



UNITED STATES MARINE CORPS  
I MARINE EXPEDITIONARY FORCE  
U. S. MARINE CORPS FORCES, PACIFIC  
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IN REPLY REFER TO:  
1754  
FRO  
05 DEC 2011

POLICY LETTER 14-11

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

Subj: I MARINE EXPEDITIONARY FORCE (I MEF) FAMILY READINESS

Ref: (a) MCO 1754.9

1. Situation. Establish Family Readiness guidance to train, prepare, inform, and empower our Marines, Sailors, and their loved ones, so they can effectively manage the myriad of challenges associated with military service, and thrive from the unique experiences and opportunities that service presents.

2. Mission. I MEF recognizes the importance of the Unit Personal and Family Readiness Program (UPFRP) ensuring "we will remain the ready and relevant force that America relies on in times of crisis". Family Readiness Officers (FROs) are the face of his or her Commanding General's vision and the hub of communication for the UPFRP. The FRO is considered a Special Staff officer who reports directly to the Commanding General. The FRO is the direct link to the Marines/Sailors and their family members. A FRO's assistance and actions allow Marines to feel at ease on the home front which promotes mission readiness and improves the Marines' and Sailors' quality of life. The FRO provides all available information and resources to support Marine families regarding all aspects of the military lifestyle. This program is not just for "families". Individual Marines are the bedrock upon which our Corps is built. Every Marine and Sailor has a "loved one" and single Marines and Sailors are just as important a part of the team as married Marines and Sailors.

3. Execution. This Policy applies to each FRO within the I MEF and its Major Subordinate Commands (MSC).

4. Administration and Logistics. UPFRP includes all Marines, Sailors, civilians, and their chosen families; "born into, sworn into, and married into". In implementing the UPFRP we recognize that Combat Readiness is directly tied into Family Readiness.

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We are committed to, and sustained by our families. We commit to:

- a. Treat our families with dignity and respect.
- b. Maintain operational security and personal confidentiality.
- c. Aggressively provide accurate, timely information to our families; and where we can, we will provide our families with predictability.
- d. Ensure that all of our families are provided the appropriate level of support. We will pay particular attention to our families of our reinforcements from the reserve component and the families of our individual augments.
- e. Consistently communicate and coordinate with local and regional Marine Corps Community Service (MCCS) activities to ensure the UPFRPs are properly focused and responsive.
- f. Adjust our programs to reflect changing needs in dynamic environments.
- g. All communication will be routed through a I MEF chain of communication to ensure the information is legally sound, accurate, and disseminated properly.
- h. Below is a list of responsibilities:
  - (1) Family Outreach/Support.
  - (2) Provide awareness and access to resources provided by United States Marine Corps and MCCS.
  - (3) Volunteer Management
    - (a) Coordination.
    - (b) Training.
    - (c) Interviews/Selection.
    - (d) Delegation.
    - (e) Communication.
  - (4) Fiscal/Financial

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- (a) Manage Unit Personal and Family Readiness Funds.
- (b) Budget Analysis.

(5) Unit Function/Activities

- (a) Pre-Deployment Briefs.
- (b) Administrative Stand Downs for Pre, Mid, and Post-Deployment.
- (c) Return & Reunion Briefs.
- (d) Homecomings.
- (e) Unit Functions.
- (f) Spouse Team Building Events.
- (g) Volunteer Recruiting Events.
- (h) Unit Specific Events.
- (i) Single Marine/Sailor Events.

(6) Video Teleconferencing Centers

- (a) MSC FROs.
- (b) Deployed units.
- (c) MCCS/Marine Corps Family Team Building (MCFTB) directors in area of responsibility (AOR).

(7) FRO Training/Continuing Education Series (CES)/Sustainment Training

- (a) MCFTB classes.
- (b) FRO CES.
- (c) Higher Headquarters.
- (d) MSC FRO Forums.
- (e) I MEF.
- (f) Headquarters Marine Corps.

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- (g) Lifestyle Insights, Networking, and Skills.
  - (h) Command Team Training.
  - (i) Preparation/Chaplin Religious Enrichment Development Operations.
  - (j) Spouses Learning Series.
  - (k) MCCS/HR mandatory training.
  - (l) Combat Operational Stress Coordinator.
  - (m) Educations Forums.
- (8) Administrative
- (a) Welcome letter; hardcopy or electronic.
  - (b) Newsletters: Bi-weekly, monthly, or quarterly.
  - (c) Website updates; multiple organization tools.
  - (d) Family Readiness Roster - Maintain accurate and current data.
  - (e) Communication Tool - Maintain accurate and current data.
  - (f) Obtain updated resource literature from locations throughout the base to provide to unit personnel and their families.
- (9) Marines checking in
- (a) Family contact/Organized Communication form (OCT).
  - (b) Synopsis of current family situation.
  - (c) Resources provided as needed, Lifestyle, LINKS schedule, MCFTB schedule.
  - (d) Update Communication tool, distribution lists, roster.
- (10) Marines checking out
- (a) Removal from lists, rosters, OCT.

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(b) Referral to Representative.

(c) Referral to Military One-Source for new station information.

(d) Warm hand off to gaining FRO as applicable.

(11) Meetings

(a) Attend staff meetings: Department Head, and Operational Security/Intelligence (OPS/INTEL).

(b) Attend re-enlistments and promotions.

(c) Schedule and Facilitate Monthly/Quarterly Command Team Meetings.

(d) Quarterly Single Marine Council Meetings.

(e) Family Readiness Consul Installation Meetings.

(f) Quarterly I MEF representative for FRC Quantico.

(g) Exceptional Family Mental Program monthly.

(h) Navy Marine Corps Relief Society.

(i) Volunteer Coordinator.

(j) MSC FRO monthly.

(k) I MEF Force Preservation/Resiliency.

(12) Face to Face time

(a) Staff Meetings with the Commanding General.

(b) OPS/Intel brief.

(c) Chief of Staff meeting.

(d) Families- office, visits, events.

(e) Chaplain.

(f) Family Advocacy Officer.

(g) Inspector General.

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(h) Command Team.

(i) Quarterly site visit to AOR.

(13) Miscellaneous

(a) Interface with outside entities within the community.

(b) Conduct Commanding General Inspection Programs for MSC and all Marine Expeditionary Unit Commands.

(c) Ensure Operational Security and Personal Identifiable Information compliance throughout MSCs.

(d) Holds Secret Security Clearance.

(e) Skills in multiple computer programs and office equipment.

(f) Duty expert in philosophies, policies, and procedure governing I MEF UPFRP.

(g) National Awards board member for military spouses and children.

(14) This philosophy, coupled with our pursuit of personal and professional excellence, form the cornerstone of our UPFRP. We take care of our most precious assets- our Marines, Sailors, civilian Marines, and their families.

5. Command and Signal. Contact the I MEF Family Readiness Officer, for further guidance at (760)763-2572.



R. F. CASTELLVI  
Chief of Staff

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