



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
BOX 99100 YUMA, ARIZONA 85369-9100

StaO 1754.1A
MCCS2
28 JAN 2003

STATION ORDER 1754.1A

From: Commanding Officer
To: Distribution List

Subj: RELOCATION ASSISTANCE PROGRAM (RAP)

Ref: (a) MCO 1700.27A
(b) MCO 1754.4A
(c) MCO 1320.11E
(d) SECNAVINST 1754.6
(e) StaO 1320.13
(f) StaO 1720.7H

Encl: (1) Specific Information Topic Section
(2) Flowchart Regarding Inbound Personnel
(3) Sample Cover Letter for Sponsorship Request Form
(Outbound personnel)
(4) Sponsorship Request Form
(5) Return Address List for Sponsorship Form
(6) Sample Command Welcome Aboard Letter
(7) Contents of Welcome Aboard Packets
(8) Topics for the Commander's Welcome Aboard Brief
(9) Sample Sponsor Letter

1. Purpose. To publish instructions and set forth procedures for the Relocation Assistance Program aboard Marine Corps Air Station, Yuma.
2. Background. In order to assist Marine and Navy personnel and family members in preparing for a permanent change of station, it is essential that they be provided timely information and assistance. Relocation assistance is being accomplished through the Personal Services Division (PSD). Reference (a) provides initial guidance for relocation assistance offered at the PSD. Reference (b) establishes a Relocation Assistance Program (RAP) at the PSD, publishes instructions and provides further guidance on RAP administration. References (c) and (d) outlines the Marine Corps and Station Sponsorship Program for relocating service members. Reference (e) provides guidance on the Welcome Aboard Brief.
3. Information. Centralization of the RAP at the PSD will result in providing accurate information and support services to enable timely decisions by the Marines, sailors and their families concerning the relocation process.
4. Scope. The RAP will provide relocation assistance and referrals consisting of the following essential requirements:

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a. Pre-Departure:

(1) Pre-departure PCS Move Workshops. Attendance by departing Marine personnel is mandatory, per reference (b).

(2) Automated information via the DoD Standard Information Topics Exchange Service (SITES), on the Internet, regarding the next duty station.

(3) Childcare resources.

(4) Availability of family member employment opportunities.

(5) Schools.

(6) Medical-related information.

(7) Exceptional Family Program (EFMP).

(8) Stress Management.

(9) Financial Management.

(10) Home renting, buying and selling, and property management.

(11) Shipment/storage of household goods.

(12) Installation check-in/check-out procedures.

(13) Availability of cost-free loan locker items prior to departure.

b. Arrival:

(1) Welcome Aboard Briefs. Attendance by newly arrived personnel is mandatory, per reference (c).

(2) Information on temporary and permanent housing.

(3) Childcare.

(4) EFMP resources.

(5) Medical/dental resources.

(6) Legal assistance resources.

(7) Education programs.

(8) Availability of spouse employment opportunities.

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(9) Religious indoctrination and community orientation.

(10) Cultural adaptation services.

(11) Loan locker items shall be available at no cost on arrival at the installation until the member's household goods arrive.

(12) Relocation Assistance issues shall be addressed in the installation multidisciplinary council, per reference (a), and/or in the Relocation Assistance Coordinating Committee (RACC). The RACC shall be established at installations with over 500 personnel per reference (d).

c. Specific Information Topic Section (SITES)

(1) Includes a 27-category database on relocation information for all Department of Defense installations having Personal Services Divisions (enclosure (1)).

(2) The system is updated quarterly. Updated information on SITES may be accessed by data categories or by printing the entire file.

d. Sponsorship Program

(1) Information on sponsorship will be provided to each transferring Marine/Sailor.

(2) Sponsorship training is provided to command representatives to assist in eliminating the uncertainty involved in service member relocation (references (c) and (e)).

