



UNITED STATES MARINE CORPS
MARINE CORPS LOGISTICS BASE
814 RADFORD BOULEVARD SUITE 20302
ALBANY GEORGIA 31704-0302

MCLBAO 1320.2G
CO1004

JUL 24 2015

MARINE CORPS LOGISTICS BASE ALBANY ORDER 1320.2G

From: Commanding Officer
To: Distribution List

Subj: PERSONNEL SPONSORSHIP PROGRAM

Ref: (a) MCO 1320.11E

Encl: (1) NAVMC 11799 Sponsorship Request
(2) NAVMC 11798 Youth Sponsor Request
(3) Sponsorship Assignment Letter
(4) MCLB Albany Welcome Aboard Letter (CO)
(5) NAVMC 11791 Sponsorship Program Questionnaire
(6) Welcome Aboard Brief
(7) Sponsor Checklist
(8) MCLB Albany Welcome Aboard Letter (Sponsor)
(9) Needs Assessment Checklist
(10) Request for Government-Owned Vehicle/Transportation

1. Situation. The Marine Corps Sponsorship Program (MCSP) is designed to provide transferring service members and their families assistance as they transition to and check into their new duty station.

2. Cancellation. BO 1320.2F.

3. Mission. To publish instructions and set forth procedures of the Personnel Sponsorship Program for Headquarters Battalion (HQBN), Marine Corps Logistics Base (MCLB) Albany.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To establish a command policy specific to HQBN, MCLB Albany that complies with the MCSP, so as to ensure that all personnel leaving or joining this command have assistance during the transition process.

(2) Concept of Operations

(a) A Unit Sponsor Coordinator (USC) will be appointed in writing by the Commanding Officer (CO), HQBN, MCLB Albany for each subordinate command. The USC will be responsible for the successful employment of the MCSP at their command.

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

(b) All personnel inbound to this command shall be assigned a sponsor. All personnel E-5 and above are eligible for appointment as sponsors. Additionally, sponsors are to be of higher pay-grade than their sponsorees. Commands are encouraged to match marital status of sponsors and arriving service members as well.

(c) Personnel departing this command may request a sponsor from their gaining command via the USC utilizing enclosure (1). The USC will coordinate delivering the service member's request to the gaining command.

(d) Youth sponsors will be made available on request, based on availability. Requests should be made via enclosure (2). A roster of eligible sponsors will be supplied to the USC via the Family Care Branch Head (FCBH). The FCBH is responsible for training youth sponsors in their duties.

b. Subordinate Element Missions

(1) Unit Sponsorship Coordinator

(a) Complete sponsorship training prior to execution of your assigned duties. Track sponsorship training for all sponsors within your command.

(b) Maintain a roster of inbound service members.

(c) Identify an appropriate sponsor for each inbound service member. Appoint sponsors in writing as seen in enclosure (3).

(d) Route a CO Welcome Aboard Letter for signature. Mail signed letter, to the inbound service member. An example is found in enclosure (4).

(e) Maintain a log of all sponsor assignments at the command, along with completed Sponsorship Program Questionnaires, found in enclosure (5). Questionnaires will be retained for two years.

(f) Deliver NAVMC 11799 Sponsorship Request, found in enclosure (1), to gaining command for departing service members that wish to have a sponsor for their transition. Provide all departing service members an opportunity to request a sponsor.

(2) Adjutant, Headquarters Battalion (HQBN)

(a) Notify service members checking in to the command of the Welcome Aboard Brief, run by Marine Corps Community Services, via enclosure (6). This notification should be done in conjunction with the member's check-in process with the Military Personnel Center. Members are required to attend the brief unless excused by the Executive Officer, HQBN, MCLB Albany.

(3) Family Care Branch, Marine Corps Community Services

(a) Upon request, provide a roster of youth sponsors to the USC. Train youth sponsors in their duties prior to assignment.

(b) The point of contact for youth sponsors is the FCBH, Ms. Paula Caserio at (229) 639-5767.

(4) Relocation Assistance Program Manager

(a) Conduct Welcome Aboard Orientations on a monthly basis.

(b) Provide assistance to USC and sponsors, as requested. At a minimum, perform sponsor training on an annual basis.

(c) The Relocation Assistance Program Manager for HQBN, MCLB Albany is Mr. Raymond BreauX. He can be reached at commercial (229) 639-5278 or raymond.a.breaux@usmc-mccs.org.

