

III MEF

(your unit)

**TURN OVER BINDER
FOR THE
CO & SGTMAJ SPOUSE**



(your unit logo)

OKINAWA, JAPAN

(location of unit)

“Welcome to the team”

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I. CO Spouse Introduction/ Welcome Letter

(Insert Introduction/ Welcome Letter- this can be hand written or typed from the out-going Co Spouse/ SgtMaj Spouse to the incoming Spouse)



II. History of the Unit

(Most units have a documented history that is already written and usually used for Change of Command events, etc. This should be brief.)



III. FRO Welcome Letter & Command Team Information

(Insert a Welcome Letter from the Unit FRO to the incoming CO Spouse /SgtMaj Spouse)



Command Team Information

(This information is only for the CO/SgtMaj spouse and must follow OPSEC and PII regulations)

Command: _____
(Unit)

Duty office number: _____

Name

Work Number

Commanding Officer: _____

Spouse: _____

Executive Officer: _____

Spouse: _____

SgtMaj: _____

Spouse: _____

Command Master Chief*: _____

Spouse: _____

Chaplain: _____

Spouse: _____

Family Readiness Officer: _____

Advisors: _____



IV. Phone Roster of CO Spouses- subordinate commands/ XO Spouses/ SgtMaj Spouse/ COS Spouse Phone Roster

(Insert phone roster here)



- V. Position Description for CO/SgtMaj Spouse- MCO 1754.9 (Unit FRO)**
- a. Family Readiness Command Team Leadership Chart
 - b. MCO Summary

Family Readiness Command Team Leadership Chart



UPFRP four Pillars in the MCO

10. Official Communication – communication directly from or on behalf of the Commander to be disseminated to the Marine and/or his/her family member, extended family member or significant other. Official communication enables all way communication, conveys information on the unit's status, and protects operational security.

2. Readiness and Deployment – preparing both the individual Marine and family members to successfully balance the rigors of a military lifestyle, family, career and mission events.

3. Information and Referral – provide information on services and make referrals as appropriate to MCCS, non-MCCS and/or community-based support organizations for Marines and family members. Address issues that have the potential to impact the readiness of the Marine, the unit or the Marine's family.

4. Volunteer Management – provide oversight to non-billeted volunteers in planning, coordinating and executing specific unit morale events. Collaborate with billeted volunteers to support the enhancement of the Commander's family readiness mission.



VI. Required Resources

- A. Unit and Base Resources
- B. Emergency Phone Numbers
- C. Hospital/Military Treatment Facility Numbers & Maps
- D. Emergency Auto Towing
- E. TRICARE/United Concordia Contact Information
- F. USO
- G. American Red Cross
- H. Navy Marine Corps Relief Society
- I. Single Marine & Sailor Program
- J. MCFTB Resources (EFMP, Counseling, etc.)

***For OCONUS, provide additional information:**

- International dialing instructions
- Local cell phone information (including 911) for international community
- SOFA information
- Embassy information



VII. Unit-Specific Resources and Referrals

- A. Family Care Plan
- B. Volunteer Committees
- C. Deployment Brief Schedules
- D. Newsletters
- E. Family Day Events



IX. Committees/ Organizations CO Spouse Member

- a. MOSC
- b. MCFTB Advisor
- c. Board NMCRS
- d. Board AFYMCA

(Give contact names & phone numbers/ dates meetings take place/ location of meetings)

Welcome to the team!"