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PLAN MY MOVE

Military OneSource 24/7 family assistance 1-800-342-9647

## Plan My Move Booklet for Marine Corps Base Quantico

### Overview



#### **Location**

Marine Corps Base Quantico is located 35 miles south of Washington, D.C., in Prince William County, Virginia. It can be reached from exits 148 (South Entrance) and 150-A (North Entrance, Main Gate), just off I-95. Quantico has many attractions surrounding it. To the north is your nation's capitol with the world's largest museum complex consisting of 15 museums, galleries and the National Zoo. To the south is the city of Fredericksburg, one of the most historical cities in America, along with its many civil war battlefields. To the east is the beautiful Chesapeake Bay and to the west are the breathtaking Appalachian Mountains, Shenandoah Valley and Skyline Drive.

Quantico is considered a high-cost area for housing, whether you're buying or renting. There are no geographic bachelor accommodations aboard Quantico. Personnel who intend to leave their family in another location must be prepared to pay for housing off the installation. The Base Operator's phone number is 703-784-2121 or 312-278-2121. To view a Welcome Aboard video visit this [website](#).

#### **History**

The U.S. government acquired Quantico in 1917. The Marine Corps desperately needed an east coast base to train both officer and enlisted Marines. During its infancy, the base was known as Marine Corps Schools Quantico. It is the most unique post in the Marine Corps because it is truly the "Crossroads of the Corps." It is here that all Marine Officers begin their careers and where many thousands of Marines attend professional military education schools throughout their careers. In 1968, the name was changed to Marine Corps Development and Education Command (MCDEC), reflecting the command's dual mission of military education and the development of new concepts and weapons. Since 1987, however, the command has been known as the Marine Corps Combat Development Command (MCCDC). For more information, please visit Quantico's [homepage](#).

#### **Mission**

Quantico's mission is to develop Marine Corps warfighting concepts and determine associated required capabilities in the areas of doctrine, organization, training and education, equipment, and support facilities (DOTES) to enable the Marine Corps to field combat-ready forces; and participate in and support other major processes of the Combat Development System (CDS).

#### **Population Served**

Marine Corps Base Quantico serves a population of 6,560 active duty, 3,460 family members, 1,227 students, and 2,232 civilian employees (excluding contractors).

#### **Base Transportation**

Shuttle bus service is not available aboard Quantico. Local taxi service is available. For transportation off-base, the OmniLink Bus Service provides transportation from the town of Quantico to the towns of Triangle, Dumfries, and

Woodbridge. There is also a AMTRAK/VRE train station located in the town of Quantico, providing services to the Washington, D.C. Metro system and travel to Richmond, VA.

### **Sponsorship**

Personnel desiring command sponsorship should contact their gaining command prior to commencing the PCS transfer. Personnel who were not assigned a sponsor prior to transfer, and who need command sponsorship during the PCS transfer may also contact the Military Personnel Reception Center or the Relocation Assistance Office. The Installation Personnel Administration Center (IPAC) is the central office for Marine Corps personnel reporting to Quantico and is located on the second deck of Bldg. 2006 (Headquarters & Service Battalion), Hawkins Ave. IPAC is open Monday, Tuesday, Wednesday and Friday from 7:00 a.m. to 5:00 p.m. and Thursday from 7:00 a.m. to 12:00 noon (except holidays) and may be reached by calling 703-784-4466/4465.

To forward mail to Quantico, fill out two "Change of Address" cards at the post office at your present command. Address all mail going to Quantico to General Delivery, Quantico, VA 22134. The Postmaster will retain your mail for 30 days from your stated estimated date of arrival. To collect your mail check in with the post office. Please be sure to check the appropriate boxes for temporary or permanent assignment, single or family mail so that all mail for the family will be kept together.

### **Temporary Quarters**

#### *Family Housing*

The Crossroads Inn is located on the main side of Quantico Marine Corps Base, next to the beautiful, new state-of-the-art club, The Clubs At Quantico. The Crossroads Inn features 78 comfortable rooms, 42 efficiencies and 24 two-room suites, offering home-away-from-home surroundings. Soda vending machines are located on each floor, with washers and dryers available in the first floor vending area. Complimentary coffee and donuts are provided daily. For those traveling with children, a playground is located on site. Note that no pets will be permitted at The Crossroads Inn. Meeting room facilities, capable of accommodating up to 25 people, are available for a nominal fee. All grades accepted, leave or official duty. Reservation policies vary according to purpose of stay. Reservations can be made 60 days in advance. PCS families can make reservations six months in advance. Due to high occupancy, recommend making reservations as early as possible. To make reservations call 800-965-9511.

#### *Bachelor Housing*

Bachelor Housing provides quality billeting to both transient military and DOD civilians on TAD orders and permanent party bachelor officers and SNCO's occupying quarters aboard MCB Quantico. Retirees, military personnel on leave, family members or guests of military personnel assigned to the base can be billeted on a space available basis. To make reservations call 703-784-3148/9.

### **Relocation Assistance**

Our Relocation Assistance Program is located within the Community Service Center, 3019 Embry Loop, Religious and Family Services Annex. You can find welcome aboard packets, maps, and other local information. We also maintain a Loan Locker that provides temporary kitchen equipment, futons, ironing boards, irons, and baby items. You may borrow these items while waiting on your arrival of household goods. The Commander's Welcome Aboard Brief is held once a month at the Religious and Family Services Annex, 3019 Embry Loop, Quantico, VA. It is a fast-paced overview of Quantico and the facilities and services aboard. Reservations are not required.

Contact the Relocation Assistance Office for additional information at 703-784-4961/2, DSN 312-278-4961/2, or 1-800-336-4663.

### **Critical Installation Information**

*Uniform* -- All military personnel reporting aboard should check-in wearing the "Alpha" uniform, regardless of the uniform season.

*Area Traffic* -- Newcomers should be aware that I-95 is a very busy highway linking Florida and Maine, as well as the commuter link to Washington, DC from this area. One can expect all the characteristics of "rush hour" near any large city including delays, accidents, and construction. While there is mass transit available (i.e. train, bus, vanpool, carpool

in HOV (High Occupancy Vehicle lanes), traffic is extremely busy during peak hours. It generally takes up to an hour or more to commute between the Quantico area and the Pentagon or DC.

*Cost of Living* -- Cost of off-base housing is relatively high in the Quantico area due to the close proximity of the base to Washington, D.C. Be sure to check-in with the Housing Office prior to negotiating any off base housing agreements. The Housing Office is located at 13201 Perkins Street, 703-432-8500.

*Telephone Access* -- When making phone calls aboard Quantico, please follow these guidelines: if you are calling a Quantico base number from a base number, you must dial either 784 or 432 and the last four. Phone numbers that begin with 640 or 630 must first be preceded by the area code 703. The DSN prefix for Quantico is 278. Base Information: 703-784-2121 or 278-2121. Command Duty Officer: 703-784-2707.

## Sponsorship

Settling into your new location and your new unit takes time. [Plan My Move](#) is designed to assist you with information about your new location. Complimenting Plan My Move each of the military Services has a Sponsorship Program which is very helpful in providing new unit information. Sponsors can make your transition smoother. The purpose of the Sponsorship program is to:

- Provide a sense of belonging
- Ease the transition for inbound service members or civilians and their family members
- Increase productivity
- Reduce culture shock
- Help newcomers make informed decisions
- Cultivate new friendships
- Improve morale

A sponsor is someone from your new unit who is assigned to assist you settling into your new location. You can request a sponsor through your unit, or with help from the Relocation Assistance Program or the Family Center at your new installation.

Your Service will appoint your sponsor in writing. He/she will be the same or close to your rank and the same marital status, if at all possible. This person will be knowledgeable about the local community and the installation; available to assist you and your family for at least two weeks post arrival, and be someone who is positive and outgoing.

A sponsor's duties include:

- Contacting you and your family by letter of introduction or e-mail upon learning of your assignment to the installation.
- Following up with a personal phone call after contact has been made.
- Sending information about the installation/area which you may require, or putting you in touch with the resources on the web and at the installation that provide current, complete and up-to-date information such as those provide by the Relocation Program.
- Answering any questions which you or your family may have, or, again, providing the proper resources to answer those questions.
- Confirm transportation and lodging arrangements.
- Assisting with obtaining a Post Office Box for your mail.
- Meeting you and your family upon arrival.
- Accompanying you to your check in point for the unit.
- Introducing you to the Family Center and lending closet
- Providing essential service locations such as commissary, exchange, gas station, bank.
- Being available when you arrive at your installation to meet you, show you around, and help you through in-processing.

If you have not been assigned a sponsor, or have not been contacted as of yet, request one by contacting your gaining command or unit. If after contacting your new command you find difficulties in obtaining a sponsor, contact your Relocation Assistance Personnel for additional help with your move.

Service specific processes for requesting a Sponsor include:

- **Army and Defense Logistics Agency:** AR 600-8-8 outlines procedures for DA Form 5434, Sponsorship Program Counseling and Information Sheet. Sponsorship is mandatory for first term Soldiers. All Soldiers, private through colonel (excluding those completing advanced individual training (AIT) and those PCSing to long term schools) and civilian employees through grade 15 may participate in the advance arrival sponsorship program. Reactionary Sponsorship is available for individuals arriving at an installation without a sponsor. Contact the gaining unit to request a sponsor.

- **Air Force:** Gaining Unit Commander Support Staff/Military Personnel Element will assign a sponsor upon receipt of assignment notice. Assigned sponsor will then make contact with the inbound member.
- **Navy:** OPNAV INSTRUCTION 1740.3C prescribes procedures regarding Command Sponsor and Indoctrination Programs. This Program is designed to facilitate the adaptation of Sailors and their families into new working and living environments, to minimize the anxiety associated with a Permanent Change of Station (PCS) move, and afford Sailors and their families the greatest opportunity for a successful and productive tour of duty.

Command sponsor and indoctrination responsibilities begin upon receipt of PCS orders and continue until the Sailor has become an integral part of the new command and is fully cognizant of all policies, programs, services, and responsibilities available through the command. Commanding Officers shall establish a Command Indoctrination Program to include the delivery of the Navy Pride and Professionalism training per this instruction. COs should ensure all incoming personnel receive command indoctrination training within 30 days of arrival or within 3 drill weekends.

Enclosures (1) and (2) of OPNAVINST 1740.3C outline responsibilities and provide guidance for these programs. Assistance to local commands regarding the Command Sponsor Program is through the Fleet and Family Support Center (FFSC) Relocation Assistance Program staff.

- **Marine Corps:** Gaining Unit Commander will assign a sponsor on request. Overseas commands should assign a sponsor automatically, however if one is not assigned, send a request to the gaining command. A sample request form is available on our website that can be filled out and sent to the gaining command. See the following [website](#).

*Sponsors' responsibilities and abilities to be available will vary from installation to installation, depending upon the priority which the installation and unit commanders give to the program; however, the Services are making the Sponsorship program a priority as research has shown the many benefits of good sponsorship to service, family members and youth.*

### **Youth Sponsorship**

The Youth Sponsorship Program depends on the availability of youth who volunteer to become sponsors. The Youth Services topic should explain the Youth Sponsorship program at your new installation, but if it does not answer all of your questions, contact your Relocation Manager to inquire about the program and acquiring a youth sponsor.

## **Directions to Installation**

### **Directions to Marine Corps Base Quantico**

If you drive on Base, be sure to have your valid driver's license ready, as you will need to present it to the guard at the gate. Marine Corps Base, Quantico is located off of Interstate 95 in Virginia, 36 miles south of Washington D.C. and 20 miles north of Fredericksburg.

#### *Driving from I-95*

Take exit 150, Quantico/Triangle. Take route 619 east to the entrance of the base. Marine sentries assist visitors arriving at the base; visitors are issued vehicle passes and given directions to their destination. Proper identification, such as a state driver's license, is required to get onto base.

#### *Airports*

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.

#### *Bus and Train Transportation*

A Greyhound bus terminal is located in nearby Triangle, Va. and The Town of Quantico is a stop for both Amtrak and Virginia Railway Express train services.

## **Check-in Procedures**

### **Inprocessing Procedures**

#### *Military Personnel Reception Center*

The Marine Corps Personnel Reception Center is the central office for Marine Corps personnel reporting to Quantico and is located on the second deck of Building 2006 (Headquarters & Service Battalion), Hawkins Avenue. The Installation Personnel Administration Center (IPAC) is open Monday, Tuesday, Wednesday, and Friday from 7:00 a.m. to 5:00 p.m. and Thursday from 7:00 a.m. to 12:00 p.m. (except holidays) and can be reached by calling 703-784-4466/65.

#### *Reporting In*

All Marine Corps personnel reporting to Quantico during normal working hours will check in with the Officer-in-Charge, Installation Personnel Administration Center located on the second deck of Building 2006 (Headquarters & Service Battalion), Hawkins Avenue. The Installation Personnel Administration Center phone number is 703-784-4466. All personnel reporting in after normal working hours will check in with the Area Officer of the Day, located at Headquarters & Service Battalion, Bldg. 2006, for administrative and billeting assistance. The Command Duty Officer phone number is 703-784-2707/4096 (located in Lejeune Hall).

#### *Navy Personnel*

Navy personnel will report directly to the Navy Personnel Office, directed in their orders or, after normal working hours, the Duty Officer at the Naval Health Clinic, 703-784-1725. Officers and Staff NCOs requiring bachelor housing will report to the Bachelor Housing Office in Liversedge Hall, Bldg 0015, for assignment. Liversedge phone number is 703-784-3148/3149.

### **Travel Planning**

Before you begin your travel keep these things in mind:

- Ensure you have all your vehicle insurance information, registration information handy.
- Have your vehicle checked for road worthiness before you begin your trip. Check all fluids and fill up with gas.
- Families should ensure they have snacks and small toys to entertain children, as well as a change of clothes for unexpected mishaps.
- Ensure you have cash, checks or credit cards that you will need when traveling.
- Leave information on the route that you will be taking with someone in case of problems on the road.
- If flying, ensure you have your passport, tickets, and currency as needed for the area you are traveling to.
- Make sure you have temporary lodging reservations. Reservations for the Crossroads Inn at Quantico may be made by calling 1-800-965-9511.

### **Documents to Handcarry**

All orders, medical records, school records, and important documents such as marriage licenses, insurance policies, shot records, passports, wills and powers of attorney should be hand carried when PCSing to a new duty station.

### **What to do if you get Married En route**

If you get married before you PCS or during your PCS, you must inform your commander and follow the procedures exactly as you are given them. The military will not pay for travel and housing of your spouse if you do not follow proper procedures.

## **Relocation Assistance**

### **Programs and Services**

While moving is always stressful, your stress can be drastically reduced if you take full advantage of the information, education, and personal assistance provided to you by the Relocation Program. This is the place to find answers and get referral to other installation resources as well as assistance with in-transit emergencies. The most important thing you can do to ensure a smooth move is to start planning early using the many Relocation Assistance program services and tools available.

*Individual PCS Planning* -- Most relocation programs offer one-on-one consultation for anyone needing assistance. In particular those making their first military move, first overseas move, or those with challenging and complex situations such as special needs family members or financial problems should call the Relocation Program for an appointment.

*Military Installations and Plan My Move* -- For managing and planning your move, use these two DoD sponsored web-based relocation tools with information on over 250 installations worldwide. You can estimate expenses, find the forms necessary for housing and household goods, keep a calendar of events and take other necessary actions to ensure a successful move.

*Loan Closet* -- Basic household goods items are available to borrow while waiting for your personal property pre-departure or upon arrival. The typical items in stock include: pots and pans, dishes, silverware, irons, ironing boards, portacribs, high chairs, and infant/toddler car seats. Generally, towels and bed linens are not available, so these should be packed in your hold baggage.

*Workshops and Briefings* -- The classes offered vary from installation to installation but you can generally find classes on buying, selling and renting smart, budgeting and finance, moving with children, general moving preparation and many other moving related topics.

*Pre-departure Briefings* -- Sometimes called Smooth Move or PCS Briefings, you and your spouse will want to attend for sure. These briefings provide essential information that can prevent you from making uninformed and costly decisions before your move.

*Settling-in Services* -- These may include welcome wagon services, local area tours with childcare often provided, or basic household items to use until your goods arrive. Overseas arrival services may include introductory language classes and cultural awareness training.

*Deployment Support* -- The Family Center assists unit family readiness groups and Ombudsman programs during the entire deployment cycle. Support includes services for special needs, classes on deployment preparation, managing finances, helping children adjust, family separation, return and reunion, and information on resources available locally and on-line.

*Foreign Born Spouse Support* -- Whether your question concerns immigration and naturalization, learning the English language or how to take local transportation, the Relocation Program provides assistance, classes and referrals.

*Emergency Assistance* -- From time-to-time emergencies occur while moving, the Relocation Program office has the resources to provide emergency financial assistance and referrals.

*Transition Assistance* -- This is a mandatory program available to assist personnel and family members when they separate from the military. The Relocation Assistance office will establish your individual transition plan and refer you to all the installation and community resources necessary to complete a successful transition.

### **Installation Specific Information**

The Relocation Assistance Program (RAP) Office should be your first stop after receiving Permanent Change of Station (PCS) orders. The RAP Office provides you with a mountain of information regarding your new duty station and assists you with planning that move.

The RAP Office also conducts a monthly Welcome Aboard Brief that provides newcomers to Quantico with information about the base and the surrounding areas. Receive a Welcome Aboard Package prior to arriving at Quantico by

requesting one through the Relocation Office nearest you.

The RAP Office also provides monthly "Smooth Move" and "PCS Overseas" Workshops. The workshops provide you with information on the availability of housing both on and off base, shipment and storage of household goods, travel with pets, passport requirements, travel entitlements, cultural awareness, sponsorship assistance, video of your new duty station and much, much more. We recommend that both the active duty member and spouse attend, whenever possible. Plan to attend the workshops 2-3 months prior to the PCS date.

RAP also maintains a Loan Locker that provides temporary household goods such as futons, kitchen kits, car seats, and other items while you're waiting on your household goods to arrive or after pack-out to your next duty station. You will need a copy of your PCS/TDY orders to borrow items.

## **Emergency Assistance**

### **Planning for Emergencies**

There are *no* Emergency (Medical) Services available aboard MCB Quantico. If there is an emergency dial 911!!

### **Emergency Assistance Organizations & Contacts**

If you experience an emergency aboard MCB Quantico, always notify the command to inform them about the situation and request advice if needed.

