

WELCOME ABOARD

MFC



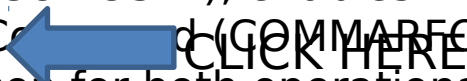
U.S. Marine Corps Forces Command

Norfolk, Virginia

Congratulations your assignment to U.S. Marine Corps Forces Command, Norfolk, Virginia located aboard Naval Support Activity Norfolk adjacent to the North Atlantic Treaty Organization (NATO) Allied Transformation Command.

The MARFORCOM staff is comprised of Marines, Sailors, Civilian Marines, Technical Representatives and Civilian Contractors. If you have yet to hear from your sponsor, please call the Manpower Management Office at one of the following numbers to check on your sponsor's status and have any other assignment questions addressed: **Commercial:(757) 836-8615/1532/1907 or, DSN: 836-8615/1532/1907.**

MARFORCOM provides a robust, U.S. Marine Corps presence in Norfolk, Virginia. The Headquarters' proximity to the Joint Staff J31, Joint and Coalition Warfare Center and the Commander, U.S. Fleet Forces (COMUSFF), enables the Commander, U.S. Marine Corps Forces Command (COMMARFORCOM) to conduct authoritative day-to-day liaison for both operational and programmatic issues as well as become engaged in joint force provider, joint training, and conduct Naval integrations.



CHECKING-IN

MARFORCOM & HQSVCBN (MCC111) MARINES AND SAILORS

Upon your arrival call your sponsor at the work or home number they provided you .

***Normal Working Hours (0730 - 1630) Monday - Friday:**

Report to G-1 Manpower Management (room 337) on the third deck of MARFORCOM (bldg NH-33).

***After working hours, on weekends and holidays:**

Report to the Command Operations Center (COC) (room 237) on the second deck of MARFORCOM (bldg NH-33).

Upon arrival to bldg NH-33, call the COC at 836-1644, utilizing one of the phones immediately inside the entrances to MARFORCOM.

If you are assigned to other commands throughout the Hampton Roads area or administratively attached to MARFORCOM Headquarters and Service Battalion - **you should check-in at your work location during normal working hours or with the Watch or Duty Officer of the command to which you are assigned to have your orders endorsed with the reporting time and date.**

On the first working day following your arrival you should report to the MARFORCOM

Headquarters and Service Battalion S-1 to complete your administrative check-in. All

[Mailing
Addresses](#)

[FRO](#)

[Uniform
of the
Day](#)

[NSA
Northwe
st Annex](#)

[Billet
ing](#)

[Check-
in Form](#)

[Email](#)

MAILING ADDRESSES

Your work mailing address is as follows:

COMMARFORCOM (Attn: Your Name)

1775 Forrestal Drive

Norfolk, Virginia 23551-2400

MARINE CORPS FORCES COMMAND FAMILY READINESS OFFICER (FRO)

For information on the Command FRO, either click the following link or paste it into the URL position on the address line:

<http://www.marforcom.marines.mil/Resources/FamilyReadiness.aspx>

UNIFORM OF THE DAY AND DAILY ROUTINE

MARFORCOM follows the guidance published in ALMAR 007/08 regarding the appropriate MARPAT MARINE CORPS COMBAT UTILITY UNIFORM (MCCUU) uniform of the day. Although your work section will set your actual working hours, the normal working hours for MARFORCOM are 0730 - 1630.

OFFICERS, SNCOs. ENLISTED BEING ASSIGNED TO NSA NORTHWEST ANNEX, CHESAPEAKE VA.

Whispering Pines Barracks 1131 Northwest Blvd, Bldg. 351 Chesapeake, VA 23322
(757) 421-8282/8698

Lincoln Military Housing Northwest District Office 308 Hummingbird Street
Chesapeake, VA 23322 (757) 204-4258

Navy Gateway Inn 1311 Northwest Blvd., Bldg 207 Chesapeake,, VA23322 1-877-628-9233: http://dodlodging.net/NSA_NORTHWEST_CHESAPEAKE.HTM

OFFICER & ENLISTED MILITARY HOUSING

The following link provides detailed information on military housing in the Hampton Roads area: <http://www.lincolnmilitary.com/hamptonroads/>

