



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION NEW RIVER
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AUG 02 2023

COMMANDING OFFICER'S POLICY LETTER 03-23

From: Commanding Officer, Marine Corps Air Station New River
To: Distribution List

Subj: MARINE CORPS AIR STATION NEW RIVER WELCOME ABOARD PROGRAM

Ref: (a) MCO 1754.10B
(b) DoDI 1342.22

1. Purpose. To successfully onboard newly joined personnel and their families to Marine Corps Air Station (MCAS) New River in order to provide information, assistance, and resources aboard the Installation.

2. Background and Information. The Installation Welcome Aboard Brief (IWAB), also known as a newcomer brief, shall assist personnel and their family members with information, referral, and relocation services aboard MCAS New River.

3. Scope. In accordance with the references, the MCAS New River Information, Referral, and Relocation (IR&R) Program staff will develop, plan, and facilitate a quarterly IWAB at the Station Theater, building AS-240, for all Installation tenant and subordinate commands, personnel, and their families.

4. Action

a. IR&R Program Resource Manager

(1) Serve as the action officer and supervise the execution of the IWAB.

(2) Ensure the IR&R Program staff distribute and provide information and guidance to assist all commands aboard the Station with resources, support, and services.

(3) Coordinate with all available resources to build the IWAB presentation. Each IWAB shall include a safety brief, information on housing, childcare, spouse employment, education resources, Semper Fit, recreation, the Marine Corps Family Team

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Building Program, and other Marine Corps Community Services
(MCCS), Lejeune-New River program resources.

(4) Coordinate and schedule the IWAB at the Station Theater, building AS-240, quarterly or as directed.

b. IR&R Program Staff

(1) Coordinate with Station command points of contact to ensure rosters are submitted NLT two working days prior to each IWAB and that required personnel attend the IWAB.

(2) Establish IR&R Program office procedures to ensure newly joined personnel are notified and receive information about the next IWAB.

(3) Coordinate with the Regional Personnel Administration Center Satellite Support Center-New River to ensure inbound rosters are submitted to the IR&R Program staff quarterly.

(4) Coordinate with resource participants to ensure information, materials, and presentation slide(s) are submitted no later than (NLT) one week prior to the scheduled IWAB.

c. Program Requirements

(1) IWAB attendance is mandatory for all newly joined Service Members in the grades of E-1 through E-6, WO-1, and O-1 through O-2 within 90 days of arrival aboard this Station; however, other personnel are invited and encouraged to attend.

(2) The uniform for Service Members is the uniform of the day and appropriate civilian attire for all other personnel and family members.

5. The point of contact is the IR&R Program Resource Manager, James Daniels at (910) 449-5837 or james.daniels@usmc-mccs.org.


G. W. BURNETT

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