

Welcome to 4th Marine Corps District





4TH MCD

New Cumberland, PA

2016

Welcome to the District

Congratulation on your transition to this important Independent duty. This package will give you an overview of 4th Marine Corps District, and highlight important information as you transition.



As you look through this guide, remember that you can reach out to your Sponsor, your Deputy FRO, or the District Family Readiness Coordinator for any questions you may have.



We would love to hear your comments, and if you found this guide helpful for your transition.



4th Marine Corps District, where success has no limits.

Recruiting Duty

Welcome

Recruiting duty puts the Marine and their family, in the central role of creating the next generation of Marines. The recruiting duty mission is to find qualified men and women who will contribute to the future of the Corps and our country.

Marines, family members, and civilians all support recruiting and are an integral parts of the success of the mission.

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

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

You may have to search for resources you took for granted



Personal & Family Readiness

There is more information on the Personal and Family Readiness program starting on page 43.

We encourage you to reach out and ask questions of your sponsor, and if you have not heard from them yet contact us so that we can provide you with their information.



while on a military base, but you are not alone. On recruiting duty, you will have to locate local resources, like United Way, the Chamber of Commerce, local civic organizations, the Marine Corps Reserve and Marine Corps League. The Internet, local libraries, and other local community resources will be important to you as well. Some familiar support systems, like the Family Readiness Assistants (FRA) and your Deputy Family Readiness Officer (DFRO), are still available through your recruiting station.

The District

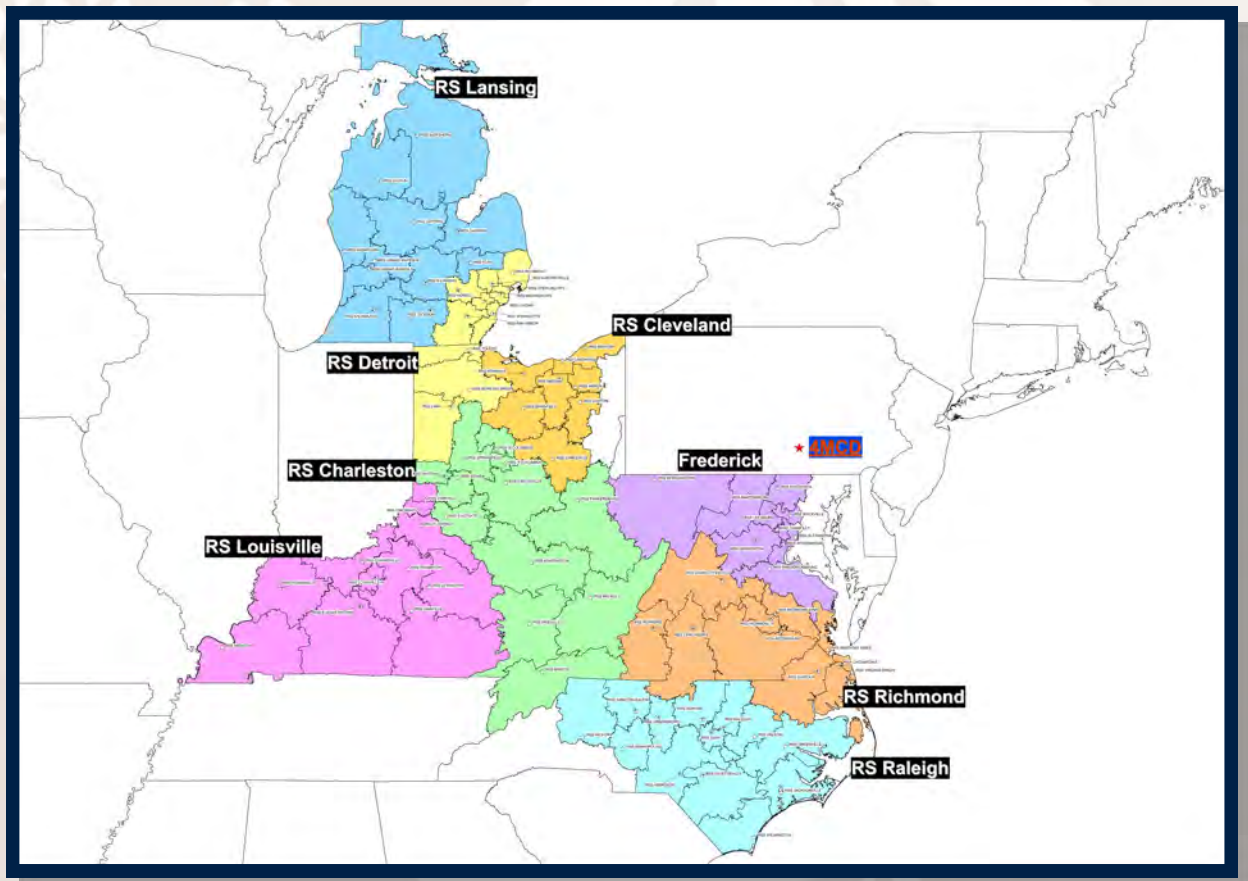
4th District represents about 16% of the country in terms of space, and includes areas in 9 states as well as the District of Columbia.

Our District represents a diverse range of areas; from large cities like Detroit, to picturesque small towns like Bardstown, KY; from the mountains of Appalachia, to the farmlands of Ohio and Michigan. Our District is really a cross-section of America.



District Headquarters is located in New Cumberland, PA. Our eight Recruiting Stations are located in Charleston, WV; Cleveland, OH; Detroit, MI; Frederick, MD; Lansing, MI; Louisville, KY; Raleigh, NC; and Richmond, VA. There are also thirteen Officer Selection Offices (OSO), and seven Prior Service Recruiting (PSR) Offices throughout the District.

We have 258 facilities in the District. Our population includes about 750 Marines and civilians, and about 2,000 family members.



Headquarters Staff



As part of the staff at the District Headquarters, our main goal is support to the Recruiters within our District. To achieve this we work directly with the staff from each of the eight Recruiting Stations and Prior Service Recruiting.

There are some things particular to working at the headquarters that we want to make you aware of prior to your arrival.

Ensure you are connected with your sponsor before you solidify any housing decision. Be sure to take advantage of the links to the area information on the following pages to learn more. You will also want to consider commuting time, as Harrisburg is the state capital and a major transportation hub for this area.

Another factor to consider is the weather. Here in central Pennsylvania we do have four season, and large amounts of snow fall can and do happen. At some point if you don't already have one, you will need a snow shovel! The weather will impact driving and commuting times.

Some personnel choose to live south of the installation in places like York, New Haven, Lewisberry, or Etters. Some choose the area to the north or west and live in Carlisle, Mechanicsburg, or Camp Hill. And some even choose to live in Harrisburg itself. You can use the map on page 11 to search the local area, for additional features. If you have school age children be sure to check the links for school information, talk with your sponsor about their school experience, or consider calling the schools directly for additional information.

In terms of health care, if your family members are Tri Care Prime, there two Military Treatment Facility choices close by; Fillmore Army Health Clinic, here on the installation, and Dunham Army Health Clinic at Carlisle Barracks. In terms of dental care, service members can be seen at Carlisle, however there is a chance that they will have to be seen by a civilian provider if the clinic is full. Once you check in you will be able to gather more specific information on your particular situation.

Marines need to be aware that our computer system here on recruiting duty is run through a different network than you currently use. You will no longer have access to your H drive, so if there are files or information that you believe you will need in your role here, be sure to back them up prior to checking out of your current command. If you bring an external storage

Headquarters Staff

What is work like here?

The normal work schedule for HQ staff is Monday through Friday, from 0800 to 1630.

That being said, your experience can vary widely depending on your role.

Certain staff members travel often through the district to support the RS staff or attend training events, while others may travel only rarely. Your sponsor will be able to give you a clear idea of what your role will require.

device with you, make sure you have the password to unlock the Guardian Edge, as our technicians here are not able to reset those passwords.

For the motorcycle and ATV riders, look into your training and certification before you leave your current duty station. It will most likely be more convenient for you to update your training prior to your move.

For more details please visit the [web page here](#) on Military Installations hosted by the Department of Defense.

Military INSTALLATIONS

Your official DoD source for installation and state resources available to active duty, guard and reserve service and family members.

New Cumberland, PA

As part of the Headquarters' staff you will be working out of DLA Susquehanna. Here is some great information from the Installation webpage complete with web links!

For more information about the installation, you can visit the [About the Installation](#) page.

Schools/Child Care:

[Child Development Center \(CDC\):](#) The CDC is for children 6 weeks through pre-kindergarten. It is more than a daycare, the program utilizes current, academically endorsed methods that ensure children enjoy learning skills required for success in school and life. Part day and hourly care are offered on a space available basis. Breakfast, lunch and snacks are included. Fees are based on total family income. The CDC is fully accredited by the National Association for the Education of Young Children. 717-770-7360

[School Age Services \(SAS\):](#) SAS is for children kindergarten through 5th grade. Before and after school care, in-service, summer, holiday camps, and after school recreation are available. Participants enjoy the use of our computer lab, competitions, arts and crafts, field trips, game room and more! Meals and snacks are included. SAS is accredited by the Council on Accreditation. 717-770-6768

[Youth Services \(YS\):](#) YS offers recreational programs for youth



About the base

Population:
5,632 Department of Defense employees and contractors, 305 military and their dependents.

Location: The installation is located in New Cumberland, Pennsylvania, which is in South Central Pennsylvania, approximately 3 miles south of Harrisburg, Pennsylvania.

Cost of Living:
Less than average for the U.S.

Base Operator:
717-770-6011

New Cumberland, PA

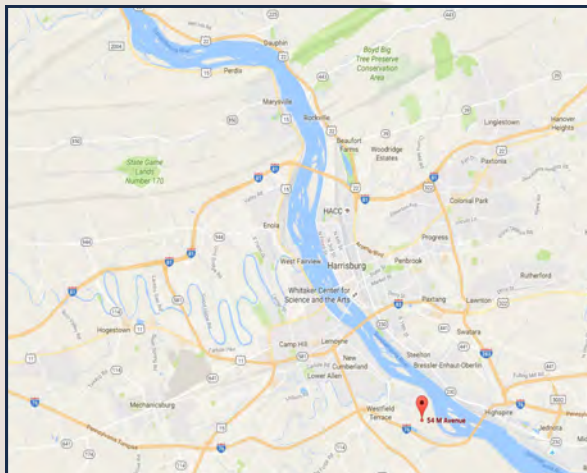
between 6th – 12th grade (18 years). Programs and activities include skill building clinics, parties, arts and crafts, field trips and community events. YS offers a multi-station computer lab with Internet access, various gaming systems and recreation tables. There is a service fee for some activities. Youth Service also offers a Summer Teen Camp for youth 13 – 15 years. 717-770-6768

Schools: There are no Department of Defense Schools located in Pennsylvania. Children on the installation attend the West Shore School District. For more information, you can visit their [website](#). For information on area public and non-public schools, visit the [West Shore Chamber of Commerce](#) site.



