



UNITED STATES MARINE CORPS

MARINE RESERVE FORCE, FMF, USMCR
4400 DAUPHINE STREET
NEW ORLEANS, LOUISIANA 70146-5400

ForO 1300.2

G-1P

26 FEB 1993

ORIGINAL

FORCE ORDER 1300.2

From: Commanding General
To: Distribution List

Subj: PERSONNEL SPONSORSHIP PROGRAM FOR ACTIVE DUTY MARINES

Ref: (a) MCO 1320.11
(b) MCO 1300.8

Encl: (1) Sample Assignment of Sponsor Letter
(2) Sample Marine Reserve Force Headquarters "Welcome Aboard" Letter
(3) Sample Letter For Spouse of Marine
(4) Incoming/Outgoing Personnel Information Sheet
(5) Family Registration Form
(6) Sample Letter to Outbound Personnel
(7) Sponsorship Evaluation Sheet

1. Purpose. To publish information and instructions for the Marine Reserve Force (MARRESFOR) Sponsorship Program for Active Duty Marines.

2. Background

a. Reference (a) established the Marine Corps Personnel Sponsorship Program. Reference (b) contains information useful to commands and sponsors concerning assignment policies.

b. The MARRESFOR Personnel Sponsorship Program ensures transferring personnel will receive essential advice and assistance throughout their transfer and settlement into a new duty station. When possible, a contemporary of the same grade and marital status will be assigned as a sponsor to an inbound Marine.

c. Although the need for sponsorship is most evident for personnel in the lower enlisted grades, the MARRESFOR program will include personnel of all grades. It is the intention of this Order to establish a basic sponsorship program. Commanding Officers (CO's), Inspector-Instructors (I-I's), and Site Commanders (Site Cmdr's) are encouraged to expand on its content to best serve incoming personnel and meet the command's unique situation.

ORIGINAL

3. Information. The MARRESFOR Personnel Officer is assigned as the MARRESFOR Sponsorship Program Officer and will be responsible for the program within the MARRESFOR Headquarters. Each CO, I-I, Site Cmdr is responsible for the program for personnel assigned to their respective units. Enclosure (1) is a sample letter for assignment of sponsors. Enclosures (2) and (3) will be utilized for sponsors of inbound personnel and when appropriate, their spouses. Enclosures (4), (5) and (6) will be used to provide receiving commands additional information on inbound personnel. Enclosure (7) will be utilized as an evaluation of the current program. In addition to the "Welcome Aboard" letter, a "Welcome Aboard" package should be forwarded to include, but not be limited to the following information:

- a. Information on the local school system.
- b. Housing information (to include information on temporary lodging).
- c. Information on hospitals and details of local CHAMPUS program.
- d. Information concerning licensing and inspection of privately owned vehicles.
- e. Recreation information.
- f. Religious information.
- g. Information concerning local government.
- h. Information on climate.
- i. A map of the local area.
- j. Reporting aboard procedures (to include proper uniform and weekend/holiday procedures).

4. Action

a. MARRESFOR Personnel Officer. All personnel inbound to the MARRESFOR Headquarters will be assigned a sponsor utilizing enclosure (1) as a format and forwarded a "Welcome Aboard" letter and information package.

b. Commanding Officer, Headquarters Battalion MARRESFOR. Ensure outgoing personnel are informed of the sponsorship program and provided a Sponsorship Request Form and/or a Family Registration Form. Provide any assistance necessary in completing and forwarding the Sponsorship Request Form to the future command or appropriate Regional Family Service Center. Enclosures (4), (5) and (6) will be used for this purpose.

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c. Commanding Officers, Inspector-Instructors and Site Commanders. Establish a Sponsorship Program using references (a), (b) and this Order as guidelines.

(1) Outbound Marines. All personnel will be advised of this program, and Sponsorship Request Form and/or Family Registration Forms will be provided to each Marine receiving permanent change of station orders. If personnel desire to participate in the sponsorship program, CO's, I-I's and Site Cmdr's will provide assistance.

(2) Inbound Marines. All CO's, I-I's, and Site Cmdr's are directed to participate in the personnel sponsorship program.

