

Welcome

***L.I.N.K.S.** for Marine Parents
and Extended Family Members
of MCESG*

***L**ifestyle
Insights,
Networking,
Knowledge,
Skills*



“Your LINK to the Corps”

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I.

L.I.N.K.S.

L.I.N.K.S. (Lifestyle Insights, Networking, Knowledge, and Skills) is an official Marine Corps program which helps families connect to the Corps.

The Marine Corps has expanded its definition of family, to include the family Marines were born into, sworn into, and married into. The L.I.N.K.S. program now offers multiple curricula to accommodate all aspects of a Marine's family:

- L.I.N.K.S. for Spouses
- L.I.N.K.S. for Marine Parents and Extended Family
- L.I.N.K.S. for Marines
- L.I.N.K.S. for Teens
- L.I.N.K.S. for School-Age Kids

L.I.N.K.S. for Marine Parents and Extended Family

L.I.N.K.S. for Marine parents and extended family members recognizes that for many of our Marines, their parents and extended family members play a major role in their lives, providing both support and advice. The content focuses on parents and the extended family new to the Marine Corps community. The program offers an orientation to the Marine Corps lifestyle, helping the participant better understand the unique challenges military life often presents. With an increased level of understanding comes an increased ability to provide support and advice as the parent or family member of a Marine. It is imperative to understand however, that family members who are non-ID card holders will be unable to utilize many of the services listed within this document. This Handbook has been provided for informational purposes and to educate families on the services the Marine Corps provides to their Marines.

Let's look at what the name **L.I.N.K.S. means:**

L - Lifestyle is a way of living and in this case it means understanding the military community and the unique lifestyle it offers.

I - Insights come from experienced families who relate their experiences of living the Marine Corps lifestyle, who understand first hand what you and your Marine are going through, and who want to help you understand and adapt to the new culture into which your Marine earned entry.

N - Networking represents the people you get to know during your journey in Marine Corps life.

K - Knowledge is what you will leave with and what will help you understand and navigate the Marine Corps culture.

S - Skills to help you and your Marine enjoy and thrive in our Marine Corps community.



II.

The Corps

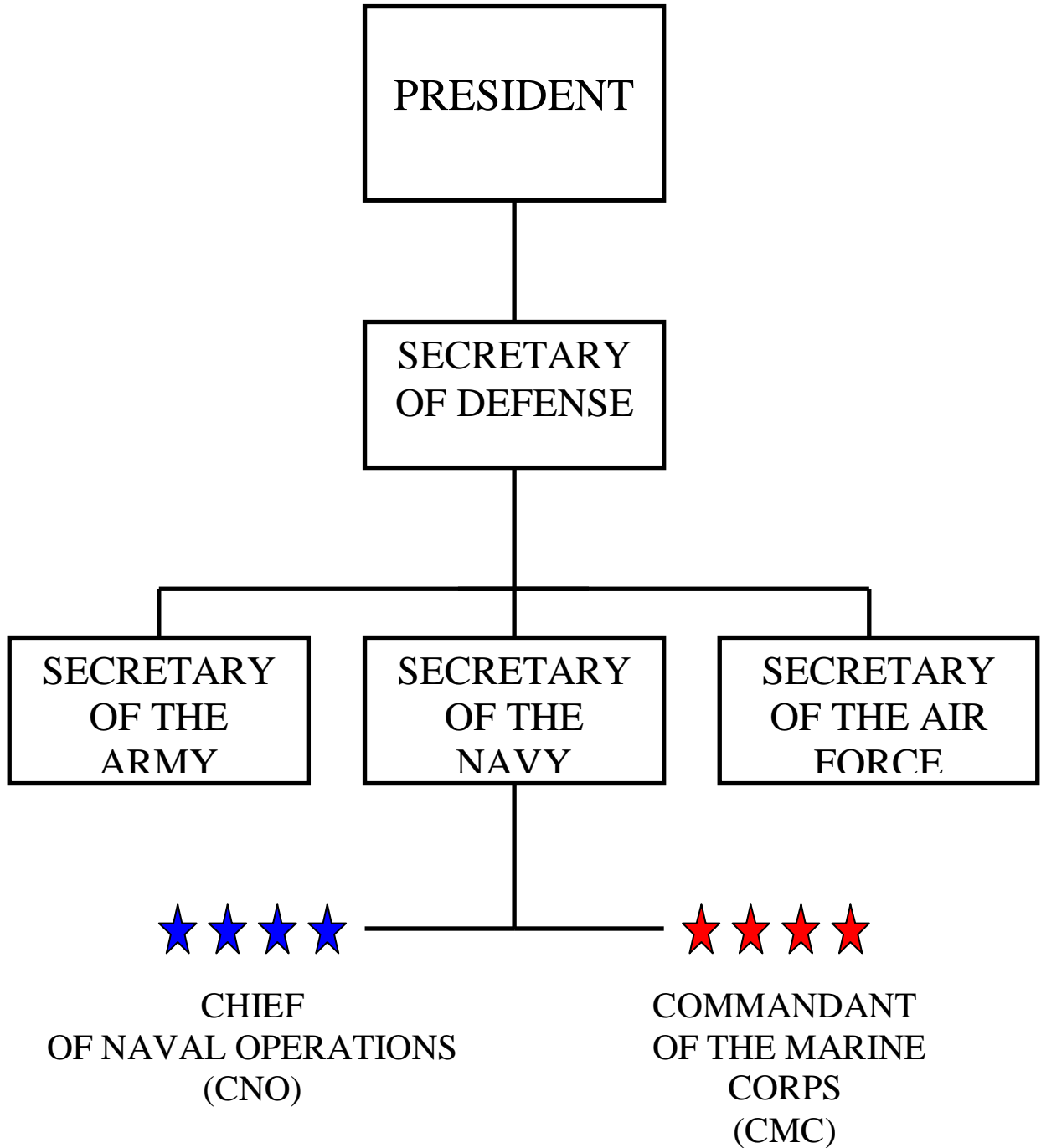


The United States Marine Corps - and mission to include Navy personnel attached to USMC units. Provides historical insights and discusses traditions.

Outlines USMC structure

- **National Defense Organization**
- **History of the USMC**
- **Marine Corps Hymn**
- **Marine Security Guard History**
- **Marine Security Guard Mission Statement**
- **MCESG and DOS Command Relationship**
- **MCESG Command Mission**
- **MCESG Headquarters at Quantico**
- **MCESG Regional Organization**
- **Region and Detachments**
- **MCESG Requirements (Requirements & Training/How Far Will Your)**
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- **How to Tell Military Time**
- **DOS Glossary of Government Acronyms**
- **USMC Rank Structure**
- **USMC Social Functions**
- **Uniform Information and Pictorial**
- **Common Terms Used in the Marine Corps**
- **Marine Air Ground Task Force (MAGTF)**
- **Marine Forces Structure**
- **Marine Expeditionary Force**
- **Glossary of Traditional Marine Corps Language**
- **Marine Corps Acronyms**
- **Marine Language Quiz**

National Defense Organization



National Defense Organization



Barack Obama
President



Robert M. Gates
Secretary of Defense



Hillary Rodham Clinton
Secretary of State



John McHugh
Secretary of the Army



James Mabus
Secretary of the Navy



Michael B. Donley
Secretary of the Air Force



ADM Gary Roughhead
Chief of Naval Operations



James F. Amos
Commandant of the Marine Corps



Carlton W. Kent
Sergeant Major of the Marine Corps

Brief History of the United States Marine Corps

On November 10, 1775, the Second Continental Congress meeting in Philadelphia passed a [resolution](#) stating that "two Battalions of Marines be raised" for service as landing forces with the fleet. This resolution established the Continental Marines and marked the birth date of the United States Marine Corps. Serving on land and at sea, these first Marines distinguished themselves in a number of important operations, including their first amphibious raid into the Bahamas in March 1776, under the command of Captain (later Major) [Samuel Nicholas](#). The first commissioned officer in the Continental Marines, Nicholas remained the senior Marine officer throughout the American Revolution and is considered to be the first Marine [Commandant](#). The Treaty of Paris in April 1783 brought an end to the Revolutionary War and as the last of the Navy's ships were sold, the Continental Navy and Marines went out of existence.

Following the Revolutionary War and the formal re-establishment of the Marine Corps on 11 July 1798, Marines saw action in the quasi-war with France, landed in Santo Domingo, and took part in many operations against the Barbary pirates along the "Shores of Tripoli".



Marines took part in numerous naval operations during the War of 1812, as well as participating in the defense of Washington at Bladensburg, Maryland, and fought alongside Andrew Jackson in the defeat of the British at New Orleans.

The decades following the War of 1812 saw the Marines protecting American interests around the world, in the Caribbean, at the Falkland Islands, Sumatra, and off the coast of West Africa, and also close to home in operations against the Seminole Indians in Florida.

Following the Spanish-American War (1898), in which Marines performed with valor in Cuba, Puerto Rico, Guam, and the Philippines, the Corps entered an era of expansion and professional development.

L.I.N.K.S. for Parents/Extended Family

During the Mexican War (1846-1848), Marines seized enemy seaports on both the Gulf and Pacific coasts. A battalion of Marines joined General Winfield Scott's army at Pueblo and fought all the way to the "Halls of Montezuma," Mexico City. Marines also served ashore and afloat in the Civil War (1861-1865). Although most service was with the Navy, a battalion fought at Bull Run and other units saw action with the blockading squadrons at Cape Hatteras, New Orleans, Charleston, and Fort Fisher. The last third of the 19th century saw Marines making numerous landings throughout the world, especially in the Orient and in the Caribbean area.



It saw active service in the Philippine Insurrection (1899-1902), the Boxer Rebellion in China (1900), and in numerous other nations, including Nicaragua, Panama, Cuba, Mexico, and Haiti.

In [World War I](#) the Marine Corps distinguished itself on the battlefields of France as the 4th Marine Brigade earned the title of "Devil Dogs" for heroic action during 1918 at Belleau Wood, Soissons, St. Michiel, Blanc Mont, and in the final Meuse-Argonne offensive.



Marine aviation, which dates from 1912, also played a part in the war effort, as Marine pilots flew day bomber missions over France and Belgium. More than 30,000 Marines served in France and more than a third were killed or wounded in six months of intense fighting.

During the two decades before [World War II](#), the Marine Corps began to develop in earnest the doctrine, equipment, and organization needed for amphibious warfare. The success of this effort was proven first on Guadalcanal, then on Bougainville, Tarawa, New Britain, Kwajalein, Eniwetok, Saipan, Guam, Tinian, Peleliu, Iwo Jima, and Okinawa. By the end of the war in 1945, the Marine Corps had grown to include six divisions, five air wings, and supporting troops. Its strength in World War II peaked at 485,113. The war cost the Marines nearly 87,000 dead and wounded, and 82 Marines had earned the Medal of Honor.



While Marine units took part in the post-war occupation of Japan and North China, studies were undertaken at Quantico, Virginia, which concentrated on attaining a "vertical envelopment" capability for the Corps through the use of helicopters.



Landing at Inchon, [Korea](#) in September 1950, Marines proved that the doctrine of amphibious assault was still viable and necessary. After the recapture of Seoul, the Marines advanced to the Chosin Reservoir only to see the Chinese Communists enter the war. After years of offensives, counter-offensives, seemingly endless trench warfare, and occupation duty, the last Marine ground troops were withdrawn in March 1955. More than 25,000 Marines were killed or wounded during the Korean War.

In July 1958, a brigade-size force landed in Lebanon to restore order. During the Cuban Missile Crisis in October 1962, a large amphibious force was marshaled but not landed. In April 1965, a brigade of Marines landed in the Dominican Republic to protect Americans and evacuate those who wished to leave.

The landing of the 9th Marine Expeditionary Brigade at Da Nang in 1965 marked the beginning of large-scale Marine involvement in [Vietnam](#). By summer 1968, after the enemy's Tet Offensive, Marine Corps strength in Vietnam rose to a peak of approximately 85,000. The Marine withdrawal began in 1969 as the South Vietnamese began to assume a larger role in the fighting; the last Marine ground forces were out of Vietnam by June 1971.



The Vietnam War, longest in the history of the Marine Corps, exacted a high cost as well with over 13,000 Marines killed and more than 88,000 wounded. In the spring of 1975, Marines evacuated embassy staffs, American citizens, and refugees in Phnom Penh, Cambodia, and Saigon, Republic of Vietnam. In May, Marines played an integral role in the rescue of the crew of the SS Mayaguez captured off the coast of Cambodia.

The mid-1970s saw the Marine Corps assume an increasingly significant role in defending NATO's northern flank as amphibious units of the 2d Marine Division participated in exercises throughout northern Europe. The Marine Corps also played a key role in the development of the Rapid Deployment Force, a multi-service organization created to insure a flexible, timely military response around the world when needed. The Maritime Pre-positioning Ships (MPS) concept was developed to enhance this capability by pre-staging equipment needed for combat in the vicinity of the designated area of operations, and reduce response time as Marines travel by air to link up with MPS assets.

The 1980s brought an increasing number of terrorist attacks on U.S. embassies around the world. Marine Security Guards, under the direction of the State Department, continued to serve with distinction in the face of this challenge. In August 1982, Marine units landed at Beirut, [Lebanon](#), as part of the multi-national peace-keeping force. For the next 19 months these units faced the hazards of their mission with courage and professionalism. In October 1983, Marines took part in the highly successful, short-notice intervention in Grenada. As the decade of the 1980s came to a close, Marines were summoned to respond to instability in Central America. Operation Just Cause was launched in Panama in December 1989 to protect American lives and restore the democratic process in that nation.

Less than a year later, in August 1990, the Iraqi invasion of Kuwait set in motion events that would lead to the largest movement of Marine Corps forces since World War II. Between August 1990 and January 1991, some 24 infantry battalions, 40 squadrons, and more than 92,000 Marines deployed to the Persian Gulf as part of [Operation Desert Shield/Operation Desert Storm](#) was launched 16 January 1991, the day the air campaign began.



The main attack came overland beginning 24 February when the 1st and 2d Marine Divisions breached the Iraqi defense lines and stormed into occupied Kuwait. By the morning of February 28, 100 hours after the ground war began, almost the entire Iraqi Army in the Kuwaiti theater of operations had been encircled, with 4,000 tanks destroyed and 42 divisions destroyed or rendered ineffective.

Overshadowed by the events in the Persian Gulf during 1990-91, were a number of other significant Marine deployments demonstrating the Corps' flexible and rapid response. Included among these were non-combatant evacuation operations in Liberia and Somalia and humanitarian lifesaving operations in Bangladesh, the Philippines, and northern Iraq.

In December 1992, Marines landed in Somalia marking the year humanitarian relief operation in that famine-stricken ar. In another part of the world, Marine Corps aircraft support Flight in the no-fly zone over Bosnia-Herzegovina. During A once again demonstrated their ability to protect American parts of the world when a Marine task force evacuated Rwanda in response to civil unrest in that country.
http://hqinet001.hqmc.usmc.mil/HD/Historical/Frequently_R



Closer to home, Marines went ashore in September 1994 in Haiti as part of the U.S. force participating in the restoration of democracy in that country. During this same period Marines were actively engaged in providing assistance to the Nation's counter-drug effort, assisting in battling wild fires in the western United States, and aiding in flood and hurricane relief operations.

The Marine Corps continued its tradition of innovation to meet the challenges of a new century. The Marine Corps Warfighting Laboratory was created in 1995 to evaluate change, assess the impact of new technologies on warfighting, and expedite the introduction of new capabilities into the operating forces of the Marine Corps. Exercises such as "Hunter Warrior," and "Urban Warrior" were designed to explore future tactical concepts, and to examine facets of military operations in urban environments.

L.I.N.K.S. for Parents/Extended Family

During the late 1990's, Marine Corps units deployed to several African nations, including Liberia, the Central African Republic, Zaire, and Eritrea, in order to provide security and assist in the evacuation of American citizens during periods of political and civil instability in those nations.

Humanitarian and disaster relief operations were also conducted by Marines during 1998 in Kenya, and in the Central American nations of Honduras, Nicaragua, El Salvador, and Guatemala. In 1999, Marine units deployed to Kosovo in support of Operation Allied Force. Soon after the September 2001 terrorist attacks on New York City and Washington, D.C., Marine units deployed to the Arabian Sea and in November set up a forward operating base in southern Afghanistan as part of Operation Enduring Freedom.



In 2002, the Marine Corps continued to play a key role in the Global War on Terrorism. Marines operated in diverse locations, from Afghanistan, to the Arabian Gulf, to the Horn of Africa and the Philippines. Early 2003 saw the largest deployment of Marine forces since the Persian Gulf War of 1990-91 when 76,000 Marines deployed to the Central Command area for combat operations against Iraq.



The I Marine Expeditionary Force, including Task Force Tarawa and the United Kingdom's 1st Armored Division, were the first conventional ground units to enter Iraq in late March as part of Operation Iraqi Freedom. Fixed-wing and helicopter aircraft from the 3d Marine Air Wing provided continuous close air and assault support to Marine and coalition units as they drove deeper into Iraq. On the ground, Marines from I MEF moved nearly 400 miles from the Kuwait border to Baghdad and Tikrit, Iraq, and eliminated the last organized resistance by Iraqi military forces. Although I MEF would transition to stabilization and security operations and then redeploy to the U.S. by late September, I MEF began preparing for a return to Iraq in early 2004.

L.I.N.K.S. for Parents/Extended Family

The adaptability and reliability of Marine forces continued to be highlighted around the world from the Horn of Africa to Haiti and to the Philippines.

Across the U.S., Marine units from both coasts fought and contained wildfires, and also supported hurricane relief efforts in various parts of the country. In December, 2004, a tsunami struck numerous nations in the Indian Ocean region killing more than 150,000 and causing enormous devastation. Marine units from III MEF were immediately deployed to Thailand, Indonesia, and Sri Lanka to assist in disaster relief operations.



In early 2005, the II Marine Expeditionary Force replaced I MEF in Iraq as the primary focus began to shift to partnership operations with the Iraqi Security Forces. Marine units continued to provide air and ground support to Operation Enduring Freedom in Afghanistan. Closer to home, the flexibility and responsiveness of the Navy/Marine team was exhibited during September and October when nearly 3000 Marines and sailors conducted search and rescue, humanitarian relief, and disaster recovery operations in Louisiana and Mississippi in the aftermath of hurricanes Katrina and Rita.

Today's Marine Corps stands ready to continue in the proud tradition of those who so valiantly fought and died at Belleau Wood, Iwo Jima, the Chosin Reservoir, and Khe Sanh. Combining a long and proud heritage of faithful service to the nation, with the resolve to face tomorrow's challenges will continue to keep the Marine Corps the "best of the best."

Reference Branch
History Division
July 2006

U.S. Marine Corps Hymn (Marine Hymn)

From the Halls of Montezuma
To the Shores of Tripoli;
We fight our country's battles
In the air, on land and sea;
First to fight for right and freedom
And to keep our honor clean;
We are proud to claim the title
of United States Marine.

Our flag's unfurled to every breeze
From dawn to setting sun;
We have fought in ev'ry clime and place
Where we could take a gun;
In the snow of far-off Northern lands
And in sunny tropic scenes;
You will find us always on the job--
The United States Marines.

Here's health to you and to our Corps
Which we are proud to serve
In many a strife we've fought for life
And never lost our nerve;
If the Army and the Navy
Ever look on Heaven's scenes;
They will find the streets are guarded
By United States Marines.





MARINE SECURITY GUARD HISTORY

The close relationship between the Department of State and the United States Marine Corps is almost as old as the Corps itself. For over 200 years Marines have served “In every clime and place” at the request of various Secretaries of State. Examples where Marines have served alongside diplomats include:

- In 1799, the American Consul General was guarded by a detachment of Marines while he negotiated with a rebel leader in Haiti.
- In 1804, Lt. Presley O’Bannon and his Marines accompanied U.S. diplomat, William Eaton, to negotiate an end to the Barbary piracy. After diplomatic efforts failed, O’Bannon and his detachment marched to Tripoli and forced the Pasha’s to capitulate. Their actions are now forever remembered in the first line of our Marine Hymn... “From the Halls of Montezuma *to the shores of Tripoli...*”
- In 1835, four Marines from the U.S.S. Brandywine were assigned to protect the Consulate in Lima, Peru.
- In 1842, Marines from the U.S.S. Brandywine landed in Shanghai and organized the first “U.S. Consular Guard.”
- In 1846, Marine Lieutenant Archibald Gillespie was sent by President James Polk with secret messages to the U.S. Consul, Thomas Larkin, in addition to messages for Commodore John D. Sloat and John Fremont.
- In 1856, Marines landed in Canton to protect American lives and property during the Tai’p’ing Rebellion at the request of the U.S. Consul General.
- In 1871, Marines accompanied U.S. Foreign Service personnel to Seoul, Korea to establish diplomatic relations. Legation Guard detachments were then stationed at various times in Tokyo, Seoul, and Managua.
- At the turn of the century, in 1900, during the “Boxer Rebellion” in China, a “Legation Guard” was formed and sent to protect the U.S. Legation in Peking.
- Marines also provided other security services to the Department of State, including accompanying U.S. diplomats to the Kingdom of Abyssinia (modern day Ethiopia) to establish diplomatic relations.
- During World War I, Marine non-commissioned officers served as diplomatic couriers, guarding the delivery of diplomatic and confidential mail.

- During World War II, a 60 Marine detachment was assigned to guard the U.S. Embassy in London. The London detachment provided internal security for U.S. diplomatic and military personnel, acted as diplomatic couriers, and provided ceremonial details for dignitaries.

After World War II, an alert, disciplined force was needed to protect American embassies, consulates, and legations throughout the world; and so the Marine Security Guard (MSG) program was established in January 1949, when six Marines arrived in Bangkok, Thailand for duty. Early assignments were based on the first new posts. In November 1954, the Marine Security Guard School commenced a formal training program. Since 1954, Marine Security Guards have continued their distinguished service and have performed superbly during numerous embassy crises to include Vietnam (1975), Tehran and Islamabad (1979), Beirut (1983), and also Kenya and Tanzania (1998).

Today our Marine Security Guard detachments are involved in every facet of life within the American community they serve. Whether hosting social events, sponsoring local community activities, or just generally adding to the rich experience of living overseas, our MSGs are indeed "***Ambassadors in Blue.***" Recent events, however, have clearly highlighted the true benefit and mission of the MSGs. The unexpected attack of the consulate in Jeddah, Saudi Arabia (December 2004), as well as the unplanned and unexpected evacuation of the embassies in Freetown, Sierra Leone (May 1997), Brazzaville, Congo (June 1997), N'Djamena, Chad (2008), and Conakry, Guinea (2009) were greatly facilitated by the actions of the Marine detachments. Whether organizing convoys to the airport, destroying classified equipment, or providing protection to embassy personnel, the MSGs of these detachments were uniformly praised for their actions. Most recently, Marine Security Guards maintained embassy security and assisted with the crisis management during the immediate aftermath of earthquakes in Port au Prince, Haiti and Santiago, Chile.

Qualified volunteers for this special duty continue to be recommended by their Commanding Officers and ordered to Marine Security Guard School for seven weeks of extensive training, screening, and processing. Today, over 1,100 Marine Security Guards serve at 149 posts in 135 different countries throughout the world. The distinguished reputation enjoyed by all Marine Security Guards has been earned by their outstanding performance of duty while accomplishing an important mission for the United States of America. The constant reference of many American Ambassadors to "*My Marines*" is a source of great pride to the Corps.

Marine Security Guard Mission

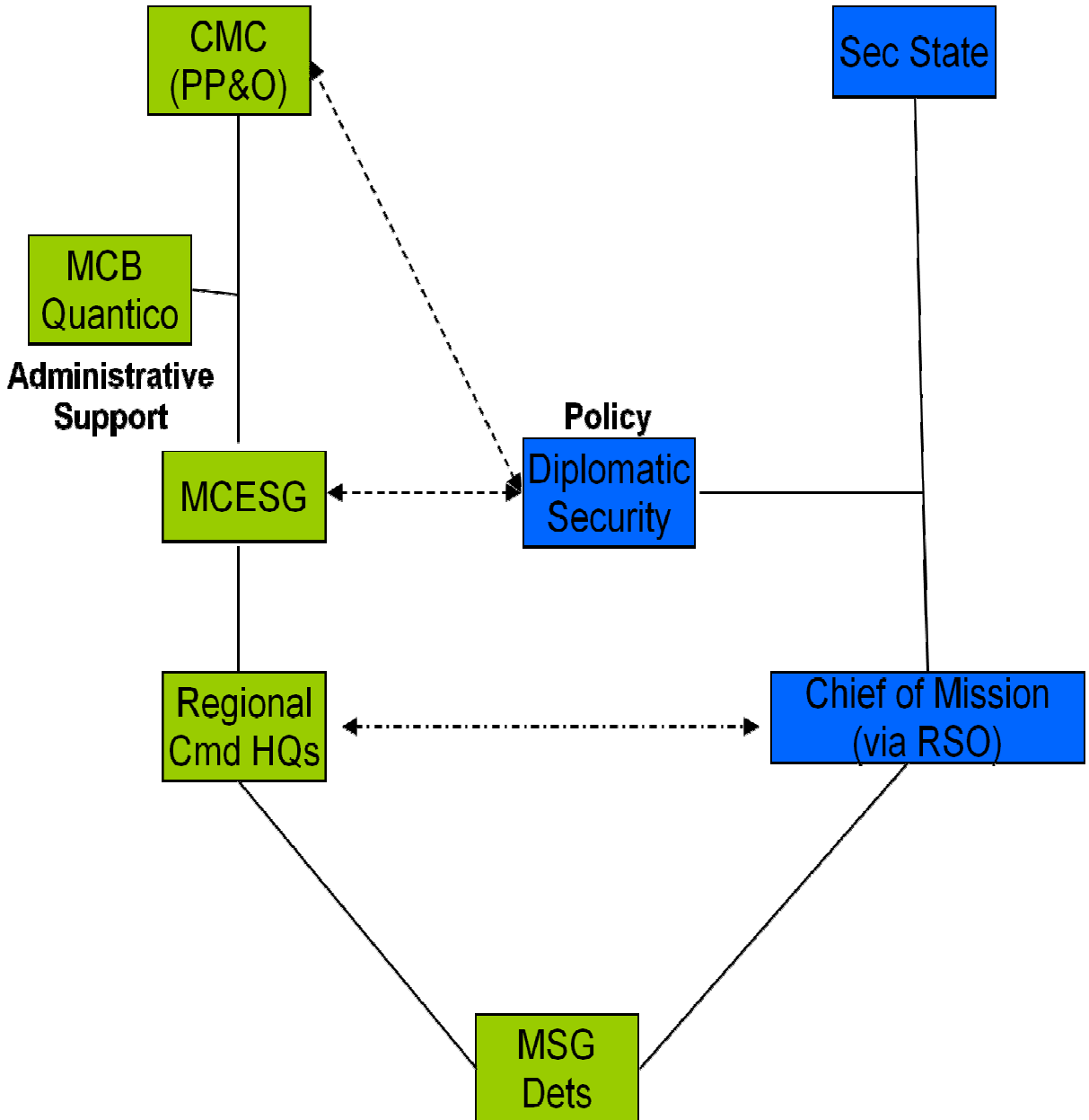
The primary mission of the Marine Security Guard (MSG) is to provide internal security at designated U.S. diplomatic and consular facilities in order to prevent the compromise of classified information and equipment vital to the national security of the United States.

The secondary mission of the MSG is to provide protection for U.S. citizens and U.S. government property located within designated U.S. diplomatic and consular premises during exigent (crisis and emergency) circumstances.



**Source: Memorandum of Agreement between
DoS and USMC, signed 13 Mar 08**

MCESG & DOS Command Relationship



MCESG COMMAND MISSION

HEADQUARTERS

The Commanding Officer of MCESG reports to the Commandant of the Marine Corps (CMC), exercising command, less operational supervision, of Marines assigned to MSG detachments.

MCESG Headquarters is responsible for the screening, training, assignment, administration, logistical support of Marine Corps unique items, and discipline of Marines assigned to MCESG.

The Commanding Officer, MCESG also commands those Marines assigned to Headquarters, MCESG, and MCESG regional headquarters, and is the Director, MSG School.

MSG School provides suitability screening and formal training for selected Marines to perform duties as MSGs at foreign Service Missions.

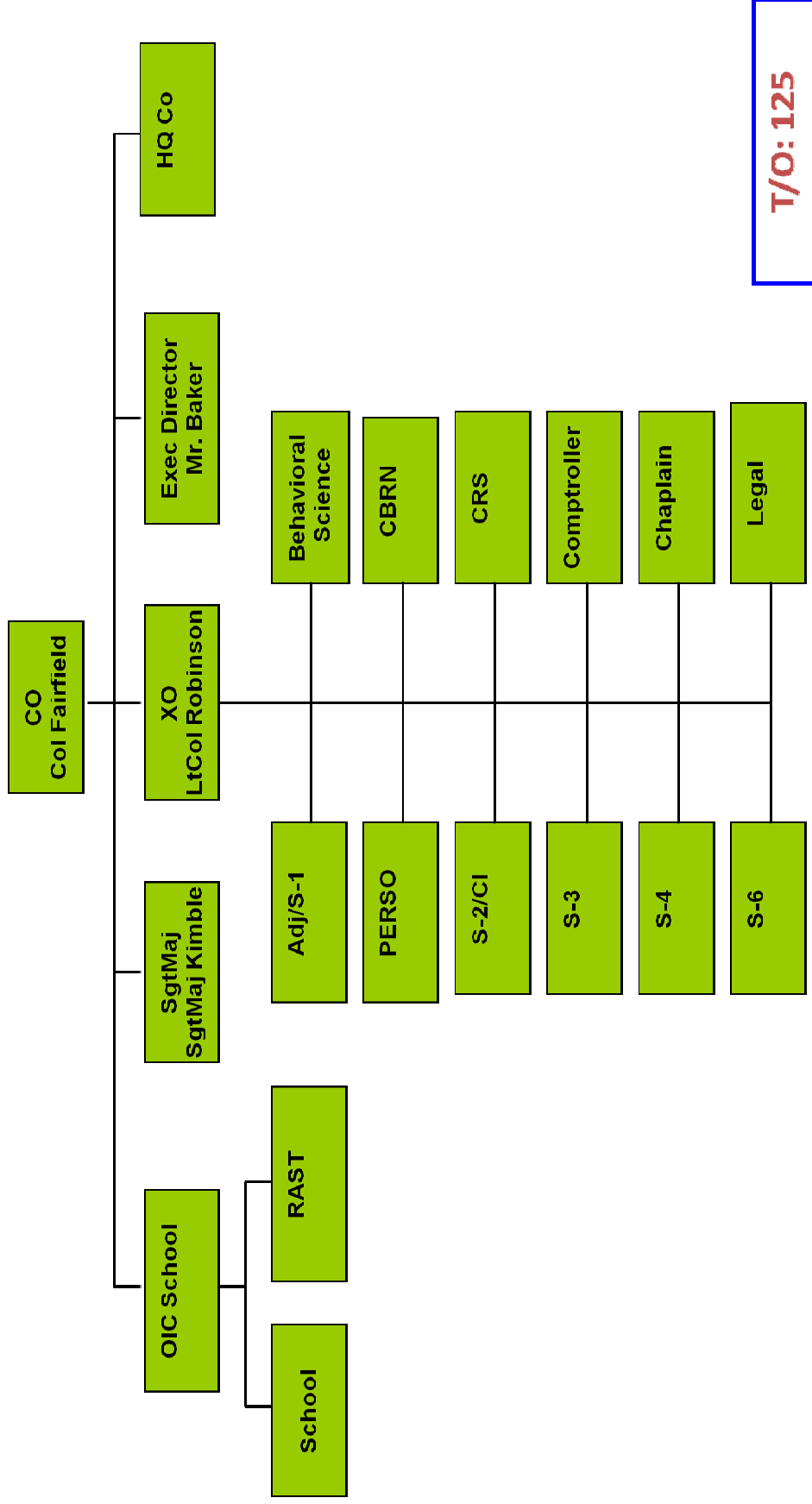


REGION COMMANDS

Marine Corps Embassy Security Group (MCESG) Region Commands report to the Commanding Officer of MCESG and exercise command, less operational supervision, of Marines assigned to the Marine Security Guard (MSG) detachments in their respective regions.

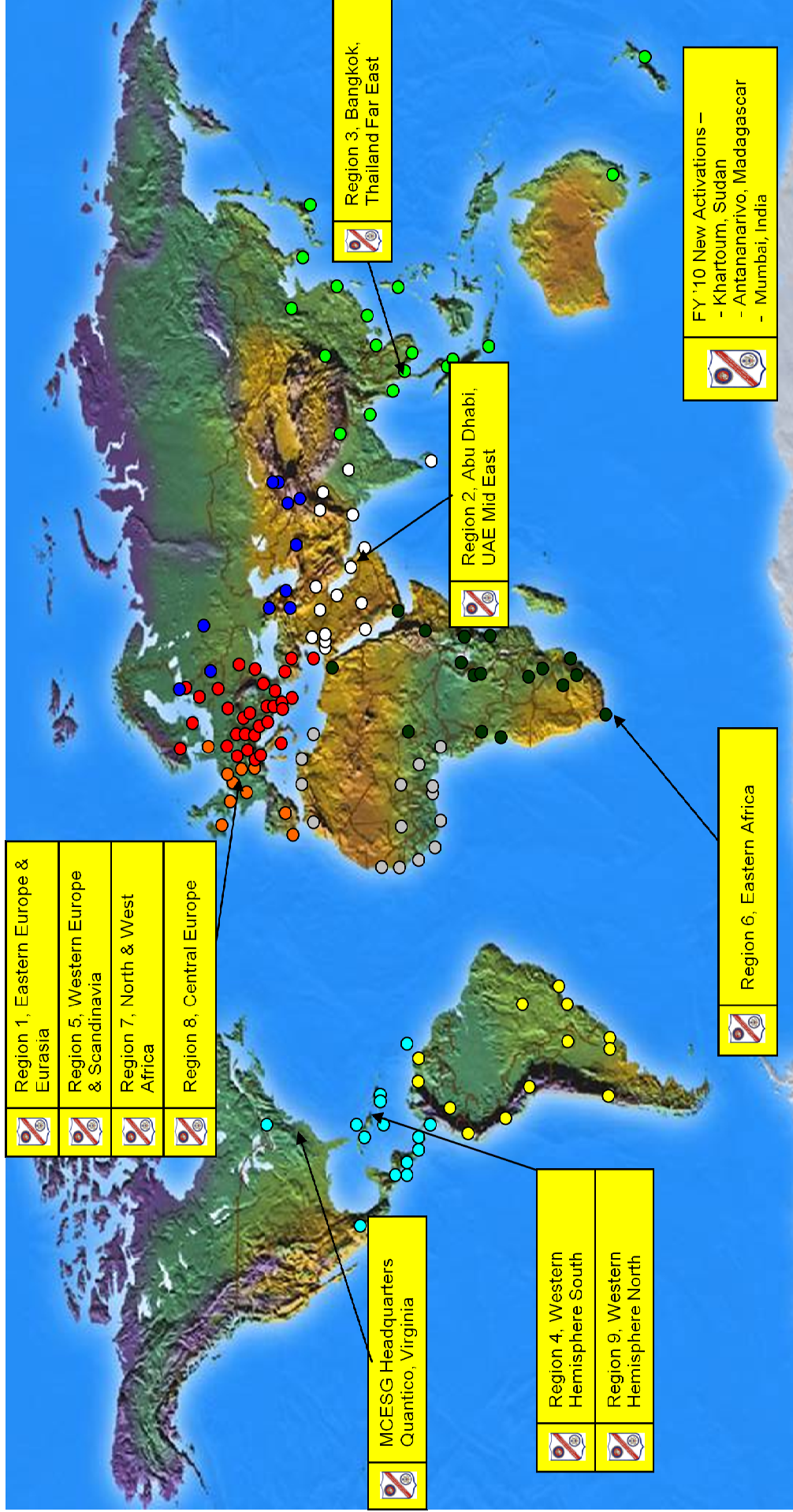
The MCESG Region Headquarters ensure the continued training, operational readiness, personnel administration, logistical support, as well as the morale, welfare, and discipline of Marines assigned for duty to MSG detachments at designated U.S. diplomatic missions in order to support the Department of State in the protection of classified material at foreign posts.