Medical Services: Fillmore Army Health Clinic is located at 5400 G Avenue in Building 400. 717-770-7281. Dunham Army Health Clinic is located at 450 Gibner Rd, Carlisle, PA 17013. Dunham's phone number is 717- 245-3400.

Communities: Sixteen municipalities west of the Susquehanna River blend together into a unified community known as the West Shore Area with a population of more than 160,000 people. This region, a transportation hub of the East coast, has over 26 different religious denominations, eight school districts, arts and recreation, more than ten radio stations, daily and weekly newspapers, five television stations affiliated with all the major networks, and cable television providing news and entertainment to the community. While sharing this geographic



location, each municipality has unique characteristics.

Out and about

About the Area

While stationed at District Headquarters you will be within a short drive of a variety of activities of which to take advantage.

If you feel like visiting a bigger city, Philadelphia, Baltimore, and DC are within driving distance.

More of a quite or outdoors loving person? There are many natural areas to explore with hiking trails and lakes.

Pennsylvanians take their outdoors seriously, especially when it comes to hunting season. The state offers great opportunities for hunters of both small and large game. Interesting in hunting? Check out the state's [website here.](#)

Entertainment/Local Attractions: There are many things to do in the area to include sports, local galleries, theaters, zoos, amusement parks and outdoor adventures. If you are in the New Cumberland area, you will surely never to be bored again! [ITR](#) is a great place to receive [discounted tickets!](#)

MWR Interactive: Receive the latest tweets from MWR New Cumberland (@MWRNewCumberland) and be up-to-date on special events, contests and closures.

You can find more information on the installation Facebook Page, [MWR New Cumberland.](#)

Click on the images for links to other great opportunities to find out more about the community.





Regardless of your passions when it comes to recreation, central PA has something for you. Here are a few of the great opportunities to enjoy while on your time off.

You can attend concerts or shows at [The Giant Center](#) in Hershey, which is also the home of the *Hershey Bears* hockey team.

Harrisburg host the *Senators* minor league baseball team.

There are great parks and trails to explore throughout the area. And we are very close to historic Gettysburg.

Click on any of the images to explore further, or check the links at the end of this guide.



The Mission

The Mission

What is "Mission"?

Mission is the requirement to attain assigned shipping and quality contracting quotas by category and component on a monthly and yearly basis. Mission Day is the last processing day of the month.

A Career Recruiter's Words of Wisdom for Marine Families.

Welcome to Recruiting Duty! First, let me tell you what this assignment says about your Marine. They have been selected from amongst the top 10% of the total career force of the Marine Corps, and have demonstrated the ability to work with limited supervision and accomplish multiple complex tasks on a daily basis. Most importantly, they represent the Marine Corps professionally, and with pride. These are all qualities in your Marine for which you should be very proud!

No doubt you have questions and concerns, but what you will usually find is that most of those questions and concerns have their foundation in the many stories and myths you have heard about recruiting duty, which tend to grow with each telling. Recruiting duty is indeed challenging and will test each Marine and their family over the course of their 36-month tour. However, as challenging as it is, it is also personally and professionally rewarding. Never before has it been more important that the best the Corps has to offer are





engaged in the selection of the young men and women who will be the future of the Corps. Likewise, it has never before been as important that the Marine's family not only understand the challenges of the day to day life of their Marine on recruiting duty, but that they have the necessary information to allow them to cope and assist. It cannot be stressed enough that they will not be successful without your help and encouragement.

As a newly assigned Marine reporting to a Recruiting Station, your Marine's number one obligation is to "make mission", or in other words, obtain the required number of quality contracts established for each recruiter at the beginning of the recruiting month. You should also know that there are many other Marines whose sole responsibility is to assist your Marine in this task, including the RS Commanding Officer (CO) and the Staff Non-Commissioned Officer in Charge (SNCOIC) of the Recruiting Sub-station. Everyday brings a multitude of activities, some more pleasant than others, and by understanding what your Marine goes through every day, you can start to get an appreciation for what they contribute to the team.

"The typical recruiter's morning"

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The typical recruiter will wake up at his home around 6:30 a.m. (keep in mind that the time a recruiter starts their day is determined by what they have planned for that day). If it is the night before a recruiter has planned to drive an applicant to the MEPS, for either contracting or shipping, then their day might start at 3:30 a.m.. This time is dependent upon the distance the recruiter must travel from their home to the applicants/pooles home, and/or if the recruiter needs to run any additional errands prior to picking up the applicant/poolee. If the recruiter has no other commitments, and is just going to the office to start their day, then the recruiter will probably get up around 6:00 a.m. and try to spend time with their family. (For clarification, a “poolee” is an individual who has signed a contract of enlistment with the Marine Corps, and is scheduled to ship off to boot camp at a later date.)

Now that we’ve seen the circumstances surrounding the time a recruiter will start their day, let’s take a look at what happens once they get into the office.



“Once



recruiter arrives at the office”

Most SNCOIC's will require their recruiters to be in the office between 7:30 a.m. & 8:00 a.m. Again this time is dictated by the plan of the day, and by what the individual recruiter has scheduled for that day. Once at the office, the recruiter will start their day by conducting a morning brief with their SNCOIC. The purpose of this brief is to ensure that the recruiter is doing those things necessary to achieve their assigned mission, and that the SNCOIC is in complete understanding of their recruiters' workings. If done correctly, this brief ensures that the individual recruiter is primed for success. For example, the SNCOIC will collect and analyze prospecting results from the previous day, and conduct an in-depth analysis of what each recruiter has planned for the day. This information will then be passed onto the Operations Officer (OpsO) who will in turn brief the CO. If at all possible, the brief will be conducted with as few interruptions as possible.

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What is Systematic Recruiting?

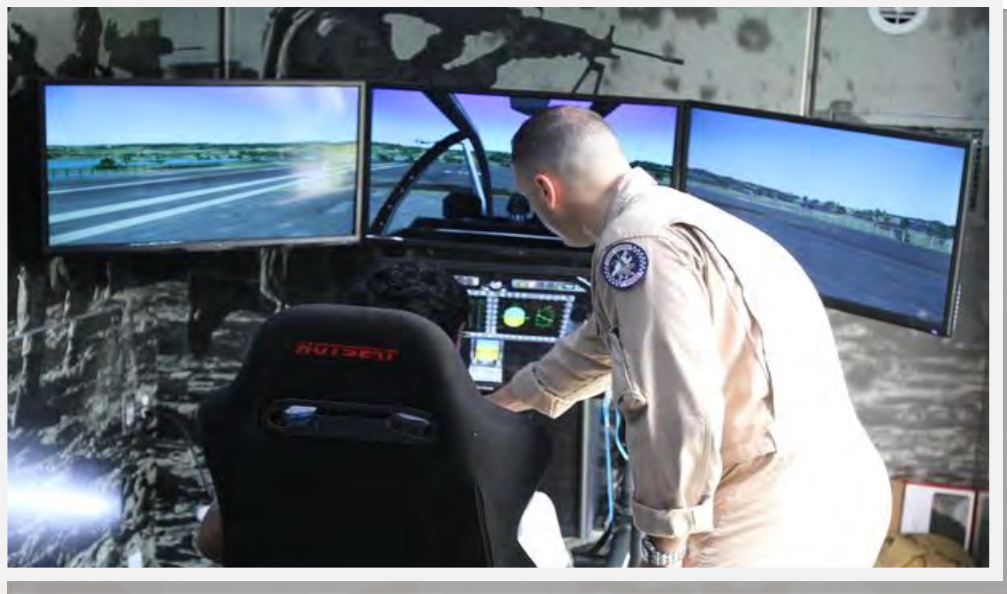
Systematic Recruiting is a tool that assists in developing a daily, weekly, and monthly schedule that will help ensure success. Properly used, it will organize the Recruiter's efforts so that the required contacts, appointments, interviews, and contracts are achieved. Systematic Recruiting is taught at Recruiter School and is reinforced throughout the recruiter's tour.

"Prospecting for the applicant"

One of the most difficult tasks a Marine will face is the challenge of actually contacting someone they have never met, with the intention of discussing enlistment into the Marine Corps. Many Marines, hardened by a variety of experiences in the Corps, will hesitate when they first meet someone they do not know and have to strike up a conversation. Of all the traits a Marine recruiter must possess, confidence is the most important.

On a daily basis, the successful recruiter will make approximately 50-75 telephone calls to young men and women they've never met. Additionally, they will shake hands and start a conversation with 15-20 young men and women in malls, sporting events, schools, fast food restaurants, fitness centers, movie theaters, bus stops, on busy sidewalks, etc., with the intention of scheduling a time to talk about the Marine Corps. This activity is referred to as "area canvassing", and for many recruiters is the most lucrative prospecting method. The successful recruiter will also visit the homes of potential prospects, normally three to





five per day, whom they have not been able to reach either by phone, mail, or area canvassing with the intention, once again, of scheduling a time to discuss the Marine Corps. Prospecting will take up roughly 50% of each day for a successful recruiter. Each day, the successful recruiter will have at least three appointments scheduled, and in many cases four or five.

The simple truth is a great deal of time and effort goes into obtaining the daily appointment objective. However, during the day, the recruiter and SNCOIC have a myriad of other duties that they must perform. For example; the recruiter is tasked with conducting high school/community college visits on a daily basis, maintaining contact with all of their poolees, chasing down documents on future prospects as well as those documents currently missing on those poolees already enlisted. The list goes on and on. The SNCOIC will also be available to aid their recruiters with these tasks.

“Once the applicant is found; the screening and sales process begins”

Screening: Just as what time the daily appointments are scheduled determines the start time of a recruiter’s day, it also affects how late a recruiter will work. Occasionally, prospects are not able to meet with the recruiter until late in the evening. However, if the recruiter is confident and competent, they will usually be able to work out a better time. Location of the appointment also comes into play. If the recruiter is in a rural

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area, they may have to drive an hour or so out to conduct the appointment. Once face-to-face with the prospect, the recruiter must follow up where the phone call left off by re-establishing rapport, which must then be maintained throughout the enlistment screening and sales process. The enlistment screening test, which involves a recruiter asking those hard questions about police involvement and drug use, must be administered. This process alone may take a minimum of an hour. You must realize that during this time, a certain amount of rapport may be lost due to the very nature of the questions being asked. Once screening is completed, one of two things will take place. Either the recruiter will have lost a tremendous amount of time because the prospect did not meet the eligibility requirements, (in such cases the recruiter must turn away the applicant, which can have a very negative impact on the recruiter's mind set, affecting the rest of the recruiter's day), or the sales process may begin.

