



UNITED STATES MARINE CORPS
HEADQUARTERS BATTALION
MARINE CORPS AIR GROUND COMBAT CENTER BOX 788200
TWENTYNINE PALMS CA 92278-8200

IN REPLY REFER TO
1320
HQBN
28 Aug 24

BATTALION ORDER 1320.1A

From: Commanding Officer
To: Distribution List

Subj: PERSONNEL SPONSORSHIP PROGRAM

Ref: (a) MCO 1320.11G
(b) MCO 1300.8
(c) JTR Chapter 4, Part G, Par 4780

Encl: (1) Sponsorship Assignment Letter
(2) Sponsorship Checklist for Single Marines and Sailors
(3) Sponsorship Checklist for Married Marines and Sailors
(4) Command Sponsor to SM Welcome Aboard Letter Examples
(5) Sponsorship Program Flow Chart
(6) NAVMC 11791
(7) NAVMC 11799
(8) Sample Standard Form 1164, Claim for Reimbursement

1. Purpose. To publish the Headquarters Battalion Personnel Sponsorship Program (PSP) as required by references (a) through (c).

2. Mission. To publish instructions for the conduct and management of the Battalion PSP.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To ensure the smoothest transition to duty in the battalion, the PSP requires all Marines and Sailors be afforded the opportunity to be assigned a sponsor. For accompanied personnel, every effort WILL be made to ensure the spouse and family members are also provided sponsorship information. The intent of this order is to improve the quality of life, welcome new members to the "Atlas" Family, and attempt to reduce the difficulties experienced with executing a permanent change of status to an isolated location.

(2) Concept of Operations. See Enclosures (1-9)

b. Tasks

(1) Battalion Executive Officer.

(a) Serve as the Unit Sponsorship Coordinator.

(b) Identify Officers who are in receipt of Permanent Change of Station Orders to Headquarters Battalion.

(c) Assign all inbound Officers a sponsor and notify the Alpha and Bravo Company Commanders of the personnel's arrival date.

(d) Provide a signed copy of the Commanding Officer's Welcome Aboard Letter and Welcome Packet to all inbound Officers.

(e) Maintain a Personnel Sponsorship Program turnover binder which will include, at minimum, the current orders, sponsorship training certificates, appointment letters, and Commanding Officer Welcome Aboard Letters/Electronic Welcome Aboard Packet.

(2) Battalion Sergeant Major.

(a) Identify SNCOs who are in receipt of Permanent Change of Station Orders to Headquarters Battalion.

(b) Assign all inbound SNCOs a sponsor and be prepared to coordinate reception at the MAGTF TC / MCAGCC Installation Personnel Administration Center (IPAC) as required.

(c) Provide a signed copy of the Commanding Officer's Welcome Aboard Letter and Welcome Packet to all inbound SNCOs.

(3) Uniform Readiness Coordinator (URC)

(a) If a Sponsored Marine (SM) is married, ensure that the spouse receives directions on how to request access to the HQBN's Social Media webpage through the appropriate administrator.

(b) Fulfill any requests for information or assistance received from SM or their dependent who is in receipt of orders to the battalion.

(c) Ensure that the Alpha and Bravo Company leadership has adequately trained sponsors by rank to assist in filling sponsorship gaps that may arise.

(4) S-1 Section.

(a) Identify Marines who are in receipt of Permanent Change of Station/Permanent Change of Assignment Orders to Headquarters Battalion. If the Marine is an Officer, notify the Battalion Adjutant and Executive Officer. For all enlisted personnel, notify the Battalion Sergeant Major, Battalion Operations Chief, and the Battalion Medical Chief (Enlisted Navy Personnel). Headquarters Battalion is administratively responsible for military personnel assigned or attached to MAGTF TC, MCAGCC. The scope of this administrative responsibility expands across the following organizations:

Organization Name	UIC	MCC
MAGTFTC, MCAGCC	MS3510	015
Tactical Training and Exercise Group	MS3512	UKT
Exercise Support Division	MS3513	UKU
Legal Services Support Team, 29 Palms	M02226	025
Regional OSTC West, JA Division	MS5188	U52
Staff Non-Commissioned Officer Academy, 29 Palms	MS3308	JBJ

(b) In coordination with the Battalion Sergeant Major, maintain a roster of inbound enlisted personnel stating name, rank, military occupational specialty (MOS), company assignment, estimated date of arrival (EDA), marital status, number of dependents (if any), contact number, email address.

