

COLLATERAL DUTY BILLETS

Digital copies of the Event-Based Resource Matrix; the MCCS Resource Guide; Prevention Class List; and Collateral Duties, Trainings, and Meetings document are available by scanning the QR code and at this link: <http://www.mccsmiramar.com/marine-family-programs/>



Billet	Description	Duties	Notes
<p>SAPR Victim Advocates</p>	<p>SAPR VAs provide non-clinical crisis intervention and ongoing support, in addition to making referrals to supportive services for victims of sexual assault. Support includes providing information on options and resources to victims. SAPR VA's hold privileged confidentiality.</p>	<p>SAPR VAs provide non-clinical crisis intervention; assist in securing protective orders; accompany victims to supportive services (medical, legal/court, or family services programs); provide emotional support; and provide information and referrals for military and civilian resources.</p> <p>Safeguard confidential communications pertaining to victims to prevent unauthorized reading, printing, retaining, copying, or dissemination of any information, messages, or correspondence revealing PII.</p>	<p>MCO 1752.5C - Prior to assuming duties, SAPR VAs shall complete the mandated training, receive D-SAACP certification, and be appointed by the commander in writing using the template on the SAPR Workspace.</p> <p>Must be E-5 or senior; minimum of two VA's per BN/SQDN or higher. The SAPR VA cannot hold the SACO collateral duty.</p> <p>Functional Area 1752 is one of the top 5 inspected programs.</p>
<p>Collateral Duty Command SARC</p>	<p>Command SARCs are appointed by the Commander and serve as the SME and POC on behalf of the command for SAPR reporting requirements, victim care, and training coordination. Command SARCs ensure that the SAPR Program is implemented throughout the operational commander's AOR and are supported by the host installation SARC and the HHQ SARC, if applicable. Command SARCs shall work collaboratively with both the installation SARC and HHQ SARC(s) as required.</p> <p>Command SARCs hold privileged confidentiality.</p>	<p>Command SARCs shall:</p> <ol style="list-style-type: none"> (1) Monitor trends, identify systemic issues, ensure command compliance, assist with DSAID input, and conduct quality assurance related SAPR initiatives and procedures. (2) Provide program guidance and support to all subordinate command SARCs and SAPR VAs. (3) Provide original signed DD 2910s to the installation SARC within 10 business days. <ol style="list-style-type: none"> (a) When the command SARC is located on a Sister service installation, a copy of the DD 2910 shall be hand-delivered or sent via encrypted email or certified mail and postmarked within the 10-day window to the HHQ SARC. (b) If the SARC is located in a deployed environment and is unable to send via encrypted email or certified mail, secure the DD 2910 pursuant to secure storage regulations and privacy laws, in accordance with reference (s), until able to forward. (4) When authorized by MF SAPR, complete Installation SARC training to provide support to the command's mission. (5) Maintain D-SAACP certification documents, training certificates, appointment letters, and CE hours for SAPR VAs within their AOR. 	<p>MCO 1752.5C - O-6-Level Commanders are authorized to appoint a collateral duty command SARC as necessary. All O6-level commanders not co-located with the Higher Headquarters (HHQ) SARC, or with geographically dispersed subordinate units, shall appoint a collateral duty SARC. Collateral duty SARCs shall meet all training and certification criteria as outlined in Chapter 4 of this Order.</p> <p>O-6 level SARC must be O-3 or senior; Commanding General level SARC must be O-4 or senior.</p> <p>Functional Area 1752 is one of the top 5 inspected programs.</p>

