



UNITED STATES MARINE CORPS
MARINE CORPS BASE
MARINE CORPS COMBAT DEVELOPMENT COMMAND
QUANTICO, VIRGINIA 22134-5001

MCBO 1754.6
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MARINE CORPS BASE ORDER 1754.6

From: Commanding General
To: Distribution List

Subj: MARINE CORPS FAMILY TEAM BUILDING (MCFTB)

Ref: (a) MCO P1700.27A
(b) MCO 1754.6
(c) MCO P5110.4

Encl: (1) Key Volunteer Network (KVN)
(2) Lifestyle Insights, Networking, Knowledge, and Skills
(L.I.N.K.S.)
(3) Spouses' Leadership Seminar (SLS)
(4) Prevention and Relationship Enhancement Program (PREP)
(5) Chaplain's Religious Enrichment Development
Operations (CREDO)
(6) Gratuitous Service Agreement (GSA)

1. Purpose. To establish guidelines and provide instructions for MCFTB Programs aboard MCB, Quantico.

2. Background

a. While the transformation process of making Marines begins with the Marine Corps recruiter, sustaining the transformation is the responsibility of those who lead our Marines. MCFTB is designed to assist our leadership, to sustain the transformation, and to be a force multiplier that helps maintain the Marines as the Nation's premier warfighters. MCFTB Programs are directly related to combat readiness. The primary focus of effort will be on prevention and education. This focused effort enables our Marine Corps families to be armed with the vital knowledge and essential leadership skills necessary to recognize and prevent situations before they develop into serious problems which ultimately has a negative impact on the mission readiness of our Quantico Marines, our commands, and the readiness of our families to succeed as partners in this challenging way of life.

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b. MCFTB is the point of main effort in enhancing family readiness. MCFTB synchronizes five distinct, yet complementary, family readiness programs to ensure commanders and program volunteers receive necessary resources and support to facilitate family readiness. Those programs are: KVN; L.I.N.K.S.; SLS; PREP; and CREDO. Previously, funding for these programs was embedded within the Family Service Centers Programs. MCFTB was created to institutionalize them into one overarching program.

c. The desired outcome of MCFTB is family readiness. Family readiness is defined as self-sufficient Marine Corps families. The level of successful participation in these programs is the principal measure. Commanders may measure family readiness as it relates to overall unit readiness. This may be measured through time away from duty to attend to family issues, the number of Marines returned early from TAD, one-year overseas tours, low retention due to lack of family satisfaction, incidents of financial hardship cases (e.g. letters of indebtedness), divorce rates, and incidents of spouse and child abuse, etc.

3. Information

a. MCB, Quantico has a varied and unique mission among Marine Corps bases. For many Quantico units, the operational tempo can be surprisingly intense. Marines and Sailors assigned to commands such as; HMX-1, Officer's Candidate School, TBS, MCCDC, HQMC (M&RA) and the Marine Corps Warfighting Lab are away from home for extended periods of time and are required to devote many off-duty hours preparing for their trips. Although whole units rarely deploy from MCB, Quantico, it is not uncommon for individual, highly skilled Marines, to rapidly deploy on an "as needed" basis. Additionally, MCB, Quantico hosts families of Marines serving year long unaccompanied overseas tours.

b. An added challenge is the many Marines and Sailors who are housed aboard Quantico or reside in off base housing surrounding the Quantico area, but are operationally assigned to HQMC or MarBks, Washington, DC. The CG MCB, Quantico's policy is to provide MCFTB support to any Marine family regardless of the sponsor's actual assigned duty station.

c. All programs within MCFTB are official Marine Corps programs, are classified as Category A Programs per reference (a), and will be funded predominately with appropriated funds (APF).

4. Roles and Responsibilities: It is imperative that all individuals involved with MCFTB become thoroughly familiar with all the references and enclosures of this Order.

a. CG MCB:

(1) Establishes the MCFTB Program aboard MCB, Quantico per reference (b).

(2) Assigns an active duty Marine officer as the Base Family Readiness Support Officer (FRSO), responsive to the Senior Supported Commander (CG MCCDC) to provide MCFTB services to all Quantico Marines and Sailors and their families.

(3) Ensures the Command Chaplain is actively involved in MCFTB.

b. MCFTB Honorary Advisor. The MCFTB Honorary Advisor position is a valuable asset to Quantico's family team building program. The spouse of the CG MCCDC is traditionally assigned as the MCFTB Honorary Advisor. The MCFTB Honorary Advisor acts as an advocate for all family programs by sharing experiences and providing advice and support. This is a non-voting position.

c. Director, Marine Corps Community Services (MCCS). The Director, MCCS provides oversight for all issues pertaining to MCFTB Programs and is responsive to the CG MCB and the Senior Supported Commander, to provide MCFTB services to all Quantico Marines and Sailors and their families.

d. FRSO. This billet will be filled by an active duty Marine officer, responsive to the Senior Supported Commander, and reporting directly to the Director, MCCS. The creation of this billet does not replace nor does it eliminate the need for a Family Readiness Officer (FRO) at each Quantico based organization. The FRSO supports all Quantico based organizations' FROs, KVN, L.I.N.K.S., SLS, PREP and CREDO programs. The FRSO duties are:

(1) Promote MCFTB Programs to all commands and the community. The FRSO coordinates logistical and administrative support, but does not have operational control of MCFTB Programs.

(2) Support and assist all commanders and unit FROs in organizing and sustaining KVN's. Special attention will be given to contact new commanders and FROs on all MCFTB Programs.

