REFERENCES: See Annex A.

1. **SITUATION.** See Annex A.

2. **MISSION.** See Annex A.

3. **EXECUTION.**

a. Commander's Intent. See Annex A.

b. Concept of Operations. A Command Family Readiness Representative (CFRR) is a military member who provides readiness related assistance in support of the commander to all civilian and military personnel associated with the unit to include the Soldier and Family Readiness Group (SFRG). The CFRR promotes a culture of mutual support and communication. Unit CFRRs assist Soldiers and Family members in organizing and sustaining the unit's SFRG and Soldier and Family Readiness Program. The SFRG is under the umbrella of the unit's Soldier and Family Readiness Program. In order to accomplish the objectives of this order, the CFRR shall perform the following duties in conjunction with his or her military occupational specialty and routine Soldier responsibilities such as weapons qualification and the physical fitness test.

(1) Serve as the commander's representative to the SFRG. Track all personnel readiness and SFRG related issues. The CFRR provides timely information and advice to the command team concerning Soldier and Family readiness issues and shares relevant information with the senior advisors, steering committees, fellow CFRRs, Family members, and others as appropriate.

(2) Ensure a highly functioning unit volunteer pool through recruitment, tracking of volunteers, their hours, ensuring awards are timely, and ensuring all volunteer information is properly documented on time in the Volunteer Management Information System or the current Army designated system.

(3) Establish relationships with community service providers, both on and off post, in order to provide information and referral assistance to all personnel associated with the unit.

(4) Provide mentorship and guidance to SFRG members. Additionally, provide logistical support to the SFRG and ensure the SFRG's administrative requirements are met. Ensure the SFRG has new arrival, departure, and appropriate deployment information while strictly adhering to operational security guidelines.

(5) Ensure volunteers have the appropriate space and equipment to perform their duties as outlined in reference c.

(6) Monitor unit social media sites for operations security and personnel security issues.

(7) Understand and support the commander's personnel readiness goals.

(8) Support other CFRRs to meet unit administrative requirements for the collection, reporting, and/or dissemination of data.

c. Tasks to Subordinate Units. See Annex A.

d. Coordinating Instructions. See Annex A.

4. **SUSTAINMENT.** See Annex A.

5. **COMMAND AND SIGNAL.**

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