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Unit Education Officer	(a) Appointments shall be made in writing as follows: 1. Education officers with at least a Bachelor's degree. Officers and enlisted Marines appointed as top echelon at installation, division or wing level shall possess at degree in education or a related field and be appointed on a full time bases. 2. Officers and enlisted Marines appointed as education officers at lower than base station, division or wing level should have successfully completed at least two years of college and in so far as possible, be appointed on a full-time basis.	Provide educational guidance and counseling as follows: (a.) Provide counseling to Marines at the first permanent duty station; at each new duty station, prior to separation, and at other suitable intervals during their military career. (b.) Identify and counsel individually, those enlisted Marines who do not possess a high school credential and those officers who do not possess a Baccalaureate Degree. (c.) Identify and screen all eligible Military Academic Skills Program (MASP) personnel, per chapter 4 of the enclosure, and provide enrollment opportunity. Provide assistance to Marines applying for MASP. (d.) Maintain external liaison and partnerships with the local Voluntary Education Program and library professionals. Publicize and promote the opportunities available through the Voluntary Education Program, using a variety of appropriate media. (e.) Monitor TA processing for respective unit. (f.) Initiate warm hand off to the Voluntary Education regarding Marines requiring assistance with educational or career goals.	MCO 1560.25 - 1 UEO/unit - must have completed 2 years of college with letter of direction and appointment - must attend quarterly meetings with Education Services Officer. POC: Rubie Blue - 858-307-9186 or Rubie.Blue@usmc.mil
Unit Transition Coordinator	The Unit Transition Coordinators (UTCs) are responsible for facilitating all unit transition activities with the local Transition Readiness Program office per (MCO) 1700.31.	All Active and Reserve Component Marines who are separating, retiring, demobilizing or deactivating after a minimum of 180 continuous days of Active Duty per reference (a), will meet with the UTC to receive pre-work instructions in preparation for completion of TRS mandatory training. UTCs will validate completion of pre-work and track completion of each step of the TRS process (Initial Counseling, Pre-Separation Counseling, TRS, 1 st Capstone Review and Commander's Verification). The UTC will complete UTC training no less than 45 days from date of designation as a UTC, follow TRP guidelines and use the tools provided by the TRP Technician for tracking and registration of service members into TRS. The UTC will notify the TRP Office of updates to the UTC and Commander/Designee roster as changes in manpower occur. The UTC will coordinate entry of training event code "TA" (Transition Readiness Seminar) in Marine Corps Total Force System (MCTFS), through the unit for service members who complete TRS. No later than 90 days from the end of active duty service, the UTC will facilitate completion of the Commander's Verification between the Marine and the Commander (or designee) per reference (b). Upon completion of the Commander's Verification, the UTC will coordinate the entry of the training event code "TZ" (Transition Readiness Seminar Capstone) into the Marine's MCTFS record for all DD Form 2648s.	MCO 1700.31 - Designated in writing, rank of E5 and above, with at least 12 months remaining with the Command. MarAdmin 632/19 – the unit's Career Planner cannot be designated as a UTC and there must be 1 UTC for every 75 Marines in the unit.

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Command Financial Specialist	Command Financial Specialists are the first point of contact for all financial education in a command. MCO 1700.37	Command Financial Specialists are responsible for financial education, counseling, and referrals.	MCO 1700.37 - 1:75 Marines ratio - Week-long initial training + refresher every 3 years Contact: Jo Rhee - 858-307-9802 - jo.rhee@usmc.mil
Substance Abuse Control Officer	<p>The SACO oversees the urinalysis and ASP testing programs, coordinates aftercare with the SACC, and is responsible for receiving and handling Protected Health Information. The appointed Marine should be a senior uniformed leader who has access to the commander, is cognizant of the substance misuse needs and trends in the unit, and has demonstrated maturity and trustworthiness.</p> <p>Marines should be referred by command to the SACC for a substance use assessment within 48 hours when any of the following occur:</p> <ol style="list-style-type: none"> Positive urinalysis. Blood Alcohol Content (BAC) of .04 or higher is identified via the Alcohol Screening Program. Involvement in an alcohol-related incident, where alcohol may be the contributing factor. Possession of a controlled substance or drug paraphernalia. Self-disclosure of substance misuse. Commander deems it appropriate. 	<p>Unit Substance Abuse Control Officers (SACOs) shall:</p> <ol style="list-style-type: none"> Ensure annual unit substance misuse prevention education delivered via the most recent version of Unit Marine Awareness Prevention Integrated Training (UMAPIT) is coordinated and recorded in MCTFS. Coordinate or provide required Supervisory Level SAP training for officers and SNCOs. Ensure that the completion of Supervisory Level SAP training is recorded in MCTFS for each Marine who completes this training. Ensure UPCs, observers, and ASPCs are trained prior to conducting urinalysis testing. Oversee the unit urinalysis testing program by accomplishing the following: <ol style="list-style-type: none"> Ensure that at least 10 percent of the command's personnel are tested monthly, using the random premise code, IR. Ensure urinalysis testing is conducted in accordance with DoD established procedures, to include the collection of samples, the preparation of testing documentation, and the shipment of samples to the drug testing laboratory. Submit the results of all urinalysis and alcohol screening tests to the unit commander. Oversee the unit ASP program. Conduct monthly random breathalyzer testing in conjunction with monthly random urinalysis testing. (Marines identified for random monthly urinalysis testing also participate in the alcohol screenings.) Assist with aftercare as requested by SACC personnel. Maintain files as detailed in the SACO guidance located at http://thegearlocker.org 	<p>IAW MCO 5300.17A Commanding Officers shall: Appoint, in writing, an Officer or Staff Non-Commissioned Officer (SNCO) as a SACO</p> <p>Marines should be referred by command to the SACC for a substance use assessment within 48 hours when any of the following occur:</p> <ol style="list-style-type: none"> Positive urinalysis. Blood Alcohol Content (BAC) of .04 or higher is identified via the Alcohol Screening Program. Involvement in an alcohol-related incident, where alcohol may be the contributing factor. Possession of a controlled substance or drug paraphernalia. Self-disclosure of substance misuse. Commander deems it appropriate. The SACO must be trained within 45 days of appointment by the commanding officer. Call the station's DDR 858-307-1945 to schedule the training (5 day class). The training is held at least every-other month.