(5) Assigned Sponsors

(a) Utilize enclosure (7) to guide you in your responsibilities as a sponsor. Paragraphs 4.b.5.c and 4.b.5.d provide amplifying information, but are not all-inclusive. Complete eSponsorship training at this website: <http://sso.militaryonesource.mil/MOS/f?p=SSO:CONSENT:0::::P1 ID:311>.

(b) Provide a copy of completed eSponsorship training certificate to the USC within five business days of assignment as a sponsor.

(c) Execute required sponsor duties as follows:

1. Contact the service member within ten days of appointment via a Welcome Aboard Letter. An example is provided in enclosure (8).

2. Follow up Welcome Aboard Letter by contacting the service member via phone or email. Verify receipt of Commanding Officer Welcome Letter.

3. Find out what the service member's needs are. Enclosure (9) is provided for additional guidance.

(d) Execute recommended sponsor duties as follows:

1. Greet incoming service member.

2. Help arrange 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 base and community locations.

5. Offer vehicle registration support.

6. Help with the housing search.

7. Arrange a social gathering.

8. Help anticipate and meet the needs of the family (as applicable).

(e) Collect a completed Sponsorship Program Questionnaire, found in enclosure (5), from the member. Deliver questionnaire to USC before conclusion of your duties as the sponsor.

(f) Contact the USC if you require guidance or clarification of your duties as a sponsor.

c. Coordinating Instructions

(1) Sponsors are advised to coordinate government transportation, when necessary, through the Dispatcher, Garrison Mobile Equipment at (229) 639-5665. An example of the request form is found in enclosure (10).

(2) Supervisors shall provide a reasonable amount of time during working hours for the sponsor to assist the incoming service member with the check-in process and familiarization of the new duty station.

5. Administration and Logistics


a. Recommendations concerning this program may be forwarded to the CO, HQBN, MCLB Albany, via the USC.

b. Electronic forms contained in this Order can be downloaded from the Naval Forms On-Line (NFOL) website at:
<https://navalforms.documentservices.dla.mil>.

6. Command and Signal

a. Command. This Order is applicable to HQBN, MCLB Albany.

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


JAMES C. CARROLL III

DISTRIBUTION: A

NAVMC 11799 (11-11) (EF)

FOUO - Privacy sensitive when filled in.

SPONSORSHIP REQUEST**PRIVACY ACT STATEMENT**

In accordance with the Privacy Act of 1974, this notice informs you of the purpose for collection of information on this form. Please read it before completing this form.

AUTHORITY: 10 U.S.C. 5041, Headquarters, Marine Corps; and MCO 1320.11F, Marine Corps Sponsorship Program.

PRINCIPAL PURPOSE: This System of Records is governed by Privacy Act System of Records Notice MN05000-1, which can be downloaded at <http://dpclo.defense.gov/privacy/SORNs/component/navy/NM0500-1a.html>. Information collected by this System will be used for the assignment of personal sponsor per Marine Corps Order 1320.11F.

RETENTION AND SAFEGUARDS: The information collected in this System will be retained in paper or automated records for two years then destroyed. Access is provided on need-to-know basis only. Manual records are maintained in file cabinets under the control of authorized personnel during working hours. The office space in which the file cabinets are located is locked outside of official working hours. Computer terminals are located in supervised areas. Access to computerized data is controlled by password or other user code system.

ROUTINE USES: 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 a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows: the DoD "blanket routine uses" that appear at the beginning of the Navy's compilation of systems notices apply to this system: http://dpclo.defense.gov/privacy/SORNs/blanket_routine_uses.html.

DISCLOSURE: Providing information on this form is voluntary.

Rank/Grade:	Name:			MOS:
Address:		City:	State:	Zip Code:
Unit Phone (Commercial):		Unit Phone (DSN):		
Current Mailing Address:		City:	State:	Zip Code:
Email Address:		Estimated Detach Date:	Arrival Date:	
MCC/RUC 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?				<input type="checkbox"/> Yes <input type="checkbox"/> No
(Check one) <input type="checkbox"/> I DO / <input type="checkbox"/> I DO NOT desire government quarters (unless mandated by base policy).				
(Check one) My family size will require: <input type="checkbox"/> 2, <input type="checkbox"/> 3, <input type="checkbox"/> or 4 bedrooms. I <input type="checkbox"/> have / <input type="checkbox"/> 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:				

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ENCLOSURE 

NAVMC 11798 (11-11) (EF)

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YOUTH SPONSOR REQUEST**PRIVACY ACT STATEMENT**

In accordance with the Privacy Act of 1974 (Public Law 93-579), this notice informs you of the purpose for collection of information on this form. Please read it before completing this form.

