



Welcome Aboard

The Basic School
24164 Belleau Avenue
Quantico, Virginia
22134

Table of Contents

<u>Title</u>	<u>Page</u>
<u>Marine Corps Base Quantico General Information</u>	3
<u>Planning Your Move</u>	4
<u>Base Housing</u>	5
<u>Child Care and School Information</u>	6
<u>Permanent Personnel Check-In</u>	7
<u>Area Maps</u>	8-9
<u>TBS Unit, Personal & Family Readiness Program Authorization Form</u>	10-11
<u>Officer Check-In Sheet</u>	12
<u>Biography</u>	13

Marine Corps Base Quantico

Just 30 miles south of Washington D.C. in Prince William County Virginia, lies the town of Quantico. Bordered on three sides by the Marine base and on the fourth by the Potomac River, the town features shops and restaurants within easy walking distance from base. While average temperatures are mild, winter lows can drop down to the 20's and highs can reach 90° F in the summer.

Quantico, known as “the Crossroads of the Marine Corps,” is the beating heart of the Marines, and is proud of its military culture and history. Several significant sites include the Air-Ground Museum on base, the National Museum of the Marine Corps, and the Quantico National Cemetery.

Prince William and Stafford County area offers a myriad of year-round attractions and activities for military families, including several water parks, 18-hole golf courses, and numerous opportunities to enjoy the great outdoors. Popular destinations include Leesylvania State Park, Prince William Forest Park, and the Occoquan Bay National Wildlife Refuge. Easy access to camping, hunting, biking, and boating and the endless attractions of the nation's capital make Quantico an exciting place to live.

For information about local services and other amenities in the area, follow the community links below:

<http://www.gostaffordva.com/>

<http://www.visitpwc.com/fv/>

<http://www.visitfred.com/visitors/contact/>

<http://dc.gov/page/visitors-resource-center>

Marine Corps Base Quantico Website: <http://www.quantico.usmc.mil>

Planning Your Move

For any questions relating to your move, you can utilize one of two professional PCS information and assistance services listed below.

Move.mil

The new Defense Personnel Property integrated information management system will bring improvements for customers as well as for the men and women that manage the household goods movement process. It's all about improving quality of life for service members.

Customers and their families will see improved services

- Full replacement value protection
- Direct communications and claims settlement between customers and transportation services providers
- Simplified claims process
- 24/7 move counseling

Transportation Service Providers will see improvements and incentives

- Faster automated payments to Transportation Service Providers
- Preferential award of business to qualify vendors.

DPS will provide benefits to Personal Property Shipping Officers/Offices

- Flexibility of a central web-based application interface
- Shipment management online notification process
- Data Analysis
- Report and document generation

www.militaryonesource.com

Finance and Budgeting

- BAH
- Avoiding rental/moving scams
- Renting vs Buying when you PCS

Planning Your Move

- Deciding where to live when you leave the military
- Helping your teenager cope with your move

Your Community

- A Guide to Health Care Providers
- Deciding to live on or off installation when you're single.
- Living on a military installation for the first time as a military spouse

Base Housing

For information on the housing waiting list and your military base housing options you may contact Lincoln Military Housing communities at <http://lincolnmilitary.com/installations/quantico-mcb/> or call 703-432-8500.

Those wishing to rent a home off base may utilize the [Automated Housing Referral](#) website to locate an available home in the local area.

Temporary Housing:

During a Permanent Change of Station (PCS) move, Marines rate up to 10 days of Temporary Lodging Expense (TLE) when the move is conducted CONUS, or 5 days when the move is conducted OCONUS. For additional information regarding TLE, please contact your local IPAC or reference the Joint Travel Regulations (JTR).

The following temporary lodging is available:

- Cross Roads Inn
 - 703-630-4444
 - reservations@crossroadsinnquantico.com

- Liversedge BEQ
 - 703-784-3149/703-432-1341
 - O-6 and above: 703-432-1342
 - <https://www.dodlodging.com/html/MB-quantico.htm>

- There are also a number of affordable hotels in Garrisonville and the areas surrounding Marine Corps Base Quantico to utilize for temporary lodging.

Child Care/Schools

Quantico DOD Schools:

- [Ashurst Elementary \(AES\)](#)- serves children in grades Pre-Kindergarten through the 3rd grade. AES is one of two elementary schools with grades Pre-K to 3rd aboard MCB Quantico, the other is John H. Russell Elementary School.
Phone: 703-630-7065
- [John H. Russell Elementary \(RES\)](#)- serves children in grades Pre-Kindergarten through the 3rd grade. RES is one of two elementary schools with grades Pre-K to 3rd aboard MCB Quantico, the other is Ashurst Elementary School.
Phone: 703-630-7055

County Public School and VA School Link

- Prince William County Public Schools: www.pwcs.edu
- Stafford County Public Schools: <http://stafford.schoolfusion.us/>
- Fredericksburg City Schools: www.cityschools.com
- Spotsylvania County Public Schools: www.spotsylvania.k12.va.us/
- Virginia Department of Education's Links for Parents http://www.doe.virginia.gov/students_parents/index.shtml

Permanent Personnel Check In

Marine Corps Base, Quantico is divided into two halves. Marine Corps Base Quantico East is commonly referred to as “Main Side,” and Marine Corps Base Quantico West, where The Basic School is located.