(c) Notify the Uniformed Readiness Coordinator (URC) when an inbound Marine (officer or enlisted) has dependents.

(5) Battalion Adjutant.

(a) Provide oversight for the Battalion S-1 Section in monitoring Marine Online (MOL) Web Orders Module, the Marine Corps Total Force System (MCTFS), and Naval Message Traffic to identify all inbound personnel.

(b) Maintain a roster of inbound officers stating name, rank, military occupational specialty (MOS), company assignment, estimated date of arrival (EDA), marital status, number of dependents (if any), contact number, email address.

(c) Coordinate the company assignment of inbound officer with the Battalion Executive Officer IAW the MAGTFTC/MCAGCC Officer Slate.

(6) Company Commanders.

(a) Ensure that sponsors to all inbound personnel closely match grade, marital status, and duty assignment. Ensure that inbound personnel receive a copy of the New Join/Welcome Aboard package.

(b) Ensure that the sponsor is afforded sufficient time to effectively perform their sponsorship responsibilities.

(c) Ensure all new arrivals attend the MAGTF TC / MCAGCC Commanding Generals Welcome Aboard Brief held monthly at the Base Theater (for single personnel) and The Frontline Club (for married personnel).

(7) Company First Sergeants.

(a) Create and deliver appointment letter to identify the sponsor for inbound enlisted personnel [enclosure (2)].

(b) Provide a signed and rank corrected copy of the HQBN Command Sponsor to Servicemember Welcome Aboard Form Letter [enclosure (5)] to the sponsor for delivery to inbound enlisted Marines.

(c) Provide oversight for the inbound enlisted personnel roster ensuring it states name, rank, MOS, company assignment, EDD, EDA, marital status, number of dependents, phone number, email address, sponsor's rank and name, and sponsor's email address and telephone number.

(d) Coordinate the company assignment of inbound enlisted personnel with their respective sponsor.

(8) Sponsors.

(a) Comply with this order, utilizing guidelines from sponsorship training and the enclosures of this Order.

(b) Attend sponsorship training conducted by MCCS' Twentynine Palms Information, Referral, & Relocation Office.

(c) Upon sponsorship assignment, immediately establish communications with the inbound service member and identify travel itineraries and areas of concern. Also, maintain consistent communication with the inbound Marine or Sailor throughout the process.

(d) Ensure an electronic Welcome Aboard Package is emailed to the inbound Marine or Sailor. This can be found on the MAGTF / MCAGCC Web portal or from the MCBH Information, Referral, and Relocation Office.

(e) Assist the inbound personnel with all requested points of contact which are all readily available at the MCCS Twentynine Palms Information, Referral, and Relocation Office.

(f) Ensure billeting in company barracks is assigned and linen issued prior to arrival of inbound enlisted bachelor Marines or Sailors.

(g) If the SM is married, ensure to remind them to arrange billeting at the Temporary Lodging Facility (TLF), and arrange for hotel accommodations at a Temporary Lodging Allowance Approved hotel. If the SM or dependents require special considerations or services that are not offered by the Bachelor Billeting Office and a statement of non-availability **CANNOT** be obtained, then the sponsor needs to draft a TLA Exception to Policy Letter from the Battalion Commander to MAGTF TC / MCAGCC ISD G-4 (Attn: Bachelor Billeting Office) and go through the appropriate process to get the letter signed.

(h) Greet all Marines and Sailors upon arriving to Headquarters Battalion.

(i) During normal working hours, escort reporting personnel, with orders, in the Service "A" or Service "C" uniform to the Installation Personnel Administration Center (IPAC), escort the SM to the Battalion Headquarters for check-in with the Battalion Commander (Officers and SNCOs) and/or Battalion Sergeant Major (all enlisted personnel).

