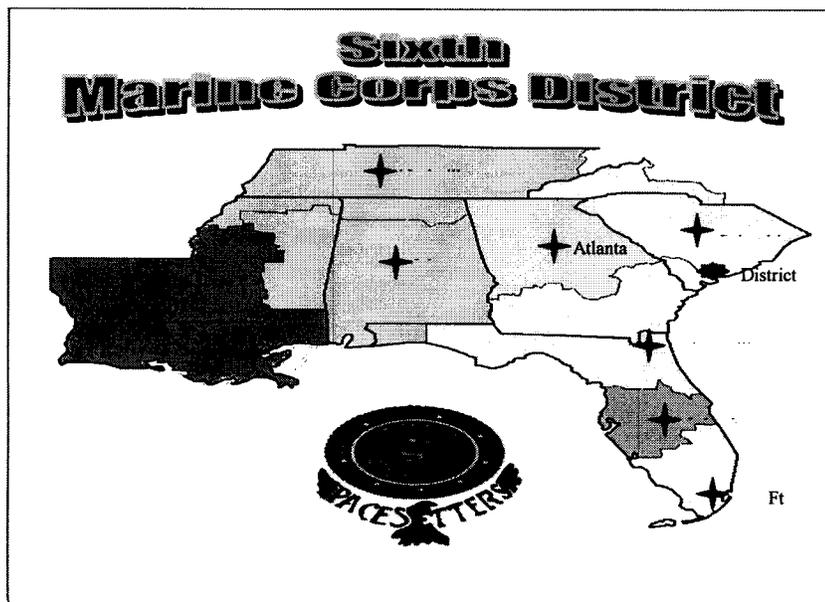


Resource Guide to
RECRUITING
for Marines and Families



6th Marine Corps District Recruiting Station Directory

	Administrative Telephone Number	Address
District Headquarters	843.228.2217	P.O. Box 19201 Parris Island SC 29905-9201
RS Atlanta	770.246.0001	6855 Jimmy Carter Blvd Norcross GA 30071
RS Columbia	803.788.7458	9600 Two Notch Rd Suite 17 Columbia SC 29223
RS Ft Lauderdale	954.452.0112	7820 Peters Rd Bldg E Suite 109 Plantation FL 33324
RS Jacksonville	904.346.3336	3728 Phillips Hwy Suite 229 Jacksonville FL 32207
RS Montgomery	334.647.3108	2853 Fairlane Drive Bldg G Suite 64 Montgomery AL 36116
RS Nashville	615.736.7141	2519 Perimeter Place Drive Nashville TN 37214
RS New Orleans	504.678.5657	4400 Dauphine St New Orleans LA 70146
RS Orlando	407.249.5870	5886 South Semoran Blvd Orlando FL 32822
Prior Service Recruiting	770.419.5737	1210 Naval Forces Ct Marietta GA 30069-5021





UNITED STATES MARINE CORPS
6TH MARINE CORPS DISTRICT
MCRD PO BOX 19201
Parris Island, South Carolina 29905-9201

Welcome Aboard

As Commanding Officer, I want to be one of the first to welcome you to the Sixth Marine Corps District. Headquartered aboard Parris Island, we share in a combined effort with the Marine Corps Recruit Depot to transform young men and women into Marines. I think you will find your tour enjoyable and professionally rewarding.

Recruiting is the most demanding peacetime assignment in our Corps, however it is also a unique experience providing you with the opportunity to become a part of the local community and all that it has to offer. Your new Recruiting Station will be sending you more information concerning your specific duty. Each Recruiting Station has several personnel that can help you adjust to the area. If you or your spouse (if married) has any questions concerning the area you are moving to, do not hesitate to call the District's Quality of Life Coordinator, Craig Sproul, (843) 228-3679 or Toll free (877) 824-2914, or your Recruiting Station Administration Staff. They will be happy to assist you in any way possible.

Enjoy your tour and I will be seeing you soon.

Semper Fidelis.

William P. Leek

WILLIAM P. LEEK
Colonel, USMC

Index

District Information.....	2
Welcome to Recruiting.....	5
Moving.....	6
Personal & Family Support.....	7
Health Care.....	8
Military Issues, Benefits & Entitlements.....	10
Useful Websites.....	11
Glossary of Recruiting Terms.....	12
Recruiting Station Directory.....	13
District Points of Contact.....	14

Welcome to Recruiting Duty!

Recruiting duty puts you, the Marine and your family, in the central role of creating the next generation of Marines. The recruiting duty mission is to find qualified men and women who will contribute to the future of the Corps and our country. Marines, family members and civilians all support recruiting and are integral parts of the success of the mission.

