



Welcome Aboard

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ADMINISTRATIVE GUIDANCE

Prior to departure from Recruiters School:

Ensure that you have in your possession:

- **Original Orders, beginning with orders to school, and all endorsements including a copy of your settled travel claim for Recruiting School prior to checking in.**
- **If your Orders have you checking in on the weekend, you must check in the Friday before during normal working hours (0800-1630).**
- **Your Service Record Book and Medical/Dental records.**
- **Ticket stubs for any official duty travel via common carrier (airplane, bus, etc.)**
- **Original receipts for official travel including temporary lodging receipts.**
- **You and your family's ID cards (as applicable).**
- **Your Citi Bank Government Visa Card (if issued one).**
- **Your current civilian driver's license.**

RS CONTACT INFORMATION

MARINE CORPS RECRUITING STATION DENVER

621 17th Street STE 300

Denver, CO 80293

Admin Phone: (303) 832-3021

Admin Fax: (303) 832-3808

XO BlackBerry: (303) 929-1275

ADMINISTRATIVE GUIDANCE

Continued

ADVANCE TRAVEL ENTITLEMENTS

- **Advance Pay:** “Normal parameters” are one month’s advance pay to be paid back in 12 months. This request may be submitted either 30 days in advance of departure from your old permanent duty station or within 180 days after arrival at your new duty station. Any requests for advance pay outside normal parameters must be justified.
- **Advance Travel:** Upon request, you should have received advance travel for yourself from your old Permanent Duty Station to Recruiters School. Recruiters School will cut the advance from San Diego to RS Denver. In the case of married Marines, you will rate travel time and transportation allowances back to the old PDS for yourself and then travel and transportation to your new duty station for yourself and your dependents.
- **Advance Dislocation Allowance:** Upon graduation from Recruiters School, you may request advance DLA. This entitlement is for the purpose of procuring housing at the new Permanent Duty Station. The rates are shown below:

PRIMARY DLA RATES		
<i>* (Effective 1 January 2016)</i>		
*Table 5G-1		
Grade	Without-Dependent Rate	With-Dependent Rate
O-10	\$3,714.88	\$4,572.98
O-9	\$3,714.88	\$4,572.98
O-8	\$3,714.88	\$4,572.98
O-7	\$3,714.88	\$4,572.98
O-6	\$3,408.11	\$4,117.55
O-5	\$3,282.44	\$3,968.90
O-4	\$3,041.89	\$3,498.66
O-3	\$2,437.83	\$2,894.55
O-2	\$1,933.79	\$2,471.61
O-1	\$1,628.38	\$2,209.47
O-3E	\$2,632.42	\$3,110.78
O-2E	\$2,237.84	\$2,806.76
O-1E	\$1,924.33	\$2,593.24
W-5	\$3,090.52	\$3,377.03
W-4	\$2,744.58	\$3,095.96
W-3	\$2,306.76	\$2,836.48
W-2	\$2,048.67	\$2,609.45
W-1	\$1,714.85	\$2,256.78
E-9	\$2,254.08	\$2,971.63
E-8	\$2,068.91	\$2,739.20
E-7	\$1,767.58	\$2,543.25
E-6	\$1,599.98	\$2,349.99
E-5	\$1,475.67	\$2,113.50
E-4	\$1,283.77	\$2,113.50
E-3	\$1,259.45	\$2,113.50
E-2	\$1,022.98	\$2,113.50
E-1	\$912.20	\$2,113.50

Partial DLA is \$718.08

ADMINISTRATIVE GUIDANCE

Continued

RATES OF TRAVEL ALLOWANCES

- **Travel:** .24 cents/mile (Standard)

- **Per Diem:** Paid for each travel day authorized on the orders that the individual actually utilizes.
 - Marine = \$109.00/day
 - Spouse/Children over 12 = \$81.75/day
 - Children under 12 = \$54.50/day

IN TRANSIT

- Make sure you DO NOT ship all your uniforms in your TMO shipment as these items are frequently delayed or lost.
- You must contact your future SNCOIC and the RS Admin Chief, SSgt Ana Mora, prior to your arrival in the local area for guidance concerning temporary lodging allowances and housing availability.

*****NOTE:** **Keep all lodging receipts** for yourself and your dependents.

UPON ARRIVAL IN THE VICINITY OF RS DENVER

Call the RS Sergeant Major and your future SNCOIC to inform them of your arrival. You may check in to the RS prior to the date reflected on your orders if you wish.

