

**COMMAND ENDORSEMENT FORM**

**CREDO RETREATS MARINE FORCES RESERVE**

**SITUATION**

A service member from your command has registered for a Marriage Enrichment Retreat (MER) or Personal Resiliency Retreat (PRR) with CREDO Marine Forces Reserve (MFR) Command based in New Orleans, LA. CREDO MFR conducts retreats throughout the US and our retreats are open to any service member from any branch of the service and with any status (reserve, active & individual ready reserve). Our retreats are at no cost to the service member for hotel room, meals, and training materials. The service member does have to provide their own transportation to and from the retreat, unless they serve with a Marine Forces Reserve unit. MFR reimburses MFR service members for personally own vehicles (POV) miles from 100 to 720 round trip from their home.

It is very important that your service member follow through on attending the CREDO retreat they registered to attend. CREDO has to pay for all hotel rooms reserved even if service members do not show up. Our retreats usually have waiting lists, so, if your service member does not show up, it will prevent others from attending. So please make sure your service member attends or cancels their registration well before the retreat begins. Ideally, with seven days' notice.

If your service member fails to show up without cancelling their registration, we will contact you and your command leadership. Please check to make sure he/she is fully ready and prepared to attend their registered retreat a week before, the day before and the day of the retreat. We appreciate your help!

**ENDORSEMENT**

(Please print legibly – This form is also available in PDF fill-in form – Email address below)

Service Member's Rank and Name \_\_\_\_\_

Supervisor Rank and Name (E7 or Above): \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_

I acknowledge the above service member has registered for a MFR CREDO retreat and I Approve or Disapprove \_\_\_\_\_ his/her attendance.

Today's Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_