



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3000 MARINE CORPS PENTAGON
WASHINGTON DC 20350-3000

MCO 1320.11H
M&RA (MF)
19 Sep 2023

MARINE CORPS ORDER 1320.11H

From: Commandant of the Marine Corps
To: Distribution List

Subj: MARINE CORPS SPONSORSHIP PROGRAM (MCSP)

Ref: (a) DoDI 1342.22, "Military Family Readiness," August 5, 2021
(b) SECNAVINST 1754.1B
(c) MCO 1754.9B
(d) MCO P1700.27B w/CH-1
(e) MCO 1754.10B
(f) Joint Travel Regulations (JTR)
(g) SECNAVINST 5211.5F
(h) MCO 5210.11F
(i) SECNAV M-5210.1
(j) 5 U.S.C. § 552a

Encl: (1) Sample Sponsorship Coordinator Appointment Letter
(2) Sample Command "Welcome Aboard" Letter
(3) Sample Sponsorship Program Utilization Metrics
(4) Sample Sponsor "Welcome Aboard" Letter (Continental United States (CONUS))
(5) Sample Sponsor "Welcome Aboard" Letter (Accompanied - Outside the Continental United States (OCONUS))
(6) Sample Sponsor "Welcome Aboard" Letter (Unaccompanied - Outside the Continental United States (OCONUS))
(7) Sample Sponsorship Assignment Letter

1. Situation. This Order is in accordance with references (a) through (j). The Marine Corps Sponsorship Program (MCSP) enhances the readiness of Marines, attached service members, and their families (hereafter referred to as Marines and family members) as they navigate the mobile military lifestyle, by providing direct support during the transition from one duty station to another. The Information, Referral and Relocation (IR&R) Program staff serve as the subject matter experts on sponsorship matters and work closely with Unit Sponsorship Coordinators (SCs) to provide comprehensive sponsorship services. Sponsorship services are designed to support readiness by providing a Sponsor focused on assisting Marines and family members, with a smooth transition to a new duty station, thereby reducing stress related to frequent Permanent Change of Station (PCS) moves.

2. Cancellation. MCO 1320.11G.

3. Mission. To provide policy and procedural guidance for the MCSP.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The MCSP supports the challenges of the mobile military lifestyle by ensuring that Marines and family members have access to a Sponsor to provide them with direct support during a PCS move. The individual Sponsor is focused on supporting their specific needs in order to reduce relocation-related stress, while adhering to established policy and procedures within the references.

(2) Concept of Operations. The IR&R Program is a Marine and Family Programs Division (MF)-mandated Military and Family Readiness System Service. IR&R Program personnel are responsible for implementing the policies and standards outlined in this Order.

(a) Sponsorship assistance is separate and distinct from the welcoming component of the Unit, Personal and Family Readiness Program (UPFRP); however, MCSP shall collaborate with the UPFRP to ensure maximum family readiness support.

(b) Transferring Marines are assigned a Sponsor to assist with transition to, during, and after arrival at a new duty station.

(c) The SC is responsible for maintaining the MCSP at the unit level. Training and support are provided by the IR&R Program.

(d) Sponsorship assistance includes, but is not limited to, contacting Marines and their families prior to arrival, greeting them upon arrival, supporting initial transportation needs, providing local resource information, and assisting with familiarity of the new duty station.

(e) Sponsorship is mandatory for all personnel in the grades of E-1 through E-9, WO-1 through CWO-5, and O-1 through O-6 executing Continental United States (CONUS) or Outside the Continental United States (OCONUS) orders.

(f) To assist families of Marines who are assigned to areas geographically isolated from a Marine Corps installation, the Marine Corps Community Services at Camp Pendleton, California, and Marine Corps Base Quantico, Virginia, offer toll-free information and referral telephone lines to provide timely guidance and assistance to these families during their move. If residing east of the Mississippi River, except in the state of Wisconsin, call 1-833-657-2110. If residing west of the Mississippi River, or in the state of Wisconsin, call 1-800-253-1624. In addition, Military OneSource offers 24/7 toll-free assistance at 1-800-342-9647.

