UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
BOX 99100
YUMA, ARIZONA 85369-9100

StaO 1320.1D
3BC
22 MAY 1997

STATION ORDER 1320.1D

From: Commanding Officer
To: Distribution List

Subj: PERSONNEL SPONSORSHIP PROGRAM

Ref: (a) MCO 1320.11E
(b) StaO 1754.1

Encl: (1) PSP Coordinator Assignment Letter
(2) Sponsorship Assignment Letter
(3) Sponsor Welcome Aboard Letter
(4) Command Welcome Aboard Letter
(5) Sponsorship Questionnaire
(6) Sponsorship Checklist
(7) Appointment Letter for Marines in Receipt of PCS Orders
(8) Sponsorship Request Form
(9) Family Registration Form
(10) Youth Sponsor Request Form

1. Purpose. To publish a joint agreement pertaining to the Personnel Sponsorship Program (PSP), in compliance with references (a) and (b), for Marines reporting to units aboard MCAS Yuma and Yuma Proving Grounds.

2. Cancellation. StaO 1320.1C.

3. Background. The welfare and morale of Marines and their families are essential factors which influence career motivation. This sponsorship program will benefit both the individual and the Marine Corps by enhancing readiness at the unit level.

4. Information

a. The intent of this order is to reduce the difficulties experienced with PCS orders. Personnel in the grades of E-1 through E-6, WO-1 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.

b. Marines assigned to overseas unaccompanied tours will be given the opportunity to register their family members with the appropriate regional Family Service Center (FSC).

c. A youth sponsorship program for school age children has been established for MCAS Yuma. Cognizant control of this program falls under the Family Service Center's Relocation Assistance Program (RAP) Manager.

d. It is the responsibility of the RAP Manager, not the sponsor, to mail the welcome aboard package to the inbound Marine. The sponsors may, however, mail any additional information they feel would be beneficial for the Marine.

5. Concurrence. This order has been coordinated with and concurred in by CO, MAG-13, CO, MAWTS-1, CO, CSSD-16 and CO, VMFT-401.

6. Action

a. The S-1's for Station, MAG-13, MAWTS-1, CSSD-16 and VMFT-401 are responsible for:

(1) Assuming responsibilities as their commands PSP Coordinator. The subordinate commands within MAG-13 assume responsibility for their PSP Coordinator.

(2) Maintaining a current roster of PSP Coordinators. MAG-13's roster will include their subordinate commands.

(3) Providing information on future unit assignments of inbound Marines, i.e., gaining squadron PSP Coordinator to the RAP Manager.

b. FSC Director will:

(1) Assist commands as requested.

(2) Coordinate youth sponsorship requests.

(3) Conduct Welcome Aboard/Newcomers Orientation briefs and relocation workshops.

(4) Maintain a library of information on the base and local area.

c. RAP Manager will:

(1) Provide sponsorship training to PSP Coordinator of each squadron.

(2) Solicit sponsors for Yuma personnel from future commands upon request.

(3) Conduct periodic review of this Order for accuracy, effectiveness, and impact on participants.

(4) Provide assistance to squadron PSP Coordinators upon request.

d. The CO's for Station, MAG-13, MAWTS-1, CSSD-16, VMFT-401 and MAG-13 subordinate commands will:

(1) Assign a PSP Coordinator and an alternate in writing, (enclosure (1)). MAG-13 subordinate commands will provide a copy of the assignment letter to MAG-13 S-1.

(2) Ensure PSP Coordinator is familiar with the instructions contained in reference (b).

(3) Ensure that enclosure (2), or a similar assignment letter tailored to the units needs, is used when requested by the RAP Manager. Provide a copy of the sponsorship assignment letter to the RAP Manager.

(4) Ensure sponsor assigned is provided with a Welcome Aboard Letter. Enclosure (3) is provided as a guide and may be reproduced verbatim, however, each unit may tailor its Welcome Aboard Letter as needed. This letter, upon completion by the sponsor, may be included in the Welcome Aboard Package mailed by the RAP Manager if desired. (Sponsors are encouraged to make contact with the RAP Manager to coordinate issues such as this.)

(5) Ensure the unit PSP Coordinator mails a Command Welcome Aboard Letter. Enclosure (4) is provided as a guide.

(6) Ensure that upon arrival of an inbound Marine, a Sponsorship Questionnaire (enclosure (5)) is properly filled out and maintained on file for 2 years per reference (a). Additionally, a periodic study of the Sponsorship Questionnaires should be conducted to ascertain the value of the Command Sponsorship Program. In additional to program reviews performed by units, the Family Service Center (FSC) will also perform a periodic review of PSP success. Therefore, ensure that a copy of each completed Sponsorship Questionnaire is forwarded to the RAP Manager. Submit any recommendations for changes to this program via official correspondence to CO, MCAS (S-1). These recommendations will be reviewed and staffed through the FSC for comment/concurrence.

(7) Ensure that the assigned sponsor is provided a sponsorship checklist (enclosure (6)).

(8) Ensure the unit PSP Coordinator contacts the RAP Manager and schedule an appointment for Marines in receipt of Permanent Change of Station Orders (PCSO). Use enclosure (7), or a similar style letter, for notification.

