



**Headquarters and Headquarters Squadron
WELCOME Aboard Packet**

Dear Marine and Family,

Mission

The Mission of the HQ and HQ Squadron is to support the Commanding Officer, Marine Corps Air Station Yuma by:

- 1) Providing for the welfare, administrative support, formal military training, and professional military education of all Marines and Sailors assigned to the command.
- 2) Providing Search and Rescue (SAR), and Operational Support Aircraft (OSA) services.

Directions

Maps of the air station can be found in the fold out section of the **telephone directory** included in the **Welcome Aboard Package**. Personnel arriving by commercial airline can telephone the Officer of the Day at **(928) 269-2252** and the MCAS duty driver will pick you up for a ride to the air station. From Interstate 8 exit Avenue 3E and proceed South for about 2 miles, the air station will be on your right hand side.

Reporting In

All personnel will first check in at Station Headquarters, Bldg 980, or in the event there is a delay in the execution of orders, phone **(928) 269-2252**. Visit <http://www.yuma.usmc.mil> for base guide information and other related transition assistance.

Commanding Officer Statement

It is with my sincerest gratitude to have you serve and your family stationed here with Headquarters and Headquarters Squadron, at the best and the busiest air station on the west coast. I truly look forward to meeting both you and your family and having the opportunity to get to know each of you.

The Family Readiness Officer (**FRO**), Tama Ward, should have already contacted you or will do so soon. The FRO will provide you with:

- Official two-way command communication
- Information and Referral services
- Readiness and Deployment Support

The FRO stands ready to assist you with any need you may encounter. The FRO can be contacted at **269-2880 (office)**, **941-7415 (cell)**, email tama.ward@usmc.mil.

Semper Fidelis!

E. KEITH COUCH
Commanding Officer



**Headquarters and Headquarters Squadron
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MCT Forms

H&HS Marine and Families,

The forms you will be asked to complete upon check in are for acquiring information for the Commanding Officer's Family Readiness Program. This tool is in place to help the CO pass information about the squadron to you and your family members/contacts in a timely manner. This information includes, but is not limited to, upcoming events, requests for volunteer support, information about deployments and detachments, holiday greetings and other pertinent information that the CO deems relevant. The information that you provide on this form will be kept confidential. The form allows each Marine to add up to four contacts. These four contacts can be your spouse, parent, fiancée, significant other, and/or children over the age of 18 years old. Please keep in mind you do not need to fill all four slots with contacts. This is purely for your benefit and will keep the contacts of your choice updated on the aforementioned data. If you choose not to have any contacts, that is fine, but a separate form will need to be filled out and authorized by the CO. Also, if one of your contacts is unable to speak English and would prefer to receive messages in Spanish, please annotate this on the form by their information and notify the FRO when turning in the packet. These new changes with the Family Readiness Program are being established to help you and your family/contacts get the information you need and deserve in a timely manner. Please make sure to bring your Authorized Contact(s) information (phone number, email, etc.) with you.

S/F,

Tama Ward
H&HS
Family Readiness Officer
tama.ward@usmc.mil
928-941-7415

Emergency Contact Information Card (front of card)

PLACE COPIES OF THIS CARD IN YOUR WALLET, CAR GLOVE BOX,
AND ON THE REFRIGERATOR AT HOME IN CASE OF EMERGENCY

My Name: _____
Marine's Rank/Name: _____
Marine's Unit: _____
Home Phone #: _____
Home Address: _____
Marine's Wk #: _____
Marine's Cell #: _____
Other Local Emergency Contact:
Name: _____
Phone #: _____ Cell #: _____

The Federal government and U.S. Marine Corps assume no
responsibility in association with the information
provided on this form.

Emergency Contact Information Card (back of card)

Child information:

Name	Age	Allergies	Special Needs	School/Day Care Phone #
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Local Emergency Care Provider w/Power of Attorney

Name: _____ Phone: _____ Cell: _____

Local Emergency Care Provider w/Power of Attorney

Name: _____ Phone: _____ Cell: _____



HHS FAMILY CARE PLAN INDOC

Welcome Aboard,

In preparation for upcoming deployments and to keep in compliance with MCO 1740.13A, Marines meeting the following requirements must complete a comprehensive Family Care Plan (FCP). This plan must provide for all contingencies both long- and short-term that may possibly arise. Family Care Plans are the individual Marine's responsibility. Failure to produce an FCP may be grounds for disciplinary actions and/or administrative separation from the Marine Corps if a situation causes a Marine to miss training or a deployment. This is not only common sense but it is mandatory. Making these plans is not difficult and should not take up too much of your time.

