

LAWMEN



**WELCOME ABOARD
PACKAGE**

TABLE OF CONTENTS

- Commanding Officer's Guidance
- Sergeant Major's Guidance
- RS Houston/RSS
- Rs Houston Contact Numbers
- Administrative Guidance
- Family Readiness Guidance



UNITED STATES MARINE CORPS
RECRUITING STATION HOUSTON
701 SAN JACINTO STREET ROOM 225
HOUSTON TX 77002

1754
CO
March 22, 2013

Dear Marine and Family:

Welcome to Recruiting Station Houston!

Our mission here is to Make Marines, plain and simple; it is a challenging and demanding job, requiring long hours and hard work. We have been very successful in meeting our mission requirements in the past few years, and we continue to only become better and better at what we do. As we have been on this path of success, we have also been able to create an increased work-life balance for our Marines, ensuring more personal and family time and extended holiday periods not normally experienced on recruiting duty. My philosophy is simple: if we work hard, then we can play hard as well.

As stated, recruiting duty is one of, if not the, most demanding duties in the Corps. Our Marines' success, both personally and professionally, absolutely depends upon the understanding and support of their families. Our Personal and Family Readiness Program is intended to enhance the quality of life for our Marines and their families - not only in regards to the challenge and stress of the duty, but also in the challenge of finding resources in a remote location off of a military installation.

Our Deputy Family Readiness Officer (DFRO) is Staff Sergeant Scott (713-830-7824); he should have already contacted you to introduce himself, or will do so soon. Please feel free to contact him with any questions or concerns you may have before, during, or after your arrival to the Houston area. The DFRO will provide you with Official and Authorized Communication, Readiness and Deployment Support, Volunteer Opportunities, and Information and Referral Services. You may also contact me or Sergeant Major Nash at any time as well.

I am very proud to be a part of the RS Houston family, and grateful to be located in a such a diverse city that has so much to offer. Houston is the fourth largest city in America, and quickly on its way to becoming third. There is such a variety of schools, cultural events, festivals, shopping areas, and neighborhoods that I think you will be very surprised and pleased if you have not been to this area before. The Marine's Staff Noncommissioned Officer-in-Charge will serve as your sponsor to this area, and will assist you in locating a neighborhood close to the Recruiting Sub-Station that fits your needs.

Again, welcome to RS Houston - I am sure this will be, in many ways, one of the most rewarding duty stations you have experienced. Please take a moment to go to our website at https://www.8mcd.usmc.mil/command/hou/rs_houston.html to review basic information regarding this Command. I look forward to meeting you soon!

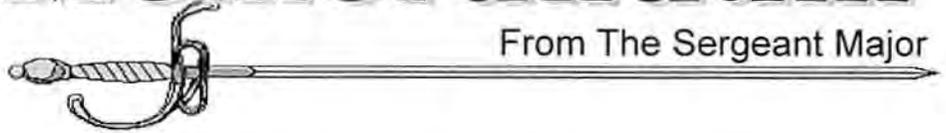
Sincerely,

R. V. CARBONARI
Major, U.S. Marine Corps
Commanding Officer



Memorandum

From The Sergeant Major



First and foremost, I would like to take this opportunity to welcome you to Recruiting Station Houston. I consider myself extremely fortunate to lead and guide the Marines of RS Houston as the Sergeant Major of this command. The Marines of this command are performing superbly and that in itself is a testament of the hard work, dedication, and quality of Marines assigned here. The one thing I want you to remember is that you are molding the future of the Marine Corps by seeking out qualified applicants willing to accept the challenge of becoming Marines and eventually becoming the future leaders of this great organization we belong to. Your actions as a Recruiter will make an everlasting impression on the young men and young ladies you recruit in the near future. For this very reason, it is crucial that the example you present is above reproach both on and off duty. Do not lower your standards because they want to achieve what you have achieved already which is earning the title United States Marine.

