


M

Mission of the UPFRP

The UPFRP **educates, assists, and empowers** Marines and families to achieve and maintain a high state of personal and family readiness and resiliency in response to mission, life, and career events.


2020 FRCTT Module 1: Full Version

1

M

Family Readiness Command Team (FRCT) Structure


Unit, Personal and Family Readiness Program
(CO's program, with standardized requirements)

Marine and Family Programs

- MCFTB
- Information & Referral
- Personal & Professional Dvlpt
- Community Counseling
- SAPR
- Children Youth Program
- School Liaisons

Family Readiness Command Team

- Commanding Officer
- XO
- SgtMaj/Sr Enlisted
- Chaplain
- Readiness Coordinator*
- Single Marine Representative
- FRCT Advisor(s) - not limited to spouses, may include single parents, dual military, etc. *(Appointed, training required)*



2020 FRCTT Module 1: Full Version

2




FRCT Members

- Commanding Officer
- Executive Officer
- Sergeant Major / Senior Enlisted Advisor
- Deployment Readiness Coordinator
- Uniformed Readiness Coordinator
- Chaplain
- Single Marine Representative
- Family Readiness Command Team Advisor (optional)



2020 FRCTT Module 1: Full Version


3



Commanding Officer


Within 60 Days of Assuming Command:

- Publish an UPFRP Policy Statement that aligns with the O-6
- Publish a command-specific UPFRP SOP ***
- Approve & sign UPFRP Communication Plan



2020 FRCTT Module 1: Full Version

4



Commanding Officer


Additional Responsibilities

- Appoint, in writing, a Responsible Officer and an Assistant RO ***
- Oversee Recruitment & Selection of Volunteers
- Appoint, in writing, FRCT Advisors & FR Assistants
- Oversee receipt, budget and execution for all expenditures of U&FRF
- Ensure an internal audit of the UPFRP is conducted within 14 days prior to outgoing DRC/URC's departure, and within 14 days of a DRC/URC appointment
- Ensure MOL Permissions are established for RC ***

MARINE & Family

2020 FRCTT Module 1: Full Version

5




XO / SgtMaj / SEA

Set the example	Communication	Implementation
<ul style="list-style-type: none"> • Execute the vision and intent of the CO's UPFRP 	<ul style="list-style-type: none"> • Advise all Marines on benefits of UPFRP • Coordinate with DRC/URC • SMP integration 	<ul style="list-style-type: none"> • Collaborate with DRC/URC • Supervise • Complete UPFRP audit ±14 days of U/DRC appt. *** • See Appendix C

MARINE & Family

2020 FRCTT Module 1: Full Version

6




DRC/URC Characteristics & Skills

<ul style="list-style-type: none"> ✓ Leadership ✓ Organization ✓ Communication ✓ Problem Solving 	<ul style="list-style-type: none"> ✓ Creativity ✓ Positive Attitude ✓ Patience ✓ Teamwork
--	---

MARINE & Family

2020 FRCTT Module 1: Full Version

7



Deployment Readiness Coordinator

- Execution of the UPFRP four tenets within units as directed by Col-level and LtCol-level Commanders (when applicable)
- Direct coordination for the UPFRP
- Attend FRCTT for O6 & all subordinate commands
- Partner with and support small unit leadership
- Collaborate with the SgtMaj/SEA to assist SMP rep
- Comply with required training

MARINE & Family

2020 FRCTT Module 1: Full Version

8



Deployment Readiness Coordinator

- Focus on deployment related issues
- Readiness & Resource Support - Coordinate support and resources with sister programs and community partners
- Provide support to IA's
- RCs are the communication link for the CO to the Marines and authorized contacts
- Mandatory reporter – not a confidential billet



2020 FRCTT Module 1: Full Version

9



Deployment Readiness Coordinator

- Develop/Maintain turnover binder
- Record Management
 - U&FRF Funding
 - CGRI
 - Volunteers
 - Authorized contact management
 - UPFRP Data Tool
 - Track, support and identify trends



2020 FRCTT Module 1: Full Version

10



Readiness Coordinator

The DRC ***shall not***: ref Ch. 2, 2.b.(1)(q)

- Deploy or participate in deployment related training exercises
- Perform duties not related to the Commander's UPFRP intent
- Hold billets as Chaplain, Sexual Assault Response Coordinator (SARC), Uniformed Victim Advocate (UVA), Substance Abuse Control Officer (SACO), Unit Financial Advisor, Legal Officer or serve as a Protocol Officer
- Have a role in the casualty notification process



2020 FRCTT Module 1: Full Version

11



Uniformed Readiness Coordinator

- Selected by the Unit CO
- Must be given adequate time/opportunity to perform this administratively heavy billet
- Mandatory reporter – not a confidential billet
- Supporting only their own unit
- May assist with any DRC duties
- E-5 and above (experience over availability)
- Comply with all required training
- Providing them with assistants is recommended



2020 FRCTT Module 1: Full Version

12



Uniformed Readiness Coordinator

The URC **shall not**: ref Ch. 2, 2.b.(4)(e)

- Act as counselor, SW, therapist, finance educator
- Be primary point of contact for comm. w/families
- Be primary liaison for Deployment Support

