

DETAILED INSPECTION CHECKLIST

- 996 Marine Corps Sponsorship Program
Functional Area Manager: MFR-2
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- 996 01 MARINE CORPS SPONSORSHIP PROGRAM – (Unit Responsibility)
- 996 01 001 Does the individual command provide assistance to Service members and their families relocating under PCS assignments, as well those affiliating with a Selected Marine Corps Reserve (SMCR)?
Reference
MCO 1320.11F, PAR 4.a.(2)
- 996 01 002 Are those personnel assigned to the outside continental United States (OCONUS) receiving sponsorship assistance on a mandatory basis?
Reference
MCO 1320.11F, PAR 4.a.(2)
- 996 01 003 Has communication been established with the Unit, Personal and Family Readiness Program (UPFRP), to ensure the maximum support?
Reference
MCO 1320.11F, PAR 4.a.(2)
- 996 01 004 Does the Unit Sponsorship Coordinator (USC) assist transferring Service members with requesting a Sponsor to their gaining Command?
Reference
MCO 1320.11F, PAR 4.b.(3)
- 996 01 005 When Sponsors are selected, are they of equal or higher pay-grade to the arriving Service member?
Reference
MCO 1320.11F, PAR 4.b.(4)
- 996 01 006 Is the USC appointed in writing?
Reference
MCO 1320.11F, PAR 4.c.(4)(b)
- 996 01 007 Is the USC contact information provided to the installation's nearest Relocation Assistance Program (RAP) Manager and the unit Family Readiness Officer (FRO)?
Reference
MCO 1320.11F, PAR 4.c.(4)(b)

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- 996 01 008 Has a copy of the USC appointment letter been given to the host installation or nearest RAP Manager?
Reference
MCO 1320.11F, PAR 4.c.(4)(c)
- 996 01 009 When incoming personnel are assigned a sponsor, do they receive a "Welcome Aboard" letter?
Reference
MCO 1320.11F, PAR 4.c.(4)(d)
- 996 01 010 Is there a follow up procedure in place to ensure Service members have been assigned a sponsor no later than 60 days before transfer, and has the unit FRO been identified?
Reference
MCO 1320.11F, PAR 4.c.(4)(e)
- 996 01 011 Is there a budget in place for reimbursable expenses for anticipated sponsors?
Reference
MCO 1320.11F. PAR 4.c.(4)(f)
- 996 01 012 Is time being allowed during work hours for the sponsor to assist the incoming Service member with familiarization of the new duty station and surrounding community?
Reference
MCO 1320.11F. PAR 4.c.(4)(g)
- 996 01 013 Is there a command check-in procedure established to verify all incoming personnel have attended a mandatory Command Welcome Aboard/Newcomer's Orientation?
Reference
MCO 1320.11F. PAR 4.c.(4)(i)
- 996 01 014 Is there a command check-out procedure requiring transferring Service members to attend a mandatory PCS departure workshop at least 60-90 days prior to transfer?
Reference
MCO 1320.11F. PAR 4.c.(4)(j)
- 996 01 015 Is the MCSP part of the Command Inspection Program?
Reference
MCO 1320.11F. PAR 4.c.(4)(k)

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- 996 01 016 Does the Unit Senior Enlisted Advisor ensure that the USC completes all required training?
Reference
MCO 1320.11F. PAR 4.c.(5)(a)
- 996 01 017 Does the Unit Senior Enlisted Advisor periodically review the Sponsorship Questionnaires to determined trends and possible ways to improve the program?
Reference
MCO 1320.11F. PAR 4.c.(5)(c)
- 996 01 018 Is the USC contact information updated on the all PCS orders?
Reference
MCO 1320.11F. PAR 4.c.(6)(b)
- 996 01 019 Is the USC tracking that all sponsors have been trained, and are training completion certifications being provided?
Reference
MCO 1320.11F. PAR 4.c.(6)(c)
- 996 01 020 When the USC receives NAVMC 11799, are they identifying an appropriate sponsor and preparing a Sponsorship Assignment Letter for the CO's signature?
Reference
MCO 1320.11F PAR 4.c.(6)(d)
- 996 01 021 Is there a Sponsor assignment tracking system in place to report utilization metrics, upon requested?
Reference
MCO 1320.11F. PAR 4.c.(6)(e)
- 996 01 022 Are assigned sponsors preparing Welcome Aboard letters to the inbound Service members within 10 days of arrival?
Reference
MCO 1320.11F. PAR 4.c.(6)(f)
- 996 01 023 Is the USC collecting completed Sponsorship questionnaires and retaining them for a minimum of two years?
Reference
MCO 1320.11F. PAR 4.c.(6)(g)
- 996 01 024 Are assigned sponsors completing their one-time sponsorship training prior to being assigned as a sponsor?
Reference
MCO 1320.11F 4.c.(7)(a)

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996 01 025 Are the assigned sponsors executing the required duties?
Reference
MCO 1320.11F 4.c.(7)(b)1-4.