

THE BASIC SCHOOL



STUDENT-TO-STUDENT GUIDE

Company M
The Basic School
Training and Education Command
Quantico, Virginia 22134-5019

M Co Office (703) 432-6494
OOD (703) 784-5206/5207

Introduction

Welcome to TBS! First, a brief note about this guide and necessary disclaimer information must be presented.

The enclosed information has been gathered by students, with incoming students' needs in mind. It is important to note that neither the Marine Corps nor TBS necessarily support the suggestions in this guide. It is possible that you will be able to find things cheaper, quicker, or of better quality from locations not mentioned.

Mike Company

Mike Company is the transition company at TBS. You will be in Mike Company before you begin training with a company, after you graduate TBS, if there is a delay in your transition to your MOS school, and if you are injured or dropped for any other reason. Information about Mike Company is best explained in the TBS Welcome Aboard Packet. **Make Sure that you read the Welcome Aboard Packet to learn about various TBS policies. Don't be the Lieutenant who has to explain that he or she didn't know because he or she didn't read the package.**

It is recommended that you take care of the following items prior to picking up with a training company:

- Purchase utility uniforms, nametapes and have them sewn on your utilities.
- DOD vehicle registration
- Familiarize yourself with E-Course, PFT Course (3 person Minimum)
- Read Warfighting MCDP 1
- Take care of Personal / Financial / Legal issues**
- Get in Shape** (PFT-1st week of In-Processing! 1st Class PFT is required to begin training)

Getting Settled

Bachelor Officer Quarters (BOQ)

The BOQ consists of rooms in Graves and O'Bannon Halls where most students will reside while at TBS. Married students who are accompanied by their spouses will find other housing, however, when in training they will be assigned a BOQ room as a "Brown Bagger." "Brown Baggers" will be using their BOQ to store 782 gear and uniforms as needed and may stay in the BOQ during various training evolutions. The students can expect to have at least two permanent students per room and potentially one "Brown Bagger." While in Mike Company you will be assigned a temporary room, in Company M spaces. When you begin training with a company you will be assigned a permanent room, in your company spaces.

Parking

All students assigned to TBS must obtain a TBS parking sticker from the S-4 office, Heywood Hall Room 207. There are two parking lots authorized for TBS students to park in; The Parade Deck, and the Graves / O'Bannon parking (no "brown baggers"). The following areas are not authorized for parking:

- Spaces marked "reserved" in black w/ white lettering on the ground
- Spaces marked with red company billet signs
- Any area roped off or blocked by traffic cones/barriers
- Side of any road
- Grass
- Marine Federal **customer** parking areas

As a rule, most reserved parking spaces are in the rows closest to the buildings or facing MCB-3 (facing the armory and instructor battalion). It may be tempting, but do not create parking spaces in parking aisles or at the ends of parking rows. Parking in the BOQ lot may be further limited by construction; so be prepared to park on the Parade Deck. "Brown baggers" must park on the parade deck. Students are NOT AUTHORIZED to park in the staff parking lot (across the street from IOC on Chosin Road). Just as with the BOQ parking lot, do not create parking spaces in parking aisles or at the ends of parking rows!

Parking violators can expect one or more of the following actions:

- ❑ An "interview" with the Mike Company Commander
- ❑ An "interview" with the TBS Executive Officer
- ❑ Having your vehicle towed at your expense
- ❑ Having your parking privileges revoked

Bicycles

All personnel who ride bicycles on MCB Quantico and Camp Barrett must wear safety helmets every time they ride. Riders must also wear reflective gear when riding prior to colors in the morning and after colors in the evening, or during periods of reduced visibility or low-light levels.

Running

While aboard Quantico, PT is an important part of life. Base regulations require that you run facing traffic. Also, reflective belts are mandatory when running before morning colors and after evening colors, during periods of reduced visibility or low-light levels.

Telephone/Cellular/Cable Service

You will need a phone at TBS, even while in Mike Company! It is very important that you get service hooked up as soon as possible so that Mike Company can add you to the recall roster (sometimes word is passed via phone).

