



Office of the Deputy Assistant Secretary of Defense

## Military Community & Family Policy

### Surge Resource Request at a Glance

The completeness of the Resource request form minimizes multiple telephone calls and expedites the approval process. Requests cannot be approved until all information is received. OSD is the only office authorized to make changes to the submitted request, therefore, it is of utmost importance that all address changes, date changes or cancellations are submitted through Military Community Support Programs (MCSP).

#### Resource Request Criteria:

- Eligibility: Active Duty Members, Members of the National Guard and Reserve components who are on active duty, in federal service, on full-time National Guard duty, or on inactive duty for training and their families. Coast Guard who are serving under Title 10 in support of DoD missions and 90 days prior to deployment and 180 days' post deployment.
- Surge requests are for MFLC, CYB-MFLC assignments from 4 to 90 days and can be extended to 180 days.

**Every request is reviewed and staffed based on its own merit** especially for crisis event or casualty assistance.

- ✓ Submit surge request(s) at least 30 days before the requested assignment start date.
  - Surge extensions should be submitted with at least 15 working days before the end of the current surge.
  - Surge requests will require Headquarters concurrence prior to review by Military Community Support Programs Office (OSD).
- ✓ Requests are accepted no more than 180 calendar days prior to the event.
- ✓ If all request details are not provided, and additional questions addressed, support may be delayed while processing the request.

#### Quick Tips:

**Before submitting request, review form for completeness by checking the following.**

- ✓ **Start and End Dates**– Check that start date has ample time for recruitment. If not, the start date may need to be adjusted.
- ✓ **Branch of Service**- This is the Branch of Service of requestor. For example, if the requestor belongs to Air National Guard, then they should not select Air Force as a branch of service. It should be "Air National Guard" (exception Coast Guard under Title 10 orders will use Navy). Please use the drop down.
- ✓ **Crisis Situation**- If this is a Crisis Situation Event, check the dates, as this could be a short notice event. Ensure the type of special circumstances as well as the dates are provided.
- ✓ **Assignment Location**- Review listed city or installation to confirm accurate spelling and if it is already in drop down.
- ✓ **Main and Alternate POCs**-Ensure phone numbers and email are provided. If submitting the request make sure the POC information is correct because if the POC cannot be contacted the request may be cancelled.
- ✓ **Additional Relevant Information Box** -Include any additional information in this box which will help the vendor in filling the surge.
  - Utilization of resources, i.e. agenda indicating concurrent briefings, 1:1 counseling or the possibility of sign up for counseling, locations, how many MFLCs are needed and if MFLC is required to meet with children (CYB-MFLC).
  - Explanation of special circumstances pertaining to this unit and justification for the requested resource.

**Process requests as soon as possible preferably 30+ days prior to the surge start date**