CORPS AND MSC ISO SOLDIER/FAMILY READINESS GROUP PROGRAM

Originator: CDR FORSCOM DCS G3 CENTRAL TASKING DIV FT BRAGG NC

TOR: 10/20/2020 12:50:46

DTG: 201243Z Oct 20

Prec: Priority

DAC: General

To: CDRICORPS G3 FT LEWIS WA, CDRICORPS EOC FT LEWIS WA, CDRXVIIIABNCORPS ACOFS G3 CURRENT OPNS FT BRAGG NC, CDRXVIIIABNCORPS FT BRAGG NC, CDRIIICORPS G3 FT HOOD TX, HQ FIRST ARMY-G3 ROCK ISLAND ARSENAL IL, USAR AROC FT BRAGG NC, USAR DCS G33 OPERATIONS FT BRAGG NC, USAR DCS G35 FT BRAGG NC, USAR DCS G357 FT BRAGG NC, USAR DCS G37 FT BRAGG NC, CDR 20TH SPT CMD ABERDEEN PROVING GROUND MD, CDR32DAAMDC FT BLISS TX, G3 READINESS TRNG DIV FT IRWIN CA, CDR G3 DIV FT POLK LA, CDR JOINT READINESS TRNG CTR FT POLK LA, EOC FT POLK LA, CDR SFAC G-3 DIV FT BRAGG NC, CDR164TH THEATER AIRFIELD OPS GROUP FT RUCKER AL

CC: CDR FORSCOM DCS G1 MESSAGE HANDLERS DIV FT BRAGG NC, CDR FORSCOM DCS G3 CENTRAL TASKING DIV FT BRAGG NC, CDR FORSCOM DCS G3 CURRENT OPS FT BRAGG NC, CDR FORSCOM DCS G3 CURRENT OPS FT BRAGG NC, CDR FORSCOM DCS G3 TRAINING DIV FT BRAGG NC, CDR FORSCOM DCS G3 WATCH OFFICER FT BRAGG NC, CDR FORSCOM DCS G3 WATCH OFFICER FT BRAGG NC

Attachments: 200820 - Appendixes A,B and C to Anexx A(CFRR to SFRG OPORD).docx, 200820 - Appendix A to Annex B (SFRSA Position Description).pdf, 200820 - Appendix C to Annex B (SFRSA Job Analysis).docx, 200820 - Appendix B toAnnex B.pdf, 200820 - Annex A CFRR Program v1e.docx, 200820 - Annex B SFRSA Program v1e.docx