Note: When you pick up with a training company, cancel your Mike Company phone when you move so that the next resident can hook up phone service.

All students use Sprint for local and long distance service because Sprint has a military contract with Camp Barrett. There is no installation fee and for about \$20 a month the service includes: room-to-room calling (dial the last 4 digits of any BOQ room phone number), phone security code, call waiting, 3-way calling, and voicemail. Sprint also offers a one-rate long-distance calling plan at \$4 a month and 10 cents a minute. Other companies may offer better deals on local service or long distance calls; however, you may find it difficult to use those services because of the Sprint contract. If you use cellular service, expect calls to be disrupted when on base. Also, while driving on base and in the local area, it is against the law to talk on the phone while driving, unless you are using a hands-free device.

Numbers for Telephone/Cellular /Cable Services:

- | | |
|--------------------|----------------|
| ❑ Sprint PCS | (800) 480-4727 |
| ❑ Verizon | (800) 483-4400 |
| ❑ AT&T | (800) 893-2018 |
| ❑ Comcast Cable | (703) 730-2225 |
| ❑ Comcast Internet | (877) 637-3126 |

Laundry

Laundry facilities are located in the southeast corner of every floor of Graves Hall and on the second deck of the service wing in O'Bannon Hall. Check the washer/dryer you intend to use before you load it because some machines are in need of repair (i.e. dryer does not heat up or spin; washer does not rinse or spin). If you must remove someone else's laundry from a machine in order to use it, please use common courtesy; don't take damp laundry out of dryers. If you leave your clothes in a laundry room for more than 24 hours, the BOQ office will pick up your laundry. Also, because of weekly inspections, any laundry left in a laundry room on Thursday evening will be collected as well.

Getting Settled with Dependents

Base housing

Base housing is assigned according to pay-grade and number of family members. Second Lieutenants reporting to TBS can expect to wait approximately 14-30 days for base housing depending upon availability. Lincoln Property Office operates base housing on Quantico. They are located inside building # 3049 next to the 7-day store, and can be contacted at (703) 630-0343.

Off-Base Housing

Off-base housing is only authorized for TBS students who have dependents living in the vicinity of Quantico, Virginia. Incoming personnel should report to this office prior to renting/purchasing in the civilian community. You will receive helpful information on all types of off-base housing to include a list of approved and non-approved apartment complexes, mobile home parks, and rental/purchase information for condominiums, townhouses, and houses. Most apartment complexes are aware of how much BAH the average lieutenant receives, and some have found that rental prices in the Stafford area can be \$50-75 more than the average BAH.

1. Don't stretch yourself out financially; take time to shop around. Even if you need to look in Fredericksburg or Woodbridge, find a place your household can afford.
2. Just as with base housing, list everything that needs repair or looks unusual.
3. When renting out in town, pictures become even more important because you may need to refer to them when it comes time to move out.
4. Inform your property manager of any discrepancies you find, document who you spoke to, what you told them, and date everything.
5. Keep your list of discrepancies and corresponding pictures in a safe place.
6. If your lease agreement guarantees special services such as dishwasher, washer/dryer or air conditioning repair, document any dysfunction of those services that the property management did not repair in a timely manner.
7. Once you've paid for those services, you may be entitled to some discount/compensation for the lack of service.

The biggest challenge students have with off-base housing is getting their security deposits back when they move out. It's a good idea to have the unit professionally cleaned before you move (i.e. carpets/drapes) and keep receipts for any cleaning service or repairs you have paid. If your property manager denies you the security deposit refund, request an itemized list of the discrepancies you are being charged for and compare it with your receipts and personal move in list. This is the best way to ensure that you are not being charged for problems that are not your fault. Your property manager is required to provide the list to you within 24 hours of your request. If you have any problems getting a list of questionable charges, contact base legal for assistance.

