



## PRE-DEPLOYMENT AGREEMENT

This document is to be used by the Deployment Readiness Coordinator (DRC) or Uniformed Readiness Coordinator (URC) in planning with the Family Readiness Command Team, in identifying the information to be covered during Pre-Deployment or Readiness Briefs.

Unit Name:			
Date:			
Unit Commander:			
DRC/URC:			
Date of Brief:		Time of Brief:	
Location of Brief:			Number of Participants:

Please identify which topics your unit would like covered during the pre-deployment or readiness brief. If the unit or a guest speaker will cover one of these topics, please indicate in the notes section.

TOPICS OF DISCUSSION		NOTES
<input type="checkbox"/>	<b>Unit Specific Information:</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Command Team Introduction/Welcome</li><li><input type="checkbox"/> Unit Subject Matter Experts (SMEs)<ul style="list-style-type: none"><li><input type="checkbox"/> Chaplain</li><li><input type="checkbox"/> Operational Stress Control and Readiness (OSCAR) Team Members</li></ul></li><li><input type="checkbox"/> MFLC Introduction</li><li><input type="checkbox"/> S1/Adjutant and/or Base Legal</li><li><input type="checkbox"/> Operations</li><li><input type="checkbox"/> Command Financial Specialist</li><li><input type="checkbox"/> Pay, Entitlements, and Finances</li><li><input type="checkbox"/> Additional Unit SMEs</li><li><input type="checkbox"/> Reservist Information</li><li><input type="checkbox"/> DRC/URC</li></ul>	
<input type="checkbox"/>	<b>Opportunities for Marines:</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Base Education Center</li><li><input type="checkbox"/> Volunteer Opportunities for Marines</li></ul>	



	<b>Opportunities for Marines, continued:</b> <input type="checkbox"/> Single Marine Program <input type="checkbox"/> Other	
<input type="checkbox"/>	<b>Readiness:</b> <input type="checkbox"/> R U Ready? <input type="checkbox"/> Readiness Checklist <input type="checkbox"/> Emergency Preparedness <input type="checkbox"/> Defense Travel Management Office (DTMO)	
<input type="checkbox"/>	<b>Expectation Management – Preparing your loved ones:</b> <input type="checkbox"/> Communication <input type="checkbox"/> OPSEC & PII <input type="checkbox"/> Planning & Expectations <input type="checkbox"/> Cycle of Emotions During Deployment <input type="checkbox"/> Combat and Operational Stress Continuum (COSC)	
<input type="checkbox"/>	<b>Additional information for spouses &amp; family members:</b> <input type="checkbox"/> Educational Opportunities <input type="checkbox"/> Base Volunteer Coordinator – Spouse/Family Volunteer Opportunities <input type="checkbox"/> Employment Opportunities <input type="checkbox"/> Other	
<input type="checkbox"/>	<b>Opportunities for children during deployment:</b> <input type="checkbox"/> Exceptional Family Member Program (EFMP) <input type="checkbox"/> Child and Youth Program (CYP) <input type="checkbox"/> Operation Purple <input type="checkbox"/> MCCS Recreation Opportunities <input type="checkbox"/> Other	
<input type="checkbox"/>	<b>Other:</b> <input type="checkbox"/> Resource area/fair <input type="checkbox"/> School Liaison	



	<ul style="list-style-type: none"><li><input type="checkbox"/> Exceptional Family Member Program (EFMP)</li><li><input type="checkbox"/> Personal Financial Management Program (PFMP)</li><li><input type="checkbox"/> Transition Readiness Program/UTC</li><li><input type="checkbox"/> Local resources</li><li><input type="checkbox"/> National resources</li><li><input type="checkbox"/> Additional topics or SMEs</li></ul>	
<input type="checkbox"/>	<p>Additional Training for Marines and Families:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Mid deployment →projected date_____</li><li><input type="checkbox"/> Return &amp; Reunion →projected date_____</li><li><input type="checkbox"/> Post deployment →projected date_____</li><li><input type="checkbox"/> Reintegration →projected date_____</li></ul>	<div style="border: 1px solid black; padding: 5px; text-align: center;">For planning purposes</div>

The Command acknowledges and agrees that the topics indicated above will be discussed at the Pre-Deployment or Readiness Brief.

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(Command Representative Signature)

Marine Corps Family Team Building acknowledges and agrees that the topics, or guest speakers indicated above, will be discussed at the Pre-Deployment or Readiness Brief.

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(MCFTB Signature)



## **Pre-Deployment/Readiness Briefs - Reference Guide**

Units must coordinate and collaborate with MCFTB for development of a training agenda and facilitation of deployment briefs and trainings. Units will also coordinate with other MCCA programs, joint service programs (in applicable locations), or other supporting agencies, for deployment training support.

*MCO 1754.9B, Chapter 5, 1.a.(1)*

In coordination, collaboration, and planning with MCFTB and additional MCCA programs, units are encouraged to customize Pre-Deployment and/or other Readiness briefs. Below are possible ways your unit's Pre-Deployment Brief may be customized. Please indicate in the notes section who will cover topics if it will not be MCFTB.

### **Unit Subject Matter Experts:**

**Chaplain** - Your unit or HHQs Chaplain can present the COSC in the Expectation Management or Unit Specific information. An introduction of the Chaplain and all members of the Family Readiness Command Team is strongly encouraged.

**Operational Stress Control and Readiness (OSCAR) Teams** - OSCAR Teams are comprised of specially trained Marines, Extenders, and Mental Health Professionals (MHP). OSCAR Teams utilize COSC principles to assist the commander in unit stress mitigation. *OSCAR Team Members can be utilized to present information regarding the Combat and Operational Stress Continuum (COSC) in the Expectation Management or Unit Specific section. Additional options could include introductions of team members for family member situational awareness of resources (such as specially trained Marines) deployed with the unit, for the unit.*

**Command Financial Specialists and/or PFMP** - May provide a summary of pre-deployment requirements for Marines, or financial/budgetary considerations.

**Transition Readiness Program** ensures Marines receive the necessary guidance and resources for separation or retirement, in compliance with Title 10 U.S.C. §§1142–1144, DoDI 1332.35, MARADMIN 632/19, and MCO 1700.31. Deploying Marines often return with limited time before their End of Active Service (EAS), which increases the risk of non-compliance. To mitigate this, units must review EAS dates prior to deployment and refer Marines to the Transition Readiness Office and UTC to initiate the required actions. These requirements are part of the IGMCA CORE programs.

To remain compliant, all Marines must complete:

- **Initial Counseling (IC)** no later than 365 days before EAS
- **Pre-Separation Brief** no later than 365 days before EAS
- **Transition Readiness Seminar (TRS)** no later than 180 days before EAS
- **Capstone** no later than 120 days before EAS
- **Commander's Verification** no later than 90 days before EAS

### **What their UTC will need from the unit before deployment**

To support deploying Marines, TRP requests the following from the unit:

- A roster of all deploying Marines with EAS dates
- POC information
- Timeline for deployment and anticipated return

This allows TRP staff and UTC to prioritize Marines and reduce gaps during deployment cycles.

**Readiness Section:** R U Ready?, Readiness Checklist, & Emergency Preparedness are included in MCFTB slides. DTMO information for single Marines can be provided by MCFTB or the DTMO. Please indicate in notes section if MCFTB will cover the DTMO portion.

**Expectation Management:** Each of these topics are included in MCFTB slides. If the unit would like to provide a unit SME to cover OPSEC/PII or COSC, please indicate in notes section.