

# HEADQUARTERS & SUPPORT BATTALION MCI-WEST



*“My vision is for the Marine Corps to be manned, trained, and equipped as the world’s premier naval expeditionary force-in readiness; forward-postured with the fleets to deter conflict and respond to crisis; and globally recognized as an elite Corps of Marines of exceptional talent and virtue... Success requires that we all ask and work to answer a handful of basic questions. What are we not doing today that we should be doing? What are we doing that we should be doing differently – a better way? What are we doing that we should stop doing...?”*

~ General David H. Berger  
38th CMC Planning Guidance

## Welcome Aboard Package

# RESOURCES AND INFORMATION

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UNITED STATES MARINE CORPS  
HEADQUARTERS AND SUPPORT BATTALION  
MARINE CORPS INSTALLATIONS WEST-MARINE CORPS BASE  
BOX 555031  
CAMP PENDLETON, CALIFORNIA 92055-5031

## Welcome to the Spartan Family

Welcome to Headquarters and Support Battalion, Marine Corps Installations West! You are now part of a warfighting organization that ensures I Marine Expeditionary Force (I MEF) remains combat-ready. Our battalion is the foundation that sustains I MEF's ability to train, deploy, and fight by securing Camp Pendleton's 120,000+ acres, providing essential support services, and enabling warfighting operations. Everything we do directly impacts combat effectiveness, and your role in this battalion is critical.

People. Our Marines are our most valuable asset. Investing in them ensures I MEF remains lethal, agile, and prepared for any mission. From the moment you receive orders, we begin setting conditions for your success. You will have a sponsor to assist with your transition, and upon arrival, you will be quickly integrated into the battalion, given clear expectations, and provided the necessary tools to execute your role. Every Marine—regardless of MOS—contributes to combat power, whether through security, logistics, administration, or force protection. A well-trained, disciplined, and engaged Marine strengthens the entire force.

Processes. Combat power is built on efficient processes and disciplined execution. Every process within HQTSPT Battalion must directly enhance our ability to sustain and project force. Your first 30 to 90 days will be critical in mastering your role and improving your section's processes. Personnel administration ensures deployability, provisioning of essential services ensures mission-critical support, force protection secures our installations, and training builds warfighting capability. Inefficiency in any area creates risk to the mission—your job is to ensure that our processes are precise, effective, and enhance operational readiness.

Continuity. Mission success is built on continuity and sustained excellence. With one-third of our Marines rotating annually, it is imperative that knowledge, best practices, and operational standards are preserved. From the moment you check in, you are responsible for maintaining and improving turnover documentation, standard operating procedures, and mentorship of your replacement. Sustaining operational knowledge prevents mission degradation and ensures HQTSPT Battalion always remains combat-ready. When your time here ends, we will ensure your transition is professional and reflects your contributions to the mission.

We are a warfighting organization, and everything we do directly impacts our ability to fight and win. Our focus on People, Processes, and Continuity ensures we remain ready for any challenge. Your work here matters, and I look forward to seeing the impact you will make. If you have any questions before your arrival, reach out to your sponsor or leadership.

Welcome aboard—we look forward to you joining the Spartan family!

KWABENA K. GYIMAH  
Colonel, USMC

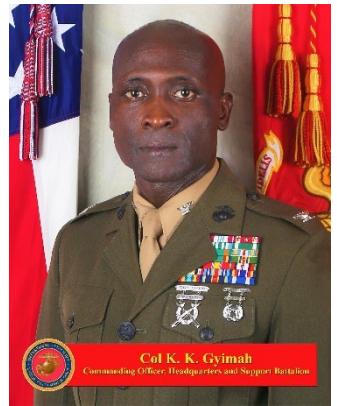
LUIS M. ORTEGA  
Sergeant Major, USMC



**Commanding Officer  
Headquarters and Support Battalion  
Unit, Personal and Family Readiness  
Program Policy Statement**

**“Leaders must ensure Marines are well-led and cared for physically, emotionally, and spiritually, both in and out of combat.”**

*– General Berger, CMC  
Commandants Planning Guidance*



Col. K. K. Gyimah  
Commanding Officer, Headquarters and Support Battalion

Taking care of our Marines, Sailors, Civilians, and their families is a top priority for me and every leader within our Battalion. I am fully committed to a readiness program that not only builds resiliency and improves morale but also enhances overall unit readiness. Our Unit, Personal, and Family Readiness Program (UPFRP) provides knowledge, skills, and resources that our Marines, Sailors, Civilian Marines and families need to navigate the challenges associated with military service. Ultimately, this ensures we have a battalion that is equipped to contribute to fighting and winning our Nation’s battles. A critical component of our readiness is the unwavering support we receive from our families. For our families to provide this vital support, we must ensure they are well-equipped to face the challenges that often arise during our absence.

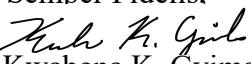
Our readiness program, governed by Marine Corps Order 1754.9B, clearly outlines that the objective is to foster a ready and resilient team. I intend to maintain and enhance our readiness through a proactive approach that includes clear communication, timely referrals to support programs and agencies, and the fiscally responsible execution of command-sponsored events that are designed to support, educate, and empower all personnel within Headquarters and Support Battalion. The program will utilize mass communication and battalion events to ensure our families are informed and prepared. Additionally, the UPFRP will coordinate laterally and, where applicable, integrate our Single Marine Program to ensure comprehensive support. The UPFRP is managed by our Family Readiness Command Team, but it belongs to the entire Battalion. It requires your volunteer support and feedback to be successful. Family members are encouraged to participate as Family Readiness Volunteers. These individuals are paramount to a successful UPFRP and as such are screened, selected, appointed in writing, and trained according to Marine Corps policy.

Our Unit Readiness Coordinator (URC) is Sgt Joseph Quigney and is the primary point of contact. The URC will manage the Unit, Personal, and Family Readiness Program’s four tenets: Official Communication, Readiness and Deployment Support, Information and Referral, and Volunteer Management. He is located in bldg. 13107, rm 112 and can be reached at (760) 763-7459 or by email: [joseph.quigney@usmc.mil](mailto:joseph.quigney@usmc.mil).