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FM CDR FORSCOM DCS G3 CENTRAL TASKING DIV FT BRAGG NC
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RUIAAAA/CDRICORPS EOC FT LEWIS WA
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BT
UNCLAS F O U O
SUBJ/CORPS AND MSC ISO SOLDIER/FAMILY READINESS GROUP PROGRAM
MSGID/ORDER/FORSCOM AFPE-RZ/200820/OCT//
NARR/THIS ORDER PROVIDES FORSCOM GUIDACE TO ETABLISH THE SOLDIER AND
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FAMILY READINESS GROUP (SFRG) PROGRAM IAW AD 2019-17. CHANGE FROM FAMILY READINESS GROUP TO SFRG.//
AMPN/SUBJ: CORPS AND MSC TASKED ISO SOLDIER AND FAMILY READINESS GROUP (SFRG) PROGRAM.//
REF/A/REG/HQDA/24JUL20//
REF/B/REG/HQDA/07JUN10//
REF/C/REG/HQDA/19OCT17//
REF/D/DOC/HQDA/01APR19//
REF/E/ORDER/HQDA/01MAY09//
REF/F/ORDER/HQDA/16DEC19//
REF/G/ORDER/FORSCOM/12AUG15//
REF/H/ORDER/FORSCOM/17JAN17//
NARR/REF A IS ARMY REGULATION 600-20, ARMY COMMAND POLICY, 24 JULY 2020. REF B IS ARMY REGULATION 600-29, FUND-RAISING WITHIN THE DEPARTMENT OF THE ARMY, 7 JUNE 2010. REF C IS ARMY REGULATION 608-1, ARMY COMMUNITY SERVICE, 19 OCTOBER 2017. REF D IS ARMY DIRECTIVE 2019-17, CHANGES TO SOLDIER AND FAMILY READINESS GROUPS, 1 APRIL 2019. REF E IS HQDA EXORD 183-09 ISO FAMILY READINESS SUPPORT ASSISTANTS (FRSA), 1 MAY 2009. REF F IS HQDA EXORD 233-19, ARMY-WIDE IMPLEMENTATION OF THE SOLDIER AND FAMILY READINESS GROUP, 16 DECEMBER 2019. REF G FORSCOM OPERATIONS ORDER (OPORD) FORSCOM GUIDANCE FOR FAMILY READINESS LIAISON PROGRAM, 12 AUGUST 2015. REF H IS FORSCOM GUIDANCE ISO HOME STATION OPERATIONS, 17JAN15.//
ORDTYP/OPORD/FORSCOM..200820//
TIMEZONE/Z//
GENTEXT/SITUATION/1. SITUATION
1.A. OUR UNITS, SOLDIERS, CIVILIANS, AND FAMILY MEMBERS SERVE A NATION THAT APPRECIATES THEIR SACRIFICE. OUR NATION IS A GRATEFUL NATION THAT RECOGNIZES THE CHALLENGES MILITARY LIFE PLACES UPON ALL THOSE ENGAGED ON THE BATTLEFIELD AND ON THE HOME FRONT. THE WELL-BEING OF OUR FORCE IS PARAMOUNT TO THE SUCCESS OF ANY UNIT MISSION; THEREFORE, UNIT, SOLDIER, AND FAMILY READINESS ARE INEXTRICABLY LINKED TO MISSION PREPAREDNESS. COMMITMENT, SUPPORT, RESILIENCE, AND ENDURANCE ARE FUNDAMENTAL AND ESSENTIAL INGREDIENTS TO A SUCCESSFUL MISSION.
1.B. FORSCOM'S COMBAT READINESS STEMS FROM OUR READINESS AT HOME STATION AND AMERICA'S MIGHT IS A REFLECTION OF THE POWER OF THE TOTAL FORSCOM FAMILY. OUR SOLDIER AND FAMILY READINESS SERVES AS THE BEDROCK FOR OUR NATION'S DEFENSE. A SFRG IS INCLUSIVE OF ALL INDIVIDUALS ASSOCIATED WITH A FORSCOM UNIT AND IS AN ESSENTIAL FOUNDATIONAL ELEMENT TO ENSURE A FIT, SUSTAINABLE, AND READY FORCE THAT IS FULLY POSTURED TO ENGAGE IN THE NATION'S DEFENSE.//
GENTEXT/MISSION/2. NO LATER THAN 60 DAYS FROM THE PUBLICATION DATE OF THIS ORDER, CORPS AND MSC COMMANDERS WILL DEVELOP, EXECUTE, AND MAINTAIN AT THEIR UNIT HOME STATION A SFRG PROGRAM WHICH IS INCLUSIVE OF SOLDIERS, CIVILIANS, THEIR FAMILY MEMBERS, AND OTHER PERSONNEL WHO ARE IN SUPPORT OF THE UNIT TO ENSURE THE UNIT IS FULLY PREPARED TO SUCCESSFULLY ACCOMPLISH ITS MISSION WHILE SIMULTANEOUSLY CARING FOR THE WELL-BEING OF ITS PERSONNEL.//
GENTEXT/EXECUTION/3. COMMANDER'S INTENT:
3.A. PURPOSE: TO PROVIDE GUIDANCE AND REQUIREMENTS FOR THE UNIT SFRG PROGRAM WHICH SHALL INCORPORATE ALL PERSONNEL AFFILIATED WITH THE UNIT AND IS DESIGNED TO CREATE A NETWORK OF SUPPORT AND INFORMATION FLOW THAT IS INFLUENCED BY THE UNIT COMMANDER AND WORKS IN CONCERT WITH THE NEEDS OF THE UNIT. THIS ACTIVITY IS NOT FOCUSED ON FUNDRAISING AND SOCIAL ACTIVITIES. THE SFRG DEVELOPS AND MAINTAINS AN ENERGETIC COMMUNICATION NETWORK WHICH INFORMS AND CONNECTS ALL ASSOCIATED UNIT PERSONNEL WITH THE UNIT LEADERSHIP TO ENSURE MUTUAL SUPPORT.
3.A.1. KEY TASKS:
3.A.1.A. ESTABLISH AND MAINTAIN A SFRG IN ACCORDANCE WITH (IAW) THIS ORDER.

