

Welcome Aboard

Headquarters Battalion | MAGTFTC | MCAGCC



Welcome to Headquarters Battalion (HQBN) Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC), in Twentynine Palms, California. HQBN is a diverse and complex organization that provides administrative and training oversight to the Marines and Sailors that make this the Marine Corps' premier combined arms training center.

We have provided this Welcome Aboard package to assist you and your family in getting to know the Battalion, Combat Center, and local area. Moving and starting a new job can be stressful and the team here will support you in any way possible. Our motto is "Mission First, People Always," and we strive to achieve that every day. Your sponsor is your first resource for assistance, but do not hesitate to reach out to the staff if you are not getting resolution to problems or have unanswered questions. The high desert and surrounding areas offer many opportunities for recreation, relaxation, and entertainment. Take advantage of your time here, and I guarantee this will be a fun and rewarding tour. I look forward to serving with you and getting to know your family.

Semper Fidelis,
LtCol Armando J Martinez
Commanding Officer

HEADQUARTERS BATTALION
MCAGCC
BOX 788200
TWENTYNINE PALMS, CA 922778-8200

<https://www.29palms.marines.mil/>

OOD Number: 760.830.6806

LAST UPDATE

Mar 2022

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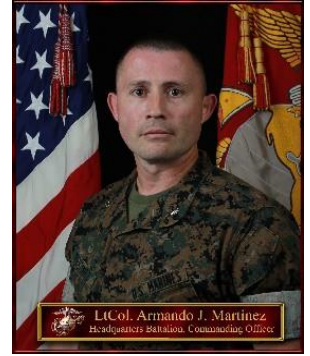
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Command Philosophy



*Genuine **camaraderie** is the hallmark of **unit cohesion**. It can only be achieved through each individual fulfilling their part while maintaining a goal of “the team” performing efficiently and effectively in the pursuit of success.*



I want our team to be successful in everything we do professionally, academically, and personally. Each Marine, Sailor and Federal Civilian of Headquarters Battalion is critical to the success of our dynamic team. I expect us to remain focused on our Core Values, the mission, and the health and welfare of our unit and family members. We are accountable to uphold the highest standards and expectations set forth by the service members who have left a legacy, our senior leaders, the American public, and ourselves. To do this, we will:

Build the team... Begin with the end in mind. Focus on the mission, objectives, and the intended results of your actions. Be kind; be humble. We are diverse, and relationships are an integral part to working as a team. Collaborate with counterparts across the staff, our higher and adjacent, and your peers and mentors across the enterprise. Become a professional in your art, but understand the roles of the rest of the team, so we can leverage the work of others to complement our mission. Know who and when to ask for assistance.

Improve the team... Be creative and innovative. Think about how we can do our job better with the resources we have. Be a team player, and seek out opportunities to take initiative and implement continuous improvements. Consider risk, but do not be afraid to fail early or fail often, so we can continue to learn and improve. Explore different approaches to how we might accomplish routine tasks and always propose a solution when identifying a problem. Do not assume we have all the facts; validate our assumptions. Provide a climate that encourages change, diversity of thought, challenges the status quo, and empowers our team members at all levels to make decisions.

Hold the team accountable... Exhibit pride and take ownership. The team is stronger when we can rely on each other to be honest and trustworthy, to have integrity and make ethical decisions, and to sincerely perform to the best of our ability. Never waiver in what we know is morally right. Be customer focused, and take the extra time to consider alternatives, practice safety and sound judgement, and ensure we are providing the best service. Be fair and just in the treatment of others, and treat everyone with the respect and dignity they deserve.

Incentivize the team... Provide opportunities for team members to excel. Engaged leadership that fosters teamwork will bring out the best in individuals, but also the team as a collective. It is equally important to recognize the small accomplishments as it is to rejoice in the large feats. Encourage unity of effort, and find excitement in the success of others through our team-focused approach.

I am committed to creating an environment that allows you to grow physically, mentally, and spiritually. It is a privilege and honor to serve alongside each of you. We must work as a team in pursuit of our success. Think mission first, people always. Challenge yourself; challenge the team.

Lieutenant Colonel Armando Martinez
Commanding Officer, Headquarters Battalion
Marine Air Ground Task Force Training Command
Marine Air Ground Combat Center

Transportation from Palm Springs Airport

The USO, located near the baggage claim, is a valuable resource but does not personally provide transportation for servicemembers. They will assist in any manner possible to find transportation from the airport to base but will not provide the transportation themselves. More info on the USO is available at <http://www.bobhopeuso.org/our-locations/palm-springs-uso.html>

Soldier Organized Service (SOS) is a volunteer group that will provide free transportation to and from MCAGCC for Marines and Sailors. Marines may make transportation reservations in advance by either calling (760) 799-5488 or going to <http://www.sosride.org> Point of contact at SOS is Erica Stone

Transportation through the Morongo Basin Transit Authority (MBTA) is also provided. There are three pick up times Monday through Thursday at Palm Springs Airport: 0750, 1010, and 1650 with an additional time of 1900 on Fri. Two pickup times on Saturday: 1200 and 1800 and only 1800 on Sunday.

Cost of MBTA is \$10 Mon-Fri (\$15 round trip) . Sat and Sun: \$20 (\$25 round trip)

Taxi Service: MCAGCC is about 55 miles from the airport, and a taxi can cost from \$150-\$175. Check with the taxi dispatcher in the front of the airport.

Check-in Procedures

THE UNIFORM for check in is service "A"

During Work Hours: (0730 - 1630 Mon-Fri)

USMC Officers - Officer Assignments, G-1, Bldg. 1459, Phone (760) 830-7348.

USMC Enlisted - Combat Center Personnel Office, G-1, Bldg. 1459, Phone (760) 830-7327/1800

After Work Hours: (Weekends/Holidays)

All personnel - Bldg. 1457, HQBN OOD, Phone (760) 830-6806/6506 (If no duty personnel are present, report to the DNCO in Bldg/Barracks 1608); MCAGCC CDO, Bldg. 1554, Room #114A, Phone (760) 830-6157. **ENSURE YOUR ORDERS ARE ANNOTATED BY THE OOD FOR DATE AND TIME OF ARRIVAL.** Report as indicated to above NLT 0730 the next working day.

Once you receive your **reporting endorsement**, you will go to S-1 in building 1457, 4th Street, where you will receive your check-in sheet and a comprehensive map of the base.