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(3) Ensure Key Volunteer Coordinators (KVC) and unit FROs receive initial training.

(4) Maintain regular contact with all Quantico based organizations to ensure appropriate family readiness support is provided.

(5) Report to Director, MCCS on Base support activities.

(6) Serve as resource Point of Contact (POC) for answering of Key Volunteer (KV) and L.I.N.K.S. personnel's questions/concerns.

(7) Organize/coordinate pre/post deployment briefs for family members of deployed Marines and Sailors.

(8) Organize KV training and graduation ceremonies.

(9) Arrange for baby-sitting services to be provided for KV, L.I.N.K.S., and PREP training sessions to eliminate out-of-pocket expenses to the participants.

(10) Provide logistical support for SLS.

(11) Facilitate volunteer reimbursements.

(12) Maintain current rosters of all KVCs, Advisors, and FROs.

(13) Facilitate the expeditious mailing of MCFTB official mail.

(14) Organize and coordinate volunteer appreciation events as appropriate.

(15) Ensure no less than quarterly MCFTB Support Council meetings are held. These meetings may be held as often as deemed necessary.

(16) The FRSO, in coordination with the Command Chaplain, will be proactive in soliciting the family readiness needs of Quantico based organizations, and in marshaling the capabilities and resources of the MCCS Division to meet those needs.

(17) Act as the FRO for families of deployed service members.

(18) Act as coordinator for all MCFTB Programs and training to ensure deconfliction of scheduling.

(19) Develop and co-chair with the Senior Supported Commander's FRO Base-wide MCFTB Supported Council meetings.

(20) Facilitate/advise on APF and nonappropriated funds (NAF) budget preparations and expenditures for Quantico based organizations on MCFTB Programs.

(21) Perform all other duties deemed necessary by the CG MCB, and Senior Supported Commander that may positively affect family readiness.

e. MCFTB Support Council. The Support Council is established to ensure program needs are being met, and to create a forum conducive for a general sharing of ideas and information beneficial to all components of MCFTB. The Council will decide issues on a majority vote, and will include the following members:

- (1) FRSO.
- (2) MCB Command Chaplain.
- (3) Senior Supported Command Chaplain.
- (4) Senior Supported Command FRO.
- (5) MCB, Quantico KV Trainer.
- (6) Senior Supported KV Coordinator (KVC).
- (7) L.I.N.K.S. Team Leader(s). (one vote)
- (8) SLS Coordinator.
- (9) Officer and SNCO Spouses Representing the Installation.
- (10) Officer and SNCO Spouses Representing the Senior Supported Command.

f. Command Chaplain. The Command Chaplain will be fully involved with MCFTB and will report directly to and advise the CG MCB on family readiness issues in general and specifically MCFTB. The Command Chaplain, much like the Chaplain of the Marine Corps in relationship to the Commandant, is an advisor to the CG MCB and Director, MCCS on all aspects of what is called the "prevention battle." This is a particularly important advisory role as it relates to MCFTB, because the Chaplain Corps, like unit COs, brings a

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unit-level perspective to the MCFTB effort. By focusing on the "prevention battle" as part of their ministry, the chaplain "network" can bring great synergy to the prevention efforts. The Command Chaplain will:

(1) Be an integral participant in all meetings, policy formulation, and budget decisions.

(2) Coordinate with and support the Director, MCCS and FRSO to ensure success across all MCFTB Program elements.

(3) Serve as the MCFTB link between the MCB, Quantico based organizations, and command chaplains.

g. Public Affairs Officer (PAO). The Base PAO will:

(1) Coordinate with MCCS and the Command Chaplain to ensure key MCFTB themes, programs, events and updates are incorporated into the annual public affairs plans.

(2) Disseminate information on key MCFTB themes, programs, events and updates through the Local Area Network (LAN), **Quantico Sentry**, QTV-49 (Base Cable TV) and civilian media outlets as appropriate.

(3) Coordinate with MCCS and the Command Chaplain to provide a subject matter expert as spokesperson when responding to civilian media inquiries pertaining to MCFTB Programs per reference (b).

h. Commanders/Directors at all levels down to Bns/Sqdns. Commanders/Directors will:

(1) Establish a KVN per enclosure (1), and fully support all programs described in enclosures (1) through (5).

(2) Ensure MCFTB themes, programs, events and updates are incorporated into public affairs planning and products.

(3) Foster support of all MCFTB Programs and activities within their commands.

(4) Coordinate with the FRSO to ensure reimbursement of all authorized expenses incurred by volunteers.

5. Fiscal and Accounting. To ensure standardization and equity of funding and accounting of MCFTB Programs, and the reimbursement of volunteers in support of those programs, the following policy applies:

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a. CG MCB. The CG MCB will support family readiness programs with APF or NAF as available. Unless a situation arises which violates Federal law, regulation, or the contents of this Order, the CG MCB will provide APF and/or NAF dollars (whichever best supports the volunteer-based programs at Quantico).

b. Fiscal Management. The Director, MCCS will be responsible for the fiscal management of all MCFTB Programs. The FRSO will coordinate all fiscal matters for MCFTB at Quantico and serve as the POC for program managers. With input from program managers, the FRSO will coordinate the development of the budget with the APF and NAF comptrollers. The MCCS Accounting Branch will be responsible for providing and/or coordinating all accounting functions appropriate to support MCFTB at MCB. Disclosure of detailed financial and accounting documents (to include Program Budgets) will be the responsibility of the MCCS Accounting Branch, and made available to the L.I.N.K.S. Team through the FRSO.

c. Funding in Support of Official MCFTB Programs. MCFTB Programs are official programs and will be funded predominately using APF. APF are authorized to be received to support the following:

(1) Office spaces, meeting spaces/facilities, and storage space.

