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Resource Guide to

Recruiting

For Marines & Families



Welcome to Recruiting Duty!

Congratulations on your assignment to the Marine Corps Recruiting Command and welcome to the 9th Marine Corps District team!

You are about to embark on could be one of the most rewarding and challenging missions of your career to date, finding the Corps' next generation of Marines in America's heartland. A tour on recruiting duty is rewarding because you will be personally involved in choosing who will earn the right to wear the Eagle, Globe and Anchor. Recruiting is challenging because it is probably unlike anything you have done before in your career. As you settle into your new environment, I believe that is important to remind you of four fundamental truths about your new assignment, whether it is as canvassing recruiter, or in support of the recruiting force.

First, the Marine Corps provides two things for our nation: it wins battles and makes Marines. Making Marines requires the Corps to recruit, assess and train between 35,000 and 40,000 enlisted, officer and prior service Marines annually to maintain its total force and strength. The process begins when a Marine Corps recruiter makes contact with the young men and women of America. Just as the entire Marine Air Ground Task Force supports the Marine rifleman in combat, in the Midwest, the District Headquarters, its eight Recruiting Stations and its Prior Service Recruiting Office all exist to support the SNCOICs and their recruiters in attaining their contracting and shipping missions. Every other activity is secondary.

Second, the 9th Marine Corps District is the face of the Corps in the American Midwest. To the majority of Americans in the District's area of operations, our 850 Marines and civilians spread across nearly 275 facilities ARE the Marine Corps. With this privilege of representing the Marine Corps comes great responsibility; we must never do anything to violate the trust that the American people place in us as U.S. Marines. You must do your duty and keep your honor clean at all times-regardless the stressors or temptations to do otherwise. Neither can you do anything during your tour to disrupt team cohesion and trust or damage to the Corps' relationship with the local community; your integrity must remain inviolate. Discrimination, fraternization, hazing, sexual assault, fraud, theft and lying all destroy trust and will not be tolerated. As a Marine, this is nothing new, our core values remain unchanged.

Third, you must think 'team' at every level. Although we all have our own jobs to do, missions are accomplished by teams, not individuals. Take care of yourself, your teammates, the sons and daughters of America and your gear. Our collective goal must be to accomplish the mission and minimize loss of personnel and equipment. Teams accomplish missions and ensure their members' success.

Lastly and simply, do your duty and pay the price required to be a member of the world's finest fighting organization. Have no fear, you are a United States Marine and have the tools necessary to succeed. Apply yourself completely and abide by our core values of honor, courage and commitment. In the long-term, the Corps recognizes the future potential of those who successfully complete their recruiting tour and rewards them accordingly with opportunities for recognition and promotion.

With you aboard the Team in the Ninth, we will accomplish our assigned mission, hold high the torch of our core values and strengthen the Corps' bond to the people of the American Midwest. To do these things, I need your total commitment to our Corps, our mission and each other. Together, we will remain Semper Fidelis! Make mission or die.

J. L. MORRIS
Colonel, U.S. Marines Corps

9MCD District Headquarters

Commanding Officer

Colonel Jason Morris



Sergeant Major

Sergeant Major Seth Miller



Chaplain

Lieutenant Commander

Diana Lantz



Welcome, From Your Family Readiness Officer

Welcome Aboard! My name is Elizabeth Carty. I'm your Family Readiness Officer (FRO) for the 9th Marine Corps District.

As your FRO, my mission is to provide support to the Marines, Sailors, Civilians, and family members of the District to enhance quality of life.

Your tour with the 9th MCD will be most rewarding and exciting. If there is any way that I can assist you, please feel free to call 816-547-8064/847-887-8320 or email me (elizabeth.carty@marines.usmc.mil).

Our Family Readiness Program is designed to provide continued support while you are with the 9th. We will reach out to you at various points during your tour to assure that you have the resources and information that you need. Your Recruiting Station Deputy Family Readiness Officer (RS DFRO) and I are available to answer questions and provide information at your request as well. The RS DFRO points of contact are listed at the end of this welcome letter, along with my contact information.

The 9th Marine Corps District Command Sponsorship program will assist you as you prepare and arrive at your new duty station. Your OIC or SNCOIC may also assign you a sponsor who will reach out to you to provide information, assistance, and additional contact information.

Prior to your arrival at your new duty station there are a few administrative items to consider:

TRICARE I would recommend that you go to your base hospital, clinic, TRICARE Regional Website, or the TRICARE Service Center (if OCONUS) to get information about TRICARE and especially for TRICARE Prime Remote (TPR). Also, I advise that you read as much as you can about TRICARE because there are three basic options; TRICARE Prime (Remote), Extra and Standard. By reading about your health care benefit, you and your family will have a better understanding of your medical health benefits while assigned to the 9th Marine Corps District.

You will elect to participate in TRICARE Prime, Extra or Standard. For those who are stationed in remote areas, not near a military installation, there is an additional option, TRICARE Prime Remote. Under this option you will be covered as if you were enrolled in TRICARE Prime. This is available for all Active Duty Personnel and TRICARE enrolled family members who reside with the service member. One important consideration with regard to your coverage as you travel to your new duty station and get settled with your elected TRICARE option is to stay within the network. If you receive service outside the network, it can be very expensive for you. When in doubt, call your TRICARE Regional Provider for clarification.

TRICARE: There are three TRICARE Regions

TRICARE NORTH REGION

<https://www.hnfs.com/content/hnfs/home/tn/bene.html>

Ph. 1-877-874-2273 (877-TRICARE)

Locations Covered: WI, IL, IN, St Louis, MO, MI, Rock Island Arsenal, IA, OH, KY, NC, VA, WV, PA, DC, MD, DE, NJ, NY, CT, RI, MA, NH, VT, ME

TRICARE WEST REGION

<http://www.uhcmilitarywest.com>

Ph. 1-877-988-9378 (WEST)

Locations Covered: MN, IA (excluding Rock Island area), MO (excluding STL area), ND, SD, NE, KS, MT, WY, CO, TX, NM, ID, UT, AZ, NV, WA, OR, CA, HI, AK

TRICARE SOUTH REGION

www.humana-military.com

Ph. 1-800-444-5445

Locations Covered: AR, OK, TX, LA, TN, AL, GA, SC, and FL

Marines and Family Members: If you are currently enrolled in TRICARE Prime do not dis-enroll from your current option. Please check the ruling on portability with the TRICARE Provider's website. Once you get to your new duty station, you will enroll into your new TRICARE region (if applicable), which will concurrently dis-enroll you from your old TRICARE region. TRICARE benefits may be updated via phone or web.