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Urinalysis Program Coordinator	Oversees the urinalysis collection event.	<p>The UPC must be trained before engaging in any aspect of the collection process. Duties of UPCs are primarily administrative. UPCs can stand in for the SACO or assist with urine collection. Specifically, the UPC can:</p> <ul style="list-style-type: none"> - Administer the command urinalysis program. - Prepare all materials and supplies for the testing session. - Secure an appropriate site to conduct drug testing. - Maintain control over the area and all urinalysis files. - Ensure observers and assistant UPCs are properly trained. - Maintain surveillance over all service members selected for collection. Coordinate observers and review proper procedure with them prior to each urine collection session. - Ensure proper completion of paperwork related to testing. - Conduct quality control before delivering samples to the SACO for testing. <p>To perform these duties, the UPC must be a conscientious and organized person. The job requires the UPC to have a serious demeanor and strict attention to detail.</p>	1 UPC per 100 Marines plus 2 appointed observers per UPC.
Command Sponsorship Coordinator	The program establishes procedures to assign a sponsor to assist transferring Service Members and their families prior to arrival at the new duty station. The MCSP will also be in effect for those Selected Marine Corps Reserve (SMCR) Members, both prior and non-prior service and their families prior to their arrival at the SMCR unit.	<p>Installation Commanders - Ensure Settling In services are provided that familiarize new arrivals to the installation and surrounding community. Ensure knowledgeable and qualified representatives support the Command Settling In services. Provide publicity and advertising support for the provision of Settling In services.</p> <p>Unit Commanding Officer - Establish a Sponsorship Program in accordance with this Order. Appoint a SC in writing, preferably S-1, Administrative Chief, or Adjutant and ensure the SC's contact information is given to the installation's Information and Referral (I&R) Program Manager and the unit DRC. The SC appointment is a collateral duty. Ensure the SC completes all required training. Furnish a copy of the SC appointment letter to the host installation or supporting I&R Manager.</p>	MCO 1320.11G - 2 Command Sponsor's per unit. Contact: Information & Referral, Relocation Services - 858-307-1428 – sbmiramarmccs.iandr@usmc.mil
Suicide Prevention Program Officer	This duty does not include clinical or counseling duties. This is an administrative and/or coordinating resource for the commander to use in managing the unit Suicide Prevention Program.	<ol style="list-style-type: none"> 1) Maintain a comprehensive suicide prevention program that complies with the MCSPP policies and guidelines. 2) Support command with the information in areas of expertise, intervention and assistance in crisis management. 3) Update and maintain the command suicide prevention program binder and duty folders. 4) Track UMAPIT training completion 	MCO 1720.2, FA Checklist 1720 This program is inspected. 1 SPPO required per unit. POC: Stacey Willis, Inspector 858-307-1496