The Recruiting Sales Presentation: Most often referred to as the "interview", this is where the rubber meets the road. If the Marine is not on top of their game, the commitment will be lost, and once again we have a Marine who has a negative feeling associated with recruiting. Should the presentation go well, we have a prospect who has agreed to enter the enlistment process. The recruiting presentation can be very exhausting. When done correctly, it may very well last a couple of hours. It should be





noted that the completion of a truly compelling recruiting presentation, although exhilarating, will often times leave the recruiter drained, as it takes a great deal of energy to truly give a superb presentation.

Depending on the applicant's age, a parental consent may also be needed which may require an additional appointment and a new recruiting presentation to be given to the applicant's parents. A parental consent can be very challenging. Most parents (to include grandparents) don't like the idea of their son or daughter having even a remote chance of being placed into harm's way, and they sure don't want to be the parent who authorized this decision by signing on the dotted line. Parents will typically say "When they turn eighteen, they will be old enough to make their own decisions and can do whatever they want. Besides, my child needs more time to think about their decision."

When pursuing a parental consent, most Marines will need to have their SNCOIC available. Time proven experience is what is needed to close most parents, and most Marines haven't acquired enough experience to deal with this issue.

Lucky for the recruiter in this scenario, the applicant has agreed to enlist. Generally, a

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What does it take to Systematically Recruit?

The Marine recruiter will drive over 1200 miles, work in excess of 320 hours, make 1000 phone calls, conduct 15 interviews, and process 6 new working applicants at MEPS just to get 3 contracts for the month.

successful recruiter will need three to four interviews in order to find one person willing to proceed down the path to becoming a Marine. Now, the tedious process of actually enlisting the prospect starts: the paperwork.

“Filling out the paper work and getting the applicant to the Military Entrance Processing Station (MEPS)”

Filling out the paperwork: Even though the paperwork has been automated, it can still take a great deal of time. This time does not include the amount of energy that goes into running down police checks (to include city, state and letters of character reference if needed), birth verification, social security card (if lost), high school transcripts / high school diploma, and any medical documentation that the applicant may need or waivers. Once all this paperwork is assembled, it must be reviewed by the SNCOIC for accuracy and completeness, and then the applicant is scheduled for the ASVAB test and physical examination.

Getting the applicant to MEPS: Once the applicant is scheduled to go to MEPS, the recruiter must decide what time to actually take the applicant to MEPS for processing.





The
has

recruiter
two

options. The first is for the recruiter to take the applicant to a hotel near the MEPS. This act alone may cause trouble, as the applicant may room with, or come in contact with, someone who may try to change their mind about joining the Corps. The second option is that the recruiter can pick up the applicant himself very early in the morning, assuming that the applicant has not spoken to someone who changed their mind about enlisting during the previous evening. Either way, it will be a long night for the recruiter, who will most likely spend their night hoping that all goes well the following day.

“The MEPS experience”

The applicant at MEPS: When the applicant enters the door to MEPS he/she has passed the point of no return. This means that the recruiter and SNCOIC have certified that the applicant meets all of the basic requirements to become a United States Marine. In short, it is now the MEPS liaison's job to scrutinize every aspect of the applicant, as the MEPS liaison is the last line of defense in ensuring that only those who are qualified to be a Marine are actually enlisted. The MEPS liaison will make it known, in no uncertain terms, that the information that is on the applicants paperwork is true, to the best of the applicant's knowledge. The MEPS liaison must screen to disqualify the applicant with the mind set that no applicant possesses the threat of being a fraudulent enlistment. Furthermore, the MEPS Command and all of its entities will administer the

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ASVAB test, as well as a physical exam, and initiate what is known as the “Entrance National Agency Check” (ENTNAC). This is the basic background check, including a fingerprint and police record check that is conducted on every enlistee in the Armed Services. It is run by the Defense Investigative Service and provides an accurate police record check.

While this is by nature a very long and tedious day, every effort is made to provide “red carpet treatment” to the applicant. Meanwhile, the recruiter and SNCOIC are busy on other tasks.

What the Recruiter and SNCOIC are doing while the applicant is at MEPS: As stated earlier, this is “nail biting time” for the recruiter. As such, it would be very easy for the SNCOIC and recruiter to sit around the office and await the results on the pending applicant. This is especially true if the applicant is the RSS’s mission-maker, or if this applicant will make the Commanding Officer’s phase line requirement (a periodic milestone throughout the month to measure mission progress by) that is imposed on the SNCOIC. The SNCOIC and recruiter can never stop the daily requirements of prospecting. The SNCOIC must continue to direct their Marines, reminding them that there are other commitments that must be fulfilled. For example, the recruiter has a daily plan that must be executed, which includes continued prospecting so that weekly/monthly data requirements will be met.





Additionally, the recruiter still has letters to write, poolees to contact, high school visits to make, and other shippers to be concerned with. It is more than likely that the recruiter has other scheduled appointments, either at the office, or at an applicant's home. No matter what, the prospecting cycle cannot be stopped. The SNCOIC still has other recruiters to manage, who may also have someone on deck, as well as the many administrative requirements that the SNCOIC is accountable for. Recruiting is a fast-paced and very fluid profession, and the SNCOIC must ensure he and his Marines are on top of their game plan at all times. He must make sure all necessary actions are being continually taken in order to achieve the ultimate goal of obtaining his monthly recruiting mission. This is especially important when you consider the possibility that the applicant on deck should become disqualified because of one of several possible reasons.

So far, this has been an example of what is involved with prospecting and processing an applicant for enlistment. Assuming the applicant has made it through the MEPS processing, its now time for the applicant to swear in.

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What are the steps in the Recruiting Process?

1. Obtain names by getting high school lists, referrals, talking to walk-ins and visiting local events.
2. Prospect by telephone canvassing, home visits and canvassing the area, e.g. malls, high school activities.

Initially screening prospective applicant for any moral issues, physical qualifications, and mental aptitude.

Selling is the process of persuading prospects during their face to face interview.

Processing the prospective applicant, now that they have decided to join, becomes a new working applicant through ASVAB testing, Physical exam, and final screening. This is followed by enlistment directly to active duty or into the Delayed Entry Program (DEP). The DEP, allow an individual to delay departure for recruit training for up to one year. While in the DEP, new enlistees are referred to as Poolees. Recruiters prepare Poolees for recruit training through physical preparation, academic studies, and military drill.

Military Entrance Processing Station (MEPS) personnel screen applicants prior to traveling to MCRD San Diego, CA or MCRD Parris Island, SC for Boot Camp

“Poolees” become known as “Shippers” once they leave for recruit training.

“The applicant swears in”

Now that the applicant has made it through the MEPS processing, there are some finishing touches that must be done. First, some SNCOIC’s will require the applicant’s recruiter to be involved in the swearing in ceremony. This is a sound idea, if time permits. Remember that this is a big decision that has been executed by the applicant, and it never hurts to have the recruiter there to show support for our new prospective Marine as they swear in. Following the ceremony, the applicant must get a detailed brief, explaining what their decision means and the requirements and obligations the poolee is expected to fulfill. Topics such as required Poolee meetings need to be discussed, as well as delivering the “Welcome Aboard” package to the Poolee. Finally, the poolee must be taken home, and the parents must be brought up to date on their involvement as to their son’s/ daughter’s commitment.

We have a new member of the team, a “poolee” which is the term used to describe those awaiting recruit training.

The recruiter has the responsibility of ensuring the poolee is prepared for recruit training when that time comes. Let’s



spend some time reviewing the program we have in place to motivate our new poolee.

“The Pool Function”

The Pool Program was designed to motivate and prepare poolees for their future endeavor of becoming a United States Marine. Now that the poolee is part of the Marine Corps family, it's imperative that they become immersed into the ways of the Marine Corps, both mentally and physically. This is done through the monthly poolee meeting.

Mentally, the poolee is taught what to expect when they depart for recruit training. This, in effect, takes the fear and mystery out of the Drill Instructor and the recruit training process as a whole, and allows the poolee to feel confident prior to attending recruit training. Subjects such as rank structure, general orders, and Naval terminology are taught to the poolee in an attempt to give them a head start.

Physically, the poolee is required to perform an Initial Strength Test (IST). The first IST is conducted within 30 days of the applicant enlisting. This gives the recruiter and SNCOIC an inventory of the poolee's physical strengths and weaknesses. Then a tailored physical training program can be designed and implemented to further enhance the poolee's ability to conquer recruit training.

Finally, the pool program is an exceptional way for recruiters to obtain referrals for

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future enlistment, while also providing the poolee an opportunity to earn awards and possibly a meritorious promotion.

You can see that there are a lot of hours invested to obtain one contract, both on the part of the recruiter and SNCOIC. This process continues for the entire time the Marine is assigned to recruiting duty. While all new recruiters are taught the same skills and procedures at the Basic Recruiter Course, it must be remembered that each recruiter is a unique individual with their own distinct talents and natural abilities. Therefore, recruiting duty will naturally be easier for some more than others. Each Marine will be assigned a mission on a monthly basis which is a fair share of the overall mission assigned to the RSS. For example, if the RSS mission is 9 and there are three recruiters, their mission will be 3 each. The more effective the Marine is in his prospecting and selling activities, the earlier in the month they will accomplish their mission, which, in turn, provides them more opportunity for time with their families.

To Make Mission –

The “successful” recruiter’s week is Monday through Friday, with one Saturday each month dedicated to the monthly pool function. They may have a poolee shipping to recruit training on Monday, but they will have previously arranged transportation to MEPS. Their work day will likely start at 7:30 a.m. and end as early as 6:00 – 7:00 p.m., with an occasional meeting with parents in the evening beyond 7:00 p.m.. They will make



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500 Telephone Calls (TC), 25-30 Area Canvass (AC) contacts, conduct 9-10 interviews, and process 3-4 new working applicants at MEPS just to get 3 contracts.

Depending on the circumstances, the work day can easily start at 4:00 a.m. and end as late as 11:00 p.m. or beyond. The Marine recruiter will drive over 1200 miles, work in excess of 320 hours, make 1000 phone calls, conduct 15 interviews, and process 6 new working applicants at MEPS just to get 3 contracts for the month.

Each Marine's ultimate destiny on recruiting duty will be the result of a personal decision on their part. Whether they choose to be a highly successful recruiter who excels and delivers more than the required minimum, or a recruiter who works hard, but not smartly, and just obtains his quota (or misses his mission) is a decision for which they are fully responsible.