Numbers for Base/Off-Base Housing:

- ❑ Family Housing Office (Base Housing) (703) 784-2711 ext. 4
- ❑ Family Housing Office (Off-Base Housing) (703) 784-2711 ext. 1
- ❑ Housing Maintenance Office (703) 784-2711 ext. 2
- ❑ Base Legal (703) 784-3122

Childcare/Schools

MCB Quantico Child Development Center is the main childcare provider for families living on base. They provide full-time, part-time/pre-school, and hourly care:

- ❑ Full-time care Monday-Friday 0630-1730
- ❑ Part-time/Pre-school Monday-Friday 0900-1130
- ❑ Hourly care Monday-Friday 0800-1600

Be sure to visit a number of childcare providers before you choose the one that is best for your family. You want to be sure that the facilities are clean, have convenient hours, and meet your child's needs. Base school assignments are determined by the base housing location you live in and the child's level of education. If you live out in town, call the school board in your area or try some of the web sites listed below. Some web sites include information such as school directories, bus schedules, event calendars, and cafeteria menus.

Numbers for Childcare/ Schools:

- ❑ MCB Quantico Child Development Center (703) 784-2716
- ❑ Child and Youth Services Program (703) 784-2165
- ❑ Childcare Network (703) 784-2299
- ❑ Amhurst Elementary, K-3 (703) 221-4108
- ❑ Burrows Elementary, pre-K, 4-5 (703) 640-6118
- ❑ Russell Elementary, K-3 (703) 221-4161
- ❑ Quantico Middle/High School, 6-12 (703) 221-9775
- ❑ Spotsylvania County Schools www.spotsylvania.k12.va.us
- ❑ Prince William County Schools www.pwcs.edu
- ❑ Stafford County Schools www.pen.k12.va.us/Div/Stafford

Becoming Familiar with MCB Quantico

Two of the greatest concerns spouses have with TBS are (1) becoming familiar with TBS/MCB Quantico and (2) finding employment in the Quantico area. Take time to show your family around The Basic School-especially the Hansen Room and the Green Carpet Area-where spouse/family functions will be held during the course of your training here. It is also a good idea to visit Family Services and the Marine Corps Research Center so your spouse can become better acquainted with Quantico and find employment of enjoyable activities in the area.

Physical Fitness

- ❑ Ramer Hall located at TBS – The Ramer Hall facility includes a basketball court, various cardio machines, indoor ropes, an indoor swimming pool and weight rooms.
 - Monday-Friday 0600-2000
 - Monday/Wednesday/Friday 0600-0730 (lap swim only)
 - Monday-Friday 1100-1300 (lap swim only)
- ❑ Weapons Training Battalion Gym- This Gym has a good assortment of weights and machines. It is close to Camp Barrett and is generally not crowded. Also, it is open 24 hours a day.

- Barber Gym (located on Mainside across from PMO) Barber Gym has basketball courts, volleyball courts, racquetball courts, aerobic rooms, a circuit weight room and a free weight room. It has a decent number of treadmills, bikes, various Stairmaster machines, and other cardio equipment. There is also a wide range of classes and other services offered. For more information call (703) 784-2014. Barber Gym is open:
 - Monday-Friday 0430-2200
 - Saturday 0800-2000
 - Sunday 0900-1900

Banking

Direct Deposit is not an option! If you have not done this already, it should be one of your first priorities. The Consolidated Admin Center (CAC) on the second deck of Heywood Hall will assist you in starting direct deposit.

MYPAY accounts will be required for all Marines. You can access mypay and request account access through <https://mypay.dfas.mil/mypay.aspx>

Camp Barrett ATM Locations

- Marine Federal Credit Union; S-116 O'Bannon Hall
- Bank Of America; in vending area near Hansen Room

Navy Mutual Aid Association Loan

This \$5,000, 1.5% career starter loan is conditional on an agreement for you to purchase life insurance through NMAA. The NMAA insurance has the same terms as the SGLI insurance and is generally perceived to be a good deal.

Postal Services

Your address at TBS is:

2ndLt *Your Name*
Your Company, TBS
 24164 Belleau Ave
 Quantico, VA 22134

Civilian PO Box

A PO Box is a great idea. With a mailbox you will be able to check your mail anytime you want and delivery times are generally quicker than mail through TBS.

