



DEPARTMENT OF THE NAVY  
OFFICE OF THE SECRETARY  
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SECNAVINST 1754.6A  
PERS-61  
08 Nov 2005

SECNAV INSTRUCTION 1754.6A

From: Secretary of the Navy

Subj: RELOCATION ASSISTANCE PROGRAM FOR DEPARTMENT OF THE NAVY  
PERSONNEL

Ref: (a) Title 10 U.S. Code, section 1056  
(b) DOD Instruction 1338.19 of 15 Jun 90  
(c) SECNAVINST 1754.1A  
(d) P.L. 106-65, Section 584

1. Purpose. To revise policy and implement the Department of the Navy (DON) Relocation Assistance Program (RAP) per references (a) and (b).

2. Cancellation. SECNAVINST 1754.6.

3. Applicability

a. This instruction applies to the Active Duty Component of the Navy and Marine Corps.

b. The following personnel are eligible for services under reference (c), subject to any restrictions in Status of Forces Agreements (SOFA) at overseas activities.

(1) Active duty members of the military services, Coast Guard, and their legal dependents (hereafter referred to as family members).

(2) Members of the Reserve Component of the military services, Coast Guard, and their family members, while on call to or on orders to active duty.

(3) Spouses and family members of Prisoners of War/Missing in Action (POW/MIA) personnel from the military services and the Coast Guard.

(4) Non-foreign hire civilian employees of the Department of Defense (DOD) in overseas locations, and their family members, for services that are not otherwise available in the local community.

(5) On a space-available basis, retired members of military services, the Coast Guard, their family members, and the family members of members who were on active duty or retired at the time of death.

c. At Base Realignment and Closure (BRAC) installations, services which are offered as part of military Transition Assistance Management Program (TAMP), other than those specifically limited by law to servicemembers, shall be available to military personnel and civilians on an equal basis. At non-BRAC installations, such services may be provided on a space-available basis for civilians.

4. Policy. The DON policy is to assist members and their families, where applicable, in managing the process of service-required permanent change of station (PCS) by providing comprehensive and coordinated RAP information and services.

5. Responsibility

a. The Assistant Secretary of the Navy, (Manpower and Reserve Affairs) (ASN (M&RA)), is responsible for providing overall policy control and oversight of RAP, including establishment of performance metrics and collecting data on the effects of RAP on retention, readiness, and quality of life.

b. The Chief of Naval Operations (CNO) and the Commandant of the Marine Corps (CMC) are responsible for implementing this instruction. They shall ensure that:

(1) A comprehensive and integrated RAP is established, adequately staffed, and resourced at each Navy or Marine Corps installation with at least 500 members assigned. Personnel assigned to areas with fewer than 500 members, including recruiting or remote-location duty, shall receive services from the nearest military RAP.

(2) Appropriate training is accomplished, per reference (b), to include initial or recurrent training of personnel assigned to family centers, whose duties include providing services or training to customers in the area of relocation assistance.

(3) DON personnel and their family members transferring PCS are fully informed of and have access to RAP services.

(4) The RAP is monitored and evaluated to ensure accessibility, effectiveness, and responsiveness to the needs of DON personnel and their family members. The service's Inspector Generals (IGs), will assess the effectiveness of this program and compliance to requirements of reference (b), reporting any non-compliance to ASN (M&RA) no later than 31 December of each year.

c. Installation commanding officers shall:

(1) Establish a Relocation Assistance Coordinating Committee that includes, but is not limited to, representatives from family centers, housing/bachelor quarters, personal property/household goods shipment office, finance office, child and youth program, medical/tricare, ombudsman, chaplain, and military support office/personnel support detachment to ensure coordination and integration of disparate relocation services into a comprehensive installation RAP.

(2) Ensure that as part of the installation RAP, updates to the web-based automated relocation information database Standard Installation Topic Exchange Service (SITES) occur as needed and/or at least monthly.

(3) Ensure their RAP coordinates with other military relocation programs and local school districts to facilitate the transfer of school credit and records for inbound and outbound servicemember's school-age family members. Such assistance may entail resource allocation, per reference (d), to school districts and private, non-profit groups that provide youth services (e.g., provision of services and assistance to military members in facilitating the transfer of their family member's school records and/or facilitation of youth transition from the current duty station to the new duty station).

(4) Establish, when practical, a Youth Sponsor Program (especially at Outside Continental United States (OCONUS) locations) similar to the member Sponsor Program. Child and youth programs and relocation assistance staff shall collaborate to facilitate development and management of the local program.

6. Procedures

a. RAP shall provide:

(1) Pre-departure information regarding the next duty station that includes but is not limited to:

- (a) Availability of temporary and permanent housing.
- (b) Legal issues (e.g., power of attorney, wills, leases).
- (c) Child care resources.
- (d) Spouse employment opportunities.
- (e) School information.
- (f) Medical related information.
- (g) Exceptional Family Member (EFM) program and resources.
- (h) Stress management.
- (i) Personal financial management (i.e., entitlements, relocation costs, cost of living, and pay and allowances at new duty station).
- (j) Real estate transactions.
- (k) Property management.
- (l) Shipment/storage of household goods.
- (m) Check-in and check-out procedures.

(2) Arrival services that include but are not limited to:

(a) Information regarding settling-in services (emphasizing sponsorship of the transferring member by the receiving command).

(b) Information on temporary and permanent housing (including Housing Referral Office functions and home-finding services).

(c) Child care.

(d) EFM resources.

(e) Legal assistance resources.

(f) Member and family member education programs/schools.

(g) Religious services.

(h) Volunteer opportunities.

(i) Command indoctrination and community orientation.

(j) Offer classes or individual counseling on cultural adaptation (where appropriate, normally OCONUS locations).

b. Commands shall provide members and their family members adequate time for in and out processing.

William A. Navas, Jr.  
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