



**UNITED STATES MARINE CORPS**  
MARINE MEDIUM TILTROTOR SQUADRON 268  
MARINE AIRCRAFT GROUP 24  
1ST MARINE AIRCRAFT WING, FMF  
BOX 63060  
MCBH KANEHOE BAY HAWAII 96863-3060

IN REPLY REFER TO:  
SqdO 1320.1  
CO  
15 Apr 21

Squadron Order 1320.1

From: Commanding Officer, Marine Medium Tiltrotor Squadron 268  
To: All Hands, Marine Medium Tiltrotor Squadron 268

Subj: MARINE MEDIUM TILTROTOR SQUADRON 268 SPONSORSHIP PROGRAM

Ref: (a) MCO 1320.11G Marine Corps Sponsorship Program  
(b) GRUO 1320.1C Personnel Sponsorship Program  
(c) MARADMIN 132/21

Encl: (1) Example Sponsorship Assignment Order  
(2) Welcome Aboard Email Format Example  
(3) Sponsor Checklist  
(4) NAVMC 11791 Sponsorship Questionnaire  
(5) Newcomer's Needs Assessment Form

1. Situation. Marines and Sailors moving to Hawaii encounter numerous challenges not faced by those executing Permanent Change of Station (PCS) orders within the Continental United States (CONUS). Navigating these challenges upon arrival places additional stress on Marines, Sailors and their families as they settle in to life in Hawaii.

2. Mission. Provide all inbound Marine Medium Tiltrotor Squadron 268 (VMM-268) Marines, Sailors, and their families a sponsor in order to properly welcome them to the island and the Red Dragon Ohana, and to alleviate the stress and challenges unique to a PCS move to Hawaii.

3. Execution

a. Commanders Intent and Concept of Operations

(1) Commanders Intent. Make the PCS for VMM-268 Marines, Sailors, and their families a memorable experience while reducing stress on the families. Reduce challenges and facilitate a smooth transition into life on Hawaii and with the Red Dragons.

(2) Concept of Operations.

(a) VMM-268 will ensure inbound personnel receive a sponsor in accordance with reference (a) and (b). The sponsor will complete training identified in references (a) through (c) and will be matched with the inbound Marine or Sailor in order to ensure the sponsor is best suited to assist the inbound individual and his or her family. The assignment process for sponsors will account for rank, marital status, number and age of children, and other factors to ensure sponsors are best able to support incoming personnel.

(b) Sponsors will use the enclosures to assist in the sponsorship process. Additional items to help the sponsor create a better arrival experience are found in enclosures (1) through (8) of reference (b).

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(c) Supervisors must ensure that sponsors are provided the necessary time to prepare for the arrival of inbound personnel. Effective sponsorship cannot be completed solely in a Marine's free time. Instead, sponsors must be afforded time to complete their additional duty both before and after the inbound personnel's arrival on island. Such time may include the opportunity to make phone calls or visit offices on base to seek clarification on behalf of inbound personnel, make reservations, or gather information resources for inbound Marines, Sailors, and their families.

b. Tasks

(1) Sponsorship Coordinator (SC)

(a) Ensure inbound Marines and Sailors receive a sponsor. Provide each sponsor an assignment order for each individual he or she sponsors – an example format is included as enclosure (1).

(b) Ensure assigned sponsors complete sponsorship training. Maintain a list of individuals who have completed training. Coordinate with the S-3 to ensure this is properly reflected in the Marine Corps Training Information Management System (MCTIMS).

(c) Ensure sponsors complete program requirements listed in reference (a).

(d) Maintain sponsorship materials and information available to sponsors. Update this material periodically and request sponsors provide feedback on these materials to ensure they are effective and up to date. Make this information available digitally and via hardcopy.

(2) Executive Officer (XO) and Sergeant Major (SgtMaj)

(a) Sponsors for Officers and Staff Non-Commissioned Officers (SNCOs) will be nominated by the XO and SgtMaj respectively. The SC will provide appropriate assignment orders.

(b) Provide appropriate information to squadron Command Team Advisors (CTAs) for inbound personnel with accompanying family members.

(c) Include appropriate reimbursable sponsorship expenses, according to the Joint Travel Regulations (JTR), in the budget calculations for each year.