NOTE: All active duty personnel are required to enroll in TRICARE Prime Remote when stationed in remote locations and TRICARE Prime when Remote is not available.

Connections and Communication: The 9th MCD Family Readiness Program manages a **Facebook Group** for spouses and family members to connect with others across the District and by RS. To join, search for "9th Marine Corps District Family Readiness" on Facebook and request to join. You will also receive email updates from your RS DFRO every so often regarding local events, resources, and command information. Each RS maintains a Facebook Group for families as well, and information on each will be included in your welcome email from the District.

Marine Corps Community Services (MCCS): Take time to visit your installation's Relocation and Information Office. They will assist you in getting more information about the area where you'll be assigned. You might want them to print a SITE Booklet for nearest military installations. This will give you an idea of what will be available and what the military installation offers. You can print your own SITE Booklet from <http://www.militaryinstallations.dod.mil/MOS/f?p=MI:ENTRY:0>

Military One Source: Resource information at your fingertips anytime, from anyplace, at no cost to you. To access Military One Source online the website is www.militaryonesource.mil. To order resource items for free, create your own username and password. The toll-free telephone number from the United States is (800) 342-9647, from outside the United States call (where available) (800) 342-9647; if calling collect from OCONUS dial (703) 253-7599 and En Español (877) 888-0727. There is also a VoIP option on the website.

Renters or Home Insurance: Renters or home owner's insurance will give you peace of mind and may be required by your landlord. Check with your insurance company regarding rates and coverage options for your new home and inquire about coverage during your move.

There will be opportunities during the year for you to participate in family events, training opportunities, and socials. If you are interested in volunteering, your RS DFRO will be happy to hear from you. The RS DFRO contacts are listed below. Please feel free to call me or your RS DFRO if you have any questions or concerns.

District Headquarters

Elizabeth Carty
Family Readiness Officer
Cell: (816) 547-8064 Office: (847) 887-8320
elizabeth.carty@marines.usmc.mil

RS-Chicago, IL GySgt Eric Villarreal
eric.villarreal@marines.usmc.mil (708) 925-3483

RS-Des Moines, IA GySgt Joshua Benne
joshua.benne@marines.usmc.mil (515) 201-6964

RS-Indianapolis, IN GySgt William Hartman
william.hartman@marines.usmc.mil (317) 847-4099

RS-Kansas City, MO MSgt Ricky Strokos
ricky.strokos@marines.usmc.mil (816) 891-2577

RS-Milwaukee, WI GySgt Kory Hampton
kory.hampton@marines.usmc.mil (414) 297-1933

RS Oklahoma City, OK MSgt Kristopher Casper
kristopher.casper@marines.usmc.mil (405) 609-8767

RS-St. Louis, MO MSgt Mardo Caceres
mardo.caceres@marines.usmc.mil (314) 406-7501

RS-Twin Cities, MN GySgt Ryan Hunt
ryan.hunt@marines.usmc.mil (763) 576-9049

Prior Service Recruiting GySgt Eduardo Monk (temporary)
eduardo.monk@usmc.mil (847) 688-6504

Again, welcome to the 9th Marine Corps District. If there is anything I may do to make your transition less stressful, please contact me. I look forward to meeting you and your family.

