



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
3000 MARINE CORPS PENTAGON  
WASHINGTON, DC 20350-3000

MCO 1754.12  
MFR

SEP 27 2013

MARINE CORPS ORDER 1754.12

From: Commandant of the Marine Corps  
To: Distribution List

Subj: RELOCATION ASSISTANCE PROGRAM (RAP)

Ref: (a) MCO 1320.11F  
(b) SECNAVINST 1754.6A  
(c) DoDI 1342.22, "Military Family Readiness," July 3, 2012  
(d) SECNAV M-5210.1

Encl: (1) Recommended Lending Locker Inventory Format  
(2) NAVMC 11863 - Lending Locker Agreement  
(3) Example Recovery Letter (Member)  
(4) Example Recovery Letter (Command)  
(5) NAVMC 11863A - Lending Locker Inventory Mgmt Form  
(6) NAVMC 11864 - Individual Relocation Plan

1. Situation. To implement the provisions of references (a) through (c), disseminate policy, and assign responsibility for the Marine Corps Relocation Assistance Program (RAP).

2. Mission. RAP provides information and referral services that assist Service members and their families to more effectively and efficiently acclimate to new duty assignments. RAP provides useful information and tools to effectively execute a Permanent Change of Station (PCS) move, as relocation is an inherent part of the mobile military lifestyle. RAP reduces the stress related to frequent relocations, by preparing Service members and their families before, during, and after a PCS move.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) Service member and the Marine Corps have a joint responsibility to address relocation needs and requirements and initiate actions to ensure PCS requirements result in smooth moves. The desired result is that Service member and their families safely, confidently and effectively acclimate to new duty assignments and environments.

(b) Marines and families will proactively engage in RAP services, no less than 90 days before PCS.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

(c) A Relocation/PCS checklist maintained and validated by Marine Corps Community Services (MCCS) RAP personnel will continuously reflect current installation geographic and environmental information that assists Marines in locating quality, affordable housing, schools for children, medical resources, etc., that support appropriate and reasonable Quality of Life (QOL) expectations of the United States Marine Corps (USMC) and Marines and families. Checklists are located on the Plan My Move (PMM) and MilitaryINSTALLATIONS (MI) websites.

(2) Concept of Operations

(a) RAP services shall be readily accessible to all personnel who are assigned to, living on and around any Marine Corps installation. Installation check-in and check-out procedures shall incorporate the RAP to ensure Service members and their families under PCS orders are informed of relocation assistance services and the military relocation process.

(b) The following shall be offered at all installations per reference (c): Information, education, and referrals related to destination area preparation and settling-in, with emphasis on information regarding moving costs; housing options and home-finding assistance; child care; services for family members with special needs; spouse employment opportunities; schools; cultural adaptation; immigration issues; and community orientation. Spouses and family members are encouraged to attend all relocation briefings and workshops.

1. Education and Training. RAP classes, orientations, and workshops identify information and procedures to assist Service members and their families in the important aspects of relocation. An outline of the standard workshops and classes to be provided by the RAP may be found in the standardized RAP Curriculum Guide.

a. Welcome Aboard/Newcomers Orientation.

The Welcome Aboard Orientation is designed to assist in minimizing the expected and often unexpected stressors associated with adjusting to a new duty station. This presentation shall provide incoming Marine Corps personnel and their families with current information on military and civilian resources available at their new duty station. It is mandatory for all newly arrived military personnel in the grades of E-1 through E-6, WO-1, O-1 through O-2 to attend, all others are highly encouraged. Family Readiness Officers (FRO), Marine Corps Community Services (MCCS), Marine and Family Programs staff, and other individuals or organizations regularly assisting military families may also benefit from this presentation on a space available basis.

(1) Installation Welcome Aboard Packages shall include the following base and local community information: maps, installation directory, MCCS program points of contact (POCs), schools, medical and dental services, lodging, pets, pertinent base regulations, MilitaryINSTALLATIONS, PlanMyMove, Military OneSource, and relocation entitlements. Upon request the packet can be tailored to meet the special needs of the arriving Service member and their family.

