



UNITED STATES MARINE CORPS

4th FORCE SERVICE SUPPORT GROUP
4400 DAUPHINE STREET
NEW ORLEANS, LOUISIANA 70146-5400

GruO 1110R.1C

G1

28 Jul 03

GROUP ORDER 1110R.1C

From: Commanding General

To: Distribution List

Subj: SPONSORSHIP PROGRAM FOR NEWLY JOINED MARINES

Ref: (a) MCO P1001R.1J

- Encl: (1) Format of Letter of Commitment for Participation in the Selected Marine Corps Reserve
(2) Format of Letter to Newly Joined Marine Reservist's Employer
(3) Guidelines for unit Check-in Procedures

1. Purpose. To promulgate instructions relative to the administration of a Sponsorship Program within the 4th Force Service Support Group for newly joined Prior Service (PS) Marines and Non-Prior Service (NPS) Marines attending Initial Active Duty for Training (IADT).

2. Cancellation. GruO 1110R.1B.

3. Background. This program is established to create a sense of unit membership in newly joined PS Marines and to maintain communications between a Selected Marine Corps Reserve (SMCR) unit and its NPS enlistees while they are attending IADT, within the 4th FSSG.

4. Action. Commanding Officers/Officers in Charge will:

a. Ensure that personnel receive orientation briefs in accordance with the reference. The brief will be conducted by the CO, OIC or, in those instances where the CO/OIC is unavailable, a designated representative of the Commanding Officer/Inspector-Instructor using the reference as a guide.

b. Appoint a sponsor for each new individual recruited to the unit, both PS and NPS. The sponsor should be of equal rank and MOS to the individual sponsored, where possible. Only highly

motivated Marines who have been in the unit for at least one year should be assigned as sponsors. Promulgate the assignment and duties of sponsors by a unit letter signed by the CO/OIC.

c. Ensure that three letters are sent to each NPS enlistee while the enlistee is attending IADT.

d. Ensure that each NPS or PS joinee receives a "Welcome Aboard" packet. Units are encouraged to continually refine this packet to meet local needs and share those ideas with all units of this command. Each packet will include the following items in addition to other items considered pertinent to each unit:

- (1) Commanding Officer's "Welcome Aboard" letter.
- (2) Unit chain of command.
- (3) Drill schedule.
- (4) Current SMCR pay scale.
- (5) Copy of unit lineage.
- (6) Roster of useful unit phone numbers.
- (7) Explanation of required participation in the SMCR, with a definition of the various types of drills and absences, e.g., regular drills, APDs, ATD, not scheduled, excused absences, and UA.
- (8) Explanation of pay procedures and insurance benefits.
- (9) USMCR and unit policy on promotions, to include an explanation of fitness reports and proficiency and conduct marks.
- (10) Individual clothing procedures.
- (11) Information on the local area, e.g., suggested routes to reach the reserve center, liberty activities, etc.
- (12) USMCR benefits, i.e., Reserve GI Bill, commissary and PX.
- (13) USMC weight, fitness, and grooming standards.

e. Ensure the designated sponsor understands that they are responsible for orienting and assisting the joining Marine.

f. Ensure the unit 1stSgt/SgtMaj, or other designated Senior SNCO, personally contacts each newly joined Marine for a period of three drill weekends after the Marine's enlistment in the SMCR, to ensure that any potential problem areas are corrected expeditiously.

g. Following the initial drill weekend of the newly joined Marine, the CO/OIC will follow-up as required. In addition, the CO/OIC will conduct a follow-up interview on the third drill weekend for each new joinee.

h. Request a non-binding, written commitment from PS Marines to serve at least one year in the SMCR. A suggested format is provided as enclosure (1).

i. Ensure that the NPS or PS joinee has discussed his reserve commitment with his immediate family, if appropriate, and offer to discuss the reserve program with the family if the NPS or PS joinee feels it would be helpful to gain their support.

