



UNITED STATES MARINE CORPS

MARINE FORCES RESERVE
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IN REPLY REFER TO:
ForO 1754.9
FRO
JAN 11 2011

FORCE ORDER 1754.9

From: Commander, Marine Forces Reserve
To: Distribution List

Subj: MARINE FORCES RESERVE UNIT, PERSONAL AND FAMILY READINESS PROGRAM (SHORT: MARFORRES UPFRP)

Ref: (a) MCO 1754.9
(b) Directive Type Memorandum 08-029

1. Situation. For the past several years, Marine Forces Reserve (MARFORRES) has provided the Active Component 6,000-9,000 Marines and sailors annually in support of overseas contingency operations as well as theater security cooperation missions. Requirements for Selected Marine Corps Reserve (SMCR) units as well as Individual Augments (IA) are likely to continue for the foreseeable future; thus MARFORRES must ensure that our Marines, sailors, and their families are educated and empowered in order to sustain the highest level of individual and unit readiness possible. In the past, the MARFORRES UPFRP has not been executed in a manner that created the necessary oversight of MARFORRES Marines and sailors who have mobilized/deployed, thus compromising the overall success of the program and failing to satisfy Commander's Intent. To address this deficiency, the MARFORRES UPFRP is being redesigned in order to facilitate operations, mitigate obstacles to information flow, and aid in the attaining and maintaining of situational awareness of mobilized/deployed Marines, sailors, and their families.

2. Cancellation. ForO 1754.2A

3. Mission. Per reference (a), this order provides policy and guidance for the standardized implementation of the MARFORRES UPFRP to ensure that each subordinate command and unit, regardless of deployment status or operational tempo, maintains optimum unit and personal effectiveness thereby enhancing operational readiness.

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4. Execution

a. Commander's Intent

(1) Purpose. Personal and family readiness is defined as the ability of a Marine or sailor and his or her family to successfully balance military, family, and career obligations. Personal and family readiness directly affects the fundamental mission of the Marine Corps - make Marines and win battles - by building commitment and raising morale, thereby increasing readiness.

(2) The MARFORRES UPFRP will provide resource information, training, and support services to enhance a Marine's/sailor's personal and family readiness.

(3) Our Family Readiness Personnel will be trained and given the tools to succeed as implementers, operators, and administrators of the MARFORRES UPFRP; however, they are not intended to be nor should they be used as professional counselors.

(4) I expect all commanders to take personal ownership of this program; to know at all times the personal and family readiness status of all personnel within the command to include those currently deployed as Individual Augmentees (IAs). The MARFORRES Force Family Readiness Officer (FRO) will similarly maintain situational awareness of all Marines and sailors within the Force currently mobilized and/or deployed to include those deployed as IAs.

(5) I expect that all unit Commanders, Sergeants Major, FROs, Inspector-Instructors (I-I), Site Commanders, and Site Support Staff will read and adhere to the roles, responsibilities, and tasks found in reference (a), and this Force Order.

(6) I expect the unit FRO to be an integral and valued member of the staff and command element. I-Is and Site Commanders shall support the unit FRO as they would support the SMCR unit commander and his or her staff.

(7) The following guidelines are essential in implementing the MARFORRES UPFRP:

(a) Train and prepare every Marine and sailor and their families to ensure optimum resiliency.

(b) Treat our families with dignity and respect.

(c) Maintain 100 percent accountability and situational awareness of all Marines and sailors deployed from MARFORRES to include IAs.

(d) Maintain operational security and personal confidentiality.

(e) Aggressively provide accurate and timely information to our families. Where we can, provide families with predictability.

(f) Ensure that all families are provided the appropriate level of support, paying particular attention to the families of those Marines and sailors being forward deployed as IAs.

(g) Constantly communicate and coordinate with local and regional Marine Corps Community Services' (MCCS) activities to ensure that family readiness programs are properly focused and responsive.

(h) Adjust programs to reflect changing needs in a dynamic environment.

