



UNITED STATES MARINE CORPS
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5001

MCBO 1320.3A
B 012
20 Aug 97

MARINE CORPS BASE ORDER 1320.3A

From: Commanding General
To: Distribution List

Subj: SPONSORSHIP PROGRAM

Ref: (a) MCO 1320.11E
(b) MCO P1700.24A
(c) MCBO 1754.3A

Encl: (1) MCB, Form 1320/9 (EF), Sponsorship Request
(2) MCB Form 1320/10 (EF), Family Registration
(3) MCB Form 1320/11 (EF), Youth Sponsorship Request
(4) Cover Sheet for Sponsor Request and Family
Registration Forms
(5) Sponsorship Assignment Letter
(6) Command "Welcome Aboard" Letter
(7) Sample Letter of Introduction from Sponsor
(8) Sponsorship Checklist
(9) Sponsorship Evaluation

1. Purpose. To establish procedures for the Command Sponsorship Program as mandated by reference (a).
2. Cancellation. MCBO 1320.3.
3. Summary of Revision. This Order contains significant changes and should be reviewed in its entirety.
4. Information
 - a. Transferring Personnel

(1) The Sponsorship Program is designed to provide assistance for transferring personnel before detachment, during transit, and after arrival at their new permanent duty station. Because of the benefit it provides, personnel in the grades of E-1 through E-6, WO-1 and 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.

(2) Personnel assigned to overseas unaccompanied tours will be given the opportunity to register their family members with the appropriate regional Family Service Center (FSC).

(3) The CG MCCDC is assigned the responsibility in reference (a) for operating the Regional FSC for the area east of the Mississippi River (minus the state of Wisconsin).

b. Inbound Personnel

(1) Personnel assigned as sponsors provide information and relocation assistance to personnel enroute to Quantico for duty. They assume the essential responsibilities for coordination with the appropriate Base service facilities, for communicating with inbound Marines and responding to their questions/requests, and for escorting new arrivals through the check-in process. Additional specific responsibilities may also be assigned. Sponsors should be volunteers and hold the same grades and marital status as the Marines being sponsored. However, the organization of the sponsor may not coincide with the ultimate assignment of the inbound Marine.

(2) Inbound Marines, except officer candidates, students of The Basic School, and students attending resident schools, will receive a command welcome letter identifying their assigned sponsor. Student personnel will receive welcome packages from the appropriate resident school at Marine Corps University (MCU) prior to arrival at Quantico, and additional information during their "One Stop Check-in Program."

5. Action

a. Director, Manpower Division will coordinate the MCB, Quantico Sponsorship Program.

b. Commanding Officers and tenant units will:

(1) Establish a unit personnel sponsorship program to include a designated unit sponsorship coordinator.

(2) Stress the importance of sponsorship and monitor the activities of the unit sponsorship coordinator and unit sponsors. Provide assistance as required.

(3) Ensure review of all completed personnel sponsorship program evaluations and maintain copies of evaluations on file as part of the command inspection program. Ensure original evaluations are forwarded to the Director, Manpower Division.

(4) Utilize the Relocation Assistance Program (RAP) within the FSC to the fullest extent. References (b) and (c) outline the various relocation services available through the FSC.

c. Outbound

(1) The Military Personnel Officer, upon receipt of or notification of PCS orders for personnel assigned to Quantico, will provide MCB Form 1320/9 (EF), Sponsorship Request (enclosure (1)) with the advance copy of PCS orders to the unit sponsorship coordinator. MCB Form 1320/10 (EF), Family Registration (enclosure (2)) will be provided to married personnel in receipt of unaccompanied orders. MCB Form 1320/11 (EF), Youth Sponsorship Request (enclosure (3)) will be provided upon request.

(2) Commanding Officers

(a) Upon receipt of advance copy of PCS orders from the Military Personnel Officer, ensure the transferring servicemember receives an explanatory cover letter (enclosure (4)) with appropriate MCB Electronic Form 1320/9, 1320/10, and 1320/11 (enclosures (1), (2), and (3)). This cover letter is derived from reference (a) and should always accompany/reinforce a brief oral explanation of the program's benefits by a knowledgeable SNCO or officer at the reporting unit or organizational level.