- **Directions to MCBQ Mainside:**

1. From I-95: Take exit 150, Quantico/Triangle.
2. Take Route 619 east to the entrance of the base.
3. Marine sentries assist visitors arriving at the base; visitors are issued temporary vehicle passes and given directions to their destination. Proper identification, such as military ID, is required to get on base.

- **Directions to MCBQ West:**

1. From I-95: Take exit 148, Marine Corps Base Quantico.
2. Take Russell Road west to the entrance of the base.
3. Russell Road will turn in to MCB1.
4. Take MCB1 to MCB2.
5. Turn left on MCB2 (near the firehouse).
6. Take MCB2 to Belleau Avenue (Camp Barrett) on your right.

- **Directions to alternate entrance to MCBQ West:**

1. From I-95: Take Exit 143A (South bound) or 143B (North bound) onto Garrisonville Rd.
2. Take Garrisonville Road to Onville Road.
3. Turn right onto Onville Road to get to the entrance of the base.
4. Once you have passed the gate, Camp Barrett will be your next left.

The two airports closest to MCB Quantico are Dulles International located in Centerville, Va., and Ronald Reagan Washington National, in Washington, D.C. Shuttle services are available from both. The town of Quantico is a stop for both Amtrak and Virginia Railway Express train services.

All Marine Corps personnel reporting to Quantico and The Basic School during normal working hours will report in to the Installation Personnel Administration Center (IPAC) located on the second deck of Building 2006, Hawkins Avenue, (Headquarters & Service Battalion Building) which is located on Mainside. The IPAC phone number is (703) 784-4466. Upon reporting in, IPAC will provide initial administrative check-in assistance including OQR/SRB updates, Original Orders Endorsements, Travel Claims, Unit Diary and Assignment to the Welcome Aboard Briefing. After completing IPAC check-in, personnel are turned over to their assigned unit headquarters for issuance of their Check-in Sheets and further in-processing. For Marines reporting to TBS, your headquarters will be Heywood Hall, address 24164 Belleau Avenue, Quantico, VA, 22134.

All personnel checking in are required to check in wearing Service Alphas. Upon arriving at TBS, please check in with the S-1/Manpower section to receive your check-in sheet. Based on your orders, you will be directed to one of the company offices for further check-in procedures.

After Hours Check In:

Marines checking in after hours will check-in with the Officer Of the Day to have their orders stamped. Depending on pay grade and dependent status, Marines will either receive temporary barracks room located aboard TBS or they will be required to stay in temporary lodging (Potentially covered by TLE). On the first business day after checking in, Marines are required to check in with the local IPAC and S-1/Manpower Section to receive their check-in sheet.

Area Maps

Marine Corps Base Quantico, Mainside:



Camp Barrett:

24164 Belleau Avenue, Quantico, VA, 22134



TBS UNIT, PERSONAL & FAMILY READINESS PROGRAM AUTHORIZATION FORM

Information contained on this form is maintained under the Systems of Records Notice Marine Corps Family Readiness Mass Communication Records (May 19, 2011, 76 FR 28694). AUTHORITY: 10 U.S.C. 5013; Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps: function; composition; Marine Corps Order (MCO) 1754.6A, Marine Corps Family Team Building (MCFTB); and NAVMC Directive 1754.6A, Marine Corps Family Team Building (MCFTB); and E.O. 9397 (SSN), as amended. Principle: Active Duty and Reserve military officer and enlisted personnel assigned to Marine Corps units/activities and their dependents. PURPOSE: To effect clear and direct communication between Marine Corps family readiness officers and military members, their family members, and other individuals designated by the military member, in order to ensure family preparedness and readiness before, during, and after a military member's deployment and related absence from the family. NOTE THAT THESE TOOLS WILL NOT BE USED TO COMMUNICATE CASUALTY NOTIFICATION OR ASSISTANCE INFORMATION. ROUTINE USE: In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974, these records contained therein may specifically be disclosed outside the DOD as routine use pursuant to 5 U.S.C. 552a(b)(3) as follows: The 'DOD Blanket Routine Uses' that appear at the beginning of the Navy's compilation of systems of records notices apply to this system. DISCLOSURE: MANDATORY

This Authorization is solely for use by the Unit, Personal & Family Readiness Program (UPFRP) and is not to be confused with the Record of Emergency Data (RED). While information provided may be the same for both the UPFRP Authorization and the RED, the RED is the official record and will be referred to for all official communication outside the parameters of the UPFRP, e.g. casualty notification.