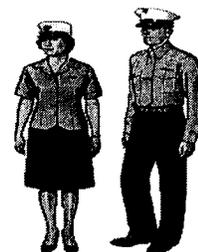


Your assignment to recruiting duty begins an adventure that will be different from any other experience you have had in the Marine Corps. It is challenging, exhilarating, and demanding. The hours the Marine works, the military resources that are available to you, even the leave and liberty process, will be different and demand your attention. This form of independent duty takes you away from the military support and direct leadership structure you are familiar with on a base and provides you with new opportunities within the civilian community.

We provide this booklet as an introduction to recruiting duty - its benefits, its challenges, and its problems. Our purpose is to provide useful resources and information to make your tour on recruiting duty easier and more rewarding. Each section addresses areas of concern and provides some tips on things you should do before you arrive, while you are here and when you are transitioning out of recruiting. You will be asked to be more independent, more self-sufficient, and more flexible.

You may have to search for resources you took for granted while on a military base, but you are not alone. Some familiar support systems, like the Key Volunteer Network and your Family Readiness Officer, are still available through your recruiting station. Each Recruiting District has a Quality of Life (QOL) Coordinator, who addresses family readiness issues for the Recruiting District. The Marine Corps has worked hard to address some of the more difficult issues of recruiting duty. A few examples:

- **General family and work topics** - Marine Corps Community Service (MCCS) One Source, an information and referral hotline that you can call or access through their website, provides services at no cost 24 hours a day, 7 days a week.
- **Health Care** - TRICARE Prime Remote, which provides you the same level of service at the same cost as Prime, even if you don't have access to a Military Treatment Facility is available to independent duty Marines and their families.
- **Housing** - If you are assigned near any military base, Recruiting Command personnel are designated as Priority II for base housing purposes.



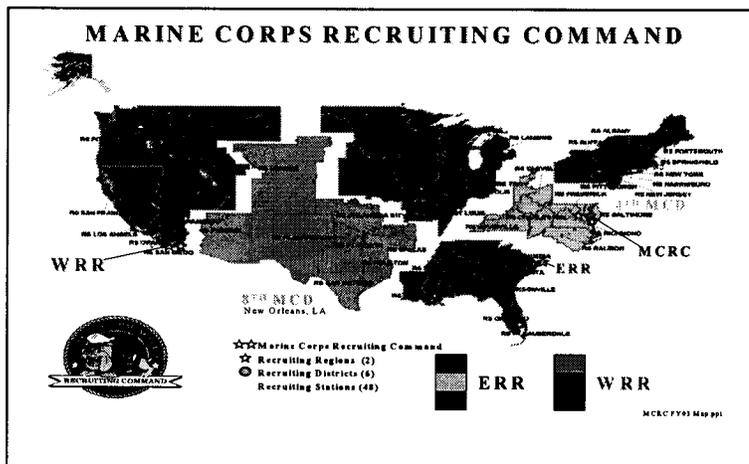
The Recruiting Command has assigned Marine Corps Community Services - South Carolina at Parris Island, SC, to provide support to Recruiting Districts 1, 4 and 6. Marine Corps Community Services at Marine Corps Recruit Depot San Diego, CA, serves Recruiting Districts 8, 9 and 12. Each District QOL Coordinator serves as a mobile community service center for the recruiting district.

On recruiting duty, you might have to locate local resources that may be unfamiliar, like United Way, the Chamber of Commerce, local civic organizations, the Marine Corps Reserve and Marine Corps League. The Internet, local libraries, and other local community resources will be important to you as well.

We want you to succeed as an individual and as a family on recruiting duty. The following is your resource guide. If you have questions or need assistance, let us know how we can help. We welcome you; congratulate you on joining the recruiting family, and thank you for your dedication and support.

The District Quality of Life Coordinators

- | | |
|---------------------------|--|
| 1 st District | Mary Driscoll
800.660.5213 |
| 4 th District | Jerry Lewis
800.811.6104 |
| 6 th District | Craig Sproul
800.824.2914 |
| 8 th District | Gloria Bryant
800.858.8762 Opt. 1 Ext 114 |
| 9 th District | Dave Gutierrez
800.335.9623 Opt.10, 24 |
| 12 th District | Anne Stundahl
800.967.8762 |





Moving

Moving is an integral part of the military lifestyle. Each move is different and each offers its own unique set of challenges and benefits. Your tour on recruiting duty may provide your first opportunity to live away from what could be called a normal military environment (base housing, exchange and commissaries, recreation facilities, and family support programs).

Whether you are moving from base to base, into a civilian community where there are no military installations, making an inter-district move, or at the end of your recruiting tour, this section provides useful information.

The Marine Corps Recruiting Command has a well-established welcome aboard process to ease your transition to recruiting duty. Each person screened and found eligible for recruiting duty receives a welcome aboard packet and video from the Marine Corps Recruiting Command. Personnel receiving orders to recruiting duty are sent a welcome aboard packet from their District. The Recruiting Station will assign a sponsor, who is your primary point of contact for information at your new duty location. Additionally, Key Volunteers from your Recruiting Station will contact family members to offer assistance and to provide local area information.