The "successful" recruiter is also ultimately responsible for the meritorious promotions, personal awards, meritorious time off and other rewards for his efforts. The

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Recruiting and Social Media

Be aware that there is an expectation for Recruiters to utilize every method possible to enhance the recruiting effort, this includes social media.

Take time to talk with your sponsor and your family about this process to make sure everyone has a better understanding of your online efforts.

“average” Marine will leave early and come home late, missing dinner, anniversaries, birthdays, sporting events, and school functions. The “successful” Marine will spend more time with their family, be selected for positions of leadership, and most likely compete for meritorious promotion. The choice, and ultimate responsibility, is THEIRS.

Here on recruiting duty, as it is in the Fleet Marine Corps, the support and understanding of a caring family system is paramount. Whether these Marines end up being successful or average recruiters is directly influenced by the quality of support they receive from their families.



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Tips to Thrive

The following are some helpful tips gathered from Marines and their families to help those new to Recruiting thrive on this duty.

Tips for Supporting the Recruiting Mission

Support other recruiters and their families. Spouses, consider becoming part of the Family Readiness Team to welcome in others and support each other with resources.

Encourage your RS to host a Lifestyle, Insights, Networking, Knowledge and Skills (LINKS) course and attend with other spouses.

Talk with your spouse, ask questions, and get involved in “their” world by learning recruiting terminology and job responsibilities.

Participate in Recruiting Station functions as appropriate.

Talk to other spouses, fiancées, or parents about your experience as a Marine Corps spouse and encourage them to share their experience with you. Learning more about each other helps us to better understand how we can support each other.

Tips for Personal Support

Talk to possible prospects for your spouse and be prepared to give them your spouse’s business card. You may have found a contract for your spouse.





Wear USMC clothing when you're out.

Hang the US/USMC Flag outside your home.

Put a Marine Corps sticker on your car.

Attend high school graduation parties and as many social events as you can with your Marine.

Offer to babysit so a recruiter can go out with his/her spouse.

Tips for Finding Support

Get involved with the other military families stationed in your area. Even if you are a couple of hours from each other, you can meet each other half way.

Remember the first few months will be an adjustment period.

Tips to Thrive

Talk with other spouses within your Recruiting Station. They are in the same or similar situation and most likely will understand better than a civilian friend. Swap phone numbers and email addresses. Make plans to meet and have lunch or go shopping.

Volunteer for community, school or church organizations and activities.

Make civilian friends and take advantage of all the community has to offer.

Seek support when your spouse is busy/overwhelmed by locating the nearest military installation resources or use Military OneSource.

Tips for Children

Wear USMC sweatshirt, hat or t-shirt.

Give Mom/Dad lots of hugs.

Make pictures for Mom/Dad's office.

Make a map of where Mom/Dad travels throughout the RS.

Go see where Mom/Dad works.

Leave messages for Mom/Dad on a bulletin board.





Have breakfast with Mom/Dad.

For Older Children:

Keep a daily journal that everyone in the family adds to regularly.

Be flexible.

Remember: honor is serving one's country and know you are a part of that!

Tips for Parents

Explain to your children what recruiting entails, why the hours are long, and why the job is so important.

Teach children flexibility and understanding. Plan special days, but have a "Plan B" (and "C"!) ready. If your Marine can't make it, enjoy the day anyway.

On Sunday, have your recruiter record chapters of your child's favorite book for playback at bedtime when he/she is late.

Reserve time once a week (even if it's only an hour or two) as family time.

Tips to Thrive



Make or purchase a calendar and color the day that is reserved for family day.

Take pictures/video of events Mom/Dad had to miss, and let the kids' show/explain it later.

If near a base, visit your Relocation Specialist to find schools or day-care facilities in the area. If not near a base, call your District FRO, RS Dep FRO, or call Military OneSource.

Check out children's activities in your community and on base, if near one.

Contact Chamber of Commerce to find out about children's events and activities.

Take your children to the office to see where Mom/Dad works.

Start or get involved with a playgroup with the other families at your RS/RSS.

Get a message board, dry erase board, or cork board where children can leave messages for Mom/Dad, and receive them in the morning. Purchase a message recorder so you can record messages and responses (Mom/Dad, I wanted to tell you...).

Recruiters often work long hours and are not home early for dinner. If you can fit it in your schedules, make dinner; pack it as a picnic (with the kids) and have a quick little meal at the office.

Make friends for yourself by meeting other children's parents in your new neighborhood.

Tips for Spouse's Staying Connected

Tips to Thrive

With the long working hours it is important that you and your spouse stay connected. At times, you have to be clever and /or very selfless. Stay flexible and be spontaneous when a break comes, be ready to take advantage of it.

Reserve time once a week (even if only an hour or two) as family time.

Support your spouse with constructive solutions to problems.

Leave phone messages for each other on the answering machine.

PT together. It's another opportunity to see him/her and stay in shape.

Bring lunch to your spouse's office once in a while.

Get up early or stay up late to see each other.

Have family dinners as often as possible.

Coordinate calendars regularly to find opportunities for family time.

Be creative with the time you do have to spend with each other.

Have a white board (dry erase) or chalkboard for notes.



Tips to Thrive

Have a “drop box” for notes, gifts, jokes, etc...

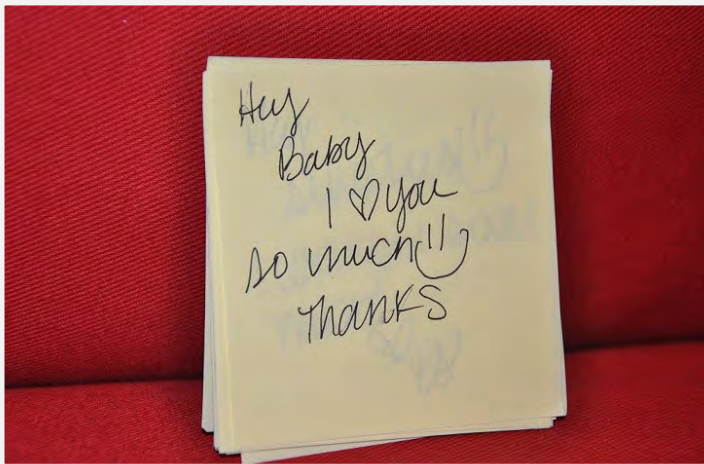
Have pillow talk and don't get upset if he/she falls asleep while talking.

Tell your spouse how wonderful he/she looks in uniform (often).

Tell yourself “what a great job you are doing” (just as often).

Leave encouraging notes on the car steering wheel, bathroom mirrors, and on the desk at the office.

Make each success a family celebration.



Put a love note into his/her briefcase, a picture from one of the kids, a bag of baked cookies, or some of his/her favorite snacks (include a note).

Write on a calendar at home how many mission months are left.

Communicate! Understand/acknowledge each other's stress.

Keep a family journal, or start a “Gratitude” journal. It may keep you more focused on the positive things in your life. Remember that you are IMPORTANT.

Expect your spouse to work long hours-sometimes 12-16 hours a day, if not more. Consider giving your Marine a half hour “wind down” time upon their arrival home.

Be flexible and be positive!



Challenges &
Recruiting Duty



Benefits of

Tips to Thrive

You may have heard about....The Challenges of Recruiting Duty

Long Hours, mission requirements, monthly quotas; Recruiting is the toughest peacetime job in the Marine Corps; the recruiting “war” never ends.

But do you know...The Benefits of Recruiting Duty

Leadership opportunities; Eligibility for meritorious promotions; Special Duty Assignment pay; Accredited Sales and Communication training; Independent duty locations; Opportunities for selection of follow-on duty assignment; New-found independence; Opportunity to work with those in the civilian world.

Recruiting Duty is challenging however, it is what you make of it.....a great learning and rewarding experience for your Marine and family.



Volunteering

“One of the great ironies of life is this: He or she who serves almost always benefits more than he or she who is served.” – Gordon Hinckle

Recruiting Duty offers you a unique opportunity to connect with the civilian community in ways that you may not have been able to do while stationed near a larger installation. You may be the only Active Duty Marine or family that those you interact with know, so you will be representing the Marine Corps to many people. Making connections with your community can include volunteering and making a difference in your new home. [Volunteering In America](#) came up with a great top 10 list for those interested in volunteering that may help you on your way.

Start by making a list of things that are important to you: what causes do you support, or issues you care deeply about? Then think about what you are good at; we all have talents or skills that we can put to use. Or perhaps you have desire to be better at something, or learn a new skill. Write that down too as it will help for the next stage: Finding a group.

Think creatively. Are there neighborhood watch groups, gardening committees, schools, or even local churches or civic groups? And don't wait to be asked to volunteer, offer up your time or skill, either long term or for a project. If you are only available at odd hours, look into work that you can do virtually;



Community Connection



many groups, including us here at the District, can use volunteers that don't even have to leave home!

For Marines, volunteering is a great opportunity to interact with the public and spread the word about the Marine Corps.

The challenge will be finding that personal time that you are willing to devote to volunteering. Don't forget you don't have to do this alone! Many groups allow you to volunteer as a family, or with children, meaning you can make this a family affair and contribute to your community while spending time with your family.

Volunteering can be intimidating at first. Many of us may think that we don't have enough time to go around to begin with, but Cassie Mogliner, in the Harvard Business Review, reports that, "Spending time helping others leaves people feeling as if they have more time, not less." You don't have to have a large block of time to devote to others to make an impact. Perhaps you can reach out to other new families in the area and welcome them in, help make plans for the RS family day, or organize a potluck to take into the office to celebrate making mission.

The reasons why we volunteer, or how we choose to be involved may be different for each of us but one thing that is the same is the outcome; every one of us is given the opportunity to have a positive impact on the lives of those around us, make connections for support, and leave our new home a little better for us having been here.

Family Readiness

So how is the Personal and Family Readiness Program set up for recruiting duty?

At District Headquarters Harmony Hutman serves as your Family Readiness Coordinator.

You can reach her for information and assistance on a variety of topics.

Office: 1-717-770-4788

[Email here.](#)

The mission of the Unit Personal and Family Readiness Program is the same here on Recruiting Duty as it is for the fleet Marie Corps units. Through four main components, we seek to support the Marine and their family through Mission, Career, and Life events.

The four main components to the program are: Communication, Information and Resource Referral, Readiness Support, and Volunteer Management.

Each Recruiting District has an FRC (Family Readiness Coordinator), who addresses family readiness issues for the Recruiting District as a whole, while providing support to the active duty DFRO (Deputy Family Readiness Officer) for each RS.

