

A Commander's Guide: Supporting the Critical Needs of Marines and their Families



MARINE &
Family

Commander's Embedded Assets

SACO

Substance Abuse Control Officers (SACO)

- Marine collateral billets filled by Staff Noncommissioned Officers (SNCOs) or Officers who oversee unit substance misuse deterrence activities.
- SACOs ensure annual unit substance misuse prevention education is coordinated and recorded in MCTFS; ensure UPCs, observers, and ASPCs are trained prior to conducting urinalysis testing; oversee the unit urinalysis testing program and 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; and assist with aftercare as requested by SACC personnel
- Marines may work through their SACO to connect with Substance Abuse Program services. SACOs cannot provide Substance Abuse counseling services

Advises the CO on All Matters Relating to Substance Misuse

UPC

Urinalysis Program Coordinators (UPCs)

- Multiple Marine collateral duty billets appointed in writing by the unit commander. The ASPC and the UPC may be the same individual.
- The UPCs assist the SACO with urinalysis testing
- The UPCs do not provide substance abuse education or intervention

Executes Urinalysis Process to Deter Drug Use

ASPC

Alcohol Screening Program Coordinators (ASPCs)

- Marine collateral duty billets appointed in writing by the unit commander. The ASPC and the UPC may be the same individual.
- The ASPC conducts monthly random breathalyzer testing in conjunction with monthly random urinalysis testing; notifies the SACO of Marines who test positive; consults with the local SACC for appropriate education and assessment requirements for identified Marines; signs for breathalyzers; performs routine inspection and maintenance; and contacts the installation SACC to address concerns with the operation of breathalyzers and the execution of the ASP.
- The ASP does not provide substance abuse education or intervention

Executes the Unit's Alcohol Screening Program

COSC
OSCAR
TEAM

COSC OSCAR Team Member

- Trained Marines and Sailors consisting of 5% of the unit or a minimum of 20 personnel, whichever is greater, who support and advise fellow personnel and leaders on Combat and Operational Stress Control (COSC).
- OSCAR Team members assist commanders in maintaining warfighting capabilities by preventing, identifying, and managing the impact of combat and operational stress. They lead by example and intervene to prevent stress concerns from becoming more serious illnesses requiring medical intervention.
- OSCAR Team members support the commander regarding the conduct of COSC-relevant training to build cohesion and resilience
- OSCAR Team Members do not provide clinical counseling or diagnosis.

Identifies Fellow Marines in Distress and Links them with Resources

Commander's Embedded Assets

OSCAR EXTENDERS

OSCAR Extenders

- Medical and religious personnel, including Medical Officers, corpsmen, Chaplains, and Religious Program Specialists.
- OSCAR Extenders work with OSCAR Team Members to provide prevention services. Examine and review Team Member-referred personnel and assist within the scope of their expertise. Make further referrals to OSCAR Mental Health Professional (MHP) when necessary.
- OSCAR extenders bridge the gap between OSCAR Team Members and MHP by providing prevention services and medical care.
- OSCAR Extenders do not provide clinical counseling or diagnosis.

***Chaplains and Corpsman Supporting
Marines in Distress***

EMBEDDED MHP

Embedded OSCAR Mental Health Providers

- Specialized mental health personnel, in garrison and some who are embedded in the unit in theater, such as psychiatrists, psychologists, mental health nurse practitioners, psychiatric and psychological technicians, licensed clinical social workers, authorized providers via Tricare, and Embedded Mental Health Providers.
- OSCAR Mental Health Professional coordinate and provide diagnosis and treatment for personnel.
- OSCAR Mental Health Professional provide clinical services, formal mental health care, and coordination with external mental health services.
- OSCAR Mental Health providers are professionals that can make a fitness for duty determination

***Determines whether a Marine is
Able to Stay in the Fight***

SPPO

Suicide Prevention Program Officer (SPPO)

- A Marine collateral billet designated to serve as the administrative and coordinating resource for the Commander regarding suicide prevention, intervention, reintegration, and postvention policies and procedures.
- The SPPO ensures compliance with suicide reporting requirements; maintains local on and off installation resources for suicide prevention; regularly communicates and consults with Commanding Officer; assists in the development of command risk management procedures and policies to ensure compliance with higher policy; verifies training is conducted; ensures suicide prevention messaging and support materials are displayed and readily accessible.
- SPPO responsibilities do not include those of a clinician or mental health professional.

