

United States Marine Corps Marine Corps Installations Command



**Welcome Aboard Package
2016**

INTRODUCTION

Welcome to Marine Corps Installations Command (MCICOM). On behalf of Brigadier General Thomas D. Weidley and his staff, I extend to you a warm welcome. It is certain that you will find your tour of duty with MCICOM a challenging, yet rewarding, assignment. This guidebook is designed to help you more quickly acclimate to working at the Pentagon and for MCICOM. There is no way to expose you to everything, so I attempted to keep it simple, but useful. After utilizing this guidebook and fully settling in, your feedback is greatly appreciated. Most importantly, let me know how I can make it better.



Good luck and welcome to MCICOM!

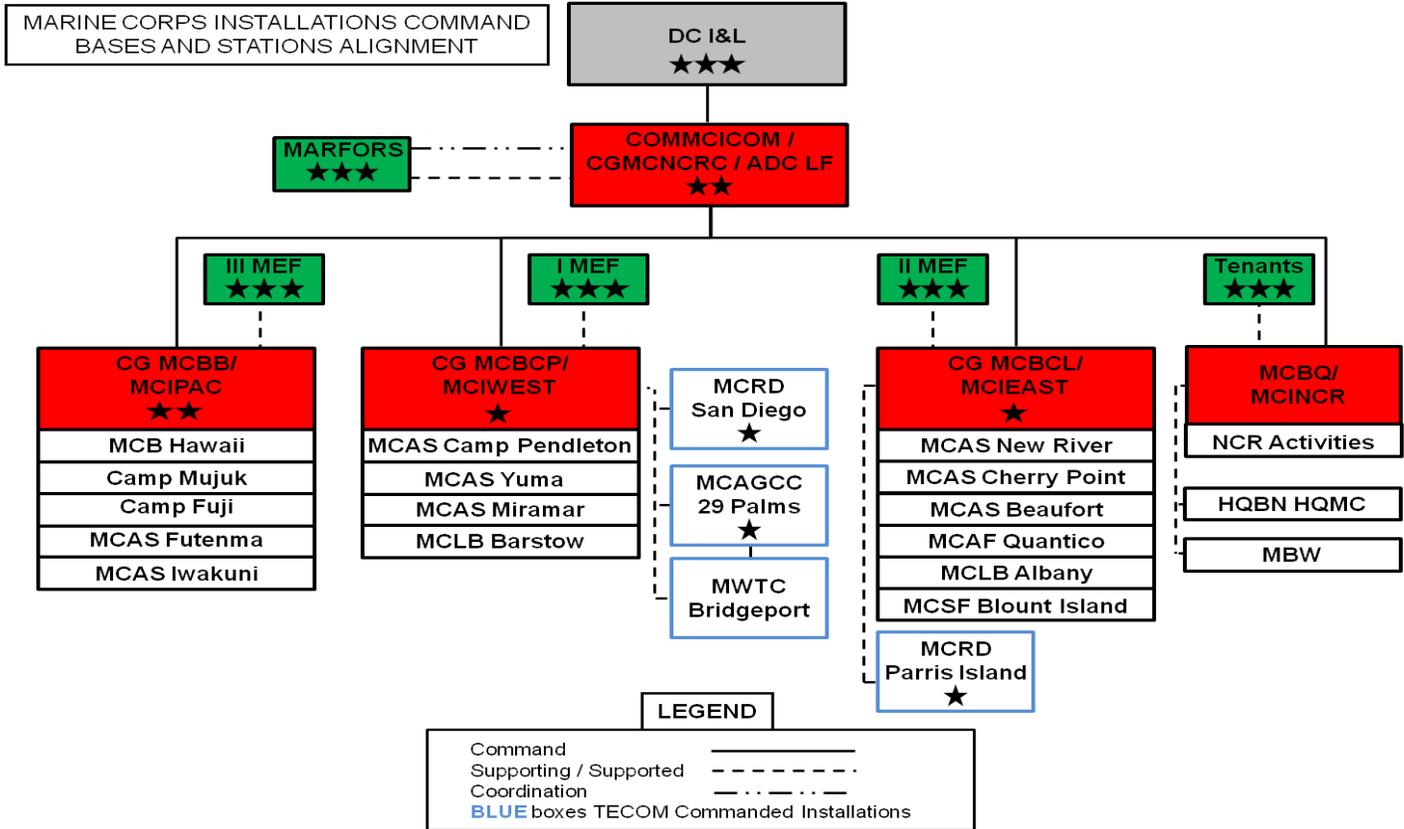
MCICOM MISSION STATEMENT

