

## **INSTRUCTIONS TO FILLOUT NAVMC 11654**

### **Page 1**

Marine Name: Last Name, First Name, MI

Unit: Weapons and Field Training Battalion: (Input your Section)

Family Readiness Officer: Staff Sergeant Eric S. Vazquez, (757) 581-3825, eric.vasquez@usmc.mil

Designated Contact #1: Last Name, First Name, MI

-Must have at least one Designated Contact and they must be over the age of 18.

-Must be your spouse if you are married. If you do not want to list your spouse you will need to complete an Opt-Out form. You will still complete this form and return to me via e-mail.

Designated Contact # 2 - # 4:

-These are optional. If you do not wish to list anyone please leave blank.

Marine Signature: Sign

Marine Name: Last Name, First Name, MI

Rank: Abbreviate (Example: SSgt)

**INITIAL THE BOTTOM RIGHT CORNER WHERE IT SAYS "Marine Initial"**

### **Page 2 (The Service Members Information)**

Marine Name: Last Name, First Name, MI

Unit: Weapons and Field Training Battalion: (Input your Section)

Family Readiness Officer: Staff Sergeant Eric S. Vazquez, (757) 581-3825, eric.vasquez@usmc.mil

UIC: M10207

Last Name: Your Last Name

First Name: Your First Name

MI: Your Middle Initial

Contact Code: refer to and utilize the codes listed on page 2

Address: Your address

Work and personal E-mail Address: MUST BE PROVIDED

Work and mobile Phone Number: MUST BE PROVIDED

Language: refer to and utilize the codes listed on page 2

This page is Self-Explanatory!

You have to put a work e-mail, personal e-mail, work phone number, and cell phone number.

**YOU MUST INITIAL THE BOTTOM RIGHT CORNER WHERE IT SAYS "Narine Initial"**

### **Page 3 (Designated Contact #1)**

This is their information not yours!!

IF YOU ARE MARRIED IT MUST BE YOUR SPOUSE! Or you must complete the Opt-Out Form (NAVMC 11657)

Marine Name: Last Name, First Name, MI

Unit: Weapons and Field Training Battalion: (Input your Section)

Family Readiness Officer: Staff Sergeant Eric S. Vazquez, (757) 581-3825, eric.vasquez@usmc.mil

This page is also Self-Explanatory!

You have to put an e-mail, and cell phone number.

Last Name: Their Last Name

First Name: Their First Name

MI: Their Middle Initial

Contact Code: refer to and utilize the codes listed on page 2

Address: Their address

E-mail Address: MUST BE PROVIDED

Phone Number: MUST BE PROVIDED

Language: refer to and utilize the codes listed on page 2

**YOU MUST INITIAL THE BOTTOM RIGHT CORNER WHERE IT SAYS "Marine Initial"**

### **Page 3 (Designated Contact #2)**

Optional! Refer above to Designated Contact #1 for detailed instructions.

**YOU MUST INITIAL THE BOTTOM RIGHT CORNER WHERE IT SAYS "Marine Initial"**

### **Page 4 (Designated Contact #3 & #4)**

Optional! Refer above to Designated Contact #1 for detailed instructions.

**YOU MUST INITIAL THE BOTTOM RIGHT CORNER WHERE IT SAYS "Marine Initial"**