



UNITED STATES MARINE CORPS
COMMAND ELEMENT
II MARINE EXPEDITIONARY FORCE
PSC BOX 20080
CAMP LEJEUNE, NC 28542-0080

II MEFO 1320.1B Ch 1
G-1

20 AUG 2014


II MARINE EXPEDITIONARY FORCE ORDER 1320.1B Ch 1

From: Commanding General
To: Distribution List

Subj: PERSONNEL SPONSORSHIP PROGRAM

Encl: (1) Enclosure (7) to be added to basic Order

1. Situation. In an effort to improve the Personnel Sponsorship Program within II Marine Expeditionary Force (II MEF), a new requirements list will be added to the Order.
2. Mission. To add Enclosure (7) to this Order.
3. Execution. This change introduces a comprehensive list of requirements identified to improve the Personnel Sponsorship Program. All personnel are directed to utilize Enclosure (7).
4. Summary of Changes. Addition of Enclosure (7), and addition of paragraph "c.(3)(e) Ensure all II MEF Command Element (MCC 1F1) personnel utilize Enclosure (7)".
5. Filing Instructions. File this change immediately behind the promulgation page.


G. S. JOHNSTON
Chief of Staff



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II MEFO 1320.1B
G-1

28 MAR 2013

II MARINE EXPEDITIONARY FORCE ORDER 1320.1B

From: Commanding General
To: Distribution List

Subj: PERSONNEL SPONSORSHIP PROGRAM

Ref: (a) MCO 1320.11F

Encl: (1) Unit Sponsorship Coordinator Appointment Letter
(2) Sample Welcome Aboard Command Letter
(3) II MEF Transition Smart Pack
(4) NAVMC 11799 Sponsorship Request Form
(5) Sample Inbound Roster
(6) Sample Sponsor Assignment and Checklist

1. Situation

a. To provide guidance for the sponsorship of II Marine Expeditionary Force (MEF) personnel under the Personnel Sponsorship Program (PSP) and ensure greater accountability of roles, responsibilities, and procedures.

b. Cancellation. II MEFO 1320.1A.

2. Mission. This Order provides policy for the operation and sustainment of the PSP. This program serves both Marines and Sailors that receive orders to II MEF as well as departing personnel - ensuring that they receive timely assistance and information to facilitate their move. It is the responsibility of the commander to ensure as seamless a transition as possible through utilization of a command sponsored PSP.

3. Execution

a. Commander's Intent. Marines and sailors transferring to and from II MEF and its subordinate units must be provided with sufficient information and assistance to properly prepare for relocation. Such information must be provided far enough in advance to aid in their transition planning. In an effort to formalize and operate within the guidelines of the reference, a proactive program that is designed to assist both inbound and outbound Marines and Sailors of II MEF is enclosed.

b. Concept of Operations

(1) Sponsorship program information will be provided to each transferring Marine along with the notice of permanent change of station (PCS) transfer. In accordance with paragraph 4b(3) of reference (a), participation in the PSP is mandatory for Marines in the grade of O-1 to O-3, E-1 to E-6, and WO to CWO-2; voluntary for all others. Inbound Navy personnel will be provided for by Navy Personnel Center (NPC); however, commanders will ensure that NPC has accurate points of contact in cases of additional unit sponsorship requirements.

c. Tasks

(1) Subordinate Commanders

(a) Ensure unit PSP is current and maintained in accordance with the reference.

(b) Appoint a Unit Sponsorship Coordinator (USC) in writing (see enclosure (1)) and ensure that this information is provided to your unit installation's Relocation Assistance Program (RAP) Manager as well as the Family Readiness Officer (FRO).

(c) Publish a Welcome Aboard letter. See enclosure (2) for a sample.

(d) Establish follow-up procedures to ensure service members have been assigned a sponsor no later than 60 days prior to transfer and that appropriate notification is made with gaining command point of contacts. Commanders should utilize their USC, as well as FRO and Senior Enlisted Advisor, to maintain program relevancy.

(2) Unit Sponsorship Coordinators

(a) Complete sponsorship training through RAP Manager or web-based e-Sponsorship module found at http://sso.militaryonesource.mil/MOS/f?p=SSO:CONSENT:0::::Pl_ID:311.