***Advises the CO on All Matters Connected with
Suicide Related Behaviors***

MFLC

Military and Family Life Counselors (MFLC)

- Licensed civilians embedded within the units, in DoD schools, and within child development centers who provide confidential, non-medical, short-term counseling for individuals, families and groups.
- MFLCs are contracted support who rotate out on a regular schedule
- MFLCs provide support/assistance for circumstances occurring across the military life cycle and augment existing behavioral health services available on the installations.
- The only exceptions to confidentiality include situations that meet legal obligations to prevent harm such as child abuse, domestic violence, sexual assault or to prevent harm to self, others, or mission. In these duty to warn scenarios, MFLCs conduct a warm hand off to appropriate providers.

Augments Existing Behavioral Health Services

Commander's Embedded Assets

FRCT
SMP REP

Family Readiness Command Team Single Marine Program Representative

- Appointed by unit Commanders, MCO 1754.9B requires a Family Readiness Command Team SMP Representative as part of the Command Team and serves as the voice of single Marines in the Unit.
- The FRCT SMP Rep addresses Quality of Life recommendations and initiatives to focus on improvement of Quality of Life for single/unaccompanied service members.
- SMP Quality of Life issues are vetted through the unit Commander prior to introduction to the installation SMP Council by the unit representatives.

*Acts as the Voice for the
Single Marines in the Unit*

SMP
UNIT
REP

Single Marine Program Unit Representative

- Appointed by the unit Commander, the SMP Representative is a Marine who attends installation SMP Council meetings. Ensures communication is fluid between the command, single Marines in the unit and SMP Council members.
- The SMP Unit Rep works with MCCS to support unit driven recreation programs for the unit.
- The SMP Unit Rep actively engages and participates in SMP sponsored events.
- The SMP Unit Rep may serve as an elected official on the installation Executive Board.

*Communicates between the SMP Council
and Single Marines*

DRC

Deployment Readiness Coordinators (DRC)

- Civilian employees that ensure the execution of the Unit, Personal and Family Readiness Program's (UPFRP) within the unit. Coordinate, facilitate, and liaise in support of UPFRP functions, meetings, and requirements as identified by the Commander(s).
- DRC's serve as the personal and family readiness communication link between the Commander(s) and Marines, and family members. DRC's coordinate with MCCS, sister service support agencies, and other community resources
- DRCs were formerly called Family Readiness Officers (FRO).
- DRC shall NOT be involved in the role of counselor, social worker, therapist or financial educator. Professional boundaries shall be maintained.

*Facilitates Unit, Personal, and Family
Readiness Activities*

EO

Equal Opportunity Advisors and Representatives (EOA and EOR)

- EOAs work closely with commands to ensure all EO complaints are processed.
- EOAs will conduct intake interviews to determine if a complaint alleging prohibited activities and conduct meets elements of prohibited activities and conduct and advise the commander on the appropriate resolution of the allegation(s).
- Marines are assigned a collateral duty as an EORs and are the commander's primary asset to monitor command climate and receive reports of prohibited activity and conduct.
- EORs are not considered SMEs. Rather, they serve as the command liaison with the servicing EOA/MEO office and a source of information for the commander and complainants.

*Evaluates EO Allegations and Communicate about
Prohibited Activities and Conduct*

Commander's Embedded Assets

SARC

Command Sexual Assault Response Coordinator (SARC)

- Marine collateral billet at the O-6 level who serves as the SME and POC on behalf of the command for SAPR prevention, reporting requirements, victim care, and training coordination. SARCs may also be civilians at the General Officer level.
- SARCs ensure the SAPR program is implemented throughout the commander's Area of Responsibility (AOR). Monitor trends, identify systemic issues, and ensure compliance with the Marine Corps Order. Assist the command to meet annual training requirements.
- SARCs provide guidance to all SAPR Victim Advocates within the supported AOR. Support subordinate units where SARCs are not authorized.
- The SARC Area of Responsibility (AOR) does not include sexual harassment (see EEO) or family violence (see FAP).

