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Resource Guide to

Recruiting

For Marines & Families



9MCD District Headquarters

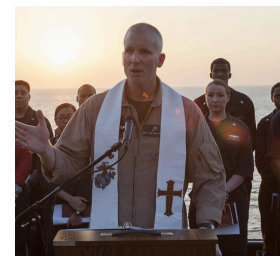
Commanding Officer
Colonel David Fallon



Sergeant Major
Sergeant Major Upp



Chaplain
Lieutenant Commander
Matthew Drayton



Welcome, from Your District Readiness Coordinator

Welcome Aboard! My name is Wes Shropshire. I'm your District Readiness Coordinator (DRC) for the 9th Marine Corps District. As the DRC, 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** (mobile), **847-887-8320** (office) or email: wesley.shropshire@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 Uniformed Readiness Coordinator (RS URC) and I are available to answer questions and provide information at your request as well. The RS URC points of contact are listed at the end of this welcome letter, along with my contact information, please contact us at any time.

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 two basic options; TRICARE Prime (Remote) and Select. 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 or Select. 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 EAST REGION

www.humana-military.com Ph. 1-800-444-5445

Locations Covered: AR, IL, IN, IA (Rock Island Area), MO (St Louis area), MI, OK, WI,

TRICARE WEST REGION

<http://www.tricare-west.com> Ph. 1-844-866-9378

Locations Covered: IA (excluding Rock Island area), MO (excluding STL), MN, ND, SD, NE, KS

There are several Recruiting Stations who are covered by both TRICARE East and West, so ensure you wait until you are physically at your RS to change regions and update DEERS.

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.

ID Cards Ensure you and your family members have valid ID Cards

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 URC every so often regarding local events, resources, and command information. Each RS maintains a Facebook Group for families as well.

Marine Corps Community Services (MCCS): Take time to visit your installation's Information and Referral 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 <https://installations.militaryonesource.mil/>

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. 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.

Each state has their own MOS Consultant to assist with local resources.

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 URC will be happy to hear from you, see the URC contacts below. Please feel free to contact me or your RS URC if you have any questions or concerns.