(2) Office supplies and equipment to include computers with appropriate hardware, software, printers, Internet access, military electronic mail accounts, telephones with DSN access, where available, and answering machines. Computer hardware necessary for office use will be capable of running current versions of the standard Marine Corps office automation software and other software required to support mission requirements. Both hardware and software will be purchased per applicable Marine Corps Directives.

(3) Transportation as authorized by the CG MCB when performing volunteer services.

d. Category A Programs. MCFTB Programs are classified as Category A Programs per reference (a). NAF support includes:

(1) Refreshments for functions such as KVN workshops, L.I.N.K.S. training sessions, SLSSs, personal enrichment programs under PREP and CREDO and volunteer recognition events.

(2) When APF is not available, awards and baby-sitting may be funded with NAF when they are incident to a receipt of voluntary services by the government per Title 10 U.S.C., Section 1588.

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(3) The Utilization, Support and Accountability Practice is authorized for use per reference (a).

e. Reimbursement of Expenses. APF reimbursements will be submitted through the Integrated Automated Travel System (IATS) to Defense Finance-and Accounting Service Kansas City. NAF reimbursements will be submitted through the NAF Comptroller. The FRSO will facilitate both methods of payment.

f. Per Title 10 U.S.C., Section 1588, KVN and L.I.N.K.S. volunteers must have duly executed GSA in place to be eligible to receive any reimbursement support. A sample GSA is contained in enclosure (6). With that duly executed GSA, KVN and L.I.N.K.S. volunteers are authorized reimbursement of the following expenses:

(1) Mileage, at the prevailing government rate for authorized use of a privately owned conveyance.

(2) Parking and tolls, when supported by proper receipts.

(3) Telephone toll calls not otherwise covered (e.g. by command telephone credit cards) upon presentation of the bill.

(4) Child care expenses (not to exceed the Base hourly care rate) incurred as a result of performing volunteer duties.

(5) Expenses incurred while on Invitational Travel Orders (ITO).

g. Reimbursement of these incidental expenses may be made from APF or NAF, subject to the availability of the funds. The Director, MCCS will establish the most expeditious method of reimbursing expenses incurred by volunteers.

h. Procedures for Payments Using APF

(1) Volunteers will complete a Standard Form (SF) 1164, Claim for Reimbursement for Expenditures on Official Business. (Provided by FRSO upon request)

(2) Commanders/Directors or persons designated in-writing, authorizes the reimbursement by signing Block 8, SF 1164.

(3) Volunteers will deliver approved claim to FRSO who processes that claim directly to the MCB, Quantico Finance Office.

(4) The Base Finance Officer submits the claim through IATS. Volunteers will be paid through direct deposit or hard check.

1. Procedures for Payments Using NAF

(1) Volunteers will complete SF 1164, Claim for Reimbursement for Expenditures on Official Business. (Provided by FRSO upon request.)

(2) Commanders/Directors or a person designated in writing authorizes the reimbursement by signing Block 8, SF 1164.

(3) Volunteers will deliver claim to FRSO who coordinates payment from the NAF Comptroller.

j. Per Joint Federal Travel Regulation, paragraph C6000, ITOs may be issued to individuals who are performing services in support of the KVN and L.I.N.K.S. Programs. Volunteers on ITOs are authorized GSA city pair rates on air transportation.

k. KVN and L.I.N.K.S. volunteer team members benefit from Workman's Compensation and Tort Claims protection pursuant to Title 10 U.S.C., Section 1588.

1. Baby-Sitting Services for KV Training, L.I.N.K.S. Session and PREP Participants. KV trainees, L.I.N.K.S. session and PREP participants are not considered volunteers under Title 10 U.S.C., Section 1588. However, it has been determined that it is critical to the mission of the KVN, L.I.N.K.S., and PREP that no-cost baby-sitting services be provided to participants of training sessions to ensure the intended spouse audience attends. KVN, L.I.N.K.S., and PREP meet the requirements of the "necessary expense test" as articulated by the Government Accounting Office, and therefore, APFs or NAFs may be used to pay for the baby-sitting expenses incurred by those who participate in KVN, L.I.N.K.S., and PREP training sessions. APF or NAF reimbursement may be made to the participant directly or by acquiring the baby-sitting services under a contract. Providing and paying for baby-sitting services in advance is the preferred method to eliminate families from having to pay for these services up front and subsequently waiting on the reimbursement. When childcare expenses are incurred while participating in activities unrelated to KVN, L.I.N.K.S. or PREP sessions, those are considered to be personal expenses and must be borne by the individual.

m. Official Mail. Official mail is authorized for official Marine Corps Programs pursuant to reference (c). Official mailings will have the appropriate amount of postage applied to meet the mailer's needs such as delivery date and the requirement for return of undeliverable mail.

