

UNITED STATES MARINE CORPS
Marine Corps University
Corporals Noncommissioned Officers Program

CPL 0209
Jan 99

STUDENT HANDOUT

Readiness

LEARNING OBJECTIVES:

- a. TERMINAL LEARNING OBJECTIVE: With the aid of and per the references, prepare your Marines and their families for a deployment. (CPL 24.4)
- b. ENABLING LEARNING OBJECTIVE (CE): Without the aid of but per the references, identify key aspects within the following areas of readiness:
 - (1) The Marine Corps policy on readiness. (CPL 24.4a)
 - (2) How the Family Readiness Program supports readiness. (CPL 24.4b)
 - (3) The four types matters considered during the pre-deployment phase. (CPL 24.4c)
 - (4) The ways of communicating with your family during the deployment phase. (CPL 24.4d)
 - (5) The matters considered during the post-deployment phase. (CPL 24.4e)

OUTLINE

1. POLICY: The Marine Corps policy on readiness is two fold:
 - a. Marine Corps personnel and their families will be provided a quality of life at least equal to that of the Nation which they defend. This can best be achieved by working in partnership with service members and their families, the chain of command, the Department of the Navy, the Department of Defense, the Congress, and existing community resources.
 - b. Marine Corps personnel, both married and single, bear primary responsibility for the welfare of their families. The total commitment demanded by military service and the unique nature of the Marine Corps mission requires that in meeting is responsibility they have access to a Family Readiness Support Program designed to make services available that improve readiness, job performance, and retention.
2. FAMILY READINESS SUPPORT PROGRAM: The Family Readiness Support Program is a network of agencies, programs, services, and individuals that support readiness by preventing or reducing family stressors, promoting healthy community environments, and freeing personnel from family worries so they are able to focus on unit mission. The intent of the system is to

emphasize problem prevention to reduce or eliminate work-related stressors, strengthen individual and family coping skills, and enhance individual self-esteem. The goal is to keep healthy families healthy. Commanders must ensure Marines and family members feel welcome, respected, and appreciated. Commanders must encourage help-seeking and self-help behavior. The Marine Corps Family Readiness Support Program shall be used to unify our efforts in meeting the ever-changing needs of the Marine Corps and those of its "family." Within the limits of existing laws and regulations, we must enforce the notion that the "family" in the Family Readiness Support Program is the "Marine Family" -- all Marines whether married or single, male or female, Regular or Reserve, released from active duty or retired, etc. This includes their immediate families or designated beneficiaries, if known and appropriate. This program must maintain a level of activity which will easily support a transition from peacetime to wartime posture as was required by the Desert Shield/Storm operations of 1990-91. Many of our reservists and retirees were called upon to actively serve during those operations. Consequently, retirees, reservists, and their families must be active participants in this program. The extent and exact nature of the Family Readiness Support Program will be installation-specific. It shall be based on a formal needs assessment and shall address identified needs through Family Service Centers (FSC's). The program will cover the following areas:

- * Alcohol and drug abuse prevention.
- * Child care.
- * Community development.
- * Consumer affairs and financial planning assistance.
- * Counseling.
- * Dependents' education.
- * Deployment support.
- * Emergency services.
- * Employment assistance.
- * Family advocacy.
- * Family life/enrichment education.
- * Family Service Centers.
- * Health affairs.
- * Information, referral, and followup.
- * Mobilization indoctrination.
- * Outreach.
- * Relocation assistance.
- * Separation and retirement planning.
- * Special needs support.
- * Spiritual growth and development.
- * Volunteer management.
- * Youth recreation and development.
- * Key Wives Network.

NOTE: See Appendix A for a list of definitions of the above services.

