



UNITED STATES MARINE CORPS  
III MARINE EXPEDITIONARY FORCE  
UNIT 35601  
FPO AP 96382-5601  
AND  
MARINE CORPS INSTALLATIONS PACIFIC-MCB CAMP BUTLER  
UNIT 35001  
FPO AP 96373-5001

III MEF/MCIPAC-MCBBO 1754.1A Ch 1  
MCCS/MFPB  
OCT 07 2019

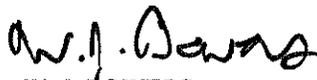
III MARINE EXPEDITIONARY FORCE/MARINE CORPS INSTALLATIONS PACIFIC-MCB CAMP BUTLER  
ORDER 1754.1A Ch 1

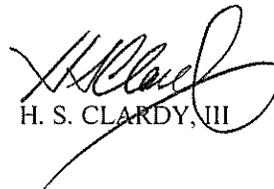
From: Commanding General, III Marine Expeditionary Force  
Commanding General, Marine Corps Installations Pacific-MCB Camp Butler  
To: Distribution List

Subj: PERSONNEL SPONSORSHIP PROGRAM

Encl: (1) New page inserts to III MEF/MCIPAC-MCBBO 1754.1A

1. Situation. To transmit new page inserts to the basic Order.
2. Mission. To update enclosure (3) to incorporate the policy change delineated in MARADMIN 221/19, removing of the Administrative Weight Limits for accompanied Marines and Sailors assigned to Japan.
3. Execution. Remove enclosure (3) and replace with corresponding enclosure contained in the enclosure.
4. Filing Instructions. File this change transmittal page in front of the original Order.

  
W. J. BOWERS

  
H. S. CLARDY, III

DISTRIBUTION: III MEF Lists I, II  
MCIPAC-MCBB List C



UNITED STATES MARINE CORPS  
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III MEF/MCIPAC-MCBB 1754.1A  
MCCS/MFPB  
MAR 2 1 2019

III MARINE EXPEDITIONARY FORCE/MARINE CORPS INSTALLATIONS PACIFIC-MCB CAMP BUTLER  
ORDER 1754.1A W/CH 1

From: Commanding General, III Marine Expeditionary Force  
Commanding General, Marine Corps Installations Pacific-MCB Camp Butler  
To: Distribution List

Subj: PERSONNEL SPONSORSHIP PROGRAM

Ref: (a) MCO 1320.11G  
(b) DoD Instruction 1342.22, "Military Family Readiness," July 3, 2012  
(c) OPNAVINST 1740.3D  
(d) MCBJO 11240.5  
(e) MCO 1754.10A

Encl: (1) Sample Sponsorship Coordinator Appointment Letter  
(2) Sample Sponsorship Assignment Letter  
(3) Sample Sponsorship Checklist  
(4) Sample Command "Welcome Aboard" Letter  
(5) Sample Sponsor "Welcome Aboard" Letter (Accompanied)  
(6) Sample Sponsor "Welcome Aboard" Letter (Unaccompanied)  
(7) NAVMC 11799 Sponsorship Request  
(8) NAVMC 11791 Sponsorship Program Questionnaire

1. Situation. Successful unit sponsorship programs are critical to overall unit readiness. The assigned sponsor provides important initial contact between the inbound Marine/Sailor/Department of Defense (DoD) civilian employee and their new home port. This Order provides local guidance for commands, Sponsorship Coordinators (SCs), and designated sponsors in support of this mandatory program.

2. Cancellation. III MEF/MCIPACO 1754.1.

3. Mission. To establish policy and provide guidance on the conduct of the Personnel Sponsorship Program in support of members of the U.S. Armed Forces and members of the civilian component assigned to III Marine Expeditionary Force (MEF), Marine Corps Installations Pacific-MCB Camp Butler (MCIPAC- MCBB) installation commands, and other tenants and activities operating on MCIPAC-MCBB facilities and areas throughout Okinawa.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To ensure an optimum transition and afford all Service Members the opportunity to be assigned a sponsor. For accompanied personnel, every effort will be made to ensure the spouse and family members are also provided sponsorship information. The intent of this Order is to improve the quality of life and encourage a strong mission oriented Navy/Marine Corps team by reducing the difficulties experienced with permanent change of station (PCS) orders/moves. Commands will ensure sponsors chosen will be available to support their incoming Service Member and family through the first 30 days of their tour.