(g) Sponsors and SCs are uniformed military personnel and not civilian personnel. Sponsors must be of equal or higher paygrade to inbound Marines whenever possible. Commands are encouraged to match marital status (e.g., single Sponsor for single inbound Marine, married Sponsor with children for married inbound Marine and family, etc.). Commands are encouraged to ensure SCs have a minimum of six months remaining at the duty station prior to assignment.

(h) Sponsorship Training and Sponsorship Coordinator Training is provided by the IR&R Program, and on MarineNet, and must be completed by Sponsors and SCs prior to assisting Marines and families with support.

(i) Welcome Aboard workshops, provided by the IR&R Program staff, also known as Newcomers Brief (hereafter referred to as Welcome Aboard), assist Marines and families to adapt to a new duty station. These are not Morale, Welfare, and Recreation events; however, per reference (d), non-appropriated funds may be expended, when available, in conjunction with these services.

b. Subordinate Element Missions

(1) Deputy Commandant for Manpower and Reserve Affairs (DC M&RA)

(a) Develop, manage, monitor, and coordinate MCSP policies.

(b) Designate the Headquarters Marine Corps (HQMC) IR&R Program Manager to provide oversight and guidance for the MCSP.

(c) Identify fiscal and personnel resources necessary to coordinate and effectively execute the MCSP throughout the Marine Corps.

(d) Coordinate, as appropriate, with applicable Federal and civilian community resources.

(e) Assess and evaluate effectiveness of the MCSP to ensure performance management requirements, including but not limited to, cost, quality assurance, accessibility satisfaction inspections, managers' internal control program, and certification are met in accordance with reference (a).

(f) Review this Order annually to ensure that it is necessary, current, and consistent with statutory authority.

(2) Marine and Family Programs Division (MF) Director

(a) Manage programs using Headquarters MF identified performance management strategy, including but not limited to, cost, quality, utilization, accessibility, and satisfaction to inform decision making, mitigate challenges, and address needs, in accordance with reference (a).

(b) Conduct inspections and support the managers' internal control program, privacy program, privileging/credentialing, and certification to ensure requirements are met.

(c) Provide and manage standardized training materials in accordance with reference (a).

1. Ensure Sponsorship Training is available via MarineNet.

2. Training documentation will be maintained in accordance with reference (i) and shall include the curriculum and enrollment data.

(d) Ensure participation in ongoing outreach, communication, activities, and events with Service members and their families to promote prevention of behaviors that may compromise military or family readiness.

(3) Commander, Marine Forces Reserve (COMMARFORRES)

(a) Establish MARFORRES as the liaison to support the delivery of Sponsorship support and services to Reserve personnel and their families, and to both Reserve and Active Component Marines on Special Duty Assignment (SDA), where applicable, and to both Reserve and Active Component Marines on inspector-instructor staffs.

(b) Establish that Sponsorship support is available through MARFORRES Marine Corps Community Services (toll-free 1-866-305-9058) and the nearest military installation.

(c) Commanders of reserve component Marines shall ensure that SMCR Sponsors provide newly joined Marines with a Reserve Sponsorship Package upon arrival or during the first drill weekend. The package shall include:

1. Personal welcome aboard letter from the Reserve unit commander.

2. Chain of command and points of contact.

3. Reserve command structure.

4. Brief command history and mission statement.

5. Reserve pay scale.

6. General Reserve information and benefits.

7. Reserve Referral Credit Program.

8. Reserve Career Options.

9. Annual Training Plan.

10. Quarterly Training Bulletin.

11. Mobilization Letter of Intent.

12. Family Support Activities and other items deemed necessary or informative.

(4) Commanding General, Marine Corps Recruiting Command (CG, MCRC). Ensure the Deployment Readiness Coordinators (DRCs) and Uniformed Readiness Coordinators (URCs) at each Recruiting District support the SC and IR&R staff in the delivery of Sponsorship support to MCRC personnel and their families.