RS Chicago GySgt Chad Falkos Chad.Falkos@marines.usmc.mil

RS Des Moines GySgt Nanette Lugo Nanette.Lugo@marines.usmc.mil

RS Indianapolis GySgt Shawn Freeman shawn.freeman@marines.usmc.mil

RS Kansas City GySgt Thomas Dodd thomas.dodd@marines.usmc.mil

RS Milwaukee Sgt Emma Norris Emma.Norris@marines.usmc.mil

RS Oklahoma City GySgt Nathan Buxton Nathan.Buxton@marines.usmc.mil

RS St. Louis MSgt Brandy Molitor brandy.molitor@marines.usmc.mil

RS Twin Cities GySgt John Treslley john.treslley@marines.usmc.mil

District HQ and Prior Service Recruiting Wes Shropshire

Cell: (816) 547-8064 Office: (847) 887-8320 wesley.shropshire@marines.usmc.mil

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

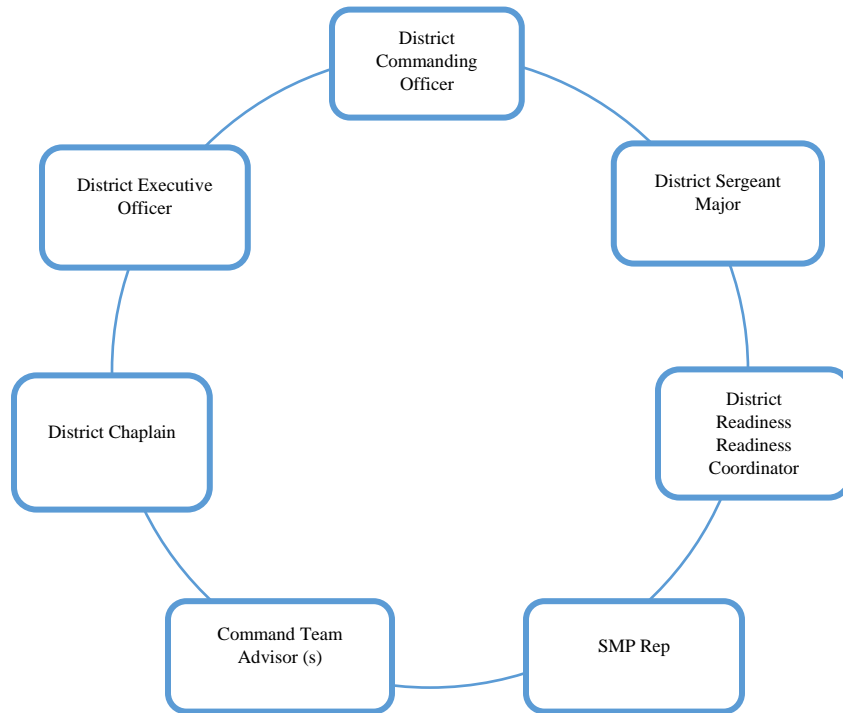
Sincerely,

Wes Shropshire

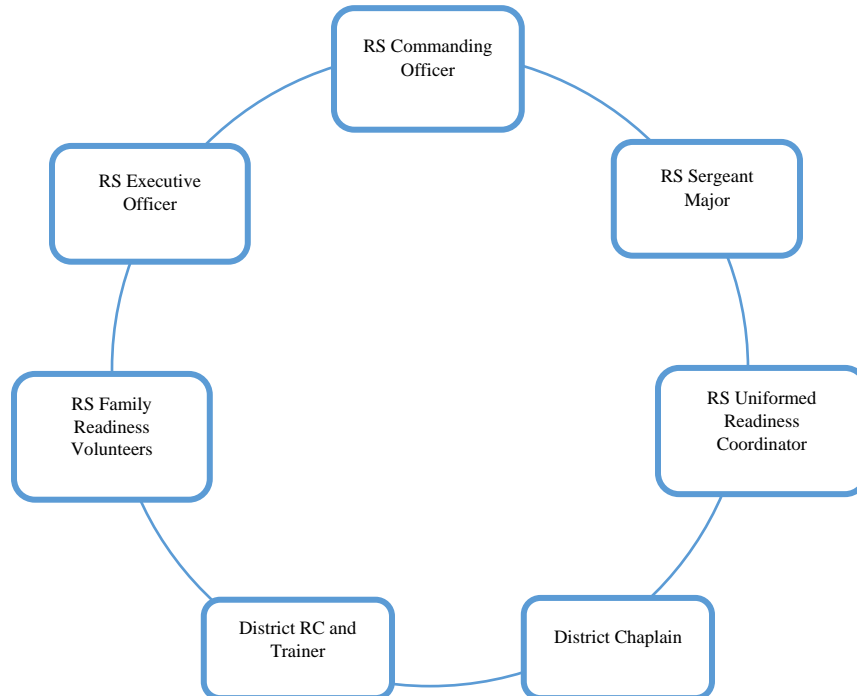
Wes Shropshire

District Readiness Coordinator, 9th Marine Corps District

9th MCD Headquarters Family Readiness Team



9th MCD Recruiting Station Family Readiness Team



9th MCD Headquarters Contact Information

Mailing Address

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

Website

<http://www.9thmcd.marines.mil/>

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
Communication Strategy	847-887-8321
ISMO	847-887-8375
Comptroller	847-887-8345
District Readiness Coordinator	847-887-8320
Marketing Officer	847-887-8322
Prior Service Recruiting	847-688-6503
Duty Phone	224-217-8379

