

H&S BN, HQMC HENDERSON HALL CHECK-IN / CHECK OUT SHEET **(circle one)** Date: _____

Rank: _____ Name: _____ EDIPI: _____ Company: _____ Plt: _____

Phone Number _____ Email _____

(Best contact information)

BY ORDER OF THE BATTALION COMMANDER EVERY MARINE, OFFICER & ENLISTED, WILL CHECK IN TO EACH SECTION WITHIN 5 DAYS OF REPORTING

Contact the Section in the order listed below:

BLDG #29

1. CONAD 703-614-7171 _____

2. COMPANY OFFICE (**LAST IF CHECKING OUT**) – (Company Commander, Senior Enlisted Advisor) _____

- HQ CO (Henderson Hall) 703-693-1457 or 703-693-8876 _____
- COMPANY A (HQMC Sections) 703-693-1457 or 703-693-8876 _____
- COMPANY B (Non-Marine Corps Cmds) 703-693-7404 or 703-693-6262 _____
- COMPANY C (IMA) 703-693-6654 _____

3. ADJUTANT/ S-1 703-614-2014 (physical check-in/out required) _____

4. SACO: URINALYSIS w/in **72 hours of check-in** 703-614-8932 (check-in only) _____

5. DMO 703-614-7191 or 693-8768 Hrs 0800-1630 _____

6. UNIFORM READINESS COORDINATOR (URC) 703-614-7190 or 703-859-2611 (check-in only) _____

7. S-3/TRAINING & PME SCHOOL 703-614-1471 (check-in only) _____

8. SAFETY 703-693-8771 _____

9. SUPPLY 703-614-2149 (physical check-in/out required) _____

10. S-4 / BRKS MANAGER (703) 614-4961 **Located Bldg 29A**
(RETURN ALL OFFICE KEYS/KASTLE CARDS TO S-4 UPON CHECKING OUT) _____