(a) Upon receipt of completed Sponsorship Request Form, CO's, I-I's and Site Cmdr's will assign a sponsor from the section to which the reporting Marine will be assigned for duty if possible.

(b) The CO, I-I, and Site Cmdr, will send a letter welcoming and advising the reporting Marine of the assigned sponsor. The letter will contain as much initial information as possible and invite the Marine to correspond with the Command should there be any questions or desire for further information. The sponsor must be cautioned not to make commitments that might be construed as the sponsor being a spokesperson for the Command. Any matter of an official nature should be directed to the Command for appropriate action.

(c) Upon arrival, the Marine's sponsor should be able to act as an escort to assist in familiarization with the new duty station and surrounding area.

d. The CO's, I-I's, and Site Cmdr's will ensure that transferring members are aware that a reference library is maintained by Family Service Centers. The library contains a copy of every command's "Welcome Aboard" package and is available for review upon request. For members of Headquarters Battalion MARRESFOR, the local Family Service Center is located aboard the Naval Support Activity (West Bank), Building 732-N8, New Orleans, LA 70142-5000. Phone Number (504) 361-2558.

5. Reserve Applicability. This Order is not applicable to the Marine Corps Reserve.


M. A. SEXTON
Chief of Staff

DISTRIBUTION: B



SAMPLE ASSIGNMENT OF SPONSOR LETTER

UNIT HEADING

From: Commanding General
To: SPONSOR'S NAME SSN/MOS USMC

Subj: SPONSORSHIP FOR MARINE

Ref: (a) ForO 1300.2

1. The reference provides guidance concerning the sponsorship program for Marines and their families slated for transfer to this command. To provide for a smooth arrival and easy transition of a new Marine to a new duty station, you are appointed as a sponsor for MARINE'S NAME. His present address is UNIT ADDRESS.
2. Prior to MARINE'S NAME departing his current duty station, please communicate either by letter or by telephone. Provide MARRESFOR Personnel with arrival date received via liaison. Let the MARRESFOR Personnel Officer know of any change of status or potential problems. Determine if there is any assistance that you can provide prior to the Marine's arrival. Any newcomer would appreciate a copy of the Times Picayune to obtain a feel for the area. The weekend real estate section would be particularly valuable.
3. Upon the Marine's arrival, please provide assistance for processing into the MARRESFOR Headquarters and render whatever aid might be needed in New Orleans. Prior arrangements for initial temporary accommodations (Navy Lodge, etc.) can be most helpful. Make every effort to effect personal contact on the day of arrival.
4. A MARRESFOR "Welcome Aboard" package has been mailed. During your communication, please determine if the package was received. If not, advise the MARRESFOR Personnel Officer.
5. Should you have any questions regarding our sponsorship program in the MARRESFOR, contact the MARRESFOR Personnel Officer. Remember the philosophy behind this program is that as Marines, we take care of our own.

By direction

ENCLOSURE (1)

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SAMPLE MARINE RESERVE FORCE HEADQUARTERS "WELCOME ABOARD" LETTER

UNIT HEADING

MARINE'S NAME

UNIT ADDRESS

Dear MARINE'S NAME,

Congratulations on your assignment to Headquarters, Marine Reserve Force (MARRESFOR) and to New Orleans, a fascinating and friendly city. MARRESFOR is a nationwide command with over 190 locations coast to coast and border to border. "Every clime and place" typifies our training as approximately 40,000 Reservists and 6000 regular Marines perfect skills year round in cold weather, the desert, mountains, and jungle; from Maine and California to Norway and Panama.

MARRESFOR, which was activated on 6 June 1992, was designed to accomplish the total consolidation of the 4th Marine Division, 4th Marine Aircraft Wing, 4th Force Service Support Group, 2d Marine Expeditionary Brigade and the Marine Corps Reserve Support Command in Kansas City.

The hub of all MARRESFOR activity is the Headquarters here where you will be an important member of a highly professional team. The work is challenging, demanding, and at times frustrating. It is also gratifying. And if there's work to be done, New Orleans is a fine place to do it. Called the "Crescent City" because it sits on a bend in the Mississippi River, New Orleans is a modern city with the flavor of the Old South. Streetcars, horse-drawn carriages and Mississippi steamboats can still be found here against a background of Dixieland Jazz.