****Consider collateral duties requiring confidentiality prior to appointment****

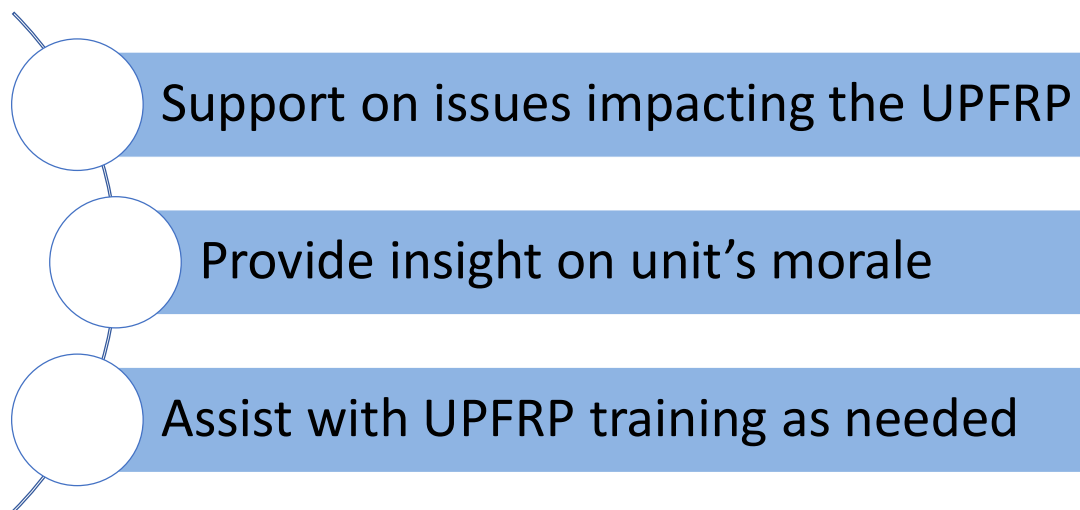


2020 FRCTT Module 1: Full Version

13



Chaplain



2020 FRCTT Module 1: Full Version

14



Single Marine/Sailor Representative

- Appointed in writing by Unit CO
- Provide feedback to the FRCT from the unit's single Marines
- Serve as Staff representative reporting directly to the SgtMaj/SEA
- Assist DRC with training and outreach opportunities for the unit's single Marines
- Comply with all required training



2020 FRCTT Module 1: Full Version

15



Family Readiness Command Team Advisor

- Collaborate with the FRCT in the execution of the Commander's vision and intent through Support, Advocacy and Mentorship
- Selected and appointed in writing by the CO– (not unit transferrable) ***
- Provide family insight regarding UPFRP and family well-being
- Recommend initiatives or actions necessary for family well-being
- Collaborate with DRC/URCs in coordinating family readiness events
- Attend UPFRP meetings (as directed by the Commander) & FR-related functions
- Pass UPFRP-related authorized communications
- Comply with all training requirements & serve a minimum of 1 year



2020 FRCTT Module 1: Full Version

16



Family Readiness Assistant

- Selected and appointed in writing by the CO
- Possesses a desire to work with Marines and their families to increase Family Readiness and improve quality of life
- Work with and support the URC/DRC in the execution of CO's intent
- Attend UPFRP functions
- Provide insight into military lifestyle challenges, feedback from unit family members, and perspective on the readiness of family members
- Assist DRC/URC in readiness & resource support events & in welcoming unit families
- Comply with all training requirements & serve a minimum of 1 year



2020 FRCTT Module 1: Full Version

17



Non-Appointed Volunteers

- Event / Skill / Talent / Interest / Availability-based
- Work under the guidance and direction of the DRC/URC in the execution of the Commander's vision and intent
- Assist with DRC/URC in planning, coordinating and execution of family readiness events



2020 FRCTT Module 1: Full Version

18



ALL VOLUNTEERS

Shall Not:

- Have access to classified or sensitive unit information
 - Troop movement dates/locations
 - Legal action on Marine or family member
- Pass **official communication** to Marines or Authorized Contacts in place of or on behalf of the Commander or URC/DRC
- Work in the capacity as the URC/DRC



2020 FRCTT Module 1: Full Version

19




Marines and Sailors

- Check in with the URC/DRC or designated unit UPFRP POC w/in **30 days** of checking into the unit.
- SHALL – provide Authorized Contact info or sign opt-out
- Spouse must opt-out for themselves
- Promote the UPFRP to their families and ensure education, readiness and resiliency.
- Ensure self and family preparation for deployment cycles