Advises the CO on All Matters Connected with Sexual Assault.

SAPR VA

Sexual Assault Prevention & Response Victim Advocate (SAPR VA)

- Marine collateral billet (E5 and above) designated to serve as the first line responder for a Sexual Assault incident.
- Formerly known as "Uniform Victim Advocates" (UVA)
- The SAPR VAs provide victim advocacy and non-clinical support 24/7
- The SAPR VAs provide Monthly case status updates at the CMG
- The SAPR VAs facilitate annual training, command team trainings, pre-deployment briefs, new-join briefs and check ins

Supports a Marine who Reports a Sexual Assault

EPBHC

Embedded Preventive Behavioral Health Capability (EPBHC)

- Civilian behavioral and public health professionals who serve in the active duty Fleet Marine Force, Marine Forces Reserve, and Marine Corps Recruiting Commands
- EPBHC's provide commanders with analytic and coordination support in order to advise and inform behavioral health prevention strategies and resources at the unit and prevention system levels
- EPBHC functional areas within the unit include: provide feedback on behavioral health programs and policies; integrate behavioral health system stakeholders; help plan, develop, and implement and monitor policies, programs, and strategic communications; and identify unit-wide behavioral health patterns
- EPBHC's do not provide direct services and/or clinical counseling services

Advises the CO on Unit-wide Coordination for Early Prevention

RTC

Regional Training Coordinator (RTC)

- Four employed civilians, one at each MEF and MARFORRES, who serve as a central point of contact on all COSC issues.
- RTCs advise commanders on all COSC-related programs and activities to include OSCAR and Deployment Cycle Training; perform oversight for all OSCAR training courses conducted in their areas of responsibility; instruct OSCAR Master Trainer and OSCAR Train-the-Trainer courses; and provide status reports of COSC activities to HQMC COSCC.
- RTCs provide guidance on all COSC matters to MEF and Major Subordinate Commands, Marine leaders, COSC Reps and OSCAR teams.
- RTCs do not provide direct counseling or diagnose.

Organizes and Provides Consultation for all COSC Trainings

Commander's Embedded Assets

URC
or
CDP

Uniformed Readiness Coordinators (URC) or Command Designated Personnel (CDP)

- One or more personnel in the rank of E-5 or above that ensure the execution of the Unit, Personal and Family Readiness Program's (UPFRP) within the unit. Coordinate, facilitate, and liaise in support of UPFRP functions, meetings, and requirements as identified by the Commander(s).
- URC's/CDP's serve as the personal and family readiness communication link between the Commander(s) and Marines, and family members. URC's/CDP's coordinate with MCCS, sister service support agencies, and other community resources
- URC's/CDP's shall NOT be involved in the role of counselor, social worker, therapist or financial educator. Professional boundaries shall be maintained.

*Coordinates Unit, Personal, and Family
Readiness Activities*

FRCT

Family Readiness Command Team (FRCT)

- FRCT provides direct support to the Marines and family member. FRCT reinforces the relationship between the unit and the services, programs, and training relevant to the unit members and their families.
- FRCT is comprised of the Unit Commander or Remain Behind Element (RBE) Officer-in-Charge, Executive Officer (XO), SgtMaj/SEA, Chaplain (if assigned), Single Marine Program Representative (SMP Rep), DRC/URC(s).

*The Team that Facilitates Unit, Personal, and Family
Activities*

CFS
CFSA
CFF

Command Financial Specialist (CFS)

- Appointed by unit Commanders, one Command Financial Specialist is required for every 75 Marines. The rank of E-6 is required (E-5 Waiver approved by HQMC and no waivers will be approved below E-5).
- The CFS is command's primary source for unbiased, product neutral and conflict free financial literacy education and information.
- Command Financial Specialist Assistant (CFSA) shall function as the support CFS in those commands with multiple CFS.' The command shall have a designated lead CFS and the others are CFSA.
- Corporal for Financial Fitness (CFF) Trained Corporal provide peer to- peer influence within unit. CFF shall not provide financial counseling or training.

