

DEPARTMENT OF THE ARMY
293RD BASE SUPPORT BATTALION
UNIT 29901, BOX 25
APO AE 09086

**STANDING OPERATING PROCEDURE
RELOCATION ASSISTANCE COORDINATION COMMITTEE**

AEUSG-MA-ACS (608-1)

4 February 2000

1. PURPOSE. Prescribe procedures for administering the Army Community Service (ACS) Relocation Assistance Coordination Committee (RACC).
2. APPLICABILITY. These provisions are applicable to authorized personnel and activities in the 293rd Base Support Battalion (BSB) area of operation.
3. SCOPE. The RACC is to ensure coordination and cooperation among the various relocation services in the 293rd BSB.
4. RESPONSIBILITIES.
 - a. The Relocation Readiness Manager (RRM) shall chair the RACC and ensure meetings are conducted quarterly.
 - b. The RACC will:
 - (1) Comply with procedures outlined in this SOP and AR 608-1, Army Community Service Center, 1 Oct 99.
 - (2) Develop a comprehensive installation relocation assistance plan that addresses elements and functions of relocation assistance provided by each activity; requirements for all relocation services providers; and an evaluation plan to ensure assistance is accessible effective and responsive to the needs of the Army family.
 - (3) Consists of representatives from ACS, housing, transportation, finance, military personnel division, civilian personnel advisory center, and medical treatment facility.

AEUSG-MA-ACS

SUBJECT: Standing Operating Procedure (SOP) - Relocation
Assistance Coordinating Committee

BETH GRANT
Relocation Readiness Manager

APPROVED:

DATE:

DANNY MILES
Army Community Services Officer