

Dear

Congratulations on your new assignment and welcome to The Hart-Dole-Inouye Federal Center (HDIFC). My name is **(fill in name)** and I will be your sponsor. My job is to make your transfer here as easy as possible. I am sure that you have many questions about your new job and the surrounding community. I will do my best to research and answer all of your questions.

To provide you the most valuable and relevant information and support, I've attached a fillable form that asks for information about you, your family (if you have one), and your travel plans. Please fill in the form, save it, and return it to me at your earliest convenience. Please provide your contact information including email and phone numbers.

Once I receive your form, I will contact you to discuss the information and answer any questions you may have. Please feel free to call me to discuss your needs, if you do not wish to fill in the form. Or let me know a good time to call you to discuss your move.

In the meantime, and throughout the process, please contact me if you have any questions or items that are not addressed in the needs assessment, **(fill in email)** and **(fill in phone number(s))**.

To help you get started on your research, I highly recommend that you visit the following websites:

[Relocation Assistance/TRICARE](#)

(<http://www.hdifederalcentermwr.com/Relocation%20Assistance/RelocationAssistance.html>):

provides many resources to assist with your transition, such as a wealth of local information and resources, checklists, training, and more.

[MilitaryINSTALLATIONS](#) (<http://www.militaryinstallations.dod.mil/pls/psgprod/f?p=MI:ENTRY:0>) has

a wealth of information on our location including all the important phone numbers. This is the official site for all DLA location information and it includes information Health and Wellness; Education; Employment; Household Goods; and Housing along with photos of the installation. You can create a customized downloadable booklet of information to carry along on your trip. There is a listing of major units and contacts for important programs and services so that you can email or call the Relocation Assistance Program, housing, transportation, finance or any other office for further information.

[Plan My Move](#) (<http://apps.mhf.dod.mil/pls/psgprod/f?p=MHF:RELO:0::::SID:20.40.500.398.0.0.0.0>) is

a web based application filled with resources, important articles and tips to help you complete an efficient and cost effective move. This website allows you to create a custom moving plan or use the standard 90-day calendar.

[Military OneSource](#)

(<http://www.militaryonesource.com/MOS/Army.aspx?MRole=Member&Branch=Army&Component=Activ>

[e](#)) has other resources and consultants that can answer any question 24/7 by calling 1-800-342-9747.

[Military Youth on the Move](http://apps.mhf.dod.mil/pls/psgprod/f?p=MYOM:HOME:0) (<http://apps.mhf.dod.mil/pls/psgprod/f?p=MYOM:HOME:0>) is wonderful if you have children. It is designed especially for them to allay any fears or anxieties that they may have about moving.

To apply for housing please go to the nearest installation housing office with a copy of your orders and fill out [DD form 1746](http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd1746.pdf) (<http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd1746.pdf>), Application for Assignment to Military Housing. If you do not have access to a housing office, let me know and I will assist you with the process through our housing office. NOTE: Government housing is not available in our area. Please reference the Relocation Assistance/TRICARE website listed above, click on the tab titled "Temporary Lodging/Hotels" for area temporary lodging, and the tab titled "Real Estate and Rentals" for more permanent housing. If you need further assistance with housing, please call the Relocation Assistance Manager at 269-961-7385.

If you need child care, you can complete a [DD Form 2652](http://www.hdifederalcentermwr.com/Stars%20and%20Stripes/Links/dd2652-2011.pdf) (<http://www.hdifederalcentermwr.com/Stars%20and%20Stripes/Links/dd2652-2011.pdf>) and [DLA Form 24](http://www.hdifederalcentermwr.com/Stars%20and%20Stripes/Links/DL0024%20Child%20Development%20Services%20Request%20for%20Care%20Record.pdf) (<http://www.hdifederalcentermwr.com/Stars%20and%20Stripes/Links/DL0024%20Child%20Development%20Services%20Request%20for%20Care%20Record.pdf>) up to 30 days before you PCS.

I look forward to hearing from you and helping with your transition to the Battle Creek community. I am sure your assignment here will provide you with many professional opportunities and wonderful memories. I am looking forward to meeting you when you arrive.

Sincerely,