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(2) Concept of Operations

(a) References (a), (b), and (c) provide policy guidelines on the Personnel Sponsorship Program.

(b) The command, SC, and sponsor will also ensure enclosures (1) through (8) are utilized, as appropriate, in performing their duties. Per reference (a), sponsor assignments will be made to match, as closely, as possible the rank, marital status, and pet status of the sponsor and the incoming Service Member and family. In addition, sponsors assigned to active duty Service Members will be military personnel themselves.

(c) Sponsors are command representatives, responsible for assisting the arriving Service Members and their family to ensure their initial experiences are positive and reflect the long standing United States Marine Corps (USMC) tradition of "taking care of our own."

(d) Enclosures (1) through (8) are provided to ensure consistency of the Personnel Sponsorship Program for all personnel reporting to III MEF/MCIPAC-MCBB facilities and areas in Okinawa. A sponsor's "Welcome Aboard" letter should be personal and tailored to the family's construct.

b. Subordinate Element Missions

(1) Commanding Officers and Officers in Charge

(a) Appoint and designate a SC in writing utilizing enclosure (1) and ensure the name and the appointment letter are provided to the Marine Corps Community Services (MCCS) Marine and Family Programs (M&FP) Information and Referral (I&R)/Relocation Services office.

(b) Commanders will ensure that all assigned sponsors attend mandatory sponsorship training conducted by the MCCS M&FP I&R/Relocation Services.

(c) Ensure primary and alternate sponsors are assigned to all inbound personnel. Utilize enclosures (1) through (8) as appropriate. The Joint Reception Center (JRC) serves as the initial sponsor for all inbound unaccompanied E-1 through E-5 personnel.

(d) NAVMC 11791, "Sponsorship Program Questionnaire," shall be used as a tool to measure the effectiveness of the Sponsorship Program. These questionnaires are to be completed by the incoming Service Member/DoD civilian employee, reviewed by command personnel, and retained by the SC for a period of two years and will be inspected as part of the command inspection program.

(2) Unit Senior Enlisted Advisor

(a) Ensure SC completes all required training.

(b) Periodically review completed Sponsorship Program Questionnaires, enclosure (8), to determine trends with execution of SC and sponsor's duties and use this data to enhance unit's Sponsorship Program.

(3) Unit Sponsorship Coordinator

(a) Complete required sponsorship training prior to executing assigned duties. Mandated training shall be received through the MCCS M&FP I&R/Relocation Specialists and consist of attending one of the weekly MCCS M&FP Sponsorship Training classes. In addition, the SC shall attend the bi-annual SC training sessions hosted by the MCCS M&FP I&R/Relocation Services office to ensure they are kept apprised of changes and updates to the Sponsorship Program.

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(b) Provide their contact information and SC assignment letter to the MCCS M&FP I&R/Relocation Services office.

(c) Schedule and ensure all prospective sponsors complete Sponsorship Training prior to assignment as a sponsor.

(d) SC will maintain listings of unit qualified sponsors and sponsor assignments.

(e) Ensure sponsors for inbound personnel are assigned within 10 days upon receipt of orders.

(f) Identify appropriate sponsor upon receiving notice of incoming Service Member and prepare the Sponsorship Assignment Letter, enclosure (2) for the commanding officer's signature.

(g) Verify with the unit administration office that the command "Welcome Aboard" letter, enclosure (4), was sent to the incoming Service Member within 10 working days after PCS orders receipt notification.

(h) Ensures assigned sponsors prepare the sponsor "Welcome Aboard" letter, for Service Members (accompanied and unaccompanied) enclosures (5) or (6), within 10 working days after receipt of sponsor assignment notification.

(i) Ensure the assigned sponsor is matched as closely as possible with the arriving Service Member, DoD civilian employee, and their family members. Marital status, family composition, pay grade, pet status and military occupational specialty are to be considered when selection and assignments are made.

(j) Ensure enclosure (4) is sent to the inbound Service Member and ensure web links to the on-line Welcome Aboard Package located on the MCCS Okinawa website and Military installations application are included in both the command welcome aboard letter/email and sponsor letter mailed to the inbound Service Members.

(k) Ensure the assigned sponsor (primary or alternate) is at the designated air terminal or local pick-up point to greet and assist the incoming Service Member and his/her family. For unaccompanied personnel processed through the JRC, sponsors should be assigned immediately upon arrival to the unit.

(l) Ensure the assigned sponsor is given ample time to assist the incoming Service Member, DoD civilian and his/her family members while going through the initial transition and check-in processes.