11. S- 6 703-614-8670 (Complete SAAR through CO staff to Activate usmc.mil acct; HQ Co, B Co, C Co only) _____

12. EDUCATION & CAREER SERVICES 703-614-9104 _____

13. CAREER PLANNER (enlisted only) 202-657-8462 _____

14. CHAPLAIN 808-349-2292 (check-in only) _____

15. Fridays 0800-1000, Attend mandatory Welcome Aboard Brief 703-693-9197 _____

16. BN SGTMAJ 703-614-2014 (All SNCO) _____

17. BN CO 703-614-2014 (ALL O6s only, by appointments) _____

BLDG # 12

18. EXCEPTIONAL FAMILY MEMBER PROGRAM (EFMP) 703-693-6368 _____

19. SEXUAL ASSAULT RESPONSE COORDINATOR (SARC) 202-439-5827 _____

20. FINANCIAL COUNSELOR (**ROBERT REA**) 202-384-5731 _____

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MEDICAL
SIGNATURE/STAMP

DENTAL
SIGNATURE/STAMP

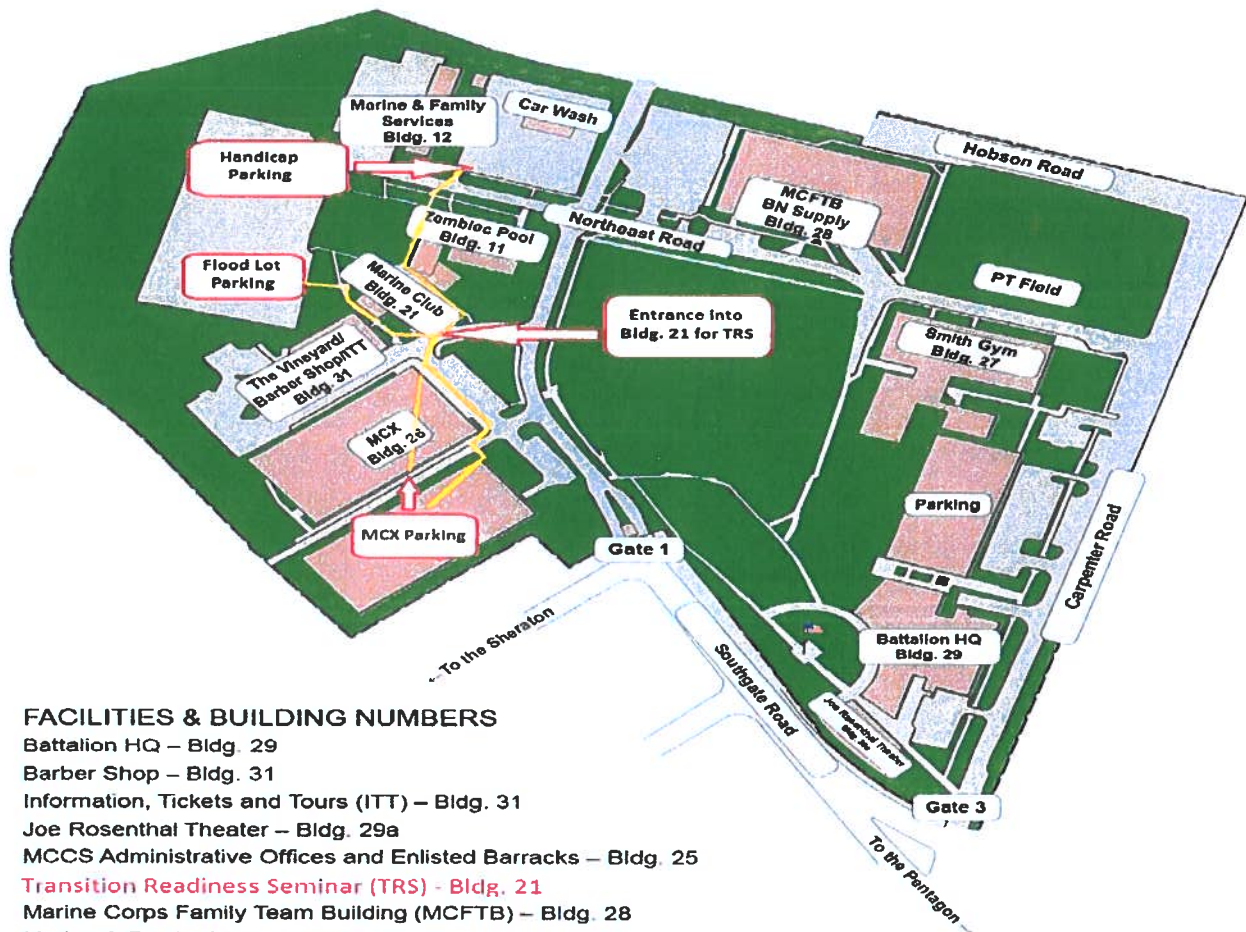
I CERTIFY THAT I HAVE CHECK-IN/CHECK-OUT OF EACH REQUIRED SECTION

SIGNATURE: _____ DATE: _____

COMPANY COMMANDER / 1STSGT : _____ DATE: _____

MCCS HENDERSON HALL FACILITIES

1555 SOUTHGATE ROAD, ARLINGTON, VIRGINIA 22214



FACILITIES & BUILDING NUMBERS

Battalion HQ – Bldg. 29
Barber Shop – Bldg. 31
Information, Tickets and Tours (ITT) – Bldg. 31
Joe Rosenthal Theater – Bldg. 29a
MCCS Administrative Offices and Enlisted Barracks – Bldg. 25
Transition Readiness Seminar (TRS) - Bldg. 21
Marine Corps Family Team Building (MCFTB) – Bldg. 28
Marine & Family Services – Bldg. 12
Marine Corps Exchange (MCX) – Bldg. 26
Smith Gym – Bldg. 27
Uniform Shop – Inside MCX
The Vineyard – Bldg. 31
Zemblec Pool – Bldg. 11