*Facilitates Personal Financial Management Activities
within the Unit*

Commander's Installation Assets

SACC
CL

Substance Abuse Counseling Center Counselor (SACC)

- SACC counselors are licensed civilian professionals that aid both the Command and Service Member by providing non-medical counseling and outreach services for Active Duty Service Members and attached Sailors to address substance misuse related issues.
- The SACC provides both mandated and voluntary services when there is an issue of substance abuse.
- The SACC facilitates referrals to Military Treatment Facilities of TRICARE to connect Marines who require more intensive services with the appropriate level of care
- Marines may work through their SACO to connect with Substance Abuse Program services.

Improves the Wellbeing of Marines with Substance Misuse related Issues

APS

Alcohol Prevention Specialist

- Alcohol Prevention Specialist are civilian professionals that are employed by the SACC to support Command prevention efforts.
- APS develop and conduct an annual substance misuse prevention needs assessment to identify the nature of installation and geographical alcohol related issue.
- APS collaborate with other prevention initiatives including EPBHC personnel when applicable to support prevention efforts.
- APS promote efforts that reduce alcohol misuse through early identification, early intervention, and Smart Testing.
- APS do not provide direct non-medical counseling services, and will facilitate referrals to the SACC for non-medical counseling services.

Supports Command Substance Misuse Prevention Efforts

DDRC

Drug Demand Reduction Coordinator (DDRC)

- Drug Demand Reduction Coordinator (DDRC) is a civilian professionals staffed at the SACC to provide subject matter expertise on the use of prohibited substances, misuse of prescription drugs, and urinalysis testing.
- DDRC train unit SACOs using an HQMC-approved course.
- DDRC assist SACOs with unit prevention efforts.
- DDRC create, prepare, review, and maintain materials for use in illicit drug use in prevention of prohibited substance use, such as lesson plans and resources.
- DDRC provide prevention education regarding use of prohibited substances per the installation prevention plan and as requested. Disseminate educational materials regarding use of prohibited substances to military and civilian personnel as needed.

Provides Oversight and Support to Unit regarding Drug Testing Activities

CCP

Community Counseling Program (CCP) or Community Counseling Centers

- Licensed clinical civilians who provide non-medical counseling that is short term and solution-focused for individuals, couples, families, and groups.
- Services are located on Marine Corps installations to increase access to care and assist in navigating available resources.
- CCP clinicians provide crisis intervention and psychoeducation that teaches appropriate skills to address everyday stressors, appropriate referrals based on client needs, and maintain individual case files and notes in an electronic case management system that is not part of the medical record.
- CCP clinicians cannot provide fitness for duty determinations.

Bridges the Gaps from Medical to Non-Medical Services

Commander's Installation Assets

MIP

Marine Intercept Program (MIP)

- Installation CCP counselors who make a series of contacts following notification of a suicide ideation or attempt for a minimum of 90 days
- MIP care coordinators provide contacts at 1, 3, 7, 14, 30, 60, and 90 days after acceptance of MIP services, and supports Marines with risk assessment and safety plans
- MIP was designed to reinforce medical and non-medical counseling by reducing gaps and increasing likelihood that a Marine receives and follows through with care. Evidenced informed efforts to intervene in the path from ideation or attempt to death by suicide
- MIP care coordinators work in coordination with the commander and Navy Medicine

Provides Additional Outreach Services during a period of Elevated Suicide Risk

FOCUS

Families Overcoming Under Stress Trainers (FOCUS)

- Focus trainers are contracted civilians who provide Skills-based program available to Marines and family members
- The FOCUS classes teach resiliency skills to assist in problem solving, stress management, and reducing risk taking behaviors, among others
- The FOCUS trainings also works to enhance couples' relationships and parenting skills through training
- The FOCUS trainers provide services to families with children as young as three years old
- The FOCUS contract is a DoD level agreement between University of California, Los Angeles and Office of Secretary of Defense

Helps Families with a Skills-Based Training Program

HUMAN PERF SPEC

Human Performance Specialist

- Human Performance Specialists teach Marines the most effective ways to improve health and wellbeing through education, advocacy, and outreach.
- Human Performance Specialists are degreed and certified Human Performance Coaches.
- Classes, information, programs and unit support on all aspects of health - performance nutrition & weight management, sleep, cognitive performance, sexual health and responsibility, injury prevention, chronic disease prevention, and tobacco cessation
- Services available: Resting Metabolic Rate Testing (Metabolism testing), VO2 Max Testing (fitness assessment), Nutrition Counseling, Tobacco Cessation Counseling, Nutrition 101, Nutrition & Fitness for BCP, Body Fat Testing, Cholesterol Screenings, Blood Pressure Assessments, & Health Risk Assessments