(5) Installation Commanders

(a) Ensure the IR&R Program provides Sponsorship Training, Sponsorship Coordinator Training, and Welcome Aboard services to familiarize new arrivals to the installation and surrounding community, per reference (e).

(b) Ensure training provided shall utilize the standardized training materials provided or authorized by the Deputy Commandant for Manpower and Reserve Affairs (DC M&RA) (MF).

(c) Ensure program staff participate in ongoing outreach, communication, activities, and events with service members and their families to promote prevention of problematic behaviors that may compromise military or family readiness.

(d) Provide publicity and advertising support for the provision of Welcome Aboard services.

(6) Unit Commanding Officers

(a) Establish a MCSP Program in accordance with this Order.

(b) Appoint a SC in writing. Recommended selection from either the S-1, Administrative Chief, or Adjutant (sample letter provided at enclosure (1)). The SC appointment is a collateral duty.

(c) Ensure the SC completes required Sponsor Coordinator Training prior to executing the assigned responsibilities and no later than 60 days after appointment and maintains a training certificate on file.

(d) Develop local policies to ensure Sponsorship Training documentation in Marine Corps Training Information Management System (MCTIMS) using the training event code "US", in coordination with their supporting Installation IR&R Program.

(e) Furnish a copy of the SC Appointment Letter to the installation or supporting IR&R Manager.

(f) Ensure incoming personnel are assigned a Sponsor and receive a "Welcome Aboard" letter (sample provided at enclosure (2)) upon receipt of NAVMC 11799, Sponsorship Request Form. If the unit is located OCONUS, assign a Sponsor as soon as the basic (web) orders are received at the overseas unit.

(g) Establish follow-up procedures to ensure Marines are assigned a Sponsor no later than 60 days before transfer, and the gaining unit DRC or URC is identified and their contact information is given to the Marine (sample letters provided in enclosures (4), (5), and (6) of this Order).

(h) Budget for anticipated Sponsor reimbursable expenses to fulfill this official duty, per reference (f). Provide reimbursement to Sponsor for allowable expenses including, but not limited to, mileage performed with privately owned vehicles in the execution of official duties, airport parking, and toll fees paid during transit.

(i) Provide time during duty hours for the Sponsor to assist the inbound Marine with familiarization of the new duty station and surrounding community, to include registering for the Welcome Aboard workshop.

(j) Ensure NAVMC 11791, Sponsorship Program Questionnaire, is provided to the Marine, and maintain the completed document for two years in the command files and directives system. Periodically review questionnaires to determine trends with the execution of Sponsors' duties, and when appropriate, discuss with the SC in order to enhance the unit's Sponsorship Program.

(k) Establish command check-out procedures that require transferring Marines to attend mandatory PCS workshops at least 60-90 days prior to transfer. PCS workshops are provided by the installation IR&R Manager.

(l) Provide units not on a military installation with information about the Military Community and Family Policy online relocation tools, found at <https://planmymove.militaryonesource.mil/> and <https://installations.militaryonesource.mil/>.

(7) Sponsorship Coordinators (SCs)

(a) Complete Sponsorship Coordinator Training with the installation and supporting IR&R Manager prior to executing the assigned responsibilities and no later than 60 days after appointment. Sponsorship Coordinator Training is available in workshops provided by the IR&R Program, and on MarineNet under the title USMC Sponsorship Coordinator Training, with a training code provided by the IR&R Manager.

(b) Provide updated contact information, including Reporting Unit Code, email address, and phone number to the installation and supporting IR&R Manager to ensure accurate and current information is on all PCS orders for Marines transferring to the gaining Command.

(c) Coordinate with the installation IR&R Manager to obtain a Sponsorship Training schedule and, for those attending in-person workshops, schedule training for the unit Sponsors.

(d) Ensure Sponsors have completed Sponsorship Training and received a training completion certificate prior to performing sponsorship duties. Sponsorship Training is available in workshops provided by the IR&R Program, and on MarineNet under the title USMC Sponsorship Training. If training cannot be accessed via in-person workshop or MarineNet due to a distance or technology hardship, a non-USMC specific training is available at <https://millifelearning.militaryonesource.mil/>.