(2) Electronic Welcome Aboard Packages shall include: web links to base and local community information, real estate directories, MCCS program POCs, medical and dental resources, visitor's guide, local community and on-base schools, base housing referral office, child care resources, pets, utilities, employment resources, Chamber of Commerce, local newspapers, Military OneSource, MilitaryINSTALLATIONS, PlanMyMove, and military travel/transportation entitlements.

b. PCS Move Workshops are designed to provide information to Service members and their families with PCS orders to Continental United States (CONUS) and Outside the Continental United States (OCONUS) duty stations. The focus is on coping with relocation, pre-departure preparation, entitlements and benefits, managing the move, and moving with children.

(1) Pre-departure. The RAP shall provide pre-departure relocation assistance consisting of, but not limited to, the following in the PCS Move Workshop: Installation and local community information on Department of Defense (DoD) military installations, moving overseas, Lending Locker service, Distribution Management Office (DMO), Children, Youth and Teen programs, Exceptional Family Member Program (EFMP), finance programs, housing information, and medical contacts.

(2) Arrival. The RAP shall provide arrival relocation assistance consisting of, but not limited to the following: Welcome Aboard orientations, Spouse Welcome orientations, community orientations or tours, cultural adaptation services, and referral information on assisting family members with employment. Lending locker service, with basic household items may be available at all installations at no cost.

c. eSponsorship Application and Training (eSAT). Marine Corps Sponsorship Program (MCSP) is designed to assign a sponsor to assist transferring Service members and their families prior to arriving at the new duty station (reference (a)). The DoD has created the eSAT to bring standardized sponsorship training to all appointed unit sponsors regardless of Service; the eSAT website can be found at [www.militaryonesource.mil/moving](http://www.militaryonesource.mil/moving). RAP personnel shall encourage and advise the unit of such training and provide further assistance, when requested by the unit. All Service members who have been appointed as unit sponsors are eligible for eSAT.

d. The following training and education opportunities may be available at installations: Newly Arrived Spouse Orientation; Moving with a Special Needs Family Member Workshop; Home Buying and Selling class; Base and local community tours; and Command/Unit Relocation Brief.

2. Lending Locker Service. Military families are often left without basic household goods necessities during a move because their personal items were packed prior to their departure, or the family has arrived at their destination and occupied quarters prior to the arrival of these items. Loan locker items provide basic household goods during a PCS move. These items are offered at no cost to the Service member and their families. They are available when Marines are inbound or arriving to a new Permanent Duty Station (PDS) and until their household goods arrive, or

when they are outbound or leaving and their personal property has shipped out just prior to detachment/departure from their current PDS.

a. Inventory. Inventory may vary from installation to installation contingent upon funding available and the unique needs of that locale. Quantity and availability of items may be influenced by the size and mission of an installation. See enclosure (1) for a list of recommended items to be used by Marines and their family members.

b. Lending Locker Agreement - NAVMC 11863. Installations will maintain agreements for lending locker checkouts; for the sample agreement form NAVMC 11863, see enclosure (2). This agreement can be modified to reflect site-specific information, but should always include customer contact. Marine and Family Programs cannot accept cash payments. The agreement should contain a clause noting that the customer will replace lost item(s) and repair or replace damaged item(s). If item(s) are in a delinquent return status and the situation requires written correspondence to the member, see example letter at enclosure (3); if delinquency continues and further correspondence is required to involve the member's Command, see example letter at enclosure (4). RAP personnel are encouraged to visit their supporting MCCS Counsel to see if a release of liability should be included for items such as baby seats and high chairs.

c. Lending Locker Inventory Management Form - NAVMC 11863A. Inventory may vary from installation to installation contingent upon funding available and the unique needs of that locale. Installations are encouraged to use lending locker inventory form NAVMC 11863A for organization and management of items (enclosure (5)). Maintaining a NAVMC 11863A will keep the locker organized and easier to manage the items.