Required Documents at Check in

- | | |
|---|---|
| ⇒All Original Orders | ⇒Certified copy Pg 3 & dependency application (Housing) |
| ⇒Receipts for travel claim | ⇒Medical Record |
| ⇒Service Record Book | ⇒Dental Record |
| ⇒Dependent information (if not currently in DEERS) | ⇒Personal Weapon Registration |
| ⇒Birth Certificate/Supporting Docs | ⇒Car Registration/Proof of Insurance |
| ⇒Marriage License/Divorce decree | |

HQBN Directory and Task Organization

All phone numbers start with: (760) 830- XXXX
Unless specified

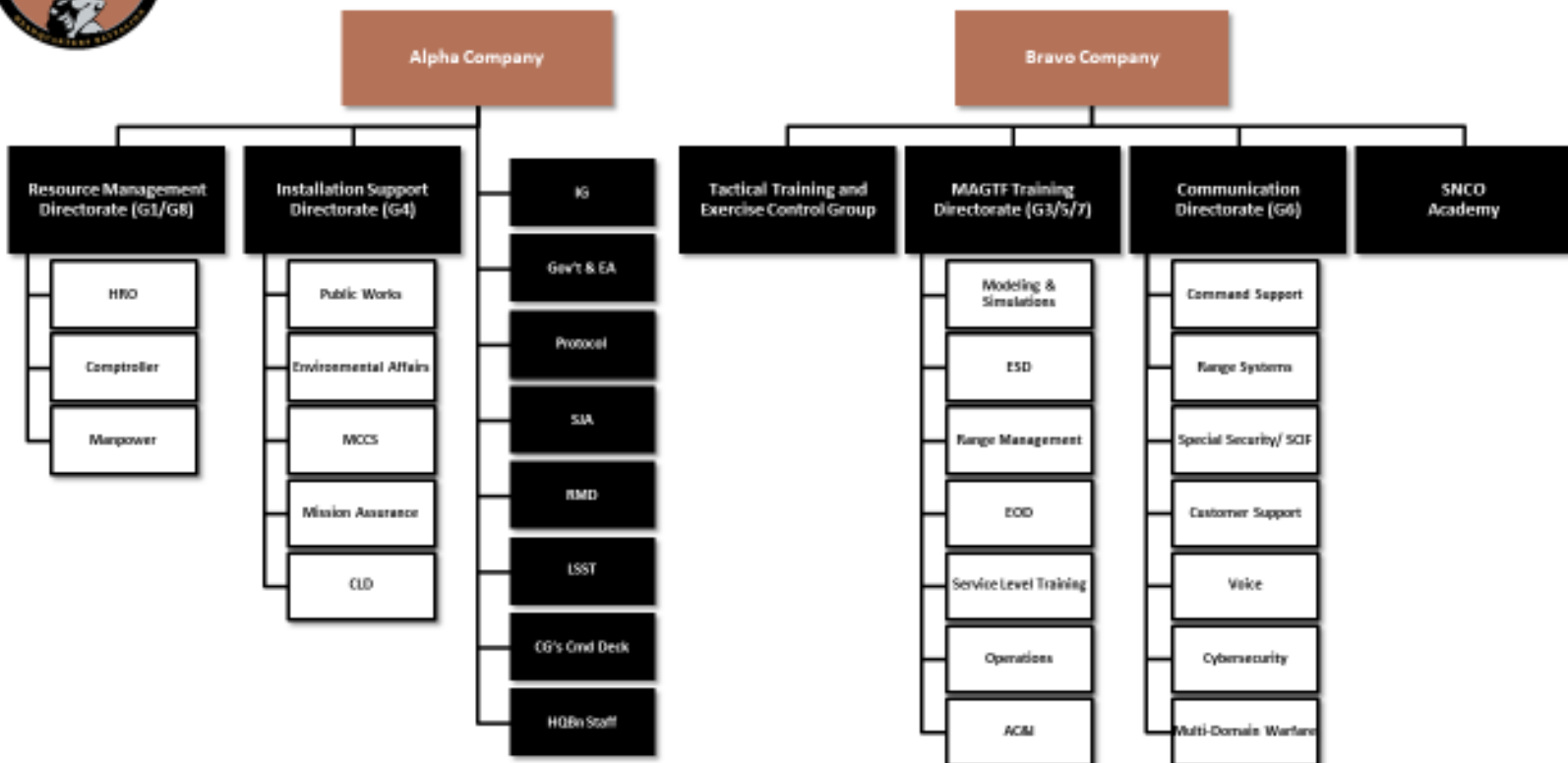
HQBN OOD: X-6806
 CO: X-7493
 XO: X-7083
 SGTMAJ: X-6330
 ADJ: X-7084
 S1: X-1090
 S3: X-7087 / 8685
 S4: X-7394
 URC: X-3511
 SACO: X-1116
 Career Planner: X-7242
 Chaplain: 760-861-2253
 SAPR VA: 760-799-0273

ALPHA COMPANY
 Commander X-6490
 1stSgt X-6294
 GySgt X-5418

BRAVO COMPANY
 Commander X-5413
 1stSgt X-6571
 GySgt X-4116
 Clerks X-4475



Headquarters Battalion (Atlas) Organization



HQBN S-3

Resources

- Directorates and Sections have appointed level 1 CPTRs that are able to evaluate annual PFTs and CFTs.
- Level 2 CPTRs are located at HQBN, and all other major directorates; all Height and Weights must be evaluated by an appointed level 2 CPTR.

Training Certification

- All training will be submitted by Directorate and Section training representatives for certification by the S3 in MCTIMS.
- Issues regarding individual Marine scores or data entries must be routed through directorate or section training representatives.

Training

- All training requirements for Marines are outlined in the Annual Training Plan, and completion is reported Monthly to the Directorate and Sections.
- Training opportunities for the Marines can be found in MCTIMS or the HQBN Share Point Online outlining Rifle and Pistol ranges, local schools, and PME opportunities.

HQBN S-4

Transportation

- **For Off-Base Non-Emergency Medical Travel:** Please contact Mr. Hardman (S4 Office) 760-830-7394.
- **SWRFT & Tactical Vehicle:** To Request vehicle assets please submit a TCPT request to SWRFT. If requesting to check-out a HQBN SWRFT vehicle, liaison with HQBN S-4.

Supply

- **Requisition of Supplies:** Directorate and Section Reps must submit a requisition request through DAI.
- **Contracting:** Requests for services must be submitted through DAI.
- **Chow Requests:** Can be requested through Directorate and Section reps to support training requirements.