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n. Government Printing and Government Supply System. Access to the government printing and supply systems is available for official MCFTB Programs.

o. Fundraising. Federal law and regulations prohibit fundraising in order to augment funds provided by APF. Authorized APF expenditures are depicted in paragraph 5C above. Fundraising may not be used to enhance or increase this support.

p. Unsolicited Donations. Acceptance of unsolicited donations for MCFTB Programs is authorized. The Director, MCCA will establish the most expeditious method of holding these funds, allowing ease of access for the intended program.

q. Awards. Awards of nominal value for volunteers which cannot be construed as personal gifts, such as plaques, may be purchased using APF and NAF when "distinctive service" is being recognized. Individuals may be presented letters, certificates, identifying insignia, or other items for their volunteer service. APF and NAF may be used to purchase awards for volunteers, if budgeted and approved by the Commander. Cost of awards will not exceed \$24 per individual per recognition. Cash awards are prohibited. Quantico's gift has traditionally been a crystal box with the Marine Corps Emblem on it, but can be another comparable gift.

r. Action

(1) Director, MCCA. The Director, MCCA will ensure all commanders receive a MCFTB Brief, that emphasizes the KVN, within 45 days of their assumption of command.

(2) Commanders/Directors at all levels down to Bns/Sqdns. Commanders/Directors will:

(a) Establish and support a KVN as instructed by this Order, tailored to meet the needs of the individual commands.

(b) Select and appoint a FRO in writing.

(c) Select and appoint a KVC in writing.

(d) Select and appoint KV in writing.

(e) Coordinate all FRO, KV and KVC training through the Base FRSO.

(f) Consider all spouses of active duty military members within their command as eligible to participate in the KVN.

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6. Concurrence. This Order has been coordinated with and concurred in by the CG MCCDC.



R. P. ROOK
Chief of Staff

DISTRIBUTION: INTERNET

KEY VOLUNTEER NETWORK (KVN)

1. Purpose. To provide guidance concerning MCB, Quantico's KVN Program.

2. Background

a. MCO P1700.27A provides policy and procedures for the establishment of comprehensive family support systems for all Marines, Regular and Reserve, married or single, regardless of geographic location, and serving in deploying or non-deploying units. One vital component of Marine Corps Family Team Building (MCFTB) is the KVN.

b. The KVN is a communication network, formed within a unit, to help keep families better informed about the mission and tasks of that unit, and to assist in establishing a sense of community within the unit. It is also a support network, providing information and referral to a variety of individuals and organizations to assist problem solving at the lowest level possible. This enables the unit to readily achieve and maintain a higher state of "family readiness." With families in a higher state of readiness, individual Marines are better able to perform their assigned missions efficiently, effectively, and safely, thereby promoting a higher state of unit readiness.

c. One of the Base's primary KVN missions is to provide KVN training and program education for the students and staff throughout the Marine Corps University.

d. Since Quantico houses Marines deployed on one-year unaccompanied tours overseas, the welfare of these families is important. In coordination with Base Housing, the KVN will establish and implement a program to identify and assist these families with any needs they may have while their spouse is overseas.

e. The FRSO, through the Director, MCCA and Base Housing will ensure the establishment and implementation of a "Welcome Aboard" Program for all new families residing on the Base.

f. Title 10 U.S.C., Section 1588 provides a legal basis for the use of volunteers in military family support programs, covers such volunteers with Workman's Compensation benefits, and places the

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actions of these volunteers under the purview of the Federal Tort Claims Act. DASN (FS&F) Memorandum of 4 November 1992 authorizes approved volunteers to be reimbursed from appropriated or nonappropriated funds for certain expenses. Details of these reimbursements are depicted in paragraph 5 of this Order. Forms can be obtained from the Base Family Readiness Support Officer (FRSO).

3. Policy. The KVN is an official Marine Corps family readiness program and is a major component of MCFTB. The role of the KVN is to support and assist the commander by providing improved communication between the command and the families of Marines and other service personnel, through a support network among families within the unit, and by establishing a focal point for information and referral to appropriate support agencies. Bn/Sqdn level Commanders/Directors will establish and maintain a KVN. Key Volunteer Coordinators (KVC)/Key Volunteers (KV) will be appointed at lower echelons or within staff elements as necessary.

4. Structure. The structure of the Quantico KVN is as follows:

a. The CG MCB is responsible for the establishment and oversight of the Base KVN Program.

b. Commanders/Directors. Commanders/Directors determine the direction of the KVN based on the needs of the unit's families. The Commander/Director selects and appoints the unit's KVC and KVs. In addition, the Commander/Director maintains regular contact with the KVC and FRSO. Ultimately, the Commander/Director is the unit Family Readiness Officer (FRO).

c. MCB, Quantico Key Volunteer Advisor (KVA). The KVA's position is a valuable asset to the Base network. The CG MCB may assign this position to his/her own spouse, the spouse of the senior SNCO, or the spouse of another senior member in the Command. The KVA acts as an advocate for the KVN Program and a mentor for the unit KVC by providing advice and support. The KVA works closely with the FRSO to determine community needs, schedule KV training, and provide guidance concerning Quantico's KVN Program. This is a non-voting position.

d. Marine Corps Community Services (MCCS). MCCS provides training and consultation to KVs through the FRSO, and has the overall responsibility for coordinating all KV and FRO training and support to all tenant commands. The KV Trainer will be located within MCFTB, working directly for the FRSO.

