



APPENDIX G

Reserve Points-Of-Contact Information



Reserve Points-Of-Contact Information Marine Corps Reserve Support Command

Contact Directory

1-800-255-5082 Ext. 3395

Hours: 0730 to 1630 (CST) Monday through Friday

Staff Directory

Marine Corps Reserve Support Command

15303 Andrews Road, Kansas City, MO 64147-1207

Commercial: 1-816-843-XXXX DSN: 894-XXXX

NOTE: Use 4 digit extension as last 4 digits of Commercial and DSN numbers.

Command Element	W-Number	G-1 (Manpower & Personnel)	
Billet		AC/S	3100
Commanding General	3006	Deputy AC/S	3200
Deputy Commander	3005	SNCOIC	3103
Chief of Staff	3005	Adjutant	3104
Sergeant Major	3007	Asst Security Manager	3101
Secretary	3003	Standardization/Education	
Staff Judge Advocate	3009	OIC	3102
Asst. SJA	3020	FAX	3045
Public Affairs Officer	3013	Total Force Branch	
Public Affairs Chief	3023	Head	3301
Plans, Programs, Processes	3011	SNCOIC	3286
Command Operations		FAX	3222/3208
Center	3290	IRR/Standby Reserve Branch	
FAX	3002	Head	3150
		Branch SNCOIC	3381
		FAX	3283
		Special Actions Branch	
HQ CO Staff		HEAD	3235
CO	3360	Branch SNCOIC	3251
1stSgt	3353	FAX	3282
CoGy	3351		
Trng	3366		
Orders	3368		
Awards	3367		
FAX	3369		

G-3 (Operations)

AC/S	
Deputy AC/S	
SNCOIC	
Orders/Travel Audit Branch	
OIC	3056
SNCOIC	3054
SNCOIC	3051
Mobilization Branch	
Head	3152
Asst Head	3141
SNCOIC	3178
COC/Solicitation Branch	
OIC	3292
SNCOIC	3291
FAX	3108

G-4 (Logistics)

AC/S	3400
SNCOIC	3409
Supply Section	
Supply Officer	3403
Supply Chief	3420
Clothing NCO	3422
Transportation Section	
TMO	3404
TMO Chief	3419
Billeting NCO	3407
FAX	3421

G-6 (Information Systems)

AC/S	3450
Deputy AC/S	3454
SNCOIC	3491
Admin	3452
CBT Branch	3466
MIS Branch	3454
DBA Branch	3457
OPNS Branch	3770
Tele-Comm	3770
Security Section	3485
FAX	3494

G-8 (Comptroller)

AC/S	3030
Deputy AC/S	3031
Comptroller Chief	3032
Acctng Technician	3033
Acctng Technician	3035
Acctng Technician	3036
Budget Analyst	3037
FAX	3039

- **Marine Corps Reserve Support Command's (MCRSC) Address:**
Commanding General, (ATTN: Appropriate Division), Marine Corps Reserve Support Command, 15303 Andrews Road, Kansas City, MO 64147-1207

Additional MCRSC Points Of Contact And References

- **SRB/OQR and Health Records for IRR/MTU/IMA are held by:**
Commanding General, Marine Corps Reserve Support Command (MCRSC), 15303 Andrews Road, Kansas City, MO 64147-1207 Telephone: 1-800-255-5082
- **Discharged Marines separated prior to 1999** should send inquiries and requests for copies of their OMPF or copies of specific documents contained in the OMPF to: National Personnel Records Center, 9700 Page Avenue, St. Louis, MO 63132-5200
 - Use a standard letter format or a Standard Form 180. If a letter format is used, include full name, social security number, as well as the following:
 - Service/serial number (if applicable)
 - Branch of service (i.e. USMC)
 - Approximate dates of service
 - Type of information requested (e.g. entire OMPF, DD214)
- **Marines who are requesting a copy of medical and dental records, and were discharged/retired prior to 1994, send requests to the NPRC address listed above.**
- **For those discharged/retired in 1994 or later, mail your request to:**
Department of Veterans Affairs, Records Management Center (RMC), P.O. Box 5020, St. Louis, MO 63115 (314) 538-4500
- **For more information about NPRC and OMPFs stored at NPRC, see www.nara.gov/regional/mpr.html.**

Retired and Discharged Personnel

- **Records of Retired and Discharged Personnel Are Forwarded to:**
Commandant of the Marine Corps, HQ, USMC (MMSB-10), 2008 Elliot Road,
Quantico, VA 22134-5030 Telephone: 1-703-784-3920; toll free
at 1-800-228-3710
- **After CMC Review, Records of Retired and Discharged Personnel Are Forwarded to:** National Personnel Records Center, Marine Corps Liaison
Officer, 9700 Page Boulevard, St. Louis, MO 63132-5200
Telephone: 1-314-538-4200
- **Health Records of Retired and Discharged Personnel Are Held by:**
Department of Veterans Affairs (DVA), Service Medical Records Center (SMRC),
Box 5020, St. Louis, MO 63115-8950 Telephone: 1-314-538-4500

Employer Support of the Guard and Reserve (ESGR). To obtain information on
reemployment rights and your protection as a Reserve member call 1(800)336-4590 or
the web site listed earlier in this appendix.

Fitness Reports Are Held by: for all Fitness Report matters, contact the **Personnel
Management Support Branch (MMSB)** online at www.mmsb.usmc.mil, or send
requests to: Commandant of the Marine Corps, EQ, USMC (MMSB-34), 2008 Elliot
Road, Quantico, VA 22134-5030 Telephone: 1-703-784-3991 Fax: (703)784-3783.
Faxed request must contain Rank, Name, SS#, correct mailing address and signature.