3. Counseling. Counseling provided by RAP personnel is considered "informational counseling," the process by which an individual's needs are assessed and appropriate and accurate information is provided to facilitate change or to help resolve a problem. Information-based counseling promotes the acquisition of knowledge and the development of life skills that assist an individual in making choices and resolving situational challenges. The intent of information-based counseling is to provide the customer with the relevant information needed to understand his or her particular situation and the steps recommended to manage the situation. It can be helpful at any point during the relocation process.

a. Individual Relocation Counseling. Individual relocation counseling shall be provided upon requested. The Individual Relocation Plan (IRP) may be used during relocation counseling by the RAP staff.

b. Individual Relocation Plan (IRP). Assistance may be provided to the Service member and their family in the development of an IRP (enclosure (6)). The IRP is a standardized document that encompasses a Service member's inbound and outbound relocation requirements. A copy of the IRP shall be sent by the transferring command RAP office to the gaining RAP office and the original retained by the Service member and/or family member.

c. PlanMyMove (PMM). PMM, located on [www.militaryonesource.mil/moving](http://www.militaryonesource.mil/moving), is a DoD sponsored online relocation and quality of life service that provides customized planning calendars and "To Do" checklists that assist Marines and family members in the moving process. The RAP shall incorporate familiarization of this website in the PCS Move Workshop and other pre-departure services.

d. Military Installations (MI). Automated relocation information shall be provided for each installation via the DoD MI website. Updates to MI shall be made through the Defense Installation Messaging System (DIMS), by the appointed RAP staff member. At the end of each fiscal year quarter, installation RAP Managers shall certify via DIMS that their MI file is current and up to date. Additionally, MI file currency shall be reported on the RAP Monthly Report.

b. Subordinate Element Missions

(1) The Deputy Commandant, Manpower and Reserve Affairs (DC, M&RA). Provides oversight for all issues pertaining to Marine and Family Programs Division (MF) and the RAP.

(2) The Director, Marine and Family Programs Division (CMC, (MF))

(a) Serve as the Marine Corps subject matter expert.

(b) Administer RAP by providing guidance, policies, procedures, and required training support.

(c) Evaluate RAP to ensure established standards of this Order are met. Rewrite and revise this Order to ensure procedures are current with established policy.

(d) Develop reporting requirements, program evaluation tools, and measures of effectiveness to ensure an effective program implementation.

(e) Incorporate provisions of this Order into the Inspector General (IG) checklist.

(f) Provide MI procedural changes to installation RAP managers.

(3) Installation Commanders

(a) Ensure subordinate and tenant commands establish checkout procedures requiring all personnel executing a PCS to report to the installation's Marine and Family Programs Branch to attend a mandatory PCS relocation workshop no less than 90 days prior to PCS or as soon as they receive their PCS orders.

(b) Establish check-in procedures which ensure all incoming personnel check-in with the installation Marine and Family Programs Branch and personnel in the grades of E-1 through E-6, WO-1, O-1 through O-2 attend a mandatory Welcome Aboard/New Arrivals Orientation.

(c) Develop a Relocation Assistance Coordinating Committee (RACC). The RACC serves to coordinate and integrate all relocation related functions into a comprehensive delivery system vice disparate offices offering separate services. Participate in quarterly meetings to allow the committee to continuously assess the needs of relocating and transitioning Service members and their families and plan for integrated services in response to those needs. The RAP Manager shall serve as the RACC facilitator, with the installation commander or designated representative as the RACC chairperson. All members of the committee will be appointed in writing by the Commanding Officer (CO) of the installation. RACC members include, but are not limited to personnel from: consolidated admin, Distribution Management Office (DMO), housing, finance, medical, Children, Youth and Teen, Family Readiness Officers (FRO), and Marine and Family Programs.

(d) Per reference (a) ensure subordinate and tenant commands designate, in writing, an officer, a staff noncommissioned officer, or civilian equivalent to serve as the Sponsorship Coordinator for the unit. The Sponsorship Coordinator shall facilitate assignment of inbound sponsors to transferring Marines.