(9) Ensure resources are provided as required. The sponsorship program is an official government program and reimbursement should be made to sponsors for official expenses such as mileage.

(10) Ensure a Sponsorship Request Form (enclosure (8)) or a Family Registration Form (enclosure (9)) and information on the benefits of participating in the program are provided at the time the member is notified about impending PCS Orders. Servicemembers with school age children will also be provided with a Youth Sponsor Request Form (enclosure (10)).

7. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.

C. J. TURNER

DISTRIBUTION: B

PSP Coordinator Assignment Letter

1320
[section]
[date]

From: Commanding Officer, [unit]
To: [Marine being assigned]

Subj: ASSIGNMENT AS [UNIT] PERSONNEL SPONSORSHIP PROGRAM COORDINATOR

Ref: (a) StaO 1320.2
(b) MCO 1320.11E
(c) StaO 1754.1

1. Per the instructions contained in reference (a), you are hereby assigned as [UNIT] (Primary/Alternate) PSP Coordinator.

2. You are to thoroughly familiarize yourself with the duties of this assignment as outlined by references (a) through (c).

3. Additionally, you are directed to attend the first available PSP Coordinator class. The RAP Manager will schedule you for this class and contact you as to the time, date, and location.

(Signature Block)

Copy to:
CO, MAG-13 (S-1) (if applicable)
RAP Manager (FSC)

Sponsorship Assignment Letter

From: Commanding Officer, [unit]
To: [Incumbent Sponsor]

Subj: SPONSORSHIP ASSIGNMENT

Ref: (a) MCO 1320.11E
(b) StaO 1745.1
(c) StaO 1320.2

1. You have been selected to sponsor the below listed inbound Marine. Guidance for this assignment is provided in references (a) through (c). Additional guidance may be obtained through your unit's PSP Coordinator (ext. xxxx) or the RAP Manager (ext. 3421/2425).

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 that 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, you are directed to write a letter of introduction. Include a government return envelope addressed to (unit S-1).

4. Please contact the Family Service Center regarding relocation services or resources that are available.

5. 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 your unit Personnel Sponsorship Program Coordinator.

ENCLOSURE (2)

6. Any expenses such as documented mileage accumulated in performing duties as a sponsor, tolls, and parking fees will be reimbursed. Reimbursement will be initiated using the Claim for Reimbursement for Expenditures on Official Business (SF-1164).

(Signature Block)

Copy to:
CO, MAG-13 (S-1) (if applicable)
RAP Manager (FSC)

ENCLOSURE (2)

Sponsor Welcome Aboard Letter

[Date]

(Sponsored Marines Grade and Name)
(Street address)
(City, State, ZIP code)

Dear (Grade and Name) :

Welcome to [Unit], MCAS Yuma, Arizona. I have been assigned as your sponsor. 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 (unit). (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 Commanding Officer has been mailed to you. Also, the welcome aboard package you requested from our local Family Service Center has been mailed. If you have not received it within 21 days after receipt of this letter contact me at (enter your address and phone number) and I will ensure another is sent. If you have any questions which have not been answered by the welcome aboard package let me know and I will try to send you the necessary information.

** If married, add:

I encourage you and your family to join in the many installation and community activities available to you.

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 FSC.

(Enter appropriate personal information as deemed necessary. At a minimum, this should include information concerning items of interest.)

ENCLOSURE (3)

If you have children between the ages of 7 to 18, the Youth Sponsorship Program provides a volunteer youth sponsor. If your child/children are interested in obtaining a youth sponsor, Please fill out the attached youth sponsor request form and mail to:

Family Service Center
(Attn: RAP Manager)
Box 99131
Marine Corps Air Station
Yuma, AZ 85369-9131
(DSN: 951-2425; COMM: (520) 341-2425/3421)

I encourage you and (if married) your family to visit the nearest Family Service Center 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. A highlight of the program is the computerized data system that contains current information on all military installations worldwide. Known as the Standard Information, it produces an extremely useful smooth-move-to (location) booklet that is yours to keep.

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

Sincerely,

ENCLOSURE (3)

Command Welcome Aboard Letter

(Date)

(Sponsored Marine's Grade and Name)
(Street Address)
(City, State, ZIP code)

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 (our command).

**If married, add:

I encourage you and your family to join in the many installation and community activities available to you.

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

Your sponsor is: Grade/Name
Address
City, State, ZIP code
Work Phone

The Family Service Center representative here in Yuma may be reached at DSN 951-2425/3421 or commercial (520) 341-2425/3421.

Sincerely,

(Signature Block)

Copy to:
Unit PSP Coordinator
Assigned Sponsor

Sponsorship Questionnaire

The purpose of this questionnaire is to ensure the Sponsorship Program is helping our Marines and their families. Your input will help our command improve this program in areas that are deficient. Please return this form to your command no later than five working days after your arrival.

