From: Commanding General, III Marine Expeditionary Force
Commanding General, Marine Corps Installations Pacific

To: Distribution List

Subj: PERSONNEL SPONSORSHIP PROGRAM

Ref: (a) MCO 1320.11F
(b) DoD Instruction 1342.22, “Military Family Readiness,” July 3, 2012
(c) OPNAVINST 1740.3C
(d) MCIPACO 11240.5

Encl: (1) Example Unit Sponsorship Coordinator Appointment Letter
(2) Example Sponsorship Assignment Letter
(3) Example Sponsorship Checklist
(4) Example Command “Welcome Aboard” Letter
(5) Example Sponsor “Welcome Aboard” Letter (Accompanied)
(6) Example Sponsor “Welcome Aboard” Letter (Unaccompanied)
(7) NAVMC 11799 Sponsorship Request
(8) NAVMC 11798 Youth Sponsorship Request
(9) NAVMC 11791 Sponsorship Program Questionnaire

1. Situation. Successful unit Sponsorship Programs are critical and essential to overall unit readiness. The assigned sponsor provides that initial important contact between the inbound Marine/Sailor/Department of Defense (DoD) civilian employee, and his/her family with his/her/their new home. This Order provides local guidance for commands, Unit Sponsorship Coordinators (USCs), and designated sponsors in support of this mandatory program.

2. Cancellation. III MEF/MCBJO 1754.1D W/CH 1-3

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 Marine Corps Installations Pacific (MCIPAC) installation commands, III Marine Expeditionary Force (MEF) and other tenants and activities operating on MCIPAC facilities and areas throughout Japan.

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. All Marines and Sailors arriving for duty with III MEF/MCIPAC installation commands in Japan will be assigned a sponsor, whose duties will continue through the first 30 days following the arrival of the Marine or Sailor.

(2) Concept of Operations

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

(b) All commands will ensure that all assigned sponsors attend mandatory Sponsorship Training conducted by the Marine Corps Community Services (MCCS) Marine and Family Programs (M&FP) Relocation Assistance Program (RAP). The command, USC, and sponsor will also ensure enclosures (1) through (9) are utilized, as appropriate, in performing his/her/their duties. Per reference (a), sponsor assignments will be made to match as closely as possible the rank and marital status of the sponsor and the incoming service member and family.

(c) Sponsors are command representatives, responsible for assisting the arriving service members and their family members, to ensure that their initial experience are positive and reflecting the long standing U.S. Marine Corps (USMC) tradition of “Taking Care of Our Own.”

(d) Enclosures (1) through (9) are provided to ensure consistency of the Personnel Sponsorship Program for all personnel reporting to III MEF/MCIPAC facilities and areas in Japan. A sponsor’s Welcome Aboard Letter should be personal and tailored to the circumstances.

b. Tasks

(1) Commanding Officers and Officers in Charge

(a) Appoint and designate a USC in writing utilizing enclosure (1) and ensure the name and the appointment letter are provided to the MCCS M&FP RAP Manager.

(b) Ensure primary and alternate sponsors are assigned to all inbound accompanied tour personnel, and all inbound unaccompanied E-6 and above and DoD civilian employees. Utilize enclosures (1) through (9) as appropriate. Ensure those personnel assigned as primary and alternate sponsors for accompanied tour personnel attend the mandatory Sponsorship Training conducted by M&FP. The Joint Reception Center (JRC) serves as the initial sponsor for all inbound unaccompanied E-1 through E-5 personnel. Upon assignment to a unit, the command shall designate an individual sponsor for all unaccompanied personnel.

(c) 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, and military occupational specialty are to be considered when selection and assignments are made.

(d) 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 OneSource Military Installations webpage
are included in both the command Welcome Aboard Letter/e-mail and sponsor letter mailed to the inbound service member.

(e) Ensure sponsors for inbound personnel are assigned within 90 days before expected date of arrival, or as soon as an inbound date is known, or upon arrival to JRC.