3. PRE-DEPLOYMENT PHASE: What should I do to prepare my family for deployment? This is the question most prevalent in the minds of young Marines, whether they are married or not. Many may be having a difficult time adjusting to military life. The prospect of having to deploy and leave behind a young wife and child and/or personal property can be scary. The answer to the question and the key to successful preparation is a Readiness Checklist. A good readiness checklist should include (at a minimum) sections on:

a. Personal Matters: Personal matters, such as:

- * Complete a personal information page.
- * Discuss communication during deployment.
- * Contact the Family Service Center and Key Volunteer Network.
- * Prepare a Family Care Plan.
- * Obtain or update ID cards for each family member.
- * Complete an Emergency Information Worksheet.
- * Discuss feelings and include children in the discussion.
- * Discuss benefits and assistance.

b. Legal Matters: Legal matters, such as:

- * Create or update a will.
- * Designate a power of attorney (discuss different types of power of attorney and the dangers of issuing a general power of attorney).
- * Complete an estate plan (an estate plan allows you to decide how your property will be transferred in the event of your death).
- * Designate legal guardians for children.
- * Complete a Personal and Family Documents Worksheet.
- * Safely store important documents.
- * Complete a property worksheet.
- * Make sure your Record of Emergency Data is accurate.

c. Financial Matters: Financial matters, such as:

- * Discuss financial matters with loved ones.
- * Establish needed allotments.
- * Develop a budget and stick to it.
- * Make sure SGLI is updated. It should be crystal clear in the minds of every Marine where the money goes in the event of their death. If a Marine has not elected the full coverage of \$200,000, stress the importance of doing so and make him understand that \$100,000 does not go far in today's economy. The bottom line should be; take care of the family.
- * Make sure every family member is enrolled in DEERS.
- * Learn about local medical and dental care.
- * Make arrangements for paying bills (especially single Marines)

d. Practical Matters: Practical matters, such as:

- * Put security measures in place.
- * Check smoke detectors and replace batteries, as needed.
- * Make sure appliances are in good repair. Find a reputable repairman in your area in case repairs are needed. Remember, for the most part this will be a stranger entering your home while you are gone. Do some research.
- * Make sure automobiles are in good repair. Find a reputable service center in your area in case repairs are needed. Fly-by-night service centers who advertise great deals for service generally make up their loss in unwarranted repairs. Do some research.
- * Make arrangements for moving if necessary. If you are on a base housing list, Murphy's Law dictates that your house will become available while you are deployed. Nothing can ruin your spouse's joy of getting a home faster than being unprepared for this situation. Visit your base housing office and find out if housing may become available during your deployment. Visit the Transportation Management Office with your spouse so he/she knows who to go to in the event that you have to move during the deployment.
- * Make a list of health care providers who handle Champus or Tri-Care and United Concordia Dental claims.

4. DEPLOYMENT PHASE: The key to success during this phase is communication. An overseas deployment can be an exciting time for a young Marine who has never traveled abroad. His or her whole world is opening up before them and it can be a great experience. Meanwhile, back on the home front, mom or dad is handling the daily stresses of taking care of a family. In the case of single Marines, there are parents who are worried about the safety of their son or daughter who is in a foreign land, possibly in harm's way. Marines need to always be cognizant of those they left behind. The surest way to alleviate the fear of family members is communication. Communication can take place through a number of different means. The following are a few examples that are time-tested:

- a. Letters: Most people hate to write; however, this is the most inexpensive and least inconvenient form of communication. Sometimes a simple note that says, "I'm doing well. I love you and miss you" is all that it takes.
- b. Gifts: A little inexpensive gift from a foreign country will go a long way towards letting a loved one know you are thinking of them.
- c. Phone Calls: Phone calls can be expensive and often, young Marines go into debt by abusing their phone card. This is the best form of communication when tempered by common sense.
- d. Audio and Videocassettes: Someone in the unit will have an audio or videocassette recorder. Purchase a blank tape and send an audio message home or videotape some of the places you have been. Include yourself in the tape. This is particularly effective with children who don't understand where their parent has gone.

e. Photos and Art: These can serve the same purpose as a video if a recorder is not available.

f. Messages: Messages can be sent through a number of means, such as:

- * E-mail.
- * Western-Union.
- * The Red Cross (reserved for emergency only).
- * MARS Gram.

5. POST DEPLOYMENT PHASE: Post deployment can be just as stressful on families as pre-deployment.

a. Take it slow - Marines need to understand that things have changed. Spouses (particularly wives) have been forced to attain a level of independence that allowed them to accomplish the duties of both parents.

b. Routines have been established that will take time to adjust. Do not force things back to the way they "used to be." This can create resentment and ruin the homecoming.

c. Children have changed and need time to adjust to the changing situation. Six months or a year to a child is a lifetime.

d. Easing oneself back into his/her former role can reduce confusion on the part of the child. There will be plenty of time to talk about the deployment in the days to come. Listen to your spouse.

