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MCO 1754.6
MR
01 DEC 1999

MARINE CORPS ORDER 1754.6

From: Commandant of the Marine Corps
To: Distribution List

Subj: MARINE CORPS FAMILY TEAM BUILDING (SHORT TITLE: MCFTB)

Ref: (a) MCO P1700.27A
(b) MCO P5211.2A
(c) MCO P5110.4

Encl: (1) Key Volunteer Network
(2) Lifestyle Insights, Networking, Knowledge, and Skills (L.I.N.K.S.)
(3) Spouses' Leadership Seminar
(4) Prevention and Relationship Enhancement Program (PREP)
(5) Chaplain's Religious Enrichment Development Operations (CREDO)
(6) Family Readiness Support Officer
(7) Base/Station Command Chaplain's Role
(8) Funding MCFTB and Reimbursement of Volunteers
(9) Gratuitous Service Agreement

1. Purpose. To establish guidelines and provide instructions to ensure standardization and equity of Marine Corps Family Team Building (MCFTB) throughout the Marine Corps.

2. Cancellation. MCO 1754.2A.

3. Background

a. While the transformation process of making Marines begins with the Marine Corps recruiter, sustaining the transformation is the responsibility of those who lead our Marines. MCFTB is designed to assist our leadership, to sustain the transformation, and to be a force multiplier that helps maintain Marines as the Nation's premier warfighters. MCFTB Programs are directly related to combat readiness. The primary focus of effort will be on prevention and education. This focused effort enables our Marine Corps families to be armed with the vital knowledge and

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essential leadership skills necessary to attack and prevent situations before they develop into serious problems which negatively impact the mission readiness of our individual Marines, our commands, and the readiness of our families to succeed as partners in this challenging way of life.

b. MCFTB is the point of main effort in enhancing family readiness. MCFTB synchronizes five distinct, yet complementary, family readiness programs (Key Volunteer Network (KVN); Lifestyle Insights, Networking, Knowledge, Skills (L.I.N.K.S.); Spouses' Leadership Seminar; Prevention and Relationship Enhancement Program (PREP); and the Chaplains' Religious Enrichment Development Operations (CREDO)) to ensure commanders and program volunteers receive necessary resources and support to facilitate family readiness. Previously, funding for these programs was embedded with the programs found within the Family Service Centers. MCFTB was created to institutionalize them into one overarching program.

c. At Headquarters, U.S. Marine Corps (HQMC), the Deputy Director for Programs, Personal and Family Readiness Division (MR), serves as the Family Readiness Support Officer (FRSO). The Chaplain of the Marine Corps advises the Commandant on MCFTB, and coordinates with the FRSO in all policy decisions, budget preparations, etc., regarding MCFTB.

d. These five programs, individually, offer viable education which enhance family readiness. However, due to their limited size in terms of resources, individual programs lose visibility when competing in the Program Objective Memorandum (POM) process. Consolidating these family readiness related programs under MCFTB provides more visibility to the commander as he/she competes for resources and helps him/her make resource allocation decisions as the Operation and Maintenance (O&M) program is executed.

e. The desired outcome of MCFTB is family readiness. Family readiness is defined as self-sufficient Marine Corps families.

f. The level of successful participation in these programs is the principal measure. Commanders may measure family readiness as it relates to overall unit readiness. This may be measured through time away from duty to attend to family issues, the number of Marines returned early from deployment, low retention due to lack of family satisfaction, incidents of financial hardship cases (e.g. letters of indebtedness), divorce rates, and incidents of spouse and child abuse, etc.

4. Action

a. Marine Expeditionary Force (MEF), Division, Wing, Force Service Support Group (FSSG), Regimental/Group, Battalion/ Squadron, Recruiting Station (RS), Inspector and Instructor (I&I), and Detached Commanders are the supported commanders in receiving the services from these vital family readiness programs.

b. Installation Commanders are the supporting commanders in providing the services of MCFTB Programs. These services will be provided in accordance with the guidelines contained in this Order and in references (a) through (c).

c. All programs within MCFTB are Official Marine Corps programs, are classified as Category A Programs per reference (a), and shall be funded predominately with appropriated funds (APF).

d. HQMC

(1) DC/S M&RA. The Deputy Chief of Staff (DC/S), Manpower and Reserve Affairs (M&RA) provides oversight for all issues pertaining to personal and family readiness and Marine Corps Family Team Building.

(2) CMC (REL). The Chaplain, USMC reports directly to and advises the Commandant on family readiness issues in general and MCFTB in particular. Additionally, the Chaplain, USMC heads the MCFTB Project Team at HQMC, chartered by CMC, to develop, coordinate, recommend, and direct policy and resources of the five programs within MCFTB through the DC/S, M&RA.

(3) CMC (MR). CMC (MR) maintains program sponsorship of individual programs.

(4) CMC (PA)

(a) Coordinate with CMC (MR) and CMC (REL) to ensure key MCFTB themes, programs, events and updates are incorporated into the annual PA plans.

(b) Disseminate information on key MCFTB themes, programs, events and updates through MCNEWS, Marines magazine, MarineLink, and civilian media outlets as appropriate.

