



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
3280 RUSSELL ROAD  
VA 22134-5103

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From: Commandant of the Marine Corps  
To: Distribution List

Subj: GOVERNMENT REQUIREMENTS PER FOCUS CONTRACT

Ref: (a) Contract Number: HDQMWR-17-C-0010  
(b) DoDI 1015.10, Programs for Military Morale, Welfare, and Recreation (MWR)  
(c) DoDI 4105.67, Nonappropriated Fund (NAF) Procurement Policy  
(d) DoDI 1342.22, Military Family Readiness  
(e) UFC 4-730-01

Encl: (1) FOCUS PROGRAM REQUIREMENTS

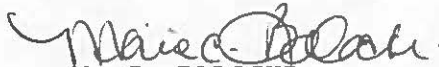
1. Purpose. To inform Marine Corps installations of the Families OverComing Under Stress (FOCUS) program requirements per references (a) through (e). Enclosure (1) provides a list of items describing the FOCUS program requirements, which include role descriptions, office space, and equipment.

2. Scope. To provide Marine Corps Community Services (MCCS) staff with documentation to accomplish provision of the list. Targeted staff members are MCCS directors or equivalent who support FOCUS program staff.

3. Information. All questions pertaining to Marine Corps provisions for FOCUS employees should be directed to: Anna Rae, Behavioral Programs, Marine and Family Programs Division, Manpower and Reserve Affairs, Headquarters Marine Corps, 3280 Russell Road, Quantico, Virginia 22134; 703-432-9062 or anna.rae@usmc.mil

4. Command. No change.

5. Certification. Reviewed and approved this date.

  
M. C. BALOCKI  
Director  
Marine and Family  
Programs Division

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Distribution List:

CO MCAS Iwakuni  
CO MCAS Miramar  
CO MCAS Yuma  
CO MCLB Barstow  
CO MCAGCC Twentynine Palms  
CO MCB Camp Pendleton  
CO MCRD San Diego  
CO MCB Okinawa  
CO MCAS Beaufort/MCRD Parris Island  
CO MAS New River  
CO MCAS Camp Lejeune  
CO MCAS Cherry Point  
CO MCB Hawaii  
CO MCB Quantico  
CO MCRD/WRR  
MCCS Dir MCAS Iwakuni  
MCCS Dir MCAS Miramar  
MCCS Dir MCAS Yuma  
MCCS Dir MCLB Barstow  
MCCS Dir MCRD/WRR  
MCCS DIR MCAGCC Twentynine Palms  
MCCS DIR MCB Camp Pendleton  
MCCS DIR MCRD San Diego  
MCCS DIR MCB Okinawa  
MCCS DIR MCAS Beaufort/MCRD Parris Island  
MCCS DIR MCAS New River  
MCCS DIR MCAS Camp Lejeune  
MCCS DIR MCAS Cherry Point  
MCCS DIR MCB Hawaii  
MCCS DIR MCB Quantico

## **FOCUS Program Requirements**

In accordance with references (a) and (b), the United States Marine Corps is responsible for providing an installation point of contact (POC), office space and furniture, landline telephone service, and non-government Internet service capability for the Families OverComing Under Stress (FOCUS) program.

### **Installation POC Responsibilities**

- Liaises between the Service branch POC, the local installation's command, and the FOCUS program staff. The POC will be instrumental in promoting optimal working relationships and coordinated service delivery for the benefit of Service members and their families.
- Identifies and secures family-friendly office space for the FOCUS program staff and clients and ensures a safe and healthy work environment.
- Acts as the program's local sponsor.
- Introduces the program to the local command(s).
- Introduces the program and its staff to local providers in the continuum of care.
- Assists contractor personnel with securing installation access.
- Facilitates contractor personnel orientation to the installation, provides access to local referral sources, promotes awareness of local procedures including mandated and duty to warn reports, and similar duties to promote program integration and success.

