

LEADERS' TOOL KIT:

1. Event-Based Resource Matrix
2. MCCA Resource Guide
3. Prevention Class List
4. Collateral Duties, Trainings, and Meetings
5. Active Duty NAF Civilian Supervisor Guide
6. Active Duty Supervisor Timekeeper Request Form
7. MCCA Employee Supervisor's Checklist
8. LOI – Performance Incentives for NAF DRCs
9. Embedded Staff FAQs

Digital copies of the Event-Based Resource Matrix; the MCCA 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/>



To download from III MAW MCEITS/SharePoint:

1. From your home page select "External Units" button on lower left of page
2. Select "MCAS Miramar" from the Links pop-up box
3. Hover over "MCCA" on the MCAS Miramar Page and click on "Marine and Family Programs"
4. Once you are on the Marine and Family Programs Page, select "MFP Documents", and you will be able to open the "Leaders' Toolkit" folder to the right

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