



# UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION  
AND  
2d MARINE AIRCRAFT WING  
U.S. MARINE CORPS FORCES, ATLANTIC  
CHERRY POINT, NORTH CAROLINA 28533

AirStaO 1754.1A  
MCAS  
2DMAW (SC-105)  
21 JUN 2001

AIR STATION ORDER 1754.1A w/ch1,2,3,4

From: Commanding General, Marine Corps Air Station, Cherry Point  
Commanding General, 2d Marine Aircraft Wing  
To: Distribution List

Subj: RELOCATION ASSISTANCE PROGRAM (RAP)

Ref: (a) MCO 1754.3  
(b) SECNAVINST 1754.6 (NOTAL)  
(c) MCO P1700.24A  
(d) MCO ~~1320.11F~~ ch1 1320.11F  
(e) MCO P11000.22  
(f) DODI 1338.19 (NOTAL)  
(g) AirStaO 1300.6 ch3

1. Situation. To publish instructions and provide guidance for administration of the Marine Corps RAP.

2. Cancellation. AirStaO 1754.1.

3. Mission

a. Since 1984, the Marine Corps has provided relocation assistance to Marines and family members through information and referral services offered at the Personal Services Department (PSD). <sup>ch3</sup>  
~~PERSONAL SERVICES DEPARTMENT (PSD)~~ **MARINE AND FAMILY SERVICES PROGRAMS**  
Currently, relocation assistance is being accomplished through several offices at each command with varying degrees of satisfaction for Marines, DoD civilians, and their families. The centralization and standardization of relocation information is essential to promote quality of life efforts that impact on morale, welfare, retention, and readiness of active duty Marines. References (a) and (b) provide instructions for implementing policy and specify current reporting requirements for the RAP. Reference (c) provides guidance for relocation assistance offered at the Relocation Assistance Center (RAC) and PSD while reference (d) provides instructions for the sponsorship program.

b. Reference (e) outlines relocation services provided by the Family Housing Office. Reference (f) clarifies the responsibilities of the installation Family Housing Office in regards to the RAP. Reference (g) outlines check in/check out procedures for military personnel that includes the RAP.

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4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) It is the policy of the Marine Corps to provide standardized support for relocating active duty Marines, DoD civilians, and their families. Every commander is responsible for ensuring that Marines and their families receive accurate information and support services to enable timely decisions during the relocation process.

(b) Centralization of the RAP under the Marine Corps Community Services (MCCS) umbrella will result in providing centralized relocation services through the use of varied automated information systems and various established ~~personal services programs~~ related to relocation assistance. The functions performed by the Personal Services RAP should not replace or duplicate the housing-related functions performed by the Family Housing Office. This specifically includes the housing referral program. These unique functions are still the responsibility of the Family Housing Office and will not migrate to other offices.

013  
MARINE AND FAMILY SERVICES  
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(2) Concept of Operations

(a) Pre-departure services that includes automated information is provided by installation area experts. Provided is information regarding the next duty station, availability of temporary and permanent housing, child care resources, spouse employment opportunities, and school and related information. Also provided is information regarding the Exceptional Family Member Program (EFMP) and resources available, counseling regarding relocation stress management, financial management (entitlement/costs of moving), home buying and selling, shipment/storage of household goods, and check-out procedures.

(b) Arrival services will include an assigned sponsor coordinated through Military Personnel Offices, information regarding availability of, and information on temporary and permanent housing. Information pertaining to housing will include housing referral and home finding services as provided by the Family Housing Office, child care, EFMP, medical/dental, legal assistance resources, education programs, spouse/family member employment opportunities, religious services, volunteer opportunities, command indoctrination and community orientation, counseling regarding cultural adaptation, and check-in procedures.

21 JUN 2001

b. Tasks

(1) AC/S MCCS. Establish a RAC that is prominently visible and accessible to all installation personnel.

(2) ~~Personal Services Department~~ **MARINE FAMILY SERVICES PROGRAMS**

(a) Develop policies and procedures for the operation of the RAP. Establish procedures for Marine Corps personnel, DoD civilians, and their families undergoing permanent change of station (PCS) moves to be informed and have access to RAP services, with particular emphasis on junior Marines and their families.

(b) Establish a Relocation Assistance Coordinating Committee (RACC) to ensure coordination and integration of a cohesive and comprehensive RAP. A representative from the Housing Office, Traffic Management Office, Child Development Center, Naval Hospital, Station Chapel, Station and 2d MAW military personnel, Joint Law Center and Defense Finance and Accounting Service (DFAS) will be appointed in writing as members of the RACC. The RACC will also ensure the data for the automated information system is updated quarterly and submitted to CMC (MHF) by the 10th working day from the close of the quarter.