AUTHORITY: Taken directly from the authority section of the applicable Privacy Act System of Records Notice.

PRINCIPAL PURPOSE: This System of Records is governed by Privacy Act System of Records Notice MN00003, which can be downloaded at <http://dpclo.defense.gov/privacy/SORNs/componet/navy/NM0500-1a.html>. Information collected by this System will be used to ensure children were assigned a proper sponsor.

RETENTION AND SAFEGUARDS: The information collected in this System will be maintained in a database with restricted, limited access by authorized personnel who are properly screened, cleared, and trained. The database is protected by password, unique user ID's, and applicable layers of security access within applications. Records in this file system will only be retrieved by name and social security number. State Records Disposition Schedule.

ROUTINE USES: To various officials outside the Department of Defense (DoD), specifically identified as a Routine Use in Privacy Act System of Records Notice for the stated specific purpose of that Routine Use. Additionally, information may be shared outside the DoD pursuant to the blanket routine uses established by the Department of Defense Privacy Office that apply to all DoD Privacy Act Systems of Records and posted at <http://www.defenselink.mil/privacy/notices/blanket-uses.html>.

DISCLOSURE: Providing information on this form is voluntary.

1. My Name is:

2. I Currently Live (on/by which base):

3. I Will be Moving to (which base):

On (Date):

4. I am interested in having a sponsor: ☐ Yes ☐ No5. I am a: ☐ Boy ☐ Girl

6. I am _____ years old.

7. I am in the _____ grade.

8. I would like a boy or girl sponsor ☐ Boy ☐ Girl

9. My Hobbies/Interests are:

10. Some Questions I have are:

11. For the Parents/Guardian

Parent/Guardian Name:

Phone Number:

Email:

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/Guardian Signature _____

Date _____

12. Mail to: RELOCATION ASSISTANCE PROGRAM, MARINE and FAMILY PROGRAMS

(New Duty Station)

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ENCLOSURE (2)



UNITED STATES MARINE CORPS
MARINE CORPS LOGISTICS BASE
814 RADFORD BOULEVARD SUITE 20302
ALBANY GEORGIA 31704-0302

1300
CO1004
DD Mmm YY

From: Commanding Officer
To: (Sponsor's Name)

Subj: SPONSORSHIP ASSIGNMENT

Ref: (a) MCO 1320.11F
(b) MCLBAO 1320.2G

1. You have been selected to sponsor the following inbound Marine:

Name: (Inbound Marine)
Unit:
Work Phone:
Email Address:

2. Use the references for guidance on your duties as a sponsor. Enclosures (4) through (7) of reference (b) in particular should be utilized. You shall contact the Marine by telephone or email within ten business days of receipt of this letter. You shall also mail a Welcome Aboard Letter introducing yourself within this timeline. Establish a positive line of communication and continuously provide support to assist the Marine as they transfer to this command.

3. You must complete the eSponsorship training online and provide a copy of the certificate to the USC within five business days of receipt of this letter. The training can be found at:
<http://sso.militaryonesource.mil/MOS/f?p=SSO:CONSENT:0::::P1 ID:311>.

4. The Unit Sponsorship Coordinator (USC) for this command is Captain Sean P. Fitzgibbons. If you require additional assistance or training with regards to your responsibilities as a sponsor, contact the USC at commercial (229) 639-5105, and email sean.fitzgibbons@usmc.mil.

S. P. FITZGIBBONS
By direction

Enclosure (3)



UNITED STATES MARINE CORPS
MARINE CORPS LOGISTICS BASE
814 RADFORD BOULEVARD SUITE 20302
ALBANY GEORGIA 31704-0302

1300
CO0001
DD Mmm YY

Dear (Grade and Name) :

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 MilitaryINSTALLATIONS at <http://www.militaryinstallations.dod.mil/MOS/f?p=MI:ENTRY:0>. You can also contact the Relocation Assistance Program Manager, Mr. Raymond Breaux, via email at raymond.a.breaux@usmc-mccs.org or commercial (229) 639-5278.

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, the nearest Marine Corps Community Services, and/or the command's Family Readiness Officer.

Your sponsor is:

Grade/Name:
Work Phone:
Work Email:

The Unit's Sponsorship Coordinator is:

Name: Capt Sean P. Fitzgibbons
Work Phone: (229) 639-5105
Work Email: sean.fitzgibbons@usmc.mil

JAMES C. CARROLL III

Enclosure (4)

NAVMC 11791 (11-11) (EF)

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SPONSORSHIP PROGRAM QUESTIONNAIRE

Your help is requested in evaluating the effectiveness of our Command Personnel Sponsorship Program. Please help evaluate the Program by completing this questionnaire based on your experience with your recent PCS transfer. Leave name spaces blank if you desire to remain anonymous. The information you provide will be combined with the responses of others and will be confidential. Completion of this questionnaire is entirely voluntary. There is no penalty for not providing the requested information except the lack of representation of your views in the final results and outcomes. Once completed, please return to your Unit Sponsorship Coordinator. This reporting requirement is exempt from reports control.