ENLISTED BILLETING

Bachelor enlisted quarters are located aboard Naval Station Norfolk (approximately 3.2 miles from MARFORCOM). Troops live in modern dormitory style quarters with A/C, heating, cable, common entertainment and relaxation areas. Each room is designed for two occupants and has a private bath. For those without a personal conveyance, the Barracks Duty NCO and ADNCO (Cell: 757-630-9329 Land line: 757-444-8562) will provide enlisted personnel with a ride to/from the barracks and MARFORCOM. There is also a Hampton Road Transportation (HRT) bus stop in close proximity of the barracks that provides service both on and off base. See HRT website for costs/schedules: <http://www.gohrt.com/>

BACHELOR (GEO & OTHER) OFFICER & SNCO BILLETING

Bachelor Officers and SNCOs can call Navy Gateway Inns/suites at one of the following locations:

Joint Forces Staff College: (757) 963-9600

Naval Station Norfolk: (757) 402-7002

Joint Expeditionary Base, Little Creek-Fort Story: (757) 318-7996

Naval Shipyard, Portsmouth: (757) 391-1387

Naval Air Station, Oceana: (757) 417-1000

Naval Surface Warfare Center, Dam Neck: (757) 965-2600

Geo-bachelor SNCO may be accommodated in the troop billeting facility on a “space available” basis only (call: (757) 322-9502 or cell: (757) 630-9329 to check on availability).

Bachelor SNCOs can call Navy Gateway Inns/Suites @ (757) 445-0993/402-7002 and see information at the following **link:**

http://www.jfsc.ndu.edu/prospective_students/welcome_aboard_package/billeting_lodging.asp

Geo-bachelor SNCO may be accommodated in the troop billeting facility on a “space available” basis only.

BACHELOR (GEO & OTHER) OFFICER QUARTERS

CHECK-IN FORM

**FIFTH MOUNTAIN DIVISION ASSOCIATION 60TH REUNION
 MONDAY SEPTEMBER 24 - SUNDAY SEPTEMBER 27, 2009
 REGISTRATION FORM**

Complete completely for each seat for 4 months

- Please enter the name of the individual participating in each seat on the tickets for each
- Don't check or money order tickets

FIFTH MOUNTAIN DIVISION ASSOCIATION

1001 2ND ST. S. SPOKANE

PO BOX 2000

SPokane, WA 99201

(Phone: 509.325.2222 & Home: 1-800-338-7348 ext.)

- Payment will only be accepted in US DOLLARS
- The amount of each seat is \$100.00
- All registrations before 8 payments must be received by mail on or before August 1, 2009. After that registration will be accepted in person on-site only.
- We suggest that you take a deposit when registration goes to mail.
- Tickets are available for purchase until 9:00 AM on September 21, 2009.
- Registration is available to purchase by September 1, 2009.
- **NOTE: ALL SEAT TICKETS MUST BE ORDERED UNDER THE GIFT CERTIFICATE PROGRAM**

SAMPLE

DATE	TIME	DETAIL	REGISTRATION FEE	SEAT FEE	TOTAL
Monday September 21		Registration - Members (incl. spouse)	100.00	0.00	100.00
		Registration Fee - Spouse	0.00	0.00	0.00
		Registration Fee - Child	0.00	0.00	0.00
Tuesday September 22	12:00 PM	See 2009 Ticket Booklet	0.00	0.00	0.00
Friday September 25	10:00 AM	See 2009 Ticket Booklet Spokane Convention Center	0.00	0.00	0.00
Saturday September 26	10:00 AM	See 2009 Ticket Booklet Spokane Convention Center	0.00	0.00	0.00
Sunday September 27	1:00 PM	See 2009 Ticket Booklet Spokane Convention Center	0.00	0.00	0.00

Please PRINT all information below that is applicable to you. **TOTAL PAYABLE** \$ _____

Name _____ Rank _____ GO _____ BR _____ Regiment _____

Date of Service _____ To _____ Theater of Operation _____

Service _____

Name of Spouse and/or Child _____

Home Address _____

City, State & Zip _____ Phone _____

NIPR/SIPR E-MAIL ACCOUNT MIGRATION/CREATION

Please take this opportunity to begin your NIPR and SIPR e-mail account migration/creation. The expected time to complete this process is approximately 1-3 weeks and in rare cases it could take longer. The MARFORCOM G-6 would like to assist you in making a smooth transfer of your data services. Please fill out the required paperwork, scan it, and e-mail it to the MARFORCOM G-6 Service Desk. The required documents are listed below.