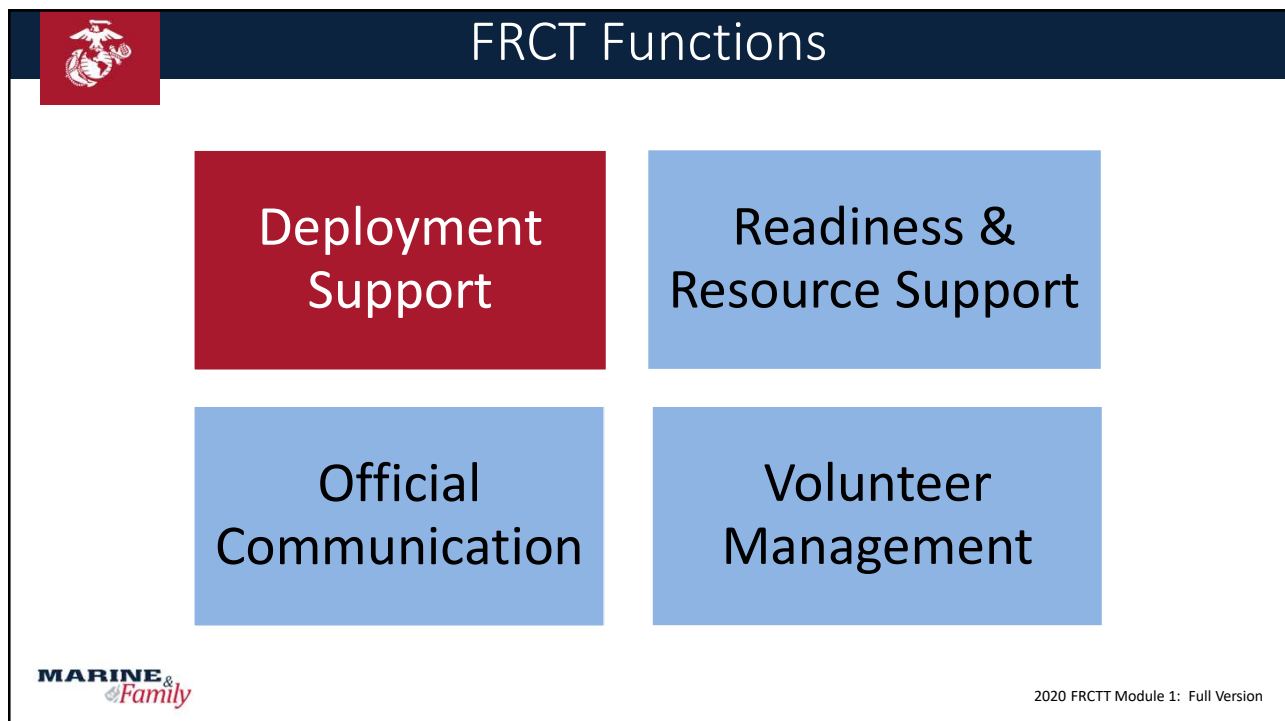
2020 FRCTT Module 1: Full Version

20


 Command Team Training Matrix						
	Training Time (hrs)	CO, XO, SgtMaj, Chaplain, SM/S Rep	Family Readiness Command Team Advisor	Family Readiness Assistant	Uniformed Readiness Coordinator (URC)	Deployment Readiness Coordinator (DRC)
Command Team Training	2	Within 60 days	Within 60 days	N/A	Within 60 days	Within 30 days
PII/OPSEC (Annual Requirement)	1	N/A	Within 45 days	Within 45 days	Annually	Annually
CTA/FRA Training	4	N/A	Within 60 days	Within 60 days	N/A	N/A
L.I.N.K.S. (mod 9)	8	N/A	Within 90 days	Within 90 days	Within 90 days	Within 90 days
LifeSkills (mod 8)	8	N/A	N/A	N/A	Within 120 days	Within 90 days
DRC/URC Training – Introduction (mod 1)	6-8	N/A	N/A	N/A	Within 60 days	Within 30 days
DRC/URC Training – Administrative (mod 2)		N/A	N/A	N/A	Within 60 days	Within 30 days
DRC Training - Deployment Support (mod 3)		N/A	N/A	N/A	Within 60 days	Within 30 days
DRC/URC Training – Communication (mod 4)		N/A	N/A	N/A	Within 60 days	Within 30 days
DRC/URC Training - Readiness & Resource Support (mod 5)		N/A	N/A	N/A	Within 60 days	Within 30 days
DRC/URC Training – Funding (mod 6)		N/A	N/A	N/A	Within 60 days	Within 30 days
DRC/URC Training - Volunteer Management (mod 7)		N/A	Within 90 days	Within 90 days	Within 60 days	Within 30 days
Passport to Volunteering		2	N/A	Within 90 days	Within 90 days	N/A

NOT APPLICABLE
 RECOMMENDED
 REQUIRED

21



22




Deployment Cycle

Pre-deployment	Mid-deployment
<ul style="list-style-type: none"> • 30-45 days prior to deployment/separation • DRC Meet with RDS Trainer • Command & MCFTB Agreement <p>Pre-deployment Brief Topics:</p> <ul style="list-style-type: none"> • Unit Brief (including spouses) • Module 1: Married Marines & Families • Module 2: Special Assignment including families 	<ul style="list-style-type: none"> • Duration of the deployment <p>Workshop Topics:</p> <ul style="list-style-type: none"> • Deployment Success • Self-Care • Kids & deployment

MARINE & Family

2020 FRCTT Module 1: Full Version

23



Deployment Cycle *cont.*


Return & Reunion	Post-deployment
<ul style="list-style-type: none"> • Preparation for R & R • 30 days prior to return <p>Recommended:</p> <ul style="list-style-type: none"> • Authorized Contacts • R & R for Spouses • R & R for Parents & Extended Family Members • R & R for Parents & Kids • FOCUS • Behavioral Health 	<ul style="list-style-type: none"> • 2-3 weeks after deployment for MCFTB • 30-40 days after deployment <p>Recommended:</p> <ul style="list-style-type: none"> • Reintegration • CREDO / PREP • Marriage Workshop • 4 Lenses • Conflict Management • Stress management • 5 Love Languages