(f) 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 their family. For unaccompanied personnel processed through the JRC, sponsors should be assigned immediately upon arrival to the unit.

(g) Ensure the assigned sponsor is given ample time to assist the incoming service member, DoD civilian and their family members while going through the initial transition and check-in processes.

(h) Ensure all accompanied tour 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 M&FP (all unaccompanied Marines in the grade of E-5 and below receive their newcomers’ orientation through the JRC).

(i) As delineated in reference (a), Unit Commanding Officers are required to budget for anticipated sponsor reimbursable expenses. 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. 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). When necessary, the sponsor may be reimbursed for mileage that exceeds the sponsor’s commuting distance to the regular place of work, when transporting the member and or family in an official capacity. 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 Subordinate Command designated Reviewing and Approving Official(s) in accordance with the established procedures of their respective command. 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). 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.

(j) Use enclosure (9) 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 USC for a period of two years and will be inspected as part of the Command Inspection Program.
(k) Ensure that all outbound service members receiving enclosure (7) are briefed on the Personnel Sponsorship Program and are provided command assistance on requesting a sponsor from the gaining command.

(l) Ensure outbound service members attend the mandatory Relocation Smooth Move Workshop facilitated by M&FP at least 60 days prior to transfer. Family members are highly encouraged to attend the Smooth Move Workshop. To take full advantages of this workshop, it is strongly encouraged that service members attend the Smooth Move Workshop from 90-180 days prior to transfer. Note: Orders are not needed to attend the Smooth Move Workshop. Commanders should allow service members sufficient time to take advantage of the relocation assistance available at the local installation’s RAP.

(2) Unit Senior Enlisted Advisor

(a) Ensure USC completes all required training.

(b) Periodically review completed enclosure (9) to determine trends with execution of USC and sponsor’s duties and use 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 M&FP Relocation Specialists and consist of attending one of the weekly Sponsorship Training classes and getting a one-on-one session on program management and duties and responsibilities. This one-on-one session can normally be completed immediately following the Sponsorship Training class. In addition, the USC shall attend the bi-annual USC training sessions hosted by the M&FP Relocation Office to ensure they are kept apprised of changes and updates to the Sponsorship Program.

(b) Provide their contact information and USC assignment letter to the MCCS Okinawa M&FP RAP Manager/Office.

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

(d) USC will maintain listings of unit’s qualified sponsors and sponsor assignments.

(e) Identify appropriate sponsor upon receiving notice of incoming service member and prepare enclosure (2) for Commanding Officer’s signature.

(f) Ensures assigned sponsor prepares enclosures (5) or (6) for inbound service member within 10 working days after receipt of sponsor assignment notification.

(g) Verifies with unit administration office that enclosure (4) was sent to incoming service member within 10 working days after PCS orders receipt notification.
(4) MCCS P&PD-Resources RAP Manager/Staff

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

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

(c) Provide an electronic link to the current MCCS Okinawa Welcome Aboard Package to all M&FP Family Service and Navy Fleet and Family Support Centers worldwide for inclusion in their resource libraries.

(d) Maintain a database of Welcome Aboard Package electronic links from military installations and make these available to departing personnel.

(e) Conduct Relocation Assistance Workshops (Sponsorship Training, NOWA, and Smooth Move Workshops) for inbound and outbound service members.

(f) Coordinate Youth Sponsorship requests with MCCS Family Care Branch.

(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 sponsorship checklist, enclosure (3).

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

(c) Prepare and mail a “Welcome Aboard” Letter within 10 days of assignment to sponsorship duties using enclosures (5) and (6) as a template. The letter should be personal and tailored to the circumstances to the inbound service member.

(d) Establish and maintain contact with incoming service member and their family throughout relocation evolution to ensure service member’s concerns, issues and needs are addressed and resolved.

(e) Meet service member and family at airport and ensure necessary transportation is arranged.

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

(g) Sponsor duties will continue through the first 30 days following the arrival of the Marine or Sailor.