(c) Coordinate with CMC (MR) and CMC (REL) to obtain information and/or provide a subject matter expert as spokesperson when responding to civilian media inquiries pertaining to MCFTB programs.

(d) Coordinate with command PAOs to ensure information on Corps-wide MCFTB themes, programs, events and updates is provided for incorporation into the local command information effort.

e. Commanders, MARFORLANT, MARFORPAC and MARFORRES, CGs MCCDC, MARCORMATCOM/LOGBASES, and MCRRC

(1) Establish Marine Corps Family Team Building at all Marine Corps installations to include support of Marines and their families on independent duty.

(2) Establish the family readiness programs depicted in enclosures (1) through (5), and ensure these programs are fully supported by all commanders down to the battalion/squadron, RS, I&I, and detached command level.

f. Installation Commanders

(1) Establish Marine Corps Family Team Building within your Installation in accordance with this Order.

(2) Assign an active duty Marine officer as the installation Family Readiness Support Officer (FRSO) who shall be responsive to the senior supported Commander and reporting directly to the Assistant Chief of Staff, Marine Corps Community Services (AC/S, MCCS). Specific roles and responsibilities of the FRSO are depicted in enclosure (6).

(3) Ensure the installation Command Chaplain is involved with MCFTB. Role of the installation Command Chaplain is depicted in enclosure (7).

g. Commanders at all levels down to Battalions/Squadrons, Recruiting Stations, Inspector & Instructor Staffs, and Detached Commands

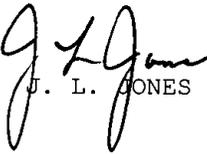
(1) Establish a KVN per enclosure (1) and fully support the programs described in enclosures (1) through (5).

(2) Ensure reimbursement of expenses incurred by volunteers are paid as depicted in enclosure (8).

(3) Ensure MCFTB themes, programs, events and updates are incorporated into public affairs planning and products.

5. Reserve Applicability. This Order is applicable to the Marine Corps Reserves.

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Key Volunteer Network

1. Purpose. To ensure standardization and equity of Key Volunteer Networks (KVN) throughout the Marine Corps.

2. Background

a. MCO P1700.27A provides policy and procedures for the establishment of comprehensive family support systems for all Marines, Regular and Reserve, married or single, regardless of geographic location, and serving in deploying or non-deploying units. One vital component of Marine Corps Family Team Building (MCFTB) is the Key Volunteer Network.

b. The KVN is a communication network, formed within a unit, to help keep families better informed about the mission and tasks of that unit, and to assist in establishing a sense of community within the unit. It is also a support network, providing information and referral to a variety of individuals and organizations to assist problem solving at the lowest level possible. This enables the unit to readily achieve and maintain a higher state of "family readiness." With families in a higher state of readiness, individual Marines are better able to perform their assigned missions efficiently, effectively, and safely, thereby promoting a higher state of unit readiness.

c. 10 U.S. Code 1588 provides a legal basis for the use of volunteers in military family support programs, covers such volunteers with Workman's Compensation, and places the actions of these volunteers under the purview of the Federal Tort Claims Act. DASN (FS&F) Memorandum of 4 Nov 92 authorizes approved volunteers to be reimbursed from appropriated or nonappropriated funds for certain expenses. Details of these reimbursements are depicted in enclosure (8).

3. Policy. The KVN is an official Marine Corps family readiness program and is a major component of MCFTB. The role of the KVN is to support and assist the Commander by providing improved communication between the command and the families of Marines and other service personnel, by developing a support network among families within the unit, and by establishing a focal point for information and referral to appropriate helping agencies. Commanders at all levels, down to the battalion/squadron, Recruiting Station (RS), Inspector & Instructor (I&I) Staff, and detached command shall establish and maintain a KVN. Key

ENCLOSURE (1)

Volunteer Coordinators/Key Volunteers may be appointed at lower echelons or within staff elements as necessary.

4. Structure. The structure of the KVN is as follows:

a. Commanding Officer (CO). The Commanding Officer determines the direction of the Key Volunteer Network based on the needs of the unit's families. The CO selects and appoints the unit's Key Volunteer Coordinator and Key Volunteers. In addition, the CO maintains regular contact with the Coordinator and Family Readiness Officer. Ultimately, the CO is the unit Family Readiness Officer.

b. Family Readiness Officer (FRO). The FRO is a military member of the unit and is appointed in writing by the CO. The FRO could be a Marine Officer or consideration could be given to assign those duties to the Chaplain. The FRO provides oversight and coordination regarding all family readiness issues for the CO. The primary function of the FRO is to serve as the military point of contact, for routine matters, between the unit and members of the KVN. Normal duties are outlined in NAVMC 2917.

c. Key Volunteer Advisor (KVA) (Optional). The KVA position is a valuable asset to the Network, but it is an optional one. Commanders may fill this position with their own spouse, the spouse of the senior SNCO, or the spouse of another senior member in the unit. The KVA acts as an advocate for the KVN program and a mentor for the Key Volunteer Coordinator (KVC) and the Key Volunteers by providing advice and support.