5. Action

a. Marine Aircraft Group-13 (MAG-13) S-1, MCAS Yuma, PSD, and Tenant Commands:

(1) Establish procedures for Marine Corps personnel undergoing Permanent Change of Station (PCS) and their families to be informed and have access to RAP services, with particular emphasis on junior Marines and their families (Enclosure (2)).

(2) Incorporate the PSD (RAP) into the check-in and checkout procedures of the installation and tenant commands.

(3) Oversee the Sponsorship/Welcome Aboard Program utilizing enclosures (3) and (4).

(4) Correspond with the inbound military member in a format similar to enclosure (6), with enclosure (7) attached.

(5) Upon receipt of a Sponsorship Request Form (enclosure (4)) from inbound personnel, task squadron commanders or Officers in Charge (OIC) to provide a sponsor.

(6) Task squadron commanders or OIC's to ensure outbound service members receive a Sponsorship Request Form (enclosure (4)). Assist them in completion and mailing of the form.

b. Commands with Navy or other Armed Forces Personnel:

(1) Oversee the Sponsorship/Welcome Aboard Program.

(2) Within 5 working days of receipt of information concerning inbound personnel, notify in writing, the Relocation Assistant Manager, MCAS Yuma to send a Welcome Aboard Packet. Ensure notification includes full name/rank, SSN, complete mailing address of unit to which service member is currently assigned, estimated date of departure (EDD), estimated date of arrival (EDA) and whether or not the service member has family members.

(3) Send a Welcome Aboard letter, enclosure (6) to the joining individual.

(4) Upon receipt of a Request for Sponsorship from an inbound service member, task the section OIC to provide a sponsor.

(5) Provide outbound service members with a Sponsorship Request Form (enclosure (4)). Assist them in completing and mailing the form to their future command.

c. MCAS Yuma, Director, PSD:

(1) Ensure the RAP is allocated sufficient resources and the RAP is staffed with managerial level personnel to accomplish program requirements.

(4) Provide annual training updates as required for RAP Managers. Attendance at an annual DoD Joint Services RAP Conference to coincide with attendance at an annual professional association conference.

d. MCAS Yuma PSD, RAP:

(1) Administer and manage the RAP.

(2) Obtain Welcome Aboard Packets from DoD services and make them available for outbound personnel.

(3) Provide Marine Corps installations' videos for service members and their families.

(4) Participate in the installation multidisciplinary council.

(5) Submit the RAP Quarterly Report by the 10th working date from the close of the quarter to CMC (MHF).

(6) Ensure all required reports are submitted when required.

(7) Ensure that SITES database information is available to service members and their families transferring to and from the installation.

(8) Compile Welcome Aboard Packets for incoming personnel containing information listed in enclosure (7).

(9) Consolidate information so that packet weight is kept to a minimum.

(10) Maintain a sufficient supply of Welcome Aboard Packet materials so that packets can be provided in a timely manner.

(11) Provide Information and Referral for relocation needs.

(12) Coordinate Welcome Aboard Briefs using enclosure (8) as guidance.

e. Squadron Commanders and OIC's:

(1) Ensure an SNCO is assigned to administer the sponsorship program. Consideration should be given to assigning the Squadron Gunnery Sergeant or Administrative Chief as Sponsorship Representative.

(2) Assign a sponsor to incoming personnel when requested by the individual service member using enclosure (4). It is recommended that the individual assigned be close to same rank and marital status.

(3) Inform newly arrived personnel of the welcome aboard brief which is offered bi-monthly, every 3rd Thursday. Enclosure (8) is a list of topics discussed/presented at the Welcome Aboard Orientation.

(4) Ensure each transferring Marine and sailor, when notified of PCS orders, receives a Sponsorship Request Form, enclosure (4).

(5) Provide assistance to outbound personnel, as needed, in completing the Sponsorship Request Form and mailing the completed form to the new duty station.

(6) Ensure that transferring Marines and Sailors are aware of the services available by the RAP, at the PSD. The RAP will provide Welcome Aboard Packets, Marine Corps Videos, SITES booklet, trip routes, breakdown of entitlements, and sponsorship information for service members, their spouses, and their youth.

f. Squadron Sponsorship Representative:

(1) Attend training conducted by the PSD when scheduled.

