MilitaryInstallations Booklet for Henderson Hall (Joint Base Myer - Henderson Hall)

Fast Facts

Location: Henderson Hall is the home of Headquarters Battalion Marine Corps National Capital Region which provides support to Marines and government agencies throughout the National Capital Region. Henderson Hall is located on South Southgate Road in Arlington, Virginia on the southern border of Arlington National Cemetery, north of the Navy Annex, west of the Pentagon and right next door to Fort Myer. Henderson Hall is just minutes from the White House, Capital building, Pentagon, Smithsonian Museums and all of Washington, DC’s monuments. To view a Welcome Aboard video visit this [website](#).

Cost of Living: The Washington DC metro area is a high cost of living area.

Base Operator: 703-614-7171; DSN 312-224-7171

Population: 2,000 Marines, 1,200 civilians, and 2,800 family members.


Child Care: Child Care is not available on Henderson Hall. For child care information, please call Joint Base Myer Henderson Hall 703-696-0313/4942.

Schools: Depending on where you decide to live will determine what school your child will be zoned to. There are numerous school districts in the National Capital Region. Review the states' website to locate information about your particular school. [District of Columbia](#), [Maryland](#), [Virginia](#).

Youth Services: There is no Youth Center located on Henderson Hall, however, there is a Youth-Area-Sponsorship Program that works in coordination with Youth Centers and family members in the Washington DC area. Youth Area Sponsors provide the arriving family members with a variety of information on schools and community activities. Youth sponsors provide information and support before, during and after the move. For more information, contact the Children, Youth and Teen program coordinator at 703-614-7332.

Marine and Family Programs: MCCS Marine and Family Programs 703-614-7200, 703-614-7001, Fax 703-614-7209

Housing: There is no family housing located at Henderson Hall. Marines stationed here are authorized to apply for family housing at Family Housing Department, Anacostia Naval Station. In addition to area military housing offices, Henderson Hall, itself, has established a Set-Aside Housing Program for active duty military personnel. This is an agreement between Henderson Hall and a specific property management company to assist military members with acquiring suitable housing in the community at reduced rental rates. Through this program, application fees, credit checks, income requirements and security deposits are waived; this waiver saves the service member a considerable amount of money. The monthly rent must be paid by allotment, initiated by the service member, to the property management company through the Henderson Hall Relocation Program, and the service member must be able to fulfill a one (1) year lease agreement. For more information stop by the Relocation Office or call 703-614-7332.

Employment: Contact the Marine and Family Programs Career Resource Management Center, 703-614-6828/4881 for assistance. In the Washington, DC Metropolitan area (District of Columbia, Southern Maryland, and Northern Virginia) the employment opportunities are good in most professional areas, including blue collar and construction. The majority of local business is dependent on the needs of the Federal Government. Unemployment rate in DC 10.4%, MD is 7.2% and VA is 7.1%. Median Household Income range $62,074 - $94,876.

Base Services:

MCCS Facilities
Commissary is on Fort Myer, immediately adjacent to Henderson Hall
MCX has 1 main exchange on board Henderson Hall.
ATMs located on base. Pentagon Federal Credit Union, Armed Forces Bank N.A. and Navy Federal Credit Union have branches on Fort Myer.

Medical Services: Medical and dental care of Marines assigned to Henderson Hall is provided by the Tricare Health Delorenzo Clinic at the Pentagon (703) 692-8810 or (855) 227-6331 or Andrew Radar Health Clinic on board Ft. Myer.
Special Installation Messages:

Defense Service Network (DSN) Dialing Instructions

The DSN is the provider of long-distance communications service for the Department of Defense (DoD). Every installation has a special DSN number and the numbers vary by world-wide location. In order to place a call using DSN, the caller must be using a military phone on an installation. Cell phones cannot dial DSN numbers. When dialing a DSN number from a United States installation to another United States installation, it is unnecessary to dial the DSN 312 area code. When dialing a DSN number to/from overseas locations, the DSN area code must be included. The operator can be reached at commercial (719) 567-1110. Please note that long distance charges may be incurred.

Overview

Location

Henderson Hall is located on South Southgate Road in Arlington, Virginia on the southern border of Arlington National Cemetery, north of the Navy Annex, west of the Pentagon and right next door to Fort Myer. Henderson Hall is just minutes from the White House, Capitol building, Pentagon, Smithsonian Museums and all of Washington, DC's monuments. The base operator’s phone number is 703-614-7171; DSN 312-224-7171. To view a Welcome Aboard video visit this website.

History

With the expansion of the Marine Corps in World War II, and the move of Headquarters, U.S. Marine Corps to the Navy Annex Building on November 10, 1941, Henderson Hall supported Headquarters personnel. Subsequent revisions and unit redesignations occurred with the designation of Headquarters Battalion on April 1, 1943. A second Headquarters Battalion of Women Marine Reserves was organized in September 1943, to provide barracks for a portion of the 2,658 women assigned. During August 1946, a substantial number of Women Marines were released from active duty, making Henderson Hall barracks available for the billeting of male Marines. The lands associated with Henderson Hall were acquired through deeds and other actions between 1943 and 1952. The Governor of the Commonwealth of Virginia executed a Deed of Cession of Political Jurisdiction to the United States of America on February 15, 1954. For additional information, visit our installation homepage.

Mission

The mission of Henderson Hall is to provide support to Marines and government agencies throughout the National Capital Region. Agencies supported are the White House, Senate, Congress, Pentagon, Headquarters Marine Corps, Defense Intelligence Agency, and Military Attachés throughout the world.

Population Served

The population of Henderson Hall includes 2,000 Marines, 1,200 civilians, and 2,800 family members.

Base Transportation

The Henderson Hall Motor Transport Office provides the transportation support for Marines stationed at Henderson Hall. They operate shuttle services to offices not physically located on board the base. Please contact 703-614-1332 for current shuttle schedules and destinations. There is a shuttle bus to the Pentagon.

Sponsorship

If you desire a sponsor to assist you with your move to Henderson Hall, or require personalized assistance prior to check-in, please call the Consolidated Administration (ConAd) Office during regular working hours (7:30 a.m. - 4:30 p.m.) at 703-614-7171, or DSN 312-224-7171 or the Information and Referral Office 703-603-5197 DSN 312-223-5197.

All personnel checking into HQBN or Henderson Hall must be in the Service "A" uniform. Report to the Battalion Consolidated Administration in Building 29, room 205 during normal duty hours. After working hours, report to the Duty NCO in Building 29, telephone 703-614-5973, 202-439-6136 or 202-439-5941.

Temporary Quarters

There are no temporary quarters aboard Henderson Hall. There are numerous temporary lodging facilities throughout the National Capital Region. It is highly recommended that inbound personnel make reservations well in advance, especially during peak PCS season. (May-Aug)

Navy Lodge (JBAB) 202-563-6950
Relocation Assistance

A Welcome Aboard Orientation is held the second Tuesday of each month in building #29, room 105 from 0800-1100. Following the Welcome Aboard, there is a free tour of the Washington, DC area.

The Relocation Office number is 703-693-9197 DSN 312-223-9197.

We have a Set Aside Housing Program to assist Marines in finding affordable housing. There is no one-month security deposit, no application fee, and no credit check. In return, the military member agrees to have rent deducted directly from pay through an allotment. This program is designed to help defray the very high housing costs in the MD/DC/VA area.

Critical Installation Information

Child Care is not available on Henderson Hall. For child care information, please call Joint Base Myer Henderson Hall 703-696-0313/4942.

Marines with pets will be somewhat limited in the rental market, since many apartment owners do not allow pets, or only allow cats. Affordable rentals can be found in the outlaying areas, but the commute time to Henderson Hall increases the farther out you go. The amount of rent varies dramatically based on area and commute time from Washington, DC.

Sponsorship

Sponsorship Training

Visit My Training Hub and log in with your Common Access Card, or CAC, to take the eSponsorship Application & Training. The course will walk you through your sponsorship duties and help you find the resources and information your newcomer is going to need. Families can be an important part of the sponsorship process. If your family members want to learn more about sponsorship or if they want to become a sponsor, they can access the Sponsorship Awareness for Families and complete sponsorship training through My Training Hub with an email address and password. The Sponsorship Awareness for Families course includes the same resources and information as the CAC-enabled version.

Moving is a way of life for service members and their families. Resources like MilitaryINSTALLATIONS, Plan My Move and Military OneSource can help smooth that transition. The Sponsorship Program supports sponsors with training and access to important information and resources.

Sponsorship Program goals include the following:

Providing newcomers with a sense of belonging
Easing the transition for inbound service members or civilians and their family members
Increasing productivity
Helping newcomers make informed decisions
Cultivating new friendships
Improving morale

A sponsor is assigned by a newcomer’s gaining unit and helps the newcomer before, during and after a move. If you haven’t been assigned a sponsor, you can request a sponsor through your new unit or through MilitaryInstallations. Units try to match sponsors and service members by rank and family status.

Sponsorship duties include the following:

Contacting the service member and family with an introductory email
Following up with the member's preferred method of contact
Sending information about the new community and duty assignment, responding to questions and providing resource information
Confirming transportation and lodging arrangements
Assisting with post office arrangements
Meeting service members and family members upon arrival
Accompanying service members to unit check-in point
Introducing service members to the Military and Family Support Center and loan closet, if available
Orienting service members and families to the installation and key locations, such as the commissary
Note: Responsibilities may vary based on service-specific policies and guidance.

Youth Sponsorship Program
Many installations give kids the chance to get to meet a new friend and become acquainted with their new installation through the installation’s youth program. Where available, they can exchange emails, talk on the phone or chat online. For more information, visit MilitaryINSTALLATIONS and click on Youth Services and your new installation. The youth program staff at your new installation can offer more information on the Youth Sponsorship Program. Families with children may also want to visit Military Kids Connect, an online community for military children and youth. The site offers games, videos and links to teen-led installation tours.

Directions to Installation

Directions

Directions to Henderson Hall

Driving from the West or North

If you are arriving from the west or north side of the base, take I-66 east; exit onto 110 south (Pentagon/Alexandria), Exit #75; exit onto 395 south (Washington Blvd./Columbia Pike); stay in the right lane; exit Washington Blvd./Navy Annex/Columbia Pike; turn right at the stoplight onto Southgate Road; turn right into Henderson Hall Gate 3. Security at the gate will direct you to the parking area.

Driving from Washington, DC

Take 395 south; exit onto Washington Blvd./Ridge Road (Exit #8); take Hwy. 27/Washington Blvd./Ridge Road; follow Washington Blvd./Columbia Pike; turn right on 244 east/Columbia Pike/Navy Annex; turn right at the stop sign; take an immediate left onto Orme Street; turn right at the stop sign; turn left at the stop sign and proceed straight to Henderson Hall Gate 1. Security at the gate will direct you to the parking area.

Driving from the South

Take 395 north; take the Fort Myer exit (#8A); follow the left lane to 244 Columbia Pike/Washington Blvd. (27); while under the bridges get in the right hand lane; make the first right onto 244 east Columbia Pike/Navy Annex; turn right at the stop sign; make an immediate left onto Orme Street; turn right at the stop sign; turn left at the stop sign; enter Henderson Hall Gate 1. Security at the gate will direct you to the parking area.

Airports

Driving from Reagan National Airport

Exit airport towards 395 south. Follow sign toward 395 south/Virginia. Take 395 south; exit onto Washington Blvd./Ridge Road (Exit #8); take Hwy. 27/Washington Blvd./Ridge Road; follow Washington Blvd./Columbia Pike; turn right on 244 east/Columbia Pike/Navy Annex; turn right at the stop sign; take an immediate left onto Orme Street; turn right at the stop sign; turn left at the stop sign and proceed straight to Henderson Hall Gate 1. Security at the gate will direct you to the parking area.

