



PSCINST 1326.1

MAR 26 2015

PERSONNEL SERVICE CENTER INSTRUCTION 1326.1

Subj: SPONSOR ASSIGNMENT AND RESPONSIBILITIES

Ref: (a) Military Assignment and Authorized Absences, COMDTINST M1000.8, Article 1.A.14

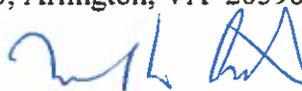
1. PURPOSE. This Instruction prescribes processes and provides guidance for members assigned as Coast Guard Personnel Service Center (PSC) Sponsors for inbound personnel.
2. ACTION. PSC Division and Staff Chiefs must ensure compliance with the provisions of this instruction and reference (a). Internet release is authorized.
3. DIRECTIVES AFFECTED. None
4. PROCEDURES.
 - a. Sponsor Assignment. The Human Resources and Administration Division will coordinate with the appropriate Division/Branch Chief to assign a sponsor upon identification of inbound personnel to PSC on Direct Access. The following guidance applies when assigning a sponsor:
 - (1) The assigned sponsor shall never be the incumbent.
 - (2) All sponsors shall have a satisfactory conduct mark and have been assigned to PSC for a minimum of 6-months.
 - b. Sponsor Responsibilities. Sponsorship is a vital component of the mobile military lifestyle. Relocating can be a very stressful experience for both the service member and their family. The role of a Sponsor is to help ease this process to enable a quick and efficient transition to the new location and job. Enclosure (1) outlines the primary duties and responsibilities of the Sponsor. The Sponsor should be engaged and readily available to assist the incoming member when needed!

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5. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance to Coast Guard personnel and is not intended to nor does it impose legally-binding requirements on any party outside the Coast Guard.
6. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.
 - a. The development of this directive and the general policies contained within it have been thoroughly reviewed by the originating office and are categorically excluded under current USCG categorical exclusion (CE) #33 from further environmental analysis, in accordance with Section 2.B.2. and Figure 2-1 of the National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series).
 - b. This directive will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policies in this Manual must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), Council on Environmental Policy NEPA regulations at 40 CFR Parts 1500-1508, DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates.
7. DISTRIBUTION. No paper distribution will be made of this Instruction. An electronic version will be location on the following website: <http://www.uscg.mil/psc/hra/pscinst.asp>
8. RECORDS MANAGEMENT CONSIDERATIONS: This instruction was thoroughly reviewed during the directives clearance process and it was determined there are no further records scheduling requirements in accordance with the Federal Records Act, 44 U.S.C. 3101, et esq., NARA requirements, and the Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any significant or substantial change to existing records management requirements.
9. FORMS/REPORTS. Application for Assignment to Military Housing (CG-5267)
10. REQUEST FOR CHANGES. Units and individuals may recommend changes by writing via the chain of command to: Commander, Coast Guard Personnel Service Center; Mail Stop 7200, 4200 Wilson Blvd, Suite 1100; Arlington, VA 20598-7200.



M. L. AUSTIN
Commander, Personnel Service Center

Enclosure: (1) Sponsor Handbook
(2) CG Form 5267 Application for Assignment to Military Housing

USCG Personnel Service Center



Sponsor Handbook

Sponsorship is very important to our members, families and to our mission. Support our personnel, Support our mission!

Congratulations!

You have been assigned to sponsor a new team member of our Coast Guard Personnel Service Center Community. I cannot emphasize enough the importance of your role in the relocation process of our new member and possibly their family.

You represent the first glimpse this new team member, and possibly his or her family, will have of the Personnel Service Center and the National Capital Region (NCR). The impression you make will be a lasting one, and it is critical that it reflects the care and concern of all members here at PSC. You have only one chance to make a favorable first impression, please take full advantage of this opportunity.

I encourage you to do your very best to make this move as smooth as possible for our new team member and to use all of the resources available. Be proactive!

Sponsorship is a vital component of the mobile military lifestyle. Relocating is a very stressful experience for both the service member and their family. Your role as a Sponsor will help to provide a quick efficient transition to the new location and the new job.

The following Sponsorship Duties Checklist will help you successfully execute your duties as a Sponsor. Please keep these in handy and review them often as you work through the sponsorship process. The checklist is divided between Pre-Arrival, Arrival, and Post-Arrival tasks.