(e) Ensure documentation of Sponsorship Training for Sponsors and SCs in MCTIMS using the training event code "US".

(f) Coordinate with the installation IR&R Manager to receive rosters of Marines who attend the in-person training and ensure their training certificates are provide to the S-3 training section for documentation in MCTIMS.

(g) Assist the transferring Marine in requesting a Sponsor from the gaining command using NAVMC 11799. Sponsorship requests are also available during PCS workshops provided by the IR&R Program.

(h) Upon receipt of NAVMC 11799, recommend assignment of an appropriate Sponsor and prepare a Sponsorship Assignment Letter (sample letter provided in enclosure (7) to this Order) for the Commanding Officer's signature.

(i) Establish and maintain Sponsor assignment rosters for tracking purposes and provide program utilization metrics to the installation or supporting IR&R Manager at the end of each quarter to enable assessment of program usage. Program utilization metrics shall be provided by the end of

the first month in the following quarter, (sample form provided in enclosure (7) to this Order). Program metrics shall include:

1. Inbound Sponsorship metrics: from CONUS or OCONUS, number of Marines assigned, rank, and married or single status.

2. Outbound Sponsorship metrics: CONUS or OCONUS assignment, number of Marines assigned sponsors, rank, and married or single status.

(j) Ensure Sponsor prepares Welcome Aboard letters for the inbound Marines within 10 working days of sponsorship assignment. Sample letters are provided in enclosures (4) through (6) of this Order.

(k) Provide NAVMC 11791 to newly arrived Marines and collect completed questionnaires. Completion of questionnaires is optional but encouraged. File and retain returned questionnaires for two years, in accordance with reference (h).

(l) Inform the IR&R Manager if they PCS or move on from their role as SC to ensure the IR&R Manager has the correct SC contact information on file.

(m) Maintain a turnover binder. Both a hard copy and an electronic copy posted on the unit SharePoint site or unit share drive shall be maintained. The binder shall include:

1. Copy of this Order.

2. Sponsorship metrics form.

3. Master copies of NAVMC 11799 Sponsor Request Form and NAVMC 11791 Sponsorship Program Questionnaires.

4. Copy of the Functional Area Checklist.

5. Links to MarineNet Sponsor and Sponsorship Coordinator Training and contact information for the in-person IR&R workshop training for those on an installation.

6. Contact information for the installation IR&R Manager, or for remotely stationed Marines, contact information for the HQMC Program Manager.

(8) Assigned Sponsors

(a) Required duties are as follows:

1. Complete Sponsorship Training prior to commencing duties as a Sponsor and provide the certificate to the S-3 training section to ensure proper documentation in MCTIMS.

2. Contact the inbound Marine via a Welcome Aboard Letter within 10 working days of sponsorship assignment (sample letters provided in enclosures (4) through (6) of this Order).

3. Follow up via phone or email and ensure inbound Marine received Command Welcome Aboard Letter (sample letter provided in enclosure (2) of this Order) and identify the Marine's needs.

(b) Additional duties include:

1. Greet inbound Marine(s).
2. Assist in arranging transportation as needed.
3. Introduce the Marine to key personnel at the command.
4. Offer to take the inbound Marine on a driving tour of key base and community locations.
5. Provide information and assistance for vehicle registration.
6. Provide information about local communities and housing market.
7. Provide Marines with information about Marine and Family Program resources.
8. Provide Marines with the contact information for the IR&R office so they can register for the Welcome Aboard workshop and be connected to other resources as needed.
9. Provide Marines with forwarding mail information and the unit's mailing address.

(9) Information, Referral and Relocation (IR&R) Installation Program Manager

(a) Serve as the installation subject matter expert on sponsorship matters and assist with Commanding General Inspections when needed.

(b) Serve as the primary resource to deliver standardized Headquarters-approved training curriculum and ensure Sponsorship Coordinator Training classes are provided to SCs and Sponsorship Training to assigned Sponsors.