(j) After normal working hours, escort the reporting service member to the Battalion Officer of the Day (OOD), and ensure the OOD endorses the Marine or Sailor's orders by signing and dating appropriately.

(k) Escort married, or SM traveling with dependents, to the Family Housing Office to receive information regarding government housing, off-base quarters, and TLA reimbursement.

(l) Familiarize new personnel with the different services provided by the Combat Center.

(m) Accompany new joins throughout the entire check-in process, ensuring a smooth and efficient transfer. During the check-in process with the battalion and IPAC the sponsor will assist the new join and provide transportation where required IAW reference (g).

(n) Not to receive any monetary benefits from TLA approved hotels, rental car agencies, or airlines for any service in conjunction with a sponsorship assignment. Accepting monetary benefits, gratuities, or similar credit from the enterprises constitutes a conflict of interest and is a violation of DoD 5500.7R. Violation of said regulation can result in disciplinary action.

(o) Not to make commitments, especially those that may be construed as being on behalf of Headquarters Battalion, which cannot be fulfilled. Such commitments can be a disservice and disappointing to the inbound service member and counterproductive to the sponsorship program.

c. Coordinating Instructions. Omitted

5. Administration and Logistics. Omitted

6. Command and Signal.

a. Command. This Order is applicable to all HQBN assigned personnel.

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

ROLLINS.NATHAN.
MARCUS.1266309
720

Digitally signed by
ROLLINS,NATHAN.MARCUS.12
66309720
Date: 2024.09.17 13:13:05
-0700'

N. M. ROLLINS

Sample Sponsor "Welcome Aboard" Letter (Continental United States

(CONUS)) (On Command Letterhead or via email)

SSIC

Date

Name
Address
City, State, Zip

Dear (Grade and Name):

SUBJECT: WELCOME ABOARD

Welcome to (enter unit or activity). I have been assigned as your Sponsor. (The remainder of this paragraph should contain a brief summary of the unit's mission and activities.)

I have been informed that a letter from the unit commander was sent with your welcome packet. If you have not received it within 14 days after receipt of this letter, contact me at (enter email address and phone number), and I will send another. If you have any questions which have not been answered by the welcome packet, let me know and I will try to send you the necessary information.

(Enter appropriate personal information as deemed necessary. At minimum, this should include information concerning items of interest.)

Your Deployment Readiness Coordinator (DRC) or Uniformed Readiness Coordinator (URC) can provide you with additional information about the base and the surrounding area.

DRC/URC Contact Information:

Name: _____ Work phone: _ Work email: _____

I encourage you (and your family) to visit the nearest installation Information, Referral and Relocation (IR&R) Program office in Marine and Family Programs, to obtain information and assistance with your Permanent Change of Station (PCS) move and to sign up for a PCS workshop. IR&R services are designed to aid all Service Members and their families who are relocating from one duty station to another. Also, you may check <https://installations.militaryonesource.mil/> and <https://planmymove.militaryonesource.mil/> for information on planning your move and learning about your destination.

If I can be of any assistance, please do not hesitate to write or call.

Sincerely,

(Signature block)

ENCLOSURE 1.

Sponsorship Checklist for Single Marines and Sailors

- HQBN Check-In Sheet
- IPAC
- Attend Welcome Aboard Brief
- Single Marine Program
- Base Education Center
- Library
- Recreation Centers
- Sports
- Theater
- Information, Referral and Relocation
- DEERS
- DMO/Personal Property
- TRICARE
- Community Counseling Program
- Base Legal
- Voting Assistance
- Post Office
- Outdoor Recreation Area
- ITT Office
 - Note 29 Palms Personnel coordinate Ticket purchases through MCB Camp Pendleton