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e. FRO. The FRO is a military member of the unit and will be appointed in writing by the Commander/Director. The FRO will be a Marine officer or the unit Chaplain. The FRO provides oversight and coordination regarding all family readiness issues for the commander. The primary function of the FRO is to serve as the military point of contact for routine matters between the unit and members of the KVN.

f. Key Volunteer Coordinator (KVC). The KVC functions as the liaison between the Commander and the KVs and, as such, reports directly to the Commander or command designee (e.g., FRO) regularly on family readiness matters. The KVC is the conduit for information from and to the KVs, organizes and coordinates all aspects of the KVN, and recommends KV candidates to the Commander. The KVC must be the spouse of a member of the unit and will be appointed in writing by the Commander of the unit. A copy of the appointment letter will be delivered to and maintained by the Base FRSO. Normally, the KVC will have completed initial training and have prior successful experience as a KV. Duties of the KVC are:

- (1) Keep the Commander/Director informed on a regular basis on the state of family readiness in the unit.
- (2) Serve as a liaison between the Commander/Director and KVs, and provide feedback to the Commander (about family concerns).
- (3) Work with the FRO regarding family readiness matters.
- (4) Coordinate with key command personnel as necessary; e.g., the FRO, Executive Officer, Sergeant Major, Chaplain, KVA, etc.
- (5) Develop an effective communications network among unit families; e.g., organize a telephone tree through KVs and activate it upon the Commander/Director's direction or as otherwise needed.
- (6) Assist in recruiting eligible volunteers and make recommendations to the Commander/Director for appointment to KV positions.
- (7) Coordinate the training of KVs.
- (8) Communicate to KVs the responsibilities of their position, informing them about the support available from the unit and the expectations of the Commander/Director.

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(9) Work with the KVC from other units temporarily attached to their own unit during deployment.

(10) Perform other network activities as determined by the Commander/Director.

g. Key Volunteer. The KV provides the command with a "personal link" to unit families. A KV must be the spouse of a member of the unit and be appointed in writing by the Commander. Duties of KV's are:

(1) Provide unit families with information and referrals concerning services available aboard MCB, Quantico and within the local area.

(2) Communicate with families and promote unit readiness.

(3) Meet regularly with the KVC regarding their activities and family concerns.

(4) Welcome and assist incoming members and families of the unit and ensure they are aware of services available to the "Marine Family."

(5) Participate in a telephone tree as directed by the KVC to ensure a rapid dissemination of information to families.

(6) Maintain a family readiness roster of names, addresses, and telephone numbers for their assigned families and provide changes to the FRO via the KVC.

(7) Provide information to families to refer them to appropriate resources as needed (Red Cross, Navy-Marine Corps Relief Society, etc.), and followup on referrals to ensure the assistance required was obtained.

(8) Provide information and feedback to Commanders/Directors, via the KVC and FRO, regarding family readiness issues.

(9) Offer moral support and assistance to families during times of difficulty and/or crisis.

(10) Assist the KVC with occasional network activities where unit families can meet each other and form support systems; e.g., videotaping, reunion workshops, etc.

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(11) Assist with KVN newsletters by providing input, writing, distributing, etc.

(12) Perform other network activities as determined by the Commander/Director.

h. KV Trainer. The KV Trainer works under the direction of the FRSO and is responsible for the support and conduct of the standardized training for all KVs per NAVMC 2920. The KV Trainer may be a MCCS employee or a contract employee. If a contract employee is utilized, the employee will be governed by the contract work statement of duties. The contract will be maintained by the MCB Quantico Contracting Officer.

5. Privacy Act. Because of their close relationship with the Marine Corps, KVCs and KVs are subject to the Privacy Act of 1974 as implemented by MCO P5211.2B. The Privacy Act limits access to personal information in records and mandates certain safeguards for such information. Any written records relating to a Marine or a family member must comply with the Privacy Act. Routine disclosure of information maintained in KVN files can be made only to the Marine's Commanding Officer, the MCCS professional staff, or others who have a definite "need-to-know." The latter includes state and local officials in abuse cases, medical personnel, authorities charged with the Personnel Reliability Program, substance abuse and law enforcement offices, judicial, or investigative services aboard the Base. If the KV has any question regarding the need to release information, the issue will be referred to the unit S-1 Officer. Information requests from outside the DoD must be written, stating fully the reason for release of information and be processed through the chain of command to the CMC (MR). Confidentiality is critical to the integrity of the KVN. Specifics on confidentiality issues are contained in NAVMC 2918.

6. Training. Training for individuals in the KVN is essential for the effective operation of the Network. Standardized training for all KV will be conducted per NAVMC 2920, KV Training Guide. COs will ensure their KVCs and KVs are trained prior to assuming their duties. If prior training is not possible, every effort should be made to coordinate volunteer training with the Base FRSO within 30 days of the volunteer's appointment. A Certificate of Training will be issued to all KVs who satisfactorily complete KV Training.

7. Administrative Support

a. Authorized administrative support is identified per MCO 1754.6.

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b. Newsletters. Use of official mail is authorized per the guidelines per MCO P5110.4. The unit newsletters serve the Commander/Director in the performance of command responsibilities. Commanders/Directors should apply the following guidelines in determining whether the content of newsletters is official:

(1) Information which is related to unit mission and readiness, including family readiness.

(2) Information which is educational in nature, designed to promote informed, self-reliant servicemembers and families.

(3) Information regarding servicemembers and families which promotes unit spirit through awareness of family and unit activities, helps strengthen cohesion among family members, and contributes to servicemember and family stability and readiness.

(4) Information that promotes the activities of private, unofficial organizations separate from the Marine Corps, private fund raising, and commercial ventures is expressly prohibited.

8. Action

a. CG MCB will:

(1) Develop and maintain a standardized training syllabus for all KV training.