Where do I start? Some tips and ideas as you prepare to move:

- **Transportation Management Office (TMO)** - Once you receive your orders, contact the local TMO to arrange your household goods movement. TMO has a pamphlet entitled "It's Your Move" to help you through the move process.
- **Housing** - Check with your local Housing Office to see if on-base housing will be available to you at your new duty location. Marines on recruiting duty are entitled to Priority II Housing on military installations nearby their assignment. Priority II puts you in the same category as personnel permanently assigned to that installation. Information on military housing is also available on-line at: www.housing.navy.mil click on "pcshousing".

If you will be seeking housing in the local community, ask for real estate and rental guides, and information on community neighborhoods. Look on-line for resources.

NOTE: DO NOT BUY A HOME OR SIGN A LEASE UNTIL YOU CHECK INTO YOUR NEW DUTY LOCATION!

Although every effort is made to follow through on initial assignments, changes can and DO happen. Your RS Sergeant Major can confirm your assignment.

- **Sponsor** - If you haven't been assigned a sponsor, call your RS Sergeant Major or Family Readiness Officer to get your sponsor's name and phone number.

Where do I find information on my new location?

- **SITES** - If you are moving to a location near a military installation, ask for a copy of the Standard Installation Topic Exchange Service (SITES) booklet. You can also access SITES on-line at www.dmdc.osd.mil/sites. SITES' provides detailed information on military installations worldwide.
- **Local Area Information** - Your first stop should be Marine Corps Community Services (MCCS). The MCCS Relocation Office has access to a variety of resources to assist you in your move. Other resources:
 - ▶ Community Chamber of Commerce
 - ▶ Libraries
 - ▶ Your RS sponsor, Key Volunteers, Family Readiness Officer, or other military members
 - ▶ MCCS One Source – Call and ask for a "Neighborhood Profile"; you can receive extensive information on any area
 - ▶ Community newspapers
- **Schools/Child Care** - Your sponsor and Key Volunteer Network can provide information concerning schools and childcare resources in your new community. Many municipalities have offices and on-line resources.
- **Employment/Education** - Visit the Career Resource Center (CRC) at your local MCCS before you move to get a head start on your job-search and to learn about educational opportunities. MCCS is also your point of contact for spouse employment opportunities through Adecco Employment Services in virtually any community. (See "Spouse Employment" on pg. 11).

Here are some important reminders:

- **TRICARE** - **DO NOT DISENROLL** from your current TRICARE region until after you arrive at your new duty location. Then contact your new TRICARE region. (See Region phone numbers pg. 14)
- **DEERS** (Defense Enrollment Eligibility Reporting System) - Be sure to keep your address in DEERS current. DEERS is used to confirm TRICARE eligibility. You can update DEERS by:
 - ▶ Calling 800.538.9552,
 - ▶ On-line at <https://www.dmdc.osd.mil/udpdiri/owa/change.address>,

In person by visiting the nearest military I.D. facility (find a location at www.dmdc.osd.mil/rs/ or call the Recruiting Station Admin Office).



- **BAH** (Basic Allowance for Housing) – BAH rates are based on the assigned duty location. You can check out the BAH rate for your new duty station on-line at www.dtic.mil/perdiem/bah.html. Reassignment during your recruiting tour may impact your BAH.

What happens when I leave recruiting duty? When transitioning out of recruiting, many of these same suggestions still apply. Get in touch with your sponsor and your Key Volunteer, and use your independent duty skills to look for the resources you need at your new duty station!

Personal and Family Support

Here are some of the support services you may need while on independent duty: Your District QOL Coordinator can assist you in locating these services in the civilian community.



- **Exceptional Family Member Program (EFMP)** - The EFMP is a mandatory program for family members that have medical, emotional or physical challenges. State assistance normally requires registration in the EFMP. Enrollment must be updated every two years. Call your QOL Coordinator or regional MCCS for help.

- **Family Advocacy Program (FAP)** - The FAP encourages education and understanding concerning family and individual abuse issues. Your Family Readiness Officer and your QOL Coordinator are your contacts.

- **Financial Assistance and Emergency Relief -**

- ▶ Financial Assistance: Training materials and contacts for assistance with budgeting and financial issues are available at the RS.
- ▶ Emergency Relief: The Navy Marine Corps Relief Society is available to assist you while on independent duty. If you need emergency assistance, contact the American Red Cross and they will find help for you.



- **Legal Services** - Before your recruiting duty tour, finalize legal issues such as updating wills or powers of attorney. Legal offices may not be readily available on recruiting duty. Consumer issues and tax assistance can be referred to the Regional MCCS sites. Local consumer credit corporations and volunteer tax assistance sites may also be available in your area, <http://sja.hqmc.usmc.mil/jal/jal.htm>.



- **Lifelong Learning** - You can obtain information on courses, funding, and related opportunities through the MCCS Lifelong Learning office.