(b) Ensure that pertinent information is assembled and available for inbound Marines. All USCs should keep close liaison with the unit FRO and installation RAP Manager to maintain current information. Enclosure (3) provides a sample Transition Smart Pack that can be tailored as needed. At a minimum the USC will provide a command letter, a NAVMC 11799 Sponsorship Request Form as listed in enclosure (4) and the current phone numbers to the RAP office, FRO, and the command duty to all inbound personnel.

(c) The unit USC will receive and maintain current inbound/outbound rosters and ensure that mandatory participants outlined in paragraph 3b(1) of this order are accounted for with a sponsor. Enclosure (5) provides a sample roster.

(d) Assign a sponsor as listed in enclosure (6), to the mandated ranks as well as upon request by an inbound member. The USC must have a NAVMC 11799 from the inbound Marine and a training certificate on file for each sponsor. Whenever possible, the sponsor will be of the same grade and marital status as the inbound person. The USC will work with the FRO and RAP Manager to create a checklist of available information to guide the sponsor in assisting inbound Marines.

(3) Assigned Sponsors

(a) Complete one-time sponsorship training and ensure your USC has a copy of your certificate.


(b) Make contact with the inbound member in a timely manner and provide the information as designated by the USC.

(c) Utilize the USC, FRO, and RAP Manager to answer any questions or concerns.

(d) Coordinate with direct supervisor regarding all absences from sponsor's work section in support of sponsorship duties.

4. Administration and Logistics. Recommendations concerning the contents of this order may be forwarded to the Commanding General via the appropriate USC coordinator.

5. Command and Signal This Order is effective the date signed.


N. E. COOLING
Chief of Staff

Distribution: A

SAMPLE UNIT SPONSORSHIP COORDINATOR APPOINTMENT

(On Unit letterhead)

SSIC
DATE

From: Organization/Unit Commander
To: Individual Assigned

Subj: UNIT SPONSORSHIP COORDINATOR APPOINTMENT

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 appropriately identified and assigned. You will liaison between the Relocation Assistance Program (RAP) Manager and assigned sponsor to ensure proper training occurs.
3. Utilize the Family Readiness Officer (FRO) for this unit as a resource in the execution of your duties. The FRO is the primary source for readiness Marines and their families.

J. P. EXAMPLE

Copy to:
RAP Office
FRO

Encl (1)



I want to welcome you to the Command Element, II Marine Expeditionary Force (II MEF), Camp Lejeune, North Carolina. I am pleased to have you as a member of our team and look forward to your contributions. I am confident you will find your assignment to II MEF to be both challenging and rewarding.

The Marine Corps Base, Camp Lejeune area diverse opportunities for training as well as many recreation and family options. You will soon be receiving a Welcome Aboard package tailored to meet your needs and ensure your smooth transition. I encourage you to use the resources listed within and do not hesitate to contact your sponsor or the command with any concerns.

Should you desire additional information you can contact the Family Service Center's Relocation Assistance Program, commercial phone number (910) 449-9704. Additionally, you can find a Welcome Aboard Video for the Camp Lejeune area located on the Marine Corps Community Services – Camp Lejeune website at: <http://www.mccslejeune.com/relo/index.html>.

If you have any questions in the interim, please feel free to contact the II MEF Manpower Office at commercial phone (910) 451-0193 or 451-0200/DSN 751-0193/0200.

I consider the safety and well being of our Marines to be of the utmost importance. If you should need help or advice during the relocation process, please contact your sponsor or the nearest Family Service Center.

Semper Fidelis,

Major General I. M. General
Commanding General, II Marine Expeditionary Force; and
Commander, United States Marine Forces Africa

SAMPLE

Encl (2)



Welcome to 11 Marine Expeditionary Force located in Onslow County in southeastern North Carolina. Camp Lejeune and the City of Jacksonville are adjacent to the New River flowing to the Onslow Beach area. Camp Lejeune occupies about 153,439 acres with 14 miles of beach on the Atlantic Ocean.

Welcome Aboard Booklet: This booklet contains information about relocating to the Camp Lejeune area and important phone numbers you may need. Please visit the following website to review the Welcome Aboard Booklet (PDF):

<http://www.11mef.marines.mil/>

Inprocessing Procedures

All personnel reporting to Camp Lejeune must report to the Camp Lejeune Reception Center, Molly Pitcher Road, Bldgs 59 and 60. Because each unit has their own procedure for processing personnel be sure to contact your sponsor with any specific questions. Ensure you bring with you your orders and report in the service "A" uniform. Make sure your orders are endorsed with the date and time of arrival. It is a good idea to bring your travel log as it will assist in filing your travel claim.