ENCLOSURE 2

Sponsorship Checklist for Married Marines and Sailors

- HQBN Check-In Sheet
- IPAC
- Attend Welcome Aboard Brief
- Family Member Employment Assistance Program
- Base Housing
- Base Education Center
- Library
- Recreation Centers
- Sports
- Theater
- Information, Referral and Relocation
- DEERS
- DMO/Personal Property
- TRICARE
- Community Counseling Program
- Base Legal
- Voting Assistance
- Post Office
- Outdoor Recreation Area
- ITT Office
 - Note 29 Palms Personnel coordinate Ticket purchases through MCB Camp Pendleton

ENCLOSURE 3

Sample Sponsor "Welcome Aboard" Letter (Accompanied - Outside the Continental United States (OCONUS))

(On Command Letterhead or via email)

SSIC

Date

Name
Address
City, State, Zip

Dear (Grade and Name):

SUBJECT: WELCOME ABOARD

I would like to welcome you and your family to (command/unit). Whether you've been stationed here before or not, I believe you'll enjoy your tour of duty here. As your Sponsor, I will try to make your transition as smooth as possible.

A Welcome Aboard Package has been sent to you (provide status of package). The package contains a self-addressed "Port Call Information Card." Please complete the card as soon as you know your flight number and date of arrival. If you haven't received the package by (allow two weeks for delivery), please let me know.

I encourage you and your family to visit the nearest Marine and Family Programs' Information, Referral and Relocation (IR&R) office to receive information and assistance with your Permanent Change of Station (PCS) move. The IR&R Program provides PCS workshops and relocation assistance to help all Service Members and their families who are relocating from one duty station to another. Also, you may check <https://installations.militaryonesource.mil/> and <https://planmymove.militaryonesource.mil/> for information on planning your move and learning about your destination. Relocation services available through the IR&R office include:

- Destination information
- Base and community information worldwide
- Relocation workshops (Welcome Aboard and PCS/OCONUS workshops)
- Lending Locker (if your installation has one)

(If known) You have been slated for assignment to (unit). Your official mailing address will be: (complete organizational address).

Your duty phone number will be: DSN _____, commercial 011-_____. Remember, this is a tentative assignment and may be changed based on the needs of this command.

I have been informed that you are coming on an accompanied tour and will arrive during (month).

You will need an approved area clearance and no-fee passport for each of your family members, as well as an Overseas Suitability Screening (OSS), which includes a dental and medical screening for you and your family

ENCLOSURE 4

members. Additionally, please ensure that if you and/or your family members have any requirements for prescription medical drugs/refills, that they have been entered into your/your family member(s) health records.

Personal records which you should have in your immediate possession while en route (unless procedure from detaching base prescribes otherwise) include: dental endorsements and modifications; approved area clearance; shot records; and passport. Additionally, (add the following as applicable): original birth certificates; marriage certificate; divorce certificate; and school records. Your approved area clearance will provide modified weight allowances for shipment of household goods and a statement of available government-provided furnishings.

Please call or drop me a quick note with information on your family (ages and gender of children for housing assignment purposes) and whether or not you are bringing a pet(s). This will assist me in ensuring transportation has been arranged from the airport to temporary lodging. When you have your port call information (date, time of arrival, and flight number) inform me immediately so that I can assist you with the housing process or reserve temporary lodging.

I will also need your current mailing address and phone number (to include your temporary leave address and phone number).

Feel free to call me at DSN _____ or commercial 011-_____.
My email address is: _____. My mailing address is:
_____.

Based on policy, housing assignment is determined by location of work, availability, and family size. There also may be mandated "live on-base" policies established (Okinawa). If on-base housing on Okinawa is not available for your family based on work location, pay grade, and family size, you may be given the option to move off-base. There are single units, multiplex, and high-rise apartments available on-base, but they vary by work location, availability, and family size. In some locations (primarily Okinawa and Iwakuni), the high-rises have some pet-restrictions, and you should be aware that having a pet is not a basis for declining housing. On Okinawa, having a pet is NOT justification for moving off base. If you are bringing pets, please let me know immediately, so I can provide you with very important information on pet importation laws and requirements, along with installation pet breed restrictions policies for pets in on-base housing. Suitable off-base housing is small and expensive. Off-base utilities and phone service are also expensive.

If you reside off-base, you will receive overseas housing allowance to offset a good portion of your costs.