(8) Endstate. A relevant, adaptive, and comprehensive MARFORRES UPFRP that meets the needs of our Marines, sailors, and their families, enhances their quality of life, and improves the operational readiness of the Force.

b. Concept of Operations

(1) Commanders are responsible for everything their unit does or fails to do. This fundamental concept is as true of the UPFRP as it is with every other aspect of command. Commanders at the battalion/squadron level and above are required to establish and maintain a UPFRP that encompasses all of their Marines and sailors, and to maintain situational awareness over

all Marines and sailors from their command, including, but not limited to, geographically dispersed units, those Marines and sailors deployed as part of an organic unit or detachment, and also as individual augments. Subordinate commanders are supported in implementing their UPFRP by the MARFORRES Force FRO, Marine Corps Community Services (MCCS), and many other local, state, federal, and civilian organizations. These resource agencies, organizations, and programs ensure commanders receive the necessary support to implement and enhance every aspect of their UPFRP.

(2) Each Marine and sailor is ultimately responsible and accountable for their personal and family readiness, but it is the duty and responsibility of every Commander to see that the Marine or sailor is supported in these efforts and provided the necessary tools to help them strengthen their individual family readiness plans. The Marine Corps offers vast resources to help support families, and our Family Readiness Teams are committed to increasing awareness and use of these valuable programs.

(3) Actions required for unit activations or events. A unit activation or event may involve personnel from different components (USMC AC, USMC AR, USMC SMCR, USN AC, USN Full Time Support (FTS), USN reserve) as well as IAs from other units or the Individual Ready Reserve (IRR). All personnel, regardless of affiliation or component, and their families will be provided the same level of support from their unit FRO. The unit Command Team, to include the FRO, shall make face-to-face contact with the Gaining Force Commander (GFC) Command Team, to include GFC FRO, to ensure a smooth and professional assimilation of personnel and family members into the GFC's organization. Throughout the deployment, unit FROs shall remain engaged with the GFC FRO to ensure that family members are provided accurate and timely information concerning their loved ones. Unit FROs shall ensure they receive copies of all information passed to family members. Moreover, unit FROs shall actively participate in those events involving returning personnel. The end state is that family members retain a personal relationship with their local unit FRO and understand that all local unit FRO services and actions remain viable and available to them.

(4) Actions required for Individual Augments (IA). IAs are those Marines and sailors who voluntarily support deployments with a unit other than their own. IAs may be AC, AR, SMCR, USN FTS or USN reserve and be associated with a unit;

they may be an Individual Mobilization Augmentee (IMA), or they may come from the IRR.

(a) For those Marine and sailor IAs who are associated with a MARFORRES unit, the unit FRO shall make personal contact with the Gaining Force Commander (GFC) FRO to ensure a smooth and professional assimilation of personnel and family members into the GFC's organization. Due to the nature and number of IA deployments, this personal contact between the unit FRO and the GFC FRO can be accomplished telephonically. Throughout the deployment, unit FROs shall remain engaged with the GFC FRO to ensure that family members are provided accurate and timely information concerning their loved ones. Unit FROs shall ensure they receive copies of all information passed to family members. Unit FROs shall actively participate in those events involving returning personnel.

(b) For those Marine IAs who are members of the IRR, or an IMA, the Mobilization Command (MOBCOM) FRO shall make personal contact with the Gaining Force Commander (GFC) FRO to ensure a smooth and professional assimilation of personnel and family members into the GFC's organization. Due to the nature and number of IMA and IRR IA deployments, this personal contact between the MOBCOM FRO and the GFC FRO contact can be accomplished telephonically. Throughout the deployment, the MOBCOM FRO shall remain engaged with the GFC FRO to ensure that family members are provided accurate and timely information concerning their loved ones. The MOBCOM FRO shall ensure he/she receives copies of all information passed to family members. The MOBCOM FRO shall maintain situational awareness of all events involving these returning IAs.

(c) The designated family members of all IAs, regardless of whether the IA is associated with a unit or is a member of the IRR or an IMA, will be introduced to the I-I or Site Commander nearest to designated family member's home. The MARFORRES Force FRO will facilitate the introduction, and notify the pertinent MSC FRO for situational awareness. I-Is and Site Commanders will ensure that designated family members are welcomed into their local Marine Corps family. Family members are to be invited to all local unit family functions and offered all the respect and courtesies due to members of that unit. I-Is and Site Commanders shall periodically contact the designated family members as a reminder that the family member is part of a larger Marine Corps family.