- **Marine Corps Family Team Building (MCFTB)** - This umbrella term refers to five programs – Chaplains Religious Enrichment Development Operation (CREDO), Prevention and Relationship Enhancement Program (PREP), Key Volunteer Network (KVN), Lifestyle, Insights, Networking, Knowledge, Skills (LINKS) and Spouse Leadership Seminar (SLS). The CREDO and PREP are retreats for individuals and married couples and are offered on bases, you may want to attend prior to your recruiting tour. KVN training and programs are available at each recruiting station. LINKS training is now available on-line at the MCCS website, www.marinenet.usmc.mil, register, log on and locate LINKS in the catalog. SLS may be offered at each recruiting region, but space is limited.



- **Marine Corps Exchange** - You may not be near a military exchange, but free copies of the Exchange catalogs are available through your RS twice annually. On-line shopping is also available through the MCCS website, www.usmc-mccs.org/uniforms/index.htm. Catalog orders and shipping from the website is free. Uniform items are also available.
- **Prevention/Intervention Services** - Counseling, drug and alcohol intervention programs, and similar services will not be available on-site at your RS. Assistance is available at your regional MCCS Community Services office.



- **Semper Fit** - The Semper Fit program is often limited to programs that can be presented through audio, video, and printed matter while on recruiting duty. Your RS will provide some limited services, but private gyms, local community efforts, and individual programs will address most of your Semper Fit needs. www.usmc-mccs.org/semperfit/sem_fit_main.html

- **Spouse Employment** - The Navy has a contract with Adecco, a private employment agency, to assist military spouses with employment issues as they move from area to area. You can access this service by visiting any Adecco office. Specific information about this service is available from the regional Marine Corps Community Services sites at Parris Island and San Diego. The Adecco web site has information at www.usadecco.com/careeraccelerator/.

Other community services you may want to look for:



- **MCCS One Source** is a contracted information and referral service provided to all Marines and family members 24 hours a day, 7 days a week, 365 days a year. Services are accessible toll-free at 800.433.6868 or via web access (www.mccsonesource.com). The user ID is *marines* and the password is *semper fi*. One Source covers a lot of information and can easily provide services you may be unable to locate in your new locale, e.g. finding child care at your new duty station, receive community information.

- **Other Resources** for local area information include:
 - ▶ United Way/211 (local information and referral services)
 - ▶ Community Chamber of Commerce
 - ▶ Libraries
 - ▶ Your RS sponsor, Key Volunteers, or other military members & their spouses at your new location
 - ▶ Community newspapers
 - ▶ On-line

What do I do next? When in doubt, contact your Key Volunteer, Family Readiness Officer, or QOL Coordinator. They may be able to point you in the right direction, or give you information on who can assist with your particular need.



Health Care

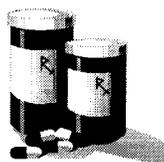
United Concordia TRICARE Dental Program

TRICARE Military health care has made great strides during the past several years in addressing the needs of Marines and families on independent duty. Healthcare services may operate differently from what you are familiar with on a base, but the primary parts of TRICARE and United Concordia remain available to you. Before you arrive, review your healthcare needs and look into how they will be addressed while you are on recruiting duty.

Health Care Review

- **TRICARE** – There are still three options available to you. The TRICARE web site is www.tricare.osd.mil.
 - ▶ **TRICARE Prime:** All active duty Marines are enrolled in Prime but must change regional contractors after arriving to their new RS. Family members may choose to enroll in Prime. You are assigned a Primary Care Manager (PCM), who provides access to all health care. If you are not near a Military Treatment Facility, you may be eligible for TRICARE Prime Remote, where you receive the same benefits as Prime but from a civilian provider.
 - ▶ **TRICARE Extra:** Without enrolling in Prime, you receive a discount on your co-pay when you visit a TRICARE network provider.
 - ▶ **TRICARE Standard:** No enrollment is necessary. You visit any provider you choose then submit your bills to TRICARE. You are responsible for your co-pay and any charges over a specified amount.
- **Dental** - Programs are different for Marines and family members.
 - ▶ **Marines:** Active Duty Marines receive dental coverage through the Military Medical Service Office (MMSO), <http://mmsso.med.navy.mil>.
 - ▶ **United Concordia Dental Program:** Coverage is optional. Family members are enrolled in this dental insurance program through their sponsor, who pays a monthly amount for the coverage. Services are covered on a fee basis. Visiting a United Concordia network provider saves you money. More information at www.ucci.com.
- **TRICARE Mail Order Pharmacy (TMOP)** – If you take prescription medications for long-term, ongoing conditions, e.g. high blood pressure, birth control, TMOP will provide your needs through the mail.
 - ▶ Co-payments for up to 90-day supply

	Active Duty	Family Members
▪ Generic	None	\$3.00
▪ Brand Name	None	\$9.00
 - ▶ Refill your prescriptions by mail, phone or online.
 - ▶ Mailed direct to you - standard shipping and handling are free.
 - ▶ For more information - www.express-scripts.com 866.363.8667



Changing your health care options



- **Before you arrive at your new duty station** -
 - ▶ Check DEERS.
 - ▶ Check prescriptions.
 - ▶ Find out what TRICARE Region you will be in.
 - ▶ Investigate providers and availability of services in your new area for both Primary Care Managers and Dental Providers.
 - ▶ If you are enrolled in Prime, **DO NOT** drop or change your coverage before your move – wait until you arrive at your new duty location.