The city has world-famous restaurants with distinctive French, Spanish, Acadian, African, American Indian and southern foods that mark New Orleans as the culinary capital of the world. Food and music festivals take place all year long, but by far the most famous is a two-week party called "Mardi Gras" at winter's end.

Enclosed is more information about this historic old city and the command. Please return the Personnel Information Sheet in the addressed envelope. Your sponsor is SPONSOR'S NAME. He will contact you shortly to help you get settled. Be aware the local Navy Lodge has accommodations for about 5 days only. There is no

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billeting of SNCO geographical bachelors in the MARRESFOR's barracks. If you need other assistance, write the Personnel Officer at the above address. Again, congratulations and welcome. You are needed here and we look forward to having you join us.

Sincerely,

ENCLOSURE (2)

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SAMPLE LETTER FOR SPOUSE OF MARINE

UNIT HEADING

SPOUSE'S NAME

c/o MARINE'S NAME

UNIT ADDRESS

Dear SPONSOR NAME,

Please accept my hearty congratulations on your husband's/wife's assignment to the Marine Reserve Force (MARRESFOR) and to the historic old city of New Orleans.

Here at the MARRESFOR Headquarters, your husband/wife will be an important member of a nationwide team with a crucial national defense role. The work is not easy, but it is rewarding, and the area has much to offer.

New Orleans is a unique place with a colorful history, quaint customs, interesting people, and fine restaurants. Unlike at many duty stations, the military here represents a very small segment of the population. Still, there is a small Naval Support Activity to support us.

The Naval Support Activity has a first class commissary, and the exchange services include a Navy Lodge, a beauty shop and service station. Recreational activities and facilities range from clubs and hobby shops to theater, picnic area and special interest classes. There are military clubs here that can help you get acquainted with your new home, and the Navy Relief Society has a strong chapter here always ready to offer a helping hand and, incidentally, always on the lookout for volunteer workers.

The Base has several hundred units of government quarters, but there is always a waiting list. Because of this delay, it is important that you make advanced arrangements for temporary housing so you will have somewhere to stay upon your arrival, and if you are interested in government housing you should get your name on the waiting list before you get here by submitting an application before you leave your old duty station. More information on this is in the package your husband/wife received.

There is a variety of civilian housing available in every possible size and price range. Many members of the command live on the west bank of the Mississippi across from New Orleans where some housing is less expensive and access to the Naval Support Activity is easier. Others prefer living in New Orleans itself, where they

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are closer to what the city has to offer. In any case, the Housing Referral Officer here can help with Military or Civilian housing, and you should contact that office as soon as possible. Schools in the New Orleans area are generally adequate, although, as in most large metropolitan areas, there is much variation in quality depending on where you live. Some of our personnel find it more to their liking to enroll their children in private or parochial schools, but these can be expensive and waiting lists are long. Depending on your needs, you may wish to consider schools before deciding where to live. There is much to see and do here in New Orleans, and this can be a very enjoyable tour for you and your husband/wife. Welcome to our small military family, and please let us know if we can be of any help in making your move here easier.

Sincerely,

ENCLOSURE (3)



26 FEB 1999

INCOMING/OUTGOING PERSONNEL INFORMATION SHEET

SPONSORSHIP REQUEST FORM

Privacy Act Statement

Public Law 93-579 (the Privacy Act of 1974), effective September 27, 1975 requires that you be advised of the following:

1. The AUTHORITY for soliciting this information is to enable receiving Commands to assist transferring Marines in preparing for a change of station.
 2. The PURPOSE for soliciting this information is to enable receiving Commands to assist transferring Marines in preparing for a change of station.
 3. The routine USE of this information is solely to support the Marine Corps Personnel Sponsorship Program.
 4. The information solicited is VOLUNTARY; if you do not provide the information, you may not be adequately supported by the Marine Corps Personnel Sponsorship Program.
-

1. _____
(GRADE) (NAME) (SSN/MOS) (DOR)
2. Current mailing address: _____
3. Estimated detachment date: _____
4. Leave address: _____
5. Estimated date of arrival at new Command: _____
6. Marital status: _____. Number of Depn Children: _____
7. Anticipated mode of travel: _____
8. I do/don't desire Government quarters. My family size will require (2, 3, 4) bedrooms. I have/haven't forwarded an Application for Assignment to Military Family House, DD Form 1746.