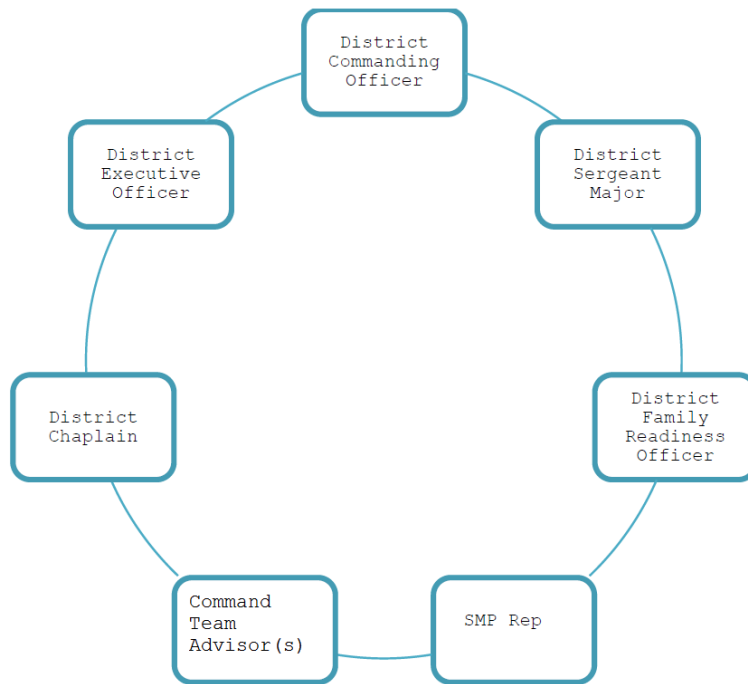
Sincerely,

Lizz Carty

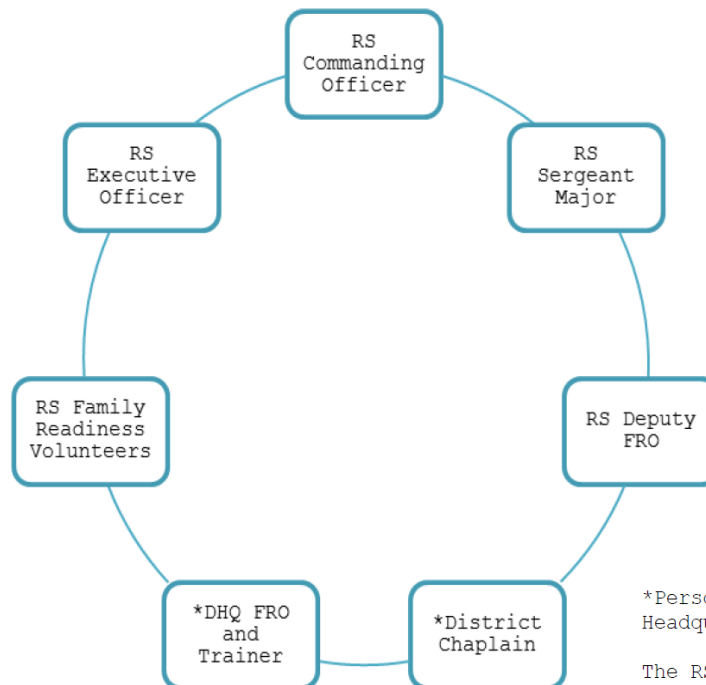
Elizabeth Carty
9th Marine Corps District
Family Readiness Officer



9th MCD Headquarters Family Readiness Team



9th MCD Recruiting Station Family Readiness Team



*Personnel located at District Headquarters and available to support

The RS Single Marine Program Rep is also a member of the team.

9th MCD Headquarters Contact Information

Mailing Address

2223 Luce Boulevard Bldg. 523
Great Lakes, IL 60088-7561

Website

<http://www.marines.mil/unit/mcrc/9mcd/pages/home.aspx>

Phone Numbers

Section	Phone Number
Executive Officer	847-887-8302
Sergeant Major	847-887-8303
Adjutant	847-887-8306
Personnel Section	847-887-8312
Career Planner	847-887-8304
Public Affairs	847-887-8321
ISMO	847-887-8375
Comptroller	847-887-8345
Family Readiness Officer	816-547-8064
L.I.N.K.S./LifeSkills Trainer	816-547-8064
Marketing Officer	847-887-8322
Prior Service Recruiting	847-688-6503
Duty Phone	224-217-8379

9th MCD Recruiting Station Information

RS Chicago

Des Plaines, IL 60018	
XO	6373
SgtMaj	8410
OPSO	6062
OSO	0742/0743/0744
Admin Chief	8330
Supply Chief	3077
RI	8470
ARI	8160

RS Des Moines

7105 NW 70 th Ave Bldg. S-72	
Johnston IA 50131	
XO	3471
SgtMaj	3472
OPSO	3473
OSO (Iowa City, IA)	319-354-3802
OSO (Lincoln, NE)	402-742-5250
Admin Chief	3479
Supply Chief	3487
RI	3483
ARI	3484

RS Indianapolis

9152 Kent Ave	
Indianapolis, IN 42616	
XO	6126
SgtMaj	6125
OPSO	6130
OSO	765-743-8359
Admin Chief	6124
Supply Chief	6121
RI	6135
ARI	6129

RS Kansas City

10302 NW Prairie View Rd	
Kansas City, MO 64153	
XO	8475
SgtMaj	0969
OPSO	7375
OSO	7633
Admin Chief	0969
Supply Chief	0635
RI	7577
ARI	7577

RS Oklahoma City

Oklahoma City, OK 73102	
XO	8673
SgtMaj	8764
OPSO	8752
OSO	405-447-4809
Admin Chief	8759
RI	8767
ARI	8767

RS Milwaukee

11050 Liberty Drive	
Milwaukee, WI 53229	
XO	0482
SgtMaj	0483
OPSO	0470
OSO	414-297-1933
Admin Chief	0484
Supply Chief	0416
RI	0399
ARI	0399

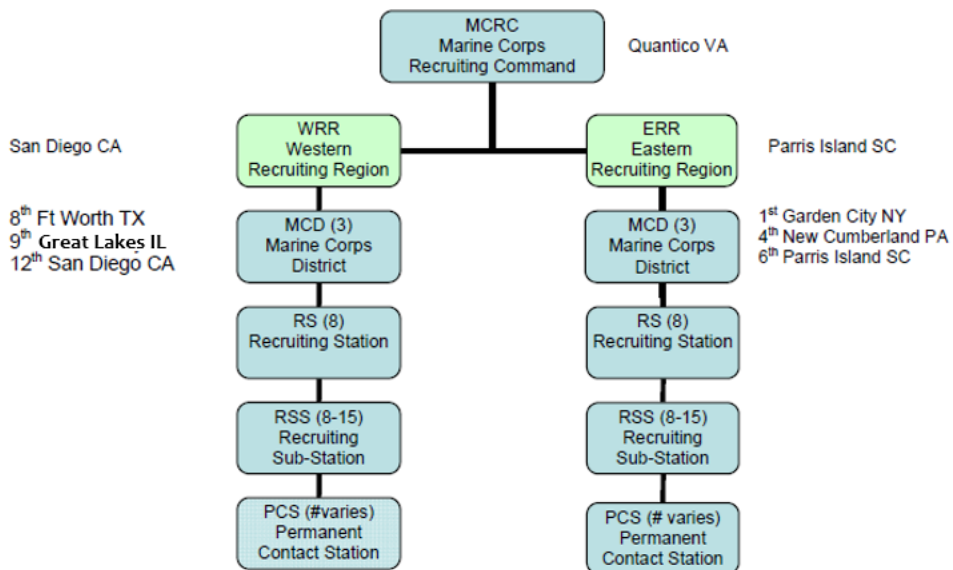
RS St. Louis

1222 Spruce St. Ste 10311	
St. Louis, MO 63103	
XO	5697
SgtMaj	5696
OPSO	4555/4554
OSO (St Louis)	314-533-2049
OSO (Chaplain)	217-384-3088
Admin Chief	4559/4552
Supply Chief	4558
RI	4567
ARI	4561