Uniforms / Accessories

TBS PX Uniform Shop

Located below the PX on Camp Barrett, the PX is a good choice for purchasing uniforms. Their prices are generally less expensive than the Marine Shop, and their Camp Barrett location is very accommodating. Additionally, the PX offers the Deferred Payment Plan (DPP) for purchasing uniform items. Under the uniform DPP plan, you can borrow up to \$3,000 interest free for 12 months to pay for uniforms purchased through the Marine Corps Exchange. For more information call (703) 640-8820.

Hours of Operation:

- Monday-Friday 0900-1800
- Saturday 0900-1630

The Marine Shop

Located in Q-Town, the Marine Shop is also a good place to purchase uniforms. For more information call (703) 640-7195. The Marine Shop hours are as follows;

- Monday Closed
- Tuesday – Friday 1000-1830
- Saturday 0930-1800

The Family Service Center

Located in the basement of Little Hall and they provide information / referrals for base programs, financial counseling, car buying seminars, and relocation assistance. The Family Service Center also has a career resource office that provides a spouse employment assistance program. For more information call (703) 784-2650 or 784-2659.

Chow

- Hansen Room (located in O'Bannon Hall)
 - Breakfast Monday-Friday 0500-0645 \$1.90
 - Lunch Monday-Friday 1100-1300 \$3.50
 - Dinner Monday-Friday 1700-1900 \$3.50

- Maxam Chow Hall (located near the Garrisonville Gate)
 - Brunch Saturday & Sunday 1000-1200 \$3.55
 - Dinner Saturday & Sunday 1600-1700 \$4.85

- Robin Hood Snack Bar (located above Hawkins Room)
 - Monday-Friday 1000-2200

- The Commissary (located on Mainside)
 - Monday 1100-1800
 - Tuesday-Friday 0900-1900
 - Saturday & Sunday 0900-1800

- The Hawkins Room (located in the Green Carpet area)
 - Monday-Thursday 1700-2300
 - Friday 1600-0100
 - Wednesday 1700-2300

- TBS PX (located above the TBS uniform shop and across from Motor T)
 - Monday-Friday 0900-1800
 - Saturday 1000-1400
 - Sunday Closed

- Domino's Delivery (540) 720-3030
- Hunan Chef Delivery (540) 720-7777
- Pizza Hut Delivery: (540) 659-8111
- Papa John's Delivery: (540) 657-1200

Preparation for Training

Necessary Supplies

For the most part, students will receive all vital academic materials through their publication issue. There are, however, additional items that will have to be purchased.

- ❑ Three 3-inch binders (black or white only)
- ❑ One 1-inch black binder (black or white only)
- ❑ Cold weather PT gear - green sweats with black EGA logo
- ❑ Warm weather PT gear - green shorts and green t-shirt

On occasion, students may be required to type various documents and/or projects for the Company. If one has the means, ***a computer is certain to make life easier.*** Should you decide to purchase a computer of your own, two closely located computer stores are:

- ❑ CompUSA Potomac Mills (703) 492-6262
- ❑ Gateway Potomac Mills (703) 583-7102

Students may also wish to purchase the following additional items:

- ❑ A good military map protractor
- ❑ Various cold weather items – hand warmers, etc.
- ❑ Mapping pens
- ❑ Camouflage paint
- ❑ Waterproof notepads
- ❑ Binoculars or monocular for use on the rifle range (optional)

It is also recommended that you laminate your Platoon Commander's Guide Book and Quantico Maps. The lamination of all maps is not recommended, as some of the maps will only be used in the classroom. Many students believe that The Scholar Ship is the best place to get your **Platoon Commander's Notebook** laminated. For about \$38.00 you can trade your original Plt. Cmdr notebook for a laminated one. The Scholar Ship has five paragraph templates, protractors and other supplies. The Scholar Ship is located in the south end of the Aquia Shopping Center off of Route 1 and 610 (Garrisonville Road).

Transportation

Privately Owned Vehicles (POV) Base Registration

To register POVs aboard MCB Quantico, you must have:

1. The appropriate insurance coverage.
2. If the vehicle is registered in the state of Virginia, you must have a current safety inspection sticker before a DOD decal can be obtained.
3. DOD decals are available through Vehicle Registration at Security Battalion in building 2043. For more information call PMO at (703) 784-2800.

