



UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION
PO BOX 19001
PARRIS ISLAND, SOUTH CAROLINA 29905-9001

IN REPLY REFER TO:
DepO 1320.1G
PS/MCCS

25 OCT 2017

DEPOT ORDER 1320.1G

From: Commanding General
To: Distribution List

Subj: DEPOT SPONSORSHIP PROGRAM

Ref: (a) MCO 1320.11G

Encl: (1) NAVMC 11799 (11-11) (EF) Sponsorship Request Form
(2) Sample Sponsorship Coordinator Appointment Letter
(3) Sample Command Welcome Aboard Letter
(4) Sample Sponsorship Assignment Letter
(5) Sample Sponsor Welcome Aboard Letter (CONUS)
(6) NAVMC 11799 (11-11) (EF) Sponsorship Program
Questionnaire

1. Situation. One of the most stressful periods of a service member's career occurs while executing Permanent Change of Station (PCS) orders. The Information and Referral, Relocation Services (I&R,R) resources will be utilized to the fullest extent possible as means of decreasing that stress. The I&R,R can provide assistance to each service member during the PCS transition, thus increasing the morale and mission effectiveness of Marine Corps Recruit Depot Parris Island (MCRD PI) Marines and Sailors.

2. Cancellation. DepO 1320.1F.

3. Mission. The reference established and outlined a Marine Corps-wide sponsorship program to more formally and efficiently employ all the resources available to transfer Marines and their family members. Because of the unique and important mission of this Depot, and the shortage of military facilities for billeting, extra effort and assistance are required to welcome and sponsor military personnel reporting for duty. Additionally, it is important that Marines preparing for a change of station receive sufficient information about living and working in a new area. The information must be provided far enough in advance to aid them in planning for and executing the movement of their family and household effects.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The intent of this Order is to improve the quality of life of our service members and their families by reducing the difficulties experienced with PCS orders. The sponsorship program establishes procedures whereby a sponsor is assigned to assist a transferring Marine to the new duty station.

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(2) Concept of Operations. All inbound personnel to MCRD/ERR PI will be assigned a sponsor. Outbound personnel in receipt of PCS orders who would like to request a sponsor may utilize enclosure (1).

b. Tasks

(a) Commanding Officers

1. Commanding Officers will assign and forward to the I&R,R of the Personal Services Branch, Marine Corps Community Services (MCCS) the name of an officer or Staff Noncommissioned Officer (SNCO) who will act as the Unit Sponsorship Coordinator (USC). It is recommended, but not required, that the Marine assigned be from the unit's S-1. The USC will manage the unit's sponsorship responsibilities as outlined by this Order and act as a point of contact for I&R,R.

2. Appoint a USC in writing, preferably S-1, Administrative Chief, or Adjutant, sample letter provided in enclosure (2). Additionally, ensure the USC's contact information is given to the installation's I&R,R and the unit Family Readiness Officer (FRO). The USC appointment is a collateral duty.

(b) Unit Sponsorship Coordinator (USC)

1. Ensure sponsors take the online e-sponsorship training available at <http://myhub.militaryonesource.mil> and receive a training completion certificate. Additionally, the USC will ensure each sponsor completes the sponsorship training prior to performing sponsorship duties.

2. Ensure a sufficient number of Marines attend and complete the sponsorship training in order for the command to maintain an adequate pool of trained sponsors.

3. The USC will maintain a current list of trained sponsors.

4. The USC will ensure Marines assigned as sponsors are afforded adequate time and support to discharge their duties as sponsors.

5. The USC's will take precautions to ensure that Marines assigned as sponsors are not on temporary additional duty orders, anticipating orders, or on leave during the estimated time the incoming Marine will arrive. Should a situation of this nature occur subsequent to appointment, the USC will immediately assign a new sponsor.

6. Upon notification of an inbound Marine, provide I&R,R the name of a sponsor of the same grade and marital status, if available.

7. The USC will utilize enclosures (3) through (6) in the administration of their command's sponsorship program.

(c) Installation Personnel Administrative Center (IPAC). Assist USC with any question pertaining to PCS entitlements.

(d) Assistant Chief of Staff, Manpower and Human Resources (G-1). Upon notification of an inbound officer, G-1 will assign the officer to a command aboard MCRD/ERR PI and notify the command to which assigned, the name and

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estimated date of arrival of the incoming officer.

(e) Information and Referral, Relocation Services

1. Upon receiving a Sponsorship request form, I&R,R will submit it to USC.
2. Assist sponsors with gathering information requested by in-bound service member.
3. Contact USC quarterly to determine sponsorship impact on command in order to evaluate current sponsorship process.
4. Provide assistance with the e-Sponsorship online training as needed.

