



UNITED STATES MARINE CORPS
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IN REPLY REFER TO:

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FRO

DEC 8 2017

POLICY LETTER 7-17

From: Commanding General, I Marine Expeditionary Force
To: Distribution List

Subj: I MARINE EXPEDITIONARY FORCE UNIT PERSONAL AND FAMILY READINESS PROGRAM

Ref: (a) MCO 1754.9A
(b) MARADMIN 015/17
(c) POLICY LETTER 6-17

1. Purpose. Provide the Commanding General's guidance on family and personal readiness and the role of the Family Readiness Command Team. The goal is to ensure I Marine Expeditionary Force (I MEF) Marines and sailors have the resources to effectively manage the myriad of challenges associated with military service and thrive from the unique experiences and opportunities that service presents.

2. Cancellation. I MEF Policy Letter 8-16.

3. Information. The Family Readiness Officer (FRO) is considered a Special Staff Officer who reports directly to the Commanding Officer and is the direct link to Marines/sailors and their family members. A FRO's assistance and actions allow Marines and sailors to feel at ease on the home front promoting mission readiness and improving quality of life. The FRO provides vital information and resources to support families regarding important aspects of military life. This program need not be limited to immediate families, but also includes single Marines and sailors with extended families and significant others. Further, members of the reserve component and individual augmentees serving in the MEF shall receive the same level of support as active duty and permanently stationed I MEF service members. I MEF acknowledges the importance of the Unit Personal and Family Readiness Program (UP&FRP) in ensuring a ready and relevant force that America relies on in times of crisis.

4. Mission. Effective immediately, implement the UP&FRP in accordance with this policy letter and the references in order to improve I MEF family readiness and the corresponding positive impact on combat readiness.

5. Execution

a. Commander's Intent. To improve our family readiness programs through strong command team and FRO relationships throughout the force with clear guidance for the use of available resources and expectations of roles and responsibilities throughout the force. Family readiness contributes directly to combat readiness and is therefore critical commander's business throughout the chain of command. As such, I MEF shall:

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- (1) Treat families with dignity and respect.
- (2) Maintain operational security and personal confidentiality.
- (3) Provide accurate, timely information to families. When we provide our families with information, we will:

(a) Consistently communicate and coordinate with local and regional Marine Corps Community Services (MCCS) activities to ensure the UP&FRPs are properly focused and responsive.

(b) Adjust our communications programs to reflect changing needs in dynamic environments.

(c) Route all community outreach communication appropriately through I MEF to ensure it is legally sound, accurate, and properly disseminated.

b. Tasks

(1) Command Teams

(a) Maintain responsibility for the combat readiness of assigned personnel through continued family readiness.

(b) Support and provide appropriate resources to assigned FROs.

(c) Appoint unit volunteers based on recommendations from assigned FROs.

(d) Supervise compliance with this policy and referenced orders by assigned FROs.

(2) Family Readiness Officers

(a) Facilitate family outreach and support.

(b) Provide awareness and access to resources provided by USMC and MCCS to conduct training.

(c) Facilitate volunteer management, to include:

1. Interview and selection of volunteers
2. Training of volunteers
3. Coordination of volunteer activities

(d) Manage finances, to include:

1. Budget analysis
2. UP&FRF management to include ensuring UP&FRP funds follow the Marine/Sailor per Ref (c).

(e) Facilitate unit functions and activities, to include:

1. Pre-Deployment Briefs
2. Administrative stand downs for pre-and post-deployment periods.

- 3. Return and reunion briefs
- 4. Homecomings
- 5. Unit morale functions
- 6. Spouse team-building events
- 7. Volunteer recruiting events
- 8. Single Marine/Sailor events

(f) Participate in FRO Training and Continuing Education Series (CES) events to include:

- 1. Marine Corps Family Team Building (MCFTB) classes
- 2. I MEF professional FRO development events
- 3. Lifestyle Insights, Networking, Knowledge, and Skills (LINKS) training
- 4. Command Team training
- 5. Initial and refresher Preventive Relationship Enhancement Program/Chaplain's Religious Enrichment Development Operations
- 6. Spouses Learning Series graduations
- 7. MCCS/Human Resources (HR) mandatory training

(g) Assist the Command Team in the following administrative matters:

- 1. Development and promulgation of welcome letters
- 2. Development and promulgation of unit newsletters
- 3. Development and maintenance of family readiness rosters
- 4. Maintenance of unit Marine Online (MOL) family readiness modules
- 5. Obtaining and promulgation of updated resource literature

(h) Assist the Chain of Command with Marines Checking-in in the following ways:

1. Obtaining and recording of family contacts
2. Obtaining and maintaining synopses of current family situations
3. Informing Marines of resources such as, Lifestyle, Insight, Networking, Knowledge, & Skills (LINKS) schedules, and Marine Corps Family Team Building (MCFTB) schedules
4. Updating communication tools, distribution lists, and trackers

(i) Assist the Chain of Command with Marines Checking-out in the following areas:

1. Removal from appropriate lists and databases
2. Referral to Relocation Assistance Program (RAP)
3. Referral to Military One-Source for new station information
4. Warm hand-off to gaining FRO as applicable

(j) Regularly attend/facilitate unit events such as:

1. Unit staff meetings including Department Head meetings, All-Officer Meetings (AOM), Operations meetings as directed by the Commanding Officer
2. Re-enlistments and promotions
3. Command Team Meetings as direct by the Commanding Officer.

(k) Interact regularly with:

1. Unit Commanding Officer and staff
2. Families
3. Chaplains
4. Marine & Family Life Counselors (MFLC)
5. Families Over Coming Under Stress (FOCUS)

(l) Gain and maintain skills in multiple computer programs and office equipment.

c. Coordinating Instructions. This Policy Letter, coupled with our pursuit of personal and professional excellence, form the cornerstone of our UP&FRP. We take care of our most precious assets - our Marines, Sailors, Civilian Marines, and their family members. In the execution of their

duties, Civilian FROs shall understand and comply with the following specified policies:

(1) Civilian FROs shall remain flexible to the mission needs of I MEF; to include representing more than one unit at a time as required by I MEF mission priorities.

(2) I MEF Command Leadership maintains movement authority to place Civilian FROs in accordance with I MEF priorities as described in paragraph 2f of Ref (b).

(3) FROs shall coordinate closely with the chain of command before and during interactions with agencies outside of the Marine Corps.

(4) FROs must ensure Operational Security (OPSEC) and compliance with Personally Identifiable Information (PII) policies in everything they do, especially during unit movements for training and deployments.

(5) FROs are expected to be the duty experts in the philosophies, policies, and procedures governing I MEF UP&FRP.

6. Command and Signal. Each command team at every level of the chain of command shall strive to improve their family readiness programs. Our combat efficiency depends on that type of commitment. Points of contact for further guidance is Karen Gough, I MEF FRO, at karen.gough@usmc.mil or (760) 763-2572 and the undersigned.

7. Certification. This Policy Letter is applicable to the I MEF Total Force.



LEWIS A. CRAPAROTTA

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