Appendix A (Soldier and Family Readiness Program Structure) to Annex A (U.S. Army Forces Command (FORSCOM) Command Family Readiness Representative (CFRR) Program)

REFERENCES: See Annex A.

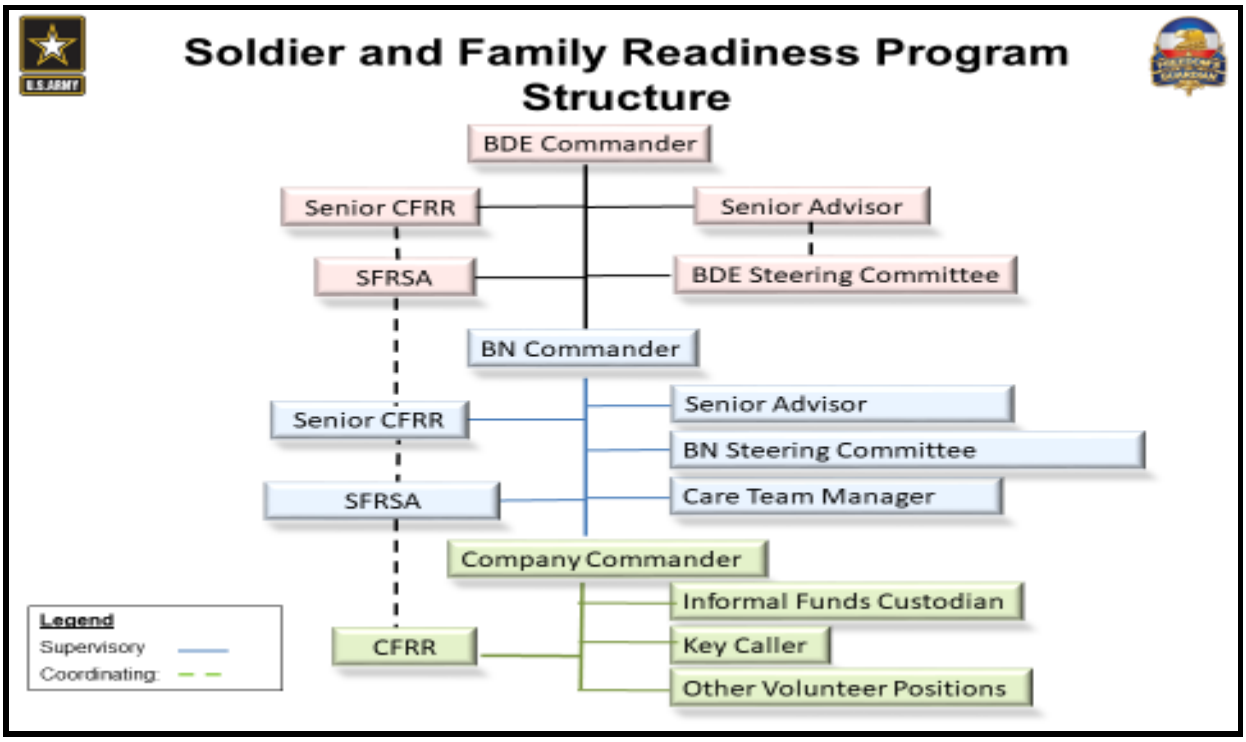
1. SITUATION. See Annex A.

2. MISSION. See Annex A.

3. EXECUTION.

a. Commander's Intent. See Annex A.

b. Concept of Operations. The chart below depicts the Soldier and Family Readiness Program Structure. Commanders may add other appropriate entities to meet the specific needs of the unit. The Soldier and Family Readiness Support Assistant (SFRSA) position is by exception. See Annex B for further information.



(1) In order to be successful, this structure must facilitate cross-collaboration, information sharing, and free flow communication. This is a leadership responsibility that starts from the top down.

Appendix A (Soldier and Family Readiness Program Structure) to Annex A (U.S. Army Forces Command (FORSCOM) Command Family Readiness Representative (CFRR) Program)

(2) Every unit member, including single Soldiers, volunteers and Family members, must understand the intent of the Soldier and Family Readiness Program is to improve the overall well-being and readiness of the unit. Further, personnel in support of this program must understand that in order to be successful, there must be trust and a cohesive unity of effort established between hierarchical and linear units.

(3) The relationship between the CFRRs and SFRG volunteers must match the close collaboration and effective communication skills as demonstrated between the brigade, battalion, and company leadership teams. The SFRG volunteers work to accomplish many administrative tasks in an effort to allow Soldiers to focus on their warfighting mission.

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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Appendix B (Command Family Readiness Representative (CFRR) Duties and Responsibilities) to Annex A (U.S. Army Forces Command (FORSCOM) Command Family Readiness Representative (CFRR) Program)

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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Appendix C (Command Family Readiness Representative (CFRR) Training Requirements) to Annex A (U.S. Army Forces Command (FORSCOM) Command Family Readiness Representative (CFRR) Program)

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.

(1) Commanders shall implement written procedures which ensure CFRRs receive training as outlined in paragraph 3.C.3. thru 3.C.5.B.5. of reference f in the base order and this appendix. Ideally, this training is provided by local Army Community Service personnel. It should be conducted in group settings to allow maximum opportunities for CFRRs from several units to interact, share ideas, and develop relationships while receiving training. However, online training courses (e.g.; Operation READY or current material) may be utilized when mission factors and time requirements must be met.

(2) Senior commanders shall develop CFRR training which fit the needs of their units; at a minimum, CFRRs will attend the following training:

(a) Command Family Readiness Representative Training Course.

(b) Rear Detachment Commander training. http://www.myarmyonesource.com/default.aspx.

(c) Volunteer Management Information System (VMIS) or current Army system for organizational points of contact.

(d) Operational Security (OPSEC) Social Media Training.

(e) Casualty Response (CARE) Team Training.

c. Tasks to Subordinate Units. See Annex A.

d. Coordinating Instructions. See Annex A.

4. SUSTAINMENT. See Annex A.

Appendix C (Command Family Readiness Representative (CFRR) Training Requirements) to Annex A (U.S. Army Forces Command (FORSCOM) Command Family Readiness Representative (CFRR) Program)

5. COMMAND AND SIGNAL.

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