

## 7th ESB Welcome Aboard packet

**\*Boxes 1-18 are all located in the 7<sup>th</sup> ESB Battalion building\***

### **Box 1: Battalion Commanding Officer**



- LtCol Mesta is the 7<sup>th</sup> ESB Commanding Officer.
- Her office is located behind S-1.
- Only officers need to meet with her.
- To setup a check-in appointment with her, co-ordinate with the XO.

### **Box 2: Battalion Executive Officer**

- Major Faruk is the 7<sup>th</sup> ESB Executive Officer
- His office is located behind S-1.
- Only officers need to meet with him.

## **Box 3: Battalion Sergeant Major**



- SgtMaj Riggs is the Sergeant Major of 7<sup>th</sup> ESB.
- His office is located behind S-1.
- SNCOs can go to his office and meet with him as soon as they check-in.
- Sergeants and below will meet with SgtMaj on Thursdays from 0900 – 1000 in the Battalion classroom (downstairs across from duty hut)

## **Box 4: Career Planner**

- The Career Planner office is to the left of the S-1 help desk.
- 760-725-5235

## **\*Boxes 5-8 can all be signed by Battalion Legal\***

- Battalion Legal is located to the left of the assistant career planner office.
- 760-763-9510

## **Box 9: Prevention Specialist**

- Her office is located in S-1.
- 251-605-2928

## **Box 10: Deployment Readiness Coordinator (DRC)**

- Her office is the first door on the left when you leave S-1.
- Before checking in, update your family readiness contact on MOL.
  - Log on to MOL
  - Click on “Personal Info” tab, and then the “Family Readiness” link.
  - Add your family readiness contact information on this page.
- 760-725-6101

## **Box 11: Chaplain**

- The chaplain assistant takes check-ins on Tuesdays and Thursdays 0830-1100.
- The chaplain office is the first office on your right when you leave S-1.
- 760-725-6704

## **Box 12: Battalion Safety**

- The Battalion Safety officer is SSgt Blake.
- She is located in S-4, which is down the hall from S-1.
- If you are under 26: Bring a Driver Improvement Card or Marine Net Driver Awareness Training certificate. The Marine Net course number is CMCSDDAT01.
- If you are 26 or older: You can check-in with her anytime.
- 760-763-9519

[Battalion Commander's Statement on Safety and Force Preservation](#)

## **Box 13: Battalion Motorcycle Representative**

- SSgt Roman is the Battalion Motorcycle Representative.
- He works in the S-4.
- Everyone needs to check-in with him, whether you ride or not.
- If you are a rider, bring all your cards (BRC, ARC, DIC).
- 760-725-8613

## **Box 14: Height & Weight**

- Height & Weight is conducted by the S-3.
- S-3 is located to the left of S-4. (There is an overhead marker)
- You must show up in green-on-green to conduct height & weight.
- 760-763-9514

## **Box 15 & 16: S-2 & Security Officer**

- S-2 is located in the corner behind S-4. (There is an overhead marker)
- Bring your Derivative Classification certificate during normal working hours.
- Link to the Derivative Classification training:  
<https://securityawareness.usalearning.gov/derivative/index.htm>
- 760-763-9498

## **Box 17: Mailroom**

- 7<sup>th</sup> ESB mailroom is located downstairs just to the left of the front doors.
- Even if you don't live in the barracks, you need to check into the mailroom.
- 760-763-7563