• **When you arrive at your new duty station -**

- ▶ Update DEERS with your new address.
- ▶ Change (if necessary) to your new TRICARE Region. If Prime or Prime Remote, enroll yourself and your family. Remember that enrollments received by the contractor prior to the 20th of the month are processed to begin enrollment on the first day of the following month. After the 20th, enrollment begins on the first day of the second following month.
- ▶ If Prime, learn who your PCM is and introduce yourself.
- ▶ Find locations for filling prescriptions, and look into using the TRICARE Mail Order Pharmacy for medications you take on a regular basis.

• **When you are ready to transition out of Recruiting duty -**



- Find out what TRICARE region you are moving to.
- Make sure DEERS is updated with your new address.
- Contact your new region to determine availability of Prime and Prime Remote.
- Request change of regions upon your arrival.

Some advice from those who have made the transition - While you and your family are on recruiting duty, you may be assigned to a recruiting station in a remote area. Here are some helpful tips in being pro-active in your health care:

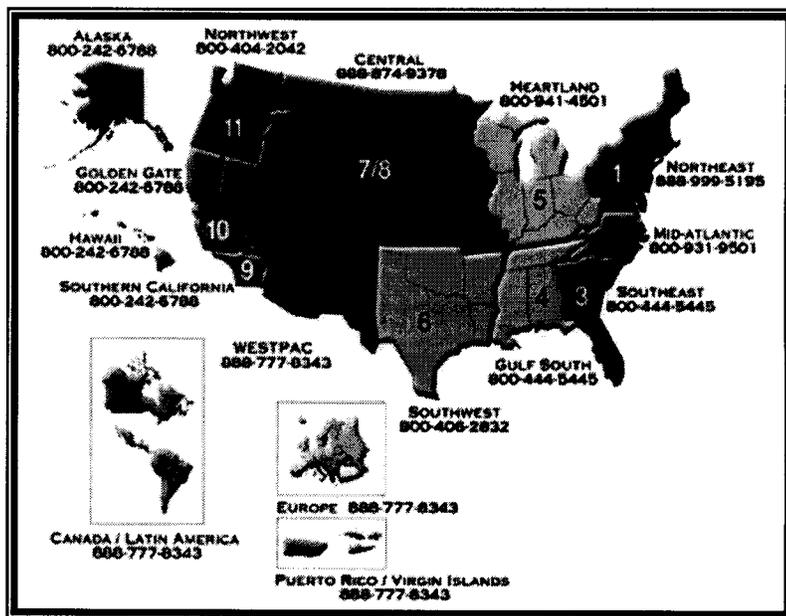
- Talk to your Health Benefits Advisor (HBA) if you have questions. Ask your FRO or KV who the HBA is at your RS.
- Make sure you follow the policies and procedures under TRICARE.
- Ensure that your DEERS information is current.
- Seek medical care at participating health care facilities.
- Stay within the TRICARE Network.
- Use providers who participate in TRICARE.
- Always obtain an authorization to see providers other than your PCM.
- Enroll in www.mytricare.com -

This site allows you to check DEERS eligibility, track medical bills, and understand how the bill is processed.

Where do I go when I don't know how to solve my health care problems?

Here are some helpful contacts to assist you with TRICARE issues:

- Family Readiness Officer and/or Health Benefits Advisor.
- TRICARE Region:
 - ▶ Region 1, Northeast: 1.888.999.5195
 - ▶ Region 2, Mid-Atlantic: 1.800.931.9501
 - ▶ Regions 3 & 4, Southeast & Gulf South: 1.800.444.5445
 - ▶ Region 5, Heartland: 1.800.941.4501
 - ▶ Region 6, Southwest: 1.800.406.2832
 - ▶ Regions 7 & 8, Central: 1.888.874.9378
 - ▶ Regions 9 & 10, Southern Calif. & Golden Gate: 1.800.242.6788
 - ▶ Region 11, Northwest (including Alaska): 1.800.404.2042
 - ▶ Region 15, Puerto Rico/Virgin Islands: 1.888.777.8343
 - ▶ TRICARE WestPac: 1.888.777.8343



- Defense Enrollment Eligibility Reporting System (DEERS): 1.800.538.9552
- TRICARE Dental (United Concordia): 1.800.866.8499
- TRICARE Mail Order Pharmacy (Express Scripts): 1.866.363.8667
- Military Medical Support Office (MMSO): 1.888.647.6676

TRICARE website contains contact info, links to contractors, regions, and various health-related info at www.tricare.osd.mil

Military Issues, Benefits and Entitlements

As part of the Marine Corps you and your family will be able to take advantage of many benefits and entitlements. An **entitlement** is a payment or benefit authorized by law such as BAH, Special Duty Assignment Pay (SDA Pay), Thrift Savings Plan, Allotments, Life Insurance and COLA. A **benefit** is a program that promotes well-being such as medical, commissaries, educational benefits, space available travel, and recreation. During your tour on recruiting duty, you may not be near a military installation to access these benefits directly.