Personnel who arrive on the weekend or a holiday should have original orders endorsed by the duty officer located in the Camp Lejeune Reception Center, Bldg. 59/60, Molly Pitcher Road, 910-451-8609.

All military members are required to attend a mandatory Marine Corps Community Services (MCCS) brief upon check-in. Spouses are encouraged to attend. Briefs are held Monday - Friday, once a day at 10:00 a.m.

If you plan to take leave immediately upon arrival, it is important that you check into the command first.

Reminder: Visit the Personal Readiness and Community Support Services' Relocation Assistance Program Center, located at 40 Brewster Boulevard - Phone 910-449-9704 or (DSN) 312-752-9704, and pickup your Welcome Aboard Package. This package will include maps of the area, and many other booklets, flyers and pamphlets about the area. Inquire about the use of the Loan Locker. Hours: Monday-Friday, 7:30 a.m. - 4:00 p.m.

Travel Planning

Temporary Lodging - Camp Lejeune's temporary lodging facility, Lejeune Inn, is located four miles from the main gate on Holcomb Boulevard. Consisting of 90 rooms, Lejeune Inn is near fast food restaurants, the Marine Corps Exchange, Food Court, Commissary, and banking. Lejeune Inn is open 24 hours per day, year round. Room rate is \$72.00 per day. PCS reservations may be made one year in advance, TAD/TDY 90 days in advance. All others space available 30 days prior to arrival date. Retirees are welcome on a space "A" basis. Due to very high demand, reservations are strongly encouraged. Room reservations can be made by calling 910-451-3041 or DSN 312-751-3041.

Housing

Visit the housing office at the installation nearest to you with a copy of your orders and fill out DD form 1746, Application for Assignment to Military Housing. Camp Lejeune family housing units are now all under the Privatized Housing system of Atlantic Marine Corps Communities. Additional housing is being added with a current total of nearly 5,000 units for personnel of all ranks. Applications for assignment (DD Form 1746 and CG MCIEAST Addendum) to on-base PPV provided quarters should be completed and mailed, or hand carried to the Family Housing Office, Bldg TT-43, Tarawa Terrace, NC 28543; (910) 450-1627/28. HOURS: 8AM-4PM M-F lejeunefamilyhousing@usmc.mil - Tarawa Terrace as soon as a military sponsor knows of an upcoming move to this area, or within 30 calendar days of reporting for duty. The areas are Courthouse Bay, Hospital Point, MCAS New River, and Paradise Point for Officers, Berkeley Manor, Watkins Village, and MCAS New River for SNCO's, and Midway Park, Tarawa Terrace, and Watkins Village for Junior enlisted.

Family/Dependents

If you are enrolled in the Exceptional Family Member Program (EFMP), contact your Installation EFMP representative at Marine & Family Services Center to notify them of your move. The EFMP representative can assist you with any special needs moving questions you may have and can connect you with the gaining Installation's EFMP office. Please ensure your EFMP enrollment is up-to-date as this is your assurance that your family member's needs will be considered during the assignment coordination process. The required EFMP enrollment forms can be found on MilitaryHOMEFRONT.

If you need child care, you can complete a DD form 2606 up to 30-days before you PCS. The Children, Youth & Teen staff at your current duty station can help you with this request. Child care is limited on base (active duty have priority), but is also available off the Installation. The Children, Youth & Teen staff also provides a youth sponsorship program.

If you have children between the ages of 5-18, the Youth Sponsorship Program provides a volunteer youth sponsor. The Youth Sponsorship Program depends on the availability of youth who volunteer to become sponsors. Please contact the School Liaison Officer at (910) 449-9915 (DSN) 312-752-9915, for information and registration. Youth Sponsorship is provided throughout DOD and Onslow County Schools.

I encourage you to visit the nearest Marine & Family Services Center to receive more information and assistance with your PCS move. The Relocation Assistance Program provides workshops to PCSing members and is designed to assist all service members and their families who are relocating from one duty station to another. A highlight of the program is the MilitaryINSTALLATIONS website that contains current information on all military installations worldwide.

You should definitely visit Military OneSource. You may call 1-800-342-9647 for assistance 24/7. Valuable information can also be found at Marine Corps Community Services.