(f) Sponsor

1. Within one week of notification you are directed to send a "Welcome Aboard" Letter to the inbound service member. See enclosure (3) for sample letter.
2. Personal communication with the inbound Marine is necessary and will undoubtedly be helpful to the new member in relocating to the Beaufort area. In this regard, each sponsor should make at least one contact via phone with the inbound Marine prior to the individual's detachment from the old duty station. Use of the Defense Switchboard Network (DSN) is preferred. Should DSN be unavailable, the sponsor must obtain command approval prior to making long distance commercial calls using official phones.
3. Assist in making temporary living accommodations.
4. Notify USC if anticipating TAD or leave so another sponsor can be appointed. Failure to do so reflects negatively on the Marine, the unit, and the Marine Corps Recruit Depot as a whole.
5. Make no commitments for the Depot that might result in a disservice or disappointment to the incoming Marine. Any matter of an official nature should be directed to the appropriate official for action.
6. Keep the USC informed of any changes to the inbound Marine's itinerary.
7. Personally greet the incoming Marine upon their arrival to the Beaufort area.

(g) Action Required for Outbound Personnel

1. Commanding Officers. Ensure, upon official notification of PCS orders, that each Marine visits the I&R,R office for further information on the new duty station. During this visit, the Marine will be provided the opportunity to request a sponsor, if desired.
 - a. Ensure a Sponsorship request form is provided at the time the member is notified about impending PCS orders and provide information on the benefits of a sponsor.

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b. Provide the service member with the administrative support required to ensure the sponsorship request is provided by the gaining command in an expeditious and timely manner.

c. Establish follow-up procedures to ensure service members have been assigned a sponsor by the gaining command no later than 60 days before detachment.

d. Establish command checkout procedures requiring transferring service members report to the I&R, office 60-90 days before detachment date to schedule and attend a mandatory "Smooth Move" workshop.

2. Individual Marine

a. Upon receipt of orders to a new duty station within the Continental United States (CONUS), contact the I&R,R office for relocation assistance. It is at this time the Marine will be afforded the opportunity to obtain a sponsor at the new duty station, if desired.

b. Upon receipt of orders to a new duty station outside the Continental United States (OCONUS), current directives mandate that a Marine be assigned a sponsor. Additionally, a Marine should contact the I&R,R office for assistance.

5. Administration and Logistics

a. Recommendations for changes or modifications to this Order will be provided to MCCS for staffing to the AC/S G-1.

b. An electronic copy of this Order can be found on the Parris Island Intranet (<http://parrislandintranet.nmci.usmc.mil/G1/default.aspx>).

6. Command and Signal

a. Command. This Order is applicable to all personnel assigned to MCRD PI.

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



M. G. ST. CLAIR
Chief of Staff

DISTRIBUTION: A



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DepO 1320.1G Ch 1
MCCS

FEB 12 2020

DEPOT ORDER 1320.1G Ch 1

From: Commanding General
To: Distribution List

Subj: DEPOT SPONSORSHIP PROGRAM

Encl: (1) New page inserts to DepO 1320.1G

1. Situation. To transmit new page insert to the basic order.
2. Mission. This change updates the basic order to require all inbound personnel be assigned a sponsor.
3. Execution
 - a. Remove the current page 2 and replace with the corresponding page in the enclosure.
 - b. Pen change page 1, paragraph 1, sentence 3 to read "Marine Corps Recruit Depot/Eastern Recruiting Region, Parris Island (MCRD/ERR PI)" vice "Marine Corps Recruit Depot Parris Island (MCRD PI).
 - c. Pen change the abbreviation "MCRD PI" in paragraph 6(a), page 4 to "MCRD/ERR PI"
4. Filing Instructions. File this change transmittal directly behind the signature page of the basic bulletin.


C. G. WILLIAMS
Chief of Staff

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NAVMC 11799 (11-11) (EF)

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SPONSORSHIP REQUEST			
PRIVACY ACT STATEMENT			
In accordance with the Privacy Act of 1974, 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. 5041, Headquarters, Marine Corps; and MCO 1320.11F, Marine Corps Sponsorship Program.			
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 personal 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.			
Rank/Grade:	Name:	MOS:	
Address:		City:	State: Zip Code:
Unit Phone (Commercial):		Unit Phone (DSN):	
Current Mailing Address:		City:	State: Zip Code:
Email Address:		Estimated Detach Date:	Arrival Date:
MCC/RUC of New Assignment:			
Leave Address:		City:	State: Zip Code:
Marital Status:	Spouse's Name:	Unit Phone (DSN):	Email Address:
Anticipated Mode of Travel:	Children Name's and Ages:		
Are you an exceptional family member sponsor? <input type="checkbox"/> Yes <input type="checkbox"/> No			
(Check one)			
<input type="checkbox"/> I DO / <input type="checkbox"/> I DO NOT desire government quarters (unless mandated by base policy).			
(Check one)			
My family size will require: <input type="checkbox"/> 2, <input type="checkbox"/> 3, <input type="checkbox"/> or 4 bedrooms. I <input type="checkbox"/> have / <input type="checkbox"/> have not forwarded an application for an assignment to military family housing, DD Form 1746 to the housing office.			
I have <input type="checkbox"/> dog(s) and <input type="checkbox"/> cat(s).			
Specific Information/assignment requested:			

