



UNITED STATES MARINE CORPS  
MARINE CORPS DETACHMENT  
14813 EIGHTH STREET  
FORT LEONARD WOOD, MISSOURI 65473-8963

1000  
CO  
26 Sep 17

POLICY LETTER 4-17

From: Commanding Officer  
To: Distribution List

Subj: MARINES AND SAILORS SEEKING TO BE MARRIED

Encl: (1) Pre and Post Marriage Checklist  
(2) DD Form 1172-2  
(3) Marine counseling guide and resource list

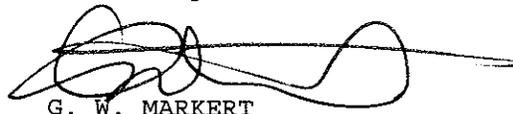
1. Purpose. To publish new policy guidance on the support and counseling of all Marines and Sailors seeking to be married while stationed with Marine Corps Detachment Fort Leonard Wood (MARDET FLW).

2. Background. The institution of marriage is a foundational aspect of our society. Marriage can be a wonderful, supportive environment to raise a family. However, the stresses related to active duty can have a great impact on the overall satisfaction and health of engaged and married personnel. These stresses unquestionably contribute to the divorce rate amongst the ranks. The Marine Corps and Army provides many great programs and resources to benefit engaged and married active duty personnel aboard Fort Leonard Wood. However, recent cases within the service show far too often that these resources are not being utilized by some of those who have the greatest needs.

3. Policy

a. Marines and Sailors who intend to marry will speak with the Company First Sergeant, Military Family Life Counselor, Family Readiness Officer, S-1, and Chaplain prior to their wedding. At such time, they are advised to seek pre-marital counseling and other valuable resources pertaining to strengthening relationships. If feasible, the service member and their fiancé should attend a session with the Chaplain together.

b. Company Commanders will ensure that the Marines and Sailors under their leadership are made aware of this policy. Additionally, unit leadership will provide sufficient time for their Marines and Sailors to seek out and attend necessary counseling, relationship enrichment classes, and programming.

  
G. W. MARKERT

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

PRE MARRIAGE CHECK LIST (MUST BE COMPLETED WITHIN 30 DAYS OF MARRIAGE)

Signatures:

CHAPLAIN: \_\_\_\_\_

MFLC: \_\_\_\_\_

COMPANY 1STSGT: \_\_\_\_\_

COMPANY CO: \_\_\_\_\_

S-1: \_\_\_\_\_

OBTAINING A MARRIAGE LICENSE IN THE STATE OF MISSOURI

- A marriage license is issued by the Recorder of Deeds in each Missouri County and is valid only in Missouri. Marriage license applicants are not required to be Missouri residents.
- Both must appear in person before the Recorder of Deeds or a deputy recorder and present valid identification containing date of birth, along with a Social Security card, to apply for a marriage license.
- Fees for a marriage license and copies may vary by county.
- For more information on marriage licenses and to find what documentation is required, contact your county's Recorder of Deeds at [www.MoRecorders.com](http://www.MoRecorders.com) or [view a list of county officials](#).

Marriage Laws ([Revised Statutes of Missouri 451](#))

- Applicants for a marriage license must be at least 18 years old. Applicants who are younger than 18 must have consent from a custodial parent or guardian.
- Applicants wishing to apply who are younger than 15 must obtain a circuit court order.
- Applicants cannot be married already and may not be related by blood, through and including first cousins. The license must be picked up prior to the marriage ceremony. The person performing the ceremony must have the license prior to the ceremony.
- The person performing the marriage ceremony shall return the license to the issuing Recorder of Deeds within 15 days.
- If a marriage ceremony does not occur, the license shall be void after thirty days from the date of issuance.