#### *Navy-Marine Corps Relief Society*

If emergency financial assistance is required, make an appointment with the Navy-Marine Corps Relief Society. They provide interest free loans or grants for emergency transportation, funerals, medical/dental bills, food, rent, utilities, essential vehicle repairs and financial counseling.

#### *American Red Cross*

The American Red Cross provides interest free loans for emergency travel in conjunction with emergency leave orders. Additional assistance may be provided to avoid privation and basic maintenance, including but not limited to food, shelter, and clothing. Emergency communication available 24 hours a day, seven days a week by calling 202-737-8300 or 877-272-7337 toll free.

### **Emergencies En route**

If you are near a military installation, contact the Marine & Family Services' Information & Referral Services at the Family Service Center. Always have some money set aside for emergencies. For newly arriving personnel, if there is a situation that needs emergency attention, contact your sponsor for assistance. If your sponsor is not available, contact your future command S-1, Admin or Personnel Officer, or Officer of the Day.

You may also contact the Information & Referral (I&R) Representative at the Quantico Family Service Center. I&R is a central base resource for all types of information aboard the base, local community and throughout the United States. Command Duty Officer: 703-784-2702, Information & Referral - 1-800-336-4663.

### **Emergency Contact Numbers**

- MCB Quantico Base Information 703-784-2121
- Military Police 703-784-2251
- Navy Medical Clinic Information 703-784-1699
- DeWitt Army ER, Fort Belvoir 703-805-0518
- Bethesda Naval Hospital Information 301-295-4611
- Potomac Hospital, Woodbridge 703-670-1313
- Prince William Hospital, Manassas 703-369-8000
- American Red Cross, MCB Quantico 703-784-3113
- Navy-Marine Corps Relief Society 703-784-9754
- MCCS-Community Support Center 703-784-2650/9 or 800-336-4663
- MCCS-Family Advocacy 703-784-2570

## **Motor Vehicles**

### **Registration & Licensing Requirements**

Virginia State law requires you to have sufficient liability insurance and a valid driver's license in order to operate a vehicle. The term "vehicle" generally includes automobiles, motorcycles, vans, trailers and boats regularly parked or garaged overnight. Further, your vehicle must be properly registered. Even though you are in the Military, you may be required to register your vehicle in-state and obtain an in-state license within a few months of moving. Access complete information on insurance, driver's licensing, and where and how to register your vehicle by visiting the [State Department of Motor Vehicles](#) website.

### **State Laws**

You and your passengers must always wear seatbelts while driving, you will be ticketed and issued heavy fines if seatbelts are not secured. Effective July 1, 2007, children riding in motor vehicles will be required to be properly restrained in a booster seat until they reach eight (8) years of age. Additionally, the new law requires rear-facing child seats be placed only in the back seat of a vehicle. If the vehicle does not have a back seat, the device may be placed in the front passenger seat, provided the airbag has been deactivated, or there is no airbag equipment.

Motorcycles and their operators are subject to special laws. If you own and operate a motorcycle, you must comply with those laws. Visit the State Department of Motor Vehicles website for more information.

Many States and local jurisdictions have strict laws about the use of cell phones and other digital devices while driving. Research these laws on the State Department of Motor Vehicles website. Tickets will be issued and fines assessed for violating these laws. Play it safe and always use a "hands free" device if you must use a cell phone or other PDA while driving. Cell phones are prohibited from use while driving on any installation in the Hampton Roads area, this includes hands free devices.

Virginia drivers younger than 18 years of age may not operate a motor vehicle in Virginia while using a cellular telephone or other wireless communication devices. The new law prohibits the use of cell phones even if they are considered to be hands free. It also prohibits text -messaging while driving.

### **Registering Vehicle on Base**

To register a privately owned vehicle aboard the command, you must have \$25,000/\$50,000/-\$20,000 insurance coverage and a current safety inspection sticker if the vehicle is registered in Virginia before you may obtain a decal. All individuals under 26 years of age must complete a military drivers improvement course to obtain permanent base driving privileges.

The Vehicle Registration Office is located in Building #2043, Little Hall on Barnett Avenue. The hours of operation are Monday through Friday, 7:00 a.m. to 4:30 p.m. Call 703-784-2800/2528.

### *Safety Inspections*

If the vehicle is registered in a state other than Virginia, it is the individual's responsibility to comply with applicable state regulations where his/her vehicle is registered with regards to mechanical/safety inspection requirements. Emissions inspections are required in some local counties. For more information call the Vehicle Registration Office.

### *Safety and Emission Inspections*

Motor vehicles parked in Virginia overnight on a routine basis are required to satisfy the current safety inspections imposed by the state of registry. If registered in Virginia, an annual safety inspection is required and based upon their age, most vehicles must also pass an emission control test every two years.

### *Operator's License*

You may operate a vehicle with either a valid driver's license issued by the state in which your automobile is registered or by Virginia. Family members may operate a vehicle with a valid driver's license issued by the state they are from, unless they begin working in Virginia; then they have 30 days to obtain a Virginia driver's license. Virginia Motor Vehicle Department examinations are conducted at the same locations as vehicle registration.

If you live on base, trailers, oversize trucks and any recreational vehicle must be registered at the Vehicle Registration Office. The Quantico Marina is the contact for longterm storage. For space, call 703-784-2359, Monday through Friday from 8:00 a.m. to 4:30 p.m.

## **Base Regulations**

Seatbelts/Child Safety Seats -- Use of seatbelts aboard Quantico is mandatory. Virginia law requires that children under 6 years of age be restrained in a child safety seat that meets federal standards. Virginia law requires all children age six through age 15 to be properly secured in an approved child safety seat, booster seat or safety belt no matter where the child is seated in the vehicle.

Bicycles --All personnel who ride bicycles on installation streets and roadways must wear approved helmets.

Accidents --All accidents on base must be reported to PMO regardless of damage at 703-784-2800.

County Decals --Vehicles routinely garaged/parked on base regardless of state of registration require a Prince William County decal. Vehicles routinely garaged/parked overnight in counties surrounding the base require a county decal. Depending on the county, active duty members may obtain the decal either for free or for a nominal administrative fee; Prince William County 703-792-6730, Stafford County 540-659-8715 and Spotsylvania County no longer require decals.

### *Motorcycles*

Operators of motorcycles, mopeds, scooters, and ATVs must meet requirements for registration of motor vehicles and must have a valid driver's license stipulating that the individual is qualified to operate a motorcycle (if the individual has other than a Virginia driver's license).

Regardless of age or rank, all personnel must complete a motorcycle safety course prior to obtaining a permanent base decal. Operators and passengers must wear helmets and adequate protective clothing when riding a motorcycle. Regulations require motorcycles to have headlights on at all times and riders to wear reflective vests aboard base.

## **License Plates and Tax Liability**

### *License Plates*

If the vehicle is registered in your name only, license plates from your home state or state where you were previously stationed are valid until they expire. You must then obtain license plates from Virginia or renew those from your home state. A vehicle registration in your spouse's name, as well, must have Virginia plates within 30 days after arrival if you reside off base. A car brought into Virginia with an overseas license must be licensed immediately in your home state or Virginia.

### *Tax Liability*

Service members who are not legal residents of Virginia may under the Solders' and Sailors' Civil Relief Act elect to register vehicles in their state of legal residence or in the host state in which they are serving without having to pay personal property taxes to Virginia. However, *the vehicle must be registered only in the name of the exempt military member*. When titled jointly with a non military person, the tax immunity is lost and it is subject to Virginia property taxation.

## **Other**

### *Quantico Traffic*

The South gate is closed to all traffic 10 pm until 5 am daily. The distance from the front gate to the town of Quantico is 3.5 miles. Civilians who wish to visit the town of Quantico should enter through the front (north) gate located at Exit 150 A off I-95.

The Commissary and Exchange complex is just inside the back (south) gate. The total distance from the front gate to the back gate is 8 miles.

### *Virginia DMV Locations*

There are two Virginia Department of Motor Vehicles Offices located in the vicinity of the base. The Woodbridge office is located at 2731 Caton Hill Road and is open from 8:00 a.m. to 5:00 p.m. Monday through Friday, and 8:00 a.m. to 12:00 p.m. on Saturday. The Stafford office is located at 874 Garrisonville Road and is open from 8:00 a.m. to 5:00 p.m. Monday through Friday, and 8:00 a.m. to 12:00 p.m. on Saturday. For more information call 1-800-435-5137 or 1-866-368-5463.

## **Loan Closet**

### **Items Available**

The Loan Closet is a free service that provides basic household good items for temporary loans while members wait to receive personal property shipment or after relinquishing quarters.

Available Items: Car Seats, Cribs, High Chairs, Strollers, Card Tables, Folding Chairs, Coffee Pots, Toasters, Irons, Ironing Boards, Kitchen Kits (pots, pans, dishes, silverware, etc), and Futon's.

### **How to Borrow**

Items are available to command-sponsored, accompanied and unaccompanied, active-duty and civilian personnel and their family members assigned to Marine Corps Base, Quantico, to meet their basic household needs prior to delivery (incoming) and after pack-out (out-going) of household goods.

A copy of your PCS orders stating that you are being stationed at or transferring from Marine Corps Base Quantico and a valid ID card are required to check-out loan closet items.

## **Housing - Overview**

### **Government Housing**

#### *Privatization*

Marine Corps Base Quantico housing became privatized on 01 Oct 03. Housing aboard MCB, Quantico is owned, managed, and maintained by Lincoln Military Housing. Lincoln Military Housing is located at 13201 Perkins Street. For on base housing call 703-432-8500. For off base housing referrals call 703-784-2711/2291, DSN 312-278-2711/2291. Assignment to housing is not mandatory at Quantico. Quarters are diverse in size, shape and style. Due to privatization construction is on going.

#### *EFM Housing*

EFMP Manager in close coordination with Family Housing and Lincoln Military Housing work closely together to meet the needs for specifically Cat 4 families and other families assigned to the program. A family, Cat 4 priority, inbound should have their EFMP coordinator contact the Quantico EFMP Office at 703-784-2172 as soon as possible. Our goal is to have a home available upon your arrival. Families, Cat 4 status, are given priority to housing. Homes on base have air conditioning and were constructed to accommodate special needs for all ranks.

#### *Check-in for Housing*

Once a service member has detached from his/her last command he/she may check in for housing purposes prior to the official check in to their unit. The service member with detachment orders can check in with the Office-In-Charge, Installation Personnel Administration Center (IPAC) located on the 2nd deck of building 2006 (H & S BN) Hawkins Ave. The service member then can provide endorsement and orders to the housing office to place their name on the waiting list or accept housing. The Lincoln Military Housing Office is open Monday through Friday, 7:00 a.m. - 4:30 p.m. Civilian attire is appropriate.

#### *Wait Times*

This is subject to change weekly. Call the housing office before you detach your command. Generally, wait times range from 30 days to 12 months, because of on going construction. While waiting for privatized housing, there are a limited number of short term/temporary lodging facilities in the local community that service members can rent weekly or month to month. Many of the short term lodging facilities accept pets, some with restrictions and require a non-refundable security deposit. Families with two or more children, and/or a pet(s), will find it DIFFICULT to locate temporary (1 to 3 month) rentals, and may wish to consider alternate temporary arrangements.

#### *Single Service Member Housing*

Please contact Head, Bachelor Housing Branch, G-4 at 703-784-1204.

### **Non-Government Housing**

*Housing Referral Office (HRO)* -- Your contact for any problems you may encounter (discrimination complaints, tenant/landlord disputes, or any questions/problems about off base housing) is the HRO. Staff are available to assist you in a person to person basis to make your move to this installation an easy and pleasant one. They can provide a list of rentals with corresponding locator maps and give you information regarding the area in which rentals are located.

*DoD Automated Housing Referral Network (AHRN)*--Visit [AHRN.com](http://AHRN.com) or ask at your local housing office to learn about this DoD program that is currently available for most installations. The program allows military members and families to:

- Search listings and pictures of available rentals near military installations
- Find out about shared rentals
- List their own properties for rent to other military families
- List their homes for sale by owner (FSBO) to other military members
- Contact installation housing offices

AHRN is not currently available at all installations but the phased program is adding new installations every month.

Check the AHRN [website](#) to see if your next assignment is an AHRN base and check out other features to assist you in your home search.

#### *Rental/Purchase Options*

When seeking to rent in the local community the average:

- One bedroom apartment is \$850.00
- Two-bedroom apartment is \$1,050.00
- Three-bedroom apartment is \$1,375.00
- Three-bedroom house is \$2,000.00
- Security deposits are often equal to one months rent.
- The average cost of a single-family home in Prince William County and Stafford County is \$387,500.

#### *Mobile Homes*

Quantico no longer has a mobile home park. Routinely there are not any mobile home parks in the surrounding community with spaces available. Construction of new homes is on going and is scheduled for completion in February 2008.

## **Housing - Temporary**

### **Temporary Lodging Facility (TLF)**

#### *Facilities*

The Crossroads Inn features 78 comfortable rooms, 42 efficiencies and 24 two-room suites, offering home-away-from-home surroundings. Soda vending machines are located on each floor, with washers and dryers available (nominal fee) in the first floor vending area. Complimentary coffee and donuts are provided daily to save time and trouble in the morning. For those traveling with children, a playground is located on site. Meeting room facilities, capable of accommodating up to 25 people, are available at a nominal charge. For more information or to make reservations call 703-630-4444 or 1-800-965-9511.

#### *Eligibility/Reservation*

All grades accepted, leave or official duty. Reservations policy varies with purpose of stay.

#### *Pets*

Sorry, but no pets will be permitted at The Crossroads Inn.

#### *Amenities*

##### Single Room

Rooms feature two double beds, four-drawer credenza, night stand, table with two chairs, lounge chair, luggage stand, TV/VCR, iron and ironing board, refrigerator, microwave, coffee maker, clock radio, phone with voicemail, and data port access for laptop computers.

##### Two-Room Suites

Two-room suites feature all of the amenities provided in the rooms with thoughtful upgrades including a full-sized sleeper sofa, table with four chairs and two TV/VCRs. The suites also have a fully stocked kitchen area with refrigerator, microwave, toaster, two burner range top, wet bar/sink and dishwasher loaded with dishes, flatware, glasses and mugs. Some cookware is also provided.

##### Efficiencies

Efficiencies feature a double bed, sleeper sofa, clock radio, TV/VCR, refrigerator, microwave, iron and ironing board, dishwasher, coffee maker, toaster, two-burner stovetop, dishes, and pots and pans.

## **Housing - Government**

### **Family Housing**

#### *Privatization*

Marine Corps Base Quantico housing became privatized on 01 Oct 03. Housing aboard MCB, Quantico is owned, managed, and maintained by Lincoln Military Housing. Construction of new homes is on going and is scheduled for completion in February 2008.

Call the Lincoln Military Housing Office for on base housing assistance at 703-432-8500. The Lincoln Military Housing Office is open Monday - Friday, 7:00 am - 4:30 pm. Civilian attire is appropriate.

#### *Application*

Service members can apply for housing prior to arrival by mailing or faxing a DD 1746 (Housing Application) along with detachment or web orders. The DD 1746 can be obtained from any housing office. The service member with detachment orders can check in with the Officer In Charge, Installation Personnel Administration Center (IPAC) located on the 2nd deck of building 2006 (HS BN) Hawkins Ave. The service member can then provide endorsement and orders to the housing office in order to place their name on the waiting list or to accept available housing. The detachment date from your last permanent duty station is what becomes the control date on the wait list.

#### *Availability*

The status on the wait times can change weekly. We encourage the service member to call the housing office before detaching from current duty station. Generally, wait times range from 30 days to 12 months, because of on going construction. If, based on your rank and bedroom size the wait for privatized housing is long, you can utilize the Housing Referral Services provided. They will assist you with rentals and sales for townhouses, homes and/or rentals of apartments.

#### *EFM Housing*

Exceptional Family Member Program (EFMP) Manager, in close coordination with Family Housing and Lincoln Military Housing, work closely together to meet the needs for specifically Cat 4 families and other families assigned to the program. A family, Cat 4 priority, inbound should have their EFMP coordinator contact the Quantico EFMP Office at 703-784-2172 as soon as possible. Our goal is to have a home available upon your arrival. Families, Cat 4 status, are given priority to housing. Homes on base have air conditioning and were constructed to accommodate special needs for all ranks.

### **Single Service Member Housing**

Please contact Head, Bachelor Housing Branch, G-4 at 703-784-1204.

## **Household Goods - Overview**

### **Arranging Household Goods Shipments**

As soon as you are alerted to your upcoming PCS move, you can start getting your house and family ready. Clean up and get rid of junk. Hold a yard sale or take serviceable items you no longer need to a thrift shop or donate to charity. Get important family records together in one place. You can even [estimate the weight](#) of your household goods before you visit your transportation office to set up the move. If you are going overseas, you should begin to plan what items you will take in your unaccompanied baggage, in your household goods shipment, and what might need to go into permanent storage. Remember for overseas assignments, electricity is different and houses are generally much smaller and cannot handle large furniture.

Set up an appointment with your transportation office as soon as you have a copy of your PCS orders. The earlier you call or visit your transportation office, the greater your chances of moving on the date you desire. The transportation office may instruct you to use the government's [new automated moving system](#) and process, DP3. The counselors will explain all your PCS move entitlements in detail. Your first decision is whether to have the government move you or whether to move yourself. There are pros and cons to each type of move. Your counselor will answer all of your questions. If you choose a government move, they will book your shipment and put you in contact with your mover (Transportation Service Provider - TSP). The TSP will contact you for a pre-move survey and let you know the exact dates the movers will come. If you choose to move yourself, the counselor can assist with recommendations and tips on how to do a personal move.

#### *Automobile*

The government may ship one Privately Owned Vehicle (POV) at their expense to your new overseas location. This is handled through your transportation office. Remember to discuss your POV needs at your initial counseling session. The shipping contractor has established a [website](#) where you can track the location of your POV through the shipping process.

#### *Shipping Pets*

Planning for shipment of your pet includes researching airline requirements, and quarantine restriction laws in your new location. You will need to ask the airlines the requirements for size, weight, number of animals, kennel construction, documentation and season of the year limitations. Occasionally, small pets can be shipped on military flights but availability and regulations are always changing as well as fees. Check the [DoD Household Goods Portal website](#) for details on shipping pets.

Many international locations have strict importation laws including extended quarantines and restrictions on breeds or types of animals that can be brought into the country. Carefully research these rules as they could impact your moving schedule. Not only do overseas locations have strict rules but many locations have restrictions on dangerous dogs as well. Review your destination installation's Shipping Pets article for details.

