

Unit, Personal, and Family Readiness Program Reference Sheet

Command Team Points of Contact:

Position	Name
Commanding Officer	Colonel Cavanaugh
Executive Officer	LtCol Lee
Sergeant Major	SgtMaj Rodriguez
Chaplain	LT Hecox and CDR Kilian
Family Readiness Officer	Tolondra Johnson
Deputy Family Readiness Officer	RP1 Haywood
Single Marine Representative	Cpl Thomas

Websites:

Unit website URL here:

<http://www.1stmaw.marines.mil/SubordinateUnits/MarineAircraftGroup36.aspx>

Unit, Personal and Family Readiness Program Website: <http://www.emarine.org>

Unit, Personal, and Family Readiness Program (UPFRP) Information Technology

Capabilities:

eMarine: Each unit has an authorized organizational communication tool hosted at <http://www.emarine.org>. The eMarine website is a subscription-based site available only to Marines, Service Members, Civilians serving Marines, and their family members. A unit's eMarine site promotes a community feeling by providing a place that is customized to the unit and contains content that is controlled by the unit. These sites can be accessed any time to view information and photos, read stories, ask questions, participate in forums, and much more. In order to register for eMarine, follow these steps:

1. Navigate to www.emarine.org.
2. Click "Find a Unit Site" in the upper right corner.
3. Click "Sponsor Search" and:
 - a. If you are a Marine, enter your information as prompted by the system.
 - b. If you are a family member, enter your Marine's information as prompted by the system.

4. After providing information as requested by the site, a list of unit sites should appear. Click "(your unit) (Country: Japan or Hawaii, and your unit's UIC)"
 - a. Marines and Sailors
 - i. Using the drop down menu, select "Sponsor" (this is not the default). Fill in your birthday in MMDD format, your first and last name exactly as they appear in MOL, and your email address (does not have to be .mil). Click "Continue."
 - ii. Enter a username, password, and confirm your email address. Click "Complete Registration."
 - iii. You will see a confirmation screen. To invite family members and friends as users, select "Invite New Users" and click "Go."
 - iv. Enter the names and email addresses of those that you want to invite, then click "Invite Users."
 - b. Family Members
 - i. Ensure that the drop down says "Family Members," then fill in the requested information (first name, last name, email address, sponsor first and last name, and sponsor's birthday in MMDD format). Click "Continue."
 - ii. If your sponsor is found in the system, you will see a "Complete Registration" screen. If your sponsor is not found, click the "Contact Us" button in the upper right corner of the screen for assistance.

5. Common reasons for registration failure:

- a. (example) Your name is Christopher: MOL truncates the name "Christopher" to "Christophe." Because eMarine pulls information from MOL, you will have to register as "Christophe" to sign up successfully unless the FRO manually inputs your name.
- b. You have a suffix; e.g., Jr, Sr, II: MOL reflects suffixes as part of the last name. Because eMarine pulls information from MOL, you will have to include your suffix as part of your last name for registration to be successful. For example, in the case of John Smith Jr, name information would be inputted as follows:

First Name: John

Last Name: Smith Jr

Please do not include a period after your suffix.

- c. You are in the Navy: MOL does *not* always accurately record Sailors' birth dates. For this reason, it is often necessary that the FRO manually inputs the correct information. If you are a Sailor and have trouble signing up, please contact the FRO directly.
- d. You already have a user account with another unit site: You can add as many sites as you like to your existing account, but you must first sign in to do so. If you do not sign in and attempt to add MWHS-1, you will receive an error message.
- e. You registered as a family member: You must register as a sponsor in order for your registration to be successful. Please ensure that "Sponsor" is selected from the drop down menu on the first screen of the process.

Marine Online (MOL) Mass Communication Solution: MOL houses a mass communication solution which allows the command to reach a wide number of designated contacts quickly with one message. The communication will arrive as an email to the person that you have designated as your family readiness contact within MOL. Those who are married are required to designate their spouse as their first contact. Unmarried Marines are required to designate a contact but are free to choose anyone 18 or over. Married Marines who do not wish for their spouse to be contacted by the UPFRP are required to complete NAVMC 11657 (Rev 12-11). There is no opt-out procedure available to single Marines. (For more information regarding this requirement, please see MCO 1754.9A (3)(2)(d); (4)(2)(c)-(d).)

In order to add/edit designated contacts within MOL, navigate to MOL and:

- 1) Select the "Personal Info" tab at the top left of the page Under "Personal Updates,"
- 2) Click "Family Readiness"
- 3) Finally, click "New Contact" to add a contact, or choose "View / Edit / Delete" in the case of existing contacts.

You may add up to four contacts, but you are only required to add one.

UPFRP Official Communication Processes:

Official communication is communication disseminated by or on behalf of the Commander. Official communication will be disseminated to Marines, Sailors, and their designated contacts on a monthly basis (at a minimum) via the eMarine website and occasionally Marine Online (MOL). Official communication is directly related to family readiness and the UPFRP. Examples of official communication include unit events, family days, family readiness specific training, and messages from the CO. You will only receive this form of communication from the FRO, official volunteers, or Commander.

You may also receive additional communication from the FRO or an official volunteer that, while not directly from the Commander, is in keeping with the spirit and intent of the Commander's UPFRP vision. Examples of this type of communication include Unit Events, MCCA events, base and community events, or other Marine Corps events or activities.

In the event there is a crisis at hand, the Commanding Officer will ensure pertinent information is disseminated in a timely manner.

Authorization Form:

You will receive an authorization form to officially designate authorized contacts for the UPFRP. Authorize contact are those identified by you in writing and can be a spouse (mandatory), blood relative, friends, or other individual you maintain a close relationship with. Please fill out the form in its entirety as it pertains to the number of contacts and return to the FRO within 10 days of checking in. Should a spouse choose to refrain from participating in the program, an Opt Out form can be submitted in lieu of the authorization form if no other contact will be included in the program.