1. As an example, Sergeant Puller is a single Marine and is a SMCR drilling with 3rd Battalion, 23rd Marines in Belle Chasse, Louisiana. Sergeant Puller volunteers for an IA assignment overseas and lists his parents as the designated family members that he wishes to receive official FRO correspondence and information. Sergeant Puller's parents are divorced, with his father living near Seattle, Washington, and his mother living in Garden City, New York. In this case the MARFORRES Force FRO will contact Sergeant Puller's parents and inquire if they desire to meet with the I-I that supports 4th Landing Support Battalion at Fort Lewis, Washington, and the I-I that supports 2nd Battalion, 25th Marines in Garden City, New York. If permission is granted, the MARFORRES Force FRO will contact the I-Is at Fort Lewis and Garden City and ensure that local contact is made with Sergeant Puller's parents. The MARFORRES Force FRO will also notify Sergeant Puller's unit FRO at 3rd Battalion, 23rd Marines, as well as the 4th Marine Logistics Group and 4th Marine Division FROs for situational awareness.

2. In the cited example, Sergeant Puller's unit FRO will remain engaged with both the GFC FRO and Sergeant Puller's parents. Sergeant Puller's parents will continue to receive official correspondence and information from the GFC FRO via Sergeant Puller's unit FRO.

(d) The end state is that family members of IAs retain a personal relationship with their local unit FRO (if applicable) and the I-I or Site Commander closest to their home and understand that all local unit FRO services and actions remain viable and available to them.

c. Tasks

(1) Commanding Officers

(a) Commanding Officers shall establish and maintain a UPFRP in accordance with reference (a) and this Force Order. The unit UPFRP should be tailored to the unique challenges of the reserve unit, i.e. geographical location in relation to major USMC Bases and Stations. The Program must be accessible to all members of the command, their spouses, children and designated parents/extended family members.

(b) Appoint a collateral duty Active Component or Active Reserve Deputy FRO in the grade of E-6 or higher at all unit levels (including Force Level Units and Major Subordinate Commands) in order to address geographically separated units and provide necessary support to full-time FROs. For those Commands without Active Component or Active Reserve Marines on their integrated Table of Organization, coordinate with the I-I or Site Commander to appoint a Deputy FRO from the I-I/Site Command Staff.

(c) Ensure compliance with Yellow Ribbon Reintegration Program (YRRP) in accordance with reference (b).

(d) Provide fiscal support of the UPFRP.

(e) Ensure that Command Element spouses attend a L.I.N.K.S. for Spouses Workshop within 120 days of accepting invitation to volunteer.

(f) Ensure compliance with requirements for Operational Security (OPSEC) and Personally Identifiable Information (PII) in accordance with reference (a). Ensure that assigned FRO and Deputy FRO receive OPSEC training

(g) Ensure compliance with public law and reference (a) in the case of a unit member becoming a casualty. The FRO, Deputy FRO, UPFRP volunteers, and civilians shall not be involved in the casualty notification process or follow-on casualty assistance.

(h) Ensure unit FRO is coordinating with Active Component GFC FROs for detached SMCR units and IAs.

(i) Ensure all UPFRP volunteers are formally recognized annually.

(j) Screen, select and appoint in writing an experienced Family Readiness Advisor (FRA). The FRA can be a spouse of a Senior Officer or Senior Enlisted Marine or sailor.

(k) Ensure that required Command Team Family Readiness training is conducted by Marine Corps Family Team Building (MCFTB) MARFORRES within 120 days of assuming command in accordance with reference (a).

(1) Provide quarterly assessment of unit UPFRP to next higher headquarters. The quarterly assessment will include the following information:

1. The number of Marines and sailors (including IAs) from their units currently deployed or preparing to deploy within the next 30 days.