Marital Status (circle): **SINGLE** **MARRIED**

If Married, Is Your Spouse Living In the Local Area (circle): **YES** **NO**

Family Readiness Information:

Marines Name (Last): _____ (First): _____

Rank: _____ Company/Group: _____ Platoon/Section: _____

Email: _____ DOB (Month/Day): _____

Cell # _____ Home # _____

Physical Address (BOQ or Local): _____

EVERY Marine must provide at least one (up to five) Family Readiness Family Member Contact – Married Marines MUST add their spouse.

Family Member Contact Name: _____ Relationship to Marine: _____

Family Member Email: _____ Family Member Phone # _____

Name of Child/Children (please add additional children to the back of this page) Age

***If you would like to add additional family members as contacts please add their information to the back of this page.

Is there anything the TBS Family Readiness Officer can do to assist you and/or your family right now?

I authorize the TBS Family Readiness Officer (FRO) to share information with the Family Readiness Contacts designated by me on this form and/or those I have added to my Marine Online Account as Family Readiness Contacts for purposes of official command communication. This communication may also include social opportunities in direct support of the command's mission.

Attendance at TBS unit programs and events constitutes consent to be photographed for use on the TBS eMarine website (secured site). To ensure the privacy of individuals and children, images will not be identified using full names or personal identifying information without written approval from the photographed subject, parent or legal guardian. I authorize photos of myself and my family members to be used in Command publications and TBS eMarine website & Facebook page.

I understand that it is my responsibility to keep Family Member contact information updated in my Marine Online Account and notify the TBS FRO of any changes to my family situation.

_____ Date

_____ Signature

You may add up to four additional family member contacts below:

Family Member Contact Name: _____ Relationship to Marine: _____

Family Member Email: _____ Family Member Phone # _____

Family Member Contact Name: _____ Relationship to Marine: _____

Family Member Email: _____ Family Member Phone # _____

Family Member Contact Name: _____ Relationship to Marine: _____

Family Member Email: _____ Family Member Phone # _____

Family Member Contact Name: _____ Relationship to Marine: _____

Family Member Email: _____ Family Member Phone # _____

Additional Children:

Name of Child/Children

Age

_____	_____
_____	_____

OFFICER CHECK IN

Date: _____

Please fill in the following information:

Rank: _____

Name: _____ MOS: _____

Email: _____

Section Checking into: _____ Billet: _____

Local street address: _____

City: _____ Zip Code: _____

Home #: _____ Cell #: _____

Spouse's Name: _____

Spouse's Cell #: _____

Spouse's email address: _____

Children's name and DOB:

=====FOR PROTOCOL USE=====

- Picture taken for bio
- Email bio template to SNO
- Add SNO to Social Roster
- Put bio and picture together
- Print out bio and give to secretary

FOR OFFICIAL USE ONLY

BIOGRAPHICAL BACKGROUND

Name: Joe A. Smith
Grade: Captain
MOS(S): 0302
DOB/POB: 850125/Chicago, IL
Spouse's Name: Jane A. Smith
T/O Billet Title: Warfighting Instructor

CHRONOLOGICAL RECORD OF MILITARY SERVICE

<u>DATES</u>	<u>UNITS</u>	<u>BILLETS HELD</u>
Jan 05-Sept 07	1 st Battalion, 5 th Marines	Plt Cmdr S3-A

MILITARY EDUCATION

<u>DATES</u>	<u>MILITARY SCHOOLS/COURSES ATTENDED</u>
Jul - Aug 00	PLC Jr
Jul - Aug 02	PLC Sr
Apr - Sep 04	The Basic School
Sep - Dec 04	Infantry Officer Course

CIVILIAN EDUCATION

<u>DATES</u>	<u>DEGREE OBTAINED</u>	<u>NAME OF SCHOOL</u>
May 03	BA (history, economics)	Georgetown University

PERSONAL AWARDS

<u>MEDAL</u>	<u>DATES</u>
NAM w/V	Sept 05

PROMOTIONS

<u>GRADE</u>	<u>MONTH AND YEAR</u>
2 nd Lt	17 Jan 04
1 st Lt	17 Jan 06
Captain	1 May 08

MISCELLANEOUS

Home of Record: Chicago, IL
Children/DOB: Junior Smith(050324)
Interests/Hobbies: running, SCUBA diving, watching sports

Date Current Tour Began: 20130125