

Dear

It has been a pleasure communicating with you since I was assigned as your sponsor and thank you for sending me information on your travel plans and needs upon arrival. In this letter, I am including the requested information. As your sponsor, I will assist you with your move, in-processing, and settling-in needs. I am happy to answer any questions you have. I can assist you with arrangements for temporary lodging, setting up a temporary Post Office Box, information about DLA and how we operate or anything else you may require.

[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.

Please review the [MilitaryINSTALLATIONS](http://www.militaryinstallations.dod.mil/pls/psgprod/f?p=MI:ENTRY:0) (<http://www.militaryinstallations.dod.mil/pls/psgprod/f?p=MI:ENTRY:0>) website. This is the official site for all DLA location information and it includes information on your new Location; 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.

You will also find the [Plan My Move](#)

(<http://apps.mhf.dod.mil/pls/psgprod/f?p=MHF:RELO:0:::SID:20.40.500.398.0.0.0.0.0>) application very helpful. This website allows you to create a custom moving plan or use the standard 90-day calendar. It has articles, helpful tips, and links together all the resources that you need to complete an efficient and cost effective move.

You should definitely visit [DLA's homepage](#) (<http://www.dla.mil/Pages/default.aspx>) for valuable information.

If you are enrolled in the Exceptional Family Member Program (EFMP), contact your installation EFMP representative at DLA Family Support Center to notify them of your move. The EFMP representative can assist you with any special needs moving questions you may have and can connect you with the gaining installation's EFMP office. Please ensure your EFMP enrollment is up-to-date as this is your assurance that your family member's needs will be considered during the assignment coordination process. The required [EFMP enrollment forms](#) (<http://www.militaryhomefront.dod.mil/pls/psgprod/f?p=MHF:HOME1:0:::SID:20.40.500.565.0.0.0.0.0>) can be found on MilitaryHOMEFRONT.

In addition to the web resources, further assistance in planning your move, critical information and numerous resources can be found at the DLA Family Support Center. Please visit the nearest relocation manager for guidance in planning your move. If you are not currently located near a DLA Family Support Center, contact the nearest military family center of any uniformed service for information/assistance in planning your move. You can find information on most military family centers through [MilitaryINSTALLATIONS](#) (<http://www.militaryinstallations.dod.mil/pls/psgprod/f?p=MI:ENTRY:0>).

If you need child care, you can complete [DD Form 2652](#)

(<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>) to the Child and Youth Development Program up to thirty days before you PCS. Our Child and Youth Development Program, listed in [MilitaryINSTALLATIONS](#) (<http://www.militaryinstallations.dod.mil/pls/psgprod/f?p=MI:ENTRY:0>), can help you with this request. (Within DLA, active duty and DLA civilians generally have the same priority, but check with the Child and Youth Development Program for specifics.) If you need child care off the installation, our Child and Youth Development Program can assist you with information.

Finally, remember to go to the housing office at the installation nearest you with a copy of your orders and fill out [DD form 1746](#) (<http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd1746.pdf>), Application for Assignment to 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.

Remember, you can call or email me anytime and I will help you make arrangements or answer any questions.

Sincerely,