



UNITED STATES MARINE CORPS
MARINE CORPS UNIVERSITY
EDUCATION COMMAND
2076 SOUTH STREET
QUANTICO, VA 22134-5129

IN REPLY REFER TO:
1754.1B
CO
DEC 18 2019

EDUCATION COMMAND ORDER 1754.1B

From: Commanding General, Education Command
To: Distribution List

Subj: EDUCATION COMMAND ORDER: UNIT, PERSONAL, AND FAMILY
READINESS PROGRAM

Ref: (a) MCO 1754.9B

Encl: (1) Quarterly Command Team Meeting template
(2) Monthly Volunteer Meeting notes template
(3) Expenditure Request/Reimbursement (NAVMC 11652)
(4) Training Matrix
(5) Unit, Personal and Family Readiness Program Authorization (NAVMC 11654)
(6) Unit, Personal and Family Readiness Program Opt-Out Form (NAVMC 11657)

1. Situation. Per the reference, this Order issues Education Command (EDCOM) guidance regarding the Unit, Personal, and Family Readiness Program (UPFRP), establishes Standing Operating Procedures (SOP), and identifies required UPFRP training, roles and responsibilities.

2. Mission. To standardize and implement the EDCOM UPFRP in order to ensure each Marine, regardless of deployment status or operational tempo, maintains optimum unit and personal effectiveness. All EDCOM officers in charge (OICs) and staff non-commissioned officers in charge (SNCOICs) will ensure Marines within their sections are familiar with the policy, procedures, and guidance contained herein.

3. Execution

a. Commanders Intent and Concept of Operations

(1) Commander's Intent

(a) EDCOM's most valuable resources are Marines, Sailors, Civilians, and their families. It is imperative to the success of our institution that section OICs and SNCOICs advocate and promote the UPFRP by acknowledging the link that exists between personal and family readiness. Section OICs and SNCOICs will make awareness of this program a priority

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among their personnel and families. Two-way communication with engaged leaders, personnel, and their families will result in a successful program.

(b) Section OICs and SNCOICs are accountable and responsible for operating the program within the established guidelines contained in the reference. Additionally, section OICs and SNCOICs are supported with the implementation of the program by the EDCOM Uniformed Readiness Coordinator (URC), Marine Corps Community Services (MCCS), local, state, and federal agencies, organizations and programs. These organizations and programs have a vested interest in ensuring commanders receive the necessary resources and support to foster every aspect of our UPFRP.

(c) EDCOM UPFRP will educate, assist, and empower personnel and families by providing information, tools, resources, and support in order to achieve and maintain a high level of personnel and family readiness and resiliency in response to life cycle events.

(d) EDCOM OICs and SNCOICs shall use the policies and procedures contained herein to ensure an applicable and accessible UPFRP is maintained and enforced.

(2) Concept of Operations

(a) Communication Tools

1. Per the reference, we will utilize two methods in order to communicate with our families; email and the Family Readiness Module on Marine Online (MOL).

2. Frequency. At a minimum, EDCOM designated contacts will be sent a message via one of the aforementioned channels on a monthly basis. Marine Corps University (MCU) is active on Social Media and provides several key opportunities for families to get together and engage the command throughout the year. In the event families need to be directly contacted, direct email correspondence will be initiated.

3. Conditions of Use. These modes of communication are to be used solely for the distribution of family readiness information by/from the URC or Deputy Uniformed Readiness Coordinator (DURC).

(b) Communication Restrictions. MCU social media sites are all run per the USMC Social Media policy published at <https://www.marines.mil/Portals/1/Docs/Social-Media-Handbook20170308.pdf>

(c) Crisis Communication Guidance

1. Flow of Information to Authorized Contacts

a. Commander issues a message.

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b. URC releases the crisis communication message via email and MOL to authorized contacts.

2. URC role in Assisting Families During a Crisis. The URC/DURC will provide resources, answer questions, and act as a liaison between family members and the command in a crisis situation. At no point shall the URC/DURC act as a casualty assistance officer.