If the vehicle is registered in your name only, license plates from your home state, or state where you were previously stationed, are valid until they expire. Once expired, you must obtain license plates from the state of Virginia or renew those from your home state. A vehicle registered in your spouse's name must have Virginia plates within 30 days after arrival; if you and your spouse reside off base.

Driver's License

You may operate a vehicle with a valid driver's license issued either by the state in which your vehicle is registered or by the state of Virginia. Family members also may operate a vehicle with a valid

driver's license issued by the state they are from, unless they begin working in Virginia; then they have 30 days to obtain a Virginia driver's license.

Motorcycle Policies on Base

Operators of motorcycles, mopeds, scooters, and ATV's must meet the requirements for registration of motor vehicles and must have a valid driver's license. If the individual has other than a Virginia driver's license, they must have a valid driver's license with the endorsement indicating that the individual is qualified to operate a motorcycle. Regardless of age or rank, all personnel must complete a motorcycle safety course prior to obtaining a permanent motorcycle base decal. Riders and passengers must wear helmets and adequate protective clothing when riding a motorcycle. Regulations require motorcycles to have headlights on at all times and riders to wear retro-reflective vests. All safety equipment is sold at the USMC PX.

DMV Locations

Woodbridge

Located at 14008 Smoketown Road and is open Monday-Friday from 0830-1730 and on Saturday from 0830-1230. Call (703) 670-8134 for additional information.

Stafford

Located at 385 Garrisonville Road, Suite 105, and is open Monday-Friday from 0830-1730 and Saturday on 0830-1230. Call (703) 659-7867.

On Base Automobile Accidents

If there are injuries, attend to them and call 911. If you are involved in a non-injury, automobile accident on base, call (703) 784-2251 for PMO.

Taxi Services:

Blue Night Limousine	(703) 730-2190	Stafford Taxi	(540) 659-7070
Dale City Taxi	(703) 494-7007	Brenda's Taxi	(540) 659-3295
Yellow Cab	(703) 640-6464		

Traffic Management Office (TMO)

TMO is a personal property processing office that provides technical assistance and transportation support to MCB Quantico. TMO is located in building 2009 Zeilen Rd, Suite 2 (2nd deck next to the Cash Sales building). The Personal Property section (household goods) can be contacted at (703) 784-2831/32/33, passenger section at (703) 784-2835/36, and Shipping and Receiving at (703) 784-2674.

Note: Ft. Belvoir is a joint personal property shipping office. It is the world's largest personal property shipping office. To arrange a delivery, inquire about a shipment, or request storage, call (703) 806-4900.

Medical and Dental

Camp Barrett/MCB Quantico

The Athletic Training Room (ATR) is located on the first deck of O'Bannon Hall across from the BOQ Office. Sick call hours at the ATR are from 0600-1100 and 1300-1430. For more information, call 784-6558.

Ray Hall, the TBS Medical and Dental Clinic, is open from 0730-1600 Monday through Friday. For the medical clinic call (703) 784-5541, and for the dental clinic call (703) 784-5352. Sick call hours for medical are from 0615-0900 M-F and from 1200-1430.

(Ray Hall is closed Thursday afternoons due to field-day activities).

Note: Schedule medical and dental appointments through your chain of command.

Tricare

For appointment scheduling and the Tricare Health Care finder, call **1-888-999-5195**. For the Tricare Advice Nurse, call **1-800-308-3518**. Also, for more information on Tricare, visit the Lifelines website at <http://www.lifelines4qol.org> and look for the medical links.

Area Hospitals

There are no emergency medical facilities aboard MCB Quantico. Phone numbers for local area hospitals are:

- ❑ Potomac Emergency Room (703) 670-1313
- ❑ Mary Washington Hospital (540) 899-1100
- ❑ Dewitt Army Hospital, Ft. Belvoir (703) 805-0510
- ❑ National Navy Medical Center, Bethesda (301) 295-4611
- ❑ Walter Reed Army Hospital (202) 782-3501

Leisure

The Clubs at Quantico on Mainside is a tri-club containing the Enlisted Club, Officers' Club, and SNCO Club. They share a restaurant called the Marathon. Officers' Club dues are \$13.00 per month, which covers the Hawkins Room as well as Mainside. You are not required to pay dues and become a member while at TBS, but it is encouraged. For reservations, call (703) 784-4264/62.