d. Key Volunteer Coordinator (KVC). The KVC functions as the liaison between the Commander and the Key Volunteers and, as such, reports directly to the Commander or his/her designee (e.g., FRO) regularly on family readiness matters. The KVC is the conduit for information from and to the Key Volunteers, organizes and coordinates all aspects of the KVN, and may recommend Key Volunteer candidates to the Commander. The KVC must be the spouse of a member of the unit and be appointed in writing by the Commander of the unit. Normally, the KVC will have completed initial training and have prior successful experience as a Key Volunteer. Duties of the KVC are outlined in NAVMC 2919.

e. Key Volunteer. The Key Volunteer provides the command with a "personal link" to its families. A Key Volunteer must be the spouse of a member of the unit and be appointed in writing by

ENCLOSURE (1)

the CO. Key Volunteers provide unit families with information and referrals concerning services available on the installation and within the local area. They communicate with families and promote unit readiness. They should meet regularly with the KVC regarding their activities and family concerns. Duties of Key Volunteers are outlined in NAVMC 2918.

f. Marine Corps Community Services (MCCS). MCCS provides training and consultation to KVN's. The Family Readiness Support Officer, working directly for the AC/S, MCCS at the installation level, has the overall responsibility for all Key Volunteer and FRO training and support to all operational and tenant commands. The KV Trainer shall be located within MCFTB, working directly for the installation FRSO. With this established working relationship, the FRSO can be more responsive to the senior supported Commander's needs.

5. Program Guidance. Detailed guidelines for the KVN are contained in NAVMCs 2917, 2918, 2919, and 2920. These guides are the standard and provide the framework for the KVN.

a. Privacy Act. Because of their relationship with the Marine Corps, KVCs and Key Volunteers are subject to the Privacy Act of 1974 as implemented by reference (b). The Privacy Act limits access to personal information in records and mandates certain safeguards for such information. Any written records relating to a Marine or a family member must comply with the Privacy Act. Routine disclosure of information maintained in Key Volunteer Network files can be made only to the Marine's CO, the MCCS professional staff, or others who have a definite "need to know." The latter includes state and local officials in abuse cases, medical personnel, authorities charged with the Personnel Reliability Program, substance abuse and law enforcement offices, judicial, or investigative services aboard the installation. If the Key Volunteer has any question regarding the "need to know," the issue should be referred to the command. Information requests from outside the Department of Defense must be written, stating fully the "need to know," and be processed through the chain of command to the CMC (MR).

b. Confidentiality. Confidentiality is critical to the integrity of the KVN. Specifics on confidentiality issues are contained in NAVMC 2918.

c. Training. Training for individuals in the KVN is essential for the effective operation of the Network.

ENCLOSURE (1)

Standardized training for all Key Volunteers shall be conducted per NAVMC 2920, Key Volunteer Training Guide. COs will ensure their KVCs and, if at all possible, all Key Volunteers are trained prior to assuming their duties. If prior training is not possible, every effort should be made to coordinate volunteer training with the installation FRSO within 30 days of the volunteer's appointment. A Certificate of Training will be issued to all Key Volunteers who satisfactorily complete Key Volunteer Training. NAVMC 2917 provides information on training objectives.

d. Administrative Support. Authorized administrative support is depicted in enclosure (8).

e. Newsletters. Use of official mail is authorized in accordance with the guidelines in reference (c). The Command newsletter serves the Commander in the performance of his/her command responsibilities. Commanders should apply the following guidelines in determining whether the content of newsletters is official:

(1) Information related to unit mission and readiness, including family readiness;

(2) Information which is educational in nature, designed to promote informed, self-reliant service members and families;

(3) Information regarding service members and families which promotes unit spirit through awareness of family and unit activities, which helps strengthen cohesion among family members, and which contributes to service member and family stability and readiness; and

(4) Information that promotes the activities of private, unofficial organizations separate from the Marine Corps, private fund raisers, and commercial ventures is expressly prohibited.

f. Reimbursement of Incidental Volunteer Expenses. Details of reimbursement procedures are outlined in enclosure (8).

6. Action

a. CMC (MR) shall:

(1) Develop and maintain a standardized training syllabus for all Key Volunteer training.

ENCLOSURE (1)

(2) Provide oversight and technical assistance regarding the network.

b. The Comdr, MARFORRES and CG, MCRC shall establish a KVN to meet the needs of the Reserve Forces and Recruiting Regions respectively, using this Order as a guide. Training for Reserve KVN's should be coordinated with active duty resources when and where available.

c. Commanders at all levels, down to the battalion/squadron, Recruiting Station (RS), Inspector & Instructor (I&I) Staff, and detached command shall:

(1) Establish and support a KVN as provided in this Order, tailored to meet the needs of their individual commands.

(2) Select and appoint a FRO in writing.

(3) Select and appoint a Key Volunteer Coordinator in writing.

(4) Select and appoint Key Volunteers in writing.

7. Eligibility. All spouses of active duty military members within each command are eligible to participate in the KVN.

ENCLOSURE (1)

Lifestyle Insights, Networking, Knowledge, Skills (L.I.N.K.S.)