(m) Ensure all accompanied personnel, along with their families, unaccompanied E-6 and above, and DoD civilian employees promptly attend the Newcomers' Orientation Welcome Aboard (NOWA), which is conducted weekly and is facilitated by MCCS M&FP (all unaccompanied Marines in the grade of E-5 and below receive their Newcomers' Orientation through the JRC).

(n) Ensure all outbound Service Members receive enclosure (7) and are briefed on the Personnel Sponsorship Program and are provided command assistance on requesting a sponsor from the gaining command.

(4) MCCS P&PD-Resources I&R/Relocation Services Staff

(a) Develop a Sponsorship Training Program and assist commands/units with training their SCs and sponsors.

(b) Maintain close liaison with SCs and provide technical assistance as needed.

(c) Conduct Relocation Assistance Workshops (Sponsorship Training, NOWA, and Relocation Smooth Move Workshops) for inbound and outbound Service Members.

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(5) Individuals assigned as primary/alternate sponsor

(a) Comply with this Order and appropriate enclosures in performing sponsorship duties. Specific attention will be directed to the sponsor duties and responsibilities in the sponsorship checklist, enclosure (3).

(b) Attend Sponsorship Training provided by MCCA M&FP.

(c) Prepare and mail a "Welcome Aboard" Letter within 10 days of assignment to sponsorship duties using enclosures (5) and (6). The letter should be personal and tailored to the circumstances of the inbound Service Member.

(d) Establish and maintain contact with incoming Service Member and their family throughout the relocation evolution to ensure Service Member's concerns, issues and needs are addressed and resolved.

(e) Meet Service Members and family members at the airport and ensure necessary transportation and temporary lodging facility (TLF) reservations are made within 10 working days of learning the inbound date. Additionally, assist with the procurement of any cell phones and vehicles.

(f) Take advantage of the relocation services and resources at MCCA M&FP.

(g) Sponsor duties will continue through the first 30 days following the arrival of the Service Member and their family.

5. Administration and Logistics

a. The point of contact for this Order is the MCCA M&FP I&R/Relocation Services office, DSN (315) 645-8395 or 7494.

b. Reimbursable Expenses

(1) Per reference (a), unit commanding officers should budget for anticipated sponsor reimbursable expenses in accordance with the Joint Travel Regulations (JTR).

(2) The Personnel Sponsorship Program is an official government program and reimbursement can and should be made to sponsors for expenses incurred in the performance of this duty. Expenses such as mileage, tolls and parking may be reimbursed when sponsors drive their privately owned vehicle to and from the air terminal or local pick-up point.

(3) During check in procedures, the sponsor and newly assigned member will utilize government transportation to the fullest extent, and family members should utilize on base and local transportation for personal use. If a government owned vehicle is utilized, a special parking permit (SPP) must accompany the driver. SPPs may be requested in accordance with reference (d).

(a) When necessary, the sponsor may be reimbursed for mileage that exceeds the sponsor's commuting distance to the regular place of work.

(b) When transporting the member and or family in an official capacity.

(4) Reimbursement will be funded and approved by the receiving unit's major command. Sponsors should request reimbursement by a local voucher through the Defense Travel System and forward it to the major command designated Reviewing and Approving Official(s) in accordance with the established procedures of their respective command.

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(5) If government, on-base, and local transportation were attempted, but not reasonably available for pick-up of newcomers, the major command may authorize the reimbursement subject to the availability of funds (as determined by the major command comptroller).

(6) No additional funding will be provided to major commands for this program. Authorized and approved reimbursements should be the exception, not the rule, for the transportation of newcomers.

6. Command and Signal

a. Command. This Order is applicable to members of the U.S. Armed Forces and members of the civilian component assigned to III MEF, MCIPAC-MCBB installation commands, and other tenants and activities operating on MCIPAC-MCBB facilities and areas throughout Okinawa. III MEF and MCIPAC-MCBB commands outside Okinawa will develop their own local personnel sponsorship programs using this Order for guidance.

