

Combat Logistics Battalion 4

Unit, Personal, and Family Readiness Program Policy Letter

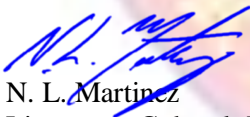
The Unit, Personal, and Family Readiness Program (UPFRP) offers direct support to Marines, Sailors, and their designated family members with the training and resources necessary to help manage the complexities of a military lifestyle through Official Communication, Information and Referrals, Readiness and Deployment Support, and Volunteer Management. Remember a healthy family and personal life is an essential component to being both *resilient and ready*.

Personal and family readiness is directly tied to *combat readiness*, and caring for our battalion members and our families is an essential part of achieving mission success. Personnel, families, and designated individuals will receive official correspondence from the Command via the Deployment Readiness Coordinator (DRC) at least once per month. Personnel and family members will be kept informed of planned events, emerging requirements, and any noteworthy accomplishments by our Marines and Sailors. Additionally, the Command will organize quarterly town halls or UPFRP engagement events to provide service members and family an opportunity to speak directly with the senior leadership of the command and be connected to our battalion's activities and support network.

I ask that everyone in CLB-4 make an active effort to support this program. Providing engagement opportunities and support for families is not a service exclusive to Okinawa. We encourage families to maintain communication with UPFRP personnel, regardless of location, so we may stay informed of your needs. My direct representatives for this program are the DRC, Mrs. Sonya Leong, and our Unit Readiness Coordinators (URC), Sgt Michael Jones and Sgt Joseph Barrett. They are standing by to provide support and direction to your families regarding everything from legal referrals to host nation cultural classes. Please do not hesitate to contact them at the information provided below. For those entities who are supported locally, we encourage your involvement and participation in command activities to both grow and solidify the effectiveness of the program

Leaders at all levels are directed to:

1. **Seek out opportunities to engage families and personnel.** Camaraderie and shop events are highly encouraged and I will make available the use of battalion funds to support your efforts. Find ways to bring everyone together, relax, and enjoy being a Marine or Sailor in Okinawa. Meal trains for SIQs or new moms, section lunches, and end of the day sodas are examples of ways to accomplish this. *Seize the Initiative and Follow-up*
2. **Resiliency requires daily deposits.** We will not get ready over night for the most taxing scenarios our families and personnel will face. Make consistent investments to ensure Marines and Sailors maintain the personal ties and receive the encouragement to call home or be present for life events. As Leaders, we need to navigate the urgent versus important and ensure our Marines and Sailors make it to the important events. *Be Prepared.*
3. **Semper Fidelis:** Our motto, *Always Faithful*, extends to every mother, father, brother, spouse, child, or relative of a Marine or Sailor. Protect the ties that ground us to who we are and where we are. Our motto is a legacy we pass on to the next generation. *Protect Marines, Sailors, and family members.*
4. **Make this your best unit.** Cultivate a command climate where Marines and Sailors feel valued and have a daily purpose or mission when arriving to work along with a sense of accomplishment in duties. Everyone needs to have ownership of a project and task. Give them the chance to make an impact. *Ownership of your Battalion.*



N. L. Martinez
Lieutenant Colonel, USMC
Commanding Officer

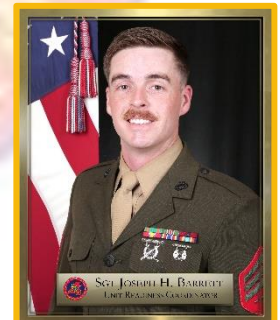
Please use the QR codes below to access the latest information regarding the unit or the UPFRP.



Sonya Leong
CLB-4 DRC
645-7420
070-7890-2418
Sonya.Leong@usmc.mil
Camp Foster



Sgt Michael Jones
CLB-4 URC
625-2256
090-6867-9086
Michael.M.Jones@usmc.mil
Camp Schwab



Sgt Joseph Barrett
CLB-4 URC
625-2285
090-6864-4089
Joseph.barrett@usmc.mil
Camp Schwab