To the families of RS Houston, I would like to caveat what the Commanding Officer just stated. Recruiting Duty is challenging, stressful, and time consuming, but with the continued support that you have demonstrated throughout the years as a spouse will allow you to overcome this new challenge the two of you will be facing together. Unfortunately for the members and families of RS Houston, we do not have the accommodations of a military installation that most of us are accustomed to. Nevertheless, the Commanding Officer and I will do everything within our ability to assist you and your family in any way possible if you should require our assistance. Please feel free to contact the Family Readiness Officer (FRO) Staff Sergeant Scott if the need arises. If you need to speak with me, please do not hesitate to call me. I look forward to meeting you soon.

Although recruiting duty is notorious for the demands and stresses it places on Marines and their families, Houston is a great place to be. As one of America's largest, most diverse, and fastest growing cities, Houston has much to offer. It boasts superb schools at all education levels, a renowned health care system, an extremely affordable cost of living, large airports from you can catch an inexpensive flight to just about anywhere, and an economy that has stayed resilient even as the rest of America's has stagnated. In addition, there is something for everyone here, be it symphonies, theaters, museums, the zoo, the beach, or professional sporting events. I am sure you will enjoy your time here and look back on Houston as one of the best places that you have lived.

Sincerely,

Ramon M. Nash
Sergeant Major, U.S. Marine Corps
Recruiting Station Houston
(281) 229-3445
ramon.nash@marines.usmc.mil

RECRUITING STATION HOUSTON

Recruiting Station Houston (RS HOU) falls under the command of the 8th Marine Corps District located in Fort Worth, Texas. The mission of the RS is to identify, enlist, and ship qualified men and women for service with the United States Marine Corps by assigned category as prescribed by Headquarters, 8th Marine Corps District (8th MCD). The RS Headquarters is located at 701 San Jacinto (2nd floor, Rm. 225) Houston, Texas 77002.

RS STRUCTURE

The RS is comprised of fourteen Recruiting Sub-Stations (RSS) and 16 Permanent Contact Station (PCS) located throughout South East Texas. Below are the RSS's along with their PCS stations.

RSS Baybrook	PCS Texas City	
RSS Beaumont	PCS Orange	PCS Arthur
RSS College Station	PCS Brenham	
RSS Conroe	PCS Huntsville	
RSS Fort Bend	PCS Sharpstown	
RSS Deer Park		
RSS Humble	PCS Greenspoint	
RSS Pearland	PCS Lake Jackson	PCS Bay City
RSS Lufkin	PCS Jasper	PCS Nacogdoches
RSS Memorial City	PCS Katy	
RSS Northshore	PCS Baytown	
RSS Spring	PCS Tomball	
RSS Westheimer	PCS Rosenberg	
RSS Willowbrook	PCS Bear Creek	

RS HOUSTON CHAMBERS OF COMMERCE

Greater Houston Area-<http://www.gshcc.org/>
Conroe Area-<http://www.conroe.org/>
Huntsville Area-<http://chamber.huntsville.tx.us>
College Station Area-<http://www.bschamber.org/>
Lufkin Area-<http://www.lufkintexas.org/>
Beaumont Area-<http://www.bmtcoc.org>
Lake Jackson Area-<http://www.brazosport.org/>
Fort Bend Area-<http://www.fortbendchamber.com>
Baybrook Area-http://www.2chambers.com/seabrook,_texas.htm
Pearland Area- www.cityofpearland.com/
Spring Area- <http://www.city-data.com/city/Spring-Texas.html>
Humble Area- www.cityofhumble.org/
Deer Park Area-<http://www.deerparktx.gov/>

RECRUITING STATION HOUSTON COMMAND GROUP CONTACT NUMBER

Marine Corps Recruiting Station Houston
701 San Jacinto Ste 225
Houston, TX 77002

Commanding Officer	(713)830-7810
Executive Officer	(713)830-7811
Sergeant Major	(713)830-7814
Administrative Office	
Admin Chief	(713)830-7800
Admin Clerk	(713)830-7801
Family Readiness	(713)830-7831
Unit Victim Advocate	(713)830-7830
Equal Opportunity	(713)830-7800
Suicide Prevention	(713)830-7831
Military Public Affairs	(713)830-7834