(d) Unit Events. EDCOM will work with Headquarters and Service Battalion to conduct unit events per the operational tempo in order to provide maximum participation. Examples of the typical recurring events are:

1. Seasonal family days.
2. Bi-annual Single Marine Program (SMP) events.
3. EDCOM Open Houses.
4. Any additional event approved by the EDCOM Commanding General (CG) will abide by this order.

(e) Outside contracts and equipment requests will be coordinated through MCCS. Additional events will be discussed during quarterly volunteer meetings to determine the feasibility of support. Section OICs and SNCOICs are encouraged to attend all events to increase morale and welcome new families to EDCOM.

(f) Volunteer meetings and Command Team Meetings (CTM) will take place in the command conference room or any available space that meets the needs of the meeting, and will be coordinated by the URC per the reference.

1. Per the reference, CTM will take place on a quarterly basis and, at a minimum, cover the following (see Enclosure 1 for template): Current financial status, upcoming events, new volunteers, and Single Marine Program (SMP) updates. Attendees for the CTM are the CG, Chief of Staff, Sergeant Major, URC, DURC, Command Team Advisor, Chaplain, and the SMP representative. If applicable, spouses for the CG, Chief of Staff and Sergeant Major are invited and encouraged to attend.

2. Volunteer meetings take place on a quarterly basis. Meetings should be informal and food is encouraged. These meetings are designed to meet new families, pass necessary information and gather ideas and concerns regarding any upcoming social or command events (see enclosure 2 for template).

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b. Tasks

(1) Uniformed Readiness Coordinator. Execute the EDCOM UPFRP in accordance with MCO 1754.9B.

(2) Chief of Staff

(a) Serve on the UPFRP Command Team. Oversee all aspects of the EDCOM UPFRP.

(b) Appoint a staff member to serve as the headquarters element point of contact (Includes: Command Element, Vice President Business Affairs (VPBA), Vice President Academic Affairs (VPAA), Vice President of Operations (VPOP), Lejeune Leadership Institute (LLI), History Division (HD), Gray Research Center (GRC), and National Museum of the Marine Corps (NMMC)).

(c) Provide guidance for development of Non-Appropriated Fund (NAF) spending plans and publish annual allocation of NAF funding.

(3) Sergeant Major

(a) Serve as a member of the UPFRP Command Team.

(b) Select and oversee Single Marine Program Representative.

(4) Chaplain

(a) Serve on the EDCOM UPFRP Command Team.

(b) Promote personal and family readiness programs offered by MCCS in coordination with the URC.

(c) Actively recruit and encourage families to attend Lifestyle, Insight, Networking, Knowledge and Skills (LINKS) workshops.

(5) Director of Student Services

(a) Ensure the URC is integrated into Incoming Student Briefs for Expeditionary Warfare School (EWS), Command and Staff College (CSC), School of Advanced Warfighting (SAW), and Marine Corps War College (MCWAR).

(b) During check-in, brief Marine Corps University student on their responsibility to update their UPFRP Authorization Form (Enclosure 5) or Opt-Out Form (Enclosure 6) information on MOL within 10 days.

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(6) Directors of MCWAR, SAW, CSC, EWS, LLI, College of Enlisted Military Education (CEME), College of Distance Education and Training (CDET), and Center for Advanced Operational Cultural Learning (CAOCL)

(a) Appoint a staff member to serve as the Family Readiness point of contact.

(b) Ensure the URC is provided course schedules, notifications of spousal and family events and copied on other means of communication with permanent personnel, students and their families.

(c) Maintain a record and submit to the URC a list of all Marines designated as Individual Augments (IA) or as Temporary Additional Duty (TAD) in excess of 30 days.

(7) Headquarters Element, Unit Readiness Point of Contact

(a) Act as the Family Readiness point of contact for the Command Element, VPAA, VPOP, HD, GRC, and the NMMC.

(b) Coordinate with the URC to ensure adequate administrative support is provided for Headquarters Element personnel screening, orientation, and MOL validation/UPFRP Authorization or Opt-out.

(c) Provide personnel strength reports to the EDCOM UPFRP RO to support annual/quarterly NAF allocations.

(d) Maintain a record and submit to the URC a list of all Marines designated as Individual Augments (IA) or as Temporary Additional Duty (TAD) in excess of 30 days.