(b) Provide the service member with the administrative support to ensure the MCB Form 1320/9 (EF) is mailed/forwarded to the gaining command in an expeditious and timely manner; and/or ensure the MCB Form 1320/10 (EF) (for unaccompanied assignments) is forwarded to the Regional FSC if the servicemember's family will relocate to a geographical location distant from a Marine Corps installation.

(c) Establish followup procedures to ensure servicemembers have been assigned a sponsor by the gaining command no later than 60 days before transfer.

(d) Direct each Marine to report to the FSC Relocation Office, upon receipt of an advance copy of PCS orders, to obtain current SITES (Standard Installation Topic Exchange Service) information on the gaining location and to attend a mandatory FSC relocation workshop.

(3) Director, Family Service Center

(a) Maintain current SITES information and a copy of the current "Welcome Aboard" Package from each major Marine Corps command for review by servicemembers departing from Quantico under PCS orders.

20 Aug 97

(b) Provide training on the PCS process for both CONUS and OCONUS moves and assistance and information on all aspects of the relocation process.

(c) Coordinate all youth sponsorship requests.

d. Inbound

(1) Tenant Commands that operate professional military resident schools will ensure inbound student personnel receive appropriate "welcome aboard" information prior to arrival.

(2) Director, Manpower Division

(a) Identify and determine tentative organizational assignments for all inbound officers in the grade of WO-1 or CWO-2, O-1 through O-3, or upon receipt of a sponsorship request from an inbound officer. Coordinate assignment of sponsor with the probable future CO or division director.

(b) Identify sponsorship assignments using enclosure (5) with a copy to the Director, FSC.

(c) Prepare and send "Welcome Aboard" letters to all officers upon notification of their PCS orders to Quantico, less all officer students inbound to the MCU. Enclosure (6) contains a sample command welcome letter.

(3) Military Personnel Officer

(a) Identify and determine tentative organizational assignments for all inbound enlisted servicemembers in the grades of E-1 through E-6 and upon receipt of a sponsorship request form from an inbound enlisted servicemember E-7 and above. Coordinate request for assignment of a sponsor with the probable future unit's sponsorship coordinator.

(b) Using enclosure (5) identify sponsorship assignments with a copy to the Director, FSC.

(c) After a sponsor is identified, prepare and mail a Command welcome letter to the inbound Marine. This letter will contain the sponsor's name and an invitation to the inbound Marine to correspond with the Command or directly with the sponsor. Enclosure (6) contains a sample format for this letter.

(4) Commanding Officers/Division Directors

(a) Respond promptly to requests for sponsors from the Director, Manpower Division (officers) and the Military Personnel Officer (enlisted personnel).

20 Aug 97

(b) Seek volunteer Marines to act as sponsors. Ensure a sponsor is matched as closely as possible with the inbound service and family members. Marital status, family composition, pay grade and MOS should be considered when selection and assignments are made. Provide a Sample Letter of Introduction From Sponsor (enclosure (7)) and MCB Form 1320/13 (EF), (enclosure (8)) to assigned sponsors. The enclosures are a guideline for suggested activities and are not all inclusive.

(c) Ensure assigned sponsors and inbound personnel are provided adequate time for the sponsor to familiarize the inbound personnel with the Base and surrounding area. Ensure assigned sponsors are available for approximately 30 days on either side of the arrival of the inbound Marine.

(d) Ensure assigned sponsors are properly trained. The FSC Relocation Program will provide sponsorship training to individuals or units upon request.

(e) Ensure MCB Form 1320/12 (EF), Sponsorship Evaluation (enclosure (9)) is completed by the new arrival between 2 and 4 weeks following check-in. Retain a copy for command inspection purposes and forward original to Director, FSC (B 012).

(f) Establish command/unit check-in procedures which ensure all incoming personnel check-in with the installation FSC Relocation Office and attend a mandatory Welcome Aboard/Newcomer's Orientation brief. See reference (c) for specific guidance.

(5) Director, Family Service Center

(a) Assist commanding officers/division directors/unit sponsorship coordinators and sponsors as requested.

(b) Provide sponsorship training to units, divisions, sponsorship coordinators and sponsors as requested.

(c) Conduct Welcome Aboard/Newcomers Orientation briefings.

