



UNITED STATES MARINE CORPS

FORCE HEADQUARTERS GROUP
MARINE FORCES RESERVE
2000 OPELOUSAS AVENUE
NEW ORLEANS, LA 70114-1500

IN REPLY REFER TO
1500
CG

OCT 25 2019

POLICY LETTER 4-19

From: Commanding General, Force Headquarters Group
To: Distribution List A

Subj: FORCE PRESERVATION COUNCIL (FPC)

Ref: (a) MCO 1500.60
(b) MARADMIN 675/16

Encl: (1) FHG FPC Risk Matrix Template
(2) FHG Risk Classification Worksheet

1. Situation. The Marine Corps' most precious assets are our Marines and Sailors. As leaders, we must "Know our Marines and look out for their welfare." The FPC process allows us to assess all human factors and stressors in each Marine's personal and professional life, and provide necessary resources to continuously improve individual and unit readiness.

2. Mission. To establish a process enabling supervisors to brief leadership on individual risks and the resources being utilized to return the Marine to fully combat ready.

3. Execution

a. FPC Scheduling. The FPC will convene the first Thursday of every month following the weekly staff meeting for the Active Duty. The Reserve FPC will convene at a minimum of once a quarter on the first day of the first drill of each quarter. Active Duty FPC will only discuss active duty Marines, the Reserve FPC will only brief Reserve Marines.

b. FPC Body. The body should be comprised of CG or Chief of Staff, Sergeant Major, and Department OICs or SNCOICs. The following will be added as required: Medical Officer or Medical Chief, Chaplain, Substance Abuse Control Officer, Legal Officer, Family Advocacy Representative, and Suicide Prevention Program Officer.

c. FPC Matrix. The FPC Matrix (Encl 1) will be filled out in its entirety for every Marine assigned to that section prior to the FPC meeting. Department Officers-in-Charge (OICs) will bring (4) copies of their completed FPC Matrix to the FPC meeting for review by CG/CoS, SgtMaj, and briefer. OICs shall update the FPC Matrix as necessary throughout the month, and advise their chain of command of any significant changes.

d. Assigning Risk Levels.

(1) Point System. Each "Elevated" item marked for an ARP will be counted as (1) point. Each "Medium" item marked for an ARP will be counted as (3) points. Each "High" item marked for an ARP will be counted as (7) points. OICs may recommend a higher or lower risk level based on their understanding of each ARP circumstances, regardless of calculated point total.

(2) Risk Levels.

(a) Low Risk. Any Marine with 0 points accumulated overall or exhibit minimal potential for risk behavior.

(b) Elevated Risk. Any Marine with 1-2 points accumulated overall and/or having demonstrated or indicated some measure of risk behavior.

(c) Medium Risk. Any Marine with 3-6 points accumulated overall and/or having demonstrated or indicated considerable personal or professional issues that impact their performance or readiness.

(d) High Risk. Any Marine with 7 or more points accumulated overall and/or having demonstrated or indicated immediate risk to self or others.

f. Risk Classification Worksheet. All Marines within Force Headquarters Group, Command Element will require an initial Risk Classification Worksheet (Encl 2) to be filled out in its entirety, and briefed during the FPC. A new worksheet will be required every time there is a classification change thereafter. If a Marine is placed in an Elevated Risk level or higher, the recommended length of time should be annotated on the worksheet

g. FPC Conduct. Department OICs will brief all High and Medium Risk Marines in their section as well as any other at risk Marines they deem necessary. At Risk Marines should not be present during the FPC meeting unless required

4. Administration and Logistics.

a. The Safety office will maintain accountability of the FPC meeting. The intent is to capture the date of the meeting, location, and those in attendance, and not what is discussed.

b. The Commanding General or Chief of Staff is the only authorized individual to keep any notes from the FPC. All notes and worksheets must be kept in accordance with the Privacy Act of 1974. All supplemental worksheet or notes must be disposed of in accordance with SECNAV 5210.1.

c. The Adjutant will provide notification for upcoming FPC meetings to the staff. The Sergeant Major and Chief of Staff will be

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responsible for tracking Medium and High risk Marines transferring and prepare the notification for the gaining command using the FPC Hand-Off tool. This notification will be logged by the Commanding General or Chief of Staff in his personal notebook for tracking purposes.

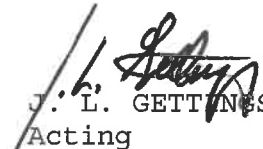
d. Passing of information between losing and gaining command shall start no earlier than 14 days prior to the Marine departing the command utilizing the FPC hand off tool located on Marine Online. The losing command will initiate the process via MOL under the following circumstances: Permanent Change of Station (PCS), Permanent Change of Assignment (PCA), Temporary Duty under Instruction (TEMINS), Duty under instruction (DUINS), and Temporary Additional Duty (TAD) exceeding 30 days. Marines being assigned to non-Marine units without an FPC or Marines being discharged or retired do not require the FPC Hand-off tool.

e. The point of contact regarding this matter is the FHG Adjutant at (504) 697-8498.

5. Command and Signal.

a. Command. This policy is applicable to CE, FHG personnel.

b. Signal. This policy is effective the date signed.


J. L. GETTINES
Acting