1. NIPR / SIPR SAAR instruction [SAAR](#) ← Click here

If you are unable to retrieve the form from the above link, you can copy and paste <http://www.dlis.dla.mil/PDFs/DD2875.pdf> into your web browser.

2. Does Billet require a BB device [BB](#) ← Click here

3. Do you require AHMS read and / or release rights? [AMH
S](#) ← Click here

4. Obtaining a MCEITS account (SharePoint) [MCEIT
S](#) ← Click here

SAAR FORM
NIPR

SAAR

SAAR FORM
SIPR

****IMPORTANT** Please read the instructions below carefully!**

If any part of this SAAR Is left blank or filled out incorrectly, your request WILL get rejected. This will prolong the time it takes us to process and create your account(s). If no discrepancies are found, the SAAR will be forwarded to the Security Manager to ensure the requesting user is AUTHORIZED to have access to the requested Network. If approved, the Security Manager will than forward the SAAR Form back to the MARFORCOM G-6 for final account creation.

If you have any questions, please feel free to contact the **G-6 Service Desk at 757-836-1725** or email at **SMB_MARFORCOM_HelpDesk.fct@usmc.mil**.

STEP# 1. COMPLETE YOUR ANNUAL CYBER AWARENESS ANNUAL TRAINING.

- a. Go to MarineNet at <https://www.marinenet.usmc.mil/MarineNet/Home.aspx>. In the search bar (top left of the page) type the following;
 - (1) For Marines, type "CYBERM" then enroll and complete both courses under "CYBERM0000".
 - (2) For Civilians or Contractors, type "CYBERC" then enroll and complete both courses under "CYBERC".

STEP# 2. USER THAT IS REQUESTING ACCESS. Complete the attached System Access Authorization Request (SAAR) as follows;

a. "TYPE OF REQUEST"

(1) Place a Check in the "INITIAL" Box for first time account creations or accounts that have been deactivated.

(2) Place a Check in the "MODIFICATION" Box if you have just PCS'd to the command.

(3) "DATE" Ensure you select the current date from drop down menu.

b. "SYSTEM NAME"

(1) Type "MCEN-N" for Non-Classified access (aka NIPR).

(2) Type "MCEN-S" for Classified access (aka SIPR).

(3) Under "LOCATION" type your building# (i.e. NH-33, NH-41/45, Bldg# 600).

c. "PART I"

(1) Box #1: Type your name "Last, First, MI".

(2) Box #2: For ORGANIZATION type "MARFORCOM".

(3) Box #3: Fill out "OFFICE SYMBOL/DEPARTMENT" (ex. G-6/Service Desk).

(4) Box #4: Insert your Office DSN " (ex. 757-836-1725).

(5) Box #5:

(a) New users: Users who don't have a DOD email, just type your "firstname.lastname@usmc.mil"

(b) Existing users who just PCS'd to MARFORCOM: Fill out your DOD Email (ex. IMA.MARINE@usmc.mil).

(6) Box #6: Fill out your "Job Title and Rank" (ex. Service Desk OIC / O-3).

(7) Box #7: For "Official Mailing Address" type the following;

"Marine Corps Forces Command

1775 Forrestal Dr.

Norfolk VA, 23511"

- (8) Box #8: Place a check in the box that corresponds with your "CITIZENSHIP".
- (9) Box #9: Check the Box if your "MILITARY, CIVILIAN, or CONTRACTOR".
- (10) Box #10: Check the box to verify you completed Annual Cyber Awareness Training and select the date of completion from the Drop Down menu.
- (11) Box #12: Select the "Current Date" from the Drop Down Menu.
- (12) Box #11: Click on "USER SIGNATURE" to Digitally Sign your SAAR.

d. "PART II"

