

Welcome to Recruiting Station Denver





UNITED STATES MARINE CORPS
RECRUITING STATION DENVER
621 17th STREET, SUITE 300
DENVER, COLORADO 80293-0621



From: Commanding Officer, Recruiting Station Denver

SUBJECT: WELCOME ABOARD THE RS DENVER TEAM

Welcome to Recruiting Station Denver, and congratulations on making the team! I look forward to meeting you and your family and moving on to our future responsibilities with families well, careers enhanced, and as more capable leaders.

You will soon play a crucial role in enlisting or commissioning the future of our Corps. From your Recruiter who contacted you many years ago to the numerous Marines who developed you into a leader since then, you are now an extension of their legacy to the next generation of Marines who will continue the Esprit de Corps and the reputation of the United States Marine Corps. On our shoulders rests the future of our Corps, the extension of all Marines' spirit, past and present, and the Nation's defense on future battlefields. As you settle in and complete your successful tour as a Denver Marine, remain ever faithful to these things that the Nation expects of us.

You are embarking on a demanding and challenging three-year tour. I will not sugarcoat this reality. It is often said that this duty is the most difficult besides combat. Know that you will not be in a one-person fighting hole. You are joining a team that takes care of one another and diligently strives to earn a quality of life that supports our families. You received basic training in Systematic Recruiting - we will train you more and provide every available resource to enable your success. It will be challenging, but we are in this together and will arrive more resilient, capable leaders at the end.

I encourage you to reach out to your Staff Non-commissioned Officer in Charge. This Marine is the commander of your Recruiting Substation and can help orient you to the local area. For those who are married, I also encourage you to reach out to fellow spouses and have your spouse join the RS Denver spouses Facebook page at the link below. Please also ensure your family's information is up to date in MOL so we are able to provide information and resources. Many of us are accustomed to living in tight-knit military communities, but due to the dispersion of our force here, we must remain close to our teams to combat isolation. If there is anything you are not receiving or need help with, don't hesitate to contact SgtMaj or I.

<https://www.facebook.com/groups/rsdenverspouses/>

It is a privilege to serve with you and to call you a fellow Denver Marine. Enjoy your PCS leave, rest, and get ready to work. I will provide you and your family with every resource I can to make you successful here.

Semper Fidelis,

W. W. WYPER
Major, U.S. Marine Corps
Commanding Officer



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DENVER, COLORADO 80293-0621



From: Sergeant Major, Recruiting Station Denver

SUBJECT: WELCOME TO THE RS DENVER TEAM, A.K.A "THE OUTLAWS"

It's my pleasure to welcome you and your family to Recruiting Station Denver the pride of the 8th Marine Corps District. Now that your part of the Outlaw family my hope for you and your family is a smooth transition into your recruiting sub-station, allowing you to focus solely on the start of your new duty assignment in a successful manner. The entire command team is elated to have you on board and will do anything to help you and your family get settled. Please don't hesitate to reach out and ask for assistance.

Beginning your new billet in RS Denver as a Marine Corps Recruiter, you will find recruiting duty to be challenging and rewarding. Achieving success on recruiting duty will require you to have three things:

1. **Work Ethic:** Basic Recruiters Course (BRC) gave you many important tools to use while on recruiting duty, but the one thing it can't give you is a work ethic. This self-driven trait will be your saving grace when times are tough and will allow you to be successful no matter the level of difficulty. Be mentally prepared to work hard and if you can apply a sound work ethic to your current recruiting skills, you will find yourself surpassing every recruiting milestone.
2. **Family Life:** Your family is the most important thing to you as a Marine, whether you are married or single each of us requires a positive homelife to help in our success on this challenging duty. Ensure your family is prepared and has all it needs to be successful while you work to become the next "Rookie Recruiter of the Year." Your family is mine and I will do all I can to provide assistance and resources as we navigate this duty throughout your time here.
3. **Passion:** While on recruiting duty never forget why you joined the Marine Corps in the first place. Find your passion in being a United States Marine and use it to inspire young men and women to join this great organization. People can see if you're genuine or fake, and in this job you must find your passion for the Corps, so it can become contagious and spread throughout your Recruiting Sub-station (RSS).