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Operational Stress Control & Readiness (OSCAR) Unit Representative	<p>Each battalion/squadron or equivalent level command shall appoint a Combat Operational Stress Control (COSC) Representative to serve as an advisor to the commander.</p>	<p>The COSC Representative shall:</p> <p>(1) Serve as an advisor to the commander on all COSC requirements, programs, and activities. In order to advise the commander, the COSC representative must be familiar with COSC doctrine and related publications. This representative must be a Staff Non Commissioned Officer (SNCO) or officer. Chaplains and RPs will not be assigned as COSC representatives. (2) Assist in development of command plans and policies incorporating COSC principles and directives. (3) Ensure officers, SNCOs, and Non-Commissioned Officers (NCOs) at all levels of command are trained and familiar with COSC principles and tools. (4) Ensure all COSC training requirements, including unit level and individual augment deployment cycle training, are completed and reported in the Marine Corps Total Force System (MCTFS). (5) Coordinate with RTC to conduct COSC and OSCAR training as required. (6) Coordinate with Deployment Readiness Coordinators/Unit Readiness Coordinators to provide a subject matter expert to assist with COSC training for family members. (7) At a minimum, COSC representatives will be certified as OSCAR Mentors/Team Members. Certification as an OSCAR Trainer or Master Trainer is preferred. (8) COSC representatives will be included in the planning, execution, and review processes for unit training and operations. The COSC representative will utilize the Training for Resilience Checklist in Appendix E to assist commanders in building resilience and improving warfighting capability.</p>	<p>MCO 5351.1 22 FEB 2013</p> <p>OSCAR Trainer certification is earned after successfully attending the full five-day Train-the-Trainer course, including conducting supervised unit team training on the final day as part of the certification. OSCAR Trainers are authorized to train OSCAR Mentors/Team Members. OSCAR Master Trainers will train and certify OSCAR Trainers. OSCAR Trainer candidates should be experienced and compelling Marines who are able to take the leading role in a training environment.</p>
Unit-based Marine Awareness and Prevention Integrated Training (UMAPIT) Facilitator	<p>UMAPIT facilitators should be selected for their maturity, excellent communication skills, interest in behavioral health concepts, and must be an E-5 or above. Facilitators will be Marines and Embedded Preventive Behavioral Health Personnel who have been certified as UMAPIT trainers or master trainers. UMAPIT training schedules will be coordinated with EPBH personnel at each unit in which they are embedded (I MEF Guidance for UMAPIT March 2019).</p>	<p>Provide UMAPIT 3.0 training in no less than 90 minutes to unit personnel. Groups will have a maximum of 30 people. Training is conducted on annual basis, before 12/31 of each year. UMAPIT 3.0 facilitator guide and media are both necessary to facilitate UMAPIT 3.0 and may be downloaded at https://ehqmc.usmc.mil/sites/family/mfc/UMAPIT/site/pages/home.aspx and reviewed thoroughly prior to delivering the course. Facilitators will ensure a roster is provided to unit training personnel to The UMAPIT 3.0 code, upon completion, for entry into the Marine Corps Training Information Management System (MCTIMS) is B9.</p>	<p>POC: Group EPBH Specialist.</p> <p>UMAPIT 3.0 does not fulfill the policy requirements related to the training of Operational Stress Control and Readiness (OSCAR) team members.</p> <p>UMAPIT provides the annual required training for substance abuse prevention and suicide prevention.</p>

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Uniformed Readiness Coordinator	One or more uniformed members in the rank of E-5 or above that are assigned/appointed to the Unit, Personal & Family Readiness Program (UPRFP) and shall serve in a supporting role to the unit's assigned Deployment Readiness Coordinator (DRC).	In a supporting role to the DRC the URC is to provide communication, volunteer management, and readiness and resource support in support of the Commander's UPFRP to the unit Marines, Sailors, and their authorized contacts.	<p>Ref: MCO 1754.9B</p> <p>The URC is not a confidential billet, and collateral duty billets requiring confidentiality shall be considered prior to appointment / assignment.</p> <p>Training requirements: Readiness Coordinator Training is mandatory and offered on a monthly basis. Training is 3 days.</p> <p>URCs shall not:</p> <ol style="list-style-type: none"> 1. Serve as the primary point of contact for communication with families UNLESS the communication is via email, and the DRC's contact information is in the body of the email message. 2. Serve as the primary liaison for deployment support.
Family Readiness Command Team Single Marine Program Rep/Section Reps (Formerly SMP Reps)	<p>Fosters personal and professional growth in single and geo-bachelor service members through Quality of Life advocacy, community involvement, and recreational activities.</p> <p>The appointed Reps make up the installation's SMP Council. They ensure the needs of the single/geo-bachelors are being met at all unit levels.</p>	<ol style="list-style-type: none"> 1. Must be single/unaccompanied. 2. Attend all SMP meetings. 3. Work with SMP in planning events, promote resources. Serve on Committees as designated by the SMP President or VP, Coordinator, and Council. 4. Bring forward recommendations to the SMP Council that cannot be resolved at the Command level. Also solicits ideas and feedback from single Marines for events, etc. 5. Brief command on recommendations/initiatives/events that are currently going on with SMP. 6. Support SMP through time and attendance as well as solicit other participants. 7. Ensure a replacement is assigned, in writing, when they deploy or on TAD in excess of 60 days. 8. If unable to attend a SMP Council meeting, the member is responsible for notifying the appointed alternate and ensuring they are briefed appropriately. 9. Maintain an open communication between their Family Readiness Command Team members and Commanders on all things SMP related. 10. Relay all SMP Council meeting information to subordinate unit/section SMP Reps. 	<p>Ref: MCO 1700.36B SMP Council Charter MARADMIN 757/11</p> <p>Notes: This program is inspected during CGI, FA checklist 1700.36. Each unit should have at least 2 appointed SMP Reps. It is highly recommended the units have additional subordinate Reps through sections to ensure the program works properly. The Family Readiness Command Team SMP Rep should be a NCO. Section Reps have no rank restriction.</p>