Barracks

- **Maintenance Request Forms:** Are located at the duty desk in BEQ 1608
- **BEQ Manager:** Marines are located at the BEQ Manger Office in BEQ 1608 and HQBN S4 Office building 1457.
- **Common Issues:** Contact the BEQ Manager 760-830-3846 or Mr. Hardman 760-830-7394
 - Heat & AC Issues
 - Door Lock (dead-battery)
 - Broken Furniture
 - Electrical Issues
 - Common Area Vandalism

Safety

- **Motorcycle Requirements:**
 - BRC - The Basic Rider Course
 - ARC - Advanced Rider Course (4 months after BRC)
- **Mishap Reporting:** Contact your Directorate or Section representative to submit report.

SAPR

SEXUAL ASSAULT PREVENTION & RESPONSE



ALL SAPR VICTIM ADVOCATES ASSIST WITH RESTRICTED AND UNRESTRICTED REPORTS.



GySgt Castro, Chris
SAPR Victim Advocate

Headquarters Battalion
S-3



SSgt Hawley, Joseph
SAPR Victim Advocate

Headquarters Battalion
Uniformed Readiness Coordinator / S-3



Sgt Longacre, Nicholas
SAPR Victim Advocate

Installation Support Directorate
Center Magazine Area



Sgt Ortiz, Ashly
SAPR Victim Advocate

Installation Support Directorate
Distribution Management Office



SSgt Chavez, Michelle
SAPR Victim Advocate

Resource Management Directorate
Installation Personnel Administration Center



Sgt Wolf, Zachary
SAPR Victim Advocate

MAGTF Training Directorate
Exercise Support Division

RESTRICTED REPORTING

ALLOWS A MARINE WHO IS SEXUALLY ASSAULTED TO REPORT THE ASSAULT AND RECEIVE SUPPORT, ADVOCACY, MEDICAL TREATMENT, AND COUNSELING WITHOUT A LAW ENFORCEMENT INVESTIGATION AND THE SUPPORT OF THE CHAIN OF COMMAND.

AVAILABLE SERVICES

- SAPR VICTIM ADVOCATE (SAPR VA)
- SEXUAL ASSAULT RESPONSE COORDINATOR (SARC)
- VICTIM'S LEGAL COUNSEL (VLC)
- CHAPLAIN
- HEALTHCARE PROVIDER

UNRESTRICTED REPORTING

ALLOWS A MARINE WHO IS SEXUALLY ASSAULTED TO REPORT THE ASSAULT AND RECEIVE SUPPORT, ADVOCACY, MEDICAL TREATMENT, AND COUNSELING WITH A LAW ENFORCEMENT INVESTIGATION AND THE SUPPORT OF THE CHAIN OF COMMAND.

AVAILABLE SERVICES

- SAPR VICTIM ADVOCATE (SAPR VA)
- SEXUAL ASSAULT RESPONSE COORDINATOR (SARC)
- VICTIM'S LEGAL COUNSEL (VLC)
- CHAPLAIN
- HEALTHCARE PROVIDER
- CHAIN OF COMMAND
- LAW ENFORCEMENT



24/7 SEXUAL ASSAULT LINE: 760.799.0273

DOD SAFE HELPLINE: 1.877.995.5247

Sexual Assault Prevention and Response



SAPR Mission Statement

Leaders at all levels of the command will create an environment where sexual assault is not tolerated and encourages reporting of sexual assault incidents, so that the victims may receive the appropriate services and offenders can be held accountable for their actions.

Sexual assault - intentional sexual contact characterized by use of force, threats, intimidation, or abuse of authority, or when the victim does not or cannot consent.

Sexual assault is a **crime** - one that has lasting negative consequences for our Marines, Sailors and Federal Civilians. An attack as vile as sexual assault erodes **Camaraderie** and **Unit Cohesion** and contradicts our Core Values of honor, courage, and commitment. We must aggressively seek to prevent any such assault, respond timely to allegations, and ensure victims receive the appropriate services. Any member found in violation of sexual assault will be subject to punishment under the Uniform Code of Military Justice, criminal law, or administrative separation.

Unrestricted reporting of sexual assault will be thoroughly investigated. Victims who choose to file an unrestricted report must have 100% confidence in the battalion's unwavering commitment to ensure that they are treated with dignity and confidentiality. We must ensure the integrity of the process by protecting victims from reprisal or re-victimization. All reports and follow-on services will be coordinated between the HQBN Sexual Assault Prevention and Response Victim Advocates (SAPR VAs), the MCAGCC Sexual Assault Response Coordinator (SARC), Naval Criminal Investigative Services (NCIS), Battalion Sergeant Major, and Battalion Commander.

For those victims who choose to make a restricted report, privacy will be honored to the fullest extent. Resources available to victims include the MCAGCC SARC, SAPR VAs, Victim Legal Counsel (VLC), Chaplains, and Marine and Family Program counselors.

Treat everyone with sensitivity, dignity, decency, and respect, and live up to the battalion motto: Mission First, People Always. Victim safety is my paramount concern, and eliminating sexual assault takes a focused effort. Our Marines, Sailors, Federal Civilians and family members deserve nothing less.

Lieutenant Colonel Armando Martinez
Commanding Officer, Headquarters Battalion
Marine Air Ground Task Force Training Command
Marine Air Ground Combat Center

HQBN Equal Opportunity

Equal Opportunity Representatives



Equal Opportunity Advisor
SSgt Aguirre
760-830-4567

SSgt Argiroudis,
Aristides

Installation Support Directorate
Center Magazine Area

GySgt Carrigan,
Aaron

MAGTF Training Directorate
RTAMS

GySgt Hernandez,
Isaias

TTECG
S-3

GySgt Woodcock,
Robert

Communications Directorate
G-6

MSgt Giron,
Ericpeter

TTECG
S-3

SSgt Neubert,
David

MAGTF Training Directorate
Marksmanship Training Unit

SSgt Salcido,
Crystal

Installation Support Directorate
Consolidated Material Support Center

SSgt Szemraj,
Austen

Legal Services Support Team
Trial Services Office

Prohibited Activities and Conduct Prevention and Response



PAC Prevention and Response Mission Statement

Leaders at all levels of the command will create an environment where harassment; unlawful discrimination and abuse; wrongful distribution or broadcasting of intimate images; and dissident or protest activity are not tolerated, so that we create a culture that preserves dignity and promotes respect.

Prohibited activity and conduct can be crippling to a unit's morale, readiness, and individual safety. This type of activity is counter to our ethos, our Core Values and our goal of building **Camaraderie** and **Unit Cohesion**. We must maintain our professionalism and collectively create a climate that preserves dignity and promotes respect and trust among our Marines, Sailors, and Federal Civilians.

The parties involved in any alleged unprofessional conduct or interpersonal conflict are encouraged to attempt to resolve the matter through informal resolution and effective communication prior to initiating a report. This process provides an opportunity to resolve conflicts at the lowest appropriate level.