Never forget to have fun and enjoy everything your new duty station has to offer, whether it's the breathtaking scenery, unbelievable mountain ranges, or incredible people always take advantage of the opportunity to explore it.

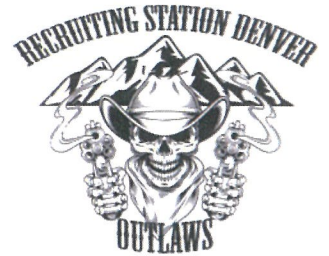
Once again, I am humbled and honored to have you and your family onboard as new Outlaw members, and I hope this duty meets and surpasses your expectations.

Semper Fidelis,

Robert D. Newkamp
Sergeant Major, U.S. Marine Corps



Welcome to Denver From the Marines of RS Denver



As part of the staff at the RS Headquarters, our main goal is support to the Recruiters within our recruiting station. To achieve this we work directly with the staff from each of the 12 enlisted recruiting sub-stations and 2 officer selection teams.

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

Ensure you are connected with your sponsor before you solidify any housing decision. You will also want to consider commuting time, as Denver is the state capital and a major transportation hub for this area.

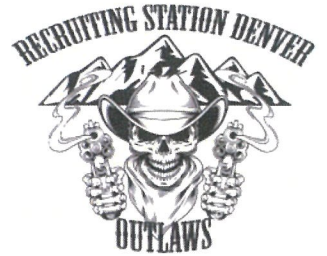
Another factor to consider is the weather. Here in Denver we do have four seasons, and we receive large amounts of snowfall regularly. At some point if you don't already have one, you will need a snow shovel! The weather will impact driving and commuting times.

Some personnel choose to live south of the installation in places like Littleton or Centennial. Some choose the area east of headquarters in Aurora where there is on base housing. And some even choose to live in Denver itself. If you have school age children be sure to check for school information, talk with your sponsor about their school experience, or consider calling the schools directly for additional information.

In terms of health care, if your family members are Tri Care Prime, there is one Military Treatment Facility choices close by; 460th Medical Group on Buckley Air Force Base. Dental is also offered on the base. Upon checking in you will receive more information.



Military bases within the RS Denver area



Buckley Air Force Base

Buckley is located in Aurora Colorado about 15 miles from headquarters. On base they have medical and dental, commissary, px, pharmacy, gym, legal services, and more. Buckley also has housing on base.

To schedule a medical or dental appointment call 720.847.9355 To inquire about on base housing call 720.844.0800

Peterson Air Force Base

Peterson is located in Colorado Springs, Colorado about 60 miles from headquarters. On base they have medical and dental, commissary, px, pharmacy, gym, legal services, and more. Peterson also has housing on base.

To schedule a medical or dental appointment call 719.524.2273 To inquire about on base housing call 888.205.9116

Francis E. Warren Air Force Base

F.E. Warren is located in Cheyenne, Wyoming about 97 miles from headquarters.

On base they have medical and dental, commissary, px, pharmacy, gym, legal services, and more. F. E Warren also has housing on base.

To schedule a medical or dental appointment call 307.773.3461

To inquire about on base housing call 307.432.0200



Administrative Guidance

Prior to departure from Recruiters School:

A) Ensure that you have in your possession:

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

B) Take the opportunity to elect several entitlements in conjunction with your PCS move.