The Marine Corps Installations Command (MCICOM) is the single authority for all Marine Corps installations matters and exercises command and control of regional installation commands, establishes policy, exercises oversight and prioritizes resources in order to optimize installation support to the Operating Forces, tenant commands, Marines and family members. The Commander, MCICOM, commands Marine Corps Installations East (MCIEAST), Marine Corps Installations West (MCIWEST), Marine Corps Installations Pacific (MCIPAC) and Marine Corps Installations National Capital Region/Marine Corps Base Quantico (MCINCR). The Commander, MCICOM, retains the position of Assistant Deputy Commandant I&L (Facilities)/Code LF and is also the CG, Marine Corps National Capital Regional Command (MCNCRC).

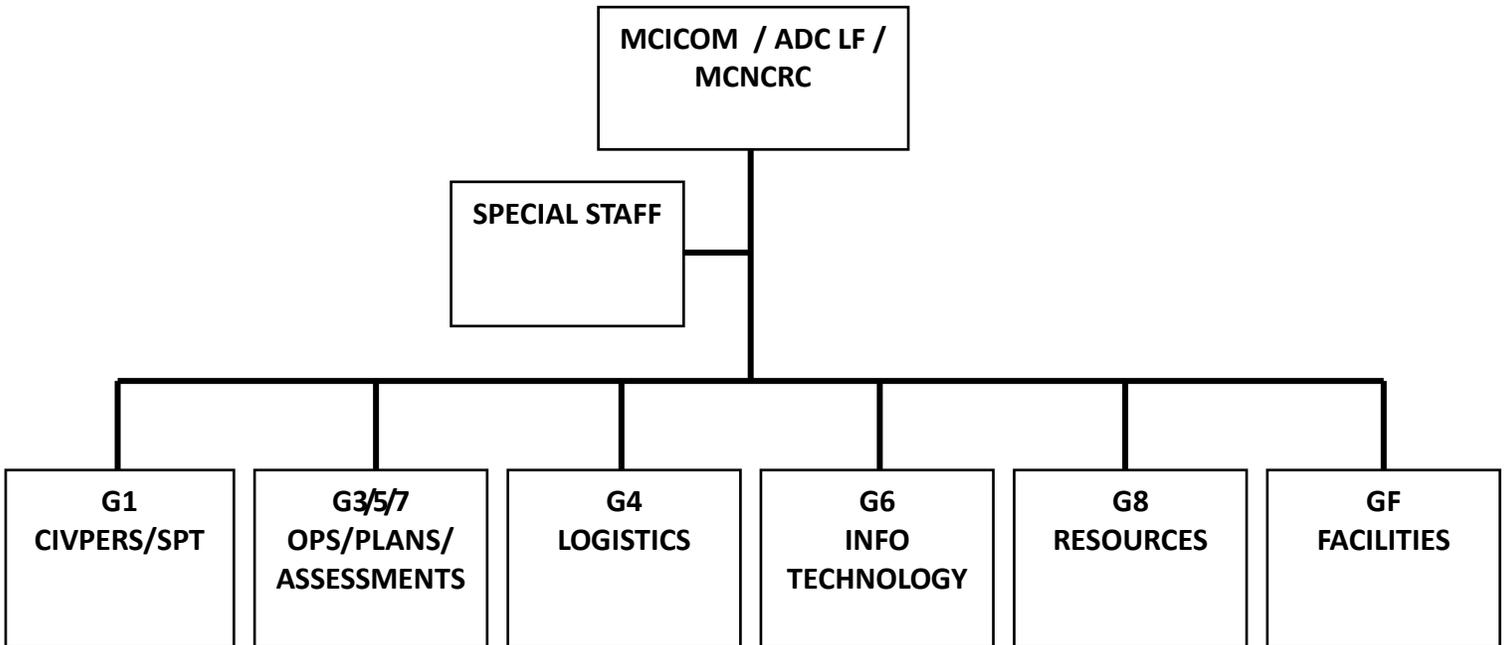
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MCICOM REGIONAL ORGANIZATIONAL CHART