Reports may be made to any person in the chain of command; to any Inspector General; to any Equal Opportunity Representative or Equal Opportunity Advisor; and to any law enforcement officer. All allegations must subsequently be reported to me, and I will treat every allegation in good faith and thoroughly investigate and appropriately adjudicate. Substantiated incidents of prohibited activities and conduct will be documented, and those who engage in such activity will be subject to punishment under the Uniform Code of Military Justice or appropriate administrative action.

We must continue to increase awareness of inappropriate behaviors through proper training, while also facilitating the appropriate and responsive care and services for those Marines, Sailors, and Federal Civilians adversely impacted by this type of activity. This includes preserving the integrity of the process by protecting those engaging in protected communication from reprisal or retaliation. We will also safeguard the integrity of the reporting process by ensuring accountability with respect to individuals who make a false complaint.

The Headquarters Battalion Equal Opportunity Representative has direct access to me for all prohibited activity and conduct matters and is responsible for providing advice to leaders in receipt of a report of such activity. Treat every member with dignity and respect - Mission First, People Always!

Lieutenant Colonel Armando Martinez
Commanding Officer, Headquarters Battalion
Marine Air Ground Task Force Training Command
Marine Air Ground Combat Center

Unit, Personal & Family Readiness Program

The Unit, Personal & Family Readiness Program provides support through proactive outreach and intervention in the form of the following functions:

Official Communication

Facilitate communications between the command, Marines, and families regarding the unit, personal and family readiness information and requirements.

Information and Referral

Provide Marines and their families with information regarding morale, welfare, & recreation and answer questions relating to the many resources and services available to support unit, personal and family readiness.

Marines and Family Readiness and Deployment Support (RDS)

Provide resource information and training in addition to support services that enable the Marine's personal and family readiness. Information and training support are in three areas: Skills Development, Prevention and Intervention, and Self-help Education

Readiness Volunteer Program

If you are interested in helping with your HQBN Readiness program please contact the Uniformed Readiness Coordinator for more information. We welcome you to HQBN!

SSgt Joseph N. Hawley
Uniformed Readiness
Coordinator
Building 1457, HQBN Offices
760-830-8685
joseph.hawley@usmc.mil

Military & Family Life Counselors



Military & Family Life Counselors (MFLC)

Are available to help service members, spouses, couples, family members, children and staff address:

- Deployment/reintegration support
- Marriage and relationship issues
- Stress and Anxiety
- Depression
- Daily life issues
- Anger management
- Coping skills
- Homesickness
- Relocation adjustment
- Separation
- Building resiliency
- Greif and loss

760-218-9497

760-218-9946

MILITARY & FAMILY LIFE
CONSULTANT PROGRAM

*Supporting Service Members
& Their Families*

- Can meet on or off base
- No records are kept
- Sessions are FREE and ANONYMOUS
- Masters or Doctorate-level licensed counselors

Unit, Personal, & Family Readiness



Unit, Personal, and Family Readiness Mission Statement

Leaders at all levels of the command will provide opportunities for growth and fellowship across the team, to include communicating effectively with each other and their respective support systems, so that we foster a climate that values the individual Marine, Sailor, Federal Civilian and their family.

Readiness and resiliency are critical to any effective organization and set the foundation for Camaraderie and Unit Cohesion. The objective of this program is to support our team members and their families as they balance the challenges of the military way of life, family, education, careers, and the mission. Each individual is responsible and accountable for their personal readiness and the readiness of their families.

Basic Tenants of the UPFR Program

Communication – Keep the member and their families informed through the use of official, authorized, or unofficial communication. This will include providing information about command sponsored events and activities, as well as local events, through emails, mail or social media.

Readiness and Deployment Support – Equip members and their family with tools designed for building life skills and preparing for the unique challenges if, or when, the Marine or Sailor is deployed, on temporary duty, or otherwise away from the family and the subsequent reintegration.

Information and Referral – Ensure that services are available to, and accessible by, the members and their family, so that they can be referred to the appropriate Marine Corps Community Services program, the military resource, or the community resource that can best meet their needs.

Volunteer Management – Provide volunteer opportunities for the planning, coordinating, and execution of specific unit and family morale events to enhance the program.

I am guided by the Family Readiness Command Team, consisting of the Sergeant Major, Executive Officer, URC, Deputy URCs, Chaplain, Single Marine Representative, Command Team Advisor, Assistants, and volunteers. In a battalion this large and diverse in mission, it is critical that we actively participate and communicate to achieve the readiness and resiliency we both desire and deserve.

You can contact the Unit Readiness Coordinator with ideas or to volunteer your support. Mission First, People Always!

Lieutenant Colonel Armando Martinez
Commanding Officer, Headquarters Battalion
Marine Air Ground Task Force Training Command
Marine Air Ground Combat Center

Off Limit Establishments

Name

Adobe Smoke Shop
 The Auto Shoppe
 STC Smoke Shop
 Puff's Tobacco
 Yucca Tobacco Mart
 NYPD Pizza
 Sam's Smoke Shop
 Teazer's Bar & Grill Nightclub
 Angelo's Kars
 Denny's Parking Lot
 Burger King & McDonald's
 Club Mustang
 Club San Diego
 Get It On Shoppe
 Main Street Motel
 Trolley Stations
 Vulcan Baths
 Dream Crystal
 Sports Auto Sales

Address

6441 Adobe Road
 5972 Adobe Road
 6001 Adobe Road
 57063 29 Palms Highway
 57602 29 Palms Highway
 260-262 North Palm Canyon Drive
 16520 West Main Street
 14269 Seventh Street
 222 & 226 S. Coast Highway
 692 E Street
 28th Street (Parking Lots)
 2200 University Avenue
 3955 4th Avenue

 3494 Main Street
 Palomar Street & San Ysidro
 805 W. Cedar Street
 1536 Highland Avenue
 1111 National City Boulevard

City

Twentynine Palms
 Twentynine Palms
 Twentynine Palms
 Yucca Valley
 Yucca Valley
 Palm Springs
 Barstow
 Victorville
 Oceanside
 Chula Vista
 San Diego
 San Diego
 San Diego
 San Diego
 San Diego
 San Diego
 San Diego
 San Diego
 San Diego
 National City
 National City

Suicide Prevention

National Suicide Hotline

1 (800) 273-TALK (8255)

Triwest

1 (866) 284-3743

www.triwest.com/onlinecare

Military One Source

1 (800) 342-9647

www.militaryonesource.com

DSTRESS

877-476-7734

www.dstressline.com

Chaplain

(760) 861-4739

Counseling Services

(760) 830-6345

Community Counseling Services

(760) 830-7277

Bldg: 1438



Exceptional Family Member Program

Bldg 1447 Room 120
(760) 830-7740/8795
WEBSITE: <http://www.mccs29palms.com>
Mon- Fri: 7:30am- 4:30pm



The primary purpose of the Marine Corps 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.

