



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3280 RUSSELL ROAD
QUANTICO VA 22134-5103

IN REPLY REFER TO
1754
MRA

25 JUL 2025

From: Deputy Commandant for Manpower and Reserve Affairs

Subj: UNIT, PERSONAL AND FAMILY READINESS PROGRAM (UPFRP) DIVESTMENT OF
CIVILIAN WORKFORCE

Ref: (a) MCO 1754.9B

Encl: (1) Non-appropriated Fund (NAF) Labor-Management and Employee
Relations of 21 May 25)
(2) Letter of Instruction (LOI) for FY 2026 Non-appropriated Fund
Deployment Readiness Coordinator (DRC) Workforce
Shaping of 22 May 25
(3) DRC Salary Ranges with Locality Adjustments

1. Situation. The Marine Corps is in a reset period - refocusing resources to prioritize warfighting capabilities. The current structure of the Unit, Personal and Family Readiness Program (UPFRP), including civilian Deployment Readiness Coordinators (DRCs), is not optimized to provide support where it is most needed.

2. Mission. UPFRP resources are being re-organized to effectively execute core program requirements outlined in the reference. The Marine Corps is divesting of the civilian UPFRP workforce beginning in Fiscal Year (FY) 26.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commanders Intent. To provide divestment execution timelines and responsibilities.

(2) Concept of Operations. The divestment will take place beginning in FY26 and will conclude in FY30. Authorized staffing levels will be reduced throughout the overall glidepath described below.

b. Transition Timelines. Annual actions during the UPFRP divestment process, beginning in FY 25, include:

- 1-20 Aug Human Resource Offices (HRO) review authorized staffing allocations
- 20 Aug Advance notices delivered to affected Non-appropriated Fund (NAF) employees
- 15 Oct NAF Employee separations effective
- 22 Oct NAF Employee noncompetitive management directed reassignments effective
- 30 Oct Transition Complete for current Fiscal Year

4. Administration and Logistics

a. Deployment Readiness Coordinators (DRCs) Assignments and Authorized Command Billets

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(1) Assignments

(a) DRCs in the operating forces will continue to be staffed within authorized billet allocations at O6-level commands, unless vacated prior to divestment actions. Hiring actions to replace departed DRCs are not authorized.

(b) DRCs in Marine Corps Recruiting Command (MCRC) will continue to be staffed at the six regional districts, within authorized limits, unless vacated prior to divestment actions. Hiring actions to replace departed DRCs are not authorized.

(c) DRCs in Marine Forces Reserve will be transitioned to Marine Corps Family Team Building staff and will not perform UPFRP related duties.

(d) Family Readiness Coordinators within Wounded Warrior Regiment are not affected by this divestment.

(2) Authorized Command Billets

(a) FY25 authorized civilian UPFRP billets are as follows:

| <u>COMMAND</u> | <u>AUTHORIZED BILLETS</u> |
|----------------|-------------------------------|
| I MEF | 55 |
| II MEF | 45 |
| III MEF | 26 |
| MARFORCOM | 4 |
| MARFORCYBER | 1 |
| MARSOC | 2 |
| MCRC | 6 |
| MARFORRES | 8 |
| HMX-1 | 1 |
| MCESG | 1 |
| ERR/WRR | 2 |
| <u>TOTAL</u> | <u>151</u> |

(b) Maximum authorized civilian UPFRP billets for FY26 are as follows:

| <u>COMMAND</u> | <u>AUTHORIZED BILLETS</u> |
|----------------|-------------------------------|
| I MEF | 21 |
| II MEF | 21 |
| III MEF | 16 |
| MARFORCOM | 2 |
| MARFORCYBER | 1 |
| MARSOC | 2 |
| MCRC | 6 |
| MARFORRES | 6 |
| HMX-1 | 1 |
| MCESG | 1 |
| <u>TOTAL</u> | <u>77</u> |

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(c) Maximum authorized civilian UPFRP billets for FY27 are as follows:

| <u>COMMAND</u> | <u>AUTHORIZED BILLETS</u> |
|----------------|---------------------------|
| I MEF | 21 |
| II MEF | 21 |
| III MEF | 16 |
| MARFORCOM | 2 |
| MARFORCYBER | 1 |
| MARSOC | 2 |
| MCRC | 6 |
| HMX-1 | 1 |
| MCESG | 1 |
| TOTAL | 71 |

