



UNITED STATES MARINE CORPS
HEADQUARTERS, U.S. MARINE CORPS FORCES, PACIFIC
CAMP H. M. SMITH, HI 96861-5001

IN REPLY REFER TO:
MARFORPACO 1754.3A
19
25 Aug 98

MARINE FORCES PACIFIC ORDER 1754.3A

From: Commander

To: Distribution List

Subj: MARINE FORCES PACIFIC KEY VOLUNTEER NETWORK (KVN)

Ref: (a) MCO 1754.2A

Encl: (1) Duties of MARFORPAC Commanders
(2) Duties of Family Readiness Officers (FROs)
(3) Base/Station-Wide KVN Councils and Chairpersons
(4) Duties of the KV Coordinators (KVCs)/Advisors (KVAs)/
Key Volunteers (KVs)
(5) Duties of Family Service Center (FSC) KV/FRO Trainer/KVN
Support Personnel
(6) KVN Financial Reimbursement Guidelines
(7) KV/FRO/Training Feedback Forms
(8) KV Expenses Reimbursement Form

1. Purpose. To update policy and procedures for the Marine Force Pacific Key Volunteer Network per the reference. This Order contains significant revisions and should be reviewed in its entirety.

2. Cancellation. MARFORPACO 1754.3

3. Discussion. The morale, health, welfare and combat readiness of command personnel are the responsibility of the commander. Inherent with this charge is the responsibility for the morale, health and welfare of command family members. Facilitating communication between commanders and family members and fostering a better understanding of the needs and viewpoints of Marines and their families through the KVN are essential prevention initiatives that significantly enhance family readiness.

4. Policy. The KVN is an official Marine Corps family support initiative. Accordingly, it is an official Marine Corps function and not a private organization. The focal point of the KVN is at the battalion/squadron level. It is "the point of the spear" requiring the support of all levels above.

a. The reference provides the basis for using volunteers and authorizes reimbursements to them from appropriated or non-appropriated funds.

b. The KVN structure within Marine Forces Pacific (MARFORPAC), its command relationships, and subordinate command responsibilities are contained in the enclosures.

5. Key Elements. The KVN's essential elements are as follows:

a. Commander. The commander, in consultation with the FRO, KVC and KVA, prioritizes the tasks of the KVN based on the needs of the command's families and available resources. The commander appoints in writing the command's FRO, KVC, KVA, and KVs and ensures they are trained. Commander duties are outlined in enclosure (1).

b. Family Readiness Officer. The appointed, trained, active duty FRO provides oversight and military coordination of the command's KVN. The primary function of the FRO is to serve as the liaison to the command's KVN. FRO duties are outlined in enclosure (2).

(1) Base/Station FROs. Base/Station FROs at the commands listed in enclosure (3) will: co-chair Base/Station-Wide KVN Council meetings with the Marine Expeditionary Force (MEF) FRO, schedule KVN appreciation activities, ensure the vitality and overall effectiveness of the KVN, and monitor, for the base/station commander, the effectiveness of the standardized FRO and KV training provided by the FSC KV/FRO Trainer/KVN Support Person.

(2) Marine Expeditionary Force FROs. MEF FROs at the MEF commands listed in enclosure (3) will co-chair the Base/Station-Wide KVN Council with the base/station FRO listed in enclosure (3).

c. Key Volunteer Coordinator(s). The KVC must have KV experience, be the spouse of a member of the command, and be appointed in writing by the commander. The KVC works with the FRO and is the liaison between the command and the KVs. KVC duties are outlined in enclosure (4).

d. Key Volunteer Advisor (optional). The KVA position is a valuable asset to the KVN. Commanders may fill this position with an experienced senior spouse within the command who volunteers to mentor and support the KVN. KVA duties are outlined in enclosure (4).

e. Family Service Center KV/FRO Trainer/KVN Support Personnel. FSC Directors will offer incoming commanders, FROs, KVCs and KVs standardized training and support from knowledgeable FSC KV/FRO Trainer/KVN Support Personnel whose primary focus is KVN support. FSC KV/FRO Trainer/KVN Support Personnel duties are outlined in enclosure (5).