ANY dependent enrolled in DEERS and MCTFS of an Active Duty Service Member residing with the sponsor with an ongoing health, medical or special education need is eligible.

Some Conditions that would qualify a dependent for enrollment into EFMP are:

Asthma	ADD/ADHD	Asperger's Syndrome
Bi-Polar	Depression	Rheumatoid Arthritis
Dyslexia	Multiple Sclerosis	Cerebral Palsy
Autism	Crohn's Disease	Cancer

Children who are on an Individualized Education Plan (IEP) or 504 plan with their school may qualify for EFMP.

EFMP is mandated and confidential through MCO 1754.4C

Navy-Marine Corps Relief Society

Contact

Bldg 693, Ste. 106
29Palms@nmcrs.org
Mon- Fri: 8:00am- 4:30

NMCRS Director, MCAGCC

Mrs. Jaime Farrell
(760) 830-6323
Jaime.Farrell@nmcrs.org

Uniformed Installation Rep

Capt Shepard
(760) 830-5413
Cole.Shepard@usmc.mil



The mission of the Navy-Marine Corps Relief Society is to provide, in partnership with the Navy and Marine Corps, financial, educational, and other assistance to members of the Naval Services of the United States, eligible family members, and survivors when in need; and to receive and manage funds to administer these programs. As a non-profit, volunteer service organization, the NMCRS uses both financial and non-financial resources to identify solutions to meet emerging needs. They help clients improve personal financial skills and encourage individual financial responsibility.

MCAGCC Last year [2021]

NMCRS Assisted >900 Marines, Sailors, and Retired
Took >\$574,000 in assistance / Donated >\$230,000

*NMCRS offers a quick assist loan [\$500 no questions asked]

Vote!

Where is my "legal voting residence"?

It can be the State or territory where you last resided prior to entering military service OR the State or territory that you have since claimed as your legal residence.

Military and their family members may change their legal residence every time they change permanent duty stations, or they may retain their legal residence without change. This may mean that the family's Uniformed Service member has a different legal voting residence than his/her family members.

How do I register to vote or request an absentee ballot?

You may register and request an absentee ballot with a single form: The Federal Post Card Application. This application form is accepted by all States and territories and is postage- paid in the U.S. mail, including the Military Postal System and State Department Pouch mail. Hard copies of the form can be obtained from your Unit or Installation Voting Assistance Officer or requested directly from the Federal Voting Assistance Program online at WWW.FVAP.GOV.

Headquarters Battalion
Voting Assistance Officer (VAO)
2ndLt B. S. Vanwormer
760-830-7084

In the absence of the VAO,
contact the Installation Voter
Assistance Officer (IVAO)
Mr. Villescas 760 830-4248

Web Sites

Manpower and Reserve Affairs
www.manpower.usmc.mil/voting

US Election Commission
www.eac.gov

Democratic Party
www.democrats.org

Republican Party
www.gop.com

Office of Special Counsel
www.osc.gov/hatchact.htm

VOTING BY ABSENTEE BALLOT IS EASY:

- ▶ Register to vote if required.
- ▶ Request an absentee ballot at FVAP.gov.
- ▶ Send the request to your local election office.
- ▶ Receive your absentee ballot.
- ▶ Vote and return the ballot to your State.

Get more info at <https://www.fvap.gov/>

Medical

Adult Medical Care Clinic (AMCC) Bldg 1552 - HQ Battalion Marines only

Front Desk: 760-830-2621

Clinic Hours 0730-1600 (Thursday 0700-1400)

Sick Call 0730-0900

Must be in the uniform of the day

Please call the front desk for any questions
or to book an appointment

- If you are sick you will be seen the same day
- For chronic problems we will book you an appointment
- Overseas Screening: Book it 3-4 weeks in advance. Do not Wait until the last minute to schedule your overseas physical.
- ER visits must be limited to emergencies only
- If you are going to be here for >6 months enroll in TriCare with a Primary Care Manager (PCM).
- Full medical readiness is a must! It is your responsibility to make it happen.

Naval Hospital 29 Online

For Secure Patient Communications



Robert E. Bush Naval Hospital



Branch Health Clinic China Lake

Robert E Bush Memorial Clinic/Hospital

Located: 1st and Sturgis St

Clinic open 07:45-15:45 (Mon, Tues, Wed, Fri)

09:00-15:45 (Thurs)

To make appointments call: 760-830-2752



<https://www.med.navy.mil/sites/nhpt/CommandInfo/Pages/ContactUs.aspx>

Children, Youth and Teen Program

Family Child Care: Care for children 6 weeks-12 yrs. Care is given by a certified Family Child Care provider in a small group setting, home environment located in government quarters. *

Resource and Referral: Bldg 694

Phone: (760) 830-3349

- First stop when looking to enroll your child.

New Horizons: Bldg 694

Phone: (760) 830-4264

- Childcare*

Stepping Stones: Bldg 1085

Phone: (760) 830-3901

- Childcare*

School Age Care: Bldg 692

Phone: (760) 830- 3349

- Before and After School: Children 1st grade – 6th grade *

Youth and Teen Programs: Bldg 692

Phone: (760) 830- 3349

- Field trips, dances, computer & video games available for 7-12th grade (currently unavailable due to COVID-19)

Ratio for childcare:

0-12 months: 4/1

3-4 years: 12/1

13-23 months: 5/1

Kindergarten: 15/1

24-36 months: 7/1

**due to COVID-19, essential kids only*

Twentynine Palms Single Marine Program

Bldg. 1532 5th Street “SPIKE’S PLACE”

Mon - Sun: 12:30pm – 8:30pm

The CORE

The Single Marine Program currently has an online gaming center which was donated by Drug Demand Reduction. This exciting online gaming center enables Marines to play online in combat situations. SMP has five televisions devoted to console gaming. The Zone has Xbox Series X, PlayStation 5, and previous legacy consoles.

FREE MOVIES

Did you know the Single Marine Program has a theater room available? SMP receives newer movies that have not been released to DVD yet from Navy Motion Picture Service. SMP currently has over 750 movies in their library. Marines may choose from the variety of movies for their viewing pleasure.

FREE SHUTTLE BUS PROGRAM

The Single Marine Program currently has two shuttle vehicles that transport Marines to and from locations. The SMP shuttle vans have a desert MARPAT decal wrap on the side of the vans. SMP drives Marines and Sailors to the Commissary, Exchange, eateries, barracks and takes requests.