Hawkins Room hours are:

- ❑ Monday-Thursday 1700-2300
- ❑ Friday 1600-0100
- ❑ Wednesday-Wing Night 1630-1830
- ❑ Friday-Free Munchies 1800-1900

Current Information/Libraries

Each company (including M Co) has their own Company and Platoon read boards. Information pertaining to Company schedules, MOS descriptions, and other topics of interest will be posted on the read boards. Policy letters regarding current issues are also posted periodically. Be sure to read them as the information may pertain to a situation of your own. Some examples of recent topics are Fraternalization, Pre-Existing Relationships, and Profanity.

The Internet also provides useful information on MOS descriptions, Company schedules, TBS highlights and plenty of other topics of interest.

- ❑ Marine Corps Home Page www.usmc.mil
- ❑ TBS Home Page www.tbs.usmc.mil
- ❑ Marine Corps University www.mcu.usmc.mil
- ❑ My Pay <https://mypay.dfas.mil/mypay.aspx>
- ❑ Marine Online www.mol.usmc.mil

The Gray Research Center

The Gray Research Center is located at 2040 Broadway Street, just a few blocks from Quantico Town. The Gray Research Center has several computers with Internet access, professional references, and a Family Library. The Family Library offers a variety of popular fiction and non-fiction books, references and audio books. The Family Library also has a Mother Goose program that consists of story time, songs, and puppets. Mother Goose times are Thursdays at 1000 and Fridays at 0930 and 1030. For more information call (703) 784-4353 or 784-4409. The Gray Research Center's hours are:

- ❑ Monday – Thursday 0730-2000
- ❑ Friday 0730-1745
- ❑ Saturday 1000-1745
- ❑ Sunday Closed

TBS has a library located in O'Bannon Hall. In addition to a fine selection of professional literature, there are multiple copies of many of the books that you will be required to read as a TBS student.

BOQ ROOM STANDARDS

1. General Guidance. A unit's morale and proficiency are judged in part by appearance of its area. The company area will be kept neat and policed at all times.
2. Specific Guidance. The intent is for the officer student to be allowed the maximum comfort level, which is consistent with good order and discipline. High standards of cleanliness will be maintained.
 - a. Rooms and furniture will be arranged as per Company SOP. Furniture will not be placed in front of hatches. **FURNITURE IS NOT TO BE REMOVED FROM THE INDIVIDUAL ROOMS-** it is considered part of the building. This includes the refrigerators.
 - b. Decks will be swept daily, cleaned and swabbed regularly. Decks should be waxed at least once a month and for all announced formal room inspections.
 - c. Rugs will be kept clean and serviceable. They are not to be glued or affixed to the deck.
 - d. Dust and dirt are NOT to be swept into the passageway nor underneath any rugs.
 - e. Racks will be made with sheets and blankets tucked in. Personal blankets are to be stowed away during the day. Racks will be uniform.
 - f. Squad leaders are responsible for the passageways within their respective squad billeting areas as is the Student Platoon Commander for the platoon area.
 - g. Blinds will be dust-free, clean, and open at ½ mast. On certain occasions, which will be announced, all blinds will be lowered all the way and closed.
 - h. Ensure AC/Heater units are left on low speed at all times to prevent mold build up during summer and freezing during winter. All windows will be kept closed unless air conditioning is nonfunctional. Outside air vents can be opened. Control valves are located in the air conditioning units.
 - i. **Hot plates, toasters, toaster ovens, and other equipment with exposed heating elements are fire hazards and are not allowed.** Most other electrical devices are authorized; however, breakers are easily overloaded, so equipment (to include computers) should be off when not in use. Surge protectors are allowed but extension cords are not. Antennas will not be extended out the windows.
 - j. Trash cans will be emptied daily in the dumpsters around the BOQ and cleaned as needed.
 - k. Desks and dressers will be dusted, clean, and not excessively cluttered with paraphernalia. Items such as toilet articles, shoe and brass shining gear or room cleaning gear should be stowed in medicine cabinets, closets or drawers. Drawers will be closed; mirrors will be cleaned.
 - l. Closets will be arranged in accordance with Company SOP. Clothes will be stowed neatly.
 - m. Muddy boots will be cleaned in cleaning racks outside the BOQ. DO NOT clean boots in the shower, sink, toilet as heavy debris may cause clogging in the plumbing system.
 - n. Fan cages will be dusted.
 - o. Valuables will not be left adrift but will be secured in a locked container.
 - p. Bulkheads may be decorated with pictures, posters, etc. General good taste and common sense should govern in selection of decorations. Bulkheads should not appear excessively cluttered. All decorations should be affixed to the walls with tape only. (No nails or adhesive tape "stick-em" tape picture hangers).
 - q. Security