MARINE & Family

2020 FRCTT Module 1: Full Version

24

Deployment Cycle *cont.*




MCFTB/Chaps

DRC/URC/SgtMaj/CTA

MCFTB

Unit/MCFTB/
Resource Partners



DATE	WORKSHOP	DATE	WORKSHOP
October 25, 2021 1800-2000 (6pm-8pm) VMM-268 Ready Room	4 Lenses - Readiness & Deployment Different people react differently to deployments. Discover the differences and similarities between you and your partner's personality type and how different temperaments respond to separations.	March 10, 2022 1800-2000 (6pm-8pm) VMM-268 Ready Room	How to fly Space A A privilege afforded to military service members, their families, and service retirees. Accommodates passengers by letting them fill seats on Air Force air transport flights that would otherwise be left empty. Learn ALL about it!
November 16, 2021 1800-2000 (6pm-8pm) VMM-268 Class Room	Deployment Preparation Workshop You can never have TOO much information when preparing for deployments. You will receive a binder with all of the necessary tools and checklists to ensure a successful transfer of information in preparation for your Marine or Sailor's deployment.	April 14, 2022 1800-2000 (6pm-8pm) VMM-268 Ready Room	Emergency Preparedness During this workshop, participants learn actions that should be taken to be taken in the event of a natural or man-made situation. Learn how to stay informed so you are always prepared in case of a sudden emergency.
December	No Workshops offered Happy Holidays!	May 18, 2022 1800-2000 (6pm-8pm) VMM-268 Ready Room	Ho'oponopono (Hawaiian translation—'to make right') Ho'oponopono corrects, restores and maintains good relationships among family members. During this workshop, participants will learn how to address and correct concerns with the natural feelings and concerns associated with a deployment.
January 21, 2022 0830-1630 08:30am-4:30pm VMM-268 Class Room	L.I.N.K.S. Lifestyle Insights, Networking, Knowledge and Skills (L.I.N.K.S.) is an acculturation program designed to help you navigate the Marine Corps and Marine Corps Base Hawaii (MCBH). This class was developed by spouses, and is taught by spouse mentors. <i>It's the "I wish I'd known..."</i> class full of tips about the Marine Corps Lifestyle. We talk about everything from what to do at colors to what different pay would look like and what resources are available to you. This is not only the knowledge you need, but the opportunity to meet new people and connect with others!!	TBD June 2022 TBD Time VMM-268 Ready Room	Mid-deployment Get-together <ul style="list-style-type: none"> • Coffee talk? • Pizza in the park? • Beach Day? The main objective of mid-deployment event is to foster camaraderie between spouses and significant others. It will be a fun event—kids welcome!
February 24, 2022 *Date subj to change. 1700-1900 (5pm-7pm) MCBH Chapel	Pre-Deployment Brief—Highly Recommended This brief is designed for the entire squadron - single Marines, married Marines, and their family members. This brief will provide deployment information designed to manage the challenges of separation. Topics will include: <ul style="list-style-type: none"> • Pay & Entitlement • Understanding the deployment structure • Legal Information – Family Care Plan, Power of Attorney • And SO MUCH MORE!! 	July 27, 2022 1800-2000 (6pm-8pm) VMM-268 Ready Room	Return & Reunion Workshop <i>*Your deployed Marine or Sailor will receive the same training!*</i> Spouses and significant others of returning Marines have the opportunity to talk about homecoming anticipation, expectations, and concerns in a fun and interactive workshop. The environment is made for spouses and significant others feel at ease sharing or listening to other experiences.

Space A
SME

MCFTB

MCFTB/FOCUS

DRC/CTAs

MCFTB/
Chaps

2020 FRCTT Module 1: Full Version

25

Example

MEU Training Events

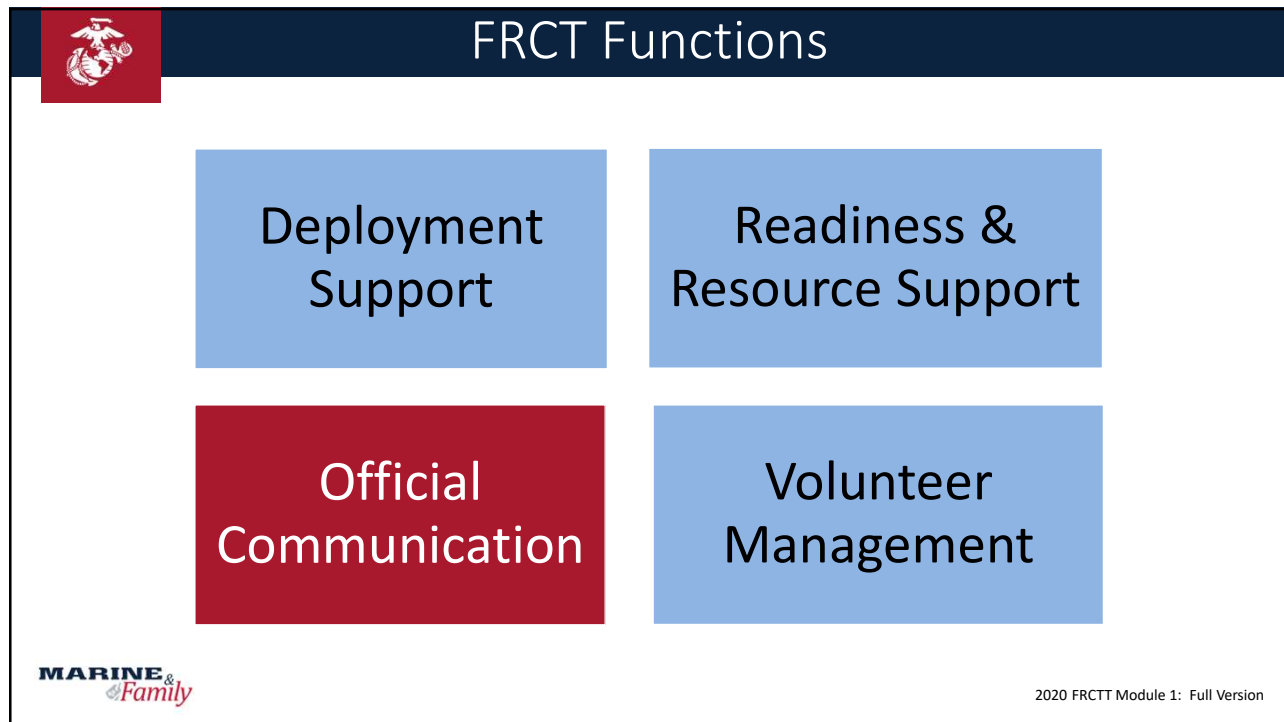
Event	Dates	Description
Pre-Composite Leave Block	1630 Fri 18 Feb 0730 Mon 14 Mar	CE personnel may take 7 days annual leave in a port / starboard manner coordinated through their section OIC/SNCOIC.
ARG/MEU Staff Planning Workshop	18-22 Apr 25-29 Apr	Significant portion of MEU CE will conduct two work weeks of staff training aboard MCBH
Family Day	6 May	Further details to be passed through the Deployment Readiness Coordinator (DRC).
DGSIT/MEUEX	9 - 20 May	CE personnel will conduct training aboard MCBH with extended working hours; select personnel may work the weekend
RUT	3 - 18 Jun	Field exercise execution 6 – 17 June; MEU CE will train aboard MCBH; Marines with RBE will work extended hours for duration of exercise.
PMINT	6 - 19 Jul	13 th MEU will be training at sea
Ladder to Deployment Success	16 Jul	Prepare families for the stages of deployment by increasing their resiliency through education, networking and communication to achieve personal and family readiness. Topics: Tricare & Dental, Legal, POA, Family Care Plan/CACO