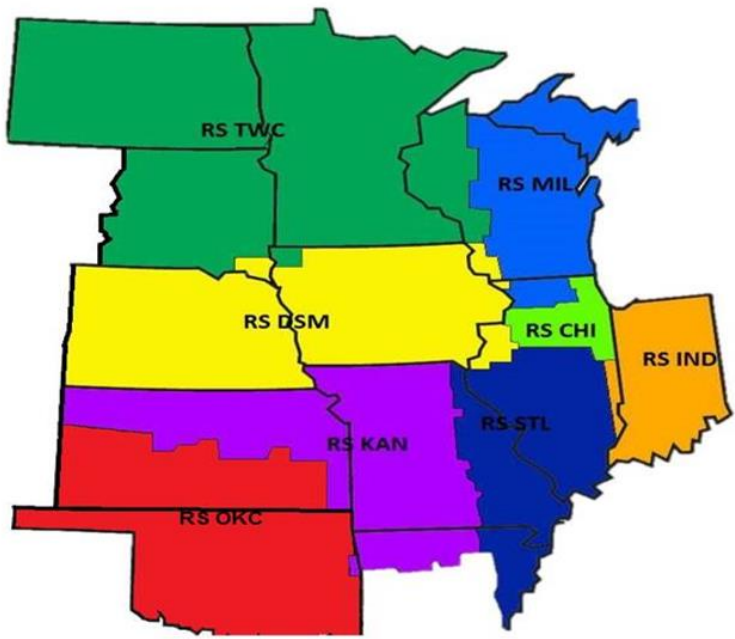
RS Twin Cities

1 Federal Drive	
Ft Snelling, MN 55111	
XO	3198
SgtMaj	3255
OPSO	3209
OSO	3270
Admin Chief	612-977-3403
Supply Chief	3230
RI	3265
ARI	3265

Marine Corps Recruiting Command (MCRC) Organizational Structure



- FY17 698,967 Square Miles**
- 8 Recruiting Stations (RS)
 - 91 Recruiting Sub-Stations (RSS)
 - 151 Permanent Contact Stations (PCS)
 - 13 Officer Selection Stations (OSO)
 - 11 MEPS
 - Prior Service Recruiting
 - 1 PSR HQ
 - 3 PSR RSS
 - 6 PSR PCS



District Family Readiness Officers



1st Marine Corps District, Garden City, NY

Mary Driscoll

516.228.3699 800.660.5213

mary.driscoll@marines.usmc.mil



4th Marine Corps District, New Cumberland, PA

John Cook

717.770.4788 800.811.6104

john.cook@marines.usmc.mil



6th Marine Corps District

6th Marine Corps District, Parris Island, SC

Craig Sproul

843.228.3679 877.824.2914

alan.sproul@marines.usmc.mil



8th Marine Corps District, Fort Worth, TX

Lisa Jackson

817.868.8029 800.858.8762

Lisa.jackson@marines.usmc.mil



9th Marine Corps District, Great Lakes, IL

Lizz Carty

816-547-8064

elizabeth.carty@marines.usmc.mil



12th Marine Corps District, San Diego, CA

Dean Daniel

619.542.5568 800.967.8762

dean.daniel@marines.usmc.mil

Moving to the Midwest

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 the typical military environment (base housing, exchange, commissary, recreation facilities, and family support programs). Whether you are moving from base to base, base to civilian community, making an inter-district move from one civilian community to another, or are at the end of your recruiting tour, this section provides useful information.

Below you will find some tips and ideas to prepare for your move:

PCSing from aboard an installation?

- Attend a **Plan My Move Workshop** with your **Relocation Assistance Office** and pick up resources from their office to prepare for your move
- Once you have your orders, contact the **Distribution Management Office** (DMO) to arrange shipment of your household goods
 - Grab an, "It's Your Move" pamphlet from the DMO Office
- Check with your current housing office to see if on-base housing will be an option at your new duty location
 - Marines on recruiting duty are entitled to Priority II Housing on military installations nearby their assignment. Priority II puts recruiting personnel in the same category as personnel permanently assigned to that installation.

Other PCS Tools

- Contact **Military OneSource** at 1-800-342-9647 or on the web at www.militaryonesource.mil
 - Get a free Community Profile Report (extensive local information on housing, schools, and community resources)
 - Use the Relocation Tool Kit to compare schools and costs of living
 - Speak with a MOS representative to get information on extracurricular activities, hobbies, volunteer opportunities, local industry, restaurants, movie theaters, and more

Housing Resources

- **Homes.mil** www.homes.mil
The below are not DoD sponsored or endorsed
- **Automated Housing Referral Network** (AHRN) www.ahrn.com
- **Military By Owner** www.militarybyowner.com

Local Area Information

- Contact the Chamber of Commerce, Convention Bureau, Visitor's Center, local news websites, and **211.org** which is a free, confidential one-stop resource for local community, health, housing, and employment information
- Your RS (or DHQ if you are assigned there) can assign you a **sponsor**. Contact your sponsor, Deputy FRO, or the District FRO with any questions

Note: Do not buy a home or sign a lease until you check in to your new duty location. Although every effort is made to follow through on initial assignments, changes can, and sometimes do, happen. Your RS Sergeant Major can confirm your assignment.

- If your RS has not assigned you a sponsor, call your RS DFRO to be connected with the Unit Sponsorship Coordinator or contact your RSS SNCOIC, as they are assigned as sponsors for inbound 8411s.
- Your BAH (Basic Allowance for Housing) rates are based on your assigned duty location RSS/PCS/RS, not where you decide to live. Check your rate at <https://secureapp2.hqda.pentagon.mil/perdiem/bah.html>

Schools & Childcare

- Your new community may have offices and online resources that can assist you with gathering information about schools and childcare.
- Military OneSource can help find childcare resources in your local area and provide information on local schools as well.
- The School Liaison Office aboard your current installation may also be of assistance in finding school information. The SLO aboard MCRD San Diego is also available to support you.
- The Military Childcare in Your Neighborhood program provides assistance in locating, selecting, and paying for quality civilian childcare for active duty families. 1-800-424-2246 www.naccrra.org/militaryprograms
- SitterCity provides childcare, eldercare, petsitting, and other referrals for military families at a discounted rate. www.sittercity.com/dod
 - One tip for families is to consider setting aside some of your SDA pay each month for childcare. Whether using it for a date night, for your spouse to have a few hours a week of alone time, or whatever you choose, the SDA pay is designed to offset some of the costs associated with living in the civilian community where amenities like on-base childcare are not available. Some YMCA memberships also include drop-in childcare and date nights.
- Tutor.com provides free tutoring resources for military families. Check out the website and use this service to help with homework. www.military.tutor.com

