



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
POSTAL SERVICE CENTER BOX 8003
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ASO 1320.14G
I&R

06 NOV 2019

AIR STATION ORDER 1320.14G

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

Subj: PERSONNEL SPONSORSHIP PROGRAM

Ref: (a) MCO 1320.14G

1. Situation. Per the reference, to provide guidance for the Personnel Sponsorship Program.
2. Cancellation. ASO 1320.14F.
3. Mission. The welfare and morale of Marines and 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 accordance with the reference.

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

(a) Transferring Service Members are assigned a sponsor to assist prior to arrival to the air station.

(b) OCONUS personnel in the grades of E-1 through E-6, W-1 through W-2, and O-1 through O-3 are assigned a sponsor. Accompanied OCONUS personnel of all ranks will be assigned a sponsor. Other personnel will be assigned a sponsor upon request.

(c) The Unit Sponsorship Coordinator (SC) will assist the transferring Service Member in requesting a sponsor from the gaining command using NAVMC 11799, "Sponsorship Request."

(d) Sponsors and SCs are military personnel and not civilian personnel. Sponsors are to be of equal or higher pay-grade to arriving Service

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06 NOV 2019

Members. Commands are encouraged to match marital status (e.g., single sponsor for single arriving Service Member, married sponsor with children for married arriving Service Member and family, etc.).

b. Tasks

(1) Unit Commanders

(a) Establish a Sponsorship Program in accordance with this Order and the reference.

(b) Ensure incoming personnel are assigned a sponsor, and receive a "Welcome Aboard" letter, in accordance with the reference. Upon receipt of NAVMC 11799.

(c) Ensure NAVMC 11799 is forwarded to the gaining command of personnel outbound to a unit located OCONUS who fall under the mandated sponsorship assignment criteria contained in this Order.

(d) Establish follow-up procedures to ensure Service Members have been assigned a sponsor no later than 60 days before transfer and that the gaining unit Deployment Readiness Coordinator (DRC) has been identified and appropriate notifications are made.

(e) Budget for anticipated sponsor reimbursable expenses to fulfill this official duty, per the reference. Provide sponsor's reimbursement for allowable expenses, such as but not limited to, mileage performed with their privately owned vehicle in the execution of their official duties, airport parking, and toll fees paid during transit.

(f) Provide time during duty hours for the sponsor to assist the incoming Service Member with familiarization of the air station and surrounding community.

(g) Ensure NAVMC 11791, "Sponsorship Program Questionnaire," is maintained in accordance with the reference. Periodically review Questionnaires to determine trends with the execution of sponsor's duties, and when appropriate, discuss with the SC in order to enhance the unit's Sponsorship Program.

(h) Establish command check-out procedures requiring transferring Service Members to attend mandatory PCS services at least 60-90 days prior to transfer, coordinated by the installation Information and Referral (I&R) Manager.

(i) Ensure command review of all completed NAVMC 11791 that are required to be maintained on file as part of the Command Inspection Program.

(j) Utilize the Information, Referral & Relocation Program within Marine & Family Programs (M&FP) to the fullest extent. Reference (a) outlines the various relocation services available through M&FP.

(k) Appoint a SC in writing, preferably S-1, Administrative Chief, or Adjutant, sample letter provided in the reference and ensure the SC's contact information is given to the Installation's I&R Manager and the unit DRCs. The SC appointment is a collateral duty.

06 NOV 2019

(l) Ensure the SC completes all required training.

(m) Furnish a copy of the SC appointment letter to the installation I&R Manager.

(4) Sponsorship Coordinators

(a) Complete sponsorship training prior to executing the assigned responsibilities. SCs will contact the installation I&R Manager to obtain a sponsorship training schedule and schedule sponsorship training for the assigned sponsor.

(b) As necessary, update contact information (i.e., Reporting Unit Code, email address, and phone number) with the installation and supporting I&R Manager to ensure accurate and current information is on all PCS orders for Service Members transferring to the gaining activity.

(c) Ensure sponsors have completed sponsor training and received a training completion certificate prior to performing sponsorship duties. The SC will ensure sponsors receive the training completion certificate after attending the new sponsor orientation class, or the online e-Sponsorship class available at <https://myhub.militaryonesource.mil>.

(d) Upon receipt of NAVMC 11799, recommend an appropriate sponsor and prepare a Sponsorship Assignment Letter for Commanding Officer's signature.

(e) Establish and maintain sponsor assignment tracking documentation and provide program utilization metrics to the installation I&R Manager at the end of the fiscal year. Assigned sponsors will be of equal or higher pay-grade than the arriving Service Member.

(f) Ensure sponsor prepares Welcome Aboard Letters for the inbound Service Members within 10 working days of assignment.

(g) Provide NAVMC 11791 to newly arrived Service Members and collect completed questionnaires. File and retain returned questionnaires in accordance with reference (a).

(5) Assigned Sponsors

(a) Required sponsor duties are as follows:

1. Complete sponsorship training prior to commencing duties as a sponsor. Annual sponsorship training refresher courses are recommended.

2. Contact the Service Member via a Welcome Aboard Letter.

3. Follow up via phone or email and ensure incoming Service Member received Welcome Aboard Letter and identify what the Service Member's needs are.

(b) Recommended sponsor duties include:

1. Greet incoming Service Member(s).

2. Assist in arranging transportation as needed.

3. Introduce the Service Member to key personnel at the command.
4. Offer to take the incoming Service Member on a driving tour of key installation and community locations.
5. Provide information and assistance for vehicle registration.
6. Provide information about local communities and housing market.
7. Anticipate and help meet the needs of the family.

(6) Information & Referral Program Manager

(a) Ensure sponsorship training classes are provided to SCs and assigned sponsors on the PCS process, relocation assistance, information, and referrals for contiguous United States and OCONUS.

(b) Collect end of fiscal year information on program utilization metrics and NAVMC 11791 responses to assess effectiveness of Marine Corps Sponsorship Program (MCSP).

(7) 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) Marines assigned to unaccompanied overseas tours will be given the opportunity to register family members with the appropriate regional Marine & Family Programs.

5. Administration and Logistics. Not applicable.

6. Command and Signal

(a) Command. This Order is applicable to Marine Corps Air Station Cherry Point and its subordinate and supported commands.

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


M. R. HUBER

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