II MEF Website:

<http://www.iiimef.marines.mil/>

Office of Military Community Outreach:

Resource Request Form

<http://ifsap.militaryonesource.mil/MOS/f?p=310:1:745500416362602>

Military Installations: View articles, photos, major unit listings and contacts for programs and services worldwide.

<http://apps.militaryonesource.mil/pls/psqprod/f?p=M1:ENTRY:182476121705201>

TRICARE:

<https://www.tricareonline.com/portal/page/portal/TricareOnline/Portal>

Naval Hospital Camp Lejeune:

<http://www.med.navy.mil/sites/nhcl/welcome/Pages/HelpfulLinks.aspx>

100 Brewster Blvd

Camp Lejeune, NC 28547-2538

910-450-4300 (Quarter Deck)

D-Stress: 24/7 professional, anonymous counseling for Marines, attached Sailors, and families when it's needed most.

<http://www.dstressline.com/>

1-877-476-7734

School Liaison Officer:

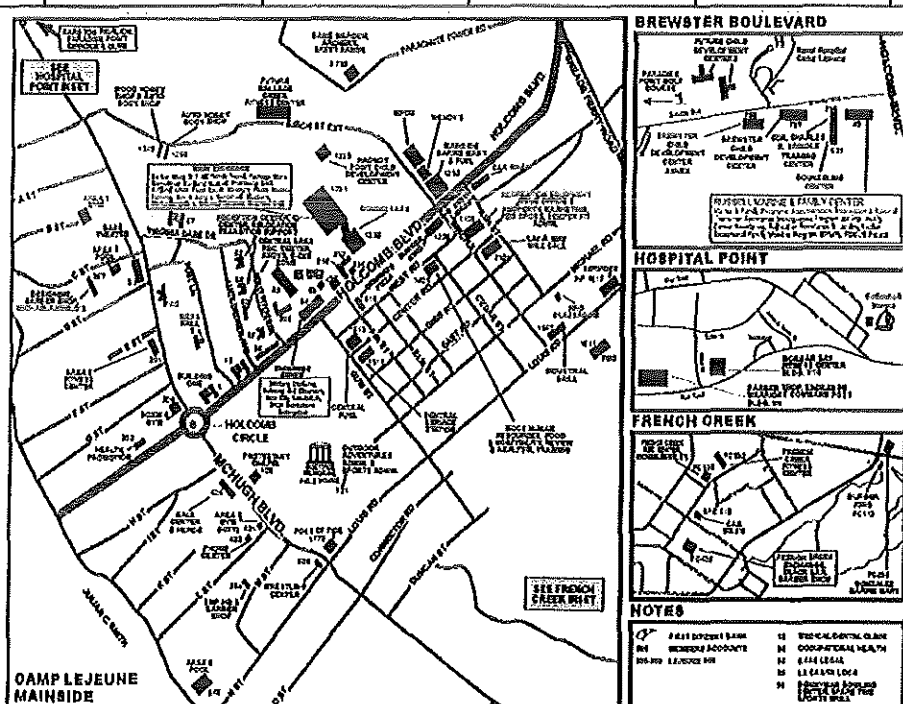
<http://www.mccslejeune.com/schools/>

1 Holcomb Blvd, Camp Lejeune, NC 28547

Phone 910-449-9915/ (DSN) 312-752-9915. Fax 910-451-7788

Dialling from overseas the DSN prefix is 312-751-XXXX

II MEF CDO	910-451-8138 910-451-9788	MCB CL Reception CTR	910-451-2197 910-451-7735
2D MARDIV CDO	910-451-8319 910-451-8658	American Red Cross	910-347-3581
2D MAW CDO	252-466-4313	NMCRS	910-451-5346
2D MLG CDO	910-451-0850	TMO	910-451-2377 ext 224 thru 228
MHG CDO	910-451-2848	Vehicle Registration	910-451-1793 910-451-1174 Open M-F: 0730-1550
MCB CL CDO	910-451-2414	Temporary Lodging	910-451-5336
NAVAL HOSP CL	910-450-4300 (Quarter Deck)	Unit S-1	
MCBCL PMO	910-451-5811	Sponsor	



SPONSORSHIP REQUEST

PRIVACY ACT STATEMENT

In accordance with the Privacy Act of 1974, this form collects your information for inclusion of information on this form. Please read before completing this form.

AUTHORITY: 10 U.S.C. 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000.