- (1) Box #13: Type "I Require access to the network IOT conduct day-to-day responsibilities that the billet requires".
- (2) Box #14: TYPE OF ACCESS REQUIRED.
 - (a) Check the Box "AUTHORIZED" if you're a requesting a Regular/Typical user account.
 - (b) Check the Box "PRIVILEGED" if you're a requesting an Administrative account.
- (3) Box #15: Check the box for UNCLASSIFIED or CLASSIFIED Network (For a classified, you must specify the network ex. "SIPRNET").
- (4) Box #16: STOP!!! This box is for your immediate "Supervisor" to select.
- (5) ****IMPORTANT** SKIP TO THE 4TH AND 5TH PAGE OF THE SAAR, READ THE STATEMENT OF UNDERSTANDING ON BOTH PAGES AND PLACE YOUR DIGITAL SIGNATURE IN BOTH BOX(S) LOCATED IN THE BOTTOM RIGHT HAND CORNER OF "BOTH" PAGES!!!**
- (6) Save your SAAR to your computer and ensure your section appointed ISC validates your SAAR is filled out correctly! ****WARNING: If any part of this SAAR is left blank or filled out incorrectly, your request WILL get rejected. This in turn will prolong the time it takes us to process and create your account(s). If you have any questions, please feel free to contact the G-6 Service Desk at DSN: 757-836-1725.**
- (7) Email your signed SAAR to your immediate "Supervisor" in your section. Ensure your immediate Supervisor is provided with the below instructions. G-6 Service Desk recommends "cutting and pasting" the below instructions in the email to your supervisor.

STEP #3: SUPERVISOR INSTRUCTIONS.

(1) Box #16: Place a check in the box that certifies the user requires access to the requested network.

(2) Box #16a: Type date that reflects when the requesting users account needs to expire (ex. When the user will PCS/EAS from MARFORCOM).

(3) Box #17: Supervisor shall fill out their name (Rank, Last, First, MI).

(4) Box #19: Supervisor shall select the "Current Date" from the Drop Down Menu.

(5) Box #20: Supervisor shall select their ORGANIZATION/DEPARTMENT (ex. G-6, IT BRANCH).

(6) Box #20b: Supervisor shall select the current date from the drop down menu.

(7) Box #20a: Supervisor shall type in their DOD email (ex. IMTHE.SUPERVISOR@usmc.mil).

(8) Box #20b: Supervisor shall type in their DSN phone number.

(9) Box #18: Supervisor shall click on "USER SIGNATURE" to Digitally Sign the SAAR.

(10) Box #21: STOP!!! THIS BOX IS FOR THE G-6 to SIGN (DISCUSSED LATER).

(11) Save the document to your Desktop and forward the signed SAAR to the G-6 Service Desk at SMB MARFORCOM Service Desk <SMB_MARFORCOM_HelpDesk.fct@usmc.mil.

BLACKBERRY FORM

**FIFTH MOUNTAIN DIVISION ASSOCIATION 60TH REUNION
 MONDAY SEPTEMBER 24 - SUNDAY SEPTEMBER 27, 2009
 REGISTRATION FORM**

Complete registration for each year for 4 months

- Please enter the name of the individual to be participating in each year on the tickets for each
- Send in check or money order payable to:

FIFTH MOUNTAIN DIVISION ASSOCIATION

1001 2ND ST. S. TAMPA, FL 33604

PH: 813-281-1000

FAX: 813-281-1001

(Phone: 813-281-1000 & home: 1-800-393-7348 ext.)

- Payment will only be accepted in US DOLLARS
- The amount due is shown on the form
- All registrations before 4 payments must be received by mail on or before August 1, 2009. After that registration will be accepted in person on-site only.
- We suggest that you take a deposit when completing your mailing.
- Tickets are available before and after your association.
- Registration is made by September 1, 2009.
- **NOTE: ALL TICKETS MUST BE RECEIVED ON OR BEFORE AUGUST 1, 2009 AS A PRE-ORDER**

AUGUST 1, 2009 IS THE DEADLINE FOR PRE-ORDERING TICKETS

SAMPLE

Year	Event	Event	REGISTRATION FEE	REGISTRATION FEE	TOTAL
September 21		Registration - Members (incl. spouse)	100.00	100.00	100.00
		Registration Fee - Spouse	0.00		0.00
		Registration Fee - Child	0.00		0.00
September 22	2 Day	Two Day Ticket (Member)	0.00		0.00
September 23	3 Day	Three Day Ticket (Member)	0.00		0.00
September 24	4 Day	Four Day Ticket (Member)	0.00		0.00
September 25	5 Day	Five Day Ticket (Member)	0.00		0.00
September 26	6 Day	Six Day Ticket (Member)	0.00		0.00
September 27	7 Day	Seven Day Ticket (Member)	0.00		0.00

Please PRINT all information below that is applicable to you. **TOTAL PAYABLE** \$ _____

