



UNITED STATES MARINE CORPS

1ST MARINE EXPEDITIONARY FORCE, FMF
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I MEFO 1754.1

ADJ

08 SEP 1993

I MARINE EXPEDITIONARY FORCE ORDER 1754.1

From: Commanding General
To: Distribution List

Subj: KEY VOLUNTEER NETWORK (KVN)

Ref: (a) MCO 1754.2A
(b) MCO 1754.1

Encl: (1) Duties of Key Volunteer Advisors
(2) Duties of Key Volunteer Coordinators
(3) Duties of a Family Readiness Officer (FRO)
(4) Duties of Key Volunteers
(5) Key Volunteer Acceptance of Appointment

1. Purpose. To establish and provide guidance for a Key Volunteer Network (KVN) throughout the I Marine Expeditionary Force.

2. Background

a. Information. Reference (a) established the Marine Corps KVN and provided detailed guidance on policy, network structure, duties and responsibilities of the commands and the volunteers serving as Key Volunteers in any capacity. The Key Wives Network was officially changed to the KVN and all positions are now known as Key Volunteers. Reference (b), the Marine Corps Family Readiness Support Program, details the various programs available to all Marines and their families. It establishes the Family Service Center (FSC) as the agency formally tasked with the coordination of these various programs, making them available to personnel who require those services. The FSC is under the cognizance of CG, MCB Camp Pendleton and is used to complement the I MEF KVN.

b. Policy. All commanders will personally ensure an effective KVN is established and maintained within their unit. The KVN is a 365 day a year organization. No matter what the deployment or operational schedule may entail, all commands within in the I MEF will have a KVN in place and functioning at all times. As the Marine Corps recognizes Marines who excel, commanders should also appropriately recognize those volunteers who excel within the KVN. An effective KVN will:

(1) Provide an open, effective communication link between the CO and families in the unit.

08 SEP 1993

- (2) Promote family readiness.
- (3) Improve the quality of life for unit families.
- (4) Assist families in finding and using available base community resources.
- (5) Provide a non-threatening emotional support network for families.

c. Structure. Reference (b) establishes the KVN as one element of the Family Readiness Support Program. The FSC compliments the KVN in promoting unit readiness. The KVN is a voluntary program and will be developed from the existing local support program. The structure of the I MEF KVN includes the following positions:

- (1) Key Volunteer Advisors. These positions are established at the unit command level. Normally, the spouses of Commanding Generals, Commanding Officers, and Sergeants Major; they provide guidance and direction to the I MEF KVN. Enclosure (1) lists their duties.
- (2) Human Resources Officer (HRO). This position is a special staff officer billet at the Major Subordinate Commands (MSC) (Div, Wing, and FSSG). One of the additional duties of the HRO is to assist Key Volunteer Advisors in the daily operation of the KVN.
- (3) Key Volunteer Coordinators. These positions are established at the regiment, aircraft group, MEU, battalion and squadron levels. The Key Volunteer Coordinator is the communications link for the KVN in the unit; and, with assistance from the FSC is responsible for the proper training of Key Volunteers. Enclosure (2) lists their duties. The Key Volunteer Coordinator is assisted by a Family Readiness Officer (FRO). Commanders should not feel compelled to follow the unit chain of command when recruiting a Key Volunteer Coordinator. The best spouse for the job may well be married to the junior Marine on the staff. The most important criteria are the ability and desire to serve. The spouse's rank should be irrelevant to both the command and the other spouses.
- (4) FRO. This position is appointed by the CO of each command and is an active duty member of the unit. The FRO is assigned at the battalion or squadron level and is either an officer or a staff noncommissioned officer. The assignment of the FRO should be given special attention. The FRO is responsible for keeping the lines of communication open between the command and the KVN. The FRO should not be assigned to the junior person of the unit; an individual who

08 SEP 1993

is mature and understands the problems that may arise for families should be assigned to this duty. A list of FRO duties is in enclosure (3).

(5) Key Volunteer. These positions are established as deemed fit by the CO to support the KVN for a particular unit. The Key Volunteers provide a personal link between the unit families and the command. They provide Marines and their families information and referrals regarding needed services. They communicate with families and promote unit readiness. Key Volunteers are recommended by the Key Volunteer Coordinator for appointment by the CO. A list of their duties is in enclosure (4).