Check-in Procedures

Travel Planning

There is no Temporary Lodging Facilities (TLF) on board Henderson Hall. There are numerous TLF’s in the National Capital Region. You will need to make reservations as early as possible, especially during the summer months.

Area Temporary Lodging Facilities

Base Telephone Numbers:

Anacostia NDW (Officer only) 202-433-2006
Andrews Air Force Base 301-981-4614
Bellevue Navy Lodge 1-800-628-9466
Bolling Air Force Base 202-767-5316
Fort Belvoir 703-805-2333
**Fort Myer (07 and above) 703-696-3576/7**

**Reporting Procedures**

All personnel checking into HQMC or Henderson Hall, must report to Henderson Hall, Bldg. 29, room 205 to begin the check-in process.

All personnel reporting after normal working hours will report to the Duty NCO in Building 29, Henderson Hall Barracks. The Staff Duty NCO's phone number is 703-614-5973, 202-439-6136 or 202-439-5941.

If you require personalized assistance prior to check-in, please call the ConAd Office during normal work hours (7:30 a.m. - 4:30 p.m.) at 703-614-7171 or DSN 312-224-7171, fax 703-614-7158 or DSN 312-224-7158.

All personnel checking into HQBN or Henderson Hall must be in the Service "A" uniform. All officers and Marines requiring administrative support, reporting to HQMC on PCS, Active Duty Special Work (ADSW), TAD, and Active Duty for Training (ADT) orders should report to the MilPers Section, HQBN, Henderson Hall, building 29, to receive the endorsement of orders and initiate the check-in process.

**What to do if you Get Married Enroute**

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

**Motor Vehicles**

**Registration and licensing requirements**

State laws vary when it comes to motor vehicle insurance requirements, licensing and registration. The term vehicle generally includes automobiles, motorcycles, vans, trailers and boats regularly parked or garaged overnight. Service members and their families will want to understand their state's laws on registration and licensing before moving to a new state. Visit the [USA.gov Motor Vehicle Services page](https://www.usa.gov) for links to state-specific websites.

**Motor vehicle laws**

State and local laws regulate the operation of motor vehicles, and these laws can vary by location. Many states regulate the following:

- Seatbelt use
- Child safety seats
- Motorcycle operation
- The use of cellphones and other digital devices while driving

Learn more about motor vehicle laws in your state at the [Distraction.gov State Laws](https://www.distraction.gov) page.

**Installation Specific Information**

**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](https://www.dmv.virginia.gov) 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. State law requires that all children under 5 years of age be properly restrained in child seats. Some states also require younger, smaller children to sit in the back seat.

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. Hands-free devices must be used while operating a motor vehicle on ALL military installations worldwide.
Automobile Registration

To register an automobile in Washington, D.C., you can visit the Washington DC DMV homepage or call 202-727-5000.

To register an automobile in Virginia, you can visit the Virginia DMV homepage or call 703-761-4655.

To register an automobile in Maryland, you can visit the Maryland DMV homepage or call 301-729-4550.

Registering Vehicle on Base

There is no need for vehicle registration aboard Henderson Hall and Ft Myer. No base decals are issued or needed any longer.

Base Regulations

Vehicle Checks -- All vehicles entering or leaving Henderson Hall are subject to search.

Speed Limit -- The speed limit on Henderson Hall is 15 miles per hour, unless otherwise posted, and is enforced by Military Police.

Seat Belts -- Seat belts are required at all times while driving on base.

Parking -- Parking of motor vehicles is authorized only in those areas designated for parking. Pedestrians in crosswalks have the right of way.

Accidents -- The driver of any vehicle involved in an accident or collision, shall immediately, by the quickest means available, notify the Provost Marshal's Office (PMO) at (703) 696-8968 or (703) 696-3525 of the circumstances, location, number and extent of injuries, and other such information which will assist Military Police and emergency services in reaching the scene.

Education - General Overview

Public School

There are too many public schools located within the commuting area to list them all. Please call the County Public School Offices to ask which school your children will attend and the specific enrollment requirements for that school. Requirements vary, depending on the area in which you reside. Bus service is provided free of charge.

Enrollment Requirements

Prior to registration, it is advisable to confirm with the school that all requirements have been met. Usual requirements are: birth certificate or equivalent, legal proof of residence, and verification of physical examination within the past twelve months. Proof of immunization is also required. Age regulations vary, however, all the school systems can accommodate children 5 thru 20 years of age. Pre-school facilities are also available at select schools.

Children between the ages of 6 and 16 MUST attend school.

Verification of immunization against the following is necessary in all jurisdictions: diphtheria, tetanus, polio, red measles (roseola), and German measles (rubella). Additionally, Maryland requires immunization against whooping cough (pertussis). Virginia requires immunization against mumps, whooping cough (pertussis), and tuberculosis. Washington, DC requires immunization against mumps and tuberculosis.

Transfer students must furnish a previous record (such as a report card or transfer slip) indicating grade level assignment, immunization and physical examination records, official verification of date of birth, and proof of residence.

Maryland - A child must be 5 years of age by 1 September of the school year in which he/she registers for kindergarten.

Virginia - A child may enter kindergarten if he/she turns age 5 on or before October 1st. Parents of children who will be 5 after October 1st and before November 1st may petition for the enrollment of their child and must receive counseling on the advisability of their child attending kindergarten. Social Security Numbers for the children are required for enrollment in school.

Starting this school year, any child at the 7th grade level or less in Virginia, will be expected, at the end of the 8th grade and the end of the 11th grade, to pass a very difficult standardized test. Children who start this school year, in the 8th grade or higher, will not be expected to take the test. If the tests are not passed, the child will be retained in that grade. A ten-week summer school course, to prepare for the test, costs $400.

Washington, DC - A child is eligible for kindergarten if he/she is 5 years old on or before December 31st of the school year. Also, all day pre care is available for 4 year olds turning 4 on or before December 31st of the school year.
Forms for the physical and dental exams are available at the schools.
For more information, please contact the School Liaison Officer at 703-693-8378.

Home Schooling

Home schooling is an option preferred by many in the Washington, DC area. For further information on home schooling, contact the Home School Legal Defense Association website.

Private School

There are numerous quality private schools located in the greater Washington area. The Association of Independent Schools of Greater Washington will provide you with a list of private schools for the area you desire. They can provide information for Northern Virginia, Southern Maryland and Washington, DC. They provide coed, boys, girls and preschool, nursery and kindergarten private school information as well as high school information.

Adult Education

Please contact the Education & Career Services, Building 29, for additional information on colleges and universities in the area. Tuition costs vary from school to school. They can help you with tuition assistance.

The Henderson Hall Education & Career Services offers the following services: College Level Exam Program (CLEP); Dantes Subject Standardized Tests (DSST); Armed Forces Aptitude Battery (AFCT); Defense Classification Testing (DCT); Defense Language Study Program SAT and ACT Tests; National Certification Exams (at cost); Dantes Independent Study Program; High School Degree, Tuition Assistance, Financial Aid/Veteran’s Benefits; Counseling Services; External Degree Program - Both On and Off Base. Students desiring to take the Graduate Record Exam (GRE) or Graduate Management Admissions Test (GMAT) must contact a National Testing Center. Fees for these exams may be reimbursable for active duty members. Also, please call Henderson Hall’s Education & Career Services at (703) 614-9104 for information about free tutoring services.

College Representatives

Northern Virginia Community College representative is available on Wednesdays from 9 am until 1 pm; Park University representative is available on Tuesdays and Thursdays from 8 am until 3:30 pm; University of Maryland College Representative is available on Fridays from 9 am to 12 pm;

GED

GED's can be obtained through the Arlington Public Schools Adult Education Department, Jackson Adult Center. Contact the Education & Career Services, 703-614-9104, for more information.

Education - Local Schools

How do I choose a school?

Choosing the right school for children is a priority for many military families. Finding the right educational setting for each child requires a careful examination of the available options, whether you live on and off the installation. "Choosing a School for Your Child," a publication from the U.S. Department of Education, offers checklists and questions to assist parents in making the right choices.

How do I find out about schools near my new duty station?

Several quality online tools are available. Military OneSource is a free service offered by the Department of Defense to service members and their families to help with a broad range of concerns including education, parenting and child care, relocation and the concerns of families with special-needs members. An educational consultation with a specialty consultant is available, free of charge, and can help you address specific educational needs and goals.

How can I help plan for a successful transition?

Parents often want to know about the availability of extracurricular activities and sports, or the availability of advanced classes for their children. While there are other sources that can provide some information on these topics, it is usually best to get this information by contacting the schools directly.

Education - Local Schools/Overseas

Moving from one installation to another in the United States can be challenging enough; but moving with your family...
overseas can be even more complex. One of the most important challenges can be summed up in one question: "Where will my children go to school?"

**Where do I start?**

Start with MilitaryINSTALLATIONS to learn more about your new installation. In particular, read the installation's education article. All overseas installations dedicate a portion of the education article to discussing the education options available in the local community, as well as the Department of Defense schools on the installation, if available. Most overseas installations with accompanied family members have one or more Department of Defense school.

**What is the difference between a Department of Defense school and an international or national school?**

The Department of Defense Education Activity, or DoDEA, operates schools in 11 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. Visit the DoDEA website for more detailed information.

The DoDEA's student preregistration system helps streamline the registration process and allows school officials to better predict school enrollment, make more informed decisions regarding teacher and staff requirements, and prepare for special services and supplies. Parents can preregister their children by visiting the DoDEA Online Student Pre-Registration site.

The U.S. Department of State's Office of Overseas Schools works to promote quality educational opportunities for families of American citizens overseas. If a Department of Defense school is not available, visit this site to learn more about the schools in your new area.

In general, international schools are English-language schools at overseas locations. 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 may be an important consideration if your family will be returning to the U.S. before a child graduates from high school.

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

You can find a directory of overseas schools on the U.S. Department of State's Schools Worldwide page. The listing includes schools that receive assistance from the U.S. Department of State, as well as other international, private, religious and public schools.

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

Although you may not have as many choices as you had in the United States, the process for choosing a school for your child is the same. You can begin by making a list of possible schools. Next, you'll want to find out more information about each school. Talk to the relocation personnel at the Military and Family Support Center and with your sponsor, who may be able to put you in touch with other families with children around the same ages as yours. You may also want to contact the school and ask for references.

Once you have narrowed down your options, you may decide you want to schedule an interview with the school or schools. Here are some considerations you may want to discuss:

- Curriculum
- Grading system
- Tuition
- Accreditations
- Teachers and other staff
- Meals
- Extracurricular programs
- Transportation
- Schedule
- Before- and after-school programs

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

Start planning for a successful school transition as soon as you learn about your move. The more your child knows about what to expect, the more confident your child will feel on the first day of school. Allow your child to be a part of the decision-making process, if appropriate, and take your child's opinions into account.
Continuing Education

The Henderson Hall Education & Career Services offers the following services:

- College Level Exam Program (CLEP)
- Dantes Subject Standardized Tests (DSST)
- Armed Forces Aptitude Battery (AFCT)
- Defense Classification Testing (DCT)
- Defense Language Study Program SAT and ACT Tests
- National Certification Exams (at cost)
- Dantes Independent Study Program
- High School Degree
- Tuition Assistance, Financial Aid/Veteran's Benefits
- Counseling Services
- External Degree Program - Both On and Off Base
- College Level Examination Program (GRE) or Graduate Management Admissions Test (GMAT)

Students desiring to take the Graduate Record Exam (GRE) or Graduate Management Admissions Test (GMAT) must contact a National Testing Center. Fees for these exams may be reimbursable for active duty members. Also, please call Henderson Hall’s Education & Career Services at (703) 614-9104 for information about free tutoring services.

