



UNITED STATES MARINE CORPS

MARINE CORPS BASE
PSC BOX 20004
CAMP LEJEUNE, NC 28542-0004

BO 1320.12
S-1

MAR 09 2009

BASE ORDER 1320.12

From: Commanding Officer
To: Distribution List

Subj: PERSONNEL SPONSORSHIP PROGRAM

Ref: (a) MCO 1320.11_
(b) OPNAVINST 1740.3B
(c) AR 600-8-8
(d) BO 1320.8D
(e) Joint Federal Travel Regulations (JFTR)

Encl: (1) Sample Sponsorship Request Form
(2) Sample Unit Sponsorship Coordinator Assignment Letter
(3) Youth Sponsorship Request Form
(4) Sample Sponsorship Assignment Letter
(5) Sample Command "Welcome Aboard" Letter
(6) Sample Sponsor "Welcome Aboard" Letter

1. Situation. To provide policy and procedural guidance for a Command Personnel Sponsorship Program as required by the references (a) through (e).

2. Mission

a. The sponsorship program is designed to aid in a smooth transition from the old duty station to the new duty station. It is intended to provide information pertinent to planning the movement of families and household effects and to provide information on availability of government and public quarters.

b. This Order prescribes that procedures have been established to assign sponsors for all service members inbound or outbound to Marine Corps Base (MCB), Camp Lejeune as follows;

(1) All Marines undergoing a Permanent Change of Station Orders (PCSO) within the continental United States (CONUS) are available upon request for a sponsor while PCSO Outside the continental United States (OCONUS) it is mandatory for all overseas accompanied personnel to be assigned a sponsor per reference (a).

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

(2) Once it's been determined that a Marine has acquired a new spouse and/or children since their last Permanent Change of Station (PCS) move, a sponsor will be assigned to that individual service member. The losing command's unit Sponsorship Coordinator will assist the transferring service member in requesting a sponsor from the gaining command using enclosure (1).

(3) All Sailors will be assigned a sponsor by the Customer Service Desk (CSD), U.S. Navy Personnel Support Detachment for all PCSO per reference (b).

(4) All Soldiers in the ranks of private through colonel undergoing a PCSO will be offered the opportunity to participate in the sponsorship program. The sponsorship program is mandatory for all first term Soldiers per reference (c).

c. Examples of the type of assistance a sponsor may provide include:

(1) Making reservations at the Lejeune Inn for incoming service members and service members with families.

(2) Assisting in locating suitable off-base housing in coordination with the base housing referral office.

(3) Providing orientation of base activities and new duty assignment throughout the check-in process.

3. Execution

a. Commanding officers of Headquarters and Support Battalion, and Weapons Training Battalion will:

(1) Designate in writing a unit sponsorship coordinator (USC) for your command using enclosure (2). Provide copies of the letter of designation to the Base Manpower Officer and Base Relocation Manager. Ensure the USC completes all required training through the Family Service Center (Relocation Manager).

(2) Upon receipt of a request from any inbound service member, ensure enclosure (1) is provided by the gaining unit S-1 to the service member for completion. Married or single parent service members with school age children will also be provided with enclosure (3).

(3) Provide assistance as needed in completing all appropriate forms and mail to either the new duty station or Regional Family Services Center, as requested.

(4) Ensure that the service member is aware of the reference library maintained by the Family Services Center. This library contains a copy of every Marine Corps installation "Welcome Aboard" package as well as the Military Installation "Plan My Move" (PMM), computer printout of Camp Lejeune and all other Department of Defense (DoD) installations, and is available upon request.

(5) Establish follow-up procedures to ensure transferring service members have been assigned a sponsor no later than 60 days before transfer, or as soon as practical.

(6) Establish command check-out procedures requiring transferring service members to OCONUS to report sufficiently in advance, to the Family Service Center to attend a mandatory relocation workshop.

(7) Upon receipt of a request for sponsor (enclosure (1)), prepare a command Sponsorship Assignment Letter utilizing the format contained in enclosure (4) and forward to the respective commanding officer/section head.

(8) Upon receipt of enclosure (1), utilize enclosures (4) through (6) to assign a sponsor of the same grade and marital status, and ensure the command forwards the appropriate "Welcome Aboard" letters to the incoming personnel requesting a sponsor.

(9) Budget for sponsor reimbursable expenses per reference (e). Provide sponsors reimbursement for allowable expenses such as but not limited to mileage performed with their privately owned vehicle in the execution of their official sponsor duties, airport parking, and tolls paid during transit.

