



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
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MARINE CORPS BULLETIN 1700

From: Commandant of the Marine Corps
To: Distribution List

Subj: MILITARY AND FAMILY LIFE COUNSELOR PROGRAM

Ref: (a) DoD Instruction 1342.22, "Military Family Readiness,"
July 3, 2012
(b) SECNAVINST 1754.1B
(c) DoD Instruction 6490.06, "Counseling Services for DoD
Military, Guard and Reserve, Certain Affiliated
Personnel, and Their Family Members," April 21, 2009,
as amended
(d) MCO 1700.37
(e) SEVNAV M-5210.1
(f) SECNAVINST 5211.5E

1. Purpose. To integrate the Military and Family Life Counselor (MFLC) Program into the Marine Corps behavioral health continuum of care.

2. Background. The MFLC Program is a Department of Defense (DoD) funded program implemented by the Marine Corps. In October 2011, the DoD increased MFLC assignments to the Marine Corps to support surge requirements. The Marine Corps received additional MFLCs in support of Behavioral Health for Operational Forces, installations, and Child and Youth Programs (CYP). Reference (a) authorizes the Military Services to provide family readiness services, including non-medical and financial education and counseling. Reference (b) states that Marine Corps family support programs are delivered through installation Marine Corps Community Services (MCCS). Reference (c) provides MFLCs acting as non-medical counselors and Personal Financial Counselors (PFCs) to augment counseling programs authorized under references (a), (b), and (c).

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3. Action

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) The MFLC Program consists of behavioral health non-medical counselors (referred to herein as MFLCs) assigned to operational units, CYP, and schools, as well as PFCs assigned to installation MCCS Personal Financial Management Programs (PFMP) and recruit commands.

(b) MFLCs operate within the scope of practice defined in reference (c) and refer Marines, Sailors, and their family members to MCCS service providers, Chaplains, and the Military Treatment Facility, as necessary. MFLCs are integrated into the behavioral health continuum of care for non-medical counseling services.

(c) The presence of MFLCs within operational units, on installations, in CYPs, and schools normalizes help-seeking behavior, which reduces stigma, and assists Marines, Sailors, and their family members during times of transition.

(d) MFLC Program PFCs support Marine and Sailor well-being and financial readiness, and augment the Marine Corps PFMP established by reference (d).

(e) MFLCs augment MCCS Programs. Relationship building and collaboration are essential for integrated counseling programming and support of behavioral health prevention initiatives.

(2) Concept of Operations

(a) Marine Expeditionary Forces, installation Behavioral Health, and CYP personnel work with Headquarters Marine Corps, Marine and Family Programs (HQMC, MF) to determine MFLC placement.

(b) PFCs are placed at recruit commands and installations to supplement PFMPs.

(c) MFLC Program requirements and limitations are detailed in reference (c).

(d) As DoD contractors, MFLC and PFC personnel duties and responsibilities are limited to those included in reference (c). Any questions regarding MFLC duties shall be referred to HQMC, MF.

b. Subordinate Element Missions

(1) Deputy Commandant, Manpower and Reserve Affairs (DC, M&RA) shall:

(a) Designate HQMC, MF to serve as a liaison between Office of the Secretary of Defense (OSD) and the installation to coordinate arrival of MFLCs and PFMs.

(b) Review MFLC and PFC extension requests and, as appropriate, coordinate with OSD.

(c) Direct any specific MFLC and PFC performance issues to OSD, and, as appropriate, engage OSD for policy or systematic changes.

(2) Installation Commanders shall:

(a) Engage the installation MCCS Behavioral Health Branch Head (BHBH), the installation Family Care Branch Manager, and installation PFMP Manager on MFLC issues.

(b) Integrate MFLC counseling services into the behavioral health continuum of care by accepting appropriate referrals to MCCS programs such as the Community Counseling Program (CCP) when necessary.

(c) Encourage dialogue and collaboration between installation Behavioral Health Program personnel and MFLCs.

(d) Respect the confidential communications afforded individuals seeking support from MFLCs and ensure command personnel do so as well.

(e) Ensure commands are briefed on protocols and personnel procedures for MFLCs and PFCs. Brief requirements and a sample brief are included on www.thegearlocker.org.

(f) Ensure new MFLCs and PFCs receive community and installation orientation through the installation BHBH and PFMP respectively.

(g) Coordinate MFLC and PFC access to the installation.

(h) Assign a command liaison for MFLC Program issues.

(3) Unit Commanders shall:

(a) Integrate the assigned MFLC into the unit as a temporary contractual resource. Communicate the role and responsibilities of the MFLC to unit Marines, Sailors, families, and staff. Promote the use of the MFLC Program in accordance with program guidelines and procedures.

(b) Encourage open communication with MFLCs and sharing of current behavioral health trends.

(c) Respect the confidential communications afforded individuals seeking support from assigned MFLCs and ensure unit personnel do so as well.

(d) Identify and prioritize behavioral health needs within the unit and promote initiatives to reduce stigma.

(e) Encourage collaborative and complementary efforts between the assigned MFLC, embedded preventive behavioral health capability personnel, Chaplains, and installation MCCS Behavioral Health Program services, including CCP and PFMP.

(f) Ensure MFLC is aware of command activities and opportunities to connect with Marines, Sailors, and family members.

(g) Provide a liaison to facilitate check-ins with the assigned MFLC at the beginning and end of each assigned workday.

(h) Report any administrative concerns regarding MFLC participation in unit activities, MFLC availability, and time management to the BHBH.

(i) Not provide performance evaluations, nor perform other administrative requirements for MFLCs or PFCs. MFLC Program personnel are under the direct supervision and control of the DoD contractor. MFLCs receive weekly supervision from their DoD contract supervisor.

4. Reserve Applicability. This Bulletin is applicable to active duty units only.

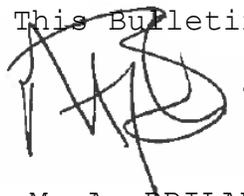
5. Administration and Logistics

a. The currency, accuracy, and completeness of this publication are the responsibility of HQMC, MF.

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

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