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



P. J. ROCK, JR.



E. M. SMITH

DISTRIBUTION: III MEF List I, II  
MCIPAC-MCBB List C

Sample Sponsorship Coordinator Appointment Letter

(On Command Letterhead)

SSIC  
DATE

From: (Organization/Unit Commander)  
To: Individual Assigned

Subj: SPONSORSHIP COORDINATOR APPOINTMENT LETTER

Ref: (a) MCO 1320.11G  
(b) III MEF/MCIPAC-MCBBO 1754.1A

1. You are hereby appointed to perform as the Sponsorship Coordinator for this command. You will be guided in your duties by the details outlined in the references.
2. Ensure all assigned sponsors are informed that they are authorized reimbursement for allowable expenses incurred in the performance of their sponsor duties per the references.
3. Utilize the Marine Corps Community Services Marine and Family Programs Information and Referral/Relocation Services office as one of the primary resources in the execution of your duties. You can also use our unit Family Readiness Officer as one of the sources of information for readiness of Marines and their families.

Commanding Officer  
(Signature Block)

Sample Sponsorship Assignment Letter

(On Command Letterhead)

SSIC  
DATE

From: (Organization/Unit Commander)  
To: (Sponsor Nominee)

Subj: SPONSORSHIP ASSIGNMENT

Ref: (a) III MEF/MCIPAC-MCBBO 1754.1A

Encl: (1) Sponsorship Checklist  
(2) Sample Sponsorship Letter  
(3) Personal Data Sheet

1. Per the reference, you have been assigned as the sponsor for the following inbound (Marine/Sailor/Department of Defense civilian employee), who will be reporting to (command/unit), on an accompanied/unaccompanied tour:

Name:  
Unit:  
Mailing Address:

2. Designation as a sponsor is extremely important as you provide that important first impression and initial contact between the inbound (Marine/Sailor/DoD civilian employee, and his/her family,) and (his/her/their) new unit and home. Easing the transition to an overseas assignment makes your role all that more critical.

3. Refer to enclosure (1) for guidance on becoming an effective sponsor. Within one week of receipt of this letter, you are directed to write a "Welcome Aboard" letter of introduction using enclosure (2) or (3) as a guide.

4. Ensure you contact the Sponsorship Coordinator at MCCS Marine and Family Programs, Camp Foster (DSN 645-8395/7494) or email [MCBB\\_reloassist@usmc.mil](mailto:MCBB_reloassist@usmc.mil) to schedule yourself for the mandatory Sponsorship Training and to inquire about any specific relocation services or resources that are available.

(Signature Block)

Sample Sponsorship Checklist

A good sponsor can contribute to increased readiness, on the job performance, and retention by assuring a positive transition to overseas duty.

Are you a good sponsor?

\_\_ Attend MCCS Marine and Family Programs Information and Referral/Relocation Services Sponsorship Training held weekly. Call DSN 645-8395/7494, email MCBB\_reloassist@usmc.mil, or visit the MCCS Okinawa Relocation webpage to sign up.

\_\_ Write a personal letter of introduction using either enclosure (5) or enclosure (6).

\_\_ This initial letter should include your name, email address, mailing address, home and office telephone numbers, dialing instructions from the United States, links to the electronic Welcome Aboard Package located on the MCCS Okinawa Welcome Aboard webpage (<https://www.mccsokinawa.com/welcomeaboard/>) and the Military installations application (<https://installations.militaryonesource.mil/>), along with a self-addressed envelope. This introduction letter can also be sent via an email to the incoming Marine or Sailor if a valid and current email address is available. If sending via email, consider using the "read receipt" option to ensure the email is received and read.

\_\_ Emphasize the importance of the incoming Service Member keeping you apprised of travel arrangements and to advise you of his/her date, time of arrival, and flight number.

\_\_ Provide instructions on how you can be contacted in the event of early arrival on an unscheduled flight or change in travel plans.

\_\_ Emphasize the importance of completing the Overseas Suitability Screening (OSS) and the area clearance processes. Report completion of the OSS to the sponsor within 30 days of receiving this letter. The incoming Service Member must have copies of the APPROVED Area Clearance message with them during travel (accompanied orders only).

\_\_ Request a copy of incoming Service Member's permanent change of station orders and area clearance approval message be sent to you. This will enable you to set up a post office box.

\_\_ Emphasize that all accompanied Service Members are required to live in on-base housing. Service Members may be authorized to live off-base only if on-base housing is not available for their pay grade/family size. This information will be provided at the DoD Housing Office In-Processing Briefing.

\_\_ Accompanied Service Members must attend a DoD Housing In-Processing Briefing at the main DoD Housing Office within two days of arrival to receive more information on their housing assignment. Determination on availability of on-base housing is normally provided at this briefing (accompanied orders only).