(6) FSC. This center provides a myriad of support services to Marines and their families, including base and community information and referral, counseling, etc. The FSC also provides training, administrative support and consultation to the KVN. The FSC is responsible to the local base commander.

3. Action

a. Commanding General, 1st Marine Division; Commanding General, 3d Marine Aircraft Wing; and Commanding General, 1st Force Service Support Group:

(1) Establish and personally ensure the KVN in your command is in full compliance with both the spirit as well as the letter of references (a) and (b).

(2) Provide a list of the Key Volunteer Advisors, Key Volunteer Coordinators, HRO, and FRO's within your command to the I MEF FRO on the first day of each quarter.

(3) Provide appropriate funding (subject to availability of funds) through appropriated or nonappropriated funds in order to implement and maintain an effective KVN within your command.

b. Commanding Officer, 1st Surveillance, Reconnaissance, and Intelligence Group:

(1) Establish and personally ensure the KVN in your command is in full compliance with both the spirit as well as the letter of references (a) and (b).

(2) Provide a list of the Key Volunteer Advisor, Key Volunteer Coordinators, and FRO within your command to the I MEF FRO on the first day of each quarter.

I MEFO 1754.1

08 SEP 1993

(3) Provide appropriate funding (subject to availability of funds) through appropriated or nonappropriated funds in order to implement and maintain an effective KVN within your command.

c. Commanding Officers, 11th, 13th and 15th Marine Expeditionary Units:

(1) Establish and personally ensure the KVN in your commands are in full compliance with both references (a) and (b).

(2) Provide a list of the Key Volunteer Advisor, Key Volunteer Coordinators, and FRO's within your command to the I MEF FRO on the first day of each quarter.

(3) Provide appropriate funding (subject to availability of funds) through appropriated or nonappropriated funds in order to implement and maintain an effective KVN.

(4) Prior to deployment, ensure all spouses within your command are provided the deployment hotline number (619) 725-5662 (or DSN 365-5662). This hotline is established and maintained by the MEF Adjutant in order to provide spouses an update of the status of your deployment.

(5) Provide the MEF FRO with the following:

(a) 60 days prior to deployment, a list of the MEU FRO, Key Volunteer Coordinators and Key Volunteers.

(b) 30 days prior to deployment, ensure the MEU FRO has coordinated an onsite visit with the MEF FRO to ensure the lines of communications have been established between the MEU KVN and the I MEF Command Element. The Key Volunteer Coordinator should be included in this onsite visit.

(c) One week prior to deployment, provide an updated, accurate roster of MEU FRO and Key Volunteer Coordinator to the I MEF FRO. Also, provide a narrative message you desire to be recorded on the deployment hotline. This message is your personal link with spouses of your Marines and Sailors, and may be used as you see fit.

(6) While deployed, provide the MEF Adjutant, via telephone or naval message, an update for the deployment hotline message.

d. Commanding Officer, Headquarters and Service Company, I Marine Expeditionary Force:

08 SEP 1993

(1) From within the I MEF Command Element, recruit volunteers for the billets of Key Volunteer Coordinator and Key Volunteers.

(2) Appoint, in writing, a Key Volunteer Coordinator. Additionally, execute a gratuitous service agreement as found in enclosure (5).

(3) Assist the Key Volunteer Coordinator (if required) in accomplishing the following:

(a) Scheduling FSC training for members of the KVN (if at all possible, within 30 days of appointment).

(b) Obtaining/distributing applicable literature provided by the FSC.

(4) Provide administrative support, to include temporary office space, meeting rooms, office supplies, and use of official telephone, answering machine, mail, and transportation services as you deem appropriate.

(5) Reimburse incidental expenses as identified and authorized in reference (a).

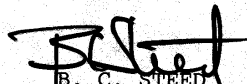
e. Adjutant, I Marine Expeditionary Force:

(1) Assigned as the FRO for the MEF.

(2) Consolidate all MSC input submitted in compliance with paragraph 3 of this Order.

(3) Maintain liaison between all MSC KVN.

4. Point of contact for the KVN is the I MEF Adjutant at DSN 365-9110.


B. C. STEED
Chief of Staff

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08 SEP 1993

DUTIES OF KEY VOLUNTEER ADVISORS

1. Provide information to commanders on the benefits of the KVN and the appropriate selection and use of Key Volunteers.
2. Provide information to Key Volunteer Coordinators on appropriate role and activities of their position.
3. Refer to HRO or FRO for assistance concerning organization structure, training and funding of the KVN.
4. Coordinate training for KVN in conjunction with the FSC and appropriate civilian agencies.
5. Ensure that proper communication occurs at all levels within the KVN.
6. Participate in Marine Corps Family Readiness Support Program council meetings.
7. Keep higher command's Key Volunteer Advisors notified regarding KVN matters.
8. Ensure proper continuing command interest in the Key Volunteer Program.