College

Contact the Education and Career Services Office, Building 29, 703-614-9104 at Henderson Hall for additional information or assistance regarding your particular curriculum or questions about the colleges and universities in the area. They can also provide assistance with Tuition Assistance, Veteran's and GI benefits. Please call 703-614-9104 for assistance.

Classes held on board Henderson Hall:

- Park University
- Northern Virginia Community College
- Webster
- UMUC

These colleges hold classes at Henderson Hall in the evening. The University of Maryland has a representative in the Education and Career Services office during working hours.

Library

Marine Corps General Library Program

The Marine Corps General Library Program supports the quality of life and well-being of Marines and their families amidst diverse circumstances. The Headquarters Library Program extends library services to remote Marines, coordinates policy and manages reporting requirements for the installation libraries. Twelve main libraries and 16 branch libraries provide collections, in all formats, in support of professional, educational, informational and recreational pursuits. A joint integrated library system, or ILS, and virtual library website provide online access to additional electronic resources and services.

On installations, libraries play an important role in the professional lives of Marines and their family members. Collections include academic and professional research resources so Marines can readily locate commandant of the Marine Corps professional reading titles, earn college degrees or certifications, update their promotion package, prepare for transition and retirement and expand future career opportunities. Several on-installation colleges offer orientation classes in library research skills at installation libraries. The Voluntary Education Program and libraries work in cooperation to meet the needs of Marines receiving tuition assistance. Materials for Marines preparing for College Level Examination Program, or CLEP, and Defense Activity for Non-Traditional Education Support, or DANTES, tests are in high demand, and library computers are often used to take practice tests. The ILS extends the use of each library's collection beyond the physical building. The system supports remote access to databases and the libraries' electronic catalogs and 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-installation libraries extend opportunities for community sharing, learning and entertainment for single Marines, families and families of deployed Marines. A thematic summer reading program has been standardized to support mobile military children. Library events vary by installation and may include an early literacy program, story times, makerspaces, book clubs, game nights, multicultural activities, book displays or access to a private webcam for meetings between deployed personnel and their families.

The Headquarters Library Program procures online databases to provide academic research, professional resources and recreational material available anytime, anywhere for Marines and their families. The virtual library portal provides access to a wide variety of general and subject-specific research databases for all ages, hundreds of self-improvement classes and digital magazines. Online homework tutoring is provided 24/7 through Tutor.com for K-12 students on subjects such as writing, mathematics through calculus, science and history. Librarians support cultural awareness and overseas families by registering library patrons for Transparent Language Online, an online foreign language program. Marine Corps library patrons are also eligible to access additional electronic research databases.
audio and eBooks, genealogy resources and newspapers through the [Navy Digital Library](#).

Seven of the Marine Corps general libraries have been awarded Premiere General Library certificates from the Department of Defense. Camp Foster library was selected 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 is the outcome of dedication to sustaining and improving the quality of life for Marines and the Marine Corps community.

**Morale, Welfare and Recreation Digital Library**

Our mobile military members often don't have the resources of a brick and mortar library on hand. The Morale, Welfare and Recreation digital library provides those resources for members in transit, at foreign missions or remote sites, and for deployed personnel. Access to library materials in electronic and downloadable format is available online, 24/7. The library provides recreation, lifelong learning and reference and career resources for all ages and interests. All resources, including audio and ebooks, are available free to service members anywhere there is access to the Internet.

The Morale, Welfare and Recreation digital library resources include the following:

- Books, with thousands of fiction and nonfiction titles, including animated children's books
- Databases that support education, research and career growth
- Resources that provide information on repairing a car or a small engine
- Learn more about the Morale, Welfare and Recreation digital library at [Military OneSource](#).

**Installation Specific Information**

Henderson Halls does not have a library. Quantico is the closes Marine Corps library. 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.

**Housing - Overview**

**Government Housing**

There is no family housing located at Henderson Hall. Marines stationed here are authorized to apply for family housing at Family Housing Department, Anacostia Naval Station Building 414.

Once orders are received, arrangements for future housing can begin. If you are considering purchasing a home in the metropolitan area, contact the Navy Family Housing Welcome Center at 202-433-0346 and ask for a list of Approved Providers. These providers will assist you in your search for a home in the metropolitan area.

Washington, DC is an independent district, and the surrounding communities are suburban counties in Maryland and Virginia. If you decide to live off-base, one of your first priorities will be to select which county you will live in. Factors to consider will be the distance between your job and your home, and your mode of transportation, public/private.

In addition to area military housing offices, Henderson Hall, itself, has established a Set-Aside Housing Program for active duty military personnel. This is an agreement between Henderson Hall and a specific property management company to assist military members with acquiring suitable housing in the community at reduced rental rates. Through this program, application fees, credit checks, income requirements and security deposits are waived; this waiver saves the service member a considerable amount of money. The monthly rent must be paid by allotment, initiated by the service member, to the property management company through the Henderson Hall Relocation Program, and the service member must be able to fulfill a one (1) year lease agreement. For more information stop by the Relocation Office or call 703-614-7202, DSN 312-224-7202.

**Non-Government Housing**

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

**Housing - Temporary**

**Temporary Lodging Facility**

The Navy Lodge is located in the Bellevue Housing area and offers temporary lodging. Call 202-563-6950 or 1-800-NAVY-INN for reservations.

**Gateway Inns and Suites (JBAB) 202-664-8587**

**Reservations**

You need to make reservations as soon as possible. You can make reservations 60 days in advance by calling 1-800-Navy-Inn or Gateway Inns and Suites (JBAB) 202-664-8587

**Bellevue Navy Lodge**

Bellevue Navy Lodge, 202-563-6950 or 1-800-NAVY-INN, located in the Bellevue Housing area.

**Rates**

$73.00/night, sleeps 5 with kitchenette. Cribs are available.

$110.00 Family Suites, sleeps 6 with kitchenette.

**Directions**

From 495 (from Woodrow Wilson Bridge), take first exit off bridge, Interstate 295 N. Exit at the first exit, Naval Research Laboratory. Go under the overpass, and at the stop light, turn right. Proceed to the top of hill, Navy Lodge is on the left side, immediately before the stop light. Bellevue Housing is on the left, across the street from the Navy Lodge.

Estimated cab fare from Regan National Airport to Bellevue is $25.00.

**Housing - Government**

**Government Housing**

There is no family housing located at Henderson Hall. Marines stationed here are authorized to apply for family housing at several Family Housing offices throughout the National Capital Region:

**Joint Base Anacostia/Bolling – 888-294-8338/202-629-2647**

**Ft. Belvoir – 703-619-3877**

**Andrews AFB – 888689-0156**

**Quantico – 703-432-8500**

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Household Goods - Overview

Arranging Household Goods Shipments

As soon as you are alerted to your upcoming permanent change of station move, you can start getting your house and family ready. Clean up and get rid of junk. Hold a yard sale or donate serviceable items you no longer need. Gather important family records.

If you are moving overseas, begin to plan what items will go in unaccompanied baggage, in your household goods shipment and in permanent storage. Remember, in overseas areas, the electric current may be different and houses are generally much smaller than those in the United States. These are good questions to ask your sponsor.

Household Goods Shipping Process

The Defense Personal Property System is the online system you will use to manage your household goods shipment. For how-to guides to assist with your application go to Move.mil.

Pets

Moving with your pet includes researching airline requirements and quarantine restriction laws in your new location. Many airlines have requirements for size, weight, breed, number of animals, kennel construction, documentation and seasonal limitations. Small pets may be shipped on military flights, but availability and regulations are always changing. Search Move.mil for more general information on shipping pets.

Many international locations have strict importation laws, including extended quarantines and restrictions on breeds or types of animals. Carefully research these rules as they could impact your moving schedule. You may also find some locations in the United States that have restrictions on certain animals and breeds. Review your new installation's "Shipping Pets" in MilitaryINSTALLATIONS for details.

"It's Your Move"

Review the U.S. Transportation Command booklet, "It's Your Move," for detailed information on weight allowances, the household goods shipping process, storage, automobile shipments, claims processes and the customer satisfaction survey.

Installation Specific Information

Installation Specific Information – For further information call 703-614-7190/91

Household Goods - Shipping Pets

Marine Corps Official Pet Policy

The United States Marine Corps has set official policy on types of dogs allowed in installation housing and other rules surrounding pets on base. You must read this policy before you plan your move, if you plan to live in government housing.

Boarding

It is a good idea to make advanced reservations for pet boarding as soon as you know your arrival date. This is an area where your sponsor can be of assistance. If you will be staying in temporary lodging, please remember that the Fort Belvoir Lodging does not accept pets of any kind. Also, many local hotels require an extra deposit if you are staying with a pet.

There are many pet kennels in this area, however, the following kennels are those closest to Fort Belvoir. To obtain a more exhaustive list, please consult the Northern Virginia Yellow Pages.

Royal Pet Shop and Kennel 703-354-7222
Woodlawn Kennels 703-360-6161
Springfield Animal Hospital 703-451-1995
Saratoga Animal Hospital 703-455-1188
Montrose Pet Hotel 703-425-5000

Cost

The cost to board a cat ranges from $10-20/day. To board a dog, the cost can be $15-28/day. For pets other than cats and dogs, please contact the kennel to determine if they will accept your pet.
Transportation

Once you have decided that an animal is going to be your traveling companion, plan for your pet's trip in the same way you plan your own. Make sure your pet is healthy and strong enough to travel. Think about the changes your pet will face in its new home. Is there enough space for exercising? How does your pet adjust to new people or strange places? If you are flying with your pet, make sure the crate has a label with the pet's name, your name, address, phone number, and the destination address. You will also want to ensure the cage has any special instructions. Also, make sure your pet has proper identification tags. The information should include your pet's name, your name, address and phone number.

Licensing

**Fairfax County**

Dogs over four months old must be licensed annually and vaccinated against rabies. Dog licenses will be sold only upon presentation of a certificate that the dog has been inoculated against rabies by a licensed veterinarian. Dog licenses cost $5.00 per year for spayed/neutered animals and $10.00 for fertile animals. To obtain a $5.00 license, certification must be provided that the animal has been spayed/neutered by a veterinarian or is infertile. All dogs must have a license tag securely attached to a collar and worn whenever the dog is off the owner's property.

Cats over four months old must be inoculated against rabies but are not required to be licensed. Licensing of cats is not required; however, the wearing of an identification tag on a safety collar is recommended.

**Prince William County**

All dogs four months of age or older must be licensed each year by January 31st. The fee is $5.00 per dog. A current rabies vaccination certificate must be shown for each dog to be licensed. Persons moving into the County must comply with the license requirements at that time.

Cats four months of age or older must have a current rabies vaccination.

Quarantines

There is no quarantine for pets arriving from overseas locations as long as the owner provides a valid veterinarian's certificate that states the pet has no diseases and current rabies inoculations.

Fort Belvoir Veterinary Clinic

All animals are seen by appointment only. Clients may call for an appointment. Routine services include vaccinations of dogs and cats, heartworm testing, feline leukemia virus testing, and health certification. There is a small service charge added to the total cost of every cash transaction as required by the Treasury Department.

The Veterinary Clinic also runs a stray/homeless facility. Stop by and check the photo board located in the waiting area.

Special Needs

**The Exceptional Family Member Program**

When you're moving, your to-do list can seem long enough to fill a packing box. But if your family has special medical or educational needs, help is available before, during and after your move. Enrollment in the Exceptional Family Member Program provides military families with special needs consideration during the assignment process and access to support services to help navigate the medical and educational system.