RS CONTACT INFORMATION

MARINE CORPS RECRUITING STATION DENVER

621 17th Street, Suite 300

Denver, CO 80293

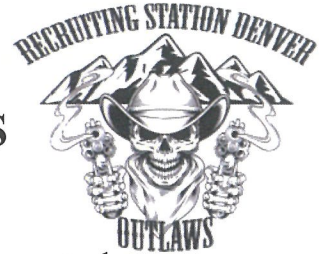
Admin Phone: (303) 832-3021

Admin Chief Gov't Cell: (303) 505-8511

Admin Fax: (303) 832-3808



ADVANCE TRAVEL ENTITLEMENTS



☐ Advance Pay: “Normal parameters” are one month’s advance pay to be paid back in 12 months. This request may be submitted either 30 days in advance of departure from your old permanent duty station or within 90 days after arrival at your new duty station. Any requests for advance pay outside normal parameters (2 months) must be justified and approved by the Marine’s Commanding Officer.

☐ Advance Travel: Upon request, you should have received advance travel for yourself from your old Permanent Duty Station to Recruiters School. Recruiters School will cut the advance from San Diego to RS Denver. In the case of married Marines, you will rate travel time and transportation allowances back to the old PDS for yourself and then travel and transportation to your new duty station for yourself and your dependents.

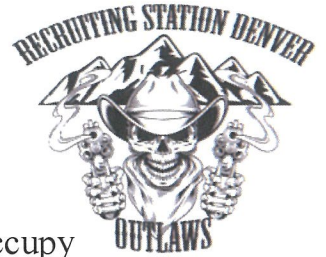
IN TRANSIT

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

UPON ARRIVAL IN THE VICINITY OF RS DENVER

Call the RS Sergeant Major (760.717.1446) and your future SNCOIC to inform them of your arrival. You may check in to the RS prior to the date reflected on your orders if you wish.

Each Marine performing PCS travel is entitled to up to 10 days temporary lodging reimbursement either in the vicinity of their old permanent duty station, their new one, or a combination of both-not to exceed 10 days. This allowance will be reimbursed upon settlement of the Marine’s travel claim. Temporary Lodging Allowance (TLE) is separate expense and will be included in your final travel claim voucher. TLE is an allowance given to partially offset lodging



and meal expenses when a member and/or dependents need to occupy temporary lodging in CONUS (Continental United States) in connection with a PCS. The member receives reimbursement (for member and family members) for temporary lodging and meal expenses, up to \$290 per day.

CHECKING-IN

Contact the Admin Section to inform them of the day you plan to check-in. This will shorten your check-in time and make the process as pain-free as possible. Check in goes Monday through Friday between 0800 and 1600 (excluding non-working holidays). All Marines checking in to the Command will check in wearing the Dress Blue 'B' uniform. Upon check in, you will receive a complete administrative and logistical briefing.

STATION ALLOWANCES

Please note that the following will not commence until you officially check in to RS Denver. It is highly recommended you get fully checked-in administratively before requesting Permissive Temporary Additional Duty (PTAD) house hunting, so there are no pay and entitlement issues.

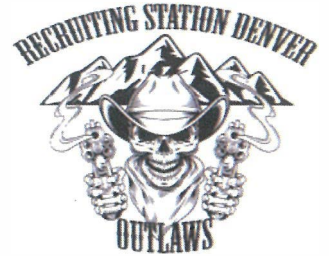
☐ SDA PAY = \$375 per month

☐ BAS = \$372.71 monthly

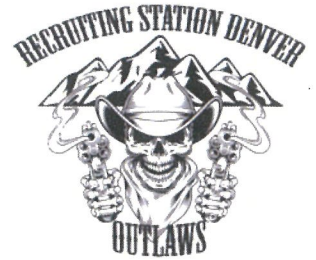
☐ BAH= Transit BAH will run until the time of your check in. BAH Transient is set based on the national average for housing. This BAH Type II, will be paid to you while you are in transit between the two duty stations. Once checked-in BAH will be based allowance prescribed by geographic duty location (by zip code), pay grade, and dependency status.



