



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

NAVMC 1754.6  
M&RA (MF)  
26 SEP 2024

NAVMC 1754.6

From: Commandant of the Marine Corps  
To: Marine Corps Family Team Building Programs

Subj: MARINE CORPS FAMILY TEAM BUILDING (MCFTB) PROGRAM AND ADMINISTRATIVE PROCEDURES

Ref: (a) MCO 1754.6C  
(b) MCO 1754.9B  
(c) DoD Instruction 1342.22, "Military Family Readiness,"  
August 5, 2021  
(d) NAVMC 1700.4

Encl: (1) Marine Corps Family Team Building (MCFTB) Program and  
Administrative Procedures

1. Purpose. This NAVMC provides amplifying and clarifying guidance for Marine Corps Family Team Building (MCFTB) in accordance with references (a) through (d).

2. Background. MCFTB provides standardized readiness and resiliency training to Marines, Service Members, and their families (hereafter referred to as Marines and their families) and enhances a Commander's Unit, Personal, and Family Readiness Program (UPFRP). The program and administrative procedures outlined in enclosure (1) increase efficiency and provide clarification and amplification of changes to terminology and program updates to service delivery.

4. Information. Headquarters Marine Corps (HQMC), Manpower and Reserve Affairs, Marine and Family Programs Division (MF), Personal and Professional Readiness Branch (MFR) maintains and updates information in this NAVMC as required.

5. Applicability. This NAVMC is applicable to all MCFTB programs.

6. Certification. This NAVMC is effective the date signed.

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BALOCKI.MARIE.CLAIRE.11604  
69494  
Date: 2024.09.26 11:43:59 -04'00'

M. C. Balocki  
Director  
Marine and Family  
Programs Division

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**MARINE CORPS FAMILY TEAM BUILDING (MCFTB) PROGRAM AND ADMINISTRATIVE  
PROCEDURES**

**Chapter 1**

Marine Corps Family Team Building (MCFTB) Personnel

1. Purpose. MCFTB provides standardized readiness and resiliency training to Marines and their families and enhances a Commander's UPFRP. In line with MCFTB's focus and mission, MCFTB staff are appropriately trained and guided in the performance of their duties in accordance with references (a) and (c). All MCFTB billets, which include Directors, Trainers, and Administrative Assistants, have standardized position descriptions (SPD) for use in hiring all staff positions per reference (a).

2. Marine Corps Family Team Building (MCFTB) Directors

a. Headquarters Marine Corps (HQMC) Marine and Family Programs (MF) SPDs are available on the Marine Corps Community Services (MCCS) Crossroads website, with the HQMC MF MCFTB Program Manager, the Family Readiness Services Section Head, or the MCFTB SharePoint site in the document library. Requests to alter SPDs are routed through HQMC MFR for approval before use.

b. Directors train their staff on all aspects of MCFTB to include:

(1) Local policy.

(2) Use of standardized HQMC MF curricula.

(3) Program requirements as defined in reference (a).

(4) MCFTB procedures provided in this NAVMC and from HQMC MF.

(5) Points of Contact.

c. Ensure that MCFTB Trainers conduct quality training per reference (a).

d. Connect MCFTB Trainers and Administrative Assistants to the HQMC MF Program Manager for access to HQMC MF MCFTB SharePoint, Curriculum Library, HQMC MF MCFTB Onboarding, and to be added to appropriate distribution lists. This ensures staff have access to Data Tool reporting functions, standardized curricula, the requirements for Research, Evaluation, and Certification found in reference (d), and receive up to date information from HQMC MF staff.

e. Supervise all MCFTB staff and MCFTB volunteers, in accordance with local organizational structure.

f. Ensure MCFTB Trainers maintain accurate and complete training records in accordance with data reporting and Certification requirements outlined in references (a) and (d).

g. Ensure staff utilize HQMC MF standardized materials, to include standardized curriculum per reference (a) and regularly check the Curriculum Library for updates.

h. Actively promote MCFTB and participate in outreach opportunities, to include those in conjunction with other MCCR programs. Outreach to commands, Marines, and their families expands the influence and reach of MCFTB, increases family member familiarity with MCFTB, and provides opportunities to partner with units and other base/community resources.