\_\_ Emphasize that all unaccompanied Service Members in pay grades E-1 through E-7, W-1 through CWO-3, and O-1 through O-3 are required by MCIPAC-MCBBBul 11101 to live in on-base bachelor housing. Waiver criteria is contained in MCIPAC-MCBBBul 11101. Overseas Housing Allowance (OHA) will not be paid to an unaccompanied military Service Member already drawing Basic Housing Allowance (BAH) for family members back in the Continental United States (CONUS). This policy applies to all ranks, including senior enlisted and officers on unaccompanied tours to Okinawa who are not subject to the mandatory Bachelor Quarter assignment policy.

\_\_ Emphasize that accompanied Service Members arriving in Japan prior to their family members must check into Bachelor Housing. NOTE: In this circumstance, they are not entitled to Temporary Lodging Allowance (TLA) and will not be reimbursed any expenses living in Temporary Lodging.

\_\_ Provide information on restrictions for living in on-base housing with certain dog breeds (see AFI 32-6001\_AFGM2.1 and III MEF/MCIPACO 10570.1 for additional information). NOTE: Possessing these dog breeds is not grounds for approval to live off-base.

\_\_ Encourage Service Member to submit in advance an Application for Assignment to Housing (DD Form 1746). Application must include number/type of pets (accompanied orders only).

\_\_ If the incoming Service Member is planning on bringing pets into Japan, provide information on Japanese Pet Importation requirements as soon as possible. The importation process is a very strict and lengthy process, which normally requires a minimum of 6-8 months to complete.

\_\_ Provide information about the climate on Okinawa and what type of clothing is appropriate to bring. Remind them that they may have temporary duties or take leave in locations with different climates than Okinawa and therefore should have appropriate clothing for those times. Explain the different types of government housing and offer hints about the kind of household goods to ship in both express and regular shipments. If the family has any special needs, ask them to let you know ahead of time so arrangements can be made to meet those needs.

\_\_ Arrange for temporary lodging for the family. Westpac (Camp Foster) and Courtney Lodge are the most frequently used TLA facilities. Incoming Service Members are required to stay in on-base TLA facilities if available. Having pets is not grounds for a non-availability statement. If the Service Member elects to live in off-base TLA facilities when on-base TLA quarters are available, they will only be paid for the rates for the on-base TLA quarters.

\_\_ Make sure you are available to meet the family at their port of entry on their arrival date. Two vehicles may be needed depending on their family size, if bringing pets, etc.

\_\_ Ensure the Service Member and family members age 10 and above are signed up for the Newcomers' Orientation Welcome Aboard (NOWA) brief. Attendance at NOWA is a requirement for obtaining the SOFA privately owned vehicle driver's license (USFJ Form 4EJ). Call 645-8395/7494 for more information or to register incoming Service Member and their family for NOWA. Free child care is available for families attending NOWA, but must be reserved and coordinated in advance by calling the MCCS Family Care Branch Resource and Referral office at 645-4117 or 645-4062.

\_\_ Please be aware that sponsorship duties do not end with settling the Service Member/DoD civilian employee and family into their temporary quarters. This Order requires sponsors to be available for 30 days after arrival to assist the Service Member and family in transitioning to the local area. Sponsors need to be available to transport them to the commissary and exchange to pick up necessary items, show them around their immediate area where the nearest shopping/banking facility is located, show them the housing areas where they may be assigned, assist them with getting to their driving exams and help them in the purchase of a motor vehicle.

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Sample Command "Welcome Aboard" Letter

(On Command Letterhead)

SSIC  
DATE

(Name of sponsored Service Member/family)  
(Street address)  
(City, State, ZIP Code)

Dear (Rank and Name),

We are most pleased to have you join us as a member of our command. You are joining an exceptional group that performs its mission with skill and takes 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 the many installation and community activities available to you.

To assist you in preparing for your move to Okinawa, we are providing you with the electronic link to the MCCS Okinawa Welcome Aboard Package (<https://www.mccsokinawa.com/welcomeaboard/>). If you have any relocation-related questions, you can also email the MCCS Marine and Family Programs Information and Referral/Relocation Services office at [MCBB\\_reloassist@usmc.mil](mailto:MCBB_reloassist@usmc.mil).

In addition, to find out more information on MCB Camp Butler installations, please visit the Military installations application (<https://installations.militaryonesource.mil/>).

