact me at (enter email address and phone number), and I 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 appropriate personal information as deemed necessary. As a minimum, this should include information concerning items of interest.)

Your Family Readiness Officer (FRO) can be of assistance to your new duty station, as they have been stationed here and will be able to give you a better outlook of the base and the surrounding areas.

Family Readiness Officer (FRO) Contact Information:

NAME: _____
WORK PHONE: _____
WORK EMAIL: _____

I encourage you (and your family) to visit the nearest Relocation Assistance Program Manager, Marine Corps Community Services, to obtain 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. Also, you may check <http://www.militaryhomefront.dod.mil/moving> for information on planning your move and learning about your destination.

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

Sincerely,
(Signature block)

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Sample Sponsor "Welcome Aboard" Letter (Accompanied - OCONUS)
(On Command Letterhead or via E-mail)

SSIC

Date

Name
Address
City, State, Zip

Dear (Grade and Name):

I would like to welcome you and your family to (command/unit). Whether you've been stationed here before or not, I believe you'll enjoy your tour of duty here. As your sponsor, I will try to make your transition as smooth as possible.

A "Welcome Aboard Package" (provide status of package.) The package contains a self-addressed "Port Call Information Card." Please complete the card as soon as you know your flight number and date of arrival. If you haven't received the package by (allow two weeks for delivery), please let me know.

I encourage you and your family to visit the nearest Marine Corps Community Services to receive information and assistance with your PCS move. The Relocation Assistance Program (RAP) is designed to provide assistance to all Service members and their families who are relocating from one duty station to another. Also, you may check <http://www.militaryhomefront.dod.mil/moving> for information on planning your move and learning about your destination. The range of other assistance the RAP offers is quite substantial:

- Pre-departure planning
- Determining needs and priorities
- Destination information (Sample Welcome Aboard Packages)
- Sponsorship assistance
- Base and community information worldwide
- Automated Road Atlas
- Resource library, to include videos of Marine Corps installations
- Relocation workshops (Smooth Move)

(If known) You have been tentatively slated for assignment to (unit). Your official mailing address will be: (complete organizational address).

Your duty phone number will be: DSN _____, commercial 011-_____. Remember, this is a tentative assignment and may be changed based on the needs of this command.

I have been informed that you are coming on an accompanied tour and will arrive during (month).

You will need an area clearance and no-fee passport for each of your family members, as well as medical screening for you and your family members. Should any of your family members have any exceptional needs, e.g., special education, medical problems, physical disabilities, etc., you should also make those known so that I can direct you to the appropriate resource agency. Additionally, please ensure that if you and/or your family members have any requirements for prescription medical drugs/refills, that they have been entered into your/your family member(s) health records.

Personal records which you should have in your immediate possession while en route (unless procedure from detaching base prescribes otherwise) include: Officer Qualification Record (OQR)/Service Record Book (SRB); dental endorsements and modifications; area clearance; shot records; and passport. Additionally, (add the following as applicable): original birth certificates; passports; marriage certificate; and school records. Your area clearance will provide modified weight allowances for shipment of household goods and a statement of available government-provided furnishings.

Please call or drop me a quick note with information on your family (ages and gender of children) and whether you're bringing a pet. This will assist me in ensuring transportation has been arranged from the airport to temporary billeting. When you have your port call information (date, time of arrival, and flight number) inform me immediately so that I can reserve temporary lodging.

I will also need your current mailing address and phone number (to include your temporary leave address and phone number) along with two copies of your orders and area clearance. (Let the Marine know whether the Relocation Assistance Program office has a lending locker and/or hospitality kit.)

Feel free to call me at DSN _____ or commercial 011-_____. My email address is: _____. My mailing address is: _____.

Private phone service is available on base, but you will need a personal calling card as long distance calls cannot be charged to your home phone. However, you can place collect calls.

