



## UNITED STATES MARINE CORPS

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

DepO 5780.1C

MCCS

25 NOV 2003

DEPOT ORDER 5780.1C

From: Commanding General  
To: Distribution List

Subj: DEPOT CONSOLIDATED WELCOME ABOARD ORIENTATION

Ref: (a) MCO P1700.24B  
(b) MCO P1320.11E  
(c) DepO 1320.1F

1. Situation. To update procedures for the consolidated Welcome Aboard Orientation for MCRD Parris Island.
2. Cancellation. DepO 5780.1B.
3. Mission. In accordance with references (a) and (b) there is a requirement to ensure that all Marines, Sailors, and their families are provided adequate information on the services available in the Tri-Command area. The Depot Consolidated Welcome Aboard Orientation Program affords each service member reporting aboard MCRD Parris Island essential information for a smooth transition to their new duty station.
4. Execution. The Relocation Assistance Program (RAP) office will coordinate the efforts of this orientation and is the primary point of contact for any questions pertaining to this Order. The following information applies:
  - a. The Welcome Aboard Orientation will be held quarterly in the Depot Lyceum from 1130-1300.
  - b. Tables will be ready and available for use by various organizations, both from the Depot and the civilian community.
  - c. The program will also include a brief welcome by the Commanding General or his designee to the newly arrived personnel.

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d. A luncheon will be provided by MCCS-SC Food and Hospitality.

e. Welcome Aboard Orientations are mandatory for all newly arriving personnel regardless of rank in accordance with the references. Family members are strongly encouraged to attend.

f. There will be a sign-in table so that all attendees and vendors will be counted. There will be a survey form provided to each new arrival. These forms will be collected and analyzed before the next Welcome Aboard so that quality assurance and customer service is ongoing.

#### 5. Administration and Logistics

##### a. Depot Consolidated Administrative Center (DCAC)

(1) Provide a list of inbound personnel to the RAP Manager so that they may be invited to the Orientation.

(2) In the reporting endorsement for inbound personnel, provide information on the subject program stating the mandatory requirement as well as the date of the next scheduled orientation.

##### b. Deputy Director, Marine Corps Community Services-South Carolina (MCCS-SC)

(1) Reserve the Lyceum for the Welcome Aboard Orientation on dates designated.

(2) Ensure tables and table cloths are set up by Food and Hospitality and are ready for organizations to display materials.

(3) Provide lunch at the designated time.

(4) Break down tables and chairs following the event.

c. Relocation Assistance Program (RAP) Manager. Coordinate the Welcome Aboard Orientation and provide pertinent information to MCCS. This includes contacting all military and civilian

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organizations at least two weeks prior to the Orientation requesting their participation.

d. Commanding Officers

(1) Ensure all required personnel attend the next scheduled Welcome Aboard Orientation after reporting aboard. Encourage personnel of all ranks and their families to attend.

(2) When possible, allow active duty personnel an extended lunch hour when Welcome Aboard Orientations are scheduled.

(3) In accordance with reference (c), ensure sponsorship requirements for new joins are met.

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

  
M. A. MALACHOWSKY  
Chief of Staff

DISTRIBUTION: A