9th MCD Recruiting Station Information

RS Chicago

2400 E. Devon Ave
Des Plaines, IL 60018
XO
SgtMaj
OPSO
OSO
Admin Chief
Supply Chief
RI
ARI

Phone Numbers

847-803 XXXX

6373
8410
6062
0742/0743/0744
8330
3077
8470
8160

RS Oklahoma City

301 NW 6th Street #211
Oklahoma City, OK 73102
XO
SgtMaj
OPSO
OSO
Admin Chief
RI
ARI

Phone Numbers

405-609-XXXX

8673
8764
8752
405-447-4809
8759
8767
8767

RS Des Moines

7105 NW 70th Ave Bldg. S-72
Johnston IA 50131
XO
SgtMaj
OPSO
OSO (Iowa City, IA)
OSO (Lincoln, NE)
Admin Chief
Supply Chief
RI
ARI

Phone Numbers

515-727-xxxx

3471
3472
3473
319-354-3802
402-742-5250
3479
3487
3483
3484

RS Milwaukee

11050 Liberty Drive

Milwaukee, WI 53229
XO
SgtMaj
OPSO
OSO
Admin Chief
Supply Chief
RI
ARI

Phone Numbers

414-434-xxxx

0482
0483
0470
414-297-1933
0484
0416
0399
0399

RS Indianapolis

9152 Kent Ave
Indianapolis, IN 42616
XO
SgtMaj
OPSO
OSO
Admin Chief
Supply Chief
RI
ARI

Phone Numbers

317-549-xxxx

6126
6125
6130
765-743-8359
6124
6121
6135
6129

RS St. Louis

1222 Spruce St. Ste 10311
St. Louis, MO 63103
XO
SgtMaj
OPSO
OSO (St Louis)
OSO (Chaplain)
Admin Chief
Supply Chief
RI
ARI

Phone Numbers

314-331-xxxx

5697
5696
4555/4554
314-533-2049
217-384-3088
4559/4552
4558
4567
4561

RS Kansas City

10302 NW Prairie View Rd
Kansas City, MO 64153
XO
SgtMaj
OPSO
OSO
Admin Chief
Supply Chief
RI
ARI

Phone Numbers

816-891-xxxx

8475
0969
7375
7633
0969
0635
7577
7577

RS Twin Cities

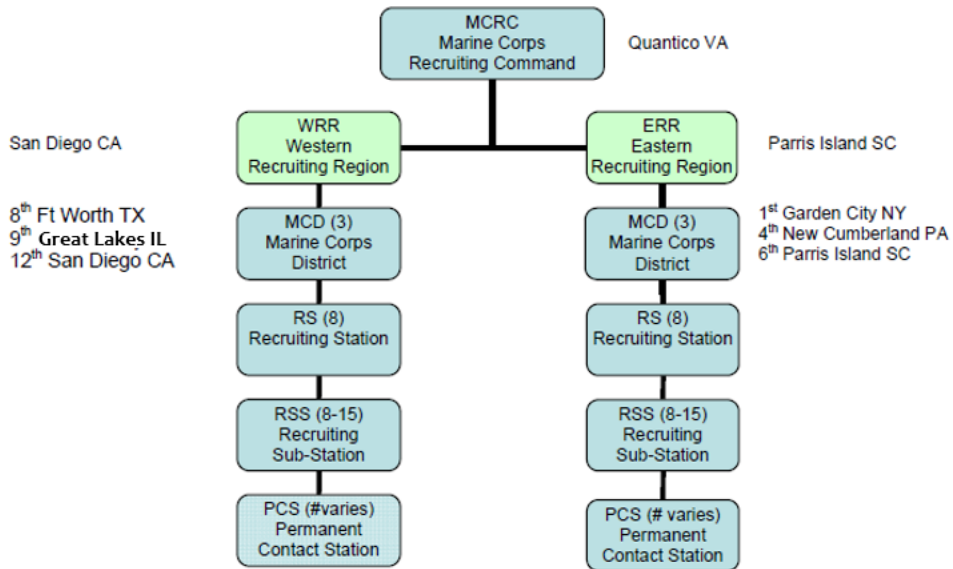
1 Federal Drive
Ft Snelling, MN 55111
XO
SgtMaj
OPSO
OSO
Admin Chief
Supply Chief
RI
ARI

