



WELCOME TO RECRUITING STATION CHICAGO

Resource Guide to Recruiting for
Marines and Families

RS Commanding Officer
Major Branden D. Koonce



RS Sergeant Major
Sergeant Major Nathaniel J. Eirich

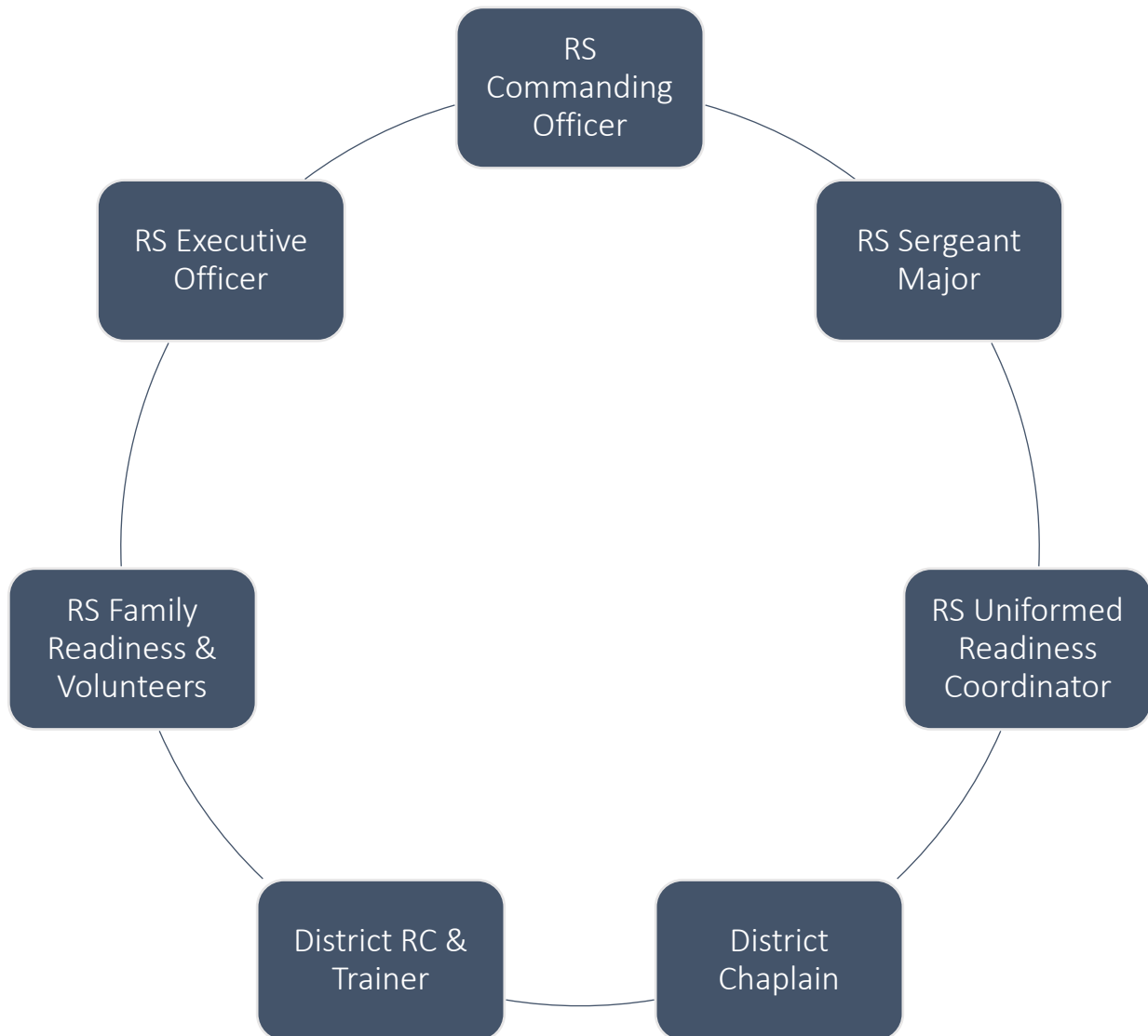


9th Marine Corps District Chaplain
Commander
Robert E. Mills

Uniformed Readiness Coordinator
Master Sergeant David M. Brown



RS CHICAGO FAMILY READINESS TEAM



WELCOME, FROM YOUR UNIT READINESS COORDINATOR

Welcome Aboard! My name is Master Sergeant David M. Brown Jr and I am your Uniformed Readiness Coordinator (URC) for Recruiting Station Chicago. As the URC, my mission is to provide support to the Marines and Families of RS Chicago to enhance the quality of life.

Your tour with Recruiting Station Chicago will be exciting, and challenging, yet rewarding! If there is any way that I can assist you, please feel free to contact me at email: david.brown5@marines.usmc.mil.

As the Uniformed Readiness Coordinator, I will provide you resources support while you are with RS Chicago. I will reach out at some points during your tour to ensure that you have the resources and information that you need. I am available to direct you to the right direction and provide information on various things whether it be childcare, education, Tricare, etc.

Again, welcome to Recruiting Station Chicago! If there is anything I can do to assist in your transition to recruiting life, please contact me. I look forward to meeting you and your family.