MCICOM HEADQUARTERS ORGANIZATIONAL CHART



MARINE CORPS INSTALLATIONS COMMAND
BREAKDOWN

SS

Special Staff (Front Office)

2E208

703-695-6824

G-1

Personnel Directorate

2D153A

571-256-2743

G-3/5/7

OPS/Plans/Assessments Directorate

2E169

571-256-8193

G-4

Logistics Directorate

2D152A

703-695-8057

G-6

Info Technology Directorate

2E226

571-256-7231

G-8

Resources Directorate

2E157

703-614-2529

G-F

Facilities Directorate

2D153A

703-695-8202/9446

CHECK IN PRIORITIES

1. Ensure you check in with HQBN at Henderson Hall (civilians will check in at HQ MCICOM G-1 at the Pentagon).
2. Check in with your Division's Administrative Personnel. ***Here's a list of important things that will need to be initiated within the timeframes recommended below:***

- Common Access Card (CAC) (1-2 business days)
(Pentagon Building Access & Computer Access)
- CAC-enabled swipe access (5-7 business days)
- Pentagon Athletic Center (PAC) Badge (2-4 business days)
- SIPR Account (7-10 business days)
- Automated Message Handling System (AMHS) Account (7-10 business days)
- Shared Drive Access (7-10 business days)
- Global Address Listing (GAL) Update (7-10 business days)
- Parking Permit (varies)
- Security Clearance (varies)
- Access to: eHQMC and MCATS (varies)
<https://ehqmcsupport.usmc.mil/sites/mcwar/default.aspx>

*** Personnel must provide two forms of identification, one with proof of SSN and one with photo ID.**

UNIFORMS



MARPAT/UTILITIES

This uniform is the primary uniform. This uniform will be worn
Monday – Thursday.

