



UNITED STATES MARINE CORPS  
MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION  
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DepO 1754.9B  
UPFRP

23 AUG 2021

DEPOT ORDER 1754.9B

From: Commanding General, Marine Corps Recruit Depot/Eastern  
Recruiting Region, Parris Island  
To: Distribution List

Subj: MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION  
UNIT, PERSONAL AND FAMILY READINESS PROGRAM

Ref: (a) MCO 1754.9B  
(b) MCO 1754.6C  
(c) MCO 1700.36B  
(d) MCRC FROST CALL 01-21

Encl: (1) Unit, Personal and Family Readiness Program (UPFRP)  
Guidance

1. Situation. The Unit, Personal and Family Readiness Program (UPFRP) directly impacts Marines and families by building resiliency, morale and increasing unit readiness. Our most valuable resource is the individual Marine and their family. The Marine Corps success as an institution is inextricably linked to the well-being and resiliency of that Marine and his family.

2. Mission. To standardize the implementation of the UPFRP to ensure each unit, regardless of location or operational tempo, maintains optimum unit and personal effectiveness thereby enhancing operational readiness.

3. Cancellation

a. DepO 1754.9

b. Summary of Changes. This revision contains a number of changes. It should be reviewed in its entirety.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

Distribution Statement A: Approved for public release;  
distribution is unlimited.

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(a) Recruiting and recruit training duties have historically been a challenging tour of duty for Marines and their families. In addition to the long hours, some locations in recruiting are distant from Department of Defense (DoD) installations. This can make life difficult for families who have grown accustomed to resources provided at Marine Corps installations. Additionally, the Marine Corps continued emphasis on personal and family readiness has heightened expectations of our Marines and families.

(b) In the Eastern Recruiting Region (ERR) and aboard Marine Corps Recruit Depot, Parris Island (MCRDPI), we will deliberately work to empower the Marines and family members with opportunities and available resources. MCRDPI will work with all available resources to ensure expectations are met and to assist in educating the Marines and family members of these resources. The continued support can assist the probability of success during these challenging duties. Commanders will maximize the use of all DoD, Marine Corps, federal, state and local resources to educate and provide necessary recreational, medical, religious, and educational needs of their Marines and families.

(c) Commanders will utilize their Readiness Coordinator and any volunteers to assist.

(d) The UPFRP is not designed or intended to be a replacement of small unit leadership, but rather an enhancement and support function to assist leaders in their pursuit of readiness.

(2) Concept of Operations. The UPFRP is a Commander's program. - Commanders will be familiar with and make maximum use of all available DoD, state and local resources to implement an effective UPFRP.

(a) Personal and family readiness is the ability of the individual Marine and his family to successfully balance the challenges of a military lifestyle, family, career, and mission events.

(b) Although the commander is responsible for ensuring the establishment and maintenance of the UPFRP, the individual Marine is responsible and accountable for his personal and family's readiness (financial, medical, legal, etc.).

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(c) A by-product of a high state of personal and family readiness is an improved quality of life and feeling of empowerment. One program can not negate the sacrifices inherent and unavoidable in a military lifestyle, UPFRP can leverage resources and significantly mitigate the negative aspects.

(d) In addition to the official communications in accordance with reference (a), commanders should maximize the use of social media. This can increase effective communication with the Marines and family members and ensure they are equipped with the resources necessary to improve resiliency and to successfully accomplish life, career and mission challenges.

b. Subordinate Element Tasks

(1) Commanding Officers. Marines look to their commander for leadership, guidance, example, advocacy and boundaries. Marine families look to the commander for the exact same things. Commanders at all levels are responsible for the implementation of the following action items. The action items; Official Communication, Mission Support, Readiness and Resource Support, and Volunteer Management are the four basic tenets of the UPFRP.

(a) Attend Family Readiness Command Team Training (FRCTT) with their FRCT members within 60 days (120 days for Marine Corps Recruiting Command (MCRC)) of assuming command.