Employment and Education

- Visit the **Family Member Employment Assistance Office** at your current installation for tips and assistance in résumé writing, job search, and more. The FMEAP Office aboard MCRD San Diego is also available to support you. <http://www.mccsmcrd.com/fmeap/>
- The **Education Office** on your current installation is also a valuable resource if you are continuing your education or plan to start once you PCS. The Education Office aboard MCRD San Diego is also available to support you. <http://www.mccsmcrd.com/lifelong-learning-center/>
- **Military OneSource** provides information on job search, adult education, and volunteer opportunities in your community. They also occasionally hold webinars or other online classes with regard to searching for employment. <http://www.militaryonesource.mil/education-and-employment> or SECO at <http://www.militaryonesource.mil/education-and-employment/spouse-education-and-career-opportunities>
- Search for federal jobs in any location on www.usajobs.opm.gov

Important Reminders

- Ensure all of your ID cards are valid before leaving your current duty station. Active duty personnel should ensure that they know their CAC pin number.
- **STAY ENROLLED in your current Tricare region** until you arrive at your new duty station and have a permanent address. Once you are settled, contact Tricare to update your enrollment information via your TRICARE Provider's website or phone number.
 - Active Duty members will be enrolled in the **Active Duty Dental Program. BE SURE TO GET AN APPOINTMENT CONTROL NUMBER** for every dental appointment either by calling 1-866-984-2337 or visiting the website www.tricare.mil/dental. Active duty dental is through United Concordia.
- When you check in to your assignment with the 9th, update your DEERS information for yourself and your family. DEERS is used to confirm TRICARE eligibility and you will need your permanent address for your new duty station in the system. To update DEERS:
 - Visit a local ID card facility www.dmdc.osd.mil/rsl/owa/home
 - Log on to the Beneficiary Web Enrollment site <https://dmdc.osd.mil/appj/bwe>
 - Call the Defense Manpower Data Center Support Office (M-TH 6am-330pm Pacific Time or 10am-730pm eastern time) 1-800-538-9552
 - Fax changes to DEERS at 831-655-8317
 - Update online at www.dmdc.osd.mil/ click on DoD Community, Personnel Services, and DEERS Address Update System

Upon completion of your assignment to Recruiting Duty, many of these resources will apply. Other options you may want to look into before moving away from the midwest:

- Contact your new FRO, Unit leadership, or sponsor to get information on your new duty station, local resources, or to find answers to your questions. If you do not know your gaining FRO's contact information, contact the 9th District FRO for information.
- Contact the Relocation Office, Family Member Employment Assistance Office, School Liaison Office, Housing Office, etc. aboard your new duty station for the most up-to-date information and resources.

- Utilize Military OneSource, SitterCity, Tutor.com, AHRN, and the BAH website to prepare for the move.
- Keep your Tricare enrollment until you have relocated updated DEERS.

Personal and Family Support

- **Single Marine Program (SMP)** offers quality of life enhancement, recreation, and volunteer opportunities for Single Marines and geographic bachelors. The program is guided by a representative at District Headquarters and operated at the RS level by a SMP member. To connect with your RS or the DHQ SMP, contact your FRO or RS DFRO.
- **Chaplain Services** are available within the 9th. We have a District Chaplain who works out of DHQ and travels through the area to support the Marines and families. The chaplain is the only 100% confidential resource available to Marines and families. Chaplain Diana Lantz: diana.lantz@marines.usmc.mil or 816-352-6487
- **Legal Services** are most easily completed (wills and powers of attorney) prior to relocating for recruiting duty on your current installation. When that is not possible or documents need to be changed, update, or created, find a legal service office at the closest installation to your new location.
 - Military OneSource provides a link to find local private attorneys in communities that offer military rates or are familiar with the military.
http://www.americanbar.org/portals/public_resources/aba_home_front/directory_programs.html
 - Military OneSource also provides online tax service through H&R Block during tax season each year.
 - If direct legal assistance is not possible, you may call (619) 524-4111 for over the phone legal advice and appointments
- **Financial Assistance** and Emergency Relief are available to those who qualify via the Navy Marine Corps Relief Society. If you are near a Navy or Marine Corps Installation, go to the NMCRS office on that base. If you are near an Army Installation, visit the Army Emergency Relief Office. If you are near an Air Force Installation, visit the Air Force Aid Society. If you are not near an installation, contact the Armed Forces Emergency Center, operated by the American Red Cross 1-877-272-7337. www.nmcrcs.org
 - NMCRS, Military OneSource, and the Personal Financial Manager (PFM) aboard MCRD San Diego are all resources for **budget advice** and assistance. The PFM information is available at <http://www.mccsmcrd.com/MarineAndFamilyPrograms/PersonalAndProfessionalDevelopment/PersonalFinancial%20Management/index.html>
- **Counseling Services** and Resources are available through various channels. The only 100% confidential resource is the Chaplain. Other options include:
 - **DSTRESS Line** is a for Marines and families by Marines and family members resource for talking with an experienced person, getting a referral for counseling, or getting more information on the resources available. DSTRESS is anonymous unless you would like to identify yourself or a need to identify you becomes apparent. www.dstressline.com 1-877-476-7734

- **Tricare** offers counseling services and referrals. Speak to your primary care provider or contact your Tricare region via phone or web for a referral or more information.
- **Military OneSource** offers counseling opportunities and information can be found on their website.

- **Military Family Life Counselors** (MFLC) are embedded with the 9th MCD and rotate through the Recruiting Stations for 45 days at a time. The MFLCs do not have a reporting requirement to the command unless a client identifies abuse, neglect, domestic violence, sexual assault; or homicidal or suicidal thoughts or actions. Call a MFLC any time, even if they are not in your RS Area of Operations, they may be able to refer you to a local MFLC for assistance or work with you over the phone 816-394-4591. We also have Personal Financial Counselors rotating throughout the District. They are a wonderful resource for budgeting, savings, investments, debt management, and financial goal setting.
- **MCCS Counseling Services** or Installation Counseling services may be available on the installation closest to your new home. Check the installation website for services and availability. The Behavioral Health Branch aboard MCRD San Diego is also available to support.