1. Purpose. To ensure standardization and equity of L.I.N.K.S. throughout the Marine Corps.

2. Background

a. Married first term Marines are subject to many unique challenges. Of particular concern is the welfare of young Marines and Sailors as they balance the demands of family and career. The vast majority of new spouses do not receive education in the skills and attitudes needed to help them cope with the unique stresses of a Marine Corps lifestyle. The presumption is often that the Marine is taking on the responsibility of providing information that will help the couple succeed as a family. Key Volunteers and agency representatives who work with these clients indicate Marines are often not well versed in their benefits and sources of support. Family self-reliance is critical to a unit's readiness. Inadequate family preparation, or a spouse's lack of motivation to act independently, affects retention, causes early return of service members from deployment to resolve family problems, and affects unit morale as well as combat readiness. Command time spent resolving individual family difficulties also detracts from the mission. The need to provide meaningful readiness and self-sufficiency training to spouses is a continuing challenge and a critical necessity. To provide spouses with a basic orientation to the Marine Corps lifestyle, L.I.N.K.S. was established.

b. L.I.N.K.S. is a facilitated discussion course given over a 10.5 hour period focused on educating spouses about the Marine Corps lifestyle. L.I.N.K.S. does not duplicate existing marriage/spouse programs currently offered but serves in a capacity to present a "reality" to the scenario of early life in the Marine Corps. L.I.N.K.S. training curriculum covers a wide range of subjects that are integrated to prepare the participants to become proactive rather than reactive to stressful events resulting from marriage and Marine Corps circumstances. L.I.N.K.S. has been intentionally developed to provide flexibility to each local team; however, specific guidance is given to ensure standard program content and methodology.

ENCLOSURE (2)

3. Policy

a. L.I.N.K.S. is an official Marine Corps family readiness program and is a major component of MCFTB. L.I.N.K.S. is a mentoring type program designed by spouses for spouses and is delivered by a volunteer team. This volunteer team works in partnership with chaplains and is supported by the FRSO. While L.I.N.K.S. is open to "every spouse in every house," its curriculum focuses on spouses new to the Marine Corps community. The mission of L.I.N.K.S. is to introduce the spouse to the global Marine Corps by providing a spouse-to-spouse orientation. There will be one L.I.N.K.S. team on each Marine Corps installation serving the Marine Corps community as a whole.

b. L.I.N.K.S. sessions shall be presented using the standardized package developed at HQMC with input from L.I.N.K.S. teams in the field. L.I.N.K.S. sessions shall cover the following topics:

- (1) Introduction
- (2) The Corps
- (3) Getting Through the Maze
- (4) I\$ That All There I\$
- (5) Your Marine's Away
- (6) Crossroads: Moving in the Military
- (7) Getting Along/Communicating
- (8) Investing in Your Community
- (9) Closure/Celebration

c. L.I.N.K.S. sessions shall be provided by volunteer spouses experienced in Marine Corps living. 10 U.S. Code 1588 provides a legal basis for the use of volunteers in military family support programs, covers such volunteers with Workman's Compensation, and places the actions of these volunteers under the purview of the Federal Tort Claims Act. DASN (FS&F) Memorandum of 4 Nov 92 authorizes volunteers with duly executed gratuitous service agreements to be reimbursed from appropriated or nonappropriated funds for certain expenses. Details of these reimbursements are depicted in enclosure (8).

ENCLOSURE (2)

4. Structure. The structure of L.I.N.K.S. is as follows:

a. Base/Station Command Chaplain. The base/station command chaplain provides support to the L.I.N.K.S. team and participates in each L.I.N.K.S. session as a discussion leader for the section "Getting Along."

b. Family Readiness Support Officer (FRSO). The FRSO, under the auspices of the AC/S, MCCS, is responsible for supporting the L.I.N.K.S. Program.

c. MCFTB Support Council. The MCFTB Support Council provides an advocacy forum for all components of MCFTB to foster a general sharing of ideas and information beneficial to all. The Support Council, in total, receives program status reports and ensures program needs are being met. A subcommittee consisting of, at a minimum, the base/station command chaplain, installation Commander's and Sergeant Major's spouses, senior supported Commander's and Sergeant Major's spouses, outgoing Team Leader, and FRSO are responsible for interviewing and selecting new L.I.N.K.S. Team Leaders.

d. Team Leader. The Team Leader is a volunteer, who serves a one-year term, and is responsible to manage the day-to-day operations of L.I.N.K.S. The Team Leader shall establish standing and ad hoc committees to facilitate this process. The Team Leader shall also attend MCFTB Support Council meetings and chair L.I.N.K.S. team meetings.

e. Mentors. Mentors are volunteer spouses who lead session presentations of the developed L.I.N.K.S. curriculum.

f. Community Liaison Office (CLO). The CLO representative at HQMC shall be the clearing house for training materials which will be made available to any location. Within budget constraints, the CLO coordinates mentor trainers to meet base/station L.I.N.K.S. mentor training needs. The CLO can be contacted at 1-800-USMC CLO (876-2256).

5. Action

a. Installation Commanders. Implement L.I.N.K.S. and ensure appropriate support is provided.

b. All Commanders. Ensure spouses are provided information regarding L.I.N.K.S. and encourage participation within respective commands.