The Exceptional Family Member Program has three components:

- Identification and enrollment of a family member with special medical or educational needs
- Assignment coordination to determine the availability of services at the projected duty station
- Support to help families identify and access programs and services

**Who should enroll in the program?**

Family members with special medical or educational needs lasting longer than six months are required to enroll in the EFMP including spouses, children and dependent adults who:

- Require special medical services for a chronic condition such as asthma, attention deficit disorder, diabetes, multiple sclerosis, etc.
- Receive ongoing services from a medical specialist
- Have significant behavioral health concerns
Receive early intervention or special education services through an individualized education program or individualized family service plan

Why enroll in the program?

Enrollment in the EFMP is mandatory for Active Duty, and ensures that family members' documented medical and educational needs receive consideration during the assignment coordination process. Through the EFMP family support office, families can receive assistance with navigating military and community support systems.

How do families enroll in the program?

Families can enroll by obtaining paperwork from the EFMP medical point of contact at their local military treatment facility, The EFMP Liaison, or in the Marine Corps, from Marine Corps Community Services. The forms for enrollment are:

- **Department of Defense Form 2792, “Family Member Medical Summary.”** The service member, spouse or adult family member completes the first page to document medical needs. The family member's physician or other qualified medical professional completes the rest and includes the diagnosis, frequency of care, medication and any special accommodations the family member requires.

- **Department of Defense Form 2792-1, “Special Education/Early Intervention Summary.”** The sponsor, parent or legal guardian completes items one through seven of the first page to document educational needs. School or early intervention program personnel complete the remainder of the form, which includes the child’s educational diagnosis. A copy of the individualized education program or individual family service plan pairs with the form.

What is assignment coordination?

The military mission is the driving force behind the assignment process, but enrollment in the EFMP ensures that family members' documented needs are considered in the process. Assignment coordination occurs when the personnel command requests that Department of Defense medical or educational professionals review a family member's documented needs to determine availability of services at a projected location. Assignment coordination is important because access to appropriate medical and educational services may be limited in some areas, especially in overseas and remote locations. This process helps to eliminate the need for early returns from sea, HUMS and hardship discharges.

What is family support?

The EFMP family support function is provided by the EFMP case liaison and helps families identify and access programs and services. Family support includes, but is not limited to, the following:

- Information and referral for military and community services
- Warm handoffs to the EFMP at the next location
- Nonclinical case management

What is the role of the EFMP Liaison?

The role of the family support provider includes:

- Helping families on the path to empowerment by providing information and referral services, non-medical case management, education and other supports
- Helping relocating families pinpoint and navigate formal programs and services and informal supports
- Bridging gaps in programs, services and support by informing families on what is available, and how to apply for benefits and entitlements

How do families access their EFMP case liaison?

Access the EFMP case liaison by visiting or calling the Fleet and Family Support Center at 202-685-0229 and asking for a referral to a special needs consultant.

How can families help ease the transition to a new school system following a move?

In addition to the support available from the installation Military and Family Support Centers and Military OneSource consultants, MilitaryINSTALLATIONS provides some suggestions for making the transition easier as your child enters a new school system following a move to a new duty station. The article, “Preparing for Your Move,” provides tips for what to do prior to and after your move to help create a smooth transfer between schools.

Additionally, military families can learn about the Education Directory for Children with Special Needs for information on special-needs issues and listings of national and local resources for early intervention (for infants and toddlers) and special education (for school-age children) services.

Special Needs - EFMP Enrollment
Military families often relocate every two or three years. Below are suggestions for making the transition easier as your child enters a new school system following your family's move to a new duty station in the states or a Department of Defense Education Activity school overseas.

**Relocating: things to remember**

At least 30 days prior to your move:

- Notify the school or early intervention agency of your impending move and request a copy of your child's educational records.
- Obtain your child's most recent transcripts, grade reports and all pertinent medical records, including inoculation records, prescriptions and dosages.
- Contact the new school district or early intervention agency for specific information about programs on or near the installation where you will be living. Use the State, School District and Installation Information sections of the Education Directory for Children with Special Needs to identify the districts in your new location and find information about early intervention agencies. The directory provides helpful tools to assist families with infants and toddlers and school-age children transitioning to a new educational program.
- If your child has special needs and is receiving early intervention or special education services, request a copy of the following information:
  - Latest individualized education program or individualized family service plan, including the most recent progress report
  - Your child's most recent eligibility determination report for special education services, including early intervention
  - The names of textbooks or other materials that have been effective for your child
  - Adaptive equipment and assistive technology such as communication devices or modified keyboards that your child uses in school
- As you leave your duty station, you should:
  - Hand carry a copy of your child's inoculation records and the information you collected about your child's educational program.
  - Take any special equipment, medication refills and supplies (for example, hearing aid batteries) that your child may need in the next two months.
  - Keep contact information for your child's current teacher or early intervention specialist in case there are questions at your new school or early intervention agency.
  - Provide the staff at your child's current school with the contact information for the special education staff at your child's new school to speed the transfer of your child's information.

When you arrive at your new duty station, you should:

- Take the hand-carried educational information, including immunization records, with you to enroll your child in the local school.
- Notify the new school that your child has special needs. Sign appropriate releases so the new school can request official copies of your child's records.
- Request copies of any publications about the school's special education services.
- It is easier for the receiving school to start the appropriate special education or early intervention services for your child when you hand-carry important information about your child. The current individualized education program will be recognized by the school's special education committee and interim services can be provided within days. Each state has different policies or procedures that guide its special education and early intervention programs. Do not expect to use the same forms and procedures that were used at your previous location. You should expect that every effort will be made to meet your child's needs.

**Special Needs - EFMP Family Support**

**Background**

The Education Directory for Children with Special Needs was developed to support military families who have children (birth through 21) with special educational needs. Military families can consult the directory for information on special-needs issues and listings of national and local resources for early intervention (for infants and toddlers) and special education (for school-age children) services.

**Highlights**

The Education Directory for Children with Special Needs is a valuable resource for military families. The directory helps families identify the early intervention agencies and public school districts located near the installation prior to
moving allows users to make more informed decisions and more easily navigate local early intervention and special education systems.

includes information on a range of disabilities affecting school-age children and on early intervention service providers and resources for infants and toddlers.

provides practical suggestions (Tools for a Smooth Transition) for relocating families.

Special Needs - Health Care

Military treatment facilities

The clinics and services available at military treatment facilities vary by location. Before you move, identify the military treatment facility that will serve you, visit its website to learn about the services available and get contact information.

Moving to a new TRICARE region

If you anticipate a move to another TRICARE region, work with your local TRICARE service center or case manager before your move to ensure the transition is as smooth as possible. On arrival at the new duty location, you or your sponsor should contact the beneficiary counseling and assistance coordinator or the TRICARE service center to ensure the transition plans are in place and to obtain authorizations for TRICARE Extended Care Health Option services, if applicable.

Beneficiary counseling and assistance coordinator

All TRICARE regional offices and most military treatment facilities are staffed with beneficiary counseling and assistance coordinators. They provide information, guidance and assistance on benefit options, TRICARE Prime enrollment, special authorizations, status of claims, eligibility and assistance with referrals and appointments. If you or your family member has more severe needs, contact your TRICARE case manager.

Case management

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

Extended Care Health Option

The Extended Care Health Option provides financial assistance to beneficiaries of active-duty service members who qualify based on specific mental or physical disabilities. The Extended Care Health Option offers an integrated set of services and supplies beyond the basic TRICARE program. Regional contractors in each of the TRICARE regions and overseas administer the program.

Transporting medical equipment

Contact your installation’s household goods/transportation office for information on special procedures for the transportation of medical equipment.

Federal and state health care programs

Medicaid provides health coverage for individuals and families with low incomes or have a disability. The department of social services or the department of medical assistance may administer the Medicaid program in your state. Supplemental Security Income, or SSI, is a cash assistance program intended to meet basic needs for disabled adults and children who have limited resources. Families must reapply after moving to a new state.

Many states offer services for children with special health care needs funded by the Maternal and Child Health Services Block Grant, or Title V. State departments of health websites and local health departments can provide information on state health benefits. The Maternal and Child Health Bureau website has more information, including state points of contact.

Other important resources

TRICARE debt collection assistance officers assigned to regional offices and military treatment facilities worldwide can help beneficiaries understand and get assistance with debt collection issues related to TRICARE.

Installation Specific Information

The Exceptional Family Member Program (EFMP) was established in 1987 to assist service members in providing for the special needs of their Exceptional Family Member, before, during, and after relocation required by a change of
duty assignment.

An Exceptional Family Member is defined as an authorized family member (spouse, child, stepchild, adopted child, foster child, or a dependent parent) residing with the sponsor who possesses a physical, intellectual or emotional handicap and requires special medical or educational services.

If you have an Exceptional Family Member, enrollment in the EFMP is mandatory. The aim of the program is to assist assignment monitors at Headquarters Marine Corps in assigning Marines to an area where their Exceptional Family Member’s special needs can be met.

Education - Special Education/EIS

Early Intervention and Special Education Services

Children from birth to 3 years of age

The Individuals with Disabilities Education Act, or IDEA, requires all states and territories to provide early intervention services to children from birth to 3 years of age who have or are at risk for having developmental delays. Local school districts or health departments often provide these early intervention services. The program is called by different names in different areas, but it is often called Part C (because Part C is the section of the law that pertains to early intervention). The National Early Childhood Technical Assistance Center provides a list of state Part C directors and funded programs on their website. Also, Military OneSource can assist you in identifying early intervention programs in your area.

When moving, you should hand carry copies of your child’s individual family service plan and the most current evaluation reports to your new home to ensure they are not lost.

Children between 3 and 21 years of age

The IDEA requires all states and territories provide special education services to eligible children between the ages of 3 and 21. Each local school district has a special education director, and each school should have an individualized education program team or school-based committee that attends to students with special education needs.

The IDEA requires that if a child transfers to a different district in the same state, the receiving school must provide comparable services until the new school develops and implements a new individualized education program. If a child transfers to another state, the receiving district must provide comparable services until the receiving district completes an evaluation and creates a new individualized education program.

If you are moving and your child receives special education and related services, you should hand carry all pertinent school and medical documents, including the individualized education program and current evaluation reports. Hand carrying these documents ensures that they are not lost and allows the new school district to begin the process as soon as you move.

Other resources

Parent Training and Information Centers serve families and adults with special needs from birth to age 26. They assist families in getting appropriate education and services for their children, work to improve education services for all children, train and inform parents and professionals, resolve problems between families and schools or other agencies, and connect those with disabilities to community resources. Find out more at the Center for Parent Information and Resources website.

Installation Specific Information

For early intervention assistance, school districts request individuals contact them for specific information. You may obtain additional information by contacting:

The Exceptional Family Member Program Coordinator, at the Marine and Family Services, 703-693-6368/5353, can provide information and assistance in identification and enrollment paperwork, support groups, and information and referral to Exceptional Family Member resources in the area.

National Information Center for Children & Youth with Handicaps at P.O. Box 1492 Washington, D.C. 20010, Telephone 1-800-695-0285
Health Care - Overview

Moving with TRICARE
When you move, TRICARE moves with you. It's there before, during and when you get to your next duty station. It's available worldwide. There are steps you need to take to make sure changes to your TRICARE coverage go smoothly. With your move, you may have to use a different TRICARE option.

Please note:
You and your family members have to show as TRICARE eligible in the Defense Enrollment Eligibility Reporting System, or DEERS.

For TRICARE plan information, visit the TRICARE Plan Information Kits page.

Regional and overseas contractor information is available on TRICARE's Contact Us page.

Print out the TRICARE contact wallet card and keep it with you.

Always keep personal contact information current in DEERS, especially your address and email.

Prime options
Prime options in the United States
If you live in a Prime Service Area, then TRICARE Prime is an option for you. A Prime Service Area is usually within a 40-mile area of a military clinic or hospital. With Prime, you have a primary care manager, who may be a military or civilian doctor or a team of doctors, who manages your health care needs.