- **Family Advocacy Program** is available for education, understanding, and assistance concerning family and individual abuse or neglect. Your RS and District Sergeants Major, Executive Officers, and your District FRO are your contacts for information and support. The Victim Advocates from MCRD San Diego are also available to support 9MCD family members. Their 24/7 phone number is 619-729-6113.

- **Exceptional Family Member Program** (EFMP) is a mandatory program for family members that have medical, emotional, educational, behavioral, or physical challenges. State assistance normally requires registration in EFMP. Enrollment must be updated every two years. Visit the MCRD San Diego EFMP website for assistance and information.
<http://www.mccsmcrd.com/MarineAndFamilyPrograms/FamilyCare/ExceptionalFamilyMemberProgram/index.html>

- **Marine Corps Exchange** or sister service exchanges (AAFES or NEX) may be available if there is an installation near you. Your Military ID and privilege card will provide your access to exchanges aboard installations. If there is no exchange near you, MCX shopping online is available at <http://www.mymcx.com/> or via AAFES at <http://shop.aafes.com/shop/> or the NEX at <https://www.mynavyexchange.com/> Uniform ordering is available through the MCX website and may offer free shipping. Exchanges now accept gift cards from all services (NEX, MCX, AAFES) at all locations and online.

- **Semper Fit** offers limited audio, video, and printed materials through the HQMC Semper Fit site www.usmc-mccs.org/fitnessrec/. Your RS may offer some services or participation in the Armed Services YMCA gym membership program. If you need to or want to pay for a private gym

membership, consider budgeting some of your SDA pay for a private gym membership. To find out about the ASYMCA gym membership program speak with your RS DFRO.

- **Family Readiness and Marine Corps Family Team Building** programs are supported through DHQ, to include an annual Family Readiness Conference for Spouses and adult family members. Early each Spring, be on the lookout for Conference information and registration. The District Family Readiness Officer is a civilian employee who provides program support and execution while working in partnership with the RS DFROs. The District FRO is also a Family Readiness Trainer who can provide training and education on the program to Command Team Members, Family Readiness Volunteers, and interested parties. The District FRO also provides LINKS and LifeSkills training and education opportunities across the District. Trainings may be provided online or in person. The District Family Readiness Team is supported by the Western Recruiting Region Family Readiness Officer and is guided by MCO 1754.9A. District FRO & Trainer: 816-547-8064 elizabeth.carty@marines.usmc.mil
 - **Family Readiness Communication** is achieved through three main paths, email, eMarine, and Facebook. To register for eMarine (required for Marines, recommended for family members) contact the FRO at DHQ to ensure you are already in the eMarine database and to get instructions to subscribe. Our database is updated monthly and an email is sent to all new additions with instructions to subscribe. To become part of our Facebook Group, search for "9th Marine Corps District Family Readiness" on Facebook and ask to join. Communication via email will come from the DHQ FRO and the RS DFRO. If you are not receiving emails, contact your RS DFRO or the DHQ FRO to ensure we have your correct contact information on file.
 - Your DHQ FRO and RS DFRO are your resource for information and referral. If you would like to search for resources on your own, many have been mentioned up to this point. A national resource directory has been established by a joint initiative between the DoD, Department of Labor, and Department of Veterans Affairs. The searchable database can be accessed via www.nationalresourcedirectory.gov. This database provides national, state, local, and private resources for military members, family members, and veterans.
- **Family Care Plans** need to be updated within 30 days of checking in to your new assignment. Make sure you have a local, non-active duty short-term care provider; and a non-active duty long-term care provider listed on the NAVMC 11800. Submit the completed form to your RS Admin Section for diary entry and filing. You will take the plan with you when you check out. Family Care Plans are required for any service member with dependent(s) and are governed by MCO 1740.13C.
- **Service Member's Civil Relief Act** contains provisions that may be applicable to your situation as an active duty service member, such as ensuring that a military clause is part of your housing rental agreement. www.jag.navy.mil/documents/sscra.htm

Recruiting Duty: Making 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.

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's School and is reinforced throughout the Recruiter's tour.

What does it take to Systematically Recruit?

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

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 and high school activities.
3. Initially screening prospective applicants for any moral issues, physical qualifications, and mental aptitude.
4. Selling is the process of persuading prospects during their face to face interview.
5. 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, allows 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 activities, academic studies, and military drill.
6. Military Entrance Processing Station (MEPS) personnel screen applicants for disqualifying physical/health/legal factors prior to travelling to MCRD San Diego or MCRD Parris Island for Boot Camp.
7. Poolees become Shippers when they are shipped to Boot Camp for recruit training.

What is the structure of the Recruiting Command?

Marine Corps Recruiting Command (MCRC) is led by a Major General, headquartered in Quantico, VA. There are two Regional Recruiting Headquarters within MCRC, one located on each coast. Each Recruiting Region is commanded by a Brigadier General, with three Marine Corps Districts (MCD) within their Area of Responsibility (AOR). Each MCD is commanded by a Colonel with eight Recruiting Stations (RS) within their AOR. Each RS is commanded by a Major with eight to fifteen Recruiting Sub-Stations (RSS) and numerous Permanent Contact Stations (PCS) within their AOR.

How can family members support the Recruiting Mission?

- Consider becoming a Family Readiness Volunteer to support your RS program
- Become more familiar with the Marine Corps by taking a Lifestyles, Insights, Networking, Knowledge, and Skills (LINKS) class
- Talk with your Recruiter, ask questions, and get involved in their world by learning recruiting terminology and work responsibilities
- Participate in RS functions when invited
- Talk to other family members about your successes as a Marine Corps spouse, parent, sibling, friend, etc.

