



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
BEAUFORT, SOUTH CAROLINA 29904-5001

ASO 1320.1H
S-1
07 JUN 2016

AIR STATION ORDER 1320.1H

From: Commanding Officer
To: Distribution List

Subj: MARINE CORPS SPONSORSHIP PROGRAM

Ref: (a) MCO 1320.11F

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

1. Situation. To provide policy and procedural guidance for the Marine Corps Sponsorship Program. It has been determined that one of the most stressful periods of a service member's career is while executing Permanent Change of Station (PCS) orders. Accordingly, Marine Corps Air Station (MCAS) Beaufort resources, as outlined in this Order, will be utilized to the fullest extent possible as a means of lessening that stress. If utilized properly, this program can provide valuable assistance to each service member during the PCS transition, thus increasing the morale and effectiveness of MCAS Beaufort Marines and Sailors.

a. The intent of this Order is to improve the quality of life of our service members and their families, and to encourage a strong mission-oriented Marine Corps by reducing the difficulties experienced with PCS orders. The sponsorship program establishes procedures whereby a sponsor is assigned to assist a transferring service member to the new duty station.

b. Per the reference, personnel in the grades of E-1 through E-5, WO-1 through CWO-2, O-1 through O-3, and all overseas accompanied personnel will be assigned a sponsor. All other personnel will be assigned a sponsor upon request. The Sponsorship Flow Chart in enclosure (1) depicts the sponsorship process.

2. Cancellation. ASO 1320.1G

3. Mission. To establish policy for MCAS Beaufort, South Carolina Marine Corps Sponsorship Program, as well as to provide advance information and guidance for personnel reporting to MCAS Beaufort.

4. Execution

a. Commanding Officer, Headquarters & Headquarters Squadron

(1) Per enclosure (2), assign and forward to the Information and Referral Program (I&R) of the Personal and Professional Services Branch,

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Marine Corps Community Services (MCCS), the name of an officer or SNCO who will act as the Unit Sponsorship Coordinator (USC). It is recommended that this service member be assigned from the S-1 Administration section. The USC will manage the unit's sponsorship responsibilities as outlined by this order and act as a point of contact for I&R.

(2) Establish command check-in procedures that ensure all incoming personnel attend the mandatory "Joint Command Orientation Program" (JCOP).

(3) Ensure assigned sponsors are given the opportunity to attend sponsorship training.

b. Unit Sponsorship Coordinator

(1) Provide I&R with a list of command sponsors monthly for sponsorship training.

(2) Ensure that assigned sponsors attend sponsorship training.

(3) Maintain a current list of trained sponsors.

(4) Review inbound rosters monthly and request sponsor candidates from section leadership electronically as outlined in enclosure (3).

(5) Upon notification of an inbound service member, complete Sponsor Assignment Letter, enclosure (4).

(6) Ensure that service members assigned as sponsors are afforded adequate times and support to discharge their duties as sponsors.

(7) Ensure that service members assigned as sponsors are not on, or anticipating orders or leave during the estimated time of arrival of the incoming service member. Should a situation of this nature occur subsequent to appointment, the USC will immediately assign a new sponsor.

(8) Ensure assigned sponsor is provided with a Sponsor "Welcome Aboard" letter. Enclosures (5-7) are provided as a guide and may be reproduced verbatim; each unit may tailor their Welcome Aboard letter(s) as needed.

(9) Ensure that a Command "Welcome Aboard" letter, as provided in enclosure (8), is mailed to the incoming service member. This letter, upon completion by the USC, must be included in the "Welcome Aboard" package mailed by the Commander.

(10) Upon arrival of the inbound service member, ensure Sponsorship Program Questionnaire, enclosure (9), is properly filled out and maintained on file for two years (reference (a) applies). Additionally, a periodic study of the Sponsorship Questionnaires will be conducted to ascertain the value of the Command Sponsorship Program. This study is performed by I&R. The USC is responsible to ensure a copy of each completed Sponsorship Program Questionnaire is forwarded to the I&R staff.

c. Information and Referral Program

(1) Upon receiving a Sponsorship Request form, I&R will submit it to USC.