Event	Dates	Description
ARGMEUEX	1 - 17 Aug	MEU will embark ships and go to sea for training; exact embark date is TBD.
Ladder to Deployment Success	17 Aug	Topics: Battle Binder, Safety/Self-Defense, LES, Communication Danger Signs, Maze Resources.
COMPTUEX	29Aug - 14Sep	MEU will embark ships and go to sea for training; exact embark date is TBD.
Family Day	23 Sept	Further details to be passed through the Deployment Readiness Coordinator (DRC).
Pre-Deployment Leave	1 - 21 Oct (tentative window)	It is the MEU CO's intent to make it possible for all personnel to take 14 days annual leave prior to deployment. Mission requirements may cause these dates or amount of time off to adjust. Marines departing ADVON may take leave earlier, but names & dates are unknown at this time.
Birthday Ball	21-22 Oct	MEU will hold an early, formal birthday ball at a location in the local area. Dates & location are TBD.
Ladder to Deployment Success	10 Sep	Topics: Emergency Prep, NMCRS, Red Cross & STEP, MEU 101, Emotional Cycles, OPSEC

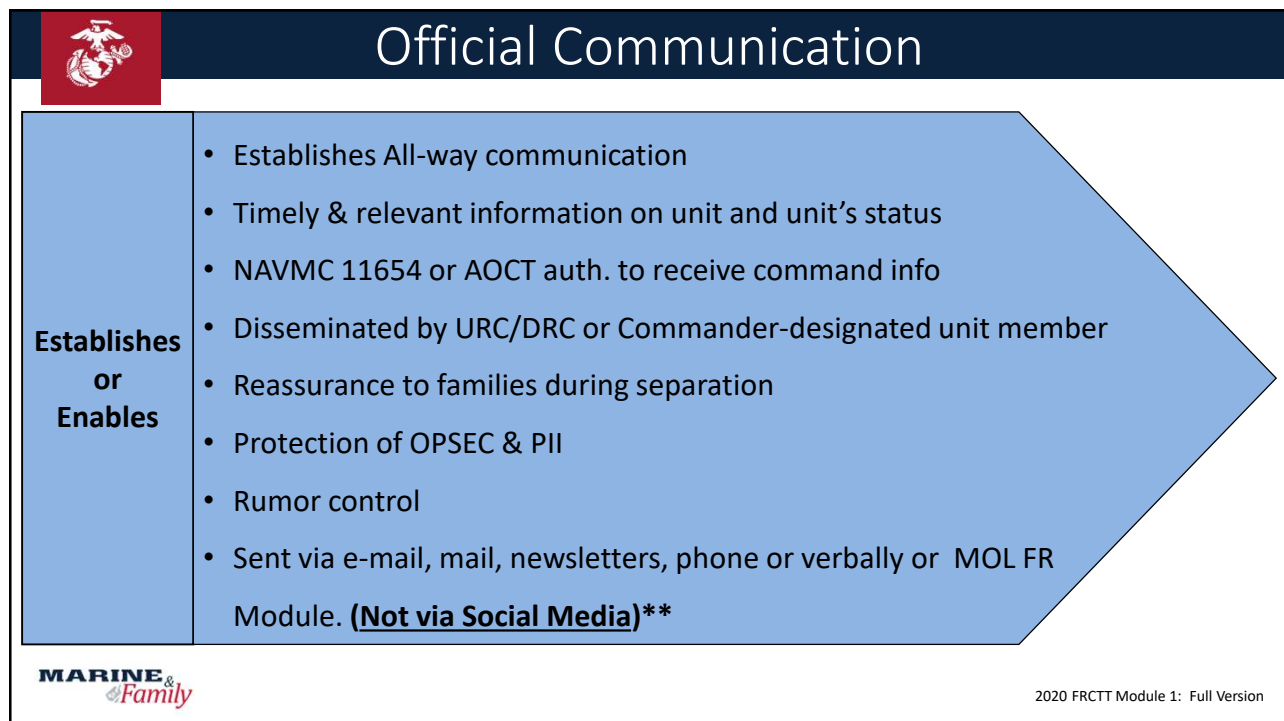
Example

Updated: 15 March 2022


26



27



28




Authorized Communication

<p>Establishes or Enables</p>	<ul style="list-style-type: none"> • Align with the Commander's UPFRP vision • Provides resources to promote personal and family readiness • Disseminated by URC/DRC • Sent via any of the tools within the OCS • Weekly unless otherwise directed by the CO • Sent via Organizational Communication System only <p><u>(Not via Social Media)**</u></p>
--	--