Military Issues

There are some issues that should be highlighted in your move to recruiting duty.

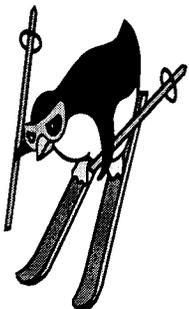
- **DEERS** - Access to medical, dental and other benefits depends on the accuracy of your DEERS record. Visit your DEERS office and assure that your DEERS information is current and identification cards are accurate. You can also call the DEERS Beneficiary Center at 800.538.9552 or update your address at www.tricare.osd.mil/deersaddress.
- **Family Care Plan** - If you are a single parent with custody of a minor child, a dual military family, or responsible for a family member's care, e.g. adult parent, you should have a Family Care Plan. It outlines your needs and desires for care of family and property during your absence. Work with your Legal Assistance Office or your unit's Administration Office to prepare your Family Care Plan.
- **Legal Assistance** - Before departing your duty station, a visit to your legal assistance office is a must. Update your will(s), powers of attorney and any other legal documents. Access to a Legal Assistance Office while on recruiting duty may be limited. Contact the Regional Staff Judge Advocate's Office:
 - ▶ **WRR** personnel: 888.718.3027 ask for legal services.
 - ▶ **ERR** personnel: 800.826.7503 and ask for Legal Assistance Office.
- **Guardianship** - If you have minor children, it is important to appoint a guardian who can act in your place if you are unable to care for your child. You may want to appoint both a primary and an alternate guardian. State laws concerning guardianship vary, so ask your Legal Assistance Office to help.
- **Soldiers and Sailor's Civil Relief Act** - You should understand the provisions of this act prior to beginning your recruiting duty tour. Some items may be applicable to your situation, such as ensuring there is an escape clause in a rental agreement. Visit the following websites for more information: www.jag.navy.mil/documents/sscra.htm & www.peopleslawyer.net/sscra.html.
- **Transition Assistance** - Marines are encouraged to begin transition preparation for their eventual return to civilian life no later than six months prior to the expected date of discharge or separation. Your Admin Chief or the QOL Coordinator can assist in arranging transition assistance program attendance.



Military Benefits

Your benefits as a Marine or family member remain the same. However, access is sometimes different and you should be aware of ways to make access easier.

- **Medical and Dental** - Make sure you understand your benefits and have access to your records. See the Healthcare section for additional information.
- **Recreation facilities** - Two areas you should be aware of under this area:



- ▶ **Semper Fit** - This program emphasizes healthy recreation and lifestyle choices for active duty and family members. If you are near a military installation, you are eligible to use their recreation facilities. Most recruiting facilities maintain a limited amount of athletic equipment for use by those Marines assigned there. Some private facilities will offer discounts to military families. The Semper Fit program offers educational and instructional materials for your use.
- ▶ **Unit Funds** - What has in the past been referred to as Morale, Welfare and Recreation (MWR) funds is available to your unit on recruiting duty. These funds can be used for recreational and entertainment functions for the entire unit, including family members. Most units receive \$30 per Marine per year in Unit Funds. In some remote areas, that amount is increased to as much as \$120 per Marine per year. Each unit has a Unit Fund Manager who can provide specific information concerning the available funds.

- **Exchange Benefits** - Military Exchange websites are available to all military personnel and their family members. You can order most items carried in the exchanges on-line, and shipping is free. Your RS receives free exchange catalogues each time they are published.
- **Educational Opportunities** - Educational Opportunities are available to the Active Duty service member. Contact your Educational Benefits counselor at the District headquarters for more information. If your spouse is interested in educational opportunities, various federal and private programs provide assistance to help. The best source for this information is the school's Financial Aid Office or the Base Education Office if you are close to a base. American Military University (AMU) does provide programs for the Active Duty Service member(s) and their spouses (free of charge), www.apus.edu/AMU/home/AMU/ or 877.468.6268.