### **Arrival and Delivery of Household Goods Shipments**

Follow the instructions you are given at counseling carefully. Depending on how your shipment moves, it is your responsibility to contact the transportation office or mover (TSP) as soon as you arrive at your new duty station. Let them know how you can be contacted, phone, mobile phone and e-mail. If you already have new quarters, they will help arrange delivery of your personal property shipments. Otherwise they will arrange for temporary storage until you have permanent housing.

Make certain that you, or someone who can act in your name, is available at your new home on delivery day. If the TSP arrives and cannot deliver the shipment, you may be charged for the attempted delivery and any additional storage that may result.

#### *Customer Satisfaction Survey*

Once your personal property is delivered, you'll be asked to rate your satisfaction with the customer service you received from the TSP. Make sure you take the time to do this. Your feedback will make the process better for everyone. The SDDC website provides detailed information about [completing the Customer Satisfaction Survey](#).

### *Claims*

DoD customers are eligible for Full Replacement Value (FRV) protection on most DoD sponsored shipments. With this protection, the TSP will either repair or pay to repair damaged items and pay the full replacement cost for items that are lost or destroyed.

Providing prompt notice of loss or damage is an essential part of the process. Use the front of [DD Form 1840/1840R](#) to notify the mover of any loss or damage you find at the time of delivery. If further loss or damage is discovered after the transportation provider departs, use the reverse side of the form, DD Form 1840R. You must **file DD Form 1840/1840R with the TSP within 75 days of delivery**. The TSP has the right to inspect the damaged item once they receive the notice forms.

If you have any loss or damage to your personal property you will need to file a claim. Completing and submitting the DD Form 1840/1840R does not constitute filing a claim. You must file the claim directly with the TSP within nine months of delivery to receive FRV protection. Once the claim is filed directly with the TSP, the TSP is responsible for obtaining repair and replacement estimates and settling the claim by paying repair or replacement costs.

As in the past, the Military Claims Office (MCO) is available to help you understand the claims process and your rights and responsibilities. You may still transfer your claim to the MCO if you wish. However, if you transfer your claim the MCO will only be responsible for the lower depreciated cost of items on the claim.

## **Household Goods - Shipping Pets**

### **Registration and Licensing**

Pets must be registered with the Provost Marshal's Office (Bldg 2043) within one (1) week of arrival. To register your pet(s) you must have proof of up to date vaccinations. For further information call 703-784-3336.

Virginia law requires that all dogs and cats be licensed. They must be 4 months old and be vaccinated against rabies. Licenses can be obtained at veterinary offices and the County Court House.

### **Veterinary Services**

The Veterinary Treatment Facility is located in Bldg 3310 on Purvis Road and holds clinics on Tuesday and Fridays by appointment only. Over-the-counter sales and scheduling an appointment can be accomplished on Tuesday, Thursday, and Friday from 8:00 a.m. to 3:30 pm (closed from 12:00 p.m. - 1:00 p.m. for lunch) by calling 703-784-2770.

The Quantico MCB Veterinary Treatment Facility offers vaccinations, heartworm and feline leukemia testing and limited sick call for the privately owned pets of active duty service members, reservists on active duty with orders, and retirees.

### **Vaccinations**

Pets in this area need vaccinations yearly. Dogs should be tested for heartworms and placed on preventative medication year round. Rabies vaccinations (usually good for one to three years depending on the age of the animal) are required to be kept up to date.

### **Boarding**

There are no pet boarding facilities at Quantico. Some local kennels are listed below:

- A Dogs Delight Pet Sitters, 1331 Aquia Drive Stafford, VA, 540-659-2927
- Dumfries Pet Center, 17552 Main Street Dumfries, VA, 703-221-6926
- Silverbrook Kennels, 50 Redfox Lane, Fredericksburg, VA, 540-720-3661
- Dog Eaze Inn, 13903 Telegraph Road, Woodbridge, VA, 703-491-1564

### **Quarantine**

There is no quarantine necessary for Quantico.

### **Pet Travel**

There is no entitlement for the transportation of pets at government expense. Some spaces are usually available at additional cost on AMC flights from overseas locations to CONUS.

## **Education - General Overview**

### **Introduction**

The Department of Defense Elementary and secondary Schools (DDESS) located on MCB Quantico are a part of the Department of Defense Education Activity. Accreditation by State - all schools in DDESS and DoDEA are accredited by the AdvancedEd organization. Information about this agency can be obtained [online](#).

There are four schools located on MCB Quantico; two of the schools are primary level elementary schools (Ashurst and Russell) with grades pre-kindergarten through 3, there is one elementary school (Burrows) consisting of grades 4 and 5, and one middle/high school with students in grades 6-12. Standardized test scores for MCB Quantico Schools are available through the [DoDEA Data Center](#).

### *Entrance Requirements*

DoDEA has changed its Early Child Hood Education programs entrance requirements for all DoD Schools for Calendar Year 2009-2010. Age requirement are:

- *Sure Start and Pre-Kindergarten Programs*, a child must be 4 years of age by September 1.
- *Kindergarten Programs*, a child must be 5 years of age by September 1.
- *First Grade*, a child must be 6 years of age by September 1.

If you have any questions about exceptions, contact DoDEA.

*Bus Service* -- Bus service is provided to students whose families reside on MCB Quantico. The bus service operated by Motor Transportation on the installation if they are outside the mandatory walking zone for the neighborhood school.

*Meals* -- Breakfast is served daily at the elementary schools and lunch is served at all four schools.

*School Sports Programs* -- Quantico Middle/High School offers a range of sports activities at both the middle and high school level.

*Exceptional Children Programs* -- All four schools work with the installation's Exceptional Family Member Program to meet the needs of students. Children who have identified needs in this area are also supported by DDESS' New York/Virginia Superintendent's Office who has personnel who oversee this program in all schools in the district.

*Enrollment size within the system* -- There are currently 275 students at Ashurst Elementary School and 273 at Russell Elementary School. There are 156 students at Burrows Elementary School and 321 at the middle/high school. These 1025 represent approximately 51% of the NY/VA District enrollment and 4% of the total DDESS enrollment.

*Pupil/teacher ratio* -- The following represent the desired numbers for classes at the various grades levels. These desired numbers are sometimes larger or smaller in certain grade levels or schools:

- Kindergarten - 3rd grade -- 18:1
- Grades 4 - 5 -- 25:1
- Grades 6 - 8 -- 16:1
- High School -- Varies by class

*Schools' record regarding achievement test scores* -- All schools on MCB Quantico average student scores are above the national average. The Terra Nova is used as the standardized assessment system-wide in grades 3-11. The system-wide goal/target is for 75% of students to score in the top two quarters and less than 7% in the bottom quarter. School by school results as well as district and system-wide results are available [online](#) under Education Offices, Research and Evaluation, DoDEA Test Scores.

*Percentage of high school students who are college bound* -- The system-wide percentage is 63% attend a 4-year school and an additional 17% attend a 2-year school upon graduation.

*Grading System* -- The system-wide grading system is:

- 90 - 100 = A
- 80 - 89 = B
- 70 - 79 = C
- 60 - 69 = D
- 50 - 59 = F

*Magnet Schools* -- DDESS has no magnet schools within the system.

*Alternative Education Programs* -- DDESS has no alternative education programs within the system.

## **Public School**

The public schools of Prince William, Stafford and Spotsylvania Counties offer high quality education.

### *Age Requirements*

Virginia law requires children who will be 6 years old on or before Sept 30 to enroll in school unless the parents notify the school system that they do not wish the child to attend. State law allows children who are 5 on or before Sept 30 to enter kindergarten.

### *Immunizations*

Virginia law requires each new student to be immunized against the following diseases:

Diphtheria, Whooping Cough (Pertussis), and Tetanus. Three doses as an infant. A booster after the fourth birthday and before entrance to school. A Td (tetanus/diphtheria) booster is needed if ten years have elapsed since the last booster. Oral Polio Vaccine, two doses as an infant, a booster after the fourth birthday and before entrance to school. Measles (Rubeola), Mumps, and German Measles (MMR), first dose at 12 to 15 months of age. Virginia requires that students have the second dose of measles (rubeola) vaccine before first entry into kindergarten. Hepatitis B, evidence of immunization against Hepatitis B will be required for children born on or after January 1, 1994. Three doses of Hepatitis B are required. Evidence of Hepatitis B immunizations for entry to 6-8 grade after Fall 2001. Required through grade 9 as of Fall 2004. Varicella (Chicken Pox) Vaccine, all children are required to document at least one dose of varicella (chicken pox) vaccine if they have not had the chicken pox disease, grades Pre - 2.

### *Enrollment*

Most counties require parents or legal guardians of a new student to present the student's birth certificate, Social Security number, evidence of immunizations and a transfer slip or report card from the student's previous school upon registration.

### *Standards of Learning (SOL)*

The Standards of Learning for Virginia Public Schools describe the commonwealth's expectations for student learning and achievement in grades K-12 in English, mathematics, science, history/social science, technology, the fine arts, foreign language, health and physical education, and driver education.

These standards represent a broad consensus of what parents, classroom teachers, school administrators, academics, and business and community leaders believe schools should teach and students should learn.

In the four core areas of English, mathematics, science, and history/social science, a curriculum framework also is provided that details the specific knowledge and skills students must possess to meet the standards for these subjects.

### *Registration*

Parents are urged to register students for school as early as possible to assist school personnel in planning class placement and schedules. Hand carrying school records will facilitate enrollment. If your child's school does not permit hand carrying records, you may request that they be sent for holding until you arrive. Students that will be attending on

base schools may have all records mailed to:

Student Records  
Superintendent of Schools  
Virginia Domestic Dependents Elementary and Secondary Schools  
3308 John Quick Road, Suite 201  
Quantico, VA 22134-1702

Schools welcome registration Monday through Friday between 9-12:00 or 1:00-3:00.

## **Education - Training (College/Technical)**

### **Continuing Education**

Please contact the Life Long Learning Program for additional information on adult education opportunities that may be available on base.

### **College**

The Lifelong Learning Education Center provides on base college programs from Basic Skills to Doctorate programs. There are 5 colleges and universities aboard MCB Quantico providing 26 programs. In addition there are two colleges and universities that offer on line programs. We offer free educational counseling services to active duty, reserves, family members and DOD employees. Information on scholarships is available for family members.

We are a fully stocked DANTES testing center. We offer CLEP and DANTES exams on line for instant results. These exams if passed may be used for college credit. These exams are offered to anyone who is associated with the base but only free to active duty and reserves. We offer SAT and ACT admissions exams to active duty and reserves. Included in our testing program are all of the military exams such as AFCT, DLAB, and DLPT.

The Quantico Lifelong Learning Center is one of two bases in the United States to offer the GED to family members. We have a free automated basic skills learning system to help prepare individuals for the GED or college entrance.

- [Averett University](#), 703-640-7489; Accelerated Bachelor: Business Administration, Bachelor of Science in Aerospace Management; Accelerated Masters: Business Administration.
- [Central Texas College](#), 703-630-0111; On-line Associate of Applied Science: Applied Technology, Business Management, Criminal Justice, Hospitality Management, Information Technology, General Studies.
- [Florida Institute of Technology](#), 703-630-1300 or 703-751-1060; Master and Graduate Certificates: Logistics Management, Additional Master Degrees programs are available at local area campuses and through distance learning in Business and Contracting.
- [Northern Virginia Community College](#), 703-640-6303; AS, AA, and AAS Associate Degrees: General Studies (AS), Liberal Arts (AA), Administration of Justice (AAS), Information System Technology (AAS), Over 150 additional associate degrees and certificates are offered at the six local area campuses and the Extended Learning Institute.
- [Park University](#), 703-640-7389; AS and Bachelor Degrees: Computer Science, Management, Criminal Justice Admin/Law Enforcement, Social Psychology, Additional Bachelor Degrees are offered in Management/Human Resource and Management/Computer Information System.
- [Old Dominion University](#) (ODU), 703-630-2226; Bachelor Degrees through TELETECHNET: Engineering Technology, Health Science, Human Services, Interdisciplinary Studies, Occupational & Technical Studies; Bachelor Degree Online: Criminal Justice; Master Degrees: Military Career Transition Program featuring Master of Education (with certification), Engineering Management, Special Ed, Secondary Education, Occupational and Technical Studies, Community Health Nurse Leader; PHD Programs: Occupational and Technical Studies, Community College Leadership.
- [University of Maryland University College](#), 703-630-1543; More than 80 certificate programs, 23 Bachelor Degrees Online, 14 Masters Degrees Online, 5 Dual Masters Degree Programs online.

### *Tuition Assistance*

All active duty Navy and Marines, enlisted recalled reservists are eligible for tuition assistance funding. Navy and Marines receive up to \$250.00 per credit hour and up to \$4500 per fiscal year for accredited programs. Navy personnel are limited to 16 semester hours per fiscal year.

## Library

### **Marine Corps Library Programs**

The United States Marine Corps General Library program supports the quality of life and well-being of Marines and their families amidst diverse circumstances. Lifelong Learning Headquarters (LLHQ) extends library services to remote Marines, coordinates policy, and manages reporting requirements for the installation General Libraries. Sixteen General Libraries and 11 branch libraries provide collections of 60% professional and academic materials and 40% leisure reading to eligible patrons. An Integrated Library System and General Library websites provide online access to additional resources and services.

On installations, General Libraries play an important role in the professional life of Marines and the family life of their dependents. Collections include academic and professional research resources so that Marines can readily locate professional reading titles, earn college degrees or certifications, update their promotion package, prepare for retirement, and expand future career opportunities. Several on-base colleges offer orientation classes in library research skills at installation libraries. Voluntary Education and General Libraries work in cooperation to meet the needs of Marines receiving tuition assistance. Materials for Marines preparing for CLEP and DANTES tests are in high demand, and library computers are often used to take practice tests. An Inter Library System (ILS) extends the use of each General Library's collection. The system supports remote access to databases and the General Libraries' electronic catalogs. It provides an online public catalog for locating and delivering interlibrary loan materials that meet a scholar's demands, a historian's needs, or a hobbyist's interests.

On-base General Libraries extend opportunities for community sharing, learning environments, and entertainment for single Marines, families on base, and families of deployed Marines. A thematic summer reading program has been standardized to support mobile military children. Library events that vary by base have included science experiments, multicultural activities and refreshments linked to book displays, or a private webcam meeting with a family member in combat.

Lifelong Learning Headquarters procures online databases to provide academic research, professional resources, and recreational material that is available anytime, anywhere for Marines and their families. On the General Library's website, GALE resources offer five full text newspapers and over eighteen collections of databases that cover needs such as academic research, health, criminal justice, and elementary through high school interests. [Tutor.Com](#) Live Homework Help provides online tutors for students from elementary grades through introductory college courses for a broad range of subjects including writing, mathematics through calculus, science, and history. General Librarians support cultural awareness and OCONUS families by registering library patrons for Rosetta Stone, web-based foreign language lessons. Links to NKO, MilitaryOneSource, and websites provide access to Tumblebooks, eBooks and additional databases. Marine Corps General Libraries are award winning. More than half a dozen Librarians in the General Library program have won prestigious National Parks and Recreation Association - Armed Forces Recreation Society awards. Three of the Marine Corps General Libraries have been awarded Premiere General Library certificates from DoD and are the only Premiere Libraries within DoD. One of those libraries was elected the 2006 Federal Library/Information Center of the Year (large library category) by the Federal Library and Information Center Committee of the Library of Congress. Every success of the program is the outcome of dedication to sustaining and improving the quality of life for Marines and the Marine Corps community.

### **Military OneSource On-Line Library**

Our mobile military members often don't have the resources of a brick and mortar library on hand to provide entertainment, learning or solace. The Online Library provides those resources while the members are in transit or deployed. One-stop shopping for all library resources in print, electronic and downloadable format are available online, 24/7. The library provides recreation, lifelong learning, reference, and career resources for all ages and interests. **All resources including audio and eBooks are free. Resources are available anywhere in the world where there is access to the internet.**

[Military OneSource On-Line Library](#) provides 24/7 access to library materials that include:

- Ability to download free books from thousands of fiction and non-fiction titles, including animated children's books, or request a free paperback or digital Playaway book from Military OneSource.

- Access to data bases to pursue education, research careers, fix cars or home appliances, maintain or remodel apartments or homes, and more.

## **Education - Local Schools**

Choosing the right school for children is a priority for military families. This article describes excellent resources for planning a child's educational needs.

Information on Department of Defense (DoD) Schools, available for military families living on the installations with DoD Schools, can be found in the text box above. Links are provided to the school's website and to current data on the school's test scores.

The remainder of this article addresses schools in the local community, outside of DoD Schools. Information about local public, charter and private schools is available through the databases in number 2 below.

### **1. How do I choose a good school?**

[Choosing a School for Your Child](#) is a U.S. Department of Education publication that will help families identify what is important in selecting a school.

[The School Visit: What to Look For, What to Ask](#) Whether you are choosing a school for the first time, or because you are in transition, this site will provide you with information about what to do and what to ask.

### **2. What schools are in my area (or in the area where I may move), and how good are they?**

Several high quality commercial tools are available to assist in making decisions about which school to choose for your child. Listed below are these website tools along with information on how you access the information and what type of information each site provides.

Both [Great Schools](#) and [School Matters](#) provide a wealth of information for parents:

- School contact information
- Distance from zip code (provide the installation zip code, or the zip code of the area where you will be living)
- Public, private or charter school designation
- Student/teacher ratios
- Free and reduced school lunch program (an estimate of economic disadvantage)
- Great Schools provides a rating of schools and a parent comment section
- Percentage of students meeting or exceeding the state standards in math, reading and language arts
- Teachers - average number of years teaching experience, % of first year teachers on the staff
- Students: Average percentage of students absent from school for more than 15 days
- Ethnic breakdown and percent of students with English as a second language
- School Matters provides college prep scores (PSAT, SAT, ACT test scores)-for high schools only
- Great Schools also provides parents the ability to rate the schools and make comments on the schools.

For both sites, the user must enter the State and zip code to find schools in the area.

SchoolQuest was developed by the [Military Child Education Coalition](#) to help military families select schools. SchoolQuest also offers an Online Library that provides resources for families in transition. At this time, the SchoolQuest data base covers 99 military installations. The Military Child Education Coalition also provides a [data base of information](#) on each State's educational system.

[The School Report Tool](#) is available from Military OneSource that list names and locations of public, public charter, private, virtual and home schooling choices around major installations. [Charter Schools](#) are nonsectarian public schools of choice that operate with freedom from many of the regulations that apply to traditional public schools. Use this site to find one in your area.

