Copy 1 of 1 Copies
4ID and Fort Carson
Fort Carson, CO 80913

Annex A, Fort Carson and 4ID Command Family Readiness Representative (CFRR) Program to Fort Carson and 4ID Soldier and Family Readiness Group (SFRG) Program Operations Order (OPORD)

Time Zone Used Throughout Order: TANGO (LOCAL)

References:

a. Department of Defense Instruction (DODI) 1342.22, Military Family Readiness, 3 July 2012, Incorporating Change 2, 11 April 2017.
b. Army Regulation 600-20, Army Command Policy, 24 July 2020.
c. Army Regulation 608-1, Army Community Service Center, 19 October 2017.
d. Army Regulation 600-8-8, The Total Army Sponsorship Program, 28 June 2019.
e. Army Directive 2019-17, Changes to Soldier and Family Readiness Groups, 1 April 2019.
f. HQDA EXORD 233-19, Army-Wide Implementation of the Soldier and Family Readiness Group, 16 December 2019.
g. U.S. Army Forces Command (FORSCOM) Home Station Operations (HSO) Operations Order, 14 May 2015.

1. **SITUATION.** See base order.

2. **MISSION:** No later than 60 days from the publication date of this order, commanders will establish and maintain a CFRR Program for each unit at the brigade level and below as an additional duty responsibility of a selected Soldier in the rank of sergeant or above to assist the commander in maintaining an effective and responsive Soldier and Family Readiness Program at home station.

3. **EXECUTION.**

a. Commander's Intent: The CFRR Program supports my shaping priority to improve the health of the force and my belief that personal readiness is the cornerstone of unit readiness. My intent is to ensure there is a framework within each unit at the brigade and below level to provide active sponsorship and support of the unit SFRG and ensure all unit members, including Family members, are aware of programs and services designed to support and sustain their resiliency and overall well-being. Establishment of a CFRR at units above the brigade level is recommended but optional.

b. Concept of Operations:

(1) References e and f reforms and eliminates the terms Family Readiness Group (FRG) and Family Readiness Liaison (FRL). They establish the SFRG and CFRR Program. The purpose of the CFRR Program is to provide stability and a vibrant unit SFRG Program that links the command team at the brigade and below level with unit volunteers; thereby, creating a cohesive unity of effort in supporting Soldiers, Civilians, and Family members. The CFRR serves as the commander's representative to ensure the free flow of information and support between the unit leadership, its volunteer base, and unit personnel to include Family members.

(2) The Senior Commander (SC) synchronizes and prioritizes all supporting installation resources. The SC will ensure full support of all installation programs to support the needs of unit personnel and Families to enable their sustained readiness and provide the Fort Carson and 4ID Family a healthy quality of life.

(3) Soldiers, Civilians, and Families have the primary responsibility for their well- being. Unit commanders are responsible for developing, executing, and maintaining a comprehensive Soldier and Family readiness program that serves the entire unit. Both responsibilities are inextricable and dependent upon one another to ensure a healthy organizational climate. Therefore, a framework must be established and maintained in order to provide the support necessary for all unit personnel, including single soldiers and Family members, to understand where they may receive information and services to meet their well-being needs.

(4) The concept for the CFRR Program existed prior to the creation of the Soldier and Family Readiness Support Assistant (SFRSA) Program. Although some duties are similar, the SFRSA was never intended to replace the CFRR or any other entity or service provider. Likewise, the CFRR is not intended to replace the unit SFRSA nor perform many of the duties assigned to the SFRSA.

(5) The CFRR structure as outlined in Appendix 1 is essential in developing the desired framework to ensure a positive Soldier and Family readiness climate within units at and below the brigade level. The structure allows for each unit to receive and relay information to and from command teams, steering committees, and unit SFRGs throughout the brigade. This structure is supported by CFRRs at the company, troop, and battery level and a Senior CFRR at the battalion and brigade levels.

(6) The CFRR shall be an officer or noncommissioned officer (NCO) in the rank of sergeant or above with at least 12 months of assignment remaining as of the date of appointment. The CFRR shall not deploy or be scheduled for deployment and may be the Soldier pre-designated as the rear detachment commander or NCO.

(a) Senior Command Family Readiness Representative (SCFRR). The SCFRR is an additional duty designated in writing by the brigade and battalion commander to support the unit's steering committee regarding Soldier and Family readiness. The SCFRR provides assistance to subordinate unit CFRRs and facilitates the free flow of information regarding Soldier and Family readiness to and from the brigade/battalion command teams and the steering committees. The SCFRR serves as a point of contact to ensure subordinate units receive the necessary support from the brigade and battalion and provides advice to the brigade/battalion command teams regarding Soldier and Family readiness related issues. The SCFRR does not supervise unit CFRRs in the performance of this additional duty assignment.