ENCLOSURE (1)

**POST MARRIAGE CHECK LIST (MUST BE COMPLETED WITHIN 30 DAYS OF MARRIAGE)**

**Signatures:**

**FRO:** \_\_\_\_\_

**S-1:** \_\_\_\_\_

- Obtain an original or certified copy (preferably two) of your marriage certificate from the county/parish where your marriage took place.
- Obtain a military ID card and conduct DEERS enrollment for your spouse. You will need the DD Form 1172-2 completed in the event the spouse is located geographically apart from the Marine, and will finalizing DEERS/RAPIDS enrollment independently, supporting eligibility documentation, if applicable, and two forms of ID. The ID card and DEERS enrollment can be obtained and conducted at building 470. For additional clarification on the process contact the MARDET FLW FRO, Ms. Joanna Murray at 573-596-8007. For additional DEERS enrollment information log on to <http://www.tricare.mil/DEERS>. You will need to bring your original or certified copies of your endorsed marriage license, Birth Certificate, Social Security Card and a two forms of ID. If previously married, you'll need to bring your divorce decree. If you have children, you will need to bring their Birth Certificate(s) and Social Security Card(s).
- Update your Record of Emergency Data (REDs)
- Enroll your spouse in a Tricare medical plan so they are eligible for medical benefits. This process begins by enrolling your spouse in DEERS first.
- Enroll your spouse and/or dependents into Tricare Dental, through United Concordia by contacting 1-844-653-4061.
- Update your SGLI and any other life insurance policies. (Your spouse will need a checking or savings account without your name on it in order to collect)
- Update your auto insurance policies.
- Change Federal and State income tax withholding statement through MyPay or by visiting S-1.
- If spouses name changes, contact the Social Security Office to receive a new Social Security Card or visit <http://www.ssa.gov> or call 1-800-772-1213.
- If desired, set up a will and or power of attorney.

**ENCLOSURE (1)**

**APPLICATION FOR IDENTIFICATION CARD/DEERS ENROLLMENT**

*Please read Agency Disclosure Notice, Privacy Act Statement, and Instructions prior to completing this form.*

OMB No. 0704-0415  
OMB approval expires  
March 31, 2020

**SECTION I - SPONSOR/EMPLOYEE INFORMATION**

1. NAME (Last, First, Middle)		2. GENDER	3. SSN OR DOD ID NO.	4. STATUS	5. ORGANIZATION <b>USMC</b>	
6. PAY GRADE	7. GEN. CAT <b>I</b>	8. CITIZENSHIP		9. DATE OF BIRTH (YYYYMMDD)	10. PLACE OF BIRTH	
11. CURRENT HOME ADDRESS			12. CITY	13. STATE	14. ZIP CODE	15. COUNTRY
16. PRIMARY E-MAIL ADDRESS <input type="checkbox"/> Permission to use for benefits notifications		17. TELEPHONE NUMBER (Include Area Code/DSN)	18. CITY OF DUTY LOCATION	19. STATE OF DUTY LOCATION	20. COUNTRY OF DUTY LOCATION	

**SECTION II - SPONSOR/EMPLOYEE DECLARATION AND REMARKS**

21. REMARKS (Cite legal documentation, as applicable.)

NOTARY SIGNATURE AND SEAL

I certify the information provided in connection with the eligibility requirements of this form is true and accurate to the best of my knowledge. (If not signed in the presence of the authorizing/verifying official, the signature must be notarized.)

22. SPONSOR/EMPLOYEE SIGNATURE	23. DATE SIGNED (YYYYMMDD)
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**SECTION III - AUTHORIZED BY**

24. SPONSORING OFFICE NAME			25. CONTRACT NUMBER		
26. SPONSORING OFFICE ADDRESS (Street, City, State, ZIP Code)		27. SPONSORING OFFICE TELEPHONE NUMBER (Include Area Code/DSN)	28. OFFICE EMAIL ADDRESS		29. OVERSEAS ASSIGNMENT (Country)
30. OVERSEAS ASSIGNMENT BEGIN DATE (YYYYMMDD)	31. OVERSEAS ASSIGNMENT END DATE (YYYYMMDD)	32. ELIGIBILITY EFFECTIVE DATE (YYYYMMDD)	33. ELIGIBILITY EXPIRATION DATE (YYYYMMDD)		

I certify the individual identified above, based on personal knowledge and available documentation, is in a status eligible for and requires an identification card in the performance of their duties with the DoD or Uniformed Services.