The DFRO is an Active Duty Marine tasked with executing the Personal and Family Readiness Program for the RS. This Marine will be the one that Recruiters and families can turn to first for resources and information as they transition or have issues come up while on recruiting duty. The FRC serves as another Point of Contact for all Marines, family members, and DFROs within the District. Prior Service Recruiting does not have a separate DFRO, so they are supported by the FRC at District Headquarters.

Communication begins with welcoming new Marines and their families into the District, and then continues on through monthly emails, information on the Facebook group, and quarterly Newsletters.

Much of the communication is focused around providing resources and referral information to the Marines and their families; making sure they know about the various resources

Personal & Family Support

available to them and how to take advantage of those resources.

Readiness support for our District Staff may not look like the readiness we are used to in terms of deployment cycles, but it is still an important component in order to make sure Marines and their families are prepared for this challenging independent duty.

Volunteering in all forms is highly encouraged within the District. When it comes to the UP&FRP, it can mean the difference between having a thriving positive program, and one that struggles to support the Marines and families. Having family members that are willing to support in welcoming families, planning events, and supporting each other is huge benefit for everyone in the command.

If you interested in becoming a part of the DHQ Readiness Program, or would like more information on any topics, please know that you can reach out to the FRC at any time for support. We truly are invested in making sure each and every Marine and their family succeeds!

Family Readiness

The impact of volunteers can make a huge difference in the lives of our Marines and their families while on recruiting duty.

Command Team Advisors and Family Readiness Assistance enhance the program and assist the DFRO in welcoming new families and providing support.

Consider joining the Family Readiness Team at your RS once you arrive.





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

You can also connect with us on Facebook! The district has a Facebook page that is open to the public where we share tips and information updates from various services and programs.

[Check us out here!](#)

The District as well as each RS also has a private group for spouses. Simply send a message to the admin with the name of your Marine and where they work to request membership.

[Facebook group for 4th MCD Spouses and Families](#)

There is also a Facebook group just for the District Headquarters Spouses and families.

[4MCD HQ Social Page](#)

Chaplain Services



LtJG James Block

Our 4th MCD Chaplain makes a point to travel the District and work with both the Marines and the families at each Recruiting Station.

He can be reached by calling his cell at (717) 856-7726, or by email [here](mailto:james.block@marines.usmc.mil).



LtJG James Block has been the 4th Marine Corps District Chaplain since May 2017. Prior to being the 4th District Chaplain he was an enlisted Marine (2001-2008) serving with III MEF HQ (Camp Hansen, Okinawa) & 24th Marines I&I Staff (Kansas City, MO). Separating honorably as a Sergeant.

Chaplain Block is an ordained minister and has served as an Associate Pastor in parish ministry. He holds the Master of Divinity from Calvary Theological Seminary and the Bachelor of Science in Biblical Studies from Calvary Bible College.

The Chaplain can be a valuable resource to you on recruiting duty through a variety of different venues:

Counseling - The Chaplain offers counsel to Marines, Family members and any Dept. of Defense Personnel.

This counseling is entirely confidential and can focus upon: individual, pre-marital, or marriage counseling.

Spiritual Support - Are a spiritual person and would like advice on places to worship? The Chaplain will be glad to research your area and connect you to a place of worship for your faith tradition.

Daily Emails - The Chaplain provides a daily email, *Thought of the Day*, during the work week to all Marines and Civilians focused on Leadership & Ethics. The Chaplain also offers a daily devotional, *Daily Word*, which considers Christian Scripture and is available to all. If you would like to receive such please email Chaplain Block.

Pastoral Care - The Chaplain is available for any crisis that might arise in your life. He is available for a visit or as one to listen to you and pray with you. Feel free to call at 717-856-7726 (work cell) or 717-770-8113 (office).

CREDO & PREP - The Chaplain can point couples to CREDO retreats available in the region. The Chaplain can also provide couples workshops. Recruiters and spouses may request those through their Deputy FRO.

Email james.block@marines.usmc.mil

Other Counseling Options



There are many options when it comes to reaching out for someone to talk to while on Recruiting Duty.

First, we have Military Family Life Counselors, or MFLC, that rotate throughout the District, visiting each RS for six weeks about three times a year. Contact your DFRO or the FRC for the name and phone number of the MFLC in your area. There are also free confidential counseling programs offered through Military One Source (online, on the phone, face to face, or through video). Call 1-800-342-9647, or visit them [here](#) for more information. The Marine Corps also offers the DStress line, available through Skype, text, or on the phone 24/7 at 1-877-476-7734 or for online assistance click [here](#).

And there is always the option to use your Tri Care benefits to seek a professional in your area.

Recruiting Duty can be challenging, don't hesitate to reach out if you need assistance!

MFLC
Military & Family Life Consultant Program

Workshops

Families of 4th Marine Corps District,

Welcome to our Recruiting Duty Family!

What can L.I.N.K.S./ Life Skills provide for you? We are here to offer workshops to better enhance your families lifestyle while on Recruiting Duty. During our workshops we get family members together to build on their communication skills, learn about coping with Recruiting Duty, and to develop skills to successfully meet the challenges ahead.

By networking together Marine Corps family members learn from one another. If you are interested in one of the courses offered, or what we have on our calendar coming up, please contact us. We look forward to meeting you at the next L.I.N.K.S./ Life Skills workshop!



Great workshops offered while on Recruiting Duty

Basic Stress Management -The Basic Stress Management workshop is designed to help Marines and their families minimize stress by providing them with basic education on the concepts and management skills needed to successfully navigate both the everyday stress and extraordinary stress of a Marine Corps lifestyle.

Basic Anger Management- The Basic Anger Management workshop is a basic overview of anger management. It provides education on the dynamics of anger and offers a variety of acceptable coping strategies to handle angry feelings and behaviors.

Family Care Plan-This workshop will educate Marines and their families on the basics of a Family Care Plan. It will outline the significance of a Family Care Plan, and the importance of always having it updated.

Aging Parents & Elder Care-This workshop will help Marines and their families in dealing with the complexities of assisting elderly adults. It helps Marines and their families make informed decisions concerning elder care, as well as strategies for coping with day-to-day challenges involved with caring for your elderly loved one.

Emergency Preparedness-The Emergency Preparedness workshop contains information regarding actions that Marines and families should take to be informed and prepared in the event of natural and manmade hazards. This workshop outlines the importance of our Marines and families to always be prepared for all types of emergencies!

Safe & Sound at Home-This workshop provides important safety precautions for Marine Corps families, and instills spouse/family members with the ability and confidence to be responsible for their personal safety and the safety of their families while their Marines are deployed.

4 Lenses Assessment-Objective to facilitate learning for workshop participants on how to identify their own personality preference and spectrum as well as understand, accept, and value others for their unique strengths.

L.I.N.K.S. for Spouse-The goal of L.I.N.K.S. workshop is to provide an overview of the Marine Corps structure, services and benefits that are available to you as part of the Marine Corps Family. This is an opportunity for you to meet other Marine Corps spouses and to learn all the military has to offer!

L.I.N.K.S. for Kids-This curriculum is to help our young children adapt to the Marine Corps lifestyle and become resilient, look forward to new beginnings, embrace farewells and all of the great experiences they may encounter, or have encountered.

L.I.N.K.S. for Parents and Extended Family-Focuses on providing information for parents and extended family members of Marines, and helps them understand the Marine Corps culture and lifestyle.

L.I.N.K.S. for Poolee Parents Brief -This brief focuses on providing information for parents and extended family member of the Poolees. The resources and information they receive helps them understand the Marine Corps culture and lifestyle.

PREP (Prevention and Relationship Enhancement Program)-PREP is a relationship enhancement program that teaches couples how to effectively communicate, work together as a team to solve problems, manage conflict without damaging closeness, and preserve and enhance commitment and friendship.

Moving

Time to start packing

Moving is an integral part of the military lifestyle.

Each move is different and each offers its own unique set of challenges and benefits. Your tour on recruiting duty may provide your first opportunity to live away from what could be called a normal military environment (base housing, exchange and commissaries, recreation facilities, and family support programs). Whether you are moving from base to base, into a civilian community where there are no military installations, making an inter-district move, or at the end of your recruiting tour, this section provides useful information.

Each Marine Corps District has a welcome aboard process to ease your transition to recruiting duty. Personnel receiving orders to recruiting duty are sent a welcome aboard packet from their District. The Recruiting Station will assign a sponsor, who is your primary point of contact for information at your new duty location.

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

Although every effort is made to follow through on initial assignments, changes can and DO happen.



Where do I find information on my new location?

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

Military OneSource – We recommend you contact Military OneSource at 1.800.342.9647 to ask for a free “**Community Profile Report**” which provides extensive local information on housing, schools and community resources. You can also access the Relocation Toolkit at www.militaryonesource.com under the “Military Life & Deployment” tab, for community information to compare schools, and to see cost of living comparisons.

Also, you can check out these websites for articles and links to great resources:

[Safewise](#)

[Lifehacker](#)

Concerned for safety? Check out [Crime Reports](#).



Additionally, Family Readiness Assistants from your Recruiting Station will contact family members to offer assistance and to provide local area information.

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

Transportation Management Office (TMO) - Once you receive your orders, contact the local TMO to arrange your household goods shipment. TMO has a pamphlet, “Its Your Move”, to help you through the move process.

Housing - Check with your *current* Housing Office to see if on-base housing will be available to you at your new duty location. Marines on recruiting duty are entitled to Priority II Housing on military installations nearby their assignment. Priority II puts you in the same category as personnel permanently assigned to that installation. Information on military housing is also available on-line at: <https://www.housing.navy.mil/>. If you will be seeking housing in the local community, ask for real estate and rental guides, and information on community neighborhoods. Look on-line for

Moving

resources: www.ahrn.com (Automated Housing Referral Network), www.militarybyowner.com (home rental & sales), www.rentalhomes.com (rental homes) and www.apartments.com (apartments).

Relocations tools are also available at



www.planmymove.militaryonesource.com to help plan your move. “Military Installations” has addresses, telephone numbers, directions and installation overviews and more. The “Plan My Move” feature provides a planning calendar and checklists to assist in the organization of the move.

Local Area Information - Your first stop should be your base Relocation Office. They have access to a variety of resources to assist you in your move.

Other Resources – For additional information, contact the Community Chamber of Commerce, convention center, visitor bureau, and the library. You can also try the local newspapers, websites, RS sponsor, DFRO or other military members. An additional local resource maybe 211, which is a free, confidential one-stop service for community, health, and disaster related resources.

Schools/Child Care - Many municipalities have offices and on-line resources that can assist you with gathering information about schools

TRICARE –

DO NOT DISENROLL from your current TRICARE region until after you arrive at your new duty location. Once you are settled, contact TRICARE to update your enrollment information. This can be done easily from your online account, or by calling Tri Care.





and child care. Your current School Liaison Officer can also assist you with points of contact and information on transitioning your child to a new community.