(8) VPOP

(a) Provide guidance on dates for social and command events based off of the command's schedule.

(b) Assist in the planning, coordination, and socialization of all command events, as necessary.

(c) During unit events where any of the training courses are utilized, provide range safety officer (RSO) and physical training instructors (PTI) to ensure proper techniques are utilized.

(d) Request emergency medical service (EMS) civilian support for unit events that include any of the training courses.

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(9) Director, Logistics

- (a) Provide drivers and a box truck to pick up and drop off equipment from MCCS.
- (b) Provide radio, Corpsman, and a vehicle for all events that include the training courses.
- (c) Facilitate the break down, cleaning, and return all MCCS equipment following unit events.
- c. Coordinating Instructions. The EDCOM G-1 maintains the current version of this Order. Recommendations for changes should be submitted to the EDCOM URC.

4. Administration and Logistics. Forms, training, and templates are contained within the reference.

a. Required Training. See enclosure (4) for all mandatory and recommended training for the CG, Chief of Staff, Sergeant Major, URC, DURC, Chaplain, SMP representative, Command Team Advisor (if applicable), Family Readiness Assistants (if applicable), and CG/Sergeant Major's spouses as necessary.

b. EDCOM subordinate elements will submit fiscal year NAF funding requirements/spending plan each year in accordance with guidance published by the Chief of Staff and the EDCOM URC. Request specific funds through the UPFRP RO via Enclosure (3).

5. Command and Signal

a. Command. EDCOM is the supported command. Headquarters and Service Battalion, Marine Corps Base Quantico is the supporting command. This Order is applicable to all EDCOM personnel.

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


J. M. BARGERON

Distribution: A

**Ex. EDCOM Command Team Meeting template
Unit, Personal and Family Readiness**

Attendees:

Commanding General (CG)
Chief of Staff (CoS)
Sergeant Major (SgtMaj)
Chaplain
Single Marine Representative (SMP)
Advisor(s)
Uniformed Readiness Coordinator (URC)

1000 - 1005: CO Opening Remarks

1005: UPFRP Updates:

1. DRC Professional Development Workshop / Family Readiness Command Team Advisor Forum
2. Budget Creation for the upcoming Fiscal Year/Planned Events
3. Group Deployment Readiness Training
4. Volunteer Appreciation recognition ideas and planning
5. Internal inspections

1035: Single Marine Representative Updates

1040: Chaplain Updates

1045: Open Discussion

1055: CO closing remarks

Notes

ENCLOSURE (1)

Volunteer Meeting Notes Template

1. Next meeting is DATE*
2. After Action on Family/Command event
3. Seasonal Family Day Discussion
 - Date:
 - Time:
 - Location:
 - Volunteers:
 - Activities:
4. Quarterly MCCS event ideas: When would be the best time to schedule and event?
 - Family Care Plan
 - Training
 - Self Care Class
 - Financial Specialist Class
 - 4 Lenses
 - L.I.N.K.S.

Key Dates for the Command

Graduations

Welcome Aboard for each School

Marine Corps Birthday

Holiday Leave Blocks

ENCLOSURE (2)



Expenditure Request / Reimbursement For Unit & Family Readiness Funds

(Claimant fill out sections 1 through 7 only)

1. Unit	2. Date
---------	---------

3. Claimant of Payee	a. Name (last, first, middle initial)	d. Mailing Address	4. Payment Method <input type="checkbox"/> Check <input type="checkbox"/> Advance <input type="checkbox"/> Direct Deposit <input type="checkbox"/> Credit Card <input type="checkbox"/> Petty Cash <input type="checkbox"/> U&FRF <input type="checkbox"/> Req & Issue <input type="checkbox"/> Other
	b. Title (FRO, Volunteer, Vendor)	c. Phone Number	

5. Expenditures			A - Volunteer Awards/Recognition (001)	F - Direct/Overhead Exp - Comm (006)
Line	Transaction Date	Code	B - Volunteer Reimbursements (002)	G - Direct/Overhead Exp - Travel (007)
(a)	(b)	(c) Item Description and Location of Purchase	C - Light Refreshments (003)	H - Direct/Overhead Exp - Other (008)
			D - Unit Parties/Picnics (004)	I - MWR Support (009)
			E - UFR Child Care (005)	J - Marine Corps Ball (010)
			Amount Requested	
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
Attach original receipts			Expenditures Subtotal	