ENCLOSURE (2)

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6. Eligibility. All Marine spouses and other service member spouses serving with Marines are eligible to participate in L.I.N.K.S.

ENCLOSURE (2)

Spouses' Leadership Seminar

1. Purpose. To ensure standardization and equity of the Spouses' Leadership Seminar throughout the Marine Corps.

2. Background

a. The strengths of a community lie in the contributions and talents of its members. If the right elements are together in the right environment, the end product is often greater than what would otherwise be expected from the elements functioning independently. Marine Corps spouses contribute their time and efforts to the community in a variety of leadership and support roles. In order to educate and enrich Marine Corps spouses in the roles and responsibilities of effective leadership, the Spouses' Leadership Seminar was developed.

b. This seminar is provided by an outside contractor and enriches the Marine Corps community by educating spouses in the role and responsibilities of effective leadership. This seminar is conducted through interaction and consists of at least the following five portions:

- (1) Effective Communications
- (2) Leadership
- (3) Teamwork
- (4) Conflict Management
- (5) Personal Enhancement

3. Policy

a. The Spouses' Leadership Seminar shall be presented using a standardized curriculum and will be covered during one eight-hour session.

b. These seminars shall occur, at a minimum, annually at each Marine Corps installation or at an approved location as determined by HQMC.

c. No more than 60 participants are authorized to attend the seminar at each installation as a greater number of participants diminishes the value received.

ENCLOSURE (3)

d. The FRSO shall provide all administrative and logistical support. A spouse volunteer will work with the FRSO for marketing and administrative coordination.

e. Child care expenses incurred by the participants shall be borne by the individual.

4. Action

a. CMC (MR). Contract and schedule these seminars to be held, at a minimum, annually at each installation or at another approved location.

b. Installation Commanders

(1) Provide an appropriate location with tables and chairs in which 60 participants may receive this training. Additional support required includes audio/visual equipment, paper and pencils, and light refreshments.

(2) Ensure all tenant operating forces and permanent commands are aware of this seminar and encourage participation.

c. All Commanders. Provide spouses with information regarding Spouses' Leadership Seminar.

5. Eligibility. Any spouse is eligible to attend as it is not based on the role of the Marine. However, the target spouses are those volunteering in family readiness and community building activities, such as L.I.N.K.S., KVN, Marine Corps Relief Society, Red Cross, Wives' Clubs, etc.

ENCLOSURE (3)

Prevention and Relationship Enhancement Program (PREP)

1. Purpose. To ensure standardization and equity of PREP throughout the Marine Corps.
2. Background. PREP is a research-based approach to teaching couples (premarital and married) how to effectively communicate, work together as a team to solve problems, manage conflict without damaging closeness, and preserve and enhance commitment and friendship. PREP workshops may be taught in a faith or secular format. This technique was developed by psychologists at the University of Denver in 1980. Research indicates that couples who are PREP trained have a 33% less likely chance of divorce up to five years after receiving the training.
3. Policy
 - a. PREP is sponsored and delivered by appropriately trained and certified chaplains.
 - b. PREP shall be offered at all Marine Corps installations and made available to those on independent duty.
 - c. APF funding for PREP training and certification and instructional material shall be provided by CMC (MR).
 - d. Child care expenses incurred by the participants are authorized to be reimbursed.
4. Action
 - a. Installation Commanders
 - (1) Provide PREP training at each installation.
 - (2) Ensure all tenant operating forces and permanent commands are aware of this training and encourage participation.
 - b. All Commanders. Ensure Marines and families are provided information regarding PREP and encourage participation.
5. Eligibility. All military (active and reserve) and, upon the referral, DOD civilian employee couples (premarital and married) are eligible to participate in PREP.

ENCLOSURE (4)

Chaplain's Religious Enrichment Development Operations (CREDO)

1. Purpose. To ensure standardization and equity of CREDO at available locations in the Marine Corps.

2. Background. CREDO is a retreat-based program started in 1972 by a Navy Chaplain concerned about the military's drug problem. Since that time, CREDO has developed into a multifaceted retreat program located worldwide. CREDO retreats are offered to enable Marines and their families to develop personal and spiritual resources, grow toward increased functional ability, and accept responsibility.

3. Retreats

a. At USMC and USN CREDOs, the following core retreats are offered:

- (1) Personal Growth Retreats (PGR)
- (2) Marriage Enrichment Retreats (MER)
- (3) Spiritual Growth Retreats (SGR)

b. At USMC CREDOs, presently the following additional retreats are offered to address:

- (1) Team Building
- (2) Unit Cohesion
- (3) Non-EAS Attrition

4. CREDO Locations

a. USMC Funded CREDOs

- (1) MCB, Camp Pendleton, CA
- (2) MCAGCC, 29 Palms, CA (satellite of Camp Pendleton)
- (3) MCB, Camp Lejeune, NC

b. USN Funded CREDOs

- (1) MCB, Camp Butler, JA

ENCLOSURE (5)

- (2) MCB, Hawaii
- (3) Naval Station, San Diego, CA
- (4) Naval Station, Jacksonville, FL
- (5) Naval Station, Norfolk, VA
- (6) CREDO Europe
- (7) CREDO Northwest