(c) Assist commanders in carrying out the Marine Corps Sponsorship Program per reference (d).

(d) Submit RAP quarterly reports, as outlined in reference (a), to CMC (MHF) by the 10th working day after the close of the quarter.

(e) In conjunction with HQMC and DFAS, ensure the RAP is allocated sufficient resources and is staffed with sufficient personnel to accomplish RAP requirements.

(3) Housing Office

(a) Coordinate and establish functions for housing referral services. Functions include, but are not limited to, counseling for applicants pertaining to equal opportunity in off-base housing, vacancy status of listings, and assistance in resolving tenant/landlord disputes. Provided will be a liaison with community and Government officials and organizations, housing data exchange with

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other DoD housing offices, assistance with rental negotiations and review of leases, assistance with understanding procedures and resolving problems with utility connections, fees, deposits and billings, entitlement briefings, and certification of housing related costs for temporary lodging allowances and overseas housing allowances in foreign areas.

(b) Provide housing referral service to help DoD personnel and their family members locate acceptable, affordable, and nondiscriminatory housing in the local community and to provide an orientation to the local community.

(c) Provide housing statistics for on-base and off-base housing availability to the nearest RAC as needed to update the automated Relocation Information System, which is interactive with all DoD RACs worldwide.

(4) Commanding Officers in conjunction with the 2d MAW Military Personnel Office and MCAS Cherry Point Military Personnel Office

(a) Provide personnel in receipt of PCS orders with adequate time to clear/settle-in at the installation, considering personal needs and mission requirements per Joint Travel Regulations and Marine Corps directives.

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

(c) If possible, assign each incoming Marine, regardless of rank or marital status, a knowledgeable sponsor at least 90 days before expected date of arrival.

CH-2  
CH-3  
~~(d) Direct each Marine transferring out of Cherry Point, with emphasis on junior Marines, to attend a PCS moving and SEMINAR sponsorship seminar coordinated by the PSD. COORDINATED BY MARINE AND FAMILY PROGRAMS RAP.~~

INTERESTED IN TRENDS TO → (e) Direct all incoming Company Grade officers and enlisted Marines in the grades Staff Sergeant (E-5) and below to attend the monthly "Welcome Aboard" brief AND ANYONE COORDINATED BY MARINE AND FAMILY RAP. CH-3

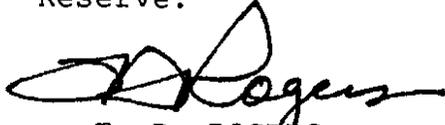
5. Administration and Logistics. The Commanding Officers, Naval Aviation Depot, 12th Dental Company and Combat Service Support Detachment-21 concur with the contents of this Order insofar as it pertains to members of their command.

21 JUN 2001

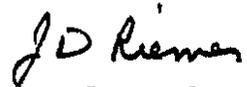
6. Command and Signal

a. Signal. This Order is effective the date of signature.

b. Command. This Order is applicable to the Marine Corps Reserve.



T. D. ROGERS  
Chief of Staff



J. D. RIEMER  
Chief of Staff

DISTRIBUTION: MCAS A  
2d MAW A



**UNITED STATES MARINE CORPS**

MARINE CORPS AIR STATION  
AND  
2D MARINE AIRCRAFT WING  
U.S. MARINE CORPS FORCES, ATLANTIC  
CHERRY POINT, NORTH CAROLINA 28533

AirStaO 1754.1A Ch 1  
MCCS  
2DMAW (SC-105)  
JUL 21 2003

AIR STATION ORDER 1754.1A CH 1

From: Commanding General, Marine Corps Air Station, Cherry Point  
Commanding General, 2D Marine Aircraft Wing

To: Distribution List

Subj: RELOCATION ASSISTANCE PROGRAM (RAP)

1. Purpose. To direct pen changes to the basic Order.

2. Action

a. On page 1, change reference (d) to read "MCO 1320.11E".

b. On page 4, para 4.b.(4)(d), delete the following "and sponsorship seminar coordinated by the PSD".

3. Filing Instructions. File this Change transmittal directly behind the signature page of the basic Order.

Handwritten signature of M. E. Condra in black ink.

M. E. CONDRA  
Chief of Staff

Handwritten signature of Andrew Kowalski in black ink.