Teaching Marines about Health and Wellbeing

HITT COACH

Fitness Specialist High Intensity Tactical Training (HITT) Coach

- Fitness Specialists and HITT Coaches provide strength and conditioning programs to support Marines' physical training.
- HITT Coaches are degreed and certified Strength Coaches and Fitness Staff.
- The HITT program is a comprehensive combat-specific strength and conditioning program essential to a Marine's physical development, combat readiness, and resiliency. HITT provides workouts, unit PT, competitions and Force Fitness Instructor (FFI) support.
- Services available: Program Design, Unit PT Sessions, Recovery Workshops, Skill Building, regularly scheduled HITT and group fitness classes, fitness assessments, functional movement screenings, and HITT for small unit leaders

Strength and Conditioning Coaches to Improve Marine Physical Development

Commander's Installation Assets

SMP
COOR

Single Marine Program (SMP) Coordinator

- Single Marine Program Coordinators provide oversight to all pillars of the SMP - advocacy, community involvement (volunteerism) and recreation programs. SMP provides opportunities for social connectedness, volunteer service, and recreational trips and events
- SMP coordinates activities that enhance physical fitness (e.g. paintball, deep sea fishing trips, and hiking) as well as opportunities for social interaction, life-skills. SMP addresses issues that directly influence life on base such as parking, chow hall, and MCX.
- SMP helps mold the public's perception of the Marine Corps through continuous volunteerism in the community via programs such as Habitat for Humanity, Toys for Tots, Adopt a School, beach cleanups, Veterans Homes visits, and the SMP Days of Service.

Coordinates the Single Marine Program

SPORTS
SPEC

Sports Specialist

- Marine Corps Sports Programs are designed to promote unit cohesion and healthy competitive energy to support combat readiness.
- Intramural Sports are sports competition that use approximately 267 athletic facilities across all Marine Corps installations
- Competitive Events/Race series are athletic competitions currently held at 13 installations.
- Youth Sports offer planned activities and events to youth of all skill levels in the military community
- All-Marine Sports provides exceptional Marine athletes the opportunity to represent the U.S. Marine Corps and to compete at higher-level competitions

***Provides Sporting Opportunities for
Marines and Youth***

REC
SPEC

Recreation Specialist

- Recreation Center Managers and professional Recreation Specialists administer a broad spectrum of recreational activities, competitions, and cultural events.
- Recreation Centers provide opportunities to decompress through participation in leisure activities. Recreation Centers may also host programs that help develop life skills. Computers are located on-site for both educational and social pursuits.
- Outdoor Recreation Program Specialists provides activities that range from rock climbing to paddle boarding.
- Unit recreational activities provide an opportunity for units to increase esprit de corps and social connections through recreational interaction and fun competition.

***Provides Recreational and Social
Opportunities for Marines***

AQUA
SPEC

Aquatics Specialists

- Aquatics Center staff are certified as Water Fitness Instructors. Nationally certified lifeguards and swim instructors operate the 38 MCCS swimming pools.
- Aquatics centers provide a safe location to learn and enhance life skills and drowning prevention knowledge while improving physical fitness. Individual and unit training is provided.
- Marine Swim Advanced Training (MSAT): A specialized curriculum for Marines designed to increase comfort in the aquatic environment, decrease accidental drownings and improve completion and advancement within the required swim qualification
- AMP-IT: A high intensity aquatics training session designed to provide cardio and strength conditioning in a low-impact water environment

***Facilitates Pool-based Training and
Recreation Opportunities***

Commander's Installation Assets

FAP
CL

Family Advocacy Clinical Counselors (FAP CL)

- Civilians who provide non-medical clinical counseling, clinical case management, screening, and assessment for Marines and Family members.
- Civilians provide clinical services to:
 - o Alleged abusers, victims, and dependents.
 - o Families, parents, children and sponsors of child victims of child abuse and neglect.
 - o Children exhibiting or impacted by problematic sexual behavior in children and youth (PSB-CY).
- FAP Clinical Counselors provide trauma-informed non-medical counseling, advocacy, and supportive services to families to ensure the safety of the victim and community, and to prevent future abusive behaviors.
- FAP administrative services are non-disciplinary, but supportive of preventing future abusive behaviors.