Sincerely,

David M. Brown Jr

Master Sergeant David M. Brown Jr

TABLE OF CONTENTS

- **HOUSING RESOURCES**
- **SCHOOLS & CHILDCARE**
- **EMPLOYMENT & ADULT EDUCATION**
- **TRICARE**
- **PERSONAL & FAMILY SUPPORT**
- **KEEPING IN TOUCH**

HOUSING RESOURCES

THINGS TO CONSIDER

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.

Basic Allowance for Housing (BAH): Your BAH is 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>

Finding Safe Neighborhoods: Visit the following websites to see up to date crime rate maps to consider where to buy or rent a home/apartment, **LexisNexis Community Crime Map:** <https://communitycrimemap.com/>, **ADT Security** <https://www.adt.com/crime>, **Spot Crime** https://spotcrime.com/?gclid=EAlaIQobChMI-lePpaaj6wIVDMDICH2CIAYfEAMYASAAEgLWBfD_BwE

LOOKING FOR HOUSING

Military OneSource: Call 1-800-342-9647 visit www.militaryonesource.mil to 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.

Homes.Mil is a service designed to connect Service members and their Families with community housing rental listings located near U.S. military bases or to list your own rental property www.homes.mil

The Automated Housing Referral Network: is a preferred and trusted housing referral resource for the military community around the world designed to assist the military community locate available housing. www.ahrn.com

Military By Owner: The website provides advertising for homes located near military bases as well as resources related to real estate, homeownership, and military life. MilitaryByOwner.com has become the "go to" site for military families finding, selling, or renting homes near military bases www.militarybyowner.com

SCHOOL & CHILDCARE

The School Liaison Office aboard your current installation may also be of assistance in finding school information. The SLO aboard MCRD San Diego is available to support you.

School Liaison Officer at MCRD San Diego (619) 524-8104

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>

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>

NACCRRRA/Child Care Aware of America: Childcare Aware of America offers subsidies for eligible active duty service members and their families to offset the cost of fulltime childcare <http://usa.childcareaware.org/military-programs/>

Sittercity: connects families with quality local in-home caregivers, with over 1 million caregivers nationwide. Your Sittercity membership gives you online access to local caregivers with profiles that include pictures, parent reviews, references, background checks and more. Sittercity offers discounted membership for active duty military families. <http://www.sittercity.com/military>

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

YMCA: YMCA memberships include drop-in childcare and date nights.

EMPLOYMENT & ADULT EDUCATION

MySECO: Spouse Education and Career Opportunities program is used to provide education and career guidance to military spouses worldwide, offering comprehensive resources and tools related to career exploration, education, training and licensing, employment readiness and career connections.

<https://myseco.militaryonesource.mil/portal>

The Family Member Employment Assistance Office: can be utilized for assistance in résumé writing, job search, and more. The FMEAP Office aboard MCRD San Diego is available to support you.

<http://www.mccsmcrd.com/fmeap/>

Continuing Education: The Education Office aboard MCRD San Diego is available to support you.

<http://www.mccsmcrd.com/lifelong-learning-center/>

Federal Jobs: Federal jobs in any location can be found on www.usajobs.gov/

TRICARE

Ensure you switch your TRICARE upon arriving to your new RSS/PCS.

TRICARE EAST REGION: Locations Covered: AR, IL, IN, IA (Rock Island Area), MO (St Louis area), MI, OK, and WI. Visit www.humana-military.com or call 1-800-444-5445.

CHANGING YOUR TRICARE: 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.

HOW TO FIND A NETWORK PROVIDER: For TRICARE West Region network providers visit https://www.tricare-west.com/content/hnfs/home/tw/bene/symbolic_links/nw-prov-dir-app.html

For TRICARE East Region providers visit <https://www.goperspecta.com/VPD/HumanaMilitary/public/ProviderSearch/Main>

What This Means to You

- You'll pay less out-of-pocket
 - You'll only have to pay your cost-share to the provider.
- Your provider will collect the rest of the amount directly from TRICARE.

PERSONAL & FAMILY SUPPORT

Chaplain Services: are available within the 9th Marine Corps District. The District Chaplain works out of the District Headquarters and supports the Marines and families. The chaplain is the only 100% confidential resource available to the Marines and families. Commander Robert Mills can be reached via email at robert.mills2@marines.usmc.mil or 847-227-7489.

Legal Services: are most easily completed (wills and powers of attorney) prior to relocating for recruiting duty on your current installation. If legal assistance is needed, Military OneSource provides a link to find local private attorneys in communities that offer military rates or are familiar with the military. For more information visit:

http://www.americanbar.org/portals/public_resources/aba_home_front/directory_programs.html

Tax Services: H&R Block provides online tax services for military members and families during tax season each year. Visit <https://www.hrblock.com/tax-center/lifestyle/military/> for more information.

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.

Budget Advice: The Navy Marine Corps Relief Society, Military OneSource, and the Personal Financial Manager aboard MCRD San Diego are all resources for budget advice and assistance. For more information, visit the following links: www.nmcrs.org, <http://www.mccsmcrd.com/pfm/>

Counseling Services: wide variety of counseling resources are available to us. If you are looking for 100% confidentiality resource, the District Chaplain is the one to talk to. Other options include:

- DSTRESS Line is utilized for Marines and families. This resource can be used for talking with an experienced person, getting 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 yourself becomes apparent. Visit www.dstressline.com 1-877-476-7734.

