



UNITED STATES MARINE CORPS
U.S. MARINE CORPS FORCES, EUROPE
U.S. MARINE CORPS FORCES, AFRICA
UNIT 30462
APO, AE 09154-0462

1320
C/S

From: Commander, U.S. Marine Corps Forces, Europe and Africa
To: Lieutenant Colonel [REDACTED] [REDACTED] [REDACTED] USMC
Subj: ASSIGNMENT AS SPONSOR

Ref: (a) MCO 1320.11H
(b) MARFOREUR/AFO 1320.1C

1. Per the references, you are assigned as the sponsor for Chief Warrant Officer 3 (CWO3) [REDACTED] [REDACTED] USMC. His expected date of arrival is 31 January 2025.

2. Effective and thorough sponsorship is a key to successfully beginning a new tour of duty. This is especially true in Europe, which is likely an unfamiliar duty location. You must take your assignment as a sponsor seriously and provide your best professional and personal assistance.

3. If applicable, I encourage your spouse to participate in the Personnel Sponsorship Program as well. Transition is not only challenging for the inbound personnel, but especially difficult for their families on an accompanied tour. If your spouse is willing, you may provide your spouse's name and contact information to the inbound spouse. As a reminder, use of government telephones and e-mail are authorized for the Personnel Sponsorship Program.

4. The Sponsorship Coordinator will prepare and e-mail a personal welcome aboard letter to CWO3 Machado within seven days of this notification.

E-mail: [REDACTED]
Work Phone#: [REDACTED]

5. Please contact the Sponsorship Coordinator at: marforeurafg1manpower@usmc.mil for any assistance as needed. Advise the Sponsorship Coordinator of any changes in reporting date, marital status, and when the Marine has arrived. Similarly, the Sponsorship Coordinator will provide you with any new information.

6. You are responsible for providing or arranging all required transition assistance pertaining to CWO3 Machado's assignment. You will be required to complete Sponsorship training, MarineNet course (MFRSPON001) and return to Sponsorship Coordinator.


J. J. ANDERSON
Chief of Staff