Tips for Personal Support

- Talk to possible prospects for your Marine and be prepared to give them your Marine's business card
- Wear USMC clothing when you are out
- Attend high school graduation parties and local social events with your Marine
- Form a babysitting group with other family members so you can all have some free time or date time on a regular basis

Tips for Finding Support in your Community

- Get involved with other military families in your area, even if you are a bit of a drive away, plan to meet in the middle and do something together
- Give yourself time to adjust to living in the civilian community and to adjust to the working hours of recruiting duty
- Talk with other RS family members as they are in a similar situation and are likely to understand your challenges and have tips for success
- Volunteer for community organizations, schools, churches, charities or businesses
- Make civilian friends and take advantage of the community you live in
- Seek support if you feel overwhelmed. Your FRO, DFRO, MFLC, and DSTRESS are all available to listen and provide resources if needed.

Tips for Children

- Wear a USMC sweatshirt or hat
- Give mom and dad lots of hugs
- Make pictures for your Marine's office
- Make a map of the places your Marine travels
- Visit your Marine's office
- Leave messages on a bulletin board at home
- Have breakfast with your Marine whenever you can
- Keep a journal that you can share with your Marine and your Marine can share with you
- Be flexible in making plans and scheduling activities with your Marine

Tips for Parents

- Explain to your children what recruiting entails, why the hours are long, and why the job is so important
- Reinforce flexibility and understanding; have a "Plan B" for special days in case your Marine can't make it to an event or special day
- Have your Marine record chapters of your child's favorite book for playback at bedtime when he/she is late and can't be there to say goodnight
- Reserve time once a week as family time; put it on your calendar and make it happen
- Take pictures/video of events that your Marine may miss and let the children show it or explain it later
- Use your resources via Sitter City, Military OneSource, the District FRO, and the RS DFRO to find childcare in your area
- Check out childrens' activities in your area via the local tourism website or internet search
- Take the children to visit their Marine at work
- Get involved with other families from your RS/RS, maybe even start a playgroup
- Use a message board at home to share messages between children and their Marine
- When time permits, schedule a picnic dinner or dinner at the office with your Marine between appointments
- Meet and get to know other parents in your neighborhood, child's school, or through other activities your family is involved in

Staying Connected as a Couple on Recruiting

- Be flexible and spontaneous; take advantage of every opportunity to spend time together
- Reserve time once a week as couple time; even if it is time enough for a cup of coffee together
- Leave voicemails for one another; a voice message can provide more meaning and connection than a text message
- PT together; its an opportunity to spend time together and work out
- Have lunch together at the office every 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 family or couple time
- Be creative with the time you have together
- Have a message board or drop box for notes
- Pay sincere compliments to each other
- Remind yourself that you are doing a GREAT job!
- Leave encouraging notes in the car, on the mirror, in the lunch bag, or somewhere special and surprising
- Make each success a family celebration
- Communicate to understand and acknowledge each other's challenges and successes
- Keep a gratitude journal of three positive things that happen each day
- Be understanding and allow for some "wind-down time" for your Marine after a long or challenging day
- Create a "date jar" with color coded date ideas for short or longer dates that you can take or have at home - pull an indea out of the jar when unexpected date time becomes available
- Use "I" statements to communicate feelings and gain a better understanding of the other person's intent: "I feel...", "What I hear you saying is...", "It sounds to me like..."
- Use your resources: DFRO, District FRO, MFLC, Military OneSource, DSTRESS, and the Chaplain if things are stressful or you are looking for someone to talk to about recruiting

Recruiting Duty: A Day in the Life

Recruiting Duty: The Good Stuff

- Eligibility for awards and meritorious promotion
- Unique assignment
- New opportunities in the civilian community
- Accredited sales and communications training
- Enhanced administrative and time management skills
- Special Duty Assignment Pay
- Finding the next generation of Marines

Average Day in Recruiting

Circumstances and other unplanned events that are unique to recruiting duty and individual recruiting offices may make days longer or shorter than what is represented here.

0500 pick up applicant	1600 AC at shopping center
0515 check DD1966	1700 TCs
0630 applicant at MEPS	1930 travel to prospect's house
0730 applicant qualified	2000 presentation
0830 meeting at RSS	2130 travel home
0930 meeting at HS w/coach	2200 write letter to HS athlete
1100 letters to Boot Camp	2215 dinner
1130 lunch/email	2300 watch TV
1200 appointment w/NWA	2330 sleep
1230 TCs and cards	
1300 interview NWA	
1430 pick up at MEPS	

Recruiting Lingo

Today was pretty awesome. I took an applicant to **MEPS** and he didn't get **PMR'd**. The kid was a **CAT II** on the **ASVAB** and totally passed the physical so we can get him **contracted**, sworn in, and in the **DEP**. Hopefully he passes the **ENTNAC** and ships.

I had another kid come in for an **appointment** and he did really well on the **WRAT** and **EST** so I **interviewed** him and identified some needs using the **benefit tags** so he seems pretty promising. I hope he becomes a **NWA** so I can take him to **MEPS**.

Did some **prospecting**, **ACs**, **TCs**, and even got an appointment at a High School senior's house tomorrow. He's only 17 so it may take some work to get **PC** if this kid is really interested. Talked to a veteran Marine at the mall and he mentioned he might be interested in coming back in so I got his number for the **PSR**.

Checked my email after prospecting and heard from the **RI**. He's doing **PAR** training this week but wanted to remind me of the all hands training, **LINKS** class, and family day next week. My wife is really looking forward to the **LINKS** class and family day.

Ran into the **OSO** on my way out the door, she had a meeting with a kid starting college next year that sounded promising and one of my fellow recruiters was working a potential **MEOP** applicant.

My wife texted me and let me know that she calculated the amount we are saving from **SDA** pay and we are right on track to take our dream vacation next year.

Recruiting Lingo Defined

Benefit Tags: Cards listing benefits available to active and reserve component. Used during the interview to identify needs that can be met by becoming a Marine.

NWA: New Working Applicant. Qualified applicant who is committed to joining the Marine Corps.

Prospecting: contacting perspective applicants to set appointments for interview.

AC: Area Canvassing. Prospecting at local establishments.

TC: Telephone Call. Prospecting via telephone.

PC: Parental Consent. Perspective applicants who are under the age of 18 require consent from their parents to enlist.

PSR: Prior Service Recruiting. Recruiting program targeting prior service Marines.

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

PAR: Proficiency and Review Training. 5 day training for all new recruiters conducted at their RS.