Family Advocacy Program: is available for education, understanding, and assistance concerning family and individual abuse or neglect. Your Recruiting Station Sergeants Major, Executive Officer, and your Uniformed Readiness Coordinator 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.

Marine Corps Exchange: The nearest installation is Naval Station Great Lakes to shop at MCX and Commissary. Uniform items are also available through the MCX website and may offer free shipping. Visit <http://www.mymcx.com/> or via AAFES at <http://shop.aafes.com/shop/> or the NEX at <https://www.mynavyexchange.com/>

Semper Fit: offers limited audio, video, and printed materials through the HQMC Semper Fit site <http://www.usmc-mccs.org/services/fitness/health-promotion/>. You can also be a part of the Armed Services YMCA gym membership program. The YMCA membership coordinator is Staff Sergeant Michelle Reif and can be reach via email at michelle.reif@marines.usmc.mil. 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.

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

KEEPING IN TOUCH

Family Readiness Communication: Communication via email will come from me as your Uniformed Readiness Coordinator.

Remember, I am your resource for information and referrals. 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.

WELCOME TO RS CHICAGO

To ensure your check-in process goes smoothly, there are some tasks to be completed prior to detaching your current unit. Continue reading below for what needs to be done and what we need from you the day you check in. For any questions or concerns contact the S1.

Admin Chief: SSgt Watson, Stephen

Office Phone: 847-296-8330

Email: stephen.watson@marines.usmc.mil

PRIOR TO DETACHMENT

- **DTS:** ***IF YOU DID DTS TO ATTEND BRC*** ensure your DTS vouchers are complete. Make sure there is not a balance owed to your GOVCC. When checking out, make sure to have your S1 drop you from their DTS hierarchy. This will need to be done in order for us to add you to our DTS for future travel.
- **GOVCC:** Before commencing your PCS, make sure your card is turned on. Ask your S1 for information on what kind of purchases can be made with your GOVCC or how to use it properly. *****DO NOT PURCHASE 3RD PARTY FLIGHTS/HOTELS OR RENTAL CARS*****
- **ORDERS:** Keep all endorsements you receive, i.e. basic orders, reporting/detaching endorsement from BRC and current unit, SATO flight receipts (if applicable)
- **ADMIN:** Make sure you are taken care of administratively. Print out your LES and review it for any "extra" or "lost" pay. Contact your S1 to help correct any issues you may have.
- **UNIFORMS:** It is HIGHLY RECOMMENDED to purchase extra uniform items before PCS'ing. Naval Station Great Lakes is limited in Marine Corps uniform items.
- **TRAINING:** You must complete the **CYBERM000 MarineNet training and DTS 101 TRAX training** for FY24 before getting to RS Chicago.

CHECK-IN PROCESS

- **WHAT TO BRING:** Bring a copy of your **CYBERM000 MarineNet training and DTS 101 certificate** along with all receipts you may have. It will be needed for your travel claim. Bring all endorsements, i.e. basic orders, reporting/detaching endorsements. **Uniform for check in**

is **DRESS BLUE BRAVOS (ribbons and badges)**. Lastly, bring PT gear (green on green) for your height and weight.

- **DEPENDENT ADD (If applicable):** If you happen to have a child or get married between the time you check out and check in with us, bring marriage license/birth certificate. We will run a dependent add along with your check in documents.

GOOD TO KNOW:

- **CLOTHING:** During the winter, it can get really cold. It's recommended to buy plenty of winter clothing to prepare for harsh winters.
- **VEHICLES: IT SNOWS A LOT!!!!** Get your car ready, i.e. car maintenance. Creating a winter survival kit for your vehicle will help out a lot as well. It could include: basic toolkit, jumper cables, first aid kit, water, cat litter or sand, shovel, ice scraper, and blankets.
- **HEALTH CARE:** Depending on the Recruiting Substation you are assigned to, you will either utilize Naval Station Great Lakes or a Civilian Provider for you and your family. Once you arrive in Illinois, call Tricare to verify your eligibility for coverage for Tricare Prime Remote East.
- **HOUSE HUNTING:** Do not wait to the last minute to look for a home. Start looking for a house/apartment ASAP to ensure you are locked on with living arrangements for when you arrive to Illinois.

RS CHICAGO POCS

Log Chief: SSgt Cortez, Noemi

Office Phone: 847-803-3078

Email: noemi.cortez@marines.usmc.mil

Marketing and Communications: Sgt Payne, Dalton

Office Phone: 847-296-8522

Email: dalton.payne@marines.usmc.mil

Recruiting Instructor: MGySgt Miller, Paul

Office Phone: 847-803-8470

Email: paul.miller@marines.usmc.mil

Command Senior Enlisted Leader: SgtMaj Eirich, Nathaniel

Office Phone: 847-296-8410

Email: nathaniel.eirich@marines.usmc.mil



Recruiting Station Chicago Spouse Welcome Packet

Meet Your Recruiting Station Chicago Command Team

CO:

Major Koonce

XO:

Captain
Murphy

SgtMaj:

SgtMaj Eirich

Chaplain:

CDR Robert
Mills

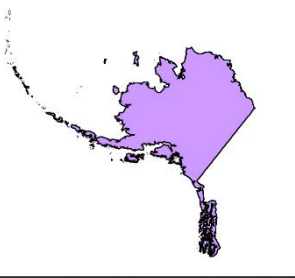
DRC:

Lindsay
Schreiber

Know Your Uniformed Readiness Coordinator

MSgt Brown
david.brown5@marines.usmc.mil
(847) 803-6060

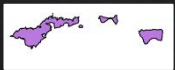
NATIONAL FORCE STRUCTURE



Alaska (RS Portland)



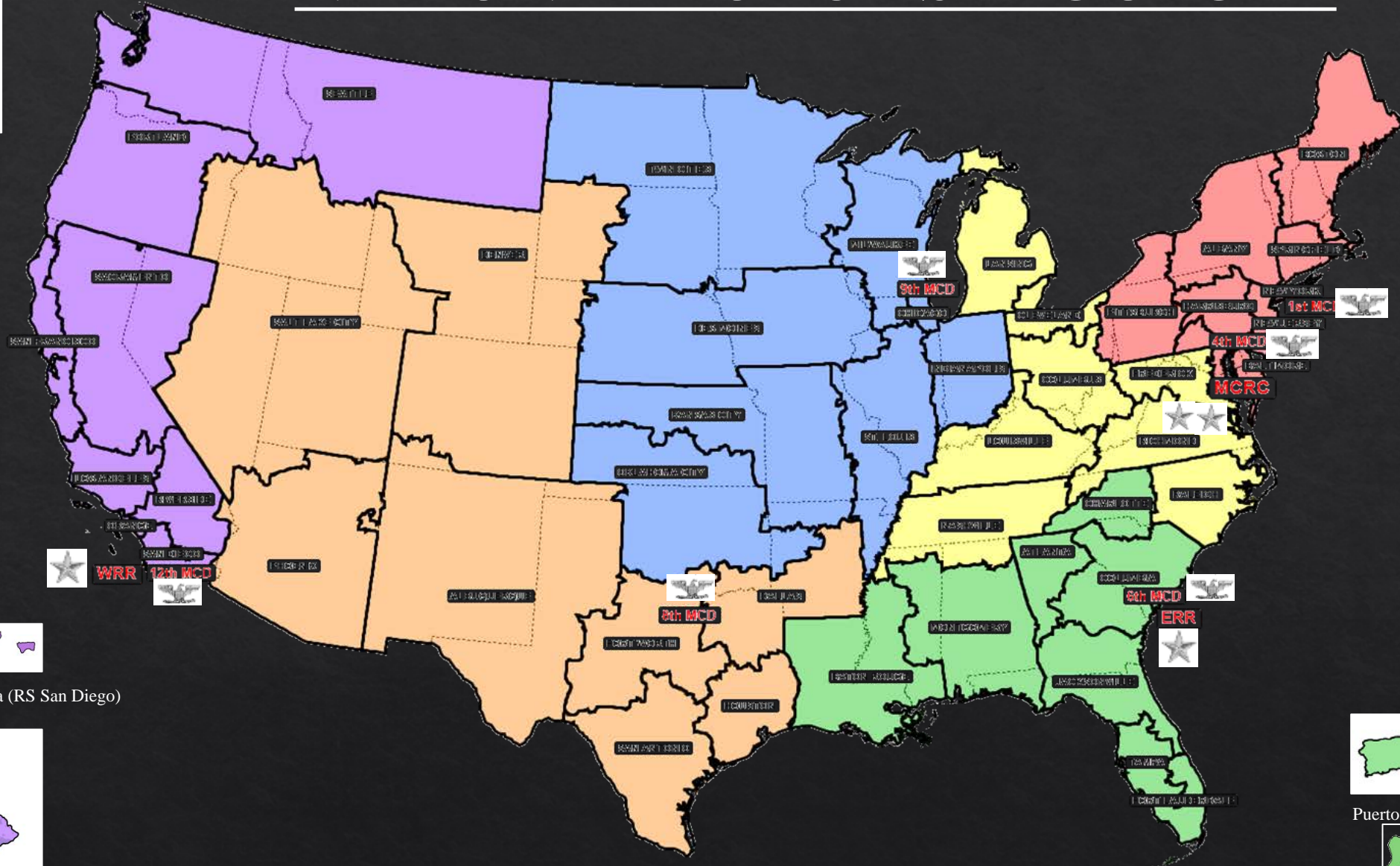
Guam (RS San Diego)



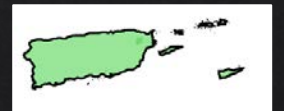
American Samoa (RS San Diego)



Hawaii (RS San Diego)



Germany (RS Boston)



Puerto Rico (RS Ft Lauderdale)



US Virgin Islands (RS Ft Lauderdale)

- **1,524 Facilities**
- **6 Recruiting Districts**
- **48 Recruiting Stations**
- **3,763 Recruiters**
- **74 Officer Recruiters**

Know the Recruiters “BATTLE RHYTHM”

A day in the life of a recruiter

- Arrive at the office, prepare for the day.
- Morning meeting with the RSS SNCOIC.
- Telephone calls to set appointments with grads and seniors.
- Conduct appointment 1, made from previous phone calls.
- Prepare for high school visit.
- School visit to include area canvassing (AC) and lunch with poolees.
- Conduct appointment 2, from AC contact made a HS visit.
- Conduct appointment 3, referral from poolee.
- Area canvassing sporting events, sports practices, local establishments and malls to set future appointments.
- Travel to MEPS to process applicants.
- Telephone calls to grads and seniors to set future appointments.
- Debrief SNCOIC on the day's events.