(2) Provide oversight and technical assistance regarding the network.

b. Commanders/Directors at all levels down to the Bns/Sqdns will:

(1) Establish and support a KVN as provided in this Order, tailored to meet the needs of their individual commands.

(2) Select and appoint a FRO in writing.

(3) Select and appoint a KVC in writing.

(4) Select and appoint a KVs in writing.

9. Eligibility. All Marine spouses and other servicemember spouses serving with Marines are eligible to participate in the KVN.

ENCLOSURE (1)

LIFESTYLE INSIGHTS, NETWORKING, KNOWLEDGE, AND SKILLS (L.I.N.K.S.)

1. Purpose. To provide guidance concerning MCB, Quantico's L.I.N.K.S. Program.

2. Background

a. Married, first term Marines and Sailors are subject to many unique challenges. Of particular concern is the welfare of young Marines and Sailors as they balance the demands of family and career. The vast majority of new spouses do not receive education in the skills and attitudes needed to help them cope with the unique stresses of a Marine Corps lifestyle. The presumption is often that the Marine is taking on the responsibility of providing information that will help the couple succeed as a family. Key Volunteers and agency representatives who work with these clients indicate Marines are often not well versed in their benefits and sources of support. Family self-reliance is critical to a unit's readiness. Inadequate family preparation, or a spouse's lack of motivation to act independently, affects retention, causes early return of service-members from deployment to resolve family problems, and affects unit morale as well as combat readiness. Command time spent resolving individual family difficulties also detracts from the mission. The need to provide meaningful readiness and self-sufficiency training to spouses is a continuing challenge and a critical necessity. To provide spouses with a basic orientation to the Marine Corps lifestyle, L.I.N.K.S. was established.

b. L.I.N.K.S. is a facilitated discussion course given over a 10.5 hour period and is focused on educating spouses about the Marine Corps lifestyle. L.I.N.K.S. does not duplicate existing marriage/spouse programs currently offered, but serves in a capacity to present a "reality" of early life in the Marine Corps. L.I.N.K.S. training curriculum covers a wide range of subjects that are integrated to prepare the participants to become proactive rather than reactive to stressful events resulting from marriage and Marine Corps circumstances. L.I.N.K.S. has been intentionally developed to provide flexibility to each local team; however, specific guidance is given to ensure standard program content and methodology.

3. Policy

a. L.I.N.K.S. is an official Marine Corps family readiness program and is a component of Marine Corps Family Team Building (MCFTB). L.I.N.K.S. is a mentoring program, designed by spouses for

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spouses, and is delivered by a volunteer team. This volunteer team works in partnership with chaplains, and is supported by the Family Readiness Support Officer (FRSO). While L.I.N.K.S. is open to every spouse in every house, its curriculum focuses on spouses new to the Marine Corps community. The mission of L.I.N.K.S. is to introduce the spouse to the global Marine Corps by providing a spouse-to-spouse orientation. There will be one L.I.N.K.S. team on MCB, Quantico which will serve the entire Base community as a whole.

b. MCB, Quantico L.I.N.K.S. sessions will be published by the L.I.N.K.S. Team Leader through the FRSO so as to deconflict with other MCFTB programs and training. Sessions will be conducted at the L.I.N.K.S. House, Quarters 206. L.I.N.K.S. sessions are presented using the standardized package developed at HQMC with input from L.I.N.K.S. teams in the field. L.I.N.K.S. sessions cover the following topics:

- (1) Introduction.
- (2) The Corps.
- (3) Getting Through the Maze.
- (4) I\$ That All There I\$?
- (5) Your Marine's Away.
- (6) Crossroads: Moving in the Military.
- (7) Getting Along/Communicating.
- (8) Investing in Your Community.
- (9) Closure/Celebration.

c. L.I.N.K.S. sessions will be provided by volunteer spouses experienced in Marine Corps living. Title 10 U.S.C., Section 1588 provides a legal basis for the use of volunteers in military family support programs, covers such volunteers with Workman's Compensation, and places the actions of these volunteers under the purview of the Federal Tort Claims Act. DASN (FS&F) Memorandum of 4 November 1992, authorizes volunteers with duly executed Gratuitous Service Agreements to be reimbursed from appropriated or non-appropriated funds for certain expenses. Details of these reimbursements are depicted in paragraph 5e of this Order.

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4. Structure. The structure of MCB, Quantico L.I.N.K.S. is as follows:

a. Command Chaplain. The Command Chaplain provides support to the L.I.N.K.S. team, and participates in each L.I.N.K.S. session as a discussion leader for the Section "Getting Along."

b. FRSO. The FRSO, under the auspices of the Director, MCCS, is responsible for coordinating administrative and logistical support for the L.I.N.K.S. Program.

c. MCFTB Support Council. The MCFTB Support Council provides an advocacy forum for all components of MCFTB to foster a general sharing of ideas and information beneficial to all. The Support Council, in total, receives program status reports and ensures program needs are being met. A subcommittee consisting of, at a minimum, the Base Commander's and Sergeant Major's spouses, Senior Supported Commander's and Sergeant Major's spouses, outgoing Team Leader, and FRSO are responsible for interviewing and selecting new L.I.N.K.S. Team Leaders.