***Provides Non-Medical Clinical Counseling
to Marines and Families***

FAP
P & E

Family Advocacy Prevention and Education Staff (FAP P&E)

- Civilians who provide several prevention programs to promote healthy relationships and reduce the risk of family violence.
- P&E programs include life skills classes on relationships, anger management, stress management, and parenting. These evidence-informed classes and workshops improve family and individual functioning and reduce factors associated with family violence.
- Prevention classes are open to all Marines, Sailors, other Service Members, and family members.
- P&E staff are available to the Commander and unit to provide briefs on topics related to healthy relationships, abuse, and FAP programming.

***Promotes Healthy Relationships
through Education***

FAP
VA

Domestic Abuse and Neglect Victim Advocate (VA)

- VAs are civilians that provide advocacy to victims of domestic abuse, non-abusing parents of abused children, and families impacted by problematic sexual behavior between children and youth.
- Services for victims of domestic abuse are consistent with the victim's elected "unrestricted" or "restricted" reporting options.
- VAs conduct ongoing risk assessment and safety planning with the victim. A helpline is available at all installations for 24/7 access to VA services.
- VAs are available to provide education about supportive resources such as Transitional Compensation for Abused Dependents (TCAD).
- FAP VAs are civilians and differ from the sexual assault VAs.

***Supports Victims of Abuse through Safety Planning
and Linking them to Supportive Services***

NPSP

New Parent Support Program (NPSP)

- NPSP is a professional team of civilian social workers, counselors, and registered nurses who provide education and support to Marine families who are expecting or raising children ages zero through five years.
- Home visits allow Marines and spouses to receive help with their concerns as a parent or parent-to-be in the privacy of their own home.
- Home visitors provide education and classes, including Baby Boot Camp, which are designed to teach the basic skills necessary for providing newborn care.
- Group parenting classes provide "hands-on" information to assist parents in understanding child development.
- NPSP does not provide crisis intervention or emergency response.

Educates and Supports New and Expecting Parents

Commander's Installation Assets



Install SARC

Installation Sexual Assault Response Coordinator (SARC)

- Civilian who provides subject matter expertise for the the installation commander, tenant commanders, and command SARCs about the SAPR program.
- Installation SARCs facilitate the Case Management Group that reviews unrestricted cases at that installation
- Installation SARCs manage the installation's 24/7 Sexual Assault Support Line.
- Installation SARCs monitor trends and recommend appropriate actions to mitigate risks and improve services provided.
- Installation SARCs provide guidance to all civilian SAPR VAs at the installation.

Supports Installation Commanders with Sexual Assault Prevention and Response Expertise



UTC

Unit Transition Coordinator (UTC)

- Uniformed personnel E5 and above, appointed by the Commander, to facilitate all unit transition activities.
- Identify and monitor all separating, retiring, demobilizing deactivating Marines, and unanticipated separating Marines regardless of their rank.
- Collaborate with installation P&PD staff to schedule Marines to participate in mandatory and optional transition readiness training.
- Confirms that that the Commander's designees (in the rank of E6 and above) has ensured transitioning Marines have met all mandatory requirements and are properly prepared to transition no later than 90 days prior to end of active service.

Supports Installation Commanders with Transition Readiness Program requirements



PFM

Personal Financial Manager

- The Personal Financial Manager (PFM) function as the installation's primary source for financial literacy education and information.
- PFM provides support and guidance for the units Command Financial Specialists (CFS).
- The Personal Financial Management Program (PFMP) maintain a Continuum of Learning for Personal Finance within the eco system of DTM 19.009.
- PFMs leverage Financial Education Action Points to identify relevant financial literacy training required at personal and professional life events.

Supports Installation Commanders with Personal Financial Management Expertise

Installation Civilian Leadership