PRIVACY PURPOSE: The purpose of this form is to provide information to the Department of Defense (DoD) for the purpose of processing your request for a change of assignment. This information is used to determine if you are eligible for a change of assignment and to process your request.

RETENTION AND DISPOSITION: The information collected on this form will be retained in the Department of Defense (DoD) system for the purpose of processing your request for a change of assignment. The information will be disposed of in accordance with the DoD policy on the disposal of records.

FOIA/OPRA: This form is subject to the Freedom of Information Act (FOIA) and the Office of Privacy and Information Management (OPIM) policy. The information on this form is not to be released to the public without the approval of the DoD.

DECLARATION: I declare that the information provided on this form is true and correct.

Grade: Branch of Service: Name: MOS:

Address: City: State: Zip Code:

Unit Phone (Commercial): Unit Phone (DSN):

Current Mailing Address: City: State: Zip Code:

Email Address: Estimated Departure Date: Actual Date:

MOORUC 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? ☐ Yes ☐ No

(Check one)
☐ IDO / ☐ IDO NOT (DoD government quarters business mandated by base policy)

(Check one)
My family size will require: ☐ 2, ☐ 3, ☐ 4 or 4+ bedrooms I ☐ have / ☐ have not forwarded an application for an assignment to military family housing, DD Form 1716 to the housing office.

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

Specify information assignment requested:

NAVMO 11709 (11-11) (EF)
FOUO - Privacy sensitive when filled in

Print Form

SPONSORSHIP REQUEST

PRIVACY ACT STATEMENT

In accordance with the Privacy Act of 1974, you are hereby informed of the purpose for collection of information on this form. Please read I before completing this form.

AUTHORITY: 10 USC 101, Washington, Marine Corps, and NCO 1320.1B, Marine Corps Personnel & Programs

PRINCIPAL PURPOSE: The System of Records is governed by Privacy Act System of Records NCO 1320.1B, which can be found in the Marine Corps Code of Military Justice (MCMJ) 1320.1B. Information collected by the System is used for the assignment of personnel to the Marine Corps Code of Military Justice (MCMJ) 1320.1B.

RETENTION AND SAFEGUARDS: The information collected on this form will be retained in the System of Records for the purpose of assignment. Access is restricted to the System of Records only. Marine records are maintained by the system under the control of a designated personnel. The information is used for the purpose of assignment. Access to the information is restricted to the System of Records only. Information is used for the purpose of assignment.

FOUO USER: In case of a breach of security, the information collected on this form is classified as FOUO. The information is used for the purpose of assignment. Access to the information is restricted to the System of Records only. Information is used for the purpose of assignment.

DISCLOSURE: Providing information on this form is voluntary.

Grade:	Branch of Service:	Name:	MOB:
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Address:	City:	State:	Zip Code:
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Unit Phone (Commercial):	Unit Phone (DSN):
--------------------------	-------------------

Current Mailing Address:	City:	State:	Zip Code:
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Email Address:	Estimated Depart Date:	Arrival Date:
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MGRNO of New Assignment:

Leave Address:	City:	State:	Zip Code:
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Marital Status:	Spouse's Name:	Unit Phone (DSN):	Email Address:
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Anticipated Mode of Travel:	Children Name's and Ages:
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Are you an exceptional family member sponsor?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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(Check one)
☐ I DO / ☐ I DO NOT desire government quarters (unless mandated by base policy).

(Check one)
My family size will require: ☐ 2, ☐ 3, ☐ 4 bedrooms; I ☐ have / ☐ have not forwarded an application for an assignment to military family housing; DD Form 1745 to the housing office.

I have	dog(s) and	cat(s)
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Specific information/assignment requested:

Print Form

FOR OFFICIAL USE ONLY

Adobe (Inc) Cycle Desktop EB2

INBOUND

	NEED SPONSOR
	HAVE SPONSOR

		1F1						
GDE	SEL	NAME	MOS	ETCF	MCC	EDA	UNIT/SEC	SPONSOR
E5			0842	36	1NR	2012/10/31	8THMAR	SGT BUELLER, FERRIS
E5			0844	36	1NA	2012/11/08	8THMAR	SGT DAMAN, BILL
E5	E6		0842	36	1NP	2012/11/29	8THMAR	SSGT GORTEX, BRANT
E6			4821	36	121	2012/11/30	H&S BN	GYSGT HELLOWS, ROGER
E8			0848	36	1NA	2012/12/01	8THMAR	MSGT ODYLE, MIKE.
E7			0619	36	JAW	2012/12/15	8THMAR	GYSGT RUTLEDGE, NATHAN R.
E5			0844	36	1NH	2013/01/13	8THMAR	SGT MURRAY, BILL
E5			0844	36	078	2013/01/31	H&S BN	SGT GOTSMOORE, CHRIS
E5			1844	36	1NC	2013/01/31	H&S BN	
E4	E5		0621	36	1NR	2013/01/31	H&S BN	SGT FRYER, BERNIE
E8			3381	36	1Y1	2012/02/14	H&S BN	
E6			0111	36	1NH	2013/03/03	DIV G-1	SSGT ECKERT, SEAN
E5			0844	36	151	2013/04/14	DIV G-3	SGT ROMAS, JESSIE
E6			0681	36	1JC	2013/05/01	DIV G-6	
E6			0111	36	1NC	2013/05/01	8THMAR	SSGT HURLEY, ELIZABETH
E7			0848	36	SM3	2013/05/13	8THMAR	GYSGT LACEY, LEE
E5			0844	36	1NB	2013/06/14	8THMAR	SGT BUELLER, FERRIS
E5			0844	36	1NF	2013/07/15	MEF G-3	SGT MOTO, SEAN
E6			0848	36	1NR	2013/07/15	8THMAR	
1F1 OFFICERS INBOUND								
GDE	SEL	NAME	MOS	ETCF	MCC	EDA	UNIT	SPONSOR
O3			0802	24	K91	2012/12/05	8THMAR	CAPT, MURPHY, BRAD

OUTBOUND

	NOTIFY FMCC
	FMCC NOTIFIED

GDE	SEL	NAME	MOS	ETCF	MCC	EDA	PREV UNIT	FMCC POC
E3			0111	36	1NC	2013/05/01	G-1	
E4			0811	36	SM3	2013/05/13	8THMAR	
E5		SGT LEAVE, WILL	0844	36	1NB	2013/06/14	G-3	S-1 CHIEF GYSGT SMITH

SAMPLE SPONSOR ASSIGNMENT LETTER

(On Unit letterhead)

SSIC

DATE

From: Unit Sponsorship Coordinator or Appropriate Commanding Officer
To: Rank Ian M. Marine EDPI#/MOS USMC

Subj: DESIGNATION AS COMMAND SPONSOR

Ref: (a) II MEF ORDER 1320.1B
(b) eSponsorship Application and Training (eSAT) User's Guide
Version 3.3 August, 2011

Encl: (1) Sponsor Checklist

1. You have been assigned as the command sponsor for:

Name: _____
Unit: _____
E-mail: _____

2. The references provided will give guidance regarding your sponsorship duties. Sponsorship training is to be completed using the web-based training listed in reference (b) or by contacting the Relocation Assistance Program coordinator at (910) 449-9704 or (DSN) 312-752-9704.

3. Utilize the Family Readiness Officer (FRO) for this unit as your primary resource. The FRO is the primary source for readiness Marines and their families.

J. P. EXAMPLE

Copy to:
G-1 or S-1

Encl (6)

Sample Sponsor Checklist:

Single:

- MOL (MCT)
- Contact Authorization Form
- CO- Welcome Letter/Intent
- FRO Welcome Letter
- Single Marine Program (SMP)
- Base Map & places of interest
- Relocation Assistance Contact Info
- ITT Contact info & flyers
- Jacksonville Places of Interest info
- Educational resources for Marines
- MCCS info
- Financial Management Office (Budgeting, Investing, and car buying class, etc)
- FAQs (IPAC location, Check-in procedures, etc)

Married:

- MOL (MCT)
- Contact Authorization Form
- CO- Welcome Letter/Intent
- FRO Welcome Letter
- Base Map & Places of interest
- Relocation Assistance Contact Info
- ITT Contact info & flyers
- Jacksonville Places of Interest info
- Military Housing information
- Educational Resources for Marine & Spouse
- MCCS info
- Family Care Plan info
- Financial Management Office (Budgeting, Investing, Car, and house buying info, etc)
- FAQs (IPAC location, etc)

Married with Children:

- MOL (MCT)
- Contact Authorization Form
- CO- Welcome Letter/Intent
- FRO Welcome Letter
- Base Map & Places of interest
- Relocation Assistance Contact Info
- ITT Contact info & flyers
- Jacksonville Places of Interest info
- Military Housing Information
- Child, Youth and Teen Program Information
- School information
- Educational Resources for Marine & Spouse
- MCCS info
- Family Care Plan info
- Financial Management Office (Budgeting, Investing, Car, and house buying info, etc)
- FAQs (IPAC location, etc)

Requirement	LEAD	SUPPORT	TIMING
ACCESS REQUIREMENTS			
Complete SAAR Form	Sect	G-6/Security	Prior to departing current command
Confirm Security Clearance	Sect	Security	Upon first contact
Explain H-1 Security and Badging	Sect		Upon first contact
Update system access requirements (MCATS, CAT) as appropriate	Sect	SSEC/IMO	Date of join
Notify G6 Help Desk of report date and access requirements	Sect	G6	NLT 10 days prior to report
REPORTING REQUIREMENTS			
Verify contact info (cell, personal e-mail, etc)	Sect		Upon first contact
Provide H-1/Base Orientation (as required)	Sect		NLT 10 days prior to report
Schedule in call with CoS for all Colonels	Sect	SSEC	NLT 10 days prior to report
Contact Civilian Manpower Officer upon civilian hire/reassignment	Sect	G-1 Civ Mpwr O	Date of join
TRAINING REQUIREMENT			
Schedule training for military supervising civilians as required	Sect	G-1 Civ Mpwr O	NLT 10 days prior to report
Schedule billet specific training as required	Sect		NLT 10 days prior to report
Schedule weapons qualification for duty standers if required	Sect	MHG	NLT 10 days prior to report
ASSIGNMENT			
Provide billet assignment and POC info for current billet holder	Sect		Upon first contact
Provide info regarding Reporting Senior/Reviewing Officer	Sect		Upon first contact
Identify any anticipated additional duties	Sect		Upon first contact
Explain duty requirements/frequency (CDO, OOD, Duty NCO, etc)	Sect	MHG	Upon first contact

COMMAND ELEMENT, II MARINE EXPEDITIONARY FORCE ROUTING SHEET

Date: 29 July 2014

2. OPERATION CODE

RETURN TO G-1

A-APPROPRIATE ACTION
B-GUIDANCE
C-SIGNATURE
D-COMMENT
E-RECOMMENDATION
F-CONCURRENCE
G-INFORMATION
H-BILLET VALIDATION

I-INITIALS
J-DISPOSITION
K-DECISION
L-RETENTION
O-OTHER: COPY TO
X-ORIGINATOR

ROUTING-USE NUMBER TO SHOW ORDER OF ROUTING

3. SUBJECT:

II MEFO 1320.1B Ch 1

NATURE OF ACTION
REQUIRED

ORIGINAT
OR
INITIALS

DUE DATE

SIGNATURE

ARH

5. REFERENCE HELD BY (NAME, GRADE, OFFICE, PHONE)

HORNE, ANDREW, PFC, II MEF G-1, 451-9933

11. REMARKS AND SIGNATURE:

Purpose: Publish change 1 to MEFO 1320.1B.

Discussion: Additional requirements identified to enhance the Personnel Sponsorship Program have been added to proposed enclosure (7).






Recommendation: Obtain COS signature on change 1.


R. E. PITTS

- Provide me NOED
copy of Encl 7.

8/20

Return to G-1

	7. OPR CODE	8. ADDRESSEES	9. DATE		10. INITIALS	
			IN	OUT	CONCUR	NON CONCUR
		CG, II MEF				
		DCG, II MEF				
6	F	CHIEF OF STAFF		8/18		
5	A	SGTMAJ	TH-D			
4	A	STAFF SEC	8/13	8/13		
3	A	SSEC ADMIN CHIEF		8/13		
2	A	SSEC ADMIN	8/13	8/13		
1	A	G-1		8/12		
		G-2				
		G-3				
		G-4				
		G-5				
		G-6				
		G-7				
		ALD				
		SUPPLY				
		SJA				
		PAO				
		CHA				
		HSS				
	X	ADJ				
		CMC				
		EQU				
		AD				
		CON				
		SOT				
		G-1				
		SA				

12. DATE OF
DOC

13. DATE
RECEIVED

14. FILE NUMBER:

15. ROUTE NUMBER

16. ADVANCE ACT COPY

61-364