

CO HQBN Unit, Personal, and Family Readiness Statement

HQBN Mission

Provide effective and timely admin, legal, training, PME, logistics, and limited services support to HQBN, MARFORNORTH, and MSC HQs to enable command, control, and employment of MARFORRES and MARFORNORTH assigned forces. Additionally, provide admin services, security, law enforcement, facilities, and limited base operations support to tenant organizations aboard MARCORSPTFAC NOLA. (TFSMS TO&E Report)



Execution

- Intent. Marines and Sailors keep their spouses and other family members aware of information and resources that will enable the BN's mission.
- Concept of Operations
 - Share the Plan of the Month with your family. It includes a calendar of major BN events, suggested New Orleans liberty venues, and information on resources available from the NASJRB New Orleans Fleet and Family Services Center (e.g., classes and information pertaining to finances, relationships, job searches, etc.).
 - Invite family members to attend quarterly Welcome Aboard Briefs in the Auditorium.
 - Keep your Record of Emergency Data up to date.
 - Keep your Family Care Plan up to date.
 - Maintain an appropriate Power of Attorney, available from NASJRB New Orleans Legal Services.
 - Maintain a current Last Will and Testament, available from NASJRB New Orleans Legal Services.
 - Keep all your important documents in a single location. Ensure key family members can access those documents when you're away.
 - Ensure appropriate family members know your online account user names and passwords so they can access important information when you are unable to do so yourself.
 - Keep your family informed of work requirements that will affect them (e.g., TAD trips, deployments, schools, etc.). Have a plan to enable your family's success when you're away.
 - Detailed guidance is contained in MCO 1754.9A.

Administration. Keeping your family informed is each Marine and Sailor's responsibility.

Command & Signal. Taking Care of Marines and Sailors 24/7 = Semper Fidelis.


DERRICK R. HEYL