d. L.I.N.K.S. Honorary Advisor. The L.I.N.K.S. Honorary Advisor position is a valuable asset to the Quantico L.I.N.K.S. Program. The spouse of the Deputy CG MCCDC is traditionally assigned as the L.I.N.K.S. Honorary Advisor. This position may be filled with the spouse of any senior member (officer/enlisted) aboard the Base. The L.I.N.K.S. Honorary Advisor acts as an advocate for the L.I.N.K.S. Program, and a mentor for the L.I.N.K.S. Team Leader and L.I.N.K.S. volunteers by providing advice and support. The Honorary Advisor works closely with the Base FRSO and the L.I.N.K.S. Team Leader. This is a non-voting position.

e. Team Leader(s). The Team Leader is a volunteer who serves a one-year term managing the day-to-day operations of L.I.N.K.S. The Team Leader establishes standing and ad hoc committees to facilitate this process. The Team Leader attends MCFTB Support Council meetings and chairs L.I.N.K.S. team meetings.

f. Mentors. Mentors are volunteer spouses who lead session presentations of developed L.I.N.K.S. curriculum.

g. Community Liaison Office (CLO). The CLO representative at HQMC is the clearinghouse for training materials that are available to all Marine Corps L.I.N.K.S. Programs. The HQMC CLO is not a member of the MCB, Quantico MCFTB organization. Coordination with the HQMC CLO will be through the Base FRSO. The FRSO can contact the CLO at 1-800-USMC CLO (876-2256).

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h. L.I.N.K.S. House

(1) Purpose. To provide a comfortable and functional environment in which to conduct L.I.N.K.S. official programs. These programs may include, but are not limited to, L.I.N.K.S. training, mentoring, L.I.N.K.S. meetings, and administrative requirements in support of L.I.N.K.S. functions.

(2) Maintenance. Maintenance of the L.I.N.K.S. House buildings. and grounds is a responsibility of G-5 (Facilities). Heavy cleaning (steam cleaning of rugs, etc.) is the responsibility of MCCS. Day-to-day general cleaning is the responsibility of the L.I.N.K.S. volunteers.

(3) Access. The following individuals will have access to the L.I.N.K.S. House:

- (a) L.I.N.K.S. Team Leader(s).
- (b) L.I.N.K.S. Honorary Advisor
- (c) Director, MCCS or designated representative.
- (d) FRSO.
- (e) Safety and Maintenance Officials.
- (f) PMO.

An extra set of keys will be maintained by the FRSO.

5. Action. Commanders/Directors and Sergeants Majors will ensure all spouses are provided with information regarding L.I.N.K.S. and encourage participation within respective commands.

6. Eligibility. All Marine spouses and other servicemember spouses serving with Marines are eligible to participate in the L.I.N.K.S. Program.

ENCLOSURE (2)

SPOUSES' LEADERSHIP SEMINAR (SLS)

1. Purpose. To provide guidance concerning SLSS aboard MCB, Quantico.

2. Background

a. The strengths of a community lie in the contributions and talents of its members. If the right elements are together in the right environment, the end product is often greater than what would otherwise be expected from the elements functioning independently. Marine Corps spouses contribute their time and efforts to the community in a variety of leadership and support roles. In order to educate and enrich Marine Corps spouses in the roles and responsibilities of effective leadership, the SLS was developed.

b. This seminar is provided by an outside contractor and enriches the MCB community by educating spouses in the role and responsibilities of effective leadership. This seminar is conducted through interaction and consists of at least the following five portions:

- (1) Effective Communications.
- (2) Leadership.
- (3) Teamwork.
- (4) Conflict Management.
- (5) Personal Enhancement.

3. Policy

a. The SLS will be presented using a standardized curriculum and will be covered during one eight-hour session.

b. At a minimum, SLS seminars will occur annually at an approved location as determined by HQMC.

c. No more than 60 participants are authorized to attend each seminar, as a greater number of participants diminishes the value of the training received.

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d. The Family Readiness Support Officer (FRSO) coordinates all administrative and logistical support to the SLS. A spouse volunteer will work with the FRSO for marketing and administrative coordination.

e. Child care expenses incurred by the participants must be borne by the individual.

4. Action

a. Director, Marine Corps Community Services

(1) In conjunction with the AC/S, G-3 and AC/S, G-5, coordinate the use of an appropriate location with tables and chairs in which 60 participants may receive SLS training. Additional support required includes audio/visual equipment, paper and pencils, and light refreshments.

(2) Ensure all tenant organizations are aware of this seminar and encourage participation.

b. Commanders/Directors and Sergeants Majors. Provide spouses with information regarding the SLS.

c. Base Public Affairs Officer (PAO). Provide appropriate PAO coverage.

5. Eligibility. All spouses are eligible to attend. However, the target spouses are those actively volunteering in family readiness and community building activities, such as L.I.N.K.S., KVN, Navy-Marine Corps Relief Society, Red Cross, Wives' Clubs, etc.

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PREVENTION AND RELATIONSHIP ENHANCEMENT PROGRAM (PREP)

1. Purpose. To provide guidance concerning the PREP Program aboard MCB, Quantico.

2. Background. PREP is a research-based approach to teaching couples (premarital and married) how to effectively communicate, work together as a team to solve problems, manage conflict without damaging closeness, and preserve and enhance commitment and friendship. PREP workshops may be taught in a faith or secular format. Psychologists at the University of Denver developed this technique in 1980. Research indicates that couples who are PREP trained have a 33% less likely chance of divorce up to 5 years after receiving the training.

3. Policy

a. PREP is sponsored and delivered by appropriately trained and certified chaplains.

b. PREP will be offered at MCB, Quantico.

c. Appropriated funding for PREP training and certification and instructional material is provided by CMC (MR).

d. Child care expenses incurred by the participants are reimbursable.