As leaders, it is imperative that we stay engaged with each of our Marines, Sailors, Civilian Marines, and families to address their needs effectively. We have a profound responsibility to ensure that our teammates are set up for success in their duties and that their family members are equally prepared to support them. Our Marines, Sailors, Civilians, and their families are our most valuable resource, and they deserve nothing less than our full commitment.

Together, as Spartan teammates, we take care of our own.

Semper Fidelis.

  
Kwabena K. Gyimah  
Colonel, United States Marine Corps  
Commanding Officer  
Headquarters and Support Battalion



# Unit Readiness Coordinator

On behalf of the Commanding Officer, I would like to take this opportunity to welcome you to the Headquarters and Support Battalion Family. My name is Staff Sergeant John Kelly, and I am the Headquarters and Support Battalion Unit Readiness Coordinator (URC). Alongside the Family Readiness Command Team, I am here to carry out the Commander's vision for the Unit, Personal and Family Readiness Program (UP&FRP) and assist you and your family with all aspects of family readiness.

The Marine Corps defines "family" as any unit the Marine is born into, sworn into, or married into. This change has allowed us to incorporate all family members. So whether you are an active duty member, parent, spouse, child, significant other or an extended family member, please know that I am here to assist you and your family with information, resources and referrals. Family readiness equals mission readiness.

As such, the UP&FRP or Family Readiness Program is a Marine and family member's one-stop-shop for *Official Command Communication*, Resources and Referral Information, Readiness and Deployment Support, and UP&FRP Volunteer Management. Our goal is to equip and assist Marines and their families in becoming well-informed and self-sufficient, and to improve their quality of life so as to ensure that family readiness on the home front ensures the Marine's mission readiness.

As your URC, I am dedicated to providing you with the support you need to successfully balance the challenges of a military lifestyle. Family readiness directly affects the fundamental purpose of the Marine Corps by building commitment and raising morale, thereby increasing unit readiness. Spouses, parents and all family members play an important role in the lives of our Marines and your contribution to Headquarters and Support Battalion is vital. I'm here to help everyone be proactive and ready at all times.

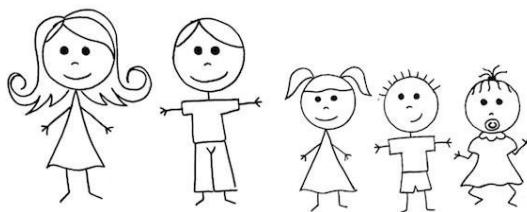
There are several ways in which you can participate and make meaningful contributions to the Family Readiness Program. We continuously seek Family Readiness Assistant volunteers, to help welcome new families and to provide the Family Readiness Command Team with valuable input and information for continued growth. Such activities include assisting with Family Days, New Join Briefs, Family Days, Spouse Socials, etc. Everyone is encouraged to participate in our Family Readiness Program; this benefits the entire unit.

As always, feel free to call me or stop by my office anytime; my door is always open and I am readily available to assist.

Again, welcome to the Headquarters & Support Battalion family!

*John Kelly*

SSgt John Kelly  
Phone: 760-763-4500  
[john.kelly@usmc.mil](mailto:john.kelly@usmc.mil)



## UNIT, PERSONAL AND FAMILY READINESS PROGRAM (UP&FRP)

The Family Readiness program requires that all newly joined Marines complete a UP&FRP form, and update their Family Readiness contacts in Marine Online (MOL) within 10 working days. Please be assured that all personal information will be kept in the strictest compliance with all policies regarding Personally Identifiable Information and the Privacy Act of 1974. **PLEASE OBTAIN YOUR OFFICIAL UP&FRP**

**AUTHORIZATION FORM FROM THE Headquarters and Support Battalion** or download and fill out the form and submit it to the FRO **DURING YOUR CHECK-IN PROCESS**. This is the Marine's responsibility.

The form may be downloaded at:

[https://www.tecom.marines.mil/Portals/147/H&S%20BN/NAVMC\\_11654\\_check\\_in\\_form.pdf](https://www.tecom.marines.mil/Portals/147/H&S%20BN/NAVMC_11654_check_in_form.pdf)

### FAMILY CARE PLAN

To keep in compliance with MCO 1740.13C, ALL MARINES WITH DEPENDENTS and/or Dual Active Married Couples must complete a comprehensive Family Care Plan (FCP). This plan must provide for all contingencies both long and short term and in emergency situations that may possibly arise in the event that the Service Member is away and the Remain Behind Parent/Guardian becomes unable to care for a child or other adult dependent. FCPs are the individual Marine's responsibility. Failure to produce an FCP may be grounds for disciplinary actions and/or administrative separation from the Marine Corps if a situation causes a Marine to miss training or a deployment. **This is mandatory.**

For further information refer to: <https://www.marines.mil/Portals/1/Publications/MCO%201740.13C.pdf>

#### **HQSPTBN Family Readiness Command Team**

Commanding Officer: Col Kwabena K. Gyimah

Executive Officer: LtCol Glenn. P. Baker

Sergeant Major: SgtMaj Luis M. Ortega

HQSPTBN Unit Readiness Coordinator: SSgt John Kelly

Single Marine Program Rep: Cpl Nicole Alvarez

#### **Command Team Advisors:**

**Headquarters & Service Co:** First Sergeant Aleena Canto

**Alpha Co:** First Sergeant Britinay Burke

**Bravo Co:** Gunnery Sergeant Estephania DeLeon

**Charlie Co:** First Sergeant Udberto Rivas

**Chaplain:** Lieutenant Bwabwa Tchombela

## GENERAL BASE INFORMATION

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### Checking In

PCS Marines will report to the Headquarters and Support Battalion S-1, Building 13107. A duty is on post 24-hours a day to receive Marines reporting aboard. For more information call the S-1 at (760) 763-2904 or Duty after hours at (760) 725-6271. The S-1's hours of operation are: 0730 - 1630 Monday – Friday (after hours, Saturdays and Sundays please check in with the duty).