(b) Within 60 days of assuming command, publish a Standard Operating Procedure (SOP) aligning with the guidelines of the CG's UPFRP intent and outlining roles and responsibilities specific to the unit for each of the UPFRP requirements.

(c) Ensure all unit Marines complete and turn in a NAVMC 11654 within 30 days of assignment to the unit.

(d) Appoint in writing a Readiness Coordinator. See Chapter 1 of this Order for duties of the Readiness Coordinator.

(e) Appoint in writing a Responsible Officer (RO) and Assistant RO (ARO) to approve the execution of Unit and Family Readiness Funds (U&FRF) in accordance with reference (a).

(f) Conduct family readiness command team meetings quarterly, at a minimum, with all members of the command team. Ensure efforts are reviewed that support the four tenets of UPFRP, U&FRF budget, UPFRP data tool and UPFRP events.

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(g) Ensure all personnel, including volunteers, involved with UPFRP functions are aware of, and are in compliance with, references (a) and (b).

(h) Formally recognize all UPFRP volunteers annually. Optimally, the best time is during April's National Volunteer Appreciation Week or during combined unit personnel and family events.

(i) Ensure an internal audit of the UPFRP is conducted when the Readiness Coordinator turns over in accordance with reference (a). (14 days prior to outgoing and within 14 days of new appointment).

(2) District Readiness Coordinators (DRC) and Uniformed Readiness Coordinators (URC). Encompass the face of the Commander's vision and are the hub of communication for the Unit, Personal and Family Readiness Program. Designate as Special Staff members operationally guided by the commander. As such, they will provide direct coordination for the UPFRP between the commander, the Marines, the families and all the available resources and organizations, both on and off DoD installations, that support the goals outlined in this Order and the commander's intent. Their primary duty shall be to communicate and serve as a communication portal. They are supported by the resources and opportunities offered through MCCS, DoD and local organizations.

(a) Personally contact the spouse or designated family member(s) within 30 days of the Marine's joining/attaching to the unit.

(b) Conduct personal and family readiness screening interviews as part of the official check-in process.

(3) URC. URCs assigned at the Battalion or Recruiting Station level shall perform the same roles and have the same responsibilities as a DRC, but work directly for their commander. They will be a member of the command team in the rank of E5 or higher, and may be assigned on a full-time primary duty or a part-time collateral duty basis depending on the needs of the command and the vision and intent of the commander. For the sake of standardization, the title URC is the only acceptable title for this position.

(4) UPFRP Data Tool. Readiness Coordinators must complete the UPFRP data tool monthly and submit to Headquarters

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Marine Corps in accordance with reference (a). The data tool should be one of the items briefed at the command team meetings. The UPFRP data tool is due for submission by the 10th of each month, reflecting the prior month's data.

(5) Chain of Command. Readiness Coordinators are special staff members to their commanders, much like a chaplain or judge advocate. As such, they do not operate within a Readiness Coordinator chain of command or hierarchy. Authority for tasking resides with the commander.

(6) UPFRP Installation Specialist. The UPFRP Specialist serves as an additional resource for Readiness Coordinators, providing advice, mentorship, support and guidance through continual communication and liaison. The UPFRP Specialist assists in the development, implementation, and evaluation of subordinate unit's UPFRP. Periodic assessments of subordinate units' UPFRP will be conducted with appropriate recommendations made for improvement.

(7) The Readiness Coordinator and appointed volunteers shall attach the following disclaimer to all emails sent on behalf of the UPFRP.

Disclaimer: Information is distributed in this email as information of common interest for military members and their family members/contacts. Use of this information does not advertise or imply endorsement of any non-federal entity by the Department of Defense, U.S. Marine Corps or this Command.

(8) The Readiness Coordinator shall post the following disclaimer in a conspicuous location anywhere resources and referrals may be provided to Marines or family members.