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Force Fitness Instructor (FFI)	Force Fitness Instructors (FFI) provide the tools and motivation to help their Marines maintain a healthy physical fitness program, succeed physically, and maintain good health. FFI's seek to establish a Corps-wide culture of a total fitness program utilizing the Marine Corps Physical Fitness Program (MCPFP) which is designed to use the latest scientifically-based techniques and modern technology in the sports medicine field.	FFI's prepare a Marine's body to meet the minimum requirement for active duty as well as provide guidance to command members on proper nutrition, weight management, physical conditioning, test safety, scheduling, administering, monitoring, and reporting on Physical Fitness Assessments (PFA). Each command is required to have one FFI and one assistant (AFFI). In order to obtain the additional MOS of Force Fitness Instructor, the following prerequisites must be met: 1) The Marine must be a Sergeant or above and be in a full duty status; 2)The Marine must also score 1st Class on both the PFT and CFT and be within Height and Weight Standards in accordance with MCO 6100.13A w/ch1 Marine Corps Physical Fitness and Combat Fitness Tests;). The Marine must have at least one year time in service left on their contract.	MCO 1500.62 MARADMIN 460/16
Victim Witness Assistance Coordinator (VWAC)	The Victim Witness Assistance Program (VWAP) seeks to reduce the trauma, frustration, and inconvenience experienced by victims and witnesses of crime. Victim Witness Assistance Coordinators (VWACs) provide each victim with a completed DD Form 2701. This form includes resources and assistance for access to counseling and treatment, compensation assistance, legal advice, and information on court prep and accompaniment. It also informs victims of their statutory rights; how the VWAP supports and assists victims' and witnesses' of any physical, financial or emotional trauma and helps give victims a better understanding of the military justice process. The goal of VWAP is to have each victim feel that they are being	The VWAC ensures that victims and witnesses in a case understand the rights afforded them under the law and are provided with a completed DD Form 2701 if one has not already been provided. VWAC confirms that processes are in place to maintain data on the number of victims and witnesses who received DD Form 2701. Each appointed VWAC reports quarterly to the installation Victim and Witness Liaison Officer (VWLO) the total number of DD 2701 forms that were provided to victims. In addition, the VWAC attends the quarterly VWAP Council meeting. If applicable, the VWAC informs victims of spousal or interfamilial abuse of the benefits provided under Transitional Compensation for abused family members and is referred to a Victim Advocate. The VWAC encourages victims of spousal or interfamilial abuse to contact the local legal assistance office for additional information on their rights and benefits they may be entitled to receive. The VWACs efforts should be made to execute a "warm handoff" to legal assistance providers, by ensuring a legal assistance attorney is prepared to assist the victim. As appropriate, the VWAC informs crime victims of state crime compensation funds that may be available to reimburse victims for certain expenses incurred as a result of the crime. The VWAC keeps a current roster of the VWAP points of contact at their respective installations.	MCO 5800.14 MARADMIN: 411/21 Annual Training provided to all assigned VWLO & VWACs MCI- West VWLO: Captain Stephen Simpson 760-763-4948 MCAS Miramar Installation VWLO: CWO2 Leonardo San Diego 858-307-6379 The Marine Corps has a multidisciplinary response to assist victims of and witnesses to crime. The council consist of the installation VWLO, unit VWACs and representatives from SAPR, NCIS, CID, PMO, SJA, legal service providers, chaplain, the Brig, and Marine and Family Programs. Each member has roles and responsibilities under the VWAP to inform victims and witnesses of their rights and also assist victims and witnesses during the military justice and administrative process. The VWLO is an installation commander's primary representative responsible for the VWAP aboard an installation. The VWAC's are command and

	<p>treated with respect and dignity after the incident; having protection and assistance in the process. VWAP has a multi-disciplinary approach that combines the expertise and services of law enforcement, family advocacy personnel, victim advocates, medical professionals, legal service providers, corrections personnel, etc. VWAP helps all victims and witnesses of crime that have an attachment to the military.</p>		<p>service providers designated as representatives for victim and witness assistance matters. The Council does not discuss specific cases, victims, or witnesses, but focuses on victim and witness services and the manner in which those services are being provided locally. The Council provides the VWLO, the installation commander with information regarding the availability, use, and capability of victim and witness services aboard the local installation.</p>
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MEETINGS

