# Initial Welcome Message - Sample B (friendly)

Dear NEWCOMER NAME,

Congratulations on your new assignment and welcome to INSTALLATION NAME. I’m YOUR NAME, your sponsor. I’m here to help make your PCS and transition as smooth as possible by answering questions about your new duties and helping you settle into our community.

I’ve attached a fillable “**Newcomer’s Needs Assessment Form**” – that asks for information about you, your family and your travel plans. Please fill out the form and return it to me as soon as possible. Be sure to include your email addresses and phone numbers**.** Once I have your phone numbers and email information, I’ll reach out so we can talk about your travel plans and discuss resources and information you might find helpful. Completing the form is not required, but it will help me better understand your needs.

The other thing you should do ASAP is schedule your household goods move using the tips outlined in the[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-b)**.** 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-b). They can provide comprehensive relocation assistance to help you manage your upcoming move.

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

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

I look forward to hearing from you and helping you settle into our community. I’m sure you’ll have many professional opportunities and wonderful memories at INSTALLATION NAME, and it’s my privilege to help you make the most of them.

Sincerely,

AUTHOR NAME

**Websites and resources:**

* [**Military OneSource**](https://www.militaryonesource.mil/?utm_source=mcfp-welcome-message&utm_medium=email&utm_campaign=relo-2022&utm_content=welcome-b) 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-b) 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-b) 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/) 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-b) 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-b)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-b).
* [**Spouse Education & Career Opportunities**](https://myseco.militaryonesource.mil/portal/?utm_source=mcfp-welcome-message&utm_medium=email&utm_campaign=relo-2022&utm_content=welcome-b) 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-b) 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.