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(2) Assist sponsor 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) Conduct monthly sponsorship training.

d. Sponsor

(1) Within one week of notification, you are directed to send a "Welcome Aboard" letter to the inbound service member.

(2) Personal communication with the inbound service member 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 telephone with the inbound service member prior to the individual's detachment from the previous command. Use of the Defense Switchboard Network (DSN) is preferred. If DSN is not available, the sponsor must obtain 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 service member, the unit, and MCAS Beaufort as a whole.

(5) Make no communications for Marine Corps Air Station Beaufort that might result in a disservice or disappointment to the incoming service member. 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 service member's itinerary.

(7) Personally greet the incoming service member upon his/her arrival to the Beaufort area.

5. Action Required for Outbound Personnel

a. Commanding Officer, Headquarters & Headquarters Squadron

(1) Ensure, upon official notification of PCS orders, that each service member is afforded the opportunity to visit the I&R office for further information on the new duty station.

(2) Ensure a Sponsorship Request Form, enclosure (2), is provided at the time the member is notified about impending PCS orders and information on the benefits of sponsorship is provided.

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

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

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

b. Individual Service member

(1) Upon receipt of orders to a new duty station within the continental United States, contact the I&R office for relocation assistance.

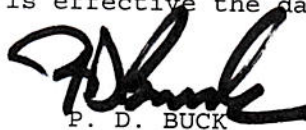
(2) Upon receipt of orders to a new duty station outside the continental United States, reference (a) mandates that a Marine be assigned a sponsor. Contact the I&R office for added assistance.

(3) Upon receipt of PCS orders, contact the I&R office to schedule attendance at a mandatory "Smooth Move" workshop.

(4) Upon receipt of orders, fill out and email Sponsorship Request Form to gaining unit address.

6. Administration and Logistics. This Order will be reviewed on an annual basis. Recommendations for changes will be forwarded to the Commanding Officer, MCAS Beaufort for review and approval via chain of command.