### **Travel Claim Information**

All Marines reporting from aboard with funded PCS orders are required to complete a travel claim. It is the responsibility of the Marine to complete their travel claim via the Inbound Module in MOL. Therefore, to expedite payment of travel expenses, please ensure you have the following (if applicable):

- Web Orders
- Original Order Endorsement
- A command endorsement for all temporary instruction (TEMINS) completed
- All commercial lodging and travel receipts
- Flight itinerary
- Portcall/TMO endorsement (overseas only)
- Receipts for expenses over \$75.00

### **Reporting Unit**

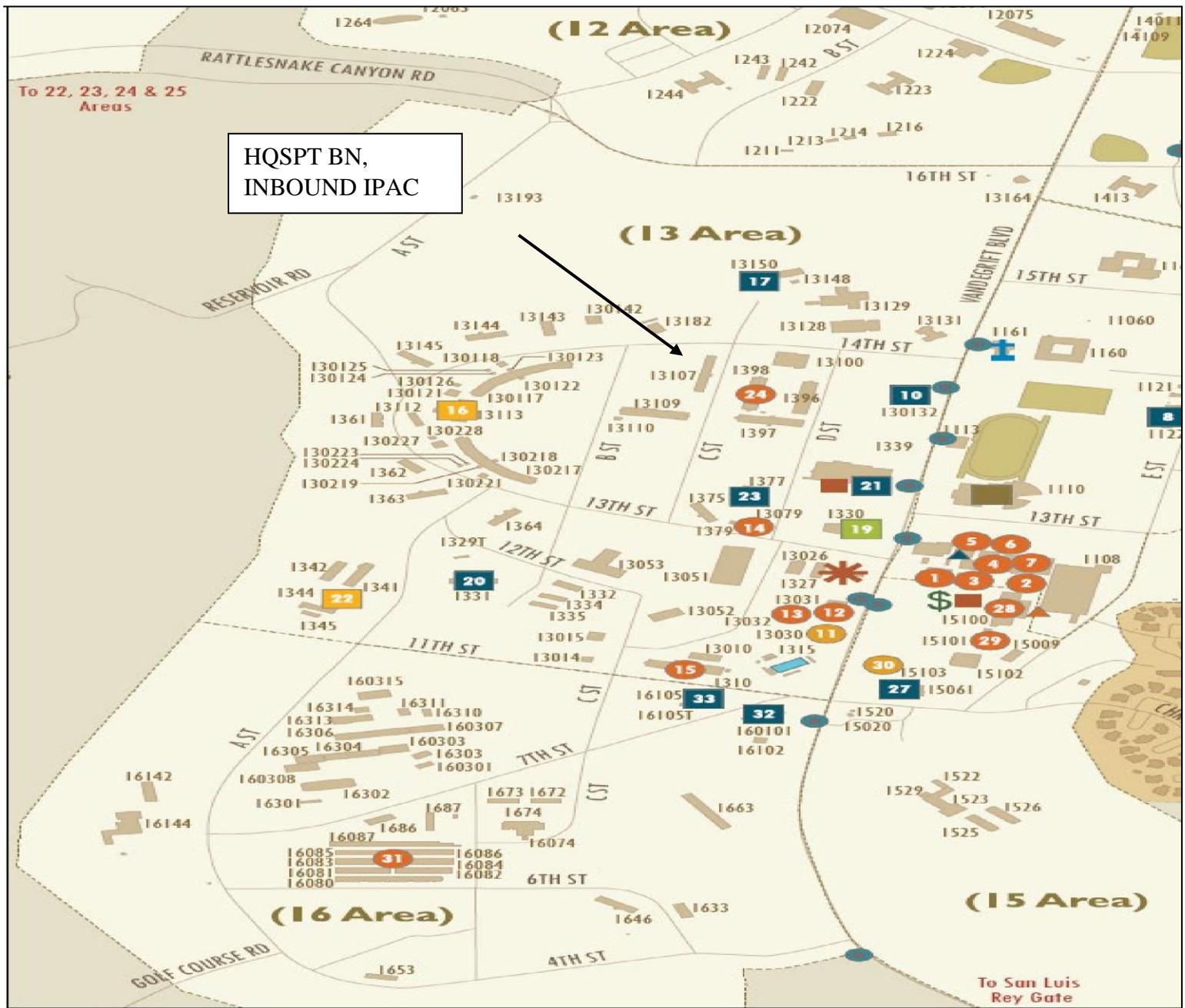
**Headquarters and Support Battalion** - Building 13107 - business hours 0730 – 1630

Phone # (760) 725-6271 / OOD is on duty 24/7

### **Sponsorship**

The HQSPT Bn Marine Corps Sponsorship Program (MSCP) will assign a sponsor to assist transferring service members and their families prior to arrival at the new duty station. The welfare and morale of the service members and their families are essential factors which influence career motivation. An effective sponsorship program benefits both the individual service member and the Marine Corps by easing anxieties associated with PCS assignments that will lead to personnel readiness.

# 13 AREA SITE MAP



#### Directions from the back gate (San Luis Rey):

1. From Interstate 5, EXIT onto Eastbound Hwy 76.
2. Take Hwy 76 to College Blvd. and make a LEFT.
3. Take College Blvd., go over the bridge, and turn RIGHT onto North River Rd / Vandegrift Blvd.
4. Take Vandegrift Blvd. all the way down to the front gate.
5. Take Vandegrift Blvd. and make a LEFT on 14th street.
6. Take 14th St. down and make a LEFT on C St.
7. Headquarters and Support BN on the Right.

#### Directions from the front gate:

1. Enter the main gate of Camp Pendleton off HWY 5 (Camp Pendleton Exit).
2. Travel on Vandegrift Blvd. past the Air Station towards the Naval Hospital.
3. Exit RIGHT onto Rattlesnake Canyon Rd.
4. Go up the hill to the 3rd light and make a RIGHT back onto Vandegrift Blvd.
5. Take Vandegrift Blvd and turn RIGHT onto 14th St.
6. Take 14th St. down and make a left on C St.
7. Headquarters and Support BN on the Right.