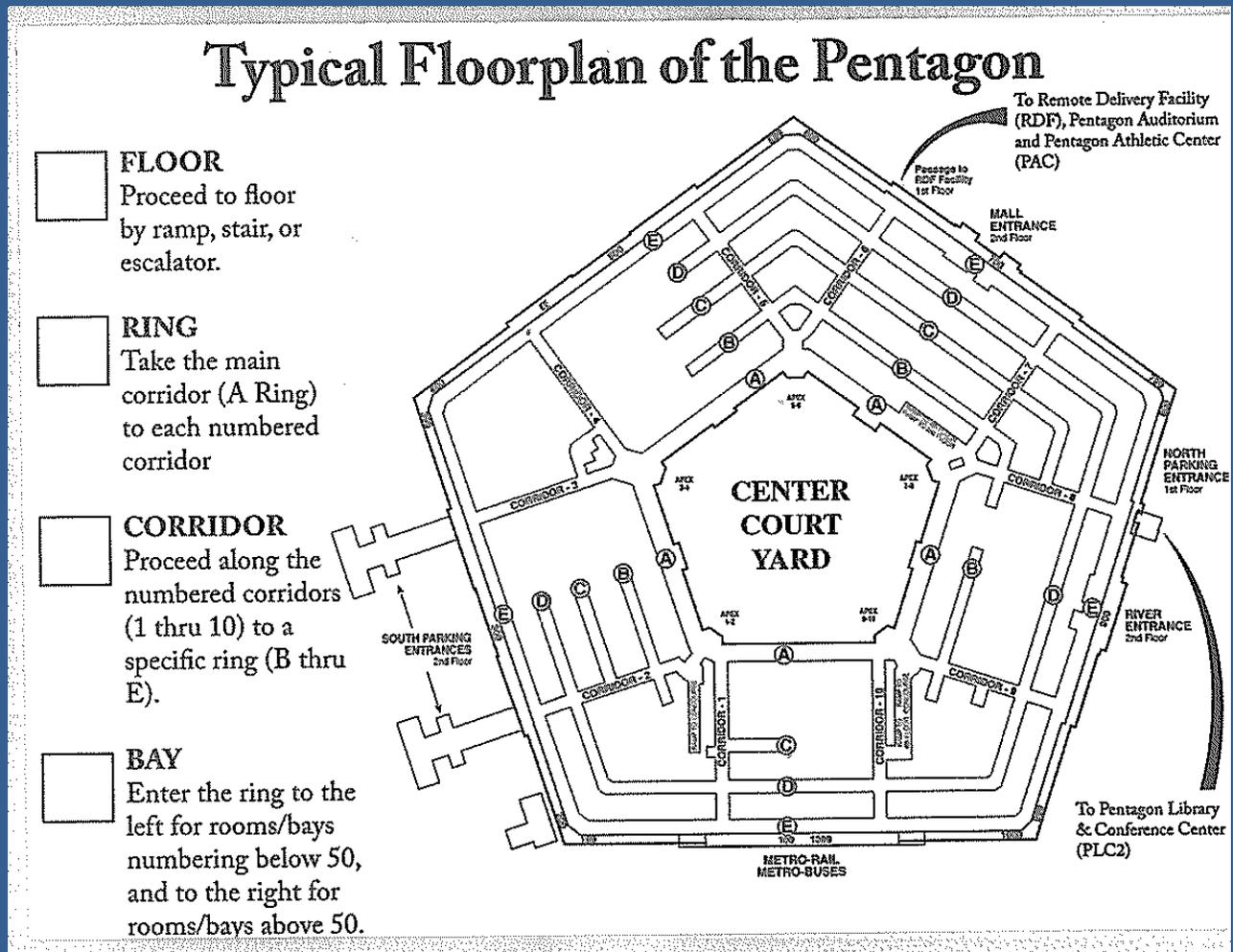


SERVICE UNIFORMS

According to the season, the Service “B” and Service “C” will be worn
every Friday.

THE PENTAGON

The Pentagon was completed in 1943 during an era when craftsmanship and quality of work were important. It is laid out in a common sense fashion and is easy to navigate once you understand the logic of the office door number (floor, ring, corridor and bay; Example: 2D153A). Below you will find the typical floorplan of the Pentagon:



HOW TO FIND A ROOM IN THE PENTAGON

For demonstration purposes, we will use room **2D153A** to provide helpful tools when locating a room in the Pentagon.

2 :

The first number or letter indicates the floor on which the room is located.
B = Basement; M = Mezzanine; 1-5 = Floors

D :

The next letter is the ring on which the room is located. Rings are designated A, B, C, D, and E for the Mezzanine and floors 1-5. The additional rings, F and G, are in the basement only.

1 :

The next digit(s) indicates the corridor on which the room is located. Corridors are designated 1, 2, 3, 4, 5, 6, 7, 8, 9, and 10.

53 :

The last two digits indicate the specific bay or room number assigned to an office.

TRANSPORTATION

The PENTAGON is accessible by Metro transit (train and bus) and car. Public parking is not available at the PENTAGON. Metered parking is available on the streets of Crystal City and Pentagon City. Below you will find transportation options and details.

1. METRO TRANSIT

The PENTAGON Metro Transit Station is the largest metro station in Northern Virginia. It is located on the east side of the PENTAGON. Metro subsidy is available for military personnel. For more information:

<http://www.wmata.com/tripplanner>

<http://mta.maryland.gov>

<http://www.vre.org>

<http://www.whs.mil/MTBP/index.cfm>

2. DoD SHUTTLE BUS PROGRAM

a. **EXTERNAL SHUTTLE:** The external Shuttle Bus Program carries personnel between the PENTAGON and other location in the NCR, including Arlington, Washington DC (for ex: the US Dept of State, Capitol Hill, etc.), Fort Myer, Bolling AFB, Clarendon, and Rosslyn. Shuttle buses are for official business only.

b. **INTERNAL SHUTTLE:** The internal Shuttle Bus Program carries personnel between the PENTAGON, Henderson Hall, and Crystal City. The bus departs outside the Metro entrance. For more information:

<http://www.whs.mil/our-services/transportation/shuttle-bus-system>

3. PARKING

a. **PERMITS:** Contact the designated parking representative (within your directorate) for availability and inquiries. See parking map on next page.

b. **TEMPORARY:** Upon checking in, you are permitted a temporary parking pass for 10 days. A copy of your orders must be provided to the PFFA Parking Office in room 2D1039. PENTAGON personnel are permitted 5 days of temporary parking monthly. Submit requests to the PFFA Parking Office.

4. MOTORCYCLES

Contact the PFFA Parking Office in room 2D1039.

5. CARPOOLS

Joining an “officially sanctioned” PENTAGON carpool allows you an official parking space. Contact the PFFA Parking Office in room 2D1039.