RS Personnel



| RSS | SNCOIC | Cellphone | Office phone | Address |
|----------------|-----------------------|------------------|---------------------|---|
| Casper | SSgt Woods | 307.274.7364 | 307.237.4332 | 601 SE Wyoming Blvd, #1338, Casper, WY 82609 |
| Cheyenne | SSgt Dean | 910.526.7951 | 307.772.2021 | 1400 Dell Range Blvd, Cheyenne, WY 82009 |
| Fort Collins | SSgt Michaud | 860.895.7521 | 970.223.0017 | E 29th st, Loveland, CO 80538 |
| Grand Junction | SSgt Martinez | 916.430.1386 | 970.243.4144 | 2502 Highway 6 & 50, Suite 600C, Grand Junction, CO 81505 |
| Metro East | GySgt Sayers | 720.984.3607 | 303.340.3700 | 14177 E Exposition Ave, Aurora, CO 80012 |
| Metro North | SSgt Miller | 443.966.1740 | 303.451.1738 | 550 E Thornton Pkwy, Suite 130, Thornton, CO 80229 |
| Metro South | SSgt Esparza | 419.463.8337 | 303.972.2259 | 8996 W Bowles Ave Suite 5, Littleton, CO 800123 |
| Metro West | SSgt Rainbird | 860.876.6784 | 303.287.8091 | 7355 W 88th Ave Suite F, Westminster, CO 80021 |
| Parker | SSgt Banks | 703.472.7011 | 720.425.2495 | 11280 S Twenty Mile Road #109, Parker, CO 80134 |
| Pueblo | SSgt Crouch | 719.425.5672 | 719.545.4581 | 4104 Outlook Blvd #126b, Pueblo, CO, 81008 |
| Rapid City | GySgt Orosco | 559.203.4806 | 605.348.2582 | 7854 2200 N Maple Ave #120, Rapid City, SD 57701 |
| Springs North | SSgt Lapatt | 541.816.1470 | 719.592.9595 | 5721 N Academy Blvd, Colorado Springs, CO 80918 |
| OST | OSO | | Office phone | Address |
| Denver | Capt Harkins | | 303.832.7131 | Tivoli Suite 126 Pkwy Denver, CO, 80204 |
| Fort Collins | Capt Tranfaglia | | 970.484.8118 | 9817 706 S College Ave, Fort Collins, CO 80524 |
| RS | Command member | | Office phone | Address |
| RS | SgtMaj Newkamp | 760.717.1446 | 303.832.2532.5 | 621 17 th ST, Suite 300, Denver, Co 80293 |
| RI | MSgt Renkas | 608.515.3011 | 720.889.2147 | 621 17 th ST, Suite 300, Denver, Co 80293 |
| SUPPLY CHIEF | GySgt Ochoa | 956.564.0845 | 303.832.3713 | 621 17 th ST, Suite 300, Denver, Co 80293 |
| URC | GySgt Woodworth | 440.666.5098 | 303.832.3713 | 621 17 th ST, Suite 300, Denver, Co 80293 |



Wester Recruiting Region Resources

MARINE CORPS RECRUITING COMMAND
<https://www.mcrc.marines.mil/Resources/>

MOVING ASSISTANCE

[Contact Info, Phone Numbers & Address | MilitaryINSTALLATIONS \(militaryonesource.mil\)](#)

MILITARY ONE SOURCE

<https://installations.militaryonesource.mil/view-all-programs-services>

Denver Resources

BUCKLEY SPACE FORCE BASE

[Buckley Space Force Base > About-Us > Sources of Support](#)

Colorado Springs Resources

PETERSON SPACE FORCE BASES

<https://www.petersonschriever.spaceforce.mil/About-Us/Resources/>

PETERSON BASE BULLETIN

[Peterson and Schriever Space Force Base > Newsroom > Bulletin](#)

FORT CARSON RESOURCES LINK

<https://home.army.mil/carson/allservices/ready-resources>

FORT CARSON BULLETIN

[Fort Carson Army MWR](#)

Wyoming Resources

WARREN AIR FORCE BASE- SPOUSES PORTAL

[Spouses Portal \(af.mil\)](#)



RECRUITING STATION DENVER

