UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
PSC BOX 8003
CHERRY POINT, NC 28533-0003

AirStaO 1320.14F
MCCS/MFS
14 JUL 2008

AIR STATION ORDER 1320.14F

From: Commanding Officer, Marine Corps Air Station, Cherry Point
To: Distribution List

Subj: PERSONNEL SPONSORSHIP PROGRAM

Ref: (a) MCO 1320.11E

Encl: (1) Partners in Sponsorship Workbook

1. Situation. To provide guidance for the Personnel Sponsorship Program as required by the reference.

2. Cancellation. AirStaO 1320.14E.

3. Mission. The welfare and morale of Marine families are essential factors that influence career motivation. An effective sponsorship program will benefit both the individual and the Marine Corps by enhancing readiness at the unit level.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Although the program has been successful in aiding service members and their families, its full potential has not yet been realized. A mandatory Personnel Sponsorship Program will be implemented for those personnel identified in section 5b of this Order.

(2) Concept of Operations. Individual units provide assistance to Marines and their families relocating under PCS through a program of individual sponsorship. Sponsorship assistance has been provided on a mandatory basis for Marines coming in from outside the continental United States (CONUS) and on a voluntary basis for Marines transferring from within CONUS.

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b. Tasks

(1) Squadron Commanders

(a) Assume responsibility for the assignment of sponsors to the Marines joining units that are deployed.

(b) Establish a command Personnel Sponsorship Program. Enclosure (1) is provided to assist in this effort. The program will:

1. Appoint a squadron sponsorship coordinator, in writing, as an additional duty.

2. Stress the importance of sponsorship.

3. Monitor the activities of sponsors and provide assistance as required.

4. Ensure command review of all completed Personnel Sponsorship Workbooks that are required to be maintained on file as part of the Command Inspection Program.

(c) Utilize the Relocation Assistance Program (RAP) within the Marine & Family ~~Services (M&FS)~~ *PROGRAMS (M&FP) to the fullest extent. The references outline the various relocation services available through the M&FS.

(d) Review the effectiveness of the Personnel Sponsorship Program during the command inspections.

(e) Provide resources as required. (The Personnel Sponsorship Program is an official government program and reimbursement should be made to sponsors for official expenses such as mileage, telephone calls, etc).

(2) Transferring Units

(a) Ensure a Sponsorship Request Form or Family Registration Form is completed, and ensure information on the benefits of participating in this program is provided at the time the member is notified about impending PCS orders. Service members with school age children will also be provided with a Youth Sponsor Request Form see MCO 1320.11E, enclosure (3), for form.

(b) Brief Marines assigned unaccompanied Overseas tours whose families are going to reside in the area not located near a military base with a M&F~~S~~P. Families residing east of the Mississippi (minus the state of Wisconsin) will be served by Marine Corps Combat Development Command (MCCDC) Quantico, telephone 800-336-4663. Families residing west of the Mississippi (plus the state of Wisconsin) will be served by MCB Camp Pendleton, telephone 800-253-1624. To receive a letter with an explanation of the services available through the toll-free lines, families must complete the Family Registration Form (see MCO 1320.11E, enclosure 2) and mail it to the appropriate regional M&F~~S~~P. Military One Source can be reached at 800-342-9647.

(c) Brief each transferring service member on the importance of making their sponsorship needs known and that the individual service member, married, or single, has primary responsibility for the welfare of themselves and their families.

(d) Provide the service member with the administrative support required to ensure the Sponsorship Request is provided to the gaining command in a timely manner.

(e) Establish follow-up procedures to ensure service members have been assigned a sponsor by the gaining command not later than 60 days prior to transfer.

(3) Gaining Units

(a) Assign, by letter, a sponsor to inbound service members. Every attempt should be made to match the sponsor's rank and marital status to that of the sponsoree.

(b) Provide a command "Welcome Aboard" letter (refer to MCO 1320.11E) ~~to the Housing Director to be mailed out~~ detailing information about the base/station and local community not later than 60 days prior to the arrival at the new duty station.

(c) Ensure individual sponsorship letters are mailed out to incoming Marines 60 days prior.

(d) Coordinate all youth sponsorship requests with the installation M&F~~S~~P.