(10) Establish internet monitoring and self-evaluation to ensure program effectiveness.

(11) Ensure sponsors have completed sponsor training and received a training completion certificate prior to assignment as a sponsor. Certificates will be issued by the training host, either the USC after one on one training or the Base Family Services Center (Relocation Manager).

(12) Establish command check-in procedures to ensure all incoming service members check-in with the Family Service Center and attend a mandatory Welcome Aboard/Newcomer's Orientation brief located in Building 59 per reference (d).

b. Director, Family Service Center will:

(1) Assist commands as requested.

(2) Coordinate youth sponsorship requests.

(3) Conduct Welcome Aboard/Newcomer's Orientation briefs and relocation workshops, per reference (d).

(4) Maintain a library of information on Camp Lejeune, the local area, and all other Marine Corps bases/stations and DoD installations.

c. Sponsorship Coordinators

(1) Director, Base S-1, and the Base Manpower Officer are designated members of the Camp Lejeune Family Readiness Advisory Council (FRAC) and Relocation Assistance Coordinating Committee (RACC).

(2) Unit sponsorship coordinators will receive train-the-trainer type information by the Family Readiness Program Coordinator on the services that are offered by the Family Service Center.

4. Administration and Logistics. Recommendations concerning content of this Order may be forwarded to Director, Base S-1 via the appropriate chain of command.

5. Command and Signal

a. Command. This Order is applicable to all Marines and all military services assigned to MCB Camp Lejeune.

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


W. A. MEIER
By direction

DISTRIBUTION: A

SPONSORSHIP REQUEST FORM

PRIVACY ACT STATEMENT

AUTHORITY, the information contained on this form is maintained under the systems of records notice MMN00010 (Personnel Services Working Files), 10 U.S.C. 1071-1087 and E.O. 11016, published February 22, 1993, 58 FR 10630. The information contained within is FOR OFFICIAL USE ONLY and may not be disclosed without the consent of the record subject, except under routine use. **PURPOSE** of this information is to provide a record for the use in the administration of programs concerning the personal welfare of Marines and their dependents. 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 **ROUTINE USE** pursuant to 5 U.S.C. 552a(b)(3). **DISCLOSURE**: Information is MANDATORY for program participation.

Complete all blocks and forward this form to your new unit address:

(Rank) _____ (Name) _____ (Last 4 SSN) (MOS) _____

Current unit address: _____

Unit Phone Number DSN: _____ Unit Phone Number DSN: _____

Current mailing address: _____

E-Mail address: _____

Estimated Detachment Date: _____ Arrival Date: _____

MCC/RUC of new assignment: _____

Leave address: _____

Marital Status: _____

Children information:

Names	Gender	Date of Birth
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Anticipated mode of travel: _____

Are you an exceptional family member sponsor YES NO

I DO I DO NOT desire government quarters (unless mandated by base policy). My family size will require 2 3 4 bedrooms.

I HAVE I HAVE NOT forwarded an application for an assignment to military family housing, DD Form 1746 to the housing office.

I have _____ dog (s) and _____ cat (s).

Specific information/assignment requested: _____

Signature

RETURN TO: MARINE CORPS BASE
ATTN: SPONSORSHIP COORDINATOR
(Unit POC/Unit Address)

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SAMPLE UNIT SPONSORSHIP COORDINATOR APPOINTMENT LETTER

From: (Organization/Unit Commander)

To: Individual Assignment

Subj: UNIT SPONSORSHIP COORDINATOR APPOINTMENT LETTER

Ref: (a) BO 1320.12
(b) MCO 1320.11F

1. You are hereby appointed to perform as the Unit Sponsorship Coordinator for this command per reference (a). You will be guided in your duties by the details outlined in paragraph 4e of reference (b).

2. Sponsors are allowed reimbursement for expenses they incur while in performance of their official duties. Allowable expenses are outlined in paragraph 4c(a) of reference (b).

Commanding Officer signature

YOUTH SPONSORSHIP REQUEST FORM

PRIVACY ACT STATEMENT

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(Name) (E-Mail address - optional)

(Gender) (Age) (School Grade)

I am moving to _____ on _____

I am moving from _____ . I am interested in having in having a

sponsor. My hobbies/interests are: _____

Some of the questions I have are: _____

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 that this information will not be used for any other purpose.