i. In the coordination of support of special duty assignments/independent duty, every effort should be made to connect inquiring commands, Marines, and their families, to Marine Forces Reserves (MARFORRES) MCFTB, Marine Corps Recruiting Command (MCRC) Deployment Readiness Coordinators (DRC)/MCFTB Trainers, Marine Corps Recruit Depots (MCRD) MCFTB, and Western Recruiting Region (WRR)/Eastern Recruiting Region (ERR) MCFTB Trainers, when applicable.

j. MCRDs are identified as the primary service delivery system for MCRC. Installation MCFTB offices offer MCRD MCFTB as a resource to MCRC Marines and families, in the event they contact installation staff for support. MCFTB Directors at the MCRDs are encouraged to further develop relationships with WRR and ERR leadership to ensure seamless support and to ensure WRR and ERR MCRC leadership is cognizant of HQMC MF data reporting or other requirements for DRCs as it relates to MCFTB training.

### 3. Marine Corps Family Team Building (MCFTB) Trainers

a. MCFTB Trainers work under the direction of the MCFTB Director. MCRC DRCs report to their Commanding Officers as it relates to UPFRP duties. MCRC DRCs, when executing MCFTB training, follow MCFTB policy and coordinate data reporting requirements with the HQMC MF MCFTB Program Manager.

b. MCFTB training utilizes the standardized materials provided by HQMC MF. Unless otherwise notated within the curriculum, it cannot be altered. Specific requirements related to unique curricula are outlined in chapter 2 of this NAVMC.

c. MCFTB Trainers maintain accurate records. Accurate records of training and unit coordination for unit sessions is utilized for data reporting and Certification. Records include, but are not limited to, the type and number of workshops, number of participants, units trained, method of delivery, Pre-Deployment Agreements, coordination e-mails, etc. These records reflect, at a minimum, the reporting requirements of the MCFTB Data Collection Tool and Certification requirements. MCRC DRCs, when providing MCFTB training, submit data regarding MCFTB training to the MCRD MCFTB, or HQMC MF Program Manager, when required.

4. Marine Corps Family Team Building (MCFTB) Unique Billets. MARFORRES, Marine Forces Central Command, Marine Forces Europe/Africa, and MCRC include unique billets that combine MCFTB and UPFRP duties. When these unique billets conduct MCFTB training, they fulfill all duties in accordance references (a) through (c) as they relate to MCFTB.

5. Marine Corps Family Team Building (MCFTB) Administrative Assistants. This optional position works under the direction of the MCFTB Director to provide administrative support to MCFTB. MCFTB Administrative Assistants are not used to permanently fill vacant Trainer billets. Administrative Assistants may, for professional development purposes, support MCFTB Directors and Trainers with support at outreach events and in a training environment, under the supervision of experienced Trainers.

## Chapter 2

### Marine Corps Family Team Building (MCFTB) Training

1. Purpose. To provide guidance for the use HQMC MF standardized materials, to include standardized curriculum per reference (a) in support of conducting training.

2. MCFTB Core Curricula. MCFTB Core Curricula is defined as all HQMC MF created and maintained standardized materials, to include standardized curricula. This curriculum serves as the focus of effort when offering MCFTB training. The curriculum considered core may change over time. HQMC MF MCFTB Program Manager provides regular updates to installation MCFTB offices when curriculum changes. Installation Directors and Trainers ensure they are utilizing the most up to date information by accessing training materials via the MCFTB Curriculum Library on MarineNet or the MCFTB Approved Curriculum List. The Curriculum Library contains the current files for approved MCFTB curriculum. Curriculum not found in the Curriculum Library or on the MCFTB Approved Curriculum List must not be used. The MCFTB Approved Curriculum List is available in the Curriculum Library, MCFTB SharePoint, and is transmitted to MCFTB Directors and Trainers when periodic updates occur. HQMC MF MCFTB Program Manager makes every effort to provide updates as quickly as possible when changes occur. It is necessary for installation MCFTB Directors and Trainers, as their local Subject Matter Expert, to regularly check these resources to ensure the most up to date training is being utilized.

3. Altering Curriculum. MCFTB Core Curriculum must not be altered unless indicated within the training. When changes are required, due to grammatical errors, administrative changes, etc., those changes should be submitted to HQMC MF Program Manager via the Curriculum Improvement Process (CIP), utilizing the HQMC MF provided format (fillable PDF). Additional copies of the CIP form are located on the MCFTB SharePoint or via the HQMC MF Program Manager.