(e) Establish unit check-in procedures utilizing the Sponsorship Arrival Checklist (enclosure (1), page 5 and 6), which will ensure all incoming personnel check-in with the installation M&F~~S~~P and attend a mandatory Welcome Aboard/Newcomer's Orientation brief.

(f) Utilize the Sponsorship Questionnaire, as a tool to measure the effectiveness of the sponsorship program. These questionnaires are to be filled out by the incoming service member and retained for a period of two years and will be inspected as part of the Command Inspection Program.

(g) Ensure that an appropriate amount of time is given to the sponsor of an incoming service member to assist in familiarization with the new duty station and surrounding civilian area.

(4) Marine & Family ~~Services~~ PROGRAMS Director

(a) Assist units as requested.

(b) Establish and manage the Youth Sponsorship Program.

(c) Conduct Welcome Aboard briefs and Relocation workshops.

(d) Maintain a library of information pertaining to the base/station and local area.

(e) Provide training to unit sponsorship coordinators.

(f) Publish and distribute sponsorship workbooks.

(5) Housing Director. Maintain a library of information pertaining to housing at the base/station and within the local area.

5. Administration and Logistics

a. The Personnel Sponsorship Program establishes procedures whereby a sponsor is assigned to assist an incoming service member and their family members prior to arrival at the new duty station.

b. Personnel in the ranks of E-1 through E-6, WO through CWO-2, O-1 through O-3, and all overseas-accompanied personnel will be assigned a sponsor. All other personnel will be assigned a sponsor upon request.

c. Marines assigned to unaccompanied overseas tours will be given the opportunity to register family members with the appropriate regional M&FS.

6. Command and Signal

a. Command. This Order is not applicable to all personnel.

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

R. D. CLINTON
By direction

DISTRIBUTION: A

UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
POSTAL SERVICE CENTER 8003
CHERRY POINT, NORTH CAROLINA 28533-0003

ASO 1320.14F Ch 1
MCCS/MFP
10 Aug 11

AIR STATION ORDER 1320.14F Ch 1

From: Commanding Officer, Marine Corps Air Station, Cherry Point
To: Distribution List

Subj: PERSONNEL SPONSORSHIP PROGRAM

1. Situation. To direct pen changes to the basic Order.

2. Execution.

a. On page 2, paragraph 4.b.(1)(c), change "Services" to "Programs" and "(M&FS)" to "(M&FP)."

b. On page 3, paragraph 4.b.(2)(b), change "M&FS" to "M&FP" throughout the paragraph.

c. On page 3, paragraph 4.b.(3)(b), delete "to the Housing Director to be mailed out..."

d. On page 3, paragraph 4.b.(3)(d), change "M&FS" to "M&FP."

e. On page 4, paragraph 4.b.(3)(e) change "M&PS" to "M&FP."

f. On page 4, paragraph 4.b.(4), change "Services" to "Programs."

g. On page 3, Enclosure (1), paragraph 12.a.(4), change "M&FS" to "M&FP" and replace "They will take responsibility for finding..." with "Relocation and Children & Youth Programs will work to find..."

h. On page 4, Enclosure (1), paragraph 13.c. change "M&FS" to "M&FP."

i. On page 5, Enclosure (1), paragraph 14.d. change "4401" to "6316."

j. On page 5 of Enclosure (1), paragraph 14.e. change "Travel" to "Distribution" and "TMO" to "DMO."

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3. Administration and Logistics. File this Change transmittal immediately behind the signature page of the basic Order.

E. S. WEISSBERGER
Executive Officer

DISTRIBUTION: MCAS A

PARTNERS IN SPONSORSHIP WORKBOOK

1. Marines selected to be military sponsors for inbound Marines and their families will have a "workbook" created. This workbook is intended to provide step-by-step guidance for the sponsor and eliminate the requirement for any formal instruction. The completed workbook will be retained by the command along with the inbound Marine's "Personnel Sponsorship Program Questionnaire" for IG Inspection purposes. Expenses may be documented for reimbursement.

