

Surge Resource Request at a Glance



Description of Support

Surge support is designed to provide counseling services around emerging issues. This includes but is not limited to military contingencies, natural disasters, casualty assistance and crisis events. Leaders can request military and family life counselors and child and youth behavioral counselors to support surge assignments.

Review Process

To streamline the approval process, complete all fields on the Surge Request Form. Incomplete forms will not be reviewed. Submit all address changes, date changes or cancellations through Military Community Support Programs. The Office of the Assistant Secretary of Defense for Military Community and Family Policy is the only office authorized to make changes to submitted requests.

Note: Every request is considered on a case-by-case basis.

Eligibility

Service members and the families of active duty, Guard and reserve (regardless of activation status), Coast Guard members when activated for the Navy, DOD expeditionary civilians and survivors.

Time Frame

- Submit requests for surge support **at least 30 days** before the assignment's start date. Service headquarters must concur with surge requests before MCSP review.
- Submit surge extensions **at least 15 working days** (three weeks) before the end of surge.
- Submit surge requests no more than 180 calendar days prior to the event.

Request Criteria

All fields with red asterisks are required. If all request details are not provided, support may be delayed while processing the request. Check the following to make sure form is complete before submitting.

Quick Tips

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- **Start and end dates** — Check that start date allows at least 30 days for recruitment. If not, the start date may need to be adjusted.
- **Branch of service of requestor** — This is the branch of service of the requestor. For example, if the requestor belongs to the Air National Guard, select Air National Guard, not Air Force as a branch of service. The exception is that Coast Guard under Title 10 orders will select Navy in the drop-down menu.
- **Crisis situation** — Provide special circumstances and dates, as this could be a short-notice event.
- **Assignment location** — Enter city for National Guard and reserve, or installation for active duty. Confirm accurate spelling and check if location is listed in the drop-down.
- **Primary and alternate points of contact** — Ensure phone numbers and email addresses are correct. Request may be canceled if POC cannot be reached.
- **Additional relevant information** — Include any additional information that will help the vendor fill the surge, such as:
 - Breakdown of anticipated service members and families to be supported.
 - Number of MFLCs needed and whether or not they will be required to meet with children.
 - Use of resources, i.e., agenda/ itinerary indicating concurrent briefings, 1:1 counseling, locations, etc.
 - Description of any special circumstances and justification for the request.

Submit requests as soon as possible – preferably more than 30 days prior to the start date.