



UNITED STATES MARINE CORPS
2D MARINE AIRCRAFT WING
II MARINE EXPEDITIONARY FORCE
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WgO 1754.3B
FRO
JUN 27 2012

WING ORDER 1754.3B

From: Commanding General, 2d Marine Aircraft Wing
To: Distribution List

Subj: 2D MARINE AIRCRAFT WING (2D MAW) UNIT, PERSONAL AND
FAMILY READINESS PROGRAM (UPFRP)

Ref: (a) MCO 1754.9A
(b) MCO 1754.6C
(c) WgO 1755.1A
(d) MCO 1740.13B

1. Situation

a. This Order provides guidance for the Unit, Personal and Family Readiness Program (UPFRP) execution for 2d MAW units in accordance with reference (a).

b. Marines and families need to be prepared to successfully operate in and respond to the rigors, demands and stressors of military service, whether the Marine is at home or deployed. The UPFRP supports an overall effort to strengthen Marine total fitness so Marines and families are resilient in all areas of life.

c. The Family Readiness Officer (FRO) position is a Special Staff Officer on each Unit Commander's team. The FRO works directly for the Commander and supports his vision for the unit's UPFRP. The FRO is uniquely positioned to assist the commander in increasing Unit, Personal and Family Readiness (UPFR).

d. Increased UPFR equals increased combat readiness. Therefore, we will incorporate UPFR planning, coordination and execution into our daily lives as well as exercise and operational planning.

2. Cancellation. WgO P1754.3A.

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3. Mission. This Order provides updated 2d MAW policy and guidance beyond reference (a) for the standardized execution of the UPFRP, regardless of deployment status.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) Commanding General's (CGs) Expectation. We continue to strive to make 2d MAW UPFRP the best possible program to support Marines and family members. We will constantly strive to improve on current achievements and build stronger and more durable partnerships with Marine Corps resource providers and external organizations. The UPFRP is a Commander's program and is intended to support and be a force multiplier for the combat readiness of 2d MAW. Our program is focused on empowering Marines and family members to achieve a high state of personal and family readiness by providing them the tools, resources and information required to further improve resiliency and thus Marine total fitness. There should be a measurable value added by having a UPFRP. Never lose focus on providing support to establish ready and resilient Marines. Commanding Officers (COs) are to hold their Marines accountable for their personal and family readiness. Military service is a demanding and sometimes unforgiving profession. We will do everything in our power to provide 2d MAW Marines and family members the best opportunity to succeed. This includes assisting them to achieve a high state of personal and family readiness.

(b) COs Roles and Responsibilities. COs are responsible and accountable for all aspects of their command. COs should be engaged and actively involved in the UPFRP. The CO will ensure the following are accomplished:

1. Programs excel when the CO is seen as leading and supporting goals and objectives on a daily basis. Ensure Marines are provided every opportunity possible to establish and maintain a high state of personal and family readiness.

2. Personally encourage and support family readiness volunteers. Take the lead in selecting volunteers that actively participate, support, mentor and assist in executing the COs vision of the UPFRP.

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3. Appoint and designate in writing the unit's FRO as a Special Staff Officer.

4. Designate a FRO pay "approver," normally the executive officer and an alternate, to review and approve the FROs time in People Soft. A deploying unit's FRO administrative oversight will be assumed by the parent Group. People Soft procedures will be provided by Marine Corps Community Services (MCCS) at each installation servicing 2d MAW FROs.

5. Complete an annual FRO performance appraisal using a MCCS approved appraisal form. Additionally, COs will conduct written counseling to set goals and expectations at the beginning of each performance appraisal period. At the mid-point of the reporting period the CO will review progress, adjust goals and expectations if necessary and document in writing the review and counseling of the FROs performance. COs are to set goals, expectations and standards for your FRO that reflect pride and professionalism in your organization.

6. Offer incentives to Marines and spouses to attend and complete Marine Corps Family Team Building's LifeStyle, Insights, Networking, Knowledge and Skills (L.I.N.K.S.) classes to the maximum extent possible.

7. Ensure your FRO is fully supported by unit support shops as are other department heads. The daily requirements for FRO administrative, travel and logistic needs should be included in the unit's annual budget.

8. Ensure your FRO provides an annual projected Unit and Family Readiness Funds (UFRF) budget for approval before the beginning of the NAF FY. The CO should indicate approval by signature on the budget and the FRO should retain for reference. The budget should indicate forecast NAF disbursements, fund raising additions and anticipated debits for specific unit events and expenditures by quarter. The unit should budget funds to expend NAF allocated funds by the end of the FY. Do not plan to carry over funds.