Military OneSource can also help find childcare resources in your local area. *Military Child Care in Your Neighborhood* supports the childcare needs of parents living in remote locations where military childcare facilities are not available or accessible. It provides assistance in locating, selecting and paying for quality child care for active duty families; 800.424.2246, www.naccrra.org/militaryprograms.

Employment/Education – Spouses searching for employment/education should visit the Career Resource Center (CRC) at your current Marine Corps Community Services (MCCS) facility before you move. This will allow you to get a head start on your job search and to learn about educational opportunities. MCCS is also your point of contact for spouse employment opportunities in virtually any community. Additionally, there is the Military Spouse Employment Partnership, MSEP, through the Department of Defense and Military OneSource that offers information and resources for spouses. You can find more information at <https://msepjobs.militaryonesource.mil/msep/>

Moving



Here are some important reminders:

BAH (Basic Allowance for Housing) – BAH rates are based on the assigned duty location: the RS, RSS or PCS, not where you live. Check your BAH rate online at: <https://secureapp2.hqda.pentagon.mil/perdiem/bah.html>. Reassignment during your recruiting tour may impact your BAH, please ensure you have accounted for this when budgeting. Also, you may have additional expenses that you currently don't have, such as utilities and lawn maintenance that you will want to be aware of. If possible, ask for the past year's utility bills from your new home for a better understanding of true cost.

What happens when I leave recruiting duty? When transitioning out of recruiting, many of these same suggestions still apply. Get in touch with your sponsor and FRO at your new unit. And you will have all the self sufficiency skill you

Moving

have learned on independent duty that will help you look for the resources you need at your new duty station!



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

TRICARE – www.tricare.mil

TRICARE Prime or TRICARE Prime Remote: All active duty Marines are required to be enrolled in Prime or Prime Remote depending on where you live. Family members may choose to enroll in Prime or Prime Remote. You are assigned a Primary Care Manager (PCM), who provides access to all health care. If you live and work more than 50 miles from a Military Treatment Facility, you may be eligible for TRICARE Prime Remote. TRICARE Prime Remote delivers the same benefits as Prime in remote locations from a civilian provider.

TRICARE Standard: Family members who do not choose to enroll in a Prime program will automatically have TRICARE Standard and TRICARE Extra, no enrollment is necessary. Family member may visit any civilian certified or authorized provider they choose and submit the claim to TRICARE. Your family members would be responsible for applicable deductibles and cost shares.

TRICARE Extra: When your family members use TRICARE Standard they will also have TRICARE Extra. Your family members will have a lower cost-share when they visit a TRICARE network provider.



NOTE:

TRICARE policy requires that newborns be enrolled in Prime/Prime Remote within the first 60 days after birth, or the care automatically reverts to TRICARE Standard on the 61st day.



Dental – Programs are different for Marines and family members.

Active Duty Dental Program: Active Duty Marines who live within 50 miles of a Dental Treatment Facility (DTF) will receive their dental coverage through the DTF. Active Duty Marines who live more than 50 miles from a military DTF will access their dental care through the Active Duty Dental Program (ADDP). Access the ADDP website at: www.addp-ucci.com to locate a contract provider. Using a contract dental provider is REQUIRED. You may call 1-866.984.ADDP (2337) for assistance. DEERS must reflect your Remote status to use the Remote ADDP.

TRICARE Dental Program: The TRICARE Dental program (TDP) administered by Metropolitan Life (Met Life) offers dental coverage to your eligible family members. This coverage is optional. Active Duty service members need to enroll their family members if they wish to provide this dental coverage. There is a monthly premium. Enrollment in the TRICARE medical Prime plan does not include dental coverage. Preventive services are covered at 100%;

POCs

Region North:
1.877.874.2273
www.healthnetfederalservices.com

Region South:
1.800.444.5445
www.humana-military.com

Defense Enrollment Eligibility Reporting System (DEERS):
1.800.538.9552

Tri Care Beneficiary Counseling and Assistance Coordinator

www.tricare.mil/bcacdcao/

restorative services may have a cost share. Using a Met Life network provider saves you money. To locate a dentist, discuss claims disputes, or for more general information, please visit the website: <https://mybenefits.metlife.com/tricare> or call 1-855-638-8371 (CONUS) .

Pharmacy

Military Medical Treatment Facility (MTF) – There is no cost for prescriptions filled at the MTF for the service or family members. Prescriptions can be filled for up to a 90-day supply.

TRICARE Mail Order Pharmacy (TMOP) – available for maintenance medications you take for ongoing conditions, e.g. high blood pressure, birth control. Prescriptions filled through the TMOP are free for the active duty Marine and a small co-payment for family members. The service is provided by Express Scripts, 877.363.1303 or online at www.express-scripts.com/TRICARE.

TRICARE Retail Pharmacy Network – prescriptions may be filled at any TRICARE retail network pharmacy. A TRICARE retail pharmacy is a pharmacy that has signed a contract agreeing to fill TRICARE prescriptions. These are most civilian pharmacies in the United States. There are no costs for active duty service members however; family members will have a small co-payment.





Non-Network Pharmacy – a civilian pharmacy that has not signed a contract to fill TRICARE prescriptions is called a Non-Network pharmacy. These are hard to find but do exist. If you fill your prescription at this pharmacy you will be asked to pay upfront and file your own claim. Active Duty Service Members will be reimbursed and family members will have a higher deductible and cost share. (Use only when a network pharmacy is not available).

Changing Your Health Care Options

Before you depart your current duty station and arrive at your new duty station

Ensure I.D. cards are updated.

Here at District Headquarters you will be in the Tri Care North region.

Check availability of providers and services in your new area.

If you are enrolled in Prime, DO NOT drop or change your coverage before your move – wait until you arrive at your new duty location.

When you arrive at your new duty station –

Update DEERS with your new address.

Change to your new TRICARE Region or area (if necessary). If you are currently enrolled in Prime or Prime Remote, transfer your enrollment to your new area and select your new Primary Care Manager. If you are not enrolled in Prime or Prime Remote enroll yourself and your family (if they choose this option). Transfers will take place the day the contractor receives the application. New enrollments for

service members will take place the day the contractor receives the application. New enrollments for family members (switching from Standard to a Prime program) will be processed using the 20th of the month rule. If the enrollment is received on or before the 20th of the month, the enrollment in Prime or Prime Remote will take place the first day of the following month. After the 20th, enrollment begins on the first day of the second following month.

If Prime, learn who your PCM is and introduce yourself.

Find network locations for filling prescriptions and look into using the TRICARE Mail Order Pharmacy for medications you take regularly or for maintenance type prescriptions, e.g. birth control, blood pressure or high cholesterol medicines.





The Exceptional Family Member Program is a mandatory program throughout the Department of Defense. Eligible family members are those with a diagnosed medical (physical, emotional and/or intellectual) or education condition who require specialty care or special education. To qualify for EFMP family members must legally reside with the active duty sponsor, be enrolled in the Defense Eligibility Enrollment Reporting System (DEERS) and the Marine Corps Total Forces System (MCTFS). State assistance normally requires registration in the EFMP. Enrollment must be updated every three years. All of 4th MCD EFMP cases are handled through MCCS South Carolina at Parris Island. For more information regarding eligibility, filing forms, or assistance for your family member, visit their webpage at [here](#).

If you have a child with special needs, you may want to visit the Education Directory for Children with Special Needs offered through the Military Community & Family Policy section of Military One Source. The Education Directory for Children With Special Needs provides military families with children with special needs the information they need to make informed assignment decisions and easier transitions. More information can be found through the link [here](#).

Money Matters

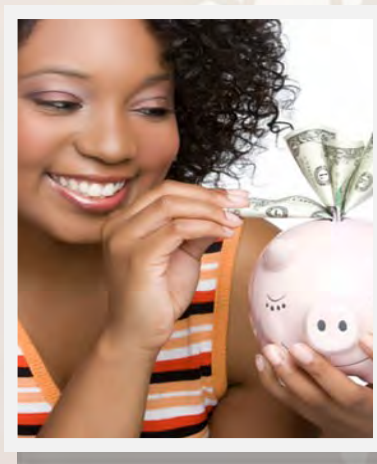
Money is always an important discussion, especially when moving to a new location! For Marines on Special Duty Assignment you will have extra pay, but keep in mind this money will go away once you are no longer on production as a Recruiter. Also, keep in mind the added expenses that you are going to incur while on this duty. Things like hair cuts and dry cleaning will really start to add up, and are most likely more expensive than what you are accustomed to.

Know that BAH, it will be set for where **your office is located.** Be sure to check the latest [calculator](#) for rates. Keep a careful eye on your rental agreement; things like water, sewage, utilities may be more expensive where you are headed, and may not be included in the rent automatically.

For more assistance check out these services below. And if you want more detailed assistance on budgeting you can talk with a Personal Financial expert at your current location, utilize Military One Source, or talk with one of the Personal Financial Counselors that rotate throughout the District.

Soldiers and Sailor's Civil Relief Act - You should understand the provisions of this act prior to beginning your recruiting duty tour. Be sure there is a military clause in your rental agreement. Visit the following websites for more information you can visit the Navy legal [website here](#).

Financial Assistance and Emergency Relief - Military entitlements will vary. While on recruiting duty, your RS Administrative Chief is your access to most information in this area. Be sure to keep an eye on your LES through the [MyPay website](#). You can also contact DFAS by phone for pay-related issues at 1.888.332.7411.



If located near a USMC installation, go to the Navy Marine Corps Relief Society office.

If not located next to any military installation; contact the Armed Forces Emergency Center, operated by the American Red Cross, (1.877.272.7337).

Active Duty and their families can seek assistance from any service branch, so finding the nearest military installation is always an option.

Military One Source is a great resource to use. Call 1-800-342-9647 or visit their [website](#) for additional information.

Take the time before you begin your PCS to look over your legal needs; it is always easier to get the paperwork done when you are close to an installation. Life, however, does go on and your legal needs may change once you are on Recruiting Duty. Should this happen your DFRO, sponsor, and Military One Source are able to help point you in the right direction for assistance. Below are some key factors to remember.

Legal Assistance - Before departing your duty station, visit your legal assistance office. Update your will(s), powers of attorney and any other legal documents. Access to a Legal Assistance Office while on recruiting duty may be limited. Contact the Regional Staff Judge Advocate's Office and asks to be transferred to the Legal Assistance Office: 800.826.7503.