- **Financial Assistance** - Each RS has a Financial Counselor to provide counseling to Marines. The Regional MCCS, the Navy-Marine Corps Relief Society or the American Red Cross can help you locate assistance. There are also substantial web-based resources available. www.usmc-mccs.org/finfit/

Here are a few useful websites concerning your Quality of Life:

American Red Cross	www.redcross.org
BAH Rates	www.dtic.mil/perdiem/bah.html
Chaplain Care	www.chaplaincare.navy.mil
DEERS	www.tricare.osd.mil/deers
Defense Commissary Agency	www.commissaries.com
Exceptional Family Members	www.efmconnections.org/efm/
Federal jobs	www.usajobs.opm.gov
General military information	www.military.com
Legal Information	http://sja.hqmc.usmc.mil/jal/jal.html
Navy Marine Corps Quality of Life	www.lifelines.navy.mil
Marine Corps Community Services	www.usmc-mccs.org
Marine Corps Family and Friends	www.usmc.mil/family.nsf
MCCS One Source	www.mccsonesource.com
Military base information	www.dmdc.osd.mil/sites
Military family support	www.nacec.org
Military pay information	www.dfas.mil/money/milpay
Military pay-MyPay	www.mypay.dfas.mil
Navy Exchange Online	www.navy-nex.com
Navy Marine Corps Relief Society	www.nmcrs.org
Newspapers	www.onlinenewspapers.com
Per Diem rates	www.dtic.mil/cgi-bin/cpdrates.pl
Relocation	www.virtualrelocation.com
Scholarships	www.scholarships.com
Schools	www.nces.ed.gov
Semper Fit	www.usmc-mccs.org/semperfit/sem_fit_main.html
TRICARE	www.tricare.osd.mil
United Way	www.unitedway.org
US Government Official Web	www.firstgov.gov
Vacations	www.afvc.com
Vehicle licensing	www.framed.usps.com/moversnet/motor.html



Military Entitlements

Military entitlements vary by location (for example, BAH), rank (Pay), your MOS (SDA Pay), as well as by personal choice (examples include the Thrift Savings Plan, and life insurance). While you are on recruiting duty, your RS Administrative Chief is your access to most information in this area. Another resource you should be familiar with is the "My Pay" website through the Defense Finance and Accounting Service (DFAS). You have access to information on your pay and benefits, including copies of recent Leave and Earnings Statements (LES) and Travel Voucher settlements. This is a secure website that is accessible to you by a password you create: <https://www.mypay.dfas.mil>. You can also contact DFAS by phone for pay-related issues at 800.594.8302 (Active Duty Pay – Kansas City center).

Glossary of Terms



Allotment - A specified amount of money the service member designates for payment to a place or person each month.

AOP - Assistant for Officer Procurement. District staff section responsible for coordination officer recruiting programs.

“A” Billet - In recruiting, Marines providing support to the recruiting effort

“B” Billet - In recruiting, Marines serving as recruiters.

BAH - Basic Allowance for Housing. The monthly housing payment provided to service members who live off military installations when government housing is not available, or paid by allotment to a contractor if housing is under the Public Private Venture Program.

BAS - Basic Allowance for Subsistence. The monthly food payment provided to service members who do not eat at military facilities.

DEERS - Defense Eligibility Enrollment Reporting System. The automated system that lists everyone who is eligible for military benefits.

DEP - Delayed Entry Program. Individuals that have contracted with the Marine Corps & are awaiting a date to ship to recruit training.

DRO - Deputy for Recruiting Operations in a recruiting command.

DSO - Deputy for Support Operations in a recruiting command.

EFMP - Exceptional Family Member Program. A program designed to address the needs of special needs families.

FAP - Family Advocacy Program. Works in partnership with commanders to provide education & information on the prevention of family violence.

FCP - Family Care Plan. A written plan for the care of family members during separation.

FRO - Family Readiness Officer. A military member of a unit who is appointed by the Commanding Officer to address family matters.

I&R - Information and Referral. Provides access to military & civilian community resources.

KVN - Key Volunteer Network. Primarily comprised of military spouses appointed by the commanding officer. A key volunteer welcomes new families, communicates with the unit, & assists in crisis situations.

LES - Leave & Earning Statement. Money & leave time earned during the month.

MCRC - Marine Corps Recruiting Command. Headquarters for recruiting operations.

- **ERR** - Eastern Recruiting Region, MCRD, Parris Island, SC
- **WRR** - Western Recruiting Region, MCRD, San Diego, CA

MEPS - Military Entrance Processing Station. Recruits are tested & service accepted.

Mission - The number of new recruiting contracts (enlistments) to be written monthly, & the number of recruits to be SHIPPED to recruit training each month.

OSO - Officer Selection Officer responsible for recruitment of college students for Marine Corps officer programs.

PCA - Permanent Change of Assignment. Reassignment to a different duty station within commuting distance, not requiring movement of household goods.

PCS - Permanent Change of Station. Reassignment to a different duty station, which requires movement of household goods.

Phone Tree - Method of ensuring all members of a unit receive information. Each contact person calls several others, who each call others, until all are contacted.

Poolee - An enlistee in the Delayed Entry Program (DEP).

POA - Power of Attorney. A legal document that authorizes another person to act on your behalf in your absence.