Remember

No one day on Recruiting Duty is ever the same, nor is a day in one RSS the same as in another.

You may have heard about ...



Challenges of Recruiting Duty

- Long Hours, Mission requirements, monthly quotas.
- Recruiting is the toughest peacetime job in the Marine Corps.
- The recruiting "war" never ends.

But did you know about ...

Benefits of Recruiting Duty

- Leadership Opportunities.
- Potential for Meritorious Promotions.
- No Deployments.
- Special Duty Assignment Pay.
- Accredited Sales and Communication Training.
- Independent Duty Locations.
- Preference of Follow on Duty Assignment.



School Liaison Coordinator

WRR Support

Lacey Schrader

lacey.Schrader@usmc.mil

O:619-524-8032

C: 619-887-7500

Kristin Fernandez

Kristin.Fernandez@usmc.mil

O: 619-524-8104

C: 619-876-3344



Resource POC

◆ TRICARE:

<https://www.tricare.mil/>

◆ EFMP: 619-524-8031

ombfamilycaresd@usmc-mccs.org

◆ School Liaison: (619) 876-3344

kristin.fernandez@usmc.mil

◆ MCCS San Diego

<https://sandiego.usmc-mccs.org/>

◆ Military OneSource

<https://www.militaryonesource.mil/>

◆ USO

<https://www.uso.org/>

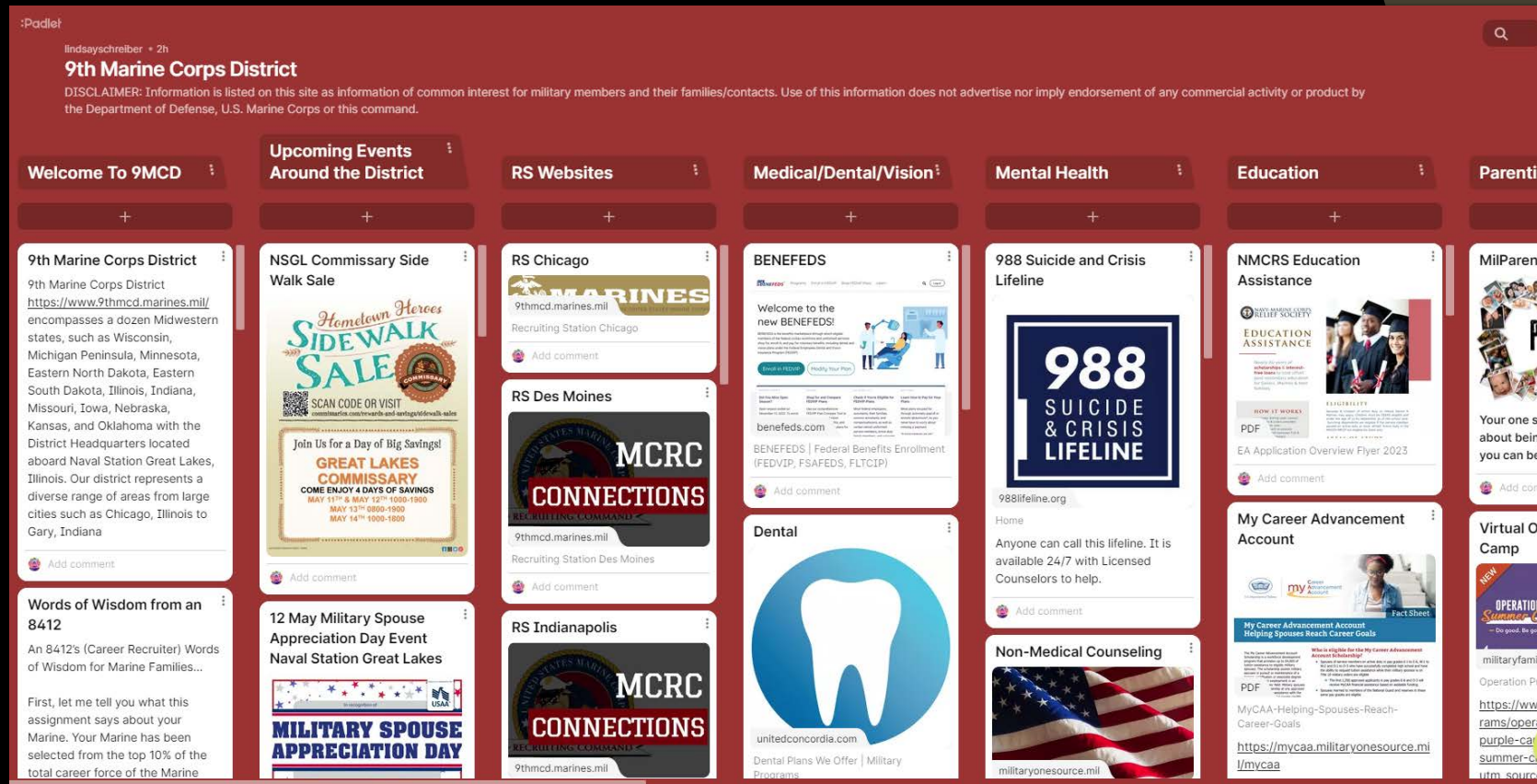
One Stop Shop for Resources around the District