REFERENCES: Mission: Readiness, A Personal and Family Guide
What's Next, A Guide to Family Readiness for the U.S. Marine Corps
Marine Corps Values and Leadership User's Guide for Discussion Leaders
MCO 1754.1, Marine Corps Family Readiness Support Program
MCO 1754.2, Marine Corps Key Volunteer Network

APPENDIX A

Definitions

1. ALCOHOL AND DRUG ABUSE PREVENTION: Prevent the wrongful or illegal possession or use of drugs and the use of alcohol and/or other drugs to an extent that it has an adverse effect on performance, conduct, discipline, mission effectiveness, and/or the user's health, behavior, family, or community. See MCO P5300.12 and MCO 5355.4.
2. CHILD CARE: Child care is the care of minor children by anyone other than the parents. It includes extended family care, neighborhood cooperatives, child development centers, family home day care, and other child care options providing hourly, part-day, and full-day programs designed to protect the health and safety of children and promote their physical, social, emotional, and intellectual development. See MCO 1710.30.
3. COMMUNITY DEVELOPMENT: The assessment of military installation Family Readiness Support Program needs and identification of available required resources to meet those needs. Allocation, coordination, and programming for resources are based on installation priorities established by the commander with input from families, tenant activities, and Family Readiness Support Program element managers. Unresourced requirements are forwarded up the chain of command. See MCO P1700.24.
4. CONSUMER AFFAIRS AND FINANCIAL PLANNING ASSISTANCE PROGRAM: A program that assists members and their families in keeping their personal financial affairs in order. The program provides basic money management and consumer education classes, counseling, information, and community referral. See MCO P1700.24, MCO 1700.25, and SECNAVINST 1740.2.
5. COUNSELING: Intake and support activities for individuals, families, and groups. Intake counseling includes collecting and processing case history data and personal interviewing to assess presenting problems. Determinations are made whether to refer the individual or family for support counseling. Support counseling is provided after intake counseling and is capable of addressing a wide range of personal, marital, and parent-child problems. See MCO P1700.24.
6. DEPENDENTS' EDUCATION: Elementary and secondary school education that is provided for eligible dependents of Department of Defense sponsors located overseas, in designated continental United States areas, Alaska, Hawaii, Puerto Rico, the Northern Mariana Islands, Guam, Wake Island, American Samoa, and the Virgin Islands. Support provided may also include information on other resources available in the local area. See MCO P1700.24 and MCO P1755.2.
7. DEPLOYMENT SUPPORT: Assistance to members and families in coping with the difficulties inherent in deployment of the member, covering preparation for deployment, deployment, and reunion following deployment. See MCO P1700.24.

8. EMERGENCY SERVICES: Nonmedical social services (food, clothing, shelter, transportation, child care, and financial assistance) that provide immediate response and attention to individual and family crises. These services involve social and emotional assessment, intervention, referral, and followup activities. See MCO 1700.21 and MCO P1700.24.

9. EMPLOYMENT ASSISTANCE: A program conducted by specially trained counselors to help retiring and separating active duty Marines, military spouses, and other eligible personnel seeking or preparing for public and private sector employment. The program includes, but is not limited to, workshops, career counseling, self-employment skills, job market information and referrals, and guidance on self-employment in Government quarters. See MCO P1700.24, MCO 5330.3, and SECNAVINST 1740.2.

10. FAMILY ADVOCACY PROGRAM: A program designed to address prevention, evaluation, identification, intervention, treatment, rehabilitation, followup, and reporting of child and spouse abuse, maltreatment, sexual assault, and rape. The program consists of coordinated efforts designed to prevent and intervene in cases of family distress and to promote healthy family life. See MCO P1700.24, MCO 1752.3, and SECNAVINST 1752.3.

11. FAMILY LIFE/ENRICHMENT EDUCATION PROGRAMS: Include prevention and enrichment programs designed for individuals, couples, or families which provide knowledge, social relationship skills, and support through the family life cycle. See MCO P1700.24 and MCO 1730.6.