34. SPONSORING OFFICIAL NAME (Last, First, Middle)		35. UNIT/ORGANIZATION NAME			
36. TITLE	37. PAY GRADE	38. SIGNATURE		39. DATE VERIFIED (YYYYMMDD)	

**SECTION IV - VERIFIED BY**

40. VERIFYING OFFICIAL NAME (Last, First, Middle Initial)	41. SITE IDENTIFICATION	42. TELEPHONE NUMBER (Include Area Code/DSN)	43. SIGNATURE
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**SECTION V - DEPENDENT INFORMATION (Attach additional pages if necessary)**

<b>A</b> 44. NAME (Last, First, Middle)		45. GENDER	46. DATE OF BIRTH (YYYYMMDD)	47. RELATIONSHIP	48. SSN OR DOD ID NO.	
49. CURRENT HOME ADDRESS			50. PRIMARY E-MAIL ADDRESS <input type="checkbox"/> Permission to use for benefits notifications (18 and above)	51. TELEPHONE NUMBER (Include Area Code/DSN)		
52. CITY	53. STATE	54. ZIP CODE	55. COUNTRY	56. ELIGIBILITY EFFECTIVE DATE (YYYYMMDD)	57. ELIGIBILITY EXPIRATION DATE (YYYYMMDD)	
<b>B</b> 58. NAME (Last, First, Middle)		59. GENDER	60. DATE OF BIRTH (YYYYMMDD)	61. RELATIONSHIP	62. SSN OR DOD ID NO.	
63. CURRENT HOME ADDRESS			64. PRIMARY E-MAIL ADDRESS <input type="checkbox"/> Permission to use for benefits notifications (18 and above)	65. TELEPHONE NUMBER (Include Area Code/DSN)		
66. CITY	67. STATE	68. ZIP CODE	69. COUNTRY	70. ELIGIBILITY EFFECTIVE DATE (YYYYMMDD)	71. ELIGIBILITY EXPIRATION DATE (YYYYMMDD)	

**SECTION VI - RECEIPT**

Receipt of new card is acknowledged.

72. SIGNATURE	73. DATE ISSUED (YYYYMMDD)
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## AGENCY DISCLOSURE NOTICE

The public reporting burden for this collection of information is estimated to average 3 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Executive Services Directorate, Directives Division, Information Management Branch, 4800 Mark Center Drive, Alexandria, VA 22350-3100 (0704-0415). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE ABOVE ORGANIZATION.  
RETURN COMPLETED FORM TO A REAL-TIME AUTOMATED PERSONNEL IDENTIFICATION SYSTEM WORK STATION.**

## PRIVACY ACT STATEMENT

**AUTHORITY:** 10 U.S.C. Chapter 53, Miscellaneous Rights and Benefits; 10 U.S.C. Chapter 54, Commissary and Exchange Benefits; 50 U.S.C. Chapter 23, Internal Security; DoD Instruction 1341.2, Defense Enrollment Eligibility Reporting System (DEERS) Procedures; Homeland Security Presidential Directive 12, Policy for a Common Identification Standard for Federal Employees and Contractors; and E.O. 9397 (SSN), as amended.

**PRINCIPAL PURPOSE(S):** To apply for and enroll in the Defense Enrollment Eligibility Reporting System (DEERS) for DoD benefits and privileges. These benefits and privileges include, but are not limited to, medical coverage, DoD Identification Cards, access to DoD installations, buildings or facilities, and access to DoD computer systems and networks.

**ROUTINE USE(S):** To Federal and State agencies and private entities; individual providers of care, and others, on matters relating to claim adjudication, program abuse, utilization review; professional quality assurance; medical peer review, program integrity, third party liability, coordination of benefits and civil and criminal litigation, and access to Federal government and contractor facilities, computer systems, networks, and controlled areas. The DD Form 1172-2 currently covers the RUs that would include retirees and dependents. To the Department of Health and Human Services, the Department of Veterans Affairs, the Social Security Administration, and to other Federal, state, and local government agencies to identify individuals having benefit eligibility in another plan or program. For a complete list of DEERS routine uses, visit: <http://dpclid.defense.gov/Privacy/SORNsindex/DOD-wide-SORN-Article-View/Article/627618/dmdc-02-dod/>

Applicant information is subject to computer matching within the Department of Defense or with other Federal or non-Federal agencies. Matching programs are conducted to assure that an individual eligible under a Federal program is not improperly receiving duplicate benefits from another program. A beneficiary or former beneficiary who has applied for privileges of a Federal Benefit Program and has received concurrent assistance under another plan will be subject to adjustment or recovery of any improper payments made or delinquent debts owed.