ADMINISTRATIVE GUIDANCE

Prior to departure from Recruiting School/OSO Course:

1. Contact the SNCOIC of your assigned RSS; ensure he/she is your sponsor for your move to the Houston Area.
2. Ensure that you have the following in your possession:
 - Original Orders, beginning with orders to school, and all endorsements including "Field Trip" endorsements.
 - Your Medical and Dental Record Books.
 - Ticket stubs for any official duty travel via common carrier (airplane, bus, etc.).
 - Original receipts for official travel including temporary lodging (within 50 miles of PDS).
 - A copy of your FitRep from Recruiter School.
3. Take the opportunity to elect several entitlements in conjunction with your PCS move, i.e., advance pay, advance travel.
4. Upon arrival in the vicinity of RS Houston:
 - Enlisted Marines will call the RS Sergeant Major and your SNCOIC to inform them of your arrival. You may check in to the RS prior to the date reflected on your orders if you wish. For Officers, contact the RS Executive Officer.

Checking in at RS Houston:

- Contact the Admin Office to inform them of the day and time you plan to check in.
- The Commanding Officer and Sergeant Major request that your family check in with you so that they can meet with the family and welcome them to RS Houston. Please set up the time when you call Admin.
- Check in goes Monday through Friday between 0900 and 1630 (excluding non-working holidays and weekends).
- All Marines checking in to the Command will check in the service "A" uniform.
- Upon check in, you will be required to do a complete audit. This will be the time to bring up any and all missing awards, new dependent information, and any other administrative matter that you are concerned about.
- Recruiters are allowed to check in early for two advantages: (1) It will start their Date Current Tour Begin and (2) It will start their SDA pay.
- Marines can check in early and go back out on leave to get the entitlements started.
- Shortly after all new Recruiters have checked in, Marines will do a week of Proficiency and Review Training (PAR) training with the Recruiter Instructor (RI) and Assistant Recruiter Instructor (ARI), and be briefed by the RS Headquarters. Spouses are highly encouraged to attend the morning of the first day of PAR training to receive the CO, XO, and SgtMaj briefs & meet with the DFRO.

Temporary Lodging Expenses (TLE):

- Each Marine performing PCS travel is entitled to reimbursement of lodging at either the vicinity of their old permanent duty station or their new one or a combination of both not to exceed 10 days. TLE is paid separate from your travel claim. This entitlement will not cover lodging expenses while in transit.

Advance Pay:

- One month's advance pay is the standard that may be approved. Two to three months must be strictly justified in writing for the Commanding Officer to approve. A one month advance pay will be paid back in 12 month installment and a two month advance can be paid back in 12 or 24 month installments.

Travel Allowances:

- .24 cents/mile for Marines with or without dependents

Per Diem Rates:

- Paid for each travel day authorized on the orders that the individual actually utilizes.
Marines = \$109/day
Spouse/Children over 12 = 75% of \$109.00
Children under 12 = 50% of \$109.00

Advance Dislocation Allowance:

- Upon graduation from recruiter school you may request advance DLA. DLA is a set rate based off of rank can be located at the following website: <http://www.defensetravel.dod.mil/>

RS Houston BAH:

- The Basic Allowance for Housing (BAH) is based on geographic duty location, pay grade, and dependency status. Current rates can be located at the following website:
<http://www.defensetravel.dod.mil/site/bahCalc.cfm>

Advance BAH:

- Upon request, advance BAH may be requested to offset deposits for rental housing. This advance must be requested prior to move in and paying the deposits. Usual processing time is 10 working days. Pay back is usually made in 12 monthly installments. Contact the RS Admin Office prior to moving into rental properties if you require advance BAH. We require in writing quotes from the utility company (electric, gas and water) and rental company (first month, last month deposit). This does not include telephone or cable.

DEERS/ID Cards:

If you or dependents need to replace ID cards there are two locations in the Houston Area one is Ellington Field and the other one is at Army National Guard at 15150 Westheimer Parkway Houston, TX 77082.