(3) Section Leadership

(a) Coordinate with the SC to assign sponsors for personnel inbound to your section. Use your best judgement to nominate sponsors who have the experience and knowledge to best assist the inbound Marine.

1. Example 1: inbound sergeant with a wife and two children. Seek to nominate a married sergeant with children rather than a single sergeant. The married sergeant is better suited to answer questions regarding housing and child care. He or she will take into consideration things that may be relevant during the family's arrival such as ensuring car seats are installed in the vehicle when the family is picked up at the airport.

2. Example 2: inbound second tour corporal with no dependent family members. Seek to nominate a single non-commissioned officer who has previously executed a second tour PCS. This individual is more likely to have experiences in the PCS process which can assist the inbound corporal.

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(b) Ensure assigned sponsors receive the necessary time during work hours for effective sponsorship.

(c) Ensure Marines in your section complete the required sponsorship training. Leaders should not find themselves making poor recommendations for sponsorship because their Marines have not completed the requisite training.

(4) Sponsors

(a) Comply with this order and the references to carry out sponsorship duties.

(b) Provide a copy of the training completion certificate to the SC upon completion of the training. Confirm completion is annotated in MOL with code "US" in the training section.

(c) Prepare and send a welcome aboard letter within one week of assignment. Carbon Copy (CC) the SC on your welcome aboard email to the inbound individual. An example of the welcome aboard letter is included as enclosure (2). Include the Newcomer's Needs Assessment form, enclosure (5), as an attachment or otherwise collect the relevant information from the inbound individual.

(d) Complete tasks outlined in enclosure (3), the sponsor checklist.

(e) Ensure the sponsored individual completes the NAVMC 11791 Questionnaire, enclosure (4), and turns it into the SC within five days of reporting to MAG-24.

4. Administration and Logistics

a. Sponsorship is an official government program and some expenses incurred in performance of this duty can be reimbursed. These fees may include mileage and parking fees when a sponsor uses his or her privately owned vehicle to transport inbound personnel from the airport to base as well as during the check-in process aboard base. Reimbursement is subject to the availability of funds, and when able government transportation should be used.

b. The purchase of items to welcome the newcomer such as leis for the family or groceries for their temporary residence are welcomed although not reimbursable through the JTR.

5. Command and Signal

a. Command. This order applies to all VMM-268 personnel.

b. Signal. The point of contact for this order is the VMM-268 Adjutant at 808-257-3671.

V. M. CLARK



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IN REPLY REFER TO:  
SqdO 1320.1  
CO  
15 Apr 21

From: Commanding Officer, Marine Medium Tiltrotor Squadron 268  
To: Rank First M. Last EDIPI/MOS USMC

Subj: SPONSORSHIP ASSIGNMENT

Ref: (a) MCO 1320.11  
(b) GruO 1320.1  
(c) SqdnO 1320.1

1. You are assigned as the sponsor for the following inbound Marine/Sailor. Review the references for guidance on this assignment.

- a. Inbound Marine Rank First M. Last
- b. Marital Status
- c. Number of Children (or other dependents)
- d. Phone #
- e. Email
- f. Estimated date of arrival

2. You are directed to complete sponsorship training if you have not done so already. In person training (preferred) is available through MCCS Information and Referral Program Manager. You can register online at MCCS website) or by calling 808-257-8354. Online training is available on MarineNet (course code) or Military One Source (link).

3. Make initial contact with the inbound individual via a welcome aboard letter as soon as possible once you have completed training.

4. Your sponsorship duties end once the individual is fully integrated into our squadron. This is normally about 30 days.

5. The point of contact is the Sponsorship Coordinator, 1stLt Buonocore, at 808-257-3671.

C. B. WAUCHOPE  
By Direction

**ENCLOSURE (1)**

## EXAMPLE SPONSOR INITIAL EMAIL TO AN INBOUND MARINE

Rank Name (inbound Marine),

Aloha and welcome to VMM-268 and the Red Dragon Ohana! I am your sponsor RANK NAME. Hawaii is a great place to work and live, but the move here and transition period can be challenging and overwhelming. I'm here to help make your PCS as smooth as possible by answering any of your questions and helping you and your family settle in.