MARINES WHO FALL UNDER ANY OF THE FOLLOWING CRITERIA ARE REQUIRED TO COMPLETE A FAMILY CARE PLAN:

- Marine is or becomes a single parent with custody of children
- Dual military couples with dependents. (Both service members must have a plan)
- Family circumstances or other personal status changes in which a Marine becomes solely responsible for the complete care of another family member. These include but are not limited to:
 - Birth or adoption of a child(ren)
 - Loss of a spouse through death, separation, or divorce
 - Enlistment (or commissioning) in the military (Regular or Reserve component) by a spouse when the Marine and spouse become a dual military couple with dependents
 - Assumption of sole care for an elderly or disabled family member
 - Assumption of sole care for a family member with a limited command of the English language
 - Assumption of sole care for a family member with inability to drive or to gain access to basic life-sustaining facilities
 - Recurring absence of a spouse through career/job commitments or other reasons which result in the service member assuming above responsibilities. (i.e. business trips, hospitalizations, etc.)

For further information refer to MCO 1740.13A on Family Care Plans.



HHS NAVY-MARINE CORPS RELIEF SOCIETY FACT SHEET

The Navy-Marine Corps Relief Society (NMCRS) provides services for active duty and retired military personnel and their dependents. As a private, non-profit, volunteer service organization, the primary mission of the NMCRS is to assist eligible individuals in coping with immediate financial emergencies and needs using donated funds.

NMCRS Yuma offers:

- Financial counseling and assistance
- Budgeting for Baby Classes
- Visiting Nurse
- Thrift Store

The office is staffed with trained volunteers who assess needs and give financial counseling to enable clients to live within their means on a continuing basis. Assistance may be provided through confidential counseling, interest-free loans or grants, and referrals to various other agencies.

To schedule an appointment for assistance, call the office at (928) 269-2373.

Emergencies will be seen as soon as possible; an appointment is NOT necessary.

Normal operating hours are:

- Monday–Friday from 8 a.m. to 4 p.m.

NMCRS Yuma is pleased to have a Visiting Nurse. The nurse is routinely available to provide home visits to Navy and Marine Corps families with health education questions or problems.

- The Nurse's hours are 8 a.m. to 3:30 p.m. Monday–Thursday.
- The Visiting Nurse does hospital visits, when possible, at Yuma Regional Medical Center for all military and family members (USN and USMC only).
- Pre-natal, post-operative, and post-partum mother/newborn visits are done in the home on an appointment basis, along with pediatric visits, medical/ surgical visits, and others.
- Please keep in mind that the Visiting Nurse is not designed to meet emergency needs.
- To contact the Nurse, call (928) 269-5401.
Expectant parents may attend the **Budget for Baby Class** prior to the birth of their baby and receive a free layette (worth \$65-\$70).

- This class is a financial planning tool to get ready for the added expenses of another family member.
- Parents may still qualify for the layette up to one month after the baby is born by having a one-on-one budget done in the office.
- Layettes contain a towel, washcloth, crib sheets, blankets, sleepers, onesies, booties, a baby book and more.

The NMCRS Thrift Shop is located in Building 645 and operates Tuesday, Wednesday, and Thursday from 9 a.m. to 1 p.m. and Saturday from 10 a.m. to 2 p.m. The shop is run by volunteers and contains many useable items for sale at low, reasonable prices.

The shop has a good selection of:

- useable uniforms,
- household items,
- toys,
- books,
- clothing, and
- other miscellaneous items for sale at reasonable prices.

Good, durable, re-saleable items may be left in the box beside the building or be brought into the shop during open hours. Money made through sales goes directly back to help Marines and Sailors in need. Contact the shop during operating hours at (928) 269-2033.

Anyone interested in volunteering for any NMCRS programs should call or drop by the office for more information. For financial emergencies on weekends, holidays, and after normal working hours, call the American Red Cross Emergency Service Center, toll-free: 1-877-272-7337.

ADDITIONAL NMCRS CONTACT INFORMATION:

<http://www.yuma.usmc.mil/services/nmcrs/default.html>

<http://www.nmcrs.org/index.html>

NMCRS Yuma

**Navy-Marine Corps Relief Society
Building 645, Narr Ave., Room 101
Marine Corps Air Station Yuma
Yuma, AZ 85365-0575**

Hours: Mon-Fri 0800-1600

Phone: (928) 269-2373

Fax: (928) 269-3393

Email: lora.ohara@nmcrs.org



HHS EXCEPTIONAL FAMILY MEMBER PROGRAM (EFMP) INDOC

What is the Exceptional Family Member Program (EFMP)?