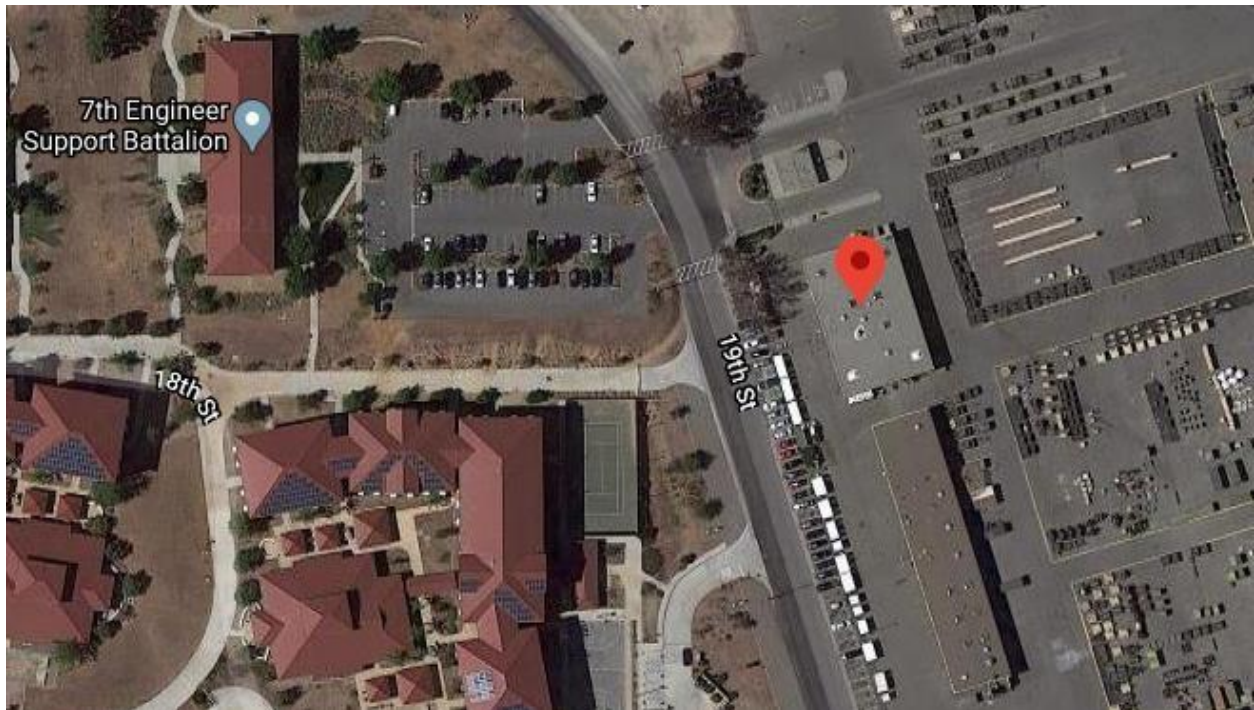
## **Box 18: SACO**

- The SACO is located down the hall from the duty hut.
- 760-763-2511

## **Box 19: Equal Opportunity Representative**

- MSgt Ray at EOD is the Equal Opportunity Representative for 7<sup>th</sup> ESB.
- You do not need to check in with him.
- If you need him, his office number is 760-725-6470