MCESG Headquarters at Quantico



MCESG HQ Mission: Screen, train, assign, organize, equip, sustain and discipline Marines assigned for duty to MCESG Detachments at designated U.S. diplomatic missions in order to support the Department of State.

MCESG Organization



**149 Detachments; 135 Countries; 18 Time Zones; 9 Regions
8 Scheduled New Detachment Activations (CY2010-2015)**

Region and Detachments

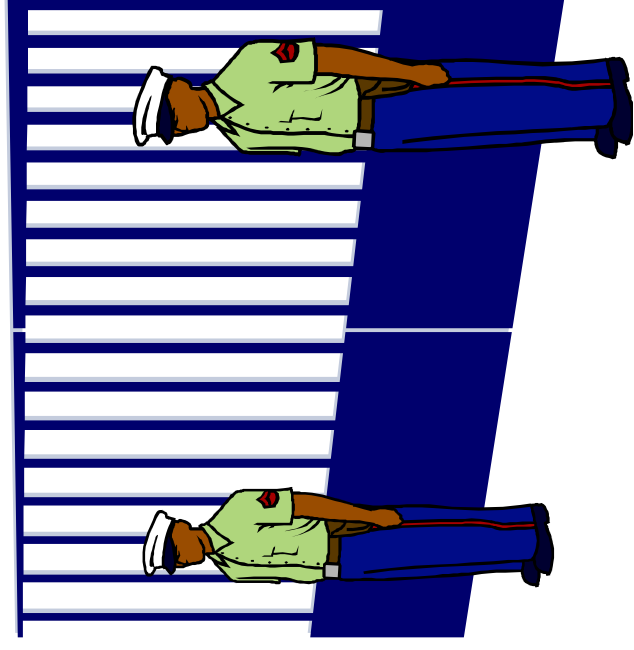
Region:

- ▶ Regionally based to facilitate command
 - 1st line of USMC interface with Embassy
 - Comprised of 13 to 20 Detachments
- ▶ Command Element (3 officers/4 enlisted*)
 - CO (LtCol screened & slated)
 - XO (Capt: Inspecting Officer)
 - OpsO (Capt: Inspecting Officer)
 - AOpsO* (Capt: Inspecting Officer)
 - 1st Sgt
 - Admin chief (SSgt)
 - Admin clerk (PFC-Cpl x 2)

*Assistant OPSO in 5 of 9 Regions

Detachment:

- Commanded by a SNCO (SSgt-MSGt)
- Operationally responsible to Regional Security Officer (RSO)
- Detachment Size
 - Typical: 1 SNCO & 5 MSGs; one 24/7 Post
 - Largest Detachment: 2 SNCOs & 22 MSGs



PREREQUISITES & TRAINING

PREREQUISITES:

▶ **Detachment Commander (SSgt-MGySgt)**

- Can be married (No more than 4 dependants)
- Qualify for TS security clearance
- 90 GT score (minimum)
- Pass PFT
- SSgt must have 1 year time in grade
- 18 months TOS
- 39 months obligated service
- MSgt - MGySgt within time in service limits

▶ **Marine Security Guard (PFC-Sgt)**

- Single
- Qualify for TS security clearance
- 90 GT score (minimum)
- Pass PFT
- Financially stable
- 18 months TOS
- 38 months of obligated service

SCHOOL DURATION:

- 7 weeks for MSG
- 8 weeks for DetCmdr

TRAINING:

- Security
- Antiterrorism
- Protection of classified materials
- Defensive tactics
- Chemical munitions
- Handcuffing
- First Aid
- Emergency response
- Expandable baton
- M9 Beretta service pistol
- Remington M870 12-gauge shotgun
- M4 rifle
- Social etiquette
- Administrative procedures

HOW FAR WILL YOUR MARINE GO?

BENEFITS:

- Increased promotion opportunities
- Top Secret security clearance
- Bonus composite score points
- Special duty pay
- Civilian clothing allowance
- Dress blue issue
- Overseas travel
- Exposure to different cultures
- Worldwide assignments
- Direct interaction with Dept. of State and other U.S. government agencies
- Opportunities to support President, Vice President and Secretary of State visits
- Specialized training in response to fire, bomb threats, intruders, civil disturbances and other emergencies
- Off-duty education opportunities

SNCO SPECIFIC BENEFITS:

- Command billet opportunities
- Detachment size ranges from 5-24 Marines
- Accompanied tours in most cases

DUTIES:

- MSG Stands Post (36-42 hours per week)
- Collateral Duties (8-10 hours per week)
- Required USMC & MCESG Training (5-6 per week)
- Off-Duty Education



Sgt Luna on Post 1, MCESG Det Wellington, New Zealand



Marine Corps Embassy Security Group MSG TRAITS



Since 1948, United States Marines have been guarding our nation's diplomatic missions overseas while demonstrating Professionalism, Discipline, and Vigilance both on and off duty. These traits that Marine Security Guards have habitually performed, were instilled throughout training and continue to guide us today. Every member of this Group must understand and demonstrate these traits. We will be faithful to the MSG Traits of Professionalism, Discipline, and Vigilance as our abiding duty and privilege.



“PROFESSIONALISM”

Military knowledge and competence are not enough; Professionalism means demonstrating courage, subordination of self to the greater whole, and most importantly, moral integrity.

I will:

- ❖ Be technically and tactically proficient in my duties through continuous training and education.
- ❖ Be reliable in my duties, dependable in my actions, and exercise initiative whenever possible.
- ❖ Deal with all individuals with tact, bearing, and fairness in all matters.
- ❖ Maintain standards in personal appearance and physical fitness.
- ❖ Constantly seek to improve myself both personally and professionally.

“DISCIPLINE”

Discipline is not merely compliance with a set of rules and regulations drawn up for the purpose of preserving order in an organization. It may be defined as the habit of instantaneous and instinctive obedience under any and all circumstances.

I will:

- ❖ Have the moral courage to do what is right, regardless if someone is watching.
- ❖ Be an Ambassador in Blue and a diplomat at all times, projecting a positive image of the United States and the Marine Corps both on and off duty.
- ❖ Be ready to respond to emergency situations and fulfill my duties 24 hours a day, seven days a week.
- ❖ Adhere to the Core Values of Honor, Courage, and Commitment.

“VIGILANCE”

To keep watch, stay awake, alertly watchful especially to avoid danger.

I will:

- ❖ Never become complacent in my duties, especially if I am alone.
- ❖ Bear full responsibility for the security of my post and mission.
- ❖ Maintain a high level of personal security and situational awareness.
- ❖ Be constantly aware of all possible threats due to terrorism, criminal activity, or unsafe acts and to guard my well being and the safety of my fellow detachment members and embassy personnel at all times.

MCESG Common Terms and Acronyms

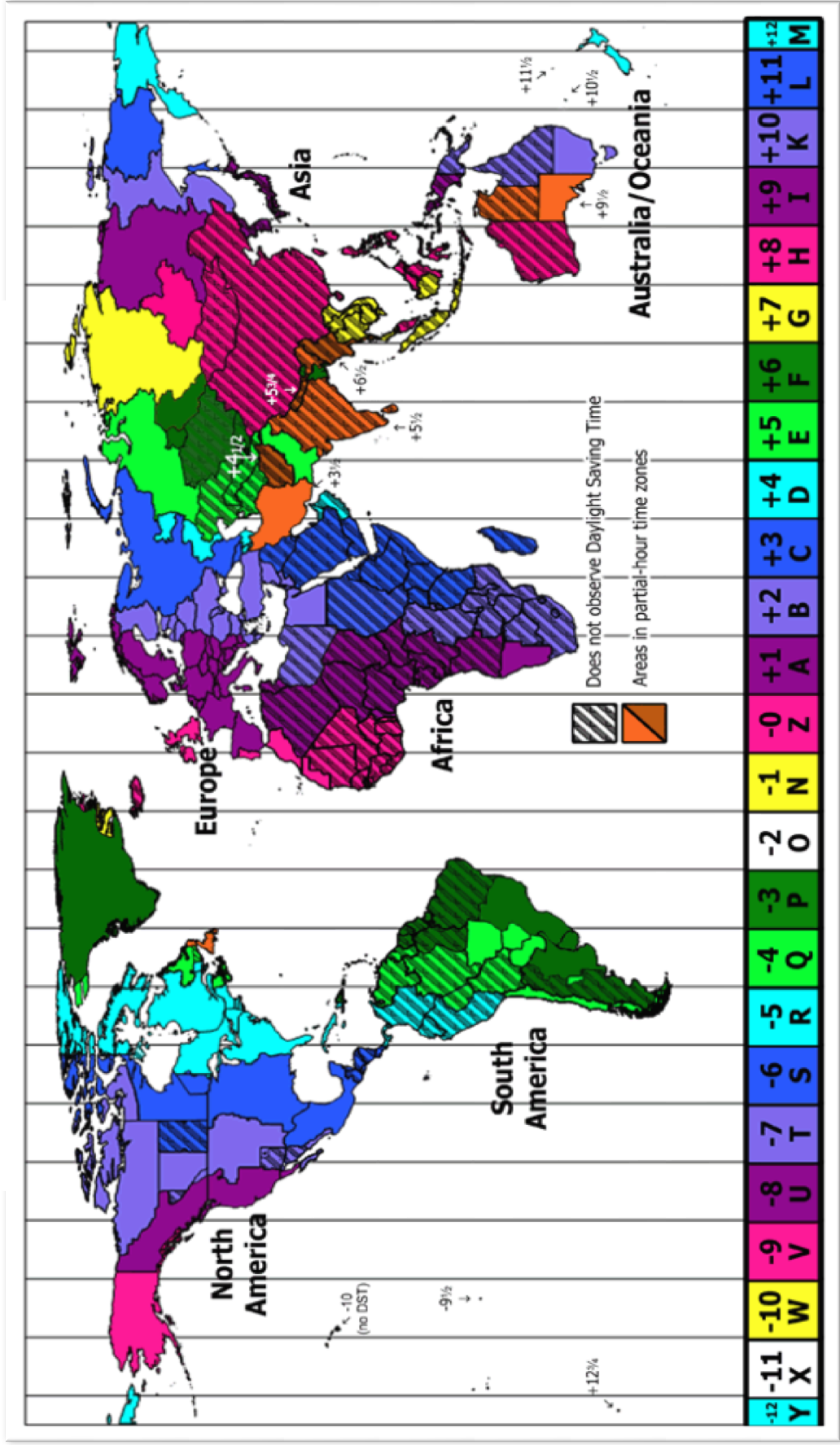
AMB	Ambassador
AMCITS	American Citizens
BEQ	Bachelor Enlisted Quarters or Marine House (at post)
Board Week	Evaluation of Student Marines by a Board of Command Staff
CLO	Community Liaison Office or Officer
CMC	Commandant of the Marine Corps
CO	Commanding Officer
Compound	Living or Working Area Protected by High Walls &/or Guards
CONUS	Continental United States
CV	Command Visit
CS	Tear Gas (chlorobenzylidenemalononitrile)
DAO	Defense Attache Office
DC	Designated Country
DCM	Deputy Chief of Mission
DETCMDR	Detachment Commander
Dip Pass	Diplomatic Passport
DOD	Department of Defense
DOS	Department of State
DS	Diplomatic Security
ECC	Evacuation Control Center
FAST	Fleet Anti-terrorist Security Team

FRO	Family Readiness Office or Officer
GOS	Good of Service (form of relief from MSG duty)
GWOT	Global War on Terrorism
HQMC	Headquarters Marine Corps
I/A	Instructor/Advisor (at MSG School)
LCDR	Lieutenant Commander (U.S. Naval Officer)
LZ	Landing Zone
Marshall Hall	MCESG Headquarters building located on Quantico
MEGA	Marine Embassy Guard Association
MCCDC	Marine Corps Combat Development Command
MCESG	Marine Corps Embassy Security Group
MCI	Marine Corps Institute (In-grade or MOS PME for Marines)
MCU	Marine Corps University
MOS	Military Occupational Specialty
MOA	Memorandum of Agreement
MSG	Marine Security Guard
MSGDET	Marine Security Guard Detachment
NBC	Nuclear, Biological & Chemical
NCO	Non-Commissioned Officer (E-4 & E-5)
NCOIC	Non-Commissioned Officer in Charge
NEC	New Embassy Compound
PCS	Permanent Change of Station (Orders)
PME	Professional Military Education

L.I.N.K.S. for Parents/Extended Family

Post	An American Embassy
Post 1	Entry/Exit Control Point at Embassy, where MSGs stand duty
POTUS	President of the United States
PP&O	Plans, Policies & Operations
PT	Physical Training
RAST	Recruiting Advertising Screening Team
REACT	Reaction Teams
RFC	Relieved for Cause (form of disciplinary relief from MSG duty)
Rover	MSG that patrols interior areas of an Embassy
RPG	Rocket Propelled Grenade
RSO	Regional Security Office or Officer
SGTMAJ	Sergeant Major
SNCO	Staff Non-Commissioned Officer (E-6 to E-9)
SNCOIC	Staff Non-Commissioned Officer in Charge
T/O	Table of Organization (# of Marines allowed in certain places)
TS	Top Secret
VIP	Very Important Person (ex: POTUS, Vice President, Sec. State, Congressman)
VISA	Endorsement on passport granting official entry to a country.
XO	Executive Officer

WORLDWIDE TIME ZONES MAP



How to Tell "Military Time"

Military time uses a 24-hour clock, instead of the 12-hour clock to which we are accustomed. Military time numbers the 24 hours of the day from 1 to 24, rather than repeating the cycle of 12 hours twice. In several countries, time is also kept on this 24-hour cycle.

So, instead of saying 1 am, Marines say 0100 (pronounced zero one hundred), then 0200, 0300, and finally 1200 for 12 noon. Then for 1 pm, they keep going and say 1300 (pronounced thirteen hundred). Never pronounce the hours in thousands. (Ex. 1500) You should pronounce 1-5-0-0 as fifteen hundred instead of one thousand five hundred. Sometimes instead of saying "zero two hundred hours," people say "oh two hundred hours," which is technically incorrect because "O" is a letter.

STANDARD	24-HOUR	STANDARD	24-HOUR
12 MIDNIGHT	2400 or 0000	12 NOON	1200
12:01 AM	0001	12:01 PM	1201
12:15 AM	0015	12:15 PM	1215
12:30 AM	0030	12:30 PM	1230
12:45 AM	0045	12:45 PM	1245
1 AM	0100	1 PM	1300
2 AM	0200	2 PM	1400
3 AM	0300	3 PM	1500
4 AM	0400	4 PM	1600
5 AM	0500	5 PM	1700
6 AM	0600	6 PM	1800
7 AM	0700	7 PM	1900
8 AM	0800	8 PM	2000
9 AM	0900	9 PM	2100
10 AM	1000	10 PM	2200
11 AM	1100	11 PM	2300

State Department Resources for Foreign Service Families

Glossary of Government Acronyms

A Bureau of Administration, Department of State.

A&D Accounting and Disbursing System. Overseas financial management system.

ADM/ ADMIN Administrative Section overseas (includes HRO, FMO, GSO, IMO, IPC, MED).

AFM American Family Member.

AGR Agricultural Section overseas.

AID See USAID below.

ALDAC All Diplomatic and Consular Posts.

AMB E&P Ambassador Extraordinary and Plenipotentiary, representing a head of state and with full powers.

APHIS Animal Plant and Health Inspection Service, part of U.S. Dept of Agriculture.

APO Army Post Office. A mail system managed by the Department of Defense, capable of dealing with personal mail, classified and unclassified reports, as well as spare parts for military equipment provided to friendly nations. See also FPO below. Many Foreign Service posts abroad are included in the APO/FPO system.

Attaché Specialist, civilian or military, assigned to an overseas mission.

B & F Budget and Fiscal Section in some overseas missions. Newer name is Financial Management Office (FMO).

Bureau The basic organizational entity-either geographic or functional-of the State Department; headed by an Assistant Secretary responsible for directing the work of various "offices" or "country directors."

CA Bureau of Consular Affairs, Department of State.

CAO Cultural Affairs Officer in Public Diplomacy section of Embassy.

CG Consul General, principal officer of a consulate general.

Chancery Principal office of an Embassy (building housing the Ambassador's office).

Chargé d'Affaires French, literally "in charge of affairs." The designation of the officer-normally the Deputy Chief of Mission-who is temporarily in charge of an Embassy when the Ambassador is out of the country. Usually followed by the letters "a.i.," which stands for the Latin "ad interim."

CIA Central Intelligence Agency.

Classification Unclassified; Limited Official Use (outdated Administrative Classification only); Sensitive But Unclassified (not a classification, but used to indicate handling); Confidential, Secret, Top Secret.

CLO Community Liaison Office. Overseas field office of the Family Liaison Office. Also the informal title of the office coordinator.

CODEL Congressional Delegation. Usually a group but can refer simply to one member of Congress traveling abroad on official business; as distinct from a "STAFFDEL," which is the term applied when the traveler or group of travelers is "Congressional staff."

COM Chief of Mission. This generally would be the Ambassador at an Embassy, the chargé d'affaires if there is no Ambassador or if he is out of the country, or the permanent representative (PERMREP) if a mission to a multilateral organization like the UN.

CON Consular Section overseas.

CONGEN Consulate-General. A large consulate (see below) headed by a Consul General and capable of performing a wider variety of consular and reporting functions than a consulate.

CONOFF Consular Officer.

Consulate A Foreign Service Post engaged primarily in consular work; officers assigned have consular titles. Consulates are usually constituent posts of an Embassy, either within the Embassy itself or in some other city in the foreign country. While consulates engage in routine reporting, they carry out no diplomatic or representational functions vis-à-vis the host government.

CONUS Continental United States.

Counselor A diplomatic title accorded to a head of section in the Embassy, as "Counselor for Political Affairs" or "Political Counselor" (for which the acronym is POLCOUNS). (N.B. Do not confuse diplomatic ranks like "Counselor" with the Senior Foreign Service pay grades of "Counselor," "Minister-Counselor," "Career Minister," and "Career Ambassador," which correspond to the top four grades of the Senior Intelligence Service and the Senior Executive Service.)

Country Team Agency heads and other senior advisors of the Ambassador. Meets at intervals determined by the Ambassador.

DCM Deputy Chief of Mission. The second-ranking officer at Post, functioning as deputy to the Chief of Mission (COM); often functioning as the chief operating officer or chief of staff to the Ambassador. Acts for the Ambassador when he is away from post and as Chargé d'Affaires when the Ambassador is out of the country of assignment. Usually has the diplomatic rank of "Counselor of Embassy" or "Minister-Counselor." Responsible for managing the reporting program.

DEA Drug Enforcement Administration.

Diplomatic Courier Carries the classified diplomatic pouch.

DOD Department of Defense.

DOJ Department of Justice.

DOS Department of State.

DPM Diplomatic Pouch and Mail.

DS Bureau of Diplomatic Security, Department of State.

Duty Officer Officer at post or in the Department assigned during non-office hours to be responsible for any emergency.

ECON Economic Section overseas.

EFM Eligible family member. A dependent of a USG employee on travel orders; eligible for employment within a mission.

Embassy A diplomatic mission in the capital city of a foreign country headed by an Ambassador.

ETA Estimated Time of Arrival.

ETD Estimated Time of Departure.

EU European Union.

EX Executive Office.

FBI Federal Bureau of Investigation.

FCS Foreign Commercial Service, Department of Commerce. Provides Commercial Attaches to missions abroad.

FLO Family Liaison Office, Department of State.

FMA Family Member Appointment. Department of State hiring mechanism.

FMO Financial Management Office. Unit of administrative section in post overseas. Formerly B&F.

FOIA Freedom of Information Act.

FPO Fleet (Navy) Post Office. A mail system managed by the Department of Defense similar to the APO (see APO above).

FS Foreign Service Salary Schedule for all Foreign Service U.S. personnel.

FSN Foreign Service National. A non-American employed by a Foreign Service Post abroad, usually from the host country; important as staff members in every section.

FSO Foreign Service Officer, an American recruited by examination and thereafter a member of a disciplined career service. May be employee of the State Department, AID, Commerce Department, or Agriculture Department.

FY Fiscal Year.

GLS Geographic Learning Site. On Department Web site-public outreach.

GPO Government Printing Office.

GSO General Services Officer in an overseas mission. Responsible for motor pool, supplies, building maintenance, contracts and procurement, customs, travel, and shipping.

HHE Household Effects.

HL Home Leave.

HRO Human Resources Officer. Formerly Personnel Officer.

INS Immigration and Naturalization Service.

Inspector A Foreign Service or General Schedule officer assigned to inspect a diplomatic or consular post.

Interest Section The office responsible for protecting the interests of the United States, housed in a third country embassy, in a country with which the United States has no formal relations.

JCS Joint Chiefs of Staff.

Liaison Office The office responsible for protecting the interests of the United States prior to the establishment of diplomatic relations (or while diplomatic relations are suspended) between the United States and the host country.

Main State Department of State main building (21st & C Street, NW). Harry S. Truman Building.

Mission A generic term that can be used interchangeably with "embassy" or "post." The entirety of official U.S. representation in a given foreign country that functions under the supervision of the Ambassador, including civilian and military personnel (except U.S. military reporting to a unified command and official U.S. representation to a multilateral organization). However, USAID uses the word to mean specifically the USAID component of a diplomatic mission. Also used as the term for posts accredited to multilateral organizations; e.g., the U.S. Mission to the United Nations, the U.S. Mission to NATO.

LGF Local Guard Force. Post security group.

MED Medical Services, Department of State.

NATO North Atlantic Treaty Organization.

NGO Non-governmental organization.

OB Official Building (Embassy Building).

OMS Office Management Specialist (formerly Foreign Service secretary).

PA Public Affairs, Department of State.

PA Bureau of Public Affairs, Department of State.

PAO Public Affairs Officer. The title of Public Diplomacy officer assigned to the Public Affairs Section of an Embassy or Consulate. Responsible for managing programs of public information and cultural affairs.

PC Peace Corps (PC Rep-Peace Corps Representative, PCV-Peace Corps Volunteer).

POL Political Section overseas.

Post Any diplomatic or consular establishment maintained by the United States abroad.

POTUS President of the United States.

Pouch Also called air pouch or diplomatic pouch. Used as a noun to refer to the mailbag by which communications and other materials are conveyed to and from posts. Pouches enjoy diplomatic protection and thus are exempted from customs search. They may travel by air or by sea, depending on bulk. Pouches may be unclassified (moving on their own like mail) or classified (moving under the care of a U.S. Department of State employee known as a Diplomatic Courier). The word can also be used as a verb, i.e., "to pouch."

POV Privately Owned Vehicle.

Protocol Officer Officer assigned to deal with protocol and ceremonial matters.

Public Diplomacy Section Formerly the United States Information Agency (USIA). See PAO.

R&R Rest and recuperation leave.

RMO Regional Medical Officer.

RSO Regional Security Officer. Reports directly to the Deputy Chief of Mission.

SA State Annex. A Department of State building besides Main State.

Secretary Overseas A diplomatic rank, as in Third Secretary, Second Secretary, and First Secretary, in ascending order of seniority. In the Department of State (or Defense or Commerce, etc.) usually prefaced with "The" and referring to the cabinet officer in charge.

Seventh Floor Department of State terminology referring to the Secretary of State, the Deputy Secretary and the Under Secretaries.

Sixth Floor State Department terminology referring to the next lower echelon within the Department; i.e., the Assistant Secretary level.

TCN Third country national. A citizen of a country other than the United States or the host country.

TDY Temporary Duty.

The Residence Living quarters of the Ambassador.

TSP Thrift Savings Plan.

UAB Unaccompanied Air Baggage.

USAID United States Agency for International Development. An agency responsible to the Secretary of State, with missions attached to U.S. Embassies, under USAID Mission Directors, in countries where the United States maintains economic aid programs.

USDA United States Department of Agriculture.

USG United States Government.

USIA United States Information Agency. (Former foreign affairs agency incorporated into the DOS in 1999.)

VIP Very Important Person.







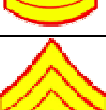



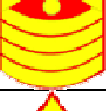
WHO World Health Organization, United Nations.
















WTO World Trade Organization in Geneva

Contributed by the Transition Center at the Department of State.

<http://www.state.gov/m/fsi/tc/>.

For more acronyms, visit the Department of State Web site:
http://www.foia.state.gov/MMS/abbrs/abbr_sym_start.asp

Private E-1	None
Private First Class E-2	
Lance Corporal E-3	
Corporal E-4	
Sergeant E-5	
Staff Sergeant E-6	
Gunnery Sergeant E-7	
Master Sergeant E-8	
First Sergeant E-8	
Master Gunnery Sergeant E-9	
Sergeant Major E-9	
Sergeant Major of the Marine Corps E-9	

Chief Warrant Officer	
Chief Warrant Officer-2 CWO2	
Chief Warrant Officer-3 CWO3	
Chief Warrant Officer-4 CWO4	
Chief Warrant Officer-5 CWO5	
Second Lieutenant O-1	
First Lieutenant O-2	
Captain O-3	
Major O-4	
Lieutenant Colonel O-5	
Colonel O-6	
Brigadier General O-7	
Major General O-8	
Lieutenant General O-9	
General O-10	

USMC Social Functions

Marine Corps Birthday Ball

Spouses (and usually other guests) are included in this formal event that includes the birthday ceremony and cake cutting. Dinner and dancing may also be a part of the evening. Premier Embassy event of the year.

Dining In

Another formal event that spouses (and sometimes other guests) may attend. This is a very structured dinner where the "President of the Mess" enforces the rules. It can be a fun evening filled with many toasts and many fines paid to "Mr. Vice" when someone breaks a rule. It really is a great experience and the fines usually go to a local charity. So, take a few extra dollars! Held during conferences.

Mess Night

For Marines only, this is an evening to promote social camaraderie. It has a cocktail hour, dinner, and toasts. Held during conference; sometimes CV's.

Bosses' Night

Marines only. Marines get together with their peers and senior Marines for a rare social evening. It is a time to get to know your Marine boss outside of the office.

Wetting Down

A promotion party that can be hosted at home or at the club. Spouses (and sometimes family members) can be invited for this celebration. Sometimes the Marine promoted is 'wet down' with the liquid of his choice.

Hail and Farewell

A get-together to say, "fair winds and following seas" (good-bye) to those leaving the military unit, and a "welcome aboard" (hello) to those joining the unit. Spouses (and other guests) are typically invited.

Parades

Parades are a major part of Marine Corps life. Parades honor an individual or specific event. There are formal written invitations sent out, but that doesn't limit the audience. Anyone may attend a parade. There is always open seating in the bleachers. It is a wonderful experience to come out and watch your Marine "drill" (march). Please dress appropriately. Very casual dress such as shorts or jeans would not be appropriate. This is an official military function and should be given the respect it deserves. Remain in place until the narrator indicates that the parade has concluded. This happens after the last Marine has "passed in review" and the reviewing officers break ranks (shake hands and walk away.) If you aren't sure when to stand and when to sit, follow the crowd and you'll be fine. No one is perfect, and all of us have experienced awkward moments.

Uniform Information and Pictorial

Miscellaneous Uniform Information:

Corfam or Corfram	High gloss black shoes
Combat Boots	Tan suede combat boots
Blousing Band	Elastic band used to tuck cammie trouser legs - "Boot Bands"
Chevrons	Rank insignia worn on sleeves and collars by enlisted
Hashmarks	Service stripe(s) worn by enlisted just above the cuff of Alpha and dress uniforms; each stripe designates four years of service
Barracks Cover	Green or white round hat with black visor
Identification tags	Metal tags that have each Marine's personal identification information on them. They are worn on a chain around a Marine's neck. - "Dog Tags"
Anodized Brass	Finished brass that does not need polishing.

For more information regarding initial clothing allowances issued to Marines, refer to <http://www.hqmc.usmc.mil> and search MCBUL 10120.

Marine Corps Uniform Pictorial



Officer Dress Uniforms

From Left to Right:

1. Blue Dress "C", commonly called "Dress Blue Charlies"
2. Blue Dress "A", commonly called "Dress Blue Alphas" (with medals)
3. Female Blue Dress "A" with skirt
4. Blue Dress "B", commonly called "Dress Blue Bravos" (with ribbons and badges)
5. Female Blue Dress "C" with skirt



Enlisted Dress Uniforms

From Left to Right:

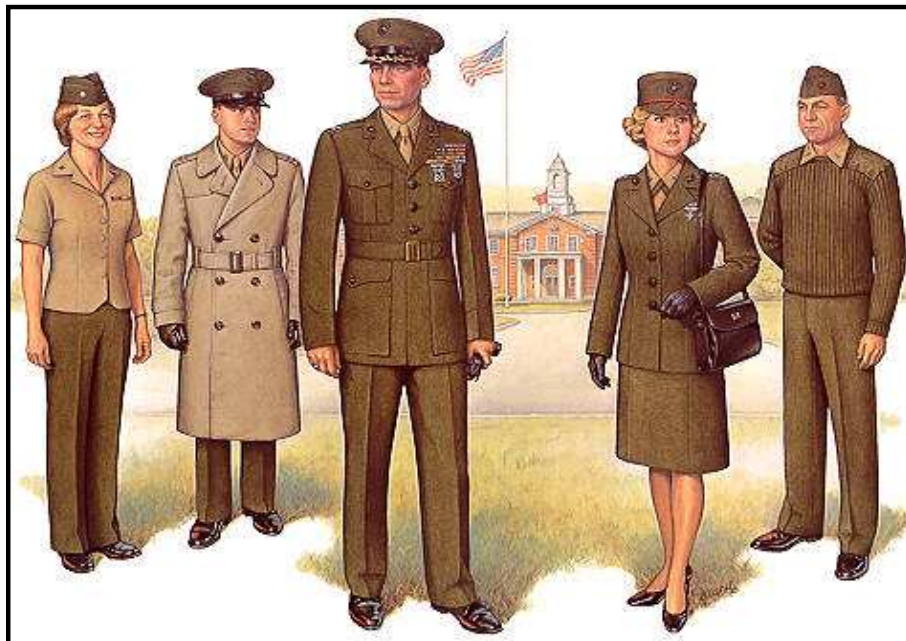
1. Blue Dress "B", commonly called "Dress Blue Bravos" (with ribbons and badges)
2. Female Blue Dress "B" with skirt
3. Blue Dress "A", commonly called "Dress Blue Alphas" (with medals)
4. Female Blue Dress "D", commonly called "Dress Blue Deltas", with skirt
5. Blue Dress "C", commonly called "Dress Blue Charlies"



From Left to Right:

1. Evening Dress – Staff NCO
2. Evening Dress “A” – Female
3. Evening Dress “B” – General Officer
4. Evening Dress “A” with Boatcloak
5. Evening Dress “B”

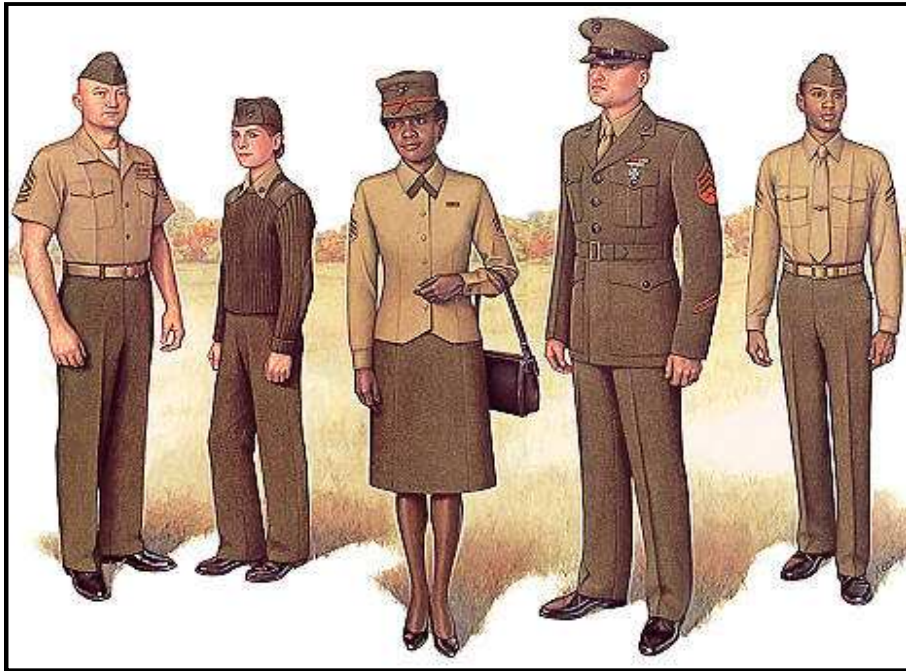
Evening Dress Uniforms



From Left to Right:

1. Female Service "C", commonly called "Charlies", with trousers
2. Service "B", commonly called "Bravos", with all-weather coat
3. Service "A", commonly called "Alphas"
4. Female Service "A", with skirt
5. Service Uniform with Service Sweater (epaulettes not pictured)

Officer Service Uniforms



Enlisted Service Uniforms

From Left to Right:

1. Service "C", commonly called "Charlies"
2. Female Service Uniform with Service Sweater (epaulettes not pictured), with trousers
3. Female Service "B", commonly called "Bravos", with skirt
4. Service "A", commonly called "Alphas"
5. Service "B", commonly called "Bravos"



Combat Utility Uniform

From Left to Right:

1. Desert Combat Utility Uniform, commonly called "Desert Cammies", with sleeves up
2. Desert Combat Utility Uniform with combat equipment
3. Woodland Combat Utility Uniform, commonly called "Green Cammies", with combat equipment
4. Woodland Combat Utility Uniform with combat equipment
5. Woodland Combat Utility Uniform with sleeves down

Historical Significance of Marine Corps Uniform Items

Marine Corps Emblem

(1) The basic design of the emblem was officially adopted in 1868. It is a symbolic representation which Americans, both civilian and military, immediately identify as "Marines." Prior to 1868, the Marines wore various emblems based mainly on the spread eagle and fouled anchor. In 1868, the seventh Commandant, General Zeilin, decided on a single, distinctive emblem centered around the globe.