3.A.1.B. ESTABLISH AND UTILIZE COMMAND FAMILY READINESS REPRESENTATIVES (CFRR) IAW ANNEX A AT THE BRIGADE (OR EQUIVALENT) AND BELOW LEVEL. COMMANDERS ARE ENCOURAGED TO UTILIZE CFRR POSITIONS ABOVE THE BRIGADE LEVEL.
3.A.1.C. UTILIZE ANNEX B FOR SOLDIER AND FAMILY READINESS SUPPORT ASSISTANT (SFRSA) HIRING ACTIONS AND EMPLOYMENT SHOULD THE UNIT MEET THE HIRING PREREQUISITES.
3.A.2. END STATE: UNIT MAINTAINS A VARIETY OF OFFICIAL INFORMATION CHANNELS AND ORGANIZATIONAL EVENTS THAT PROMOTE PERSONNEL RESILIENCY AND ALLOWS AN ACCURATE AND TIMELY FLOW OF INFORMATION BETWEEN THE UNIT LEADERSHIP AND ALL OTHER PERSONNEL AFFILIATED WITH THE UNIT.
3.B. CONCEPT OF OPERATIONS:
3.B.1. THE SFRG PROGRAM IS AN ENDURING MISSION. CENTRAL AND ESSENTIAL TO IT IS AN ENGAGED AND ENERGETIC SFRG CHAIN OF COMMAND THAT SHALL BE ESTABLISHED AT ALL ECHELONS OF COMMAND. THE REQUIRED FUNCTIONAL ELEMENTS OF AN SFRG ARE THE UNIT
COMMANDER, A COMMAND FAMILY READINESS REPRESENTATIVE (CFRR), A FUND CUSTODIAN, AND, IF REQUIRED, A REAR DETACHMENT COMMANDER (RDC). EVERY FORSCOM UNIT SFRG WILL CONTAIN THESE POSITIONS AT A MINIMUM. UNIT COMMANDERS MAY DESIGNATE OTHER SFRG POSITIONS BASED ON THE NEEDS OF THE UNIT AS DESCRIBED BELOW IN PARAGRAPH 3.B.6. THE COMMANDER'S ANALYSIS OF UNIT NEEDS WILL FOCUS ON ENCOURAGING SELF-SUFFICIENCY AND PROVIDING INFORMATION, REFERRAL ASSISTANCE, AND MUTUAL SUPPORT.
3.B.2. THE UNIT COMMANDER SHALL SERVE AS THE SFRG LEADER AND NOT FURTHER DELEGATE THIS RESPONSIBILITY.
3.B.3. THE UNIT'S FAMILY READINESS LIAISON (FRL) WILL BE REDESIGNATED AS THE CFRR. THE PERSON PERFORMING CFRR DUTIES SHALL NOT DEPLOY AND HAVE AT LEAST TWELVE MONTHS STABILIZATION AS OF THE DATE OF HIS OR HER APPOINTMENT ORDERS.