I attached a fillable form, "Newcomer's Needs Assessment" – please complete it and send back to me as soon as possible. Please be sure to include your best contact info. I'll reach out so we can discuss your travel plans and resources to help in the move out to Hawaii. Completion of the form is not required, but it will help me better help you in your move.

I look forward to working with you and helping you get settled on Hawaii. Reach out with any questions, my phone number is (555) 555-5555 and my personal email is [first.last@gmail.com](mailto:first.last@gmail.com). If your family has specific questions, they can reach my spouse via email at [spouseemail@gmail.com](mailto:spouseemail@gmail.com).

Mahalo,

Rank Name

### Key things to cover:

- Welcome & greeting
- Explain you are the sponsor
- Provide Newcomer's Needs Assessment form (this helps you gauge what other info to push to them)
- Your contact information (phone & email)
- If appropriate, spouse contact info (if your spouse is willing to assist an incoming spouse)

**ENCLOSURE (2)**

# RED DRAGON SPONSOR'S CHECKLIST

Inbound Marine \_\_\_\_\_

Sponsor \_\_\_\_\_

## **Pre-Arrival**

- Sponsor Training Complete
  - Cert turned into SC
  - Training listed in MCTIMS
- Signed Sponsor Assignment Letter
- Send initial contact email (Encl (2))
  - Include contact info
  - Include Spouse Contact Info (if applicable)
  - Attach NNA Form
- Receive Completed NNA Form
- Follow up Contact. Provide info on:
  - TLA
  - COLA
  - Housing (On base/Off base)
  - Schools:  Public  Private
    - Elementary
    - Middle
    - High
  - Pre-School
  - Childcare
  - Temp Lodging/Billeting
  - Spouse Employment Options
  - Squadron Spouse Group Info
  - EFMP Info
  - Temporary P.O. Box
  - Bringing Pets to Hawaii Info
- Information Submitted to Housing
- Arrange Temporary P.O. Box
- Lodging Reservations made
  - Location: \_\_\_\_\_
  - From/To: \_\_\_\_\_
- Travel Info    Arrival Date \_\_\_\_\_
  - Arrival Time \_\_\_\_\_
  - Airline/Flight \_\_\_\_\_
- Copy of Orders
  - Provided to S-1
  - ROM Orders signed & returned to S-1
- Ensure welcome letters are being written (see Adj)
- Schedule Newcomer's brief (MCBH)

COLA – Cost of Living Allowance

IPAC – Installation Personnel Administration Center

NNA – Newcomer's Needs Assessment Form

TLA – Temporary Lodging Allowance

## **Arrival**

- Arrange for leis for the newcomer & all family Members (bring with you to airport)
- Prepare a welcome bag (stage in hotel if able)
  - snacks / breakfast items
  - Welcome booklet
  - Welcome letters (CO/SgtMaj & Spouses) (consider how long the Marine has been traveling, the age of the kids, time of arrival, and plan the welcome basket accordingly)
- Personally meet at Airport
  - Transportation for whole family (don't forget pets and baggage!)
  - Make a sign (so they can find you!)
- Take the family to their Lodging Location (if they arrive before check-in time, have a plan to entertain the newcomers & family)
- Meal plan (based on the time of arrival you should have a plan for the first one or two meals)
- Get Newcomer to Squadron for initial check-in (as required in the world of COVID)

## **Post-Arrival**

- Assist w/ transportation needs
- Accompany through check-in process
  - Schedule in-briefs w/ leadership
  - Accompany to IPAC
  - Accompany to housing office
- Assist in vehicle pickup from the pier
- Walk through the vehicle registration process
- Assist w/ loan closet & temp furniture setup
- Provide a tour of base (focus on key locations)
- Provide an Island / local community tour
- Recommend local favorites: restaurants, stores, etc

EFMP – Exceptional Family Member Program

MCTIMS – Marine Corps Total Info Management System

SC – Sponsorship Coordinator

**ENCLOSURE (3)**

**SPONSORSHIP PROGRAM QUESTIONNAIRE**

**AUTHORITY:** 5 U.S.C. 301, Departmental Regulations; 10 U.S.C. 5013, Secretary of the Navy; MCO 1320.11G, and [System of Records Notice NM05000-2](http://dpcld.defense.gov/Privacy/SORNS/index/DOD-Component-Article-View/Article/570436/nm05000-2/). <http://dpcld.defense.gov/Privacy/SORNS/index/DOD-Component-Article-View/Article/570436/nm05000-2/>

**PURPOSE:** The information collected on this form is for the Marine Corps Sponsorship Program, including unit Commanders and Sponsorship Coordinators, to assess the effectiveness of the program.