Name _____ Rank _____ GO _____ BR _____ Regiment _____

Date of Service: _____ To _____ Theater of Operation: _____

Service _____

Name of Spouse and/or Child _____

Home Address _____

City, State & Zip _____ Phone _____

AMHS FORM

**FIFTH MARIANA DIVISION ASSOCIATION 60TH REUNION
 MONDAY SEPTEMBER 24 - SUNDAY SEPTEMBER 27, 2009
 REGISTRATION FORM**

Complete completely for each seat for 4 months

- Please enter the name of the individual participating in each seat on the tickets for each
- Don't include or change ticket numbers

FIFTH MARIANA DIVISION ASSOCIATION

1001 P.O. BOX 100000

PO BOX 1000

SAPO, SAPO, SAPO

(Phone: 604.944.0000 & fax: 604.944.0001)

- Payment will only be accepted by **AMHS**
- The amount of each seat is \$100.00
- All registrations before 4 payments must be received by mail on or before August 1, 2009. After that registration will be accepted in a first-come, first-served basis.
- We request that you take a deposit when registration goes to mail.
- Details of Association Expenses under only under association.
- Registration is made by September 1, 2009.
- **NOTE: ALL SEAT TICKETS MUST BE ORDERED UNDER THE GIFT CERTIFICATE PROGRAM**

August 1, 2009 IN THE
SAMPLE

Code	Seat	Description	Price	Seat Price	Total
10000 September 21		Registration - Members (incl. tax)	100.00		100.00
		Registration Fee - (Member)	0.00		0.00
		Registration Fee - (Non-Member)	100.00		0.00
10001 September 22	1 Day	Sea View Room (Breakfast)	100.00		0.00
10002 September 23	1 Day	Sea View Room (Breakfast)	100.00		0.00
10003 September 24	1 Day	Sea View Room (Breakfast)	100.00		0.00
10004 September 25	1 Day	Sea View Room (Breakfast)	100.00		0.00
10005 September 26	1 Day	Sea View Room (Breakfast)	100.00		0.00

Please **PRINT** all information below that is applicable to you. **TOTAL PAYABLE** \$ _____

Name _____ Rank _____ CGO _____ BN _____ Regiment _____

Date of Service: _____ To _____ Theater of Operation: _____

Service _____

Name of Spouse and/or Child _____

Home Address _____

City, State & Zip _____ Phone _____

MCEITS FORM

**FIFTH MOUNTAIN DIVISION ASSOCIATION 60TH REUNION
WEDNESDAY SEPTEMBER 24 - SUNDAY SEPTEMBER 27, 2009
REGISTRATION FORM**

Complete completely for each seat for 4 people

- Please enter the name of the individual to be attending in each space on the tickets for each
- Don't check or change ticket status!

FIFTH MOUNTAIN DIVISION ASSOCIATION

1001 2ND ST. S. DENVER, CO 80202

PHONE: 303.733.1111

FAX: 303.733.1111

(Phone: 800.864.2888 & 800.864.2889; Fax: 800.864.2888)

- Payment will only be accepted by check or money order.
- All registrations before 8 payments must be received by mail on or before August 1, 2009. After that registration will be accepted in person on-site only.
- We suggest that you take a deposit when registration goes to mailing.
- Refunds: All registrations before 8 payments only unless otherwise stated.
- Registration is transferable to September 1, 2010.
- MCEITS is not responsible for any lost or stolen MCEITS or for any other items.

AUGUST 1, 2009 IS THE DEADLINE FOR ALL REGISTRATIONS.

SAMPLE

DATE	TIME	EVENT	REGISTRATION FEE	REGISTRATION FEE	TOTAL
Tuesday September 22		Registration - Mountain Area	100.00		100.00
		Registration Fee - 100.00	100.00		100.00
		Registration Fee - 100.00	100.00		100.00
Wednesday September 23	12:00 PM	See 2009 Menu Break	10.00		10.00
Thursday September 24	8:00 AM	See 2009 Menu Break	10.00		10.00
Friday September 25	8:00 AM	See 2009 Menu Break	10.00		10.00
Saturday September 26	8:00 AM	See 2009 Menu Break	10.00		10.00
Sunday September 27	8:00 AM	See 2009 Menu Break	10.00		10.00

Please PRINT all information below that is applicable to you. **TOTAL PAYABLE** \$ _____

Name _____ Rank _____ GS _____ BR _____ Regiment _____

Date of Service: _____ To _____ Theater of Operation: _____

Service _____

Name of Spouse and/or Child _____

Home Address _____

City, State & Zip _____ Phone _____