**DISCLOSURE:** Voluntary; however, failure to provide information may result in denial of a Uniformed Services Identification Card and/or non-enrollment in the Defense Enrollment Eligibility Reporting System, refusal to grant access to DoD installations, buildings, facilities, computer systems and networks.

**Penalty for presenting false claims or making false statements in connection with claims: fine of up to \$10,000 or imprisonment for up to five years or both.**

## INSTRUCTIONS

The instructions for completing the DD Form 1172-2 should be closely followed to ensure accurate data collection and to preclude over collection of information. Section IV of this form should only be completed if benefits or sponsorship is being requested for/by an eligible sponsor or their dependent. Instructions for the DD Form 1172-2 can be found at: <http://www.cac.mil/docs/1172-2-Instructions.pdf>.



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14813 EAST EIGHTH STREET  
FORT LEONARD WOOD, MISSOURI 65473-8963

IN REPLY REFER TO  
1730  
Chap  
11 SEP 17

From: Command Chaplain, Marine Corps Detachment FLW  
To: All Hands

Subj: MARINE COUNSELING GUIDE AND RESOURCE LIST

1. The decision to marry, and whom to marry are among the most significant decisions in any person's life. Wrong choices with regard to marriage can cause traumatic emotional pain, legal problems and financial ruin. In the Marine Corps, troubled and broken marriages present significant challenges to individual and unit readiness. Moreover, life in the sea services, which is characterized by periods of long separation, places unique and difficult demands on marriages. Accordingly, it is a command responsibility to prepare our Marines and Sailors to make responsible, informed decisions regarding marriage and to ensure that they honor their new responsibilities and commitments when they do decide to marry.

2. On occasion, our young Marines and Sailors, unaware that marriage entails entering into a binding legal contract, marry haphazardly and for the wrong reasons. Some of our Marines and Sailors have hastily married people with significant personal problems with no awareness of how to deal with those problems. To remedy this, MARDET FLW will ensure that we educate all of our Marines and Sailors on marriage, and take the time to counsel those who are planning to marry; which is the purpose of this Counseling Guide and Resource List.

3. The purpose of the Command becoming involved is not to prohibit Marines or Sailors from marrying. A happy and fulfilling marriage is a combat multiplier. This guide exists to help ensure that both partners preparing for marriage understand the rigors of military life and the nature of the legal contract upon which they are about to enter. It is designed to encourage both parties to take a moment to truly seek to understand the other and communicate well, so that they may recognize the common pitfalls that frequently lead to broken marriages. This guide informs newly married Marines and Sailors of their military responsibilities for taking care of their new family member or members. It also lets a Marine or Sailor know where they or their spouse can get help in dealing with some of the routine challenges to maintaining a happy marriage.

 LT, CHC, USN

J. S. BENNETT

ENCLOSURE (3)

Congratulations on reaching this milestone in your life! Getting married is one of the biggest decisions one can make in their lifetime. This counseling guide and resource list is designed to help assist you in making this time of transition as smooth as possible. Please utilize the resources offered on base as they are here to serve you. The description and contact info of many of those resources are listed below in this guide. Your Chaplain and RP are also here as a resource for you. Please contact us if we can be of any assistance or if you have any additional questions pertaining to the resources and/or questions in this guide:

**Chaplain Bennett**

**E-mail: Jeremy.s.bennett4.mil@mail.mil**

**Office: 573-596-6010**

**Cell: 573-337-3452**

**RP2 Welke**

**E-mail: Chad.m.welke.mil@mail.mil**

### **Counseling Guide:**

The questions and information provided in this guide are designed to help you evaluate the strengths and weakness of your relationship. They are offered as a self-examination guide both for couples who are preparing for marriage and for those already married.

Experience has shown that the following areas are critical to a successful marital relationship: (1) Communication; (2) Conflict Resolution; (3) Finances; (4) Sexuality; (5) Children; (6) Religion; (7) Family and Friends; (8) Miscellaneous.