Disclaimer: Information is distributed as that of common interest for military members and their families/contacts. Use of this information does not advertise nor imply endorsement of any commercial activity or product by the Department of Defense, U.S. Marine Corps or this command.

c. Coordinating Instructions. The Family Readiness Command Team consists of the Commanding Officer, Executive Officer, Sergeant Major, Readiness Coordinator, Chaplain, Single Marine Program (SMP) Representative, and Command Team Advisor (CTA) (recommended but not required). Spouses of the Commanding Officer and the Sergeant Major can participate as the CTA. The Family Readiness Command Team executes the UPFRP as directed by

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the unit commander. Each Command Team is the resolution seeking body for their Marines, spouses, and designated family members.

#### 5. Administration and Logistics

a. Recommendations concerning the contents of this Order should be forwarded to Marine Corps Community Services (MCCS) (Attn: UPFRP Specialist).

b. The term "Commanding Officer" as used in this Order refers to Regiment, Battalion, District, Recruiting Station Commanding Officers and Prior Service Recruiting Station officers in charge.

c. For the purposes of this Order, supported constituencies include unit Marines, spouses, children, designated parents, and other designated members of the extended family of unit Marines.

d. Designated members of the extended family are defined as anyone identified by the Marine: to include blood relatives, friends or other close relationships. This does not enhance the legal term for family member designations.

e. UPFRP Data Tool. Readiness Coordinators must complete the UPFRP data tool monthly and submit to Headquarters Marine Corps in accordance with reference (a). The data tool should be one of the items briefed at the command team meetings. The UPFRP data tool is due for submission by the 10th of each month, reflecting the prior month's data.

f. Chain of Command. Readiness Coordinators are special staff members to their commanders, much like a chaplain or judge advocate. As such, they do not operate within a Readiness Coordinator chain of command or hierarchy. Authority for tasking resides with the commander.

#### 5. Command and Signal

a. Command. This Order is applicable to all units within MCRDPI/ERR.

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

  
J. L. NETHERCOT

DISTRIBUTION: A

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## Chapter 1

The Program Components

1. Program Components. The program components of the UPFRP are Official Communication, Mission Support, Readiness & Resource Support, and Volunteer Management. These components are the main support elements to the UPFRP and are not designed to be all encompassing efforts. Family outreach is an example of another effort that the Readiness Coordinator, in support of the commander's vision, may pursue. The social component of a unit's UPFRP is an important aspect of networking and developing the support structure between the unit Marines and families; however, the social component is not a tenet of the UPFRP.

a. Official Communication

(1) Communication is the responsibility of leadership at all levels with the goal to disseminate accurate, relevant and timely information by the most efficient means available. It is the Readiness Coordinator's responsibility to aggressively and proactively reach out to the command's constituencies. Communication is one of the Readiness Coordinator's primary duty assignments and communication in some form or another should account for most of the Readiness Coordinator's time. Official communication enables or establishes the following:

(a) Timely and relevant information on the unit and the unit's status.

(b) Information and support to families during a time of crisis within the unit.

(2) A Marine shall accurately complete the UPFRP Authorization Form, Appendix (A), and turn it into the unit's Readiness Coordinator within 10 working days of checking into the unit.

(3) Married Marine's shall provide their spouse's primary contact information on the Authorization Form, Appendix (A). The Authorization Form shall be completed and turned into the Readiness Coordinator within ten working days of filing a marriage certificate with the unit's administrative section.

(4) Official communication will occur no less than monthly. Social media is not an authorized tool for disseminating official communications.



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b. Mission Support. These activities are intended to prepare and assist Marines and family members for the challenges of recruiting and recruit training duty.

c. Readiness and Resource Support. UPFRP requires Marines to prepare themselves and their families to successfully balance the rigors of the unique military lifestyle. The completion of a Family Care Plan is an example of a requirement that must be met by a specific population regardless of the deployment status of the Marine.

d. Volunteer Management. Volunteer support and participation is crucial to the success of the UPFRP at all levels. UPFRP volunteers may be spouses, designated parents or extended family members of any member of the unit. These volunteers, representing all constituencies of the unit, support and enhance the commander's family readiness mission. The Readiness Coordinators implement the unit's volunteer program to meet the Commander's intent in accordance with reference (a).