ENCLOSURE (4)

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26 FEB 1993

9. Information requested:

YES NO

Schools

— —

Base Housing

— —

Off Base Housing

— —

Base Brochure

— —

10. Other specific information: _____

11. Present Duty Station: _____

(SIGNATURE)

ENCLOSURE (4)



FAMILY REGISTRATION FORM

Public Law 93-579 (The Privacy Act of 1974), effective September 27, 1975, requires that you be advised of the following:

1. The AUTHORITY for soliciting the below-listed information is Title 5 U.S.C. 301.
2. The PURPOSE for soliciting this information is to enable receiving commands to assist you in preparing for your change of station.
3. The information solicited is VOLUNTARY; by providing the information it will help the Marine Corps Personnel Sponsorship Program to adequately support you.

-
1. _____
(GRADE) (NAME) (SSN) (MOS)
 2. Current mailing address: _____
 3. Estimated detachment date: _____
 4. Leave address: _____
 5. Estimated date of arrival at new duty station: _____
 6. Names of your dependents and relationship:

7. Address where family will reside and telephone number:

ENCLOSURE (5)

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8. If you do not know the new address, leave this form with your family to fill out when settled. The form can then be mailed to the appropriate regional Family Service Center.

9. If residing east of the Mississippi River, except in the state of Wisconsin, mail the form to:

Commanding General
Attn: Family Service Center
Marine Corps Combat Development Command
Quantico, VA 22134-5001

Telephone: 800-336-4663 (Virginia residents call collect to
703-640-2650)

10. If residing west of the Mississippi River, including the state of Wisconsin, mail the form to:

Commanding General
Attn: Family Service Center
Marine Corps Base
Camp Pendleton, CA 92055-5001

Telephone: 800-854-2131 (California residents call collect to
619-725-5361)

(Signature)

ENCLOSURE (5)



SAMPLE LETTER TO OUTBOUND PERSONNEL

UNIT HEADING

From: Commanding Officer
To:

Subj: MARINE CORPS PERSONNEL SPONSORSHIP PROGRAM

Encl: (1) Sponsorship Request Form
(2) Family Registration Form

1. The Marine Corps Personnel Sponsorship Program has one purpose, to assist transferring Marines and their families. The command to which you are being transferred is ready to receive you and to help you overcome any difficulties you may encounter at your new location.
2. If you are being transferred to an overseas location on an accompanied tour, you will have the need for assistance from your new command to prepare for the relocation and to overcome any unanticipated problems upon arrival. Therefore, your participation is required.
3. If you are transferring within the United States or on an unaccompanied overseas tour, participation in the Sponsorship Program is voluntary; however, you are encouraged to participate to take advantage of the assistance available to get your new tour off to a smooth start.
4. If you are being transferred on an unaccompanied tour and your dependents will be relocating to a residence geographically isolated from a Marine Corps installation, you may register them with a regional Family Service Center. By using the toll-free information/referral telephone lines, your family can receive timely advice, guidance, and assistance during the period you are away. If residing east of the Mississippi River, including the state of Wisconsin, call 800-336-4663 (Virginia residents call collect to 703-640-2650). If residing west of the Mississippi River call 800-854-2131 (California residents call collect to 619-725-5361).

ENCLOSURE (6)

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5. If you intend to participate in the Sponsorship Program either on a voluntary or required basis, you are requested to complete the Sponsorship Request Form and/or Family Registration Form and return it to _____ . The form will be forwarded to your new duty station and/or regional Family Service Center as appropriate. If you have requested a sponsor, the letter will contain, information concerning the station and surrounding civilian area, as well as the name and address of your sponsor. You are encouraged to communicate directly with your sponsor.

ENCLOSURE (6)



SPONSORSHIP EVALUATION SHEET

AFTER YOUR ARRIVAL TO NEW ORLEANS, PLEASE COMPLETE THIS QUESTIONNAIRE AND RETURN IT TO MARINE RESERVE FORCE PERSONNEL OFFICER. YOUR EFFORT WILL HELP TO ENHANCE THE OVERALL PROGRAM AND ALLOW US TO PROVIDE YOU WITH THE CARE AND ATTENTION YOU DESERVE.