## **Box 20: Battalion SAPR VA**

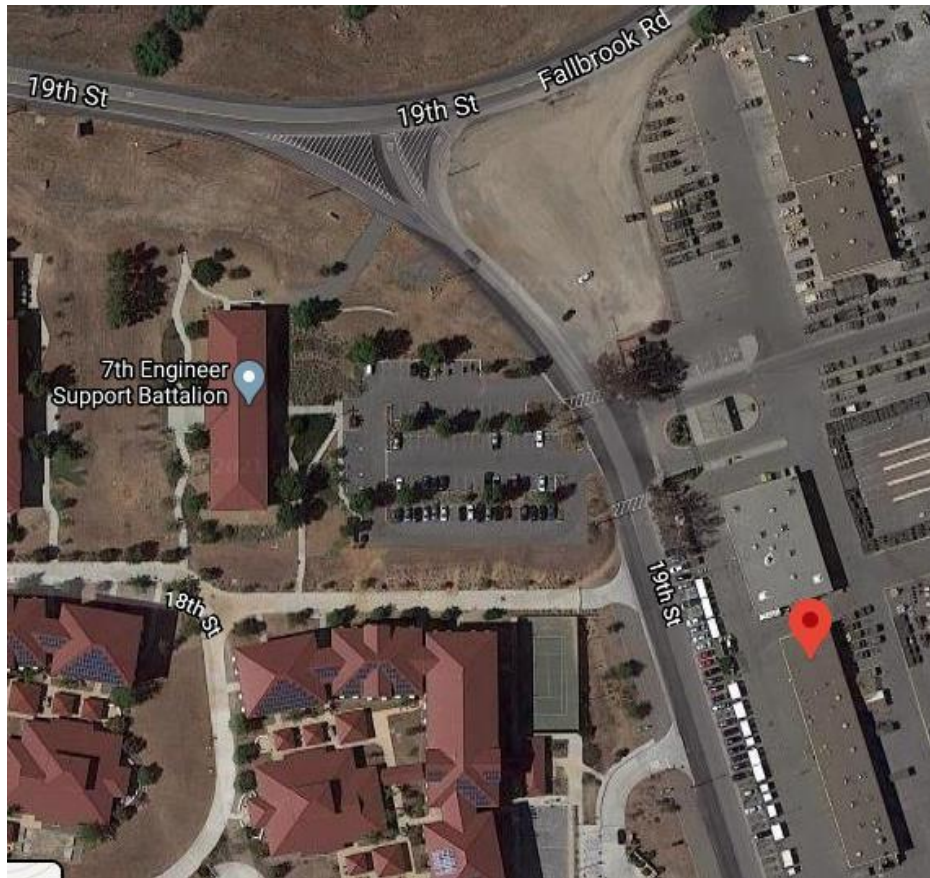


- GySgt Emanuel is the SAPR VA for 7<sup>th</sup> ESB.
- She works in Utilities (building 140171) across from the battalion building.
- 760-725-6753
- Google Maps pin: <https://goo.gl/maps/7G2vRxEV546q1WXB7>

[Battalion Commander's Statement on Sexual Assault](#)



## **Box 21-22: S-6 & Comm/NMCI**



- S-6 is located in the 7<sup>th</sup> ESB support lot in building 140172.
- S-6 takes check-ins M-F during normal work hours.
- Bring your current Cyber Awareness certificate (Marine Net course code CYBERM0000) and the NATO brief sheet you get from S-2.
- 760-725-6621
- Google Maps pin: <https://goo.gl/maps/qc8U9FP6d1S8gnebA>

## **Box 23: UUAM (MMO)**



- MMO is located in the back of the support lot in building 140173.
- 760-725-5750
- Google Maps pin: <https://goo.gl/maps/uRQNmnS4fRvFcCWN8>



## **Box 24: Armory**



- The armory is in building 14085. The 7<sup>th</sup> ESB armory window is located on the side of the armory facing F Street.
- Call before checking in because they are often too busy for a full issue.
- 760-725-5062
- Google Maps pin: <https://goo.gl/maps/2t3Nc6APTQScqewR7>

## **Box 25: Battalion Aid Station (BAS)**



- BAS is located in building 14031.
- This is where you will turn in your medical records.
- Closed on Thursday afternoons & every day from 1100-1300
- 760-725-5865
- Google Maps pin: <https://goo.gl/maps/QDrMvdCpTQS3MCPCA>

## **Box 26: Library**



- Checking into the library is not required unless you want a library card to check out books.
- If you do not want a library card, just cross this box off.
- Due to COVID, you cannot go inside the library to check out a book. You have to call and they'll bring the book outside to you.
- 760-725-5104 / Building 1146
- Google Maps pin: <https://goo.gl/maps/zsMKkWny2WY48nnNA>

## **Additional Information**

[How to sign up for Navy Gen Library for Free Electronic & Audio Books](#)

[Commandant's Reading List](#)

[Marine Corps Publications Electronic Library \(MCPEL\) - List of all Marine Corps publications, orders, and directives](#)