Based on policy, housing assignment is determined by location of work, availability, and family size. There are single units, multiplex, and high-rise apartments. In some locations (primarily Okinawa and Iwakuni), the high-rises are pet-restricted and you should be aware that having a pet is not a basis for declining housing. If you are planning to bring a pet, you should come prepared to live off-base or within the local economy. Suitable off-base housing is small and expensive. Off-base utilities and phone service are also expensive.

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If you reside off-base, you will receive overseas housing allowance (OHA) to offset a good portion of your costs.

You must bring your full uniform allowance. The normal uniform of the day is _____.

Finally, you should be prepared for incidental expenses while en route and upon arrival. You should have sufficient funds to cover food and shelter in the event you are delayed en route.

You should also have sufficient funds to cover lodging/commissary/meals upon arrival, as Temporary Lodging Allowance (for lodging only) is paid at the end of 10 days.

I hope you find this information helpful. It is not all-inclusive so I urge you to use the RAP in your base Marine Corps Community Services to discuss with trained personnel the many problems you may and probably will encounter. Also, do not hesitate to call or write if you have any questions. I look forward to meeting you and your family in person, and working with you as a member of our team.

Sincerely,
(Signature block)

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Sample Sponsor "Welcome Aboard" Letter (Unaccompanied - OCONUS)
(On Command Letterhead or via E-mail)

SSIC

Date

Name
Address
City, State, Zip

Dear (Grade and Name):

I would like to welcome you to (command/unit). Whether you've been stationed here before or not, I believe you'll enjoy your tour of duty here. As your sponsor, I will try to make your transition as smooth as possible.

A "Welcome Aboard Package" (provide status of package.) The package contains a self-addressed "Port Call Information Card." Please complete the card as soon as you know your flight number and date of arrival. If you haven't received the package by (allow two weeks for delivery), please let me know.

I encourage you to visit the nearest Marine Corps Community Services office to receive information and assistance with your PCS move. The Relocation Assistance Program (RAP) is designed to provide assistance to all Service members and their families who are relocating from one duty station to another. Also, you may check <http://www.militaryhomefront.dod.mil/moving> for information on planning your move and learning about your destination. The range of other assistance the RAP offers is quite substantial:

- Pre-departure planning
- Determining needs and priorities
- Destination information (Sample Welcome Aboard Packages)
- Sponsorship assistance
- Base and community information worldwide
- Automated Road Atlas
- Resource library, to include videos of Marine Corps installations
- Relocation workshops (Smooth Move)

(If known) You have been tentatively slated for assignment to (unit). Your official mailing address will be: (complete organizational address).

Your duty phone number will be: DSN _____, commercial 011-_____. Remember, this is a tentative assignment and may be changed based on the needs of this command. I have been informed that you are coming on an unaccompanied tour and will arrive during (month).

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Personal records which you should have in your immediate possession while en route (unless procedures from detaching base prescribe otherwise) include: Officer Qualification Record (OQR)/Service Record Book (SRB); dental endorsements and modifications; shot records; and passport.

Please call or drop me a quick note when you have your port call information (date, time of arrival, and flight number). The procedure at the airport for inbound Marines is (describe the processing procedure and how the Marine will get from the airport to base.)

I will also need your current mailing address and phone number (to include your temporary leave address and phone number) along with two copies of your orders. (Let the Marine know whether the M&FS office has a lending locker and/or hospitality kit.)

Feel free to call me at DSN _____ or commercial 011-_____. My email address is: _____. My mailing address is: _____.

Private phone service is available on base, but you will need a personal calling card as long distance calls cannot be charged to your home phone. However, you can place collect calls.

You must bring your full uniform allowance. The normal uniform of the day is _____.

Finally, you should be prepared for incidental expenses while en route and upon arrival. You should have sufficient funds to cover food and shelter in the event you are delayed en route.

I hope you find this information helpful. It is not all-inclusive so I urge you to use the RAP in your base Marine Corps Community Services office to discuss with trained personnel the many problems you may and probably will encounter whether you are single or married. Also, do not hesitate to call or write if you have any questions. I look forward to meeting you in person, and working with you as a member of our team.

Sincerely,
(Signature block)