



Foreword

On behalf of the director and staff of the PCS Support Section of Marine Corps Community Services, I am pleased to present the *Relocation Assistance Program Curriculum Guide*.

The *RAP Curriculum Guide* is intended to provide MCCS Relocation Assistance staff with standardized curriculum for relocation program modules. It is designed to be used as the basis for the presentation of relocation programs, and RAP staff are encouraged to modify the modules to support the needs of their specific locale. The *RAP Curriculum Guide* consists of eight modules with the inclusion of additional resource materials to augment and support module content, or to use while providing individual relocation counseling. The *Relocation Assistance Program Curriculum Guide* will ensure that Marines and their families receive consistent, high-quality relocation assistance programs at every installation. The information contained in this Guide should serve as a benchmark for the provision of these programs.

MCCS relocation staff throughout the Marine Corps assisted in the development of the *Relocation Assistance Program Curriculum Guide* by participating in a survey and contributing essential materials and resources to augment curriculum content. Additionally, all Marine Corps RAP managers contributed their time and energy to review this guide. Specific recognition goes to the RAP working group members: Bert Corn, Marilyn Thomson and Kathy Peterpaul who coordinated input from all managers. Also, thanks to Deborah Mayberry and Jayme Olitzky of Zeiders Enterprises whose help was invaluable to the success of this guide.

Sincerely,

Brian Goodson

This Guide has been reviewed by the Per Diem, Travel and Transportation Allowance Committee in accordance with DoDD 5154.29, dated 9 March 1993, as PDTATAC Case RR040819.



Table of Contents

Module 1: Welcome Aboard/Newcomers Orientation	1
Module 2: Newly Arrived Spouse Orientation	19
Module 3: New Sponsor Orientation	41
Module 4: PCS Move Workshop	57
Module 5: Moving Overseas	89
Module 6: Moving with a Special Needs Family Member	115
Module 7: Home Buying and Selling	129
Module 8: Command/Unit Relocation Brief.....	155
Handouts	A-1