## **Box 27: Vehicle Registration**

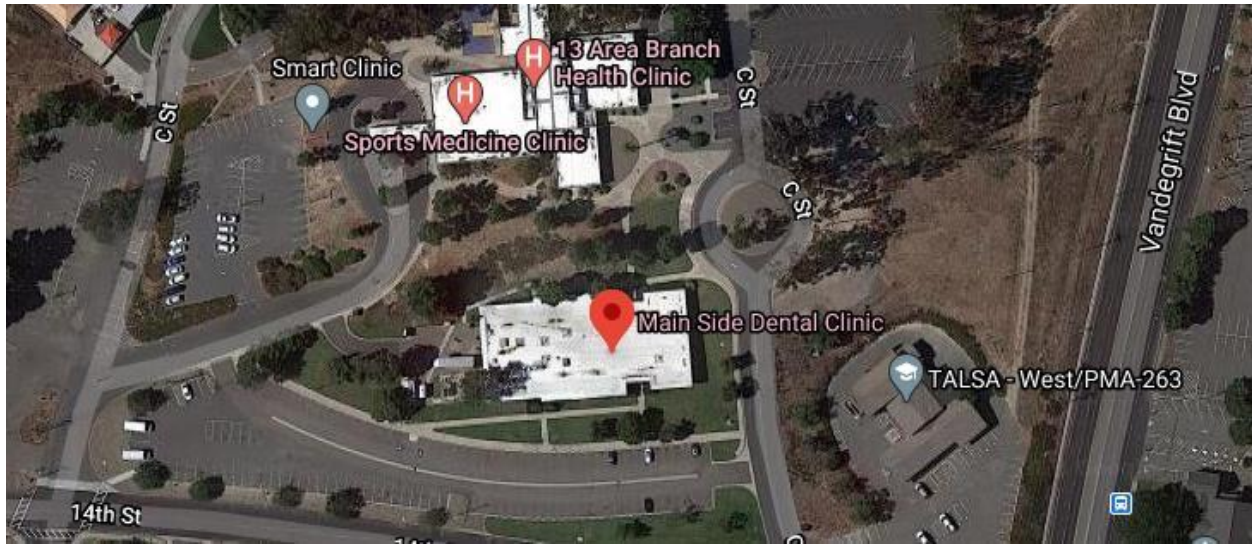


- Vehicle Registration is completed in the Pass and ID Center.
- Bring your license, vehicle registration, and California smog inspection.
- 760-725-2442 / Building 130132
- Google Maps pin: <https://goo.gl/maps/L9o8X2SVXpUjZZD88>

[Pass and ID website](#)



## **Box 28: Dental**



- This is where you will turn in your Dental records.
- After checking in, schedule a dental check-up.
- 760-725-5870 / Building 13128
- Google Maps pin: <https://goo.gl/maps/qabTHqbF9dTXk5nU8>

## **Box 29: Base Housing**

- Only call if you plan on living on base housing.
- Due to COVID-19, all arrangements will be made over the phone.
- The number is 888-578-4141



## **Box 30: DMO**



- DMO is located in 22 area.
- You only need to go here if you are doing a travel claim.
- Bring your claim paperwork from IPAC as well as all receipts you have from your PCS.
- This box does not require a signature.
- 760-725-8666 / Building 2263
- Google Maps pin: <https://goo.gl/maps/jSCv7Ujipzq6tCUC9>

## **Boxes 31 & 32: IIF & Gas Mask**



- Individual Issue Facility (IIF) is located in 22 area.
- The facility is open from 0730-1100 & 1300-1630.
- Ensure they sign boxes 31 & 32.
- 760-763-8789 / Building 2230
- Google Maps pin: <https://goo.gl/maps/WoQRqvgR2nwGPMSG7>

## **Box 33: Unit Sponsor**

- Your unit sponsor is the Marine who assisted with your check-in process.
- Every company has a different sponsor.
- This Marine should show you around the local area and welcome you to 7th ESB.

## **Box 34: Company Clerk**

Every company has a different clerk who will ensure you have the following:

- Arrive Alive card
- BIC
- DTS account
- GTCC

## **Box 35: Initial Counseling**

This will be conducted either by Team Leader, Squad Leader, or Platoon Sergeant IAW JEPES and mentorship MCOs.