### **3. How can I help plan for a successful transition in this new school and for my child's school career?**

Parents often want to know about the availability of extra curricular activities and sports, or the availability of advanced classes. For these questions, it is best to contact the schools directly. It is important to ask the right questions. The following resources can help with these questions and others.

The [Toolkit for Parents](#) was developed by the Department of Defense, especially for Military Families. This 85 page booklet walks parents through preparing for the move and the first two weeks of school....what to ask, what to take, etc..

The [Military Impacted Association](#) has [checklists](#) available for military kids who are leaving or entering a new school.

The Military Child Education Coalition has a [checklist for transferring students](#) that will be helpful. Additionally, through [SchoolQuest](#), MCEC provides parents with the ability to develop a profile for each of their children, which then will provide them with a report on issues related to transferring to a new school district.

#### **4. Question? What happens if I need help during the school year?**

During the school year, there are always questions that parents have, such as "What is the best way to help with homework?" or "What if my child needs to see a counselor because my spouse is deployed?" Military OneSource helps with these questions and has 24/7 access. You can call them at 1-800-342-9647, connect to them at the website [Military OneSource](#), or [e-mail a consultant](#).

## **Education - Local Schools/Overseas**

### **Overseas Schools -- What You Should Know**

Moving your family from one installation to another in the U.S. can be challenging enough; but moving your family overseas presents an even more complex situation. One of the most important challenges can be summed up by this question, "Where are my children going to go to school?"

This article will provide resources to help guide military families through the many questions and decisions regarding local schools abroad.

#### **Where do I start?**

Start with the information on your new installation. Visit [Plan My Move](#) and review the installation's Education - Overview article. All of the overseas installations have dedicated a portion of the Education Overview to discussing the education options available in the local community as well as the DoD schools located on the installation, if available. Most installations overseas that allow accompanied family travel have one or more DoD schools.

#### **What is the difference between a DoD school and an international or national school?**

[DoDEA](#) is the Department of Defense Education Activity. DoDEA operates DoD schools in 12 foreign countries, Guam and Puerto Rico. All DoDEA schools are fully accredited by U.S. accreditation agencies and maintain high academic standards with well rounded educational programs.

In addition to DoDEA, the [U.S. Department of State's Office of Overseas Schools](#) mission is to promote quality educational opportunities for dependents of American citizens overseas at the elementary and secondary level. If a DoD school is not available on your installation there may be a school in the local community that is an American-Sponsored Elementary and Secondary School.

International schools are English-language schools whereas National schools are schools where courses are taught in the native language. The curriculum and grading system of an International school tends to be similar to the traditional American education system. This is a consideration if your family will be returning to the U.S. prior to your child or children graduating high school. Remember, when choosing a school it is best to try to match the school with your child's needs and expectations.

#### **Where can I find a list of International schools in the country where my family is moving?**

The Internet can be an excellent resource for finding International Schools overseas. You can find a complete directory of overseas schools on the [International Schools Services' website](#).

In addition, the [World Wide Schools](#) website is an excellent resource. From the homepage you can select the country. Once you have done this, a list of schools will appear and you can then choose which one you are interested in researching. All of the information appearing on this website is provided by the schools directly. Some of the information you may find on a school includes: a background summary about the school, the school's address, phone number, website, and even the email address of the director of the school. This information should be explored so that you can make comparisons with other International schools in the area to determine the best place for your child/children.

#### **How do I decide what school is best for my child?**

This process is much the same as it would be in the U.S. You may not have as many choices but it is important to make a list of possible schools and then begin to ask around. This is a daunting task since it is likely that there will be a language barrier. However, talk to the Relocation Personnel in the Family Center and your sponsor at your new installation who may be able to put you in touch other families with children around the same age as your child/children. Always contact the school directly and ask for references.

Once you have narrowed down your options, interview the school or schools directly. This is best done in person, if possible. Ask about: attendance, atmosphere, curriculum; grading system, tuition, accreditations, the staff and administration; as well as other practical details such as, does the school provide meals, what types of extra curricular programs are available, is there transportation, holidays and schedule, sports programs, before and after school care programs, and how is the facility maintained.

**Now that I have chosen a school, how do I successfully facilitate the transition for my child?**

A successful transition should be a priority during planning the move and once the move has been completed. The more knowledge you provide your child with, the more confident he/she will feel once he/she arrives at the new school. Allow your child to be a part of the decision making process, if he/she is old enough, and take his/her opinions into account.

[MilitaryStudent](#) provides several valuable tools to facilitate the transition process. Although many of these tools are not geared specifically to an international move the resources provided do apply to any military student transitioning to a new school in the U.S. or overseas.

## **Employment - Overview**

### **Employment Opportunities**

Marine Corps Base, Quantico enjoys much better than average employment opportunities, consistently in the range of a 3.0% unemployment rate compared to 4.5% and higher nationally. Federal, State, and County government employment opportunities are plentiful and diverse from entry level to mid-level and upper management. Further opportunities are provided with an abundance of DoD Support contracting firms, healthcare, finance and accounting, food and hospitality, on-going commercial & industrial construction, and a full spectrum of industry in Information Technology (IT).

Almost all skills and various experience levels are actively sought by employers as no specific industry is experiencing a saturation of qualified employees and continued growth is anticipated for all industries and skills. Salaries can range from \$6.36 per hour for an entry level position in the retail sales industry up to \$23.34 per hour for an entry level degreed position in the IT Field. Salaries at the mid and upper level management as well as experienced skilled positions can command salaries that support an average family income that exceeds \$85K per annum in the surrounding communities, required due to a higher than average cost of living. A list of specific occupations and their growth or decline is found on the VEC's website under LMI. Job seekers should click on Profiles, then Area Profile, followed by Detailed Area Profile. Information will be available by the Region, County/City or Metropolitan Area.

The Career Resource Management Center, with it's Family Member Employment Assistance Program, at 703-784-2511/4963 and the NAFI Human Resources Offices (703-784-3454), located in Little Hall and the Human Resources Organizational Management Office (703-784-2049/2365)), also at Quantico should be early stops for those seeking employment. You can also visit them via the [World Wide Web](#). Further advanced research can be obtained by visiting the [Virginia Employment Commission](#) (VEC) calling 540-898-3800 (Fredericksburg) or 703-897-0407 (Woodbridge). The VEC can also provide substantial information on Unemployment Insurance (UI), as well as a host of related topics. If you are totally or partially unemployed and wish to apply for benefits, call the VEC call center, complete an on-line application on the Internet, or visit your nearest VEC office. The call center telephone number is 1-866-832-2363. The Internet address is [www.VaEmploy.com](http://www.VaEmploy.com). The addresses and telephone numbers for VEC offices can be found in the phone book, or at the VEC's website. You will be asked to supply the name, address and telephone number of your last employer (and, in some cases, previous employers), your dates of employment, and the reason you are unemployed.

Employment prospects in the area surrounding Quantico are excellent. The employment area extends from the metropolitan DC area south to the Fredericksburg, VA area and westward to Manassas, VA. Compensation is best in DC with reductions in wages realized moving west or south, i.e., the further west or south you work, the less you're going to be paid. However, many people who have earned significantly higher wages working in DC have opted to transition to employment opportunities in Manassas or Fredericksburg to escape the commute into and out of DC daily.

#### *Good Prospects*

Many opportunities exist for experienced clerical workers, computer operators, and defense industry consultants. Unskilled workers in the fast food industry and entry level retail clerks will easily find employment. White collar workers with technical skills such as electronics, accounting, and engineering are in demand, as are skilled blue collar workers in the construction industry (seasonal). Medical and dental professionals in and near the Greater Metro-DC area are also in demand.

#### *Fair Prospects*

Civil Service positions, although limited, are available to skilled and licensed applicants. Teaching in all disciplines and at every level is also in demand.

### **Employment Documentation**

For job hunting purposes, be sure to hand carry all employment records and documents, resumes, SF 50, transcripts, certificates and licenses. Proof of eligibility to work in the United States is also required. These documents include but are not limited to a birth certificate issued by a U. S. state, jurisdiction or territory or the U.S. State Department, U. S. Certificate of Naturalization or Citizenship, U.S. passport, Social Security card and/or Alien Registration Receipt Card.

### **Home Business Opportunities**

Another alternative that has been pursued is the "Homebased Business." There is no limit to the number of ideas for a homebased business. Some of the local homebased businesses that have realized success include cleaning, lawn care, shopping, pet care, transportation, party planning services, contract or consultant work in accounting, computer programming, graphic design, typing/editing, and direct sales opportunities such as Tupperware, Amway, Avon, Mary Kay, or New Vision International.

### **Unemployment Compensation**

Unemployment compensation may be available for the spouse of a newly assigned military member or civilian employee. For more information please contact the [Virginia Employment Commission](#).

### **Transition Assistance Program**

The Career Resource Management Center/Transition Assistance Program is dedicated to keeping abreast of the latest trends and technology in job strategies, in order to provide information and assistance to Navy and Marines Corps personnel separating or retiring from the Corps to include their family members as they face the next stage of their life. Whether seeking a new career, or attending an institution of higher learning. The Transition Assistance Program aboard MCB Quantico offers the following quality programs and services.

- TAP/ Pre-Retirement Seminar
- Executive TAP (O6's/E-9s)
- Self-Assessment Tools
- Computer Lab
- Individual Career Counseling
- Resume Critique
- Professional Resource Library
- Job posting available in the career resource Management Center
- Federal Resume Writing Workshops
- Disabled Transition Assistance Program (DTAP) Workshop
- Military to Civilian Workshop
- Market Yourself for a Second Career

For additional workshops and services please visit the [Family Services web site](#).

### **Tuition Assistance**

All active duty Navy and Marines, enlisted recalled reservists are eligible for tuition assistance funding. Navy and Marines receive up to \$250.00 per credit hour and up to \$4500 per fiscal year for accredited programs. Navy personnel are limited to 16 semester hours per fiscal year.

## **New Parent Support Program**

### **Marine Corps New Parent Support Program**

The New Parent Support Program (NPSP) helps to build strong healthy families to cope with stress, isolation, deployment, post-deployment reunions, and the everyday demands of parenthood through a variety of programs including support groups and parenting classes. This program offers expectant parents, parents of newborns and young children the opportunity to learn new skills as parents and to improve old ones. The confidential services also offer you the opportunity to express your concerns and ask questions.

### **Programs Offered**

Programs and Services offered by NPSP include:

*Dad's Baby Boot Camp and Mom's Basic Training* -- Classes provide expectant parents and those with an infant an understanding of the infant's world and the basic skills necessary for loving, safe care.

*Parent Classes* -- Classes provide "hands on" information for parents to make informed, responsible decisions about their toddlers and young children.

*Referrals* -- Assistance with information and referrals provide help for finding the appropriate military and community services.

*Play Morning* -- An interactive play group designed to teach parents developmentally appropriate play and to help children improve their social, cognitive, and motor skills.

*Home Visits* -- Help with your concerns as a parent or parent-to-be in the privacy of your home by a warm, caring professional.

NPSP services are available to families regardless of whether they live on or off the military installation.

### **Staff Qualifications**

The New Parent Support Program (NPSP) is a professional team of licensed social workers and registered nurses who provide supportive and caring services to military families. All staff must complete a criminal background check.

Our trained, supervised home visitors have extensive knowledge of the issues encountered by today's parents. These home visitors are sensitive to the unique challenges facing military families.

### **Eligibility Requirements**

Marine families and sister service families, stationed at or near a Marine Corps installation, who are expecting a child or have a child under six years of age, are eligible to participate free of charge in all of the services offered by NPSP.

### **Enrollment Criteria**

Families participating in Play Morning must provide documentation of your child's immunization record signed by a physician or a medical treatment facility.

### **How to enroll**

Enrollment is as easy as dialing our telephone number. Call the NPSP at your installation during regular business hours.

### **Installation Specific Information**

The New Parent Support Program (NPSP) is a family support program promoting positive parenting and healthy families. It is a group of home visitors with special training and expertise in a variety of topics for parents and young families. They provide support and educational services for expectant parents or military parents with children up to the age of six. The services include parenting classes, in-home visitation, support groups and interactive play groups. NPSP is available at Marine Corps installations worldwide. Eligible clients are not limited to first-time parents. The program encourages participants to learn and grow as parents with the goal of enjoying their role and feeling more confident as

parents. Staff are able to offer linkage and referrals to appropriate community resources including school and libraries, play groups in the community and services for children with special needs.

## **Child Care**

### **Child Development Center (CDC)**

The Quantico Child Development Center (CDC) is certified by the Department of Defense (DOD) and is accredited through the National Association for the Education of Young Children (NAEYC). Our programs include: hourly care for 6 weeks of age to five years (up to 25 hours per week), part-day preschool for three & four year olds, full day care for thirteen months to five years old. Our Quantico Youth Center (YC) provides before and after care for five years (kindergarten) through twelve years of age and full day camp for this age group in the summer. Our Family Child Care Program (FCC) provides home-based care for children ages six weeks to twelve years of age. All of Quantico's programs for Children, Youth, & Teens (CYT) are inclusive; children with special needs are welcome.

The dependents of: active duty military, active duty reservists, retired military, DOD civilians & DOD contractors are eligible to attend CYT programs. Enrollment capacity at the CDC is 293 and at the YC it is 100. Registration is offered through the Resource & Referral Office (R&R) located at the CDC. The fees are based upon total family income (TFI), ranging from \$)-\$28,000 to \$70,000 and above. Priority care is given to single/dual active duty military that are stationed at Quantico. There is an excess demand list, projected wait list and preference for care wait list. Quantico has one Child Development Center, one Youth Center and fifteen Family Child Care homes. In addition there is one non-profit part day Preschool on the base. Respite care is provided through FCC from referrals through the Exceptional Family Member Program (EFMP) or New Parent Support.

#### *Programs Offered*

The Quantico Child Development Center offers a variety of child care programs. Following is a description of each:

- Full day developmental programs for pre-toddlers, toddlers and preschool children ages 11 months to 5 years of age. The full day program hours are 6:00 a.m. until 6:00 p.m., Monday through Friday. Capacity for this program is 313 children.
- Hourly care is also available to parents who need services on an intermittent basis for children ages 6 weeks to 5 years of age. Childcare is provided in the hourly program by reservation only from 8 am until 4 pm, Monday - Friday. Capacity for this program is 12 children.
- Part-day Preschool program is offered for children 3 to 5 years of age. Two day and Three day programs are available Monday-Friday 9:00 am until 11:30 am. The Part-day Preschool Program is offered during the regular school year and follows the DODEA school calendar. Capacity for this program is 24 children.

### **Family Child Care (FCC)**

The FCC program offers child care by spouses of military members in their military housing unit. FCC providers are required to participate in an extensive training program before certification is granted. The program is supported by MCB Quantico. Care is provided for children 6 weeks to 12 years of age.

The FCC office is located in Building 3311, Room 102 on Purvis Rd. For more information about the program, you may call us at 703-784-2011.

### **School Age Care (SAC)**

The SAC program is offered for children 5 to 12 years of age, or Kindergarten - 6th grade at the Quantico Youth Center on Purvis Rd, Monday through Friday, 6:00 a.m. - 8:30 a.m. and 2:30 p.m. - 6:00 p.m. Hours are subject to change due to school/holiday schedules.

For more information about the SAC program, you may reach us at 703-784-2249.

## Youth Services

### **Youth Services**

Quantico Youth Services is an affiliate of the Boys and Girls Clubs of America. Our mission is to provide quality programming for youth ages 6-18 years in the four service areas. These service areas are Sports and Fitness; Life Skills, Citizenship and Leadership; Leisure and Recreation; and Mentoring, Intervention and Support.

#### *Youth Center*

The Quantico Youth and Teen Center is located on Purvis Road and can be reached at 703-784-2249. Open recreation opportunities are available Saturdays 10:00 a.m. until 4:00 p.m. for ages 5-12 years. Teen Night, for ages 13-18 years, is offered every Friday and Saturday night from 7:00 p.m. until 10:00 p.m.

#### *Youth Sports*

Quantico Youth Sports are co-educational, inclusive, recreational/instructional leagues for ages 5-12. We offer Basketball, Baseball and Soccer. Our first priority is fair and equal play for all youth athletes. All players get equal time on the field and/or court regardless of skill level. Once this is achieved, our next focus is on teaching teamwork as well as building and/or improving sports skills.

Age cutoff dates:

- Basketball: 1 January
- Baseball: 1 April
- Soccer: 1 September

The cost is \$40.00 for the first child in a household and \$35.00 for each additional child. Volunteer coaches get their first child for free and are always needed.

#### *Youth Religious Programs*

The programs for youth will see a change after the projected opening in June, 2008. Nursery for toddlers through pre-school age children will be offered during all worship services and educational programs. Also the Protestant and Roman Catholic congregations will begin to hold Sunday School Classes in the new building, separate from worship times. There will be an Islamic Prayer room available at all times as well.

Islamic Program: Currently Islamic Prayer Center, Building 3043. For more information contact the Quantico Islamic Layleader at 703-784-6529.

Jewish Program: Jewish Program at Fort Belvoir. Contact Belvoir Chaplain's Office at 703-806-4196 or the Quantico Jewish Layleader at 540-809-4926.

Protestant Religious Education and Care for Youth: Currently, the Protestant Worship Service (10:45 Sunday) is the beginning point for Youth involvement. The service is a family worship service, where children of all ages are welcome. The congregation is a mix of many different Protestant denominations and we try to accommodate the rite and rituals of passage for all. Currently the Chaplain's sacramental ministry includes Baptism, Confirmation and Communion. During Worship, young people though confirmation age are invited to come forward for a special message-and then leave worship for a period of instruction -returning at the end of worship to their families. On Communion Sundays, the first Sunday of the month, children stay with their parents so that they may participate in receiving communion or a blessing from the pastor. Christian Baptisms are scheduled by request for children of congregation members. Confirmation classes are held weekly (except for federal holiday weekends). Confirmation is approximately a nine month preparation - complete on Easter, educating and summarizing for youth the basics of Christian belief and history. Youth who have not been confirmed may consider this with their parents beginning at age 12, through high school. A youth group is in process of being formed on Sunday evenings: pizza and fellowship. For more information the Protestant Chapel Pastor can be contacted at 703-784-2518.

Catholic Program for Youth: In the Archdiocese for the Military Services, the referent point for the organization of catechetical pastoral care is the archbishop and the archdiocese itself. The bishop has the final responsibility for a

catechetical plan and its success. (National Directory for Catechesis).