◆ 9th Marine Corps District Family Readiness Resources Padlet

◆ <https://padlet.com/lindsayschreiber/9th-marine-corps-district-acgjj3xdbcwtdtbj>



Visual of the Padlet Website



TIPS FOR STAYING CONNECTED

- ♥ It's so important with the long working hours that you and your spouse stay connected. At times you have to be clever and/or very selfless. Stay flexible and be spontaneous - when a break from work comes, take full advantage of it!! Expect your spouse to work long hours - sometimes 12 plus hours a day, if not more. **Consider having a half an hour "wind down" time when your spouse comes home.**
- ♥ Reserve time once a week (even if only an hour or two) as “Your Time.” Let nothing get in the way from you spending it together. (Every Thursday night at 2000-2100)
- ♥ Support your spouse with SOLUTIONS to problems.
- ♥ PT together in the mornings or weekends.
- ♥ Have a white board (dry erase) or chalkboard for notes.
- ♥ Bring lunch to your spouse's office once in a while.
- ♥ Get up early or stay up late to see each other.
- ♥ Have family dinner as often as possible.
- ♥ Find a way to spend time together doing things you both enjoy.
- ♥ Leave encouraging little notes on car steering wheel, bathroom mirrors, and on the desk at the office.
- ♥ Slip special things into his/her briefcase; a picture from one of the kids, a love note, a small bag of home-baked cookies or some other favorite snack.
- ♥ **COMMUNICATE, COMMUNICATE, COMMUNICATE!! & BE FLEXIBLE!!**



TIPS FOR PARENTS

- ☺ Explain to your children what the recruiting job entails, why the hours are long and why the job is so important.
- ☺ On Sunday, have your recruiter record 10 chapters of your child's favorite book for playback at bedtime for when he/she is late.
- ☺ Reserve time once a week (even if only an hour or two) as family time. Let very little prevent you from spending it with your children. Sunday may be a good time.
- ☺ Make or purchase a calendar and color the day that is reserved for family day.
- ☺ Purchase a message recorder so you can record messages and responses (Mom/Dad, I wanted to tell you ...).
- ☺ Get a message board, dry erase board, or cork board where children can leave messages for Mom/Dad and receive them in the morning.
- ☺ Keep his/her day off a family day as much as possible. Do something like roller skating, bowling, gym, etc., together as a family. Eat dinner together that night.



- ☺ Check out base, community, and church children's activities.
- ☺ Take your children to the office during a slow time to see where Mom/Dad work.
- ☺ Start or get involved with a play group with the other families at your Recruiting Station.
- ☺ Occasionally allow children to stay up late to see Mom/Dad, (this can do all a world of good).
- ☺ Recruiters work long hours and are not home early for dinner. If you can fit it in your schedules make dinner, pack it as a picnic (with the kids) and have a quick little meal at the office
- ☺ Use your kids to help make friends for yourself in your new neighborhood (isn't that one reason we have kids?)

TIPS FOR FINDING A JOB

- ✓ If your new duty station is located by a military installation and you are seeking employment, make sure you check with the Career & Resource Center located at the Family Service Center.
- ✓ Each Recruiting Station has computer software to assist with resume writing and other job search tools. Ask your DRC or call the Family Member Employment Assistance Specialist at (619) 524-8640.
- ✓ Visit online job sites like INDEED and LinkedIn. Both provide job opportunities.



- ✓ Talk with your sponsor and other families in your area.
- ✓ Once you do find a job that you are interested in, be sure to explore the job market before you accept a position.
- ✓ Ask the employer specific questions regarding job expectations, orientation time, overtime, and hours. Remember that while on recruiting duty Sundays are often reserved for family time.

TIPS FOR COUPLES ON RECRUITING

Recommended “Do”

Spouse

- + Help in any way to get the Marine home earlier. Ask “How can I help?”
- + Learn about the importance of/need for recruiting
- + Learn about the job and be a good informed listener.
- + Volunteer

Marine

- + Use the listening skills the Recruiters School taught you.
- + Inform your spouse about recruiting, what you are doing, where you are
- + Pick a ‘sacred time’ – just one or two hours in the entire week that is for family only. Then, don’t budge.
- + If spouse wants to help, LET THEM.