f. Key Volunteers. The command's KVs provide the command with a "personal link" to the families. A KV must be the spouse of a member of the command and be appointed in writing by the commander. KVs provide command families with information and referrals concerning services available on the Base/Station and within the local area. They assist the command by organizing the command's families to provide support to each other and the command as needed. They initiate activities which promote "command family" cohesion, as well as personal, family and community readiness. They also serve as an information and referral link to area resources. Commanders are authorized to reimburse KV expenses as outlined in enclosure (6).

g. KVN Supporting Agencies/Helping Professionals. All agencies and helping professionals aboard the Base/Station (e.g. FSC staff, MWR, chaplains, etc.) will provide proactive support to the KVs to assist them in their mission of supporting personal, family and community readiness.

h. Base/Station-Wide KVN Councils

(1) Purpose. Base/Station-Wide KVN Councils are designed to keep commanders informed of their KVN's status and accomplishments. They are forums through which commanders are assisted in the formulation of KVN policy. The Base/Station-Wide KVN Council and its members enhance KVN process improvement by:

(a) Providing input on the quality and content of KV/FRO training and KVN support.

- (b) Passing information and sharing lessons learned.
- (c) Identifying barriers and obstacles to well functioning and effective KVNs.
- (d) Engaging in problem solving and recommending solutions to the base/station commander.
- (e) Submitting 6-month post KV/FRO training evaluations to the Base/Station FRO, MEF FRO, MARFORPAC FRO and FSC Director. These evaluations are completed by all KVs and FROs within 6 months of completing the MARFORPAC standardized KV/FRO training. See enclosure (7).

(2) Composition. The Base/Station-Wide KVN Council is co-chaired by the MEF FRO and the base/station FRO listed in enclosure (3). The Base/Station-Wide KVN Council is composed of military members and volunteers, meets at least quarterly at the direction of the base/station commander, and consists of the following representatives from commands (MEF and base/station) at each base/station:

- (a) Military members including FROs, SgtsMaj and chaplains, as appropriate.
- (b) Volunteer members of the KVCs and KVAs, as appropriate.
- (c) FSC KV/FRO Trainer/KVN Support Personnel (as non-voting members).
- (d) Others as appointed by base/station commander or MEF commander.

(3) Locations. Base/Station-Wide KVN Councils will be formed and operational at the bases/stations identified in enclosure (3). Commanders may choose to have their own KVN councils, but will still provide representation to the Base/Station-Wide KVN Council as detailed above.

(4) Council Minutes. The Base/Station-Wide KVN Council chairpersons will ensure that KVN council meeting minutes are distributed to all Council members, all commanders aboard the base/station and the MARFORPAC FRO within one week after Council meetings. See enclosure (3).

25 Aug 98

6. Program Guidance. Detailed guidelines and framework for the MARFORPAC KVN are contained in the following United States Marine Corps (USMC) guides: *Commanding Officer's Guide*, *Key Volunteer Coordinator's Guide*, *Key Volunteer's Guide*, or *Key Volunteer's Training Guide*; and the following MARFORPAC Guides: *FRO Training Guide* and *KV Train-The-Trainer Guide*.

a. Training. Standardized training for FROs and KVs is essential to an effective KVN. Using the USMC and MARFORPAC training guides, the FSC KV/FRO Trainer/KVN Program Support Person will provide periodic FRO and KV training. The FSC director is accountable to the base/station commander for quality KV/FRO training and KVN program support. This quality will be monitored by the Base/Station-Wide KVN Council and by the MEF and base/station FROs as indicated by the training evaluations and Six Month Post-Training Feedback Surveys. See enclosure (7). Upon satisfactory completion of KV training, commanders will issue "Certificates of Training" at a graduation ceremony which may be held at the end of the course or at least semi-annually.

b. Administrative Support.

(1) Commanders are authorized to provide support for KVN's and reimbursements to volunteers for KVN expenses, subject to the availability of appropriated and non-appropriated funds. See enclosure (6) and the reference.

(2) KVN newsletters and other correspondence serve the commander in the performance of command responsibilities. Use of official mail is authorized by the reference. KVN official mail may include the following content:

(a) Information related to command's mission and readiness, including personal, family and community readiness.

