



**UNITED STATES MARINE CORPS**  
COMPANY H  
MARINE CRYPTOLOGIC SUPPORT BATTALION  
7700-7 POTRANCO ROAD  
SAN ANTONIO TEXAS 78251

IN REPLY REFER TO:

1754  
CO H  
19 Feb 16

Dear Marine and Family,

Congratulations on your new assignment and welcome to Company H, Marine Cryptologic Support Battalion. My name is Joseph Martinez and I am the unit Family Readiness Officer. The Company's Family Readiness mission is to assist Marines (including single Marines), spouses and family members to thrive in our challenging, but rewarding, Marine lifestyle. I am sure that you have many questions regarding the surrounding community and what services and entertainment are available in the local area.

Your Sponsor is a great resource for information regarding the unit and local area. If you are interested, I can also be contacted and would be willing to provide you with more information regarding the surrounding area as well as resources to aid in your move. Some other resources available are the Military and Family Readiness Centers (contact information below) and the Joint Base San Antonio (JBSA) website at <http://www.myjbsa-fss-mwr.com/>. The website and the Readiness Centers will have information on local entertainment & dining, leisure & recreation, youth programs, relocation assistance, spouse employment assistance, and help transitioning children from their current school to a San Antonio School.

Additionally, our Unit, Personnel and Family Readiness Program (UPFRP) consists of volunteers both active duty and their spouses who are willing to assist with your transition.

If at any time throughout the moving process you feel you need more information, please do not hesitate to contact myself or the Family Readiness Command Team Advisor (CTA), we accept text messages. Welcome Aboard!

Joseph Martinez  
Family Readiness Officer  
Company H, MCSB

FRO email: [joseph.martinez14.mil@mail.mil](mailto:joseph.martinez14.mil@mail.mil)

FRO work Phone: 210-346-3975 FRO cell phone: 716-907-0966

CTA email: [jenny.martin2010@yahoo.com](mailto:jenny.martin2010@yahoo.com)

CTA cell phone: 910-581-1537

Family Readiness Center JBSA Lackland (nearest location)

210-671-3722/7187

Family Readiness Center JBSA Ft Sam Houston

210-221-2705

Family Readiness Center JBSA Randolph

210-671-3722

DEERS (to make an appointment select TX, San Antonio, pick closest location)

<https://rapids-appointments.dmdc.osd.mil/appointment/default.aspx>



# Company H Family Care Plan Indoc

In preparation for Career, Mission and Life Events and to keep in compliance with MCO 1740.13, 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. Family Care Plans are the individual Marine's responsibility. This is not only common sense but mandatory.

## **CRITERIA FOR REQUIREMENT OF A FAMILY CARE PLAN:**

- All Marines with dependents will develop a Family Care Plan (NAVMC 11800 REV. 01-13))
- All Marines will ensure their dependent family members are properly identified and enrolled in DEERS.
- All Marines will ensure the command is notified within 30 days after a change in circumstances or personal status that generates the requirement for, or update of, a Family Care Plan. These include but are not limited to:
  - Birth or adoption of a child or children.
  - Loss of a spouse through death, separation, or divorce
  - Assumption of sole care for an elderly or disabled family member

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

**CRITERIA FOR ENROLLMENT.** Sponsors are required to identify and enroll all family members who have a medical (physical, mental, emotional) or educational condition at the time of identification or diagnosis of the condition by a Qualified Medical Provider or educational authority. Commandant of the Marine Corps (CMC), Manpower and Reserve Affairs, will make final determination concerning EFMP enrollment of Marine Corps sponsors. Sponsors shall update enrollment every three years or whenever a change in special needs occurs. To update previous enrollments, follow the initial enrollment procedures.

Exceptional Family Member Program Staff provides information, assistance, case management, members with regard to enrollment procedures, program benefits, and available local services and facilities.