(d) Coordinate receipt of sponsorship evaluations with the CO's or sponsorship coordinator. Present summarized report of evaluations to the Relocation Assistance Coordinating Committee. Identify trends and propose recommendations for sponsorship program improvement as appropriate.



G. B. BROWN III
Chief of Staff

DISTRIBUTION: A plus 4 (25)

FAMILY REGISTRATION

Privacy Act Statement

Public Law 93-502 (The Privacy Act of 1974), effective September 27, 1975, requires that you be advised of the following: The **AUTHORITY** for soliciting the below-listed information is 5 U.S.C. 301. The **PURPOSE** for soliciting this information is to enable the Family Service Center to assist your family during your unaccompanied tour. The information solicited is **VOLUNTARY**; by providing the information it will help the Marine Corps Family Service Centers to adequately support you.

1. _____
(GRADE) (NAME) (SSN) (MOS) (Inland to MCG)

2. Current Duty Location: _____ Phone: _____

3. Estimated detachment date and leave address: _____

4. Estimated date of arrival at new duty station: _____

5. Names of your family members and relationship: _____

6. Address where family will reside and telephone number: _____

SAMPLE

If you do not know the new address, leave this form with your family to fill out and mail to the appropriate Regional Family Service Center when settled.

USE OF THIS FORM: Complete only if you are in receipt of unaccompanied orders. Use MCB Form 120/9 (EF), Sponsorship Request, for all accompanied orders or to request a sponsor for yourself if you have unaccompanied orders.

If residing east of the Mississippi River, except in the state of Wisconsin, mail this form to Commanding General (Attn: Family Service Center), MCB, Quantico, VA 22134-5001. The telephone number is: 800-336-4663 (VA residents call collect to 703-784-2650).

If residing west of the Mississippi River, including the state of Wisconsin, mail this form to: Commanding General (Attn: Family Service Center), Marine Corps Base, Camp Pendleton, CA 92055-5001. The telephone number is: 1-800-253-1624 (CA residents call collect 619-725-6361).

(Signature)

YOUTH SPONSOR REQUEST
"KIDS IN TOUCH WITH KIDS"

Privacy Act Statement

Public Law 93-502 (The Privacy Act of 1974), effective September 27, 1975, requires that you be advised of the following: The **AUTHORITY** for soliciting the below-listed information is 5 U.S.C. 552. The **PURPOSE** for soliciting this information is to enable receiving commands to assist you in preparing for your change of station. The information solicited is **VOLUNTARY**; by providing this information, you will help the Marine Corps Personnel Sponsorship Program to adequately support you.

I am moving to _____ on _____

from _____ and I am interested in having a sponsor. My name is _____

_____ and I am leaving my address: _____

on this date: _____ I am a boy/girl _____ years old, and in the _____

_____ I would like a boy/girl sponsor. My hobbies/interests are _____

_____. Some questions I have are _____

Thank you,

(Signature)

FOR YOUR PARENTS:

I hereby give my consent to release my child's name and address for the purpose of participating in the Youth Sponsorship Program. I understand this is not an official government record and this information will not be used for any other purpose.

PARENT'S SIGNATURE: _____

MAIL TO: Relocation Assistance Program, Family Service Center

(new duty location - mailing address is noted in SITES Guide)

COVER SHEET FOR SPONSOR REQUEST AND FAMILY REGISTRATION FORMS

From: Commanding Officer
To: (Outbound Servicemember)

Subj: MARINE CORPS PERSONNEL SPONSORSHIP PROGRAM

Encl: (1) Sponsorship Request Form
(2) Youth Sponsorship Request Form (If applicable)
(3) Family Registration Form (Unaccompanied orders only)

1. The Marine Corps Personnel Sponsorship Program is designed to assist transferring single and married Marines and their families during the PCS process. The command to which you are being transferred is ready to provide information and assistance before, during, and after arrival at your new duty location.

2. Participation in the Sponsorship Program is mandatory for all single and married Marines in the grades of E-1 through E-6, WO-1 and CWO-2, O-1 through O-3, and all grades transferring to an accompanied overseas tour. However, the program has several benefits and all are encouraged to participate to take advantage of the assistance available to get your new tour off to a smooth start.

