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### Executive Brief Agreement

**What:** Required brief (MCO 1754.9B, Ch. 3)

**Who:** MCCS Director, MCFTB (MCO 1754.6B, Ch. 3), DRC(s) and/or URC(s), CO, XO, SgtMaj/SEA, Chaplain, SMPR (MCO 1754.9B, Ch. 2 and Ch. 3; MCO 1754.6C, Ch. 3), and others as determined by the CO and the Command Team. Per the order, every member of the Family Readiness Command Team should attend, at minimum, the Command Team Training portion with the incoming Commanding Officer, even if they have previously attended this brief

**When:** No later than 60 days after Change of Command (MCO 1754.9B, Ch. 3); suggested time of 1000-1400, but determined by the CO and the Command Team

**Why:** To establish guidance on the UPFRP, which is implemented to maintain ready Marines, Sailors attached to Marine Corps units, eligible beneficiaries, and authorized contacts, and equip them with the knowledge and tools necessary to successfully meet the challenges of deployment and unit mission (MCO 1754.9B). Additional intent is to provide opportunities to get briefed on other relevant MCCS entities as determined by the CO and the Command Team

**Where:** The Legarie Room in the Officer's Club is strongly suggested, depending on availability

Please fill out the information below and email to [timothy.longbrake@usmc-mccs.org](mailto:timothy.longbrake@usmc-mccs.org)

The executive Brief consists of:

- MCCS Director brief (<60 minutes)
- Command Team Training (led by Marine Corps Family Team Building) (<60 minutes)
- MCCS Community Counseling Program (<15 minutes)
- Family Advocacy Program (<15 minutes)
- Substance Abuse Counseling Center (<15 minutes)
- Transition Readiness (<15 minutes)
- Optional Resource Briefs (please check any that you would like to request):
  - School Liaison Officer
  - Semper Fit
  - Single Marine/ Sailor Program
  - Personal Financial Management Program
  - Education Center
  - Library
  - Family Member Employment Assistance Program
  - Exceptional Family Member Employment Program

Requesting Unit:

POC Phone Number:

POC Email:

Requested Date/Time for the Executive Brief:

POC Signature