4. Action

a. Director, Marine Corps Community Services

(1) Coordinate with the Command Chaplain to provide PREP training aboard MCB, Quantico.

(2) Ensure all Quantico based organizations are aware of this training and encourage participation.

b. Commanders/Directors. Ensure Quantico Navy and Marine Corps personnel and families are provided information regarding PREP and encourage participation.

5. Eligibility. All military (active and reserve) and, upon referral, DoD civilian employee couples (premarital and married) are eligible to participate in PREP.

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CHAPLAIN'S RELIGIOUS ENRICHMENT DEVELOPMENT OPERATIONS (CREDO)

1. Purpose. To provide guidance concerning the CREDO program aboard MCB, Quantico.

2. Background. CREDO is a retreat-based program started in 1972 by a Navy Chaplain concerned about the military's drug problem. Since that time, CREDO has developed into a multifaceted retreat program located worldwide. CREDO retreats are offered to enable Marines and their families to develop personal and spiritual resources, grow toward increased functional ability, and accept responsibility.

3. Retreats

a. At USMC and USN CREDOs, the following core retreats are offered:

- (1) Personal Growth Retreats.
- (2) Marriage Enrichment Retreats.
- (3) Spiritual Growth Retreats.

b. At USMC CREDOs, presently the following additional retreats are offered:

- (1) Team Building.
- (2) Unit Cohesion.
- (3) Non-EAS Attrition.

4. CREDO Locations

a. USMC Sponsored and Funded CREDOs

- (1) MCB, Camp Pendleton, CA.
- (2) MCAGCC, 29 Palms, CA (satellite of Camp Pendleton).
- (3) MCB, Camp Lejeune, NC.

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b. USN Sponsored and Funded CREDOS

- (1) MCB, Camp Butler, JA.
- (2) MCB, Hawaii.
- (3) Naval Station, San Diego, CA.
- (4) Naval Station, Jacksonville, FL.
- (5) Naval Station, Norfolk, VA (MCB, Quantico will utilize this facility).
- (6) CREDO Europe.
- (7) CREDO Northwest.

5. Policy

a. CREDO is sponsored and delivered by the Chaplain Corps. The Director of Religious Ministry for the Department of the Navy (DON) will provide CREDO Program policy oversight, program accountability, and quality assurance for USMC sponsored and funded CREDOS. CMC (MR), in consultation with CMC (REL), determines Marine Corps identified needs-driven retreats which specifically meet the needs of Marine commanders. These retreats and core programs are offered at all CREDOS. CMC (REL), in coordination and consultation with the Director of Religious Ministry for the DON, ensures these additional Marine Corps required retreats comply with the Director of Religious Ministry for the DON's policy oversight, program accountability, and quality assurance.

b. The Command Chaplain is the CREDO Program Advisor per the CREDO SOP for MCB, Quantico.

c. Information on CREDO retreats will be promulgated to all commands by the Command Chaplain.

d. Transportation, meals, and lodging are provided using appropriated funds without cost to participants.

e. Child care expenses incurred by the participants are borne by the individual.

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f. Marines screened and selected for recruiting duty receive priority to attend CREDO retreats prior to reporting to Recruiters School.

g. The Family Readiness Support Officer will provide logistical and administrative support, but does not have operational or administrative control of CREDO Programs.

6. Action

a. CMC (MR), in consultation with CMC (REL), will provide the necessary funding to support Marine Corps sponsored CREDOs.

b. All Commanders/Directors will provide Marines and their families with information regarding CREDO and encourage participation.

7. Eligibility. All active duty, reserve, and retired servicemembers, their spouses and their family members may participate in CREDO retreats.

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GRATUITOUS SERVICE AGREEMENT (GSA)

(for all KVN and L.I.N.K.S. Volunteers)

I, _____, by signing this Agreement, agree to provide gratuitous-volunteer services as (type of volunteer) for (name of command), per Title U.S.C., Section 1588. Such services are provided without expectation of compensation. I further understand that such gratuitous service does not constitute government service for purposes of Federal retirement benefits or preference in hiring for paid Federal employment positions. Any reimbursement for incidental expenses shall be subject to the availability of funds and the CO's discretion.

Per Title 10 U.S.C., Section 1588(a)(3)(A), the nature of my service will be in the area (type of volunteer support, e.g., KVN or L.I.N.K.S.). I understand that as a (type of volunteer), I will not be considered a Federal employee for any purpose other than the Federal Tort Claims Act, 28 U.S.C., sections 1346(b), 2671, 2672, and 2674-2680 (1982), or the Military Claims Act, Title 10 U.S.C., Sections 2731-2738. I may also be entitled to compensation under the Federal Employees' Compensation Act, Title 5 U.S.C., Sections 8101-8193, should I suffer personal injury in the performance of such duties.

I understand that, as a (type of) volunteer, the personal information provided to me on the members of (name of command) and their families is, and will be, protected by the provisions of the Privacy Act of 1974. I understand that I will hold myself to the highest standards of confidentiality. I further understand that issues pertaining to the members and families of (name of command) will be discussed ONLY with those individuals as defined in MCO 1754.6 or as designated by the CO, (name of command) as having the "need to know."

This document encompasses all understanding between (name of volunteer) and (name of command) as pertains to services as a (type of) volunteer.

(Volunteer Signature)

(CO/Director Signature)
(Command/Staff Section)

(Date)