Fri: 12:30 pm-7pm

Sat & Sun: 11:30am-7pm



Please call 760-830-4767/8454

<http://www.mccs29palms.com/index.cfm/sports-gyms-recreation/single-marine-program/>



Career Resource Office

CRO offers a variety of resources including federal resume workshops, pre-retirement seminars, local employment workshops, free email and fax for job assistance.

Also Available is the Transition Management Program, Family Member Employment Assistance Program, and Microsoft Certification.

- www.jobcorps.gov
- <http://usmc-mccs.org/careers/>
- <http://www.29palms.marines.mil/Offices/CivilianHumanResources/Resources.aspx>
- www.fedshirevets.gov

Bldg 1427
(760) 830-7225
Mon– Fri: 7:30am– 4:30 pm

Free Budget/Credit Class

Participants will receive their FICO score for FREE! Your information is kept confidential and will not be shared with others. Pre-registration is necessary please call **760-830-4262** for more information.

Education

School Liaison

Bldg 1551, Room 20

Phone: 760-830-1574



The School Liaison Program is here to serve as a communication link between the local school district and the installation. We will also strive to provide the most current and relevant information to assist you in your transition to Twentynine Palms and throughout your stay aboard MCAGCC.

www.29palms.marines.mil/Staff/G5CommunityPlansPAOSchoolLiaisonOffice.aspx

Lifelong Learning Education Center

Bldg 1530

(760) 830– 6881

Mon– Fri: 7:30am– 5pm

- Education Counselors
- Tuition Assistance (Brief : Tuesday 1300 and Friday 1100)
- Veterans Benefits
- GI Bill Brief: Wednesday 1300
- Leadership Scholar Program



FOCUS Twentynine Palms

Family Service Center

Building 693 Del Valle Dr., Suite 105

Twentynine Palms, CA 92278

United States

Phone: 760.830.3818

Email: TwentyninePalms@focusproject.org

- FOCUS (Families Over Coming Under Stress) provides resiliency training to service members and their families.
- Teaches practical skills to help families and couples meet the challenges of military life, including how to communicate and solve problems effectively and to successfully set goals together.
- Helps families to:
 - Build on current strengths.
 - Feel closer and more supported.
 - Identify, manage, and discuss emotions.
 - Use problem-solving and goal-setting to empower the whole family.
 - Clarify misunderstandings and respect individual points of view.



F★O★C★U★S

The FOCUS Program*FOCUS (Families OverComing Under Stress) is a resilience-building program of the Department of Defense. The FOCUS program is designed for military families, couples and children facing ongoing stress and change. FOCUS promotes family strengths and supports families and children to help manage the challenges of military life. www.focusproject.org

<https://focusproject.org/content/marine-corps-air-ground-combat-center-twentynine-palms>

ASYMCA Bldg. 693

HOURS OF OPERATION



ASYMCA Admin Office

Monday: 9:00-3:00
Tuesday: 9:00-3:00
Wednesday: 9:00-3:00
Thursday: 9:00-3:00
Friday: By Appt. Only



The Empty Nest (Thrift Store)

Tuesday-Friday
10:00AM-2:00PM



The Pelican Shop (Food Pantry)

Every Tuesday
10:00AM-2:00PM

+



www.Facebook.com/AsymcaTwentyNinePalms

<https://www.asymca.org/twenty-nine-palms-home>

American Red Cross



How to send an EMERGENCY MESSAGE

www.redcross.org

Base Red Cross **760-830-6685** or after hours **1-877-272-7337**

You can call Red Cross 24/7 365 days a year

Information needed at time of call:

- Full Name
- Social Security number
- Branch of Service
- Rank
- Military/home address

On-base Emergency

Combat Center Dispatch

Emergency Number: **760-830-3333**

If you dial 911, you'll be connected to San Bernardino County dispatcher who will transfer your call here. It is faster to dial the above number.

Outdoor Adventures (MCCS)

Bldg 1262
760-830-7235
Email: omb29poutdooradv@usmc-mccs.org
Mon-Fri (0830-1630) Closed: Sun, and
Holidays



Outdoor adventure provides recreational rentals, including equipment for winter and summer sports, camping, garden, and party gear.

DETAILS

Monday to Friday rentals are a daily rate
Weekend (Friday to Monday) rentals are charged at a rate for one and one-half days
Sunday and Holiday rentals are not charged

STABLES

Bldg 1260
760-830-7235
Hours: Customer Service is same as Outdoor
Adventures Equestrian self-care is 24/7

ITT (Information, Tickets, and Tours)

- The ITT is your one-stop shop for all destinations. You can purchase discount tickets to area theme parks, dinner shows, whale watching tours, museums, aquariums and so much more!
- **Main Exchange Bldg 1502**
 - 760-830-4067/4122
 - www.mccs29palms.com/index.cfm/sports-gyms-recreation/recreation/itt
 - Mon - Fri: 1000 - 1800
 - **CURRENTLY CLOSED DUE TO COVID-19**
- Can utilize ITT services online or over the phone through the Camp Pendleton ITT
- Free Admission for: Anheuser-Busch Here's to the Hero's.



Joshua Tree National Park

There are three park entrance stations:

West - located five miles south of the junction of Highway 62 and Park Boulevard at Joshua Tree Village.

North - Twentynine Palms, three miles south of the junction of Highway 62 and Utah Trail.

South - Cottonwood Spring, which lies 25 miles east of Indio, can be approached from the east or west, via Interstate 10.

The park is always open and may be visited anytime of year. Visitation increases as temperatures moderate in the fall, peaks during spring wildflower season, and diminishes during the heat of summer.

Passes free to all Active Duty Military.