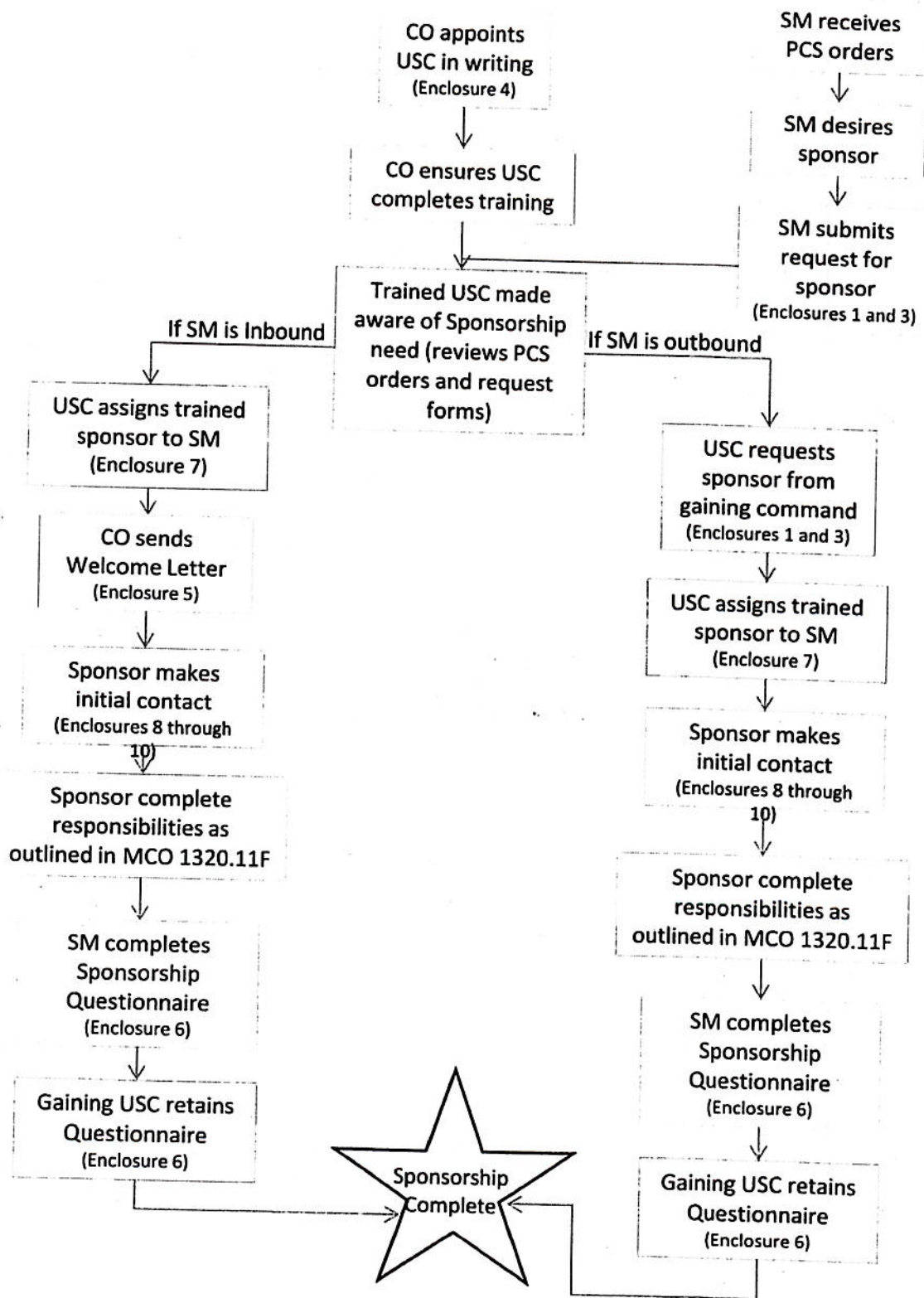
7. Command and Signal. This order is effective the date signed.



P. D. BUCK

Distribution: A

Sponsorship Program Flow Chart



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)

Enclosure (2)

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?				
(Check one)				<input type="checkbox"/> Yes <input type="checkbox"/> No
<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:				

ENCLOSURE (3)

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)

Enclosure (4)

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)

Enclosure (5)

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).

Enclosure (6)

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.

Enclosure (6)

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)

Enclosure (6)

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).

Enclosure (7)

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)

Enclosure (7)

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)

Enclosure (8)

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
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1. Did your former command, prior to transfer, inform you of the sponsor program and its benefits? ☐ YES ☐ NO
2. Did you request/ elect to have a sponsor? ☐ YES ☐ NO
3. Were you assigned a sponsor? ☐ YES ☐ 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? ☐ YES ☐ NO
6. Did your sponsor meet you upon your arrival? ☐ YES ☐ NO
7. Did you receive information and communication from the gaining command in advance of your arrival? ☐ YES ☐ NO
 - a. If yes, was the information an adequate representation of this command? ☐ YES ☐ NO
 - b. If yes, was the information adequate to inform you about this geographical area? ☐ YES ☐ NO
 - c. If yes, was the information received in time to permit adequate advance planning? ☐ YES ☐ NO
 - d. If no, what additional information would have made your transfer and relocation easier? ☐ YES ☐ NO
8. Was your sponsor knowledgeable about this command and the local community able to answer your questions? ☐ YES ☐ 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? ☐ YES ☐ NO List Dates: _____
12. Did your previous command inform you of the resources available to you at your nearest MCCS? ☐ YES ☐ NO
13. Overall, were you satisfied with this Command Sponsorship Program? ☐ YES ☐ NO
14. Please list any suggestions you have for improving the Command Sponsorship Program.

Reset Form

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Enclosure (9)