Grade:

Branch of Service

UNIT

1. Did your former command, prior to transfer, inform you of the sponsor program and its benefits? ☐ YES ☐ NO
2. Did you request/ elect to have a sponsor? ☐ YES ☐ NO
3. Were you assigned a sponsor? ☐ YES ☐ NO
4. Who is your sponsor? _____ (May omit name if desired.)
5. Did your sponsor contact you prior to your departure from your previous command? ☐ YES ☐ NO
6. Did your sponsor meet you upon your arrival? ☐ YES ☐ NO
7. Did you receive information and communication from the gaining command in advance of your arrival?
- a. If yes, was the information an adequate representation of this command? ☐ YES ☐ NO
- b. If yes, was the information adequate to inform you about this geographical area? ☐ YES ☐ NO
- c. If yes, was the information received in time to permit adequate advance planning? ☐ YES ☐ NO
- d. If no, what additional information would have made your transfer and relocation easier?
8. Was your sponsor knowledgeable about this command and the local community able to answer your questions? ☐ YES ☐ NO
9. When did you receive your orders? _____
10. When did you transfer from your last command? _____
11. Did you attend school(s) or take leave in transit to this command? ☐ YES ☐ NO List Dates: _____
12. Did your previous command inform you of the resources available to you at your nearest MCCS? ☐ YES ☐ NO
13. Overall, were you satisfied with this Command Sponsorship Program? ☐ YES ☐ NO
14. Please list any suggestions you have for improving the Command Sponsorship Program.

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ENCLOSURE (5)



UNITED STATES MARINE CORPS
MARINE CORPS LOGISTICS BASE
814 RADFORD BOULEVARD SUITE 20302
ALBANY GA 31704-0302

1000
CO1004
DD Mmm YY

From: Commanding Officer
To: Rank First M. Last EDIPI: 123456789/0311 USMC
Subj: WELCOME ABOARD BRIEF

1. Welcome aboard Marine Corps Logistics Base Albany. In order to help you familiarize yourself with the base and the services we have to offer, we provide you with a Welcome Aboard Brief. Because of the work that goes into this brief and the level of information provided, you are required by the Commanding Officer, Marine Corps Logistics Base Albany to attend.
2. Your appointed place of duty at 0900 on 1 August 2015 is classroom 1 in building 7122. You are encouraged to bring your spouse and wear appropriate civilian attire.
3. Requests to reschedule your Welcome Aboard Brief must be forwarded to the Executive Officer, Headquarters Battalion, via your chain of command, for approval.

S. P. FITZGIBBONS
By direction

Enclosure (6)



Sponsor Checklist

Sponsorship is a vital component of a mobile military life. Relocation can be a stressful experience for both service members and their families. Your role as a sponsor helps smooth their transition to a new community, and helps create and maintain unit cohesion.

The following checklist will help you successfully execute your duties as a sponsor. Please keep it handy and review it often as you work through the sponsorship process. The checklist is divided into pre-arrival, arrival and post-arrival tasks.

Pre-arrival

- ☐ Complete the Electronic Sponsorship Application and Training.
- ☐ Contact the newcomer via phone or email to say hello and explain the sponsorship process.
- ☐ Ask questions about the newcomer's needs. You might consider sending the needs assessment questions (downloadable from eSAT Tools) to the newcomer via email or use them as a guide during your phone conversations.
- ☐ Compose and send a welcome letter based on the newcomer's needs and your unit's procedures. You should consider using the draft letters in eSAT Tools as a guide.
- ☐ Make temporary lodging arrangements for the newcomer and communicate details by personal email or phone.
- ☐ Arrange a post office box for the newcomer and communicate details by personal email or phone.
- ☐ Brief your supervisor about the sponsorship process and let your supervisor know if there are any problems.
- ☐ Ensure the family has contact information for schools, medical care, child care and other resources.

