



Family Readiness Program

The HMLAT-303 Family Readiness Program shall provide support through proactive outreach in the form of the following functions:

- Official Communication
- Information, Referral and Resources
- Marine Family Readiness and Operational Support

The Family Readiness Program is the responsibility of the Commanding Officer, HMLAT-303 working in conjunction with the Family Readiness Officer (FRO). It is the responsibility of the FRO to carry out the vision of the unit commander relating to the program.

Working in conjunction with the Commanding Officer, the FRO provides information on resources available to support Marine Families regarding all aspects of the military lifestyle. Some of the particular resources relate to:

- PCS Moves
- Housing Information
- Personal Financial Planning
- Exceptional Family Member Program
- School Liaison Officer who works with area school systems
- Family Member Employment Assistance Program
- General Counseling Services
- Substance Abuse Counseling
- Lifelong Learning
- Children, Youth & Teen Programs
- New Parent Support

HMLAT-303 has a full time, civilian, FRO, dedicated to supporting the Family Readiness Program, her contact information is as follows:

Mrs. Lynn Sheffer
Family Readiness Officer
HMLAT-303
Building 2360
Camp Pendleton, CA 92055
lynn.sheffer@usmc.mil
Office: (760) 763-7276
Cell: (858) 603-7945

Volunteer Support

One of the duties of the FRO is to develop and work with a group of volunteers from the squadron community to support the overall Family Readiness Program. These volunteers serve in three primary areas.

Command Team Advisors: These volunteers are the experienced spouse or family member of an officer or enlisted member of the unit or an Active Duty Marine in the unit. Based on their experience, they offer valuable resources to our Marines and their families. These volunteers serve laterally with the Family Readiness Command Team. They contribute content relating to communications and strategies. They participate in planning the Unit Family Readiness Program, planning for Family Day events and offer insight and feedback regarding all matters relating to the program and family well being.

Family Readiness Assistants: These volunteers are appointed by the commander to support the FRO and the Unit Family Readiness Program. Family Readiness Assistants may be a spouse, parent, or designated family member of any member of the unit, and they should be geographically proximate to the unit. The role of the Family Readiness Assistant is to:

- Welcome unit families
- Provide feedback from unit families
- Assist with Information and Referral Services
- Embody the unit commander's family readiness goals and possess a desire to work with Marines and their families to improve quality of life within the unit.

Family Readiness Volunteers: These volunteers are utilized to support specific, event driven, short-term unit morale events such as Family Days, or other social activities. This is an ideal opportunity for a spouse, parent or family member to serve in a short term role. This is not a standing body of volunteers and will only be asked to serve as needed in support of specific event requirements. Family Readiness Volunteers are not trained or expected to advise family members regarding available resources. Formal resource information and referrals, and official communications, will be handled through the FRO and the Family Readiness Assistants.

The Family Readiness Program works to support training programs for Marines and their families. These programs include the L.I.N.K.S. for Spouses and the newly expanded L.I.N.K.S for Teens and Children, L.I.N.K.S for Marines and L.I.N.K.S. for Couples. Additional support is offered to ongoing educational programs such as CREDO and PREP and many others.

To get more information concerning the Family Readiness Program or to discuss the possibility of volunteering some of your time to support the program, please contact the FRO.