



UNITED STATES MARINE CORPS
HEADQUARTERS AND SERVICE BATTALION
HEADQUARTERS MARINE CORPS, HENDERSON HALL
ARLINGTON, VA 22214-5000

Dear Marine and Family,

My name is Stephen McElvine and I am the Family Readiness Officer (FRO) for Headquarters & Service Battalion, Headquarters Marine Corps, Henderson Hall (H&S BN, HQMC, HH) Arlington, Virginia and I would like to welcome you to the Henderson Hall family.

My mission here is to serve you in any way that I can. I have a wide variety of information and resources that are meant to benefit you, the Marine, and your family. If you are single, your family includes parents and other significant relatives at home. I have information concerning the Single Marine Program that operates at Henderson Hall, a great way to meet new friends and enjoy some fun social activities. In my office we have information on resources to serve you concerning housing issues, financial planning, educational planning, and employment resources for family members here in the DC Metro area. For families with children, we can point you in the direction of the School Liaison Officer who works with the school systems in DC, Maryland and Virginia.

I coordinate with our volunteer resources throughout the Henderson Hall community to help run family fun days and other social events. Along with our volunteers, we will work with you to get you signed up for L.I.N.K.S. (Lifestyle, Insights, Networking, Knowledge and Skills). This program is now designed for spouses, teens, children and parents of Marines. In conjunction with the chaplain's staff, we can tell you about the PREP (Prevention and Relationship Enhancement Program) for pre-marital and married couples along with the CREDO (Chaplains Religious Enrichment and Development Operation).

The FRO's office is located in Bldg. 29, room 302 across from Distribution Management Office (DMO). Please stop by to say hello or ask a question. I am happy to work with you on any issue relating to you or your family. It does not matter to me if you just want a quick brief on how to ride the Metro system here in DC. I want you to know about all of the resources that are in place to serve you, as you serve.

I promise to be responsive to your needs. Please feel free to call my office at anytime or come by to visit; this invitation goes for your family as well. If your family member's back home have questions or concerns, I would be happy to speak with them at any time.

Welcome Aboard,

Stephen McElvine
Family Readiness Officer
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