In accordance with MCO P1754.4A, the purpose of the EFMP is to assess, document, and code the special medical and educational needs of eligible Marine Corps family members. By identifying families with special needs and maximizing the provision of quality services needed, the quality of life provided to the Marine Corps family is enhanced while meeting the mission of the Marine Corps.

PARTICIPATION: Enrollment in the EFMP is mandatory for Marines who have a family member requiring special medical and/or special education services. Mandatory enrollment is required to ensure consideration is given to assigning Marines to locations which accommodate their family needs.

Exceptional Family Member (EFM) - An authorized family member (spouse, child, stepchild, adopted child, or dependent parent) residing with the sponsor, who possesses a physical, intellectual or emotional disability or condition and who requires long-term special medical or educational service.

Exceptional Family Member Program Coordinator (EFMPC) – A designated individual at the local Family Service Center (FSC) who provides information, assistance, and forms to the FSC staff, local commands, sponsors, and other family members with regard to enrollment procedures, program benefits, and available local services and facilities.

What You Need To Know:

1. You are responsible for the care and welfare of family members.
2. Participation in the EFMP is mandatory and will not adversely affect your selection for promotion, schools, assignment, or any other type of advancement.
3. You must check-in/check-out with local EFMPC during PCS moves.

Marine's Responsibilities:

1. Ensure that an application for enrollment in the EFMP is submitted to the EFMPC.
2. Retain a copy of the EFMP package for personal records and update enrollment through the CMC (MHF) EFMP Manager at least every 3 years, or when the conditions of special need changes
 - a. Changes which may affect enrollment include a change in marital status, dependency, or medical status of the EFM.
3. Communicate directly with the appropriate Headquarters Marine Corps Assignment Branch when in receipt or in anticipation of PCS orders.
4. Dis-enroll from EFMP when special needs no longer exist, the family is no longer eligible for care, or the sponsor separates from the Corps.
5. Check-in/check-out with local EFMPC during PCS moves to ensure the EFMP case file is maintained by the appropriate EFMPC.

Who to Contact:

The point of contact for MCAS Yuma's Exceptional Family Member Program is:

Margy Pracchia
Bldg 598
(928) 269-2425

MCAS Yuma Important Numbers

DIALING INSTRUCTIONS: (928) 269-XXXX or DSN: 269-XXXX

<u>MAG-13</u> GDO x2124	<u>MALS-13</u> SDO x2203	<u>VMA-211</u> SDO x5406	<u>VMA-214</u> SDO x2776	<u>VMA-311</u> SDO x2334	<u>VMA-513</u> SDO x2810
	<u>MAWTS-1</u> CWO x2572	<u>MACS-1</u> SDO x3800	<u>MWSS-371</u> SDO x2506	<u>H&HS</u> SDO x3082	

EMERGENCY CONTACTS

PMO – 911

After Hours Sick-Call / Chief of the Day – 376-2282

FIRE – 911 / x2333

PMO

Police Desk (non-emergency)	x2204 / x2361
Traffic Court	x3697
Visitor Pass Information	x2888
Weapon and Pet Registration	x2888/2205
ID Cards	x3588

Medical

BMC Main Line/Appointments	x2700
Health Benefits Office	x2916 / x6179
Pharmacy Refill	866-286-8249
Primary Care	x6533

MCCS

MCFTB Director	x6502
L.I.N.K.S.	x 6503
Family Advocacy Program	x5612
Counseling Support	x2561 1
New Parent Support	x2308
Child Development Center	x2350
Family Child Care Coordinator	x3233
Youth Activities Director	x3659
Game Room/Youth Info Line	x5390
Youth Sports Coordinator	x2280
16 th St Gym	782-6640
Gym Manager	x2727
Oasis Pool	x2926
Youth Sports	x2280
16 th St Community Center	782-6640
Auto Hobby Shop	x2395
Barber Shop	x2115
Base Theater	x2358
Bowling Alley	x5585 / x5794
School Liaison Officer	x5373
Lifelong Learning Center	x3248

MCCS

Library	x2785
Main Exchange	x2256
NAF HR	x2281
Tailors/Dry Cleaners	x2356
Post Office	344-3418
Video Corner	x5300
Infinities	x2457
SNCO Club	x2171
Officer's Club	x2711

