

NAVMC 2918



U.S. MARINE CORPS

**K** E Y

**V** O L U N T E E R

**N** E T W O R K

**KEY VOLUNTEER'S GUIDE**

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PCN: 10001360700

FOREWORD

MAY 27 1954

1. PURPOSE

To publish NAVMC 2918, "Key Volunteer Network - Key Volunteer's Guide."

2. INFORMATION

a. This Guide is a parallel product coincident to Marine Corps Order 1754.2A, "Marine Corps Key Volunteer Network."

b. NAVMC 2918 is one of four guides that provide detailed guidelines for the Key Volunteer Network. NAVMC 2918 amplifies and reinforces, but does not amend, MCO 1754.2A; if a conflict arises, the MCO shall take precedence.

c. Initial distribution of this Guide will be made per the current edition of MCO P5600.31.

3. RESERVE APPLICABILITY

This Guide is applicable to the Marine Corps Reserve.

4. RECOMMENDATIONS

a. Recommendations for improving this Guide are invited and should be submitted in writing to the Commandant of the Marine Corps (MHF).

b. Unit commanders are encouraged to maintain sufficient quantities of this Guide on hand to provide each Key Volunteer an individual copy.

5. CERTIFICATION

Reviewed and approved this date.

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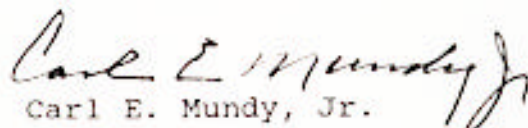
## LETTER FROM THE COMMANDANT OF THE MARINE CORPS AND MRS. CARL E. MUNDY, JR.

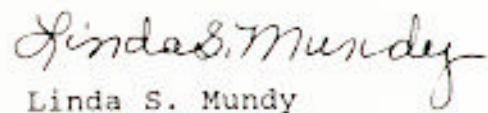
The book you hold in your hand is a real treasure--and a first for the Marine Corps. It's the result of long hours of work by a large number of volunteers who had only the good of Marines and their families in mind. They asked for nothing in return except knowing that the Corps would be better served when they finished their labors than when they began.

The Key Wives Working Group in July 1992 was a gathering of people from all communities of the Marine Corps. They debated, discussed and decided how best to bring together the finest elements of many outstanding programs into one standard Key Volunteer Network for the whole Corps. They did this, but also left room for unique circumstances in different localities, for Marines on independent duty and in our Total Force Reserve Structure. What emerged from this conference was a diamond in the rough.

Since then, guides for the Commanding Officer, the Key Volunteer Coordinator, the Key Volunteers and a Training Guide have been written and edited several times. Working copies were sent to members of the Steering Committee and the Working Group for their comments. You now have the cut and polished diamond--your tool for the future.

The deepest gratitude and heartfelt thanks of all of us in the Corps go to the participants in the Working Group, and especially to the members of the Steering Committee: Bettie Cooper, Zandi Krulak, Janel Howell, and Jeanne Overstreet. Bravo Zulu also to the guide editors: Brenda McAleer, Trink Howe and Joan Lorenz, and to the earliest pioneers of this program, Shirley Smith and Phyllis Price. Gratitude is due for the support of Colonel A. A. Quebodeaux, former Director of the Human Resources Division of Manpower and Reserve Affairs Department, Dr. David L. Smith, Deputy Director of the Human Resources Division, Judy Hampton, Head, Family Programs Branch and Captain Mark L. Ward, Administrative Officer, Family Programs Branch. Without the specific and selfless contribution of each member of the Working Group, this monumental undertaking would never have been completed. Each of them deserve to be extremely proud. The Marine Corps will benefit for years to come from what they accomplished and have contributed.

  
Carl E. Mundy, Jr.

  
Linda S. Mundy

## PREFACE

This guide is one of several resource documents developed by the Key Wives Working Group, which met in July 1992 under the auspices of Headquarters, U.S. Marine Corps, Human Resources Division. A list of the membership of the Working Group, which represented a cross section of the Marine Corps, is provided on the following pages.

The major task of the Working Group was to design and outline the documents required to support the Key Volunteer Network throughout the Marine Corps. The task was accomplished with great enthusiasm and creativity.

The accomplishments of the Working Group will have a far reaching impact. Marines and Marine families everywhere, now and in the future, will benefit from the outstanding contributions made by these pioneers in the Key Volunteer Network.

# KEY VOLUNTEER NETWORK PROGRAM GUIDES

This is the *Key Volunteer's Guide*, the primary reference document for Key Volunteers. Section I of this Guide provides a brief overview of the history of the program. Section II describes the major roles and responsibilities of personnel associated with the Key Volunteer Network.

A set of guidelines and forms to help the Key Volunteer is contained in Section III. Section IV outlines routine activities, issues, and/or challenges that Key Volunteers will encounter.

Operational events such as deployments, separation, and mobilization are covered in Section V.

As a representative of the unit, the Key Volunteer should have a basic understanding of such matters as confidentiality and fund raising. These issues are addressed in Section VI.

Section VII provides advice on managing the stress that may be encountered by Key Volunteers, and provides suggestions for preventing "burnout."

Key Volunteers associated with reserve units should be aware of the unique issues and structure of the reserve force which are covered in Section VIII.

In addition to this Guide other materials developed in support of the Key Volunteer Network include the following:

*Commanding Officer's Guide*

*Key Volunteer Coordinator's Guide*

*Key Volunteer Network Training Guide*

Throughout the guides, the Key Volunteer Network is described as assisting Marines and their families with family readiness issues. Included in Marine units are other military personnel, such as Navy chaplains, corpsmen, foreign exchange personnel, etc. When attached to a Marine unit these servicemembers and their families are part of the Marine family and a vital part of the Network.



# SECTION I

## INTRODUCTION

The Family Readiness Support Program, established by Marine Corps Order (MCO) 1754.1, directs the coordination of agencies, programs, services and individuals united to assist each Marine and Marine family as part of the Marine Corps' force in readiness. In conjunction with the Family Readiness Support Program, the Key Wives Network was established by MCO 1754.2 in 1991, and subsequently renamed the Key Volunteer Network. MCO 1754.2A gives basic guidance for the funding, training and administration of Key Volunteer Network activities.

Together, these Orders provide policy and procedures for the establishment of comprehensive family support systems for all Marines, active duty and reserve, serving in deploying or non-deploying units. The intent of these support systems is to prevent family stress by providing a healthy community environment that will allow Marines to focus on their mission and be confident that their families are supported in times of need.

In White Letter No. 16-92, the Commandant of the Marine Corps expressed his strong support of the original Key Wives Program. Now known as Key Volunteers, these Marine Corps spouses are organized into a Key Volunteer Network with the mission of supporting families by helping them to solve problems that may affect unit readiness. The Network provides a personal link between family members, the unit command, and community support organizations.

The Key Volunteer Network, while standardized in format throughout the Marine Corps, is still flexible enough to allow each unit to adapt the program to meet unique unit needs and demonstrate the fact that families are an integral part of the Marine Corps.