1. Did your sponsor contact you? YES NO

2. If contacted, was the contact by mail or phone?

   PHONE MAIL BOTH

3. Was your sponsor helpful? YES NO

4. If the sponsor was not helpful, what areas could be improved?

_____

_____

_____

5. Did your sponsor assist you in your initial check-in?

   YES NO

6. Did your sponsor orient you to the entire base?

   YES NO

7. Please make recommendations for improvements of this program or any comments you may desire below: (Use reverse of this form for additional comments.)

_____

_____

_____

_____

Stao 1320.1D
22 MAY 1997

Sponsorship Checklist

PRE-ARRIVAL

Initial Communication:

_____Call or write the newcomer at his/her command immediately.

_____Include your home and work number (DSN as well as commercial and fax if available).

_____If there are family members, ask your spouse and children to write.

_____Determine the number and ages of any children.

_____Determine if pets are involved in this relocation.

Welcome Aboard Packet:

_____Ensure newcomer has received his/her welcome aboard packet within 21 days of date packet was mailed from FSC.

_____Visit housing office for information on housing availability.

_____Inform newcomer about Key Volunteer Network.

Other (this is not a requirement per established Order):

_____Offer to assist in arranging for Temporary Lodging.

_____If the newcomers are driving, designate a meeting place and time (include a detailed map).

_____Offer to meet the newcomer at the airport.

_____Call to confirm orders and verify travel plans.

Arrival:

_____Meet the newcomer and/or family at the appointed arrival location.

_____Escort the newcomer through the process of checking in.

_____Escort newcomer to the Housing Referral Office(This is an extremely important requirement!).

_____Provide a tour of the base, pointing out the areas of interest.

_____Help the newcomer check on household goods and auto shipments.

_____Escort him/her to the BEQ, TEQ, or BOQ for room assignment if unaccompanied.

Other (this is not a requirement per established Order):

_____Assist in getting children registered for school.

_____Offer to take the newcomer to the laundry or offer the use of your washer or dryer.

_____Arrange for pets to stay in kennel, if needed.

_____Assist with vehicle registration and driver's license.

_____Avoid opinions! Let the newcomer form his/her own.

_____Answer questions honestly about the command, but don't accentuate the negative.

_____Invite the newcomer to dinner.

_____Offer a ride to the commissary.

_____Keep a positive attitude.

Post-arrival:

_____Continue to assist newcomers any way you can.

_____Empower them to take charge of settling in.

_____Stay in contact.

Appointment letter for Marines in receipt of PCS Orders

1320
[section]
[date]

From: Commanding Officer, [unit]
To: Grade/Name

Subj: OUTBOUND APPOINTMENT WITH FSC RAP MANAGER

1. You have been scheduled for an outbound briefing at [time/date] with the FSC RAP Manager.

2. You are directed to report to the RAP Manager located in building 598 at the time specified above. If for any reason you are unable to attend subject brief notify [responsible agent] immediately.

(Signature Block)

Copy to:
Files
RAP Manager (FSC)

SPONSORSHIP REQUEST FORM

Public Law 93-579 (The 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 RETURN THIS FORM TO YOUR UNIT ADDRESS:

1. _____
(GRADE) (NAME) (SSN) (MOS)

2. Current unit address: _____

3. Unit phone (commercial/DSN): _____

4. Current mailing address: _____

5. Estimated detachment date: _____ Arrival date: _____

6. Leave address: _____

7. MCC/RUC of new assignment: _____

8. Marital status: _____

9. Sex and age of accompanied child(ren): _____

10. Anticipated mode of travel: _____

11. Are you an Exceptional Family Member Sponsor (EFM): _____

12. 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.

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

14. Specific information/assistance requested: _____
_____

_____
(Signature)

FAMILY REGISTRATION FORM

Public Law 93-579 (The 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.

1. _____
(GRADE) (NAME) (SSN) (MOS) (inbound to MCC)

2. Current mailing address: _____

3. Estimated detachment date and leave address: _____
_____

4. Estimated date of arrival at new duty station: _____

5. Names of your family members and relationship: _____
_____

6. Address where family will reside and telephone number: _____
_____

7. If you do not know the new address, leave this form with your family to fill out and mail to the appropriate Regional Family Service Center when settled.

8. If residing east of the Mississippi River, except **in the state of Wisconsin**, mail the form to: Commanding General (Attn: Family Service Center), MCCDC, Quantico, VA 22134-5001. The telephone number is: 800-336-4663 (VA residents call collect to 703-784-2650.)

9. If residing west of the Mississippi River, **including the state of Wisconsin**, mail the form to: Commanding General (Attn: Family Service Center), Marine Corps Base, Camp Pendleton, CA 92055-5001. The telephone number is: 800-253-1624 (California residents call collect to 619-725-5361.)

YOUTH SPONSOR REQUEST FORM
"KIDS IN TOUCH WITH KIDS"

Public Law 93-579 (The 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.

My name is _____ I am a boy/girl, _____ years old, and in the _____ grade. I am moving to _____ on _____ from_____ and I am interested in having a sponsor. I am leaving where I live _____ on the following date _____.

I would like a boy/girl sponsor. My hobbies/interests are_____ _____. Some questions I have are_____ _____.

Thank you,

_____
(Signature)

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: _____

MAIL TO: Relocation Assistance Program, Family Service Center, Box 99131, Yuma, Az 85369-9131