LINKS: Lifestyles, Insights, Networking, Knowledge, and Skills. A Marine Corps/military life 101 class for family members.

OSO: Officer Selection Officer. Responsible for recruitment of college students for Marine Corps Officer Programs.

MEOP: Musician Enlistment Option Program. Offers young men and women the opportunity to serve their country while pursuing their passion for music.

SDA: Special Duty Assignment. Recruiting duty is considered a SDA and may provide eligibility for an additional monthly amount of pay (SDA pay) that is considered taxable income.

MEPS: Military Entrance Processing Station. Applicants are tested and inducted into the Armed Forces, if qualified.

PMR: Permanently Medically Rejected. An applicant is deemed medically unfit for the USMC.

CAT I-III A: acceptable score categories on the ASVAB for the USMC.

ASVAB: Armed Services Vocational Aptitude Battery. Measures developed abilities and helps predict future academic and occupational success in the military.

Contracted: A contract for enlistment has been executed.

DEP: Delayed Enlistment Program. Also called the Pool program, individuals who have contracted an enlistment and are awaiting recruit training (Poolees) participate in order to learn about the Corps and prepare for success in training.

ENTNAC: Entrance National Agency Check. Basic background check including fingerprint and police records check that is conducted on every enlistee in the Armed Forces.

Appointment: meeting with applicant to screen and interview for enlistment.

WRAT: Wide Range Achievement Test. Assessment of reading, comprehension, spelling, and mathematics skills.

EST: Enlisted Screening Test. Provides basic aptitude information to the recruiter.

Interview: The recruiting sales presentation. Requires a great deal of energy to engage the applicant and gain the commitment to enlist.

Making 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 typical mission may be:

- 1-2 New Enlistments per month (45% HS seniors 55% HS grads)
- Shipping approximately 12 contracts per year
- Maintaining quality standards
- Supervise DEP with poolee mentoring and parental assurance

It could take:

- 10 TCs to make 1 contact
- 3 contacts via phone to make 1 appointment
- 7 ACs to make 1 appointment
- 3 appointments to make 1 interview
- 5 interviews to make 1 NWA
- 2 NWAs to make one contract

Family members can help with making mission by always being prepared to talk about the Marine Corps, making some observations, and handing out their Marine's business card. An example is, you are at the grocery store wearing your USMC shirt and the young man bagging groceries asks you about the Corps.

What questions could you ask to get a feel for this young man's interests and qualifications?

- How old are you?
- When did you or when do you graduate High School?

What are some things you might notice about his physical appearance that would provide clues to his physical qualifications?

- Height and weight proportions
- Visible tattoos

What do you do if this kid seems like a possible contact for your Recruiter?

- Give him your Marine's business card
- Ask him for his contact information to provide to your Marine
- Bring your Marine back to the store to meet him

Moving Forward

Understanding a little bit about recruiting, making mission, and being on independent duty can help quite a bit during the adjustment to this unique assignment. Contact your DFRO or District FRO if you have questions or are interested in learning more about your new assignment. The Family Readiness Team is here to provide you with support, resources, information, and assist you in maintaining quality of life while you are assigned with the 9th. The following page provides a quick reference resource list of phone numbers and websites that can easily be removed from this guide and kept near the computer, phone, or refrigerator for easy reference any time.

Quick Reference Resources

Name or Organization	Phone Number	Email or Web Address
FRO: Lizz Carty District HQ, Great Lakes IL	816-547-8064 (m) 847-887-8320 (o)	elizabeth.carty@marines.usmc.mil
Chaplain Diana Lantz District HQ, Great Lakes IL	816-352-6487 (m) 847-887-8328 (o)	diana.lantz@marines.usmc.mil
DFRO RS Chicago	630-450-2233	joshua.cunningham@marines.usmc.mil
DFRO RS Des Moines	515-201-6964	joshua.benne@marines.usmc.mil
DFRO RS Indianapolis	317-847-4099	william.hartman@marines.usmc.mil
DFRO RS Kansas City	(816) 891-2577	ricky.strokos@marines.usmc.mil
DFRO RS Oklahoma City	405-609-8767	kristepher.casper@marines.usmc.mil
DFRO RS Milwaukee	414-297-1933	kory.hampton@marines.usmc.mil
DFRO RS Saint Louis	(314) 406-7501	mardo.caceres@marines.usmc.mil
DFRO RS Twin Cities	763-576-9049	ryan.hunt@marines.usmc.mil
DFRO Prior Service Recruiting	847-688-6503	eduardo.monk@usmc.mil
Military Family Life Counselors for 9MCD	1-800-424- 2636/2654/2649	
Personal Financial Counselors for 9MCD	703-559- 1502/1508/1509	
Military OneSource	1-800-342-9647	www.militaryonesource.com
DSTRESS	1-877-476-7734	www.dstressline.com
Tricare West Region	1-877-988-9378	www.uhcmilitarywest.com
Tricare North Region	1-877-874-2273	www.hnfs.com
Tricare South Region	1-800-444-5445	www.humana-military.com
Tricare Claims (all regions)		www.mytricare.com
Active Duty Dental Program	1-866-984-2337	www.tricare.mil/dental (UCCI)
Tricare Dental (Family)	1-855-638-8371	www.tricare.mil/dental (MetLife)
DEERS	1-800-538-9552	www.dmdc.osd.mil/
Navy Marine Corps Relief Society	1-877-272-7337	www.nmcrs.org
Personal Financial Management	619-524-1204	www.mccsmcrd.com
EFMP @ MCRD SD	619-524-8031	www.mccsmcrd.com
School Liaison @ MCRD SD	619-524-8104	www.mccsmcrd.com
Family Member Employment Info	619-524-1283	www.mccsmcrd.com
Sitter City	(find caregivers)	www.sittercity.com/dod
Military Childcare in Your Neighborhood	1-800-424-2246	www.naccrra.org/militaryprograms
Tutor.com	(find tutoring)	www.military.tutor.com
Homes.mil	(housing resource)	www.homes.mil
United Way/AIRS	Info & Referral	www.211.org
National Resource Directory		www.nationalresourcedirectory.gov