You must bring your full uniform allowance. The normal uniform of the day is _____.

Finally, you should be prepared for incidental expenses while en route and upon arrival. You should have sufficient funds to cover food and shelter in the event you are delayed en route.

You should also have sufficient funds to cover lodging/commissary/meals upon arrival, as Temporary Lodging Allowance (for lodging only) is paid at the end of 10 days.

I hope you find this information helpful. It is not all-inclusive, so I highly recommend you make an appointment with the IR&R Program in the installation Marine and Family Programs office to discuss with trained personnel the many aspects of your move.

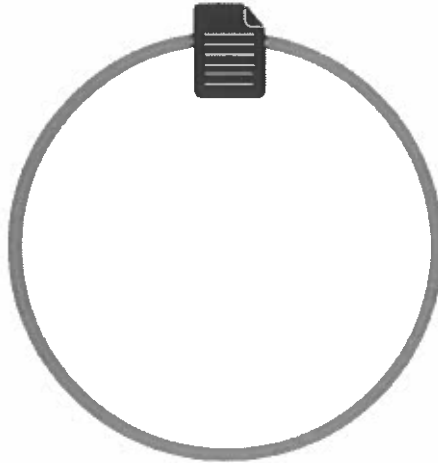
Also, do not hesitate to call or write if you have any questions. I look forward to meeting you and your family in person and working with you as a member of our team.

Sincerely,

(Signature block)



Step 1



The Sponsorship Cycle begins when the receiving command obtains web orders for Marines for whom sponsorship is mandatory. This includes all personnel executing CONUS or OCONUS orders in the ranks of:

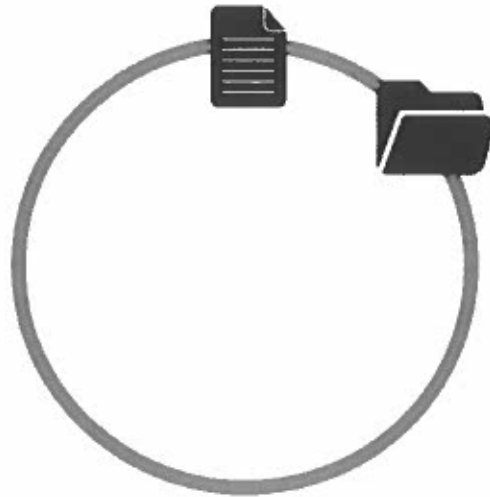
- E-1 through E-9
- WO-1 through CWO-5
- O-1 through O-6

It also begins when the receiving Command receives Sponsorship Request Form (NAVMC 11799) from any Inbound Marine (of any rank or marital status).

Although sponsorship is mandatory for some, it is encouraged for all Marines when they PCS.

The new Marine Corps Sponsorship MCO expands the group of Marines for whom sponsorship is mandatory. Review the Sponsorship is Mandatory document in the Sponsorship Coordinator Training on Moodle for more detail.

Step 2



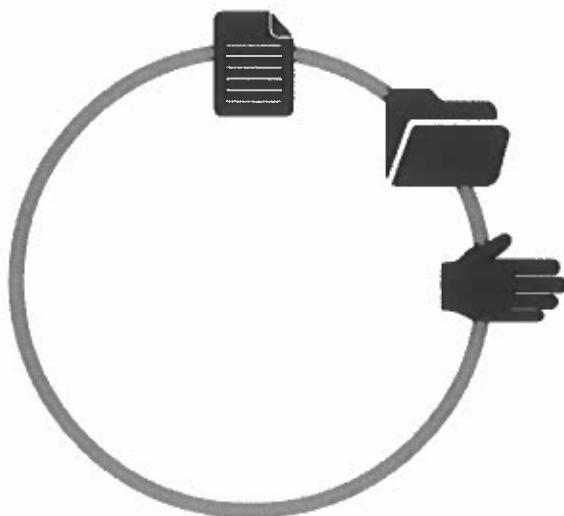
Command submits Welcome Aboard Package to Inbound Marine.