- (1) Ensure each room is locked any time it is not occupied.
 - (2) WEAPONS WILL BE SECURED PROPERLY. LOCK CYLINDERS REMAIN IN RACKS. KEYS SEPARATE. LOST RIFLE RACK KEYS WILL BE REPORTED IMMEDIATELY SO THE ELOCK CYLINDERS CAN BE REPLACED. This is of UTMOST IMPORTANCE. Absolutely no other weapons are allowed in the BOQ.
 - (3) If locked out of a room, report to the company training office. Lost keys can be replaced at the BOQ office.
 - (4) Deadbolts are not to be utilized to keep the doors ajar. This damages the doors and requires them to be replaced at the occupants expense.
- r. Sink area
- (1) Sink clean
 - (2) Mirror clean
 - (3) Medicine cabinet squared away
 - (4) Towels and washcloths hung neatly
 - (5) Water faucets turned completely off
- s. Heads
- (1) Serviceable shower curtains
 - (2) Shower walls and shower curtains free of mildew or soap buildup (A white scum will build up on walls after awhile- this must be scrubbed off)
 - (3) All mops stowed handle down, mop head up so as to allow drying
 - (4) In, around, and behind commodes cleaned
 - (5) Fans should never be unplugged. This will reduce mildewing.
- t. Alcohol and food are allowed in the BOQ, but all food must be kept in a sealed container or a refrigerator.
- u. Do not have anything hanging out of windows at any time! Drying racks are provided outside the BOQ. Keep security in mind as you dry gear outside.
- v. Maintenance
- (1) If a simple repair is needed, tools and parts are available at the BOQ office for “self-help.” Light bulbs are also available.
 - (2) Any maintenance, which requires immediate attention or compromises safety or sanitation, is considered emergency maintenance. These should be called in to the BOQ during working hours or to the OOD during non-working hours.
 - (3) All maintenance requests should go to your BOQ rep. The BOQ rep will submit work requests to the BOQ for action.
- w. No pets or plants of any kind are authorized in the BOQ.

ANTICIPATED EXPENSES WHILE AT THE BASIC SCHOOL

The below is a list of anticipated expenses you will encounter while at The Basic School. Although only an estimate, it will give you some idea of the things for which you will need. Meeting personal financial obligations is expected of every Marine. Students are also reminded this is only an estimate based on average actual costs of recent companies.