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## Chapter 2

Funding

1. Background. UPFRF are intended to support unit morale, welfare and recreation needs including educational, recreational and social UPFRP activities. Commanders are responsible for proper allocation and spending of their U&FRF. The commander is strongly encouraged to seek advice from their DRC, UPFRP Specialist or local MCCS with questions on the proper use of U&FRF. Accountability for the proper use of the UPFRP NAF will be monitored through routine Marine Corps Nonappropriated Fund Audit System (MCNAFAS) audits or external auditors. Separate control points must be maintained for both APF and NAF. Regardless of the location of the unit, the commander shall apportion U&FRF among the following three areas.

a. Educational. UPFRP training-related events, e.g., unit training workshops or classes offered through MCCS and the MCFTB ERR Trainer.

b. Recreational. Recreational and morale events, e.g., Movie tickets, unit softball or golf tournaments.

c. Social. Social events, e.g., tea/coffee gatherings, unit family days and Marine Corps Ball social portion of the evening. No more than 25 percent of the unit's annual U&FRF may be expended on the Marine Corps Birthday Ball.

2. Funding by Location. The type and amount of UPFRP funding available may be different depending on whether or not the Marine Corps unit is located on a Marine Corps Installation, a sister service Installation or off a DoD Installation.

3. Reimbursement of Expenses for UPFRP Volunteers. Reimbursement payments to UPFRP volunteers who support UPFRP functions will be handled as expeditiously as command members. See reference (a) for detailed information.

## UNIT, PERSONAL AND FAMILY READINESS PROGRAM CONTACT AUTHORIZATION

This Contact 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 for all official communication outside the parameters of the UPFRP, e.g. casualty notification. Communication will be in compliance with Marine Corps Order 1754.9B, Unit, Personal and Family Readiness Program, and deemed by the unit Commander to be relevant, appropriate, and in accordance with his/her vision and intent for the UPFRP.

### PRIVACY ACT STATEMENT

**AUTHORITY:** 10 U.S.C. 1588; 10 U.S.C. 5013; 10 U.S.C. 5041; SECNAVINST 1754.1B; MCO 1754.6C; MCO 1754.9B; and SORN M01754-5.

**PURPOSE(S):** To enable the unit Commander and designated UPFRP personnel to use the available and authorized communication tools to provide 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 sponsor, spouse, and Authorized Contacts. **NOTE: THESE TOOLS WILL NOT BE USED TO COMMUNICATE CASUALTY NOTIFICATION OR ASSISTANCE INFORMATION.**

**ROUTINE USE(S):** Information will be accessed by UPFRP personnel with a need to know in order to disseminate official and authorized communication. A complete list and explanation of the applicable routine uses is available at: <https://dpcld.defense.gov/Privacy/SORNSIndex/DOD-wide-SORN-Article-View/Article/570630/m01754-5/>.

**DISCLOSURE:** Mandatory. Per MCO 1754.9B, it is mandatory for all Service Members to complete page 1 of this form. For married Service Members, spouse information must be provided on page 1, section 3 of this form unless a completed Spouse Opt-Out Form (NAVMC 11657) is submitted. All Authorized Contacts must be over the age of 18 with the exception of a spouse. For Service Members, MCO 1754.9B is a lawful order. Failure to provide requested information may result in administrative sanctions or punishment under either Article 92 (general order violation: dereliction of duty) or Article 107 (false official statement), Uniform Code of Military Justice for Service Members ( 10 U.S.C. 892 and 907).

**RECORDS MANAGEMENT:** This form will be managed in accordance with Records Schedule 1000-39 "Family Support Programs of SECNAV M-5210.1.