(b) Information which is educational in nature, designed to promote informed, self-reliant service members and families.

(c) Information regarding service members and families which promotes command spirit through awareness of family and command activities.

(d) Information which helps strengthen cohesion among family members and contributes to service member and family stability and readiness.

(e) Any additional information as approved by the commander through the FRO.

(f) KVN official mail may not include the following content:

1 Information that promotes the activities of private, unofficial organizations.

2 Any information pertaining to individuals that violates the Privacy Act of 1974. Dates of birth, home addresses, telephone numbers, etc. may be included in KVN newsletters if family members sign a release form. If family members object, private information may not be published.

3 Information on private fund raisers and commercial ventures.

7. Action.

a. COMMARFORPAC will be responsible for:

(1) Providing subordinate commanders the legal guidance and financial resources needed to support a viable KVN.

(2) Submitting consolidated KVN budget submissions to Headquarters Marine Corps (HQMC).

(3) Appointing the MARFORPAC FRO in writing to perform duties delineated in enclosure (2).

(4) Appointing the MARFORPAC KVC and KVA in writing to perform duties delineated in enclosure (4).

(5) The overall effectiveness of the MARFORPAC KVN.

MARFORPACO 1754.3A
25 Aug 98

b. Subordinate Commanders. Subordinate commanders will take action in accordance with the enclosures.


C. W. FULFORD, JR.

DISTRIBUTION: LIST I/LIST II/LIST III/LIST IV/LIST V/LIST VI/
LIST XII

DUTIES OF MARFORPAC COMMANDERS

1. Commanders will:

a. Be familiar with the *USMC Commanding Officer's Guide* and receive a KVN orientation brief from their command FRO.

b. Ensure the effective implementation of the MARFORPAC KVN Order.

c. Appoint in writing a FRO to serve as the command's liaison to the KVN and to administer, support, and promote the KVN. See enclosure (2).

d. Ensure the FRO receives the MARFORPAC standardized FRO training.

e. Appoint in writing the KVC(s) (required) and KVA (optional) who have the time, talent and interest to devote to and support the KVN. See enclosure (3).

f. Provide program guidance and direction to the FRO, KVC, KVA and KVs.

g. Provide administrative and financial support to the KVN participants as needed IAW reference (a) and enclosure (6) to this order.

h. Support the KVN and KVs by providing appropriate recognition and by attending KVN training graduation ceremonies and appreciation activities, whenever possible.

i. Ensure that Base/Station-Wide KVN Council meetings are supported by command personnel. See enclosure (4).

j. Ensure that KVs have up-to-date command recall information.

k. Authorize the reimbursement of KV expenses as outlined in enclosure (6).

l. Appoint in writing the command KVs who have the time, talent, and interest to devote to and support the KVN. See enclosure (4).

DUTIES OF FAMILY READINESS OFFICERS

1. MARFORPAC Family Readiness Officer will:

a. Provide MEF and Base/Station FROs and FSC KV/FRO Trainer and KVN Support Personnel monthly with updated KVN training and support information and policy guidance.

b. Provide a KVN orientation brief for the MARFORPAC Commander, Deputy Force Commander, Chief of Staff, SgtMaj, and their spouses, KVC, KVA and Force Chaplain, as appropriate.

c. Regularly provide the Force Commander with KVN status briefs.

d. Maintain a current MARFORPAC FRO/KVC/KVA trainer support personnel data base down to the Division/Wing/FSSG level.

e. Serve as liaison between the MARFORPAC KVN and other family related programs provided through HQMC and other military and civilian agencies.

f. Provide KVN consultation and assistance to subordinate commands upon request.

2. Command FROs will:

a. Attend FRO training provided by the FSC KV/FRO Trainer/KVN Support Person. Become familiar with all USMC KVN Guides and the MARFORPAC FRO Guide.

b. Conduct KVN orientation briefs for their commander to include the chief of staff/executive officer, SgtMaj, and their spouses, KVC, KVA and command chaplain, as appropriate.

c. Regularly provide the commander with KVN status briefs.

d. Attend quarterly Base/Station-Wide KVN Council meetings as scheduled by the base/station commander, as appropriate.

e. Attend KVN meetings and functions serving as the liaison and information conduit between the command and the KVN.

f. Attend KV training graduation ceremonies and appreciation activities, as appropriate.