(e) Ensure a link is available on the installation home webpage to assist relocating Service members and families.

(f) Ensure all FROs refer relocating personnel to the mandatory PCS Workshop and Welcome Aboard Briefs conducted by the Marine and Family Programs Branch for guidance and assistance.

(g) Incorporate the RAP into the Command Inspection Program utilizing the Functional Area Checklist published on the IGMC's website <http://www.hqmc.marines.mil/igmc/Resources/FunctionalAreaChecklists.aspx>.

(4) Installation Assistant Chief of Staff or Director, MCCA

(a) Provide adequate funding for personnel, training, maintenance, supplies for automated equipment, and other support necessary for the operation of the RAP. As a Warfighter and Family services (WFS) Morale, Welfare, and Recreation (MWR) program, RAP is only authorized the use of appropriated funds (APF) or non-appropriated funds (NAF) converted from APF via the Uniform Funding and Management (UFM) practice for its programs.

(b) Provide marketing and commercial sponsorship support for RAP services as resources permit.

(5) Installation Marine and Family Programs Directors

(a) Encourage RAP Managers to obtain Certified Relocation Professional (CRP) certification or any certification that will improve their performance.

(b) Review the MI file of their installation for currency and accuracy on a quarterly basis.

(c) Ensure that the RAP is in compliance with the Functional Area Checklist published on the IGMC's website  
<http://www.hqmc.marines.mil/igmc/Resources/FunctionalAreaChecklists.aspx>.

(6) Installation RAP Managers

(a) Provide services and assistance to all eligible patrons as directed in references (a) through (c) and this Marine Corps Order.

(b) Inform and educate the unit Sponsorship Coordinator and unit personnel assigned as sponsors, of the eSAT that is available; and/or conduct sponsorship training for the unit Sponsorship Coordinator and unit personnel assigned as sponsors.

(c) Per reference (c), update MI information using the DIMS on a monthly basis or as changes occur. Information critical to the PCS of Service members and families shall be updated as the changes occur. The following topics shall include, but are not limited to: education; childcare resources; medical information; shipment/storage of household goods; financial management considerations; installation check-in and check-out procedures; and information on the Exceptional Family Member Program (EFMP).

(d) Incorporate and conduct a commanding general's inspection program in conjunction with the installation IG ensuring that all items meet the requirements listed.

(e) Ensure that system(s) are in place to capture RAP activity/data/metrics. Ensure accurate and timely RAP metrics are reported using the CMC (MF) designated method and are reported per CMC (MF) direction.

(f) Per reference (b), develop a marketing plan targeting Service members and their families.

(g) RAP Managers shall attend the DoD Joint Relocation Conference or annual Professional Enhancement Conference, when scheduled.

(7) Inspector General of the Marine Corps (IGMC) in coordination with CMC (MF)

(a) Ensure the RAP is included during regular and no-notice inspections.

(b) Utilize the Functional Area checklist prepared and maintained by CMC (MF) as the standard for ensuring compliance with this Order.

4. Administration and Logistics

a. Recommendations concerning the contents of this Order may be forwarded to CMC M&RA via the appropriate chain-of-command. All NAVMC forms in the Order are available on the Naval Forms On-Line website at <https://navalforms.documentservices.dla.mil>.

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b. Records created as a result of this Order shall be managed according to the National Archives and Records Administration approved dispositions per reference (d) to ensure proper maintenance, use, accessibility, and preservation regardless of format or medium.

5. Command and Signal

a. Command. This Order is applicable to the Marine Corps Total Force. Relocation services shall be made available to Active Duty military personnel, members of the Reserve Components serving on Active Duty, members of the National Guard on full time National Guard duty, retirees and their family members.

b. Signal. This Order is effective the date signed.



R. E. MILSTEAD, JR.  
Deputy Commandant for  
Manpower and Reserve Affairs

DISTRIBUTION: PCN 10202567200



MCO 1754.12  
27 SEP 13

LOCATOR SHEET

Subj: RELOCATION ASSISTANCE PROGRAM (RAP)

Location: \_\_\_\_\_  
(Indicate the location(s) of the copy(ies) of this Order.)