Meeting	Description	Attendees	Notes
Family Advocacy Committee	<p>The FAC is a multidisciplinary team that serves as the policy-implementing, coordinating, and advisory body to address the Coordinated Community Response (CCR) to child abuse, domestic abuse, and Problematic Sexual Behavior of Children and Youth (PSB-CY) at the installation. FAC members shall be trained upon appointment and annually thereafter.</p>	<p>The commander, XO, or CoSof each installation serves as the FAC chair. The FAPM is the subject matter expert and provides logistical support for the FAC. Core members include: Installation Sergeant Major, M&FP Director, FAP P&E Specialist, FAP Advocate, SJA representative, PMO, Criminal Investigation Division, or NCIS representative, Chaplain or representative, MTF representative, DoD Education Activity (DoDEA) school representative if applicable, Embedded Preventive Behavioral Health Capability, (EPBHC) representative where available, other representatives as deemed appropriate by the FAPM</p>	<p>MCO 1754.11A Held at least quarterly.</p>
Monthly Incident Determination Committee	<p>For units with Domestic Violence Cases and Child Abuse Cases - Every unrestricted report of abuse that meets the threshold for consideration must be presented to the IDC for an ISD unless there is no possibility, as mutually determined by the FAPM and Clinical Counselor or Clinical Case Manager who responded to the report, that the incident could meet any of the DoD criteria for abuse.</p>	<p>Command IDC Representative attends and provides information about the alleged abuse from all involved parties for cases involving service members in their command. Command representative participates in voting. Core IDC Members attend all meetings and vote on all allegations.</p>	<p>COs are the primary Command Representatives to the IDC. XOs and SEAs are primary and secondary representatives. Core IDC members include Station XO, Station SgtMaj, SJA, CID/PMO, Family Advocacy Program Manager.</p>

Meeting	Description	Attendees	Notes
Coordinated Community Response Team (CCRT)	<p>The CCRT mitigates imminent risk through a Coordinated Community Response. High Risk for Violence (HRV) situations include threats to seriously harm self, family members, intimate partners, and/or FAP personnel. The FAPM will activate a CCRT in response to a PSB-CY report or a HRV situation.</p>	<p><u>CCRT for HRV core members:</u> FAPM (CCRT Chair), CO (CO may appoint a designee, designee shall be in the Marine’s direct chain of command with direct knowledge of the Marine), SJA, PMO, CID, or NCIS, Chaplain,</p> <p><u>CCRT for HRV ad hoc members may include:</u> Behavioral Health Programs personnel working with the family, CYP or DoDEA personnel, Representative(s) from other agencies having legal, investigative, or protective responsibilities(e.g., base housing, community shelter, CWS agency) , Mental Health clinic provider when one or more members of the family is involved with Mental Health, Insider Threat Program Manager, Other applicable military or civilian agency personnel</p> <p><u>CCRT for PSB-CY core members:</u> FAPM (CCRT chair), SJA, PMO, CID, or NCIS, FAP Advocate</p> <p><u>CCRT for PSB-CY ad hoc members may include:</u> Behavioral Health Programs personnel working with the family, CYP or DoDEA personnel, Representative(s) from other agencies having legal, investigative, or protective responsibilities (e.g., base housing, community shelter, CWS agency), Mental Health clinic provider when one or more members of the family is involved with Mental Health, other applicable military or civilian agency personnel.</p>	<p>Reference MCO 1754.11A</p> <p>Members of CCRTs must be trained before participating in CCRTs.</p>
Monthly Sexual Assault Case Management Meeting	<p>The CMG reviews all Unrestricted Reports with signed DD 2910s and all cases of sexual assault being investigated by an MCIO, in accordance with reference (a), and all retaliation reports from uniformed sexual harassment complainants in accordance with reference (q). Cases are reviewed to facilitate monthly updates to victims, ensure quality of services, and provide systemic coordination.</p>	<p>The CMG shall consist of the Installation Commander (chair, non-delegable below Deputy Installation Commander), Installation SARC (co-chair), all supporting SARCs aboard the installation and/or all supporting the command, Command SJA, NCIS, law enforcement/PMO, healthcare personnel, mental health/counseling representatives, the victim’s SAPR VA, VWAP and/or VLC, the victim’s immediate commander, command/unit chaplain(s), and, if necessary, command EOA(s). Additional members may be included to address specific victim concerns at the CMG Chair’s request.</p>	<p>Attend if your unit has an active unrestricted SA case.</p> <p>Commanding officers may not delegate this duty. An acting commanding officer, presenting with the proper documentation, may attend in lieu of a commanding officer.</p>
Transition Capstone meeting with	<p>Commander’s final check-in with Marines to ensure they are “transition ready” (going to school</p>	<p>Commanding Officer (or capstone designee) and transitioning Marine</p>	<p>The career planner/UTC will inform the Transition Readiness Program of the Capstone Designees at the unit. The Commanding Officer or Capstone</p>