(2) The emblem represents what we stand for, our past, and our future. There are three basic components of the Marine Corps emblem, The Eagle, Globe, and Anchor:

(a) Anchor. The first part of the emblem is the anchor. It is not just a plain anchor but a "fouled" anchor. The anchor emphasizes the close ties of the Marine Corps with the U.S. Navy.

(b) Globe. Emphasizing the close ties between the U.S. Marine Corps and the British Royal Marines, the idea of a globe as part of the emblem was borrowed from the emblem of the Royal Marines. However, the Royal Marines' emblem shows the Eastern Hemisphere, whereas the U.S. Marine Corps' emblem shows the Western Hemisphere. This was only natural since the United States is located in the Western Hemisphere and many of the early Marine combat operations and noncombatant duties were in the Western Hemisphere. Today, of course, the globe can also symbolize the "global" Marine Corps commitments and responsibilities which have evolved in the 20th century.

(c) Eagle. The third part of the emblem is the eagle. The eagle is the national symbol of the United States, and is the one part of the emblem which readily identifies the Marine Corps with the United States. The eagle proudly carries a streamer in its beak which bears the motto of the Corps, "Semper Fidelis."

The scarlet trouser stripe

A red stripe first appeared on uniform trousers in 1798, and reappeared in 1840 and 1859, partly as a result of the military fashions of the day. The popular story, which cannot be supported by fact, is that the red stripe commemorates the blood shed by Marines in the Battle of Chapultepec in 1846.

The quatrefoil

The quatrefoil is an interwoven braid in the shape of a cross of figure eights found on top of the Marine officer's barracks covers. Officially, the quatrefoil first became an authorized part of the uniform in 1859. The quatrefoil was the fashionable military style of the era. Popular belief tells us that the quatrefoil was worn on the caps of Marines fighting on the decks of ships in order that they might be easily recognized by the Marine sharpshooters located above in the ship's rigging.

Mameluke sword

Until the invention of gunpowder, the sword was once one of the primary combat weapons used by the military. The association of the Marine Corps with the Mameluke sword began in the early 19th century. The "Mamelukes" were an elite Muslim military force from Eastern and Northern Africa. They used a sword that had a gold hilt, ivory handle, and a curved blade. Tradition states that in recognition of Lieutenant Presley O'Bannon's heroic actions in the Tripoli expedition, Prince Hamet Bey presented him a Mameluke sword.

The NCO sword

Noncommissioned officers (NCOs) of the Marine Corps are the only NCOs in any branch of the regular United States Armed Forces who still have the privilege of carrying what is considered to be a commissioned officer's weapon. The Marine NCO sword rates as one of the oldest U. S. weapons still in use (second only to the Mameluke sword). While limited by regulation to "when in charge of troops on ceremonial occasions," the sword is part of our intangible *esprit de corps*.

Field hat

This was the rugged, picturesque, expeditionary headgear of the Corps from 1898 until 1942 and became a universal favorite. As a result, although the hat became outmoded during World War II, General Cates, the 19th Commandant, authorized its use on the rifle range in 1948 and took steps to issue field hats to all medalist shooters in the Marine Corps matches. Subsequently, in 1956, General Pate, the 21st Commandant, directed that field hats be worn by all recruit drill instructors, and the hat has become a symbol of Marine Corps recruit training.

Source: Marine Corps Reference Publication (MCRP) 6-11B (with Change 1), *Marine Corps Values: A User's Guide for Discussion Leaders*

Common Terms Used in the Marine Corps

“Devil Dogs”

In the Belleau Wood fighting in 1918, the Germans received a thorough indoctrination into the fighting ability of Marines. Fighting through supposedly impenetrable woods and capturing supposedly untakeable terrain, the men of the 4th Marine Brigade struck terror in the hearts of the Germans, who referred to Marines as the *Teufelhunden*, meaning "fierce fighting dogs of legendary origin" or as popularly translated, "Devil Dogs."

“First to Fight”

Marines have been in the forefront of every American war since the founding of the Corps. They entered the Revolution in 1775, even before the Declaration of Independence was signed! Marines have carried out more than 300 landings on foreign shores. They have served everywhere, from the Arctic to tropics; their record for readiness reflects pride, responsibility, and challenge.

“Leatherneck”

This nickname goes back to the leather stock or neckpiece, which was part of the Marine Corps uniform from 1775 to 1875. The leather collar was designed to protect the jugular vein from saber slashes. It also insured that Marines kept their heads erect and maintained military bearing. Although no longer used, it is commemorated by the standing collar on the dress blue uniform.

“Retreat, Hell! We just got here!”

Fighting spirit and determination against heavy odds is a sound tradition in the Marine Corps. Nowhere is there a more graphic illustration than an incident which occurred in World War I. Legendary or true, it personifies the aggressive attitude of Marines. The occasion was the third great German breakthrough of 1918, when the 4th Marine Brigade and its parent 2d Infantry Division were thrown in to help stem the tide in the Belleau Wood sector. The 2d Battalion, 5th Marines had just arrived at its position when an automobile skidded to a stop and a French officer dashed out and approached the commanding officer. He explained that a general retreat was in progress and that orders were for the Marines to withdraw. The Marine officer exclaimed in amazement, "Retreat Hell! We just got here!" The Marines proceeded to prove their point. The battalion deployed and took up firing positions. As the Germans approached, they came under rifle fire which was accurate at ranges beyond their comprehension. Not in vain had the Marine Corps long stressed in its training the sound principles of marksmanship. The deadly fire took the heart out of the German troops, and the attack was stopped.

“Semper Fidelis” (Semper Fi) - The Marine Corps Motto

That Marines have lived up to their motto, *Semper Fidelis* (always faithful), is proven by the fact that there has never been a mutiny among U.S. Marines. This motto was adopted about 1883. Before that, there had been three mottoes, all traditional rather than official. The first, *Fortitudine* (with fortitude), appeared about 1812. The second, *By Sea and by Land*, was obviously a translation of the Royal Marines' *Per Mare, Per Terrem*. Until 1848, the third motto was "To the Shores of Tripoli," in commemoration of O'Bannon's capture of Derne in 1805. In 1848, after the return to Washington of the Marine battalion which took part in the capture of Mexico City, this motto was revised to "From

the Halls of Montezuma to the Shores of Tripoli." The current Marine Corps motto is shared with England's Devonshire Regiment.

“The President's Own”

Established by an act of Congress in July 1798 (more than a century before the bands of the other three services), the Marine Band has performed at White House functions for every president except George Washington. Thomas Jefferson was especially fond of the band. Because of its traditional privilege of performing at the White House, the band is spoken of as "the President's Own."

“Uncommon valor was a common virtue”

Refers to the victories in World War II, especially at Iwo Jima, the largest all-Marine battle in history. Admiral Nimitz's ringing characterization of Marines fighting on Iwo Jima was applied to the entire Marine Corps in World War II: "Uncommon valor was a common virtue."

Source: Marine Corps Reference Publication (MCRP) 6-11B (with Change 1), *Marine Corps Values: A User's Guide for Discussion Leaders*

II. THE CORPS



For Future Reference:

- **Marine Air/Ground Task Force (MAGTF)**
- **Four Core Elements of a MAGTF**
- **Marine Forces Structure**
- **Marine Expeditionary Force**
- **Glossary of Traditional Marine Corps Language**
- **Marine Corps Acronyms**
- **Marine Language Quiz**

Marine Air/Ground Task Force (MAGTF)

The mission will determine which MAGTF responds

SPMAGTF

Special Purpose MAGTF

Organized to accomplish special missions such as humanitarian assistance, disaster relief, peacekeeping activities, or regional exercises.

Manning and sustainability as required by mission

Rapid deployment capability by air or sea

Response time varies

MEU (SOC)

Marine Expeditionary Unit (Special Operations Capable)

Organized to provide a forward deployed presence to promote peace and stability and are designed to be the Marine Corps' first-on-the-scene force.

1,500 - 3,000 Marines

~ Battalion Landing Team

~ Composite Helicopter Squadron

~ Combat Logistics Battalion (CLB)

6 hr response time

MEB

Marine Expeditionary Brigade

Organized to respond to a full range of crises, from forcible entry to humanitarian assistance.

3,000 - 20,000

~ Regimental Landing Team

~ Marine Air Group (MAG)

~ Combat Logistics Regiment (CLR)

5 - 14 day response time

MEF

Marine Expeditionary Force

Organized to fight and win in conflicts up to, and including, a major war. Principle Warfighting Organization

20,000 - 90,000

~ Marine Division(s)

~ Marine Aircraft Wing(s) (MAW)

~ Marine Logistics Group (s) (MLG)

Can incorporate joint /combined elements

30 - 45 day response time

Four core elements of a MAGTF anchored by the Bases & Stations

Command Element (CE): The CE contains the MAGTF headquarters and other units that provide intelligence, communications, and administrative support.



All USMC Bases and Stations



Aviation Combat Element

(ACE): The ACE conducts offensive and defensive air operations. This element is formed around an aviation headquarters with appropriate air-control agencies, combat, combat support, and combat service support units.



Ground Combat Element (GCE): The GCE includes infantry, artillery, reconnaissance, armor, light armor, assault amphibian, engineer, and other forces, as needed.

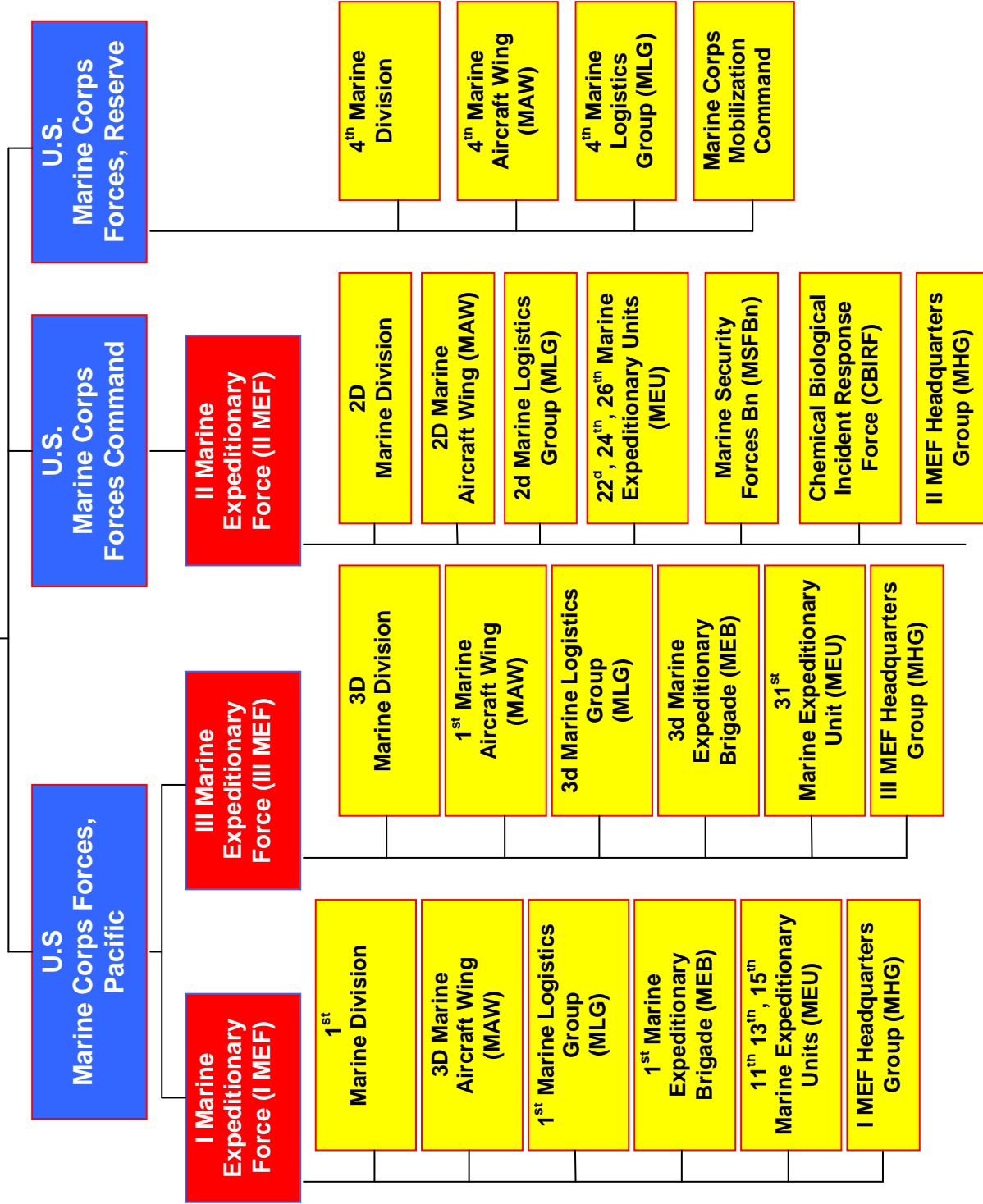


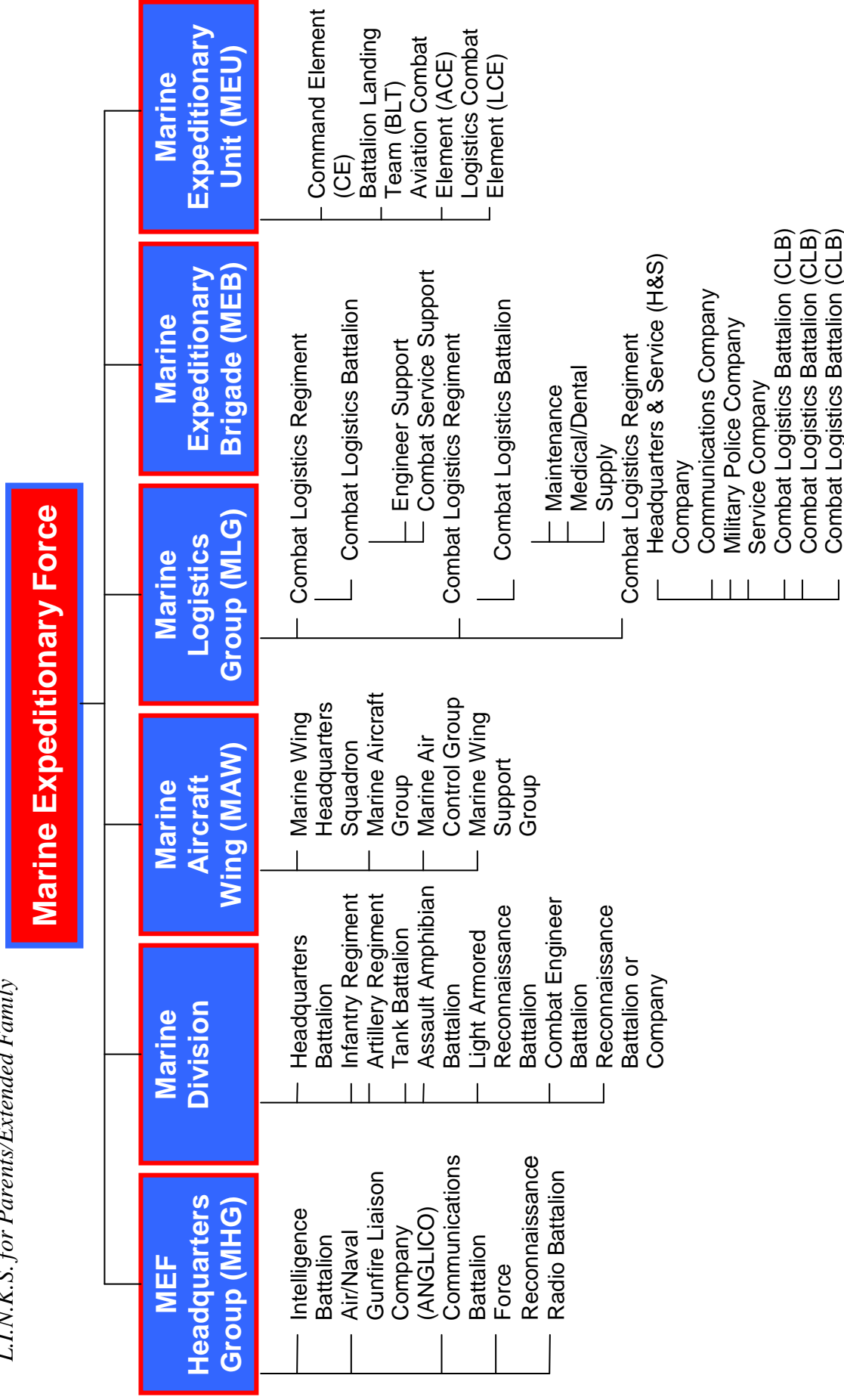
Combat Service Support Element

(CSSE): The CSSE provides the full range of combat service support functions from one or more Marine Logistics Groups (MLGs), and provides capabilities necessary to maintain the continued readiness and sustainability of the MAGTF as a whole.



U.S. Marine Corps





Locations: I Marine Expeditionary Force (I MEF) - West Coast, US
 II Marine Expeditionary Force (II MEF) - East Coast, US
 III Marine Expeditionary Force (III MEF) - Japan

GLOSSARY OF TRADITIONAL MARINE CORPS LANGUAGE

ADRIFT Loose from towline or moorings; scattered about; not in proper stowage.

AFT Referring to or toward the stern (rear) of a vessel.

ALL HANDS All members of a command.

ASHORE Any place outside of a naval or Marine Corps reservation.

AS YOU WERE Resume former activity.

AWEIGH Said of the anchor. As soon as the anchor has broken away from and is no longer fastened to the bottom.

AYE, AYE, SIR Required official acknowledgement of an order meaning I have received, understand, and will carry out the order or instruction.

BELAY To make fast or to secure, as in "belay the line," to cancel or to disregard a statement just made.

BELOW Downstairs; lower deck.

BREAKOUT Take out of stock or storage.

BRIG A place of confinement; a prison.

BROWN BAGGER A married Marine.

BOW The front portion of a ship.

BRIDGE The portion of a ship's structure from which it is controlled when underway.

BROW A portable walkway from the pier or jetty to the ship's quarterdeck.

BUTTKIT An ashtray.

C.P. Command Post in the field.

CARRY ON The order to resume previous activity.

CHIT A receipt or authorization; a piece of paper.

FANTAIL The main deck of a ship at the stern.

FIELD DAY Barracks cleanup.

FIELD SCARF Regulation Marine Corps uniform neck tie.

FORECASTLE The upperdeck at the bow on which the ground tackle is located.

GALLEY Shipboard kitchen; kitchen of a mess hall; mobile field mess.

GANGWAY An opening in the rail giving access to the ship. A command announcement to stand aside to let someone through.

GATOR An amphibious ship; one who serves in the amphibious Navy.

GEEDUNK The place (aboard ship) where candy, ice cream, soda, and smokes can be purchased.

HATCH Door or doorway.

HEAD Latrine or toilet.

LADDER Stairs.

LIBERTY Absence from the ship or command for less than 96 hours for purposes of rest and recreation which is not charged as leave.

OVERHEAD Ceiling.

PASSAGEWAY A hallway.

PETTY OFFICER A Navy Noncommissioned Officer.

POLICE To straighten or to tidy up.

PORT Left.

QUARTERDECK The ceremonial location on board ship when the ship is moored or at anchor (it is located close to the brow or accommodation ladder and is the watch station for the Officer of the Deck).

RATE A sailor's occupational specialty.

SCUTTLEBUTT Gossip or unfounded rumor; also a drinking fountain.

SEABAG The bag used to stow personal gear.

SECURE Stop; finish; end; make fast; put away in storage.

L.I.N.K.S. for Parents/Extended Family

SHIPPING OVER Reenlisting.

SICK BAY Hospital or dispensary.

SKIPPER Commanding Officer.

SKYLARK Goof-off; to loiter.

SMOKING LAMP When smoking lamp is lit, smoking is authorized.

SQUARE AWAY To straighten, make ship-shape, or to get settled. Inform or admonish someone in an abrupt manner.

STARBOARD Right.

STERN The blunt end (rear) of a ship.

SWAB A mop.

TOPSIDE Upstairs; upper deck.

TURN TO Begin work; get started.

WARDROOM On board ship, the officer's living room and dining area; also used to signify all of the officers serving on the ship.

Source: Marine Corps Reference Publication (MCRP) 6-11B (with Change 1), *Marine Corps Values: A User's Guide for Discussion Leaders*

Marine Corps Acronyms

AAAV.....Advanced Amphibious Assault Vehicle
ACE.....Aviation Combat Element
ACMC.....Assistant Commandant of the Marine Corps
AC.....Active Component
AD.....Active Duty
ADSW.....Active Duty for Special Work
APF.....Appropriated Funds
AR.....Active Reserve
ARC.....American Red Cross
ASAP.....As Soon As Possible
ATFP.....Anti-Terrorism/Force Protection
BAH.....Basic Allowance for Housing
BAS.....Basic Allowance for Subsistence
BEQ.....Bachelor Enlisted Quarters
BLT.....Battalion Landing Team
BN.....Battalion
BOD.....Board of Directors
BOQ.....Bachelor Officer Quarters
BUMED.....Bureau of Medicine and Surgery
C4I.....Command, Control, Communication, Computer &
Intelligence
CAC.....Consolidated Administration Center (ConAd)
CACO.....Casualty Assistance Calls Officer
CACP.....Casualty Assistance Calls Program
CAX.....Combined Arms Exercise
CCUS.....Childcare in a Unit Setting
CDC.....Child Development Center
CE.....Command Element
CG.....Commanding General
CMA.....Clothing Maintenance Allowance
CMC.....Commandant of the Marine Corps
CNO.....Chief of Naval Operations
CO.....Commanding Officer
COLA.....Cost of Living Allowance
COMRATS.....Commutated Rations
CONUS.....Continental United States
CREDO.....Chaplains Religious Enrichment Development
Operation
CSSE.....Combat Service Support Element
CWO.....Chief Warrant Officer
DECA.....Defense Commissary Agency
DEERS.....Defense Enrollment Eligibility Reporting System
DET.....Detachment (of a larger organization)

L.I.N.K.S. for Parents/Extended Family

DI.....Drill Instructor
DITY MOVE.....Do It Yourself Move
DIV.....Division
DLA.....Dislocation Allowance
DoD.....Department of Defense
DODEA.....Department of Defense Education Activity (Base
 Schools)
DON.....Department of the Navy
DPAC.....Division Personnel Administrative Center
DSN.....Defense Switching Network (the military phone
 system)
DVA.....Department of Veterans Affairs
EAOS.....End of Active Obligated Service
EAS.....Expiration of Active Service
ECC.....Expiration of Current Contract
EFMP.....Exceptional Family Member Program
ETA.....Estimated Time of Arrival
ETD.....Estimated Time of Departure
EWC.....Enlisted Wives' Club
EWS.....Expeditionary Warfare School (formerly AWS)
FAP.....Family Advocacy Program or Fleet Assistance
Program
FCC.....Family Childcare
FMEAP.....Family Member Employment Assistance Program
FMF.....Fleet Marine Force ("The Fleet")
FRC.....Family Readiness Committee
FRO.....Family Readiness Officer
FSA.....Family Separation Allowance
FTE.....Full Time Employee
G-1.....Group/Regiment/Division Manpower (Admin)
G-2.....Group/Regiment/Division Intelligence
G-3.....Group/Regiment/Division Operations
G-4.....Group/Regiment/Division Logistics
G-5.....Group/Regiment/Division Plans
G-6.....Group/Regiment/Division Communications
Electronics
GCE.....Ground Combat Element
GPAC.....Group Personnel Administration Center
GSA.....General Service Administration
HM**.....Refers to Helicopter squadron (e.g., HMM-264)
HMH.....Marine Heavy Helicopter Squadron
HMM.....Marine Medium Helicopter Squadron
HMLA.....Marine Light Attack Helicopter Squadron
HQMC.....Headquarters, Marine Corps
IADT.....Initial Active Duty for Training
I/IADT.....Incremental Initial Active Duty for Training
IATS.....Integrated Automated Travel System

L.I.N.K.S. for Parents/Extended Family

IG.....Inspector General
I&I.....Inspector & Instructor (Reserve Unit Staff)
I&L.....Installation & Logistics
IMA.....Individual Mobilization Augmentee (or called an
IA)
IPAC.....Installation Personnel Administration Center
IRR.....Individual Ready Reserve
JAG.....Judge Advocate General
JRC.....Joint Reception Center
KV.....Key Volunteer
KVA.....Key Volunteer Advisor
KVC.....Key Volunteer Coordinator
KVN.....Key Volunteer Network
LADD.....Low Altitude Air Defense Battalion
L.I.N.K.S.....Lifestyle Insights, Networking, Knowledge and
Skills
LDO.....Limited Duty Officer
LES.....Leave & Earnings Statement
LZ.....Landing Zone
M&RA.....Manpower and Reserve Affairs
MACG.....Marine Air Control Group
MACS.....Marine Air Control Squadron
MAG.....Marine Aircraft Group
MAGTF.....Marine Air/Ground Task Force
MALS.....Marine Aviation Logistics Squadron
MARADMIN.....Marine Administration Message
MARFORLANT.....Marine Forces Atlantic
MARFORPAC.....Marine Forces Pacific
MARFORRES.....Marine Forces Reserve
MLG.....Marine Logistics Group
MARS.....Military Affiliated Radio Station
MASS.....Marine Air Support Squadron
MAW.....Marine Aircraft Wing
MCAS.....Marine Corps Air Station
MCB.....Marine Corps Base
MCBul.....Marine Corps Bulletin
MCCDCMarine Corps Combat Development Command
MCCS.....Marine Corps Community Services
MCFTB.....Marine Corps Family Team Building
MCI-East.....Marine Corps Installations East
MCI-West.....Marine Corps Installations West
MCLB.....Marine Corps Logistics Base
MCO.....Marine Corps Order
MCR.....Marine Corps Reserve
MCRC.....Marine Corps Recruiting Command
MCRD.....Marine Corps Recruit Depot
MCT.....Marine Combat Training

L.I.N.K.S. for Parents/Extended Family

MCTFS.....Marine Corps Total Force System
MCU.....Marine Corps University
MCX.....Marine Corps Exchange
MEB.....Marine Expeditionary Brigade
MED.....Mediterranean (generally a cruise/float)
MEF.....Marine Expeditionary Force
MEU.....Marine Expeditionary Unit
MEU(SOC).....Marine Expeditionary Unit(Special Operations Capable)
MFR.....Marine Forces Reserve
MOA.....Memorandum of Agreement
MOL.....Marine On Line
MORDT.....Mobilization Operational Readiness Deployment Test
MOS.....Military Occupational Specialty
MP.....Military Police
MR.....Personal and Family Readiness Division (HQMC)
MREs.....Meals, Ready-to-Eat
MRZ.....HQMC, MR Division, MCFTB Routing/Office Code
MSB.....Mobilization Support Battalion
MSC.....Major Subordinate Command
MSSG.....MEU Service Support Group
MTACS.....Marine Tactical Air Command Squadron
MWCS.....Marine Wing Communications Squadron
MWSG.....Marine Wing Support Group
MWSS.....Marine Wing Support Squadron
NAF.....Nonappropriated Funds
NAFI.....Nonappropriated Fund Instrumentality
NCIS.....Naval Criminal Investigative Service
NCO.....Noncommissioned Officer
NCOIC.....Noncommissioned Officer in Charge
NJP.....Non-Judicial Punishment
NMCRS.....Navy Marine Corps Relief Society
NMFA.....National Military Family Association
NPSP.....New Parent Support Program
OSD.....Office of the Secretary of Defense
OCONUS.....Outside the Continental United States
OCS.....Officer Candidate School
OIC.....Officer in Charge
OIT.....On-Installation Trainer
OOD.....Officer of the Day
O&M.....Operation and Maintenance
OPS.....Operations
OQR.....Officer Qualification Record
ORB.....Officer Retention Board
PAO.....Public Affairs Office
PCS.....Permanent Change of Station

L.I.N.K.S. for Parents/Extended Family

PDS.....Permanent Duty Station
PFT.....Physical Fitness Test
PME.....Professional Military Education
PMO.....Provost Marshal's Office
POA.....Power of Attorney
POC.....Point of Contact
POM.....Program Objective Memorandum
POV.....Privately Owned Vehicle
PP&O.....Plans, Policies & Operations
P&R.....Programs and Resources
PREP.....Prevention & Relationship Enhancement Program
PSC.....Personal Services Center
PT.....Physical Training
PTAD.....Permissive TAD
PWST.....Peacetime, Wartime Support Team
QOL.....Quality of Life
RAP.....Relocation Assistance Program
RC.....Reserve Component
RED.....Record of Emergency Data
REGT.....Regiment
RLT.....Regimental Landing Team
RON.....Remain Overnight
RPG.....Rocket Propelled Grenade
RS.....Recruiting Station
RSS.....Recruiting Substation
RTC.....Reserve Training Center
S-1.....Squadron/Battalion Manpower (Administration)
S-2.....Squadron/Battalion Intelligence
S-3.....Squadron/Battalion Operations
S-4.....Squadron/Battalion Logistics
S-6.....Squadron/Battalion Communications Electronics
SAC.....School Age Care
SACC.....Substance Abuse Counseling Center
SACO.....Substance Abuse Control Officer
SAR.....Search and Rescue
SATO.....Scheduled Airlines Traffic Office
SBP.....Survivor Benefit Plan
SDO.....Staff (or Squadron) Duty Officer
SECDEF.....Secretary of Defense
SECNAV.....Secretary of the Navy
SERAD.....Selective Early Release from Active Duty
SF.....Standard Form
SGLI.....Servicemembers Group Life Insurance
SITES.....Standard Information Topic Exchange Service
(Installation information)
SJA.....Staff Judge Advocate
SLS.....Spouses' Learning Series

L.I.N.K.S. for Parents/Extended Family

SMCR.....Selected Marine Corps Reserve
SMMC.....Sergeant Major of the Marine Corps
SNCO.....Staff Noncommissioned Officer
SQDN.....Squadron
SRB.....Service Record Book
STACC.....Short-Term Alternative Childcare
SSN.....Social Security Number
TAD.....Temporary Additional Duty
TAMP.....Transition Assistance Management Program
TBD.....To Be Determined
TBS.....The Basic School
TECOM.....Training and Education Command
TLA.....Temporary Lodging Allowance
TLF.....Temporary Lodging Facility
TMO.....Traffic Management Office
T/E.....Table of Equipment
T/O.....Table of Organization
TOS.....Time on Station
TR.....Transportation Request or Transfer
UA.....Unauthorized Absence
UCMJ.....Uniform Code of Military Justice
UFM.....Uniform Funding and Management
USA.....Utilization, Support, and Accountability
(Practice)
USC.....United States Code
VA.....Veterans Affairs
VMGR.....Refers to fixed wing squadron. (e.g., VMGR-252)
VMM.....Marine Medium Tiltrotor (e.g., VMM 263)
WestPac.....Western Pacific
WIC.....Women, Infants, and Children (nutritional support
program)
WO.....Warrant Officer
WTI.....Weapons and Tactics Instructor
XO.....Executive Officer

Marine Language Quiz

Marine Language can present quite a challenge to the newcomer.

Here are some of the more common terms you may encounter.

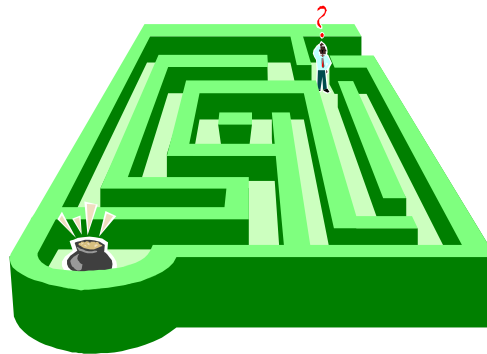
1. Allotment
 2. Service Alpha Uniform
 3. Barracks
 4. Blouse
 5. Boot
 6. Service Bravo Uniform
 7. Chain of Command
 8. Service Charlie Uniform
 9. Chevrons
 10. Colors
 11. Commissary
 12. Company
 13. Cover
 14. Deployment
 15. Esprit De Corps
 16. Field Day
 17. Head
 18. Hump
 19. Leave
 20. O-Dark Thirty
 21. Police
 22. Quarters
 23. S-1
 24. Skivvies
 25. Sponsor
 26. Woolly-Pully
- A. Grocery store for military and family members
 - B. Field March
 - C. Government housing for married Marines
 - D. When a Marine departs for an extended amount of time
 - E. Military member responsible for the family members
 - F. Restroom
 - G. Very early in the morning
 - H. Uniform jacket; or to fold under the bottom of the trouser legs
 - I. Short-sleeved shirt with trousers
 - J. Clean up an area
 - K. Approved time away from duty
 - L. Green wool or poly/wool jacket and trousers
 - M. Administration section of a unit
 - N. Green wool sweater
 - O. National and unit flags
 - P. Several platoons within a battalion
 - Q. Long-sleeved khaki shirt with tie and trousers
 - R. Newly promoted or new to the Marine Corps
 - S. Spirit of strong regard for the honor of the group
 - T. Building where Marines live
 - U. Cleaning of the barracks/workspace
 - V. Rank insignia worn on sleeves and collars of enlisted Marines
 - W. Organization within a unit (who works for whom)
 - X. Hat
 - Y. Underwear
 - Z. Pay Marine designates to a bank or individual

ANSWER KEY TO MARINE LANGUAGE QUIZ:

1. Z
2. L
3. T
4. H
5. R
6. Q
7. W
8. I
9. V
10. O
11. A
12. P
13. X
14. D
15. S
16. U
17. F
18. B
19. K
20. G
21. J
22. C
23. M
24. Y
25. E
26. N

III.

The Maze: Benefits & Services



The Maze: Benefits and Services - An overview of benefits, privileges, and resources available to USMC families; including the location of these services and how to access their wealth of information. *This section is provided for information only, as non-ID cardholders you are unable to access many of these services.*

- **American Red Cross**
- **Military One Source**
- **MCESG Points of Contact**
- **Family Readiness Officer (FRO)**
- **Casualty Procedures**
- **Tricare Medical/Dental Plans**
- **Tricare Pharmacy Benefits**
- **Available Subject Books**
- **The Marine Shop**
- **Useful Websites**
- **ID Card and DEERS**
- **Commissary**
- **MCCS Programs and Services**
- **Other Quality of Life Resources**

American Red Cross

Red Cross provides a unique service to military families...emergency communications. If you have a serious family emergency while your military family member is away, the Red Cross can help get the message out. They are able to take calls 24 hours a day, toll free, at 1-877-272-7337 or visit www.redcross.org.

How to Contact the Red Cross to Send an Emergency Message:

- Active duty service members stationed in the United States and their immediate family members may call the Red Cross Armed Forces Emergency Service Centers for help seven days a week, 24 hours a day, 365 days a year. The toll-free telephone number is available through base or installation operators and from local on-base Red Cross offices.
- Other family members who do not reside in the service members' household, members of the National Guard and Reserves, retirees, and civilians may access Red Cross services through their local Red Cross chapter, which is listed in local telephone books and at <http://www.redcross.org/where/where.html>.
- Overseas personnel stationed on military installations should call base or installation operators or the on-base Red Cross offices.
- At overseas deployment sites, contact the American Red Cross deployed staff.

