



UNITED STATES MARINE CORPS  
MARINE AVIATION DETACHMENT  
22401 CEDAR POINT ROAD, BUILDING 102  
NAVAL AIR STATION  
PATUXENT RIVER, MARYLAND 20670-1188

IN REPLY REFER TO:  
1700  
CO  
25 Aug 21

Policy Letter 02-21

From: Commanding Officer, Marine Aviation Detachment, NAS Patuxent River and  
China Lake-Point Mugu  
To: All Hands

Subj: UNIT PERSONAL AND FAMILY READINESS PROGRAM POLICY

Ref: MCO 1754.9B

1. Service in the military creates unique challenges to military family life and serving as a Marine at Patuxent River, China Lake or Point Mugu is no exception. While the majority of us will not have the threat of pending deployments looming over us during our tour with the Marine Aviation Detachment, the difficulties associated with this unique and diverse command are numerous. In order to be successful, every Marine must effectively balance the challenges of a military lifestyle, family, career and mission events. Achieving and maintaining a high state of personal and family readiness is the responsibility of every Marine.

2. As the Commanding Officer of the Marine Aviation Detachment, I take personal ownership of the Unit, Personal and Family Readiness Program (UPFRP). The program offers direct support to Marines and their designated family members through official communication, information and referral, readiness and deployment support, and volunteer management. My goal is to provide all of the necessary tools to achieve a high state of personal and family readiness. Further, I challenge each of you to educate and empower yourselves by taking advantage of the services provided by the UPFRP.

3. A ready Marine and family member is one who is:

- a. Prepared for separation
- b. Knowledgeable of available programs, services and other resources
- c. Cognizant of this policy and command points of contact

4. The Uniformed Readiness Coordinators (URC) are the face of this program and our primary communication link with families. They provide connections to a wealth of resources, both on and off base, which empower our Marines and families and promote self-sufficiency. They also support a team atmosphere to limit isolation and hardship. If you need assistance or have questions, please contact the Marine Aviation Detachment URCs. Their contact information for the following areas are as follows:

a. Patuxent River: Maj Jeremy F. Ortiz, work telephone 240-652-3482, email [jeremy.f.ortiz1@navy.mil](mailto:jeremy.f.ortiz1@navy.mil); MSgt Joshua Allen, telephone 843-453-7847, email [joshua.w.allen1@navy.mil](mailto:joshua.w.allen1@navy.mil).

b. China Lake-Point Mugu: Ms. Tracy Bell; work telephone 760-939-6603; cell phone 760-793-5808; email [tracy.bell@navy.mil](mailto:tracy.bell@navy.mil).

  
J. W. MCGSTAFF