PSR - Prior Service Recruiting. Recruiting prior service military for the Marine Corps.

QOL Coordinator - Civilian coordinating Marine Corps Community Services & other programs for Marines & families on recruiting duty.

RAC - Relocation Assistance Center. Counselors provide information & assistance regarding the benefits & problems associated with PCS moves.

RED - Record of Emergency Data. A form kept with official records, which lists important data to be used in case of emergencies.

RS - Recruiting Station is headquarters for a specific geographical area & its RSS's.

RSS - Recruiting Sub-Station is where the calls, interviewing & paperwork is done.

SDA Pay - Special Duty Assignment Pay. Marine recruiters performing recruiting duties are authorized this extra pay.

SGLI - Service Member's Group Life Insurance. Life insurance coverage for each active duty service member. The amount of coverage is determined by Congress.

Sponsorship Program - A Marine, usually of the same rank, from the new unit is assigned to welcome & assist with transition issues.

SJA - Staff Judge Advocate. Military lawyers offering the same types of services as civilian lawyers.

Thrift Savings Program - An investment savings program, similar to a civilian 401K plan, intended to supplement retirement annuities.

TRICARE - The health insurance program for service members & their families, includes health and dental care.

USFHP - Uniformed Services Family Health Plan. A special TRICARE Prime program using civilian hospitals as designated providers in 7 major metropolitan areas.

Marine Corps Recruiting Command Recruiting Station Directory

Eastern Recruiting Region Western Recruiting District

1st Marine Corps District

- ◆ HQ Garden City NY
- ◆ RS Albany NY
- ◆ RS Buffalo NY
- ◆ RS Harrisburg PA
- ◆ RS New Jersey NJ
- ◆ RS New York NY
- ◆ RS Pittsburgh PA
- ◆ RS Portsmouth NH
- ◆ RS Springfield MA
- ◆ 1st Prior Service Recruiting

4th Marine Corps District

- ◆ HQ New Cumberland PA
- ◆ RS Baltimore MD
- ◆ RS Charleston WV
- ◆ RS Cleveland OH
- ◆ RS Detroit MI
- ◆ RS Fredrick MD
- ◆ RS Louisville KY
- ◆ RS Raleigh NC
- ◆ RS Richmond VA
- ◆ 4th Prior Service Recruiting

6th Marine Corps District

- ◆ HQ Parris Island SC
- ◆ RS Atlanta GA
- ◆ RS Columbia SC
- ◆ RS Ft Lauderdale FL
- ◆ RS Jacksonville FL
- ◆ RS Montgomery AL
- ◆ RS Nashville TN
- ◆ RS New Orleans LA
- ◆ RS Orlando FL
- ◆ 6th Prior Service Recruiting

8th Marine Corps District

- ◆ HQ New Orleans LA
- ◆ RS Albuquerque NM
- ◆ RS Dallas TX
- ◆ RS Denver CO
- ◆ RS Ft Worth TX
- ◆ RS Houston TX
- ◆ RS Phoenix AZ
- ◆ RS Oklahoma City OK
- ◆ RS San Antonio TX
- ◆ 8th Prior Service Recruiting

9th Marine Corps District

- ◆ HQ Kansas City MO
- ◆ RS Chicago IL
- ◆ RS Des Moines IA
- ◆ RS Indianapolis IN
- ◆ RS Kansas City MO
- ◆ RS Lansing MI
- ◆ RS Milwaukee WI
- ◆ RS St. Louis MO
- ◆ RS Twin Cities MN
- ◆ 9th Prior Service Recruiting

12th Marine Corps District

- ◆ HQ San Diego CA
- ◆ RS Los Angeles CA
- ◆ RS Orange CA
- ◆ RS Portland OR
- ◆ RS Sacramento CA
- ◆ RS Salt Lake City UT
- ◆ RS San Diego CA
- ◆ RS San Francisco CA
- ◆ RS Seattle WA
- ◆ 12th Prior Service Recruiting

District Points of Contract

Quality of Life Coordinators



1st Marine Corps District, Garden City, NY
Mary Driscoll 516.228.3699 800.660.5213
driscollma@1mcd.usmc.mil



4th Marine Corps District, New Cumberland, PA
Jerry Lewis 717.770.4788 800.811.6104
lewisge@4mcd.usmc.mil



6th Marine Corps District, Parris Island, SC
Craig Sproul 843.228.3679 800.824.2914
sproulac@6mcd.usmc.mil



8th Marine Corps District, New Orleans, LA
Gloria Bryant 504.678.2357 800.858.8762 option 1 ext 114
bryantgm@8mcd.usmc.mil



9th Marine Corps District, Kansas City, MO
Dave Gutierrez 816.843.3900 800.335.9623 option 10, 24
gutierrezdw@9mcd.usmc.mil



12th Marine Corps District, San Diego, CA
Anne Stundahl 619.542.5568 800.967.8762
stundahlam@12mcd.usmc.mil