Guardianship - If you have minor children, it is important to appoint a guardian who can act in your place if you are unable to care for your child. You may want to appoint both a primary and an alternate guardian. State laws concerning guardianship vary, ask your Legal Assistance Office for help.

Legal Services - Legal offices may not be readily available on recruiting duty, therefore, finalize all legal issues such as updating wills or powers of attorney prior to beginning your tour on recruiting duty. Information concerning consumer issues and tax assistance can be obtained by contacting the Regional MCCS office. Local

consumer credit corporations and volunteer tax assistance sites may also be available in your area; contact your DFRO or sponsor for additional information.



Don't want to go to the gym for your fitness needs?

Try looking for web-based applications like Fitness Blender, which allow you access to fitness information and workouts from your home!

[https://
www.fitnessblender.com/](https://www.fitnessblender.com/)

While on recruiting duty you may not be near a military base, let alone a Marine Corps Base. The Semper Fit program is often limited to programs that can be presented through audio, video, and printed material while on recruiting duty. You can visit www.usmc-mccs.org/fitnessrec/ for additional information as well.

This doesn't mean you are left without options. Your RS can provide information on local gyms to meet your fitness needs. Ask your DFRO about the YMCA or private gym membership for Marines. Additionally, many YMCA's offer free family member memberships while you are on recruiting duty. Each YMCA is run independently, so be sure to ask at the location closest to you if they offer free or discounted memberships for family members of the military. In some cases spouses have been able to volunteer with the YMCA in exchange for gym privileges as well, so it never hurts to ask.



Important Reminders



milConnect

Serving those who serve our country.

As with your legal matters, ID cards are an important item that can be much easier to handle prior to leaving your current location.

DEERS - Access to medical, dental and other benefits depends on the accuracy of your DEERS record. Visit your DEERS office and assure that your DEERS information is current and identification cards are accurate. You can also call the DEERS Beneficiary Center at 800.538.9552 or update your address at www.tricare.mil/deers/. Should you need to update or get a new ID card once you have relocated you can find your nearest location by visiting this [website](#).

Family Care Plan - If you are a single parent with custody of a minor child, a dual military family, or responsible for a family member's care, e.g. adult parent, you should have a Family Care Plan. It outlines your needs and desires for care of family and property during your absence. Work with your Legal Assistance Office or your unit's Administration Office to prepare your Family Care Plan before you leave your current duty station.

You may find that the plan you have in place will not work once you have relocated. It is always a good idea to update your plan whenever there are changes that can effect its implementation. Talk with your DFRO or Admin section for additional information. You can also find additional information to help you come up with a plan through [this article](#) on Military One Source.

Drivers License- Now is a good time to take a look at your drivers license; is it set to expire soon? [This link](#) provides information with access to all the various state regulations regarding licenses. Many states offer renewal by mail for Active Duty services and their families. Check out your state for more details.

Education

Educational Opportunities are available to the Active Duty service member. You can visit with the Education Center on your current installation, or check out Service Members Opportunity Colleges for more information. They can be found [here](#).

You can also find more information on discounted tuition for Federal employees and their family members by visiting the Office of Personnel Managements site [here](#).

If you are interested in taking a few courses, but not starting towards a full degree, there are some interesting options offered by many large Universities called Open Learning Initiatives. Places like Harvard, Stanford, MIT, and Carnegie Mellon offer classes online for free. More information on these can be found in the Web Resources of this guide listed as OLI.

Need more information on using your Tuition Assistance or GI Bill? Contact the District Education Officer, [Captain David](#), or visit the [Veteran's Administration](#) website.





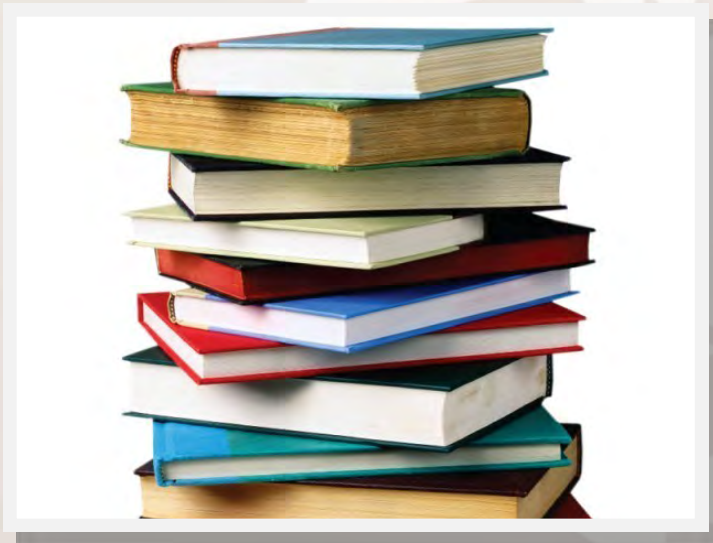
A focus on assisting spouses and families of our military means that there are many new options for education and employment available.

Navy Marine Corps Relief Society offers scholarships and loans for personnel and their families. You can find more information on their program by visiting [their page here](#).

Many schools offer discounted rates when it comes to education for military and their families. For instance, the Office of Personnel Management (OPM) has made agreements with six institutions for discounted tuition for federal employees, their spouses, or legal dependents. For more information check out this link [OPM Back to School](#).

Syracuse University also offers all spouses of Post 9-11 veterans the opportunity to take advantage of their Veteran's Career Transition Program for free. More information can be found [here on this program](#).

If all of the options seems a little overwhelming, there is help available to take advantage of. Military One Source offers information on education, and even personalized consultations. For more information on this visit their [website here](#).



Finding a great school

When it comes to finding a good school for your children there are many factors to consider, and what makes a great school for some may not be the same for others. So where do you turn?

While we cannot tell you what school you should consider, we have some links here to help you in your decision making process. Also, talk with your sponsor and get their thoughts and advice as they have been in the area and have first hand knowledge.

Start thinking about the really important things you want your child's school to have? Or perhaps you have specific concerns that you want to make sure the new school doesn't continue.

For instance, are school sports an important factor for your child, or do you really want to talk with the school about your child's IEP to ensure they have the proper support in place? Here is the link to an article by [Realtor.com](https://www.realtor.com) on how to choose a school that may give you an idea of where to start.

You can also check out both public and private schools with [GreatSchools.org](https://www.greatschools.org).

There is also [Schooldigger.com](https://www.schooldigger.com) that offers





evaluations to include student teacher ratio and other metrics to aide your decision process.

Before you leave your current duty station be sure to talk with your School Liaison Officer for more information on transferring school records and ensuring enrollment needs are met. They can help you make contact with other school districts if you are having trouble as well. It is also a good idea to write down all the names and contact information for your child's current school; this way when you get to your new location you can easily share with the new school in case there are missing records or information.

If you child does have special needs, visit the [Education Directory for Children with Special Needs](#) for even more information that can assist you in making informed decisions. Also, don't forget to talk with your EFMP case manager for more information on ensuring you get support at your new location.

Military One Source



Military OneSource: Tools You Can Use



**Need financial or tax advice?
Need to talk about family issues or managing stress?
Thinking about going back to school?**

Military OneSource is a Department of Defense-funded program that's both a call center and a website, providing comprehensive information on every aspect of military life that is free to active duty, National Guard and reserve service members, their families and survivors. Information includes, but is not limited to, deployment, reunion, relationships, grief, spouse employment and education, parenting and child care, and much more.

Highlights

- ✓ Confidential non-medical counseling services for eligible individuals face to face, by telephone, and via secure online chat and video conference, 12 consultations per person, per issue
- ✓ Specialty consultations with trained professionals by phone or online for adoption, education, special needs, adult and elder care, peer-to-peer, health and wellness coaching, wounded warriors, and spouse relocation and transition
- ✓ Financial counseling in person, by phone or via video conference on an array of financial issues from basic budgeting to debt consolidation
- ✓ Tax consultation and free electronic filing services
- ✓ Document translation and simultaneous language interpretation services in more than 150 different languages
- ✓ Articles, resources and products on a wide range of topics



Learn what Military OneSource has to offer.
Visit <http://www.militaryonesource.mil>
or call 800-342-9647.



Call. 800-342-9647

Click. MilitaryOneSource.mil

Connect. 24/7



Discover
more of what
Military OneSource
has to offer.
Scan QR code or
call 800-342-9647.



Military One Source



Military OneSource: Spouse Relocation and Transition Specialty Consultation



**Do you find yourself facing another relocation?
Could you use a personalized moving plan?
Are you in the midst of a military transition and need help?**

Military OneSource offers free spouse relocation and transition specialty consultations to help military spouses navigate moving and transition-related challenges. These consultants are familiar with the broad range of resources available through Military OneSource and in military and local communities. Eligible spouses can call Military OneSource 24 hours a day, seven days a week to schedule an appointment. Additionally, consultations can take place over the phone, via secure online chat or live video session.

Highlights

Whether you're PCSing or transitioning out of the military, you'll get personalized support when you team with a Military OneSource specialty consultant.

Let Military OneSource create a personalized moving plan for you.

Get information on topics such as:

- ✓ Financial management
- ✓ Housing options for both on and off the installation
- ✓ Shipment and storage of household goods
- ✓ Programs and services on installations
- ✓ Career transition for military spouses



Call. 800-342-9647

Click. [MilitaryOneSource.mil](http://www.MilitaryOneSource.mil)

Connect. 24/7



Discover more of what Military OneSource has to offer. Scan QR code or call 800-342-9647.



Call 800-342-9647 or visit <http://www.MilitaryOneSource.mil> to get your spouse relocation and transition specialty consultation started.

Points of Contact



Recruiting Operations:

Recruiting Operations Officer:	717-770-8209
Asst for Enlisted Recruiting:	717-770-4710
Asst for Officer Procurement:	717-770-4827
Contact Team:	717-770-4720
Quality Control:	717-770-8154
Prior Service Recruiting:	717.770.8101
Marketing:	717-770-4647

Support Operations:

Adjutant:	717-770-4087
Personnel Administration:	717-770-8119
Family Readiness Officer:	717-770-4788
Comptroller:	717-770-4451
Info Systems Mgt Office:	717-770-4690
Logistics:	717-770-4690
Supply:	717-770-8131
Chaplain:	717-856-7726
Public Affairs Office:	717-770-8123

Web links

Here you will find all the various websites and email links that have been placed in the guide.

Emails.