5. Policy

a. CREDO is delivered by the Chaplain Corps. The Director of Religious Ministry for the Department of the Navy (DON) will provide CREDO Program policy oversight, program accountability and quality assurance for USMC sponsored and funded CREDOs. CMC (MR), in consultation with CMC (REL), shall determine Marine Corps identified needs-driven retreats which specifically meet the needs of Marine commanders. These retreats are in addition to the core programs offered at all CREDOs. CMC (REL), in coordination and consultation with the Director of Religious Ministry for the DON, shall ensure these additional Marine Corps required retreats comply with the Director of Religious Ministry for the DON's policy oversight, program accountability and quality assurance.

b. Installation commanders are the Reporting Senior for CREDO program directors at Marine Corps funded and supported CREDOs.

c. Installation command chaplains are the CREDO program advisors in accordance with the CREDO SOP.

d. Information on CREDO retreats shall be promulgated to all commands.

e. Transportation, meals, and lodging shall be provided using APF without cost to participants.

f. Child care expenses incurred by the participants shall be borne by the individual.

g. Marines and their families assigned to the Marine Corps Recruiting Command shall receive priority to attend CREDO retreats.

ENCLOSURE (5)

h. Marines screened and selected for recruiting duty shall also receive priority to attend CREDO retreats prior to reporting to Recruiters School.

i. Installation FRSOs provide logistical and administrative support, but do not have operational and administrative control of CREDO Programs.

6. Action

a. CMC (MR), in consultation with CMC (REL), shall provide the necessary funding to support Marine Corps sponsored CREDOs.

b. Installation commanders with Marine Corps funded and sponsored CREDOs shall:

(1) Provide CREDO retreats at respective installations.

(2) Ensure commands are aware of the CREDO retreats and encourage participation.

c. All Commanders. Provide Marines and their families with information regarding CREDO and encourage participation.

7. Eligibility. All active duty, reserve, and retired Marines, their spouses and their dependent family members may participate in CREDO retreats.

ENCLOSURE (5)

Family Readiness Support Officer

1. Family Readiness Support Officer (FRSO)

a. A FRSO billet shall be established at each Marine Corps base/station. This billet will be filled by an active duty Marine officer, responsive to the senior supported Commander, and reporting directly to the AC/S, MCCS. The creation of this billet does not replace nor does it eliminate the need for Family Readiness Officers (FRO) at the headquarters of the Marine Expeditionary Force (MEF), major subordinate commands (MSC), and each subordinate operational unit. Duties of unit FROs are depicted in NAVMC 2917. The FRSO supports all tenant and operational commands' FROs, Key Volunteer Networks, L.I.N.K.S., Spouses' Leadership Seminar, PREP and CREDO programs.

b. The FRSO, in coordination with the base/station command chaplain, shall be proactive in soliciting the family readiness needs of tenant and operational commands, and in marshaling the capabilities and resources of the MCCS Division of the installation to meet those needs. The FRSO shall ensure, no less than quarterly, MCFTB Support Council meetings are held. The Support Council is established to ensure program needs are being met and provide for a general sharing of ideas and information beneficial to all components of MCFTB. This council shall include, at a minimum:

- (1) Family Readiness Support Officer.
- (2) The Base/Station Command Chaplain.
- (3) The Senior Supported Command Chaplain.
- (4) The Senior Supported Command FRO.
- (5) MCRC Quality of Life Coordinators (where applicable).
- (6) KV Trainer.
- (7) Senior Supported KV Coordinators.
- (8) L.I.N.K.S. Team Leader.
- (9) Spouses' Leadership Seminar Coordinator.

ENCLOSURE (6)

(10) Officer and SNCO Spouses Representing the Installation.

(11) Officer and SNCO Spouses Representing the Senior Supported Command.

c. Duties

(1) Promote MCFTB Programs to all commands and the community. Installation FRSOs provide logistical and administrative support, but do not have operational and administrative control of MCFTB programs.

(2) Support and assist all commanders and unit FROs in the organizing and sustaining of Key Volunteer Networks (KVN). Special attention should be given to contact new commanders and FROs.

(3) Ensure KV Coordinators and unit FROs receive initial training.

(4) Maintain regular contact with all tenant operating forces and permanent units ensuring appropriate family readiness support is provided.

(5) Develop and co-chair with the senior supported Commander's FRO installation-wide MCFTB Support Council meetings.

(6) Report to AC/S, MCCA on installation support activities.

(7) Serve as resource person for Key Volunteer and L.I.N.K.S. questions/concerns.

(8) Organize/coordinate pre/post deployment briefs for commands.

(9) Organize KV training and graduation ceremonies.

(10) Arrange for baby sitting services to be provided for Key Volunteer, L.I.N.K.S., and PREP training sessions to eliminate out-of-pocket expenses to the participants.

(11) Provide logistical support for Spouses' Leadership Seminars.