Both

- + Write letters, leave phone messages
- + Get help, QOL, Red Cross, DRC
- + Talk, honor each other, renew your vows

Recommended “Do Not”

Spouse

- Complain because of job hours
- Be angry because of the duty location
- Shut down communication

Marine

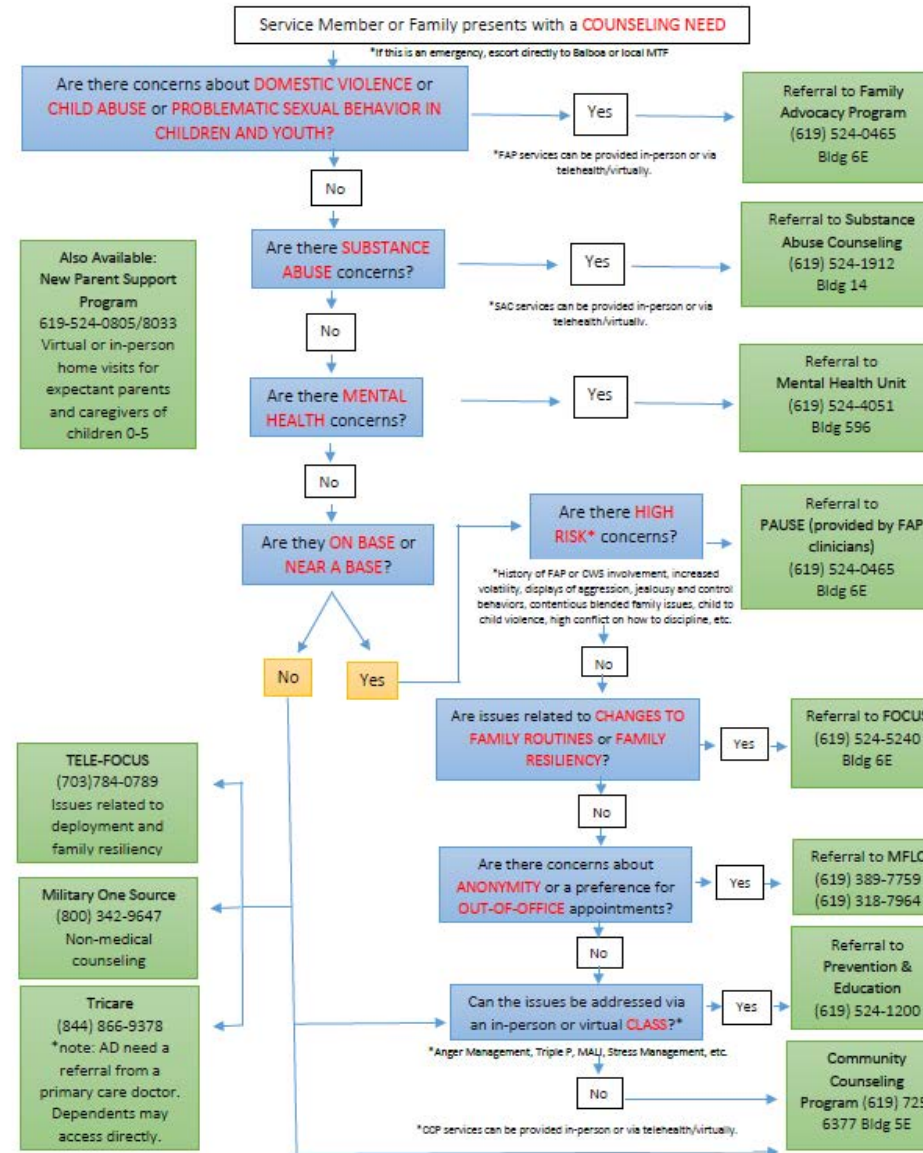
- Shut down communication
- Be angry because spouse just doesn’t understand
- Lose work/home balance because of job’s demands
- Complain because of stress

Both

- Pass like ‘ships in the night’
- Ignore any problems that arise
- Stop trying

COUNSELING SUPPORT SERVICES

MCRDSD/WRR Counseling Guide for Leadership



9th Marine
Corps District

District Spouse Orientation Course

COME JOIN US

Your presence is requested to come meet and network with other recruiting spouses. We will hear from some great resources as well as meet the District Command Team. Team building and social networking is also in the plans. If you are interested in taking part of one of these events, please email your DRC or URC for more information.

DRC contact information:

Lindsay.schrefler@marines.usmc.mil

847-975-5887

District HQ Great Lakes IL August 2023
Oklahoma City OK March 2024
Twin Cities MN July 2024