In light of the above, Marine Corps Base Quantico has developed a coherent catechetical program that represents the diverse age (pre-k through adult), ethnic, social, economic and military backgrounds in the Catholic Chapel Community. Classes are currently held at the Quantico Elementary School and the Quantico High School.

- Formal, Sunday morning in-classroom catechetical instruction which includes enthusiastic evangelization, knowledge of the faith, and the preparation for particular sacraments for Grades Pre-K through Eight commences annually in September and continues into May of the following year.
- Youth Catechesis, another aspect of the Church's catechetical mission, includes social, liturgical, and catechetical components as well as opportunities for service as outlined in Archdiocesan Directives and the NDC.

For additional information contact the Director of Religious Education, Marine Corps Base Quantico, 703-784-3055.

### *Youth Employment*

MCCS offers many opportunities for the employment of Youths. Youths under the age of fourteen are not permitted to work for MCCS. The requirements vary according to the age of the youth. Every teenager 14 or 15 years of age must have an employment certificate (work permit) to work. Work permits may be obtained at most public high schools and many private schools. Students who are home schooled should visit the nearest high school in order to obtain a work permit. The forms that are required in order to obtain a work permit:

- Intention to Employ - This form is completed by the employer.
- Permission for Employment - This form is completed by the parent
- Evidence of teen's age - i.e. birth certificate, school record, passport, etc.

Three copies of the work permit are issued and provided to the Employer, the school and Virginia Department of Labor and Industry.

Teenagers sixteen and seventeen years of age have no restrictions on their hours of work. Teenagers fourteen and fifteen years of age engaged in non-agricultural work may not work:

- During school hours unless they are enrolled in a school work-training program.
- More than forty hours in any one-week when school is not in session.
- More than eighteen hours in any one-week when school is in session.
- More than eight hours in any one-day when school is not in session.
- More than three hours in any one-day when school is in session.
- Before 7:00 a.m. or after 7:00 p.m., except that from 1 June through Labor Day the teenager may work until 9:00 p.m.
- Five hours of continuous work without a 30-minute rest or meal period.

Teen's age fourteen and fifteen may apply for positions within Food & Hospitality, Retail, Recreation (Seasonal), and Administrative positions.

For a list of vacant positions, please visit the [MCCS website](#). For more information on the Regulations for employing teenagers, please visit the [Virginia Department of Labor and Industry website](#).

### *Youth Sponsorship Program*

Marine and Family Services' Relocation Assistance Program and the Child, Youth and Teen Program work together to provide a special program for school age youths to assist them in becoming acquainted with the opportunities awaiting them in beautiful Quantico, Virginia.

The Youth Sponsorship Program helps youths moving to the Quantico area by matching them up with another age-appropriate youth presently living in the Quantico area. The youths correspond with one another in order to find out exactly what to expect upon their arrival at Marine Corps Base Quantico.

To obtain a Youth Sponsor, contact your Relocation Assistance Program Office or Youth Center prior to transfer. For further information you may also contact Quantico's Relocation Assistance Program by calling 1-800-336-4663.

## **Family Center**

### **Programs and Services**

A key resource on your installation and a gateway to accessing all of the resources available to you, the Marine and Family Services provides support to help you balance the demands of family and the military lifestyle. The Marine and Family Services is one part of the overall installation family support system, which is the network of agencies, programs, services, partnerships and individuals that supports your personal and family life readiness, mobilization and deployment readiness, and mobility and economic readiness. The Marine and Family Services should be one of you first stops upon arriving at an installation; its programs and services will be an important resource for you and your family.

*Marine Corps Family Team Building -- (MCFRB)* provides educational resources and services to foster personal growth and enhance the readiness of Marine Corps families.

*Deployment Support* -- Assists you during all phases of the deployment cycle, providing workshops on deployment, as well as referral to deployment-related resources, to help you and your family manage the challenges of deployment. Also includes the MCFTB Readiness and Support Training, which offers assistance to units by connecting unit Family Readiness Officers (FROs) and commands, assisting with family readiness issues, and delivering pre-, during, and post-deployment presentations.

*Family Readiness Program Training* -- Family Readiness Program Training provides necessary training for Command Teams, FROs, Family Readiness Advisors, and Family Readiness Assistants on their roles and responsibilities in the Unit Family Readiness Program.

*Lifestyle Insights, Networking, Knowledge and Skills (LINKS)* -- Provides information to all Marines and family members on the resources available and methods for meeting the challenges of the military lifestyle. Sessions are available for Marines, spouses, children/teens, and parents/extended family members of marines. Live, online, and printed versions are available.

*Relocation Assistance* -- Provides information, referral, resources and tools to help you with permanent change of station (PCS) moves. Services include a loan closet from which families may borrow basic household goods; assistance with in-transit emergencies; pre-departure classes called the PCS Move Workshop; arrival services to include a New Arrivals or Welcome Aboard Orientation, local community tours and other move-related topics such as buying or selling homes; sponsorship training and individual PCS planning.

*Personal Financial Management Program* -- This program provides financial education, training, counseling, and referral to military personnel and their family members. You can learn more about budgeting, credit management, mortgage counseling, and car buying.

*Transition Assistance Management Program (TAMP)* -- Provides career/employment assistance, vocational guidance, and transition information to separating Marines and their family members. The tools and information provided enable all separating Marines and their family members to make a successful transition from military to civilian life. Separating Marines are counseled and advised of the availability of these programs, services and their responsibility for attending prior to leaving the military.

*Family Member Employment* -- This program helps assist family members to achieve their goals through employment and education and/or volunteerism. The career counseling and information provided can help you identify your career development goals. The program will provide guidance on the current labor market, average salaries and wage trends in your area.

*Information and Referral* -- An integral function of Marine and Family Services, information and referral services can assist you in locating needed services and programs available on your installation, through civilian agencies in the local community, and via national resources.

*Exceptional Family Member Program* -- (EFMP) assists Marine families in managing the dual demands of a Marine Corps career and the special needs of a family member. An Exceptional Family Member (EFM) is a family member, enrolled in DEERS and residing with their sponsor, who may require special medical or educational services based upon a diagnosed physical, intellectual or emotional need.

*Counseling Services* -- Provides education, counseling services including Family Advocacy Program counseling, and workshops to individuals and families seeking self improvement or assistance dealing with domestic abuse.

*Substance Abuse Program* -- Provides policies and guidance to improve the capability of commanding officers and Marines in preventing and treating alcohol and drug abuse problems that detract from unit performance and mission readiness.

*Lifelong Learning* -- The Marine Corps Lifelong Learning Program provides personal and professional learning opportunities for Marines regardless of duty station. Lifelong Learning includes the Voluntary Education Program, which provides active-duty service members the opportunity to reach their educational goals.

*Children, Youth, and Teen Programs* -- Such programs focus on the needs of families in order to provide maximum access to useful, flexible, and affordable programs such as child development, social, recreational, and athletic programs. Children, youth and teens, ages 6 weeks to 18 years, are served in integrated, balanced, quality programs that support the continuum of the Marines family, on- and off base.

*New Parent Support Program* - Complementary to the Children, Youth and Teen Programs, the NPSP offers a wide range of support services to Marine families with children from birth through five years of age.

Marine and Family Services may also provide other services, such as counseling, family advocacy, fitness and recreation programs and exceptional family member support. Services vary by location.

## **Financial Assistance**

### **Financial Assistance**

Financial preparedness workshops are offered to the different units at MCB Quantico. One on one appointment's are offered to Active duty, Reservist, Dependents, Military Retirees and DoD Employee's working at MCB Quantico. The basic services offered are Basic Financial Planning, Money Management, Investment Planning and Retirement Planning.

Quantico is considered a high cost living area and you are encouraged to shop the area before you decide to sign any rental agreements or contracts pertaining to living accommodations. Check with the local Housing Office to see if they have a referral list available. If no list is available make sure you place your name on the housing list once you have checked in. The closer you are to base the higher the cost due to the convenience of the location. Remember to make sure that you have a military clause in your rental agreement.

If you have your automobile financed you are required to have full coverage per Virginia State Law. If the automobile has a free and clear title (you owe no money on the vehicle) you may be able to choose just liability insurance.

It is advised that you maintain your health insurance coverage from your last duty station area until you check in at Quantico. This will help you maintain coverage as you travel. If you cancel the insurance prior to leaving your old duty station you are no longer in the system and would not have coverage if an accident occurred. It is advised that you check with your current insurance carrier to make sure you comply with the policy you have as far as coverage is concerned.

Plan your move as far ahead as possible and refrain from taking advanced pay. If you have to take advance pay make sure that you incorporate the repayment amount in your new budget.

## Legal Assistance

### **Legal Services**

Marine Corps Legal Assistance programs provide free professional legal help to active duty and retired military members and their dependents. Legal assistance also helps certain survivors of deceased Armed Forces members. A legal assistance officer is a licensed attorney, though not always in the state where stationed. Legal Assistance attorneys give advice and help prepare legal documents and correspondence.

All the information the client discusses with a Legal Assistance Attorney is confidential and protected by the attorney-client privilege. The entire Legal Assistance staff zealously protects client confidentiality.

Before making a Legal Assistance appointment, you should do the following:

First, take logical steps to help yourself. If you find yourself in a legal dispute, try to talk to the other party before consulting an attorney. You can then give the attorney both sides of the story. You may find that the other party is reasonable and willing to resolve the matter. In your approach, be tactful and courteous. Many legal problems arise simply because the parties are discourteous and lose their tempers.

When you see your attorney, bring along all available documents, records, and correspondence about your question or problem. The nature of the information you provide will directly effect the quality of advice you receive.

If you need a document notarized, or a power of attorney, come in anytime during our normal work hours. Most banks will provide notary service for their customers free of charge. Additionally, many stationary stores will provide notary service for a nominal fee. According to Virginia law, a notary may charge no more than \$5.00 for a notary public service.

Remember, the most help you can give yourself is to use sound judgment and seek legal advice before acting on any legal or business matter.

Some things to remember:

- Attorney services by appointment only.
- Procedures regarding scheduled office appointments: Clients need to make child care arrangements for the date/time of their appointment. Children will not be permitted to attend the appointment with the attorney. Child care is not provided by this office. If the client arrives for their appointment with children, their appointment will be canceled and rescheduled to enable the client to make child care arrangements.
- Attorneys will not provide legal advice over the telephone.
- Walk-Ins. We have walk-in services on Tuesdays at 1:00 p.m. on a first-come, first-served basis. Patrons shall not be seen at this time for family law or estate planning issues. The only issues handled during Walk-ins will consist of Landlord/Tenant issues (lease review, eviction notices, landlord demand letters, etc.); Consumer Law (auto issues, credit card issues, cell phone issues, debt collection); and Emergency Issues, such as being served with court documents.
- Separation/Divorce Counseling. The provision of full separation/divorce services will be limited to the following categories: E-6 and below and O-3 and below, including eligible family members. Separation/Divorce services are not available to retirees, O-4's and above, Warrant Officers, and E-7's and above, or their eligible family members, at this time.
- Appointments are available by calling 703-784-3126/27.
- Please arrive 15 minutes prior to your scheduled appointment.
- All scheduled appointments are one-half hour and follow-up appointments will be scheduled accordingly.
- If you cannot make your scheduled appointment, please call to cancel as far in advance as possible.

### *Eligibility*

Legal assistance may be provided to active duty members of the U.S. Armed Forces (and Reservists scheduled for deployment) and their dependents, retired members of the U.S. Armed Forces and their dependents, and dependent survivors of active duty and retired members. This statutory authority does not extend to civilian employees. Before our attorneys can talk with you, our staff will have to complete what is called a "conflicts check" to ensure that we do not represent both parties in a dispute.

## **Deployment Support**

### **Family Deployment Support**

Preparing for a Deployment doesn't have to be stressful. Stop by the Marine Corps Family Team Building (MCFTB) Office, located in Little Hall, 2nd Deck, Room 202 or contact the Readiness and Deployment Trainer at 703-784-2687. Gather information on pre-deployment as well as during deployment support and return and reunion resources.

### **Family Support**

Looking for information on dealing with children during deployments.

Published materials are available through MCFTB. Operation Teddycare is here for you. Each child of a deployed service member can receive a Teddy bear along with a certificate for their support of the mission. Interested in being kept informed or opportunities of support and recreation open to families of deployed service members contact the [MCFTB Office](#), 703-784-2687.

### *Return and Reunion*

Excited about the [reunion](#)? Looking for information to aid in the transition? Contact MCFTB Office at 703-784-2687.

### [Prevention and Relation Enhancement Program \(PREP\)](#)

Looking to reconnect and enhance your communication skills, check out our PREP program. For further information call, 703-784-2518.

### *Workshops*

Post Deployment Support Group: For Military Spouses. Thankful they are home...but, who are they? Every Thursday of the month, 11:45 a.m. - 1:00 p.m., MCFTB House (Qtrs 122). Call 703-784-4220 or 703-784-2687 to sign up. No child care provided at this time.

Hearts Apart Support Group: For spouses of Deployed. Every Thursday of the month, 10:00 am - 11:30 am, MCFTB House. Call 703-784-4220 or 703-784-2687 to sign up. FREE child care: must call to sign up.

## **Health Care - Overview**

### **Moving With TRICARE**

Your [TRICARE](#) coverage is completely portable—meaning it moves with you. You're covered worldwide—both in transit to your new duty location and once you arrive—but depending on where you go you may use a different TRICARE health plan option. Additionally, you may have different steps depending on which health plan option you are using now.

#### *When Enrolled in a TRICARE Prime Option*

The TRICARE Prime options include TRICARE Prime and TRICARE Prime Remote in the United States, and TRICARE Prime Overseas and TRICARE Global Remote Overseas in regions outside of the United States. Follow these simple steps to ensure you have no break in coverage when you move.

1. Do not disenroll from your TRICARE Prime option before you move.
2. Once you arrive at your new location, update your personal information in the [Defense Enrollment Eligibility Reporting System \(DEERS\)](#) immediately.
3. Select a new primary care manager (PCM), when moving within the same region or submit a new Prime enrollment form within 30 days if you're moving to a new region.

Where you are moving will determine which Prime option you will enroll in.

### **Prime Options in the United States**

#### *TRICARE Prime*

TRICARE Prime is offered in Prime service areas—geographic areas typically located around a military treatment facility—throughout the country.

- North Region [Health Net Federal Services, Inc.](#), 1-877-TRICARE (1-877-874 2273)
- South Region [Humana Military Healthcare Services, Inc.](#) 1-800444-5445
- West Region [TriWest Healthcare Alliance](#) 1-888-TRIWEST (1-888-874-9378)

If you move to a new Prime service area, transfer your enrollment by submitting a TRICARE Prime Enrollment and PCM Change Form to your regional contractor. Be sure to include all family members who wish to use Prime on the form.

#### *TRICARE Prime Remote*

In non-Prime service areas, TRICARE offers TRICARE Prime Remote. To enroll, submit a TRICARE Prime Enrollment and PCM Change Form to your regional contractor. Any TRICARE-eligible family members living with you in a TRICARE Prime Remote area can enroll in TRICARE Prime Remote for Active Duty Family Members. Be sure to include them on the enrollment form.

### **Prime Options Outside of the United States**

#### *TRICARE Prime Overseas*

TRICARE Prime Overseas is offered in overseas areas where there are military treatment facilities or areas in which TRICARE has established a network of qualified host nation providers.

- TRICARE Europe Toll free: 1-888-777-8343; Commercial 011-49-6302-67-7432; DSN 314-496-7432 Fax Numbers: Commercial 011-49-6302-67-6374; DSN 314-496-6374 or [e-mail](#)
- TRICARE Pacific Toll free: 1-888-777-8343; Commercial 011-81-6117-43-2036; DSN: 643-2036; Remote Sites: 011-65-6-338-9277 Fax Numbers: Commercial 011-81-611-743-2037; DSN: 643-2037 or [e-mail](#)

- TRICARE Latin America & Canada (TLAC) Address: TAO-LAC, Bldg 38802, Ft Gordon GA 30905-5650; Toll free 1-888-777-8343; 1-706-787-2424; DSN: 773-2424 Fax Number 1-706-787-3024 or [e-mail](#)

If you move to an area in which TRICARE Prime Overseas is offered, transfer your enrollment by submitting a TRICARE Prime Enrollment Form to the nearest TRICARE Service Center. Command-sponsored family members who reside with you are eligible for TRICARE Prime Overseas. Be sure to include all family members who wish to use TRICARE Prime Overseas on the form.

#### *TRICARE Global Remote Overseas*

TRICARE Global Remote Overseas is a Prime option offered in designated remote overseas locations. If you move to an area in which TRICARE Global Remote Overseas is offered, you and any authorized family members living with you may enroll by submitting a TRICARE Prime Enrollment Form to the nearest TRICARE Service Center.

Before you move to another overseas area or to an area within the United States, contact the nearest TRICARE Service Center. Then, when you arrive in your new area, transfer your enrollment.

#### **When Using TRICARE Standard and Extra**

TRICARE Standard and Extra are available to family members only. Active duty service members are required to enroll in one of the Prime options described above.

TRICARE Standard and Extra are available throughout the United States and enrollment is not required. Any active duty family member who is registered in DEERS may use these programs by seeing any network or non-network providers that are authorized by TRICARE. In areas outside of the United States, active duty family members who don't want to use a Prime option may use TRICARE Standard Overseas by seeing qualified host nation provider.

If you're already using TRICARE Standard and Extra, moving is easy.

1. Once you arrive at your new location, update your personal information in the Defense Enrollment Eligibility Reporting System (DEERS) immediately.
2. Then, find TRICARE-authorized providers in your new area.

Here are a few things to remember about using TRICARE Standard and Extra in a new region

- In the U.S.: Visit your new regional contractor's Web site for a list of providers. Remember, if you see network providers, you'll be using the Extra option and pay lower copayments.
- Outside of the U.S.: Contact your TRICARE Service Center for help locating a qualified host nation provider. The TRICARE Extra option is not available in overseas areas.
- If you move to a new region, you'll have a new claims address for submitting your TRICARE claims.
- Learn your new region's prior authorization requirements because these requirements can differ by region.

#### **When Using TRICARE For Life**

TRICARE For Life—TRICARE's coverage for those who are eligible for Medicare—requires no enrollment and you'll have a smooth transition when you move. [TRICARE for Life](#) contact information: WPS TRICARE For Life, P.O. Box 7889, Madison, WI 53707-7889; 1-866-773-0404; TDD 1-866-773-0405

- Once you arrive at your new location, update your personal information in the Defense Enrollment Eligibility Reporting System (DEERS) immediately.
- Find Medicare providers in your new area.

