



UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/WESTERN RECRUITING REGION
1600 HENDERSON AVENUE SUITE 238
SAN DIEGO, CALIFORNIA 92140-5001

DepO 1320.9G

¹
NOV 14 2001

DEPOT ORDER 1320.9G

From: Commanding General
To: Distribution List

Subj: MARINE CORPS PERSONNEL SPONSORSHIP PROGRAM

Ref: (a) MCO 1320.11E
(b) Camp Pendleton BaseO 1320.1B

Encl: (1) Sponsorship Checklist

1. Situation. This Order provides information and policy about the Depot's Sponsorship Program for permanent personnel.

2. Cancellation. DepO 1320.9F.

3. Mission. To provide Marines in receipt of Permanent Change of Station (PCS) orders to San Diego the necessary information about their new duty station in order to assist them and their families during their PCS move.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Ensure that every newly joined Marine is provided a sponsor and an effective sponsorship program exists to assist them in making their relocation a less stressful event.

(2) Concept of Operations. Traditionally, assistance has been provided informally through friends and acquaintances within the Marine Corps who offer information and guidance on availability of quarters, off-base housing, and other matters. A voluntary Marine Corps-wide sponsorship program was established by reference (a).

b. Subordinate Element Mission. The Assistant Chief of Staff, Manpower (AC/S,G-1); Military Personnel Office; Remote Job Entry (RJE) Site Coordinator; Headquarters and Service

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Battalion (HQSVCBn) Adjutant; Recruit Training Regiment (RTR) Adjutant; and the Relocation Assistance Office will carry out the instructions in this Order to ensure the Depot's sponsorship program is timely and of benefit to the Marines and their families.

c. Coordinating Instructions

(1) As the gaining command, the

(a) RJE Coordinator will provide inbound rosters on the 1st and 15th of every month to the AC/S, G1 (Manpower Analyst), Relocation Assistance Office and the Military Personnel Office.

(b) Relocation Assistance Office will prepare and mail Welcome Aboard Packages to every Marine. The Relocation Assistance Office will ensure that the Commanding General's letter to all officers, and the Depot Sergeant Major's letter to all enlisted personnel is enclosed with every Welcome Aboard Package. Additionally, they will ensure that letters for Colonels and Lieutenant Colonels are personally signed by the Commanding General. Finally, they will provide a sponsor assistance packet to the designated sponsor.

(c) Military Personnel Office will notify the appropriate Adjutants (with the exception of WFTBn) on inbound personnel assignments.

(d) Adjutants of HQSVCBn or RTR will assign a sponsor to the incoming Marine, provide the sponsorship checklist in enclosure (1), and direct the sponsor to the Relocation Assistance Office to obtain a sponsor assistance packet. The Adjutants will provide any other assistance as requested.

(e) The Adjutant of Weapons and Field Training Battalion will contact Marines assigned to the Battalion and ensure compliance with this Order and references (a) and (b).

(2) As the transferring command, the Military Personnel Office will ensure that as part of the checking-out process, every Marine whether having PCS orders within the geographical

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area, continental United States or outside of the continental United States is directed to the Relocation Assistance Office in the Community Service Center, Bldg 26, for relocation services.

5. Administration and Logistics

a. The Relocation Assistance Program is established for the very purpose of assisting service members in making their PCS moves efficient and less stressful. The Relocation Assistance Office located in the Community Service Center has a variety of resources available to support the service member and their families.

b. The Assistant Chief of Staff, Manpower; Military Personnel Office; the Adjutants of HQSVCBn or RTR; and designated sponsors will work with the Relocation Assistance Office to ensure all Marines are provided the most timely and efficient service. The Adjutant of WFTBn will work with the Camp Pendleton Joint Reception Center to ensure the intent of this Order is met.

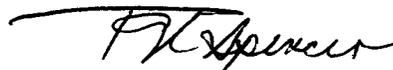
6. Command and Signal

a. Signal. This Order is effective on the date signed.

b. Command

(1) This Order is applicable to all units aboard the Marine Corps Recruit Depot, San Diego and Weapons and Field Training Battalion, Camp Pendleton, California.

(2) Commanding Officers of the 8th, 9th, and 12th Marine Corps Districts will establish a personnel sponsorship program which meets the Commander's Intent outlined in paragraph 4a(1) above.



T. W. SPENCER
Chief of Staff

DISTRIBUTION: B

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SPONSORSHIP CHECKLIST

PRE-ARRIVAL

- Obtain Sponsor Assistance packet from the Relocation Assistance Office in the Community Service Center, Bldg 26. (This packet will also include any information about the Key Volunteer Network).

- Contact the Marine at his/her command immediately (include your work number (DSN as well as commercial) and E-mail address.

ARRIVAL

- Escort the Marine through the check-in process (check with Military Personnel Office, Bldg 622, Room 127).

- Offer to assist the Marine in any way you can.