25 Aug 98

g. Provide liaison between the command KVN and other military agencies and organizations.

h. Provide KVN consultation and assistance to command personnel and KVs upon request.

i. Ensure proper reimbursement of authorized KV expenses as submitted by KVs on enclosure (8), by submitting either form 1164 for appropriated funds or MWR form 432 for non-appropriated funds, as directed by enclosure (6).

BASE/STATION-WIDE KVN COUNCILS AND CHAIRPERSONS

1. The following FROs will co-chair the Base/Station-Wide KVN Council at the base/station listed. The KVN Council Chairpersons will ensure that KVN Council meeting minutes are distributed to all Council members, all commanders aboard the base/station, and the MARFORPAC FRO, within one week after Base/Station-Wide KVN Council meetings.

MEF FRO	Base/Station FRO
I MEF FRO	MCB Camp Pendleton, CA
III MEF FRO	MCB Camp Butler, Okinawa
3D MAW FRO	MCAS Miramar
MAG 12 FRO	MCAS Iwakuni, Japan
MAG 13 FRO	MCAS Yuma, AZ
III MEF Hawaii FRO	MCBH, Kaneohe Bay, HI
HQBN FRO	MCBH, Camp Smith, HI
7th Marine Regiment FRO	MCAGCC, 29 Palms, CA

DUTIES OF THE KV COORDINATORS/ADVISORS/KEY VOLUNTEERS

1. KV Coordinators will:

a. Provide the primary leadership for the KVs, motivating their continued involvement, encouraging participation of other command spouses, and ensuring a representative balance of rank.

b. Maintain the standards and direction set for the program by the commander and FRO.

c. Serve as a liaison between the KVs and the commander or FRO providing the commander and FRO with the volunteers' suggestions for program improvement and service projects and by keeping the command informed of any problems encountered by the KVN.

d. Provide regular KVN status briefs to the commander and FRO.

e. Develop an effective communications network among command families using, for example, a telephone call tree, a command newsletter, family gatherings, or a command internet homepage. This communications network can be used to pass command information or general educational information needed to promote personal, family and community readiness.

f. Develop a resource listing of command volunteers to perform services that command families/Marines may need in an emergency.

g. Keep the FRO and FSC KV/FRO Trainer/KVN Program Support Person informed of training needs for the KVN and command families.

h. Participate, as appropriate, in Base/Station-Wide KVN Council meetings.

i. Help ensure that all families receive KVN support and informational services when all or portions of commands are combined or attached to form composite commands.

2. The Key Volunteer Advisor will:

- a. Review existing USMC and MARFORPAC KVN guides and become familiar with the command KVN.
- b. Be an encouraging, pro-active and supportive mentor to the KVN.
- c. Participate, as appropriate, in Base/Station-Wide KVN Council meetings.
- d. Keep the KVs informed of policies and information from other boards/agencies which may effect them.
- e. Assist in coordinating appreciation and recognition activities for KVs.

3. Key Volunteers will:

- a. Serve as a KVN team member by contributing ideas for KVN projects and suggestions for program improvement; providing an information and support link from the commander through the FRO, to command families; promoting command family cohesion and personal, family and community readiness.
- b. Maintain the high standards, ethics and guidelines for confidentiality covered in the KV training and adhere to the program direction set by the commander.
- c. Carefully select tasks which fit talent and time availability and make a firm commitment to the commander and KVC to provide these services for an agreed upon period of time. Specific tasks may include: welcoming new families, participating as a caller on the call tree, writing/distributing a command newsletter, assisting with command family gatherings, or myriad other projects carried out by the command's KVN.
- d. Inform your KVC as soon as possible of any changes in your volunteer time commitment to include periods when you plan to be out of the area.
- e. Submit reimbursement requests for KV expenses to the FRO using enclosure (8).