5. Administration and Logistics. The point of contact for this Order is the MCCS M&FP Relocation Office, DSN 645-8395 or 7494.

6. Command and Signal

a. Command. This Order is applicable to members of the United States Armed Forces and members of the civilian component assigned to MCIPAC
installation commands, III MEF and other tenants and activities operating on
MCIPAC facilities and areas in Japan.

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

J. C. WRIGHT
Chief of Staff

E. M. MELLINGER
Chief of Staff

DISTRIBUTION:
III MEF List I
III MEF II
MCIPAC List B
Example Unit Sponsorship Coordinator (USC) Appointment Letter

(On Command Letterhead)

From: (Organization/Unit Commander)
To: Individual Assigned
Subj: UNIT SPONSORSHIP COORDINATOR APPOINTMENT LETTER
Ref: (a) MCO 1320.11F
     (b) III MEF/MCIPACO 1754.1

1. You are hereby appointed to perform as the Unit Sponsorship Coordinator for this command. You will be guided in your duties by the details outline in references (a) and (b).

2. Ensure all assigned sponsors are informed that in accordance with the references, they are authorized reimbursement for allowable expenses incurred in performing of their sponsor duties.

3. Utilize the MCCS Relocation 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)
Example Sponsorship Assignment Letter

(On Command Letterhead)

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

Subj: SPONSORSHIP ASSIGNMENT

Ref: (a) III MEF/MCIPACO 1754.1

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

1. Per the reference, you have been selected to sponsor the following inbound (Marine/Sailor/DoD 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. Use enclosure (1) for guidance to become an effective sponsor. Within one week of receipt of this letter, you are directed to write a “Welcome Aboard” letter of introduction using either enclosure (2) or (3) as appropriate.

4. Ensure you contact the Sponsorship Coordinator at MCCS Marine and Family Programs, Camp Foster (645-8395/7494) or e-mail reloassist@okinawa.usmc-mccs.org to schedule yourself for the mandatory Sponsorship Training and to inquire about any specific relocation services or resources that are available.

(Signature Block)
Example Sponsorship Checklist

A good sponsor can contribute to increase 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 Relocation Assistance Program Sponsorship Training held weekly. Call 645-8395/7494 or e-mail reloassist@okinawa.usmc-mccs.org to sign up.

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

___ This initial letter should include your name, e-mail 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 Relocation webpage and the Military INSTALLATIONS application accessed through the Military OneSource webpage, along with a self-addressed envelope. This introduction letter can also be sent via an e-mail to the incoming Marine or Sailor if a valid and current e-mail address is available. If sending via e-mail, consider using the “read receipt” option to ensure the e-mail is received and read.

___ Emphasize the importance of the incoming service member to keep you apprised of travel arrangements and to advise you of his/her date, time of arrival and flight number.

___ Provide instructions on how to contact you 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. The incoming service member must have copies of APPROVED Area Clearance message with them during travel (Accompanied Orders only).

___ Emphasize the importance of the Youth & Teen Sponsorship Programs and how other youth and teens can assist their children with learning about living and attending school in Okinawa utilizing enclosure (8). Contact Relocation Assistance for more information.

___ 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 Housing In-Processing Briefing at the main DoD Housing Office or one of its satellite offices as soon as possible after arrival. Determination on availability of on-base housing is normally provided at this briefing (Accompanied Orders only).
Emphasize that Marines (accompanied/unaccompanied) coming to Okinawa are weight restricted on Personal Property shipments.

- Accompanied personnel are restricted to 2,500 pounds or 25 percent of Joint Federal Travel Regulations (JFTR) weight allowance, whichever is greater, including Unaccompanied Baggage.
- Unaccompanied service members are entitled to 10 percent of their JFTR allowance. Contact the Distribution Management Office for more information.

Emphasize that all unaccompanied service members in pay grades E-1 through E-7, W-1 through W-3, and O-1 through O-3 are required by MCIPAC Policy Letter 4-13 to live in on-base bachelor housing. Waiver criteria is contained in MCIPAC Policy Letter 4-13. 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 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 in the policy letter.