### **Office Space and Equipment Requirements**

- Family-friendly, located in a neutral, low-visibility, confidential, and non-stigmatizing setting. As FOCUS is a prevention program, not a clinical service, a space distant from mental health sites is preferred.
- Easily accessible and located close to families on base. FOCUS staff and clients will need access during the day, afternoon and evening hours, and Saturdays.
- Accommodates comfortable seating for five people and includes:
  - Basic office furniture including a desk, chair, and lockable filing cabinet(s) with keys.
  - Lockable storage cabinet with keys or small storage area for program materials.
  - Waiting area with chairs for families and children that is reasonably comfortable and private.
  - A landline telephone to ensure emergency phone coverage in at least one of the office spaces.
  - Non-government Internet access port. Per reference (a), the government is not responsible for providing the Internet service.

### General FOCUS Team

- FOCUS Teams differ in size per installation. Teams can include a Site Director (SD), Resilience Trainers (RTs), and a Services Coordinator (SC).
- SDs and RTs provide direct services to individual families.
- SCs provide administrative duties.
- Office space and equipment requirements to accommodate each role:
  - SD - 1 office that provides confidentiality to the families served, a local landline telephone, the ability to set up non-government Internet access, lockable storage cabinet with keys, and adequate power supply for office equipment.
  - RT - 1 office that provides confidentiality to the families served, with 1 local landline, the ability to set up non-government Internet access, lockable storage cabinet with keys, and adequate power supply for office equipment.
  - SC - 1 office or office-type cubicle near the other staff offices with 1 local landline, the ability to set up non-government Internet access and adequate power supply for office equipment, and lockable storage cabinet or small storage area for program materials.

### Contractor Staffing Responsibilities by Installation

- The contractor provides:
  - MCLB Barstow, CA: 1 SD, 1 RT
  - MCAGCC Twentynine Palms, CA: 1 SD, 1 RT, 1 SC
  - MCAS Miramar, CA: 1 SD
  - MCRD San Diego, CA: 1 RT
  - MCAS Iwakuni, JA: 1 SD, 2 RTs
  - MCB Okinawa, JA: 1 SD, 3 RTs, 1 SC
  - MCAS Beaufort/MCRD Parris Island, SC: 1 SD, 1 RT
  - MCAS Yuma, AZ: 1 SD, 1 RT, 1 SC
  - MCAS New River, NC: 1 SD, 1 RT, 1 SC
  - MCAS Camp Lejeune, NC: 1 SD, 4 RTs, 1 SC
  - MCAS Cherry Point, NC: 1 SD, 1 RT, 1 SC
  - MCB Hawaii, HI: 1 SD, 3 RTs
  - MCB Quantico, VA: 1 SD, 2 RTs, 1 SC
  - All electronic equipment (computer, printer, and fax), Internet access, and mobile phones if needed to implement the program.

### HQMC Marine Corps Recommendations for FOCUS Team Office Space by Installation

- Suggestions for FOCUS Teams:
  - MCLB Barstow, CA: 1 SD, 1 RT - 2 private offices
  - MCAGCC Twentynine Palms, CA: 1 SD, 2 RTs, 1 SC - 3 private offices, space for 1 SC
  - MCB Camp Pendleton, CA: 1 SD, 3 RTs - 4 private offices
  - MCAS Miramar, CA: 1 RT - 1 private office
  - MCRD San Diego, CA: 1 RT - 1 private office

- o MCAS Iwakuni, JA: 1 SD, 2 RTs - 3 private offices
- o MCB Okinawa, JA: 1 SD, 3 RTs, 1 SC - 4 private offices, space for 1 SC
- o MCAS Yuma, AZ: 1 SD, 1 RT - 2 private offices, space for 1 SC
- o MCAS New River, NC: 1 SD, 1 RT, 1 SC - 2 private offices, space for 1 SC
- o MCAS Camp Lejeune, NC: 1 SD, 4 RTs, 1 SC - 5 private offices, space for 1 SC
- o MCAS Cherry Point, NC: 1 SD, 1 RT, 1 SC - 2 private offices, space for 1 SC
- o MCAS Beaufort/MCRD Parris Island, SC: 1 SD, 1 RT - 2 private offices
- o MCB Hawaii, HI: 1 SD, 3 RTs - 4 private offices
- o MCB Quantico, VA: 1 SD, 2 RTs, 1 SC - 3 private offices, space for 1 SC