(d) Maximum authorized civilian UPFRP billets for FY28 are as follows:

| <u>COMMAND</u> | <u>AUTHORIZED BILLETS</u> |
|----------------|---------------------------|
| I MEF | 15 |
| II MEF | 13 |
| III MEF | 10 |
| TOTAL | 38 |

(e) Maximum authorized civilian UPFRP billets for FY29 are as follows:

| <u>COMMAND</u> | <u>AUTHORIZED BILLETS</u> |
|----------------|---------------------------|
| I MEF | 8 |
| II MEF | 6 |
| III MEF | 5 |
| TOTAL | 19 |

(f) Director, Marine and Family Programs Division (MF) will review staffing levels bi-annually beginning in FY25.

b. Staff Placement Authority. Authority to assign DRCs within each O6-level command and between subordinate commands in the operating forces, as outlined above, lies with the Marine Expeditionary Force (MEF) Commanding General (CG) in coordination with Major Subordinate Command CG and the O6-level Commander.

c. Business Based Action Notifications. O6-level Commanders are authorized to sign Business Based Action (BBA) advance notices of separation, and any noncompetitive management directed reassignments for retained DRCs in the respective FY.

d. Funding Restrictions

(1) Commanders are not authorized to spend Operation and Maintenance Marine Corps (O&MMC) or Operation and Maintenance Marine Corps Reserve (O&MMCR) funding (baseline and/or Overseas Contingency Operations (OCO)) to fund civilian DRC billets or billets performing DRC functions.

(2) Commanders are not authorized to spend O&MMC or O&MMCR funding (baseline and/or OCO) on any differently named civilian billet for the performance of duties outlined in the reference.

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e. Staffing Restrictions. The civilian DRC hiring freeze will remain in place during the divestment phases.

f. Current Civilian Staffing Level Adjustments. Enclosure (2) outlines processes for BBA of NAF paid civilian DRC positions.

g. Salary Guidance. A sub-payband is utilized for DRCs. Locality adjustments are authorized, if applicable, as depicted in Enclosure (3), which is revised and published in Q2 of each FY subject to changes to applicable General Schedule pay tables.

(1) Performance Rewards. During the civilian DRC divestment, merit increases, bonuses, and time off awards may continue to be authorized in accordance with Performance Awards Review Board (PARB) process and eligibility requirements published by MF annually. Only active civilian DRCs at the time of the PARB convening will be considered for recognition.

(2) Minimum Deployment Readiness Coordinator (DRC) Base Salary. The minimum salary for a DRC is a base salary plus locality adjustment, if applicable. Minimum salaries before locality adjustments are \$52K. Enclosure (3) depicts minimum salaries with locality adjustments. In cases where an incumbent DRC's salary is lower than the minimum authorized salary, a salary increase to the minimum will be authorized and coordinated through servicing NAF HRO.

(3) Maximum Deployment Readiness Coordinator (DRC) Base Salary. Enclosure (3) depicts maximum authorized salaries adjusted for locality. In cases where an incumbent DRC's salary already exceeds the maximum authorized salary, no additional salary increases are authorized with the exception of across-the-board (ATB) adjustments when applied to all Marine Corps Community Services NAF employees at an installation and the total increase doesn't exceed the NF-04 payband maximum nor the DRC sub-payband maximum. In situations where the authorized ATB adjustment percentage cannot be fully applied due to the NF-04 payband or DRC sub-payband maximum, the ATB adjustment will be reduced accordingly to ensure the resulting salary does not exceed the applicable payband or sub-payband maximum.

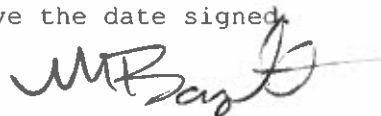
h. Updates. MF will update this guidance as required.

i. Point of Contact. Point of contact in this matter is John Hartmann, Assistant Branch Head, Personal and Professional Readiness Branch, Marine and Family Programs Division (703) 784-3819.

5. Command and Signal

a. Command. This LOI is applicable to uniformed and civilian members of the distribution list.

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



MICHAEL J. BORGSCHULTE

Distribution:
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CG II MEF
CG III MEF
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CG MARCENT
CG MARFOREUR/AF
CG MARFORSOUTH
CG MCCDC
CG MCRC
CG TECOM
COMMCICOM
CG MCIPAC
CG MCIWEST
CG MCIEAST
CG MCAGCC
CG MCRD/WRR
CG MCRD/ERR
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CO HMX-1
CO MCESG
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