

From: Chairman, Family Readiness Committee  
To: Chairman, Marine Corps Community Services (MCCS), Board  
Of Directors (BOD)

Subj: FAMILY READINESS COMMITTEE MINUTES OF 22 JANUARY 2003

Ref: (a) Proposed FRC Charter

1. Per the reference, the Family Readiness Committee (FRC) convened at 1300 on 22 January 2003 at The Clubs At Quantico, MCB Quantico, VA.

2. Members Present:

MajGen H Osman, II MEF, Chair  
LtCol J. S. Robertson, MARFORLANT Rep  
Ms. M. Ooka, MARFORPAC Rep  
Ms. E. Simms, MCRC Rep  
Mrs. S. Hagee, Member, Spouse, CMC  
Mrs. B. Nyland, Member Spouse, ACMC  
Mrs. R. McMichael, Member, Spouse, SMMC  
SgtMaj P. Gante, Member, II MEF  
CDR D. Meehan, Member Rep, USMC Chaplain  
Mr. E. Heuer, Member, KVN Chair  
Mrs. P. Kime, Member, L.I.N.K.S Chair  
Mr. T. Loughlin, Member, EFMP Chair  
Ms. D. Dedeaux, Member, FAP Chair  
Mr. M. Downs, Ex Officio, MR  
Ms. T. Avrit, Ex Officio, MR  
Ms. C. Varnell, Recorder

Members Excused:

RADM R. Hufstader, Medical Officer, USMC  
BGen H. Fruchnicht, MARFORRES Rep

Others present:

Col J. Yanello, MR  
LtCol C. Sharp, MR  
LtCol T. Frank, MCB Quantico  
Maj C. Ayers, MR  
Maj P. Baumgarten, MR  
CDR T. Gaskin, MR  
Capt Amposta, MCB CamBut  
Capt Montanez, MARFORLANT  
Capt D. J. Allen, MCAS ChPt  
Capt R. A. Harper, CMC Protocol  
SgtMaj R. Edwards, MR  
Mrs. K. Lewis, MR  
Ms. R. Mills, MR  
Ms. C. Reynolds, MR  
Mr. M. Tharrington, MR  
Mr. D. Turner, MR  
Ms. J. Staniford, MR  
Mr. B. Barnes, MR  
Ms. K. Reilly, MR

Others present (cont.)

Ms. M. Page, MR  
Ms. J. Steinen, MR  
Ms. B. Sims, MR  
Ms. M. Craig, MR  
Mr. G. Gordon, MR  
Mr. J. Clarke, MR  
Ms. J. Baker, MR  
Mr. J. Sollis, MCB CamLej

3. FRC Record of Proceedings, 19 July 2002. The minutes were unanimously approved as written.

4. L.I.N.K.S Subcommittee. Mrs. Kime, new Subcommittee chair, briefed the FRC on Subcommittee actions. The primary action item was the Subcommittee charter revisions that included: (1) a charter membership change from one local Team Leader to one local Team Member; (2) removal of the non-voting member from the Key Volunteer Network; and (3) the mission of the Subcommittee was reworded to accommodate requirements of the Department of Defense Instruction 1100.21, E3.3.1 stating that volunteers may not hold policy-making positions. The original charter stated, "The Subcommittee has the authority to determine L.I.N.K.S. policy, issues, content and training in coordination with the MCFTB staff in the Personal and Family Readiness Division at HQMC." The revised charter now states, "The Subcommittee will advise and make recommendations to Headquarters, Marine Corps (HQMC) Marine Corps Family Team Building (MCFTB) Staff in ongoing development and standardization of the L.I.N.K.S. program and training. Other projects noted were various curriculum changes to existing training materials, the 17-19 September 2002 team leader training, the on-installation training for mentors, and the L.I.N.K.S. marketing tool (kitchen magnet).

Action. The charter revision was unanimously approved.

5.