Medical and Dental Attention:

- If you need emergency medical or dental attention please call the following TRICARE number 1-800-444-5445 or visit their website: <http://www.humana-military.com/south/bene/tools-resources/BeneSiteProvLoc.asp>



TRICARE SOUTH REGION

includes:
Alabama, Arkansas, Florida,
Georgia, Louisiana, Mississippi,
Oklahoma, South Carolina, Tennessee
(excluding the Ft. Campbell area)
and Texas (excluding the El Paso area)

Dental:

Tricare Dental Program.....1-855-638-8371
24 hours a day beginning Sunday evening at 6:00 PM (EST)
through Friday evening 10:00 PM (EST)

COMMANDING OFFICER'S PERSONAL AND FAMILY READINESS STATEMENT



Marine Corps Recruiting Station Houston's most valuable resource is its individual Marines and their families. Personal and family readiness can directly impact our operational readiness and our fundamental mission to make Marines. A high state of personal and family readiness increases commitment, focus, and morale. Our success as a unit is inextricably linked to the well-being and resiliency of our Marines and their families.

Our Personal and Family Readiness Program is intended to enhance the quality of life for our Marines and their families - to include single Marines and extended families. The demanding duty of recruiting is a challenge for all - Marines, spouses or significant others, children, or extended family members. Even more challenging can be locating the services, facilities, or support groups that an individual or family requires while remotely located off of a military installation, as we are in Houston.

Our Command Team, consisting of the Commanding Officer, Executive Officer, Sergeant Major, Deputy Family Readiness Officer, and Single Marine Program Representative, is dedicated to ensuring the effective use of this program in order to provide the best support available to our Marines and their families.

There are four distinct tenets of this program: official communication, readiness and deployment, information and referral, and volunteer management.

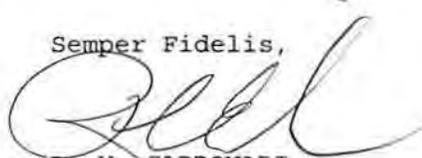
Communication is critical in any situation; our goal is to provide both accurate and timely unit information to not only the Marines, but also their family members.

Training and education empowers all, and ensuring our family members are knowledgeable can assist in balancing the rigors of the military lifestyle, family, and mission essential events.

Services and support groups who understand the military lifestyle, again, can be difficult to find in remote locations; our mission is to provide assistance to Marines and their families to ensure the services required are obtained while minimizing additional stress.

Our unit events would not be as successful without the assistance of volunteers. Volunteer opportunities are always available, and I look forward to working with our family members in planning, coordinating, and executing both training and morale-boosting events.

I am very proud and grateful to be a part of the Marine Corps Recruiting Station Houston family, and I hope that each of you is as well. We each have an individual responsibility to ensure our personal and family readiness. If assistance is ever required though, my expectation is that you will ask for it. The Command Team, and notably your Deputy Family Readiness Officer and Single Marine Program Representative are here for you.

Semper Fidelis,

R. V. CARBONARI

Unit, Personal and Family Readiness Program Opt-Out Form

PRIVACY ACT STATEMENT

AUTHORITY: 10 USC 5013; EO 9397; 10 USC 5041 **PRINCIPAL PURPOSE(S):**

To obtain signatures to verify that Marine and spouse have exercised their option to choose not to have the spouse receive official communication from the unit commander via mechanisms within the Unit, Personal and Family Readiness Program.

ROUTINE USES(S): None.

DISCLOSURE: Per MCO 1754.9A, it is mandatory for the Marine to provide requested information or a completed Opt-Out Form (NAVMC 11657) on behalf of the spouse if the spouse does not wish to be contacted by an authorized representative and the Unit, Personal and Family Readiness Program. For military personnel, generally MCO 1754.9A, Chapter 4, paragraph 2(c) and (d) and paragraph 5(d) are lawful orders and is punitive in nature. Violations may result in disciplinary action under Article 92 of reference (ii), and/or other adverse administrative action.