ARRIVAL DATE: _____ NUMBER OF FAMILY MEMBERS: _____

NAME (OPTIONAL): _____

SPONSOR'S NAME (OPTIONAL): _____

1. Did your welcome aboard package arrive soon enough to allow adequate time to correspond with your sponsor?
2. Did the information in the package address your immediate concerns?
3. Do you feel that the package offered a realistic introduction to New Orleans?
4. What areas would you like to have been informed of that were not included in the Welcome Aboard Package?
5. Did your sponsor correspond with you promptly?
6. Did your sponsor answer your questions to your satisfaction and in a timely manner?
7. Did your sponsor meet your flight or arrange for someone to take his/her place?
8. Was your sponsor courteous and helpful? How could he/she have best aided you prior to your arrival and during your first few weeks in New Orleans?
9. Your overall rating of the Sponsorship Program: (Circle one)
A. EXCELLENT B. GOOD C. FAIR D. POOR
10. Please provide any suggestions that would help us to improve the Sponsorship Program.

Thank you for your assistance:

ENCLOSURE (7)

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UNITED STATES MARINE CORPS

COMMANDER, MARINE FORCES RESERVE
4400 DAUPHINE STREET
NEW ORLEANS, LOUISIANA 70146-5400

ForO 1300.2 Ch 1
G-1P

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FORCE ORDER 1300.2 Ch 1

From: Commander
To: Distribution List

Subj: PERSONNEL SPONSORSHIP PROGRAM FOR ACTIVE DUTY MARINES

Encl: (1) New page inserts to ForO 1300.2

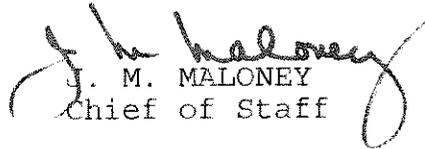
1. Purpose. To direct pen changes and transmit new page inserts to the basic Order.

2. Action

a. On the letterhead page, change "Encl: (2)" to read "Marine Forces Reserve".

b. Remove page 1 of enclosure (1), pages 1 and 2 of enclosure (2), and pages 1 and 2 of enclosure (3) of the basic Order and replace with corresponding pages contained in the enclosure.

3. Filing Instructions. File this Change transmittal immediately behind the signature page of the basic Order.


J. M. MALONEY
Chief of Staff

DISTRIBUTION: D



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[Faint, illegible text covering the majority of the page, possibly bleed-through from the reverse side.]

2 DEC 1994

SAMPLE ASSIGNMENT OF SPONSOR LETTER
(Unit Letterhead)