9. Actively manage your FROs compensatory time. FROs are to use compensatory time before leave. COs should adjust the FROs work hours to ensure night crews and those working shift hours have access to the FRO. The FROs normal place of duty is in the unit spaces; FROs do not work from home except in extreme circumstances.

10. Designate your unit's FRO as either the

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Responsible Officer (RO) or Assistant Responsible Officer (ARO) to manage UFRF.

11. The Authorized Organizational Communication Tool (AOCT) (eMarine) is the unit's primary means of Organizational Communication for Family Readiness. Social media sites should be used primarily to direct users to the unit AOCT (eMarine) for information.

12. Conduct a monthly Family Readiness Command Team (FRCT) meeting. If necessary, conduct FRCT meetings more frequently to address unit issues. When deployed continue to conduct monthly meetings at a minimum using technology to support as needed.

13. Give consideration to selecting and training a collateral duty deputy FRO from your active duty Marines. While a deputy FRO may not be required to be involved in the day-to-day UFRF execution due to unit structure, they should be prepared to "fill in" for your civilian FRO in the event of a prolonged absence.

14. Within ten days of Marines checking into your unit ensure they accurately update the contact information in the MOL Family Readiness Module, the 2d MAW UFRF Authorization 11654A form and the AOCT (eMarine). Contact information in each communication system will match with the addition of a possible fifth contact listed by the Marine on the 11654A form for use in the AOCT (MOL only supports four contacts).

(c) FROs Roles and Responsibilities. The FRO is the COs point person for executing the unit's UFRF. FROs will:

1. Reflect the pride and professionalism of the Marine Corps in carrying out all duties during all hours. Professionalism is evident in proper staff work as well as the way one carries and presents themselves. Appropriate work attire along with polite courteous interface should be the norm as you deal with families and other support organizations on and off the installation.

2. Adhere to additional FRO duties addressed in the 2d MAW FRO Standard Operating Procedures.

(d) Marine's Roles and Responsibilities. Each Marine in 2d MAW should take pride in establishing and maintaining a high state of personal and family readiness.

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Marines are to take full advantage of your FROs knowledge of resources to supplement your personal and family readiness.

1. Within ten days of checking into a new unit update contact information in MOL Family Readiness module, the 2d MAW UPFRP Authorization 11654A form and the AOCT (eMarine). Contact information will match in each communication system with the exception of AOCT (eMarine) which may have a fifth contact. If your contact information changes inform the FRO immediately and complete a new Authorization form and update contact data in MOL and AOCT (eMarine). If deployed the Marine may notify the FRO of changes via email. Changes will only be accepted by the FRO if from the Marine's email account.

2. Every Marine is a major contributor to a force in ready; be ready and ensure your family is ready. Comply with requirements for Family Care Plans identified in reference (d).

(e) It is a priority for 2d MAW to provide combat ready forces for our nation's use when called upon. It is imperative to promote the UPFRP by supporting our Marines and their families to achieve a high level of personal and family readiness.

(f) It is my intent to continually improve the 2d MAW UPFRP. Our program will be viable, proactive and responsive to our changing environment to support Marines and their family members. Marine Corps Family Team Building programs are a prime example of a proactive approach to readiness; reference (b) provides numerous opportunities at our disposal to be on the left side of problems.

(2) Concept of Operations

(a) The Commandant of the Marine Corps (CMC) directed that a professional UPFRP be established that educates, assists and empowers Marines, Sailors and their family members to achieve and maintain a high state of personal and family readiness. Commanders are accountable and responsible for operating the program within the established guidelines of reference (a) and (c) and this Order. The Commander is supported by numerous on-station organizations as well as a host of off-station local and national organizations. These organizations are resource providers that work in a supporting role to ensure the Commander receives the necessary assistance to implement the UPFRP.

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5. Administration and Logistics

a. Submit all change recommendations regarding this Order via the appropriate chain of command to 2d MAW FRO. Recommendations should be submitted in writing and should include supporting justification.

b. For the purpose of this Order, the term Marine is used to designate all service members assigned or attached to a 2d MAW unit, Marine or Sailor.

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

6. Command and Signal

a. Command. This Order is applicable to all 2d MAW units.

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



R. W. REGAN
Chief of Staff

DISTRIBUTION: A