**DUTIES OF FAMILY SERVICE CENTER
KV/FRO TRAINER/KVN SUPPORT PERSONNEL**

Note: KV/FRO Training and KVN Support functions are listed separately for the benefit of commands with both a KV/FRO Trainer and KVN Support Person on their FSC staff. If one person is filling both training and support roles all functions in this enclosure would apply to them.

1. The FSC KV/FRO Trainer will:

a. Conduct KV and FRO training courses; ensure that the content is consistent with the USMC training guides and the standardized MARFORPAC KV and FRO training materials; schedule training for maximum participation (i.e. evening, weekend and morning sessions); arrange on-site child care for participants; and submit final class evaluations to the Base/Station FRO and MEF FRO.

b. Regularly conduct assessments of educational/training needs of the KVN through formal needs assessments directed to the commanders, FROs, KVCs and KVs; and send the results to the base/station FRO, MEF FRO and the MARFORPAC FRO.

c. Provide additional training based on requests using approved MARFORPAC training modules or by scheduling local "experts" from base/station agencies or the local community; conduct a yearly "Continuation Training Day" with several concurrent workshops being conducted by local specialists, base/station FRO, chaplains, and FSC personnel. Topics may include KVN specific training, i.e. "KVN newsletters," and "casualty assistance," and other topics related to the Marine Corps Family i.e. "Preparing Children For Deployments."

d. Upon request, assist area FROs in briefing incoming commanders including MEF commands; provide commanders with a listing of services in support of the commander's KVN and any command KVN history or materials, i.e. number of command KVs trained; and when unavailable to attend commander briefs, provide the FROs with this information in handout form.

e. Assist the KVN support person in scheduling and organizing KVN training graduation ceremonies and appreciation activities.

f. Maintain records of all training graduates and continuation training classes attended by area FROs, KVCs and KVs; and at the end of each quarter, submit KV/KVC/FRO training completion statistics to the Base/Station FRO, MEF FRO and MARFORPAC FRO. See enclosure (7).

g. Serve as a resource person for all training, educational and support services for the KVN; and maintain sample KVN programs, skits, etc., developed by or appropriate for the command KVs to provide to their families.

h. Promote and model the highest standards and ethics of the KVN in all aspects of this position.

i. Attend the Base/Station-Wide KVN Council meetings.

j. Perform any other related activities as directed by the base/station FRO or as specified in the Statement of Work.

2. The FSC KVN Support Person will:

a. Publicize KVN programs, training, and volunteer recruitment; regularly submit articles for the local and base/station newspapers and television stations; and speak at spouse clubs and command gatherings on the benefits of the KVN.

b. Organize pre/post deployment briefs by scheduling facilities, speakers, coordinating handout materials and child care; and support command KVN's and FROs in preparing deployment activities to ensure maximum readiness of command families.

c. Organize a KVN training graduation ceremony following the completion of each class (or at least semi-annually) to include: schedule the facility and guest speaker (i.e., commanding general, command chaplain, command SgtMaj, etc.); arrange for refreshments and child care (if needed); produce graduation invitations, programs and certificates; and invite graduates, their spouses and commander, SgtMaj, FRO, chaplain, KVC(s) and KVA(s).

25 Aug 98

d. Maintain current referral resource listings of all base/station and local agencies and organizations to be distributed during the KV training; and keep all area KVCs, KVAs and FROs advised of any referral resource changes.

e. Maintain a current roster of all KVCs, KVAs, FROs and KVs; and send quarterly KVN roster updates down to the base, division, wing, and FSSG levels to the MARFORPAC FRO.

f. Assist commanders and FROs with KVN recognition suggestions; and assist with the organization of appreciation events as requested by the KVN Council.

g. Maintain regular contact with each command KVN, via regular newsletters and attendance at KV meetings, assessing their program support needs and responding promptly and appropriately.

h. Attend the Base/Station-Wide KVN Council meetings; report on the current support service activities; keep minutes of the meetings; submit them to the Council chairpersons for approval prior to their submission to the base/station commander; and once approved, distribute the minutes as outlined in enclosure (3).

i. Serve as a resource person for KVN activities; and maintain sample newsletters, welcome aboard packets, command brochures, and materials developed by or appropriate for use by the KVN in reaching families.

j. Promote and model the highest standards and ethics of the KVN in all aspects of this position.

k. Perform any other KVN support activities as determined by the base/station FRO or as specified in the Statement of Work.

l. Statements of Work may also include duties that meet specific needs of local commands.