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Sample Sponsorship Coordinator Appointment Letter

(Command Letterhead)

From: (Organization/Commanding Officer)
To: Individual Assigned
Subj: SPONSORSHIP COORDINATOR APPOINTMENT LETTER
Ref: (a) MCO 1320.11G

1. You are hereby appointed as the Sponsorship Coordinator for this command. You will be guided in your duties by 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 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. Questions specifically related to sponsorship requirements should be directed to the installation Information & Referral (I&R) Program Manager.

(Signature block)
Commanding Officer

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Sample Command "Welcome Aboard" Letter

(Command Letterhead)

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 our installation and Marine Corps Community Services (MCCS) webpages _____ and <http://www.militaryinstallations.dod.mil/>. 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 Information and Referral office in Marine and Family Programs, and/or the command's Family Readiness Officer (FRO).

Your sponsor is:
Grade/Name: _____
Work address: _____

Work phone: _____
Work email: _____

The Unit's FRO is: _____
Work phone: _____
Work email: _____

Sincerely
(Signature block)

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Sample Sponsorship Assignment Letter

(Command Letterhead)

From: (Organization/Commanding Officer)

To: (Sponsor Nominee)

Subj: SPONSORSHIP ASSIGNMENT

Ref: (a) MCO 1320.11G

(b) Command/Unit guidance, if any

(c) Joint Travel Regulations (JTR)

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. Assignment 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 send a letter or email of introduction. Include a description of yourself and the unit.

4. Please contact the Information and Referral (I&R) office in Marine and Family Programs for information on the relocation services that are available. For additional resources, feel free to contact the Family Readiness Officer (FRO) to coordinate a welcome aboard on behalf of the Unit, Personal and Family Readiness Program.

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, in accordance with reference (c).

6. I urge you to express a genuine interest in the Marine's needs while the Marine settles into our unit and area. If you need assistance with your sponsorship duties or have any questions, please contact (information for Sponsorship Coordinator and/or the installation I&R Manager.)

Sincerely
(Signature block)

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Sample Sponsor "Welcome Aboard" Letter (CONUS)

(Command Letterhead)

Name
Address
City, State, Zip

Dear (Grade and Name):

SUBJECT: WELCOME ABOARD

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 was 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 provide you with additional information about the base and the surrounding area

FRO Contact Information:

Name: _____
Work phone: _____
Work email: _____

I encourage you (and your family) to visit the nearest installation Information and Referral (I&R) Program Office, Marine and Family Programs, to obtain information and assistance with your Permanent Change of Station (PCS) move. I&R services are 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.militaryinstallations.dod.mil> 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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NAVMC 11791 (11-11) (EF)

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SPONSORSHIP PROGRAM QUESTIONNAIRE		
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.		
Grade:	Branch of Service	UNIT
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		
2. Did you request/ elect to have a sponsor? <input type="checkbox"/> YES <input type="checkbox"/> NO		
3. Were you assigned a sponsor? <input type="checkbox"/> YES <input type="checkbox"/> NO		
4. Who is your sponsor? _____ (May omit name if desired.)		
5. Did your sponsor contact you prior to your departure from your previous command? <input type="checkbox"/> YES <input type="checkbox"/> NO		
6. Did your sponsor meet you upon your arrival? <input type="checkbox"/> YES <input type="checkbox"/> NO		
7. Did you receive information and communication from the gaining command in advance of your arrival? <input type="checkbox"/> YES <input type="checkbox"/> NO		
a. If yes, was the information an adequate representation of this command? <input type="checkbox"/> YES <input type="checkbox"/> NO		
b. If yes, was the information adequate to inform you about this geographical area? <input type="checkbox"/> YES <input type="checkbox"/> NO		
c. If yes, was the information received in time to permit adequate advance planning? <input type="checkbox"/> YES <input type="checkbox"/> NO		
d. If no, what additional information would have made your transfer and relocation easier?		
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		
9. When did you receive your orders? _____		
10. When did you transfer from your last command? _____		
11. Did you attend school(s) or take leave in transit to this command? <input type="checkbox"/> YES <input type="checkbox"/> NO List Dates: _____		
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		
13. Overall, were you satisfied with this Command Sponsorship Program? <input type="checkbox"/> YES <input type="checkbox"/> NO		
14. Please list any suggestions you have for improving the Command Sponsorship Program.		

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