MARINE & Family

2020 FRCTT Module 1: Full Version

29



Unofficial Communication


Remember: Any non-UPFRP social event or function is considered **unofficial**.

- Non-Command sponsored events
- Non-inclusive of everyone in the unit
- Not disseminated by the URC/DRC
- **Can not use information from NAVMC 11654**
- MOL FR Module is **not authorized** to disseminate non-family readiness related information

MARINE & Family

2020 FRCTT Module 1: Full Version


30



Social & Official Rosters


- URC/DRC's **shall not** manage or collect information for the unit's social rosters.
- Social Rosters are not the responsibility of the UPFRP.
- CH.2 1.b.(1)(q)5.

Social	Official
Voluntary	Official (NAVMC 1164 or Recall)
↓	↓
Maintained by unit official (CO discretion)	Maintained by DRC
↓	↓
Specific Group (Officer or SNCO Spouses, etc.)	Includes all
↓	↓
Social function for specific demographic	Unit Events
↓	↓
Should meet OPSEC & PII requirements	Must meet OPSEC & PII Requirements



2020 FRCTT Module 13 Full Version

31




UPFRP Communication Plan

CO must approve/sign


Who will be responsible for writing it?
URC/DRC

What information is required?




2020 FRCTT Module 1: Full Version

32




UPFRP Communication Plan

Type	Battle Rhythm	Sender	Method	Example
Official	Monthly	URC/DRC	Email	Message from the CO
	Quarterly	URC/DRC	Email	Unit Newsletter
Event			Town Hall or Unit Event	
Authorized	Bi-weekly	URC/DRC	Email	Update on resources available
			Social Media	Event announcement/invite Volunteer or Training opportunities