**NOTE:** This is a two-part questionnaire. Each person is to complete a questionnaire separately and circle or check the questions to which a clear "yes" cannot be given. When you have some "quality time" together, discuss the questions, particularly those that you have circled or checked.

There is no "score" associated with this questionnaire. However, couples are encouraged to seek assistance from Chaplains, counselors, MFLC's or civilian clergy, particularly if a number of differences surface in the course of their discussion.

It is hoped that this questionnaire will stimulate your thinking and discussion in a way which will enhance your commitment to love and cherish one another in good times and in bad, in sickness and health, all the days of your lives.

**ENCLOSURE (3)**

### Employment Opportunities aboard Ft. Leonard Wood

- Contact the Ft. Leonard Wood MWR office at:  
13486 Replacement Ave., Bldg. 470, Rm 1207  
Fort Leonard Wood, MO 65473 Google Map  
(573)596-0283 Military DSN:(312)581-0283

### Legal Assistance

- LOCATION: 316 Missouri Avenue, Building 315 PHONE: 573-596-0629

### Base Area Resources:

- American Red Cross 1-877-7337. The entity responsible for delivering notification of home front emergencies or births to Service Members deployed or in the field.
- Army Community Services - Provides educational Opportunities and can be contacted at (573)596-0212.
- Bundles of Joy - Army Community Services - Join us for this 6 week class for expecting parents. Class topics include bonding, swaddling, shaken baby syndrome, dad difference, budgeting for baby, and car seat safety. Classes will be held in Classroom A. Cost is free. Participants interested in this class must register at least 2 days prior to session. To register contact Tel: +1 (573)596-0212 or Military DSN Tel: (312)581-0212.
- Chaplain - 573-337-3542; 573-596-0131 X6-6010 for MARDET Chaplain; or 573-596-2127 for Family Life Chaplain.
- DSTRESS Line - 877-476-7734; Anonymous behavioral health counseling service that gives Marines, attached Sailors, and family members a place to call and speak with "one of their own."
- Exceptional Family Member Program (EFMP) - A mandatory program for Marines with family members who have exceptional physical, mental, emotional, or special education needs. -573-596-0212
- Family Readiness Office (FRO) - 573-596-8007
- Military and Family Life Counselors (MFLC) - Offer counseling on matters concerning family and life situations. 573-337-0322
- Military One Source - 1-800-342-9647 <http://www.militaryonesource.mil>
- National Suicide Prevention Lifeline - 1-800-273-8255

ENCLOSURE (3)

Helpful Books:

Secular Books on Marriage:

- *The Seven Principles for Making Marriage Work* by John Gottman
- *How to Avoid Falling in Love with a Jerk* by John Van Epp
- *12 Hours to a Great Marriage* by Howard J. Markman, et. Al
- *Fighting for Your Marriage* by Howard J. Markman, et. Al

Religious Books on Marriage:

- *Sacred Marriage* by Gary Thomas
- *Love and Respect* by Dr. Emerson Eggerichs
- *His Needs, Her Needs* by Willard F. Harley Jr.
- *The Five Love Languages* by Gary Chapman

### Counseling/Discussion Questions:

**Communication:** Effective communication is one of the most important factors of a successful marriage. When a couple can honestly discuss their feelings, including their past disappointments, present concerns and future hopes, then their chances for a happy married life together are significantly enhanced.

Circle or check the questions to which you cannot answer a "yes."

1. Have you and your partner discussed your feelings about continuing or leaving military service?
2. Does each of you agree about the importance of writing and communicating regularly during extended periods of separation?
3. Have you discussed what some of your expectations are regarding your respective home responsibilities (e.g. paying bills, cooking, cleaning, etc)?
4. If you are discouraged or depressed, does your partner offer you encouragement and support?
5. Are you satisfied with how you communicate with each other?
6. Does your partner acknowledge special occasions (e.g. birthdays) in meaningful ways (e.g. cards, gifts, etc)?
7. Is your partner receptive to talk with you about something which is on your mind?
8. Are you comfortable in asking your partner for what you want?
9. Are you happy with the way decisions are made in your relationship?

**Conflict Resolution:** Marital problems are generally compounded when couples attempt to resolve them by employing destructive techniques (e.g. screaming, physical abuse, threats, name-calling, silent treatments, etc.). The ability to negotiate and resolve conflicts through constructive dialogues marked by mutual respect is an art worth perfecting.