MMSB Section Points-of-Contact

(Commercial 703-784-XXXX) (DSN 278-XXXX)

NOTE: Use 4 digit extension as last 4 digits of Commercial and DSN numbers.

BRANCH HEAD OFFICE (MMSB) Telefax: x3900

Branch Head	x3930
Assistant Branch Head	x3931
Admin Officer	x5695
Secretary	x5673

RECORDS CORRESPONDENCE SECTION (MMSB-10) Telefax: x5792

The Toll Free customer number is 1-800-268-3710

Section Head	x3935
Asst Section Head	x3939
Admin Assistant	x3934
Congressional/Special Interest Unit (MMSB-11)	x4648
Correspondence Unit (MMSB-12)	x3920
OMPF Modifications Unit (MMSB-13)	x3922
Medical Records Unit (MMSB-16)	x5606
Worldwide Locator/Diary Unit (MMSB-17)	x3941

RECORDS MANAGEMENT SECTION (MMSB-20) Telefax: x5682

Section Head	x5671
Assistant Section Head	x3952
Customer Service	x3907
Customer Service Window	x3623 or x5640

PERFORMANCE EVALUATION SECTION (MMSB-30) Telefax: x3783

Section Head	x3995
Assistant Section Head	x3995
Branch Sergeant Major	x3993
Admin Chief	x3995
Fitness Report Policy/Research Unit (MMSB-31)	x5686
Fitness Report Processing Unit (MMSB-32)	x3442
Reserve Matters Unit (MMSB-34)	x3991

MARINE CORPS LIAISON OFFICE, NATIONAL PERSONNEL RECORDS CENTER

Marine Corps Liaison Officer—call MMSB Branch numbers above.

HQMC Career Management Team at 1-877-415-9275, option #5. Officers should dial option #1, and enlisted should dial option #2.

The Internet: Reserve Career Information, Marine Corps directives and ALMARs are available from several Internet on-line sites.

- U. S. Marine Corps: <http://www.usmc.mil>
- Marine Forces Reserves: <http://www.mfr.usmc.mil>
- Marine Magazine: <http://www.usmc.mil/marines.nsf>
- Manpower and Reserve Affairs (M&RA): <http://www.manpower.usmc.mil>
- Marine Corps Reserve Support Center (MCRSC): <http://www.mcrsc.mfr.usmc.mil>
- Department of Defense: <http://www.defenselink.mil>
- Defense Finance & Accounting Service: <http://www.dfas.mil>
- Department of Veterans Affairs: <http://www.va.gov>
- Department of Veterans Affairs Education: <http://www.gibill.va.gov>
- Marine Corps Institute (MCI): <http://www.mci.usmc.mil/>
- PME and STC course information: <http://www.mfr.usmc.mil/Careers.nsf/Pme>
- National Defense University: <http://www.ndu.edu/>
- Marine Corps University: <http://www.mcu.usmc.mil/>
- U.S. Title Code 10 (Armed Forces): http://uscode.house.gov/title_10.htm
- Uniform Code of Military Justice (UCMJ): <http://jaglink.jag.af.mil/ucmj.htm>
- Employer Support of the Guard and Reserve (ESGR): <http://www.esgr.org>
- Marine Corps Orders and Directives: <http://www.usmc.mil/directiv.nsf>
- Marine Corps Reserve Administrative Manual (MCO P1001R.1J):
<http://www.usmc.mil/directiv.nsf/web+orders>
- Social Security Administration: www.ssa.gov or call toll free 1-800-772-1213,
TTY/TDD: 1-800-325-0778.
- Armed Forces Medical Library: www.tricare.osd.mil/afml
- TRICARE Contact Info—TRICARE website: www.tricare.osd.mil.

Personal Awards, Drill Points, Copies of LES: www.mol.usmc.mil (This is the link to Marine On Line.)

Reserve Duty Opportunities: www.mol.usmc.mil, then click on **RDOL**. (This is the link to Reserve Duty On Line.)

Other sources of information. Several excellent commercial sources of information pertinent to reserve careers, retirement and benefits are available. One is the “Reserve Forces Almanac” published by Uniformed Services Almanac, Inc. The “Reserve Forces Almanac” and “Retired Military Almanac” are available from most military exchanges or may be found by calling 1-888-872-9698.

Region-Specific TRICARE Information

Region	Telephone
Northeast (1)	888-999-5195
Mid-Atlantic (2)	800-931-9501
Southeast (3)	800-444-5445
Gulfsouth (4)	800-444-5445
Heartland (5)	800-931-4501
Southwest (6)	800-406-2832
Central (7/8)	888-874-9378
So California (9)	800-242-6788
Golden Gate (10)	800-242-6788
TRICARE Northwest	
Northwest (11)	888-404-2042
Alaska	888-242-6788
TRICARE Pacific	
Hawaii	800-242-6788
WESTPAC	888-777-8343
Europe	888-777-8343
Latin America	888-777-8343



National Mail Order Pharmacy	Tel: 1-800-903-4680
TRICARE Select Reserve Dental Plan	Tel: 1-800-211-3614
TRICARE Prime Remote	Tel: 1-888-DOD-CARE
TRICARE For Life	Tel: 1-888-DOD-LIFE
TRICARE Retiree Dental Plan	Tel: 1-888-838-8737
Family Member Dental Plan	Tel: 1-800-866-8499
Senior Pharmacy Program	Tel: 1-877-DOD-MEDS
Defense Enrollment Eligibility Reporting System (DEERS)	Tel: 1-800-538-9552