#### 4. Proprietary Training

a. Proprietary training includes training materials created for commercial use and approved by HQMC MF MCFTB Program Manager. Use of proprietary training on the Approved Curriculum List is authorized. Proprietary training falls into two categories. These distinctions are highlighted in the "notes" section of the MCFTB Approved Curriculum List.

(1) Approved for use, funded in the installation baseline budget.

(2) Approved for use, no funding is provided.

b. HQMC MF MCFTB Program Manager may authorize additional proprietary training to be added to the Approved Curriculum List. The process for approving proprietary training is:

(1) Send proprietary training material, to include course objectives, facilitator guide and/or notes, research, etc., to the HQMC MF MCFTB Program Manager for review. SharePoint, Microsoft Teams, etc., can be utilized for file sharing of large files and video content.

(2) Provide HQMC MF MCFTB Program Manager with the following information:

- (a) Primary audience for the training.
- (b) Target audience if it differs from the primary audience.
- (c) Length of the training.

(3) Further inquiries from HQMC MF MCFTB Program Manager may be made if necessary. After reviewing the materials provided, HQMC MF MCFTB Program Manager may approve the additional proprietary training for inclusion on the MCFTB Approved Curriculum List.

5. Additional Information.

a. Training requirements and needs evolve over time. Lifestyle Insights, Networking, Knowledge and Skills (L.I.N.K.S.) training is now available to be taught in module format, which allows installations to customize delivery methods.

b. Customized delivery addresses challenges participants may have with the hours required to commit to the training. Examples include Events and Etiquette which may be taught as a standalone workshop in advance of The Marine Corps Birthday Ball.

c. Participants taking L.I.N.K.S. to serve as a Family Readiness Command Team Advisor/Assistant must complete all modules to meet training requirements for appointment, per reference (b).

### Chapter 3

#### Marine Corps Family Team Building (MCFTB) Data Reporting and Marine Corps Family Programs Certification

1. Purpose. To provide guidance and additional clarification on data reporting and Marine Corps Family Programs Certification.
2. Marine Corps Family Team Building (MCFTB) Data Reporting. The MCFTB Data Call Tool in reference (a) is now referred to as the Data Tool and is submitted via the HQMC MF MCFTB SharePoint site, in the Data Tool Dashboard.
  - a. Data reporting due dates and requirements may change as technology changes. HQMC MF MCFTB Program Manager communicates changes of data reporting requirements and procedures to installation MCFTB Directors and Trainers. It is the responsibility of MCFTB Directors and Trainers to collect and report data per reference (a), (c), and (d) and adjust data collection procedures, reporting, and validation of data, in accordance with changes outlined by HQMC MF MCFTB Program Manager. MCFTB Directors ensure timely submission of MCFTB Program metrics defined by HQMC MF.
  - b. On a quarterly basis, data is validated by Directors, or their designee. Data validation is necessary to identify potential anomalies or inaccurate data. The HQMC MF MCFTB Program Manager informs MCFTB Directors that the Validation Reports are available for review in the Validation Report folder. If data does not require adjustment, confirm review is complete by changing the file name to Installation Name Reviewed (i.e., Quantico MCFTB Director First Name, Last Name - Reviewed). If data needs correcting, MCFTB Directors make corrections, and indicate review and edit is complete by changing file name to Installation Name Edited (i.e., Quantico MCFTB Director First Name, Last Name Edited). The only data included in the Data Visualization is validated data. Data Visualization is the compiled data for past and current Fiscal Years, that can be found on the Data Tool Dashboard on the HQMC MF MCFTB SharePoint.
  - c. Data reporting procedures may change between updates to Marine Corps policy due to a variety of reasons to include, but not limited to, changes in proprietary software or Higher Headquarters policy changes. It is the responsibility of MCFTB Personnel to be aware of those changes and adjust to new requirements.
3. Marine Corps Family Programs Certification. HQMC MF Quality Management and Compliance established the Marine Corps Family Programs Certification process in 2016 per requirements in reference (c). In accordance with requirements and procedures outlined in references (c) and (d), MCFTB Personnel should maintain records to demonstrate that the installation is meeting standards in the MCFTB Certification Guide. The MCFTB Certification Guide is published at the beginning of each FY. Records required for submission include, but are not limited to, training rosters, event calendars, screenshots of official social media advertising and outreach, e-mails, coordination documents such as Pre-deployment Agreements, budget documentation, etc. Data reporting requirements are verified by HQMC MF MCFTB Program Manager and do not need to be submitted.