I assure you that I consider the safety and well-being of our Marines/Sailors and/or their families to be of utmost importance. If you should need assistance or advice during the relocation process, contact your sponsor or the nearest MCCS Marine and Family Programs facility.

Your sponsor is: Rank/Name:  
Address:  
Work Phone:

Sincerely,

(Signature Block)

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Sample Sponsor "Welcome Aboard" Letter (Accompanied)

(On Command Letterhead or via Email)

SSIC  
DATE

Dear \_\_\_\_\_,

I would like to welcome you and your family to (command/unit). Whether you've been stationed here before or not, I think you'll be pleasantly surprised and will enjoy your tour of duty here. As your sponsor, I will make your transition as smooth as possible.

I am providing you with the electronic link to the MCCS Okinawa Welcome Aboard webpage (<https://www.mccsokinawa.com/welcomeaboard/>), which has a wide variety of relocation material, to include the Welcome Aboard Package. MCCS Camp Foster Marine and Family Programs (M&FP) Information and Referral (I&R)/Relocation Services also has an email address ([mccb\\_reloassist@usmc.mil](mailto:mccb_reloassist@usmc.mil)) which can be used to request relocation assistance. This information will assist you in preparing for your upcoming move. Please notify me as soon as you know your flight number and date of arrival.

I encourage you and your family to visit the MCCS M&FP facility on your installation to receive information and assistance with your PCS move. MCCS M&FP provides relocation assistance to all Service Members and their families who are relocating from one duty station to another. I am also including the link to the computerized installation data on the Military Installations application (<https://installations.militaryonesource.mil/>). This web-based application contains current information on all military installations worldwide. The range of other assistance the MCCS M&FP I&R/Relocation Services office offers is quite substantial:

- \* Pre-departure planning
- \* Determining needs and priorities
- \* Destination information (Welcome Aboard Package)
- \* Sponsorship assistance
- \* Relocation Workshops (Relocation Smooth Move Workshop, Newcomers' Orientation Welcome Aboard, Sponsorship Training)

You have been tentatively slated for assignment to (unit). Your official mailing address will be: (complete organizational address). Your duty phone number will be: DSN 315-XXX-XXX, commercial 011-81-XXXXX-XXXXX. Remember, this is a tentative assignment and may be changed by the needs of this command/U.S. Marine Corps.

I have been informed that you are coming on an accompanied tour and will arrive during (month/year).

You will need an Overseas Suitability Screening (OSS) for you and each of your family member(s). You should report the completion of your and your family's OSS within 30 days of receiving this letter. Additionally, please ensure that if you and/or your family member(s) have prescription medications requirements, that these have been entered into your/your family member(s) health records. If you have a family member(s) with special education or medical needs, this must be annotated on the medical screening and must be reviewed by the suitability screener at your installation and then forwarded to the OSS Coordinator (email: [usn.butler.navhospokinawaja.mesg.nhoki-overseasscreeningcoord@mail.mil](mailto:usn.butler.navhospokinawaja.mesg.nhoki-overseasscreeningcoord@mail.mil)) at U. S. Naval Hospital Okinawa for assignment consideration on Okinawa. If you have any questions regarding the screening process for special needs family members, please contact your USMC Exceptional Family Member Program representative at your current duty station.

The OSS must be completed/approved on the Service Member and all family members prior to your Installation Personnel Administration Center administrative support facility submitting your area clearance request. Please remember the area clearance process is a two-step process: the submittal and the approval. The area clearance request alone is not authorization for family members to travel to Japan/Okinawa. The Area Clearance Request must be approved by MCB Camp Butler Area Clearance Coordinator before family members are authorized to travel. Be sure to bring copies of the Area Clearance Approval message with you, as you will need it to check into various agencies on Okinawa. Please do not forget to get no-fee passports for all of your family members as passports are required for every family member to travel overseas. If there are any questions regarding the Area Clearance process, please email the MCCS Camp Foster M&FP I&R/Relocation Services office at [mccb\\_reloassist@usmc.mil](mailto:mccb_reloassist@usmc.mil).

Enclosure (5)

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Personal records which you should have in your immediate possession while enroute (unless procedures from detaching base prescribe otherwise) include: Service Record (if applicable); dental and health records; original orders with all endorsements and modifications; approved Area Clearance message; shot records; and passports. In addition, we recommend you also hand-carry the additional following documents: original birth certificates; marriage certificate; and school records. Your Area Clearance will provide modified weight allowances for shipment of household goods and a statement of available government-provided furnishings.

