

RESEARCH APPOINTMENT GUIDELINES

I recommend that before you finalize your plans to visit the Command Museum's reference center you contact me, either by phone @ 619-524-6720 or via email, ellen.guillemette@usmc to announce your plans to conduct research here. I prefer emails because they allow us both to document the transaction. In your initial contact provide the time frame, both date and time of day, that you would like to come and clearly state what information you would like to find or what resources you would like to use. This is a vital first step to take, especially for those who are not local residents. First, I work a variable schedule and am not necessarily going to be available when you would like me to be. (For example, I have not worked on Mondays since September 2008.) The Reference Center is closed when I am not in the office. Also, I am tasked with other responsibilities and may not be able to break away to assist drop-in researchers. Second, significant changes have been made to obtaining access to the depot. If neither you or any other members of your party possess one of three types of identification recognized by the Department of Defense (active-duty or retired military or a Department of Defense Civilian Employee), you will have to obtain a visitor pass from our Provost Marshall's Office and, on average, three to five business days are required to process a background check. If, during this check, you or any members of your party are found to have active warrants, you will be denied access to the base. Researchers who just want to drop in and do not have valid identification are more than likely to be turned away. Once we have settled on an appointment day and time, I will ask you for the information the Provost Marshall's Office needs to run the background checks and put in a request for a guest pass. Third, by letting me know what you are hoping to accomplish on your visit, I can let you know if we have the resources which may contain the information you are looking for. Keep in mind that we do not have, nor do we have access to, individual service records, unit operational records, complete biographical files or organizational records. If the information you want to find, if it was created at all, and/or if it still exists, is located in these resources, you will have to contact other repositories to request it. If you already know which resources you would like to use, I can have them ready for you. Finally, be sure to read the MCRD Museum Reference Center Guidelines before your appointment. You will be expected to comply with them.