Base Services

Base Services Help Desk (Emergencies)	x2222
Housing	344-1240
Legal Assistance	x2481 / x3636
DMO (TMO)	x2311
Station Chaplain / Chapel	x2371
MAG-13 Chaplain	x3454
MACS-1 Chaplain	x3917
Navy/Marine Corps Relief Society	x2373
WIC Office	317-4500
Animal Warden/Dog Catcher	x6303
Veterinarian	328-2064
Armed Forces Bank	726-4363
Navy Federal Credit Union	866-605-1267
Temporary Lodging	x2262 / x6032
Lake Martinez Recreation Area	783-3422
Recycling Center	x5185
Telephone Office	x2375
Commissary	x2245 / x2246
After Burner	x5183

www.usmc-mccs.org

***This Roster was revised on 22 September 2010**

Important Phone Numbers Outside of MCAS Yuma

Emergency Numbers:

Poison Control Center: 1-800-362-0101

Emergency Services (off base): 911

YPD Non Emergency Line: 928-783-4421

Amberly's Place Victim Center and Shelter:
928-373-0849

Medical Resources:

Yuma Regional Medical Center: 928-336-2000

Breast Feeding Hotline: 1-800-833-4642

DEERS: 928-269-3588

TRICARE West: 1-888-874-9378

Department of Veterans Affairs: 800-470-8262

Nutrition Resources:

Child and Family Services (Yuma): 928-344-8800

Food Stamps Application (DES): 928-782-7101

Health Department of Yuma County: 928-317-4540

WIC (in town): 928-317-4500

Yuma Community Food Bank: 928-343-1243

Community Resources:

Children and Family Services (Yuma): 928-344-8800

Yuma Private Industry Council: 928-783-9347

Yuma Visitor's Bureau: 928-783-0071

Chamber of Commerce of Yuma County: 928-782-2567

Utility Companies:

Southwest Gas Corp: 1-800-428-7324

APS Yuma Office: 928-782-7151

Far West Water and Sewer: 928-342-1238

Yuma Utility Administration: 928-373-4500

Yuma County Superior Court: 928-328-2180
DOT Yuma: 928-317-2100

Yuma International Airport: 928-726-5882

Yuma Parks and Recreation: 928-373-5243

Military Resources:

Military One Source: 1-800-342-9647

www.militaryonesource.com

Education Resources:

Yuma School District 1: 928-782-6581

Yuma Union High School District: 928-502-5000

Crane School District: 928-373-3400

Arizona Western College: 928-317-6000

Northern Arizona University (Yuma): 928-317-6400

University of Phoenix (Yuma): 928-341-0233

For more information about local K-12 schools, including non-public schools, please contact the

MCAS Yuma School Liaison at 928-269-5373

When in doubt, call your FRO!

Tama Ward

Family Readiness Officer H&HS

Office: 928-269-2880

Cell: 928-941-7415

tama.ward@usmc.mil

DEERS



Defense Enrollment Eligibility Reporting System

MAINTAINING YOUR ELIGIBILITY FOR TRICARE

It's Your Responsibility

Proper registration in the Defense Enrollment Eligibility Reporting System (DEERS) is **the key** to receiving timely and effective TRICARE benefits. DEERS is a worldwide, computerized database of uniformed services members (sponsors), their family members, and others who are eligible for military benefits, including TRICARE. All sponsors (active duty, retired, National Guard, or Reserve) are automatically registered in DEERS. However, the sponsor **must register** eligible family members. After family members and sponsors are registered, they can update personal information such as addresses and phone numbers. **Note:** If both parents are active duty service members, then either parent (must choose one) may be listed as the child(ren)'s sponsor in DEERS.

When There's a Change

You should update DEERS immediately whenever you experience any of the following life events (this list is not all-inclusive):

- Change in sponsor's status:
 - Retiring or separating from active duty
 - National Guard or Reserve member activation or deactivation
- Change in service status (e.g., enlisted to officer, branch change)
- Getting married or divorced
- Having a baby or adopting a child (**Note:** DEERS registry is a **separate step** and is required before you can enroll a child in TRICARE Prime.)
- Moving to a new location for any reason
- Becoming entitled to Medicare (either you or a family member)
- Death of sponsor or family member

Updating DEERS

To register family members or update DEERS records, sponsors must complete a DD Form 1172 *Application for Uniformed Services Identification Card and DEERS Enrollment* and provide documentation, such as marriage, birth, or death certificates; Social Security numbers; active duty separation papers; or Medicare cards. Each family member's eligibility record must be updated separately. **Note:** If the sponsor is not available, family members can update DEERS with a notarized DD Form 1172 or if you have Power of Attorney. You can verify and update DEERS in one of the following ways:

1	To add or delete family members, visit a local uniformed services personnel office. Search for an office near you by ZIP code, city, or state at www.dmdc.osd.mil/rsl . Call the office first to verify location and business hours.
2	Call the Defense Manpower Data Center Support Office (DSO) at 1-800-538-9552 to update your addresses, e-mail address, and phone numbers.
3	Fax address, e-mail address, or phone number changes to the DSO at 1-831-655-8317 .
4	Mail changes to the DSO. You must also mail supporting documentation if you are adding or deleting a family member: Defense Manpower Data Center Support Office Attn: COA 400 Gigling Road Seaside, CA 93955-6771
5	Visit www.tricare.mil/DEERS and follow the steps to update your address, e-mail address, and phone numbers online.

