



UNITED STATES MARINE CORPS
I MARINE EXPEDITIONARY FORCE
U. S. MARINE CORPS FORCES, PACIFIC
BOX 555300
CAMP PENDLETON, CA 92055-5300

IN REPLY REFER TO:
I MEFO 1320.1C
PERS
09 NOV 2011

I MARINE EXPEDITIONARY FORCE ORDER 1320.1C

From: Commanding General
To: Distribution List

Subj: I MARINE EXPEDITIONARY FORCE (MEF) COMMAND ELEMENT (CE),
PERSONNEL SPONSORSHIP PROGRAM

Ref: (a) MCO 1320.11E

Encl: (1) Command "Welcome Aboard" Letter
(2) Sponsorship Questionnaire
(3) Sponsorship Assignment Letter
(4) Sponsor Letter

1. Situation. All personnel arriving at I MEF CE, especially those with family member's, are met with an array of challenges unique to transitioning to a new duty station. It is important that they be provided with sufficient initial information and assistance in order for them to properly prepare for relocation. The purpose of this Order is to stay abreast of and implement a personnel sponsorship program within I MEF CE that will assist inbound personnel and give specific guidance for administration of the I MEF Personnel Sponsorship Program.

2. Cancellation. I MEFO 1320.1B.

3. Mission. To establish a sponsorship program per the reference, that will ensure a smooth transition of personnel arriving at I MEF CE.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To minimize the difficulties experienced by personnel executing Permanent Change of Station (PSC) Orders to I MEF CE by assigning a sponsor for each service member inbound to I MEF CE.

(2) Concept of Operations

(a) The I MEF CE sponsorship program will be managed by the Assistant Chief of Staff (AC/S), G-1.

(b) Sponsors represent the command and will provide assistance to arriving service members by ensuring their initial experience is positive, with minimal complication and confusion, as well as, making the service member feel truly welcomed to the I MEF CE.

(c) Sponsors will make contact with their assigned service member and exchange information as directed by this Order. Exchange of information between the sponsor and inbound service member is essential for a smooth transition.

(d) Sponsors shall display a courteous, cordial, and helpful manner in the discharge of their duties. It is extremely important that all sponsors make a conscious effort to welcome newly assigned personnel and their families and render all the assistance possible during their transition period.

(e) Sponsors will utilize all resources available online and from Camp Pendleton Marine Corps Community Services (MCCS) to assist the service member to the fullest extent possible.

b. Tasks

(1) AC/S, G-1

(a) Assign a I MEF CE Sponsorship Program Manager in writing within the G-1. The Sponsorship Program Manager will be guided in the performance of their duties by the reference and this Order.

(b) Identify inbound personnel and receive recommendations on their future section by coordinating with the Occupational Field Sponsor.

(c) Assign inbound personnel to their sections after coordinating with the Occupational Field Sponsor. Notify the gaining section of the inbound service member and direct the section's Sponsorship Program Coordinator to assign a sponsor.

The section's Sponsorship Program Coordinator will provide the sponsor's rank, name, phone number and email to the G-1.

(d) Ensure all inbound personnel are assigned a sponsor within 90 days of their expected arrival, or as soon as practicable.

(e) Maintain a sponsorship database on all inbound personnel. Names and information on the inbound service member and their sponsors will be recorded to monitor the program.

(f) Mail and e-mail a Welcome Aboard Letter, enclosure (1), to the inbound service member with their sponsor's contact information and all resources available on-line for Camp Pendleton and surrounding areas to assist the service member to the fullest extent possible.

(g) Provide assistance and brief the sponsor on their responsibilities.

(h) Collect the Sponsorship Questionnaire, enclosure (2), from the sponsored service member upon completion. This will serve to assess the effectiveness of the Sponsorship Program. Maintain all questionnaires on file for two years.

(2) I MEF Staff Sections

(a) Establish a sponsorship program within your section.

(b) Appoint a specific Officer or Staff Noncommissioned Officer (SNCO) in writing as the section's Sponsorship Program Coordinator. Provide a copy of the appointment letter to the AC/S, G-1, (Attn: I MEF Sponsorship Program Manager). This section's coordinator will be the primary point of contact to coordinate sponsor assignments within the section.

(c) Assign sponsors when directed by the I MEF Sponsorship Program Manager. Sponsor should be of the same marital status and must be of equal or higher grade. The section's Sponsorship Program Coordinator will provide the sponsor's rank, name, phone number and email to the G-1 within three working days of notification.

(d) Assign a sponsor in writing, enclosure (3), notifying the assigned sponsor of their responsibilities of sponsoring an inbound service member.

(e) Ensure that the individual section sponsorship program and sponsors adhere to the "Commander's Intent" and "Concept of Operations" put forth in this Order.

(3) Sponsor

(a) Make contact with the incoming service member within a week of appointment as sponsor.

(b) Provide advice and information that will ease the concerns of the transferring service member.

(c) Arrange and confirm temporary lodging before arrival of the service member and assist in obtaining permanent quarters either on or off base.

(d) Ensure the Sponsorship Questionnaire is turned into the AC/S, G-1 upon completion of the check-in.

5. Administration and Logistics. Directives issued by this Headquarters are published and distributed electronically.

6. Command and Signal

a. Command. This Order is applicable to all I MEF CE staff sections.

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



R. F. CASTELLVI
Chief of Staff

DISTRIBUTION: I, II