ANDREW KOWALSKI  
Chief of Staff

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2d MAW A



**UNITED STATES MARINE CORPS**  
**MARINE CORPS AIR STATION**  
**PSC BOX 8003**  
**CHERRY POINT, NORTH CAROLINA 28533-0003**

AirStaO 1754.1A Ch 2  
MCCS  
2DMAW (SC-105)

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AIR STATION ORDER 1754.1A CH 2

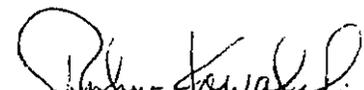
From: Commanding General, Marine Corps Air Station, Cherry Point  
Commanding General, 2d Marine Aircraft Wing

To: Distribution List

Subj: RELOCATION ASSISTANCE PROGRAM (RAP)

1. Purpose. To direct pen changes to the basic Order.
2. Action. On page 4, para 4.b.(4)(e), change to read: Direct all incoming company Grade officers and enlisted Marines in the grades of Sergeant (E-5) and below and anyone interested in attending to attend the monthly "Welcome Aboard" brief.
3. Filing Instructions. File this change transmittal directly behind the signature page of the basic Order.

  
M. E. CONDRA  
Chief of Staff

  
ANDREW KOWALSKI  
Chief of Staff

DISTRIBUTION: MCAS A  
2d MAW A



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION  
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AND  
2D MARINE AIRCRAFT WING  
POSTAL SERVICE CENTER BOX 8050  
CHERRY POINT, NC 28533-0050

AirStaO 1754.1A Ch 3  
MCSS  
2DMAW (SC-105)  
4 JUN 2009

AIR STATION ORDER 1754.1A CH 3

From: Commanding Officer, Marine Corps Air Station, Cherry Point  
Commanding General, 2d Marine Aircraft Wing  
To: Distribution List  
Subj: RELOCATION ASSISTANCE PROGRAM (RAP)

1. Situation. To direct pen changes to the basic order.
2. Execution
  - a. On page 1, change reference (g) to read "AirStaO 1300.6C."
  - b. On page 1, paragraph 3.a, change personal Services Department (PSD) to Marine and Family Services, On page 2, paragraph 4.a.(b), change Personal Services programs to Marine and Family Services RAP. On page 3, paragraph 4.b.(2) change Personal Services Department to Marine Family Services.
  - c. On page 4, change paragraph 4.b.(4)(d) to read: "Direct each Marine transferring out of Cherry Point, to attend a PCS moving seminar coordinated by Marine and Family Services RAP."
  - d. On page 4, paragraph 4.b.(4)(e), add, "coordinated by Marine and Family RAP."
3. Administration and Logistics. File this change transmittal directly behind the signature page of the basic order.

C. E. HOLZWORTH  
Chief of Staff

ROBERT D. CLINTON  
Executive Officer

Distribution: MCAS A  
2d MAW A



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II MARINE EXPEDITIONARY FORCE  
POSTAL SERVICE CENTER BOX 8050  
CHERRY POINT, NC 28533-0050

ASO 1754.1A Ch 4  
MCCS  
2dMAW (SC-105)  
11 AUG 2011

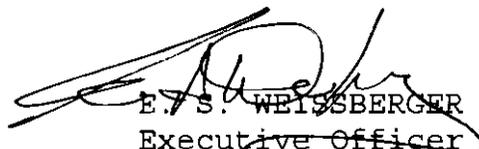
AIR STATION ORDER 1754.1A Ch 4

From: Commanding Officer, Marine Corps Air Station, Cherry Point  
To: Commanding General, 2d Marine Aircraft Wing  
Distribution List

Subj: RELOCATION ASSISTANCE PROGRAM (RAP)

1. Situation. To direct pen changes to the basic Order.
2. Execution
  - a. On page 1, change AIR STATION ORDER 1754.1A W/Ch 1, 2, 3 to AIR STATION ORDER 1754.1A W/Ch 1, 2, 3, 4.
  - b. On page 1, change ref (d) to read MCO 1320.14F.
  - c. On page 1, paragraph 3.a. change "Marine and Family Services" to "Marine and Family Programs."
  - d. On page 2, paragraph 4.a.(1)(b) change "Marine and Family Services" to "Marine and Family Programs."
  - e. On page 3, paragraph 4.b.(2) change "Marine and Family Services" to "Marine and Family Programs."
  - f. On page 4, paragraph 4.b.(4)(d) change "Marine and Family Services" to "Marine and Family Programs."
3. Administration and Logistics. File this Change transmittal immediately behind the signature page of the basic Order.

  
R. W. REGAN  
Chief of Staff

  
E. S. WEISSBERGER  
Executive Officer

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