### **What You Need To Know:**

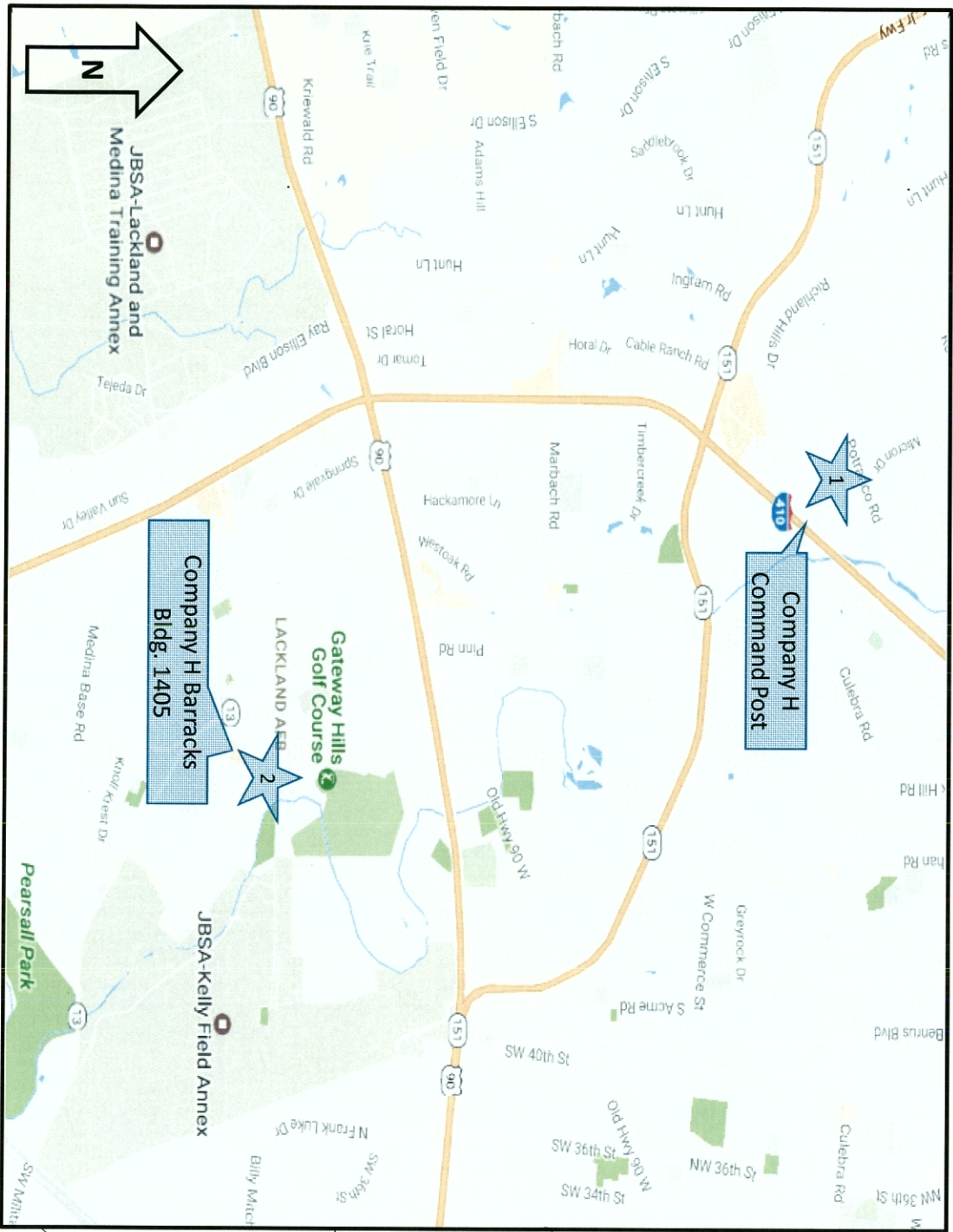
1. You are responsible for the care and welfare of family members.
2. Participation in the EFMP is mandatory and will not adversely affect your selection for promotion, schools, or assignment, or any other type of advancement.
3. You must check-in/check-out with local EFMP during PCS moves.

### **Your Responsibilities:**

1. Ensure that an application for enrollment in the EFMP is submitted to the EFMP Office.
2. Retain a copy of the EFMP package for personal records and update enrollment through your local EFMP office every 3 years, or when the conditions of special need change. Changes which may affect enrollment include a change in marital status, dependency, or medical status.
3. Check-in/check-out with local EFMP Office during PCS moves to ensure the EFMP case file is maintained by the appropriate installation.

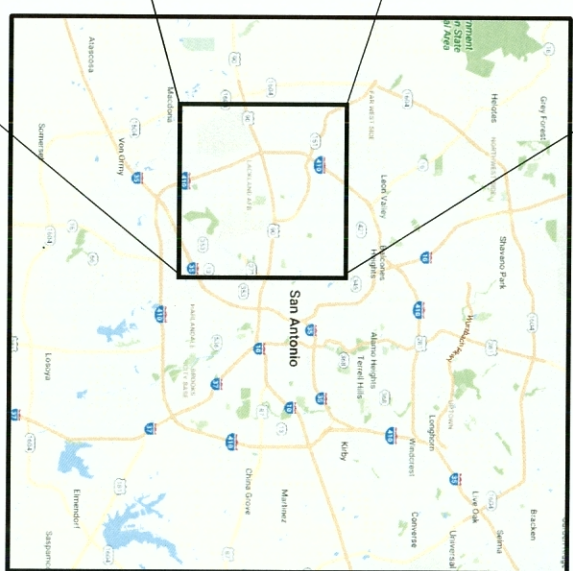
**The point of contact for the Co H Exceptional Family Member Program is MGySgt Brice at 210-346-3984.**





1. Company H Command Post Address:  
 7700 Potranco Rd  
 To reach the NSA-T Visitor Control Center (VCC), use the entrance at Potranco Road and Micron Drive. Turn right at the last drive before the security checkpoint to enter the VCC parking lot.