(2) Recruit volunteer sponsors from all grades and sections. Married personnel are especially encouraged to participate.

(3) Suggestions for improvement to this program should be forwarded via the chain of command to the RAP, at the PSD.

g. Sponsors:

(1) Attend sponsorship training on sponsor responsibilities by the RAP, at the PSD.

(2) Ensure PSD has forwarded a Welcome Aboard Packet. Forward suggestions for improvements in the program via unit sponsorship representative to the RAP, at the PSD.

(3) Personal communication via e-mail, telephone or letter (enclosure (9)) is encouraged. Sponsors are cautioned not to make commitments that might be construed as being official. Matters of an official nature should be directed to the commanding officer for appropriate action.

6. Concurrence. The Commanding Officers, Marine Aircraft Group-13, Marine Wing Support Squadron-371, Marine Air Control Squadron-1, Combat Service Support Detachment 16, Marine Aviation Weapons and Tactics Squadron-1, and Marine Corps Air Station Yuma concur with the provisions of this Order.


J. J. COONEY

DISTRIBUTION: B

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Specific Information Topic Section

- Common Reference Numbers
- Major Unit Listing
- Site Transportation
- Commissary - Exchange
- Must Know Items
- General Information - Community
- Attractions
- Civic Organizations
- Shopping
- Social Services
- Religious Activities
- Community Transportation
- General Information - Education
- Public and DODDS Schools
- Private Schools
- College - Universities
- Adult-Continuing Education
- Special Education
- General Information - Employment
- Employment Resources
- Major Businesses
- Professional-Occupation Licensing
- General Information - Health
- Medical
- Dental
- Wellness
- General Information - Housing
- Government Housing
- Community Housing
- Utilities
- General Information - Relocation
- Household Goods Shipments
- POV Shipments
- Pet Information
- Reporting Procedures
- Temporary Lodging
- Travel
- General Information - Services
- MCCS Services
- Chapel Services and Programs
- Child-Youth Services
- Related Programs

Enclosure (1)



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FLOWCHART REGARDING INBOUND PERSONNEL

<u>WHO</u>	<u>ACTION</u>
MAG-13, S-1 MCAS Yuma, S-1 MAWTS-1, S-1 CSSD-16, S-1 Branch Medical Admin. H&HS, S-1 MACS-1, S-1 MWSS-371, S-1 Dental Clinic	Receive message on inbound Marine/Sailor. Send command welcome letter. Request Welcome Aboard Packet from the PSD, RAP. Provide the RAP with the following information: Name, Rank, SSN, Current address, Marital Status, Ages of children, Report date, MCC.
Personal Services Division	Forward Welcome Aboard Packet with request for Sponsorship Form and envelope to Marine or other service member within 3 days in receipt of request.
Service member	Review Welcome Aboard Packet. Return DD Form 1746 and/or Sponsorship Request Form as desired.
MAG-13, S-1 MCAS Yuma, S-1 MAWTS-1, S-1 CSSD-16, S-1 Branch Medical Admin. Dental Clinic MACS-1	Forward Sponsorship Request Form to joining unit/section for assignment of sponsor.
Joining Unit/Section	Assign sponsor of similar grade and marital status. Prepare letter for sponsor to send to individual.
Sponsor	Contact service member by letter or telephone with guidance of sponsorship representatives.
Service member	Receive letter from sponsor; contact sponsor as needed for additional information.



SAMPLE COVER LETTER FOR SPONSORSHIP REQUEST FORM
(OUTBOUND PERSONNEL)

UNIT LETTERHEAD

From: Commanding Officer
To:

Subj: MARINE CORPS PERSONNEL SPONSORSHIP PROGRAM

Ref: (a) MCO 1320.11E

Encl: (1) Sponsorship Request Form

1. Per the reference, the Marine Corps Personnel Sponsorship Program has one purpose - to assist transferring Marines and their families. The command to which you are being transferred is ready to receive you and to help you overcome any difficulties you may encounter at your new location.