When calling the American Red Cross to send an emergency message to a family member, it is necessary to have the Servicemember's:

- Full Name
- Rank/Grade
- Branch of Service
- Social Security Number
- Military Address
- Deployed & Home Base Unit Information

Besides emergency communication, the American Red Cross offers classes such as CPR and Babysitting and can be a great place to volunteer!

Marine Corps Embassy Security Group American Red Cross Message Information

Post	Servicemember's Full Legal Name	Rank/Grade	Branch of Service	Social Security Number	Official Address	Information About Duty Station
1st						
2nd						
3rd						

It is important to know that a verified Red Cross Emergency Message does not mean the servicemember will immediately return. Operational conditions in country and the availability of transportation are both factors in the decision made by the Commanding Officer on when, or if, the servicemember can return. Red Cross Emergency Messages are messages that relate to the birth of a servicemember's child, the death or serious illness of a family member or other family emergencies.

Military OneSource

Military OneSource is a personal, professional and family support program offering information and referral assistance 24 hours a day, 7 days a week, 365 days a year via toll free telephone and Internet access. This free service supplements the Information and Referral services currently offered aboard installations. Military OneSource also supports geographically dispersed Marines and their families (recruiters, reservists, and inspector and instructor staffs) who do not have traditional installation-based services available.

Masters-level consultants and specialty research teams are readily available to provide Military OneSource users referrals to military and civilian resources. Users can request information on parenting and childcare, education, finances, legal, elder care, health and wellness, crisis support, relocation, and more. The service also offers a wide array of free educational materials in many different formats: tip sheets, booklets, cassettes, and CD recordings. Face-to-face counseling sessions through private providers in the local area are available. Services are provided at no cost.

In addition to telephonic services, Military OneSource offers an award winning website that features online articles, workshops, locators, financial calculators, tips on tape, "E-mail a consultant" and much more. The website is Section 508 compliant for those who need visual assistance and is also available in Spanish.

To access Military OneSource:

By Phone:

From inside the U.S., call 1-800-342-9647

From outside the U.S., call collect 1-484-530-5908

For TTY/TDD (hearing impaired), call 1-866-607-6794

En español, llame 1-877-888-0727

Online:

www.militaryonesource.com



MCESG Points of Contact

Commanding Officer
Marine Corps Embassy Security Group
2007 Elliot Road
Quantico, Virginia 22134

Family Readiness Officer
Marine Corps Embassy Security Group
2007 Elliot Road
Quantico, VA 22134-5280
Office: 703-784-4097
Email: amy.watson@usmc.mil

MCESG Chaplain
Marine Corps Embassy Security Group
2007 Elliot Road
Quantico, VA 22134-5280
Office: 703-432-0583
Email: roger.vanderwerken@usmc.mil

MCESG website: <http://www.mcesg.usmc.mil>

UNIT, PERSONAL AND FAMILY READINESS PROGRAM



"Marines take care of their own - period. This enduring pledge between Marines is never more sacred than during time of war. Just as every Marine makes a commitment to the Corps when they earn the title Marine, the Corps makes an enduring commitment to every Marine - and an enduring commitment to their family."

*General Conway
34th Commandant of the Marine Corps
Planning Guidance*

Family readiness is a combat multiplier, equally as important as individual, equipment, and combat readiness. It is the ability of the individual Marine and their family to successfully balance life, career, and mission events, and is supported by the enduring partnership between the unit's Family Readiness Command Team and the Marine Corps Community Services (MCCS) team. It is an obligation between the Corps and the Marine and their entire family. Ready families allow the individual Marine and the entire Group to focus their energy and time on executing any required mission with excellence.

Ready families:

- Are prepared for family separations and life events.
- Understand the additional responsibilities that will fall on the family when the Marine departs.
- Are knowledgeable of, and able to utilize information about benefits, entitlements, programs and services provided.
- Are knowledgeable of command structure and resources available to assist and contribute to personal and family readiness goals.

Command Family Readiness Team

The Command Family Readiness Team provides overall program direction and acts as a cornerstone for the unit and their families.

The team is made up of the Commanding Officer, Executive Officer, Sergeant Major or Senior Enlisted Advisor, Family Readiness Officer, Chaplain, and on a voluntary basis, the Commanding Officer's spouse and the Sergeant Major's spouse; and a Family Readiness Advisor. Each individual is expected to set an example of family readiness and demonstrate the importance of family readiness through an active and visible presence and involvement in family readiness efforts.

The roles of the individuals within the Command Team include the following:

Commanding Officer (CO): Responsible to execute a Unit Family Readiness Program within the unit, provide guidance and direction and establish the Family Readiness climate in the unit.

Executive Officer (XO): Coordinates with the FRO on all family readiness matters relating to officers and assists the CO in ensuring that the Commander's intent for the program is carried out effectively.

Sergeant Major/Senior Enlisted Advisor: Coordinates with the FRO on all family readiness matters involving enlisted Marines and assists the CO in ensuring that the Commander's intent for the program is carried out effectively.

Family Readiness Officer (FRO): A FRO is assigned to most major commands led by a Lieutenant Colonel or higher grade officer. This can be an active duty Marine or a civilian, and that individual's primary responsibility is coordinating and executing the Unit Family Readiness Program. The FRO serves as the "face" of the Commanding Officer's vision for family readiness, and duties fall into the following categories:

- Official Communication
- Information and Referral
- Readiness and Deployment Support
- Family Outreach
- Volunteer Management
- Administrative/Logistical

The FRO is a Special Staff Officer, reporting directly to the Commanding Officer.

Deputy Family Readiness Officer (DFRO): Commanders at all levels can appoint a military member to serve as the Deputy Family Readiness Officer (DFRO). This can be on a full, or part-time (collateral duty) basis. The DFRO assists the full-time FRO in the execution of the FRO's duties. The Deputy FRO billet is designed to support commands with geographically separated detachments, such as at the nine Regions.

Chaplain: In addition to ministry duties, the Chaplain provides the Family Readiness Command Team and the Unit Family Readiness Program with unique insight into the current issues being faced by Marines and families.

CO Spouse/Sergeant Major Spouse (volunteer): The spouses of the CO and Sergeant Major have an open invitation to serve on the Family Readiness Command Team, and provide credible insights resulting from their broad experience in the military lifestyle.

Family Readiness Advisor (appointed volunteer): The Family Readiness Advisor is an experienced family member of a Marine in the unit and represents the families of Marines serving in the unit.

Casualty Notification Procedures

Although a very difficult to topic to face, parents of Marines must educate themselves on the procedures in place should their Marine be injured or killed, whether in combat or in an accident.

Deceased

Primary and secondary Next of Kin (NOK) of deceased Marines are notified in person by a uniformed service member between the hours of 0500 (5:00 am) and 2400 (midnight). The uniform for deceased notifications will be Service "A". The closest Marine unit to the location of the NOK is tasked by the Casualty Section at Headquarters, U. S. Marine Corps (HQMC) to identify a Casualty Assistance Calls Officer (CACO) who then notifies and assists the NOK through the Casualty Assistance Process, including disposition of remains, benefits and entitlements.

The Primary NOK is defined as the person most closely related to the deceased or injured Marine. If the Marine is married, the Primary NOK automatically defaults to his or her spouse. Secondary NOK are any relatives, family members, friends, etc. listed on the Marine's Record of Emergency Data (RED). The Primary, and all Secondary NOK will receive simultaneous notification within 24 hours of the casualty.

Additionally, the presence of a Chaplain is recommended for the notification however, notification will not be delayed merely for the sake of obtaining a Chaplain's presence.

Injured/Ill

Notification to the NOK of injured/ill Marines is telephonic and is conducted by the parent command between the hours of 0500 (5:00 am) and 2400 (midnight). HQMC is responsible for providing updates to the NOK regarding the Marine's condition, location and coordinates with the Casualty Section at HQMC for the execution of travel to the bedside via Invitational Travel Orders (ITOs). For cases involving very seriously injured/ill Marines, a CACO may be assigned to the NOK upon request of the parent command or if directed by HQMC. When the NOK resides in close proximity to the unit, the CACO is normally drawn from qualified personnel within the parent command. The closest Marine Corps unit will be contacted by MRPC to provide the CACO when the NOK are geographically separated from the unit.

Casualty Support and Survivor Benefits

Casualty Assistance Calls Officer (CACO) support is phased and specifically adjusted to facilitate the NOK's transition through grief stages and completion of the casualty process. Survivor support is available indefinitely through a Long-Term Care Manager (LTCM) at HQMC.

Transportation of Remains, Personal Effects (PE), and Burial

- Members of the Armed Forces who die in a combat theater of operations and are returned through the mortuary facility at Dover Air Force Base will be transported to the final destination (if required by air) by military aircraft or military contracted aircraft (as determined by the person authorized by the Marine to direct disposition of remains). The program has been expanded to include Operation ENDURING FREEDOM/Operation IRAQI FREEDOM (OEF/OIF) casualties who die at other locations, such as when the military member dies at a medical treatment facility

from wounds or injuries received in a combat theater of operation. The remains shall have a military escort at all times and an honor guard detail for transfer of remains at receiving airports.

- Burial allowances include funeral and/or interment expenses, headstone/marker, flag case, and a Marine Corps floral tribute. Travel and two days per diem are authorized for the spouse, children and parents.
- PE of deceased Marines are distributed to the Person Eligible to Receive Effects by the Marine CACO. For OEF/OIF casualties, PE are processed at the Joint Personal Effects Depot, Aberdeen, Maryland.

Benefits/Entitlements and Support

- A Death Gratuity of \$100,000 is paid to the PNOK or as designated within 48 hours.
- SGLI coverage of \$400,000 is available for the Servicemember's beneficiary. The beneficiary is the person(s) designated by the Marine.
- Beneficiary financial counseling services are offered (free of charge) by Financial Point for two years. Financial Point representatives do not solicit business, but rather provide information (through the CACO) relevant to the survivors' financial situation to help them make informed decisions about their future finances.
- Spouses and children of those who die while on active duty are eligible for Military OneSource, available 24/7, for information/resource referral requirements.
- HQMC has compiled and made available a list of credible benevolent and philanthropic agencies that support Marines and their families with special needs or unique circumstances.

HQMC's Long Term Care (LTCM) is available to NOK on an indefinite basis. The LTCM typically calls the PNOK of all casualties approximately 60 days following death to ensure all benefits and entitlements have been filed for and to follow-up on any remaining matters.

For more information on CACOs , Survivor assistance or benefits, log on to the Casualty Assistance Website at:
https://www.manpower.usmc.mil/portal/page?_pageid=278,1938196&_dad=portal&_schema=PORTAL

Tricare Health Care Plan

TRICARE is the Department of Defense's worldwide health care program for active duty and retired uniformed services members and their families. TRICARE consists of TRICARE Prime, a managed care option; TRICARE Extra, a preferred provider option; and TRICARE Standard, a fee-for-service option.

TRICARE Prime

TRICARE Prime is a managed care option similar to a civilian health maintenance organization (HMO). Active duty service members are required to enroll in Prime. Active duty family members are encouraged, but not required, to enroll in Prime. However, to receive the TRICARE Prime benefit, they must reside where TRICARE Prime is offered. Contact the local TRICARE service center (TSC) about the TRICARE Prime availability in your area. If stationed in a remote area, TPR/TRICARE Prime Remote for Active Duty Family Members (TPRADFM) may be the option available to the Marine and family members. This option also requires enrollment.

TRICARE Prime enrollees receive most of their care from military providers or from civilian providers who belong to the TRICARE Prime network. Enrollees are assigned a primary care manager (PCM) who manages their care and provides referrals for specialty care. All referrals for specialty care must be arranged by the PCM to avoid point-of-service charges.

TRICARE Prime offers less out-of-pocket costs than any other TRICARE option. Active duty members and their families do not pay enrollment fees, annual deductibles or co-payments for care in the TRICARE network. Although Prime offers a "point-of-service" option for care received outside of the TRICARE Prime network, receiving care from a nonparticipating provider is not encouraged.

If enrollment for TRICARE Prime and TPR/TPRADFM is received by the 20th of the month, it is effective the first day of the next month. If you disenroll from TRICARE Prime, you will not be eligible to re-enroll for 12 months.

TRICARE Extra & TRICARE Standard

TRICARE Extra and TRICARE Standard are available for all TRICARE-eligible beneficiaries who elect or are not able to enroll in TRICARE Prime. As an active duty service member, you are not eligible for Extra or Standard. There is no enrollment required for TRICARE Extra or Standard—no annual enrollment fees, no enrollment forms. Beneficiaries are responsible for annual deductibles and cost-shares. Beneficiaries may see any TRICARE authorized provider they choose, and the government will share the cost with the beneficiaries after deductibles.

TRICARE Extra is a preferred provider option (PPO) in which beneficiaries choose a doctor, hospital, or other medical provider within the TRICARE provider network. Network providers can be located by calling your local TRICARE service center or visiting the TRICARE Web page: www.tricare.mil.

TRICARE Standard is a fee-for-service option. You can see an authorized TRICARE provider of your choice. Having this flexibility means that care generally costs more.

This chart outlines the 3 TRICARE options and some of the major points of comparison:

	Prime	Standard	Extra
Eligibility	Active Duty Service Members and their families and survivors.	Everyone eligible for TRICARE Prime except active duty service members.	Same as Standard.
Deductibles	None	\$150/individual or \$300/family for E-5 & above; \$50/\$100 for E-4 & below	\$150/individual or \$300/family for E-5 & above; \$50/\$100 for E-4 & below
Co-Payments	None	20% of negotiated fee	15% of negotiated fee
Enrollment Fees	None	None	None
Access to civilian providers and Facilities	Care normally provided by a MTF. When MTF not available, care provided by civilian providers.	Greatest flexibility to choose provider and medical facility of your choice.	Choice limited. Care provided by physicians not in TRICARE network, but who are still an authorized provider.
Paperwork	None	Sometimes	None
Primary Care Managers	Yes	No	No
Catastrophic Cap	\$1,000 for Active Duty family members	\$1,000 for Active Duty family members	\$1,000 for Active Duty family members
Advantages	<ul style="list-style-type: none"> ● No enrollment fee for active duty and families ● Small fee per visit to civilian providers, and no fee for active duty members ● No balance billing ● Guaranteed appointments (access standards) ● PCM supervises and coordinates care ● Away-from-home emergency coverage ● POS option 	<ul style="list-style-type: none"> ● No enrollment fee ● Broadest choice of providers ● Widely available ● You may also use TRICARE Extra 	<ul style="list-style-type: none"> ● No enrollment fee ● Co-payment 5 percent less than TRICARE Standard ● No balance billing ● No deductible when using retail pharmacy network ● No forms to file ● You may also use TRICARE Standard
Disadvantages	<ul style="list-style-type: none"> ● Provider choice limited ● Specialty care by referral only ● Not universally available 	<ul style="list-style-type: none"> ● No Primary Care Manager ● Patient pays: <ul style="list-style-type: none"> - Deductible - Co-payment - Balance - if bill exceeds allowable charge and provider is nonparticipating (up to an additional 15 percent) ● Non-availability statement may be required for civilian inpatient care for areas surrounding MTFs ● May have to file own claims 	<ul style="list-style-type: none"> ● No Primary Care Manager ● Provider choice is limited ● Patient pays: <ul style="list-style-type: none"> - Deductible - Co-payment ● Non-availability statement may be required for civilian inpatient care for areas surrounding MTFs ● Not universally available

Other Health Care Insurance

Supplemental Insurance policies are designed to reimburse out-of-pocket expenses and are offered by most military associations and by some private firms. These policies are designed to reimburse patients for the civilian medical care bills they must pay after TRICARE pays the government's share of the cost. Before you buy any supplement, carefully consider which plan is best suited to your individual needs.

If your family members are covered under a civilian medical plan, TRICARE will only pay after the civilian medical plan has reimbursed for its coverage. Although TRICARE, in combination with a private plan, may pay 100 percent of your bill, keep in mind that TRICARE will only pay for medically necessary care that would normally be part of the TRICARE benefit. TRICARE will not pay for a benefit it does not provide.

Tips on Using Military Medical Treatment Facilities (MTFs)

- **Find the nearest MTF at: www.tricare.mil**
- **Learn the local procedures required to make an appointment as soon as you get to your new installation instead of waiting until you need medical care.**
- Make sure you have a copy of each family member's health records before you turn them into the clinic.
- If you did not bring your x-rays from your previous duty station ask the health records clerk to request your records.
- MTF's can often be very busy due to times of limited staff and the fact that Active duty members receive priority treatment.
- Bring some reading materials and quiet activities for the children while you are waiting (coloring books, activity books, etc.).

TRICARE Tips

- Ensure you and your family's information is up-to-date and accurate in DEERS and that you have a valid ID card before seeking care.
- Log on to the TRICARE website, www.tricare.mil, for information on topics such as benefits, claims, costs, co-pays, provider directory, eligibility, help desk, service center information, dental, pharmacy, obtaining a handbook, etc.
- Keep a current copy of the TRICARE Passport or TRICARE handbook available as a handy reference source (available at your MTF, TRICARE Service Center or online).
- Prior to obtaining care, always ask if your health care provider is a "participating" provider (accepts TRICARE maximum allowable charge minus the cost share). Ask the provider to check the "accepts assignment" box on the claim form.

**For more comprehensive information, go to the TRICARE Web page
www.tricare.mil**

Tricare Dental Plan

Marines - Marines receive worldwide dental care as part of their overall health care benefits.

Family members of all active duty service personnel and Selected Reserve and Individual Ready Reserve personnel and their families are eligible for the TRICARE Dental Program. The TRICARE Dental Program is a voluntary dental care program comprised of licensed, civilian dentists who provide a wide range of diagnostic, preventative and restorative services (exams, x-rays, cleaning, fluoride applications, fillings, root canals, crowns, orthodontics, anesthesia, etc).

Plans available:

Single Plan - only one eligible member is covered. This can be one active duty family member, a Selected Reserve or Individual Ready Reserve (IRR) member, or one Selected Reserve or IRR family member.

Note: The sponsor's enrollment is separate from his or her family members' enrollment.

Family Plan - enrollment consists of two or more covered eligible active duty family members, or Selected Reserve and IRR family members. Selected Reserve and IRR sponsors may enroll in the TDP without enrolling their eligible family members; or they may enroll their family members and not themselves. However, family members may not enroll independently from one another - ALL eligible family members must enroll if TDP coverage is desired.

To Enroll:

Complete and submit a TDP enrollment form to United Concordia Companies, Inc. (UCCI - the TRICARE Dental contractor) along with your first month's premium payment.

If you need enrollment application forms you can:

- (1) Call UCCI at 1-888-622-2256
- (2) Visit your nearest military treatment facility Beneficiary Counseling and Assistance Coordinator ([BCAC](#))
- (3) Enroll on-line at UCCI's Web site at <http://www.ucci.com/was/uccweb/tdp/tdp.jsp>

Once Enrolled:

After you send in your enrollment application and first month's premium payment, you will receive confirmation and detailed information on your dental benefits. Once enrolled, you or your family members must stay in the TDP for at least 12 months. After that, you may continue enrollment on a month-to-month basis. There are certain exceptions to this rule, such as loss of DEERS eligibility because of divorce, marriage of a child, etc. If there is a major change in your circumstances, check with UCCI.

Choosing a Dentist

The confirmation information you receive will include a complete directory of participating dentists. The directory is also available on-line at www.ucci.com. Once you are on that Web page, select "Find a Dentist." You may also call UCCI's Customer Service at 1-800-332-0366. Using a UCCI network dentist saves time and money. But, you are always free to use any licensed dentist.

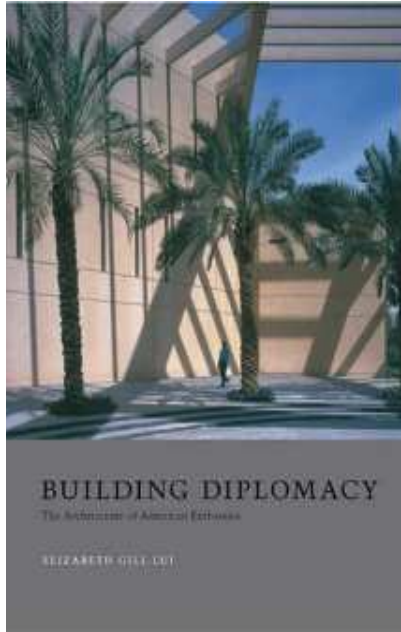
Tricare Pharmacy Benefits

TRICARE offers several convenient ways for you to have prescriptions filled, depending on you and your family's specific needs:

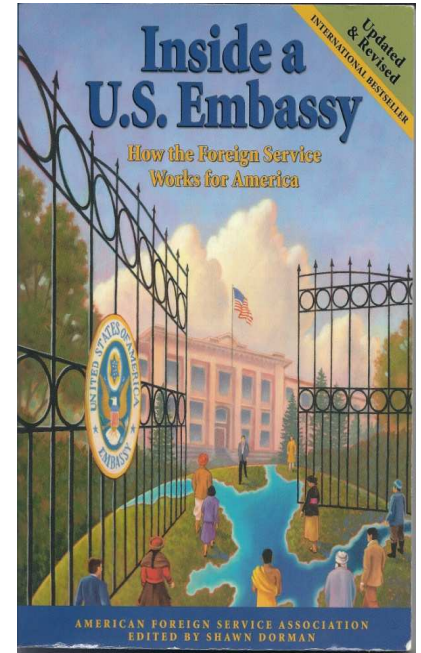
- o You may have prescriptions filled (up to a 90-day supply for most medications) at a **military treatment facility (MTF)** pharmacy free of charge. Please be aware that not all medications are available at MTF pharmacies. Each facility is required to make available the medications listed in the [basic core formulary \(BCF\)](#). The MTF, through their local Pharmacy & Therapeutics Committee, may add additional medications to their local formulary based on the scope of care at that MTF.
- o TRICARE Mail Order Pharmacy (TMOP) is available for prescriptions you take on a regular basis. You can receive up to a 90-day supply (for most medications) of your prescription through the mail by using TMOP.
- o Prescription medications that your doctor requires you to start taking immediately can be obtained through a network pharmacy of our new TRICARE Retail Pharmacy (TRRx) program.

TRICARE Pharmacy Co-payments/Cost Shares In the United States (Including Puerto Rico, Guam, Virgin Islands)			
Place of Service	Formulary		Non-formulary
	Generic	Brand Name	
Military Treatment Facility (MTF) pharmacy (up to a 90-day supply)	\$0	\$0	Not Applicable
TRICARE Mail Order Pharmacy (TMOP) (up to a 90-day supply)	\$3	\$9	\$22
TRICARE Retail Pharmacy Network pharmacy (TRRx) (up to a 30-day supply)	\$3	\$9	\$22
Non-network retail pharmacy (up to a 30-day supply) Note: Beneficiaries using non-network pharmacies may have to pay the total amount of their prescription first and then file a claim to receive partial reimbursement.	For those who are <u>not</u> enrolled in TRICARE Prime: \$9 or 20 percent of total cost, whichever is greater, after deductible is met (E1-E4: \$50/ person; \$100/family; all others, including retirees, \$150/person, \$300/family) TRICARE Prime: 50 percent cost share after point-of-service deductibles (\$300 per person/\$600 per family deductible)		For those who are <u>not</u> enrolled in TRICARE Prime: \$22 or 20 percent of total cost, whichever is greater, after deductible is met (E1-E4: \$50/ person; \$100/family; all others, including retirees, \$150/person, \$300/family) TRICARE Prime: 50 percent cost share after point-of-service deductibles (\$300 per person/\$600 per family deductible)

AVAILABLE BOOKS

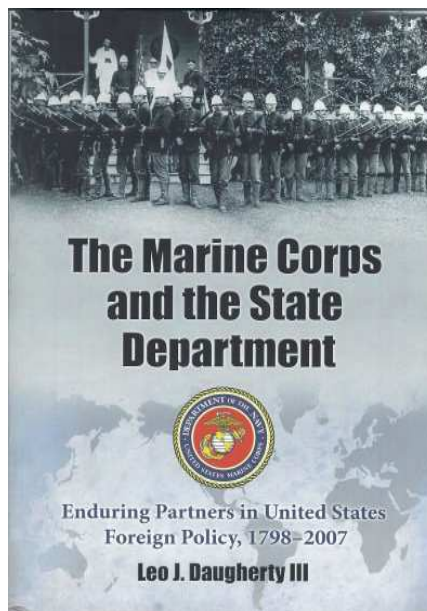


- Complete History of USMC & DOS Partnership
- Written by a former Marine & Historian
- Published March 2009
- Available to purchase at Amazon.com for \$49.95



- Inside a U.S. Embassy How the Foreign Service Works for America
- Written by the American Foreign Service Association
- Updated & Revised for 2005
- Available to purchase at Amazon.com for \$11.53

- Building Diplomacy The Architecture of American Embassies
- By Elizabeth Gill Lui
- Published January 2004
- Available to purchase at Amazon.com for \$35.00





THE MARINE SHOP IS A RESOURCE WIDELY USED BY MARINES FOR REPLACING UNIFORM ITEMS NEEDED WHILE ON MSG DUTY.

website address: www.marineshop.net

The Marine Shop & Bookstore
300 Potomac Avenue
Quantico, VA 22134
Phone (703) 640-7195

Monday - Saturday 0930-1800
Sunday - CLOSED

USEFUL WEBSITES:

FOR MCESG PARENTS AND EXTENDED FAMILY MEMBERS

<http://www.marines.mil/unit/mccdc/mcesg/Pages/default.aspx>

<https://www.marinenet.usmc.mil/MarineNet/default.aspx>

<http://www.state.gov>

<http://www.state.gov/countries>

<http://www.militaryonesource.com>

<http://www.usmc.mil>

<https://www.mypay.dfas.mil>

<http://quantico.usmc-mccs.org>

<http://www.marineshop.net>

<http://www.embassymarine.org>

<http://www.state.gov/documents/organization/22183.pdf>

<http://ircalc.usps.gov/>

This page also contains a link to a "postal bulletin" pull-out section that has information about individual country restrictions on mailings.

<http://hqdainet.army.mil/mpsa/main.htm>

http://www.usps.com/communications/news/press/2005/pr05_089.htm

<http://www.usps.com/supportingourtroops/addressingtips.htm>

<http://travel.state.gov/passport/>

<http://wwwnc.cdc.gov/travel/default.aspx>

<https://www.cia.gov/library/publications/the-world-factbook/>

<http://www.timeanddate.com/worldclock/>

<http://pe.usps.com/text/dmm300/703.htm#wp1113914>

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III.

The Maze: Benefits & Services



For Future Reference:

- **ID Card and DEERS**
- **Commissary**
- **Marine Corps Community Services (MCCS) Programs and Services**
- **Other Quality of Life Programs and Services**

ID Card and DEERS

Step 1: “First Things First” – Enroll in DEERS

Before being able to take advantage of the variety of benefits – medical care, commissary, exchange and recreation privileges, your Marine and any eligible family members **must** be enrolled in the Defense Enrollment Eligibility Reporting System (DEERS) - the Military’s automated information system. All service members are automatically enrolled but family members must be added separately. To enroll a family member in DEERS, it is necessary to visit the closest Real-time Automated Personnel Identification System site (RAPIDS) location and bring the necessary documentation to prove eligibility for DEERS. To confirm enrollment, contact DEERS at 1-800-538-9552

Basic Documentation Required for DEERS Enrollment

A photo ID is required in all instances except for children. Documents should be originals or notarized copies:

- Marriage certificate
- Divorce decree
- Birth certificate
- Judicial determination of paternity
- Court Order
- Proof of Support
- Document from Placement Agent
- Proof of Full-time Student Status
- Favorable Medical Determination
- Proof of Social Security Number

Who is eligible:

- Lawful Spouse
- Unmarried children under the age of 21 (including step-children, adopted/pre-adoptive children, certain children born outside of marriage, and qualifying wards)
- Unmarried children between the age of 21 and 23 who qualify as a full-time students
- Unmarried children 21 years of age and over who qualify based on a mental or physical incapacitation
- Qualifying Mother, Father, Father-in-Law, Mother-in-Law, Stepparent, or Parent by Adoption

*Certain eligibility restrictions apply.
Ask your personnel officer for the



Step 2: Get your ID Card at RAPIDS

Once enrolled in DEERS, the next step is to obtain an Identification (ID) Card.

Who: Eligible family members.

What: Bring necessary documents.

1. Department of Defense Form 1172 (Application form to apply for an ID card). Marines can request one from their Administrative section.
2. Marriage certificate, birth certificate, etc.
 - If the Marine accompanies the eligible family member to a RAPIDS site (with on-line access to DEERS), the site shall verify and issue ID cards.
 - If the Marine cannot accompany their eligible family member to the RAPIDS site, the Marine must provide a notarized DD Form 1172. Presentation of other required documentation is necessary as well.
 - When a family member is already listed in the DEERS, presentation of the other documentation may not be required. Please call the RAPIDS site to confirm what documentation is necessary.

Where: The RAPIDS offices are located on any active duty military base or post (Marine, Army, Air Force, or Navy) as well as some Reserve Component and National Guard armories, Coast Guard bases, and Public Health Service offices. Though the names may vary location-to-location - Pass and ID Office or ID Card Center - the duties remain the same.

To update DEERS records: Contact Defense Manpower Data Center Support Office (DSO) Telephone Center from 6 a.m. to 5 p.m., Pacific Time, Monday through Friday, at the following toll-free number at 1-800-538-9552. To update an address only in DEERS, please visit www.dmdc.osd.mil/appj/address/index.jsp.



Commissary

The Defense Commissary Agency (DECA) operates a worldwide chain of nearly 275 commissaries providing groceries to military personnel, retirees and their families in a safe and secure shopping environment. Authorized patrons purchase items at cost plus a 5-percent surcharge, which covers the costs of building new commissaries and modernizing existing ones. Shoppers save an average of 30 percent or more on their purchases compared to commercial prices – savings worth more than \$2,700 annually for a family of four. A core military family support element, and a valued part of military pay and benefits, commissaries contribute to family readiness, enhance the quality of life for America's military and their families, and help recruit and retain the best and brightest men and women to serve their country.

Marine Corps Community Services (MCCS)

Marine Corps Community Services (MCCS) (previously known as Morale, Welfare and Recreation (MWR)) is a diverse collection of recreational activities and retail services, as well as support and retention programs, that better the quality of life for the Marine Corps community, Active Duty, Reservists, and Retirees. Marines have come to count on MCCS for shopping at the exchanges, recreation at fitness centers, dining at clubs, providing barber/beauty services, and so much more. MCCS activities provide a wide variety of services and recreational opportunities to meet your every day needs while home and deployed. **The profits from sales of goods and services by MCCS are reinvested into the Marine Corps community to benefit all members of the Marine Corps family. Those profits are returned to the MCCS customers in the form of financial support to other MCCS activities, such as recreation, youth programs, and clubs. The MCCS financial support also helps fund the many support programs and services you have come to rely on and enjoy.**

To visit us online, please go to:
<http://www.usmc-mccs.org>

Retail Services

Below is an overview of the MCCA retail services available for authorized patrons - though all services may not be available at all Marine Corps installations. Check your local MCCA website to see what is available in your area.

Personalized Services

Auto Repair Centers/Quick Lube Centers
Barber Shops/Beauty Shops
Cruise book, Yearbooks, Annuals, and other Pictorials
Flower Shops & Flower by Wire
Imprinting, Embroidering, and Engraving
Key Duplicating
Laundry /Dry Cleaners
Money Wire/Transfer
Optical Shops
Packing, Wrapping & Shipping Services
Electronics Repair
Photo Studios
Picture Framing Service
Shoe Repair/Shine
Tailor Shop
Taxi Service

Food Services

* Clubs offering food, beverage, entertainment, and catering services to authorized patrons
* Other food activities - snack bars, restaurants, conference centers, and mobile trucks
* Branch name activities - McDonald's, Taco Bell, Subway and more

Rentals

Video Rental
Car Rental
Carpet Cleaning Machine Rental
Equipment Rentals
Truck, Trailer Rental

Travel

(program services details to follow)
Information, Travel & Tours
Leisure Travel Services



Recreational & Fitness Activities

(program services details to follow)
Aquatics
Bowling Centers
Fitness Centers
Golf Courses
Health promotions
Marinas
Outdoor Recreation
Sports
Stables
Theaters

Hobbies and Crafts

(program services details to follow)
Arts & Crafts
Auto Hobby Shops
Ceramics

Other

Amusement Machines
Car Washes
Long Distance Phone Services
Vending Machines

Marine Corps Exchange (MCX)

The MCX is like a department store for use by Marines and eligible family members. It offers brand name merchandise at reasonable prices. The MCX sells uniforms, clothing, household goods and furniture, personal items, and much more. When you shop on base at the MCX, you are exempt from paying state and federal sales tax. Patrons usually enjoy an overall 17 percent discount when compared to similar products sold by local retailers. While the MCX provides substantial discounts on name brand items it also offers substantial savings with its private label “1775” clothing, unmistakable savings with its “Corps Value” items, and everyday savings in health and beauty items with “Exchange Select” products.

Did you know that when you shop at your Exchange you are recycling your dollars? That money helps to support free and low cost events, recreation and community centers, gyms, fitness centers, various programs, and so much more for the Marine family. **All Exchanges require you to show an ID to make a purchase. ID card holders may utilize these services on any military installation.**

Reasons to shop at the Exchange:

- **Price Match Guarantee.** All Marine Corps Exchanges shall adhere to one standardized Price Match Guarantee program. This program guarantees that the MCX shall match any competitor’s current, locally advertised price on any identical item sold by any MCX or any local competitor. It also includes a 14 day price match guarantee on any item purchased from any Marine Corps Exchange and subsequently sold at a lower price by a Marine Corps Exchange or a local competitor.
- **Special sale days.** Get there early, even before the doors open, for the best selection. Items go quickly. Most Exchanges have great sales regularly where an additional percentage is usually taken off the already low prices.
- **Tax free shopping**
- **Special orders.** Special orders can be made through the Customer Service Dept.
- **Exchange Catalogs** – Baby, Home Décor, Appliances, and a comprehensive Exchange Catalog.
- **Online Shopping** – Shop the Exchange from the convenience of your home or office.
- **Layaway** - You are able to pay an item off over time with no interest added, but there is a small fee for the service.
- **Value Pricing** - Guarantees you receive merchandise you know at the prices you want.

Recreational and Fitness Activities

Aquatics

Pools, beaches, and waterfronts are some of the most popular facilities offered, providing an outlet for outdoor recreation activities. Most major installations provide pool facilities for training and/or recreational use. There are approximately 40 pools in all, across the Corps. There are approximately 16 beaches and waterfront areas, with most located adjacent to camping or recreational lodging facilities. Scuba gear and lessons are available at some beach locations as well.

Bowling

There are approximately 21 bowling centers located on Marine Corps installations. The centers offer year-round competitive leagues and recreational play, combined with promotions and tournaments. Most centers offer up-to-date glow bowling with lights, sounds and entertainment. Most centers house a pro shop, which carry bowling balls, shoes, bags, and accessories and snack bars that feature a variety of pizzas, sandwiches and beverages.

