III MEF
(your unit)

TURN OVER BINDER
FOR THE
CO & SGTMAJ SPOUSE

OKINAWA, JAPAN
(location of unit)

“Welcome to the team”
TABLE OF CONTENTS

I. CO Spouse Introduction/ Welcome Letter (CO Spouse)

II. History of the Unit (XO/ Staff Adj)

III. FRO Welcome Letter & Command Team Information (FRO)

IV. CO Spouses/ XO Spouse/ SgtMaj Spouse/ COS Spouse Phone Roster (CO Spouse/ FRO/ Staff Adj)

V. Position Description for CO/SgtMaj Spouse- MCO 1754.9 (FRO)
   A. Family Readiness Command Team Leadership Chart
   B. MCO Summary

VI. Required Resources (FRO)
   A. Unit and Base Resources
   B. Emergency Phone Numbers
   C. Hospital/Military Treatment Facility Numbers & Maps
   D. Emergency Auto Towing
   E. TRICARE/United Concordia Contact Information
   F. USO
   G. American Red Cross
   H. Navy Marine Corps Relief Society
   I. Single Marine & Sailor Program
   J. MCFTB Resources

VII. Unit Specific Resources (FRO)
    A. Summary of Family Readiness Events

VIII. Committees/ Organizations CO Spouse Member (CO Spouse)
     A. MOSC
     B. MCFTB Advisor
     C. Board NMCR
     D. Board AFYMCA
1. CO Spouse Introduction/ Welcome Letter

(Insert Introduction/ Welcome Letter - this can be hand written or typed from the out-going Co Spouse/ SgtMaj Spouse to the incoming Spouse)
II. History of the Unit

(Most units have a documented history that is already written and usually used for Change of Command events, etc. This should be brief.)
III. FRO Welcome Letter & Command Team Information

(Insert a Welcome Letter from the Unit FRO to the incoming CO Spouse /SgtMaj Spouse)
# Command Team Information

(This information is only for the CO/SgtMaj spouse and must follow OPSEC and PII regulations)

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Work Number</th>
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</thead>
<tbody>
<tr>
<td>Command:</td>
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<tr>
<td>(Unit)</td>
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<tr>
<td>Duty office number:</td>
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<td>Commanding Officer:</td>
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<td>Spouse:</td>
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<td>Executive Officer:</td>
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<td>Spouse:</td>
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<td>SgtMaj:</td>
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<td>Spouse:</td>
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<td>Command Master Chief*:</td>
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<td>Family Readiness Officer:</td>
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<tr>
<td>Advisors:</td>
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</tbody>
</table>
IV. Phone Roster of CO Spouses- subordinate commands/ XO Spouses/ SgtMaj Spouse/ COS Spouse Phone Roster

(Insert phone roster here)
V. Position Description for CO/SgtMaj Spouse- MCO 1754.9 (Unit FRO)
   a. Family Readiness Command Team Leadership Chart
   b. MCO Summary
Family Readiness Command Team Leadership Chart
UPFRP four Pillars in the MCO

10. **Official Communication** – communication directly from or on behalf of the Commander to be disseminated to the Marine and/or his/her family member, extended family member or significant other. Official communication enables all way communication, conveys information on the unit’s status, and protects operational security.

2. **Readiness and Deployment** – preparing both the individual Marine and family members to successfully balance the rigors of a military lifestyle, family, career and mission events.

3. **Information and Referral** – provide information on services and make referrals as appropriate to MCCS, non-MCCS and/or community-based support organizations for Marines and family members. Address issues that have the potential to impact the readiness of the Marine, the unit or the Marine’s family.

4. **Volunteer Management** – provide oversight to non-billeted volunteers in planning, coordinating and executing specific unit morale events. Collaborate with billeted volunteers to support the enhancement of the Commander’s family readiness mission.
VI. Required Resources
A. Unit and Base Resources
B. Emergency Phone Numbers
C. Hospital/Military Treatment Facility Numbers & Maps
D. Emergency Auto Towing
E. TRICARE/United Concordia Contact Information
F. USO
G. American Red Cross
H. Navy Marine Corps Relief Society
I. Single Marine & Sailor Program
J. MCFTB Resources (EFMP, Counseling, etc.)

*For OCONUS, provide additional information:

- International dialing instructions
- Local cell phone information (including 911) for international community
- SOFA information
- Embassy information
VII. Unit-Specific Resources and Referrals
   A. Family Care Plan
   B. Volunteer Committees
   C. Deployment Brief Schedules
   D. Newsletters
   E. Family Day Events
IX. Committees/ Organizations CO Spouse Member
   a. MOSC
   b. MCFTB Advisor
   c. Board NMCRS
   d. Board AFYMCA

   (Give contact names & phone numbers/ dates meetings take place/ location of meetings)

   Welcome to the team!”