



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3000 MARINE CORPS PENTAGON
WASHINGTON, DC 20350-3000

MCO 1700.38
MFR
20 FEB 2014

MARINE CORPS ORDER 1700.38

From: Commandant of the Marine Corps
To: Distribution List

Subj: FAMILY MEMBER EMPLOYMENT ASSISTANCE PROGRAM (FMEAP)

Ref: (a) SECNAVIST 1754.1B
(b) MCO 1754.6C
(c) SECNAV M-5210.1

1. Situation. To update policy and provide guidance regarding the Family Member Employment Assistance Program (FMEAP). The purpose of the FMEAP is to support military spouses and other dependent family members in making effective career and education decisions by providing assistance and referral services.

2. Mission. To implement a comprehensive FMEAP that emphasizes a proactive approach for military spouses and other dependent family members, in order to formulate informed career, and educational choices by providing employment related referral services, career and skill assessments, career coaching, job search guidance, portable career opportunities and education center referrals/guidance.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) The FMEAP provides a source of information referral and service for military spouses and dependent family members.

(b) The FMEAP provides both direct and indirect services by qualified service delivery personnel on the installation and via electronic delivery options.

(c) The FMEAP provides access to equipment and tools to support military spouses' and dependent family members' employment related needs.

(2) Concept of Operations

(a) The FMEAP is sponsored by Marine and Family Programs Division (MF), Headquarters U.S. Marine Corps (HQMC), and executed by the Personal and Professional Development Branch (MFR).

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(b) The FMEAP complies with references (a) and (b) and provides services that strengthen the education and career opportunities of military spouses and dependent family members.

(c) The FMEAP consists of three major elements:

1. Employment Resources which provide information to family members regarding multiple career paths, including education, employment, entrepreneurial pursuits, or volunteerism.

2. Career Education and Training for family members on available resources and/or programs for family members.

3. Career Coaching which can be implemented in a group setting and/or one-on-one environment.

(d) FMEAP is recognized as a stand-alone program and marketed accordingly. Command leadership is a critical component for the communication and visibility of FMEAP.

(e) FMEAP resources shall be utilized for the management of this program. Resource considerations shall be made at the discretion of installation Commander.

(f) FMEAP provides resources and referrals, and identifies volunteer opportunities available through community employers, Marine Corps Community Services (MCCS) and Family Readiness programs. Marine Corps Family Team Building (MCFTB) provides several options for spouses to volunteer in Unit functions and events. The Lifestyle, Insight, Networking, Knowledge and Skills (L.I.N.K.S.) program has dedicated volunteers to welcome Marines and their families into the Marine Corps community, per reference (b).

b. Subordinate Element Missions

(1) Deputy Commandant, Manpower and Reserve Affairs (DC, M&RA).
Provides oversight for all issues pertaining to Marine and Family Programs and the FMEAP.

(2) Director, Marine and Family Programs Division (MF)

(a) Act as program sponsor by providing guidance on resource management, policies, and procedures.

(b) Evaluate installation FMEAP operations to ensure established standards of this Order are met.

(c) Develop installation reporting requirements, program evaluation tools, and measures of effectiveness to ensure an effective program implementation.

(d) Incorporate provisions of this Order into the Inspector General Functional Area Checklist.

(e) Conduct inspections in conjunction with the installation Inspectors General utilizing the Functional Area Checklist.

1. Post a functional area checklist for use by commanders at all levels and by the Inspectors General during regular inspections.

2. Provide assistance on inspections, as directed.

3. Review results and follow-up on status of all inspections within 45 days.

(3) Installation Commanders

(a) Ensure that installations have a designated FMEAP Manager and/or Specialist designated to oversee FMEAP and provide guidance as the subject matter expert.

(b) Ensure that all funding used is either appropriated funds (APF) or non-appropriated funds (NAF) converted from APF through the Uniform Funding and Management (UFM) procedure. No pure NAF may be used except in limited cases for light refreshments at FMEAP events.

(c) Provide FMEAP with suitable office and classroom facilities to accommodate employment assistance briefings and/or workshops. Such facilities shall include adequate seating with tables, audiovisual equipment, handicap accessibility, and sufficient parking.

(d) Ensure FMEAP is marketed to maximize participation by all eligible patrons.

(e) Provide support and ensure adequate materials are available for daily operational requirements for FMEAP.

(f) Ensure FMEAP staff participates in continuing education including, but not limited to, periodic employment forums and attend annual enhancement when scheduled by HQMC. Installations may schedule and fund additional training, at their discretion.

(4) Installation Assistant Chief of Staff/MCCS Director

(a) Provide adequate funding for personnel, training, maintenance, telephone lines, internet access, scanners and copiers, supplies for automated equipment, and other support necessary for the operation of FMEAP.

(b) Provide marketing and command support for FMEAP services.

(c) Ensure FMEAP staff coordinates with other MCCS programs, as appropriate, for program enhancement and cross-training opportunities.

(d) Monitor FMEAP implementation in accordance with this Order and provide guidance and support when appropriate.

(e) Evaluate FMEAP and ensure performance metrics and measures of effectiveness required by MF are captured and reported.

(5) Installation FMEAP Managers/Specialists

(a) Ensure FMEAP is implemented in accordance with this Order and local procedures. Provide services and assistance to patrons as directed by this Order.

(b) Establish and maintain current resources including books, publications, periodicals, videos/online programs, computer systems with online access, and updated software. This can also be done in conjunction with installation MCCA Libraries and/or joint base libraries/resources.

(c) Conduct outreach to local businesses, professional organizations, and employment offices to emphasize the merits of hiring Service members and their families. When employment options are limited, inform patrons of alternative options such as volunteer service, entrepreneurship, or educational opportunities. FMEAP staff shall ensure interactions with individuals and organizations outside the Federal government are conducted in accordance with reference (a). Questions on applicability should be directed to the supporting MCCA Counsel or legal office.

(d) Maintain patron program usage and data for a minimum of two years; for example, workshop agendas, program questionnaires, attendance lists, and sign-in sheets or other tracking method for walk-ins, etc.

(e) Submit quarterly report data to MFR based upon the appropriated funds' (fiscal year), no later than the 15th of the month following the end of the quarter.

(f) Contingent on funding, host and/or participate in career/job fairs at least semi-annually. Events should be coordinated with MCCA local Marketing, Public Affairs and Commercial Sponsorship. (Note: Any funds raised by commercial sponsorship are intended to pay for simple refreshments only.)

(g) Obtain a professional certification such as Career Counseling or Work Force Development and participate in continuing education including, but not limited to, periodic employment forums and annual enhancement seminars. Training should be related to improving competency in career development skills including: researching labor market information and resources, serving diverse populations, ethical and legal issues, career development models, help skills, employability skills, and training clients and peers.

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(6) Inspector General of Marine Corps Installation Command (MCICOM)
in coordination with MF

(a) Ensure the FMEAP program is considered during regular inspections.

(b) Utilize the Functional Area checklist prepared and maintained by MF as the standard for ensuring compliance with this Order.

4. Administration and Logistics


a. Recommendations concerning contents of this Order may be forwarded to DC M&RA (MF) via the appropriate chain of command.

b. Records created as a result of this Order shall be managed according to National Archives and Records Administration approved dispositions per reference (c) to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium.

5. Command and Signal

a. Command. This Order is applicable to the Marine Corps Total Force.

b. Signal. This Order is effective the date signed.


R. E. MILSTEAD, JR.
Deputy Commandant for
Manpower and Reserve Affairs

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