



## WELCOME ABOARD INFORMATION

**CHECK-IN PROCEDURES.** All Reservists are required to check in either by phone or in person with the Reserve Support Unit, 26102 Bailey Avenue, Camp Upshur on the first day of duty. Normal working hours are 0730 to 1700 Monday through Friday.

### **If you arrive after normal working hours:**

All Marines must check-in with the Headquarters and Service Battalion duty officer in Building 2006. The duty will endorse your orders and provide temporary lodging to all sergeants and below until the next workday.

SNCO's and officers requiring lodging will be directed to the Liversedge Hall for lodging. If lodging is not available at Liversedge, you must obtain a non-availability statement from the staff prior to going to a hotel.

**BILLETING.** Lodging is provided at no cost to sergeants and below in government barracks. SNCO's and officers are required to check-in at Liversedge Hall. If full, you will receive a non-availability statement. You can then make arrangements for lodging at one of the local hotels. Suggest SNCO's and officers contact Liversedge Hall at 703-784-3148/3327 in advance to lock on lodging. In the event there isn't space, a limited list of hotels in the local area follows (military rate may or may not be available):

Crossroads Inn (aboard Base)	800-965-9511 or 703-630-4444
Hampton Inn, Stafford	800-426-7866 or 540-657-0999
Towne Place Suites, Stafford	800-257-3000 or 540-657-1990
Holiday Inn Express, Stafford	888-465-4329 or 540-657-5566
Wingate, Stafford	540-659-3600
Country Inn, Stafford	540-659-4330
Comfort Inn, Stafford:	540-659-8999
Sleep Inn, Dumfries:	877-424-6423 or 703-445-0900

**MESSING.** Messing is available for all ranks residing in government quarters.

**TRANSPORTATION.** The closest airport to MCB, Quantico is Reagan National (formerly Washington National). A ground transportation information desk is located on the lower deck of the airport. Ground transportation from Reagan National to MCB Quantico can be arranged in advance with DAFRE Transportation by calling 703-680-0987; you are responsible for making these reservations. MCB, Quantico does not provide transportation from the airport to the Base. Ensure you arrive with sufficient funds for transportation and living expenses for a week.

**VEHICLE TRANSPORTATION.** If you're traveling via POV, you can get a temporary Base vehicle permit from the PMO office. You'll need to present a copy of your orders along with proof of insurance, registration (or rental agreement), and a valid state driver's license.

**UNIFORMS.** During the summer season, the desert MCCUU uniform will be worn with sleeves rolled up and the service “C” uniform will be worn on the last Friday of each month. During the winter season, the woodland MCCUU uniform will be worn with sleeves rolled down and the service “B” uniform will be worn on the last Friday of each month.

**PAY AND ALLOWANCES.** If performing less than 31 days of duty, MOBCOM will run an in-progress payment (IPP) after the first 7 days of duty. If performing over 31 days of duty, you will be joined to active duty by Quantico’s IPAC and paid on the 1st and 15th of each month.

**Personnel Processing Center (PPC).** Mobilized Marines processing through the PPC, are paid on the 1st and 15th.

**You are encouraged to contact the RSU prior to traveling if you have any questions regarding this information.**

**Reserve Support Unit:** 703-784-2127 or (703) 784-5933

**Personnel Processing Center:** 703-432-0356

**Directions to Camp Upshur from Reagan Airport:**

1. From the airport terminal follow the signs leading to I-395.
2. At the I-395 exit take I-395 South and proceed on I-395 South for 9 miles. At this point I-395 South will turn into I-95 South.
3. Proceed on I-95 for approximately 22 miles.
4. Exit I-95 at exit 148 / MCB Quantico and proceed to the stop sign.
5. Turn right (west) at the stop sign onto Russell Road and proceed to and through the Ponderosa Y gate.
6. You are now on MCB, Quantico, Virginia and are traveling on MCB-4. Continue traveling on MCB-4 for approximately 3.5 miles until you reach MCB-1.
7. Turn right onto MCB-1.
8. Follow MCB-1 to MCB-8, you will come to a stop sign (T-intersection, Approx. 10 miles).
9. Turn left at the stop sign onto MCB-8.
10. Follow MCB-8 to Bailey Street. (look for Camp Upshur sign, Approx. 1/4 mile).
11. Turn Right onto Bailey Street.
12. Follow Bailey Street to Bldg. 26102. (first building on your right, approx 1 1/2 miles).