



**UNITED STATES MARINE CORPS**

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

I MEFO 1320.1D  
G-1/PERS  
JAN 23 2015

I MARINE EXPEDITIONARY FORCE ORDER 1320.1D

From: Commanding General  
To: Distribution List

Subj: I MARINE EXPEDITIONARY FORCE COMMAND ELEMENT, PERSONNEL SPONSORSHIP PROGRAM

Ref: (a) MCO 1320.11F  
(b) I MEFO P5000.3 page 4-20

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

1. Situation. All personnel being assigned to the I Marine Expeditionary Force (MEF) Command Element (CE), especially those with family members 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 the 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 1320.1C.

3. Mission. To establish a sponsorship program per reference (a), that will ensure a smooth transition of personnel being assigned to the 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 Orders (PCSO) to I MEF CE by assigning a sponsor.

(2) Concept of Operations

(a) In accordance with reference (b), 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.

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(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.

b. Subordinate Element Mission. Sponsors will utilize all resources available online and provided by the Camp Pendleton Marine Corps Community Services (MCCS) to assist the service member to the fullest extent possible.

c. Coordinating Instructions

(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 email a welcome aboard letter, enclosure (1), to the inbound service member with their sponsor's contact information detailing 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 Primary and Special Staff Officers

(a) Establish a sponsorship program within your section.

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(b) Appoint an 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.

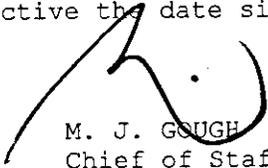
5. Administration and Logistics. Directives issued by this Headquarters are published and distributed electronically. Electronic versions of the I MEF directives can be found at:

[http://www.imef.marines.mil/StaffSections/PrincipalStaff/G1\(Admin\)/IMEFOorders](http://www.imef.marines.mil/StaffSections/PrincipalStaff/G1(Admin)/IMEFOorders)

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.

  
M. J. GOUGH  
Chief of Staff

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If you have any questions or need any assistance, please contact your sponsor immediately or you can contact the G-1, Personnel Chief at at 760-725-9149. Your tour with I MEF CE will be filled with many professional opportunities. We look forward to your arrival.

Complementary Close,

SIGNATURE

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## Sponsorship Questionnaire

                      
(Date)

The purpose of this questionnaire is to ensure the I MEF CE Sponsorship Program is helping our service members (and their families). Your input will help our command determine the effectiveness and improve the program in areas that are deficient (or require additional attention). Please take the time to answer the following questions and return this form to the G-1, Personnel section, upon completion of your check-in.

1. Did you receive the Command "Welcome Aboard" letter?

Yes / No

2. Did you receive your sponsor's letter?

Yes / No

3. Did your sponsor contact you?

Yes / No

4. Was your sponsor helpful?

Yes / No

5. Was your sponsor available to you on your arrival date to escort you?

Yes / No

6. Did your sponsor assist you in a courteous manner and ensure your check-in procedures were completed?

Yes / No

7. Please make any recommendations for improvements of this program or any comments you may desire below.

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Sponsorship Assignment Letter

\_\_\_\_\_  
(Date)

From: Assistant Chief of Staff, \_\_\_\_\_  
To: (Sponsor Grade, FName, MI, LName)

Subj: SPONSORSHIP ASSIGNMENT

Ref: (a) MCO 1320.11E  
(b) I MEFO 1320.1\_

1. You have been assigned as sponsor for the following service member:

GRADE, FNAME, MI, LNAME  
ADDRESS  
CITY, STATE, ZIP CODE  
PHONE  
EMAIL ADDRESS

2. A move to Camp Pendleton can be a challenging experience, but certainly can be made easier with the assistance of a concerned, active sponsor. At a minimum you shall provide the following assistance.

- a. Within a week of assignment as sponsor, establish contact by personal letter, email, and phone call with the above service member. Offer any assistance they require. Take the initiative to raise topics and provide advice.

- b. Provide advice to make the transfer easier. Information concerning schools, day care facilities, housing options would ease much of the concerns of the transferring service member. The I MEF CE Sponsorship Manager has sent a letter to the inbound service member with your contact information.

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

SIGNATURE

Sponsor Letter

\_\_\_\_\_  
(Date)

(Name of sponsored service member)  
(Street address)  
(City, State, Zip Code)

Dear Grade Last Name:

Congratulations on your orders to I Marine Expeditionary Force, Command Element (I MEF CE). Your tour at I MEF CE will be challenging and immensely important, we look forward to your assistance in accomplishing the I MEF mission.

I am sure you have numerous questions about I MEF and the local area. I will contact you within the next few days and provide you with information on housing, the general operational tempo I MEF CE and Camp Pendleton. Please feel free to contact me for any assistance that you may require. My contact information is as follows:

Grade, First Name, MI, Last Name  
Command Address  
Phone number  
Email Address

I will be available upon your arrival to assist you with housing, check-in procedures, and any other matters pertinent to your change of duty stations. I look forward to meeting you. Welcome aboard!

Sincerely,

SIGNATURE