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 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 incoming service member is planning on bringing pets into Japan, provide information on Japanese Pet Importation requirements as soon as possible. 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. 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 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 up are signed up for the Newcomers’ Orientation Welcome Aboard (NOWA) brief. Attendance at NOWA is a prerequisite 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.

___ 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 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 are 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.

___ Provide website addresses for electronic Welcome Aboard Package and other relocation related information located on the MCCS Okinawa webpage (www.mccsokinawa.com/welcomeaboard/) and for MCB Camp S. D. Butler on the Military Installations application located on the MilitaryOneSource website (www.militaryonesource.mil).
Example Command “Welcome Aboard” Letter
(On Command Letterhead)

(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 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 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 (www.mccsokinawa.com/welcomeaboard/). If you have any relocation-related questions, you can also e-mail the MCCS Marine & Family Programs Relocation Office at reloassist@okinawa.usmc-mccs.org.

In addition, to find out more information on MCB Camp S. D. Butler installations, please visit the Military INSTALLATIONS application on the Military OneSource website (www.militaryonesource.mil).

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

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

Sincerely,

(Signature Block)
Example Sponsor "Welcome Aboard" Letter (Accompanied)
(On Command Letterhead or via E-mail)

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 Relocation Welcome Aboard webpage (www.mccsokinawa.com/welcomeaboard/), which has a wide variety of relocation material, to include the Welcome Aboard Package. The MCCS Camp Foster Marine and Family Programs (M&FP) Relocation Office also has an e-mail address (reloassist@okinawa.usmc-mccs.org) which can also provide 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 MilitaryINSTALLATIONS webpage of the Military OneSource website www.militaryonesource.mil. This web-based application contains current information on all military installations worldwide. The range of other assistance the Relocation Assistance Program offers is quite substantial:

* Pre-departure planning
* Determining needs and priorities
* Destination information (Welcome Aboard Package)
* Sponsorship assistance
* Base and community information worldwide
* Automated Road Atlas
* Resource library, to include videos of Marine Corps installations
* 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-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). 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

Enclosure (5)
annotated on the medical screening and must be reviewed by the suitability screener at your installation and then forwarded to the OSS Coordinator (e-mail: NHOKI-OverseasScreeningCoordinator@med.navy.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 (EFMP) 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 (IPAC) 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 S. D. 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 don’t 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 e-mail the Camp Foster Relocation Office at reloassist@okinawa.usmc-mccs.org.

Personal records which you should have in your immediate possession while en route (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 Relocation webpage (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 e-mail 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 e-mail, my e-mail address is ______. My mailing address is ____________________.

Private phone service is available on base, but you will need a personal calling card, as long distance calls cannot be charged to your home phone. However, you can place collect calls.

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 (OHA) to offset a good portion of your costs. For more information on Military Family Housing, please go to the MCCS Relocation webpage or the Okinawa Housing webpage (www.housing.af.mil/okinawa).

You must bring your full uniform allowance.

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

You should also have sufficient funds to cover lodging/commissary/meal upon arrival, as Temporary Lodging Allowance (for lodging only) is paid at the end of 15 days.

I hope you find this information helpful. It is not all-inclusive so I urge you to use the Relocation Assistance Program at your base M&FP facility to discuss with trained personnel the many problems 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)
Example Sponsor “Welcome Aboard” Letter (Unaccompanied)

(On Command Letterhead or via E-mail)

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 Relocation webpage (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) Relocation Office also has an e-mail address (reloassist@okinawa.usmc-mccs.org) which can also 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 MilitaryINSTALLATIONS webpage of the MilitaryOneSource webpage (www.militaryonesource.mil) This web-based application contains current information on all military installations worldwide. The range of other assistance the Relocation Assistance Program offers is quite substantial:

* Pre-departure planning
* Determining needs and priorities
* Destination information (Welcome Aboard Package)
* Sponsorship assistance
* Base and community information worldwide
* Automated Road Atlas
* Resource library, to include videos of Marine Corps installations
* 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-XXXX-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 en route (unless procedures from detaching base prescribe otherwise) include: 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 e-mail 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-XXXX-XXXX. If you have access to e-mail, my e-mail address is _________________. My mailing address is _________________.