1. Do you generally feel satisfied with the outcome of your disagreement?
2. Does your partner indicate when he/she is upset with you?
3. Do you tell your partner when you are upset with him/her?
4. Are you able to avoid arguments over petty matters?
5. Does your partner refrain from bringing up past mistakes on your part?
6. Is your partner able to control his/her temper?
7. Do you handle conflicts in constructive ways (e.g. avoid yelling, hitting, etc.)?
8. Do you avoid criticizing one another in public?
9. Would you and your partner seek counseling if problems developed which threatened your marriage?

**Finances:** One of the principal reasons for marital discord among military couples involves finances. Conflicts can arise over how a couple's income is managed. In order to avoid serious problems involving finances, couples are urged to adhere to a budget which reflects their mutually agreed upon priorities.

1. Have you and your partner discussed financial planning (i.e. budgeting)?
2. Do you plan on combining your bank accounts?
3. Are you in agreement about who is responsible for paying the bills?
4. Do you know how much money your partner makes?
5. Do you trust your partner with your money (e.g. checkbook, credit card)?
6. Are you in agreement about whether both partners should work?
7. Have you discussed the types and the amount of insurance to carry (e.g. life, car, home)?
8. Have you discussed savings and investments?

**Sexuality:** Love can be expressed in a very fulfilling and beautiful way through our sexuality. While couples can experience a deep sense of intimacy from physical expressions of their love, sexuality can also be a source of frustration and anxiety. An honest sharing of one's feelings about sex can enhance a couple's appreciation of this most private and intimate of human acts.

1. Are you confident about your partner's ability to be a faithful spouse?

ENCLOSURE (3)

2. Are you satisfied with the degree and ways your partner shows you affection?
3. Are you comfortable in talking with each other about sex?
4. Is sex in proper perspective with the other aspects of love in your relationship?

( **Children:** The number and timing of children is a critical issue in marriage. Couples need to discuss their feelings about family planning and their respective responsibilities in regard to raising children.

1. Have you discussed the size of family you would like to have?
2. Do you agree about when you would like to have children?
3. Are you in agreement about methods of family planning/birth control?
4. Have you discussed how to raise and discipline children?
5. Do you have similar views on human life issues (e.g. abortion, adoption)?
6. If you or your partner has children from a previous relationship, do you agree on your respective roles in parenting the children, and are you comfortable with these roles?

**Religion:** Individual and shared religious views can have a major impact upon marriage and family life. Studies show that shared religious practice contributes to higher degrees of marital happiness and reduces the chances of divorce. A couple's spirituality affects not only their own lives, but the lives of their children and those around them.

1. Are you in agreement about the role religion plays in your relationship (e.g. attending worship services)?
2. Are you in agreement about the religious upbringing of your children?
3. Are you satisfied with your partner's attitude toward your religious beliefs and practices?

**Family and Friends:** Our relationship with our families and friends changes in some ways once we are married. While husbands and wives need to be best friends, they also need good friends and family members to support them throughout their married lives.

1. Are your family and friends supportive of your relationship?
2. Are you comfortable with the degree of your partner's family involvement in your relationship?
3. Are you comfortable with the degree of your partner's involvement with his/her family?
4. Do you feel comfortable with most of your partner's friends?
5. Are you comfortable with the degree of your partner's involvement with his/her friends?
6. Are you willing to discuss any emotional hurts you may have experienced in your life (e.g. sexual abuse, alcoholic parent(s), broken relationships)?

**Miscellaneous:** Questions in this area address leisure time, public behavior, personal habits, and household concerns. While we continually change and develop throughout our lives, it is unrealistic to expect major changes to occur in one's partner after going through a marriage ceremony. Certain addictions may require professional help to be overcome (e. g. drug addiction, spouse abuse, alcoholism).

1. Do you generally agree about how to spend your free time?
2. Are you pleased with your partner's behavior in public?
3. Are you comfortable with your partner's habits (e.g. drinking, smoking, dipping, chewing, etc.)?
4. Are you in agreement with how neat and clean your home ordinarily should be kept?
5. Are you in agreement about the presence of pets around the house?