# Initial Welcome Message - Sample A (formal)

Dear NEWCOMER NAME,

Congratulations on your new assignment to INSTALLATION NAME. On behalf of ENTER UNIT/COMMANDER, I want to extend a sincere welcome. My name is YOUR NAME and I will be your sponsor. My goal is to assist you throughout your PCS and transition into your new unit. I’m available to answer any questions you might have about our installation and local community, and help you get settled once you arrive.

To better assist you, I’ve attached a fillable **“Newcomer’s Needs Assessment”** form. Please use this form to share information about you, your family and your travel plans. Once complete, send it back to me at your earliest convenience, making sure to include your email addresses and phone numbers. After I receive your information,I will contact you to further discuss travel plans, resources and information to assist along the way. Completing the form is not mandatory; however, it will help me better understand your specific PCS needs.

If you haven’t already, it’s important to start coordinating your household goods move using the tips outlined in this[Steps to a Smart Move Infographic](https://www.militaryonesource.mil/products/steps-to-a-smart-move-infographic-738/?utm_source=mcfp-welcome-message&utm_medium=email&utm_campaign=relo-2022&utm_content=welcome-a)**.**

I also highly recommend you contact your local [Military and Family Support Center](https://installations.militaryonesource.mil/?looking-for-a=program%2Fprogram-service%3D26%2Ffocus%3Dprogram&utm_source=mcfp-welcome-message&utm_medium=email&utm_campaign=relo-2022&utm_content=welcome-a). They can provide comprehensive relocation assistance to help you manage your upcoming move.

I’ve included some helpful websites and resources below for moving-related support and information.

Please feel free to reach out with any questions. You can reach me at YOUR EMAIL and YOUR PHONE NUMBER.

I look forward to hearing from you and helping you settle into our community.

Sincerely,

YOUR NAME

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| **Websites and resources:**   * [Military OneSource](https://www.militaryonesource.mil/?utm_source=mcfp-welcome-message&utm_medium=email&utm_campaign=relo-2022&utm_content=welcome-a) offers 24/7 connection to information and resources with both a website and a call center. You can call 800-342-9647, use [international calling options](https://www.militaryonesource.mil/international-calling-options/?utm_source=mcfp-welcome-message&utm_medium=email&utm_campaign=relo-2022&utm_content=welcome-a) or [schedule a live chat](https://livechat.militaryonesourceconnect.org/chat/). * The [PCS & Military Moves](https://www.militaryonesource.mil/moving-housing/moving/pcs-and-military-moves/?utm_source=mcfp-welcome-message&utm_medium=email&utm_campaign=relo-2022&utm_content=welcome-a) page on Military OneSource provides comprehensive relocation assistance information and resources. Connect with relocation experts, access powerful planning tools, and find links for housing, schools, finances, child care and more. * The [Moving Your Personal Property](https://www.militaryonesource.mil/moving-housing/moving/moving-personal-property/?utm_source=mcfp-welcome-message&utm_medium=email&utm_campaign=relo-2022&utm_content=welcome-a) page on Military OneSource offers information and resources for household goods logistics, such as moving guides and FAQs, customer service contacts, a log in for the Defense Personal Property System, or DPS, and more. * [MilitaryINSTALLATIONS](https://installations.militaryonesource.mil/?utm_source=mcfp-welcome-message&utm_medium=email&utm_campaign=relo-2022&utm_content=welcome-a) has a wealth of information about our location, check in procedures, housing, temporary lodging, child care, schools and more. * [Plan My Move](https://planmymove.militaryonesource.mil/?utm_source=mcfp-welcome-message&utm_medium=email&utm_campaign=relo-2022&utm_content=welcome-a) is an online tool that allows you to build a customized checklist to help you get organized and manage your move. It also offers moving resources, important information and tips. * [MilitaryChildcare.com](https://public.militarychildcare.csd.disa.mil/mccu/ui/#/) will help you find child care at our installation and navigate the wait list, if there is one. You do not need official orders to request child care, you can start the process as soon as you know your destination and estimated arrival date. * [Homes.mil](https://www.homes.mil/) can help you find community housing rental listings located near U.S. military bases. You can also check with your nearest [installation housing office](https://installations.militaryonesource.mil/?looking-for-a=program%2Fprogram-service%3D8%2Ffocus%3Dprogram&utm_source=mcfp-welcome-message&utm_medium=email&utm_campaign=relo-2022&utm_content=welcome-a). * [The Spouse Education & Career Opportunities program](https://myseco.militaryonesource.mil/portal/?utm_source=mcfp-welcome-message&utm_medium=email&utm_campaign=relo-2022&utm_content=welcome-a) can help military spouses find employment at a new installation and connect to a range of educational and professional resources. * [The Exceptional Family Member Program](https://www.militaryonesource.mil/family-relationships/special-needs/exceptional-family-member/the-exceptional-family-member-program-for-families-with-special-needs?utm_source=mcfp-welcome-message&utm_medium=email&utm_campaign=relo-2022&utm_content=welcome-a) connects military families to resources and services to address special medical or educational needs. * [The MilConnect website](https://milconnect.dmdc.osd.mil/milconnect/public/faq/DEERS-Updating_and_Correcting_DEERS_Data) enables you to update your personal information in the Defense Enrollment Eligibility System, or DEERS. Be sure to update your address so there’s no interruption in your TRICARE coverage. |