Please call or drop me a quick note with information on your family (ages and gender of children and whether you're bringing pets with you). The pet information laws for Japan are very strict, so please let me know as soon as possible if you are bringing pets. In addition, USMC and Air Force policies/regulations ban certain dog breeds classified as "dangerous dog breeds" from being on military installations and living in on-base housing. For more information on bringing pets into Japan, housing policies and dangerous dog breed restrictions, please refer to the MCCS Okinawa Welcome Aboard webpage (<https://www.mccsokinawa.com/welcomeaboard/>).

The information you provide will assist me in performing as an effective sponsor and ensuring adequate transportation has been arranged to take you from the airport to your temporary lodging. When you get your port call information (date, time or arrival and flight number), please inform me immediately so that I can assist you in reserving temporary lodging. Most on-base temporary lodging facilities require a credit card to hold reservations.

I will also need your current email address, mailing address and phone number (to include your temporary leave address and phone number) along with two copies of your orders and approved Area Clearance message. Let the Marine/Sailor/DoD civilian know that MCCS M&FP has lending locker at their facilities. Feel free to call me at DSN 315-6XX-XXXX or commercial 011-81-XXXXX-XXXXX. If you have access to email, my email address is \_\_\_\_\_. My mailing address is \_\_\_\_\_.

Based on policy, living in on-base housing is mandatory. Your housing assignment is determined by several factors to include: unit availability for pay grade and family size; along with where you will work. There are a few single and multiplex units, but high-rise apartments are more numerous. The high-rises are also now "pet-friendly" housing. Please note that having pets to include dogs classified as "dangerous dog breeds", **IS NOT** a valid reason to be approved for off-base housing. You may be approved to live off-base based on non-availability of housing for your family size and pay grade. If approved for off-base housing please note that suitable off-base housing is small and expensive and you will receive Overseas Housing Allowance to offset a good portion of your costs. For more information on Military Family Housing, please go to the MCCS Welcome Aboard webpage or the Okinawa Housing webpage ([https://www.kadena.af.mil/Kadena\\_Housing\\_Office/](https://www.kadena.af.mil/Kadena_Housing_Office/)).

You must bring your full uniform allowance.

Finally, you should be prepared for incidental expenses while enroute and upon arrival. You should have sufficient funds to cover food and shelter in the event you are delayed enroute.

You should also have sufficient funds to cover lodging/commissary/meals upon arrival, as Temporary Lodging Allowance (for lodging only) is paid in 10 day increments.

I hope you find this information helpful. It is not all-inclusive so I urge you to use the I&R/Relocation Services at your base MCCS M&FP facility to discuss with trained personnel the many challenges you may possibly encounter during the relocation process. Also, do not hesitate to call or write me if you have any questions. I look forward to meeting you (and your family) in person, and working with you as a member of our team.

Sincerely,

(Signature Block)

Sample Sponsor "Welcome Aboard" Letter (Unaccompanied)

(On Command Letterhead or via Email)

SSIC  
DATE

Dear \_\_\_\_\_,

I would like to welcome you to (command/unit). Whether you've been stationed here before or not, I think you'll be pleasantly surprised and will enjoy your tour of duty here. As your sponsor, I will make your transition as smooth as possible.

I am providing you with the electronic link to the MCCS Okinawa Welcome Aboard webpage (<https://www.mccsokinawa.com/welcomeaboard/>), which has a wide variety of relocation material, to include the Welcome Aboard Package on it. This information will assist you in preparing for your upcoming move. The MCCS Camp Foster Marine and Family Programs (M&FP) Information and Referral (I&R)/Relocation Services office also has an email address (MCBB\_reloassist@usmc.mil) which can provide relocation assistance. Please notify me as soon as you know your flight number and date of arrival.

I encourage you to visit the nearest MCCS M&FP facility to receive information and assistance with your PCS move. MCCS M&FP provides relocation assistance to all Service Members and their families who are relocating from one duty station to another. I am also including the electronic link to the computerized installation data on the military installations application (<https://installations.militaryonesource.mil/>). This web-based application contains current information on all military installations worldwide. The range of other assistance the MCCS M&FP I&R/Relocation Services office offers is quite substantial:

- \* Pre-departure planning
- \* Determining needs and priorities
- \* Destination information (Welcome Aboard Package)
- \* Sponsorship assistance
- \* Relocation Workshops (Smooth Move Workshop, Newcomers' Orientation Welcome Aboard, Sponsorship Training)

You have been tentatively slated for assignment to (unit). Your official mailing address will be: (complete organizational address). Your duty phone number will be: DSN 315-XXX, commercial 011-81-XXXXX-XXXXX. Remember, this is a tentative assignment and may be changed by the needs of this command/USMC.