Recommended Lending Locker Inventory

HOUSEHOLD ITEMS:	HOSPITALITY KITS:	BABY ITEMS:
Folding Chairs	Pots and Pans	Strollers
Folding Tables	Dishes	High Chairs
Inflatable Mattresses or Futons	Utensils	Portable Cribs
Irons/ Ironing Boards	Baking Items	
Alarm Clocks	Measuring Cups/ Spoons	
Toasters	Mixing/ Serving Bowls	
Portable Fans/ Heaters	Can Opener	
	Coffee Pots	

**NAVMC 11863 (Rev. 06-12) (EF)**  
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Print Form

RELOCATION ASSISTANCE PROGRAM: LENDING LOCKER AGREEMENT			
PRIVACY ACT STATEMENT			
<p>In accordance with the Privacy Act of 1974 (Public Law 93-579), this notice informs you of the purpose for collection of information on this form. Please read it before completing the form.</p> <p><b>AUTHORITY:</b> 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps.</p> <p><b>PRINCIPAL PURPOSE:</b> This System of Records is governed by Privacy Act System of Records Notice NM05000-1, which can be downloaded at <a href="http://dpclo.defense.gov/privacy/SORNs/component/navy/NM0500-1a.html">http://dpclo.defense.gov/privacy/SORNs/component/navy/NM0500-1a.html</a>. Information collected by this System will be used for the dissemination of Lending Locker materials per Marine Corps Order 1754.1.</p> <p><b>RETENTION AND SAFEGUARDS:</b> The information collected in this System will be retained in paper or automated records for two years then destroyed. Access is provided on need-to-know basis only. Manual records are maintained in file cabinets under the control of authorized personnel during working hours. The office space in which the file cabinets are located is locked outside of official working hours. Computer terminals are located in supervised areas. Access to computerized data is controlled by password or other user code system.</p> <p><b>ROUTINE USES:</b> In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows: the DoD "blanket routine uses" that appear at the beginning of the Navy's compilation of systems notices apply to this system <a href="http://dpclo.defense.gov/privacy/SORNs/blanket_routine_uses.html">http://dpclo.defense.gov/privacy/SORNs/blanket_routine_uses.html</a></p> <p><b>DISCLOSURE:</b> Providing information on this form is voluntary.</p>			
Date of Issue:	Issued By:	Agreement No:	
Due Date:	Return Date:	Received By:	
Request Extension:	Date Extension Issued:	New Due Date:	
Compensation Owed:	Compensation Paid:	Letter Sent:	
Service Member Name (Last, First, MI):		Grade/Rank:	Email Address:
Address:		City:	State: Zip Code: Home Telephone:
Duty Station:	Branch of Service:	Unit/Command:	Duty Telephone:
Spouse Name:		Civilian Email Address:	
<p>I understand that these items are the property of Marine Corps Community Services (MCCS).</p> <p>I understand that all items are to be returned cleaned and in the same condition as received.</p> <p>I understand that an extension MAY be granted by the Relocation Assistance Program (RAP) office if contact is made on or before the initial due date.</p> <p>I understand that failure to return items results in decreased service provision to other Service members and their families.</p> <p>I understand that failure to return items requires me to replace the missing item(s). I further understand that Marine and Family Programs reserves the right to send a Letter of Recoupment to my command if I do not return items and do not respond to communication from the RAP office.</p> <p>I acknowledge that I have had the opportunity to inspect the lent items carefully and received answers to my questions, if any, on how to use these items. I accept full responsibility for the care of the items lent.</p> <p>I have had the opportunity to ask questions on how to use the lent items.</p> <p>I have received a release form for an item(s) that maybe seen as rise to risk of harm (e.g., baby seat, high chair, crib, etc). The form has been prepared by or in coordination with local supporting MCCS Counsel.</p>			
Signature:		RAP Staff Member:	

Attachment: List of items checked out by Service member.

