



UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION
PO BOX 19001
PARRIS ISLAND, SOUTH CAROLINA 29905-9001

IN REPLY REFER TO:
1754
CG
27 SEP 2019

POLICY LETTER 9-19

From: Commanding General
To: Commanding Officer, 1st Marine Corps District
Commanding Officer, 4th Marine Corps District
Commanding Officer, 6th Marine Corps District
Subj: STANDARDIZATION OF FAMILY READINESS WITHIN EASTERN RECRUITING REGION
Ref: MCO 1754.9B
Encl: (1) Standard PowerPoint Slides for Basic Recruiters Course

1. Purpose. This letter directs the standardization for welcoming recruiting families to each District within Eastern Recruiting Region in accordance with reference (a). Recruiting duty can feel isolating for Marines and their families if communication from the command is not transparent and proactive. This letter serves to ensure standardized communication requirements for the new Recruiters and their families are set up for success prior to graduation from Basic Recruiters Course (BRC) and execution of a Permanent Change of Station (PCS).

2. Information. At the BRC, "Assignments Day" is a critical point for each Marine as they are assigned to a Recruiting Station (RS). Prior to transferring and beginning recruiting duty, initial contact between the incoming Marine, their family, the District, and the Unit, Personal, and Family Readiness Program is crucial. Marine Corps Districts (MCDs), and RSs will connect with Marines and their families prior to arrival on recruiting duty utilizing the District Readiness Coordinator (DRC) and RS Uniformed Readiness Coordinator (URC). The DRC is the key in connecting the newest families to valuable resources and programs available to support. In coordination with the DRC, the URC is essential in passing official information to and from the Recruiting Station. Specifically, the following apply:

a. Each District will provide a representative to brief the standard Family Readiness slides at the BRC on Assignments Day. At a minimum, slides must include the information as seen in enclosure (1).

b. NAVMC 11654 will be collected at BRC by the designated MCD representative.

c. The DRC will contact the Family Members no more than 10 working days after Assignment Day. The Marine and the RS URC will be courtesy copied (CC'd) in the email from the DRC.

d. The RS URC will contact the family members no more than 14 working days after BRC Graduation Day. The Marine will be CC'd in the email from the RS URC.

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e. Marines who do not attend BRC will be contacted by the DRC no less than 30 days prior to their report date. The URC will make contact with these Marines no less than 15 days prior to their report date.

3. Scope. In order to support the new Recruiters and their families during this challenging assignment, the following roles and responsibilities will be adhered to:

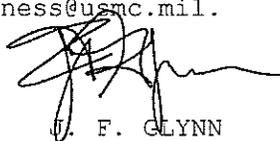
a. All Districts will create or update current BRC PowerPoint slides per enclosure (1) and submit them to MCRD/ERR Family Readiness.

b. If the DRC cannot attend the BRC, MCRD/ERR Family Readiness will be notified as to who will brief the DHQ Family Readiness slides to the new recruiters no less than one week prior to BRC.

c. The DRC/URC Data tool will be submitted to ERR on a monthly basis upon submission to HQMC, from the District.

d. The monthly DRC/URC SITREP will be submitted by each District to ERR by the 25th of each month, reflecting the month prior and upcoming events.

5. The point of contact for this policy letter is the MCRD/ERR Readiness Coordinators, at MCRDERRFamilyReadiness@usmc.mil.



U. F. GLYNN

Distribution: A