(d) Mileage, Fares & Tolls						
	(e) From (Beginning Location)	(f) To (Ending Location)	(g) Mileage	(h) Mileage Times Mileage Rate (\$) \$0.53	(i) Fare or Toll (\$)	(j) Total of Mileage (h) + Fare or Toll (i)
11						
12						
13						
14						
15						
Mileage Subtotal						

6. Amount of Request / Reimbursement (total of column)	Total
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8. This request / claim approved (FRO / Commander Designee) Approving Official Name _____ Sign _____ Date _____	7. I certify that this request / claim is true and correct to the best of my knowledge that payment or credit has not been received by me. Claimant Sign Here _____ Date _____
9. This claim is certified correct and proper for payment (UFRFA / CFO). Authorized Certifying Official Name _____ Sign _____ Date _____	10. Cash Payment Receipt a. Payee Name _____ Sign _____ b. Date _____ c. Amount _____

11. Reconciliation of Advance Payments Disbursement processed by: _____	Voucher #: _____	Date: _____
a. Beginning Balance _____	b. Amount Disbursed _____	c. Receipts Attached Total _____
d. Cash Collection Receipt _____	e. Due to Payee _____	

Accounting Classification (Office Use Only)		
12. Voucher Number	13. Cost Center	14. Tracking Number

ENCLOSURE (3)

FOR OFFICIAL USE ONLY.

Adobe Designer 8.0

d. A training matrix listing required/recommended training for the DRC/URC is illustrated in Figure 3-2:

	DRC/URC Training	LINKS (for Spouses (Full Session))	LifeSkills (Full Trainings)	PII & OPSEC (Available on Ethos)
Deployment Readiness Coordinator (DRC)	Within 30 days	Within 90 days	Within 90 days	Annual Requirement
Recruiting & Reserve DRCs*	Within 60 days	Within 90 days	Within 120 days	
Unformed Readiness Coordinator	Within 60 days	Within 90 days	Within 120 days	
	Required	Required	Recommended	

Figure 3-2.—Training Matrix for DRC/URC

e. DRC/URC shall complete any additional training requirements identified by the Commander, local HR, or HHQ Commander. MCCS training can be found on the Ethos at <https://usmc-mccs.csod.com>, to include PII/OPSEC training.

f. DRCs located more than 60 miles from a Marine Corps installation follow the Recruiting and Reserve DRC timeline.

g. MCFTB shall provide all UPFRP trainings.

h. UPFRP trainings may be completed in person or online (if applicable).

i. DRC/URC shall maintain proof of completion for required trainings for all FRCT members and FRAs.

2. DRC Management. DRCs are guided by USMC HQ personnel policies.

a. Hiring process shall include:

(1) Initiation through the assigned MCCS HRO using the applicable DRC position description. Additional information regarding the administrative procedures for hiring a NAF civilian is found in reference (j).

(2) Command Team participation in interviewing and hiring the DRC. Only federal employees, such as military members of the command or DoD employees, are authorized to participate in the interview process, including reviewing applications, rating and ranking applicants, participating on the

Unit, Personal and Family Readiness Program Authorization

This Authorization is solely for use by the Unit, Personal and Family Readiness Program (UPFRP) and is not to be confused with the Record of Emergency Data (RED). While information provided may be the same for both the UPFRP Authorization and the RED, the RED is the official record and will be referred to for all official communication outside the parameters of the UPFRP, e.g. casualty notification.

PRIVACY ACT STATEMENT

AUTHORITY: 10 USC 5013; EO 9397; 10 USC 5041

PRINCIPAL PURPOSE(S): To obtain required information for Marines, spouses and designated contacts for the identified Unit, Personal and Family Readiness Program to enable the unit Commander and designated staff members and authorized volunteers to communicate in an accurate, rapid, and efficient manner with Marine, spouse and Designated Contacts on matters relating to their Unit, Personal and Family Readiness Program. Access to personally identifiable information contained on data sheets will be on an official "need to know" basis and granted only to authorized persons with current certificates showing completion of requisite Personally Identifiable Information Training.