District Spouse Orientation Course

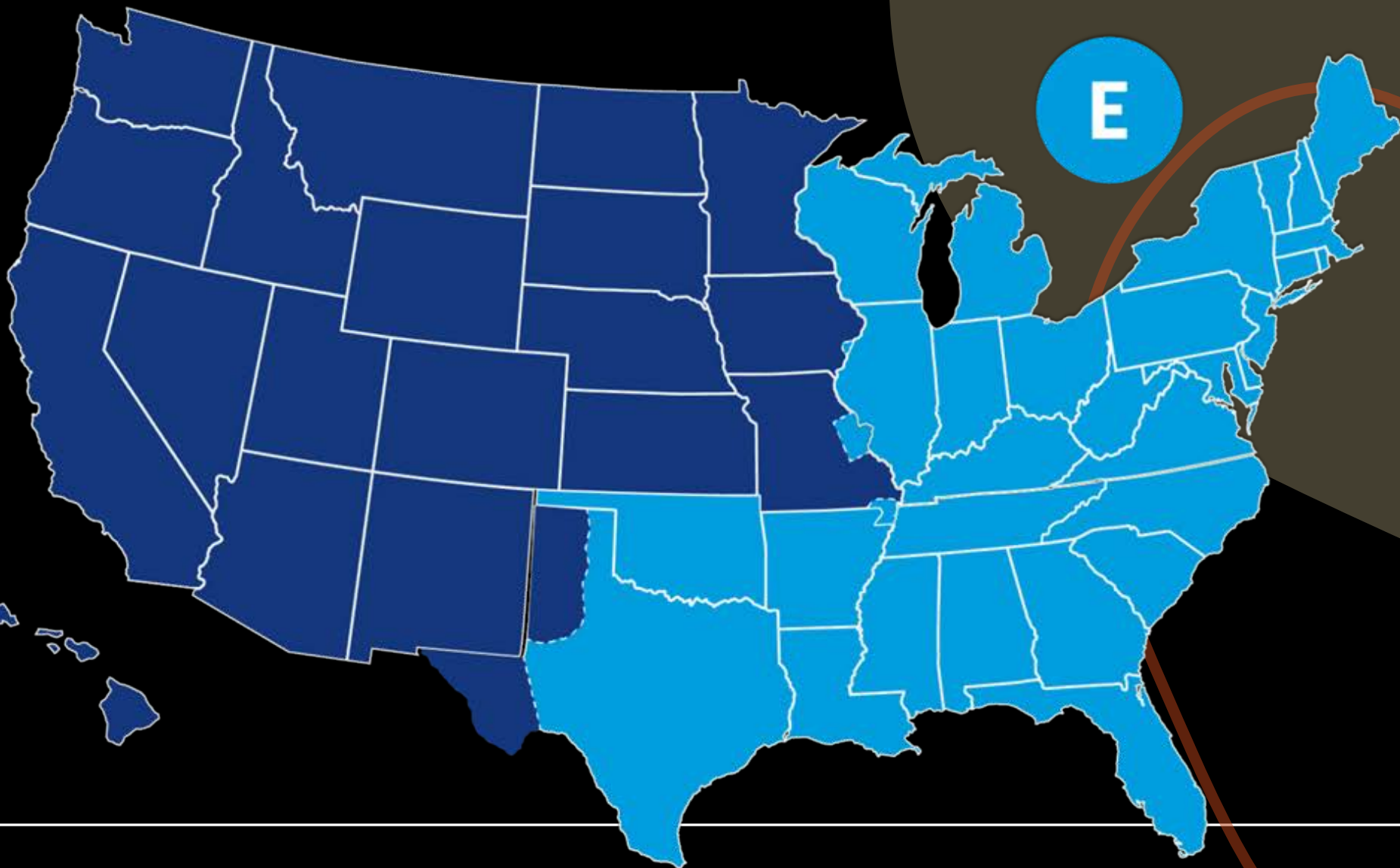
- ◇ Next open DSOC will be in Oklahoma
 - ◇ March 2024
 - ◇ Lodging and travel can be included
 - ◇ Meals and Entertainment is **not**
 - ◇ Meet and Greet with Command Team
 - ◇ Tour District Headquarters
 - ◇ Great time to network with other spouses
 - ◇ Find out about resources from sister services
 - ◇ Team Building!!

***Make sure
all DEERS
information
is up to date**





Health Net Federal
Services, LLC



Humana Military



Tricare Points of Contact

TRICARE East Region

- TRICARE East Region
Humana Military
1-800-444-5445
HumanaMilitary.com
www.tricare-east.com

TRICARE West Region

- TRICARE West Region
Health Net Federal Services, LLC
1-844-866-WEST (1-844-866-9378)
www.tricare-west.com

More Resources
TRICARE Website
www.tricare.mil



RESOURCES

Chaplain:

9th MCD: (816) 352-6487

District Readiness Coordinators:

9th MCD: (847) 887-8219 / (816) 547-8064

Exceptional Family Member Program (EFMP): <http://www.mccsmcrd.com/exceptional-family-member-program/>

Family Member Employment Assistance Program (FMEAP): <http://www.mccsmcrd.com/fmeap/>

School Liaison Office (SLO): <http://www.mccsmcrd.com/school-liaison/>

Information, Relocation & Referral (I&R): <http://www.mccsmcrd.com/information-referral/>

Personal Financial Management (PFM): <http://www.mccsmcrd.com/pfm/> or PFC.MCRDSD@zeiders.com

Marine Corps Community Services (MCCS)/Marine & Family Programs (M&FP): <http://www.mccsmcrd.com/marine-family-programs/>

Tele-FOCUS: <https://focusproject.org/telefocus>

Child Care Aware: <https://www.childcareaware.org/>

Military One Source (MOS): https://www.militaryonesource.mil/all-the-ways?gclid=EAIaIQobChMIjuyCmqCu5QIVVR6tBh1WGQJ8EAAYASAAEgJBIPD_BwE

TriCare Remote: <https://www.tricare.mil/Plans/Enroll/TPR>

TriCare Dental: <https://www.tricare.mil/dental.aspx>



FaceBook: MCCS MCRD San Diego / WRR – Marine & Family



Instagram: mccsmcrd



THANK YOU & WELCOME
TO THE FAMILY!