Fitness

For those interested in participating in individual fitness activities, the Marine Corps has a variety of facilities offering fully-equipped weight rooms, various cardiovascular equipment, aerobics and martial arts classes, certified personal trainers, saunas, and locker rooms. Trained personnel are on duty to assist individuals in training programs.

Golf

Lush green fairways, beautiful lake and river front holes, and close-cropped greens make golfing a pleasure on any of the 12 golf courses provided on Marine Corps installations. Course sizes range from 9 holes to 36 holes. Most courses offer driving ranges, modern, fully-stocked pro shops, locker rooms, and snack bar operations. PGA teaching professionals are on staff and available for individual and group golf lessons.

Health Promotion

The Marine Corps health promotion program provides a variety of programs and services that support and encourage healthy lifestyles. The health promotion program offers health fairs, special events, and educational seminars and classes on the following topics: tobacco cessation, physical fitness, injury prevention, nutrition and body composition, stress management, suicide awareness, alcohol and substance abuse prevention, and blood pressure.

Marinas

For the water enthusiast, the Marine Corps has 12 marinas with a variety of boating opportunities. Over 400 slips are available for rent for private boats. Additionally, boat rentals (including sail and power boats), boating and fishing charters, and instructional classes, to include water safety certification classes, are available.

Outdoor Recreation Program

An outdoor recreation program is available at most installations, providing instruction and structured activities, such as archery, fishing, hiking, scuba, and boating. High adventure programs, which require specialized training/certification, are also provided, such as whitewater rafting, paragliding/sailing, and hang gliding.

- **Outdoor Areas** - Marine Corps installations are home to many outdoor recreation areas, with parks, picnic areas, jogging trails, beaches, and lakes. These areas offer a wide variety of leisure opportunities, to include swimming, boating, snorkeling, scuba, fishing, miniature golf, equipment rental, barbequing, social gatherings, and playgrounds.
- **Outdoor Recreation Equipment Checkout** - Most installations have checkout centers, which rent a wide variety of outdoor recreation equipment on a daily or weekly basis. These centers assist customers in avoiding the expense of buying items they will not use on a regular basis. Items range from indoor and outdoor sports and recreation equipment to fully rigged boats, barbeque grills and camping supplies.
- **Camping, Cabins, and RV Parks** - The Marine Corps has camping, recreational vehicle parks, and recreational lodging facilities available for rent at many installations. Many of these sites are conveniently located next to recreational areas such as beaches, lakes and marinas.

Stables

For horsemen and women, five Marine Corps bases have boarding stables. In addition, two bases have horses for rent and offer riding instruction.

Movie Theaters

Let's go to the movies! Most installations offer movie programs where admission prices and concession items like popcorn, soda and other snacks are priced well below local commercial theaters. Many base theaters provide admission for only one dollar (\$1). The movies and special "Sneak Previews" are the same big name hits and blockbusters currently available in the civilian theaters.

TRAVEL

Information, Tickets and Tours (ITT)

The ITT program provides customer-driven travel venues and services, and entertainment activities. Information about local, regional and national attractions and events is available. ITT provides discount tickets to your favorite places (movie theaters, museums, etc.), including Disney-themed parks, and other theme parks, local event venues, and attractions. Group tours are arranged to popular events and attractions such as NASCAR races and Major League Baseball games.

Leisure Travel

Leisure Travel Offices provide airline reservations, car rentals/hotels, and discount travel packages. They can arrange vacation packages and cruises to appeal to all travelers.

Armed Forces Recreation Centers (AFRC)

AFRC resorts are affordable Joint Service facilities operated by the U.S. Army Community and Family Support Center and located at ideal vacation destinations. AFRCs offer a full range of resort hotel opportunities for service members, their families, and other members of the Total Defense Force. AFRC room rates are affordable and based on rank, pay grade, duty status, room size, and/or room location. Reservations are required well in advance.

While traveling or vacationing, it is always a good idea for ID card holders to ask if hotels, amusement parks, etc. offer military discounts.

Facilities include:

- Shades of Green on Walt Disney World Resort, Florida - <http://www.shadesofgreen.org/>
- Armed Forces Recreation Center, Europe - <http://www.afrceurope.com/>
- Hale Koa Hotel, Hawaii - <http://www.halekoa.com/>
- Dragon Hill Lodge, Korea - <http://www.dragonhilllodge.com/>

Joint Service Bargain Travel Specials:

- Australia for You - <http://www.armymwr.com/portal/travel/travelresources/joint.asp>
- Great Travel Deals - <http://www.armymwr.com/portal/travel/traveldeals/>

Additional Joint Service Facilities include:

- The New Sanno Hotel, Tokyo, Japan - <http://www.thenewsanno.com/>
- Okuma Resort, Okinawa, Japan - <http://www.18services.com/okuma.html>

Other Agency Links:

- Government and Armed Forces Travel Cooperative - <http://www.govarm.com/>
- Armed Forces Vacation Club - <http://www.afvclub.com/>

HOBBIES AND CRAFTS

Arts and Crafts

Arts and Crafts skills development programs are designed to offer a wide variety of core craft activities, which can include framing, engraving, ceramics, woodworking, pottery, photography, jewelry making, and fine arts. Instructional classes in these activities are offered to the customer, which in turn will allow them to complete and accomplish learned activities in a self-directed environment. Patrons are encouraged to “learn” the activity and develop life skills.

Automotive Skills Program

It's Do-It-Yourself with a skilled mechanic to guide you. Lifts, bays, and specialized equipment are available at nominal charges to enable the customers to accomplish self-maintenance on their vehicles. Customers can do their own oil changing, tire rotation, tune-ups, and various minor maintenance services. Assistance is available for more technical services such as wheel alignment, engine diagnostics and tire balancing. The program offers instruction in a group environment or one on one to patrons requiring assistance with repairs and maintenance. Additionally, each center has a reference library available for use in all automotive repairs. Most centers sell supplies and can obtain specialized parts for customers at greatly reduced prices.

Prevention and Intervention



MCCS Marine and Family Services Counseling team provides free educational and counseling services and workshops for individuals and families seeking self-improvement. Early identification of personal and family stressors can prevent problems from escalating so they may be resolved before they affect you, your family, or unit readiness. Services provided can include:

Prevention and Education Services

- Parenting classes and groups
- Suicide Prevention
- New Parent Support Program
- Anger and Stress Management
- Couples and Relationship Programs
- Alcohol/Substance Abuse

Intervention

- Information and Referral
- Intakes and Screenings
- Clinical Assessments
- Victim Advocacy
- 24 Hour Domestic Violence Sexual Assault Services
- Family Advocacy

Counselors are licensed clinicians trained to work with individuals and families with a variety of emotional problems, such as Post Traumatic Stress Disorder (PTSD). Counselors can help individuals and families with issues of depression, resolving issues in marriage, developing conflict resolution skills, and discussing parenting issues.

The Counseling and Advocacy Program is comprised of highly qualified, licensed, clinical staff trained in family violence and available to provide services upon request. Counselors are available to respond quickly, 24 hours a day, 7 days a week to help individuals and families who are victims of domestic violence or sexual assault.

Please contact your local MCCS Marine and Family Counseling Services Center for a detailed list and calendar of ongoing classes and programs.

Project FOCUS (Family's OverComing Under Stress) has just been released through the Department of Defense and it provides consultation and counseling to families on combat stress, traumatic grief and other deployment-related stressors. Families may self-refer.

Relocation Assistance Program

The Relocation Assistance Program (RAP) provides outbound and inbound relocation assistance when transferring to a new duty station.

Relocation Assistance Program Services include:

- PCS Move Workshops
- Moving Overseas Workshops
- Welcome Aboard Orientations
- Newly Arrived Spouse Orientations
- New Sponsor Orientations
- Home Buying and Selling Seminars
- Lending Locker Services

For additional information log on to:

<http://www.usmc-mccs.org/rap/index.cfm>

Transition Assistance Management Program

If a Marine decides to separate from the Marine Corps or is getting close to retirement, he/she will utilize the Transition Assistance Management Program (TAMP). This program provides career/employment assistance, vocational guidance, and transition information. Marines are eligible to begin accessing TAMP services within 12 months of separation or within 24 months of retirement. For more information, contact your local TAMP office or visit:

<http://www.usmc-mccs.org/tamp/index.cfm>.

Personal Financial Management

The Personal Financial Management (PFM) program provides free financial education, training, counseling, and information and referral services for Marines and their family members. A solid understanding of one's personal financial situation and prospects will give one a better chance of achieving financial success and having an improved quality of life. Sound personal financial management also contributes to the ability to prepare and respond to the many challenges of the military lifestyle.

PFM Program services and workshops include:

- ◆ **Financial Planning**

- Goal Setting
- Transitional Challenges
- Estate Planning

- ◆ **Money Management**

- Pay and Allowances
- Budgeting and Cash Management
- Credit and Debt Management
- Major Purchases Planning

- ◆ **Retirement Planning**

- Entitlements and Benefits
- High – 3 vs. REDUX/CSB
- Long-term Health Care

- ◆ **Information**

- Family Subsistence Supplemental Allowance (FSSA)
- Consumer Benefits and Rights
- Women, Infants, & Children (WIC)

- ◆ **Investment Planning**

- Investing Basics
- Thrift Savings Plan (TSP)
- Roth and Traditional IRAs
- Educational Savings Accounts (ESA)
- Government Savings Bonds

- ◆ **Other Workshops**

- Banking On It
- Car Buying Maneuvers
- Covering Your Risks (Insurance)
- Housing Hurdles
- Life Cycle Financial Fitness
- Tackling Debt
- Take Charge of Credit

For additional information on the PFM program, log on to:
<http://www.usmc-mccs.org/finance/index.cfm>

Other Quality of Life Support Programs and Services

Legal Assistance

The Legal Assistance Program can help a Marine with legal matters at no charge. The program provides comprehensive legal support to our worldwide and deployable military community in the areas of estate planning, family law, state and Federal taxation, immigration and naturalization, consumer law, military rights and entitlements, and others. The focus of the Legal Assistance Program is to assist those eligible for legal assistance with their personal legal affairs in a timely and professional manner by providing clients legal counsel, support, and representation to the maximum extent possible. An appointment is required for these services and required paperwork should be verified in advance.

1. **Powers of Attorney.** One of the most important matters to consider, especially during pre-deployment planning, is a Power of Attorney. A Legal Assistance officer should be contacted to help prepare one. They come in two forms:

A General Power of Attorney allows the holder of that legal document the right to sell personal property, and to use the grantor's credit. A General Power of Attorney grants virtually unlimited ability to act for another person. General Powers of Attorney often create more difficulties than they cure and are generally not advised. It is an extremely powerful legal instrument and can be a dangerous instrument in the hands of someone inexperienced in business matters, a person of unstable temperament, or a spouse when the marriage relationship is in a state of discord. A General Power of Attorney should not be executed unless the individual making it is fully aware of the risks associated with such a document. Always consider whether a Special Power of Attorney would serve the immediate purpose.

A Special Power of Attorney allows the holder of that legal document to act for the grantor only when conducting business that is delineated in the document. This power of attorney will list in writing the actions you want conducted on your behalf. A Special Power of Attorney can be very useful for such matters as moving of household goods, settling of insurance claims, and managing financial accounts or funds not jointly held. Care should be taken in determining who will hold the power of attorney and what actions will be authorized in the document. Remember that without the Power of Attorney, the family at home could be significantly hampered in dealing with matters that may arise during deployment. Additionally, there may be instances where a Special Power of Attorney may only be granted, as opposed to a General Power of Attorney. Please be sure to verify with the institution in which the power of attorney will be used as to which will be accepted.

2. **Wills.** This document is very important - particularly for those Marines with family members. The primary purpose of a will is to ensure that minor children are cared for and property distributed as you, the writer, desires. Without a will, state laws decide how personal property is distributed and, if there are children involved, they can become wards of the state. It is important that an individual's will reflect his/her current state of affairs so keeping it up to date is critical. Overlooking the execution of this important document could directly affect the security of a Marine's family. A banking institution or a responsible adult should be named executor of the will. A will does not cover life insurance distribution. Insurance is a separate contract between the insured and the insurance company. Verify that the beneficiary designations on insurance policies are accurate and current.

3. **In Loco Parentis.** This phrase means standing in place of parents. If children are in the care of someone other than a parent or legal guardian, that person is considered in “*loco parentis*.” Some states will appoint children as wards of the state when the parents are injured and/or unconscious unless there is an original notarized document authorizing a specific person to act as guardian. It is possible that children in the care of someone other than the legal guardians or parents will not be seen for medical emergencies without this original notarized form. A separate form must be filled out and notarized for every person caring for the child or children and there should be a form in each vehicle that can be easily accessed.
4. **Notarization.** Notary public service is available at the Legal Assistance office, most banks and credit unions, and usually through Marine Corps Community Services. There may be a small fee for the service depending upon where it is obtained.
5. **Taxes.** Federal and State Tax returns (when required) must be filed even though the service member is deployed, unless an extension is granted. Problems in preparing and submitting tax forms or improper tax assessment may be directed to the Legal Assistance office. Marine Corps installations will normally have a VITA (Volunteer Income Tax Assistance) office to assist with preparing a return. Detailed information may be obtained from the IRS toll free from the hours of 8:15 am to 4:15 pm (EST) at 1-800-829-1040.
6. **Family Care Plan.** A Family Care Plan is the responsibility of all Marines who are single parents; dual military couples; Marines who otherwise bear sole responsibility for the care of minor children; or Marines with family members who are unable to care for themselves in the Marine’s absence. The plan outlines the legal, health care (medical and dental), logistical, educational, monetary, and religious arrangements for the care of the Marine’s family member(s) or ward, to include Wills, Power(s) of Attorney, Certificates of Guardianship or Escort, family contacts, Special Letters of Instruction, and any other documentation reasonably necessary for the caregiver’s use. The Plan must be reviewed for accuracy and validity each year and is a part of the Marine’s service record. Family Care Plans for those Marines who are required to have them are also included as a part of the unit family readiness program.

To find out more about Legal Assistance, log on to
http://sja.hqmc.usmc.mil/jal/default_JAL.htm

Chaplains

Navy Chaplains perform many of the same functions as civilian clergy (all chaplains serving with Marines are actually Naval officers.) They conduct worship services and perform weddings, baptisms, funerals, and other rituals specific to their faith traditions. Also, they serve as confidential counselors who can assist servicemembers and their families in times of difficulty. Within the military, their specific task is to protect and guarantee an individual's right to freely exercise the religious faith of his or her choice. Chaplains also protect an individual's right not to practice a religious faith.

Chaplains represent a great many faith traditions. Sometimes, servicemembers or their family members wish to speak to a chaplain who comes from their same faith tradition. In such a case, it is the obligation of every chaplain to try to find a chaplain from that particular faith tradition, though circumstances sometimes make that impossible.

Servicemembers or family members needing assistance from a chaplain should attempt to contact their unit chaplain first. If there is no chaplain directly assigned to the unit, a call should be placed to the Base Chaplain's office.

CREDO

CREDO is a Marine Corps Family Team Building program, sponsored by the Chief of Chaplains, and funded by Headquarters, U. S. Marine Corps. CREDO has three FREE retreats: personal or spiritual growth and marriage enrichment. Transportation, meals and lodging are provided at NO COST to participants. Retreats are weekend get-aways held at retreat centers and available to active duty, their family members, DOD employees, retirees, and reservists. CREDO is offered on or near many Marine Corps bases.

Provost Marshal's Office (PMO), Military Police (MP)

The Provost Marshal's Office, PMO, enforces laws on base and investigates criminal activity. They also provide safety classes for children, home safety classes and will help set up a neighborhood watch on base.

When driving on base, abide by the posted speed limits, which are strictly enforced. Driving a couple of miles over the speed limit could get you a ticket and assign points to your license. If you acquire too many points due to base driving infractions, your base driving privileges could be revoked. Do not park in a designated parking spot, unless you are entitled and your car has the appropriate sticker on it.

- Pedestrians in marked crosswalks have the right-of-way on base.
- Wearing seatbelts is mandatory.
- Hands-free headsets are required while driving and speaking on a cellular phone.
- Remember the speed limit is 15 MPH when passing troop formations on the road. Be patient.

All violations are reported daily on the Commander's blotter with names and details.

Navy-Marine Corps Relief Society

This is a nonprofit charitable organization whose purpose is to assist Navy and Marine Corps service members and their families in times of need with financial assistance, budgeting assistance and other helpful services.

The Navy-Marine Corps Relief Society's (NMCRS) assistance is provided as an interest-free loan or grant. The Society can help Marines in times of financial distress to meet challenges such as costs associated with emergency leave, the deductibles and cost share for TRICARE, food vouchers, rent assistance, emergency car repairs, and other critical aid to help them get back on their feet. Marines and/or their families must arrange an appointment and speak with a NMCRS caseworker to determine the need for assistance.

NMCRS offices are located on all major Marine Corps installations and Naval Bases. If you need to contact the Navy-Marine Corps Relief Society and are not located near a base or installation, contact the nearest Red Cross office. The Red Cross can act on behalf of a NMCRS office in terms of screening and providing financial assistance.

Other Resources

Armed Services YMCA – The Armed Services YMCA is a non-profit organization, whose sole mission is serving military service members – single, married, and families. Their programs enhance lives in spirit, mind, and body: which in turn strengthen families and encourage individuals to achieve their fullest potential. Check on the local programs provided.

National Military Family Association (NMFA) - If you are interested in keeping up with what is going on in Congress and other departments of Government that affect our military family benefits, contact the NMFA - They are located in Alexandria, Virginia, but have volunteer representatives on many Marine Corps bases. For more information about membership and getting their newsletter, or to become a volunteer representative write to:

**National Military Family Association, Inc. 2500 North Van Dorn St., Suite 102,
Alexandria, VA 22302-1601 phone: 1.800.260.0218 | fax: 703.931.4600**

USO – All military family members are eligible to use local USO facilities. Also, many airports have a USO room and you may find it a relaxing place to wait between flights.

Uniformed Services Almanac - This is one of the most useful sources of accurate information about military benefits, pay, rules, and regulations, that is available to you and your Marine. It costs about \$7.00, but it may be available at no charge from your local Relocation Assistance Program (RAP).

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IV. Pay Day



Explain the differences between a civilian and a military paycheck, while introducing the Leave and Earning Statement (LES), including a general discussion on basic pay and allowances. Beneficial financial management tips are also presented.

- **Leave and Earnings Statement (LES)**
- **Pay and Allowances**
- **Deductions**
- **Savings Plan**

Leave and Earnings Statement (LES)

All pay, allowance, and deduction information is captured on a LES. The LES outlines pay and allowances earned over the last month as well as the deductions taken from that pay amount (such as taxes, insurance, or allotments). Also included on the LES is important information regarding accumulated leave, sea service time, and the number of years of service. Even though Marines are paid twice each month, LESs are generated monthly for the preceding month.

A Marine should become familiar with the overall information provided on the LES and review it each month. Over time, pay fluctuations resulting from situations such as permanent change of station (PCS) moves, deployments, promotions, or annual salary increases become more evident.

myPay allows a Marine to view or print the LES from the prior 11 months. They can also change allotments, adjust their W-4 and more. Marines can access myPay nearly 24 hours a day, 7 days a week to change or review current information, or to check the most recent pay statement. **A Marine may establish a Restricted Access Pin for a spouse, parent, etc. who may need to take on any financial responsibilities for that Marine. Restricted access users are authorized to view pay or tax statements without the ability to create any pay changes.** For complete information, please visit the myPay portion of the DFAS website at:
<https://mypay.dfas.mil/mypay.aspx>

For a current Basic Pay Chart, please visit:

www.dfas.mil/militarypay.html

BASIC PAY—EFFECTIVE JANUARY 1, 2011											
Pay Grade	2 or less	Over 2	Over 3	Over 4	Over 5	Over 6	Over 7	Over 8	Over 9	Over 10	Over 11
O-10											
O-9											
O-8	9,530.70	9,842.70	10,050.00	10,107.90	10,366.50	10,798.20	10,899.00	11,308.80	11,426.40	11,779.80	12,291.00
O-7	7,919.10	8,287.20	8,457.30	8,592.60	8,837.70	9,079.80	9,359.70	9,638.70	9,918.80	10,798.20	11,540.70
O-6	5,869.50	6,448.50	6,871.50	6,871.50	6,897.60	7,193.40	7,232.40	7,232.40	7,643.40	8,370.30	8,796.90
O-5	4,893.00	5,512.20	5,893.80	5,985.80	6,203.70	6,348.20	6,659.40	6,889.20	7,188.20	7,840.70	7,858.70
O-4	4,221.90	4,887.30	5,213.40	5,286.00	5,588.70	5,913.30	6,317.40	6,632.10	6,851.10	6,978.50	7,049.10
O-3	3,711.90	4,208.10	4,542.00	4,951.80	5,188.80	5,449.20	5,617.80	5,894.70	6,030.00	6,039.00	6,039.00
O-2	3,207.30	3,652.80	4,207.20	4,349.10	4,438.50	4,438.50	4,438.50	4,438.50	4,438.50	4,438.50	4,438.50
O-1	2,784.00	2,897.40	3,502.50	3,502.50	3,502.50	3,502.50	3,502.50	3,502.50	3,502.50	3,502.50	3,502.50
O-3				4,951.80	5,188.80	5,449.20	5,617.80	5,894.70	6,128.10	6,262.20	6,444.90
O-2				4,349.10	4,438.50	4,580.10	4,818.80	5,002.80	5,140.70	5,140.70	5,140.70
O-1				3,502.50	3,740.40	3,878.70	4,020.30	4,158.90	4,349.10	4,349.10	4,349.10
W-8											
W-4	3,836.10	4,126.50	4,245.00	4,381.40	4,562.10	4,780.70	4,981.40	5,264.40	5,529.80	5,781.90	5,988.30
W-3	3,502.80	3,848.90	3,796.60	3,847.80	4,004.70	4,313.70	4,635.00	4,786.20	4,961.10	5,142.00	5,466.00
W-2	3,099.90	3,303.00	3,483.30	3,545.40	3,745.40	4,050.00	4,213.50	4,366.20	4,562.50	4,698.00	4,830.00
W-1	2,721.00	3,013.50	3,092.40	3,258.90	3,456.00	3,745.80	3,881.40	4,070.40	4,256.70	4,403.10	4,538.10
E-9							4,834.70	4,739.70	4,872.00	5,027.70	5,184.60
E-8						3,794.10	3,961.80	4,065.60	4,190.40	4,325.10	4,568.40
E-7	2,637.30	2,878.50	2,988.90	3,135.00	3,249.00	3,444.80	3,554.70	3,750.90	3,913.50	4,024.50	4,143.00
E-6	2,281.20	2,510.10	2,620.80	2,728.50	2,840.70	3,093.60	3,192.30	3,382.80	3,441.00	3,483.60	3,533.40
E-5	2,090.10	2,230.20	2,337.90	2,448.30	2,620.20	2,800.50	2,947.50	2,965.50	2,965.50	2,965.50	2,965.50
E-4	1,915.10	2,014.20	2,123.40	2,230.80	2,325.90	2,325.90	2,325.90	2,325.90	2,325.90	2,325.90	2,325.90
E-3	1,729.80	1,838.70	1,950.00	1,950.00	1,950.00	1,950.00	1,950.00	1,950.00	1,950.00	1,950.00	1,950.00
E-2	1,644.90	1,644.90	1,644.90	1,644.90	1,644.90	1,644.90	1,644.90	1,644.90	1,644.90	1,644.90	1,644.90
E-1	1,467.50										

Notes:

1. Basic pay for an O-7 to O-10 is limited by Level II of the Executive Schedule which is \$14,975.10. Basic pay for O-6 and below is limited by Level V of the Executive Schedule which is \$12,141.60.
2. While serving as Chairman, Joint Chief of Staff/Vice Chairman, Joint Chief of Staff, Chief of Navy Operations, Commandant of the Marine Corps, Army/Air Force Chief of Staff, Commander of a unified or specified combatant command, basic pay is \$20,263.60. (See note 1 above).
3. Applicable to O-1 to O-3 with at least 4 years and 1 day of active duty or more than 1460 points as a warrant and/or enlisted member. See Department of Defense Financial Management Regulations for more detailed explanation on who is eligible for this special basic pay rate.
4. For the Master Chief Petty Officer of the Navy, Chief Master Sergeant of the AF, Sergeant Major of the Army or Marine Corps or Senior Enlisted Advisor of the JCS, basic pay is \$7,489.80. Combat Zone Tax Exclusion for O-1 and above is based on this basic pay rate plus Hostile Fire Pay/Imminent Danger Pay which is \$225.00.
5. Applicable to E-1 with 4 months or more of active duty. Basic pay for an E-1 with less than 4 months of active duty is \$1,357.20.
6. Basic pay rate for Academy Cadets/Midshipmen and ROTC members/applicants is \$974.40.

BASIC PAY—EFFECTIVE JANUARY 1, 2011											
Pay Grade	Over 20	Over 22	Over 24	Over 26	Over 28	Over 30	Over 32	Over 34	Over 36	Over 38	Over 40
O-10	15,400.80	15,475.80	15,797.70	16,358.40	16,358.40	17,176.20	17,176.20	18,034.80	18,034.80	18,936.90	18,936.90
O-9	13,469.70	13,663.80	13,944.00	14,433.00	14,433.00	15,155.10	15,155.10	15,912.90	15,912.90	16,708.50	16,708.50
O-8	12,762.30	13,077.30	13,077.30	13,077.30	13,077.30	13,404.30	13,404.30	13,739.40	13,739.40	13,739.40	13,739.40
O-7	11,540.70	11,540.70	11,540.70	11,599.50	11,599.50	11,831.70	11,831.70	11,831.70	11,831.70	11,831.70	11,831.70
O-6	9,222.90	9,465.60	9,711.30	10,187.70	10,187.70	10,391.10	10,391.10	10,391.10	10,391.10	10,391.10	10,391.10
O-5	8,070.30	8,313.30	8,313.30	8,313.30	8,313.30	8,313.30	8,313.30	8,313.30	8,313.30	8,313.30	8,313.30
O-4	7,049.10	7,049.10	7,049.10	7,049.10	7,049.10	7,049.10	7,049.10	7,049.10	7,049.10	7,049.10	7,049.10
O-3	6,039.00	6,039.00	6,039.00	6,039.00	6,039.00	6,039.00	6,039.00	6,039.00	6,039.00	6,039.00	6,039.00
O-2	4,438.50	4,438.50	4,438.50	4,438.50	4,438.50	4,438.50	4,438.50	4,438.50	4,438.50	4,438.50	4,438.50
O-1	3,502.50	3,502.50	3,502.50	3,502.50	3,502.50	3,502.50	3,502.50	3,502.50	3,502.50	3,502.50	3,502.50
O-2 ¹	6,444.90	6,444.90	6,444.90	6,444.90	6,444.90	6,444.90	6,444.90	6,444.90	6,444.90	6,444.90	6,444.90
O-3 ¹	5,140.20	5,140.20	5,140.20	5,140.20	5,140.20	5,140.20	5,140.20	5,140.20	5,140.20	5,140.20	5,140.20
O-4 ¹	4,349.10	4,349.10	4,349.10	4,349.10	4,349.10	4,349.10	4,349.10	4,349.10	4,349.10	4,349.10	4,349.10
W-5	6,820.80	7,167.00	7,424.70	7,710.00	7,710.00	8,095.80	8,095.80	8,500.50	8,500.50	8,925.90	8,925.90
W-4	6,189.60	6,485.40	6,728.40	7,005.60	7,005.60	7,145.70	7,145.70	7,145.70	7,145.70	7,145.70	7,145.70
W-3	5,665.30	5,616.40	5,955.60	6,144.90	6,144.90	6,144.90	6,144.90	6,144.90	6,144.90	6,144.90	6,144.90
W-2	4,987.80	5,091.60	5,174.10	5,174.10	5,174.10	5,174.10	5,174.10	5,174.10	5,174.10	5,174.10	5,174.10
W-1	4,701.60	4,701.60	4,701.60	4,701.60	4,701.60	4,701.60	4,701.60	4,701.60	4,701.60	4,701.60	4,701.60
E-9 ¹	5,436.60	5,649.30	5,873.40	6,215.70	6,215.70	6,526.20	6,526.20	6,852.90	6,852.90	7,195.80	7,195.80
E-8	4,691.70	4,901.70	5,017.80	5,304.60	5,304.60	5,411.10	5,411.10	5,411.10	5,411.10	5,411.10	5,411.10
E-7	4,189.20	4,342.80	4,425.60	4,740.00	4,740.00	4,740.00	4,740.00	4,740.00	4,740.00	4,740.00	4,740.00
E-6	3,533.40	3,533.40	3,533.40	3,533.40	3,533.40	3,533.40	3,533.40	3,533.40	3,533.40	3,533.40	3,533.40
E-5	2,965.50	2,965.50	2,965.50	2,965.50	2,965.50	2,965.50	2,965.50	2,965.50	2,965.50	2,965.50	2,965.50
E-4	2,325.90	2,325.90	2,325.90	2,325.90	2,325.90	2,325.90	2,325.90	2,325.90	2,325.90	2,325.90	2,325.90
E-3	1,950.00	1,950.00	1,950.00	1,950.00	1,950.00	1,950.00	1,950.00	1,950.00	1,950.00	1,950.00	1,950.00
E-2	1,644.90	1,644.90	1,644.90	1,644.90	1,644.90	1,644.90	1,644.90	1,644.90	1,644.90	1,644.90	1,644.90

Notes:

1. Basic pay for an O-7 to O-10 is limited by Level II of the Executive Schedule which is \$14,975.10. Basic pay for O-6 and below is limited by Level V of the Executive Schedule which is \$12,141.80.
2. While serving as Chairman, Joint Chief of Staff/Vice Chairman, Joint Chief of Staff, Chief of Navy Operations, Commandant of the Marine Corps, Army/Air Force Chief of Staff, Commander of a unified or specified combatant command, basic pay is \$20,203.00. (See note 1 above).
3. Applicable to O-1 to O-3 with at least 4 years and 1 day of active duty or more than 1460 points as a warrant and/or enlisted member. See Department of Defense Financial Management Regulations for more detailed explanation on who is eligible for this special basic pay rate.
4. For the Master Chief Petty Officer of the Navy, Chief Master Sergeant of the AF, Sergeant Major of the Army or Marine Corps or Senior Enlisted Advisor of the JCS, basic pay is \$7,489.80. Combat Zone Tax Exclusion for O-1 and above is based on this basic pay rate plus Hostile Fire Pay/Imminent Danger Pay which is \$225.00.
5. Applicable to E-1 with 4 months or more of active duty. Basic pay for an E-1 with less than 4 months of active duty is \$1,357.20.
6. Basic pay rate for Academy Cadets/Midshipmen and ROTC members/applicants is \$974.40.

MARINE CORPS TOTAL FORCE LEAVE AND EARNINGS STATEMENT

A ID INFO	1 NAME (L, F, M, S, JR, SR, AKA)	2 SSN	3 RANK	4 SERV	5 FLT CODE	6 DATE PREP	7 PRD COVERED	8 PEBO	9 YRS	10 EAS	11 ECC	12 MCC DIST	RUC			
B FORECAST AMOUNTS	13 DATE	MOUNT	14 DATE	AMOUNT	C SPLIT PAY	15 S DAT	16 AMOUNT	17 BALANCE	18 POE	D DIRECT DEPOSIT/EFT/ADDRESS	OK					
E LEAVE INFORMATION	F AVIATION PAY INFORMATION															
19 LV BF	20 EARNED	21 USED	22 EXCESS	23 BAL	24 MAX ACCRUAL	25 LOST	26 SOLD AS OF	27 CBT LV BAL	28 ASEB	29 DIFOP TOTAL YRS MO	30 PRIOR DIFOP START	31 PRIOR DIFOP STOP	32 OPFLY GATE INFORMATION			
67.5	2.5	0	0	70.0	98.0	3.0	0	00000000	0	00000000			0000			
G TAX INFORMATION	H RIGHTS OF MARINES INDEBTED TO THE GOVERNMENT YOU HAVE THE RIGHT TO:															
33 STATE TAX	34 FEDERAL TAX	35 FICA (SOCIAL SECURITY TAX)														
STATE CODE	DE	M 03	EXEMPTIONS	M 03	SSEC WAGES THIS PRD	\$3676.80	SSEC WAGES YTD	\$3676.80	SSEC TAX YTD	\$227.96	MEDICARE WAGES THIS PRD	\$3676.80	MEDICARE WAGES YTD	\$3676.80	MEDICARE TAX YTD	\$53.31
WAGES THIS PRD	\$3676.80	WAGES THIS PRD	\$3676.80	WAGES YTD	\$3676.80	FED TAX YTD	\$255.48	FED TAX YTD								
WAGES YTD	\$3676.80	WAGES YTD	\$3676.80	STATE TAX YTD	\$114.29	STATE TAX YTD										
I ADDITIONAL BAH INFORMATION	J CAREER SEA PAY	K EDUCATION DEDUCTION	L ADMIN INFO													
36	37 BAH ZIP	38	39	40	41	42	43 DATE	TOTAL CAREER SEA SVC	44 TYPE	45 MONTHLY AMT	46 TOTAL	47 PAY STATUS	48 PAY GROUP	49 CRA DATE		
20640							00000000	00 YRS 00 MO 00 DA		\$.00	\$.00	00000	00013	19970530		
M RESERVE DRILL INFORMATION	N RESERVE RETIREMENT INFORMATION															
52 REG	53 REG FYTD	54 REG ANNYTD	55 ADD	56 ADD FYTD	57 ADD ANNYTD	58 BF ANNYTD	59 ACQU THIS PRD	60 DRILL THIS PRD	61 OTHER THIS PRD	62 MBR THIS PRD	63 END BAL ANNYTD	64 TOTAL SAT YRS	65 TOTAL RET PTS	66 RESERVE ECC	67 DSSN	
19910728															8105	
66 AFADBD	67 DEAF	68 TSP TAX DEFERRED	69 TSP TAX EMEMPT	70												
19910728	19851218	\$.00	\$.00													
O REMARKS																
BROUGHT FWD ENTITLEMENTS	.00															
BASIC PAY	3,676.80	START 20080101 AMOUNT 3,676.80														
BAS (MONTHLY)	294.43	TAXABLE FOR FITW, SITW & FICA														
BAH WITH DEPNS	1,999.00	START 0001 20080101 AMOUNT 294.43														
TOTAL	5,970.23	START 20080101 AMOUNT 1,999.00														
DEDUCTIONS																
FITW (FED TAX)	255.48															
SOCIAL SECURITY	227.96															
MEDICARE	53.31															
SITW (STATE TAX DE)	114.29															
SGLI \$400,000	28.00															
SPOUSE SGLI	9.00															
TSGLI	1.00															
DENTAL INS ALLOTMENT	28.95	800 UCCI DENTAL														
PRIV HSG W/DEPNS	1,999.00	START 20080101 AMOUNT 28.95														
USN/MC RET HOME	.50	START 20080101 AMOUNT 1,999.00														
SUPPORT GARN	220.00	GARNISHMENT 220.00														
CHARITY ALLOTMENT	10.00	WSSR														
SAVINGS ALLOTMENT	155.00	0954 NRS CONTRIBUTION														
	233.16	BANK OF AMERICA, N.A.														
	386.93	STOP 20080131 AMOUNT 155.00														
	333.00	FIRST CITIZENS BANK														
	129.87	STOP 20080131 AMOUNT 233.16														
	4,185.45	NAVY FEDERAL CREDIT UNION														
		FIRST CITIZENS BANK														
		STOP 20080131 AMOUNT 129.87														
TOTAL	4,185.45															
PAYMENTS		DATE	DSSN	VOU	RUC/PRNO											
REGULAR PAYMENT	892.38	20080115	6102	0000030007	00001007											
REGULAR PAYMENT	892.40	20080201	6102	0000030008	00001008											
TOTAL	1,784.78															
DFAS-KC 7220/39 (REV 1-04) WWW.DFAS.MIL	EFT INFO-DFAS-KC 1-800-594-8302															

Decoding a Marine LES

Section A: Identification Information

Block 1—NAME (Last, first and middle initial)

Block 2—SSN (Social Security Number)

Block 3—RANK

Block 4—SERV (Branch of Service, e.g., USMC)

Block 5—PLT CODE (Platoon Code) four digits indicating the section where the Marine is assigned.