3.B.4. THE CFRR, AS OUTLINED IN ANNEX A, MAY BE AN OFFICER OR NONCOMMISSIONED OFFICER (NCO) WITH THE RANK OF SERGEANT OR ABOVE. THE CFRR MAY ALSO BE THE PERSON PRE-DESIGNATED TO BECOME THE UNIT'S RDC OR REAR DETACHMENT (RD) NCO. THE CFRR IS THE KEY PERSON IN THE UNIT DESIGNATED TO ASSIST THE UNIT COMMANDER REGARDING PERSONNEL READINESS AND THE SFRG. THIS POSITION SHALL ONLY BE HELD BY A SERVICE MEMBER. SEE ANNEX A FOR ADDITIONAL INFORMATION.
3.B.5. THE FUND CUSTODIAN (PRIMARY AND ALTERNATE) MAY BE A SERVICE MEMBER OR VOLUNTEER. THE UNIT COMMANDER, SERGEANT MAJOR, FIRST SERGEANT, CFRR, CONTRACTOR, OR SFRSA SHALL NOT SERVE AS THE FUND CUSTODIAN. FUND CUSTODIANS WILL ADHERE TO THE INFORMAL FUND POLICY IAW REF A, B, AND D.
3.B.6. THE INVOLVEMENT OF VOLUNTEERS IN THE SFRG IS ESSENTIAL. SERVICE MEMBERS ALONE CANNOT SUSTAIN THE UNIT'S SFRG PROGRAM AS PRESCRIBED IN THIS ORDER. VOLUNTEERS ARE CRITICAL IN FILLING POSITIONS WHICH COMMANDERS DEEM APPROPRIATE FOR THEIR SFRG. SOME EXAMPLES ARE ADVISOR, SECRETARY, NEWSLETTER EDITOR, ACTIVITIES CHAIRPERSON, AND KEY CALLER. COMMANDERS SHALL ACTIVELY RECRUIT, TRAIN, MAINTAIN, REWARD, AND PROVIDE WORK SPACE AND THE APPROPRIATE EQUIPMENT FOR THEIR VOLUNTEERS IAW REF C.
3.B.7. CURRENTLY, FORSCOM DOES NOT HAVE ANY SFRSA AUTHORIZATIONS. UNITS ARE ONLY PERMITTED TO HIRE AN SFRSA IAW ANNEX B. COMMANDERS WILL NOT HIRE AN SFRSA TO PERFORM THE DUTIES OF THE RDC, CFRR, FUND CUSTODIAN, OR SFRG ADVISOR. THE UNIT SFRSA SHALL WORK IN SUPPORT OF THE COMMANDER, RDC, CFRR, AND ADVISOR. THE DUTIES OF A SFRSA ARE LIMITED TO THOSE PRESCRIBED IN ANNEX B AND THE PERSON PERFORMING THOSE DUTIES IS NOT PERMITTED TO ACT ON BEHALF OF THE UNIT COMMANDER. SEE ANNEX B FOR ADDITIONAL INFORMATION.
3.C. TASKS TO FORSCOM STAFF.
3.C.1. DCS, G-1
3.C.1.A. SERVE AS THE STAFF PROPONENT FOR THE SFRG PROGRAM
3.C.1.B. PARTICIPATE IN DEPARTMENT OF THE ARMY EFFORTS TO SHAPE THE SFRG PROGRAM TO MEET THE NEEDS OF FORSCOM UNITS.