6. SLUG LINE

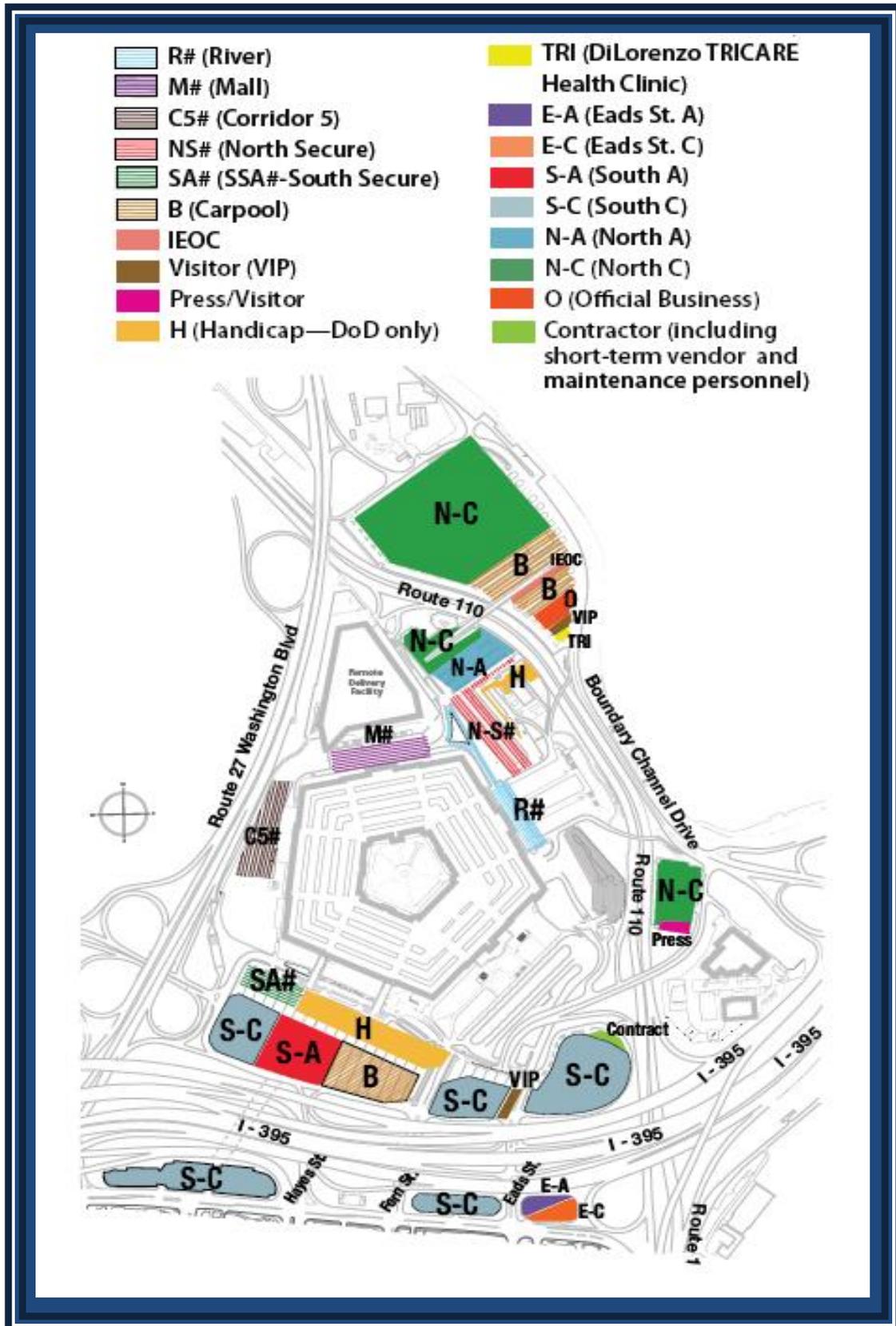
“Slugging” is a unique form of commuting along the lines of hitchhiking. For more information: <http://www.slug-lines.com>

***** FOR ADDITIONAL DRIVING AND PARKING DIRECTIONS, PLEASE SEE THE ***
WASHINGTON HEADQUARTERS (WHS) AND PENTAGON FORCE PROTECTION AGENCY WEBSITES:**

www.whs.mil

www.pfpa.mil

PENTAGON PARKING FACILITIES



PARKING EMERGENCIES:

TOWED: Integrated Emergency Operations Center (IEOC) 703-697-1001

BOOTED: Telephone number on window citation or call IEOC

PENTAGON SERVICES AND AMENITIES



H&R BLOCK®



DRY CLEANER / ALTERATIONS

FLORIST

HAIR CARE CENTER

JEWELER

PENTAGON CHAPLAINCY

PENTAGON LIBRARY

ROVING CONCESSIONS

SHOE SHINE

VIRGINIA DMV

VISION CENTER



Bank of America



PENTAGON FOOD SERVICE

PENTAGON FOOD SERVICE DIRECTORY



For more information contact the NEXCOM Food Services office at 703-892-0476

5th Floor
APEX 5/6
SUBWAY

2C754 FOOD COURT



2C353 FOOD COURT

5th Floor
APEX 3/4
★★★★★
FIVE STAR Espresso

4B353
SUBWAY

CENTER COURT CAFE

ON THE CONCOURSE
Pentagon Dining Room
Market Basket

FB #2
★★★★★
FIVE STAR Cafe
SUBWAY
McDonald's



baskinBRobbins

DUNKIN' DONUTS



SURF CITY



BC843A
DOMINIC'S OF NEW YORK

OPEN 24/7

DOMINIC'S OF NEW YORK

3B756
sharro

★★★★★
FIVE STAR Espresso

PENTAGON CONFERENCE CENTER

American Grill
★★★★★
FIVE STAR Espresso



PHYSICAL TRAINING AND HEALTH



PENTAGON ATHLETIC CENTER (PAC)

**Free membership offered to E1-03 and CW01 -CW05
See your division's Admin Officer for details.**

www.pentagonathleticcenter.army.mil

(703) 614 - 9998



DILORENZO TRICARE HEALTH CLINIC

**Available Services:
Physical Examinations
Immunizations
Dental
Occupational
Allergy**

<http://www.dthc.capmed.mil/SitePages/Home.aspx>

(703) 692 -8880

DESK PHONE ASSISTANCE

LOCAL CALLS / COMMERCIAL LONG DISTANCE

DIAL: 99 + 1 + NINE DIGIT PHONE NUMBER

DSN / AUTOVON

DIAL: 94 + SEVEN DIGIT PHONE NUMBER

VOICEMAIL RESET

1. CALL 7036934337
2. SELECT OPTION 2
3. REQUEST VOICEMAIL RESET

CHECK VOICEMAIL OUTSIDE PENTAGON

CALL 7035715500

INFORMATION RESOURCE PAGE

COMMUTING INFORMATION:

Virginia Railway Express	www.vre.org
Maryland Transit Administration	www.mtmaryland.com
Slug-Lines	www.slug-lines.com
Washington Metropolitan Area Transit Authority	www.wmata.com
Metropolitan Washington Council of Governments	www.mwcog.org
Fairfax County Connector	http://www.fairfaxconnector.com
Potomac and Rappahannock Trans Commission	www.omniride.com

LOCAL GOVERNMENTS:

www.co.fairfax.va.us
www.co.arlington.va.us
<http://www.pwcgov.org>
www.co.stafford.va.us
www.co.ho.md.us
www.spotsylvania.va.us

LOCAL BASES:

D.C. Area Base Guides
 Joint Base Fort Meyer/Henderson Hall
 Quantico
 Andrews AFB
 Joint Base Anacostia/Bolling
 Fort Belvoir

U.S. DEPARTMENT OF DEFENSE:

General DoD Info: <http://www.defense.gov>

FINANCIAL INFORMATION:

Navy Federal Credit Union	http://www.navyfcu.org
USAA	http://www.usaa.com
Navy – Marine Corps Relief Society	http://www.nmcrs.org
Pentagon Federal Credit Union	https://www.penfed.org
Bank of America	https://www.bankofamerica.com

**PLEASE DIRECT ALL
QUESTIONS, CONCERNS, AND/OR
FEEDBACK IN REGARDS TO
THIS GUIDEBOOK TO:**

MCICOM G-1

Adjutant Branch

ROOM 2D153A

COMMERCIAL: 571-256-2842

FAX: 571-256-7150

OFFICIAL MAILING ADDRESS FOR
Marine Corps Installations Command:

**COMMANDER
MARINE CORPS INSTALLATIONS COMMAND
3000 MARINE CORPS PENTAGON (RM#2D153A)
WASHINGTON, DC 20350-3000**