(b) Unit CFRR. The unit CFRR is an additional duty designated in writing by the company level commander as his/her key assistant regarding personnel readiness and SFRG representative. The unit CFRR ensures the free flow of information regarding Soldier and Family readiness to and from the unit SFRG, company leadership, SCFRR, steering committees, and the brigade and battalion command teams. The unit CFRR assists the commander in maintaining a sufficient pool of volunteers dedicated to supporting the needs of the unit's SFRG Program. As depicted in Appendix 1, the CFRR does not supervise the SFRG advisor~~s~~. However, the CFRR may supervise, at the discretion of the unit commander, all other personnel associated with the SFRG.

(7) Command Family Readiness Representative duties are designed to be functions that can be performed in conjunction with the Soldier's military occupational specialty and key responsibilities. The CFRR will not be assigned any other additional duties. The CFRR is NOT considered a SFRSA nor shall the CFRR assume the role of a SFRSA. The CFRR provides the service of a military representative on behalf of his/her commander to ensure the SFRG is actively supporting the unit's Soldier and Family Readiness Program. The CFRR reports to the command team and provides advice to his/her leadership regarding the implementation and effectiveness of the commander's Soldier and Family Readiness Program. The CFRR shall not be subordinate to the SFRG advisor~~s~~, SFRSA, or any unit volunteer. The CFRR may supervise the SFRSA. Unlike the SFRSA, the CFRR may speak on behalf of the commander, conduct training, and is a leader within the Soldier and Family readiness structure. The CFRR should not assume duties until the required training in Appendix 3 has been completed.

(8) Commanders shall select Soldiers in the rank of sergeant or above for the CFRR additional duty who:

(a) Understand the required unity of effort between the brigade, battalion, and company level units regarding Soldier and Family readiness.

(b) Understand how to develop teams and function as an effective leader and team member.

(c) Know how to communicate effectively with a civilian volunteer staff both orally and in writing.

(d) Have at least 12 months retainability.

(e) Shall not be pending adverse action or investigation and fully supports Sexual Harassment and Rape Prevention (SHARP) and Equal Opportunity (EO) Program policies.

c. Tasks to Staff and Units:

(1) DIV CFRR:

(a) Serve as the staff proponent for the CFRR Program.

(b) Advocate for standardized CFRR training within the Army and ensure key aspects of the CFRR Program are documented in the appropriate Army references and training material.

(c) Assist in providing program guidance and direction to Senior CFRRs (BDE and BN level) and unit commanders.

(2) Public Affairs:

(a) Provide support and guidance of Soldier and Army Family items of interest via subordinate public affairs elements.

(b) Ensure CFRR responsibilities are promoted in 4ID medial efforts.

(c) Reinforce subordinate command social media programs and efforts regarding Soldier and Family readiness by leveraging posts published at all levels of command.

(d) Support Operational Security and Force Protection efforts by providing appropriate content review of subordinate command worldwide web and social media sites.

(3) Unit Commanders:

(a) Ensure CFRRs are assigned in writing at the brigade and below level.

(b) Develop, publish, and implement written guidance and standing operating procedures for CFRRs IAW policies/procedures outlined in this OPORD and guidance contained in the listed references. Ensure appropriate emphasis is placed on support to Reserve Component personnel assigned to or supported by the command.

(c) Ensure CFRRs receive the training requirements as outlined in Appendix 3. Senior commanders may establish additional training requirements as local needs dictate.

(d) Provide Soldier and Family readiness support to units through both the Army Community Service and the Reserve Component Family Program staffs. This support, at a minimum, includes providing initial training and continuing education opportunities for CFRRs, and SFRG Staff, as well as assisting commanders with establishing and maintaining effective SFRGs.

(e) Establish and promote CFRR implementation and execution guidance in accordance

with policies/procedures outlined in this OPORD.

(4) ACS:

(a) Plan for additional SFRG and CFRR training course in order to meet the increased demand for training requirements. Coordinate with units for virtual, portable, and in-person (when available) training.

(b) Serve as the point of contact with DCS (G1), Army Material Command, and Training and Doctrine Command to ensure training is adequate and available for those holding RDC, SFRG, CFRR, and Fund Custodian positions.

d. Coordinating Instructions:

(1) This order is effective for execution upon receipt.

(2) Commanders will publish standing operating procedures utilizing this order and the references listed to establish their CFRR Program.

(3) The unit CFRR Program shall be included in the parent unit's Organizational Inspection Program.

4. **SUSTAINMENT.**

a. CFRR Program Structure (see Appendix 1).

b. CFRR Duties and Responsibilities (see Appendix 2).

c. CFRR Training Requirements (see Appendix 3).

5. **COMMAND AND SIGNAL.**

a. 4ID staff lead for the CFRR Program is CPT Brian Hicks at 719-503-0012 or brian.n.hicks2.mil@mail.mil.

MCFARLANE
MG

OFFICIAL:

BARNETT
G3

ENCLS: (3)
APPENDIX 1 to ANNEX A: CFRR Structure
APPENDIX 2 to ANNEX A: CFRR Duties and Responsibilities
APPENDIX 3 to ANNEX A: CFRR Training Requirements