j. After acquiring the NPS or PS joinee's approval, contact their employer to thank them for supporting the Marine Corps Reserve program, and to assure them that the unit will do everything possible to minimize the impact of the NPS or PS joinee's absence from their civilian employment. A follow-up letter should then be sent to the employer emphasizing the Marine Corps Reserve's gratitude for their support of the program. Enclosure (2) may be used as a guide for that letter.

k. units should establish a rapid check-in procedure for new joinees to minimize the time required for this mundane, but necessary process. If new joinees sense that time is being wasted, they will be less excited about their Marine Corps involvement and responsibility to attend drills. Adherence to a well-developed and supervised rapid check-in procedure will serve to expedite the new joinees' involvement in more meaningful and productive unit training activities. Check-in procedures will conform to guidelines set forth in enclosure (3).

l. Unit commanders are reminded there is expected to be continued emphasis on personal counseling of PS and NPS Marines throughout their careers on a frequent and regular basis by small unit commanders, and that the sponsorship program is not a replacement for accepted small unit leadership techniques to ensure the motivation and retention of qualified Marines in the SMCR.

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m. In the sixth month after a PS Marine joins the unit, the sergeant major, first sergeant, or other senior enlisted Marine will interview the PS Marine and elicit suggestions for improving the unit. After this interview, but during the same month if possible, the unit commander will meet the PS Marine and discuss each suggestion. A memorandum of each interview will be placed in the unit's sponsorship program files.

n. This Order eliminates the requirement for subordinate units to publish their own sponsorship order. Subordinate units may publish amplifying instruction if they deem necessary.


R. E. TOBIN
Chief of Staff

DISTRIBUTION: A/B

FORMAT OF LETTER OF COMMITMENT FOR PARTICIPATION
IN THE SELECTED MARINE CORPS RESERVE

Date

From: Rank, Name & SSN of Prior Service Marine

To: Commanding Officer/Officer in Charge of SMCR Unit Prior
Service Marine Desires to Join

Subj: COMMITMENT FOR PARTICIPATION IN THE SELECTED MARINE CORPS
RESERVE

1. I desire to be affiliated with the selected Marine Corps Reserve, and it is my intent to request affiliation with (Reserve unit Designation). As a Prior Service Marine, I understand my participation in the Selected Marine Corps Reserve is strictly voluntary.

2. In that I take this action voluntarily, I pledge and morally commit to remain with (Reserve Unit Designation) for a period of not less than one year. If for any reason I am unable to attend a scheduled drill, I will advise the unit commander or Inspector-Instructor in advance so arrangements can be made.

Prior Service Marine's Signature

ENCLOSURE (1)

FORMAT OF LETTER TO NEWLY JOINED MARINE RESERVIST'S EMPLOYER

Dear _____
(Employer's Name)

I appreciated the opportunity to speak with you recently about the participation of (RANK. NAME EMPLOYEE) in the Marine Corps Reserve. without your continued support, and the support of many patriotic employers across the country, the U.S. Marine Corps Reserve program could not exist, and one of the country's most important and cost-effective military organizations would be lost.

As I mentioned when we spoke, we will do everything in our power to minimize any inconvenience that (RANK. NAME EMPLOYEE) participation in the Marine Corps Reserve might cause your company. We attempt to schedule monthly weekend drills six months in advance, and publish that schedule to each reservist. Two week annual training periods are also scheduled at least six months in advance.

We hope this will aid you in pre-planning (RANK. NAME EMPLOYEE) absences.

If I can answer any questions or assist you in any way, do not hesitate to call. Again, thank you for your support.

RANK, NAME, CO/OIC, etc.

ENCLOSURE (2)

GUIDELINES FOR UNIT CHECK-IN PROCEDURES

Each unit will adopt a written check-in procedure meeting the following standards:

1. A member of the Inspector-Instructor staff will be designated to coordinate check-in procedures.
2. The procedure should be as simple as is compatible with sound and complete administrative procedures.
3. The joinee should be accompanied by an officer or SNCO during the check-in process in order to prevent any unnecessary delays. The check-in procedure should include contact with the Commanding Officer and Senior Enlisted advisor.
4. Every effort will be made to make the check-in process a positive experience for the joinee.
5. The person responsible for drill attendance reporting will be included in the check-in process.