You must bring your full uniform allowance.

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

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 prerequisite to getting 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 Relocation Assistance Program at your base M&FP facility to discuss with trained personnel the many problems 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)
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 Systems of Records Notice NNA5006.1, which can be downloaded at [http://dolbo.defense.gov/privacy/SORN](http://dolbo.defense.gov/privacy/SORN). Information collected in 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 "honest routine use" that appears at the beginning of the Navy's Compilation of Systems notices apply to this System. [http://oia.dio.defense.gov/privacy/SORN/hsstentd_sponsorship/initial%20routine%20uses.html](http://oia.dio.defense.gov/privacy/SORN/hsstentd_sponsorship/initial%20routine%20uses.html)

**DISCLOSURE:** Providing information on this form is voluntary.

<table>
<thead>
<tr>
<th>Rank/Grade:</th>
<th>Name:</th>
<th>MOS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>City:</td>
<td>State: Zip Code:</td>
</tr>
<tr>
<td>Unit Phone (Commercial):</td>
<td>Unit Phone (DSN):</td>
<td></td>
</tr>
<tr>
<td>Current Mailing Address:</td>
<td>City:</td>
<td>State: Zip Code:</td>
</tr>
<tr>
<td>Email Address:</td>
<td>Estimated Detach Date:</td>
<td>Arrival Date:</td>
</tr>
</tbody>
</table>

**MCC/RUC of New Assignment:**

| Leave Address: | City: | State: Zip Code: |
| Spouse's Name: | Unit Phone (DSN): | Email Address: |

**Anticipated Mode of Travel:**

| Children Name's and Ages: |

**Are you an exceptional family member sponsor?**

- [ ] Yes
- [ ] No

**I DO / [ ] I DO NOT desire government quarters (unless mandated by base policy).**

**Specific Information/assignment requested:**

**FOR OFFICIAL USE ONLY**

Adobe LiveCycle Designer 9

Enclosure (7)
## 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:** The System of Records is governed by Privacy Act System of Records Notice M190083 which can be downloaded at [http://dipoa.defense.gov/privacy/SOF/kik/ component/navy/MM059-1a.html](http://dipoa.defense.gov/privacy/SOF/kik/component/navy/MM059-1a.html). Information collected by the 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 IDs, 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.defense.gov/privacy/plaintext/blanket.html](http://www.defense.gov/privacy/plaintext/blanket.html).

**DISCLOSURE:** Providing information on this form is voluntary.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. My Name is:</strong></td>
<td><strong>2. I Currently Live (on/ by which base):</strong></td>
</tr>
<tr>
<td><strong>3. I Will be Moving To (which base):</strong></td>
<td><strong>On (Date):</strong></td>
</tr>
<tr>
<td><strong>4. I am interested in having a sponsor:</strong></td>
<td><strong>5. I am:</strong></td>
</tr>
<tr>
<td>[ ] Yes</td>
<td>[ ] Boy</td>
</tr>
<tr>
<td>[ ] No</td>
<td></td>
</tr>
<tr>
<td><strong>8. I would like a boy or girl sponsor:</strong></td>
<td><strong>9. My Hobbies/Interests are:</strong></td>
</tr>
<tr>
<td>[ ] Boy</td>
<td></td>
</tr>
<tr>
<td>[ ] Girl</td>
<td></td>
</tr>
</tbody>
</table>

| **10. Some Questions I have are:** |   |

| **11. For the Parents/Guardian:** | **12. Mail to: RELOCATION ASSISTANCE PROGRAM, MARINE and FAMILY PROGRAMS** |
| **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** |

(New Duty Station)

**FOR OFFICIAL USE ONLY**
### 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 reporting control.

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

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Enclosure (9)