3. If you intend to participate in the Sponsorship Program, either on a voluntary or required basis, you are requested to complete the Sponsorship Request Form (enclosure (1)) and forward it to your new unit address. Also forward the Youth Sponsorship Request Form (enclosure (3)) if appropriate. Shortly after your request is received, you should receive a letter from your gaining command with information about your new duty station and the surrounding area. The name and address of your sponsor should be enclosed. I would encourage you to communicate directly with your sponsor.

4. If you are being transferred to an unaccompanied overseas tour and your family members will relocate to a residence geographically isolated from a Marine Corps installation, you may register them with a regional Family Service Center (FSC). Complete and mail the Family Registration Form (enclosure (3)) to the address noted on the form. Your family can receive timely advice, guidance and assistance during the period you are away by using the toll-free information and referral telephone lines. If residing east of the Mississippi River, except in the state of Wisconsin, call 800-336-4663. If residing west of the Mississippi River, including the state of Wisconsin, call 800-253-1624.

ENCLOSURE (4)

MCBO 1320.3A
20 Aug 97

(California residents call collect to 619-725-5361).

5. I recommend you contact the Relocation Assistance Program (RAP) at the Quantico FSC as soon as possible. The Relocation staff will provide a SITES Guide for your new duty location which includes detailed information on housing, the base, local community, schools, etc. In addition to Sites, the RAP office provides monthly workshops on the relocation process, videos of USMC bases for checkout, assistance with obtaining a "welcome aboard" packet from your next location and individual assistance with any concerns or questions you may have about your upcoming move. The RAP Office is located in the basement of Little Hall (north end) and can be reached at (703) 784-4961/62 between 0730-1630, M-F.

6. I sincerely hope that this program will prove beneficial to you and your family.

//COMMANDING OFFICER//

Copy to:
CO, Respective Unit
Respective Division Director

ENCLOSURE (4)

SPONSORSHIP ASSIGNMENT LETTER

From: Commanding General, Marine Corps Base, Quantico
To:

Subj: SPONSORSHIP ASSIGNMENT

Ref: (a) MCO 1320.11E
(b) MCBO 1320.3A

Encl: (1) Sample "Welcome Aboard" Letter from Sponsor
(2) Sponsorship Checklist

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 your sponsorship assignment.

Name:	Unit:
Telephone (DSN/COM):	Mailing Address:
E-Mail (if available):	

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 your unit and our installation. This initial impression is crucial to the Marine's long-term attitude and performance.

3. Within 1 week of receipt of this letter, you are directed to write or E-Mail a letter of introduction. Enclosure (1) is provided to assist you. Enclosure (2) outlines your duties as a sponsor.

4. I urge you to express a genuine interest in the Marine's needs until the Marine settles into our area and your unit.

5. Please contact the Relocation Staff at the Family Service Center Relocation Assistance Office, telephone 784-4961/62. They will provide information on how to obtain a Quantico "Welcome Aboard" Package for the Marine you are sponsoring, and will provide any information or assistance you require to carry out your sponsorship duties.

Signature

Copy to:
Dir, Family Service Center
CO, Respective Unit

ENCLOSURE (5)

20 Aug 97

COMMAND "WELCOME ABOARD" LETTER/SPONSOR ASSIGNMENT

Encl: Sponsorship Request Form

Dear

On behalf of the Commanding General, welcome to the Crossroads of the Marine Corps! I am confident your tour of duty will be personally enjoyable and professionally productive. We look forward to working with you, and I am confident you will become a valuable member of our command.

The most current and detailed information about relocating to Quantico is in the Quantico SITES guide (120+ pages). I suggest you obtain a copy of this guide from the Relocation Assistance Office at your local Family Service Center (or at the family center of any active-duty military installation, all service branches). SITES information is also available on the world wide web at <http://www.dndc.osd.mil/sites/>. In addition, you may want to request a Quantico "Welcome Aboard" Package from your sponsor or from Quantico's Relocation Assistance Program Office at DSN 278-4961/62 or 1-800-336-4663. Our Relocation Assistance staff will assist you with any questions or concerns you have about relocating to this command.

Bachelor quarters, including "geo bachelor" quarters, are limited at Quantico. I suggest you contact the Bachelor Housing Branch at DSN 278-3148/49 or 703-784-3148/49 to determine availability of quarters prior to arrival.