Block 6—DATE PREP Date LES was prepared.

Block 7—PRD Covered (Period covered) Period of days the LES covers.

Block 8—PEBD (Pay entry base date) Base date used in determining the date when the Marine is entitled to increased basic pay.

Block 9—YRS Total number of years of service.

Block 10—EAS (Expiration of Active service) is the date active service terminates.

Block 11—ECC (Expiration of current contract) is the date the current contract terminates.

Block 12—MCC DIST RUC (Monitored command code, District and Reporting Unit Code)

Section B: Forecast Amounts - 2 blocks that forecast the pay the Marine will receive in the upcoming month.

Block 13—DATE is the date of midmonth payday.

AMOUNT is the forecast of amount due on midmonth payday of the upcoming month.

Block 14—DATE is the date of end-of-month payday.

AMOUNT is the forecast of amount due on end-of-month payday of the upcoming month.

Section C: Split Pay - 4 blocks, which describes any split pay option the Marine may have selected. The split pay option allows Marines enrolled in the Direct Deposit program to receive a portion of their pay at their duty locality each payday. This amount is called the register split pay amount (RSPA). The remainder of pay due will be direct deposited to the Marine's bank account. Not all Marines are eligible for this option. The Marine needs to contact the Administration Office for eligibility requirements.

Block 15—START DATE is the date the Marine selected the split pay option.

Block 16—AMOUNT is the amount of split pay the Marine selected to receive at his/her duty locality each payday.

Block 17—BALANCE is the remainder of pay due that will be direct deposited to the Marine's bank account.

Block 18—POE (Payment option selected) uses codes to designate the distribution of monthly pay. The following are POE codes that may appear on a LES:

- 00001 (Accrued all central)
- 00004 (Final POE for final payment)
- 11001 (Decentralized twice a month)
- 12011 (Centralized direct deposit program twice a month)
- 12021 (Centralized check to military address biweekly)
- 12031 (Centralized check to quarters address)
- 12501 (Centralized check other than biweekly)

Section D: Direct Deposit / EFT Address - the name, address, routing number, and account number of the financial institution to which the Marine's pay is directly deposited.

Section E: Leave Information - reflects the Marine's leave information.

Block 19—LV BF (Leave brought forward) is the Marine's leave brought forward from the previous month.

Block 20—EARNED is the leave earned during the LES month.

Block 21—USED is the leave used during the LES month.

Block 22—EXCESS is leave charged without entitlement to pay and allowances in excess of the Marine's maximum accrual.

Block 23—BAL (Balance) is the number of days of accrued leave due or advanced.

Block 24—MAX ACCRUAL is the total number of days that the Marine can accrue based upon the ECC date (listed in Section A Block 11).

Block 25—LOST is leave days in excess of 60 days lost due to change in the fiscal year.

Block 26—SOLD / AS OF is the lump sum of leave sold during the career and the last date leave was sold.

Block 27—CBT LV BAL (Combat leave balance) is reserved for future use.

Section F: Aviation Pay Information - 5 blocks and is information for Marine aviators (pilots and flight crew).

Block 28—OFFICER BASE DATE is the original date of acceptance for officers having continuous active status.

Block 29—AVIATOR BASE DATE is the date an officer first reports on competent orders to the aviation unit having aircraft in which the officer will receive flight training leading directly to the award of an aeronautical designation.

Block 30—ACCUM OP FLY TIME (Accumulated Operational Flying Time) is accumulation of operational flying time shown in years and months.

Block 31—OP FLY TIME BASE DATE (Operational Flying Time Base Date) is the same as the Aviation Base Date except for those who began flight training before being commissioned.

Block 32—OP FLY GATE INFORMATION (Operational Flying Gate Information)

Section G: Tax Information - 3 blocks that provides information on tax deductions. Some states will exempt military from having to pay state income tax. The Marine should verify his/her state qualifications with his/her state of legal residence.

Block 33—STATE TAX lists the State tax code, marital status and number of exemptions, total state taxable income for the period covered, state taxable income year to date, and total amount of state income tax withheld for the year.

Block 34—FEDERAL TAX lists marital status and number of exemptions, total federal taxable income for the period covered, federal taxable income year to date, and total amount of federal income tax withheld for the year.

Block 35 - FICA (Social Security Tax) lists the social security wages this period, social security wages year to date, social security tax year to date, Medicare wages this period, Medicare wages year to date, and Medicare tax year to date.

Section H: Rights of Marines Indebted to the Government - lists the rights of Marines indebted to the government.

Section I: Additional BAH Information-7 blocks - currently only block 37 is used, which shows the zip code for BAH entitlement.

Section J: Career Sea Pay-shows the special pay that is payable to Marines in certain pay grades upon permanent or temporary assignment to sea duty. Career sea pay rates are based on the amount of sea duty accumulated by the Marine.

Block 43—DATE is the date career sea duty ended TOTAL CAREER SEA SVC is the total number of years, months and days served on sea duty.

Section K: Education Deductions-3 blocks and shows the enrollment in Montgomery GI Bill (MGIB) or Veterans Education Assistance program (VEAP) along with the amount contributed and monthly amount paid.

Block 44—TYPE is the educational program in which the Marine is enrolled.

Block 45—MONTHLY AMT is the monthly amount being deducted for the educational program.

Block 46—TOTAL is the total amount that has been deducted for the educational program. This amount includes the current month's deduction.

Section L: Administration Information-5 blocks that list administration information such as pay status and group.

Block 47—PAY STATUS is a code that identifies the status on last day covered by LES.

Block 48—PAY GROUP is a code that identifies officer or enlisted.

Block 49—CRA DATE is the clothing replacement allowance date for active duty enlisted.

Block 50—RESERVE ECC is the reserve expiration of current contract.

Block 51—DSSN is the disbursing station symbol number.

Section M: Marine Corps Reserve Drill Information-5 blocks with information on the number of drills performed in the period.

Block 52- REG

Block 53—REG FYTD

Block 54—REG ANNYTD

Block 55—ADD

Block 56—ADD FYTD

Block 57—ADD ANNYTD

Section N: Marine Corps Reserve Retirement Information-10 blocks with information on reserve retirement such as credit points.

Block 58—BF ANNYTD

Block 59—ACDU THIS PRD

Block 60—DRILL THIS PRD

Block 61—OTHER THIS PRD

Block 62—MBR THIS PRD

Block 63—END BAL ANNYTD

Block 64—TOTAL SAT YRS

Block 65—TOTAL RET PTS

Block 66—AFADBD

Block 67—DEAF (Date of original entry Armed Forces)

Section O: Remarks-itemizes the listing of entitlements, deductions, and payments. It also has explanatory remarks concerning specific LES data.

Pay and Allowances

Basic Pay - Basic pay is received by all Marines and is the main portion of a Marine's salary. It is determined by their rank and length of time in service. The other pays, often referred to as special or incentive pays, are for specific qualifications or events such as: flight pay, special duty assignment, reenlistment bonus, etc. All pays are considered part of taxable income.

Allowances are the second most important element of military pay. Allowances are monies provided for specific needs, such as food or housing, and are non-taxable. The most common allowances are Basic Allowance for Subsistence (BAS), Basic Allowance for Housing (BAH), and Family Separation Allowance (FSA). There are more than 40 different types of military pay and allowances, but most servicemembers receive only about a half-dozen of them during their careers. An overview of some of the more common allowances and pays are outlined below.

Marines are paid twice each month - **the first and fifteenth** - via a direct deposit into their bank account. All Marines must receive their pay via direct deposit. In very few instances, a Marine may receive a hard check.

Basic Allowance for Subsistence (BAS) is a cash allowance provided to all Marines to defray a portion of the cost of subsistence. Enlisted Marines required to eat in military dining facilities will see an automatic reduction of a portion of their BAS. BAS is not dependent on marital or dependency status.

Basic Allowance for Housing (BAH) is an allowance to offset the cost of housing when a Marine does not receive government-provided housing. A Marine's BAH depends upon his/her duty station location, pay grade and whether he/she has dependents. BAH rates are set by surveying the cost of rental properties in each geographic location. The rates are established such that members in each pay grade, independent of location, pay approximately the same out-of-pocket costs. Therefore, BAH rates in high-cost areas will be much greater than those in low-cost areas. Marines who reside in the BEQ/BOQ receive "BAH-Partial" – an amount that only varies by pay grade.

Clothing Allowance is provided for enlisted personnel to enable them to care for and replace their uniforms. Enlisted personnel are normally issued uniforms when they are first inducted into the Marine Corps. The clothing allowance is awarded each successive year on the month the Marine was inducted.

Family Separation Allowance (FSA) provides compensation to Marines with dependents for added expenses incurred because of a forced family separation in excess of 30 consecutive days.

Enlistment/Reenlistment Bonuses are offered to allow the Marine Corps to retain critical skills. A Marine should speak to their career retention specialist at the time of reenlistment to determine if they are qualified for a bonus.

Dislocation Allowance (DLA) is provided to servicemembers on Permanent Change of Station (PCS) Orders. However, it must be requested from the disbursing officer. DLA is intended to offset expenses that are incurred due to such moves – such as requiring first and last month's rent, utility and phone deposits, and miscellaneous household items.

Cost of Living Allowance (COLA) is provided to partially offset increased costs due to living in a high cost area, either overseas or in the US. The amount varies by rank, years of service and family member status. It is intended to keep purchasing power about the the same as for the average cost of living across the U.S.

Proficiency Pay is extra pay for proficiency in a designated military specialty skill, i.e. diving duty, language skills.

Special Duty Assignment Pay (SDA) is compensation for the enlisted Marine who performs duties designated by the Marine Corps to be extremely difficult or involving an unusual degree of responsibility. – e.g., drill instructor, recruiting or security guard/embassy duties.

Hostile Fire/Imminent Danger pay is payable for designated locations. Taxability of the pay is dependent on whether the location is in a combat zone or qualified hazardous duty area.

Hazardous Duty Incentive Pay is compensation for performing designated hazardous duties (i.e., demolition duty, jump, dive).

Aviation Career Incentive Pay is paid to aviators (pilots and flight crew).

Deductions

Below are lists of items that may be withheld from a “paycheck.” There are some deductions that are normally present, such as taxes and others that may vary depending on a Marine’s situation and elections like allotments and savings plans.

Taxes

Federal Income Taxes – Federal taxes are paid on basic pay and on other special pays. Generally, allowances (BAS and BAH) are tax-exempt. The Marine Corps will automatically withhold this tax based on the number of withholdings indicated on the W-4. For more information, log on to the IRS website at www.IRS.gov. Visit the local legal or Volunteer Information Tax Assistance (VITA) office for additional information and assistance.

State Income Tax – State income taxes are normally paid in the state where the Marine has legal residence, regardless of where they are stationed. Check with local state tax agencies for details. Keep in mind that non-military income is taxable in the state where a Marine resides, so if the Marine has a second job, taxes are due to the state where it was earned.

Social Security Tax – Only basic pay is taxable for Social Security. The service automatically withholds the appropriate amount.

Medicare Tax – Only basic pay is taxable for Medicare. The service automatically withholds the appropriate amount.

Other Deductions

Garnishments – Section 659 of Title 42, United States Code authorizes the garnishment (or attachment) of active duty pay to enforce obligations of alimony and child support. The Consumer Credit Protection Act (15 U.S.C. § 1673) sets limits on the amount that can be garnished or attached. The limits are based on the individuals’ cumulative disposable earnings. A valid court order or similar legal process must be issued prior to the garnishment of active duty or retired pay. Contact the closest Base Legal Assistance office or seek more information on the DFAS website at: <http://www.dfas.mil/garnishment.html>

Allotments - Allotments are portions of pay designated to be set aside for a specific purpose such as support of family, payment for a debt, an insurance premium, purchase of savings bonds, or a deposit to savings. Deductions for an allotment are taken from the preceding month’s pay and are paid to the recipient on the first day of the following month.

Servicemembers’ Group Life Insurance (SGLI) – SGLI is a program of low cost group life insurance for service members on active duty. SGLI coverage is available in \$10,000 increments up to the maximum of \$400,000. Family Servicemembers' Group Life Insurance (FSGLI) is a program extended to the spouse and dependent children of members insured under the SGLI program. FSGLI provides up to a maximum of \$100,000 of insurance coverage for the spouse, not to exceed the

amount of SGLI the insured member has in force and \$10,000 for dependent children. Spousal coverage is issued in increments of \$10,000. The premiums are deducted from pay each month. Should Marine decline coverage – either for themselves or their spouse/family – the Marine will need to do so in writing. For more information, visit: www.insurance.va.gov or call toll-free: 1-800-419-1473.

Armed Forces Retirement Home - Marines are required to donate a nominal amount monthly.

Other Indebtedness - Liquidation of government indebtedness can occur if a Marine receives any pay not rated, if a Marine receives an overpayment of allowances, any government indebtedness, delinquent charges on government credit cards, or monthly repayment for advance pay. These will appear on an LES and are deducted from your pay. This is even more reason why it is so important to check the LES monthly for problems/overpayments

Savings Plans

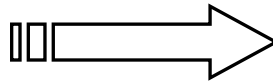
Thrift Savings Plan (TSP) – The Thrift Savings Plan is a Federal Government-sponsored retirement, savings, and investment plan. TSP offers the same type of savings and tax benefits that many private companies offer their employees under so-called “401(k)” plans. The retirement income saved via the TSP account will depend on the amount contributed to the account during working years and the earnings in those contributions. For more information, visit <http://www.tsp.gov>.

Savings Bonds – U.S. Savings Bonds earn competitive interest rates and are safe because they are backed by the full faith and credit of the United States. The interest earned on Bonds is exempt from state or local income taxes, and Federal tax can be deferred until a Bond is cashed or reaches the end of its interest-bearing life (30 years). See the Savings Bonds website, www.savingsbonds.gov.

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V.

Staying Marine



There are many reasons why “Staying Marine” makes sense financially, emotionally and professionally. This section offers some of the more notable reasons to stay and provides a sample career progression for officers and enlisted alike.

- **“Stay Marine” Overview**
- **Benefits at a Glance**
- **Stay Marine - 11 Benefits**
- **Education Opportunities**
- **MOS Roadmaps - Paths toward Promotion**
- **Military Occupational Specialties (MOS)**
- **Example Career Progression - Officer**
- **Example Career Progression - Enlisted**
- **Military Oaths**

The benefits of staying in the Marine Corps are many. Listed below are some of the tangible and intangible benefits.

- **Challenge:** The challenge of becoming a Marine has already been accomplished; Marines will now have to focus on the challenges of leadership. There are increased responsibilities that come with promotions to Noncommissioned and Staff Noncommissioned Officer. In their second and subsequent tours, Marines will be challenged not only by their ability to keep themselves motivated, but also by keeping Marines within their command motivated. They are now considered leaders: They will continue to solve difficult problems using imagination and initiative, train Marines to adapt quickly to changing situations, and increase their ability to think quickly and act decisively to situations that may impact a greater number of Marines. They must have the ability to employ their units in accordance with its capabilities. This means that their units must be prepared for any eventuality. Setting the example, they will be expected to work on continuous self-improvement through additional / advanced MOS training, resident PME courses, Marine Corps Institute courses, Special Duty Assignments, enlisted to officer programs, and/or off duty education.
- **Courage, Poise and Self-Confidence:** In their subsequent tours, Marines will be expected to seek responsibility and take responsibility for their actions. They will be expected to make decisions that may impact a greater number of Marines. Their skills and experience will be needed to train Marines to master their fears, to develop their skills and to use common sense under pressure. Leaders of Marines must not only recognize their potential to succeed, but also recognize it in others. Confidence in their abilities to lead will increase as their Marines succeed. Their commanders will recognize that they can get the job done right under any circumstances. Their decision to continue as a leader of Marines will mean that they will not have to reclaim a leadership role in the civilian sector.
- **Professional Development:** The Marine Corps has trained all Marines in a Military Occupational Specialty. They are technically and tactically proficient. The training and wisdom gained from a Marine's years of experience are necessary for sustaining of our Corps. Marines are needed to continue the development of their abilities to direct and supervise others. Their education and training will continue through advanced MOS schools, continued hands-on experience, and career/leadership and management courses. Voluntary participation in college-level courses, special duty assignments, and resident professional military education courses further enhance a Marine's professional abilities. In the Marine Corps, responsibility awaits Marines the moment they earn the eagle, globe, and anchor. In a corporate environment, it would take years before anyone is given that type of opportunity.
- **Pride of Belonging:** Currently, Marines share camaraderie within an organization that is unmatched by any organization in the civilian sector. Noncommissioned and Staff Noncommissioned Officers are expected to develop teamwork and esprit-de-corps within their units. As their unit progresses in training, they will know that they played an integral role in their development as a team. Marine leaders gain satisfaction in the fact that their hard work and higher standards will be rewarded and recognized. Unlike the civilian sector, their loyalty to the unit will be reciprocated.
- **Leadership and Management Skills:** A Marine's leadership experiences began early, with recruit training, Marine Combat Training, and their formal MOS schools. The Marine Corps will continue to hone a Marine's leadership skills through resident PME courses and advanced / additional MOS schools, as well as with on-the-job experience. With the Marine Corps' promotion system based on abilities and performance, their skills will be rewarded through increased responsibilities and pay. This performance-based system is unmatched in corporate America. Increased individual leadership in the Marine Corps is going to require Marines to inspire and motivate others, make the right decisions, seek and accept

responsibility, take initiative, manage time, material and resources, and train other Marines. This aspect of leadership in the civilian sector is not expected from personnel with four years of experience. In the Corps, it is not only expected, it is required.

- **Self-Reliance, Self-Direction, and Self-Discipline:** All Marines knew when they enlisted that they wanted to be successful in the Marine Corps. However, they were not sure how they would get there. They took the first step to success by graduating recruit training then continued their climb when they attended Marine Combat Training and MOS schools. Within their next tour Marines will be expected to be an expert in their MOS and provide the guidance and leadership to their junior Marines. Marines have had to count on themselves and their abilities to get things done. Marines are known worldwide as self-starters that believe in themselves, and think on their feet. As young Marines, they have set their goals and worked arduously to achieve them. Now, as leaders of Marines, they are going to have to hone those traits in others.

Other more tangible benefits

- **Technical Skills:** Marines receive state-of-the-art-training in many technical fields. Additionally, they have received unmatched world experience. Their skills improve with every year of service and remain comparable to those in the civilian sector. If they were dissatisfied with their current job or skill in the civilian world, they would have to seek another employer or additional training; training that they would usually have to pay for. The Marine Corps' Lateral Movement Program allows Marines to retrain in a skill that they select at no cost to the Marine.
- **Education Opportunities:** The Marine Corps offers a vast array of programs that are designed to increase a Marine's level of education. Through the Tuition Assistance Program, Marine Corps Institute courses, Sailor/Marine/ACE Registry Transcript (SMART) Program, Service members Opportunity Colleges, Degree Completion Programs, and Officer Commissioning Programs, Marines are provided opportunities to further their college education, and in some cases, that of their family members.
- **Financial Security, Advancement and Benefits:** The Marine Corps has been providing guaranteed work with steady income for over 225 years - not like some of the corporations these days who are being bought out, folding, or laying off their workers seemingly every day; security is difficult to come by. The Marine Corps offers that. Marines receive annual pay raises (.5% above private sector), additional pay for housing, cost of living allowances (COLA), and uniform allowances. There are also possibilities that they may receive reenlistment bonuses, special duty pay, and retirement pay after 20 years of service. Corporate America cannot afford to guarantee the same financial security as the Marine Corps. Regular promotions, based on job performance, additionally guarantee that Marines will receive additional pay and responsibilities. Up front, military pay may appear less than what the civilian sector offers. However, with the additional allowances and benefits that Marines receive, their take home pay is significantly larger. Marines are given 30 days paid vacation each year. Few civilian companies offer that much vacation to a new worker. It takes years to accumulate that much vacation time. Other benefits not available in the civilian community include: Marine Corps Exchange (tax free shopping) and commissary privileges (30% savings on groceries), Marine Corps Community Services (free or low cost retail and support services and programs), and discounted tickets to recreation and sporting events. Additionally, Marines and their families can have peace of mind knowing that they receive complete, low cost medical and dental coverage as well as life insurance. The money being offered to Marines by Corporate America may seem greater, but when you factor in the benefits lost by exiting the Marine Corps and the cost of benefits as a civilian, the Marine Corps paycheck is very comparable. Following this listing of benefits is a compensation pie chart reviewing the average \$99,000 annual compensation that military personnel receive.

- **Travel and Adventure:** Embassy duty and overseas assignments allow Marines and their families the opportunity to visit and work in foreign countries. Space available travel, for Marines and their families, provides a low cost opportunity to visit relatives and friends in the U.S. and abroad. Few other employers provide the same opportunity to experience a variety of exotic cultures and lifestyles. With an additional tour, Marines will continue to do things about which most people only dream. Military bases around the world offer low cost lodging for family vacations (Key West, Alaska, etc.).
- **Physical Fitness:** As Marines, maintaining an optimum level of fitness through tough and challenging physical training, swim qualification, martial arts training, and anaerobic and aerobic conditioning programs ensure a longer, healthier lifestyle. Leaders of Marines are not only expected to maintain their fitness, but also the peak fitness levels of the Marines in their charge. Progressive physical training regimes such as resident Professional Military Education courses, special duty assignments, and advanced formal schools will keep a Marine physically challenged throughout their career. Their own personal fitness goals can be maintained by the use of state of the art fitness centers with free weights and Nautilus equipment, basketball courts, racquetball courts, tennis courts, athletic fields, swimming pools, unit/intramural sports, and inter-base and inter-service competitions. These programs are provided at no cost to Marines or their families. A civilian employer does not generally provide a membership to a health club and privately could easily cost up to \$100 per person, per month.

Your Marine's benefits - at a glance

Pay and Benefits

Allowances – Housing (provided to cover cost of base housing, private home purchase or rental), Clothing, Family Separation, Cost of living

Annual pay increases

Special Pays (Foreign Duty, Career/Career Sea, Hostile Fire, Hazardous Duty, Foreign Language Proficiency)

Special duty Assignments

Drill Instructor

Recruiter

Marine Security Guard

Marine Corps Security Forces

Career Planner

Incentive Duties (Hazardous Duty Incentive Pay/Flying Duty, Submarine Duty Pay, Parachute Duty, Flight Deck Duty, Demolition Duty, Experimental Stress Duty)

Time off - 10 four-day weekends and 30 days paid vacation a year

Re-enlistment Bonus

New duty station

Lateral move

Bonus Jump school

High Risk Personnel Course (HRPC)

Time Off (e.g., 72-96 hour special liberty)

Health Care Coverage

Health

Dental

Pharmacy

Relocation

Paid moves

Extra entitlements – TLA/TLE/Dislocation/Mileage

Counselors to educate and help with the move

Educational opportunities

Tuition assistance

MGIB

SOCMAR colleges

Certification/apprenticeship

SNCO Degree Completion program

College credit for many courses that Marines attend (Sgt (NCO) course, Career course, Advance course)

Enlisted to Officer programs

WO – Warrant Officer

MCP – Meritorious Commissioning Program

ECP – Enlisted Commissioning Program

MECEP – Marine Enlisted Commissioning Education Program
NROTC – Naval Reserve Officer Training Corps
U.S. Naval Academy

Officer Education Programs

Special Education Program
Law Education Program
Advance Degree Program
Foreign Area Officer Program

Leisure/recreation

Free fitness center usage
Low-cost/free recreational opportunities – Marina, pool, bowling alley, golf, movie theater, Information, Tickets and Tours (ITT)

Tax free shopping – PX

Commissary savings – up to 30% for groceries

Children, Youth and Teen Programs – childcare, school information, youth sports, youth centers, teen centers

Retirement - There are three plans to consider:

- 1) Final Pay
- 2) High-3
- 3) CSB/REDUX

Retirement benefits vary by situation. For more information regarding each of the three retirement plans, contact the Career Planner on your local installation.

Master the Challenge of Leadership



Further the qualities of Courage, Poise & Self-Confidence



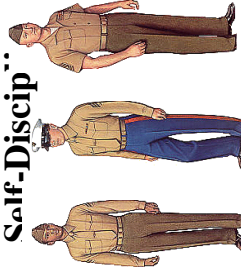
Pursue Professional Development



Increase the pride of belonging



Maintain Self-Reliance, Self-Direction, Self-Discip..



Acquire Leadership & Management Skills



The Marine Corps

~ A great place to stay ~



Utilize the Educational Opportunities

Advance Technical Skills



Enhance Financial Security, Advancement & Benefits

Enjoy worldwide Travel and Adventure



Maintain a high level of Physical Fitness

ALL RANKS
VOLUNTARY EDUCATION

RECOMMENDED MOS-RELATED ASSOCIATES DEGREE. Associates Degrees generally require approximately 60 semester hours of credit. Most colleges will allow a student to transfer about 30 semester hours from military training (formal schools, military experience, MCIs, etc.). However, the student will also be required to take a minimum of 30 semester hours in the “Arts and Sciences” (e.g., English Composition, College Math, Speech, Technical Writing, Psychology, and History). There are several programs of study that are closely related to the field of logistics. Two of which are “Global Logistics Technology” and “Distribution, Logistics, and Materials Management”. Consult the Base Education Office for a listing of local and distance learning colleges that provide these degree programs.

RECOMMENDED MOS-RELATED BACCALAURATE DEGREE or Bachelor’s Degrees, require approximately 120 semester hour credits depending on the college. Many Marines can complete this type of degree (part-time) in less than eight years.

RECOMMENDED TYPES OF MOS-RELATED COLLEGE LEVEL COURSES

Introduction to Logistics	Traffic Management
Transportation Logistics	Purchasing Logistics
Supply Chain Management	Advanced Global Logistics

RECOMMENDED NON-MOS AND AREA-STUDIES/PROFESSIONAL DEVELOPMENT COLLEGE-LEVEL COURSES

Expository Writing	U.S. Military History
Argument-based Research	Microsoft Applications Course
Literature-based Research	Western Civilization 1
Professional Research and Reporting	General Psychology
American Literature 1	General Biology
Literature of the Theater (or other Drama Course)	College Algebra
Interpersonal Speaking (or other Speech/Comm Course)	Calculus
Humanities	General Chemistry
General Anthropology	American Government

GENERAL INFORMATION ON VOLUNTARY EDUCATION

MARINE CORPS CAREER COLLEGE PROGRAM. Today's Marines are taking advantage in ever increasing numbers of academic degree programs offered by Serviceman’s Opportunity College – Marine (SOCMAR) member schools. The Marine Corps Career College Program (MCCCP) expands the range of educational opportunities available for Marines who would like to apply their military training and workplace skills and experience toward completion of an occupational specialty-related college degree. The goal is to encourage Marines to attain the same level of career development and professional recognition as their counterparts in their sister services and civilian society.

How MCCCP Works. The goal of the program is to support the Marine's career and personal development by providing comprehensive degree plans and roadmaps which maximize the credit which member schools will award for Marine Corps training and experience.

- Each of the selected Marine Occupational Fields has been matched with existing SOCMAR Degree Networks, member institutions and degree/certificate program curriculums. Participating SOCMAR Career Network schools are committed to awarding college credit based on American Council on

Education recommendations for military service school courses, Marine workplace experience, the Marine Corps Institute, credit by examination programs, and professional/occupational certification examination programs, where applicable to degree requirements.

- Marine Corps Career Degrees incorporate the Guaranteed Transferability provisions of the SOC/SOCMAR system.
- The MCCCCP Program will be briefed to Marines at all MOS-awarding formal schools and MOS advanced courses. MCCCCP MOS-related curriculum offerings - SOCMAR Career College Degree Roadmaps - are summarized on the SOC website, and displayed on the MCCCCP member websites.
- To qualify for college-level credit for Marine training and experience, the Marine must enroll in a SOCMAR Career College Network program offered on base or via distance learning. Upon successful completion of no more than two courses, the school will conduct an official evaluation of his/her service school training, other college courses, and issue a SOCMAR Student Agreement/MCCCCP Degree Plan. This SOCMAR Contract-for-Degree provides the student's degree/certificate roadmap and establishes the school as his/her "home college" which will apply all subsequent coursework, even if completed at other colleges, toward the MCCCCP degree/certificate.
- Currently nine Occupational Fields (60 MOS Roadmaps) are included in MCCCCP. For more information, visit <http://www.soc.aascu.org/socmar/MCCCCP.html>. Additional Occupational Field-related Degree Roadmaps are under development and will be added soon.

SNCO DEGREE COMPLETION PROGRAM. Marines in the rank of Staff Sergeant through Master Sergeant who have completed some college work may be eligible for assignment to a full-time college program through the SNCO Degree Completion Program. Marines below the rank of Staff Sergeant interested in eventually participating in this program should consult MCO 1560.21D for eligibility criteria and structure their college course plan appropriately.

TUITION ASSISTANCE currently pays for 100% of college course tuition. Students must pay for books and study guides. Marines must sign a **SOCMAR** agreement upon completion of 12 semester hours if they wish to continue to use tuition assistance. Information about SOCMAR can be found in the handbook at the following web address: <http://www.soc.aascu.org/socmar/HandbookM.html>. This handbook also provides detailed information about individual college degree requirements.

SAILOR MARINE AMERICAN COUNCIL ON EDUCATION REGISTRY TRANSCRIPT (SMART) are official military transcripts which are used by colleges to validate actual credited training. Every Marine has a transcript already and access to it is free. More information is available online at: <http://www.usmc-mccs.org/education/smart.cfm>

COLLEGE CREDIT INFORMATION. The American Council on Education (ACE) has reviewed every course listed in the MOS Roadmap and determined what type of collegiate level credit is recommended. The ACE identifier, listed with each course, is a source to validate the information and to check for changes as they occur. Updates can be found at <http://www.militaryguides.acenet.edu>.

VOCATIONAL CERTIFICATES are available from most community colleges. Most military training can be counted toward their degree programs, but they will still require residency credits and approximately 40-75 credit hours. These certificates can be as valuable as the apprenticeship program in the civilian work force.

TESTING can replace the requirement to attend most of the college courses listed in the MOS Roadmap. Base Education Centers offer College Level Education Programs (CLEP) and Defense Activity for Non-Traditional Educational Support (DANTES) Subject Standardized Tests (DSSTs) exams for active duty military at no cost. They also have a comprehensive list of "credit-by-exam" tests that they offer. Additionally, many of the tests have study guides that are available at the base education center or through the base library system.

NATIONAL CERTIFICATION TESTING. In addition to MCIs and formal MOS schools, certain MOSs prepare Marines to pass national certification testing. Examples include: National Institute of Metallurgical Society (NIMS) for machinists, Students Excelling through National Standards of Excellence (SENSE) for welders, Automotive Service Excellence (ASE) for mechanics and technicians, etc.

UNIFORMED SERVICES MILITARY APPRENTICESHIP PROGRAM (USMAP) is available to most active duty MOSs and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify Marines as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if a Marine decides to leave the service prior to completion.

ASE EXAMS are also available at education centers. DANTES will pay for active duty military to take three exams semiannually. The tests are offered in the spring and fall of every year and do require, at present, a \$31.00 non-refundable registration fee. ASE exams require documentation of two years experience working in the automotive industry. (LAV, Tank, AAV, engineer, and MT mechanics usually fall in this category, and USMAP can help to document this experience).

ENLISTED TO OFFICER PROGRAMS information can be found at

<https://web.mcrc.usmc.mil/G3/Officer/welcome.htm>. Enlisted to Officer Programs to consider include:

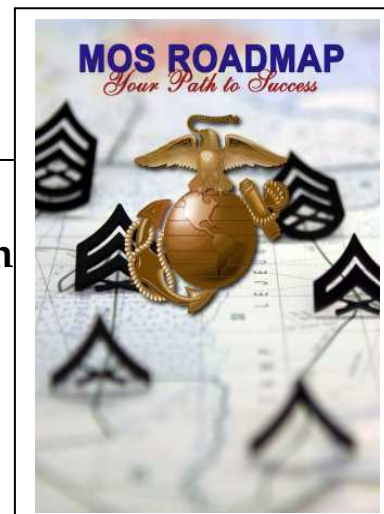
Enlisted Commissioning Program (ECP)	MCO 1040.43
Reserve Enlisted Commissioning Program (RECP)	MCO 1040R.10
Meritorious Commissioning Program (MCP)	MCO 1040.43
Marine Enlisted Commissioning Education Program (MECEP)	MCO 1560.15
NROTC (Marine option)	MCO 1306.17
Warrant Officer	MCO 1040.42

Other Military Education Programs

Veterans Educational Assistance Act of 1984 (Montgomery G. I. Bill). The Montgomery GI Bill (Active Duty) is an educational assistance program enacted by Congress to attract high quality men and women into the Armed Forces. The MGIB program provides up to 36 months of education benefits. This benefit may be used for degree and certificate programs, flight training, apprenticeship/on-the-job training, and correspondence courses. Remedial, deficiency, and refresher courses may be approved under certain circumstances. Generally, benefits are payable for 10 years following release from active duty. Service members may be eligible for the benefits under one of four categories.

Military Academic Skills Program (MASP) . The purpose of the MASP is to improve the competence of active duty Marine enlisted personnel and to improve their promotion potential that, in turn, tends to strengthen the enlisted personnel base of the Marine Corps. It is an on-duty education program that provides academic skills education development in reading, mathematics and/or communications/writing. A Marine that successfully completes MASP will return to his MOS better prepared and more confident to perform the Marine Corps mission. Additionally, Marines will be better prepared to retake the Armed Forces Classification Test (AFCT) and to begin exploring higher education alternatives.

Broadened Opportunity for Officer Selection and Training (BOOST) Program. The BOOST program is a Navy-run ten-month educational program designed to make Marines more competitive for other programs such as Naval Reserve Officer Training Corps (NROTC) Scholarships, the United States Naval Academy, and Marine Enlisted Commissioning Education Program (MECEP).



The MOS Roadmap - a path towards promotion

What is an MOS Roadmap?

MOS Roadmaps are just what the name implies... a roadmap through the Marine Corps Training and Education Continuum from Private to Master Gunnery Sergeant - a roadmap to success in the Marine Corps.