Chaplain Block

james.block@marines.usmc.mil

Education Officer-Captain David

david.david2@marines.usmc.mil

Family Readiness Coordinator-FRC

harmony.hutman@marines.usmc.mil

Web Links

4th District website

<http://www.mcrc.marines.mil/4thmcd/>

American Military Univ. (AMU)

[American Military Univ. \(AMU\) www.apus.edu/amu/home/amu](http://www.apus.edu/amu/home/amu)

American Red Cross

www.redcross.org

America Support You

www.americasupportyou.mil

BAH calculator

<http://www.defensetravel.dod.mil/site/bahCalc.cfm>

Chamber of Commerce, US

<https://www.uschamber.com/>

Chaplain Care

www.chaplaincare.navy.mil

Child Care Aware

<http://usa.childcareaware.org/military-programs/military-families/marines/>

Crime Reports

<https://www.crimereports.com/>

DEERS

www.tricare.mil/deers

Defense Commissary Agency

www.commissaries.com

Drivers License information

<http://www.dmv.org/drivers-license.php>

DStress

<http://www.usmc-mccs.org/index.cfm/services/support/dstress-line/>

Education Directory for Children with Special Needs

http://apps.militaryonesource.mil/MOS/f?p=EFMP_DIRECTORY:HOME:0

Web links

Education -Service members	http://www.soc.aascu.org/
Education-OLI Carnegie Mellon	http://oli.cmu.edu/
Education-OLI Coursera	https://www.coursera.org/
Education-OLI Harvard	https://www.extension.harvard.edu/open-learning-initiative
Education-OLI MIT	http://ocw.mit.edu/index.htm
Education-OLI Stanford	http://oli.stanford.edu/
Education-West Shore School District	http://www.wssd.k12.pa.us/
Exceptional Family Members	www.usmc-mccs.org/efmp
Facebook--4MCD HQ Social Page	https://www.facebook.com/groups/1415082142082376/
Facebook-4th MCD Spouses and Families	https://www.facebook.com/groups/66277703960/
Facebook--District page	https://www.facebook.com/4th-MCD-Personal-Family-Readiness-Program-240534415966389/
Family Care Plans-how to make one	http://www.militaryonesource.mil/deployment-and-transition/preparing-for-deployment?content_id=285114
Federal Jobs	www.usajobs.opm.gov
FOCUS Project	http://www.focusproject.org/focus-world-intro
General Military Information	www.military.com
Great Schools.org	http://www.greatschools.org/
Health Care--Dunham Clinic	http://dunham.narmc.amedd.army.mil/SitePages/Home.aspx
ID Card Site Locator	www.dmdc.osd.mil/rsl/owa/home
Immigration & Naturalization Services	www.uscis.gov/graphics/services/index.htm

Installation information-MWR

<http://mwrnewcumberland.com/about-us-2/history/>

Installation-DLA website

<http://www.dla.mil/Distribution/Locations/Susquehanna.aspx>

Installation-Military Installation overview

http://www.militaryinstallations.dod.mil/MOS/f?p=MI:CONTENT:0::::P4_INST_ID,P4_CONTENT_TITLE,P4_CONTENT_EKMT_ID,P4_CONTENT_DIRECTORY,P4_TAB:4050,Installation%20Overview,30.90.30.30.0.0.0.0.1,IO

Legal Assistance-Military One Source

<https://www.militaryonesource.mil/financial-and-legal/legal-issues>

Legal Information

<http://sja.hqmc.usmc.mil/jal>

Lifehacker

<http://lifehacker.com/5909195/how-can-i-quickly-find-the-best-neighborhoods-in-any-cityand-the-best-hangouts-therein>

Marine Corps

www.usmc.mil

Marine Corps Community Services

www.usmc-mccs.org

Military Child Education

www.militarychild.org

Military Handbooks

<http://militaryhandbooks.com/>

Military Info & Support of Parents

www.militarymoms.net

Military OneSource

www.militaryonesource.com

Military Pay Information

www.dod.mil/dfas

Military Spouse Employment Partnership

<https://msepjobs.militaryonesource.mil/msep/>

Military Support Portal

www.militaryhomefront.dod.mil

My Pay

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

National Military Family Association

www.nmfa.org

Navy Exchange Online

www.navy-nex.com

Navy Marine Corps Relief Society

www.nmcrrs.org

Web links

Newcomers-Cumberland County

<https://www.visitcumberlandvalley.com/>

Newcomers-Dauphin County

<http://www.dauphincounty.org/Pages/default.aspx>

Newcomers-York County

<http://www.yorkpa.org/listings/Susquehanna-Valley-Chamber-of-Commerce-Visitors-Center/833/>

Newspapers

www.onlinenewspapers.com

Per Diem Rates

www.dtic.mil/cgi-bin/cpdrates.pl

Realtor.com finding a good school

http://www.realtor.com/advice/buy/how-to-find-the-best-school-for-you/?is_wp_site=1

Recreation-Fort Hunter

<http://forthunter.org/>

Recreation-Gettysburg

<http://www.destinationgettysburg.com/index.asp>

Recreation-New York City

<http://www.nyc.gov/portal/site/nycgov/menuitem.e2a1b26d9be35ff6a62fa24601c789a0/>

Recreation-The Giant Center

<http://www.hersheyentertainment.com/giant-center/>

Recreation-Visit Hershey

<http://www.visithersheyharrisburg.org/things-to-do/>

Recreation-Wildwood Park

<http://www.dauphincounty.org/government/Parks-and-Recreation/Dauphin-County-Parks/Wildwood-Park/Pages/default.aspx>

Relocation

www.monstermoving.com

Safewise

<http://www.safewise.com/blog/confirm-safety-neighborhood-online-tools/>

Scholarships

www.scholarships.com

Scholarships-NMCRS

<http://www.nmcrs.org/pages/education-loans-and-scholarships>

School Digger

<https://www.schooldigger.com/>

Schools

www.nces.ed.gov

Semper Fit

www.usmc-mccs.org/fitnessrec/

SGLI

www.insurance.va.gov/sqlisite/sqli/sgli.htm

Special Needs Education Directory

http://apps.militaryonesource.mil/MOS/f?p=EFMP_DIRECTORY:HOME:0

Spouse Education-Military One Source

http://www.militaryonesource.mil/confidential-help/specialty-consultation?content_id=282884

Tourism-Baltimore

<http://baltimore.org/>

Tourism-Lancaster

<http://www.discoverlancaster.com/index.asp>

Tourism-Pennsylvania

<http://www.visitpa.com/>

Tourism-Washington D.C.

<https://washington.org/>

Transition Preparation

www.dodtransportal.org/dav/lsnmedia/LSN/dodtransportal/

Travel & Tourism-US

<http://www.usatourist.com/english/traveltips/state-tourist-offices.html>

Travel-ITR

<http://mwrnewcumberland.com/home2/itr/tickets-trips/>

TRICARE

www.tricare.mil

TRICARE Customer Service Directory

http://www.tricare.mil/bcacdcao.aspx?sc_database=web

TRICARE North

www.healthnetfederalservices.com

TRICARE South

www.humana-military.com

Troops / Spouses to Teachers

<http://www.proudtoserveagain.com/home.htm>

Tuition Assistance-OPM

<https://www.opm.gov/blogs/Director/2016/8/22/Is-Going-Back-to-School-for-You>

United Way

www.unitedway.org

US Government Official Web

www.usa.gov

USMC College of Continuing Education "MarineNet"

<https://www.marinenet.usmc.mil/>

Web links

Vacations

www.afvclub.com

Vehicle licensing

www.framed.usps.com/moversnet/motor.html

Veteran's Career Transition Program

<http://vets.syr.edu/education/employment-programs/>

Veterans Career Transition Program

<http://vets.syr.edu/education/employment-programs/>

Volunteering in America

<https://www.volunteeringinamerica.gov/>

Volunteering--Harvard article

<https://hbr.org/2012/09/youll-feel-less-rushed-if-you-give-time-away>

Volunteering-National Service

<http://www.nationalservice.gov/serve-your-community/benefits-volunteering>

Voting-Federal Voting Assistance Program

<https://www.fvap.gov/>

Women, Infants & Children (WIC)

www.fns.usda.gov/wic

YMCA

<http://www.ymca.net/military-outreach/memberships.html>

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

AOP - *Assistant for Officer Procurement*. The headquarters staff section which is responsible for coordinating various officer procurement programs.

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

“B” Billet - Marines serving as recruiters.

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

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

CTA-*Command Team Advisor* Volunteer Appointed by the Commanding Officer that assists the Command Team in addressing personal and family readiness issues.

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

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

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

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

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

Glossary

FRA - Family Readiness Assistants. Military spouses appointed by the commanding officer, welcomes new families, communicates with the unit and provides information and referral services.

FRC-Family Readiness Coordinator Position at District Headquarters that serves as the main point of contact for the Unit Personal and Family Readiness program. Acts as a FRO for the District Headquarters personnel and families, and supports the DFROs at the RS.

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

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

LINKS - Lifestyle Insights, Networking, Knowledge and Skills. A Marine Corps Family Team Building program within Marine Corps Community Services which enhances family readiness. Spouses learn benefits & services, moving tips, effective communications, financial awareness & Marine Corps History & traditions

MCRC - Marine Corps Recruiting Command. Headquarters for recruiting command located in Quantico, VA.

ERR - Eastern Recruiting Region, MCRD, Parris Island, SC

WRR - Western Recruiting Region, MCRD, San Diego, CA

MEPS - Military Entrance Processing Station. Applicants are tested & inducted in the Armed Forces, if qualified.

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

OPSO - Operation's Officer. Executes the CO's recruiting plan and the day-to-day recruiting operation activities.

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

PCA Orders - Permanent Change of Assignment Orders. Reassignment to a different

duty station within commuting distance, not requiring movement of household goods.

PCS Orders - *Permanent Change of Station Orders*. Reassignment to a different duty station which may require movement of household goods.

PCS - *Permanent Contact Station*. A geographically separated station that falls under the responsibility of an RSS and manned by 1- 3 Marines.

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

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

PSR - *Prior Service Recruiting*. Recruiting program targeting prior service Marines.

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

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

RI - *Recruiter Instructor*. Senior Career Recruiter at each RS and responsible for training all the recruiters.

ROP - *Recruiter on Production*. A Marine that is actively recruiting.

RS - *Recruiting Station*. Headquarters for a specific geographic area & its substations.

RSS - *Recruiting Sub-Station*. Is the main office for all recruiting activities: calls, interviewing & paperwork, is the responsibility of the SNCOIC.

SDA Pay - *Special Duty Assignment Pay*. Taxable incentive pay awarded to Marines serving in designated billets on recruiting duty.

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

Glossary

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

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

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

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

UP&FRP - *Unit Personal & Family Readiness Program*. Provides support through proactive outreach in the form of official communication, information and referral, Marine and family readiness and volunteer support.

[illegible]



4th Marine Corps District

ATTN: Family Readiness

54 M Avenue, Suite 9
New Cumberland, PA 17070