2. Confirmation that personal contact has been made by the unit FRO with the GFC FRO for all deployed Marines.

3. Any Family Readiness issues which could negatively impact the overall readiness of their units.

(2) MARFORRES Force Family Readiness Officer

(a) Advise the Commander, MARFORRES on Force compliance with MCO 1754.9.

(b) Advise the Commander, MARFORRES on the status/implementation of the UPFRP at all subordinate commands and units.

(c) Provide quarterly assessment of the MARFORRES UPFRP to the Commander, MARFORRES. Assessment shall include the number and disposition of Marines forward deployed, the subordinate FROs in contact with designated family members, the number and scope of YRRP events and any other pertinent information.

(d) Advise the Commander, MARFORRES on any suggested changes to UPFRP policy, procedures, or structure.

(e) Maintain a schedule of all YRRP or other family readiness events occurring Force-wide for the up-coming quarter.

(f) Ensure that the FRA of the Commander, MARFORRES is kept apprised of family readiness and allowed to participate to the maximum extent of his/her desires. The MARFORRES FRA can be the spouse of the Commander, MARFORRES; or can be the spouse of another senior officer or senior enlisted Marine or sailor.

(g) Provide guidance, and information on family readiness to subordinate FROs.

(h) Coordinate with MARFORRES Marine Corps Family Team Building (MCFTB) for required Family Readiness Program training.

(i) Monitor Command Team Training to ensure that required training is scheduled within 30 days and is conducted by MCFTB within 120 days of new commanders assuming command.

(j) Advise the Commander, MARFORRES on annual volunteer recognition.

(k) Establish a quarterly Family Readiness Council meeting. Invite the MARFORRES Chief of Staff, MARFORRES Sergeant Major, and MSC FROs to attend.

(l) Ensure UPFRP is appropriately addressed in the MARFORRES Campaign Plan.

(m) Ensure MARFORRES Vice Chief of Staff is informed of all UPFRP issues that involve Force Units.

(3) Major Subordinate Command (MSC) Family Readiness Officers

(a) Advise the respective Commanding General on subordinate command and unit compliance with MCO 1754.9.

(b) Advise the respective Commanding General on the status of the UPFRP at all subordinate commands and units.

(c) When requested, provide assessment of the MSC UPFRP to the MARFORRES Force FRO. Assessment shall include, but may not be limited to, the number and disposition of Marines forward deployed, the subordinate FROs in contact with designated family members, the number and scope of YRRP events and any other pertinent information.

(d) Advise the respective Commanding General on any suggested changes to UPFRP policy, procedures, or structure.

(e) Maintain a schedule of all YRRP or other family readiness events occurring for the up-coming quarter.

(f) Provide guidance and information on family readiness to subordinate FROs.

(g) Manage the MSC UPFRP Appropriated Funds (APF) budget.

(4) Force Unit Family Readiness Officers

(a) Advise the MARFORRES Force FRO on unit compliance with MCO 1754.9.

(b) Advise the MARFORRES Force FRO on the extent of the UPFRP at all units.

(c) When requested provide assessment of the Force Unit UPFRP to the MARFORRES Force FRO. Assessment shall include, but may not be limited to, the number and disposition of Marines forward deployed, confirmation that the FRO is in contact with designated family members, the number and scope of YRRP events and any other pertinent information.

(d) Advise the MARFORRES Force FRO on any suggested changes to UPFRP policy, procedures, or structure.

(e) Maintain a schedule of all YRRP or other family readiness events occurring for the up-coming quarter.

(g) Manage the unit UPFRP Appropriated Funds (APF) budget.

(5) Tasks Common to All Unit Family Readiness Officers

(a) Advise the Commanding Officer on unit compliance with MCO 1754.9.

(b) Provide UPFRP training to every Marine, sailor, and their respective family members within your unit.

(c) Plan and execute YRRP events in accordance with guidance provided by the MARFORRES YRRP Coordinator.

(d) Coordinate family readiness briefs in support of deployments. Ensure that unclassified deployment information is communicated to all designated family members.

(e) Personally contact GFC FROs to ensure a smooth and professional assimilation of personnel and family members into the GFC's organization. Maintain personal contact with the

GFC FRO throughout the duration of a unit deployment, or throughout the duration of an IAs deployment.