ENCLOSURE (1)

08 SEP 1993

DUTIES OF KEY VOLUNTEER COORDINATORS

1. Serve as liaison between the CO and Key Volunteers.
2. Work with FRO regarding family readiness matters.
3. Consult with advisors as necessary.
4. Develop an effective communication network among unit families.
5. Organize a telephone tree among Key Volunteers, and activate it upon CO's direction or as otherwise needed.
6. Recruit Key Volunteers and make recommendations to the CO for appointment.
7. Coordinate and monitor Key Volunteer participation in basic training provided by the FSC.
8. Teach Key Volunteers the responsibilities and roles of their position, and expectations that the CO places on the KVN.
9. Oversee the development and distribution of a "familygram" on a regular basis.
10. Participate, as required, in the local Family Readiness Support Program Council.
11. Work with the Key Volunteer Coordinators from attached units to ensure all families are included in the gaining command's KVN.

ENCLOSURE (2)

08 SEP 1993

DUTIES OF A FAMILY READINESS OFFICER (FRO)

1. Assist the Commanding General or Commanding Officer in the screening, selection, appointment and training of Key Volunteer Advisors, Coordinators, and Key Volunteers.
2. Advise the commander on all aspects of the KVN, Family Readiness Support Programs and the support available from the FSC.
3. Serve as the liaison between the Key Volunteer Coordinator and the command.
4. Ensure unit support is provided as required by references (a) and (b) and this Order.
5. Inform Key Volunteer Coordinator of anticipated unit deployments and exercises, to include a roster which lists participating service members.
6. Maintain a current phone/address roster of all Key Volunteer Advisors and Coordinators operating within the unit's KVN.
7. Coordinate family readiness education and/or training for unit members and Key Volunteers.
8. Monitor KVN use of government telephones and credit cards.
9. Ensure applicable personnel information security measures are taken.
10. Inform HRO and or CO on all matters affecting the KVN.
11. Assist Key Volunteer Coordinator in the publication and labeling of newsletters.
12. Provide a data base containing a list of all unit spouses to include name, address and telephone number to the Key Volunteer Coordinator.

ENCLOSURE (3)

08 SEP 1993

DUTIES OF KEY VOLUNTEERS

1. Welcome and assist incoming Marines and their families by ensuring they are aware of services available to the "Marine Family" at the installation.
2. Participate in a telephone tree as directed by the Key Volunteer Coordinator to ensure a rapid dissemination of information.
3. Maintain a roster; provide unit family address and phone number changes to FRO and Key Volunteer Coordinator.
4. Report abuse (child, spouse, drug/alcohol) to the appropriate authorities, as required by law, and to the CO through the Key Volunteer Coordinator.
5. Refer families to appropriate resources as needed. Follow up on referrals.
6. Provide information and feedback to CO, usually through the Key Volunteer Coordinator, regarding family issues.
7. Offer support to families during difficult times.
8. Assist the Key Volunteer Coordinator with occasional KVN activities, where families can meet each other and form support systems, i.e., videotaping, reunion workshops, etc.
9. Assist with KVN "familygrams" by providing input, writing, distribution, etc.

ENCLOSURE (4)

00 SEP 1993

KEY VOLUNTEER ACCEPTANCE OF APPOINTMENT

Your service as a Key Volunteer must be performed on a gratuitous basis (i.e., without compensation). Any reimbursement for incidental expenses will be subject to the availability of funds.

As a Key Volunteer (gratuitous worker) you may not be considered to be a Federal employee for any purpose other than the Tort Claims Provisions of Chapter 171 of Title 28, U.S. Code, and for the purpose of relating to the compensation for work-related injuries provided under Chapter 81 of Title 5, U.S. Code. Also, service as Key Volunteer does not entitle you to further employment with a Federal organization or agency.

Please sign below indicating your acceptance of this appointment and the terms of the agreement.

COMMANDING OFFICER/DATE

KEY VOLUNTEER/DATE

ENCLOSURE (5)