Some active-duty family members may enroll in the U.S. Family Health Plan, or USFHP. The USFHP offers a TRICARE Prime-like option in six areas of the United States. You'll get all care (including prescription drug coverage) from a network provider. With the USFHP, you can't get care at military hospitals and clinics or from TRICARE network providers (emergency exceptions). You have to work with USFHP when get care overseas. Visit the U.S. Family Health Plan page for more information.

If you don't live in a Prime Service Area, TRICARE Prime Remote is your other option. Eligible family members have to live with their active-duty sponsor (with some exceptions) to enroll in TRICARE Prime Remote. In most cases, your primary care manager is a network provider. If there's no local network provider, you can choose any TRICARE-authorized provider to act as your primary care manager.

Prime options overseas (including U.S. territories)
In overseas locations, you have two options for care:

TRICARE Overseas Program-Prime is for active-duty service members assigned overseas. Units are near military clinics and hospitals. To enroll in the program, family members must be command-sponsored. Your primary care manager is a military provider or team of providers.

TRICARE Overseas Program-Prime Remote is available in certain remote overseas locations. It's for assigned active-duty service members and their command-sponsored family members. Your primary care manager is the overseas contractor who you contact through regional and country specific call centers.

Note: Active-duty service members must enroll in a Prime option.

When you know you're going to move, call your current TRICARE stateside overseas contractor. Find out if your new location is in a new region and talk about your TRICARE options.

Transferring your TRICARE Prime/Prime Remote coverage
When you move, your Prime options may change. You have to transfer your enrollment if you move to a different region. Some family members may have to disenroll and use TRICARE Standard. Options may vary for each family member. Remember, to enroll in a Prime option overseas, family members must be command-sponsored.

If you move within your current region, you still need to find out if your Prime option changes. You may only need to get a new primary care manager. Again, call your current TRICARE regional or USFHP contractor to talk about your move and your TRICARE options. Follow these steps to transfer your enrollment by phone:

Call your current TRICARE regional or USFHP contractor to transfer your enrollment or get a new primary care manager. The contractor will ask about you, your family, where you're moving to and the estimated date you'll get to your new duty station. Your current contractor then shares your information with your new contractor. If you only need a new primary care manager, they will work with you to make that happen. Your new contractor will call you within five business days of your expected arrival date to discuss your Prime enrollment and primary care manager options. Your enrollment transfer will be the day your new contractor calls and you agree to the transfer. It may take up to four business days to record your transfer. You will still have Prime coverage with your old region until the transfer is complete.

Update your address in DEERS as soon as you get to your new location, even if you're in temporary housing.
Log into milConnect to check on your enrollment. You can see who your primary care manager is and print out an enrollment card.

Note: Don’t disenroll from Prime before you move.

Other ways to transfer your enrollment include:

Transfer your enrollment online using TRICARE’s Beneficiary Web Enrollment Tool. The Beneficiary Web Enrollment Tool will be available in 2016 for those moving stateside from an overseas location. In the Beneficiary Web Enrollment Tool, you can set a date up to 90 days in the future as your enrollment transfer date.

Call your new contractor when you arrive in your new duty location. They can transfer your enrollment over the phone.

Download an enrollment form and mail it to the regional contractor for your new region. Remember to note the date you want the transfer to go into effect. Enrollment information for the USFHP is available on the U.S. Family Health Plan page.

Enroll when you in-process at your new duty location.

To learn more, visit the TRICARE Moving page.

TRICARE Standard and Extra

TRICARE Standard and Extra is an option for active-duty family members. You don’t have to enroll—coverage is automatic as long as you show as TRICARE eligible in DEERS. With TRICARE Standard or Extra you can see any TRICARE-authorized provider, non-network or network. You pay a deductible and costs shares.

If you visit a non-network provider, you’re use the Standard option. You may have to pay in full up front and file a claim for reimbursement.

If you visit a network provider, you’re using the Extra option. You only need to pay your cost share at your appointment.

If you’re a family member and don’t want to enroll in TRICARE Overseas Program-Prime, or can't enroll because you're not command-sponsored, you have TRICARE_Oversight Program-Standard. You can see any civilian provider (except in the Philippines).

If you want or have to use TRICARE Standard when you move, call the new regional contractor to disenroll from Prime when you get to your new location.

If you already using TRICARE Standard and Extra:

Once you get to your new location, update your personal information in DEERS as soon as possible. You can update your personal information through milConnect, through TRICARE’s Beneficiary Web Enrollment Tool or calling the Defense Manpower Data Center toll-free at 800-538-9552; TTY/TTD: 866-363-2883.

Find a provider. If you are with the United States, you can find network and non-network providers by region through the TRICARE Find a Doctor page. If you are overseas, you can find a provider through the TRICARE Overseas website or call the overseas regional call center.

If you’re in a new region, the claims address changes. Check the TRICARE Filing Claims page for your new mailing address.

TRICARE For Life

TRICARE For Life is for those who have Medicare and TRICARE. You don't have to enroll - coverage is automatic as long as you show in DEERS as TRICARE-eligible and have Medicare Part A and Part B if needed. When you go to a Medicare doctor, show your Medicare and uniformed service identification cards. Your provider files your claims with Medicare. Medicare pays first and sends the claim to the TRICARE For Life claims processor. TRICARE then pays second for TRICARE-covered services.

If you're an active-duty family member, you don't have to have Medicare Part B to keep your TRICARE benefits. You must have Part B to keep TRICARE once your sponsor retires.

When you move, update your personal information in DEERS as soon as possible. To find a new provider:

If you are within the United States or in U.S. territories (Guam, Puerto Rico, the Northern Mariana Islands, American Samoa or the U.S. Virgin Islands), you can search the Medicare Provider Directory or call 800-633-4227 to find a Medicare-certified provider. Visit the Medicare website or the TRICARE For Life website to learn more.

If you are at an overseas location, TRICARE For Life works a little differently. Medicare doesn’t pay for care overseas, TRICARE is your primary payer. You may get care from any civilian provider. You pay up front and then file a claim with the TRICARE overseas contractor. You have to pay TRICARE Standard deductibles and cost shares. You can find a provider through the TRICARE Overseas website or call the overseas regional call center.

Getting care along the way

Before you move, take care of any routine medical needs, including immunizations. Fill your prescriptions so you have enough while traveling. TRICARE defines emergency care as "medical services provided for a sudden or
unexpected medical or psychiatric condition or the sudden worsening of a chronic condition that is threatening to life, limb or sight and needs immediate medical treatment or a condition which has painful symptoms that need immediate relief to stop suffering." 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."

**Emergency care when stateside** – If you require emergency care while traveling in the United States, call 911 or go to the nearest emergency room. Then call your primary care manager or regional contractor within 24 hours of being seen.

**Urgent care when stateside** – If you require urgent care while traveling in the United States, are using a Prime option and you're close to a military hospital or clinic, go there. You have priority access and you don’t need a referral to be seen. Otherwise, if you have Prime, call or contact your primary care manager for a referral and authorization. If you don't get a referral and authorization before being seen, you'll pay the higher point-of-service deductible and cost share. If you have Prime Remote and don’t have an assigned primary care manager, call the provider that acts are your primary provider or call your regional contractor.

**Emergency care when overseas** – For emergency care, go to the nearest emergency care location. If you're using TRICARE Overseas Program-Prime or Prime Remote, call International SOS Medical Assistance within 24 hours or on the next business day to get an authorization for the visit and needed ongoing care, and claims payment information.

**Urgent care when overseas** – For urgent care, go to the nearest military clinic or hospital if possible. Visit a U.S. embassy or call the overseas regional call center. You need an authorization before you see a civilian provider. The call center can help you find one. Without an authorization, you’ll end up paying a higher point-of-service deductible and cost share. Your claim may be denied if you’re an active-duty member. More information is available on the TRICARE Service Center and TRICARE Area Office websites.

If you’re using TRICARE Standard or TRICARE For Life, you may get urgent care from any TRICARE-authorized provider. If it’s after clinic hours or you're not sure if you need to see a doctor, call TRICARE's Nurse Advice Line at 800-874-2273.

**Filling prescriptions while traveling**

If you run out of a prescription drug while traveling, contact your military or civilian provider. If you have refills on a military clinic prescription, check to see if your prescription can be moved to and filled by another military treatment facility. If you have refills on your prescription with a major retail pharmacy chain, check with the chain to see if they can transfer your prescription to a local chain pharmacy. If you have refills on a drug you get through TRICARE home delivery, call the TRICARE pharmacy contractor to see what can be done.

If you are within the United States or in U.S. territories and a doctor puts you on a new drug, fill your prescription at a military pharmacy or TRICARE retail network pharmacy. If you are Prime and use a non-network pharmacy, you pay the higher point-of-service deductible and cost share. You may have to pay out of pocket for your drug(s). If so, file a claim with the TRICARE pharmacy contractor. If you are still in an overseas Prime option, you file your claim with the overseas contractor.

If you are at an overseas location, and a doctor puts you on a new drug, fill your prescription at a military pharmacy or go to a civilian pharmacy. You will likely have to pay out of pocket. You file your claim with the TRICARE overseas contractor, even if you are enrolled in a stateside Prime option.

**Getting dental care while traveling**

Getting dental care while traveling depends on your location and whether you are a service member or family member.

If you are an active-duty service member within the United States or in U.S. territories, you can receive dental care at a military dental clinic. Contact the Active Duty Dental Care Program before you see a dentist and tell the contractor about your move. You will need to get an authorization before you see a dentist. The Active Duty Dental Care Program will work with you so you can get care from a local network dentist. For dental emergencies, go to a military dental clinic if possible. If not, get care from any civilian network dentist and have the dentist give you paperwork showing what he or she did during the visit. Make sure you get the dentist's contact information and call the Active Duty Dental Care Program contractor immediately to let them know about your care so they can work with you to make sure they can pay the claim.

If you are an active-duty service at an overseas location, you can call the overseas regional call center to get authorization before you see a civilian dentist.

If you are an active-duty family member within the United States, in U.S. territories or at an overseas location, you can find out if any nearby military dental treatment facility treats active-duty family members. If you're enrolled in the TRICARE Dental Program, call the TRICARE Dental Program contractor or visit their website to find a provider. You will need to get an authorization before you see the dentist.

**Permanent change of station for active-duty service members**

With permanent change of station orders, ask for a copy of your medical and dental records from your personnel office, providers/dentists, and medical or dental clinics. Do this at least one month before your permanent change of station date. This way you may be able to carry records to your new duty station.
You may ask providers or the military clinic to transfer your family's medical records to the military hospital or clinic nearest to your new duty station. You may ask to have copies of their records to carry with you or them as well. (You may have to pay to get their records copied.) If you want someone else to be able to get medical or dental information on you or your family while you are moving, you need to complete a DD Form 2870, "Authorization for Disclosure of Medical or Dental Information."

Find more about moving, updating DEERS, the TRICARE regions, pharmacy, dental and much more through the TRICARE website or the TRICARE Moving page.

Installation Specific Information

Medical Care
There is no medical facility located on Henderson Hall. All active-duty patients should be enrolled in either the Dilorenzo TRICARE Health Clinic (DTHC) located in the Arlington Annex Branch or the Pentagon facility. The clinics provide the following services:

- Sick call
- Triage Desk
- Eye Clinic
- Laboratory
- Pharmacy
- Radiology
- Physical Examinations
- Physical Readiness Testing
- Allergy Clinic
- Wellness Clinic
- Dietary Counseling
- Immunizations
- CHAMPUS Forms
- Emergency Care

The Clinic operates under an appointment system. Call 888-999-5195 for an appointment.