2. If you are transferring within the Continental United States, participation in the Sponsorship Program is voluntary; however, you are encouraged to participate in order to take advantage of the assistance available, and to ensure that your new tour gets off to a smooth start.

3. If you are being transferred to an overseas location on an accompanied tour, you will need assistance from your new command in preparing the relocation and in overcoming any unanticipated problems upon arrival. Therefore, your participation is required.

4. If you will be participating in the Sponsorship Program either on a voluntary or required basis, complete enclosure (1) and return it to NLT _____. The form will be forwarded to your new duty station. Shortly after it is received, information concerning the station and surrounding civilian community as well as the name and address of your sponsor, will be mailed to you. You are encouraged to communicate directly with your sponsor.

5. It is sincerely hoped that you and your family have a successful "reporting in" at your new duty station.

Signature

Enclosure (3)



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SPONSORSHIP REQUEST FORM

PRIVACY ACT STATEMENT

Public Law 93-579 (The Privacy Act 1974), effective September 27, 1975, requires that you be advised of the following:

1. The AUTHORITY for soliciting the below-listed information is 5 U.S.C. 301.
2. The PURPOSE for soliciting this information is to enable receiving commands to assist you in preparing for your change of station.
3. The information solicited is VOLUNTARY; by providing this information, it will help the Marine Corps Personnel Sponsorship Program to adequately support you.

COMPLETE ALL BLOCKS AND RETURN THIS FORM TO YOUR NEW UNIT ADDRESS:

1. _____

(GRADE)	(NAME)	(SSN)	(MOS)
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2. Current unit address: _____
3. Unit Phone (Comm and DSN): _____
4. Current Mailing Address: _____
5. Estimated Detachment Date: _____ Arrival Date: _____
6. Leave Address: _____
MCC/RUC of new assignment: _____
7. Marital Status: _____
Sex and age of dependent child(ren):

8. Anticipated mode of travel:

9. I do (do not) desire Government quarters. My family size will require (2, 3, or 4 bedrooms), (circle one). I have (have not) forwarded an Application for an Assignment to Military Family Housing, DD Form 1746 directly to the Housing Office.
10. Specific information/assistance requested:

(Signature)

Enclosure (4)



RETURN ADDRESS LIST FOR SPONSORSHIP FORM

Return completed Sponsorship Request Form to the unit to which you will be assigned.

Assigned to:

Address:

All MAG-13 and MCC 1EH Units

Commanding Officer
MAG-13, Attn: S-1
Box 99180
Marine Corps Air Station
Yuma AZ 85369-9180

MCAS Yuma (MCC 027)