KVN Subcommittee. Mr. Ed Heuer briefed the FRC on ongoing Subcommittee actions. The primary action item was the KVN charter revision that incorporated the following statement concerning membership: "It is preferable that members reside in the National Capitol Region (Washington D.C./ Quantico, VA). An individual residing outside the local area who wishes to serve on the Subcommittee may do so, but would incur the costs of travel and/or accommodation for meetings." This statement matches membership requirements included in the L.I.N.K.S. Subcommittee Charter. Other projects mentioned included the KVN Trainer Workshop, the distribution and availability of "Who Wants to Be a Volunteer," and the KVN measures of effectiveness study. The Subcommittee deferred action on a study action item regarding support provided to a Joint Task Force.

Action. The Charter revisions were unanimously approved.

6. FAP Subcommittee - Ms. Daisy Dedeaux, the FAP Subcommittee Chair, provided the FRC and informational update on Subcommittee business. Topics discussed included Clinical Counseling Functionality Assessment action, domestic violence statistics and action associated with the Domestic Violence Task Force. Considerable effort is ongoing to increase program standardization and quality assurance. Finally, the Subcommittee briefed the status of an initiative to develop policy making the New Parent Support Program training mandatory for Marines who use paternity leave authorizations. MajGen Osman expressed concern regarding the initiative and stated legal implications may exist which preclude policy establishment.

7. Domestic Violence (DV) Task Force. Ms. J. Staniford provided the Committee a brief overview of the DoD Task Force on Domestic Violence. LtGen Parks co-chairs the Task Force. The Task Force will soon culminate three years of study. The final report is due February 2003.

8. EFMP Subcommittee. Mr. T. Loughlin, Subcommittee Chair, provided an informational status report to the FRC. Topics include an MR EFMP study, and analysis of Health Insurance Portability and Accountability Act (HIPAA) and American Disability Act (ADA) impact to Marine Corps EFM programs and housing. At the last FRC meeting, two questions were asked: (1) Is EFMP assessable housing set aside or is it part of the overall housing inventory; and (2) What is the housing prioritization process for EFMP families, is it a local policy or Corps-wide policy? Mr. Loughlin stated that housing is set aside for category four members, and that it is a Marine Corps-wide policy for housing prioritization.

9. 2002 Quality of Life In the USMC Study. Major P. Baumgarten, Operations Analyst for MR, provided the FRC results of the Marine Corps QOL survey conducted in February-March 2002. The study revealed an overall decrease in QOL satisfaction in the Marine Corps when compared to previous study results. Work is ongoing to further analyze the results.

10. MCCS One Source Update. At the 19 July 2002 FRC meeting, the Committee was briefed on MCCS One Source. The contract was awarded to the Ceridian Corporation in September 2002. Ms. M. Craig provided a status brief on implementation plans.

11. L.I.N.K.S. On-line, Interactive Multimedia Instruction Demonstration. Ms. Cathy Reynolds demonstrated the L.I.N.K.S multimedia instruction that offers an orientation to the Marine Corps lifestyle by helping new spouses adapt to the unique challenges military life presents. In January 2002, MR initiated a project with the Training and Education Command (TECOM) to develop multimedia methods of instruction for three courses to be hosted on their server. MCFTB courses included in the project are L.I.N.K.S, KVN Training and FRO/MCFTB Director Training. The online version of L.I.N.K.S. will be the first launched in July 2003 with the pilot project possible in March 2003. This format will accommodate the needs of Marine spouses not currently able to attend L.I.N.K.S. sessions. The L.I.N.K.S. program web page will provide discussion boards for those spouses taking the on-line course who have questions. This project has included input and guidance from the L.I.N.K.S. Subcommittee and L.I.N.K.S. teams throughout the Marine Corps.

12. Commanders Course. At MajGen Osman's request, LtCol Sharp provided an overview of MR's presentation provided during the scheduled Commanders Courses. Following discussion, MR was queried about desired changes to the

instruction. MR noted that more time was desired with spouses for hands-on training. Mrs. Hagee questioned if briefs on MCCS were provided at TBS. Mr. Downs stated that no briefs are presented at TBS, SNCO/NCO Academy, or enlisted entry-level training but believed that reaching these Marines was critical.

13. Chair's closing remarks: The Chairman stated the next Committee meeting will be held in July 2003 at MCB Quantico.

14. With no further business, the FRC adjourned at approximately 1640.

H. P. OSMAN  
Chairman  
Family Readiness Committee

C. J. Varnell  
Recorder  
MCCS Board of Directors