## USEFUL PHONE NUMBERS

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### CAMP PENDLETON NUMBERS

HQSPT BN OOD Number	(760) 846-1907
HQSPT BN Unit Readiness Coordinator	(760) 763-7459
HQSPT BN Chaplain	(760) 763-4339

### EMERGENCY SERVICES

Base Police	(760) 725-9883
Off Base Emergency	911

NAVAL HOSPITAL APPOINTMENT	(760) 725-4357
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BIRTH OF A CHILD/FAMILY DEATH	(877) 272 -7337
American Red Cross (message to Active Duty member)	

TRICARE office at Naval Hospital Camp Pendleton (To enroll child in DEERS if born in civilian hospital)	(760) 725-1288
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TRICARE DENTAL PROGRAM – United Concordia	(866) 984-2337
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CAR REPAIR	
Base Auto Hobby Shop	(760) 725-5963

### CHILD CARE

Emergency Child Care (provided by Children, Youth & Teen Program)	(760) 725-9723
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National Association of Child Care, Resources & Referral Agency Fisher Center (Daytime hours only)	(800) 424-2246
	(760) 725-0845

### COUNSELING

Base Chaplain	(760) 725-4700
Counseling Services	(760) 725-9051
Naval Hospital Mental Health	(760) 719-3312
Suicide Prevention Hot Line	(800) 273-TALK
Military One Source	(800) 342-9647

## USEFUL PHONE NUMBERS

### I.D. / LOST I.D. CARD

DEERS / Pass & I.D.	(760) 725-2442
DEERS Verification	(800) 334-4162

### FINANCIAL/ SUPPLEMENTAL FOOD RESOURCES

Community Resource Center (Encinitas, CA)	(760) 753-8300
Food Stamps (North County)	(858) 694-3900
Friends of San Onofre Marines	(949) 388-2812
Military Outreach Ministries (food/no money)	(619) 461-4164
Navy Marine Corps Relief Society	
Camp Pendleton South	(760) 725-5337
Camp Pendleton North	(760) 725-7497

## USEFUL WEBSITE LINKS

[www.marines.mil](http://www.marines.mil)  
[www.marforres.marines.mil](http://www.marforres.marines.mil)  
[www.navy.mil](http://www.navy.mil)  
[www.militarytimes.com](http://www.militarytimes.com)  
[www.operationhomefront.com](http://www.operationhomefront.com)

Headquarters United States Marine Corps  
Marine Forces Reserve  
Navy Web Site  
Military Times  
Department of Defense website for official Military community and Family Policy program information

### Camp Pendleton Web Sites

[www.mccscp.com](http://www.mccscp.com)  
[www.pendleton.marines.mil/](http://www.pendleton.marines.mil/)  
<https://camp-pendleton.tricare.mil/>

MCCS – Camp Pendleton Website  
Official Camp Pendleton Website  
Naval Hospital Camp Pendleton

### For Marines, Spouses & Families

[www.militaryonesource.mil](http://www.militaryonesource.mil)  
[www.militaryspouse.com](http://www.militaryspouse.com)  
[www.militaryfamily.org](http://www.militaryfamily.org)  
[www.spousebuzz.com](http://www.spousebuzz.com)  
[www.msa-cp.org](http://www.msa-cp.org)  
[www.marineparents.com](http://www.marineparents.com)

Military One Source  
Marine Spouses Web Site  
For Military Families  
For Military Spouses  
Military Spouse Association of Camp Pendleton  
For parents of Marines

### Other Helpful Websites

<https://shop.commissaries.com>  
[www.usmcpress.com](http://www.usmcpress.com)  
[www.nmcrs.org](http://www.nmcrs.org)  
[www.mybaseguide.com](http://www.mybaseguide.com)  
<https://www.tricare.mil>

Commissary Information  
History & Military References  
Navy Marine Corps Relief Society  
Camp Pendleton Base Guide  
Tricare Website for Medical/Dental

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## CAMP PENDLETON RESOURCES

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### RELOCATION & TRANSPORTATION INFORMATION

**Distribution Management Office**  
**BLDG. 2263 9th St. Camp Pendleton, CA 92055-5404**  
[https://www.pendleton.marines.mil/Main-Menu/New-Personnel/  
#NewPersonnelTab/distribution-management-office-dmo](https://www.pendleton.marines.mil/Main-Menu/New-Personnel/#NewPersonnelTab/distribution-management-office-dmo)

If you have problems with a personal property move in progress, please call the Camp Pendleton Quality Assurance at (760) 725-8666 Monday-Friday from 0800-1630 (except Federal Holidays). For assistance at other times please call the automated telephone system, at (760) 725-8177. If you have an emergent freight issue, please call (760) 212-3979; if you have an emergent passenger travel issue, please call (760) 212-3977. Organizational Email: [MCB.CAMPEN.TMO@usmc.mil](mailto:MCB.CAMPEN.TMO@usmc.mil)

### RELOCATION ASSISTANCE PROGRAM

**RELOCATION ASSISTANCE SERVICES – CAMP PENDLETON:** (760) 725-3400/5704

Mainside Transition Readiness & Career Center  
Bldg 1101/1102  
(760) 725-4395

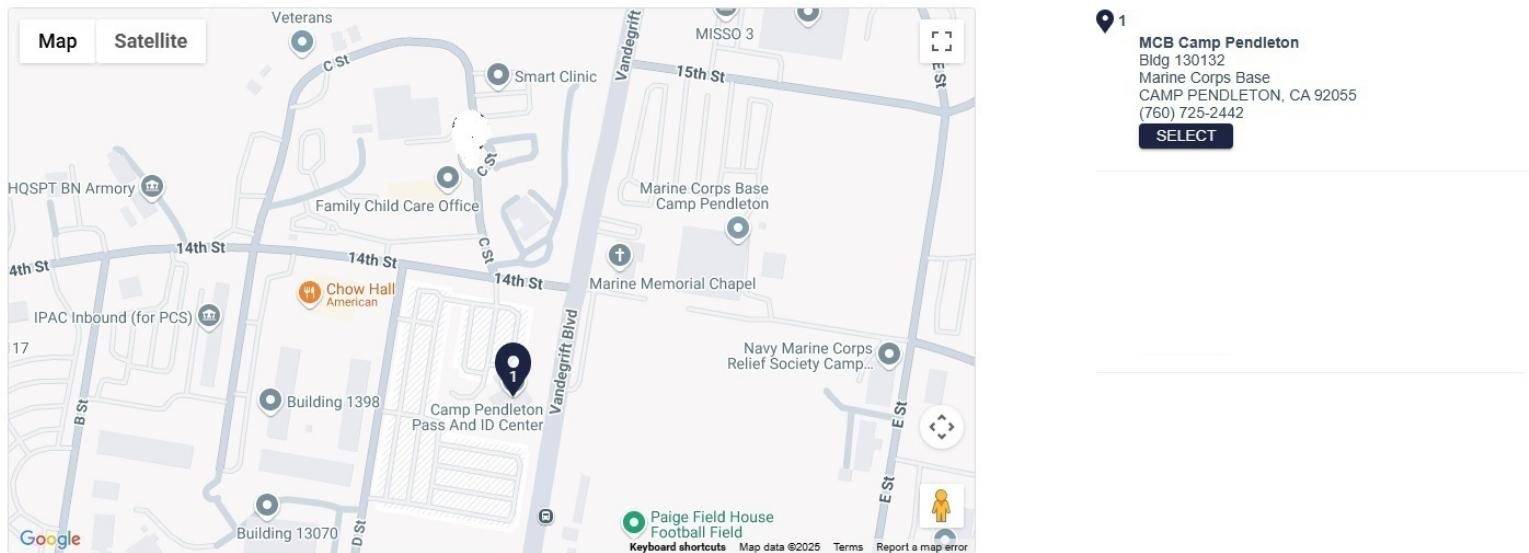
The Relocation Specialist taps a variety of resources to assist service members and families with relocation or transition. Offered are:

- International Culture Group
- Loan Locker – (provides pots/pans for use)
- Plan Your Move Seminar
- Sponsorship Training
- Distribution Management Office
- Youth Sponsorship

### HOUSEHOLD GOODS OVERDUE / LOST / DESTROYED

Loan Locker (no furniture-just pots/pans)	(760) 725-3802
Military Outreach Ministries (furniture, clothing, etc)	(760) 908-7043
Distribution Management Office (DMO)	(760) 725-8177

## DEERS/PASS & ID INFORMATION



**MCB CAMP PENDLETON ID Card Center**  
Site ID: 173197  
BLDG 130132  
14th St and Vandegrift Blvd  
CAMP PENDLETON, CA 92055  
(760) 725-2442

### Office Hours

Sunday:  
Monday: 6:00 AM - 5:00 PM  
Tuesday: 6:00 AM - 5:00 PM  
Wednesday: 6:15 AM - 5:00 PM  
Thursday: 6:00 AM - 5:00 PM  
Friday: 6:00 AM - 5:00 PM  
Saturday:

### Walk-In Hours

Sunday:  
Monday: 6:00 AM - 5:00 PM  
Tuesday: 6:00 AM - 5:00 PM  
Wednesday: 6:15 AM - 5:00 PM  
Thursday: 6:00 AM - 5:00 PM  
Friday: 6:00 AM - 5:00 PM  
Saturday:

**Pass & ID – <https://www.pendleton.marines.mil/Main-Menu/New-Personnel/#NewPersonnelTab/id-card-center>**

Marine Corps Base Camp Pendleton has implemented policies that focus on access control procedure and ensure the protection of Active Duty personnel, residents and civilian employees. These policies are intended to help Marines accomplish their mission and keep families aboard Camp Pendleton safe, while allowing access to authorized personnel and sponsored visitors. For more information click the link below.

<https://www.pendleton.marines.mil/Base-Access/>

**DEERS Verification:** (800) 538-9552

DEERS enrollment (Defense Eligibility Enrollment Reporting System) for Marine Corps Base, Camp Pendleton uses an appointment system. The Office is the primary issuing facility for ID Cards for Active Duty Members, Reserve and National Guard Members, retired, former spouses who are not remarried and certain other eligible family members.

## TRICARE INFORMATION

### Tricare Extra

- Provider locator: 1-(888)-TRIWEST or [www.tricare.mil](http://www.tricare.mil)
- Cost varies for E-5 and above and E-5 and below. Deductible 15% negotiated fee
- Service- Care proved by physicians not in Tricare network but still authorized provider • Advantage- Claim paperwork submitted by provider

### Eligibility Requirements

- Active duty family member
- Military retiree, to include military retiree family member
- Surviving eligible family member of deceased active duty or retired service member
- Ward, pre-adoptive child or former spouse of an active duty or retired service member • Enrolled in the Defense Enrollment Eligibility Reporting System (DEERS) (800) 334-4162.

### METLIFE (DENTAL)

(855) MET-TDP1 (638-8371)

Overseas: (855) MET-TDP2 (638-8372)

TDD/TYY: (855) MET-TDP3 (638-8373)

<https://employeedental.metlife.com/dental/public/EmpEntry.do>

Dental Program offers all enrolled members comprehensive dental coverage:

- Diagnostic & preventative services
- Basic restorative services
- Endodontics
- Periodontics
- Oral surgery
- Orthodontics

Eligibility:

- Family members of active duty service members, including spouses and unmarried children (including stepchildren, adopted children and wards) under 21.
- Full-time student – A family member over age 21 may be eligible for benefits through the end of the month in which he or she turns 23 if they are:
  - Enrolled full-time at an accredited college or university
  - More than 50% dependent on the sponsor for financial support
- If the student terminates his/her education prior to turning 23, eligibility ends at the end of the month in which education terminates.

## MEDICAL – NAVAL HOSPITAL & PHARMACY INFORMATION

200 Mercy Circle  
(760) 725-HELP (4357)  
<https://camp-pendleton.tricare.mil/>

### For information on Branch Medical Clinics & Pharmacies:

<https://camp-pendleton.tricare.mil/About-Us/Directory>

### DIRECTIONS TO NAVAL HOSPITAL – CAMP PENDLETON

#### North or South:

Take Interstate 5 north or south to the Camp Pendleton exit. If coming from the north, make a left after the exit. After passing through the main gate of the Base, hospital is immediately on your right.

#### From Fallbrook and points east of Camp Pendleton:

From Interstate 15, take the Mission Road exit toward Fallbrook. Follow Mission Road for approximately 5 miles until you reach the intersection of Ammunition Road. Make a right on Ammunition Road and proceed through the Naval Weapon Station gate. Make a right turn on Vandegrift Blvd and continue about 7 miles and hospital will be on your left.

#### **Important Numbers**

Patient Services Center  
(760)-725-HELP (4357)

#### Options for this number

- Appointment Line/ OBGYN - Make or Change Appointment
- Medical Concerns
- Pharmacy Call-in Refill Requests
- Information

#### **Officer of the Day/Quarterdeck (Main Hospital Phone Number)**

(760) 725-1288

## PHARMACY INFORMATION

Naval Hospital Pharmacy  
(760) 725-1440/41

Pharmacy Refills (Toll Free)  
(866) 286-8249

Pharmacy Hours  
Monday – Friday 7:30-9:00  
Saturday – 8:00 – 3:00  
Sunday and Federal Holidays – closed

Pharmacy wait times are posted at [www.cpen.med.navy.mil](http://www.cpen.med.navy.mil), and displays up to the minute CURRENT wait times.