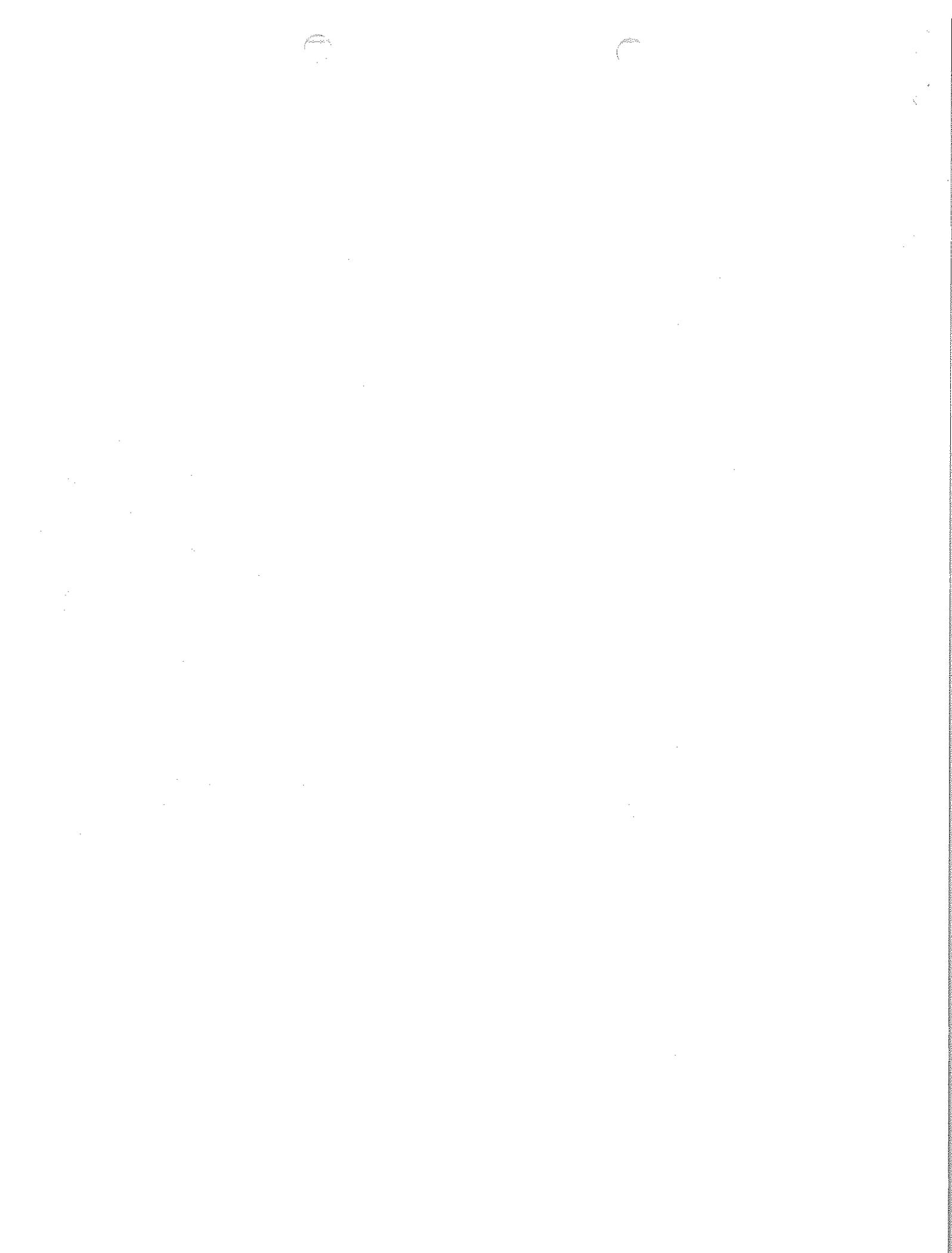
1700
G-1P

From: Commander
To: SPONSOR'S NAME
Subj: SPONSORSHIP FOR MARINE
Ref: (a) ForO 1300.2

1. The reference provides guidance concerning the sponsorship program for Marines and their families slated for transfer to this command. To provide for a smooth arrival and easy transition of a new Marine to a new duty station, you are appointed as a sponsor for INBOUND MARINE'S NAME. His/Her present address is UNIT ADDRESS.
2. Prior to INBOUND MARINE'S NAME departing his/her current duty station, please communicate either by letter or by telephone. Let the Personnel Officer know of any changes of status or potential problems. Determine if there is any assistance that you can provide prior to the Marine's arrival. Any newcomer would appreciate a copy of the (name of local newspaper) to obtain a feel for the area. The weekend real estate section would be particularly valuable.
3. Upon the Marine's arrival, please provide assistance for processing into this Headquarters and render whatever aid might be needed in the (city). Prior arrangements for initial temporary accommodations (Navy Lodge, etc.) can be most helpful. Make every effort to effect personal contact on the day of arrival.
4. A "Welcome Aboard" package has been mailed. During your communication, please determine if the package was received. If not, advise the Personnel Officer.
5. Should you have any questions regarding our sponsorship program in this Headquarters, contact the Personnel Officer. Remember the philosophy behind this program is that as Marines, we take care of our own.

By direction

ENCLOSURE (1)
Ch 1 ()



2 DEC 1994

SAMPLE MARINE FORCES RESERVE HEADQUARTERS
"WELCOME ABOARD" LETTER

INBOUND MARINE'S NAME
UNIT ADDRESS

Dear INBOUND MARINE'S NAME,

Congratulations on your assignment to Headquarters, Marine Forces Reserve (MARFORRES) and to New Orleans, a fascinating and friendly city. MARFORRES is a nationwide command with over 190 locations coast to coast and border to border. "Every clime and place" typifies our training as over 40,000 reservists and nearly 6,000 regular Marines perfect skills year round in cold weather, the desert, mountains, and jungle; from Maine and California to Norway and Panama.