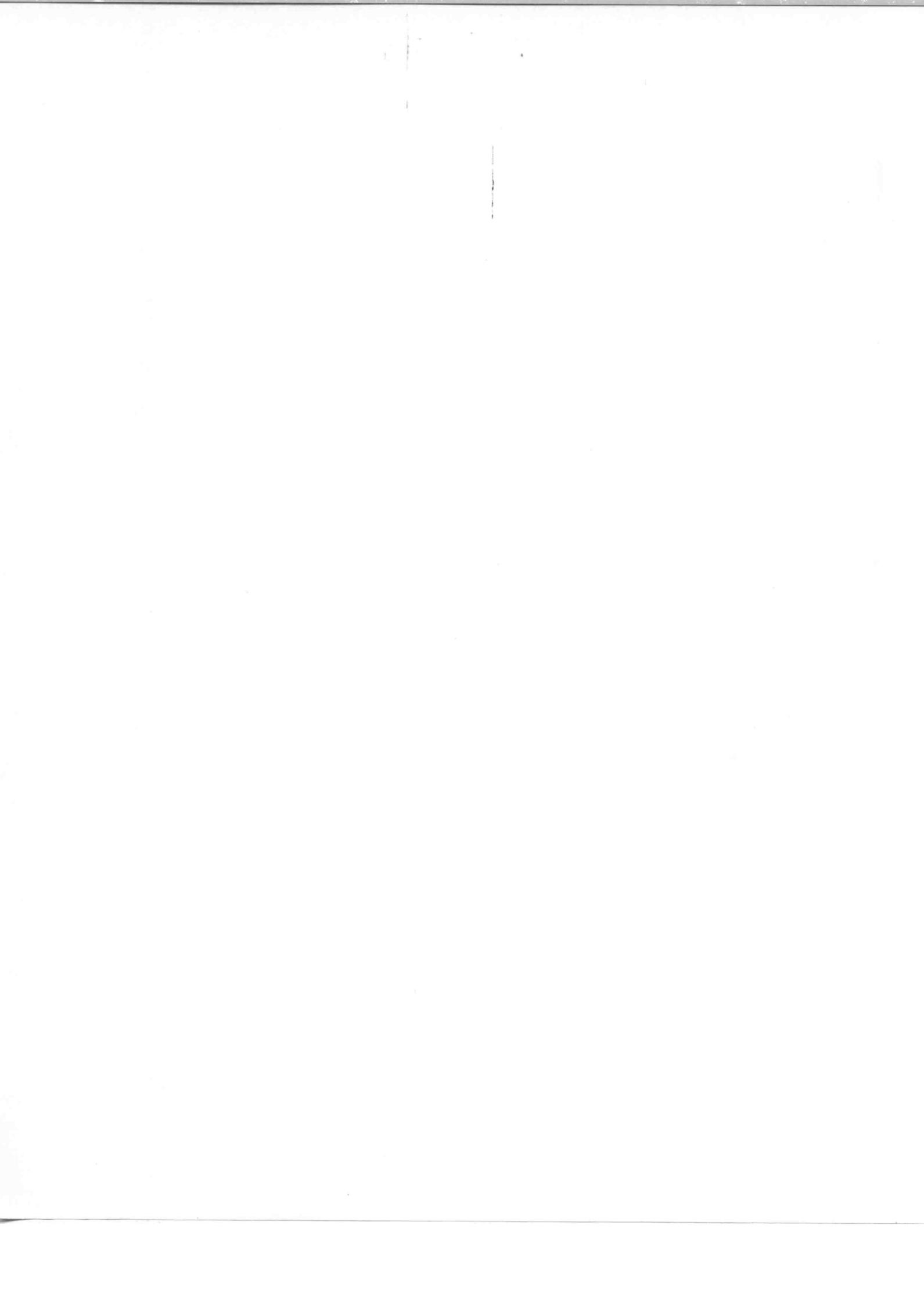
MCCS Personal Services
Attn: Relocation
Box 99132
Yuma AZ 85369-9132

CSSD-16 (MCC 1F6)

Commanding Officer
CSSD-16, Attn: S-1
Box 99150
Yuma AZ 85369-9150

MAWTS-1 (MCC 1A5)

Commanding Officer
MAWTS-1, Attn: S-1
Box 99200
Yuma AZ 85369-9200



SAMPLE COMMAND WELCOME ABOARD LETTER

UNIT LETTERHEAD

Dear

I note with pleasure your assignment to (unit) and want to take this opportunity to extend a warm welcome to you. A Welcome Aboard Packet has been sent under separate cover. If you have not received one, please call: Comm: (928) 269-2425/3700, DSN: 269-2425/3700.

All personnel reporting to any tenant command at MCAS Yuma must report to the S-1 Office at MCAS Yuma which is located 2 miles south of Interstate 8. Take Exit 3 (Avenue 3E).