<p>1. COMPANY OPERATIONAL FUND (\$50-\$65/MONTH) The fund pays for Mess Night, cruise book, company parties, social events, flowers, and miscellaneous other items. An additional note on mess nights is that a "personal guest" is the responsibility of the individual who invites him/her. Average cost per person is about \$40.00.</p>	<p>\$390</p>
<p>2. FOOD This figure includes the Hanson Room, Snack Bar, Meals Ready to Eat (MREs), and moderate dining out. This average is obviously dependent on the type of meals eaten.</p>	<p>Non-married \$200-250/mo Married \$250+/mo</p>
<p>3. UNIFORMS Basic issue uniforms will normally be purchased with a loan plan. The maintenance cost includes laundry and dry cleaning, new rank devices, boot polish, etc.</p>	<p>Basic Issue \$3200.00 Maintenance \$60.00/mo Cold Weather \$83.00 Haircuts \$30.00/mo</p>
<p>4. PT GEAR Basic issue PT gear will include green shorts, green USMC sweat shirt, green sweat pants, plain white socks, And a black knit watch cap. Co/Plt T-shirt may be optional</p>	<p>Basic Issue \$45.00 Running shoes \$35-75+ Co/Plt T-Shirt \$15.00</p>
<p>5. PROFESSIONAL BOOKS PME books do not have to be purchased; however, They must be read. Most students choose to buy them. MCA membership is also optional, but strongly encouraged. It includes a subscription to the <u>Marine Corps Gazette</u> or <u>Leatherneck</u> as well as discounts on purchases made at the MCA Bookstore on Mainside.</p>	<p>2 Books \$30.00 MCA mbrship \$23.00/yr</p>
<p>6. LIVING EXPENSES (Estimated and may differ for each officer)</p>	<p>Car Payments \$300.00/mo Car Insurance \$84.00/mo Cable TV (Off base) \$35.00/mo (On base) \$36-70/mo Phone (excluding long distance) (Off base) \$80.00/mo (On base) \$20.00/mo Rent (Off base) \$900.00/mo Electric (Off base) \$78.00/mo Pet Insurance Varies</p>
<p>7. OFFICER'S CLUB DUES</p>	<p>Dues \$13.00/mo</p>
<p>8. MARINE CORPS BIRTHDAY BALL* Annual birthday ball held in November of Each year is a mandatory event for the officer Student. Cost includes tickets, pictures, parking, Hotel room, and moderate number of drinks. Families needing baby-sitting services must add An appropriate amount of money to the total cost.</p>	<p>Tickets (per person) \$60.00 Hotel room (nightly) \$140.00</p>
<p>9. MISCELLANEOUS TRAINING COSTS A large number of small items will be necessary To meet some of the training requirements to TBS.</p>	<p>Total \$200-300</p>

Some of the items include cammie paint, alcohol Pens, rolls of electrical tape and duct tape, zip-lock Bags, 550 cord, helmet pad, mouth guard, mesh laundry bag, acetate sheet, notebooks, paper memo books, pens, batteries, small flashlight, towels, and wash cloths. All items are available at the Camp Barrett PX, Base PX Or the Fort Belvoir military sales exchange.

10. OPTIONAL EXPENSES	Lamination of Plt. Cmdr.'s Notebook	\$38.00
	Map Lamination	\$4.00
	Cold Weather Gear	\$10-\$300.00

(Students in the companies training in the winter months often choose to purchase their own cold weather garments.)

*NOTE: APPLIES ONLY TO COMPANIES ON BOARD DURING THE MONTH OF NOVEMBER.

LIST OF IMPORTANT TELEPHONE NUMBERS

Mike Company Office:	(703) 432-6494
TBS Officer of the Day, Heywood Hall	(703) 784-5206/5207
Medical	
TBS Medical Clinic, Ray Hall	(703) 784-5541/5542
TBS Dental Clinic, Ray Hall	(703) 784-5353
Athletic Training Room, O'Bannon Hall	(703) 784-6558
Semper Fit	(703) 784-2672
TRI-Care Health Care Finder/ Appt Scheduling (Family members)	1-888-999-5196
Military Police	(703) 784-2251
Fire Department	(703) 784-5228/911
Range Control	(703) 784-5321/5322
TBS Chaplain	(703) 784-5380

MISCELLANEOUS NUMBERS

Barber Shop, MCX Mall Annex	(703) 640-7900
Barber Shop, TBS Annex	(703) 640-7501
The Clubs at Quantico	(703) 784-2676
Hawkins Room	(703) 784-5238
Marine Corps Exchange, TBS Annex	(703) 640-8819
Uniform Shop, MCX Mall Annex	(703) 640-8827
Uniform Shop, TBS Annex	(703) 640-8820
The Marine Shop	(703) 640-7195