EFMP -- The Exceptional Family Member Program Coordinator at Marine and Family Services, Henderson Hall, 703-614-7200 can assist exceptional family members with enrollment.

Dental Care
Limited dental services are provided at the Arlington Navy Annex Dental Clinic. Most of the specialty care is referred to the Branch Dental Clinic at the Washington Navy Yard, call the Clinic at 703-614-1229.

Child and Youth Programs
The Department of Defense takes great pride in the variety and quality of services provided to children and youth on installations worldwide. While the services provided may vary by location, the standards and quality of services are consistent and meet established regulations.

Child Development Centers
Child development centers, or CDCs, generally offer child care for children ages 6 weeks to 5 years. Care is available Monday through Friday, with some locations offering options, such as extended hours, weekend care and respite care. Child development centers vary in size and larger installations may operate multiple facilities. Programs are certified by the Department of Defense and accredited by a national accrediting body, such as the National Association for the Education of Young Children.

Family Child Care
Children ages 6 weeks to 12 years may receive care in the private home of a certified family child care provider living in government-owned or leased housing. Family child care is typically available weekdays and with additional care provided during evenings, weekends and flexible hourly care for shift work. Regulations limit the number of children who receive care at any one time to no more than six children under age 8 and no more than two children under age 2. Family child care providers must be certified to operate by the installation. Individual providers may voluntarily seek national accreditation from the National Association of Family Child Care and are provided local support, training and materials to accomplish this goal.
School-Age Care Programs

School-age care programs provide care to children in kindergarten through sixth grade. Care is offered before and after school, during non-school days and summer vacations. School-age care programs may be located in Department of Defense youth centers, child development centers or in other suitable facilities. All programs are certified by the Department of Defense and accredited by a national accrediting body, such as the Council on Accreditation.

Requesting Child Care

Military families may request child care by visiting MilitaryChildCare.com. This Department of Defense website serves all military families seeking child care (including Child Development Centers, Family Child Care and school age care programs) and provides access to military-operated child care options world-wide. Families may search for and request care, manage their requests, and update their profile online, simplifying the process for finding child care.

Youth Programs

Dynamic programs for youth ages 5 through 18 years are provided in approximately 300 youth and teen program facilities worldwide. A wide variety of offerings includes activities in physical fitness and sports, the arts, life skills, career and volunteer opportunities. Installation programs may also collaborate with other youth-serving organizations, like the Boys & Girls Clubs of America and USDA/4-H programs.

Child Care

Child Care Services

Joint Base Myer-Henderson Hall (JBM-HH) Child, Youth & School Services (CYSS) Child Development Center (CDC), located at 102 Carpenter Road, is certified by the Department of Defense (DOD). It is a modern facility that serves more than 400 children and is accredited by the National Association for the Education of Young Children (NAEYC).

Eligibility

All active duty military and DoD civilian employees.

Programs Offered

Full day childcare, before and after kindergarten, hourly care and part day pre-school is offered for children 6 weeks through 5 years of age at the CDC. Hourly care is on a space available/emergency basis.

Registration

Children must be registered with CYSS before participating in any CYSS program. Central registration is done on site and because of the Army Family Covenant, registration is now FREE for Army Families.

Priorities for Care

The wait list for child care is lengthy. Priority is given to the following: Single Military and DoD Civilians; dual Military and DoD Civilians; Military with a DoD Civilian spouse; and mission related geographically single spouse and siblings of children already enrolled.

Family Members with Special Needs

For those Families requiring child care for a child with special needs, CYSS will meet with you, through the Special Needs Accommodation Process (SNAP), to ensure your child’s needs are met. Additional assistance, resources and support are available through the Exceptional Family Member Program (EFMP) at Army Community Service (ACS). Contact the EFMP at 703-696-8467/3510 or DSN 312-426-8467/3510.

Respite Care

Respite care is available to those who have a Family member enrolled in the Exceptional Family Member Program (EFMP). For information about respite, contact the EFMP Manager at 703-696-8467/3510 or DSN 312-426-8467/3510.

CYSS Service Forms

Downloadable forms are available on the Family and Morale, Welfare and Recreation website.

Fees

Childcare fees are based on total family income. Effective 1 October 2010, fees will be changing.
School Age Services (SAS)

SAS programs are available on JBM-HH. The program is co-located with the CDC. It provides before and after school, camp, and hours care options.

Youth Services

Youth Services

Youth Sponsorship Program

There is no Youth Center located on Henderson Hall, however, there is a Youth-Area-Sponsorship Program that works in coordination with Youth Centers and family members in the Washington DC area.

Youth Area Sponsors provide the arriving family members with a variety of information on schools and community activities. Youth sponsors provide information and support before, during and after the move. They will also research information on your specific "points of interest" around the Washington DC area and communicate this information directly to the arriving family member by mail or e-mail. But most importantly, you'll make a new friend.

For more information, contact the Children, Youth and Teen program coordinator at 703-696-3728/3712.

Metro DC Youth Centers

Virginia:
Ft Myer, Bldg 469, 703-696-3712
Ft Belvoir, Bldg 1003, 703-805-4605.
Quantico, Bldg 3312, 703-784-2249

Maryland:
Andrews AFB, Bldg 4700, 301-981-5636
Annapolis, Bldg 126, 410-293-4998
Patuxent River, Bldg 1597, 301-342-1694

Washington DC:
Bolling AFB, Bldg 4485, 202-767-4003

Family members are encouraged to use programs at military and civilian sites located closest to their residency.

Boy Scouts/Girl Scouts

The Boy Scouts and Girl Scouts of America have chapters in almost every community in the area. The Boys and Girls Clubs of Greater Washington have activities which might be of interest as well.

Employment for Youth

Teenagers looking for employment opportunities should visit the Career Resources Center, Building 29, or call 703-614-6828. The Career Center has job postings in many different areas with part-time positions. The Career Center has a vast employment resource library, and the staff will be pleased to assist you in your job search.

Additionally, there are many volunteer job opportunities available. Quite often, these will lead to responsible, paid positions in the future. So, build up your resume and have the Career Resource Manager review it.

New Parent Support Program

Marine Corps New Parent Support Program

The New Parent Support Program is an early intervention service for families who are expecting or have a child 5 years of age or younger. The primary focus of the New Parent Support Program is intensive home visitation services tailored to meet the unique needs of each family and help them cope with stress, isolation, deployment, post-deployment reunions and the everyday demands of parenthood. In addition to home visits, expectant parents and parents of newborns and young children can participate in a variety of programs, such as support groups and parenting classes designed to help parents learn new parenting skills and provide an optimal learning environment for their children. Confidential services also offer new and expecting parents the opportunity to express concerns and ask questions.

Program highlights
These programs and services are available through the Marine Corps New Parent Support Program:

**Baby Boot Camp** - These classes provide new and expectant parents with an understanding of an infant's world and the basic skills necessary for loving, safe care. Classes include topics such as breastfeeding, bonding and attachment, and self-care.

**Parenting classes** - These classes provide hands-on parenting education to support healthy children and positive family relationships. Parenting topics include infant massage, newborn care and discipline.

**Referrals** - Assistance with information and referrals link families with appropriate military and community services.

**Play morning** - This interactive playgroup helps teach parents about developmentally appropriate play and helps children improve their social, cognitive and motor skills. Parents must provide signed documentation of their child's immunizations to participate.

**Home visits** - Parents receive education and support by a caring professional in the privacy of their home. These services are available to families regardless of whether they live on or off the military installation.

**Staff qualifications**
The New Parent Support Program is a professional team of licensed social workers, marriage and family therapists and registered nurses skilled in child development and sensitive to the challenges facing military families.

**Eligibility**
Service members and their families stationed at or near a Marine Corps installation who are expecting a child or have a child under 6 years of age are eligible for all services, free of charge, offered by the New Parent Support Program.

**Getting started**
Enrollment is easy. Just call the New Parent Support Program on your installation during regular business hours. Find the program through MilitaryINSTALLATIONS. Select New Parent Support Program and your installation from the drop-down menus.

**Installation Specific Information**
The New Parent Support Program (NPSP) comprises a professional team of nurses and social workers who provide supportive and caring services to military families. Through a variety of programs such as home visits, support groups, and parenting classes including Baby Boot Camp, NPSP can help families cope with stress, isolation, deployment/post-deployment issues, and improve parenting skills. Even if you have been raising your family for a few years, challenges always arise, and NPSP offers you the opportunity to express your concerns and ask questions about babies, young children, family relationships, and parenting skills.

**Family Center**

**Programs and services**
As a gateway to the resources you need, the Military and Family Support Center provides information, support and services to help you balance the demands of military life. The Military and Family Support Center is one part of the overall Family Readiness 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. It should be one of your first stops once you arrive at a new installation. The programs and services are a key resource for you and your family. They include:

**Deployment support** assists you and your family during all phases of the deployment cycle, providing workshops and services to help meet the challenges of deployment, as well as information and referral to deployment-related resources. Services include education briefings for deploying members and families, support services, morale calls and service-specific programs.

**Relocation assistance** provides an array of services to meet your moving needs. Relocation services include, but are not limited to, relocation workshops that help you prepare for a move, information on installations and communities worldwide and, where offered, a loan closet for basic household items. Relocation assistance also includes assistance with in-transit emergencies. Military and Family Support Centers work with other installation agencies to keep relocation information current, timely and relevant to allow you to make informed decisions and ensure you experience a smooth and successful move.

**Personal financial management** provides information, education and one-on-one financial counseling to assist you and your family in maintaining your financial readiness. Services are designed to address money management issues throughout your active-duty lifecycle and into retirement. Financial readiness educational opportunities range from basic planning to long-term investing.

**Employment assistance** offers comprehensive information, tools and resources to support career exploration, training and licensing, and employment readiness. Military and Family Support Centers may offer career counseling,
local labor market information, trend tracking, skills and interests identification, job bank referrals and resources for self-employment.

**Family life education** provides information and education to assist you and your family in developing resilience skills that can help as you navigate your mobile military lives.

**Information and Referral** can assist you in identifying and clarifying needs to determine appropriate forms of assistance and in locating services and programs available both on and off your installation.

**The Transition Assistance Program** prepares separating, retiring and demobilizing service members (and their families) with the information, skills and knowledge necessary for a successful transition from military to civilian life. The first step in your transition process is to complete the congressionally mandated pre-separation counseling session, which furnishes detailed information on the various benefits and services available. Military and Family Support Centers may provide other services, such as counseling and family advocacy. Services vary by location.

**Installation Specific Information**

**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.

**Employment - Overview**

**Employment Opportunities**

The National Capital Area (NCA) has an abundant and varied job market with plentiful opportunities in areas such as Defense contracting, association/non-profit management, healthcare, education, retail sales and of course federal employment. A significant portion of these jobs are located inside “the Beltway” where commutes are shorter but housing costs higher. While DC, Alexandria, Arlington and Crystal City offer the highest concentration of government and defense affiliated opportunities, there are several suburban corporate centers around the Beltway that offer ample employment options as well. Examples of these beyond-the-beltway commercial centers include Reston, Tysons Corner, Silver Spring and Bethesda. The Fort Belvoir area, where many military families choose to live, will see increased employment opportunities as current BRAC initiatives relocate several agencies there with up to 21,000 additional personnel by 2011.

According to Department of Labor statistics, the Washington–Baltimore–Northern Virginia median mean wage is $24.80. Sample private sector median wages follow: retail cashier ($9.00), secretary/administrative assistant ($19.95), medical assistant ($14.89), registered nurse ($32.00) and network administrator ($33.22).