PARENT'S SIGNATURE: _____

Submit to: Youth and Teen Program, Marine and Family Services Branch

(New Duty Station)

SAMPLE SPONSORSHIP ASSIGNMENT LETTER

From: (Organization/Unit Commander)
To: (Sponsor Nominee)

Subj: SPONSORSHIP ASSIGNMENT

Ref: (a) MCO 1320.11F
(b) BO 1320.12

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:
Mailing Address:

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 one week of receipt of this letter and/or email, you are directed to write a letter of introduction. Include a description of yourself, the unit, and a self-addressed envelope.

4. Please contact the Command Unit Sponsor Coordinator (USC) and the Base Family Service Center (Relocation Manager) regarding relocation services or resources that are available.

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 (enter name and phone number of USC within the command and/or the Family Service Center Relocation Manager).

SAMPLE COMMAND "WELCOME ABOARD" LETTER

(DATE)

Dear (Grade and Name)

We are most pleased to have you as a member of our team. You are joining an exceptional group that performs its mission with skill and has great pride in its accomplishments. We look forward to working with you, and I am confident you will become a valuable member of Marine Corps Base, Camp Lejeune.

** If married add

I encourage you and your family to join in the many installation and community activities available to you. Additionally for those with children, a youth sponsorship program "kids in touch with kids" has been developed by the Family Service Center. A youth sponsorship request form can be obtained by contacting your local Family Services Center.

Also available at your local Family Services Center is a videotape of the Camp Lejeune area, a comprehensive information handbook, and welcome aboard package filled with a variety of valuable information. You can also obtain additional information about this installation and unit/command by visiting Military Homefront at <http://www.militaryhomefront.dod.mil/moving> or contact Military One Source at 1-800-342-9647 or www.militaryonesource.com.

For those of you with a family, finding a home will probably be your foremost concern. In this regard you must promptly submit a completed DD Form 1746 (can be obtained from any installation housing office) whether you desire to live in government quarters or not. Submission of this form will assist in the management of housing aboard Camp Lejeune and provide you with the maximum support upon your arrival. Placement on the housing waiting list will not occur until you report for duty (a control date will be assigned based on the detachment date from your former command). No commitment for off-base housing should be entered until you have made liaison with the Camp Lejeune Housing Office (910-450-1628 Ext 222/205).

For staff sergeant and above: Bachelor quarters are limited; however, you must make liaison with the Bachelor Housing Officer and determine availability of quarters prior to making arrangements

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to live off base (SNCO's call (910)451-5336/453-9153) (Officers call (910)456-8554/8553).

All incoming officers and enlisted personnel must check-in with Base Military Personnel Office located in Building #59 (Camp Lejeune Reception Center (CLRC)).

The following telephone numbers are provided for your information should problems arise while you are enroute or if additional information and/or assistance is needed:

Camp Lejeune Family Service Center: (910)449-9704

Marine Corps Base: (910)451-2712

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 or the nearest Marine and Family Services Branch.

Your sponsor is: Grade/Name: _____

Address: _____

Work Phone: _____

Again, welcome aboard.

Sincerely,

(Signature block)

SAMPLE SPONSOR "WELCOME ABOARD" LETTER

(Date)

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

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 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.)

I encourage you and (if married) your family to visit the nearest Marine and Family Services Branch to receive 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.

You can obtain additional information about this installation and unit/command by visiting Military Homefront at <http://www.militaryhomefront.dod.mil/moving> or contact Military One Source at 1-800-342-9647 or www.militaryonesource.com.

If I can be of any assistance, please do not hesitate to write or call.

Sincerely,

Enclosure (6)

SAMPLE SPONSORSHIP REQUEST FORM

Public Law 93-579 (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 receiving commands to assist you in preparing for your change of station. The information solicited is VOLUNTARY; by providing this information, it will help the Marine Corps Personnel Sponsorship Program to adequately support you. Complete all blocks and forward this form to your new unit address:

(Grade) (Name) (Last 4 SSN) (MOS)

Current unit address: _____

Unit Phone (Commercial/DSN): _____

Current mailing address: _____

Email address: _____

Estimated Detachment date: _____ Arrival date: _____

MCC/RUC of new assignment: _____

Leave address: _____

Marital status: _____

Sex and age of accompanied child(ren): _____

Anticipated mode of travel: _____

Are you an exceptional family member sponsor Yes No

(circle one) I DO - DO NOT desire government quarters (unless mandated by base policy). My family size will require (circle one) 2, 3, or 4 bedrooms. I have/have not forwarded an application for an assignment to military family housing, DD Form 1746 to the housing office.

I have _____ dog(s) and _____ cat(s).

Specific information/assignment requested: _____

Signature

RETURN TO:

MARINE CORPS BASE
ATTN: SPONSORSHIP COORDINATOR
(Unit POC/Unit address)