2020 FRCTT Module 1: Full Version

33




FRCT Functions

Deployment Support

Readiness & Resource Support

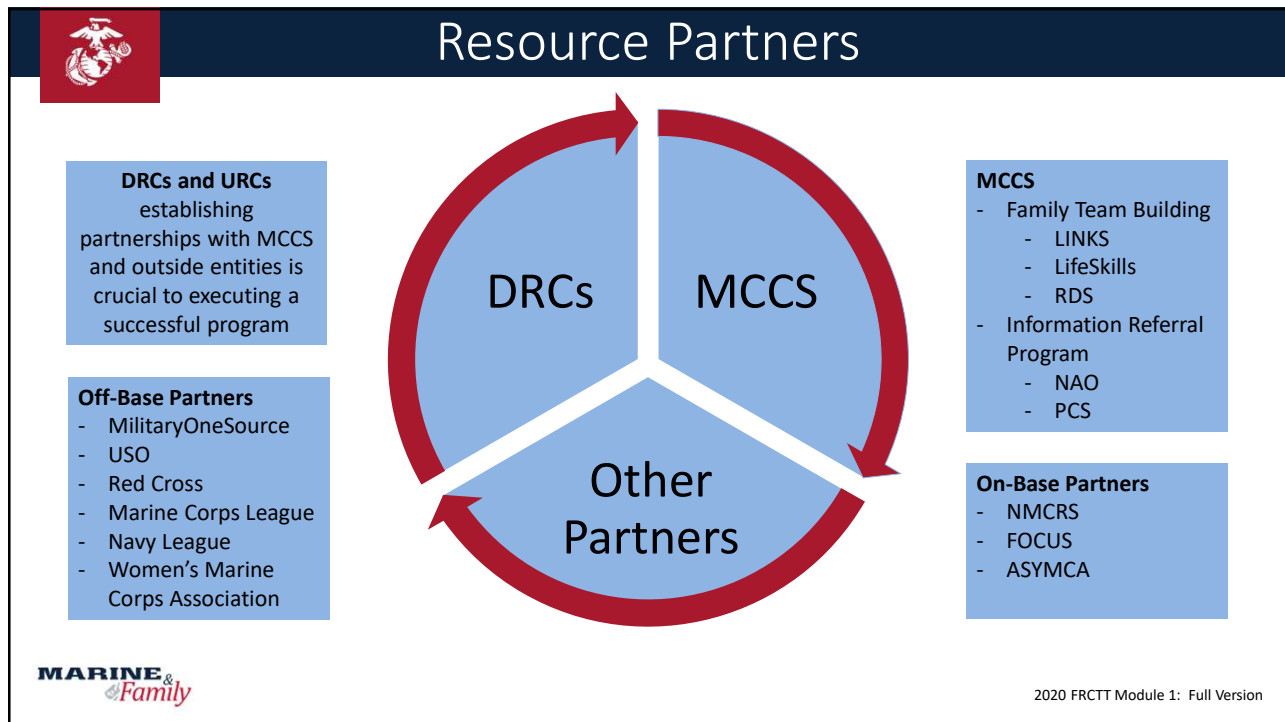
Official Communication

Volunteer Management

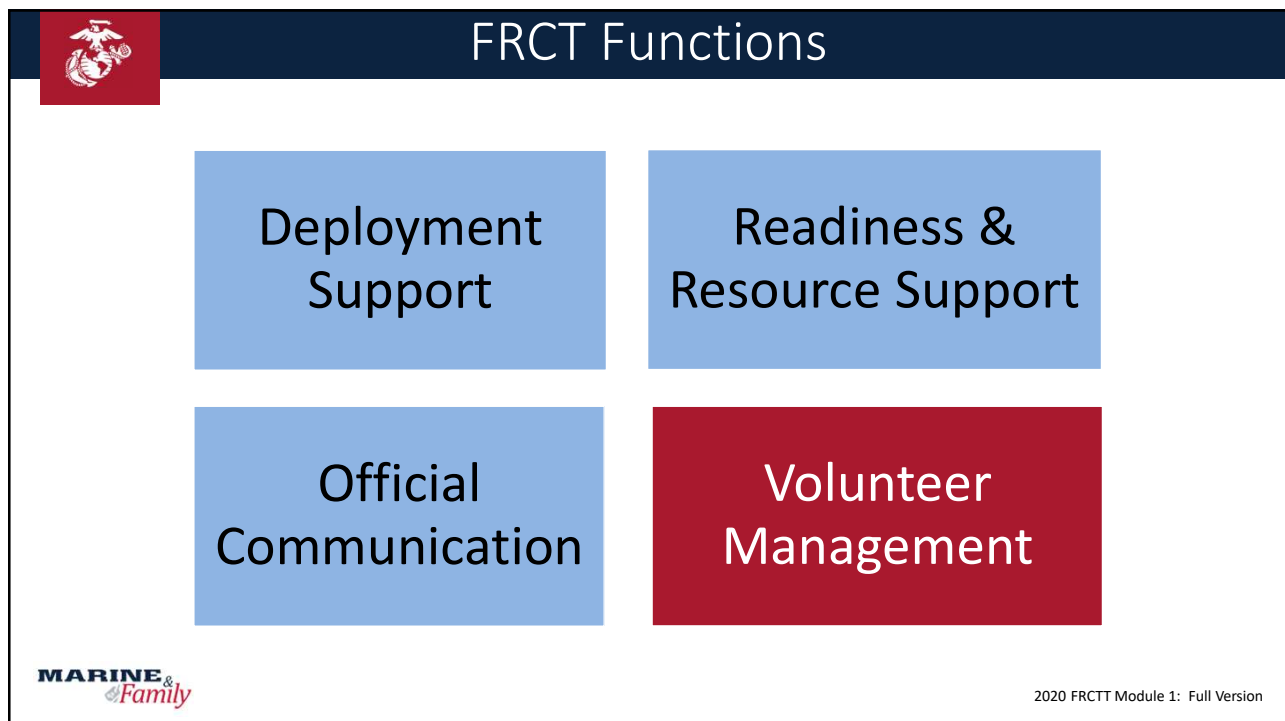


2020 FRCTT Module 1: Full Version

34



35



36



Recruiting Appointed Volunteers

Decide the needs of your unit


Use relationships to recruit

Ask! Advertise! Acknowledge!



2020 FRCTT Module 1: Full Version

37



Recruiting Appointed Volunteers

FRCT

Determine Volunteer Needs

URC/DRC

Create Position Description

FRCT

Recruit Volunteers

URC/DRC

Screen Potential Volunteers

Interview /
Appoint /
Guidance

CO

Paperwork &
Onboarding

DRC


Follow-on
Training

DRC/FTB/etc.



