



DEPARTMENT OF THE NAVY
HEADQUARTERS, UNITED STATES MARINE CORPS
2 NAVY ANNEX
WASHINGTON, DC 20380-1775

MCO 1754.6A
MRZ
30 Jan 06

MARINE CORPS ORDER 1754.6A

From: Commandant of the Marine Corps
To: Distribution List

Subj: MARINE CORPS FAMILY TEAM BUILDING (MCFTB)

Ref: (a) MCO P1700.27A
(b) SECNAV 1754.1B
(c) Title 10 U.S.C. § 1588 (NOTAL)
(d) Federal Tort Claims Act (NOTAL)
(e) DOD Instruction 1100.21, "Voluntary Services in the Department of Defense" dtd 11 Mar 2002
(f) NAVMC 1754.6
(g) MCO P5211.2B
(h) Privacy Act of 1974 title 5 U.S.C. § 552A, as amended
(i) MCO P5110.4
(j) MCO P1700.24B
(k) MCO 1740.13A
(l) MCO P1710.30E
(m) CREDO Standard Operating Procedures

1. Situation. To establish policy guidance for MCFTB programs to ensure standardization of MCFTB throughout the Marine Corps.

2. Cancellation. MCO 1754.6.

3. Mission. To ensure that the Marine Corps maintains optimum unit effectiveness and mission readiness; prepares Marine families to successfully meet the challenges of the military lifestyle; and standardize the policies and functions of MCFTB programs across organizations and duty stations.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

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30 Jan 06

(a) This Order complies with and conforms to the regulatory requirements stated in references (a) through (c).

(b) This Order updates information and policies stated in the references.

(c) This Order mandates that commanders ensure the policies stated in this Order are used in creating, establishing, maintaining, and reinforcing family readiness programs and procedures.

(d) The desired outcome of MCFTB is family readiness. Family readiness is defined as families who are prepared and equipped with the skills and tools to successfully meet the challenges of the military lifestyle. Family readiness directly affects the fundamental purpose of the Marine Corps to make Marines and win battles by building commitment and raising morale, thereby increasing unit readiness.

(2) Concept of Operations

(a) MCFTB facilitates five distinct, yet complementary, family readiness programs: Key Volunteer Network (KVN); Lifestyle Insights, Networking, Knowledge, Skills (L.I.N.K.S.); Spouses' Learning Series (SLS); Prevention and Relationship Enhancement Program (PREP); and Chaplains Religious Enrichment Development Operation (CREDO). These family readiness programs ensure commanders and program volunteers receive the necessary resources and support to facilitate family readiness. MCFTB was created to institutionalize the individual programs under one overarching umbrella.

(b) The individual MCFTB programs offer valuable education that enhances family readiness. However, due to their limited resources, individual programs lose visibility when competing in the Program Objective Memorandum (POM) process. Previously, funding for these programs was embedded with the programs found within the Marine and Family Services, formerly known as Personal Services. Consolidating these family readiness-related programs under a single MCFTB umbrella provides more visibility to the commander as they compete for resources and helps the commander make resource allocation decisions as Operation and Maintenance funding is executed.

(c) Marine Expeditionary Force, Marine Division, Marine Aircraft Wing, Marine Logistics Group, Regiment/Group, Battalion/Squadron, Recruiting Station (RS), Inspector and

30 Jan 06

Instructor (I&I), and detached commanders are the supported commanders in receiving the services from these vital family readiness programs.

(d) Installation commanders are the supporting commanders in providing the services of MCFTB programs. These services will be provided per the guidelines contained in this Order and in the references.

(e) References (a) and (b) provide policy for the establishment of comprehensive family support systems for all Marines, Regular and Reserve, regardless of geographic location or deployment status.

(f) All programs within MCFTB are official Marine Corps programs. The MCFTB programs (less PREP and CREDO) are classified as category A Morale, Welfare and Recreation (MWR) programs, per reference (a), and are authorized funds accordingly. PREP and CREDO are Chaplain of the Marine Corps-conducted programs under MCFTB and may receive other than Marine Corps Community Services (MCCS) funding. PREP and CREDO are non-MWR programs and are not authorized MCCS non-appropriated funds (NAF).

(g) Reference (c) provides legal basis for the use of volunteers in military family support programs, covers such volunteers with workers' compensation, and places the actions of these volunteers under the purview of reference (d). Reference (e) implements policies and responsibilities for the acceptance and use of voluntary services in Department of Defense programs and describes the conditions under which voluntary services may be accepted, the responsibilities of accepting officials, and the government support of authorized volunteers when performing their official duties. Volunteers with duly executed volunteer agreements may be authorized reimbursement from APF or NAF for certain incidental expenses. Details of these reimbursements and the volunteer agreement form are outlined in reference (f).

b. Subordinate Element Missions

(1) Deputy Commandant for Manpower and Reserve Affairs (DC, M&RA). The DC, M&RA provides oversight for all issues pertaining to personal and family readiness and MCFTB.

(2) Chaplain of the Marine Corps. The Chaplain of the Marine Corps reports directly to, and advises, the Commandant on

30 Jan 06

family readiness issues. The Chaplain of the Marine Corps will coordinate changes to PREP and CREDO with the Director, Personal and Family Readiness Division, to ensure continued integration of programs.

(3) Family Readiness Committee (FRC), MCCS Board of Directors (BOD). The FRC will report to the MCCS BOD in an advisory capacity on matters having a major impact on family readiness, Marine Corps-wide.