(c) Publish information on the availability of MarineNet Sponsorship Training and Sponsorship Coordinator Training.

(d) Serve as the primary resource to deliver information on the PCS process, relocation assistance, information, and referrals for CONUS and OCONUS.

(e) Maintain contact on a monthly basis with the SCs to provide program support, communicate program changes, and provide assistance as needed.

(f) Ensure SC contact information is updated when changes are made at the Unit level.

(g) Collect program utilization metrics from the SC at the end of each quarter, no later than the end of the month of the first month of the following quarter, and provide an annual roll up of metrics to the HQMC IR&R Program Manager no later than by the end of the second month of the new fiscal year.

5. Administration and Logistics

a. Recommendations. Recommendations for changes to this Order should be submitted to M&RA MF via the appropriate chain of command.

b. Records Management. Records created as a result of this Order shall be managed according to National Archives and Records Administration (NARA)-approved dispositions in reference (i), SECNAV M-5210.1, to ensure proper maintenance, use, accessibility, and preservation, regardless of format or medium. Records disposition schedules are located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at:

<https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>. Refer to reference (h), MCO 5210.11F, for Marine Corps records management policy and procedures.

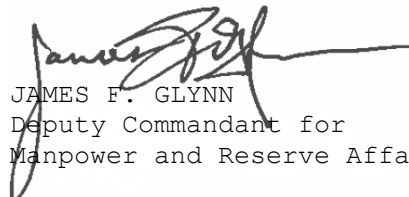
c. Privacy Act. Any misuse or unauthorized disclosure of Personally Identifiable Information (PII) may result in both civil and criminal penalties. The Department of the Navy (DON) recognizes that the privacy of an individual is a personal and fundamental right that shall be respected and protected. The DON's need to collect, use, maintain, or disseminate PII about individuals for purposes of discharging its statutory responsibilities shall be balanced against the individuals' right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII shall be in accordance with the Privacy Act of 1974, as amended [reference (j)] and implemented per reference (g).

d. Forms Management. All Navy/Marine Corps forms mentioned in this Order are available at <https://forms.documentservices.dla.mil/>.

6. Command and Signal

a. Command. This Order applies to the Active Duty, members of the Selected Marine Corps Reserve, Marines on Active Duty Operational Support orders, their family members and when authorized by law, other populations such as civilian personnel.

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


JAMES F. GLYNN
Deputy Commandant for
Manpower and Reserve Affairs

DISTRIBUTION: PCN 10201080000

Sample Sponsorship Coordinator Appointment Letter

(On Command Letterhead)

SSIC
DATE

From: (Organization/Commanding Officer)
To: Individual Assigned

Subj: SPONSORSHIP COORDINATOR APPOINTMENT LETTER

Ref: (a) MCO 1320.11H

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. Questions related to sponsorship requirements should be directed to the installation Information, Referral and Relocation (IR&R) Program Manager. The IR&R Program Manager is a key resource for assisting you in the execution of your duties.
4. Ensure your Deployment Readiness Coordinator (DRC) or Uniformed Readiness Coordinator (URC) is aware of your role as Sponsorship Coordinator.

Commanding Officer
(Signature block)

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 our installation and Marine Corps Community Services webpages _____ and <https://installations.militaryonesource.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 require assistance or advice during the relocation process, contact your Sponsor, the nearest Information, Referral and Relocation office in Marine and Family Programs, and/or the command's Deployment Readiness Coordinator (DRC) or Uniformed Readiness Coordinator (URC).

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

The Unit's URC/DRC is: _____
Work phone: _____
Work email: _____

Sincerely,

(Signature block)

Sample Sponsorship Program Utilization Metrics

Sponsorship Utilization Metrics
Quarter __ FY __

Installation: _____ Unit: _____
Sponsorship Coordinator: _____

Inbound Sponsorship Usage Metrics Outside the Continental United States (OCONUS)	
Sponsors Assigned	Total:
Demographics	
Officer	
E6-E9	
E4-E5	
E1-E3	
Married	
Single	

Outbound Sponsorship Usage Metrics	
Sponsors Requested	Total:
Demographics	
Continental United States (CONUS)	
Officer	
E6-E9	
E4-E5	
E1-E3	
Single	
Married	
Outside the Continental United States (OCONUS)	
Officer	
E6-E9	
E4-E5	
E1-E3	
Married	
Single	

Sample Sponsor "Welcome Aboard" Letter (Continental United States (CONUS))

(On Command Letterhead or via email)

SSIC
Date

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 sent 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. At minimum, this should include information concerning items of interest.)