(f) Maintain regular contact with the Marine or sailor's designated family members during deployments.

(g) Advise Commanding Officers and unit senior enlisted personnel on the UPFRP. When applicable, recommend changes to UPFRP policy, procedures or structure.

(h) Ensure that those who wish to volunteer are afforded the maximum opportunity. Ensure that all volunteers are briefed on the necessity of OPSEC. Maintain a record of the number of hours an individual volunteers in support of your unit.

(6) Yellow Ribbon Reintegration Program Coordinator

(a) Ensure execution of YRRP events in accordance with reference (b).

(b) Advise the MARFORRES Force FRO on all matters pertaining to execution of the YRRP.

(c) Provide information, training, and assistance to MARFORRES FROs.

(d) Ensure that all required data on YRRP events is collected and analyzed in a timely manner. Provide reports on YRRP events to the MARFORRES Force FRO as required.

d. Coordinating Instructions. Commanding Officers and FROs must contact MCFTB within 30 days of assumption of command/assignment to coordinate required training. If required training cannot be delivered by MCFTB trainers on mutually agreeable dates within 120 days of assumption of command/assignment, the MARFORRES Force FRO or MSC FRO can provide required Command Team and Family Readiness Officer training using standardized materials. All training must be coordinated through MCFTB for tracking and accountability purposes.

5. Administration and Logistics

a. Submit recommendations for change to this order to the MARFORRES Force FRO via appropriate chain of command.

b. For the purpose of this order, the terms "Marine" and "sailor" are used to designate all service members assigned or attached to Marine units, single or married.

c. For the purpose of this order, the term Family Readiness Officer, or FRO, is used to refer to both civilian and active-duty unless otherwise specified. Deputy FROs are identified as such.

d. For the purpose of this order, when referring to the Sergeant Major, the intent is to address the senior enlisted advisor to that unit, whatever rank that individual may hold.

e. SECRET Security Clearances shall be pursued for all primary duty FROs in support of their access to sensitive information.

f. For FRO performance evaluation purposes, the Rating Official for each FRO shall be their immediate Commanding Officer, while the Senior Rating Official will be the next senior Commander.

6. Command and Signal

a. Command

(1) This order is applicable to the Marine Corps Reserve.

(2) The Commander, MARFORRES is the supporting commander in providing MCCS services; all subordinate units are supported commanders.

(3) The MARFORRES Force FRO is a special staff officer and reports to the Commander, MARFORRES for direction and tasking. The MARFORRES Force FRO is the executive agent, supervisor, and administrator of the MARFORRES UPFRP.

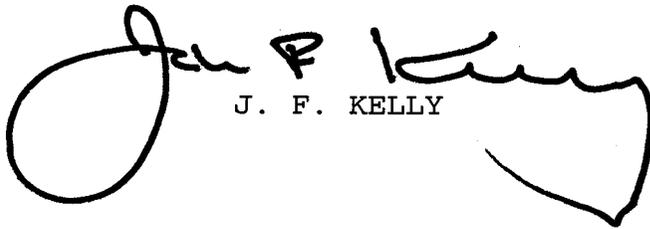
(4) MSC FROs are special staff officers and report to their respective Commanding General for direction and tasking.

(5) Subordinate FROS including unit and Force Unit FROs are special staff officers and report to their respective Commanding Officers for direction and tasking. FROs will, at all times, keep their I-I or Site Commander informed on the status of the unit's UPFRP. I-Is and Site Commanders will support the FRO in the FROs capacity as special staff officer to the Commanding Officer.

(6) The MARFORRES Human Resources Officer will provide human resource support to all FROs, and will periodically publish human resource information, direction, or requests for information.

(7) For the purpose of this order, Deputy FROs will be supervised and directed by their applicable FRO while satisfying applicable Family Readiness duties.

b. Signal. This order is effective on the date signed.


J. F. KELLY

Distribution: D

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<http://www.marines.mil/unit/marforres/MFRHQ/G1/Adjutant/ForceOrders/index.aspx>