



COMMANDING OFFICER  
HEADQUARTERS AND HEADQUARTERS SQUADRON

UNIT, PERSONAL, AND FAMILY READINESS PROGRAM

UNIT READINESS BEGINS WITH PERSONAL AND FAMILY READINESS. Unit, personal, and family readiness directly correlate to mission accomplishment. The focus of the Unit, Personal, and Family Readiness Program (UPFRP) is to maintain the readiness and resiliency of our Marines, Sailors, Civilian Marines, family members, and beneficiaries.

Our Family Readiness Command Team (FRCT) serves as my primary communications link between the command and our families. In addition to the Command Deck (CO, XO, SgtMaj), my lead program managers are the Unit Readiness Coordinators (URCs). The URCs are charged with initiating official and authorized communications to service members and families and ensuring that they have access to available information and resources. To ensure widest dissemination of official and authorized communications, I require every service member to update their family member's contact information on the Marine Online Family Readiness Module within 30 days of checking in and 10 days of a change in dependent status. This system is the FRCT's Authorized Organizational Communication Tool (AOCT). Family members may choose to opt out of being contacted, but I strongly encourage participation - this is the FRCT's primary method of disseminating important information.

The UPFRP is built on four distinct pillars that support the overall well-being and cohesion of our team: **communication, readiness and deployment, information and referral services, and volunteer management**. These pillars promote family readiness as a force multiplier - an essential asset in building a tight-knit, resilient team capable of overcoming any challenge.

Leaders at all levels are responsible for educating their Marines and Sailors on the Family Readiness Program and the resources it offers. I encourage family members to take an active role in the life of this unit by participating in H&HS outreach events and staying connected. Family involvement in a Marine or Sailor's career enriches the fabric of our unit and directly contributes to our shared success.

Key contacts:

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