ENCLOSURE (6)

- (12) Facilitate volunteer reimbursements.
- (13) Maintain current rosters of all KV Coordinators, Advisors, and FROs.
- (14) Facilitate the expeditious mailing of MCFTB official mail.
- (15) Facilitate/advise on appropriated (APF) and nonappropriated funds (NAF) budget preparations and expenditures for operating units on MCFTB Programs.
- (16) Organize and coordinate volunteer appreciation events as appropriate.
- (17) All other duties deemed necessary by the installation commander or senior supported operational Commander which may positively affect family readiness.

ENCLOSURE 6

Base/Station Command Chaplain's Role

1. Base/Station Command Chaplain's Role. The base/station command chaplain has a unique role in the area of MCCS in general and MCFTB in particular. The base/station command chaplain, much like the Chaplain of the Marine Corps in his/her relationship to the Commandant, is an advisor to the installation commander on all aspects of what is called the "prevention battle." A particularly important advisory role relates to MCFTB, because the Chaplain Corps, like unit Commanding Officers, brings a unit-level perspective to the MCFTB effort. By focusing on the "prevention battle" as part of their ministry, the chaplain "network" can bring great synergy to the prevention efforts. In order to ensure that the base/station command chaplain can fulfill his/her responsibility, the AC/S, MCCS shall ensure the base/station command chaplain is integral to all meetings, policy formulation, and budget decisions. The base/station command chaplain shall coordinate with and support the FRSO to ensure success across all MCFTB program elements. The base/station command chaplain shall serve as the MCFTB link between the installation, tenant, and operational command chaplains.

ENCLOSURE (7)

Funding MCFTB and Reimbursement of Volunteers

1. Purpose. To ensure standardization and equity on funding and reimbursement of volunteers of MCFTB Programs.

2. Background. In the past, volunteers have experienced undue delays in receiving payment of incidental expenses incurred while performing their official volunteer duties and inconsistent direction regarding usage of appropriated funds (APF) and nonappropriated funds (NAF).

3. Policy

a. Commanders' Responsibilities. All Installation Commanders, in support of the tenant operating force commands and permanent commands, have the responsibility and obligation to support family readiness programs with APF or NAF as available. Commanders are expected to plan, program, and budget for all expenditures. Unless a situation arises which violates federal law, regulation, or the contents of this Order, commanders are authorized and expected to provide APF and/or NAF dollars which best support their volunteer-based programs.

b. Official Programs. MCFTB Programs are official programs and shall be funded predominately using APF. The programs under MCFTB are components of the overall family readiness support program. APF support authorized to be received include:

(1) Office spaces, meeting spaces/facilities, and storage space.

(2) Office supplies and equipment to include computers with appropriate hardware, software, printers, Internet access, military electronic mail accounts, telephones with DSN access, where available, and answering machines. Computer hardware necessary for office use will be capable of running current versions of the standard Marine Corps office automation software and other software required to support mission requirements. Both hardware and software will be purchased in compliance with applicable Marine Corps Directives.

(3) Transportation as authorized by the Commanding Officer when performing volunteer services. Commanders assigned to independent duty (e.g. recruiting and Inspector-Instructor

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duty) are authorized to provide government vehicles with drivers for Key Volunteers, but Volunteers are not authorized to operate government commercial vehicles.

c. Category A Programs. MCFTB Programs are classified as Category A Programs per reference (a). NAF support includes:

(1) Refreshments for functions such as KVN workshops, L.I.N.K.S. training sessions, Spouses' Leadership Seminars, and volunteer recognition events.

(2) When APF is not available, awards and baby sitting may be funded with NAF when they are incident to a receipt of voluntary services by the Government in accordance with 10 U.S. Code 1588.

(3) The Utilization, Support and Accountability (USA) Practice is authorized for use per reference (a).

d. Reimbursement of Expenses. Reimbursement payments to volunteers who support these programs shall be handled as expeditiously as those for Marine Corps members. The most expeditious means of facilitating these payments shall be used. APF reimbursements shall be submitted by the Integrated Automated Travel System (IATS) to DFAS Kansas City. NAF reimbursements shall be submitted through the local NAF Comptroller. The FRSO shall facilitate both methods of payment.

e. Per 10 U.S. Code 1588, KVN and L.I.N.K.S. volunteers must have duly executed gratuitous service agreements in place to be eligible to receive any reimbursement support. A sample gratuitous service agreement is contained in enclosure (9). With that duly executed gratuitous service agreement, KVN and L.I.N.K.S. volunteers are authorized reimbursement of the following expenses:

(1) Mileage, at the prevailing government rate for authorized use of a privately owned conveyance;

(2) Parking and tolls, when supported by proper receipts;

(3) Telephone toll calls not otherwise covered (e.g. by command telephone credit cards) upon presentation of the bill;

(4) Child care expenses (not to exceed the installation's hourly care rate) incurred as a result of performing volunteer duties.

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(5) Expenses incurred while on Invitational Travel Orders.

f. Reimbursement of these incidental expenses may be made from APF or NAF, subject to the availability of the funds. ACs/S, MCCS shall establish the most expeditious method of reimbursing expenses incurred by volunteers.

g. Procedures for Payments Using APF

(1) Volunteer completes Standard Form (SF) 1164, Claim for Reimbursement for Expenditures on Official Business.

(2) Commanding Officer, or person designated in writing, authorizes the reimbursement by signing Block 8, SF 1164.