With a current unemployment rate of 6.1% for the Northern Virginia-DC metro region, the area has not seen the same drastic unemployment crisis that other regions have. Those seeking entry level, middle or upper management positions will find no shortage of job openings; however, the region has a highly skilled work force so competing for your dream job requires patience and flexible expectations! There are many local staffing agencies which offer temporary positions and this route provides more immediate income while pursuing your long-term career objective. Higher education institutions are plentiful in the region and job seekers would be wise to consider expanding their skill set through additional training and/or college courses if their job search is moving slowly. This is a great time to go back to school for military spouses.

Numerous resources exist for employment assistance in the area. The *Virginia Employment Commission* (VEC) has offices in several Northern Virginia locations and offers resources and help for finding jobs—the VEC is also the agency to visit if filing for unemployment compensation; however, unless you’ve worked in Virginia in the last 18 months or have just returned form a federal position overseas, you will likely need to file in the state where you were last employed (see VEC website for details). The *Arlington Employment Center*, a “Career One Stop” center, is located near Fort Myer and is easily accessible by Metro. It is highly recommended that job seekers employ a “multi-
A large presence of DOD agencies and military installations are located in the DC area. These organizations offer ample federal employment opportunities most of which are posted on usajobs.gov; however note that many departments (i.e. Army, Navy, DLA, FBI, etc.) require resumes to be built and submitted through their own individual web sites. NAF (Non Appropriated Funds) positions exist in a wide variety of areas that support Soldiers and their families. Positions may be found in child development, food and beverage management (Clubs), bowling, recreation, hotels and billeting, clerical and administrative, to name a few. NAF programs offer many benefits and extend hiring preference to eligible military family members. NAF opportunities exist at all DOD installations around the region, so include those sites in your search.

Depending on the jobs targeted, especially in the federal sector, it's important to carry several documents with you that may be required when applying for jobs. For example, prior federal employees will need a copy of their last SF-50—essential for military spouses who wish to enroll in the DOD Priority Placement Program. Other necessary documents may include your marriage license and PCS Orders (to determine eligibility for spouse preference), college transcripts, performance appraisals, certificates, licenses and social security card.

The Family Member Employment Program (FMEP) at Henderson Hall provides counseling and assistance with job skills assessment, resume writing, federal applications and navigating the local job market. Clients are also provided computer, printer and fax access for job hunting purposes and can also find employment leads through our job board. To schedule an appointment, call (703) 693-8441 or 703-614-6828 (DSN) 223-8441 or 224-6828. Separating or retiring Marines are encouraged to register with Transition Readiness at 703-693-9144 (DSN) 223-9144. Transition Readiness offers a wide range of employment assistance services along with benefits counseling to transitioning Marines.

Good Prospects
Many positions are available in the following sectors: government, legal, information technology, defense and construction.

Fair Prospects
Some positions are available in retail sales and telecommunications.

Poor Prospects
Very few industrial jobs exist in the area.

Tuition Assistance
MyCAA
For information on MyCAA and Military Spouse Education and Career Opportunities, visit Military OneSource.

Relocation Assistance

Programs and Services
If a permanent change of station, or PCS, is in your future, you may have questions about moving. As part of the Military and Family Support Center, the Relocation Assistance Program provides services and resources to help make this transition as smooth as possible. Here’s what they offer:

**Individual PCS planning** — Most relocation programs offer one-on-one consultation. In particular, those making their first military move, those making their first overseas move or those with challenging or complex situations should contact the relocation assistance office.

**MilitaryINSTALLATIONS and Plan My Move** — For managing and planning your move, you may want to take advantage of these DoD-sponsored online relocation tools. You can estimate expenses, locate forms for housing and property shipments, and create a moving calendar.

**Loan closet** — Where available, loan closets offer basic household goods while your personal property is in transit. Typical items include pots and pans, dishes, silverware, iron, ironing boards and infant or toddler car seats. Generally, towels and bed linens are not available, so these should be packed in your express shipment.

**Workshops and briefings** — Workshops vary from installation to installation, but you may find classes on purchasing real estate and renting, budgeting and finance, moving with children or general moving preparation.

**Pre-departure briefings** — These briefings may be called Smooth Move or PCS Briefing, and they provide essential information to prevent you from making uninformed and costly decisions before your move.
Settling-in services — Welcome wagon services, local area tours (with child care sometimes provided), or basic household items to use until your goods arrive may be a part of your installation’s settling-in services. Overseas arrival services may include introductory language classes and cultural awareness training.

Foreign-born spouse support — Whether your question concerns immigration and naturalization, learning the English language or how to use local transportation, the relocation program provides assistance, classes and referrals.

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

Installation Specific Information

The Relocation Assistance Program (RAP) -- This program is designed to assist military and DoD personnel and their families who are relocating to a new duty station, being deployed, who are separating or retiring from service, or to make the transition from one community to another as trouble-free and smooth as possible.

Pre-departure services include a needs assessment screening for housing, child care, local employment assistance, cultural and community orientation, and assistance to those with special needs.

Sponsorship

The Relocation Program does not assign sponsors.

To request a sponsor, call Consolidated Administration (ConAd) Office, 703-614-7171. Be sure to include your name, address, phone number, mos and actual job title. If you know what section you will work here, include as well.

The check-out process is handled at the company level. Contact your company admin office to begin the process. You are encouraged to visit the Relocation Assistance Office at your current duty station before making your transfer. There you will receive moving advice and information concerning your next duty assignment.

Should you require additional information or a Welcome Aboard packet, contact the Henderson Hall Relocation Manager at 703-693-9197. We provide installation and community information as well as relocation tips specific to living in the DC metro area. Call or fax with at least the following information:

Report date
Will you be moving with family members?
Please list name(s) and age of child(ren)
Would your child(ren) like a sponsor?
Do you have pets?
Would you like to reside on base or off?
What are your living area requirements (# bdrms, # bths, area)?
If off base, do you expect to rent or buy? What’s your max $$$?
Have you asked for Henderson Hall internet info from the MFS at your current location?
Do you have internet capability?
Will your spouse be looking for employment?
Do your family members have special medical/educational/emotional needs?
Do you have any other concerns?
What other information do you want included in your Welcome Aboard packet? Maps?
This information will ensure that your Welcome Aboard packet is personalized for you and your family situation.

Loan Closet

Family Advocacy

General Program Description

The Family Advocacy Program is the congressionally designated program responsible for the prevention of and response to child abuse and neglect and domestic abuse/intimate partner violence in military families. The Family Advocacy Program works in cooperation with military and civilian medical providers, law enforcement, legal personnel, chaplains, and child and youth programs to provide a coordinated community response. The goal of the Family Advocacy Program is to promote the prevention, early identification, reporting and treatment of child and spouse abuse.
Program services vary by installation and generally include the following:

Public awareness campaigns, education and support for couples and parents
Parenting support at every age and stage, including New Parent Support Program home visits for expectant parents, new parents and families with young children
Safety planning, advocacy and support for domestic abuse victims
Clinical treatment for offenders and all affected family members as appropriate provided by MEDCOM

**Prevention, Education and Outreach**

Family Advocacy Program prevention, education and outreach services vary by installation and may be offered in coordination with military or civilian partners. Contact your installation Military and Family Support Center or Family Advocacy Program for local listings. Sample services include the following:

Education and skill-building training on topics including stress or anger management
Seminars on healthy relationships, couples communication or conflict resolution
Parenting support, including the New Parent Support Program, playgroups, educational workshops and opportunities for parents and families at every age and stage
Counseling or referrals to services tailored to meet specific family needs and schedules provided by MEDCOM

**Child Abuse and Neglect and Domestic Abuse Information and Reporting**

**Child abuse and neglect:** If you have concerns about a child's welfare or safety, whether at home or in the care of a Department of Defense child or youth program, find your local Family Advocacy Program under the Installation Contacts tab or contact any of the following:

**Military OneSource** (800-342-9647)
Local child protective services, your state's reporting hotline or Childhelp National Child Abuse Hotline at 800-4-A CHILD (422-4453)
For concerns about child abuse or neglect in a DoD child or youth program or school, your installation Family Advocacy Program or the DoD Child Abuse and Safety Violation Hotline at 800-790-1197 in the United States or 571-372-5348 overseas (not a crisis line)

**Call 911 or law enforcement if you witness abuse or neglect or a child is in imminent danger.**

**Domestic abuse:** If you or someone you care about needs help, confidential support is available. Please contact the following for information, support and assistance:

Your installation Family Advocacy Program
**Military OneSource** (800-342-9647)
**National Domestic Violence Hotline** (800-799-7233)
**Americans Overseas Domestic Violence Crisis Center** (international toll-free at 866-USWOMEN)

**Call 911 or law enforcement if you witness domestic abuse or someone is in immediate danger.**

**Domestic Abuse Reporting Options**

**Restricted report:** In most instances, domestic abuse victims may request a restricted report, which allows for confidential medical care, counseling, victim advocacy and support services, such as safety planning and legal assistance, without command notification or a law enforcement investigation. A victim must contact a medical care provider or Family Advocacy Program professional to request the restricted reporting option.

**Unrestricted report:** If a domestic abuse victim requests an unrestricted report, the sponsor's commander is promptly notified, law enforcement is involved and administrative action against the offender may be taken. The victim remains eligible for all victim advocacy services, including safety planning, legal assistance and specialized support. Contact military law enforcement or the Family Advocacy Program to make an unrestricted report. In an emergency, call 911.

**Eligibility Requirements**

Family Advocacy Program services are available to service members and family members eligible for care in a military treatment facility. Intimate partners and others may qualify for limited support and referrals as appropriate. Contact your installation Family Advocacy Program for details.

**Financial Assistance**

**Financial Assistance**

Before you make your move into this high-cost area, contact your local family/community service personal financial
counselor. If at all possible you should start putting some money aside in a savings account to prepare for the move. You may wish to request an advance from your Finance Office to be used for temporary lodging, housing costs and deposits at your new duty station. Just remember, advances must be repaid and should be avoided if at all possible. If you need financial assistance, make an appointment with the Navy-Marine Corps Relief Society, at the Washington Navy Yard office, (202) 433-3364 or DSN 288-3364. The Navy-Marine Corps Relief Society provides interest-free loans or grants for emergency transportation, funerals, medical/dental bills, food, rent, utilities, essential vehicle repairs, as well as help when disaster strikes. The Navy-Marine Corps Relief Society can also provide financial counseling.

American Red Cross

The American Red Cross Office 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 is available 24 hours a day, seven days a week by calling (202) 737-8300 or (877) 272-7337 (toll-free). Workers obtain health and welfare reports, and provide short-term counseling and referrals as needed.

Financial Management Program Specialist

The Financial Management Program Specialist at the Marine and Family Services office (703) 614-6950 or DSN 224-6950 can assist you with information about community resources if you need financial assistance.

Emergency Assistance

Planning for Emergencies

If you experience an emergency while in transit to your new duty station, always call your new command to tell them about the situation and request advice if needed. If possible, look for the nearest military installation for assistance. Call AAA if you are a member, or ask the local information operator for the name and phone number of a hospital, or ask for road service information, depending on the emergency.

If you are going overseas, call the 1-800 phone number for the Regional Community Service Center listed below if you experience an emergency you are unable to handle.

Navy-Marine Corps Relief Society

If you need financial assistance, 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.

Navy-Marine Corps Relief is located in the Washington Navy Yard, Bldg. 208, Suite 100. They can be reached by calling 202-433-3364 or DSN 312-288-3364.

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 is available 24 hours a day, seven days a week by calling 202-737-8300 or 1-877-272-7337 (toll-free).

Victim Advocate

A Marine Corps Victim Advocate provides information, guidance and support to victims. They are first responders. Specifically trained Victims Advocates will respond to incidents of domestic violence or sexual assault 24/7, but may also be contacted during working hours by anyone with questions or concerns.