- The Welcome Aboard Package includes:
- Commander's name and contact information
- Sponsor's name, grade, and contact information
- DRC/URC's name and contact information
- Installation website

Per MCO 1320.1H, the Unit Commander must ensure incoming personnel are assigned a Sponsor and receive a "Welcome Aboard" letter, upon receipt of NAVMC 11799 or web orders if the personnel fall under the mandated sponsorship assignment criteria.

ENCLOSURE 5

Step 3

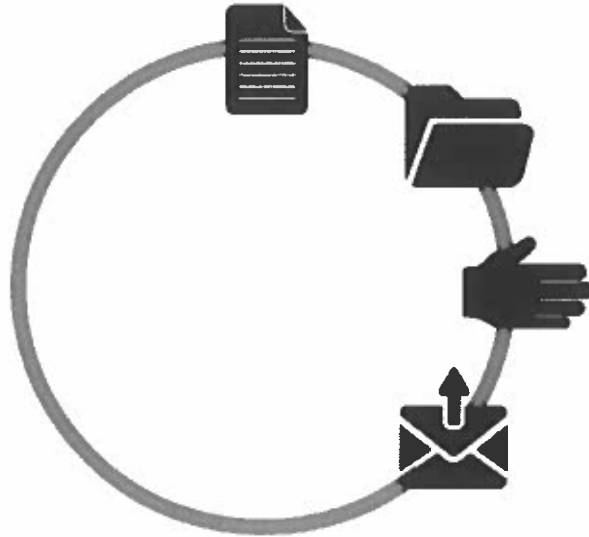


Sponsorship Coordinator at receiving Command assigns a Sponsor.

Sponsorship Coordinator at receiving Command assigns a Sponsor, doing their best to match Marines in similar circumstances (a single Marine with a single Marine, a married Marine with a married Marine, etc.) when possible.

The Sponsorship Coordinator will assign you to an Inbound Marine of equal or lower pay grade.

Step 4

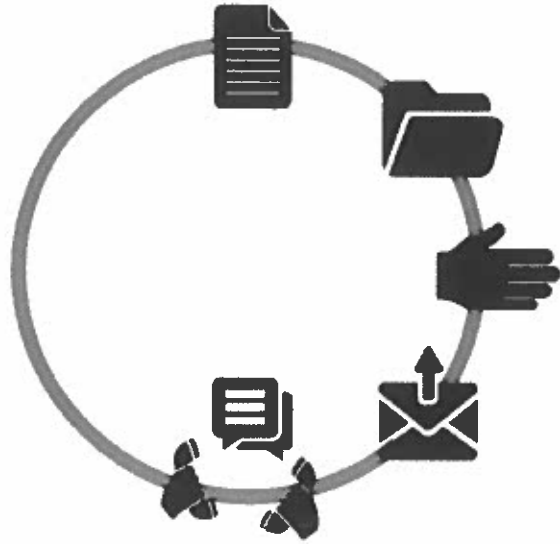


Sponsor contacts Inbound Marine by phone or email and passes information on next steps to apply for housing.

This is where you as a Sponsor comes into the picture.

MCO 1320.11H Enclosures (4) through (6) are sample Sponsor "Welcome Aboard" Letters Sponsors can use as a reference.

Step 5



Sponsor and Inbound Marine meet via telephone or email.

Step 6



Sponsor meets Inbound Marine upon arrival at duty station.

ENCLOSURE 15

Step 7



Sponsor guides Inbound Marine through check-in process.

This includes the installation Welcome Aboard brief, which satisfies the requirement in MCO 1320.11H to ensure that Settling In services are provided that familiarize new arrivals to the installation and surrounding community.

Step 8



Newly arrived Marine finalized check-in process and Sponsorship Questionnaire (NAVMC 11791) is returned to Sponsorship Coordinator at Command.

The Sponsorship Questionnaire is optional and will not be given to the Sponsor.

NAVMC 11791 (11-11) (EF)

FOUO - Privacy sensitive when filled in.