ROUTINE USES(S): None.

DISCLOSURE: Participation is mandatory for Marines. Marines must provide a primary and secondary contact path. It is also mandatory for married Marines to provide a primary contact path for spouse or a signed Opt-out Form should the spouse choose not to participate. For military personnel, generally MCO 1754.9A, Chapter 4, paragraph 2(c) and (d) and Chapter 3(d) are lawful orders and are punitive in nature. Violations may result in disciplinary action under Article 92 of Uniform Code of Military Justice, and/or other adverse administrative action. Single Marines should provide contact information for at least one designated contact. All designated contacts must be over the age of 18 with the exception of a Marine. The current Unique ID, "Last Name, Last Four" is required as it is essential to identify the sponsor and his/her designated contacts.

Marine Name : _____

Unit : _____

Family Readiness Officer : _____

Instructions :

I hereby authorize the unit commander and designated members of the unit's Family Readiness Command Team, to include but not limited to, the unit Family Readiness Officer (FRO) and designated UPFRP Volunteers to communicate with my spouse*, and individuals I have listed below, hereinafter referred to as "Designated Contacts" on matters pertaining to the UPFRP. Designated Contacts must be 18 years of age or older, with the exception of a spouse.

*Designated Contact #1 : _____

*It is mandatory for spouses to be listed as Designated Contact #1 for married sponsors or submit a signed Opt-Out Form.

Designated Contact #2: _____

Designated Contact #3: _____

Designated Contact #4: _____

Communication will be in compliance with Marine Corps Order 1754.9A, Unit, Personal and Family Readiness Program, and deemed by the unit commander to be relevant, appropriate and in accordance with his vision and intent for his UPFRP.

The UPFRP will use tools within the Organizational Communication System to effect clear and direct communication on matters pertaining to personal and family readiness (readiness and deployment support, information and referral and official command communications) between the Marine, spouse* and Designated Contacts. (DoN Systems of Record Notice M01754-5)

Marine Signature : _____

Marine Name : _____

Rank : _____

Unit, Personal and Family Readiness Program Authorization

Marine Name : _____

Unit : _____

Family Readiness Officer : _____

Designated Contact #1

It is mandatory for married Marines to provide required information for their spouse as Designated Contact #1 unless/until an Opt-Out Form with signatures is submitted to the unit at which time the information for the spouse will be deleted. REQUIRED: LAST NAME, FIRST NAME, PRIMARY/SECONDARY PATH OF CONTACT, Single Marines must designate at least one contact.

Last Name	First Name	MI	Contact Code
Address			Apt No.
City	State	Zip	Country
Work E-Mail Address		Home E-Mail Address	Alternate E-Mail Address
Work Cell Phone	Personal Cell Phone	Work Phone	Ext. Home Phone
Language			

Designated Contact #2 - OPTIONAL FOR ALL MARINES/PERSON LISTED MUST BE 18 YEARS OF AGE OR OLDER

Last Name	First Name	MI	Contact Code
Address			Apt No.
City	State	Zip	Country
Work E-Mail Address		Home E-Mail Address	Alternate E-Mail Address
Work Cell Phone	Personal Cell Phone	Work Phone	Ext. Home Phone
Language			

Unit, Personal and Family Readiness Program Opt-Out Form

PRIVACY ACT STATEMENT

AUTHORITY: 10 USC 5013; EO 9397; 10 USC 5041 **PRINCIPAL PURPOSE(S):**

To obtain signatures to verify that Marine and spouse have exercised their option to choose not to have the spouse receive official communication from the unit commander via mechanisms within the Unit, Personal and Family Readiness Program.

ROUTINE USES(S): None.

DISCLOSURE: Per MCO 1754.9A, it is mandatory for the Marine to provide requested information on a completed Opt-Out Form (NAVMC 11657) on behalf of the spouse if the spouse does not wish to be contacted by an authorized representative and the Unit, Personal and Family Readiness Program. For military personnel, generally MCO 1754.9A, Chapter 4, paragraph 2(c) and (d) and paragraph 5(d) are lawful orders and is punitive in nature. Violations may result in disciplinary action under Article 92 of reference (ii), and/or other adverse administrative action.