Reset Form

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MCO 1754.12  
27 SEP 13

Relocation Assistance Program  
Sample Recovery Letter (Member)

Official  
Letterhead

1754.12  
MCCS  
July 5, 2013

Sergeant John S. Doe  
Address  
City, ST Zip

Dear Sergeant Doe:

Subject: DELINQUENT ACCOUNT

According to the enclosed agreement, you are delinquent in returning [insert item(s) checked-out]. We have attempted to make contact with you via phone and email but have failed to receive a response. If items have been lost or damaged, or you are experiencing unusual circumstances that preclude your returning the items, we will be pleased to work with you to identify a mutually agreed upon course of action.

Please contact us at your earliest convenience [Provide contact information: physical address, email address, phone number]. Failure to do so is indicative of your intent not to return the items borrowed. Your prompt attention is requested.

If we do not hear from you by [insert date], we will send official correspondence to your Command with copies of the signed agreement and this letter.

Sincerely,

X. X. XXXXX  
Director  
Marine and Family Programs

Enclosure: Copy of the signed agreement dated [insert date]

[Signature can be of RAP Manager or Marine and Family Programs Director]

FOR OFFICAL USE ONLY

Enclosure (3)

Relocation Assistance Program  
Sample Recovery Letter (Command)

Official  
Letterhead

1754.12  
MCCS  
5 Jul 13

From: Manager, Relocation Assistance Program, Marine and Family Programs,  
Marine Corps Community Services, [insert name of installation]  
[or]  
Director, Marine and Family Programs, Marine Corps Community Services,  
[insert name of installation]  
To: Commanding General/Officer, [Insert name of member's unit and work  
address]  
Subj: DELINQUENT ACCOUNT OF SERGEANT JOHN S. DOE  
Ref: (a) MCO 1754.12  
Encl: (1) Copy of the signed agreement dated [insert date]  
(2) Copy of delinquency letter sent to Sergeant Doe on [insert date]

1. Per the enclosures, Sergeant Doe was loaned [insert items] from Marine and Family Programs on [insert date] and has failed to return the items or respond to our communications. The items he [or she] borrowed are valued at [insert dollar amount].

2. The Relocation Assistance Program (RAP) provides household goods and relocation resources to Marines and family members to help ease the burden and stress associated with permanent change of station (PCS) moves. Since our services are free of charge and funding is contingent upon external sources, failure to return borrowed items seriously jeopardizes our efforts to service other military families.

3. Your assistance in resolving this matter is requested and would be greatly appreciated. The Marine and Family Services point of contact is [insert name, phone number, and email].

X. X. XXXXXXXX

[Signature of RAP Manager or Marine and Family Programs Director]

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NAVMC 11863A (06-13) (EF)

Print Form

Relocation Assistance Program  
Lending Locker Inventory Management Form

ITEMS	COUNT AT LAST INVENTORY	CHANGES IN INVENTORY		CURRENT COUNT
		Number of Items Added	Number of Items Subtracted	
BABY ITEMS				
1.				
2.				
3.				
4.				
5.				
6.				
7.				
HOUSEHOLD ITEMS				
1.				
2.				
3.				
4.				
5.				
6.				
7.				
DISH PACK ITEMS				
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
Completed By (Relocation Staff) :				Date:

SAMPLE

Reset Form

**NAVMC 11864 (Rev. 06-12) (EF)**

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Print Form

RELOCATION ASSISTANCE PROGRAM: INDIVIDUAL RELOCATION PLAN			
<b>PRIVACY ACT STATEMENT</b>			
<p>In accordance with the Privacy Act of 1974 (Public Law 93-579), this notice informs you of the purpose for collection of information on this form. Please read it before completing the form.</p> <p><b>AUTHORITY:</b> 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps.</p> <p><b>PRINCIPAL PURPOSE:</b> This System of Records is governed by Privacy Act System of Records Notice NM05000-1, which can be downloaded at <a href="http://dpclo.defense.gov/privacy/SORNs/component/navy/NM0500-1a.html">http://dpclo.defense.gov/privacy/SORNs/component/navy/NM0500-1a.html</a>. Information collected by this System will be used for the development of an Individual Relocation Plan per Marine Corps Order 1754.1.</p> <p><b>RETENTION AND SAFEGUARDS:</b> The information collected in this System will be retained in paper or automated records for two years then destroyed. Access is provided on need-to-know basis only. Manual records are maintained in file cabinets under the control of authorized personnel during working hours. The office space in which the file cabinets are located is locked outside of official working hours. Computer terminals are located in supervised areas. Access to computerized data is controlled by password or other user code system.</p> <p><b>ROUTINE USES:</b> In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows: the DoD "blanket routine uses" that appear at the beginning of the Navy's compilation of systems notices apply to this system <a href="http://dpclo.defense.gov/privacy/SORNs/blanket_routine_uses.html">http://dpclo.defense.gov/privacy/SORNs/blanket_routine_uses.html</a></p> <p><b>DISCLOSURE:</b> Providing information on this form is voluntary.</p>			
<b>Section I: Service Member's Information</b>			
Name (Last, First, MI):		Branch of Service:	Rank/Grade: MOS/MCC:
Current Installation:		Unit:	
Home Telephone:	Work Telephone:	Other Telephone:	
Current Work Address:			
Street:		City:	State: Zip Code:
Current Mailing Address:			
Street:		City:	State: Zip Code:
Military/Civilian Email Address:			
Current Home Address (if different from above):			
Street:		City:	State: Zip Code:
Estimated Date of Detachment:	Estimated Date of Arrival:	Gaining Installation/Command:	
Marital Status:	Spouse Name:	Age(s) of Child(ren):	
How Many Years of Service?		Separating or Retiring?	
Comments:			

Reset Form

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**NAVMC 11864 (Rev. 06-12) (EF) Page 2**  
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Section II: Special Requirements (check all that apply)																																														
<input type="checkbox"/> EFMP/Special Needs <input type="checkbox"/> Financial <input type="checkbox"/> Family Member Employment <input type="checkbox"/> Childcare <input type="checkbox"/> Pets <input type="checkbox"/> Immigration	<input type="checkbox"/> Foreign Born Family Members <input type="checkbox"/> Medical <input type="checkbox"/> Overseas Move <input type="checkbox"/> Adult Education <input type="checkbox"/> Schools <input type="checkbox"/> Marriage/Birth Anticipated During Relocation																																													
Comments:																																														
Section III: Housing (check all that apply)																																														
<table style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th style="border: none;"></th> <th style="border: none; text-align: center;">Requested</th> <th style="border: none; text-align: center;">Initial</th> <th style="border: none;"></th> <th style="border: none; text-align: center;">Provided</th> <th style="border: none; text-align: center;">Initial</th> </tr> </thead> <tbody> <tr> <td style="border: none;">Housing Application Provided:</td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: none;">Off-Base Housing Information Provided:</td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> </tr> <tr> <td style="border: none;">Unique Housing Requirements:</td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: none;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> </tr> </tbody> </table>			Requested	Initial		Provided	Initial	Housing Application Provided:			Off-Base Housing Information Provided:			Unique Housing Requirements:																																
	Requested	Initial		Provided	Initial																																									
Housing Application Provided:			Off-Base Housing Information Provided:																																											
Unique Housing Requirements:																																														
Comments:																																														
Section IV: Services Offered (check all that apply)																																														
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Reset Form

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FOUO - Privacy sensitive when filled in.

Section V: Travel Assistance (check all that apply)				
	Requested	Initial	Provided	Initial
Referral to DMO:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Passport Information:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lodging Information:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Map Services:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Entitlement Information:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pet Travel Information:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
SAMPLE				
Section VI: Miscellaneous Information				
Resident RAP Specialist:			Date Services Provided:	
Comments:				
SAMPLE				
Gaining RAP Specialist:			Date Services Provided:	
Comments:				
SAMPLE				

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