**ROUTINE USES:** Information will be accessed by the unit commander, their designated representative, and the assigned Sponsorship Coordinator with a need to know in order to assess the effectiveness of sponsorship support.

Any release of information contained in this system of records outside of the Department of Defense (DoD) will be compatible with the purposes for which the information is collected and maintained. The [DoD Blanket Routine Uses](#) may apply to this system of records.

**DISCLOSURE:** Information is 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.

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. Once completed, please return to your Sponsorship Coordinator. This reporting requirement is exempt from reports control.

Grade:	Branch of Service	UNIT
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1. Did your former command, prior to transfer, inform you of the sponsor program and its benefits?  YES  NO
2. Did you request/ elect to have a sponsor?  YES  NO
3. Were you assigned a sponsor?  YES  NO
4. Who is your sponsor? \_\_\_\_\_ (May omit name if desired.)
5. Did your sponsor contact you prior to your departure from your previous command?  YES  NO
6. Did your sponsor meet you upon your arrival?  YES  NO
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?  YES  NO
  - b. If yes, was the information adequate to inform you about this geographical area?  YES  NO
  - c. If yes, was the information received in time to permit adequate advance planning?  YES  NO
  - 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?  YES  NO
9. Did your previous command inform you of the resources available to you at your nearest MCCS?  YES  NO
10. Overall, were you satisfied with this Command Sponsorship Program?  YES  NO
11. Please list any suggestions you have for improving the Command Sponsorship Program.

**FOR OFFICIAL USE ONLY**  
 PRIVACY SENSITIVE - Any misuse or unauthorized disclosure can result in both civil and criminal penalties.

# NEWCOMER'S NEEDS ASSESSMENT FORM

This form is intended to will provide your sponsor a guide as to what information to gather and send to you in order to make your transition to VMM-268 and Hawaii as smooth as possible. Information provided is voluntary

## Contact Info

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Marital Status: \_\_\_\_\_

Spouse Name: \_\_\_\_\_

Spouse Cell: \_\_\_\_\_

Spouse Email: \_\_\_\_\_

## Children

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Interests: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Interests: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Interests: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Interests: \_\_\_\_\_

## Pets

Number & Type: \_\_\_\_\_

Travel Plans: \_\_\_\_\_

Boarding & Quarantine Needs: \_\_\_\_\_

## Travel Info (if unknown provide est. arrival date)

Airline: \_\_\_\_\_ Flight #: \_\_\_\_\_

Arrival time: \_\_\_\_\_ Arrival Date: \_\_\_\_\_

Have you made reservations for temporary lodging for your arrival? \_\_\_\_\_

Hotel/Lodging Name: \_\_\_\_\_

Reservation dates: \_\_\_\_\_ to \_\_\_\_\_

Are you shipping a vehicle? \_\_\_\_\_ How many? \_\_\_\_\_

Are you interested in living on or off base? \_\_\_\_\_

Have you contacted base housing? \_\_\_\_\_

Are you already searching off base? \_\_\_\_\_

Let me know if someone, like a friend or realtor, is looking at off base housing for you. The rule of thumb for Hawaii is do not rent sight unseen.

Which of the following would you like more information?

- Cost of Living Allowance (COLA)
- Temporary Lodging Allowance (TLA)
- Base Housing
- Local Real Estate
- Schools
  - Public       Private
  - Elementary
  - Middle
  - High
- Daycare       Preschool
- Youth sports & activities
- Billeting or Temporary Lodging
- Spouse Employment Options
- Local Hawaii Information
- Bringing Pets to Hawaii information

Do you or your family have any allergies or special needs I should know about?

Is there anything else I should know to be a better sponsor for you & your family? Or anything else you would like information about?