If you move overseas, your TRICARE For Life coverage may change depending on where you move. In U.S. Territories such as Guam, Puerto Rico and the U.S. Virgin Islands, TRICARE For Life coverage works the same as the stateside program. But, in all other overseas locations, TRICARE For Life Overseas works differently because Medicare does not provider coverage in most overseas locations. Therefore, TRICARE is the primary payer. You can get care from any host

nation provider and you will be responsible for TRICARE deductibles and cost shares.

Contact the TRICARE Area Office for the overseas area where you are moving or the nearest American Embassy Health Unit for assistance finding a host nation provider.

### **Getting Care Along the Way**

- Routine Medical and Dental Care—Get it before you go.

Before you move, make sure you've received any routine medical or dental care you think you might need during the time you'll be traveling. Or, delay the care until you get to your new duty location.

- Emergency Care in the United States—Call 911 or go to the nearest emergency room.

TRICARE defines emergency care as medical services provided for a sudden or unexpected medical or psychiatric condition, or the sudden worsening of a chronic (ongoing) condition that is threatening to life, limb, or sight and needs immediate medical treatment, or which has painful symptoms that need immediate relief to stop suffering. If you're traveling near a military treatment facility (MTF), you should go to the MTF or military dental treatment facility for emergency services. If you are hospitalized in a civilian facility for more than 24 hours, contact your regional contractor

- Urgent care in the United States—Coordinate with your PCM and/or regional contractor

TRICARE defines urgent care as medical care for a condition that will not result in disability or death if not treated immediately but should be treated within 24 hours to avoid further complications. If you are in a Prime program, you must coordinate urgent care with your primary care manager and/or regional contractor before receiving care. If you are in TRICARE Standard and Extra or TRICARE For Life, you can receive care as you normally would. You should, however, contact your contractor as soon as possible to coordinate any prior authorizations that are needed.

- Emergency or Urgent care Overseas—Contact closest TRICARE Area Office or TRICARE Global Remote Call Center.

You don't need prior authorization for emergency or urgent care but the TRICARE Area Office or TRICARE Global Remote Call Center will help you find the best care available in the overseas area in which you are traveling.

### **Filling Prescriptions on the Road**

You should have all your prescriptions filled before you leave, but if you need a prescription filled while you're traveling in the United States, you have several options:

- If near an MTF, fill the prescription at the MTF pharmacy.
- Find the closest TRICARE network pharmacy.
- If a network pharmacy is not available, you can visit a non-network pharmacy. In this case, you may have to pay up front for your medications and file a claim with Express Scripts, Inc., for reimbursement. For more details, visit the [TRICARE web site](#)
- The mail-order option is not recommended for a prescription you need right away, but if you'll be traveling for a long time, you can arrange for any regular prescriptions to be filled via the mail-order pharmacy.

Your pharmacy coverage is limited overseas:

- TRICARE network pharmacies are only located in the United States, Puerto Rico, Guam and the U.S. Virgin Islands. You can have prescriptions filled at host-nation pharmacies, if necessary. Host-nation pharmacies are treated the same as non-network pharmacies. If you have prescriptions filled at a host-nation pharmacy, you should expect to pay for the total amount up front and file a claim with Wisconsin Physicians Service for partial reimbursement. To learn more about pharmacy claims, visit the [TRICARE web site](#).

- To use the mail-order pharmacy overseas, the prescription must be from a U.S. licensed provider and you must have an APO or FPO address.

### **If You Have Questions**

Your regional contractors and TRICARE Area Offices are available to answer your questions. These offices are listed above. Find even more information about moving, updating DEERS, the TRICARE regions and much more at the [TRICARE web site](#).

### **Installation Specific Information**

#### *Naval Health Clinic*

The primary source of medical care for Marine Corps Base is the Naval Health Clinic (NHC), Quantico, located at 3259 Catlin Ave., near Lejeune Hall, the Marine Corps Base headquarters. The clinic does not have emergency medical services available. Life threatening injuries and illnesses that require immediate treatment should be evaluated at the nearest emergency room, and can be accessed by dialing 911.

Patients enrolled in TRICARE Prime you must call (877) TRICARE 874-2273 for authorization for acute out-of-the-area medical care. The mission of the clinic is to provide and coordinate health care and wellness services for active duty members to maximize readiness. The clinic provides services to all eligible beneficiaries who have enrolled in TRICARE Prime at NHCL Quantico.

Normal operating hours for the clinic are 7:30 a.m. to 6 p.m., Monday through Friday. The clinic has limited after-hours services Monday through Friday 4 p.m. to 6 p.m. The clinic is closed on Saturdays, Sundays and all Federal Holidays.

The clinic has the following medical specialists: family practice, primary care, pediatrics, sports medicine, flight surgeon, internal medicine, mental health, optometry, occupational/preventive medicine, radiology, social services and physical therapy. Visiting physicians from the National Naval Medical Center, Bethesda and other military treatment facilities provide specialty care on a limited basis in cardiology, pediatric urology, endocrinology, ENT, hematology/oncology, neurology, OB/GYN, occupational therapy, ophthalmology, dermatology, orthopedics, prenatal care, and pulmonary. All appointments for specialists are by referral only. The clinic has a toll-free phone line at 1-888-784-1802.

There are two other branch health clinics located on the Base. The David R. Ray Branch Health Clinic, located at The Basic School and John H. Bradley Branch Health Clinic, Officer's Candidate School provide the same services (except specialty) as the main clinic but are reserved for active duty military personnel only.

#### *Dental Clinic*

The main dental clinic is located on the second floor in the south end of the Naval Health Clinic. Other clinics on base are located at The Basic School in the David R. Ray Branch Health Clinic and the Marine Corps Air Facility, Building 2100. Military personnel are provided complete dental services, although some specialty care may require referrals to other military or civilian clinics. Routine examinations, annual Deployment Health Screenings, Active Duty sick call and records check-in/check-out are available daily from 7:30 to 8:30 a.m. and records are available from 7:30 to 11:00 and 12:30 to 2:00 p.m. and 12:30 to 2:00 p.m.

Due to current military dental readiness and health requirements, family members and retirees are not routinely seen. Family members and retirees are encouraged to use their respective TRICARE Dental Plans for their dental health needs. Individuals with emergency dental problems requiring immediate attention on weekends, holidays or after 3:30 p.m. on normal workdays may receive treatment at Potomac or Mary Washington Hospital's emergency rooms.

## **Health Care - Special Needs**

### **Exceptional Family Member Program**

The [Exceptional Family Member Program](#) (EFMP) is mandatory for all family members who have been identified with a special medical or educational need. Enrolling in the EFMP ensures that the family member's medical needs will be considered during the assignment coordination process.

### **Military Treatment Facility**

The clinics and services available at [Military Treatment Facilities](#) vary by location. Before you move, identify the MTF that will serve you, visit the MTF's website to learn about the clinics and services available and to get relevant contact information.

### **Moving to a New TRICARE Region**

If you anticipate a move to another [TRICARE region](#), work with your local TRICARE Service Center (TSC) or case manager before your move to ensure the transition is as smooth as possible. On arrival at the new duty location, your sponsor should contact the Beneficiary Counseling and Assistance Coordinator (BCAC) or TSC to ensure the transition plans are in place and to obtain authorizations for TRICARE [Extended Care Health Option](#) (ECHO) services, if applicable.

### **Beneficiary Counseling and Assistance Coordinator (BCAC)**

All TRICARE Regional Offices and most MTFs are staffed with [BCACs](#) (formerly known as Health Benefits Advisors.) [BCACs](#) provide information, guidance and assistance on benefit options, TRICARE Prime enrollment, special authorizations, status of claims and eligibility, plus assistance with referrals and appointments. If you or your family member has a more severe medical need, contact your assigned [case manager](#).

### **Case Management**

Case management involves a team of health care professionals who help you and your family to find solutions to complex health problems. It is important to inform your case manager if you are moving as he/she will connect you with the case manager at your new location.

### **Extended Care Health Option (ECHO)**

TRICARE [ECHO](#) provides financial assistance to beneficiaries of active duty service members who qualify based on specific mental or physical disabilities. ECHO offers an integrated set of services and supplies beyond the basic TRICARE program. ECHO is administered by regional contractors in the TRICARE North, South, and West Regions and by TRICARE Regional Offices in overseas locations.

### **Transporting Medical Equipment**

Your [Installation Transportation Office](#) has special procedures to follow for the transportation of medical equipment that is necessary for medical treatment required by the sponsor or family member. Some types of medical equipment may be shipped in the same manner as Professional Books, Papers, and Equipment (PBP&E).

### **Federal and State Health Care Programs**

*Medicaid* - [Medicaid](#) pays for medical assistance for certain individuals and families with low incomes and resources. State Medicaid programs are usually administered by departments of social service or departments of medical assistance.

*Supplemental Security Income (SSI)* - [SSI](#) is a cash assistance program intended to meet basic needs for food, clothing and shelter for those who are aged, blind or disabled. It provides cash to meet basic needs for food, clothing, and shelter. Families must reapply upon each move to another state.

*Title V of the Social Security Act* - Many states have services for children with special health care needs that are funded by the Maternal and Child Health Services Block Grant, or [Title V](#). State departments of health web sites and local health departments will provide information on state health benefits for children with special health care needs. The Maternal and Child Health Bureaus' web site has Title V information organized by State that provide you with [Title V points of](#)

[contact](#) and other pertinent information.

### **Other Important Resources**

*Debt Collection Assistance Officer (DCAO)* - TRICARE has a [DCAO](#) assigned to TRICARE Regional Offices and MTFs worldwide to help beneficiaries understand and get assistance with debt collection problems related to TRICARE. Individuals who have received a notice from a collection agency or a negative credit report because of a medical or dental bill should be referred to the nearest [DCAO](#).

*Family Voices* - [Family Voices](#) is a national, grassroots clearinghouse for information and education concerning the health care of children with special health needs. Family Voices also has [State points of contacts](#) with useful links to State programs and organizations.

### **Installation Specific Information**

#### *Educational and Developmental Intervention Services (EDIS)*

EDIS is an early intervention program for infants and toddlers living on Quantico Marine Base. It provides an array of services to include developmental screenings and evaluations, service coordination, referrals and therapy services for children who meet the program eligibility requirements. EDIS offers services for children from birth up to 3 years of age. At age 3, the Quantico schools offer these services.

There are two ways to qualify for services. Some infants who are born early, or who have a condition diagnosed at birth, may be eligible for services. Children may also qualify if they have a certain amount of delay in their development. With the parent's permission and participation, EDIS will conduct an evaluation to find out how your child is doing in all areas of development.

EDIS offers physical therapy, occupational therapy, special education services, speech and language services, and social work services. If your child qualifies for the program and you are interested in receiving services, an Individualized Family Service Plan (IFSP) will be written with you to define what you want your child to learn to do, and the service(s) that are needed to meet your goals.

All EDIS services are provided in the child's natural environment. Most often this is the home, but EDIS can also see your child at the Child Development Center, FCC home, or in other settings such as Library Story Time, play groups through the New Parent Support Program, or even at locations such as a playground.

Marine families living off the base should contact their local county early intervention program for services.

#### *Exceptional Family Member Program (EFMP)*

Reminder: Children receiving Early Intervention Services must be enrolled in the Exceptional Family Member Program (EFMP). Reference: MCO 1754.4

The Exceptional Family Member Program (EFMP) is a mandatory enrollment program for active duty personnel with family member(s) that have diagnosed medical or educational conditions per MCO P1754.4A. The primary goal of the EFMP is to ensure that the special medical and educational needs of the family member can be met before, during and after relocation due to Permanent Changes of Station (PCS) orders.

Enrollment into the program requires completion of DD Form 2792 (Exceptional Family Member Medical Summary) on the diagnosed family member and/in addition to DD Form 2792-1 (Exceptional Family Member Special Education/Early Intervention Summary) for school age children on an Individualized Educational Plan (IEP). Upon completion of the necessary form(s), the process for category assignment will take approximately 6-8 weeks.

Depending on the severity of the diagnosed condition and the treatment required, a service member can receive a category assignment of one of the following:

- Category 1: Needs generally do not limit assignment
- Category 2: Pinpoint assignment overseas and within the Continental United States
- Category 3: No overseas assignment

- Category 4: Major medical areas within the Continental United States

Service members will be required to update their enrollment every two years by completing the above mentioned forms and enrollment in the program remains in effect until the medical/educational condition is no longer a consideration. You may dis-enroll from the program by completing the DD form 2792 and/or 2792-1 with documentation from a medical doctor stating that services are no longer needed.

Benefits of EFMP include access to information on groups and programs, assignment for priority housing for category 4 active duty personnel, advocacy, and support services.

## **Education - Special Education/EIS**

### **Educational and Developmental Intervention Services**

The NY/VA DDESS District provides services to students with disabilities in three separate geographic locations in the following grade levels:

Grades PK – 12 at Marine Corps Base Quantico – Quantico, VA

Grades PK – 8 at Dahlgren School – Dahlgren, VA

Grades PK – 8 at the United States Military Academy – West Point, NY

The Department of Defense has two programs that provide services to children with developmental delays and disabilities, in accordance with the Individuals with Disabilities Education Act (IDEA).

### **Infants and Toddlers (birth to 3 years old)**

Educational and Developmental Intervention Services (EDIS) is a military medical department program that provides early intervention services to infants and toddlers from birth until three years of age. EDIS is available at all locations where there is a DoD school.

### **School Age (3-21 years)**

The Department of Defense Education Activity (DoDEA) provides special education to children from 3 through 21 years of age who have a disability. Various grade level services are available at different installations.

### **Services Available**

*Preschool (3-5 years of age):* At least one elementary school per site in NY/VA DDESS has a preschool program for children with developmental delays or identified disabilities.

*Autism Spectrum Disorder (ASD):* The schools in NY/VA DDESS can provide services for students with the diagnosis of autism who require a minimal level of service, individual support or more intensive special education services. The schools provide direct instruction in the general education classroom or in a resource room in accordance with a student's needs.

*Communication/Speech Impaired:* The schools can provide comprehensive speech and language services in individual, small group, and/or general education classroom settings.

*Emotionally Impaired:* Part time services are available on an as-needed basis to support children in the general education classroom or resource room setting. Comprehensive services to address all of a student's needs may not be available within the schools. In a few instances, special education and related services that address all of a student's needs may not be able to be provided within the DoDEA schools. When such an occurrence arises, the Case Study Committee must locate an appropriate educational setting outside of the installation within surrounding jurisdictions that can address all of a student's needs, including transportation, at no cost to the parent.

*Intellectual Disability (Mental Retardation):* The schools in NY/VA DDESS located at West Point and Quantico can provide services for students with moderate to severe mental retardation who require a specialized environment for the majority of the school day. A specialized curriculum, including training in activities of daily living and pre-vocational support are available at these two sites. Students with moderate to severe mental retardation enrolled at Dahlgren School may be recommended for an off-site placement.

*Specific Learning Disability:* The schools in NY/VA DDESS can provide services for students with learning disabilities who might need to be in a resource room up to the majority of the day.

*Hearing Impaired:* Students with deafness who require services of a Teacher of Hearing Impaired (HI) within a HI program are likely to be recommended for placement in one of the surrounding jurisdictions as there is no Teacher of HI on staff at any of the sites in NY/VA DDESS. For students with milder hearing impairments, a variety of support services

including interpreter services, HI Teacher consultative services (both of these services require a 4-6 week turn-around time to obtain contracts), classroom accommodations and/or modifications, and speech/language therapy services are available in the schools.

*Visually Impaired:* There is no Teacher of Visual Impairment on staff at any of the sites in NY/VA DDESS. Students with blindness/visual impairments who require comprehensive VI services may receive these services in the NY/VA DDESS, however, there is a 4-6 week turn-around time to contract for this service and for orientation and mobility services. Ongoing support is provided for students with low vision in a general education classroom with accommodations/modifications such as large print books, magnified texts, environmental modifications for light control and/or preferential seating.

### **Special Education Records**

Parents of children enrolled in special education should hand-carry all pertinent school and medical documents to include their children's Individualized Education Program (IEP), current testing and evaluation reports.

If your child requires specialized equipment (for example large print books, an FM trainer, or Braille services) contact the Area Special Education Coordinator in NY/VA DDESS at Marine Corps Base Quantico.

### **Installation Specific Information**

#### *Special Education and Related Services*

Special education and related services are provided at all of the base schools to address the needs of all students ages 3 -21 years old in grades PK - 12 who meet DoDEA eligibility criteria. Students must reside in base housing to enroll in the base schools and to be considered for eligibility to receive special education services. In most cases, services are provided in the DoDEA schools located on the military installation. This service delivery model is in support of the inclusive philosophy held by DoDEA in which students are educated to the maximum extent possible with non-disabled peers in their neighborhood schools. Students with disabilities may receive special education support services in general education settings. In some instances, students with disabilities may receive individual and/or small group instruction in general education or resource room settings.

In a few instances, special education and related services that address all of a student's needs may not be able to be provided within the DoDEA schools. When such an occurrence arises, the Case Study Committee must locate an appropriate educational setting outside of the installation that can address all of a student's needs, including transportation, at no cost to the parent. Students with deafness who require services of a Teacher of Hearing Impaired (HI) within a HI program are likely to be recommended for placement in one of the surrounding jurisdictions. There is no Teacher of HI on staff at MCB Quantico. Historically, the Prince William County Schools District has provided qualitative program-based services for students with deafness.

For students with milder hearing impairments, a variety of support services including interpreter services (requires a 4-6 week turn-around time to contract for this service), classroom accommodations and/or modifications, and speech/language therapy services are available in the schools.

Students with visual impairments are served in the base schools, however, there could be a 4-6 week turn-around time to contract for this service as there is no Teacher of Visual Impairment on staff at MCB Quantico.

### **Pre-School**

Universal preschool services are available for all four year olds who meet the district age requirement. Preschool Services for Children with Disabilities (PSCD) are available to children ages 3-5 with developmental delays and disabilities. There is a wide range of services provided to children in the PSCD programs to promote a continuum that includes services with non-disabled peers in the schools and/or the community. In some individual cases, services are provided in the home setting.

### **Contacts**

*Pupil Personnel Services Coordinator*  
New York/Virginia DDESS District

MCB Quantico  
PPS Office  
3308 John Quick Road  
Quantico, VA 22134

703-432-0281  
Fax: 703-432-1130

## **Local Community EDIS Information**

### *Exceptional Family Member Program*

The [Exceptional Family Member Program \(EFMP\)](#) is mandatory for all family members who have been identified with a special medical or educational need. Enrolling in the EFMP ensures that the family member's medical needs will be considered during the assignment coordination process.