Refills must BE CALLED in by dialing above number or via internet at [www.cpen.med.navy.mil](http://www.cpen.med.navy.mil).

Prescription refills will be filled in the following time frame:

<u>Called in by:</u>	<u>Pick up after:</u>
Sunday	Wednesday
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday
Thursday	Tuesday
Friday	Tuesday
Saturday	Wednesday

## BRANCH MEDICAL CLINICS

### 13 AREA BRANCH MEDICAL CLINIC

Building Location: Camp Pendleton, 13 Area, Bldg. 13127  
Phone Number: (760)-763-0306. Appointment line Family Members; 725-7499/7352

Services Provided:

- Pharmacy – ***Refill site only.*** Original prescription must be filled at Naval Hospital pharmacy first, all refills can then be requested at this clinic.
- Supports active duty, retired military and their family members. Patients are seen on appointment basis only and appointment availability is based on acuity of the illness. This clinic does not have emergency services or after-hour care.

### Exceptional Family Member Program

(760) 725-5363

## FAMILY HOUSING

### Main: 98 San Jacinto Rd

(760) 725-5995

Toll Free: (800)-843-2182

<https://www.pendleton.marines.mil/Family/Family-Housing/>

Forms may also be submitted via email or fax to: [pndlfamilyhousing@usmc.mil](mailto:pndlfamilyhousing@usmc.mil) or (760) 725-5559 DSN: (365) Services:

- On-Base Housing offered for all military families in various locations on Camp Pendleton.
- Off-Base Housing referral services and counseling for persons choosing to live off base or those on a waiting list.
- Special program with apartment landlord who will exchange the security deposit and last month's rent for an allotment paying the landlord directly. A minimum of one year required on the lease. Ask the Housing Office for details.

For information regarding specific Lincoln Housing Unit availability: [www.lincolnmilitary.com](http://www.lincolnmilitary.com)

## LODGING

### Temporary Lodging Facilities (TLF)

Temporary Lodging Facilities offer short-term housing accommodations for military members, their families, and guests.

#### Ward Lodging

Bldg 1310 (near from Mainside Center & 13 Area Swimming Pool)

(760) 725-5304/0521/385-1311

To make reservations: <http://innsofthecorps.com/>

#### Pacific Views Lodge

Bldg 202870 (next to South Mesa Club near the main gate)

(760) 763-7805/7806/7807/7808

To make reservations: <http://innsofthecorps.com/>

## Readiness & Community Support

### Abby Reinke Community Center

Building 201019

Telephone: (760) 763-0649

### Community Counseling Center

Mainside Bldg. 130193

Telephone: 763- 3222/2222

Community Centers offer a variety of programs, which are tailored to the needs of the individual community.

Marines/Sailors and their families come to the centers to find recreational, leisure and educational opportunities. Many classes taught are Family Team Building & Community Support classes, as well as those provided by other on-base agencies such as the Armed Services YMCA and Children, Youth and Teens Program.

## Legal Assistance & Military Magistrate

Building 22161  
(760) 725-6172

### Services:

- Power of Attorney, Wills and Guardianships
- Divorces
- Name Changes
- Review of Contracts
- Creditor Problems to include landlord/tenant disputes
- Notary Public
- Naturalization Class

## Military One Source

Online: [www.militaryonesource.com](http://www.militaryonesource.com)  
United States: 800-342-9647

You can create your own user ID and password to order free audio CD's, tapes and booklets and have them sent to your home or office. The web site and phone number can be used 24 hours a day, 7 days a week and can assist you with the following information:

- Relocation
- Legal Issues and Financial Matters
- Education and Schooling
- Relationships to include elder care
- Parenting and Child Care
- Counseling Services
- Everyday issues

\*Face-to-Face counseling sessions available with licensed counselors. These sessions are available for Marines and their family. They are confidential and will not be reported to commanders. Confidentiality is not extended to issues of child abuse, spouse abuse, elder abuse, or threat of harm to self or others.

\*Telephone Consultation available for those unable to attend face-to-face counseling due to location or other circumstances. Call 800-342-9647 for more information or visit [militaryonesource.com](http://militaryonesource.com) and click counseling options link.

\*Military One Source Staff include multilingual and multicultural staff. All staff is supported by a simultaneous language translation service that allows you or your family members to speak in your preferred language to the consultants while the translator is on the line.

## Vehicle Registration

Mainside, Food & Service Pavillion  
Bldg 15102  
(760) 512-3222

### Services:

- Vehicle Registration (California Transfer/Renewal)

### Vehicle Registration Requirements:

- Current vehicle registration information, current driver's license, insurance policy, current Military ID card or Sponsorship Letter
- If vehicle is not licensed in California it will require a smog inspection
- Smog inspections are required every two years for all vehicles except diesel powered vehicles manufactured prior to 1998 and electric, natural gas powered vehicles over 14,000 lbs. Hybrids, motorcycles, trailers, or gasoline powered vehicles 1975 and older are also exempt.

### What to bring for Vehicle Registration:

- The Title or Current Registration Certificate
- Smog Certificate
- An application form available at the office or by mail.
- A visual inspection of the Vehicle ID number is also required.

### What to bring for Military ID & Base vehicle registration:

- If Military service member cannot be present, spouses can obtain an ID card.
- You must have either Power of Attorney and/or 1172 signed by service member
- The Title or Current Registration Certificate
- Smog Certificate (if required)

## WEAPONS REGISTRATION

Police Records Section  
Bldg. 1523  
(760) 725-0819

Base Regulations require that all privately-owned weapons brought aboard Marine Corps Base, Camp Pendleton for storage must be registered within 72 hours after having been introduced on board the military installation. Personal weapons will be registered at the Police Records section. Additionally, personnel will deregister their weapons within 72 hours of their sale or removal from the base.

Persons living in Base Housing are authorized to store weapons in their quarters. Marines living in BEQs/BOQs are required to store their weapons in their unit armory.