25 Aug 98

KVN FINANCIAL REIMBURSEMENT GUIDELINES

1. Types of Funds Available:

a. Appropriated Funds (APF). Annual appropriation expires 30 September each year.

(1) Operational funds are allocated under subhead 27A0 (Base Operations or Operating Forces). Subhead 27A0 funds may be used for:

- (a) Office space
- (b) Meeting/space facilities
- (c) Storage space
- (d) Office supplies/equipment (including computers)
- (e) Transportation (i.e. bus rental) as authorized by the commander for official KVN functions
- (f) Training manuals

(2) KV reimbursement funding is under subhead 27T0 (Service Wide Activities). The primary purpose of these funds is to reimburse KVs, however, the funds may be used to support KVN administrative requirements. Subhead 27T0 funds may be used for the following incidental expenses:

- (a) Mileage for official functions
- (b) Cost for child care during KV meetings
- (c) Official long distance phone calls
- (d) Parking and tolls
- (e) Invitational travel orders in the performance of official KVN functions as authorized in advance by the commander

b. Non-Appropriated Funds (NAF). The KVN is an official Marine Corps program. This status permits the KVN to compete for access to MWR NAF for KVN functions related to morale and welfare. NAF may be used to reimburse volunteers for incidental expenses as identified above, and other support items such as posterboards, signs, and pony rides. KVN programs may qualify for NAF support from their local MWR activity in advance of the event. All NAF expenditures must be prudently planned and authorized. Funding decisions will be made on a case-by-case basis depending on merit, need, and available resources.

25 Aug 98

Requests for KVs to use NAF for KVN functions must be coordinated in advance with the command MWR representative for the purchase of food and non-alcoholic beverages. Allocations are reflected in an annual budget at the beginning of the NAF fiscal year, which begins on 1 February, and is based on the number of Marine and Navy families on hand during the previous 12 month period as determined by the manpower office. Commands should coordinate with their servicing MWR office for local procedures.

2. Reimbursement Procedures. Commanders are responsible for the wise use of public funds. This responsibility includes oversight of a timely and "user-friendly" process to reimburse KV expenses as detailed in paragraph 1.a.(2). KVs, as the commander's customers, will be accommodated courteously and promptly in their reimbursement requests.

a. FROs (or the commander's designated representatives) have responsibility to process the KV Expense Reimbursement Form as submitted by the KV. See enclosure (8). FROs will also monitor the status of the request until it is paid. No receipts are necessary for expenditures under \$100. The KV may elect to be reimbursed by electronic funds transfer, check, or in the case of non-appropriated funds, cash.

b. The FRO (or the commander's designated representative) must be thoroughly familiar with the command's appropriated and non-appropriated KVN funding sources, as explained in paragraph 1 and WHITE LETTER NO. 07-97.

c. The FRO (or commander's designated representative) will complete form 1164 with the data provided by the KV on enclosure (8); then submit appropriated fund claims to either the local or DFAS disbursing office. Commands will expedite these requests to ensure delivery to the appropriate payment office within three (3) working days of receipt from the KV. A check will be mailed, or funds electronically transferred, to the KV's home address as listed on enclosure (8). The disbursing office will settle these claims within three (3) working days from date of receipt.

d. Additionally, commanders may establish a KV petty cash fund from MWR NAF for valid expenses not to exceed an amount as

25 Aug 98

determined by the commander. The amount limits should be based on the best estimate of KV expenses over a given period of time, not to exceed \$200 for any single transaction or \$400 for emergency expenditures approved by the commander.

e. MCO P1700.27 paragraphs 30109 and 80502 direct the inspection, accounting and distribution procedures covering these non-appropriated funds. The local MWR will coordinate with the FRO (or commander's designated representative) on reimbursement procedures, the use of MWR form 432, and the distribution of funds. MWR NAF should be used when immediate reimbursement of authorized KVN expenses is approved by the commander (or commander's designated representative) in advance of the purchase of food items or other consumables used for KVN functions. Reimbursement from NAF is also appropriate for those expenses listed in paragraph 1.a.(2) when appropriated funds are exhausted. KVs likewise will complete enclosure (8) and submit it to the FRO for the processing.

f. The intent of this Order is that the entire reimbursement procedure be transparent to the customer, the KV. The commander is responsible for the timely reimbursement and full utilization of funding in support of the KVN.