2. Company H Barracks Address:  
 22801 McChord St  
 Marine Duty is located on the 3rd deck of Building 1405











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 COMPANY H  
 MARINE CRYPTOLOGIC SUPPORT BATTALION  
 7700-7 POTRANCO ROAD  
 SAN ANTONIO TEXAS 78251

**YOU HAVE 3 WORKING DAYS TO COMPLETE CHECK IN**

ALL PERSONNEL MUST CHECK IN / OUT IN THE UNIFORM OF THE DAY

PHONE# 210-346-3982	SIGN/DATE		SIGN/DATE
<b><u>COMPANY H</u></b>		<b><u>COMPANY H OFFICE DUE LAST</u></b>	
BARRACKS NCO (CPL HOLMES/CPL DAVIS) 346-4810		<b>COMMANDING OFFICER</b> (MAJ TIJERINA) 346-3985	
SAFETY NCO (SGT STURM) 346-4860		<b>EXECUTIVE OFFICER</b> (CAPT VICKERS) 346-5052	
MEDICAL/DENTAL (CPL HOLMES/LCPL BILENTNIKOFF) 346-4810/4417		<b>SENIOR ENLISTED MARINE</b> (MGYSGT BRICE) 346-3984	
SUPPLY (SGT HOWARD) 346-4668		<b>FAMILY CARE PLAN</b> (MGYSGT BRICE) 346-3984	
CLPM (GYSGT MARTINEZ) 346-3975		FAMILY READINESS OFFICER (GYSGT MARTINEZ/CPL WILLIAMS) 346-3975/5838	
SACO (SSGT HARO) 346-3596		E.O./VOTING (GYSGT MARTINEZ) <b>346-5838</b>	
CAREER PLANNER (GYSGT CASTRO) 346-4877		<b><u>ADMIN CHIEF/CO GYSGT</u></b> <b><u>(GYSGT VELA)</u></b> <b>346-3980</b>	
OFF DUTY EDUCATION NCO (SGT THOMAS) 346-3232		ARRIVE ALIVE CARD (GYSGT VELA) CARD NO:            INT:	
PAO (SGT TUCKETT) 346-4893		<b>DTS ODTA</b> <b>(GYSGT VELA/CPL KUHNS)</b> 346-3980/2	
OPERATIONS CHIEF (MSGT MCCLAIN) 346-5044 *TO LINE NUMBER _____ *BILLET DESCRIPTION _____		<b>GTCC AGENCY PROGRAM</b> <b>COORDINATOR</b> <b>(GYSGT VELA/CPL KUHNS)</b> <b>346-3980/2</b>	
UNIFORMED VICTIM ADVOCATE (SGT RANEY) 346-4912		NSA-T SSO/J2 BLDG: 8030 MONDAY-THURSDAY AT 1330 (YN1 THOMPSON/YN2 KIRKMAN) 346-3330	
<b>TRAINING CHIEF (GYSGT MARTINEZ)</b>		<b><u>BARRACKS MANAGER</u></b> <b><u>BLDG 1205</u></b> <b><u>671-1688</u></b> MR. MARTINEZ	
HT: _____ WT: _____ GREEN ON GREEN GEAR FOR WEIGH-IN			
<b><u>LACKLAND AFB SECTION</u></b>	<b><u>BUILDING</u></b>	<b><u>PHONE</u></b>	<b><u>SIGN/DATE</u></b>
TRICARE (WILFORD HALL)	RM 1E50	1-800-444-5445	
JPPSO (TMO) LACKLAND TRAINING SIDE	5616	2821/2822	
MEDICAL (SEE MEDICAL REP FIRST)	LACKLAND AFB	210-916-9900 APPT LINE	
DENTAL (SEE DENTAL REP FIRST) DUNN CLINIC LACKLAND AFB	6418 LACKLAND AFB	671-9612/13 DUNN DENTAL	
PSC MAIL ROOM "NEXT TO THE BARRACKS"	2017	977-6007	

E-4 AND BELOW PRO \_\_\_\_\_ CON \_\_\_\_\_ FITNESS REPORT (E-5 AND ABOVE) Y / N  
 Housing Allotment (if applicable) Date \_\_\_\_\_ Housing Signature \_\_\_\_\_

**MARINES WILL NOT PCS, EAS, OR GO ON TERMINAL LEAVE UNTIL CHECK OUT SHEET IS COMPLETED.**

**I CERTIFY THAT I HAVE CHECKED IN / OUT WITH ALL PERSONNEL LISTED ABOVE.**

**PRINT/SIGNATURE**

**DATE**

**Company H Form 2 Version 005** Previous edition are obsolete.

This form is governed by the Privacy Act of 1974, Microsoft Word 97-03 Document