Phone Numbers

612-725-xxxx

3198
3255
3209
3270
612-977-3403
3230
3265
3265

Marine Corps Recruiting Command (MCRC) Organizational Structure



- FY18** 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



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, RS URC, or the District RC 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 DRRC 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 <http://www.defensetravel.dod.mil/site/bah.cfm>

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
- 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. <https://military.tutor.com/home>

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.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
<https://www.dmdc.osd.mil/appj/dwp/index.jsp>
 - Log on to the Beneficiary Web Enrollment site
<https://www.dmdc.osd.mil/appj/dwp/benefits.jsp>
 - Call the DMDC/DEERS Support Office (DSO): (800) 538-9552 Hours of Operation: 8:00 am - 8:00 pm Eastern Standard Time (5:00 A.M. - 5:00 P.M. Pacific Time), Monday - Friday.

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 RRC, 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 RRC's contact information, contact the 9th District RRC 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 RRC or RS DRRC.
- **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_from_t/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/pfm/>
- **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 RRC 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/exceptional-family-member-program/>
- **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 <http://www.usmc-mccs.org/services/fitness/health-promotion/>. 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 DRRC.

- **Family Readiness and Marine Corps Family Team Building** programs are supported through your RS. The District Readiness Coordinator provides program support while working in partnership with the RS URCs. The District RC 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 RRC can also coordinate 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 MCRD San Diego MCCS and is guided by MCO 1754.9B.
 - **Family Readiness Communication** is achieved through two main paths, email and Facebook. 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 RC and the RS URC. If you are not receiving emails, contact your RS URC or the DHQ RC to ensure we have your correct contact information on file.
 - Your DHQ RC and RS URC 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.
https://www.benefits.va.gov/homeloans/documents/docs/scra_notice.pdf

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 240 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 RRC, DRRC, 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 RRC, and the RS DRRC 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 idea 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: DRRC, District RRC, 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 DRRC or District RRC 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
DRC: Wes Shropshire District HQ, Great Lakes IL	816-547-8064 (m) 847-887-8320 (o)	wesley.shropshire@marines.usmc.mil
Chaplain Matthew Drayton District HQ, Great Lakes IL	816-352-6487 (m) 847-887-8328 (o)	matthew.drayton@marines.usmc.mil
URC RS Chicago	630-513-8468	chad.falkos@marines.usmc.mil
URC RS Des Moines	515-727-3480	nanette.lugo@marines.usmc.mil
URC RS Indianapolis	812-882-7674	shawn.freeman@marines.usmc.mil
URC RS Kansas City	816-891-7931	thomas.dodd@marines.usmc.mil
URC RS Oklahoma City	405-609-8767	nathan.buxton@marines.usmc.mil
URC RS Milwaukee	414-434-0484	Emma.Norris@marines.usmc.mil
URC RS Saint Louis	630-513-8468	brandy.molitor@marines.usmc.mil
URC RS Twin Cities	612-725-3265	john.treslley@marines.usmc.mil
DRC Prior Service Recruiting	847-887-8320	wesley.shropshire@marines.usmc.mil
Military OneSource	1-800-342-9647	www.militaryonesource.com
DSTRESS	1-877-476-7734	www.dstressline.com
Tricare West Region	1-844-866-9378	www.tricare-west.com
Tricare East Region	1-800-444-5445	www.tricare-east.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 (UCCI) https://www.uccitdp.com/
DEERS	1-800-538-9552	www.dmdc.osd.mil/
Navy Marine Corps Relief Society	1-877-272-7337	www.nmcrrs.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