### *Children from Birth to Three Years of Age*

The Individuals with Disabilities Education Act (IDEA) requires all States and territories to provide [early intervention services](#) to children from birth to age three who are developmentally delayed, or who are at high risk of being developmentally delayed. Early intervention services may be provided by local school districts or health departments. There is no common name across States for the programs, but you may hear them referred to as Part C programs (because Part C is the section of the IDEA that pertains to early intervention).

The [National Early Childhood Technical Assistance Center](#) provides a list of State Part C directors and funded programs at their web site. [Military OneSource](#) can identify local early intervention programs for you.

- Parents of children who receive early intervention services should hand-carry a copy of the Individual Family Service Plan (IFSP) and most current evaluation reports to the new location.

### *Children from 3 through 21 Years of Age*

The Individuals with Disabilities Education Act (IDEA) requires all States and Territories to provide [special education services](#) to children who are from 3 through 21 year of age. Each local school district has a special education director, and each school should have a case study committee or school based committee (terms differ) that attends to special education students' needs.

Parents of children receiving special education and related services should hand-carry all pertinent school and medical documents to include their children's Individualized Education Program (IEP) and current testing and evaluation reports to the new school.

The IDEA requires that if a child transfers to a district in the same state, the receiving school must provide comparable services to those in the child's IEP from the sending district's until the new school develops and implements a new IEP. If a child transfers to another State, the receiving district must provide comparable services to those in the child's IEP from the sending district until the receiving district completes an evaluation and creates a new IEP.

*Others who can help you:*

- *Parent Training and Information Centers* Each state is home to at least one Parent Training and Information Center (PTI). PTIs serve families of children and young adults from birth to age 22 with all disabilities: physical, cognitive, emotional, and learning. They help families obtain appropriate education and services for their children with disabilities; work to improve education results for all children; train and inform parents and professionals on a variety of topics; resolve problems between families and schools or other agencies; and connect children with disabilities to community resources that address their needs. [The Technical Assistance Alliance for Parent Centers](#) provides addresses and phone number of the centers in your state.
- *STOMP (Specialized Training of Military Parents)* is a federally funded Parent Training and Information (PTI) Center established to assist military families who have children with special education or health needs. The staff of the [STOMP Project](#) are parents of children who have disabilities and have experience in raising their children in military communities and traveling with their spouses to different locations.

Washington PAVE  
STOMP Project  
6316 So. 12th St.  
Tacoma, WA 98465  
253-565-2266 (v/tty)  
1-800-5-PARENT (v/tty)  
Fax: 253-566-8052  
[Email](#)

## **Contact Information**

3250 Catlin Avenue  
Marine Corps Base  
Quantico, VA 22134-5001  
Phone 703-784-4961/2 / 800-336-4663  
Phone (DSN) 312-278-4961/2  
Fax 703-784-0859  
Fax (DSN) 312-784-0859  
[Email](#)  
[Website](#)

### **Automotive Services**

*FIRESTONE TIRE/AUTO CENTER*  
3141 Barnett Ave  
Quantico, VA 22134  
Phone 703-432-TIRE (8473)  
Fax 703-784-0338  
[Email](#)  
[Website](#)  
Monday - Friday 6:00 a.m. - 5:30 p.m.  
Saturday 7:00 a.m. - 2:00 p.m.  
Sunday and Federal Holidays - Closed

### **Beauty/Barber Shops**

*Barber Shops*  
3500 Russell Road  
Quantico, VA 22134  
Phone 703-640-6497  
Fax 703-432-8832  
[Email](#)  
[Website](#)  
Monday - Friday 7:00 a.m. - 5:00 p.m.  
Saturday 9:00 a.m. - 1:00 p.m.  
Sunday and Federal Holidays - Closed

### **Chapels**

*Command Religious Program*  
3250 Catlin Avenue  
Suite 112  
Quantico, VA 22134  
Phone 703-784-2131  
Phone (DSN) 312-278-2131  
Fax 703-784-4313  
[Email](#)  
[Website](#)  
Monday - Friday 7:30 a.m. - 5:00 p.m.  
Saturday, Sunday and Federal Holidays - Closed

### **Adult Education Centers**

*Life Long Learning Program (LLL)*  
3088 Roan Street  
Quantico, VA 22134  
Phone 703-784-3308 / 703-784-4309  
Phone (DSN) 312-278-3308/4309  
[Email](#)  
[Website](#)  
Monday - Thursday 7:30 a.m. - 5:30 p.m.  
Friday 7:30 a.m. - 4:30 p.m.  
Saturday, Sunday and Federal Holidays - Closed

### **Barracks/Single Service Member Housing**

*Billeting Office - BOQ/BEQ*  
*Liversedge Hall*  
Building 15  
Quantico, VA 22134  
Phone 703-784-3149 / 703-432-1341  
Phone (DSN) 312-278-3149  
Fax 703-784-1347  
[Email](#)  
[Website](#)  
Open 24 hours - 7 days a week

### **Beneficiary Counseling Assistance Coordinators**

*TRICARE Service Center*  
*Naval Health Clinic*  
3259 Catlin Avenue  
Quantico, VA 22134  
Phone 1-877-TRICARE (874-2273)  
Fax 703-784-1504  
[Email](#)  
[Website](#)  
Monday - Friday 7:30 a.m. - 4:00 p.m.  
Walk-in only.  
Saturday, Sunday and Federal Holidays - Closed

### **Child Development Centers**

*Child Development Center*  
3311 Purvis Road  
Quantico, VA 22134  
Phone 703-784-2716 / 703-784-4470  
Phone (DSN) 312-278-2716/4470  
Fax 703-784-4735  
[Email](#)  
[Website](#)  
Monday - Friday 6:00 a.m. - 6:00 p.m.  
Saturday, Sunday and Federal Holidays - Closed

**Child and Youth Registration and Referral***Resource and Referral Program*

3311 Purvis Road

Quantico, VA 22134

Phone 703-784-0674 / 703-784-4453

Phone (DSN) 312-278-0674/4453

Fax 703-784-0612

[Email](#)[Website](#)

Monday - Friday: 7:30 a.m. - 4:30 p.m.

Saturday, Sunday and Federal Holidays - Closed

**Commissary/Shoppette***Commissary*

3400 Russell Rd

Quantico, VA 22134

Phone 703-432-8099 / 703-432-8100

Fax 703-784-2030

[Email](#)[Website](#)

Monday - Friday 9:00 a.m. - 8:00 p.m.

Saturday 8:00 a.m. - 7:00 p.m.

Sunday 8:00 a.m. - 6:00 p.m.

**Deployment/Mobilization***Marine Corps Family Team Building - Deployment Support*

2034 Barnett Avenue

Quantico, VA 22134

Phone 703-784-2687

Phone (DSN) 312-278-2687

Fax 703-432-0317

[Email](#)[Website](#)

Monday - Friday 7:30 a.m. - 4:00 p.m.

Saturday, Sunday and Federal Holidays - Closed

**DoD Schools***Ashurst Elementary School*

4320 Dulaney Street

Quantico, VA 22134

Phone 703-221-4108 / 703-221-4109

Phone (DSN) 312-278-4108

Fax 703-784-2694

[Email](#)[Website](#)

Monday - Friday 7:30 a.m. - 4:00 p.m.

Saturday, Sunday and Federal Holidays - Closed

**Civilian Personnel Office***Civilian Human Resource Office*

2004 Barnett Avenue

Quantico, VA 22134

Phone 703-784-2049

Phone (DSN) 312-278-2049

Fax 703-784-2048

[Website](#)

Monday - Friday 8:00 a.m. - 4:30 p.m.

Saturday, Sunday and Federal Holidays - Closed

**Dental Clinics***Dental Clinic*

3259 Catlin Ave

Quantico, VA 22134

Phone 703-784-2802 / 703-784-2803

Phone (DSN) 312-278-2802/3

Fax 703-784-5968

[Email](#)[Website](#)

Monday - Friday 6:45 a.m. - 3:30 p.m.

Saturday, Sunday and Federal Holidays - Closed

**DoD Schools***Quantico Dependents School System (New York & Virginia District DDESS)*

3308 John Quick Road

Suite 201

Quantico, VA 22134

Phone 703-784-2319 / 703-432-1378

Phone (DSN) 312-278-2319

Fax 703-784-3100

[Email](#)[Website](#)

Monday - Friday 7:30 a.m. - 4:30 p.m.

Saturday, Sunday and Federal Holidays - Closed

**DoD Schools***John H. Russell Elementary School*

3301 Purvis Road

Quantico, VA 22134

Phone 703-221-4161 / 703-221-4162

Phone (DSN) 312-278-1773

Fax 703-784-4870

[Email](#)[Website](#)

Monday - Friday 7:30 a.m. - 4:00 p.m.

Saturday, Sunday and Federal Holidays - Closed

**DoD Schools**

*Burrows Elementary School*  
 3308 John Quick Road  
 Quantico, VA 22134  
 Phone 703-640-6118 / 703-640-7585  
 Phone (DSN) 312-278-1740  
 Fax 703-784-1353

[Email](#)  
[Website](#)

Monday - Friday 7:30 a.m. - 4:00 p.m.  
 Saturday, Sunday and Federal Holidays - Closed

**DoD Schools**

*Quantico Middle/High School*  
 3307 Purvis Road  
 Quantico, VA 22134  
 Phone 703-784-0303 / 703-784-0304  
 Phone (DSN) 312-278-0303  
 Fax 703-784-4851

[Email](#)  
[Website](#)

Monday - Friday 7:30 a.m. - 4:00 p.m.  
 Saturday, Sunday and Federal Holidays - Closed

**Educational and Developmental Intervention Services (EDIS)**

*Educational and Developmental Intervention Services (EDIS)*  
 3259 Catlin Avenue  
 Educational & Developmental Intervention Services  
 Naval Medical Clinic  
 Quantico, VA 22134-6050  
 Phone 703-784-1741 / 703-784-0161  
 Phone (DSN) 312-278-1741/0161  
 Fax 703-784-0251

[Email](#)  
[Website](#)

Monday - Friday 7:30 a.m. - 4:00 p.m.  
 Saturday, Sunday, and Federal Holidays - Closed

**Emergency Relief Services**

*Navy Marine Corps Relief Society (NMCRS)*  
 2034 Barnett Ave  
 Quantico, VA 22134  
 Phone 703-784-9754/55 / 800-949-2844  
 Phone (DSN) 312-278-9754  
 Fax 703-640-6751

[Email](#)  
[Website](#)

Monday-Friday - 8:00 a.m. - 4:00 p.m.  
 Saturday, Sunday and Federal Holidays - Closed

**Emergency Relief Services**

*American Red Cross*  
 2034 Barnett Avenue  
 Room 209  
 Quantico, VA 22134  
 Phone 703-784-3113 / 703-368-4511  
 Phone (DSN) 312-278-3113  
 Fax 703-784-2817

[Email](#)  
[Website](#) [Website](#)

Monday - Friday - 8:00 a.m. - 4:00 p.m.  
 Saturday, Sunday and Federal Holidays - Closed

**Exceptional Family Member Program/Special Needs**

*Exceptional Family Member Program (EFMP)*  
 Quarters 122 Neville Road  
 Quantico, VA 22134  
 Phone 571-931-0524  
 Fax 571-931-0539

[Email](#)  
[Website](#)

Monday - Friday 8:00 a.m. - 4:15 p.m.  
 Saturday, Sunday and Federal Holidays - closed

**Exchange(s)**

*Package Store/Gas Station*  
 3500B Russell Road  
 Quantico, VA 22134  
 Phone 703-432-8151 / 703-432-8152  
 Fax 703-432-8832

[Email](#)  
[Website](#)

Monday - Friday 6:00 a.m. - 9:00 p.m.  
 Saturday 8:00 a.m. - 9:00 p.m.  
 Sundays and Holidays 9:00 a.m. - 7:00 p.m.  
 Gas Station Pumps Open 24 Hours

**Exchange(s)**

*7-Day Store*  
 3048 Barnett Avenue  
 Quantico, VA 22134  
 Phone 703-784-2712  
 Fax 703-432-8832

[Email](#)  
[Website](#)

Monday - Friday 6:00 a.m. - 8:00 p.m.  
 Saturday - Sunday 8:00 a.m. - 10:00 p.m.  
 Holidays 8:00 a.m. - 10:00 p.m.

**Exchange(s)**

*Marine Corps Exchange*  
 3500 Russell Road  
 Quantico, VA 22134  
 Phone 703-432-8800  
 Fax 703-432-8832

[Email](#)  
[Website](#)

Monday - Saturday 9:00 a.m. - 8:00 p.m.  
 Sunday 10:00 a.m. - 6:00 p.m.

**Family Advocacy Program**

*Family Advocacy Program*  
 2034 Barnett Avenue  
 Quantico, VA 22134  
 Phone 703-784-2570 / 703-784-3523  
 Phone (DSN) 312-278-2570/3523  
 Fax 703-784-1083

[Email](#)  
[Website](#)

Monday - Friday 7:30 a.m. - 5:00 pm.  
 Saturday, Sunday and Federal Holidays - Closed

**Family Center**

*Marine and Family Services*  
 3019 Embry Loop  
 Quantico, VA 22134  
 Phone 703-784-2650/2659 / 1-800-336-4663  
 Phone (DSN) 312-278-2650/2659  
 Fax 703-784-0859  
 Fax (DSN) 312-278-2603

[Email](#)  
[Website](#)

Monday - Friday 8:00 a.m. - 4:15 p.m.  
 Saturday, Sunday and Federal Holidays - Closed

**Family Child Care/Child Development Homes**

*Family Child Care (FCC)*  
 3311 Purvis Road  
 Room #102  
 Quantico, VA 22134  
 Phone 703-784-2011  
 Phone (DSN) 312-278-2011  
 Fax 703-784-0612

[Email](#)  
[Website](#)

Monday - Friday 7:00 a.m. - 3:30 p.m.  
 Saturday, Sunday and Federal Holidays - Closed

**Finance Office**

*Finance Office*  
 2034 Barnett Avenue  
 Quantico, VA 22134  
 Phone 703-784-2400/01/02 / 703-784-2403  
 Phone (DSN) 312-278-2400/01  
 Fax 703-432-0301

[Website](#)

Monday, Tuesday, Thursday and Friday 8:00 a.m. - 4:30 p.m.  
 Wednesday 8:00 a.m. - 11:30 a.m.  
 Wednesday 11:30 a.m. - 4:30 p.m. Closed for training.  
 Saturday, Sunday and Federal Holidays - Closed

**Financial Institutions**

*Bank of America Military Bank*  
*Quantico Town Banking Center*  
 301 Potomac Ave  
 Quantico, VA 22134  
 Phone 703-640-9200 / 703-640-9202  
 Fax 703-640-9204

[Email](#)

Monday - Friday 9:00 a.m. - 5:00 p.m.  
 Saturday 9:00 a.m. - 12:00 p.m.  
 Sunday and Federal Holidays - Closed

**Financial Institutions**

*Bank of America Military Bank*  
*Quantico USMC Banking Center*  
 3500 Russell Road  
 Quantico, VA 22134  
 Phone 703-630-1775  
 Fax 703-445-0628

[Email](#)

Monday - Friday 8:00 a.m. - 5:00 p.m.  
 Saturday 9:00 a.m. - 1:00 p.m.  
 Sunday and Federal Holidays - Closed

**Financial Institutions**

*Marine Federal Credit Union*  
 3380 Russell Road  
 Quantico, VA 22134  
 Phone 1-800-225-3967 Ext: 5572 / 1-800-225-3967 Ext:  
 5428  
 Fax 703-441-1991

[Email](#)  
[Website](#)

Monday - Friday - 9:00 a.m. - 5:00 p.m.  
 Saturday, Sunday and Federal Holidays - Closed

**Financial Institutions**

*Bank of America Military Bank*  
*FBI Academy Banking Center*  
 FBI Academy Bldg. 9  
 Quantico, VA 22135  
 Phone 703-630-2930 / 703-630-2934

[Email](#)

Monday - Friday 8:00 a.m. - 3:00 p.m.  
 Saturday, Sunday and Federal Holidays - Closed

**Gymnasiums/Fitness Centers**

*Semper Fit Program*  
 2073 Barnett Ave  
 Barber Physical Activity Center  
 Quantico, VA 22134  
 Phone 703-432-0590 / 703-784-2003  
 Phone (DSN) 312-278-2003  
 Fax 703-432-0588

[Email](#)  
[Website](#)

Monday - Friday - 4:00 a.m. - 9:00 p.m.  
 Saturday and Sunday 9:00 a.m. - 5:00 p.m.  
 Holiday Hours 9:00 a.m. - 5:00 p.m.

**Household Goods/Transportation Office (inbound)**

*Joint Personal Property Shipping Office (JPPSO)*  
 9325 Gunston Road  
 Fort Belvoir, VA 22060-5580  
 Phone 800-762-7186  
 Phone (DSN) 312-656-4900  
 Fax 703-806-4553

[Email](#)  
[Website](#)

Monday - Friday 8:00 a.m. - 4:30 p.m.  
 Saturday, Sunday and Federal Holidays - Closed

**Housing Office/Government Housing**

*Lincoln Military Housing Office (PPV)*  
 13201 Perkins Street  
 Quantico, VA 22134  
 Phone 703-432-8500  
 Fax 703-432-8501

[Email](#)  
[Website](#)

Monday - Friday 7:00 a.m. - 4:30 p.m.  
 Saturdays 9:00 a.m. - 1:00 p.m.  
 Sundays and Federal Holidays - Closed

**Golf Courses**

*Medal of Honor Golf Course*  
 3313 Fuller Road  
 Quantico, VA 22134  
 Phone 703-784-2424 / 703-784-2463  
 Phone (DSN) 312-278-2424

[Email](#)  
[Website](#)

Monday - Friday - 8:00 a.m. - Dusk  
 Saturday, Sunday and Holidays - 8:00 a.m. - Dusk

**Hospital/Medical Treatment Facility(s)**

*Naval Health Clinic*  
 3259 Catlin Ave  
 Quantico, VA 22134  
 Phone 703-784-1725 / 703-784-1699 / 1-888-784-1802  
 Phone (DSN) 312-278-1725  
 Fax 703-784-1504

[Email](#)  
[Website](#)

No Emergency Services - Dial 911  
 Monday - Friday 7:30 a.m. - 4:00 p.m.  
 The Family Practice Clinic, Pharmacy,  
 and the Pharmacy drive through window offer full services  
 Monday - Friday 7:30 a.m. - 6:00 p.m.  
 Saturday, Sunday and Federal Holidays - Closed

**Household Goods/Transportation Office (outbound)**

*Traffic Management Office*  
 2009 Zeilin Rd  
 Quantico, VA 22134  
 Phone 703-784-2831 / 703-784-2832  
 Phone (DSN) 312-278-2831/2/3  
 Fax 703-784-3567

[Email](#)  
[Website](#)

Monday - Friday 8:00 a.m. - 4:30 p.m.  
 Saturday, Sunday and Federal Holidays - Closed

**Housing Referral Office/Housing Privatization**

*Lincoln Military Housing Office (PPV)*  
 13201 Perkins Street  
 Quantico, VA 22134  
 Phone 703-784-2711 / 703-784-2291  
 Phone (DSN) 312-278-2711/2291  
 Fax 703-784-5958

[Email](#)  
[Website](#)

Monday - Friday 7:00 a.m. - 4:30 p.m.  
 Saturdays 9:00 a.m. - 1:00 p.m.  
 Sundays and Federal Holidays - Closed

**ID/CAC Card Processing**

*DEERS ID/CAC CARD CENTER*  
2034 Barnett Ave. (Little Hall)  
Quantico, VA 22134

Phone 703-784-2758/59 / 703-784-2759

Phone (DSN) 312-278-2758/59

Fax 703-784-4032

Monday - Friday 7:00 a.m. - 4:30 p.m.