2. Relocation is a fact of life for single Marines and military families, bringing both opportunity and challenge. Recently, we've become aware that relocation has an emotional cost with a direct impact on mission effectiveness, attitude, unit moral, family wellness, and retention in service. A good sponsor will be a positive influence on the way the Marine and his/her family members perceive a new assignment. You can empower the inbound service member and their family to develop a sense of well being through control, commitment, and challenge. The welfare and morale of Marines and their families are essential factors, which influence career motivation. An effective sponsorship program will benefit both the individual and the Marine Corps by enhancing readiness at the unit level. Specific goals of the Sponsorship Program include:

a. Relieve stress associated with PCS moves.

b. Establish a procedure whereby a sponsor is assigned to assist personnel in the grades E-1 through E-6, WO-1 through CWO-2, and O-1 through O-3.

c. To establish a youth sponsorship program for school age children of military families.

d. To conduct a active sponsorship program while creating as little disruption as possible with the sponsor's normal military duties.

3. In most cases, you will be sponsoring an inbound Marine who is similar to you in age, grade, MOS, marital status and number of dependents. The Marine will be tentatively assigned to work within your squadron/battalion.

4. Your main responsibility will be to serve as a creditable point of contact for the inbound Marine. Your initial contact with the Marine may come in various ways, but the most likely is through the Sponsorship Request Form attached to your Letter of Appointment.

5. Become familiar with all aspects of this program. You need to know how you fit into the total Sponsorship Program. This workbook covers most of the basic aspects of helping a Marine check in and getting the family settled. READ IT CAREFULLY.

6. As a direct representative of the Commanding Officer for the inbound Marine, any information that you are sending to your sponsoree can be sent through official mail, e-mail or DSN circuits.

7. Use the MCAS Cherry Point Pass and ID Office at the front gate as the designated meeting place when you first meet your sponsoree.

8. Remember that you serve as the command's "First Impression" for the new joins. Take this responsibility seriously and do all you can to make the first impression a good one.

9. Remember to document any expenses incurred.

10. If you have any questions either before the Marine arrives or during the check-in process, please feel free to contact your Unit Sponsorship Coordinator.

11. Final Caution. Don't make any promises or commitments, especially those that might be construed as being on behalf of the command. This could result in a disservice or disappointment to the incoming Marine and can be counterproductive.

12. Sponsorship Program Overview and Timeline

a. Pre-Arrival

(1) You should have received a certain amount of basic information with your letter of sponsorship assignment. This information should include the Marine's present duty station, marital status, number of dependents, estimated date of detachment, and estimated date of arrival. If you did not

receive a completed copy of the "Sponsorship Request Form" from the Marine you are sponsoring, then use MCO 1320.11E, enclosure 1, to guide you in your discussion as you request information from the inbound service member. You should also determine if there is a requirement for a youth sponsor. Your command can provide the following assistance to aid you in contacting the Marine you are sponsoring.

(2) If at all possible, use DSN line, email system or Internet at your unit. You Unit Sponsorship Coordinator will be able to assist you in obtaining access. This is the preferred method if the Marine has not check out of his present command. This contact should take place at least 60 days prior to the projected arrival.

(3) If the Marine has already detached and you have his leave telephone number; call the Marine using an official line. If the call is made from your private phone, record expense on SF Form 1164.

(4) If during your first contact you determine that a youth sponsor is required, then complete the Youth Sponsorship Request Form (see MCO 1320.11E, enclosure 3). Your Unit Coordinator will forward the form to the M&~~FS~~P, Attn: Relocation. * ~~They will take responsibility for finding~~ a suitable Youth Sponsor. This should be accomplished 50 days prior to arrival.
* RELOCATION AND CHILDREN & YOUTH PROGRAMS WILL WORK TO FIND...

(5) Your second contact should be by mail and also at least 60 days prior to arrival. MCO 1320.11E, enclosure 6, as an example of the Sponsor's letter you are required to write and give to the Unit Sponsorship Coordinator. The Commanding Officer's letter, your letter and any other information the command desires to send, i.e., local newspaper, will be mailed by the gaining unit 60 days prior to the projected arrival date. Pertinent information concerning housing can be found on the following web site: www.cherrypoint.usmc.mil. The Housing office staff no longer mails an official Welcome Package.

(6) If notified you are sponsoring a Marine who has already detached, you should contact the Marine's former unit, S-1 personnel officer, to obtain the Marine's leave address and arrival dates.