<https://www.nps.gov/jotr/index.htm>

74485 National Park Drive
Twentynine Palms, CA 92277
(760) 367-5500



MCAGCC MCCS Public Map

BASE MAP

- RETAIL & SERVICES**
 - 683 American Red Cross
 - 683 ASYMCA/Unih Store
 - 1083 Auto Skills Center
 - 1075 Car Wash
 - 1083 Combat Auto Parts
 - 1023 Commissary
 - 1591 Dental Clinic
 - 3811 Desert Winds Pro Shop
 - 1078 Enterprise Rent-A-Car
 - 683 FOCUS
 - 1515 Frontway Credit Union
 - 1517 Game Shop
 - 1502 GMC
 - 3853 Onvilo Gas Station
 - 1502 Marine Corps Exchange
 - 1090 Marine Pains Laundromat
- FOOD, LODGING & CLUBS**
 - 1080 Marine Mart Gas Station
 - 683 Navy Marine Corps Helier Society
 - 1435 Post Office
 - 683 Retired Activities Office
 - 1883 Silver Hanger Dry Cleaner
 - 1028 Veterinary Clinic
 - 1573 Frontline Restaurant
 - 1584 Game Time Grill
 - 980 Inns of the Corps
 - 1088 Desert View
 - 1088 Inns of the Corps
 - 1502 Mountain View
 - 1502 Intermision Cafe
 - 1517 Jerrey Mike's Subs
 - 1573 Brass & Rockers
 - 1532 Bottoms Up
 - 1082 Carl's Jr
 - 1883 Coyote Grill
 - 1081 DiCarlo's Italian Restaurant
 - 1532 Domino's Pizza
 - 1531 Excursions Enriched Club
 - 1024 Five Guys
 - 1524 Game Time Grill
 - 1004 Youth Sports
 - 3811 Desert Winds Golf Course
 - 1588 East Gym
 - 687 Family Pool
 - 1578 Hill Top Pool
 - 801 Intramural Sports, Fields & Grounds
 - 1282 Outdoor Adventures & Stables
 - 1282 Paintball Park
 - 1584 Sandy Hill Lanes Bowling
 - 1282 Outdoor Adventures
 - 880 Shadow Mountain Branch Library
 - 1510 Sunset Cinema
 - 1508 Training Tank
 - 1519 West Gym
 - 1533 Wilburn Gym
 - 1342 Wood Hobby Shop
 - 1438 Behavioral Health Center
 - 1528 Career Resource Office
 - 894 CDC/New Horizons
 - 1522 MCSS Directorate
 - 1530 Education Center
 - 1107 Food Issuse Point
 - 1533 Human Resources
 - 1528 Information and Referral
 - 1003 Lincoln Military Housing
 - 1024 MCSS Warehouse
- SPORTS, RECREATION & GYMNASIUMS**
 - 1510 Sunset Cinema
 - 1508 Training Tank
 - 1519 West Gym
 - 1533 Wilburn Gym
 - 1342 Wood Hobby Shop
 - 1438 Behavioral Health Center
 - 1528 Career Resource Office
 - 894 CDC/New Horizons
 - 1522 MCSS Directorate
 - 1530 Education Center
 - 1107 Food Issuse Point
 - 1533 Human Resources
 - 1528 Information and Referral
 - 1003 Lincoln Military Housing
 - 1024 MCSS Warehouse
- MARKETING & SPECIAL EVENTS**
 - 1024 Marketing, Sponsorship and Special Events
 - 1554 MCAGCC HQ
 - 1407 PMD
 - 1551 MCSS Finance
 - 1102 Sato Travel & TMO
 - 1515 SJA
 - 1089 Shopping Stones Child Care Center
 - 1437 Substance Abuse Counseling
 - 1551 Village Center





Alpha Company

1stLt Neang

First Lieutenant (1stLt) Neang was born and raised in Modesto, California. He reported to Officer Candidate's School on 3 June 2017 for Platoon Leader's Course-Combined. On May 2018, 1stLt Neang graduated from California State University of Stanislaus with a Bachelor's Degree in Criminal Justice. He commissioned as a Second Lieutenant (2ndLt) in the United States Marine Corps on 28 July 2018. 2ndLt Neang reported to The Basic School on 10 September 2018 and graduated on 03 April 2019.

In April 2019, 2ndLt Neang executed orders to Provost Marshal's Office (PMO), Marine Corps Air Ground Combat Center (MCAGCC) for on-job-training. In August 2019, he later reported to Military Police Officer Basic Course at Fort Leonard Wood, Missouri and graduated in November 2019. Upon returning to PMO, 2ndLt Neang served as the Platoon Commander where he was responsible for the operations of four Watch Sections.

On 28 July 2020, 2ndLt Neang was promoted to First Lieutenant. Shortly after in September 2020, 1stLt Neang served as the Assistant Services Officer responsible for PMO's support sections. Since June 2021, 1stLt Neang currently serves as the Company Commander for Company A, Headquarters Battalion, MCAGCC.

1stSgt Landry

First Sergeant Michael J. Landry Jr. enlisted in the United States Marine Corps in July 2001 and completed Recruit Training in San Diego, CA. Upon graduation, he reported to School of Infantry (West), Marine Combat Training, then Marine Corp Communications School in 29 Palms, CA and earned the MOS of 0621, Field Radio Operator. Upon completion, Private First Class Landry reported for duty to 1st Force Service Support Group, Headquarters and Service Battalion, Communications Company, Camp Pendleton.

February of 2002, Lance Corporal Landry reported to Marine Expeditionary Unit (MEU) Service Support Group 15, 15th MEU aboard Camp Pendleton, CA as a radio operator/training NCO. In May 2003, LCpl Landry was reassigned to MEU Service Support Group 11, 11th MEU, Camp Pendleton, CA and deployed to Iraq in support of Operation Iraqi Freedom as a Radio Supervisor.

Upon his return, Corporal Landry completed Corporals Leadership Course. August 2004, Cpl Landry redeployed to Iraq in support of Operation Iraqi Freedom as a Radio Supervisor. October 2004, Sergeant Landry was awarded the billet of Platoon Sergeant and Radio Chief. Upon completion of the deployment, Sergeant Landry attended Sergeants Course as well as Basic Recruiters Course.

January 2006, Sergeant Landry reported to 9th Marine Corp District, Recruiting Station Lansing where he performed his duties as a Canvassing Recruiter. December 2008, after a successful tour as a Recruiter, Staff Sergeant Landry reported to Battery G, 2nd Battalion, 11th Marines, for duty as a Radio Chief. August 2010, he deployed to Okinawa, Japan in support of the 31st MEU.

October of 2011, Staff Sergeant Landry deployed to Kajaki, Afghanistan as the Communications Chief of Battery G, 2nd Bn, 11th Marines. Upon return, he was reassigned to Marine Air Support Squadron 3, Marine Air Control Group-38 for duty as Headquarters and Service Company Platoon Sergeant/Radio Chief.

January 2013, Staff Sergeant Landry volunteered for an Individual Augment Billet and reported to Advisor Training Cell where he went through advisor training for the Republic of Georgia, Batumi Light Infantry Battalion. While at ATC, Staff Sergeant Landry completed language training in support of his upcoming deployment. Staff Sergeant Landry deployed to Republic of Georgia as an adviser to the Battalion Commander, S-6 officer and S-3 officer on all matters from company setup and patrolling to communicational architects and evaluate the performance of the Battalion in Germany.