For more information: <https://www.pendleton.marines.mil/Main-Menu/Services/New-Personnel/Weapons-Registration/>

## Base Library Service

Mainside Bldg 1146  
(760) 725-5104  
South Mesa Branch  
Bldg 200090  
(760) 725-2032  
Seaside Square Branch  
Bldg 51093  
(760) 725-7325

### **Mission**

The libraries aboard Camp Pendleton are dedicated to offering a wide variety of resources to enhance professional and personal learning.

### **Bookmobile**

A bookmobile brings library services to the outlying camps. Call the nearest library for a schedule and route.

### **Other Services Available**

- Commandant's Reading List
- Free Internet Access and E-mail Services
- Online Card Catalog
- Test Preparation Materials
- Photocopier and Computers
- Books on Audiotape
- Videos
- Equipment

## NEW PARENT SUPPORT & COURSES

### New Parent Support Program

(760) 725-3884

#### Courses Offered:

- Mom's Basic Training
- Dad's Baby Boot Camp – Provide parents and those with an infant an understanding of the infant's world and the basic skills necessary for loving care.
- Parenting Classes – Provide "hands on" information for parents to make informed, responsible decisions about their toddlers and young children.
- Home Visits – Help with your concerns as a parent or parent-to-be in the privacy of your home by a warm, caring professional.
- Our First Friends - Support Group for mothers with infants under 12 months.
- Play morning -Interactive play group for families with children 12 months - 5 years.
- Single Parent Support - on the 2nd and 4th Monday of every month from 5:00pm-6:00pm at the Abby Reinke Community Center to express the joys and frustrations unique to being a single parent in the military.

## Women, Infants and Children (WIC)

WIC - [www.fns.usda.gov](http://www.fns.usda.gov)

Central Line: (800)-500-6411

The American Red Cross Women, Infants, and Children, better known as WIC, provides a nutrition program to eligible pregnant women, infants, and children up to age 5 to help them eat well, stay healthy, and be active. We provide special checks to buy nutritious foods. WIC brings moms and babies closer by supporting breastfeeding and can also provide nutrition education and resource referral to local and military helping organizations. All WIC services are provided FREE to participants. Please see the website above for current income guidelines for eligibility. Red Cross WIC has 10 locations at local military bases and near military housing. Some locations are open evenings and Saturdays. Please call 1-800-500-6411 for more information or to schedule an appointment.

### What is WIC?

- WIC is a nutrition program that helps mothers and young children eat well and stay healthy.
- WIC gives eligible families special vouchers to buy specific foods like milk, cheese, juice, cereal, eggs, dried beans, peanut butter, carrots, canned tuna, baby cereal and formula with iron.
- WIC also provides nutrition and health education, personal counseling about nutrition, support and help with breastfeeding and referrals to health care and other kinds of help for qualifying families.

### Locations:

- Mainside Camp Pendleton, bldg 1131
- Abby Reinke Community Center, bldg 201019
- San Onofre Community Center, bldg 51919
- 1906 Oceanside Blvd, Oceanside
- Mesa Margarita WIC – San Luis Rey Valley Police & Resource Center
- 521 Vandergrift Blvd. Oceanside
- WIC – North County (Oceanside, CA) (760) 433-3814 • WIC – Riverside County – Temecula (951) 358-5435
- WIC- toll free number Camp Pendleton (800) 500-6411

### Who is eligible?

- Women who are pregnant, breastfeeding or recently had a baby, infants under 12 months old and children under 5 years old are eligible.
- The family must also meet the WIC income limits and get medical checkups.

### What to bring to appointments: (Appointments are required)

- Current LES
- Medical form filled out by doctor
- Proof of address
- Food records of what you or your children eat.

### Need a ride to your Appointment?

- Call ASYMCA to reserve transportation to your WIC appt. ASYMCA at (760) 385-4921.

## CHILDREN'S PROGRAMS MOM's Club

(760) 763-7394

[info@momcp.com](mailto:info@momcp.com)

Military Outreach Ministry (MOM) offer MOM's Club programs as an opportunity for active duty military, military spouses and their children to come together in a social atmosphere.

Programs offered:

- Kidz Club – for children 0-5 years of age that meet weekly in a fun, friendly and safe environment.
- Mommy 2B – is a program for active duty military moms to be. This program encourage active duty expectant mothers to eat healthy, work out gently and prepare for motherhood and returning to full duty.\*Register on the website to receive emails about free diaper distributions.

## Armed Services YMCA

Main Office, Bldg. 16144: (760) 385-4921

- Mommy & Me preschool class for children from 18 months to 5 years old. Classes meet two times a week. The classes emphasize developing socialization skills.
- Operation Hero: After school mentoring program to school age children.
- Camp Flash: Supports families in the EFMP program.
- Operation Appreciation: On Armed Forces Day, service members and their families can enjoy a day of free food, entertainment, and activities

## Just For Kids

Base Library Service

(760) 725-KNOW

- Special Children's Reading Areas with the latest children's stories
- Children's Story Time
- Children's After School Hour Reading Club

## Children, Youth & Teen Program (CYTP)

CYTP Headquarters – Bldg. 13150

(760) 725-6308

CYTP Resource and Referral – Bldg. 13150

(760) 725-9723 School Age

Child Care, Bldg. 201017

(760) 725-2102

In-Home Child Care Bldg. 13150

(760) 725-7631

Services:

- Full-time child care
- Hourly child care (absentee/space available basis)
- Before and after school care (5-7 year olds)
- Full-time school age summer program
- Camp Pendleton Child Development Centers
- Camp Pendleton Licensed Family Child Care Homes
- Agencies providing in-home service
- Special Needs Child Care Providers
- Resource and referral for Overnight and Weekend care
- 3 Youth centers at Wire Mountain, De Luz and San Onofre.

Childcare is available for special events- Marine Corps Balls, Pre-Deployment Briefs, Return & Reunion Briefs.

Call Child Care Resource & Referral Services for reservations.

**Emergency Child Care**

- Emergency in-home childcare facilities (760) 725-3888.
- Please note that not all emergency childcare services are free of charge.
- Emergency childcare is for 23 hours 59 min until a legal guardian or family member can pick up the children.