3.C.1.C. ASSIST IN PROVIDING PROGRAM GUIDANCE AND DIRECTION TO UNIT COMMANDERS.
3.C.1.D. SERVE AS THE POINT OF CONTACT WITH ARMY MATERIAL COMMAND AND TRAINING AND DOCTRINE COMMAND TO ENSURE TRAINING IS ADEQUATE AND AVAILABLE FOR THOSE HOLDING REAR DETACHMENT COMMAND AND SFRG DUTY POSITIONS.
3.C.2. PUBLIC AFFAIRS:
3.C.2.A. PROVIDE SUPPORT AND GUIDANCE TO SUBORDINATE UNITS THROUGH THEIR PUBLIC AFFAIRS ENTITIES REGARDING USE OF SOCIAL MEDIA AND OTHER OUTREACH EFFORTS. THIS INCLUDES FORCE PROTECTION AND OPERATIONAL SECURITY MATTERS RELATING TO ALL COMMUNICATION EFFORTS.
3.C.2.B. ENSURE ALL FORSCOM COMMUNICATION OUTLETS REFLECT UPDATES FROM THE LEGACY FAMILY READINESS GROUP (FRG) PROGRAM TO THE SFRG PROGRAM.
3.D. TASKS TO SUBORDINATE UNITS.
3.D.1. CORPS AND MSC.
3.D.1.A. ENSURE PERSONNEL PERFORMING SFRG DUTIES, EXCEPT THE SFRSA, ARE ON APPOINTMENT ORDERS AND HAVE POSITION DESCRIPTIONS.
3.D.1.B. ENSURE SUBORDINATE COMMANDERS APPOINT A PRIMARY AND ALTERNATE CFRR AND FUND CUSTODIAN.
3.D.1.C. ENSURE SUBORDINATE COMMANDERS MAKE AFFILIATED UNIT PERSONNEL FEEL WELCOME AND A PART OF THE TEAM AND APPROVE THE CONTENT OF ALL SFRG OUTREACH MATERIAL.
3.D.1.D. ENSURE SUBORDINATE COMMANDERS DEVELOP A STANDARD OPERATING PROCEDURE (SOP) THAT COMPLIES WITH REF D AND INCLUDES CURRENT ALERT ROSTERS AND OUTREACH COMMUNICATION PROCEDURES. THE SOP MAY INCLUDE OUTLINES OF UNIT COMMUNICATION NETWORKS, FREQUENCY OF COMMUNICATION, AND CONTROL MEASURES FOR INFORMAL FUNDS, AUDITS, AND FUNDRASING APPROVAL PROCEDURES.
3.D.1.E. COMMANDERS SHALL NOT ADD ADDITIONAL REPORTING REQUIREMENTS TO THE OPERATION AND EXECUTION OF SFRGS PER REF D AND F; HOWEVER, COMMANDERS SHALL, AS A PART OF THEIR INSPECTION PROGRAM, INSPECT SUBORDINATE UNIT SFRGS.
3.D.1.F. ENSURE SUBORDINATE COMMANDERS ENCOURAGE ALL PERSONNEL PERFORMING SFRG DUTIES, INCLUDING ALTERNATES, TO ATTEND TRAINING FOR THEIR RESPECTIVE DUTIES.
3.D.1.G. ENSURE SUBORDINATE COMMANDERS COMPLETE ANNUAL AUDITS OF THE FUND CUSTODIAN AND ENSURE SINGLE SOLDIERS ARE INCLUDED IN ALL SFRG ACTIVITIES.
3.E. COORDINATING INSTRUCTIONS.
3.E.1. DIRECT COORDINATION IS AUTHORIZED BETWEEN FORSCOM DEPUTY CHIEF OF STAFF (DCS), G-1 AND FORSCOM SUBORDINATE UNITS.
3.E.2. ALL PERSONNEL HAVING A FUNCTIONAL ROLE IN SUPPORT OF THE SFRG, EXCEPT THE COMMANDER AND SFRSA, WILL BE PLACED ON APPOINTMENT ORDERS AND HAVE A POSITION DESCRIPTION DEVELOPED TO OUTLINE THEIR DUTIES AND RESPONSIBILITIES.
3.E.3. THE UNIT SFRG IS AN ENDURING ORGANIZATIONAL PROGRAM WHICH COMMANDERS SHOULD ROUTINELY EXECUTE IN CONJUNCTION WITH OTHER UNIT EXERCISES.//
GENTEXT/SUSTAINMENT/4. SUSTAINMENT
4.A. FORSCOM COMMAND FAMILY READINESS REPRESENTATIVE PROGRAM (SEE ANNEX A)
4.B. FORSCOM SOLDIER AND FAMILY READINESS SUPPORT ASSISTANT PROGRAM (SEE ANNEX B).//
GENTEXT/COMMAND AND SIGNAL/5. POINTS OF CONTACT
5.A. FORSCOM STAFF LEAD FOR THE SFRG PROGRAM IS THE DEPUTY CHIEF OF STAFF, G-1.
5.B. POINT OF CONTACT FOR THIS ACTION IS MR. JERRY L. CRUTCH, 910-570-6141 (DSN 670), JERRY.L.CRUTCH.CIV@MAIL.MIL.//
GENTEXT/AUTHENTICATION/THIS MESSAGE IS APPROVED BY BG CHARLES COSTANZA, FORSCOM DCS G-3/5/7.//
ANNEXES/ANXNO:A/CFRR PROGRAM//

ANNEXES/ANXNO:A/APPENDIX A,B,C TO ANNEX A//
ANNEXES/ANXNO:B/SFRSA PROGRAM//
ANNEXES/ANXNO:B/APPENDIX A TO ANNEX A//
ANNEXES/ANXNO:B/APPENDIX B TO ANNEX B//
ANNEXES/ANXNO:B/APPENDIX C TO ANNEX B//
AKNLDG/YES/INST:CONTACT FORSCOM POC.//
BT
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Received from AUTODIN 201250Z Oct 20