(3) Volunteer delivers approved claim to FRSO who files that claim directly to the installation disbursing office.

(4) The installation disbursing officer submits the claim through IATS where the volunteer is paid through direct deposit or hard check.

h. Procedures for Payments Using NAF

(1) Volunteer completes SF 1164, Claim for Reimbursement for Expenditures on Official Business.

(2) Commanding Officer or person designated in writing authorizes the reimbursement by signing Block 8, SF 1164.

(3) Volunteer delivers claim to FRSO who, in turn, coordinates payment from the comptroller.

i. Per Joint Federal Travel Regulation (JFTR), para, C6000, invitational travel orders (ITOs) may be issued to individuals who are performing services in support of the KVN and L.I.N.K.S. Programs. Volunteers on ITOs are authorized GSA city pair rates on air transportation.

j. KVN and L.I.N.K.S. volunteer team members benefit from Workman's Compensation and Tort Claims protection pursuant to 10 U.S. Code 1588.

k. Baby Sitting Services for Key Volunteer Training and L.I.N.K.S. Session and PREP Participants. Key Volunteer trainees

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and L.I.N.K.S. session and PREP participants are not considered volunteers under 10 U.S. Code 1588. However, it has been determined that it is critical to the mission of the KVN, L.I.N.K.S., and PREP that no-cost baby sitting services be provided to participants of training sessions to ensure the intended spouse audience attends. KVN, L.I.N.K.S., and PREP meet the requirements of the "necessary expense test" as articulated by the Government Accounting Office, and therefore, APFs or NAFs may be used to pay for the baby sitting expenses incurred by those who participate in KVN, L.I.N.K.S., and PREP training sessions. APF or NAF reimbursement may be made to the participant directly or by acquiring the baby sitting services under a contract. Providing and paying for baby sitting services in advance shall be the preferred method to eliminate families from having to pay for these services up front and subsequently waiting on the reimbursement. When child care expenses are incurred while participating in activities unrelated to KVN, L.I.N.K.S. or PREP sessions, those are considered to be personal expenses and shall be borne by the individual.

l. Official Mail. Official mail is authorized for official Marine Corps Programs pursuant to reference (c) and DODI 4525.8M. Official mailings shall have the appropriate amount of postage applied to meet the mailer's needs such as delivery date and the requirement for return of undeliverable mail.

m. Government Printing and Government Supply System. Access to the government printing and supply systems is available for official Marine Corps programs.

n. Fundraising. Federal law and regulations prohibit fundraising in order to augment funds provided by APF. Authorized APF expenditures are depicted in paragraphs 3b, 3e, and 3i above. Fundraising may not be used to enhance or increase this support.

o. Unsolicited Donations. Acceptance of unsolicited donations for MCFTB Programs is authorized. ACs/S, MCCS shall establish the most expeditious method of holding these funds allowing ease of access for the intended program.

p. Awards. Awards of nominal value for volunteers which cannot be construed as personal gifts, such as plaques, may be purchased using APF and NAF when "distinctive service" is being recognized. Individuals may be presented letters, certificates, identifying insignia, or other items for their volunteer service.

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APF and NAF may be used to purchase awards for volunteers, if budgeted and approved by the Commander. Cost of awards shall not exceed \$24 per individual per recognition. Cash awards are prohibited.

4. Action. All Commanders shall provide funding support to the volunteer-based programs as depicted in this enclosure.

ENCLOSURE (8)

Gratuitous Service Agreement

I, _____, by signing this Agreement, agree to provide gratuitous-volunteer services as (type of volunteer) for (name of command), in compliance with 10 U.S.C., section 1588. Such services are provided without expectation of compensation. I further understand that such gratuitous service does not constitute government service for purposes of Federal retirement benefits or preference in hiring for paid Federal employment positions. Any reimbursement for incidental expenses shall be subject to the availability of funds and the Commanding Officer's discretion.

In compliance with 10 U.S.C., section 1588(a)(3)(A), the nature of my service will be in the area (type of volunteer support, e.g., KVN or L.I.N.K.S.). I understand that as a (type of volunteer), I will not be considered a Federal employee for any purpose other than the Federal Tort Claims Act, 28 U.S.C., sections 1346(b), 2671, 2672, and 2674-2680 (1982), or the Military Claims Act, 10 U.S.C., sections 2731-2738. I may also be entitled to compensation under the Federal Employees' Compensation Act, 5 U.S.C., sections 8101-8193, should I suffer personal injury in the performance of such duties.

I understand that, as a (type of) volunteer, the personal information provided to me on the members of (name of command) and their families is, and will be, protected by the provisions of the Privacy Act of 1974. I understand that I will hold myself to the highest standards of confidentiality. I further understand that issues pertaining to the members and families of (name of command) will be discussed ONLY with those individuals as defined in MCO 1754.6 or as designated by the Commanding Officer, (name of command) as having the "need to know."

This document encompasses all understanding between (name of volunteer) and (name of command) as pertains to services as a (type of) volunteer.

(Volunteer Signature)

(CO/Director Signature)
(Command/Staff Section)

ENCLOSURE (9)