Your Deployment Readiness Coordinator (DRC) or Uniformed Readiness Coordinator (URC) can provide you with additional information about the base and the surrounding area.

DRC/URC Contact Information:

Name: _____
Work phone: _____
Work email: _____

I encourage you (and your family) to visit the nearest installation Information, Referral and Relocation (IR&R) Program office in Marine and Family Programs, to obtain information and assistance with your Permanent Change of Station (PCS) move and to sign up for a PCS workshop. IR&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 <https://installations.militaryonesource.mil/> and <https://planmymove.militaryonesource.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)

Sample Sponsor "Welcome Aboard" Letter (Accompanied - Outside the Continental United States (OCONUS))

(On Command Letterhead or via email)

SSIC
Date

Name
Address
City, State, Zip

Dear (Grade and Name):

SUBJECT: WELCOME ABOARD

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 has been sent to you (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 and Family Programs' Information, Referral and Relocation (IR&R) office to receive information and assistance with your Permanent Change of Station (PCS) move. The IR&R Program provides PCS workshops and relocation assistance to help all Service Members and their families who are relocating from one duty station to another. Also, you may check <https://installations.militaryonesource.mil/> and <https://planmymove.militaryonesource.mil> for information on planning your move and learning about your destination. Relocation services available through the IR&R office include:

- Destination information
- Base and community information worldwide
- Relocation workshops (Welcome Aboard and PCS/OCONUS workshops)
- Lending Locker (if your installation has one)

(If known) You have been 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).

You will need an approved area clearance and no-fee passport for each of your family members, as well as an Overseas Suitability Screening (OSS), which includes a dental and medical screening for you and your family

members. 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: dental endorsements and modifications; approved area clearance; shot records; and passport. Additionally, (add the following as applicable): original birth certificates; marriage certificate; divorce certificate; and school records. Your approved 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 for housing assignment purposes) and whether or not you are bringing a pet(s). This will assist me in ensuring transportation has been arranged from the airport to temporary lodging. When you have your port call information (date, time of arrival, and flight number) inform me immediately so that I can assist you with the housing process or reserve temporary lodging.

I will also need your current mailing address and phone number (to include your temporary leave address and phone number).

Feel free to call me at DSN _____ or commercial 011-_____.
My email address is: _____. My mailing address is:
_____.

Based on policy, housing assignment is determined by location of work, availability, and family size. There also may be mandated "live on-base" policies established (Okinawa). If on-base housing on Okinawa is not available for your family based on work location, pay grade, and family size, you may be given the option to move off-base. There are single units, multiplex, and high-rise apartments available on-base, but they vary by work location, availability, and family size. In some locations (primarily Okinawa and Iwakuni), the high-rises have some pet-restrictions, and you should be aware that having a pet is not a basis for declining housing. On Okinawa, having a pet is NOT justification for moving off base. If you are bringing pets, please let me know immediately, so I can provide you with very important information on pet importation laws and requirements, along with installation pet breed restrictions policies for pets in on-base housing. Suitable off-base housing is small and expensive. Off-base utilities and phone service are also expensive.

If you reside off-base, you will receive overseas housing allowance 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 highly recommend you make an appointment with the IR&R Program in the installation Marine and Family Programs office to discuss with trained personnel the many aspects of your move.