Loss of Eligibility

If you try to obtain care and your DEERS record shows you as ineligible for TRICARE (but you have not truly lost TRICARE eligibility), you'll need to update your DEERS information. For more information about Loss of Eligibility, visit www.tricare.mil/certificate.

COUNSELING SERVICES PROGRAMS

Play Morning:

A fun play group for parents and their children ages 5 years and under. Every Monday at 1000 in the Fellowship Hall.

Play Based Parenting:

A parenting program for parents of children ages 1-5 years. Bring your child with you to class. Every Tuesday at 1000 in Bldg 645.

Toddler Crafts

A craft program for parents and their children ages 2-5. Every Friday at 1000 in Bldg 645, Room 107

Stork Club:

A support group for parents of infants not yet walking. Play and learn as you go. Every Monday at 1030 in Bldg 645.

Counseling/FAP:

Counseling available by appointment between 0700 and 1530 Mon-Fri in Bldg 598.

Anger Management:

Learn techniques to control and manage anger in this 10 session class offered every Tuesday from 1300-1500 in Bldg 598.

Success Over Stress and Anger:

Manage stress, anger, and live a healthier lifestyle in this 3 session class offered the 2nd, 3rd, and 4th Thursdays each month in Bldg 598.

Domestic Violence Awareness Class:

A 4-hour class offered on the 2nd Thursday of every month in Bldg 598.

Domestic Violence Treatment Group:

Learn how to have a violence-free family. Offered weekly in Bldg 598.

Victim Advocate Services:

Available 24/7. Call cell phone (928)941-3650 or visit Bldg 598.

DSTRESS Line:

24-hour Anonymous, Professional Counseling

1.877.476.7734

www.dstressline.com

Important Phone Numbers

New Parent Support: 269-2308

Family Advocacy Program: 269-2561

Drug Demand Reduction Program: 269-2791

Exceptional Family Member Program: 269-2425



Points of Contact

SMP Program Manager: Jude Crouch 269-6556

SMP Rec Center Mgr: Shelbie Rabun 269-5794

SMP Council

The time you spend in the Marine Corps should be the best time in your life! Help make the most of it by joining the SMP Council. The Council meets on the first Thursday of every month from 1500-1700 to vote on volunteer opportunities, trips, block party themes and much more and also plays an active part in resolving quality of life issues aboard the base. Council members have a chance to run for a variety of elected positions and learn valuable leadership, marketing and community relations skills.

To get more information about serving on the council, contact Jude Crouch at 269-6556.

Every squadron has at least one SMP Council Rep, find out who your squadron rep is today!

Trips Trips Trips!

Every month the SMP Sponsors an amazing deal to help Single Marines "get away from it all". Whether it's far from the Yuma heat or just to our local river, SMP trips are always a great bargain. The cost of trips is subsidized by SMP funds so participants always get a better deal than they could score on their own. Previous SMP trips include: Skydiving in Las Vegas, kayaking in San Diego, concerts, Football games, baseball games, snowboarding trips in Big Bear, float trips down the Colorado River and visits to the Grand Canyon.

The cost of these trips always includes transportation, lodging and any associated entry or ticket fees for activities.

Trips are more fun with friends! When you sign up, make sure you talk another Single Marine or Sailor into coming along! If you are new in town though, don't worry you will make plenty of friends by the time the weekend is over!

Volunteer Opportunities!

Volunteer Opportunities are open to anyone, regardless of marital status! These opportunities take place on base as well as out in town and are a great way to meet new people and give back to our community. Service members receive an LOA each time they participate in an SMP Vol Op. Contact the Rec Center for upcoming opportunities to serve!

SMP Rec Center

At the end of a long hard day, sometimes you just want to chill. The SMP Rec Center is located directly behind the Chow Hall and provides the perfect place to escape from the rigors of work. The Rec Center is equipped with the latest and greatest in gaming equipment as well as computers, WiFi, a movie room, pool table and basketball court.

Block parties and tournaments are a regular occurrence. There is always something going down at the Rec Center!

Rec Center Hours:

Mon-Thurs: 1100-Midnight

Fri-Sun: 1100-2300

Holiday Hours: 1300-2300