3. The FRO and comptroller must work together and speak from the same "sheet of music." KVN policy questions should be forwarded to the FRO; appropriated funding questions should be forwarded to the comptroller; and non-appropriated funding questions should be forwarded to the MWR director. Each should keep the other informed of questions/concerns from the KVs which could affect the other.

4. Unit Deployment Program funds are distributed to the parent commands. The funds remain with the command during deployment.

5. Since the KVN is an official Marine Corps appropriated fund program, KVs may not engage in fundraising for the purpose of augmenting the appropriated funds provided.

NOTE: The fact that funding is authorized does not necessarily mean that all of funds required will be available. Availability of funds (APF or NAF) is a matter of prioritization in the budgeting process.

**FAMILY READINESS OFFICER TRAINING
SIX MONTH POST-TRAINING FEEDBACK SURVEY**

Introduction: The purpose of this survey is to evaluate the effectiveness of the Family Readiness Officer (FRO) training you received about six months ago. Your honest feedback will assist your command's trainers in making improvements in their training process.

Name _____ Today's Date _____

Command _____ Training Date _____

What were the high points of your FRO training experience?

After six months as a FRO, what would you add to the FRO training experience?

What training do you still need?

How would you describe the training/support you have received from the Family Service Center?

Who facilitated your training?

What other comments do you have?

25 Aug 98

**KEY VOLUNTEER TRAINING
SIX MONTH POST-TRAINING FEEDBACK SURVEY**

Introduction: The purpose of this survey is to evaluate the effectiveness of the Key Volunteer (KV) training you received about six months ago. Your honest feedback will assist your command's trainers in making improvements in their training process.

Name _____ Today's Date _____

Command _____ Training Date _____

What were the high points of your KV training experience?

After six months as a KV, what would you add to the KV training experience?

What training do you still need?

How would you describe the training/support you have received from the Family Service Center?

Who facilitated your training?

What other comments do you have?

**FAMILY SERVICE CENTER KV/FRO TRAINER
QUARTERLY TRAINING REPORT**

This report, along with the information gleaned from the reports above, will be the basis of quarterly KVN status briefs for the Force Commander. Please complete this form by 31 March, 30 June, 30 September and 31 December and forward your quarterly training statistics to the Force Family Readiness Officer, Headquarters, Marine Forces Pacific, Code 19, Box 4105, Camp H.M. Smith, Hawaii, 96861-4105. Please also give a copy of this report to your Base/Station FRO and the MEF FRO.

Command Name _____ Date _____

Name of trainer completing this form _____

Key Volunteer Training

How many KVs received the standardized MARFORPAC KV Training during the past three months? _____

From how many different commands did these KVs come? _____

Family Readiness Officer Training

How many FROs received the standardized MARFORPAC FRO Training during the past three months? _____

From how many different commands did these FROs come? _____

What comments do you have on KV/FRO Training?

(Command Name)
KV EXPENSES REIMBURSEMENT FORM

(Please Print)

Name: _____ Date: _____

Mailing Address: _____

Telephone: _____

I request reimbursement for the following KV expenses incurred in the past week:

- a. Miles driven to official functions _____ @ \$.xx/ mile = _____
- b. Cost of child care during KV meetings _____
- c. Official long distance phone calls _____
- d. Parking and toll fees _____
- e. Other (please explain) _____

Total \$ _____

I prefer to be reimbursed by:

(Please check one)

_____ 1. Electronic funds transfer to my checking account (attach a voided check)

_____ 2. Check mailed to the above address.

_____ 3. Cash (for food, non-alcoholic beverages, and other consumables approved in advance by the FRO)

Signature: _____

_____ Date received by Command FRO or KVC