

**Commanding Officer, Headquarters and Support Battalion
Unit, Personal and Family Readiness Program (UPFRP) Statement**



"Marines take care of their own - period.... Just as every Marine makes a commitment to the Corps when they earn the title Marine, the Corps makes an enduring commitment to every Marine - and an enduring commitment to their family."

- General Conway, 34th CMC



1. UPFRP and Readiness. The purpose of Headquarters and Support Battalion (HQSPBTBN) is to gain and sustain operational readiness. As has always been our ethos, we "win battles" by "making Marines," resilient Marines equipped with the character and competence and with the mental, emotional, physical, and spiritual (MEPS) strength to meet the challenges of military life. At the heart of operational readiness is personal readiness, and crucial to personal readiness is family readiness. Unit readiness, personal readiness, and family readiness are inseparable; therefore, family readiness is mission critical. The purpose of the HQSPBTBN UPFRP is to increase operational readiness by ensuring that personnel and their families are trained, educated, equipped, and supported to successfully balance mission events, life events, and career events—to win life's battles both deployed and in garrison.

2. UPFRP Vision and Intent. The HQSPBTBN UPFRP will promote a command culture and climate of genuine concern for Marines and their families and enable the command to care for their own through networked, mutually supporting relationships; through proactive sharing of information; through timely and applicable referral to supporting programs and agencies; and through fiscally responsible execution of command sponsored events designed to support, train, educate, and empower the entire HQSPBTBN team. The UPFRP will be integrated into the command training and force preservation programs and will maximize all unit, base, and community resources to enable personnel and their families to truly succeed across all six areas of personal/professional excellence (The Six "Fs"): Fighter (military skills), Fitness (MEPS fitness), Family (family readiness and resiliency), Finances (financial stability and security), Future (life planning), and Fidelity (living with integrity). Our measure of success will not be in the quantity of our activities but rather in the effects of our activities—are we truly empowering our personnel and families to thrive and succeed in life?

3. UPFRP Tenets. The UPFRP has four distinct, complementary tenets:

- Official Communication. HQSPBTBN will utilize eMarine, our unit website, our newsletter, telephone, email, and social media to maintain open lines of communication with all family members while vigilantly maintaining operational security and confidentiality.
- Readiness and Deployment. The HQSPBTBN Annual Training Plan will incorporate standardized training curriculum for all phases of deployment (pre, mid, and post deployment; return, reunion, and reintegration) as well as for permanent change of station moves and separation from service. Implementation of this training will require the direct involvement of leadership at every level, supported by base and local agencies.
- Information and Referral. A primary goal of the UPFRP is to identify needs and to connect personnel and their family members to appropriate command, Marine Corps Community Services, or community resources in order to meet their needs. This effort requires open communication and unity of effort between the Command Team and leaders at every level. Our responsiveness is a true measure of our leadership.
- Volunteer Management. Volunteers are key to a successful UPFRP. We will employ a powerful network of appointed and non-appointed volunteers from across the command to ensure that all family members have equal access to timely, effective support. All family members are encouraged to support the UPFRP through volunteerism. Interested family members may contact the Family Readiness Officer Team at 760-763-7459.

4. UPFRP Scope. The UPFRP applies to all personnel within the command, married or single. Every Marine has a family as defined by the Marine, whether it be a spouse, parents, extended family, designated parents, designated extended family, or other designated contacts. All Marines, single or married, will accurately update their contact information in the MOL Family Readiness module, the UPFRP Authorization form, and in eMarine. Accurate contact information will be provided within ten days of joining the command, and updated within five days of any changes. Also, all Marines are required to identify at least one primary contact. Married Marines must include their spouse as primary contact unless an Opt-Out form is signed and on file with the Family Readiness Officer. Every Marine is also responsible for providing a completed Family Care Plan to their Company Commander. Family Readiness is everyone's responsibility.

Semper Fidelis,

Joseph A. Craft

Colonel, United States Marine Corps

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