MOS Roadmaps

Successful leadership is the key to combat readiness and will always require a high degree of technical skill, professional knowledge, and intellectual development. Marines achieve superiority in all three, through a combination of MOS skill training, professional military education, and pursuit of off-duty, voluntary education. It is not always clear, however, when, where and how to optimize each. To assist Marines, the Marine Corps' Training and Education Centers of Excellence and other agencies have developed MOS Roadmaps.

Do Marines have to follow the Roadmap?

Yes and no. The MOS Roadmap includes the three areas encompassed by the Continuum: MOS and other skill training, Professional Military Education, and Voluntary Education.

Some training and education is mandatory (Recruit Training, MCT, MOS School, etc...). Some may be directed by your chain of command (Operator or Safety courses), and the remainder is voluntary (Marine Corps Institute, MarineNet, college courses, etc.). Marines are advised to seek out mentors, including their Officer in Charge, Staff Noncommissioned Officer in Charge, and unit Career Planner, and to make use of the Base Education office's vast resources. All are uniquely qualified to help out along the way. Remember, MOS Roadmaps are a guide, but as always, there are several ways for a Marine to get where they want to go.

Where can a Marine FIND ALL THE MOS ROADMAPS?

Log on to <http://www.tecom.usmc.mil/g3/roadmap.php> to view additional ground and aviation roadmaps.

Military Occupational Specialties (MOS) - All jobs are separated into "occupational fields". The fields are numbered from 01 to 99 and include general categories (Infantry, Logistics, Public Affairs, Ordnance, etc.) that specific jobs fall under.

- 01 Personnel and Administration**
- 02 Intelligence**
- 03 Infantry**
- 04 Logistics**
- 05 Marine Air/Ground Task Force Plans**
- 06 Command and Control Systems**
- 08 Field Artillery**
- 11 Utilities**
- 13 Engineer**
- 18 Tank & Amphibious Assault Vehicle**
- 21 Ordnance**
- 23 Ammunition & Explosive Ordnance Disposal**
- 25 Communications**
- 26 Signals Intelligence**
- 28 Ground Electronics Maintenance**
- 30 Supply Administration & Operations**
- 31 Traffic Management**
- 33 Food Service**
- 34 Financial Management**
- 35 Motor Transport**
- 40 Data Systems**
- 41 Marine Corps Exchange**
- 43 Public Affairs**
- 44 Legal Services**
- 46 Visual Information**
- 55 Music**
- 57 Nuclear, Biological and Chemical**
- 58 Military Police and Corrections**
- 59 Electronics Maintenance**
- 60 Aircraft Maintenance**
- 61 Aircraft Maintenance**
- 62 Aircraft Maintenance**
- 63 Avionics**
- 64 Avionics**
- 65 Aviation Ordnance**
- 66 Aviation Logistics**
- 68 Meteorology/Oceanography Services**
- 70 Airfield Services**
- 72 Air Command and Control**
- 73 Enlisted Flight Crew**
- 73 Navigation Officer**
- 75 Pilot/Naval Flight Officer**
- 84-85 Categories "B"**
- 98-99 Identification and Reporting**

V. Staying Marine

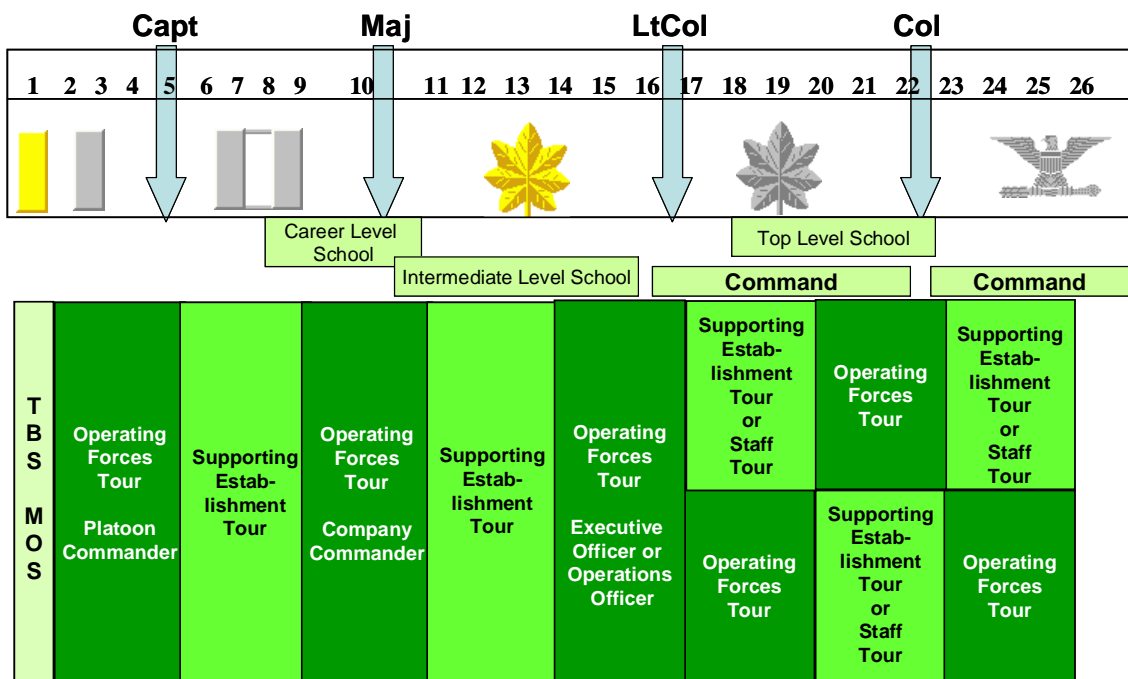


For Future Reference:









- **Example Career Progression – Officer**
- **Example Career Progression – Enlisted**
- **Military Oaths**

Please note: Below are only *examples* of career progression for Officer and Enlisted Marines. Infantry is used as an example.

Example Career Progression (GRND)



This is only an example of some of the possible assignments where a successful officer might serve.

		Example Career Progression (Infantry Enlisted)																					
		YEARS OF SERVICE																					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22		
																							
P M E		MCI's; Cpl Course; SNCO Academy	SNCO Career Distance Education Program; SNCO Academy	SNCO Advance Distance Education Program; Warfighting Skills; Resident SNCO Academy Advance Course												Master Sergeant Regional Seminar	Master Sergeant Regional Seminar	Master Gunnery Sergeant Regional Seminar					
	T R A I N I N G	Recruit Training	Infantry Squad Leader Course	Infantry Unit Leader Course	No required training at this rank												Infantry Operations Chief Course	Infantry Operations Chief Course	Infantry Operations Chief Course				
B I L L E T S		Operating Forces - Infantry or LAR Company Rifleman	Infantry or LAR Company Fire Team Leader - Cpl	Infantry/Weapons/LAR Ops Chief/Platoon Sergeant/Section Leader	Infantry/Weapons/LAR Rifle Company Gunnery Sergeant/Platoon Sergeant/LAR Bn Master Gunner												Infantry Weapons Company Operations Chief	Infantry Weapons Company Operations Chief	Infantry Battalion Operations Chief				
	MSG Duty as a LCpl	MSG; DI; Combat Training Instructor	MSG; DI; Combat training Instructor	Recruiting; MSG; DI; Combat training Instructor												Recruiting; MSG; DI; Combat training Instructor	Recruiting; MSG; DI; Combat training Instructor	Recruiting; MSG; DI; Combat training Instructor					



Marine Corps Oath for E-1 thru E-9

I, _____, do solemnly swear that I will support and defend the constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same. That I will obey the orders of the President of the United States and the orders of the officers appointed over me, according to regulations and the Uniform Code of Military Justice, so help me God.

Marine Corps Oath for W-1 thru O-10

I, _____, do solemnly swear that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this oath freely without mental reservation or purpose of evasion; that I will well and faithfully discharge the duties of the office on which I am about to enter. So help me God.

VI.

Crossroads



Moving in the Military - Insights on the moving process.

- **OPSEC**
- **Visiting Post**
- **Travel for Your Marine**
- **Mango**
- **Rosetta Stone**
- **Community Liaison Officer (CLO)**
- **Consumable Goods**
- **Information Gathering-Who can help (RAP/Military OneSource/Sponsor)**
- **Money and Moves-Allowances and Entitlements**
- **Checklist for Moving**
- **Household Goods (HHG) Claims Information**
- **Words of Wisdom (WOW)**

Operational Security (OPSEC)

- OPSEC involves keeping potential adversaries from discovering our critical information. It protects our operations – planned, in progress, and those completed.
- Critical information deals with the specific facts about military intentions, capabilities, operations, or activities.
- Examples of critical information include, but are not limited to, flight schedules, troop/ship movements, temporary duty locations, and installation activities.

Four Primary Things to Remember about OPSEC:

- Where and how you discuss this information is just as important as with whom you discuss it. Places like internet blogs and chat rooms are not the place to reveal any unit separation/deployment information; you can never be certain who is on the other end receiving this information.
- Determined individuals can easily collect data from cordless and cellular phones and even baby monitors using readily available and inexpensive receivers.
- Personal conversations conducted in public may be easily overheard.
- If anyone, especially a foreign national, persistently seeks information, notify your spouse or FRO. They will contact the Security Manager of the unit.

Protecting Operational Security

One of our greatest concerns is protecting the operational security of our Marines. When friends and family post information on their Facebook, Twitter, MySpace or other social networking accounts, the following questions might be useful in preventing an inadvertent risk to the Marine.

Questions to ask yourself:

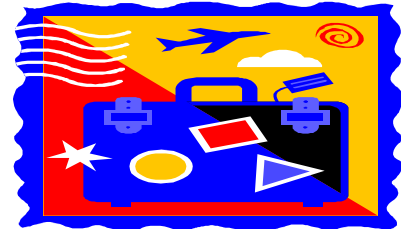
- Does this tell someone who I am, where I go, where I live or where I work?
- Does this tell someone who my Marine is, where the Marine is, what he does?

L.I.N.K.S. for Parents / Extended Family

- Does this give someone access to locating me, my Marine, or his/her spouse or family?
- Does this tell someone that I/we are vulnerable?
- Does this tell someone about the movement of my Marine or other Marines assigned with him or her?
- Does this tell someone how many Marines are stationed with my Marine, or what they are doing?
- Am I exposing my own travel plans or my Marine's travel plans?

*Note: It is extremely important to practice good OPSEC at **ALL** times. Sensitive and critical information is handled throughout a Marine's career, not just during a separation or deployment.*

VISITING YOUR MARINE AT AN EMBASSY POST



One of the benefits of the Marine Security Guard Program is that Marines are stationed in unique locations around the world. Often, family and friends take advantage of this by visiting the Marine at post in the host country, and are able to share, a bit, in the overseas experience. Since watchstanders serve three posts, it is likely that there will be at least one location that is appropriate for visiting. Before you plan a trip, there are a few things you should consider:

1. Is this the right location for a visit?

Not all of our overseas postings are appropriate for visitors. Third world standards of medicine, cleanliness, drinking water, roads, accommodations, political conditions will not be comparable to U.S. standards. While Marines and dependants authorized on orders in country receive outstanding support from the Department of State and the United States Marine Corps to provide for their needs, this support is not available to friends and families who are visiting, and taking a trip to some countries is simply not worth the personal risk.

2. Is this the right time for a visit?

Marines are in country on a mission. They can request leave, and have it granted, but this is based on operational conditions. Talk with your Marine and plan the trip for a time when your Marine anticipates having some free time to spend with you. Some friends and families choose to travel and attend the U.S. Marine Corps Birthday Ball in November, but always be sure to schedule travel with your Marine's time available, in mind. Remember that schedules are subject to change, so have back-up plans. Arriving just as your Marine is starting a new tour or just at the end of a tour is probably not the best plan, as training requirements will still affect the situation, as will your Marine's responsibility to provide good "turnover" information to his/her replacement.

3. Where will you stay?

*Your Marine will, most likely, continue to stay at the Marine Security Guard Quarters (MSGQ) or "Marine House" while you are there visiting. A maximum of four overnight stays away from the MSGQ are permitted per month for your Marine. **The Marine House is not available for overnight guests.** Accommodations should be arranged prior to arrival in country and your Marine should have ample notice of your visit so that he/she can research this for you so that you, stay in a safe and appropriate location.*

4. What are the cultural protocols in country?

As a guest in the area, you will want to make an effort not to offend the host nation or the sensibilities of the locals. Religious and social customs may be very different from what you experience at home. For example, in some countries, women do not wear shorts. Therefore, you would be unwise to pack shorts for your trip, regardless of the weather. In other locations, the locals are offended if someone includes them in a photograph. Research the

customs of the country and ask your Marine about the things you should definitely be aware of.

5. What about a visit to the Embassy or the MSG Quarters?

*No doubt, you would like to see where your Marine works and lives. It is important to remember that the Embassy is a workplace, and many areas are off-limits to any visitors, and others require an escort at all times. **Being respectful of these boundaries is key.** The same applies to the Marine House or MSGQ. In general, guests are not permitted in the private rooms of the Quarters or in other off-limits areas, such as kitchens or behind the bar. There are plenty of other "public areas" in the Marine House for guests, however, sometimes these may require an escort as well.*

6. What about the currency in country and the exchange rate?

Not every ATM or monetary exchange facility is safe or honest. Ask your Marine to guide you in this. In some countries, all transactions are cash and carry. Be aware of situations that could place you at risk for identity theft.

7. What souvenirs can I bring home?

Remember that U.S. Customs has policies in place regarding items that cannot be brought into country. Familiarize yourself with this information before you spend money on something that will never make it home. (For example: ivory, Cuban cigars, etc.).

8. What gifts can I bring to my Marine?

Check the restrictions for the country you intend to visit. Ask your Marine what he/she or their fellow Marines might really enjoy. The answer may surprise you!

9. What can I do to make this a great experience?

Be flexible. Operational conditions can change at any time. Try to relax and enjoy the time you get with your Marine, as well as the country you visit.

Helpful Hints:

- *Travel with "hard cover" suitcases when travelling overseas. It helps reduce the risk of your luggage being torn into and thief of personal items.*
- *Check out these websites before travel, to reduce confusion and to help schedule your travel with ease and meet appropriate time lines:*

<http://travel.state.gov/passport/>

<http://wwwnc.cdc.gov/travel/default.aspx>

<http://www.state.gov/countries>

<http://www.timeanddate.com/worldclock/>

<http://www.usembassy.gov>

<https://www.cia.gov/library/publications/the-world-factbook/>

TRAVEL OPPORTUNITIES FOR YOUR MARINE



Your Marine gets a unique opportunity to travel to various different countries than are usually afforded to most Marines. Marines can accomplish this several different ways:

- ❖ **While at Post.** During your Marine's 3-year obligation of MSG duty, he/she will be posted in three different countries for a period of 12 months each posting. Not only does your Marine get to live and work in that country, but during off hours, he/she will get a chance to explore the city they live in, and take in the sites. During a command visit, Marines are usually given a chance to take the CO and SgtMaj on a cultural outing in their country.
- ❖ **While on LEAVE.** Depending on operational commitments for their detachment, your Marine can request LEAVE and have it granted. Marines might choose to further explore the city or country he/she is posted in, or even travel to a neighboring country.
- ❖ **While TAD for Ball Support.** The Marine Corps celebrates its birthday every year on November 10th. During the month of November, Marines are given an opportunity to provide "support" to other Marine detachments of a neighboring country or within the Region. The TAD Marine is actually in country to work, while ALL the Marines of that detachment get to attend and enjoy their own Birthday Ball. When the TAD Marine is not working, there is an opportunity for him/her to take in the sites.
- ❖ **While TAD for VIP Support.** Sometimes, when the President of the U.S., Vice President, or Secretary of State travel overseas, there is an opportunity for Marines to provide security support. Often times, Marines are able to travel to another country to help provide that support, and take in the sites when they are not tasked with working.

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Community Liaison Officer (CLO)

A Community Liaison Officer, or "CLO" (pronounced: "ca - low") is the point person for quality-of-life issues at an embassy. This position is usually held by an embassy family member, not a direct-hire Foreign Service employee. The CLO plays a vital role in ensuring a healthy embassy community. A CLO works to maintain high morale through orientation programs, cultural and recreational activities, dissemination of information and assists with family member employment at post. A good CLO serves as a critical link between embassy management and the greater embassy community, ensuring lines of communication remain open and that management is always aware of the concerns of the community.

At most embassies, the CLO usually works closely with the Marine Detachment to coordinate community activities to help maintain high morale at post. Depending on the size of the embassy community, the CLO(s) usually helps to keep American holiday traditions, values, and events "alive" by celebrating them at post, just as we would do back in the states.



The CLO can also serve as a confidant that Marines can talk to when there is an issue bothering them. They have been trained to help deal with a wide variety of concerns. Although they may not have personal experience with a particular issue a Marine may present, they do have experience with helping people deal with rough times.

Consumable Goods



Some of the MSG posts are in such remote areas that they are allowed a Consumable Goods shipment. This shipment can be anything from non-perishable food to toilet paper and tooth brushes. The Marine pays for these items, but the cost of shipping is covered by the government. This is only for countries where common goods are either not available, or not available at a reasonable quality and cost. For example, boxed cereal can be quite expensive in some of the underdeveloped countries.

If the post rates a Consumable Goods shipment, the single “Watchstander” Marine (Sergeant and below) is usually entitled to 1250 pounds of goods for a one year tour. Detachment Commanders whose posts rate Consumable Goods are allotted 1875 pounds for an 18-month tour. Many Marines use this shipment to augment the local cuisine with familiar American products. While Detachment Commanders often arrange these shipments prior to going to post, Watchstanders work with their Detachment Commanders to arrange this after arrival at post so that the best benefit can be achieved.

There are several different ways to accomplish this shipment, including online ordering, but the methods available vary from post to post.

Regardless of means, your Marine will have plenty to eat.

VI.

Crossroads



For Future Reference:

- **Information Gathering-Who can help (RAP/Military OneSource/Sponsor)**
- **Money and Moves-Allowances and Entitlements**
- **Checklist for Moving**
- **Household Goods (HHG) Claims Information**
- **Words of Wisdom (WOW)**



Relocation Assistance Program (RAP) After receiving orders, Marines should make an appointment to speak with a Relocation Assistance Program (RAP) counselor located at Marine and Family Services Center. A counselor can help Marines learn how to prepare for their move, get help in determining your moving costs, and help you learn skills to reduce the stress during the move. A great resource is <http://www.militaryhomefront.dod.mil>. Utilizing this website, Marines may locate any installation in which you may be relocating to. Once Marines have found their new location, a listing of helpful POCs and local resources is provided. Additionally, they may find information on planning their move and various checklists within this website. Another great resource is the MCCA Relocation Assistance Website - <http://www.usmc-mcca.org/rap>. The

website has a wealth of information on topics such as: a web link to Military Homefront, relocation allowances, shipping a POV, how to work with the moving company, household goods moving tip and claims questions as well as an overall FAQ portion.

The Relocation Assistance Program at your Marine's installation will offer a PCS Move Seminar that will cover all aspects of the move, including vacating quarters, to-do checklists, setting up the household goods move, and receiving relocation pay entitlements.

Overseas PCS Seminars cover topics such as passports, immunizations, unaccompanied baggage, and temporary and non-temporary storage. Passports and other necessary paperwork will be issued to the authorized dependents by the military, but it is the individual Marine's responsibility to apply for these and track their progress until they are received.

The Relocation Assistance Office at the new base will sponsor Welcome Aboard Briefs to help everyone new to the base become familiar with their new surroundings.

Military OneSource - Another key source for information about moving is Military OneSource. This information resource and referral program provides information on a wide variety of topics. For the upcoming move, they can research specific neighborhoods by zip code and prepare a personalized report. Report topics could include: housing market and pricing; school reports, medical services, crime report, social and community services, youth programs, and athletics to name a few. Military OneSource can also provide information and materials that address many moving related needs.

Military OneSource and Relocation

Assistance is available 24-7

- Neighborhood Reports
- Booklets, tip sheets and materials on many moving related issues – packing, money management, stress, moving with kids or pets

Call 1-800-342-9647 (in the US) 800-3429-6477 (outside the US)

On the web: <http://www.militaryonesource.com/>

Sponsorship Program - Another great way for your Marine to get information about a new duty station is to request a sponsor. The Sponsorship Program can make a Marines' relocation easier, but the Marine must request it with a Sponsor Notification Form. The Commanding Officer at the new command will assign a sponsor whose grade and personal situation are similar to your Marine's, so that the sponsor will be able to relate to their needs and provide a personal view of life at the new location. Contact with the sponsor should be made as soon as possible and the new unit should be kept informed of any special needs or circumstances. Sponsors are especially helpful for Marines heading overseas.



Money and Moves – Allowances and Entitlements



PCS Money Matters - A major consideration when moving involves money and budgeting. Because relocation, travel, and tours of duty are all part of the Marine Corps life, Marines are provided allowances and entitlements which are intended to pay for the majority of relocation expenses. A Relocation Assistance Program (RAP) counselor can provide more information about these allowances and entitlements and how to properly budget for the move.

- **Temporary Lodging Allowances (TLA)**
Whenever servicemembers first arrive at or depart from bases outside the continental U.S. (OCONUS), including those in Alaska and Hawaii, they are eligible for a special allowance to offset the expenses for temporary housing needs.
- **Temporary Lodging Expense (TLE)**
Whenever a servicemember is ordered to or from a duty station in the continental U.S. (CONUS), the Service authorizes a lodging reimbursement.
- **Shipping Household Goods Allowances**
For every duty-related relocation, the service pays for the shipping of household goods, although there are limits. The service also provides the opportunity for a Personally Procured Move (PPM), formerly known as a “Do-It-Yourself Move” (DITY).
- **Mileage Allowances**
Relocating servicemembers receive a monetary allowance, called MALT, when they elect to drive to a new duty station. This allowance is based on mileage.
- **Dislocation Allowances (DLA)**
Servicemembers receive a dislocation allowance when they relocate in connection with a permanent change of station. This allowance partially covers relocation costs not otherwise reimbursed.
- **Housing Allowance**
The government provides servicemembers relocating to a duty station in the U.S. a Basic Allowance for Housing, called BAH. This tax-free assistance is offered to most servicemembers moving within the U.S., who cannot get into government quarters or who chooses to live off base.
- **Overseas Cost-of-Living Allowance (COLA)**
The government recognizes that goods and services in many OCONUS locations are higher than those in CONUS. This is why an allowance is offered to members in these locales to supplement their regular pay. COLA is also payable in Alaska and Hawaii.
- **Overseas Housing Allowance (OHA)**
This allowance is offered to members who not only live overseas, but who live off base as well.
- **Move-In Housing Allowance (MIHA)**
This allowance is available to members moving into their first quarters for an overseas assignment. It is meant to offset the costs associated with making homes safe and habitable.
- **Per Diem Allowance**
The government also pays a "per diem" (or daily allowance) to servicemembers and their family members traveling to a new duty station. The rates vary depending on your mode of transportation, but the funds do help take the sting out of one's budget.

CHECKLIST for MOVING

Pre-Move Checklist:

- Notify newspapers, magazines, creditors, and the Post Office. The Post Office can HOLD mail, or FORWARD it to a new address.
- Have a garage sale, throw away perishable or unwanted items, or give them to a charitable organization.
- Tape all hardware from disassembled furniture securely to the furniture or pack in plastic bags and take them along.
- Take pictures and record serial numbers of high valued items – TV, VCR, computer, etc. Have high-value items, like antiques, appraised before being moved – just in case an insurance claim is necessary.
- Drain all fluids from any power equipment, such as lawnmowers.
- Take down curtains and pictures. Have pictures and paintings packed together.
- Do not pack anything – only the movers should pack the belongings. The owner will be held responsible for any damage to goods packed by the owner.
- Disconnect all appliances – lamps, computer, TV, washer, dryer, etc.
- Plan for children and pets to be out of the house, or out of the way, when the movers come.
- Take valuables with you – dental and medical records, jewelry, passports, family pictures, important papers, etc.
- Items needed for the first 48 to 72 hours should be packed in one box. These items might include blankets, flashlight, kitchen items, basic tools, canned goods, corded telephone, toilet paper, shower curtain, etc. Ask the movers to put this box on the truck LAST, so it will be unpacked FIRST. **Also, mark the outside of this box, so it is quickly identified.**

Packing Day Checklist

- Tell the movers any special requests and make sure they understand the desired outcome. Be courteous and friendly to the movers and they usually will be willing to work harder for you.
- Ask to have all belongings packed in one truck.
- Ensure that cased items, such as cameras, are identified on the inventory or the movers are not responsible for them. "Camera case" says nothing about what's inside. It should read "camera and case".
- Check inventory carefully. If discrepancies are evident, ensure they are corrected. If the movers refuse to change the inventory, note the disagreement on the back before signing. Another option is to call TMO, the Traffic Management Office.

Moving In Checklist

- Contact TMO to schedule a delivery date upon arrival at the new duty station and have a new residence.
- Movers may arrive anytime between 7 a.m. and late afternoon.
- Installing any new carpeting before the household shipment arrives is recommended.
- If possible, have rugs/carpets unloaded first. (This means the movers load them last.) This will prevent the necessity of moving heavy furniture later.
- Damaged items should be noted on the inventory. However, damaged items discovered after movers leave can still be claimed within an allotted time. This other information is included in the paperwork from TMO.
- Check off inventory as it is unloaded.
- You may request movers reassemble any items that they disassembled. This will save much time and effort.
- The moving company is **not** required to come back at a later time to remove empty boxes, packing papers, etc.
- Keep packed boxes separated from unpacked boxes to avoid losing treasured items.



Helpful Tips When Moving Household Goods (HHG)

Carrier Pickup of HHG

When the carrier arrives and begins packing the HHG, be prepared to check the helpful items noted in this article. The inventory list is the document used to list the HHG. It is filled out by the carrier driver listing the boxes and other stuff. The inventory list identifying the HHG and the condition of each item at the time of pickup must be signed by the driver and the owner.

Read Inventory List before signing it.

- As boxes are being packed, insure valuable items being packed are listed on the inventory
- Insure all items not in boxes are listed on the inventory
- If "crystal" is contained in a box, ensure it says "crystal" and not "Kitchen Items"
- Insure description and condition of items are complete and accurate, i.e., 46" Color TV, model, year manufactured, serial number, condition.
- Closely look at symbols for preexisting damage (PED) explained in the top-right corner of the inventory list, i.e., "BR 2-4-5-3 indicates that the item is "broken, bottom front left corner"
- PED is entered on the inventory for preexisting damage from HHG by the packer. If the inventory is inaccurate, the carrier representative must be notified. Notate such discrepancies on the inventory list by the proper line number identifying the item in question in the space marked exceptions.

Carrier Delivery of HHG.

When the carrier delivers the HHG, the driver will provide a copy of the inventory list to check off the line items as they are unloading the truck. When damage is noticed from the line items, e.g., crushed box or broken dresser leg, circle the line item on the inventory list.

DD Form 1840, Joint Statement of Loss or Damage at Delivery (pink colored form).

List all line items damaged and/or lost on the DD Form 1840. If more space is needed, check the continuation box and list additional line items on a separate piece of paper.

- The inventory line item, i.e., 147
- Name of line item, e.g., Sofa
- Description of loss or damage, e.g., Sofa missing or Sofa right leg broken, tear right arm

The owner should not allow the carrier representative to convince them that they may list any damage or loss later. Enter all loss and/or damages found at time of delivery. Then sign the form acknowledging the fact that the owner has 70 days to list any further loss and/or damages on the back of this form and to give it to the nearest military claims office.

DD Form 1840R, Notice of Loss or Damage (reverse side of pink form).

The owner has up to 70 days to inspect the HHG and note all loss or damage on the form. The completed form must be delivered to the **local claims office** or sent to **HQMC (MRM) Claims, 3280 Russell Road, Quantico, VA 22134-5103** to arrive within the 70 day period if not near a military base. Failure to deliver the form to a claims office within 70 days may result in being paid a smaller amount on the claim. It may also be sent via fax to **(703) 784-9827 or DSN 278-9827**.

DD Form 1842, Claim for Loss of or Damage to Personal Property Incident to Service.

The DD Form 1842 with supporting documentation of the claim must be submitted within two years of the date of the HHG delivery date/incident. This two-year limitation may not be waived. If the two-year statute is exceeded, the claim will be denied. It is in the owner's best interest to file the claim as soon as possible.

DD Form 1844, List of Property and Claims Analysis Chart.












This form is very important and requires detailed information to process a claim. When information is missing it will delay the claim process. The following information is needed for each line item listed:

- Line No., start with 1 for the first line item
- Qty, list how many
- Lost or Damaged Items, describe the item fully
- Inv No., list the line number from the inventory list
- Original Cost, the amount paid for the item
- MM/YY Purchased, enter the month and year, if missing it will effect the amount paid
- Amount Claimed
- Repair Cost, must show the repair cost from a repair company, or
- Replacement Cost, must be able to show that the item cannot be repaired by a repair company.

W.O.W. LIST

WORDS OF WISDOM

The following is a listing of some helpful tips for Marines and their families to consider when preparing for a move:

-  Buy furniture that isn't too difficult to fit into different types of houses.
-  Once the new address is known, contact the phone and cable company to setup an installation near the day of move in.
-  Pack the remote control (without the batteries) either in the "First Day Box" (sometimes called the "Last Load Box") or in a suitcase. Don't let the packers pack it – it never gets packed in the same box as the TV and it can be quite frustrating when it can't be located.
-  Keep a phone in the personal luggage. Often phone service is started before the shipment arrives. It is wonderful to have a phone to hook-up right away.
-  NEVER let packers pack jewelry or other valuables. Set them in a safe place and carry them with in the personal luggage. Locking valuables in the trunk of a car may be a safe place during packing.
-  If there are small items, such as in a drawer, pack them in a zip-lock bag and put them in a box labeled, "Items from kitchen drawer, bathroom drawer, etc." This will be a great help in reorganizing on the other end.
-  Request a crate for an expensive work of art or mirror or piano. Let TMO know when setting up the move and again when the packing company comes for the pre-packing inspection.
-  Secure sheets over nicely upholstered pieces of furniture to help protect them in the move. During the initial meeting with TMO, let them know what pieces of furniture should be covered with stretch wrap by the movers.
-  Remember to have children's birth certificates and shot records in the personal baggage **and not the shipment**. These documents are necessary to enroll children in school as soon as possible.
-  If a vacation is planned in areas where there is a Marine Corps, Army, Air Force or Navy Temporary Lodging Facility (TLF)/Lodge, Marines are eligible to stay providing there is space available.
-  At most TLFs, Military Members with PCS orders do have priority for reservations. Most TLFs will accept reservations 120 days out and in many cases even further out than that. Try to plan very early for TLF stays.



The Navy Lodge (TLF) has an 800 number for reservations for all of their lodges across the United States. The number for central reservations is 1-800-NAVY INN. Currently, the Marine Corps does not have such a reservation network so call each TLF for reservations. The TLF located on base should have the phone numbers for the other Marine Corps TLF hotels. Please keep in mind some TLFs are new and very nice – while older TLFs have “a lot of character.”



Armed Forces Recreation Centers (AFRC) resorts are affordable Joint Service facilities operated by the U.S. Army Community and Family Support Center and located at ideal vacation destinations. AFRCs offer a full range of resort hotel opportunities for service members, their families, and other members of the Total Defense Force. AFRC room rates are affordable and based on rank, pay grade, duty status, room size, and/or room location. Reservations are required well in advance. See L.I.N.K.S. for Parents, "The Maze" for more information!



When traveling with pets, be sure their health records are up to date and in direct possession. Research the new duty station and the cost of taking pets there. Consider the age of the pet and how they may adapt to their new environment. There are often strict quarantine laws for bringing animals into another country. If crossing borders during travel (into Canada or Mexico) check the regulations. When traveling overseas or to Hawaii be sure to research their quarantine regulations and cost.

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VII.

Separation



Discuss the inevitable separations Marine families experience and provide suggestions on how to successfully balance the additional responsibilities when your Marine is away.

- **Corresponding With Your Marine's Leadership**
- **Emergency Contact Sheet**
- **Preparation, Emotions, & Separation**
- **Culture Shock**
- **Completing MSG Duty**
- **Healthy Communication**
- **Mail and DIP Pouch Service Guidelines**
- **Mailing Address Log**
- **How to Measure for Mailing Packages to Post**
- **USPS Customs Form**
- **FSI Transition Center Mail and DIP Pouch Services Guidelines**
- **Deployment Checklist**
- **Care Packages**
- **MotoMail**
- **Activities for Children**
- **Return, Reunion, and Re-Integration**

Corresponding with Your Marine's Leadership

Prior to your Marine's tour of duty, it is important to review the following resources and tips that will aid you, as well as your Marine through this separation. It is important to know your Marine's command and point of contact information prior to their departure.

The Unit Family Readiness Program - Provides support to the Marines and their spouses, children, and extended family members in the form of official communication, information and referral, and Marine and family readiness support. Each unit program is led by the Family Readiness Command Team which includes the Commanding Officer (CO), Executive Officer (XO), Sergeant Major, Chaplain, Family Readiness Officer (FRO), CO and SgtMaj spouses. Each unit is equipped with a full time FRO who's primary responsibility is to communicate with the family members, answering their questions and keeping them informed about the unit's activities.

Privacy Release - Before the FRO can provide information to the family of a Marine (i.e. parent), the Marine **must authorize** the contact, in writing, and must designate, by name, each individual with whom contact is authorized (contact is automatically authorized to the spouse of a Marine.) This is a privacy protection required by law for the protection of the Marine. Your Marine's unit FRO has the **Parent/Extended Family Member Contact Authorization** form and completing it only takes a few minutes of your Marine's time.

Websites - Units may also have informative websites available.

Newsletters - Some units may create a separate newsletter to send to the parents of Marines.

***NOTE:** The Marine must authorize the release of the newsletter to anyone other than his or her spouse.*

Emergency Contact Sheet				
	Name	Phone/cell phone	Address	Email
Your Marine/rank		Unit:	Unit:	
			Unit/Deployed:	
Family Readiness Officer*				
Other Family Members (contact in case of emergency)				
Police				
Fire/Rescue				
Hospital				
Nearest Military Installation				
Navy-Marine Corps Relief Society				
American Red Cross				
Chaplain				
Neighbor (contact in case of emergency)				
Friend (contact in case of emergency)				

Before the Family Readiness Officer is allowed to contact parents or extended family, the Marine must authorize the contact, in writing, in advance, by name.

Preparation, Emotions, & Separation

The Marine who is preparing to go out to Post as a Marine Security Guard has trained and worked incredibly hard for this opportunity. Weeks of physical training, classes on tasks they may be assigned, and added instruction on everything from Handcuffing to appropriate attire for events has culminated in this moment. For many Marines, this is a bittersweet time. They're thrilled to have the opportunity, but it means saying "Goodbye" to friends, family, and all that is so familiar here in the United States.

It's natural to have some doubts, anxiety, and uncertainty along with the excitement. This is normal and healthy. After all, this is a major life transition, and mixed feelings are natural.