(4) Commandant of the Marine Corps (CMC), Personal and Family Readiness Division (MR). CMC (MR) maintains functional control over all MCFTB programs and serves as the Marine Corps subject matter expert on family readiness issues. The Family Readiness Branch, Personal and Family Readiness Division (CMC (MRZ)) will:

(a) Develop and recommend plans and policy for MCFTB programs.

(b) Coordinate MCFTB programs with major commands, other Headquarters, U.S. Marine Corps agencies, and higher headquarters.

(c) Research, staff and provide an appropriate response for all issues submitted from the installation MCFTB support councils to the FRC. All issues requiring the FRC's consideration will be forwarded from the installation MCFTB Director to CMC (MRZ), via the installation's Assistant Chief of Staff (AC/S), MCCS or Director, MCCS. CMC (MRZ) will route and address each submission appropriately.

(d) Develop personnel, budget and training initiatives relative to the MCFTB POM.

(e) Attend and, as appropriate, host organizational conferences and working groups pertaining to MCFTB, and provide information to command activities.

(f) Conduct research to support programming decisions with both quantitative and qualitative data.

(g) Maintain a standardized training syllabus for all KVN, Family Readiness Officer (FRO), SLS, and L.I.N.K.S. curricula. Ensure all course materials (paper, electronic and MarineNet online) are refreshed on a cyclic basis. Supported commanders may augment the standardized course materials with

30 Jan 06

content that is representative and reflective of their local installation mission.

(h) Market and coordinate promotions for all MCFTB programs and events, as applicable.

(5) CMC, Public Affairs (PA)

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

(b) Disseminate information on key MCFTB themes, programs, events, and updates through Marine Corps News, *Marines* magazine, MarineLink, and civilian media outlets, as appropriate, in accordance with references (g) and (h).

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

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

(6) Commanders, U.S. Marine Corps Forces Command, U.S. Marine Forces, Pacific, and U.S. Marine Forces, Reserves; and Commanding Generals, Marine Corps Combat Development Command, Marine Corps Logistics Command and Marine Corps Recruiting Command

(a) Establish MCFTB at all Marine Corps installations, to include support of Marines and their families on special duty assignments/independent duty.

(b) Establish the MCFTB Family Readiness programs outlined in reference (f), as appropriate, and ensure these programs are fully supported by all commanders through the Battalion/Squadron, RS, and I&I level.

(c) Designate and maintain staff cognizance on all matters pertaining to MCFTB programs, policies and associated resources for subordinate commands.

30 Jan 06

(d) Regionalize services, as appropriate, between bases within close proximity to optimize resources for the delivery of services.

(e) Review, prioritize and consolidate POM requirements concerning personnel, budget and training initiatives for MCFTB programs.

(f) Ensure all personnel involved with MCFTB programs and volunteers are aware of, and are in compliance with, references (g) and (h).

(g) Formally recognize all MCFTB volunteers annually during National Volunteer Appreciation Month (April).

(7) Installation Commanders

(a) Establish and maintain a MCFTB program aboard your installation.

(b) Assign an active duty commissioned Marine Corps officer, or in the absence of a suitable officer, an equivalent graded civilian, the primary duty of MCFTB Director. The MCFTB Director shall be responsive to the senior supported commander and reports directly to the installation AC/S, MCCS or Director, MCCS. Specific roles and responsibilities of the MCFTB Director are outlined in reference (f).

(c) Ensure the installation command chaplain is actively involved with MCFTB. The role of the installation command chaplain is outlined in reference (f).

(8) Installation AC/S, MCCS or Director, MCCS

(a) Provide adequate MCFTB staff to meet the needs of installation units.

(b) Ensure the installation has a Key Volunteer (KV) Trainer. The position may be full or part time, depending upon installation needs.

(c) Establish a MCFTB Support Council. Membership of the MCFTB Support Council is outlined in reference (f).

(d) Ensure all commanders and sergeants major through the battalion/squadron, base/station, or recruiting

district/station levels, as appropriate, receive a brief on MCFTB programs.

(e) Ensure MCFTB program themes, events and updates are incorporated into MCCS advertising and PA planning and products, in accordance with references (g) and (h).

(9) Commanding Officers (at all levels through the Battalion/Squadron, RS, and I&I Staff)

(a) Assign in writing a Marine Corps officer or senior Staff Noncommissioned Officer as the unit's FRO. The role of the FRO is outlined in reference (f).

(b) Establish and support a KVN (per reference (f)) tailored to meet the needs of the individual command.

(c) Select and appoint in writing the KVs, KV Coordinator, and the (optional) KV Advisor.

(d) Ensure adequate funds are available for reimbursement of approved expenses incurred by volunteers.

(e) Ensure MCFTB themes, programs, events, and updates are incorporated into PA planning and products.

(f) Ensure command orientation programs include information on where to obtain MCFTB assistance and resources.

(g) Be fully informed about the MCFTB programs. Encourage command service members and their families to proactively utilize MCFTB programs. Fully support the programs described in reference (f).

(h) Ensure MCFTB programs are regularly incorporated into unit professional military education.

(10) Sergeants Major (at all levels through the Battalion/Squadron, RS, and I&I Staff). Be fully informed about the MCFTB programs. Encourage command service members and their families to proactively utilize MCFTB programs. Fully support the programs described in reference (f).

5. Administration and Logistics. Submit all change recommendations regarding this Order via the appropriate chain of command to CMC (MR). Recommendations should be submitted in writing and should include supporting rationale.

6. Command and Signal

- a. Signal. This Order is effective on the date signed.
- b. Command. This Order is applicable to the Marine Corps Total Force.



H. P. OSMAN
By direction

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