Pre-Arrival:

- ❖ Contact the new member via phone or email to say hello and explain the sponsorship process. Advise all AY15 incoming personnel of the move to the Headquarters building located on the St. Elizabeth's Campus.
- ❖ Ask questions about the newcomer needs and family needs.
- ❖ Provide transportation suggestions for their daily work commute including public transit options and parking requirements and fees or carpool/vanpool if applicable.
- ❖ Confirm member has received the Welcome Aboard email and all attachments.
- ❖ Confirm member has submitted the release from housing form. Dislocation Allowance (DLA) will not be authorized if the form is not submitted and a release from quarters is approved.
- ❖ Assist with temporary lodging arrangements, communicate details by personal email or phone.
- ❖ Brief supervisor about sponsorship process details and if there are any problems encountered.
- ❖ Offer assistance with housing information and available rentals if needed.

Arrival:

- ❖ Personally meet the new member upon arrival or arrange for someone to meet them due to duty commitments.
- ❖ Introduce the new member to his/her new unit, supervisor, key personnel, and fellow co-workers.

- ❖ Accompany the new member through in-processing and check-in procedures.

Post-Arrival:

- ❖ Offer assistance with parking garage arrangements (if desired).
- ❖ Offer assistance with transportation needs.
- ❖ Ensure that family has contact information for schools, medical care, child care, and other resources.

Sponsorship is a vital component impacting our unit's readiness. The following Needs Assessment Checklist will help you successfully execute your duties as a Sponsor. Please use it as a guide when contacting the new member to collect the information you will need to help his or her family with a successful move.

PSC Relocation Information:

- ❖ Newly assigned members will receive a "Welcome Aboard" e-mail from the Human Resources and Administration (HR&A) Division. This "Welcome Aboard" e-mail will contain a copy of the newly assigned members orders, release from housing application and all of the appropriate "Check-In" worksheets. Both the sponsor as well as the ADMIN Yeoman will be copied on the email to assist in answering any administrative questions the newly assigned member might have.
- ❖ Once the sponsor has been assigned they will receive by e-mail a "Sponsor Assignment" message that contains the link to both the Sponsor PSC instruction as well as this sponsor handbook.

Housing Information:

- ❖ Ms. Janet Bonds is the Housing Officer for NCR. There are no barracks available in the NCR; therefore, you will be released from mandatory assignment. In accordance with current policy all personnel are required to complete a housing release request. This release is to be forward to the housing officer via email Ms. Bonds at Janet.L.Bonds@uscg.mil. This should be completed prior to departure in order to be authorized Dislocation Allowance (DLA).

There is no mandatory assignment to government quarters in the NCR for members accompanied by their dependents, but Servicing Personnel Offices (SPO) and potential landlords may still require a written release. If transferring to the Washington, DC, area, this can be obtained from PSC (HR&A) or Ms. Bonds in the Regional Housing Office (above). All other units can obtain releases from Ms. Bonds at the email address above.

There are several options available for housing within the NCR. Coast Guard personnel are authorized to apply for DoD Privatized Housing at several locations:

- Ft. Belvoir in Northern Virginia (<http://www.villagesatbelvoir.com/>)
- Joint Base Anacostia-Bolling (<http://www.bollingfamilyhousing.com/>) where the Potomac meets the Anacostia River (right down the street to the new CGHQ)

- Quantico Marine Base
(<http://www.quantico.usmc.mil/activities/?Section=Housing>) 40 miles south of the DC area in Virginia
- ❖ Members interested in obtaining quarters in the private sector should visit www.homes.mil. This website is dedicated to providing the service member, their families, and civilian employees with home finding assistance.