Saturday and Sunday - closed

**Legal Services/JAG**

*Legal Assistance Office*  
3905 Roan Street  
Quantico, VA 22134

Phone 703-784-3122/3 / 703-784-3126

Phone (DSN) 312-278-3122/3123

Fax 703-784-3435

[Website](#)

Monday and Wednesday 7:30 a.m. - 10:45 p.m.  
and 1:00 p.m. - 4:00 p.m.

Tuesday and Thursday 7:30 a.m. - 4:00 p.m.

Friday 7:30 a.m. - 10:45 p.m.

**Loan Closet**

*Relocation Assistance Program (RAP)*  
3019 Embry Loop  
Room 104

Quantico, VA 22134-5001

Phone 703-784-4961/2

Phone (DSN) 312-278-4961/2

Fax 703-784-0859

Fax (DSN) 312-784-0859

[Email](#)

[Website](#)

Monday - Friday 8:00 a.m. - 4:15 p.m.

Saturday, Sunday and Federal Holidays - closed

**Military Clothing Sales**

*Military Clothing Outlet (Cash Sales)*  
2011 Zelin Road  
Bldg 2011

Quantico, VA 22134

Phone 703-784-2460

Phone (DSN) 312-278-2460

Fax 703-784-2469

Monday - Saturday 8:00 a.m. - 3:30 p.m.

Sunday and Federal Holidays - Closed

**Information and Referral Services**

*Information and Referral (I&R)*  
3019 Embry Loop  
Quantico, VA 22134

Phone 703-784-2650/2659 / 800-336-4663

Phone (DSN) 312-278-2650/2659

Fax 703-784-0859

[Email](#)

[Website](#)

Monday - Friday 8:00 a.m. - 4:15 p.m.

Saturday, Sunday and Federal Holidays - closed

**Library**

*Library of the Marine Corps*  
Gray Research Center  
2040 Broadway Street

Quantico, VA 22134

Phone 703-784-4348 / 703-784-4409

Phone (DSN) 312-278-4348

[Email](#)

[Website](#)

Monday - Thursday 7:30 a.m. - 7:45 p.m.

Friday 7:30 a.m. - 5:45 p.m.

Saturday 10:00 a.m. - 5:45 p.m.

Sundays and Federal Holidays - Closed

**MWR (Morale Welfare and Recreation)**

*Marine Corps Community Service (MCCS)*  
2034 Barnett Avenue  
Quantico, VA 22134

Phone 703-784-3006 / 703-784-3007

Phone (DSN) 312-278-3006/7

Fax 703-784-2936

Fax (DSN) 312-278-2936

[Email](#)

[Website](#)

Monday - Friday 7:30 a.m. - 5:00 p.m.

Saturday, Sunday and Federal Holidays - closed

**New Parent Support Program**

*New Parent Support Program (NPSP)*  
2034 Barnett Ave. (Little Hall)  
Quantico, VA 22134

Phone 703-784-4248

Phone (DSN) 312-278-4248

Fax 703-784-4328

[Email](#)

[Website](#)

Monday - Friday 8:00 a.m. - 4:30 p.m.

Saturday - Sunday and Federal Holidays - Closed

**Non-appropriated Funds (NAF) Human Resources**

*NAF Personnel Office*  
2034 Barnett Avenue  
Quantico, VA 22134

Phone 703-784-3454 / 703-784-2717

Phone (DSN) 312-278-3454

Fax 703-784-3460

[Email](#)

[Website](#)

Monday - Friday 8:00 a.m. - 4:00 p.m.

Saturday, Sunday and Federal Holidays - closed

**Personal Financial Management Services**

*Personal Financial Management Specialist (PFMS)*  
3019 Embry Loop  
Room 130

Quantico, VA 22134

Phone 703-784-2650 / 703-784-2659

Phone (DSN) 312-278-2650

Fax 703-784-0859

[Email](#)

[Website](#)

Monday - Friday 8:00 a.m. - 4:30 p.m.

Saturday, Sunday and Federal Holidays - closed

**Personnel Support Office**

*Military Personnel Reception Center*  
*Installation Personnel Administration Center (IPAC)*  
Headquarters & Service Battalion

2006 Hawkins Avenue

Quantico, VA 22134

Phone 703-784-4466 / 703-784-4465

Phone (DSN) 312-278-4466/65

Fax 703-432-0231

[Email](#)

[Website](#)

Monday - Friday 7:00 a.m. - 5:00 p.m.

Saturday, Sunday and Federal Holidays - Closed

**Relocation Assistance Program**

*Relocation Assistance Program (RAP)*  
3019 Embry Loop  
Room 104

Quantico, VA 22134-5001

Phone 703-784-4961/2

Phone (DSN) 312-278-4961/2

Fax 703-784-0859

Fax (DSN) 312-784-0859

[Email](#)

[Website](#)

Monday - Friday 8:00 a.m. - 4:15 p.m.

Saturday, Sunday and Federal Holidays - closed

**Restaurants/Fast Food**

*The Clubs at Quantico*  
3017 Russell Road  
Quantico, VA 22134

Phone 703-784-4264 / 703-784-4262

Phone (DSN) 312-278-4264

Fax 703-784-3479

[Email](#)

[Website](#)

Club - Officers and SNCO:

Wednesday & Friday open at 4:00 p.m.

Dining Services - Sunday Brunch: 10:00 a.m - 1:30 p.m.

Marathon and Officers Club -

Lunch Buffet: Monday-Friday 11:00 pm - 1:30 pm

Marathon Lounge, Enlisted Club:

Wednesday opens 4:00 pm

The Marathon Restaurant:

Dinner Friday & Saturday: 5:00 pm - 8:00 pm

**Restaurants/Fast Food**

*McDonald's*  
3500A Russell Road  
Quantico, VA 22134

Phone 703-221-7377

[Email](#)

[Website](#)

Monday - Saturday 5:30 a.m. - 10:00 p.m.

Sunday 6:00 a.m. - 9:00 p.m.

**Retirement Services**

*Retired Activities Office (RAO)*  
 3019 Embry Loop  
 Retired Activities Office  
 Quantico, VA 22134  
 Phone 703-784-3351 / 800-336-4663  
 Phone (DSN) 312-278-3351  
 Fax 703-784-2603

[Email](#)[Website](#)

Monday - Friday 8:00 a.m. - 4:30 p.m.  
 Saturday and Sunday - closed

**School Liaison Office/Community Schools**

*School Liaison Officer*  
 3311 Purvis Road  
 Quantico, VA 22134  
 Phone 703-784-4729  
 Phone (DSN) 312-278-4729  
 Fax 703-784-4735  
 Fax (DSN) 312-278-4735

[Website](#)**Spouse Education, Training and Careers**

*Family Member Employment Assistance Program (FMEAP)*  
 3019 Embry Loop  
 Quantico, VA 22134  
 Phone 703-784-4963/2511  
 Phone (DSN) 312-278-4963  
 Fax 703-784-4434  
 Fax (DSN) 312-278-4434

[Email](#)[Website](#)

Monday -Friday 8:00 a.m. - 4:30 p.m.  
 Saturdays, Sundays and Holidays - Closed

**Temporary Lodging/Billeting**

*Billeting Office - BOQ/BEQ*  
*Liversedge Hall*  
 Building 15  
 Quantico, VA 22134  
 Phone 703-784-3149 / 703-432-1341  
 Phone (DSN) 312-278-3149  
 Fax 703-784-1347

[Email](#)[Website](#)

Open 24 hours - 7 days a week

**School Age Care**

*School-Age Care (SAC)*  
 3312 Purvis Road  
 Quantico, VA 22134  
 Phone 703-784-2249/2165  
 Phone (DSN) 312-278-2249  
 Fax 703-784-0046

[Email](#)[Website](#)

School Age Care:

Monday - Friday 6:00 a.m. - 6:30 p.m.  
 Open Recreation: (Ages: 5-12)  
 Saturday 10:00 a.m. -4: 00 p.m.  
 Teen Nights (Grades 6-12):  
 Friday and Saturday 7:00 p.m. - 10:00 p.m.

**School Liaison Office/Community Schools**

*Quantico Dependents School System*  
 3308 John Quick Road  
 Suite 201  
 Quantico, VA 22134  
 Phone 703-784-2319 / 703-432-1378  
 Phone (DSN) 312-278-2319  
 Fax 703-784-5087

[Email](#)[Website](#)

Monday - Friday 7:30 a.m. - 4:30 p.m.  
 Saturday, Sunday and Federal Holidays - Closed

**Spouse Education, Training and Careers**

*Career Resource Management Center (CRMC)*  
 3019 Embry Loop  
 Quantico, VA 22134  
 Phone 703-784-2511/4963 / 703-784-4963  
 Phone (DSN) 312-278-2511  
 Fax 703-784-4434

[Email](#)[Website](#)

Monday - Friday 8:00 a.m. - 4:15 p.m.  
 Saturday, Sunday and Federal Holidays - closed

**Temporary Lodging/Billeting**

*The Crossroads Inn (TLF)*  
 3018 Russell Road  
 Quantico, VA 22134  
 Phone 800-965-9511 / 703-630-4444  
 Fax 703-630-4499

[Email](#)[Website](#)

Open 24 hours - 7 days a week

**Transition Assistance Program**

*Career Resource Management Center (CRMC)*  
 3019 Embry Loop  
 Quantico, VA 22134  
 Phone 703-784-4963/2511  
 Phone (DSN) 312-278-2511  
 Fax 703-784-4434

[Email](#)  
[Website](#)

Monday - Friday 8:00 a.m. - 4:15 p.m.  
 Saturday, Sunday and Federal Holidays - closed

**Travel Office**

*All Points Travel*  
 3500 Russell Rd  
 Quantico, VA 22134  
 Phone 703-432-8852 / 703-432-8853  
 Fax 703-432-8854

[Email](#)  
[Website](#)

Monday - Friday 9:30 a.m. - 5:00 p.m.  
 Saturday, Sunday and Federal Holidays - Closed

**Travel Office**

*Omega World Travel*  
 2009 Zeilin Rd (next to TMO)  
 Quantico, VA 22134  
 Phone 703-640-7101 / 1-800-844-0583  
 Fax 703-640-0369

[Email](#)  
[Website](#)

Monday - Friday 8:00 a.m. - 4:30 p.m.  
 Saturday, Sunday and Federal Holidays - Closed

**VA Facilities**

*Virginia Department of Veterans' Services (VDVS)*  
 2034 Barnett Ave. (Little Hall)  
 Quantico, VA 22134  
 Phone 703-630-2811 / 1-800-925-0640  
 Fax 703-630-2872

[Email](#)  
[Website](#)

Monday - Friday 8:00 a.m. - 4:00 p.m.  
 Saturday, Sunday and Federal Holidays - Closed

**Veterinary Services**

*Veterinary Clinic*  
 3310 Purvis Rd  
 Quantico, VA 22134  
 Phone 703-784-2770  
 Phone (DSN) 312-278-2770  
 Fax 703-784-2144

[Email](#)  
[Website](#)

Monday - Friday 8:00 a.m. - 3:30 p.m.  
 Closed daily 12:00 p.m. - 1:00 p.m.  
 Saturday, Sunday and Federal Holidays - closed

**Victim Advocate Services**

*Victim Advocate Services /Family Advocacy Program*  
 2034 Barnett Avenue (Little Hall)  
 Quantico, VA 22134  
 Phone 703-784-2570 / 1-800-342-9647 Available 24/7  
 Phone (DSN) 312-278-2570  
 Fax 703-784-1083

[Email](#)  
[Website](#)

Monday - Friday 7:30 a.m. - 5:00 pm.  
 Saturdays, Sundays and Federal Holidays - Closed

**Welcome/Visitors Center**

*Military Personnel Reception Center*  
*Installation Personnel Administration Center (IPAC)*  
 Headquarters & Service Battalion  
 2006 Hawkins Avenue  
 Quantico, VA 22134  
 Phone 703-784-4466 / 703-784-4465  
 Phone (DSN) 312-278-4466/65  
 Fax 703-432-0231

[Email](#)  
[Website](#)

Monday - Friday 7:00 a.m. - 5:00 p.m.  
 Saturday, Sunday and Federal Holidays - Closed

**Youth Programs/Centers**

*Children, Youth and Teen Programs*  
 3311 Purvis Road  
 Quantico, VA 22134  
 Phone 703-784-2716 / 703-784-4470  
 Phone (DSN) 312-278-2716  
 Fax 703-784-4735

[Email](#)  
[Website](#)

Monday - Friday 8:00 a.m. - 4:30 p.m.  
 Saturday, Sunday, and Federal Holidays - closed

## **Major Units**

### **Marine Corps Test & Evaluation Activity (MCOTEA)**

Contact Information:

COM: 703-784-3141

DSN: 312-278-3141

FAX: 703-784-2472

<http://www.quantico.usmc.mil/activities/?Section=MCOTE>  
[A](#)

### **Communication School**

Contact Information:

COM: 703-784-2960/2140

DSN: 312-278-2960/2140

FAX: 703-784-3264

<http://www.tecom.usmc.mil/cs/>

### **Marine Corps Warfighting Laboratory**

Contact Information:

COM: 703-784-5096/5098

DSN: 312-278-5096/5098

FAX: 703-784-2122

<http://www.mcwl.usmc.mil/>

### **Naval Health Clinic**

Contact Information:

COM: 703-784-1725/1699

DSN: 312-278-1725/1699

FAX: 703-784-1504

<http://www.quantico.med.navy.mil/default.aspx>

### **Command and Staff College (CSC)**

Contact Information:

COM: 703-784-2961/1020

DSN: 312-278-2961/1020

FAX: 703-784-2628

<http://www.mcu.usmc.mil/csc/>

### **Officer Candidates School (OCS)**

Contact Information:

COM: 703-784-2351/2352

DSN: 312-278-2351/2352

FAX: 703-784-4059

<http://www.ocs.usmc.mil/>

### **Marine Corps University**

Contact Information:

COM: 703-784-2105/3515

DSN: 312-278-22105/3515

FAX: 703-784-2793

<http://www.mcu.usmc.mil/>

### **Staff NCO Academy (SNCOA)**

Contact Information:

COM: 703-784-3138/3246

DSN: 312-278-3138/3246

FAX: 703-784-4099

<http://www.mcu.usmc.mil/epme/Quantico.htm>

### **Security Battalion**

Contact Information:

COM: 703-784-2481/2

DSN: 312-278-2481/2

FAX: 703-784-2733

<http://www.quantico.usmc.mil/activities/?Section=SecB>  
[n](#)

### **The Basic School (TBS)**

Contact Information:

COM: 703-784-5211/5522

DSN: 312-278-5211/5522

FAX: 703-432-6354

<http://www.tbs.usmc.mil/>

### **Training and Education Command (TECOM)**

Contact Information:

COM: 703-784-3730/2653

DSN: 312-278-3730/2653

FAX: 703-784-0012

<http://www.tecom.usmc.mil/>

### **Marine Corps War College**

Contact Information:

COM: 703-784-4081/2

DSN: 312-278-4081/2

FAX: 703-784-2384

<http://www.mcu.usmc.mil/MCWAR/>

### **Expeditionary Warfare School (EWS)**

Contact Information:

COM: 703-784-2536/7

DSN: 312-278-2536/7

FAX: 703-784-2582

<http://www.tecom.usmc.mil/ews/>

### **Marine Corps Combat Development Command (MCCDC)**

Contact Information:

COM: 703-784-2415/6

DSN: 312-278-2415/6

FAX: 703-784-3450

### **Marine Corps Base**

Contact Information:

COM: 703-784-5900/5901

DSN: 312-278-5900/5901

FAX: 703-784-5906

<http://www.quantico.usmc.mil/>

### **Weapons Training Battalion (WTBN)**

Contact Information:

COM: 703-784-5084/5082

DSN: 312-278-5084/5082

FAX: 703-784-5216

<http://www.tecom.usmc.mil/wtbn/>

**Headquarters and Service Battalion**

Contact Information:

COM: 703-784-2263/2264

DSN: 312-278-2263/2264

FAX: 703-784-3463

**Marine Helicopter Squadron 1 (HMX-1)**

Contact Information:

COM: 703-784-2421/2422

DSN: 312-278-2421/2422

FAX: 703-784-2423

**School of Advanced Warfighting**

Contact Information:

COM: 703-784-5121/6800

DSN: 312-278-5121/6800

FAX: 703-784-2628

<http://www.mcu.usmc.mil/csc/saw/index.htm>**Marine Corps Systems Command**

Contact Information:

COM: 703-432-1802/1800

DSN: 312-278-1802/1800

FAX: 703-784-2663

<http://www.marcorsyscom.usmc.mil/>**Marine Corps Embassy Security Group**

Contact Information:

COM: 703-784-2470/3211

DSN: 312-278-2470/3211

FAX: 703-784-5949

**Marine Corps Air Facility (MCAF)**

Contact Information:

COM: 703-784-2442/2443

DSN: 312-278-2442/2443

FAX: 703-784-2185

**Marine Corps Intelligence Activity**

Contact Information:

COM: 703-784-6145/6142

DSN: 312-278-6145/6142

FAX: 703-784-2026

<http://www.quantico.usmc.mil/activities/?Section=MCIA>