

HQBN Welcome Letter

Dear Marine or Sailor and family,

Welcome to Headquarters Battalion, Marine Corps Base Hawaii. We are happy to have you as part of our Battalion family. Our core mission is to provide superior administrative and training support to the Marines and Sailors assigned to Marine Corps Base Hawaii. In addition, our Family Readiness mission is to provide superior support and service to you and your family.

The Marine Corps Family Readiness program is a fully modernized and standardized program implemented to meet current and future needs. The Commandant and senior Marine Corps leaders continue to dedicate unprecedented resources to help Marines, Sailors, and their family successfully meet the demands of the military lifestyle. The HQBN Family Readiness Officer (FRO), Mrs. Susan Gadd, has been hired as a resource for you and your family. She will provide you with:

- o Official two-way command communication
- o Information and Referral
- o Readiness and Deployment Support

The FRO stands ready to assist you with any need you may encounter. She can be contacted at (808) 257-5634 or at susan.gadd@usmc.mil. Her office is located in the Headquarters Battalion command building, Building #4009. Feel free to stop by her office anytime. If you have a spouse or any family members in need of services or information, please ensure that they have the FRO's contact information as well.

Enjoy your tour of duty on the beautiful island of Oahu, and please take the time to introduce yourself and your family, at the earliest opportunity, to Mrs. Gadd.

Semper Fidelis,



R. K. MALDONADO
Lieutenant Colonel, USMC
Commanding