### 1. UNIT INFORMATION

Unit Designation

Unit Deployment Readiness Coordinator (DRC), Uniformed Readiness Coordinator (URC), or Command Representative (CR) Name

### 2. SPONSOR INFORMATION

Rank	Last Name	First Name	MI	DOB
Current Physical Address		City	State	Zip Code
Current Mailing Address <i>(if different than physical address)</i>		City	State	Zip Code
Cell Phone	Cell Carrier	Home Phone		
Email Address				

### 3. AUTHORIZED CONTACT 1 *(For married sponsor, spouse must be listed here unless signed NAVMC 11657, Spouse Opt-Out Form, is submitted.)*

Last Name	First Name	MI	Relationship
Current Physical Address		City	State Zip Code
Current Mailing Address <i>(if different than physical address)</i>		City	State Zip Code
Cell Phone	Cell Carrier	Home Phone	
Email Address		Initial Contact <i>(for DRC/URC/CR use only)</i>	
		Date	<input type="checkbox"/> Email <input type="checkbox"/> Phone

4. AUTHORIZED CONTACT 2 (Optional)			
Last Name	First Name	MI	Relationship
Current Physical Address	City	State	Zip Code
Current Mailing Address (if different than physical address)	City	State	Zip Code
Cell Phone	Cell Carrier	Home Phone	
Email Address		Initial Contact (for DRC/URC/CR use only) Date <input type="checkbox"/> Email <input type="checkbox"/> Phone	
5. AUTHORIZED CONTACT 3 (Optional)			
Last Name	First Name	MI	Relationship
Current Physical Address	City	State	Zip Code
Current Mailing Address (if different than physical address)	City	State	Zip Code
Cell Phone	Cell Carrier	Home Phone	
Email Address		Initial Contact (for DRC/URC/CR use only) Date <input type="checkbox"/> Email <input type="checkbox"/> Phone	
6. AUTHORIZED CONTACT 4 (Optional)			
Last Name	First Name	MI	Relationship
Current Physical Address	City	State	Zip Code
Current Mailing Address (if different than physical address)	City	State	Zip Code
Cell Phone	Cell Carrier	Home Phone	
Email Address		Initial Contact (for DRC/URC/CR use only) Date <input type="checkbox"/> Email <input type="checkbox"/> Phone	
7. SPONSOR AUTHORIZATION STATEMENT			
I hereby designate the above individuals as my Authorized Contacts for purposes of UPFRP communications. I understand that my unit Commander, designated members of my unit's Family Readiness Command Team, and designated UPFRP Volunteers may provide UPFRP related information to my Authorized Contacts. I understand that my Authorized Contacts must be 18 years of age or older, with the exception of a spouse. If a cell phone number is listed for an Authorized Contact, that individual is responsible for message and data rates, if any, for UPFRP communications they may receive.			
Sponsor Signature		Name	
		Rank	Date
8. ADMINISTRATIVE INFORMATION (To be completed by DRC/URC/CR)			
Date of check out		Name of next/gaining Command	
Orders Type <input type="radio"/> PCS <input type="radio"/> PCA <input type="radio"/> TAD <input type="radio"/> FAP <input type="radio"/> TEMINS EN ROUTE <input type="radio"/> DUINS <input type="radio"/> EAS <input type="radio"/> Retirement <input type="radio"/> Other			
Date UPFRP Representative of next/gaining command contacted			

## INSTRUCTIONS FOR COMPLETING THIS FORM

Item 1: Enter the sponsor's unit designation and the name of the Unit Deployment Readiness Coordinator (DRC), Uniformed Readiness Coordinator (URC), or Command Representative (CR).

Item 2: Enter the sponsor's contact information as indicated.

Item 3: Enter the contact information for Authorized Contact 1. For married sponsor, spouse must be listed here unless a signed NAVMC 11657, Spouse Opt-Out Form, is submitted.

Item 4: Optional. Enter the contact information for Authorized Contact 2.

Item 5: Optional. Enter the contact information for Authorized Contact 3.

Item 6: Optional. Enter the contact information for Authorized Contact 4.

Item 7: Enter the Sponsor's signature. Self-explanatory.

Item 8: To be completed by DRC/URC/CR.