transitioning Marines	or vocational training, have a job, a place to live, transportation plan, etc.)		Designee will receive a link to the DD Form 2648 (online counseling form) via email from the DoDTAP website for every Marine from your unit who successfully attends TRS.
Meeting	Description	Attendees	Notes
Unit Education Officer Quarterly Meetings	The purpose of the UEO quarterly meetings is to ensure knowledge of educational information such as; policy changes, services and resources. This meeting also provides UEO the necessary support with understanding and performing their roles and responsibilities, for educational related matters at their unit. In addition, this meeting serves as a forum for UEOs to voice any questions or concerns related to educational matters potentially impactful to Marines' access to higher education.	Unit education officers and MCAS Miramar Education Services Officer	
Family Readiness Command Team (FRCT) Meeting	The FRCT is responsible for guiding the UPFRP, reinforcing the relationship between the unit and the services, programs, and training relevant to unit members and their families.	At a minimum FRCT membership shall include, at a minimum, the unit Commander or Remain Behind Element (RBE) Officer-in-Charge, Executive Officer (XO), SgtMaj/Sr. Enlisted Advisor, Chaplain (if assigned), Single Marine Program Representative (SMP Rep), DRC/URC(s).	Ref: MCO 1754.9B FRCT meetings shall be conducted quarterly. The FRCT shall review efforts in support of the four tenets of UPFRP, Unit & Family Readiness Funds/a (U&FRF) budget, UPFRP Data Tool data, and UPFRP events. Family Readiness Command Team Advisors are optional, but, if appointed, they shall serve as members of the FRCT.
Marine & Family Program Committee (MFPC) Meeting	The MFPC Meetings provide information updates that could impact UPFRPs through the Installation Marine and Family Programs Committee meetings to ensure effective communication and coordination between supporting and supported agencies	Installation Commanders: Required to provide quarterly MFPC DRC: Required to attend quarterly meetings	Ref: MCO 1754.6C

Monthly SMP Meeting	The SMP President and Executive Board run through the meeting covering Quality of Life concerns, upcoming SMP events, etc.	Meetings are open and welcomed to everyone; however, appointed Family Readiness Command Team SMP Reps are required to attend every meeting. The unit SgtMaj should attend at least quarterly, and DRC/URC representation is recommended.	
TRAININGS			
Class	Description	Attendees	Notes
SAPR Engaged Leadership Resource Brief	Within 30 days of assumption of command, a resource brief is required with the installation Sexual Assault Response Coordinator.	Commanding officers with general court martial convening authority as well as the unit XO, SgtMaj, and supporting command SARC shall attend the resource brief.	Brief is conducted at Bldg. 2274. Email jeff.mckennie@ucmc.mil or latricia.kamins@usmc.mil to schedule training. Functional Area 1752 is one of the top 5 inspected programs.
Incident Determination Committee (IDC) Training	IDC Representatives and committee members must attend Initial IDC Training before being eligible to vote at the IDC, and annual IDC Refresher Training to maintain voting status.	Station XO, Station SgtMaj, SJA, CID/PMO, Family Advocacy Program Manager, unit CO, XO, SEA.	Call 858-307-8867 to schedule - MCO 1754.11A - Inspector General Checklist FAMILY ADVOCACY PROGRAM (FAP) 1754.11A - IDC Committee must be appointed by IDC Chair. Command IDC alternates must be appointed in writing by their Commanding Officer.
Family Readiness Command Team Training (FRCTT)	Training is provided to all members of the Family Readiness Command Team Leadership; FRCTT is required for all members of the FRCT within 60 days of the Commanding Officer's /Commanding General's assumption of command. FRCTT covers the Unit, Personal, Family Readiness Program, as well as the roles and responsibilities of the Command Team.	CG, CO, XO, SgtMaj, Chaplain, SMP Rep, DRC/URC, Command Team Advisor/Family Readiness Advisors	Training is mandatory and part of Functional Area Inspection Checklist. Reference: MCO 1754.9B and Core FA for Unit, Personal, and Family Readiness POC: Annie Pierce Annie.Pierce@usmc.mil or (858) 307-6681
Family Readiness Command Team Training Overview	Required 1 hour meeting with MCFTB trainer in lieu of the FRCTT when a new FRCT member joins after the Commander has already held his/her FRCTT. Training attendance is required within 60 days of appointment to any position held on the FRCT for all Active Duty commands and 120 days for all Reserve commands.	CG, CO, XO, SgtMaj, Chaplain, SMP Rep, DRC/URC, Command Team Advisor/Family Readiness Advisors	Training is mandatory and part of Functional Area Inspection Checklist. Reference: MCO 1754.9B and Core FA for Unit, Personal, and Family Readiness. POC: Annie Pierce Annie.Pierce@usmc.mil or (858) 307-6681