Spouse Acknowledgment

I do not wish to benefit from the official communication sent from my Marine's unit commander to unit families as part of the Unit, Personal and Family Readiness Program. I understand the importance of these communications and the consequences of not receiving them. I have fully discussed this decision with my Marine. By signing this Opt-Out Form, I have chosen not to be contacted by the Family Readiness Officer who would normally provide official communication regarding information on readiness and deployment, referral services and volunteer opportunities. I also understand that it is now my responsibility to contact the Family Readiness Officer or my Marine for information relevant to official communication on readiness and deployment, referral services and volunteer opportunities. I further understand that this Form may be cancelled by me or my Marine at any time. If I wish to benefit from the services provided by the Unit, Personal and Family Readiness Program, either I or my Marine may contact the Family Readiness Officer and provide required information. This Opt-Out Form will be cancelled effective the date I or my Marine provide a completed Unit, Personal and Readiness Authorization Form to the unit Family Readiness Officer. I have been given an Information Sheet with instructions on how to contact my Marine's Family Readiness Officer.

Signature of Spouse

Date

Name of Spouse

Unit, Personal and Family Readiness Program Opt-Out Form

Marine Acknowledgment

By signing below, I acknowledge that I understand my spouse will not be contacted by the unit Family Readiness Officer who is the liaison between the commander and my family and who would normally contact participating unit spouses with official communication, readiness and deployment support, referral services, and volunteer opportunities. I have been fully briefed on the benefits of the Unit, Personal and Family Readiness Program and have arrived at this decision after fully discussing these benefits with my spouse. I also understand that it will be my responsibility to support my spouse with official communication, information about readiness and deployment, referral services and volunteer opportunities even if I am TAD or deployed.

Signature of Marine

Date

Name of Marine

Unit

Commander Acknowledgment

I have counseled the above-named Marine and provided him/her the opportunity to ask any questions and receive any additional information about the Unit, Personal and Family Readiness Program and communication processes. This command will, therefore, not include said spouse in the periodic dissemination of official unit information via the Family Readiness Officer on matters related to official communication on readiness and deployment support, referral services, or volunteer opportunities unless contacted by said spouse or Marine, even if the unit deploys.

Signature

Date

Printed name & Title of Signing Authority

Volunteer Application for USMC Family Readiness Volunteers

PRIVACY ACT STATEMENT

AUTHORITY: Section 1588 of Title 10, U.S. Code, and E.O. 9397.

PRINCIPAL PURPOSE(S): To enable eligible individuals to submit their application to provide volunteer service and support to applicable Unit, Personal and Family Readiness Program.

ROUTINE USES: This information will be used to assess eligibility, qualifications and overall suitability.

DISCLOSURE: Voluntary. However, failure to provide all requested information will eliminate candidate from consideration for a volunteer position with the applicable USMC family readiness entity.

Position Applying For :

- Command Team Advisor Family Readiness Assistant

Unit Applying For : _____

Personal Information :

Last Name : _____ First Name : _____

Home Telephone : _____

Cell Telephone : _____

E-Mail Address : _____

Mailing Address :

Marine's Name : _____

Marine's Section / Compay : _____

Check One :

- Spouse Parent Child (over 18) Extended Family

Volunteer Application for USMC Family Readiness Volunteers

Unit, Personal and Family Readiness training: List training received and attach copies of certificates

--

Work/other volunteer experience :
(Include organization, duties and length of service. Attach additional sheets or resume, if necessary and/or applicable)

--

Volunteer awards received :
(Include unit and date, if applicable; attach additional sheets, if necessary)

--

Expectations/Goals as part of the Unit, Personal and Family Readiness Program:

--

Volunteer Application for USMC Family Readiness Volunteers

General Information :

Are you available to attend monthly meetings? Yes No

Are you available during office hours? Yes No

If yes, how many hours are you available: _____ hours per week

Are you registered with any other service to document
volunteer hours?

Additional information or comments you would like to include with this volunteer application
(attach certificates if training is listed)

Administrative Information (To be completed by command representative)

Date application received : _____

Application screened by : _____

Date interview scheduled with commander : _____

Interview conducted by : _____

Selected for :

Command Team Advisor Family Readiness Assistant

Appointed in writing via letter dated : _____

DD Form 2793 dated and filed : _____

Command representative completing Administration Information :

Title Name

Signature Date