I have been informed that you are coming on an unaccompanied tour and will arrive during (month/year).

Personal records which you should have in your immediate possession while enroute (unless procedures from detaching base prescribe otherwise) include: OSS, Service Record (if applicable); dental and health records; original orders with all endorsements and modifications and shot records.

Please call or drop me a quick note when you have your port call information (date, time of arrival and flight number). I will also need your current email address, mailing address and phone number (to include your temporary leave address and phone number) along with two copies of your orders. Feel free to call me at DSN 315-6XX-XXXX or commercial 011-XX-XXXXX-XXXXX. If you have access to email, my email address is \_\_\_\_\_. My mailing address is \_\_\_\_\_.

You must bring your full uniform allowance.

Finally, you should be prepared for incidental expenses while enroute and upon arrival. You should have sufficient funds to cover food and shelter in the event you are delayed enroute.

MAR 21 2019

Plan on attending the Newcomers' Orientation Welcome Aboard (NOWA) briefing as soon as possible after your arrival which is also required for all unaccompanied E-6 and above Service Members. It is held every Wednesday and is a requirement for obtaining the SOFA privately owned vehicle driver's license (USFJ Form 4EJ) to drive in Japan. NOTE: All E-5 and below unaccompanied incoming services members will initially be sponsored by the Joint Reception Center and attend its indoctrination briefs. As soon as I receive your arrival information, I can schedule you to attend NOWA.

I hope you find this information helpful. It is not all-inclusive so I urge you to use the I&R/Relocation Services at your base MCCA M&FP facility to discuss with trained personnel the many challenges you may and probably will encounter. Also, do not hesitate to call or write if you have any questions. I look forward to meeting you and working with you as a member of our team.

Sincerely,

(Signature Block)

MAR 21 2019

**NAVMC 11799 (11-11) (EF)**

FOUO - Privacy sensitive when filled in.

SPONSORSHIP REQUEST			
<b>PRIVACY ACT STATEMENT</b>			
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.			
<b>AUTHORITY:</b> 10 U.S.C. 5041, Headquarters, Marine Corps, and MCO 1320.11F, Marine Corps Sponsorship Program.			
<b>PRINCIPAL PURPOSE:</b> This System of Records is governed by Privacy Act System of Records Notice MN05000-1, which can be downloaded at <a href="http://dpclo.defense.gov/privacy/SORNs/component/navy/NM0600-1a.html">http://dpclo.defense.gov/privacy/SORNs/component/navy/NM0600-1a.html</a> . Information collected by this System will be used for the assignment of personal sponsor per Marine Corps Order 1320.11F.			
<b>RETENTION AND SAFEGUARDS:</b> 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.			
<b>ROUTINE USES:</b> 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. <a href="http://dpclo.defense.gov/privacy/SORNs/blanket_routine_uses.html">http://dpclo.defense.gov/privacy/SORNs/blanket_routine_uses.html</a>			
<b>DISCLOSURE:</b> 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 <input type="checkbox"/> dog(s) and <input type="checkbox"/> cat(s).			
Specific Information/assignment requested:			

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Adobe LiveCycle Designer 9

Enclosure (7)

MAR 21 2019

**NAVMC 11791 (11-11) (EF)**

FOUO - Privacy sensitive when filled in.

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? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>		
2. Did you request/ elect to have a sponsor? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>		
3. Were you assigned a sponsor? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>		
4. Who is your sponsor? _____ <span style="float: right;">(May omit name if desired.)</span>		
5. Did your sponsor contact you prior to your departure from your previous command? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>		
6. Did your sponsor meet you upon your arrival? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>		
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? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>		
b. If yes, was the information adequate to inform you about this geographical area? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>		
c. If yes, was the information received in time to permit adequate advance planning? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>		
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? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>		
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? <input type="checkbox"/> YES <input type="checkbox"/> NO <span style="float: right;">List Dates: _____</span>		
12. Did your previous command inform you of the resources available to you at your nearest MCCS? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>		
13. Overall, were you satisfied with this Command Sponsorship Program? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>		
14. Please list any suggestions you have for improving the Command Sponsorship Program.		

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