Class	Description	Attendees	Notes
Family Advocacy Program (FAP) Training for New Commanders	COs are required to attend New Commander Training at FAP within 90 days of taking command and annually thereafter.	Commanding Officers, COs encouraged to include XO and SEA.	Call 858-307-6585 to schedule
Financial Touchpoint education	All Marines must complete financial education at specific action points (such as first permanent duty station, promotion to certain ranks, marriage, birth of first child, divorce, deployment, transition, etc.). The financial education requirement can be satisfied by attending an appropriate training or meeting one-on-one with a Personal Financial Manager, Personal Financial Counselor, or Command Financial Specialist. A training certificate, roster, or other documentation will be provided to the participant or command, so that the appropriate training code can be entered into each Marine's MCTFS.	All Marines referred to the training through Marine On Line (MOL); leaders should note when Marines are about to hit a career or life action point (such as marriage, birth of first child, or divorce) so they can encourage Marines to get the education to PLAN for the event, even before MOL requires it.	Per 10 US Code section 992, NDAA FY 2016, DoDI 1322.34, and MARADMIN 346/20 POC: Jo Rhee 858-307-9802 or jo.rhee@usmc.mil
Installation Welcome Aboard Brief	This 3 day course covers several mandatory workshops and provides Marines in attendance with resources and skills that will enhance their state of personal and professional readiness.	All Pvts. Through SSgts., Warrant Officer, and 2 nd Lts. through 1 st Lts. are required to attend. All other ranks and spouses are encouraged to attend but are welcome to meet for a one-on-one brief with POC. Per MCO 1700.37 and MCO 1754.10A, all Marines (enlisted and officer) must attend Personal Readiness Seminar (PRS) within 3 months of arrival at their first permanent duty station. PRS is offered as part of Welcome Aboard.	MCO 1754.10A Page 4, paragraph (t) ---requires station/base commanders to establish check-in procedures so that all new joins check-in with the Personal & Professional Development branch and attend mandatory Settling-in Services. Pvts. through SSgts. attend the Welcome Aboard Week. Warrant Officer and 2 nd Lt. through 1 st Lt. attend the Welcome Aboard Brief. The order also directs commanding officers to ensure first permanent duty station Marines attend the Personal Readiness Seminar (PRS) within 90 days of arrival at their 1 st permanent duty station. PRS is offered during the Welcome Aboard Week. POC: Information & Referral, Relocation Services, 858-307-1428; sbmiramarmccs.iandr@usmc.mil

Class	Description	Attendees	Notes
Sponsorship Coordinator Training	This hour and a half training is intended to provide appointed SCs with resources, direction and the administrative expertise to run an effective Sponsorship Program for their unit. This course satisfies the requirement for Sponsorship Training defined in MCO 1320.11G.	All newly appointed Sponsorship Coordinators	Registration is available through the following channels: Online: www.MiramarTRS.eventbrite.com Phone: 858-307-1428 Email: sbmirarmccs.iandr@usmc.mil POC: Information & Referral, Relocation Services
PCS CONUS/OCONUS Workshop	This two and half-hour workshop provides pre-departure and destination information, addresses financial concerns, travel entitlements, household goods shipments and relocation resources.	All Service Members executing PCS orders within 60 days.	Registration is available through the following channels: Online: www.MiramarTRS.eventbrite.com Phone: 858-307-1428 Email: sbmirarmccs.iandr@usmc.mil POC: Information & Referral, Relocation Services
Sponsorship Training	This one-hour course is designed to help Service Members assigned to sponsor incoming personnel with their role and responsibilities. This course satisfies the requirements for Sponsorship Training defined in MCO 1320.11G and further described in MARADMIN 132/21.	Service Members assigned to sponsor incoming personnel to the unit.	Registration is available through the following channels: Online: www.MiramarTRS.eventbrite.com Phone: 858-307-1428 Email: sbmirarmccs.iandr@usmc.mil POC: Information & Referral, Relocation Services
OTHER			
Suicidal Ideation or Attempt	Description: Immediate evaluation for suicidal ideation or attempt by flight surgeon, provider at Miramar Branch Medical Clinic, or the Naval Medical Center San Diego Emergency Room.	Submit OPREP3/SIR for all suicidal ideations (suicidal ideation does not need to be verified by a competent medical authority). When in doubt, submit a report. Submit PCR for all suicide attempts verified by a competent medical authority. Notes: Submission of the SIR/OPREP3 or PCR notifies the Marine Intercept Program.	Ref. MCO 1720.2A Submit SIR in the case of suicidal ideation or attempt --this will begin the notification process for Marine Intercept Program. Contact the Marine Intercept Program Supervisor, Rena Levy, 858-307-6866 or rena.levy@usmc.mil within 24 hours to provide the Marine's cell phone and shop phone number.
EFMP Quarterly Enrollment Reports	Report includes sponsor's name, EFMP Enrollment Date, and date the next update is due. Provided quarterly, at time of Command Team Training for new CO's, and as requested.		Ref: MCO 1754.4b Ensures timely re-enrollment of sponsor prior to enrollment expiration date. List is for CO only, unless the Commander's has appointed a designee in writing.

MCCS Director Brief	MCCS Director provides comprehensive brief to new commanders on the capabilities and support provided by MCCS		Ref: MCO 1754.9B Approximately 1 hour -MCCS will schedule with new C.O. -Conducted at unit location
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