SPONSORSHIP PROGRAM QUESTIONNAIRE

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. Completion of this questionnaire is entirely 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. Once completed, please return to your Unit 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. When did you receive your orders? _____
- 10. When did you transfer from your last command? _____
- 11. Did you attend school(s) or take leave in transit to this command? YES NO List Dates: _____

- 12. Did your previous command inform you of the resources available to you at your nearest MCCS? YES NO
- 13. Overall, were you satisfied with this Command Sponsorship Program? YES NO
- 14. Please list any suggestions you have for improving the Command Sponsorship Program.

FOR OFFICIAL USE ONLY

ENCLOSURE .6

NAVMC 11799 (11-11) (EF)

FOUO - Privacy sensitive when filled in.

SPONSORSHIP REQUEST			
PRIVACY ACT STATEMENT			
In accordance with the Privacy Act of 1974, this notice informs you of the purpose for collection of information on this form. Please read it before completing this form.			
AUTHORITY: 10 U.S.C. 5041, Headquarters, Marine Corps; and MCO 1320.11F, Marine Corps Sponsorship Program.			
PRINCIPAL PURPOSE: This System of Records is governed by Privacy Act System of Records Notice MN05000-1, which can be downloaded at http://dpclo.defense.gov/privacy/SORNs/component/navy/NM0500-1a.html . Information collected by this System will be used for the assignment of personal sponsor per Marine Corps Order 1320.11F.			
RETENTION AND SAFEGUARDS: The information collected in this System will be retained in paper or automated records for two years then destroyed. Access is provided on need-to-know basis only. Manual records are maintained in file cabinets under the control of authorized personnel during working hours. The office space in which the file cabinets are located is locked outside of official working hours. Computer terminals are located in supervised areas. Access to computerized data is controlled by password or other user code system.			
ROUTINE USES: In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows: the DoD "blanket routine uses" that appear at the beginning of the Navy's compilation of systems notices apply to this system: http://dpclo.defense.gov/privacy/SORNs/blanket_routine_uses.html .			
DISCLOSURE: Providing information on this form is voluntary.			
Rank/Grade:	Name:		MOS:
Address:		City:	State: Zip Code:
Unit Phone (Commercial):		Unit Phone (DSN):	
Current Mailing Address:		City:	State: Zip Code:
Email Address:		Estimated Detach Date:	Arrival Date:
MCC/RUC of New Assignment:			
Leave Address:		City:	State: Zip Code:
Marital Status:	Spouse's Name:	Unit Phone (DSN):	Email Address:
Anticipated Mode of Travel:	Children Name's and Ages:		
Are you an exceptional family member sponsor? <input type="checkbox"/> Yes <input type="checkbox"/> No			
(Check one) <input type="checkbox"/> I DO / <input type="checkbox"/> I DO NOT desire government quarters (unless mandated by base policy).			
(Check one) My family size will require: <input type="checkbox"/> 2, <input type="checkbox"/> 3, <input type="checkbox"/> or 4 bedrooms. I <input type="checkbox"/> have / <input type="checkbox"/> have not forwarded an application for an assignment to military family housing, DD Form 1746 to the housing office.			
I have _____ dog(s) and _____ cat(s).			
Specific Information/assignment requested:			

FOR OFFICIAL USE ONLY

Ar... LiveCycle Designer 9

ENCLOSURE 7

CLAIM FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS	1. DEPARTMENT OR ESTABLISHMENT, BUREAU, DIVISION OR OFFICE	2. VOUCHER NUMBER
		3. SCHEDULE NUMBER

<i>Read the Privacy Act Statement on the back of this form.</i>		5. PAID BY
a. NAME <i>(Last, first, middle initial)</i>	b. SOCIAL SECURITY NO.	
c. MAILING ADDRESS <i>(Include ZIP Code)</i>	d. OFFICE TELEPHONE NUMBER	
<i>4. CLAIMANT</i>		

6. EXPENDITURES *(If fare claimed in col. (g) exceeds charge for one person, show in col. (h) the number of additional persons which accompanied the claimant.)*