# EDUCATION, EMPLOYMENT & PERSONAL ENRICHMENT PROGRAMS

## EDUCATION ASSISTANCE

### Joint Education Center

Bldg. 1331

Hours of Operation: Mon, Tues, Thurs & Fri 0730-1630

Wed 1000-1630

(760) 725-6660/6414

The mission of the Joint Education Center is to provide a wide range of high quality educational programs to enhance professional and personal learning for all active duty military personnel and their families.

#### Services:

- College 101 Brief: all first time Tuition Assistance users are required to attend a College 101 Brief before submitting the form for assistance. This brief is designed to help first time, or returning students prepare for college. Held every Wednesday at 1130 and Friday at 0830 in Room 210 of bldg 1331. Appointments are not required for brief.
- Counseling: Academic advisement for both active duty and family members. Appointments available Monday, Tuesday, Thursday, and Friday, 0900-1600.

### United States Military Apprenticeship Program (USMAP):

USMAP is a training program that gives service members the opportunity to complete civilian apprenticeship requirements while they're still on active duty. It is a formal military training program that provides U.S. Army, Navy, Air Force, Marine Corps, Coast Guard, reserve and guard members the opportunity to improve their job skills and to achieve recognition for military service member equal to his/her civilian counterpart.

[USMAP \(osd.mil\)](http://USMAP.osd.mil)

### Colleges on Camp Pendleton:

#### Central Michigan University: [www.cel.cmich.edu](http://www.cel.cmich.edu)

Office Hours: Mon-Thurs 0800-1600, Fri 1000-1800  
725-0485 or (760) 385-0412

#### Central Texas College: [www.ctc-pendleton.com](http://www.ctc-pendleton.com)

Office Hours: Mon-Thurs 0800-1630, Fri 0800-1500 (760)  
(760) 725-6386, (760) 385-4942

#### Embry-Riddle University:

[www.erau.edu/camp pendleton](http://www.erau.edu/camp pendleton)  
After 1600, call (760) 385-4233  
(760) 385-0152

#### National University:

[www.nu.edu](http://www.nu.edu)  
(760) 268-1533

#### Park University: [www.park.edu/pendleton](http://www.park.edu/pendleton)

Office Hours: Mon-Fri 0800-1630  
(760) 725-6858

#### Palomar College: [www.palomar.edu](http://www.palomar.edu)

Mon-Thurs 0800-1930, Fri 0800-1400  
(760) 725-6626

### Spouse Scholarship Program:

#### My Career Advancement Account (MyCAA) Scholarship Program

MyCAA is a workforce development program that provides up to \$4,000 of financial assistance to eligible military spouses who are pursuing a license, certification or Associate's degree in a portable career field and occupation

(760) 725-4737 or (760) 725-6414

<https://aiportal.acc.af.mil/mycaa/>

## **FINANCIAL ASSISTANCE / FOOD SOURCES**

### **FINANCIAL ASSISTANCE & EDUCATION**

**Navy Marine Corps Relief Society**  
(760) 725-5337 / 5338  
[www.nmcrs.org](http://www.nmcrs.org)

- The Navy-Marine Corps Relief Society provides assistance to active duty and retired Sailors and Marines.
- Assistance is usually given in the form of interest free loans for basic living expenses, emergency travel, medical and dental expenses and auto repair.
- The Society also offers non-financial support such as information on pay and allowances, budget counseling and referrals to community services.
- The “Budget for Baby” class, offered to expectant parents, provides information about the costs associated with a newborn. “Baby’s First Sea bag”, a layette worth approximately \$120, is given to Marine Corps and Navy expectant parents (all ranks) who attend the class.

What to bring to appointments:

- ID Card/ Current LES
- Any documents pertaining to the problems
- Call at 0800 for same day appointment/ Walk- ins for EMERGENCY LEAVE ONLY

**Personal Financial Management Program** [www-usmc.mccs.org/finance](http://www-usmc.mccs.org/finance)

Free of charge financial planning services to the military and their family members.

## FOOD SOURCES

### **Emergency & Free Food Sources - Available to Families within Certain Income Limits**

#### **USDA Food Stamps (SNAP)**

- [www.fns.usda.gov/fsp](http://www.fns.usda.gov/fsp)
- [www.hungeraction.net](http://www.hungeraction.net)
- Golden State Advantage Cards (EBT) - (Electronic Version of Food Stamps) - [www.ebtproject.ca.gov](http://www.ebtproject.ca.gov)

#### **San Diego Food Bank [www.sandiegofoodbank.org](http://www.sandiegofoodbank.org)**

#### [www.wefedsandiego.org](http://www.wefedsandiego.org)

(858) 527-1419 or (866)-350-3663 TOLL FREE

- Emergency Food Assistance Program (EFAP)

FREE Monthly Food Distribution. Must go to a distribution site within your zip code – only one visit outside your zip code permitted. Distribution sites in Oceanside, Carlsbad, Vista, Fallbrook, and many other areas. Assistance with enrolling in Food Stamp program.

- Commodities Supplemental Food Program (CSFP)

For pregnant women, children under 6, women up to 12 months post-partum, and breastfeeding mothers who reside in San Diego County. FREE Monthly food boxes provide infant formula, produce, cereal, canned foods, cheese, rice, pasta, and milk and fruit juice.

#### **We Connect [www.weconnect.net](http://www.weconnect.net)**

Links to Food Resources, Coupons, and Money Savers.

#### **Fallbrook Food Pantry:**

Serving: M-F 0930 AM-1230 PM

140 N Brandon Rd, Fallbrook, CA 92028

(760)-728-7608

#### [www.Fallbrookfoodpantry.org](http://www.Fallbrookfoodpantry.org)

#### **Western Eagle Foundation:**

40940 County Center Dr, Temecula CA 92591

(951) 695-7206

#### [www.westerneaglefoundation.org](http://www.westerneaglefoundation.org)

#### **Brother Bennos [www.brotherbenno.org](http://www.brotherbenno.org)**

3260 Production Avenue, Oceanside, CA 92058 (760) 439-1244

Free breakfasts and sack lunches daily.

- Free clothing and blankets.
- Thrift store sells low-cost clothing and monthly food pack distribution to qualified individuals.

#### **Interfaith Community Services [www.interfaithservices.org](http://www.interfaithservices.org)**

#### **Escondido: (760)-489-6380**

550 West Washington Ave, Suite B Escondido,  
CA 92025

#### **Oceanside: (760) 721-2117 2195**

Oceanside Blvd.  
Oceanside, CA 92054