General information on temporary lodging aboard Quantico (The Crossroads Inn) and Housing (on/off base) is included in the SITES Guide. To be placed on the housing waiting list, you must report to the Housing Office in person. You may "check-in for housing purposes only" prior to officially checking in for duty. Present your orders and detachment verification at the Reception Center (Military Personnel, Little Hall) to receive authorization to check-in with the Housing Office; civilian attire is appropriate. You must also check-in with the Housing Office prior to signing a rental or purchase agreement.

(Include "sponsor" paragraph for mandatory sponsor ranks and when responding to Request for Sponsor Form from other ranks.)

Your assigned sponsor is: Grade/Name: _____
 Unit/Branch: _____
 Address: _____
 Work Phone: _____
 E-Mail (work): _____

ENCLOSURE (6)

MCBO 1320.3A
20 Aug 97

Your sponsor will contact you soon and will be available to assist you (and your family) prior to relocating to Quantico and following your arrival in the area. Please keep your sponsor advised of your plans and relocation needs. If you have not completed a Sponsorship Request Form (enclosure (1)), please complete the form and forward it to your sponsor.

If you do not hear from your sponsor in a reasonable period of time, please contact (Officers: Manpower Division, DSN 278-2367/5 or 1-703-784-2367/5; Enlisted: Military Personnel, DSN 278-2682/83 or 1-703-784-2682/83)

If you report for duty during normal duty hours (M-F 0730-1630), report to the Personnel Officer at the Command Reception Center, Little Hall (Base Theatre), Bldg. 2034. After duty hours, report to the Command Duty Officer in room 114 Lejeune Hall, Bldg. 3250 (DSN 278-2707 or commercial 703-784-2707). Military personnel must report in the Alpha uniform regardless of the uniform season.

I assure you we consider the safety and well being of our Marines and their families to be of utmost importance -- especially during the relocation process. If you should need help or advice during your relocation, contact your sponsor and/or the Quantico Relocation Assistance Office. If there is any way I can be of assistance, please do not hesitate to call me at (DSN/COM....)

Sincerely,

Signature block

ENCLOSURE (6)

MCBO 1320.3A
20 Aug 97

SAMPLE LETTER OF INTRODUCTION FROM SPONSOR

(Date)

(Sponsored Marine's Grade and Name)
(Street address)
(City, state, ZIP code)

Dear (Grade and Name),

Welcome to (enter unit or activity) and to Quantico. I have been assigned as your sponsor. (The remainder of this paragraph should contain a brief summary of the unit's mission, activities and comments about Quantico.)

I was informed that a command "Welcome Aboard" letter was mailed to you with a Sponsorship Request Form. Let me know if you received it and if you've completed the information requested on the form. That information will help determine what information to include in your "Welcome Aboard" packet. I'll be happy to mail the packet to you or you can request a packet directly from the Relocation Program Office at Quantico's Family Service Center (FSC) (1-800-336-4663 or DSN 278-4961/62).

(Enter appropriate personal information. You should include both your work phone #'s, DSN and commercial, home phone # and mailing address. If you have a work and/or home E-Mail address, you may want to include that. Include any other personal items of interest.)

(If sponsoring a family with children, include:)
If you have children between the ages of 5 to 18, our Youth Sponsorship Program will provide a volunteer youth sponsor. I've enclosed a Youth Sponsorship request form. If you'd like to participate in this program, complete the form and mail it to United States Marine Corps, Family Service Center, Attn: RAP, 2034 Barnett Ave., Quantico VA 22134-5002. You can also fax it to FSC, Attn: RAP at DSN 278-4434 or 1-703-784-4434.

I encourage you (and your family, if married) to visit the nearest FSC Relocation Office to pick up your copy of Quantico's SITES guide. The guide includes very detailed information (120+ pages) for personnel relocating to Quantico. The information should answer many of your questions. This office should be able to provide additional assistance you may need while getting ready to PCS.

If you have any questions which have not been answered by the SITES guide or the welcome packet, let me know and I will try to send the necessary information.

ENCLOSURE (7)

MCBO 1320.3A
20 Aug 97

If I can be of assistance in any other way right now, please do not
hesitate to write, call or E-Mail.

Sincerely,

ENCLOSURE (7)