DATE <i>(e)</i>	CODE <i>(b)</i>	Show appropriate code in col. (b): A - Local travel B - Telephone or telegraph, or C - Other expenses <i>(itemized)</i> D - Funeral Honors Detail E - Specialty Care		MILEAGE RATE NO. OF MILES <i>(e)</i>	AMOUNT CLAIMED				
		<i>(Explain expenditures in specific detail.)</i>			MILEAGE <i>(f)</i>	FARE OR TOLL <i>(g)</i>	ADD. PERSONS <i>(h)</i>	TIPS AND MISCEL-LANEOUS <i>(i)</i>	
		FROM <i>(c)</i>	TO <i>(d)</i>						
					0.00				
					0.00				
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					0.00				
					0.00				
					0.00				
					0.00				
<i>If additional space is required continue on the back.</i>				SUBTOTALS CARRIED FORWARD FROM THE BACK	0.00	0.00	0.00	0	0.00

7. AMOUNT CLAIMED <i>(Total of cols. (f), (g) and (i).)</i> ▶ \$ 0.00	TOTALS	0.00	0.00	0.00	0	0.00
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8. This claim is approved. Long distance telephone calls, if shown, are certified as necessary in the interest of the Government. *(Note: If long distance calls are included, the approving official must have been authorized in writing, by the head of the department or agency to so certify (31 U.S.C. 680a).)*

Sign Original Only

APPROVING OFFICIAL SIGN HERE ▶ _____ DATE _____

9. This claim is certified correct and proper for payment.

Sign Original Only

AUTHORIZED CERTIFYING OFFICER SIGN HERE ▶ _____ DATE _____

10. I certify that this claim is true and correct to the best of my knowledge and belief and that payment or credit has not been received by me.

Sign Original Only

CLAIMANT SIGN HERE ▶ _____ DATE _____

11. CASH PAYMENT RECEIPT	
a. PAYEE <i>(Signature)</i>	b. DATE RECEIVED
c. AMOUNT \$	
12. PAYMENT MADE BY CHECK NO.	

ACCOUNTING CLASSIFICATION _____

6. EXPENDITURES - Continued

DATE (a)	C O D E (b)	Show appropriate code in col. (b):		MILEAGE RATE	AMOUNT CLAIMED				
		A - Local travel	D - Funeral Honors Detail		MILEAGE (f)	FARE OR TOLL (g)	ADD PER-SONS (h)	TIPS AND MISCEL-LANEOUS (i)	
(c) FROM		(d) TO		NO. OF MILES (e)					
(Explain expenditures in specific detail.)									
					0.00				
					0.00				
					0.00				
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					0.00				
					0.00				
					0.00				
					0.00				
					0.00				
					0.00				
					0.00				
<i>Total each column and enter on the front, subtotal line.</i> ►					0.00	0.00	0.00	0	0.00

In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of the information on this form is authorized by 5 U.S.C. Chapter 57 as implemented by the Federal Travel Regulations (FPMR 101-7), E.O. 11609 of July 22 1971, E.O. 11012 of March 27, 1962, E.O. 9397 of November 22, 1943, and 26 U.S.C. 6011(b) and 6109. The primary purpose of the requested information is to determine payment or reimbursement to eligible individuals for allowable travel and/or other expenses incurred under appropriate administrative authorization and to record and maintain costs of such reimbursements to the Government. The information will be used by Federal agency officers and employees who have a need for the information in the performance of their official duties. The information may be disclosed to appropriate Federal, State, local, or foreign agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions, or when pursuant to a requirement by this agency in connection with the hiring or firing of an employee, the issuance of a security clearance, or investigations of the performance of official duty while in Government service. Your Social Security Account Number (SSN) is solicited under the authority of the Internal Revenue Code (26 U.S.C. 6011(b) and 6109) and E.O. 9397, November 22, 1943, for use as a taxpayer and/or employee identification number; disclosure is MANDATORY on vouchers claiming payment or reimbursement which is, or may be, taxable income. Disclosure of your SSN and other requested information is voluntary in all other instances; however, failure to provide the information (other than SSN) required to support the claim may result in delay or loss of reimbursement.

ENCLOSURE 8