When a first post Marine arrives at post, the hardest part of getting settled is adjusting to all of the new experiences. A new boss (the Detachment Commander), being away from the "regular" Marine Corps and a houseful of new colleagues with whom the Marine both works and lives would be enough to shake anyone's confidence. Add to that a completely new country where the local people may not speak, dress, eat or even drive like we do in the United States, and you may have one stressed Marine. Some Marines find themselves wondering, "What have I gotten myself into?" They may even go through a period where they take stock and find themselves thinking, "This is not what I thought it would be," or maybe they'll have negative feelings about the host country, "Everything takes too long, here," or "it is impossible to get anything done, here". If this is expressed through a phone call, email or letter, don't worry. This is not abnormal. After a while, however, the unfamiliar becomes routine, new housemates become friends, and the Marine begins to feel at "home" in the host country. When the Marine moves on to his/her next post, the cycle starts again, but the Marine has some new skills and the Embassy Community is more familiar. In fact, the third post Marine's hardest transition is the one back to the United States when the MSG three year tour is over.

What makes the return and reintegration difficult for many Marines is that it is unexpected. After all, coming to a new country, they knew and expected everything to be a bit different. Returning to a familiar language and culture should be, they expect, easy. After all, they're just coming home. That sense of belonging, however, isn't just about the place in which they live. It's a lifestyle constructed of routines, habits, and behaviors that are associated with people, places and activities that they experience frequently and on a regular basis. The change from a country where, for example, the locals smile when you speak their language, to one where making a comment in that same language nets a bewildered stare, can be quite disconcerting.

The feelings of being out of place are increased when people, having heard the stories of MSG duty for a few days, lose interest. The Marines may complain of feeling like they live in a fishbowl while they were on the duty, with every move and social interaction scrutinized, but the return to anonymity as "the new guy" in a fleet unit can be disappointing. The Marines have experienced changes, both through the unique experiences of new countries and cultures, and in their experience as an "Ambassador in Blue". People who didn't know them before those experiences won't notice a difference, and even those who do notice, like friends and family, will rapidly adapt to the changes and cease to comment on them. Often Marines will seek out others who have served on the duty, and have a sense of almost instant camaraderie. They may feel less at home with their own families, or

more accustomed to having a houseful of comrades, and the home or barracks experience falls a bit flat.

Again, this is normal. The Marine won't be the exact same person he/she once was. Just as the initial Marine Corps boot camp experience caused a change, so the three years on the MSG program will affect their world view and their sense of self. They will grow more comfortable eventually. Families can help by allowing the Marine to set the pace of the reintegration. Most of the Marines are happy to see their friends and families, but flustered by their own sense of change. Encourage the Marine to talk about his/her experiences, and share changes that have taken place at home as well. Try not to be upset if they seem to need space. It's not you, it's their own adjustment process.

CULTURE SHOCK

"A State of Dis-ease"

What Is It?

Culture shock is not a clinical term or medical condition. It is simply a common way to describe the confusing and nervous feelings a person may have after leaving a familiar culture to live in a new and different culture. When your Marine moves to a new place, they are bound to face a lot of changes. That can be exciting and stimulating, but it can also be overwhelming. Your Marine may feel sad, anxious, frustrated, and want to go home.

It is natural to have difficulty adjusting to a new culture. People from other cultures may have grown up with values and beliefs that differ from ours. Because of these differences, the things they talk about, the ways they express themselves, and the importance of various ideas may be very different from what we are used to. But the good news is that culture shock is *temporary*.

Phases of culture shock

The shock (of moving to a foreign country) often consists of distinct phases, though not everyone passes through these phases and not everyone is in the new culture long enough to pass through all three:

- **Honeymoon Phase** - During this period the differences between the old and new culture are seen in a romantic light, wonderful and new. For example, in moving to a new country, an individual might love the new foods, the pace of the life, the people's habits, the buildings and so on. During the first few weeks most people are fascinated by the new culture. They associate with the nationals that speak their language and are polite to the foreigners. This period is full of observations and new discoveries. Like many honeymoons this stage eventually ends.
- **Negotiation Phase** - After some time (usually weeks), differences between the old and new culture become apparent and may create anxiety. That sense of excitement will eventually give way to new and unpleasant feelings of frustration and anger as you continue to have unfavorable encounters that strike you as strange, offensive, and unacceptable. These reactions are typically centered on the language barrier, as well as stark differences in: public hygiene; traffic safety; the type and quality of the food. You may long for food the way it is prepared in your native country, may find the pace of life too fast or slow, may find the people's habits annoying, disgusting, and irritating etc. This phase is often marked by mood swings caused by minor issues or without apparent reason. This is where excitement turns to disappointment and more and more differences start to occur. Depression is not uncommon.
- **Adjustment Phase** - Again, after some time (usually 6 months), you grow accustomed to the new culture and develops routines. You know what to expect in most situations and the host country no longer feels all that new. You become concerned with basic living again, and things become more "normal". You start to develop problem-solving skills for dealing with

the culture, and begin to accept the culture ways with a positive attitude. The culture begins to make sense, and negative reactions and responses to the culture are reduced. Reaching this stage requires a constructive response to culture shock with effective means of adaptation.

What Causes Culture Shock?

To understand culture shock, it helps to understand what culture is. You may know that genes determine a big part of how we look and act. What you might not know is that your environment — your surroundings — has a big effect on appearances and behavior.

Your environment is not just the air you breathe and the food you eat, though, a big part of your environment is culture. Culture is made up of the common things that members of a community learn from family, friends, media, literature, and even strangers. These are the things that influence how they look, act, and communicate. Often, you do not even know you are learning these things because they become second nature to you — for instance, the way you shake hands with someone when meeting them, when you eat your meals each day, the kind of things you find funny, or how you view religion.

When you go to a new place, such as a new country (or even a new city), you often enter a culture that is different from the one you left. Sometimes your culture and the new culture are similar. Other times, they can be very different, and even contradictory. What might be perfectly normal in one culture — for instance, eating dinner late at night like at 9 or 10 p.m. — might be unusual in another culture.

The differences between cultures can make it very difficult to adjust to the new surroundings. You may encounter unfamiliar clothes, weather, and food as well as different people, ways of shopping, and values. You may find yourself struggling to do things in your new surroundings that were easy back home. Dealing with the differences can be very unsettling; those feelings are part adjusting to a new culture.

How Does It Feel?

One person's adjustment to a new culture is not necessarily like another person's. In some situations, people are excited about their move. Though they may feel a little sad about leaving important people and places behind, they think of the move as a new adventure, or they have heard great things about the place that will soon become their new home. Some people stay this way. But difficulties adjusting often do not show up right away. In some people, the excitement gives way to frustration as time goes on and they still have trouble understanding their new surroundings.

Though people experience culture shock in different ways, these feelings are common:

- ▶ not wanting to be around people who are different from you
- ▶ sadness
- ▶ loneliness
- ▶ anxiety

- ▶ trouble concentrating
- ▶ feeling left out or misunderstood
- ▶ developing negative and simplistic views of the new culture
- ▶ frustration
- ▶ extreme homesickness

These difficult feelings may tempt you to isolate yourself from your new surroundings and dismiss the new culture. It is best not to withdraw like this. If you stay calm, observe and learn, and keep things in perspective, you will probably find that your difficulties will pass. But if you are feeling depressed and you are not able to function normally even after the first few months in your new environment, you should talk to someone about it and whether to seek help from a professional.

So how does one deal with the frustration and fears associated with culture shock? How does one begin to feel comfortable in your new surroundings?

Learning the Language

Depending on where one comes from and where one goes, you may or may not have trouble with the native language. It is a good idea to become comfortable with the language as soon as one can. Not being able to understand what people are saying is almost as frustrating as not knowing how to make people understand what you are saying.

Lots of good resources are around to help our Marines practice. Many embassies know or have a list of people available for hire as a personal language tutor. In addition, books make good resources and even some websites, such as: <https://www.marinenet.usmc.mil/MarineNet/default.aspx> has Rosetta Stone courses available in many different languages for Marines **at no charge**.

Whatever method one chooses, practice is really important. A lot of people are worried about speaking a language they are not completely comfortable with and think that people who speak the language well will tease them when they stumble over words. This might tempt you to practice the language with someone who is at the same comfort level as you, but it is also important to practice with people who have mastered the language, so that you know when you make a mistake and learn from it.

It might make one uncomfortable when it takes twice as long to say the same thing as a native speaker, or use the wrong word, but remember that you have nothing to be ashamed of.

Even if one is familiar with the new language spoken, chances are you do not know a lot of the slang — casual speech that does not make it into translation dictionaries (or most dictionaries, for that matter). This is one of the many reasons why it is a good idea to do some studying on the culture you are immersed in.

Knowing What to Expect

The process of cultural adjustment usually encompasses five distinct stages:

- Stage 1: The feeling of excitement and eagerness. This stage occurs before leaving to go to the new culture.
- Stage 2: The feeling that everything in the new culture is great. This stage occurs upon arrival to the new culture.
- Stage 3: The feeling of everything in the new culture is terrible.
- Stage 4: The feeling of adjustment. The stage where the visitor begins to feel comfortable and takes steps to become more familiar with the culture.
- Stage 5: The feeling that everything is fine. The stage where the visitor has adapted to the culture and in some ways is embracing it as their own.

A lot of the anxiety that comes with moving to a new place has to do with not knowing what to expect in your new environment. Learning things about your new environment will help you become more comfortable, like once a Marine knows where their Post will be, they should acquire a Post Report and study it before arriving in that country.

Watch and learn from other Marines already at Post and other embassy members around you — see how they interact with each other. Find out what they do for fun and what kinds of things are important to them.

One can also get some insight from television and movies, but be careful — not everything on the screen is meant to be realistic, but these media do help if you are still trying to learn the language or catch up on some slang.

One does not have to love everything you find out about the culture, or start acting the way that others do, but when you gain knowledge of what people mean when they say certain phrases or why they dress a certain way, you do begin to feel better.

Your Family

It is important to realize that some people have an easier time adjusting to a new culture than others. Sometimes, if family members are having an easy transition, they will be a great source of support — a group of people who are going through something very much like what you are going through. In addition, families can be a big part of keeping ties to home.

But sometimes, family members might want to keep ties to home too tight. Parents might not expect the changes that may happen as their Marine begins to learn more about the new culture. Be patient; chances are that both family and Marine are trying to manage this new lifestyle.

Help If You Need It

There is much one can do to adjust to a new culture. Do not forget there are people one can go to for help:

Family and friends. Find someone who has experience with culture shock — maybe another Marine who moved to the country before you did. Find out how they handled the newness of their surroundings.

Community Liaison Officer (CLO). Try talking to the embassy's CLO. They have been trained to help deal with a wide variety of concerns. Although they may not have personal experience with culture shock, they do have experience with helping people deal with rough times.

New friends. Making friends who are not new to the culture may help one understand the culture better and have someone to talk to when feeling down.

Rather than giving up your culture to fit in, keep your mind open to new ways of doing and thinking about things. Notice things that are the same and things that are different. Appreciating that variety is what makes people so interesting.

Maintaining Your Culture

Everyone feels the pressure to fit in at one time or another — whether they have lived in the area for days or years. But do not feel like you need to change everything about yourself so you can stand out less. All of your experiences before you came to your new home are part of you, and what makes you special.

Here are a few tips for making sure your new culture does not overpower the old:

Educate people about your culture. Just because you are the one entering the new culture does not mean you should be the one doing all the learning. Take the opportunity to teach others and new friends about your culture; they may know little about it. It will also help them to learn more about you in the process. Invite them over for traditional dishes from your culture, or show them how you celebrate your holidays.

Keep in touch with home. You probably left behind good friends and family when you moved. If it is going to be a long time until your next visit, keep in touch. Write letters, emails, and make an occasional phone call so you can stay up-to-date on the things happening there, and talk about your new experiences. You have not only left behind people, but also other things — like your favorite spot to hang out. Keep pictures around to remind you of home.

Remember, the key to getting over your culture shock is understanding the new culture and finding a way to live comfortably within it while keeping true to the parts of your culture that you value.

It is important to be yourself. Try not to force yourself to change too fast or to change too many things all at once. You will have your own pace of adjusting. Everyone goes through changes in their life, and it may seem that you are going through more changes than the average person — but as long as you hold on to what is important to you and find a good combination between old and new, you will be fine.

Most Marines (98-99%), manage to adapt the aspects of the host culture they see as positive, while keeping some of their own and creating their unique blend. They get involved in embassy and community activities, they maintain healthy lines of communication with family and friends back home, keep busy with collateral duties and distance education, as well as knowing they have an important job and mission to carry out for the U.S. government. They have no major problems returning home or relocating elsewhere.

THREE WAYS TO COMPLETE



AN MSG TOUR OF DUTY

1. **3-years Obligation:** Complete successful tours of duty at all three Posts. Marine rates MSG Ribbon (pictured above).
2. **Good of the Service (GOS):** Normally reserved for medical and/or family issues. This has no negative effects on the Marine's career. Marine rates MSG Ribbon, if at least 24 months of duty as been successfully completed before separation.
3. **Relief for Cause (RFC):** For failing to perform and/or for disciplinary issues, (for example, alcohol related issues). This does have a negative effect on a Marine's career for promotion, retention, and future assignments. Marine will normally lose Top Secret clearance. No MSG Ribbon.

Healthy Communication

It may be a friend or family member who is serving as a Marine Security Guard, but those on the home front play a key role in the Marine's experience. Anyone who has ever seen a Marine open a letter or package from home knows how much support the families of our Marines provide. Nothing boosts morale higher than a letter from home (and nothing undermines it more than the absence of mail). While Marines do receive support from the embassy community, it does not replace the special understanding and acceptance that comes from caring friends and family.

Therefore, the single most important thing you can do for your Marine is to stay in frequent touch, even when there is no news to report. What you say in letters, e-mails, etc. is not as important as that you continue to send them. Just knowing that you are thinking of them makes a big difference. You can be a big part of the support network that brings your Marine through the three years of abligated duty as an MSG successfully.

If you are not tech savvy, this is a great time to learn how to e-mail. Because of the time differences, e-mail may become the easiest and cheapest way to contact your Marine without disrupting sleep. Traditional phone calls may not be easy, especially in undeveloped countries with limited phone and cell phone service, and they also may be expensive. Skype, Vonage and other software applications that allow users to make voice calls over the Internet are popular with some detachments. Calls to other users within the service are usually free. Skype has also become popular for their additional features which include instant messaging, file transfer, and video conferencing.

When you communicate with your Marine, ask about the experiences he/she is having. If you notice that they seem different, ask about what is going on in their life. Taking the time to familiarize yourself with information about their country may help you to better understand what is happening in their world.

Regardless of how you communicate with your Marine, do communicate. Regular letters may take a while to make the trip from one side of the world to the other, but they mean a great deal to the Marine. A positive, uplifting note can make the whole day brighter, and wise advice from a family member or trusted friend can help a Marine to make better decisions when faced with difficult choices. By the same token, it may take the Marine a long time to get a letter to you, so be patient.

We know that families and friends who are supportive can positively affect a Marine, his/her outlook and their professional performance. As a Marine rides the emotional roller coaster that comes with the wide variety of new experiences on this program, your support is invaluable.

Mail and DIP Pouch Services

One of the best ways you can support a Marine is to send mail. Letters, photos, cards and care packages can boost morale immensely. Mail at post is a touch of home. E-mail may be quick, but Marines will often save the handwritten letters from home to read over and over again. If you intend to send mail, remember that it may take a long time to arrive or to get a reply. Additionally, please verify your address to which you are sending mail with the Marine.

Mail may be sent overseas by international postal service, Army Post Office (APO), Fleet Post Office (FPO), Diplomatic Post Office (DPO), or by the U.S. Department of State Diplomatic Pouch and Mail Service. While international mail service is available around the world, it may not be reliable, especially in remote countries. Be sure to find out what mail service is like before using an international mail address.

APO/FPO Addresses

Through partnerships with other agencies, the Military Postal Service provides service to various locations overseas based on Department of Defense program requirements. The Military Postal Service Agency (MPSA) ensures that overseas APO/FPO postal facilities and services meet USPS operational standards. Some posts are able to use APO or FPO services, but they are not available at every overseas post.

If there is an APO/FPO system available, personnel are expected to use this for their personal mailings. However, *items sent by FEDEX, UPS, Airborne, DHL or any other private carrier cannot be addressed to APO/FPO and will be refused.* If a vendor refuses to deliver to an APO/FPO/DPO, then the personal “pouch” address may be used. Packages are usually limited to 70 pounds and 108 inches in length and girth combined. Some APO/FPO facilities have more stringent restrictions than others, and for specific restrictions, please consult your local U.S. Post Office. All APO/FPO mail requires a customs declaration and appropriate U.S. postage from the point of origin to the point of entry into the military postal service.

Diplomatic Post Office (DPO)

DPO began as a pilot program in 2003 and currently operates in 16 locations. DPO provides APO-like service, but is considerably more restrictive than traditional APO/FPO locations. DPO is mail being sent as pouch “via U.S. Mail” and all items must fit into a United States Postal Service bag. DPO service also requires the same customs declaration as APO/FPO. Be sure to verify each post’s preferred address format with your Marine. Do not add job titles, embassy names, or section location unless specifically instructed to do so, as this can cause confusion and delay arrival.

State Department Diplomatic Pouch Services

The term “diplomatic pouch” includes both the official pouch, which has a Washington D.C. zip code and the personal pouch, which has a Dulles, VA zip code. The official pouch should not be used for personal correspondence or personal packages, as this mail is irradiated by the U.S. Postal Service causing both delays and possible damage.

The Department of State does have a zip code for personal mail to support personnel assigned to non-APO/FPO posts overseas. Mail sent to this address will not be irradiated. Marine Security Guards and their dependants living overseas can receive mail through this “Personal Pouch” address. Personal Pouch mail is limited to letters and packages at a maximum of 17x18x32 inches (no single dimension can exceed this limit) and a maximum weight of 50 pounds.

Since some posts have special size and weight restrictions in effect because of host government decisions and/or aircraft size limitations, please have your Marine verify the restrictions at post.

The frequency of Personal Pouch Mail is determined by volume of mail and other material. Larger posts receive up to three dispatches per week. A small post will receive a minimum of one dispatch per week. Pouches are sent on commercial airlines as air cargo. Passenger baggage and critical supplies have priority when space is limited.

Postage must be paid at the applicable domestic rate for the class of mail and type of service desired, subject to zone rates (for parcel post) from point of origin to Dulles, Virginia. Using express mail services does not get mail to a post any quicker because the express mail is only from the point of origin to Dulles. Packages may be mailed at any U.S. Post Office in the United States or sent to the State Department by UPS, FedEx, DHL, or other non-postal means of transportation, but again, this only delivers as far as the Dulles address.

When using the Dulles, VA zip code, for security reasons, nothing in the address field should reference in any way the mission, the office, a job title, or anything official about where your Marine or family member works.

Magazines and newspapers may also be sent via the personal diplomatic pouch. All parcels should be securely packed and sealed. Insured and registered mail services are not available for items sent through the pouch and the Department accepts no liability for loss or damage.

Articles prohibited by U.S. postal regulations may not be sent through State Department pouch facilities. Lists of such articles may be obtained from local postmasters or online. In addition, aerosols, alcoholic beverages, ammunition, items for resale, bulk supplies, corrosives (acids), currency, explosives, firearms, flammables, glass containers, illegal substances, incendiary materials, narcotics, plants, poisons, and radioactive substances are prohibited.

It is now permitted to send 16 ounces of liquid per box; liquids include anything that flows, such as syrup. Since it is forbidden to let the airlines know the contents of a Diplomatic Pouch, they must be assured that there is no hazardous material in any pouch, under any circumstance. For more information regarding restricted materials consult:

<http://www.usps.com/aviationsecurity/welcome.htm> .

The USPS guidelines and acceptance policy for Dulles personal pouch mail can be found at: <http://pe.usps.com/text/dmm300/703.htm#wp1113914>.

MAILING ADDRESSES

(Fill in the blanks with your Marine's Information)

1st POST:

Det. Commander Name: _____

Post 1 Telephone Number: _____

MSG House Telephone Number: _____

2nd POST:

Det. Commander Name: _____

Post 2 Telephone Number: _____

MSG House Telephone Number: _____

3rd POST:

Det. Commander Name: _____

Post 3 Telephone Number: _____

MSG House Telephone Number: _____

HOW TO MEASURE FOR MAILING PACKAGES TO POST

How To Measure Your Package Size

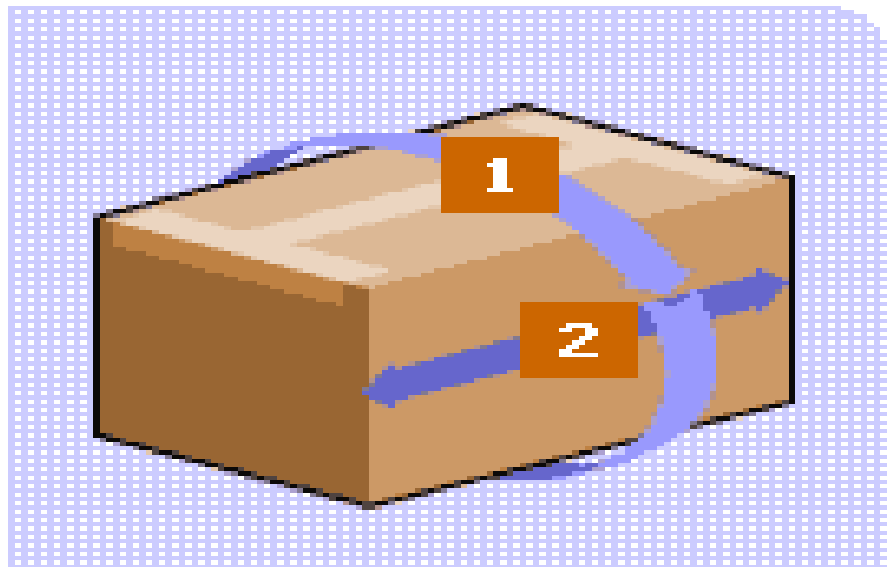
Girth, represented by number 1 on the diagram, is the total distance around your package or object at its widest point, perpendicular to the length.

Length, represented by number 2 on the diagram, is the longest side of your package or object.


Add the length and girth measurements together to get your total package size.

**GIRTH
+ LENGTH
TOTAL SIZE**

**PACKAGES
CANNOT EXCEED
108 INCHES
TOTAL**



USPS Customs Form – Under 4 Pounds



LC095444963105

Documents Commercial sample Other
 Merchandise Gift Country of Origin of Goods **USA**

Detailed description of contents (1)	Qty (2)	Weight (3) lb. oz.	Value (4) (US \$)	HS Tariff # (5)
Jerky	1		\$4	
Candy	1		\$2	
T-Shirt	1		\$15	
Totals (6)			\$21	

Exemption/Exclusion Legend (7)
(Check one of the following) NOEEI § 30.37(a) NOEEI § 30.37(h)

I certify the particulars given in this customs declaration are correct. This item does not contain any dangerous article, or articles prohibited by legislation or by postal or customs regulations. I have met all applicable export filing requirements under the Foreign Trade Regulations.

Sender's Signature and Date (8)
Mom Smith

PS Form 2976, December 2009 PSN 7530-01-000-9833


USPS® Customs Declaration – CN 22
IMPORTANT: The item/parcel may be opened officially. See Privacy Notice on reverse of Sender's Instructions page. Please print in English and press firmly; you are making multiple copies.

FROM: MOM SMITH
1234 Main St.
Anywhere, XX 01234
USA

to: Any Marine
PSC or Unit #, Box #
APO AE 09080-B#

Do not duplicate without USPS approval. **1 - Scan Copy**

USPS Customs Form – Over 4 Pounds



CP804013457US

FROM: Sender's Last Name SMITH **First** MARY **MI** J

Business **Address (Number, street, suite, apt., P.O. Box, etc. Residents of Puerto Rico include Urbanization Code preceded with URB)**
1234 MAIN STREET

City ANYWHERE **State** XX **ZIP+4®** 01234-

TO: Addressee's Last Name SMITH **First** JOHN **MI** D

Business **Address (Number, street, suite, apt., P.O. Box, etc.)**
PSC or Unit #, Box #

Postcode APO AE **City** 09080-BOX# **Country** APO AE

States/Provinces 09080-BOX#

1. Detailed Description of Contents (enter one item per line)	2. Qty.	3. Lbs.	Oz.	4. Value (U.S. \$)
SNACKS: COOKIES CANDY				8.00
MAGAZINES NEWSPAPER				5.00
CLOTHES				40.00
SHOES				20.00

5. Check One: Gift Documents Merchandise Returned Goods Commercial Sample Other:
6. Check One: Airmail Surface

7. Other Restrictions: (pertains to No. 12) **8. Total Gross Wt:** (all items Lbs. & Oz.) **9. Total Value US \$ (all items)**
73.00

11. EEL/PFC **12. Restrictions:** Quarantine Sanitary or Phytosanitary Inspection

13. I certify the particulars given in this customs declaration are correct. This item does not contain any dangerous article, or articles prohibited by legislation or by postal or customs regulations. I have met all applicable export filing requirements under the Foreign Trade Regulations. **Sender's Signature and Date**
Mom G. Smith 01/01/2011

PS Form 2976-A, May 2009 PSN: 7530-01-000-9834

United States Postal Service®
Customs Declaration and Dispatch Note — CP 72
IMPORTANT: This item may be opened officially. Please print in English, using blue or black ink, and press firmly; you are making multiple copies. See Privacy Notice and Indemnity Coverage on Customer Copy.

Insured Amount (US \$)	SDR Value
\$ 0.00	
Insurance Fees (US \$)	Total Postage Fees (US \$)
\$	\$

14. Sender's Customs Reference (if any)
15. Importer's Reference - Optional (if any)
16. Importer's Telephone Fax Email (select one)
17. License No.
18. Certificate No.
19. Invoice No.

For Commercial Senders Only
20. HS Tariff Number **21. Country of Origin of Goods**

10. If non-deliverable:
 Treat as Abandoned
 Return to Sender (see inst)
 Redirect to Address Below.

Mailing Office Date Stamp

Do not duplicate this form without USPS® approval. **1 - Manifesting/Scan Copy**

VII.

Separation



For Future Reference:

- **Deployment Checklist**
- **Care Packages**
- **MotoMail**
- **Activities for Children**
- **Return, Reunion, and Re-Integration**

Deployment Checklist

- Record of Emergency Data (RED) is current in Service Record Book (SRB).
- Marine's family receives FRO and unit contact information.
- Children or other dependents are registered in DEERS and ID cards are current and will not expire while your Marine is away.
- If a child will turn 10 while Military Member is gone, make sure all paperwork for ID is ready.
- Wills are current and safeguarded.
- Family Care Plan is current and safeguarded; ensure location of document is known.
- In *loco parentis* document is current and copies provided to designated caregivers. General or Special Power of Attorney is initiated if necessary.
- Parents and extended family have the Marine's mailing address.
- Parents and extended family members are aware of the unit's website. This is a secure resource for finding additional and updated information on the unit.
- Instructions are clear on pending family business. Potential problems are identified and potential solutions agreed upon.
- Checking/savings accounts are in order.
- Comprehensive budget is prepared.
- Plans are made for filing federal, state, and local taxes.
- Auto inspections and base vehicle decal are up-to-date or instructions are left for updating them.
- Insurance policies are up to date and safeguarded.
- Keep vehicle insurance, but look into lowering premiums while they are gone.
- Discuss the Navy-Marine Corps Relief Society **pre-authorization** form. This form establishes the maximum authorized amount of emergency financial assistance that may be made available to you per NMCRS policy. Should you have a financial emergency, contact NMCRS for an appointment.
- Extra car and house keys are made and in a safe, accessible place.

Care Packages



A Care Package is a little bit of home that says, ***“I Love You ... I’m Thinking About You”***. With just a little planning, they can be a great link over the distance. Care packages are also morale builders during the deployment. Speculation and excitement run throughout an entire ship when just one package arrives. Below are some helpful hints to ensure your care package arrives in good condition.

How to Send Care Packages:

Keep the packages small (no larger than a shoe box). Larger packages take longer to be delivered and are more cumbersome for your Marine to haul around. Smaller, more frequent packages are likely your better option. The U.S. Postal Service offers FREE boxes for Priority Mail. You can also order free boxes from the USPS online store (for use with Priority Mail shipping ONLY). The Recommended size is the #4 or #7 box.

Packaging Tips:

Use plastic bags with zip-style closures for everything. They keep out sand and rain. Resourceful Marines are re-using them for all sorts of things. The quart size is great to keep their wallets and personal photos with them, in one of their many pockets, and they stay dry. If you're shipping a liquid (shampoo, eye drops), or items that are likely to melt or drip (Chapstick, deodorants, chocolate) be sure to pop it into a tightly sealed plastic bag first. That will help keep the rest of the items from getting gooey or ruined, just in case.

The following is a list of highly desirable items for deployed Marines. It is recommend that you keep the boxes small, about the size of shoe box or a Postal Service Express mailing box for easy transportation. **Suggested items:**

Books	Moist Wipes	Sheets of stationery
Cameras (disposable)	Music CDs	Snacks (cookies, granola bars)
Camper style foods	Nerf toys (small footballs, etc.)	Tea bags
Candy	Odor Eaters (for boots)	Toiletries (travel sizes)
Cards	Pencils	Toothbrushes
Chapstick	Pens	Toothpaste
Dental floss	Personal message	Travel games
Facial tissues	Phone cards	Travel mugs
Fast food Hot Sauce packets	Playing cards	Tuna snack kits
Flashlights	Postage	Valentines or other cards to celebrate your special occasion
Girl Scout cookies	Powdered drink mix	
Gum	Razors	
Magazines	Sardines	

The following items are prohibited: Illegal substances, Alcoholic beverages, Explosives - including fireworks. Offensive or obscene materials, including photos, drawings or any other material which may have the potential to offend members of the opposite sex, members of another race, background, etc.

MotoMail

MotoMail is an additional way of sending mail and corresponding with deployed Marines. This FREE system augments USPS letter mail by providing a discreet and secure way of sending a letter via the internet. This letter is then hand delivered to the Marine, usually within 24 hours.



How to use MotoMail:

1. Sender logs onto www.motomail.us and creates a letter. Senders who do not have computer access, or have letters from children, can take their handwritten letters to a scanning location.

Note: Scanning locations for handwritten letters include: Marine Corps Base Camp Pendleton, Marine Corps Air Station Miramar, Marine Corps Air Ground Combat Center 29 Palms, Marine Corps Air Station Yuma, Marine Corps Base Camp Lejeune, Marine Corps Air Station Cherry Point, and Marine Corps Base Quantico.

2. The letter is sent to the MotoMail server.
3. The USMC Post Office serving the recipient's location downloads the letter to a special machine, which prints, folds, and seals it.
4. The letter is delivered through the unit mail call.
5. The Marine reads, and then may re-read the letter.

MotoMail is now offering two-way service communication. Marine's can now send letters home by MotoMail as well. Also, senders may also attach photos with their letters. For more information log on to www.motomail.us.

Activities for Children

Many parents and/or extended family members may need to care for their Marine's child(ren) while they are deployed. Below are ideas and activities to do with children while their parent is away.

- Have the child trace their hand or foot on colorful paper. They can use the paper to write a letter on. Send extra colored paper with the letter and ask for a return hand tracing.
- Have the child make a cassette tape, perhaps reading a favorite book.
- Draw pictures to send. Ask for "artwork" in return.
- Make bookmarks and place in their favorite children's book at their favorite pages. Send a book with a cassette tape and ask for those pages to be read on the tape for return.
- Write a story and send.
- Write a note on the back of a photo. Make a puzzle from the photo to send.
- Take a photo of each child with the parent who is deploying. Scrapbooks of photos, letters, and mementoes can be fun for children to make during this separation.
- Send letters, photos, drawings, and taped cassette messages from the children about family events, outings, ball games, class plays, etc. Ask deployed parent to respond to children also.
- Participate in command video tape recordings. These will be sent to the command for the holidays. It is a sure way of bringing joy and happiness.
- Buy or plan presents for birthdays or holidays in advance. Attach special messages. Kids especially love to get gifts through the mail (T-shirts from various ports or items to share at school).
- Keep a map showing places that will be visited. Use map pins to mark each place. This lets the children see where their parent has been and know that each pin means homecoming day is closer.
- Make a blanket or pillow out of deployed parent's clothes. Pictures can be made into pillows as well.
- Notify the child's teacher and school since they often have special programs for children with deployed parents. Occasionally surprise the parent - send some of the child's schoolwork.
- Make a calendar with the kids while your Marine is gone. Write down special things they have done.
- Have the deployed parent take a letter of the alphabet each day and use that letter to describe/identify what they are seeing or doing that day. (Example – Today I saw an Alligator, ate an Apple, and flew in an Airplane.)

Make a deployment countdown chain before the parent leaves. Remove one link for each day until reunion day. (In the event of a lengthened deployment, you may have to add a couple of extra links.)

Return, Reunion, and Re-Integration

Although Marines and families spend a great deal of time on pre-deployment preparations, returning from deployment can be just as stressful, if not more. Whether you are the mother, father, significant other or friend of a Marine, more than likely you are anxiously anticipating their return. Prior to deployment, most family members were required to make adjustments. Now it is time to consider adjustments that may be necessary upon return.

It is important to remember, not only do you have some transitions to make, as a family member you need to help your Marine smoothly transition back into their home, work, and social life.

Below are some Homecoming Considerations:

- Every deployed person and their family members will experience a feeling of anticipation as the end of the deployment approaches. This may take the form of eagerness for reunion and/or dread of a return to a problem situation.
- Due to anticipation, few get much sleep the night before homecoming. These feelings may result in the family members, as well as the Marine, being concerned and exhausted when the family is finally reunited.
- It may take a while for the Marine to get adjusted to the local time zone, home cooking, lack of continual noise, etc. Some difficulty sleeping through the night is typical.
- Remember to keep expectations **reasonable** and **flexible!** It is not unusual to experience a homecoming let down. For example, single Marines may wish to spend more time with their friends, girlfriend, boyfriend, etc. as opposed to visiting parents or immediate family members.
- The Marine may want to stay home and rest while the parents or family members may expect them to go out and socialize with other family members and/or friends of the family. Skillful compromise and reasonable give-and-take will be needed if arguments and hurt feelings are to be avoided.
- Again, keep expectations reasonable. Special welcome efforts of the family members and friends, as well as gifts the deployed members may bring home, may not result in the expected reaction from either side.
- If promises were made, through letters or phone calls, during the deployment, the person to whom the promises were made will probably remember and expect the promises to be kept.
- The Marine will have experienced great change during his or her time away. Families are encouraged to refrain from making any major changes.
- Remember that stress may increase the likelihood of substance abuse. This type of abuse may manifest itself in the form of illicit or prescription drug or alcohol use. There are alternatives to problems that may lead Marines to substance abuse. If you recognize unhealthy behaviors in your Marine, please seek assistance.

NOTE: Counseling services for Marines are available on installations for one on one counseling, victim advocacy, and group support sessions with licensed, professional counselors. Services can be reached by calling the local installation MCCS Marine and Family Services. Additionally, Military OneSource offers advice, support, and practical solutions by master's level consultants. This service is available 7 days a week, 24 hours a day by calling 1-800-342-9647 or online at www.militaryonesource.com.