September 2013, Gunnery Sergeant Landry deployed to Now Zad District, Afghanistan as the Operations Chief for the Georgian Light Infantry Battalion where his duties consisted of mission development and coordination between the Georgian Army and Higher Headquarters.

February 2014, Gunnery Sergeant Landry returned to MASS-3 as Communications and Electronics Company First Sergeant. August 2014, Gunnery Sergeant Landry reported to 7th Communication Battalion as Staff Non-Commissioned Officer In Charge of Integrated Communications Platoon as well as personal communication lead for 3d MEB CG and 3d MEF CG.

May 2016, Gunnery Sergeant Landry was assigned to Wounded Warrior Battalion-West as a Recovering Service Member. While there, 1stSgt Landry established Company D and performed as Company First Sergeant. April 2019, First Sergeant Landry was BSO to Wounded Warrior-West Company A, where he would assume the duties as Company First Sergeant. June 2019, First Sergeant Landry was found fit for full duty.

September 2020, First Sergeant Landry received PCA orders to 1st Law Enforcement Battalion and assumed the duties of First Sergeant of Company C. July 2021, after 1st Law Enforcement Battalion was deactivated, First Sergeant Landry received PCS orders to Headquarters Battalion, MCAGCC and filled the duties as First Sergeant of Company A.

First Sergeant Landry's personal decorations include the Navy Commendation Medal, Navy Achievement Medal, Outstanding Volunteer Service Medal and Combat Action Ribbon.



Bravo Company



Capt Shepard

Cole Shepard is a native of Newport Beach, California. Upon graduation from Corona del Mar High School in May 2008, he attended Orange Coast College for two semesters and transferred to Arizona State University Fall 2009. Cole Shepard graduated from Officer Candidate School in Quantico, Virginia in June of 2012. He earned his Degree in Bachelor Interdisciplinary Sciences of Business and Communication from Arizona State in August 2013. Immediately following his graduation from college, Cole Shepard was commissioned as a Second Lieutenant in August 2013.

Second Lieutenant Shepard then attended The Basic School (TBS) from May 2014 to November 2014. Following graduation from TBS, Second Lieutenant Shepard reported to Marine Aviation Training Support Group 21 (MATSG-21) where he conducted Introductory Flight Training and attended Aviation Preflight Indoctrination. Second Lieutenant Shepard then reported to MATSG-22 in Corpus Christi, TX, where he flew T-6Bs in VT-27 during Primary Flight School. He completed Primary Flight School in January 2016 and subsequently selected to fly helicopters. Second Lieutenant Shepard once again reported to MATSG-21 in Pensacola, FL in March 2016 for Advanced Helicopter Flight Training. He was assigned to HT-18 during which time he was promoted to First Lieutenant in August of 2016. First Lieutenant Shepard flew TH-57s until he earned his pilot wings in October 2016. After graduation he selected to fly AH-1Z Cobras in Camp Pendleton, CA.

First Lieutenant Shepard reported to HMLAT-303 Fleet Readiness Squadron (FRS) in November 2016 where he learned to fly AH-1Zs. He finished FRS training in July of 2017 and reported to HMLA-369 on board Marine Corps Air Station (MCAS), Camp Pendleton. In November of 2017, First Lieutenant Shepard deployed with his squadron to MCAS Futenma in Okinawa, Japan for 6 months. While deployed Cole Shepard was promoted to the rank of Captain in May 2018. Captain Shepard trained in both Thailand and The Republic of Korea during his deployment. Upon returning from deployment, Captain Shepard participated in ITX onboard MCAGCC Twentynine Palms from January 2019 - February 2019.

In July 2019, Capt Shepard reported to Marine Aircraft Group 39 (MAG-39) and served as the S-5 office in charge. He returned to Camp Wilson onboard MCAGCC Twentynine Palms for SLTE from January 2020 - February 2020. Capt Shepard returned to HMLA-369 in August 2020 and continued flying with his fleet squadron until September of 2021. Captain Shepard executed a PCS to Headquarters Battalion, Marine Corps Air Ground Combat Center, Twentynine Palms, California to assume command of Bravo Company.

Captain Shepard's personal awards includes a Sea Service Deployment Ribbon and a Navy and Marine Corps Achievement Medal. His hobbies include traveling, surfing, snowboarding, skydiving, and talking about cryptocurrencies.

1stSgt Roofner

First Sergeant Roofner enlisted in the Marine Corps in February 2003 and reported for training at MCRD Parris Island, South Carolina in September 2003. After recruit training he attended MCT and Fort Leonard Wood, MO earning the MOS 3531.

Upon Graduation he report to II Marine Headquarters Group (MHG) where he served as a Mechanic, Quality Control NCO and Maintenance Chief. While assigned to II MHG he deployed to Iraq. In December 2006 he was promoted to the rank of Sergeant.

In July 2007 First Sergeant Roofner report to Headquarters and Service Battalion Quantico, VA. There he served as the platoon Sergeant for ceremonial platoon. He attended Sergeant Course in June 2009.

In August 2009 First Sergeant Roofner reported to 3d Battalion 8th Marines, Headquarters and service Company. Where he served as the truck master and operations chief. He deployed as the BLT with the 26th MEU in 2010 and went in Afghanistan to support 3rd Battalion 5th Marines. In 2012 he deployed with the battalion to Afghanistan and was promoted to Staff Sergeant November 2012. He attended the Motor Transport SNCO Operations Course January 2013.

In March 2013 First Sergeant Roofner report to 1st Battalion 2d Marines where he served as the Operations chief. April 2013 he attended Career course. May 2013 he deployed with the battalion to Afghanistan and led the transfer of Camp Leatherneck to the Afghanistan Army.

In March 2015 First Sergeant Roofner reported to Marine Corps Detachment Fort Leonard Wood, MO where he served as an instructor and team leader. He attended the Motor Transport Maintenance Chiefs course May 2017. October 2017 he was promoted to the rank of Gunnery Sergeant. Gunnery Sergeant Roofner attended Advanced School June 2018.

In August 2018 First Sergeant Roofner reported to Combat Logistics Battalion 6 where he served as a platoon sergeant and company gunnery sergeant.

First Sergeant Roofner reported to TTECG September 2021. There he served as a tactical control. While he was there he was able to complete all qualification to earn the title as a coyote.

December 2021 First Sergeant Roofner was frocked to his current rank and reported to Headquarters Battalion where he is currently serving as the Bravo Company First Sergeant.

First Sergeant's personnel awards include: Navy and Marine Corps Commendation medal with two gold stars and the Navy and Marine Corps Achievement Medal with three gold stars.