Each Marine performing PCS travel is entitled to up to 10 days temporary lodging reimbursement either in the vicinity/within 50 miles of their old permanent duty station, their new one, or a combination of both-not to exceed 10 days. This allowance will be reimbursed upon settlement of the Marine's travel claim.

CHECKING-IN

Contact the Admin Section to inform them of the day you plan to check in. This will shorten your check-in time and make the process as pain-free as possible.

Check in goes Monday through Friday between 0800 and 1600 (excluding non-working holidays). **All** Marines checking in to the Command will check in wearing the **Blue 'B'** uniform. (have green on green as well to conduct check in height and weight). Upon check in, you will receive a complete administrative, logistical and medical/dental briefing.

STATION ALLOWANCES

Please note that the following will not commence until you officially check in to RS Denver.

- SDA PAY = \$300 per month for first 12 months and \$375 after first 12 months
- BAS = \$367.92 monthly
- BAH= You will receive BAH at your old Permanent Duty Station until you check-in to RS Denver.

MEDICAL/DENTAL INFORMATION

IF YOU REQUIRE MEDICAL ATTENTION IN TRANSIT

Immediately inform the RS Admin Chief and your future SNCOIC, then procure medical attention at the nearest available doctor. Keep all bills and submit them to the RS Admin Chief upon check in to facilitate claims processing.

IF YOUR DEPENDENTS REQUIRE MEDICAL ATTENTION IN TRANSIT

Call the **TRICARE Healthcare Finder (HCF) line, (800) 444-5445**, and follow the guidance listed below.

ALL TRICARE MEMBERS SHOULD:

- Call 911 or go to the nearest emergency room for emergency care.
- Carry your military ID card at all times and have your family carry theirs.
- Carry the number for the 24-hour **TRICARE Health Care Finder Line (800) 444-5445**. TRICARE Standard and Extra users can call the HCF line for assistance in locating TRICARE-approved providers. TRICARE Prime enrollees must contact an HCF operator to receive authorization for non-emergency care.
- Carry the number for the 24-hour **TRICARE Health Care Information Line, (888) 563-2273**. This service provides toll-free access (from within the United States) to over 500 recorded health topics or to a registered nurse.
- Keep all bills or other documentation if you are required to pay for health care services or prescriptions while you and your family are traveling. You will need to submit them in order to be reimbursed.

*****NOTE** If you receive emergency care while traveling and are admitted to a hospital, you or a family member must contact a HCF within 24 hours.

IMPORTANT PHONE NUMBERS

TMO/HOUSEHOLD GOODS

- Buckley AFB (720) 847-6685
- Ellsworth AFB (Rapid City) (605) 385-2169
- Fort Carson (Colorado Springs) (719) 526-3755
- Warren AFB (Cheyenne) (307) 773-1848

MEDICAL/DENTAL

- Buckley AFB (720) 847-9355
- Ellsworth AFB (605) 385-3215
- USAFA/Fort Carson (719) 457-2273
- Warren AFB (307) 773-3461

BASE OPERATOR

- Buckley AFB (720) 847-9011
- Ellsworth AFB (605) 385-1000
- Fort Carson (719) 526-5811
- USAFA (719) 333-1110
- Warren AFB (307) 773-1100

Recruiting Station Denver

RSS/PCS Locations & Phone Numbers

RS DENVER EXECUTIVE OFFICER – CAPTAIN MILLER

621 17th Street Suite 300
Denver, CO 80203
303-832-2502
303-929-1275

RS DENVER SERGEANT MAJOR – SGTMAJ IXTLAHUAC

621 17th Street Suite 300
Denver, CO 80203
303-832-2532
303-241-8102

RSS CASPER: SNCOIC – GYSGT STERBA

601 SE Wyoming Blvd, Suite 1338
Casper, WY 82609
(307) 237-4332
Fax: (307) 237-4219

RSS CHEYENNE: SNCOIC – SSGT DUGAN

1400 Dell Range Blvd Suite 33
Cheyenne, WY 82009
(307) 772-2201
Fax: (307) 772-2020

RSS COLORADO SPRINGS NORTH : SNCOIC – SSGT GRAY

5721 N. Academy Blvd
Colorado Springs, CO 80918
(719) 592-9595
Fax: (719) 535-2657

RSS COLORADO SPRINGS SOUTH : SNCOIC – SSGT DELCARMEN

750 Citadel Drive East
Colorado Springs, CO 80909
(719) 638-1729
Fax: 719-572-0840

RSS FORT COLLINS: NCOIC –SGT CAREY

194 E 29th St.
Loveland, CO 80538
(970) 667-1755
Fax: (970) 667-4832

PCS Greeley:

3230 W. 23rd Ave. Unit 310-C
Greeley, CO 80620
(970) 330-4411
Fax: (970) 339-3241

RSS GRAND JUNCTION: SNCOIC – SSGT DOYLE

2502 Highway 6 & 50, Suite 600-C
Grand Junction, CO 81505
(970) 243-5071
Fax: (970) 243-2577

PCS MONTROSE:

636 E. Main St
Montrose, CO 81401
(970) 240-9539
Fax: (970) 240-9522

RSS METRO EAST: SNCOIC – GYSGT MARMOLEJO

14177 E. Exposition Ave
Aurora, CO 80012
(303) 340-3700
Fax: (303) 343-6587

PCS Smokey Hill:

20269 Smokey Hill Rd.
Centennial, CO 80015
(720) 382-7903

RSS METRO SOUTH: SNCOIC – SSGT LUCAS

8966 W. Bowles Ave Suite 5
Littleton, CO 80123
(303) 972-2259
Fax: (303) 972-1339

PCS LAKEWOOD:

145 S. Sheridan Blvd Unit 218
Lakewood, CO 80226
(303) 922-8170

RSS METRO NORTH: SNCOIC – GYSGT ARRIOLA

3053 Walnut St. Ste A/B
Boulder, CO 80303
(303) 444-0280
Fax: (303) 444-4638

PCS Longmont:

2255 N. Main St. Ste 115B
Longmont, CO 80501
(303) 682-5340
Fax: (303) 682-5341

PCS Thornton:

550 E. Thornton Pkwy
Thornton, CO 80229
(303) 451-1677
Fax: (303) 252-9652

RSS METRO WEST: SNCOIC – GYSGT DEPABLO

7355 W. 88TH Ave Suite F
Westminster, CO 80021
(303) 456-5043
Fax: (303) 456-5046

PCS GOLDEN:
17706 B S. Golden Rd. Suite 210
Golden, CO 80401
(303) 278-0368
Fax: (303) 278-8356

RSS PARKER: SNCOIC – SSGT HEMKES
11280 20 Mile Rd. Suite 109
Parker, CO 80134
(303) 996-6808
Fax: (303) 996-6841

PCS Castle Rock:
78 E. Allen St. Suite B
Castle Rock, CO 80108
(303) 814-7235
Fax: (303) 814-6093

RSS PUEBLO: SNCOIC – SSGT BROWNLEE
4104 Outlook Blvd Suite 126B
Pueblo, CO 81008
(719) 545-4581
Fax: (719) 543-6077

RSS RAPID CITY: SNCOIC – SSGT ALBANO
2200 N. Maple Ave Suite 120B
Rapid City, SD 57701
(605) 348-2582
Fax: (605) 348-5456

OSO DENVER: OIC – CAPTAIN ROLLINS
900 Aurora Parkway Tivoli Suite 126
Denver, CO 80204
(303) 832-7121
Fax: (303) 832-7153

OSO FORT COLLINS: OIC – CAPTAIN HART
706 S. College Ave Suite 205A
Fort Collins, CO 80524
(970) 484-8118
Fax: (970) 482-4017

MEPS: NCOIC GYSGT RIDDLE
721 19th Street
Denver, CO 80202
(303) 893-0479

Recruiter Administrative Information Sheet

1. _____
(Grade) (Last Name) (First Name) (M) (SSN) (MOS)
2. RSS / PCS assigned to: _____
3. Leave address: _____

Leave phone number: _____
4. Estimated date of check-in: _____
5. Marital Status: _____ # of Dependents: _____
6. Government Charge Card Holder: Yes or No (Circle one)
7. Dependent Information:
Spouse Name: _____ DOB: _____
Child Name: _____ DOB: _____
Child Name: _____ DOB: _____
Child Name: _____ DOB: _____
Child Name: _____ DOB: _____
8. Hobbies: _____

9. Is there any situation/problem/information that may affect your tour of duty on recruiting (i.e. financial, marital, medical or otherwise) that should be discussed in private with the command? Yes or No
If Yes, explain: _____

10. Any other specific information or assistance requested?

