UNIT, PERSONAL, AND FAMILY READINESS PROGRAM

Your point of contact for readiness information and support is:

Rachael Kolb

Deployment Readiness Coordinator

3d Marine Littoral Regiment

Marine Corps Base Hawaii

Phone: 808-220-6424

Email: rachael.kolb@usmc.mil



The Unit, Personal, and Family Readiness Program (UPFRP) is designed to serve as the link between families and the unit. This program is implemented to maintain *READY* Marines, Sailors, and families by equipping them with knowledge on tools necessary to successfully meet the challenges of deployment and unit missions. Ultimately, the goal of this program is **SUPPORT**

SS		4 STEPS TO READINESS									
ine	1	Review the Personal Readiness Checklist: This checklist is designed to help keep you and your family in a state of readiness year-round which includes items such as Family Care Plan, Power of Attorneys, Wills, etc.)									
adi		Attend the Unit Briefs and Events: These briefs are intended to keep you informed on what's happening in the unit and how									
Deployment Readiness	2	you and your family can be prepared. - Deployment Readiness Brief - Town Hall									
yme	3	- Pre-Deployment/Mid/Return & Reunion/Post Deployment Briefs Talk to your DRC: DRCs are embedded in units that are always on the move. It's important that you talk with your DRC about resources available to you and tips on how to stay ready.									
Deplo	4	Have a Plan: Sit down with your Marine or Sailor and have a plan. The Marine Corps trains every day to be the first to fight. They prepare for the worst-case scenario – the pacing threat. If the day comes that they must face that threat, they will be ready.									
Emergency Preparedness		3 STEPS TO READINESS									
	1	Stay Informed about various hazards and what to do before, during, and after an incident or event. Sign up for emergency notifications to get up-to-date information.									
	2	Make a Plan for yourself and your family to know where to go, what to do, who to contact, and what to take when faced with an emergency.									
	3	Build a Kit for your home, office, and vehicle that will sustain you for at least 14 days. In taking these steps, you improve the safety, security, readiness, and resilience of you and those around you. By living a life of preparedness, you are helping the Marine Corps maintain its reputation as the Premier Force in Readiness.									
	~	Military and Family Life Counselor (MFLC) 571-376-3841	2	Military OneSource: 800-342-9647							
S	~	3d MLR Chaplain: 808-807-6684	~	TRICARE West: 844-866-9378							
Se	~	3d MLR Officer-on-Duty (OOD): 808-224-6643	?	SAPR 24/7 Hotline: 808-216-0126							
Inc	~	PMO (Non-Emergency Line): 808-257-2123	2	FAP 24/7 Abuse Hotline: 808-216-7175							
Resources	~	Base Legal: 808-496-6738	~	Duty Chaplain: 808-927-6583							
	~	Red Cross: 877-272-7337	~	Suicide and Crisis Lifeline: 988							
	~	Personal Financial Management Program (PFMP) 808-496-7783	~	Safe Helpline: 877-995-5247							

CHECKLIST									
THIRD MARINE LITTORAL FORTES FORTUNA JUVAT	Upon Arrival	Audit Date:							
Task		6 Mon	1 Year	1.5 Years	2 Years	2.5 Years	3 Years		
Communication									
Give family DRC contact information									
Give family resource contact listing									
(Married) Add spouse/self on MOL Family Readiness Module									
(Single) Add family/trusted individual/self on MOL Family Readiness Module									
Make a communication plan. Discuss communication expectations for deployments									
Discuss PII/OPSEC with family									
Discuss Red Cross with family									
Discuss overall expectations for deployments with family									
Encourage family to attend the unit briefs and events									
Financial									
Make a plan for bill payments when deployed									
Make a log for bank accounts/financial institution information									
Suspend memberships (if applicable)									
Have a plan for filing taxes during/after deployment									
Documents/IDs Ensure all military issued ID cards/DEERS are current (and dependents if applicable)									
Ensure family/trusted individual has Power of Attorney (POA) Update Will & Testament/discuss with family									
Update Family Care Plan (FCP)/Discuss with family									
Update Record of Emergency (REDs)									
Update Servicemembers Group Life Insurance (SGLI)									
Make username login record and provide to family/trusted individual									
Ensure family/trusted individual has access to all documents									
Medical/Dental									
Ensure TRICARE information is updated (region specific)									
Arrange dependent dental through United Concordia (if applicable)									
Emergency Preparedness									
Make Emergency Preparedness Plan/discuss with family									
Make an Emergency Preparedness Kit									
Make a Household Inventory									
Vehicles									
Plan for vehicle when deployed (storage, maintenance)									
Update safety/registration for vehicle (must have POA for non-resident form)									
Ensure family/trusted individual has access to vehicle documentation									
Pets									
Plan for pets when deployed/update vaccinations and records									
Ensure family/trusted individual has access to all pet documents									
Voting									
Arrange voting registration/absentee ballot									
Notes:									
-									

DOCUMENTS CHECKLIST										
THIRD MARINE LITTOR PARTIES FORTUNA JUNAT		^{Digital} Copy (if applicable)	Audit Date:	Location						
	Upon	Arrival	6 Mo	1 Year	1.5 Years	2 Years	2.5 Years	3 Years		
Financial										
Financial/bank accounts log-ins & Statement										
Tax documents/returns										
Loan Documents (auto, home, etc.)										
Legal										
Official military orders										
Birth/adoption certificates (Service Member & Dependent)										
Marriage certificates (if applicable)										
Divorce Decrees (if applicable)										
Naturalization/citizenship papers (if applicable)										
Social Security cards (Service Member & Dependent) Death Certificates (if applicable)										
Court Orders (support and or custody)										
Power of Attorney										
Will and Testament										
Military records										
Medical/Dental										
Pet vaccination records										
Vaccination records (Service member & Dependents)										
Medical records (Service Member & Dependents)										
School records (Service Member & Dependents)										
Home/Property										
Deeds/Mortgages/Lease Agreements										
Insurance (Property)										
Insurance (Life)										
Insurance (Vehicle)										
Insurance (Other)										
Vehicle										
Vehicle maintenance & service records										
Vehicle registration/safety										
Vehicle title										
Emergency Preparedness										
Emergency phone numbers										
Emergency packing list										
Login Records										
Documents/IDs										
GTCC Military/Dependent IDs										
Drivers License										
Leisure Passport										
									I	
Document			F	xpiration	Date/No	otes				
					200,110					
	•				•				<u> </u>	