Ft. Myer Provost Marshalls Office (PMO) can be reached at 703-693-3525.

How Do I Contact a Victim Advocate?

Henderson Hall has a Victim Advocate who is available to speak with victims of domestic abuse 24 hours a day, 7 days a week.

If you need to speak with a Victim Advocate during regular business hours (Monday–Friday, 7:30 AM – 4:30 PM), you can call the Family Advocacy Program at 703-614-7204 and speak with one of our Victim Advocates.

If you need to speak with a Victim Advocate after regular business hours, you can call the Victim Advocacy Hotline at 703-693-6611.
If you are an active duty service member and you are a victim of sexual assault, you may also speak with the Sexual Assault Response Coordinator (SARC) or Uniformed Victim Advocate (UVA) assigned to your Command for additional information about the Sexual Assault Prevention and Response (SAPR) program, for Restricted and Unrestricted reporting options or to report an assault.

The H&S Battalion SARC can be reached during working hours at 703-693-4733 or by cell phone at 571-205-1298. The H&S Battalion UVA can be reached during working hours at 703-693-7407 (office) or by cell phone at 760-468-6870.

Legal Assistance

Legal Services

Joint Base Ft. Myer/Henderson Hall 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 affect 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.
- Appointments are available by calling on Monday’s, 8:00 am, 703-696-0761.
- Building 201, Ft. Myer
- 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.

Legal Assistance

Services offered include: family law, wills and estate planning, tax law, landlord/tenant matters, contract disputes, and consumer law. By regulation, attorneys are not authorized to provide representation in civilian courts. However, attorney referral lists are available as needed.

The office is open for walk-in Notary and Power of Attorney Services from 8:00 am until 4:00 pm, Monday through Friday. A consultation with a legal assistance attorney requires an appointment, which can be scheduled by phone on Friday mornings, beginning at 9:00 am, until all appointments for the following week are filled. To schedule an appointment, please call 703-696-0761. Please note that legal advice cannot be provided over the telephone.
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, 703-693-4840, located in Building 12, 1st floor. Gather information on pre-deployment as well as during deployment support and return and reunion resources.

Contact Information

DSN Dialing Instructions: When dialing a DSN number from U.S. installation to U.S. installation, it is unnecessary to dial the 312 area code. When dialing a DSN number to/from overseas locations, the DSN area code must be included.

1555 SOUTHGATE RD
Arlington, VA 22214-5000
Phone 703-614-7200
Phone (DSN) 312-224-7200
Fax 703-693-3841
Fax (DSN) 312-223-3841
Mon - Fri 7:30 a.m. - 4:30 p.m.
Email | Website | Map

Barracks/Single Service Member Housing
Bachelor Enlisted Quarters
1555 Southgate Road
Arlington, VA 22214-5000
Phone 703-614-6248/6379
Phone (DSN) 312-224-6248/6379
Mon - Fri 8:00 am - 4:00 pm
Email | Website | Map

Child Development Centers
Children, Youth and Teens Program
1555 Southgate Road
Arlington, VA 22214-5000
Phone 703-696-0313/4942
Phone (DSN) 312-226-0313
Fax 703-614-7209
Fax (DSN) 312-224-7209
Mon - Fri 7:30 a.m. - 4:30 p.m.
Email | Website | Map

EFMP - Enrollment
EFMP / Enrollment
1555 Southgate Rd
Bldg 12
Arlington, VA 22214-5000
Phone (703) 693-6510 or (703) 693-4172
Email | Website | Map

Emergency Relief Services
Navy-Marine Corps Relief Society
1254 9th Street, SE
Suite 103
Washington Navy Yard
Washington, DC 20374-5026
Phone 202-433-3364

Adult Education Centers
Lifelong Learning
1555 Southgate Rd
Arlington, VA 22211
Phone 703-614-9104
Phone (DSN) 312-224-9104
Fax 703-614-7848
Fax (DSN) 312-224-7848
Mon - Fri 7:30 a.m. - 4:30 p.m.
Email | Website | Map

Chapels
Chaplain
1555 Southgate Road
Arlington, VA 22214-5000
Phone 703-614-9280
Phone (DSN) 312-224-9280
Fax 703-693-3111
Mon - Fri 7:30 am - 4:30 pm
Email | Website | Map

Dental Clinics
Delorenzo Tricare Health Clinic, Pentagon
2 Federal Building
Arlington, VA 22214
Phone (703) 692-8810
Phone (DSN) 312-224-1229
Fax 703-695-6145
Mon - Fri 7:00 am - 4:00 pm
Map

EFMP - Family Support
EFMP / Family Support
1555 Southgate Rd
Bldg 12
Arlington, VA 22214-5000
Phone 703-693-6368
Email | Website | Map

Exchange(s)
Marine Corps Exchange
Henderson Hall
Arlington, VA 22214-5000
Phone 703-979-8420
Mon – Fri, 10:00 a.m. - 8:00 p.m.
Sat 9:00 a.m. – 8:00 p.m.
Family Advocacy Program
Intervention and Treatment Program
1555 Southgate Road
Arlington, VA 22214-5000
Phone 703-614-7204/5 / 703-693-3525 (Ft. Myer Provost Marshalls Office) / 703-693-6611 (Victim Advocacy Hotline)
Phone (DSN) 312-224-7204/5
Fax 703-614-7209
Fax (DSN) 312-224-2862
Mon - Fri 7:30 a.m.- 4:30 p.m.
Email | Website | Map

Hospitals/Medical Treatment Facility(s)
Delorenzo Tricare Health Clinic, Pentagon
2 Federal Building
Arlington, VA 22214
Phone 703-692-8810
Phone (DSN) 312-224-2726
Fax 703-614-1593
Mon-Fri 7:00 am - 4:00 pm
Map

Household Goods/Transportation Office (outbound)
Distribution Management Office (DMO)
1555 Southgate Road
Arlington, VA 22214
Phone 703-614-7191
Phone (DSN) 312-224-7195
Fax 703-614-7192
Mon - Fri 7:30 am - 4:30 pm
Email | Website | Map

Housing Referral Office/Housing Privatization
Housing Office - NDW
21 MacDill Boulevard
Joint Base Anacostia-Bolling
Washington, DC 20032
Phone 202-562-2631
Phone (DSN) 312-754-1840/6335
Fax 202-404-1847
Mon, Tue, Thu, Fri 7:30 a.m. - 5:30 p.m.
Wed 7:30 a.m. - 1:00 p.m.
Sat and Sun - closed
Website | Website | Map

Legal Services/JAG
Legal Assistance
1555 Southgate Road
Arlington, VA 22214-2000
Phone 703-614-1266/3880
Phone (DSN) 312-224-1266/3880
Fax 703-697-4836
Mon - Fri 8:00 am - 4:00 pm
Sat and Sun - closed

New Parent Support Program
New Parent Support Program
1555 Southgate Road
Arlington, VA 22214-5000
Phone 703-614-7208
Phone (DSN) 312-224-7208
Fax 703-614-7209
Fax (DSN) 312-224-7209
Mon - Fri 7:30 a.m. - 4:30 p.m.
Email | Website | Map

Personnel Support Office
Battalion ConAd
1555 Southgate Road
Henderson Hall,
Bldg 29, room 205,
Arlington, VA 22214
Phone 703-614-7171 / 703-614-7172
Phone (DSN) 312-224-7171
Fax 703-614-7209
Fax (DSN) 312-614-7209
Mon - Fri 7:30 a.m. - 4:30 p.m.
Email | Website | Map

Relocation Assistance Program
Relocation Assistance Program
1555 Southgate Road
Arlington, VA 22214-5000
Phone 703-693-5197
Phone (DSN) 312-224-5197
Fax 703-614-7209
Fax (DSN) 312-614-7209
Mon - Fri 7:30 a.m. - 4:30 p.m.
Email | Website | Map

School Liaison Office/Community Schools
School Liaison Officer - USMC
1555 Southgate Rd.
Bldg 12
Arlington, VA 22204
Phone 703-693-8378
Phone (DSN) 312-224-8378
Fax 703-614-7209
Fax (DSN) 312-224-7209
Mon – Fri: 7:30 am - 4:00 pm
Email | Website | Website | Map

Temporary Lodging/Billeting
Navy Lodge - Naval District Washington
12 Bowline Green, SW
Bldg 4412
GPS Address: 12 Beyers Road
Washington, DC 20032
Phone 202-563-6950 / 1-800-NAVY INN
Fax 202-563-2970
Open 24 hours a day, 7 days a week

Arlington, VA 22214-5000
Phone Semper Fit (703) 697-2706
Mon - Fri 7:30 a.m. - 4:30 p.m.
Email | Website | Map

Personal Financial Management Services
Financial Management Program
1555 Southgate Road
Arlington, VA 22214-5000
Phone 703-614-6950/7200
Phone (DSN) 312-224-6950/7200
Fax 703-614-7209
Mon - Fri 7:30 a.m. - 4:30 p.m.
Email | Website | Map

Personnel Support Office
Adjutant's Office
1555 Southgate Road
Arlington, VA 22214
Phone 703-614-2014 / 703-614-1625
Fax (DSN) 312-223-3111
Mon - Fri 7:30 a.m. - 4:30 p.m.
Email | Website | Map

School Liaison Office/Community Schools
School Liaison
1555 Southgate Rd, Bldg 12
Arlington, VA 22204
Phone 703-693-8378
Phone (DSN) 312-224-8378
Fax 703-614-7209
Fax (DSN) 312-224-7209
Mon – Fri: 7:30 am - 4:00 pm
Email | Website | Website | Map

Spouse Education, Training and Careers
Career Resource Management Center
1555 Southgate Road
Marines and Family Services
Arlington, VA 22214-5000
Phone 703-614-6828
Phone (DSN) 312-224-6828
Fax 703-614-7209
Fax (DSN) 312-224-7209
Mon - Fri 7:30 a.m. - 4:30 p.m.
Email | Website | Map

Transition Assistance Program
Career Resource Management Center
1555 Southgate Road
Bldg #29
Arlington, VA 22214-5000
Phone 703-614-6828
Phone (DSN) 312-224-6828
Fax 703-614-7209
Mon - Fri 7:30 a.m. - 4:30 p.m.
**Travel Office**
Distribution Management Office (DMO)
1555 Southgate Road
Arlington, VA 22214-5000
Phone 703-614-7191/7198
Mon - Fri 7:30 a.m. - 4:30 p.m.

**Victim Advocate Services**
Intervention and Treatment Program
1555 Southgate Road
Arlington, VA 22214-5000
Phone 703-614-7204/5 / 703-693-3525 (Ft. Myer Provost Marshalls Office) / 703-693-6611 (Victim Advocacy Hotline)
Phone (DSN) 312-224-7204/5
Fax 703-614-7209
Fax (DSN) 312-224-2862
Mon - Fri 7:30 a.m. - 4:30 p.m.

**Youth Programs/Centers**
Children, Youth and Teens Program
1555 Southgate Road
Arlington, VA 22214-5000
Phone 703-696-0313/4942
Phone (DSN) 312-226-0313
Fax 703-614-7209
Fax (DSN) 312-224-7209
Mon - Fri 7:30 a.m.- 4:30 p.m.

**Major Units**

**Headquarters and Service Company**
Contact Information:
COM: 703-614-7145/3
DSN: 312-224-7145/3
COM FAX: 703-614-7169
DSN FAX: 312-224-7169
Website: [http://www.hqmc.usmc.mil](http://www.hqmc.usmc.mil)

**BN Consolidated Admin Center (CONAD)**
Contact Information:
COM: 703-614-7171
DSN: 312-224-7171
DSN FAX: 312-224-7158
Website: [http://www.hqmc.usmc.mil](http://www.hqmc.usmc.mil)