



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
BOX 788100
TWENTYNINE PALMS, CALIFORNIA 92278-8100

CCO 1320.1

G-1

JUL 02 2026

COMBAT CENTER ORDER 1320.1

From: Commanding General

To: Distribution List

Subj: COMMAND SPONSORSHIP PROGRAM

Ref: (a) MCO 1320.11H W/ADMIN CH-1, Marine Corps Sponsorship Program (MCSP)
(b) MCO 1754.9B, Marine Corps Family Team Building Program
(c) MCO 5210.11F, Marine Corps Records Management Program

1. Situation. The readiness of Marines, Sailors, civilian personnel, and their families is directly linked to successful transitions between duty stations. The Marine Corps Sponsorship Program provides structured support to inbound personnel and family members to facilitate integration into the command and local community while minimizing stress associated with Permanent Change of Station (PCS) moves.

2. Mission. Effective immediately, this command establishes a Command Sponsorship Program (CSP) to ensure all eligible inbound personnel are assigned trained sponsors who provide timely assistance before, during, and after arrival, thereby enhancing readiness, retention, morale, and family preparedness in accordance with reference (a).

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The intent of this program is to provide every inbound Marine and authorized family member a positive transition experience through proactive engagement, timely communication, and command involvement.

(2) Concept of Operations. Marine Air Ground Task Force Training Command (MAGTFTC) Marine Corps Air Ground Combat Center (MCAGCC) Sponsorship Program shall operate under the direction of the G-1 and be managed by the designated Unit Sponsorship Coordinator (SC) at the unit level.

b. Subordinate Element Missions

(1) Assistant Chief of Staff (AC/S), G-1

(a) Appoint the G-1 Senior Enlisted Advisor to serve as the Command Element Command SC.

(b) Manpower Management will provide unit S-1s copies of the Command Staffing Report, SharePoint slate access, and/or Marine Online report access as needed to support inbound personnel tracking.

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(c) Collaborate with Marine Corps Community Services (MCCS) and units to ensure program success.

(2) AC/S, MCCS

(a) Provide required training and support to implement the program at the unit level.

(b) Ensure the Information, Referral, and Relocation (IR&R) staff serve as subject matter experts and work closely with the SCs.

(3) Commanding Officers (COs)

(a) Responsible for implementing this Combat Center Order.

(b) Appoint, in writing, a primary SC. Recommend selection from the S-1 Administrative Chief or Adjutant.

(c) Ensure SC training completion prior to executing duties and no later than (60) days after appointment. Maintain training certificate of completion on file.

(d) Ensure sponsor assignments are completed within five working days of receipt of inbound personnel notification.

(e) Ensure sponsors are trained prior to assignment.

(f) Incorporate sponsorship compliance into command inspections and readiness reviews.

(g) Emphasize sponsorship as a leadership responsibility and readiness function.

(3) SCs

(a) Complete required Sponsorship Coordinator training.

(b) Maintain sponsor rosters and training records.

(c) Assign sponsors commensurate with grade, military occupational specialty, and family status whenever practical.

(d) Track all inbound personnel requiring sponsorship.

(e) Ensure Welcome Aboard correspondence is sent within 10 working days of sponsor assignment.

(f) Maintain sponsorship records, metrics, questionnaires, and turnover files in accordance with reference (a).

(g) Submit sponsorship metrics as required in accordance with the references. Metrics shall include inbound and outbound sponsorship statistics.

(4) Assigned Sponsors

(a) Complete Marine Corps Sponsorship Training prior to assuming duties.

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(b) Establish contact with inbound personnel within 10 working days of assignment.

(c) Provide accurate information concerning: reporting requirements; housing; medical and dental services; schools and childcare; family readiness resources; local area information; check-in procedures.

(d) Maintain communication with the inbound member until successful check-in.

(e) Meet inbound personnel upon arrival when practical.

(f) Assist with command integration during the first 30 days after arrival.

c. Coordinating Instructions

(1) Sponsorship shall be provided to all personnel identified in reference (a), including eligible inbound Marines and accompanied personnel.

(2) Sponsors should: be in good standing; demonstrate maturity and professionalism; possess knowledge of command and installation; and have at least six months remaining on station when practical.


(3) Command sponsorship resources and documents are available in reference (a).

5. Administration and Logistics. Directives issued by this Headquarters are published and distributed electronically. Electronic versions of Combat Center directives may be found at <https://www.29palms.marines.mil/Staff-Offices/G-1-Manpower-Directorate/Adjutant/#combat-center-orders>.

6. Command and Signal

a. Command. This Order is applicable to all active duty, reserve, and civilian personnel aboard the Combat Center.

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


M. H. CLINGAN

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