



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
POSTAL SERVICE CENTER BOX 8003
CHERRY POINT, NORTH CAROLINA 28533-0003

IN REPLY REFER TO:

1500

SS

APR 02 2014

COMMANDING OFFICER'S POLICY LETTER 002-14

From: Commanding Officer
To: Distribution List

Subj: FORCE PRESERVATION COUNCIL GUIDANCE

Ref: (a) 142042z Apr 11 24th Executive Force Preservation Board
Results
(b) 151405z Apr 11 Force Preservation Council Framework

Encl: (1) Force Preservation Council (FPC) Composition

1. Situation. This letter establishes policy of the FPC for Marine Corps Air Station (MCAS), Cherry Point.

2. Mission. Commanding Officers shall conduct monthly FPCs in order to facilitate the early identification of "at-risk" service members and create effective, holistic risk management plans to mitigate adverse outcomes and improve individual and force readiness.

3. Execution

a. Commander's Intent. Continuous and proactive involvement by leadership at all levels is essential to identifying and mitigating the stressors that affect the daily lives and performance of Marines and Sailors. Supervisors and peers are often aware of isolated events, but do not have the complete picture of a Marine's well-being. Unit FPCs are organized for the purpose of providing commanding officers the most complete picture possible of at-risk personnel so that adverse events can be avoided.

b. Concept of Operations

(1) Every Commanding Officer is responsible for establishing a FPC to review the human factors known about Service members. A FPC is convened to provide a Commanding Officer with a better understanding of the overall well-being of their personnel and to recommend individualized risk mitigation plans when appropriate.

DISTRIBUTION STATEMENT A: Approved for public release;
distribution is unlimited.

Subj: FORCE PRESERVATION COUNCIL GUIDANCE

(2) Leaders shall utilize the monthly scheduled FPC to review the entire unit roster with the goal of helping unit leadership identify and mitigate risk. The key to our success in this endeavor is engaged leadership, which provides the benefits of both recognizing challenges our Marines and Sailors face, and early intervention when stressors and risky behaviors first develop. In turn, this interrupts the chain of events that can lead to an adverse outcome or the loss of a Marine or Sailor to misconduct or injury.

(3) Every Commanding Officer shall use the FPC Risk/Stress Assessments to determine when individualized risk mitigation plans are required. The FPC Risk Assessment Mapping Process (RAMP) will be used as a guide in identifying risk levels for the FPC. Risk/Stress Assessments and RAMP are found on the Safety and Standardization (SS) SharePoint site under "FPC" at: (<https://cherrypoint.mcieast.usmc.mil/sites/chpt/Safety/default.aspx>).

(4) All Commanding Officers have the latitude to tailor composition of the FPC based on mission requirements. Recommended composition of the FPC is shown in the enclosure.

(5) All new joins shall be considered high risk until the monthly FPC deems otherwise.

c. Coordinating Instructions

(1) The Commanding Officer, VMR-1 will conduct a Human Factors Council (HFC) for all MCAS flight crew members per reference (b). A HFC is required in aviation units, but is an independent process established specifically by and for the aviation community.

(2) The FPC process is not intended to replace or interfere with the HFCs. Commands have the latitude to tailor the FPC process to be mutually supportive with the HFC, as long as the requirements and intent of both are met. Human factors identified in the HFC for flight crew assigned to H&HS shall be reported to the H&HS CO.

4. Administration and Logistics

a. Information generated from the FPC is for the Commanding Officer's use and for the purpose of force preservation and risk mitigation. It shall be kept in confidence and shall not be used for disciplinary action. Notes produced may be retained by the CO **only**. A Commanding Officer may assign a record keeper to record the proceedings of the FPC.

Subj: FORCE PRESERVATION COUNCIL GUIDANCE

b. The minutes or memo of an FPC shall only provide the date convened, location of FPC, and FPC attendance. Existing FPC scenarios, sample meeting worksheets, templates, and other best practices can be found at the SS SharePoint site:

(<https://cherrypoint.mcieast.usmc.mil/sites/chpt/Safety/default.aspx>).

5. Command and Signal

a. Command. This Policy is applicable to Active and Reserve component Marines and Sailors assigned to MCAS Cherry Point.

b. Signal. This Policy is effective the date signed.



C. PAPPAS III

DISTRIBUTION: CO, H&HS
CO, VMR-1
Air Station Directorates
Sergeant Major

Subj: FORCE PRESERVATION COUNSEL GUIDANCE

Force Preservation Council (FPC) Composition

1. All FPC members will be designated in writing.
2. The FPC will evaluate all Service members assigned to MCAS Cherry Point and provide a risk assessment code for every individual on the unit roster.
3. The FPC Board Membership will consist of:
 - a. Primary Members
 - (1) (Chair) Commanding Officer/Executive Officer
 - (2) Sergeant Major
 - (3) Department Heads/Section OIC and/or SNCOIC
 - (4) Operations Officer
 - (5) Safety Officer
 - b. The following are recommended, but the Commanding Officer has the latitude to include others:
 - (1) Substance Abuse Control Officer
 - (2) Family Readiness Officer
 - (3) Medical Officer
 - (4) Suicide Prevention Program Officer
 - (5) Operational Stress Control and Readiness Personnel
 - (6) Legal Officer
 - (7) Chaplain
 - (8) Family Advocacy Representative
 - (9) Military and Family Life Counselor
 - (10) Uniformed Victim Advocate
 - (11) Equal Opportunity Representative
 - (12) Sexual Assault Response Coordinator

(Note 1: Service members being discussed will not normally be present at an FPC.)