2020 FRCTT Module 1: Full Version

38




Appointed Volunteers

Parting Ways

- Change of Command
- Permanent Change of Station
- End of Year Commitment

Acknowledge Volunteer
Letter of Recommendation
or Certificate of Appreciation



2020 FRCTT Module 1: Full Version

39



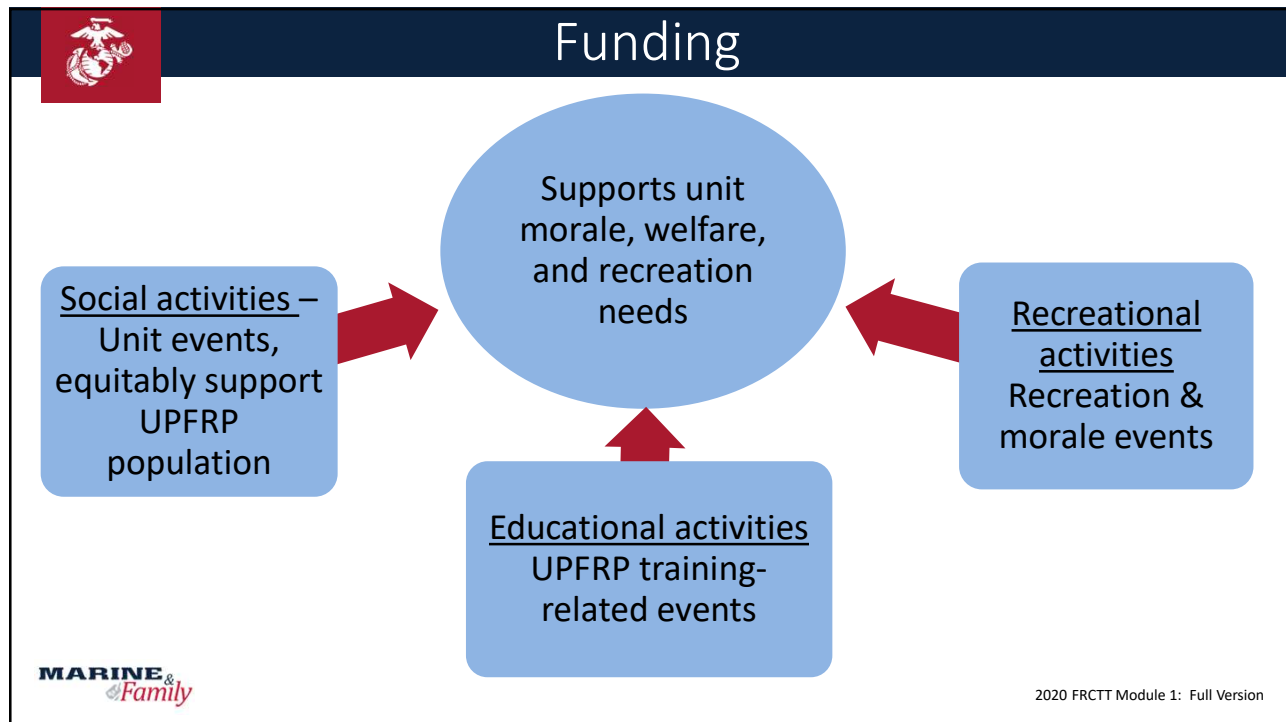
Event Management

DRC/URC Responsibilities		
<ul style="list-style-type: none"> Administrative Oversight Proposal to FRCT Funds request/reconciliation Volunteer Management Marketing of Event Sponsorship Request MCCS Contract Agreement(s) <ul style="list-style-type: none"> MCCS Equipment/Rentals DJ 	<p style="margin: 0;">Action Officer</p> <ul style="list-style-type: none"> Logistics Oversight LOI Working Party Logistics <ul style="list-style-type: none"> Location Outdoor recreation Pickup/drop-off equipment Chow Hall Entertainment POC 	<p style="margin: 0;">Volunteer Assistance</p> <ul style="list-style-type: none"> Lead in planning event Set up Decorations Flyers Shopping Activities



2020 FRCTT Module 1: Full Version

40



41

The slide, titled "Non-Appropriated Funds (NAF)", has a dark blue header with the Marine Corps logo on the left. The main content is a bulleted list:


- NAF fiscal year– 01 Feb – 31 Jan
- Stationed Aboard Marine Corps Installation:
(NAF \$12.50/Marine/year)
- Reserves (\$12.50/Marine/year)

Below the list is the heading "Additional Notes:" followed by two more bullet points:

- 10% off MCCS services for UPFRP functions
- Only 25% of your U&FF may be used for the MC Ball

The bottom left corner features the "MARINE & Family" logo, and the bottom right corner has the text "2020 FRCTT Module 1: Full Version".

42




NAF Expenditures

Authorized	Unauthorized
<ul style="list-style-type: none"> • Light refreshments • Volunteer reimbursement • Overhead expenses • MCCS goods and services <p>Note: Original receipts required.</p>	<ul style="list-style-type: none"> • Individual gifts • Donations • Personalized cards • Private organization support • Awards • Protocol Events

MARINE & Family

2020 FRCTT Module 1: Full Version

43




NAF Methods

- Request and reconciliation
- Electronic internal transfer
- Debit card (only applies to units located on Marine Corps Installations)

MARINE & Family

2020 FRCTT Module 1: Full Version


44



UPFRP Fundraising


Events are authorized for MWR:

- Legal compliance review required for **all** fundraising– BO 5760.5B
- Must be pre-approved by MCCS Director if on an installation.
- Unit fundraising Must be conducted on installation. 4.c.(3)(e)
- Must be deposited in unit accounts managed by MCCS if on an installation
- Fundraising revenue does not expire. 3.3.d.(3)
- Units residing on joint or sister service installation must comply with the installation fundraising policy



2020 FRCTT Module 1: Full Version


45



UPFRP Fundraising


Events are authorized for MWR:

- X Units **may not** conduct **raffles** as fundraising activities
- Office of the SJA
- Fundraiser Request form - last page (encl 2) of the BO 5760.5B
- POC (808) 257-0074 submit your fundraiser request to their email mcbh_sja@usmc.mil



2020 FRCTT Module 1: Full Version

46



Unsolicited Donations


- Acceptance procedures vary depending upon the monetary value of the donation or gift.
- Must receive guidance from installation legal prior to acceptance.

Solicitation for donations or support in any way is expressly prohibited for Marines and family members.

MARINE
& Family

2020 FRCTT Module 1: Full Version

47



Sponsorship

**Unit
Sponsorship**

What is Commercial Sponsorship?

Coordinate with DRC or Specific Unit Representative

MARINE
& Family

2020 FRCTT Module 1: Full Version

48



Sponsorship

Unit Sponsorship

MCBH Sponsorship Coordinator
 Todd Yorimoto 808-257-7651
todd.yorimoto@usmc-mccs.org


Marine Corps-wide Sponsorship

USMC HQ Commercial Sponsorship
 (703) 784-3894



2020 FRCTT Module 1: Full Version

49




UPFRP Data Tool

What is the Data Tool?

Why is this data important to the command?

Why is this data important to FR HQ?

When are reports due to FR HQ?



2020 FRCTT Module 1: Full Version

50