A sponsorship program is available aboard MCAS Yuma. The Sponsorship Program exists to assist transferring Marines/Sailors and their families. If you would like to take advantage of this assistance when relocating, please complete and return the Sponsorship Request Form contained in the Welcome Aboard Packet sent under separate cover. This completed form will be used to further assist in your move. I urge you to become thoroughly familiar with the contents of the Welcome Aboard Packet. Your prior planning can mean that your family will arrive with appropriate housing ready for them. On-base housing lists are often long and local rental housing averages \$550 per month for a two-bedroom apartment. Yuma electric bills can be quite high, which would increase your monthly expenses. Please ensure you check with Arizona Public Service (APS) for information about previous averages of potential rental places prior to you signing a contract.

Please be advised that station regulations state that all military personnel assigned to MCAS Yuma or tenant units must report to the Housing Referral Office prior to making any commitment for private housing on the local economy. Housing Referral is located at Building 1080, a short distance from the main entrance to MCAS Yuma.

We are looking forward to seeing you and feel certain you can anticipate a pleasant and rewarding tour of duty with (unit).

Sincerely,

Enclosure (6)



CONTENTS OF WELCOME ABOARD PACKETS

INSTALLATION

- * Map of Installation
- * Base Phone Book
- * SITES Book
- * Available Resources
- * Pre-Move Checklist
- * PCS Relocation Cost Log Book
- * Making the Right Move
- * Tips for Relocating Spouse
- * About Military Sponsorship
- * Renting & Relocating
- * Youth Sponsorship
- * Available Resources
- * Location, Phone #, Info on:
- * Housing Office
- * Medical Services
- * Youth Center
- * Chapel Programs
- * Bank/Credit Union
- * Recreation
- * Base Education Information
- * Child Care
- * Job Availability for Family

COMMUNITY

- * AZ Road Map
- * Cost of Living
- * Recreation
- * Housing
- * Shopping
- * School Information (Elementary through College level)
- * Job Availability
- * Driver's License Information
- * Transportation
- * Historical Area Information
- * Local Utilities and Telephone contacts



COMMANDER'S WELCOME ABOARD BRIEF

Welcome Aboard Brief is set up as an Information Fair with resource organizations of over 26 services. The following services provide information.

Welcome Neighbors	Counseling Support
New Parent Support Center	Consolidated Personnel Administrative
Legal Assistance	Red Cross
TRICARE	Personal Support
DDRP/DEFY	CDC/Youth Center
Family Member Employment	Branch Medical Clinic
Dental	United Concordia
Navy MC Relief Society	Provost Marshal Office
Naval Criminal Investigated Services	Marine Corps Family Team Building Chaplain
Officer's Spouse Organization	Northern Arizona University
Arizona Western College	Armed Forces Bank
University of Phoenix	Semper Fit
Marine Air Federal Credit Union Marketing	Commissary
Yuma Food Bank	Safety
Yuma Visitors Center	Career Resource Management Center



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SAMPLE SPONSOR LETTER

UNIT LETTERHEAD

1700

Sgt I. M. Marine
1775 Tun Tavern
Philadelphia, PA 10000

Dear Sgt Marine:

Welcome to MCAS Yuma! My name is Sgt J. Combat and I'll be your sponsor here at Yuma.

I encourage you to write or call me to answer any questions you have concerning the local area or the air station. My address and phone number are:

Sgt J. Combat
HQHQRON
P O BOX 95000
MCAS Yuma, AZ 85369-5000
Comm: (928) 269-1222
DSN: 269-1222

Yuma is a nice place to live and work. You will find the climate mild year round. Days are warm to hot during the summer months. Winter months are mild to warm. Rental market is good during the May - Sept timeframe, but during the other months rental is scarce due to Winter Visitors coming to Yuma. If you are interested in buying a home, the market is excellent. Electric bills can be quite high during the summer months, recommend that you call the electric company to get a reading of the high cost of the potential rental prior to signing a contract.

I've arranged for the material you've requested to be mailed to you separately. It should arrive soon.

I'd like to meet you once you've arrived and show you around a bit to help you get acquainted. Again, please write and let me know what your plans are and how I could help.

Sincerely,

J. J. COMBAT

Enclosure (9)