12. FAMILY READINESS SUPPORT PROGRAM: The network of agencies, programs, services, and individuals which supports readiness by preventing or ameliorating stressors, promoting healthy community environments, and freeing Marine Corps personnel from family worries so they are able to focus on unit mission.

13. FAMILY SERVICE CENTER (FSC): On-base facilities which serve as the focal point for information, referral, and coordination of many Family Readiness Support Program elements and activities, including resources available in both the military and civilian community. FSC's may also provide counseling to eligible personnel and their family members. See MCO P1700.24.

14. HEALTH AFFAIRS: Includes information and classes about the importance of a healthy lifestyle for members and their families. Programs involve a multi-disciplinary approach to wellness which includes such areas as nutrition, exercise, and stress management. An example of such programs is Semper Fit 2000. See MCO P1700.24, MCO 6100.3, and MCO 6100.5.

15. INFORMATION, REFERRAL, AND FOLLOWUP: Provides information about installation and community resources, links members and families with available service providers, and provides followup to ensure satisfactory services were received. See MCO P1700.24.

16. MOBILIZATION INDOCTRINATION: The Family Readiness Support Program augments command efforts to inform service members about their duties and responsibilities, and family members about their roles and benefits, in the event of mobilization. Program goals are to

provide information, assistance, and guidance to military families; coordinate existing military family support resources and those social services offered by Federal, State, and local government programs; provide personal affairs briefings to as many reservists and retired Marines as possible before they are mobilized; and minimize the impact of separation of Marines from their families during mobilization. See MCO P1700.24 and MCO P3060.18.

17. NEEDS ASSESSMENT: Systematic and scientific assessment of family programs and factors which make a Family Readiness Support Program effective and efficient in supporting the mission as well as supporting the individuals served.

18. OUTREACH: Includes elements of the Family Readiness Support Program that inform individuals and families of services available to them, with particular emphasis on support and services for off-base families. Outreach involves identifying at-risk populations, establishing priorities for services through community needs assessments, and coordinating the delivery of a variety of Family Readiness Support Program services. See MCO P1700.24.

19. RELOCATION ASSISTANCE: Provides support and information for managing the demands of the mobile lifestyle. The program provides continued support throughout the entire reassignment process. See MCO P1700.24 and MCO 1320.11.

20. SEPARATION AND RETIREMENT PROGRAM: Provides pre-separation and pre-retirement planning to eligible members and their spouses to address problems associated with transition to civilian life. The "transition" program includes social and personal adjustment issues, financial and legal planning issues, job search skills and techniques, as well as a discussion of their rights, benefits, and privileges. See MCO 1001.39, MCO P1700.24, MCO P1741.11, MCO P1760.8, MCO 1760.11, and MCO P1900.16.

21. SPECIAL NEEDS SUPPORT: A coordinated, multidisciplinary approach to provide medical, education, community support, and personnel services to families with special needs (e.g., those with single parents, handicapped or gifted children, children with special medical needs, foreign-born spouses, and dual-service marriages). An example of such support is the Exceptional Family Member Program discussed in MCBul 1752 series. See also MCO P1700.24.

22. SPIRITUAL GROWTH AND DEVELOPMENT: Includes, but is not limited to, religious education and worship opportunities, pastoral care, spiritual counseling and support, premarital and marital counseling and seminars, family enrichment and growth programs, and other religious programs. See MCO P1700.24, MCO 1730.6, and SECNAVINST 1730.7.

23. VOLUNTEER MANAGEMENT: Promotes volunteer recruitment and manages reimbursement, training, supervision, recognition, and logistic support for installation volunteers. See MCO P1700.24 and MCO 5760.4.

24. YOUTH RECREATION AND DEVELOPMENT: Promotes the development of youth by offering programs and information to foster recreational skills and enhance the personal growth of youth. See MCO 1710.35 and MCO 6100.5.

25. KEY WIVES NETWORK: A family support and communication network for commanding officers. Volunteers make up this network. The Network is used to assist in promoting unit readiness and operates as an element of the Family Readiness Support Program and as a compliment to Family Service Centers. See MCO 1754.2.