MARFORRES, which was activated on 6 June 1992, was designed to accomplish the total consolidation of the 4th Marine Division, 4th Marine Aircraft Wing, 4th Force Service Support Group, Marine Corps Reserve Support Command, and both Reserve MAGTF CE Atlantic and Pacific.

The hub of all MARFORRES activity is the Headquarters here where you will be an important member of a highly professional team. The work is challenging, demanding, and at times frustrating. It is also gratifying. If there's work to be done, New Orleans is a fine place to do it. Called the "Crescent City" because it sits on a bend in the Mississippi River, New Orleans is a modern city with the flavor of the Old South. Streetcars, horse-drawn carriages and Mississippi River steamboats can still be found here against a background of Dixieland Jazz.

The city has world-famous restaurants with distinctive French, Spanish, Acadian, African, American Indian and southern foods that mark New Orleans as the culinary capital of the world. Food and music festivals take place all year long, but by far the most famous is a two-week party called "Mardi Gras" at winter's end.

Enclosed is more information about this historic old city and the command. SPONSOR'S NAME will contact you shortly to help you get settled. If you need other assistance, write the Personnel Office at the above address or call Com1 (504) 948-5629/30 or DSN 363-5629.

Sincerely,

ENCLOSURE (2)
Ch 1 ()



2 DEC 1964

SAMPLE LETTER FOR SPOUSE OF MARINE

SPOUSE'S NAME
c/o: INBOUND MARINE'S NAME
UNIT ADDRESS

Dear SPOUSE'S NAME,

Please accept my hearty congratulations on your spouse's assignment to the Marine Forces Reserve (MARFORRES) and to the historic old city of New Orleans, Louisiana.

Here at this Headquarters, your spouse will be an important member of a nationwide team with a crucial national defense role. The work is not easy, but it is rewarding, and the area has much to offer.

New Orleans, Louisiana is a unique place with a colorful history, quaint customs, interesting people, and fine restaurants. Unlike many duty stations, the military here represents a very small segment of the population. Still, there is a small Naval Support Activity to support us.

The Naval Support Activity has a first class commissary, and the exchange services include a Navy Lodge, a beauty shop and service station. Recreational activities and facilities range from clubs and hobby shops to theater, picnic area and special interest classes. There are military clubs here that can help you get acquainted with your new home, and the Navy Relief Society has a strong chapter here always ready to offer a helping hand and, incidentally, always on the lookout for volunteer workers.

The base has several hundred units of government quarters, but there is always a waiting list. Because of this delay, it is important that you make advanced arrangements for temporary housing so you will have somewhere to stay upon your arrival, and if you are interested in government housing you should get your name on the waiting list before you get here by submitting an application before you leave your old duty station. More information on this is in the package your spouse received.

There is a variety of civilian housing available in every possible size and price range. Many members of the command live on the west bank of the Mississippi across from New Orleans where some housing is less expensive and access to the Naval Support Activity is easier. Others prefer living in New Orleans itself, where they are closer to what the city has to offer. In any case, the Housing Referral Officer

ENCLOSURE (3)
Ch 1 ()

2 DEC 1964

here can help with military or civilian housing, and you should contact that office as soon as possible. Schools in the New Orleans area are generally adequate, although, as in most large metropolitan areas, there is much variation in quality depending on where you live. Some of our personnel find it more to their liking to enroll their children in private or parochial schools. You may consider all areas, in and out, of the metropolitan area. These areas are bordered by Parishes instead of Counties, to name a few:

<u>CITY</u>	<u>PARISH</u>
New Orleans, LA	Orleans
Slidell, LA	St. Tammany (33 miles from HQ, MARFORRES)
Mandeville, LA	St. Tammany (40 miles from HQ, MARFORRES)

Depending on your needs, you may wish to consider schools before deciding where to live. There is much to see and do here in New Orleans, and this can be a very enjoyable tour for you and your spouse. Welcome to our small military family, and please let us know if we can be of any help in making your move here easier.

Sincerely,

ENCLOSURE (3)
Ch 1 ()