(7) Complete the "SPONSORSHIP REQUEST FORM" (by mail or phone) provided in MCO 1320.11E, enclosure 1, once you have

contacted the Marine. This will be your primary information source during your tour as a sponsor.

(8) Your responsibility as a sponsor is to accommodate any special requests or needs the Marine and/or family may have prior to their arrival as long as they fall within the scope of your duties. Consult your Unit Sponsorship Coordinator if you have any questions regarding a request.

b. Arrival

(1) Your primary duty as a sponsor is to assist the Marine and his/her family upon arrival and during the check-in procedure. The Sponsorship Arrival Checklist (MCO 1320.11E, enclosure 9) will aid in your duties.

(2) Any allowed expenses you incur should be recorded on SF 1164 Form. Remember to keep receipts.

c. Post-Arrival

(1) The Post-Arrival Checklist is provided to help you conclude your duties as a sponsor.

(2) Your "Partners in Sponsorship Workbook" should be completed and turned into the Unit Sponsorship Coordinator not later than five days after completion of the check-in procedure. The Marine you sponsored must turn in to the Unit Sponsorship Coordinator the completed "Sponsorship Questionnaire", see MCO 1320.11E (enclosure 8), not later than five days after the completion of the check-in procedure.

13. Sponsor's Letter and Checklist

a. Refer to MCO 1320.11E, enclosure 6, for an example of the Sponsor's letter.

b. Obtain information on the Housing waiting lists and availability from the Housing Referral office. This information must be included with the Sponsor's letter.

c. A local newspaper should be included with the packet for real estate and local employment information. Employment information is also available in room 165 at M&F~~S~~. WINDSOCKS

are free; expense for area papers is reimbursable with receipt. Annotate on SF 1164 Form.

d. If you did not receive a complete "SPONSORSHIP REQUEST FORM", see MCO 1320.11E (enclosure 1), with your assignment letter, you should include one with your letter.

e. Assignment letter requires sponsor to mail first letter within one week of tasking.

14. Sponsorship Arrival Checklist

a. Meet newcomer and/or family at the appointed arrival location.

b. Escort the newcomer to unit or billeting depending upon time of day. In the case of a married Marine and family checking in, check-in to the unit is not required in order to receive a housing assignment.

c. Direct newcomer to Housing Referral office, Bldg 286. This is a must for all married newcomers. Single Marines are assigned to barracks by their units.

d. Ensure the Unit Coordinator registers the newcomer for the Welcome Aboard Brief, phone number 252-466-~~4401~~ 0316. If married, spouse is encouraged to attend the Welcome Aboard Brief.

e. Direct newcomer to ~~Travel~~ DISTRIBUTION Management Office ~~(TMO)~~ DMO to check on shipment of furniture, etc.

f. Assist with check-in aboard the Air Station.

15. Sponsorship Post Arrival Check-List

a. Have newcomer complete and turn in to Unit Sponsorship Coordinator the "Sponsorship Questionnaire", see MCO 1320.11E (enclosure 8), not later than five working days after arrival.

b. Encourage newcomer and family to take charge of settling in.

c. Stay in contact/follow up to see how things are going and offer encouragement/suggestions of things to do in the area.

d. Continue to assist newcomer anyway you can until command relieves you of the responsibility.

e. Turn in your complete "Partner's in Sponsorship Workbook" within five days of being relieved of the responsibility.

16. Facts About Temporary Lodging Expenses (TLE)

a. TLE provides service members moving from one stateside base/station to another the daily TLE rate for ten days to offset temporary lodging costs incurred before signing out of an old duty station and after signing into the new one.

b. The service member must advise their Installation Personnel Administration Center (IPAC) when Orders are being prepared of the desire to use TLE at their current duty station. Up to five days can be used at the transferring command, but the entire ten days can be used at the new duty station if needed, assuming they did not use any time at the former duty station.

c. At the new duty station, service members must check into Housing (BOQ or TEQ) before going off-base, non-government billeting. If government quarters ARE available, newcomer must use quarters available on the base/station. If government quarters ARE NOT available, newcomer can receive a non-availability of government quarters endorsement on their orders and THEN go out in town to non-government lodging and be reimbursed for the cost of hotel and meals up to allowance limit per day, based on availability of kitchen facilities or not. If a kitchen is available, the reimbursement will be less.