Spouse Acknowledgment

I do not wish to benefit from the official communication sent from my Marine's unit commander to unit families as part of the Unit, Personal and Family Readiness Program. I understand the importance of these communications and the consequences of not receiving them. I have fully discussed this decision with my Marine. By signing this Opt-Out Form, I have chosen not to be contacted by the Family Readiness Officer who would normally provide official communication regarding information on readiness and deployment, referral services and volunteer opportunities. I also understand that it is now my responsibility to contact the Family Readiness Officer or my Marine for information relevant to official communication on readiness and deployment, referral services and volunteer opportunities. I further understand that this Form may be cancelled by me or my Marine at any time. If I wish to benefit from the services provided by the Unit, Personal and Family Readiness Program, either I or my Marine may contact the Family Readiness Officer and provide required information. This Opt-Out Form will be cancelled effective the date I or my Marine provide a completed Unit, Personal and Readiness Authorization Form to the unit Family Readiness Officer. I have been given an Information Sheet with instructions on how to contact my Marine's Family Readiness Officer.

Signature of Spouse

Date

Name of Spouse



MARINE CORPS UNIVERSITY ROUTING SHEET (INTERNAL)

1. DATE 20191126

2. OPERATION CODE

- X - ORIGINATOR OR OFFICE AFFIXING ROUTING SHEET
- A - APPROPRIATE ACTION
- B - GUIDANCE
- C - SIGNATURE
- D - COMMENT
- E - RECOMMENDATION
- F - CONCURRENCE
- G - INFORMATION
- H - RETURN TO
- I - INITIAL
- J - DISPOSITION
- K - DECISION
- L - RETENTION
- X - ORIGINATOR
- O - (OTHER) Other (define)

3. Subject: EDCOM UPFRP ORDER

4. NATURE OF ACTION REQUIRED	ORIGINATOR INITIALS	DUE DATE (IF ANY)
ROUTINE		
URGENT		

5. REFERENCE HELD BY (NAME, GRADE, OFFICE, PHONE)
R.E. PITTS, Director of Administrative Services, (703) 784-6836

6. RTG 7. OPR CODE 8. ADDRESSES 9. DATE 10. INITIALS

6. RTG	7. OPR CODE	8. ADDRESSES	9. DATE		10. INITIALS
			IN	OUT	NOT CONCUR
6	C,I	PRESIDENT		12/10	SMB
5	A	CHIEF OF STAFF		12/17	Q2d
4	A	Exec Sec to Pres/ Aide	12/18	12/18	Q2d
3	A	SgtMaj Protocol SJA	12/12	12/14	ESD
		VPAA			
		- Academic Support			
		- Fellowship			
		- MAGTF Instructional Group			
		- Krulak Center			
		- LCSC			
2	A	VPBA		12/12	ML
1	X,H	- Admin Services	12/12	12/12	OLA
		- Financial Management			
		- Facilities			
		- Civilian Manpower			
		VPOP			
		- IRAP			
		VPDL			
		- Dir, CDET			
		- ET			
		DIR, MCWAR			
		DIR, SAW			
		DIR, CSC			
		DIR, EWS			
		DIR, Enlisted College			
		DIR, NMMC			
		DIR, LLI			
		DIR, HD/GRC			
		DIR, CAOCL			
		DIR, IT			

5a. REFERENCE FILENAMES (IF APPLICABLE)

11. REMARKS AND SIGNATURE

Purpose: To standardize and implement the EDCOM UPFRP in order to ensure each Marine maintains optimum unit and personal effectiveness.

Recommendation: Respectfully request CG's signature.

Very respectfully, ^{12/10} Thanks. Please keep me posted on meetings and events (page 3). R/CG
R. E. PITTS

12/10 CORRECTIONS.

- Should Command Team Meetings be abbreviated as CMT, or CTM?

- In enclosure (1) it lists Commanding Officer - Should this be Commanding General?

- SgtMaj
12/12 - Return for corrections
- COS (tabs)