Arrival

- ☐ Personally meet your newcomer on arrival, or make other arrangements if you are unable to do so due to duty commitments.
- ☐ Make sure you let the newcomer and family know by email or phone who will be meeting them on arrival or where to find transportation, if necessary.
- ☐ Make sure to bring transportation to accommodate the entire family, including pets.
- ☐ Make sure the newcomer is met by a friendly face.
- ☐ Personally take the newcomer and family to their lodging facility.
- ☐ Personally take the newcomer and family to the Military and Family Support Center, and encourage them to make use of the relocation program.
- ☐ Introduce the newcomer to the commander, supervisor, key personnel and fellow co-workers.
- ☐ Show the newcomer around installation facilities such as the commissary, fitness center, chapel and medical facilities.

ENCLOSURE (7)

- ☐ Give the newcomer a community tour.
- ☐ Accompany the newcomer through in-processing and check-in procedures.

Post-arrival

- ☐ Escort the newcomer to the installation housing office and assist with house hunting.
- ☐ Offer assistance with vehicle registration.
- ☐ Offer assistance with transportation needs.
- ☐ Offer help getting the family settled into their home; obtain loan closet items, if available, from the Military and Family Support Center.

ENCLOSURE (7)



UNITED STATES MARINE CORPS
MARINE CORPS LOGISTICS BASE
814 RADFORD BOULEVARD SUITE 20302
ALBANY GEORGIA 31704-0302

1300
[Office]
DD Mmm YY

Dear (Grade and Name) :

Welcome to Headquarters Battalion (HQBN), Marine Corps Logistics Base (MCLB) Albany. I have been assigned as your sponsor.

I have been informed that a letter from the Commanding Officer, HQBN, MCLB Albany has been mailed to your unit. If you have not received it within 14 days after receipt of this letter, contact me at [email and phone number], and I will send another. If you have any questions which have not been answered by the letter, let me know and I will try to send you the necessary information.

I am available to offer as much assistance as possible as you transition to your new duty station. Additionally, our Relocation Assistance Program Manager, Mr. Raymond Breaux is at your disposal. He can be reached at raymond.a.breaux@usmc-mccs.org or commercial (229) 639-5278.

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

F. M. LAST

Enclosure (8)

Needs Assessment Checklist



Sponsorship is a vital component impacting unit and family readiness.

The following Needs Assessment Checklist will help you successfully execute your duties as a sponsor. Please use it as a guide when contacting your newcomer to collect the information you will need to help the family with a successful move.

Questions to ask

- ☐ **Family status:** single, single parent, married, married with children, other family members, any with special needs or circumstances
- ☐ **Number and ages of children:** special interests of children, interest in youth sponsorship
- ☐ **Family pets:** how many, travel arrangements, boarding needs, quarantine requirements at destination
- ☐ **Travel information:** car, plane, anticipated arrival date, transportation/pickup/meeting arrangements, passport/visa needs and shipping cars
- ☐ **Contact information:** phone(s), email addresses, mailing address, alternate/emergency contact information
- ☐ Do you need information on any of the following:
 - ☐ Cost of living
 - ☐ Installation housing
 - ☐ Local community housing
 - ☐ Apartment/home rentals
 - ☐ Preschools
 - ☐ Elementary schools
 - ☐ Middle schools

ENCLOSURE (9)

Sponsor Training Checklist, continued

- ☐ High schools
- ☐ Home schooling
- ☐ Private schools
- ☐ Child care (installation/home day care/other options)
- ☐ Billeting/temporary lodging
- ☐ Employment (spouse/other family members)
- ☐ Exceptional Family Member Program
- ☐ Temporary P.O. Box
- ☐ Weather
- ☐ Local community information (attractions)
- ☐ Other
- ☐ Can I have the relocation assistance manager from the Military and Family Support Center contact you directly?

ENCLOSURE (9)



UNITED STATES MARINE CORPS
MARINE CORPS LOGISTICS BASE
814 RADFORD BOULEVARD SUITE 20302
ALBANY GEORGIA 31704-0302

11240/1
[Office]
DD Mmm YY

From: Rank First M. Last EDIPI: 1234567890/0311 USMC
To: Director, Logistics Support Division

Subj: REQUEST FOR GOVERNMENT-OWNED VEHICLE/TRANSPORTATION

Ref: (a) BO P11240.16B, Paragraph 2009

1. In accordance with the reference, the following is provided:

- a. Type of vehicle requested:
- b. Date and time vehicle is to be picked up:
- c. Number of personnel to be transported:
- d. Location vehicle will report to prior to departing:
- e. Destination of vehicle:
- f. Estimated date and time vehicle will return:
- g. Requestor's information:
- h. Purpose for request:
- i. Additional comments:
- j. Name of person driving vehicle:
- k. TAD:

F. M. LAST

Enclosure (10)