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)

Sample Sponsor "Welcome Aboard" Letter (Unaccompanied - Outside the Continental United States (OCONUS))

(On Command Letterhead or via email)

SSIC
Date

Name
Address
City, State, Zip

Dear (Grade and Name):

SUBJECT: WELCOME ABOARD

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" has been sent to you (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 and Family Program's Information, Referral and Relocation (IR&R) office to receive information and assistance with your Permanent Change of Station (PCS) move. The IR&R Program provides PCS workshops and relocation assistance to help all Service Members and their families who are relocating from one duty station to another. Also, you may check <https://installations.militaryonesource.mil/> and <https://planmymove.militaryonesource.mil> for information on planning your move and learning about your destination. Relocation services available through the IR&R office include:

- Destination information
- Base and community information worldwide
- Relocation workshops (Welcome Aboard and PCS/OCONUS workshops)
- Lending Locker (if your installation has one)

(If known) You have been 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).

Personal records which you should have in your immediate possession while en route (unless procedures from detaching base prescribe otherwise) include: 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 IR&R office has a lending locker.)

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 highly recommend you make an appointment with the IR&R Program in the installation Marine and Family Programs office to discuss with trained personnel the many aspects of your move.

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)

Sample Sponsorship Assignment Letter

(On Command Letterhead)

SSIC
Date

From: (Organization/Commanding Officer)
To: (Sponsor Nominee)

Subj: SPONSORSHIP ASSIGNMENT

Ref: (a) MCO 1320.11H
(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 even 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. Contact the Information, Referral and Relocation office in Marine and Family Programs for information on the relocation services that are available, including Permanent Change of Station (PCS) workshops, Welcome Aboard workshops, and Lending Lockers services. For additional resources, contact the Deployment Readiness Coordinator (DRC) or Uniformed Readiness Coordinator (URC) to coordinate a welcome 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 to transport the inbound Marine 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 your Sponsorship Coordinator and/or the installation Information, Referral and Relocation Manager.

Sincerely,

(Signature block)

APPENDIX A

Glossary of Acronyms and Abbreviations

CG, MCRC	Commanding General, Marine Corps Recruiting Command
COMMARFORRES	Commander, Marine Forces Reserve
CONUS	Continental United States
DC M&RA	Deputy Commandant for Manpower and Reserve Affairs
DoD	Department of Defense
DON	Department of the Navy
DON/AA	Department of the Navy/Assistant for Administration
DRC	Deployment Readiness Coordinator
DRMD	Directives and Records Management Division
HQMC	Headquarters Marine Corps
IR&R	Information, Referral and Relocation
JTR	Joint Travel Regulations
M&RA	Manpower and Reserve Affairs
MCSP	Marine Corps Sponsorship Program
MCTIMS	Marine Corps Training Information Management System
MF	Marine and Family Programs Division
NARA	National Archives and Records Administration
OCONUS	Outside the Continental United States
PCS	Permanent Change of Station
PII	Personally Identifiable Information
SCs	Sponsorship Coordinators
SDA	Special Duty Assignment
SMCR	Selected Marine Corps Reserve
UPFRP	Unit, Personal and Family Readiness Program
URC	Uniformed Readiness Coordinator

APPENDIX B

Glossary of Definitions and Terms

Permanent Change of Station (PCS) Workshop. The provision of CONUS and OCONUS destination area information and preparation, with emphasis on information and with regard to moving costs, housing costs and availability, childcare, spouse employment opportunities, cultural adaptation, community orientation, and resilience resources.

Welcome Aboard Workshop and Services. The provision of helpful information with an emphasis on available government living quarters, private housing, childcare, spouse employment assistance information, cultural adaptation, and non-commercial community orientation.

<https://installations.militaryonesource.mil>. A Department of Defense (DoD) computerized information system that can interact with the military relocation assistance services of all military departments, including OCONUS programs. Public law requires this system to be updated quarterly by military relocation program staff.

<https://militarylearning.militaryonesource.mil>. MilLife Learning offers training resources including e-Sponsorship training, designed to assist service members, their families, survivors and those who support them.

<https://www.militaryonesource.mil>. A DoD funded program providing online resources, information, and other services in support of military life.

<https://planmymove.militaryonesource.mil>. An application that allows Service Members and spouses to customize and save moving checklists together with timelines for all aspects of the moving process.