

### III MEF / MCIPAC Inbound Sponsorship Fact Sheet

Unit sponsorship coordinators must request access to the SharePoint site through their MSC/E or by sending a request to the III MEF Manpower OMB E-mail at [iiimefg1manpower@usmc.mil](mailto:iiimefg1manpower@usmc.mil).

Unit sponsorship coordinators will ensure that information on all sponsored members and sponsors is input in the III MEF G-1 Sponsorship Tracker, NLT 0900 every Friday, unless otherwise directed. All data will be input in the Sponsorship Tracker located on the following SharePoint link: <https://iiimef.usmc.mil/staff/g1/TaskForcePCS/SitePages/Home.aspx>.

The following sponsorship information is required for all inbound personnel:

- Rank
- Last Name
- First Name
- MI (Middle Initial)
- EDIPI
- PMOS
- FMCC (Future Monitor Command Code)
- EDA (Estimated Date of Arrival)
- Actual Date of Arrival
- Orders Status (Accompanied, Unaccompanied)
- Duration of Assignment (in Months)
- Number of Dependents Traveling
- ROM Lodging Location
- Pets Y/N. If yes, provide kennel size (S/M/L), number of pets, weight of pet(s), and number of kennel(s).
- Patriot Express Y/N
- Assigned Sponsor Rank
- Assigned Sponsor Last Name
- Assigned Sponsor Work Section