Transportation / HHG Information:

- ❖ There are multiple options for transportation and HHG assistance. While there is a transportation office at CG Headquarters, staffing is limited and delays can be expected between the months of March and September. The following are the transportation office that are available within the NCR:

US Coast Guard Headquarters Transportation Office
(202) 372-4033
<http://www.uscg.mil/baseNCR/pages/hhgTransport.asp>

Joint Base Anacostia-Bolling Transportation Office
(202) 767-8888

Fort Belvoir Transportation Office
(703) 806-4900
<https://www.belvoir.army.mil/jppsoma/index.html>

Walter Reed NMMC Bethesda Transportation Office
(301) 400-0231
<http://www.dodhousingnetwork.com/joint-base/walter-reed-nmmc-at-bethesda/base-directory/household-goods-and-outbound-transportation-office/30>

Ombudsman:

Dear US Coast Guard PSC Family and Friends,

My name is Kari-Lynn Wenciker and I am proud to serve as your Command Ombudsmen. I am excited for the opportunity to serve in this position and look forward to working with you in the months ahead. I am your communication link with the Command, and as such I will be an official source of Command information to you.

Ombudsman are Coast Guard spouses and volunteers, and are appointed by the Commanding Officer to be a point of contact and resource for all military families, including Spouses, Parents, Partners, Extended Family, and Others. So please ensure that all of your family members are aware that we are here for them!

I have information on local and national resources that can help with financial support, food resources, counseling, spouse employment, volunteer opportunities, and much more! There are a variety of support programs, both in the Washington DC area and throughout the nation, and I can help you find the organizations to meet your needs for almost any problem.

variety of support programs, both in the Washington DC area and throughout the nation, and I can help you find the organizations to meet your needs for almost any problem.

It is CRUCIAL that I know how to contact you in emergencies. Please take the time to provide this information to me at your earliest convenience. I will keep all of your personal contact information completely confidential. If you would prefer not to receive information from me, please notify me, but please make sure I at least have emergency contact information.

As your Ombudsmen, I am a confidential resource for you. Although I am obligated to report life-threatening or violent situations to the Command in order to obtain help in those crisis situations, no information shared with me is ever made public knowledge. Please let me know how I can help you; I am standing by, ready to serve.

Kari-Lynn Wenciker
(206) 683-1722
kwenciker@gmail.com

National Capitol Region Consolidation **Effective December 2015**

PSC is scheduled to move to CG Headquarters St Elizabeth's Campus in December 2015. In anticipation of this move please find further information regarding the campus and facilities below and at the following website: (<http://www.uscg.mil/baseNCR/>)

NCR Transportation / Parking Information:

- ❖ Parking is extremely limited. It is highly encouraged that members use public transportation, carpools, or vanpools. While there is a semi-annual parking spot lottery, the chance of obtaining one should not be relied upon for your transportation needs.
- ❖ To encourage the use of public transportation the Coast Guard offers a program which members can receive a monetary allowance to help offset the cost of public transportation. Additional information about transportation benefits can be obtained by contacting the program manager, Mr. Christopher Mack at (202) 372-4013 or Christopher.M.Mack@uscg.mil.
- ❖ Additional information in regards to transportation, directions, visitor access, etc. can be found at the above web address.

NCR Child Care:

- ❖ The Coast Guard Headquarters Child Development Center's goal is to provide an atmosphere for children from 6 weeks through 6 years that will foster the physical, emotional, social, and intellectual development of the individual child.
- ❖ Additional information, including processing information, application, health care forms, etc can be found at <http://www.uscg.mil/baseNCR/pages/cdc.asp>

Questions to Ask?

- ❖ **Family Status:** Single, single parent, married, married with children, other family members, any with special needs or circumstances.
- ❖ **Number and Ages of Children:** Special interests of children provide resources available that may interest children: Area sports, MWR Boys & Girls Teen Center, etc.
- ❖ **Family Pets:** How many, travel arrangements, discuss any boarding needs.
- ❖ **Travel Information:** Car, plane, anticipated arrival date, transportation/pick-up/meeting arrangements, etc.
- ❖ **Contact Information:** Phone(s), email addresses, mailing address, alternate/emergency contact information.
- ❖ Do they need information on any of the following:
 - Cost of Living
 - Local Community Housing
 - Apartment/Home Rentals
 - Pre-schools
 - Public or Private Schools
 - Home Schooling
 - Child Care (installation/home day care/other options)
 - Temporary Lodging
 - Employment (spouse/other family members)
 - Family Members with Special Needs
 - Temporary mailing address
 - Weather
 - Local Community Information (attractions)

If you have any questions regarding your sponsorship contact the Human Resource and Administration Division for assistance.

Your assistance is vital in helping our single members and military families have a great move to their new home!