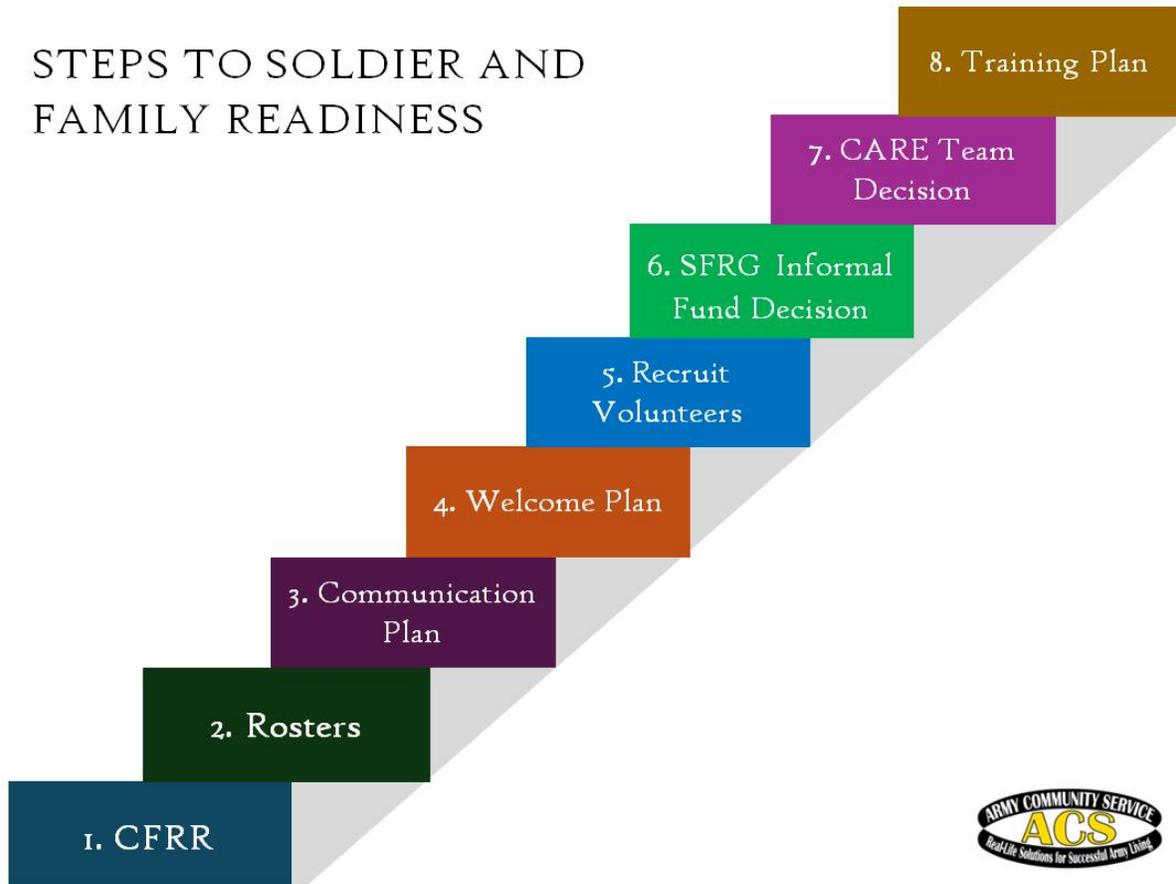


STEPS TO SOLDIER AND FAMILY READINESS



1. CFRR

COMMAND FAMILY READINESS REPRESENTATIVE

As your officially appointed representative, the CFRR manages the Soldier and Family Readiness Group (SFRG) on your behalf. This Soldier is your direct liaison, responsible for executing the administrative and operational tasks required to keep your unit and their families informed (POC/Updates/Trainings) and supported (resources/referrals).

With your guidance, your selected CFRR can execute the following steps:

1. **Training: CFRR Academy**- This two-day course prepares your appointed CFRR to manage the operational, logistical, and administrative duties of the SFRG.
 - a. [Click Here to Register for the CFRR Academy](#)
2. **Required Documents** (Completed by the CFRR and signed off by the commander)
 - a. [CFRR Initial Counseling Statement](#)
 - b. [CFRR Appointment Orders](#)

- c. [Volunteer Management Information System \(VMIS\) OPOC Appointment Orders](#)
- 3. **Recommended Documents** (to organize and enhance your SFRG operations)
 - a. [SFRG SOP with Informal Fund](#)
 - b. [SAMPLE Questions for CDR CFRR SFRG Meeting](#)

2. ROSTERS

The contact roster is your unit's list of up-to-date contact information for every Soldier and their designated family members. It is your primary tool for ensuring everyone receives important information and support quickly and reliably.

1. Build Your Roster

- a. [Contact Roster Survey Template](#)
- b. [BDE/BN Level Contact Roster Survey Template](#)

3. COMMUNICATION PLAN

A communication plan outlines how you will share information with your Soldiers and their families. It ensures everyone receives timely and accurate updates, which is vital for building trust and maintaining unit readiness.

1. Build a Communication Plan

- a. [Unit Communication Plan](#)

2. Recommendation:

- a. [Key Contact Volunteers](#): Key contacts provide military families important information and support services from unit leadership.

4. WELCOME PLAN

A welcome plan is your unit's process for greeting and integrating new Soldiers and their families. It ensures a smooth transition by quickly connecting them to essential resources, which directly supports your new Soldier's readiness.

1. **Build a Welcome Plan**- Setup a timeline and automated operations for the following:
 - a. Create a Welcome Letter
 - i. [Sample 4ID Welcome Letters](#)
 - b. Give to Incoming Soldiers/Families:
 - i. [ACS Fort Carson Digital Welcome Packet](#)
 - c. Assign A Sponsor for Incoming Soldiers

5. RECRUIT VOLUNTEERS

Volunteers dedicate their time and skills to support your unit's SFRG and various activities. They significantly magnify your support capabilities, enhancing morale and providing timely assistance to Soldiers and their families.

1. **Setup Volunteer Positions in VMIS**
 - a. [Volunteer Management Information System \(VMIS\)](#)
2. **Authorize Volunteer Positions w/ Descriptions in SFRG SOP**
 - a. [SFRG Informal Fund Custodian Volunteer Position Description](#)
 - b. [SFRG Key Contact Volunteer Position Description](#)
 - c. [SFRG Additional Volunteer Position Descriptions](#)
3. **Have Volunteers Complete Training**
 - a. [SFRG Volunteer Trainings](#)
 - b. [Army Volunteer Corps](#) – Contact if you're setting up a unique volunteer position.

6. SFRG INFORMAL FUND DECISION

An SFRG Informal Fund allows your unit to collect and use money for various activities, boosting morale and support.

With your guidance, your selected CFRR or Informal Fund Custodian can execute the following steps:

Decision: YES, I want to have an SFRG Informal Fund

If Your Unit Does NOT Currently Have an SFRG Informal Fund

Establish the SFRG Informal Fund:

- 1. Appoint Custodians:**
 - a. Appoint a primary and alternate Informal Fund Custodian.
(Note: This cannot be the Commander, 1SG, or CFRR).
- 2. Training:**
 - a. [SFRG Informal Fund Custodian](#)- Required for all appointed custodians.
- 3. Complete & Sign Documents:**
 - a. [Appointment Orders for Informal Fund Custodian](#)
 - b. [Ft. Carson SFRG Informal Funds Registration Form](#)
- 4. Authorize in SFRG SOP:**
 - a. [SFRG Informal Fund SOP](#)

If Your Unit ALREADY Has an SFRG Informal Fund

Continue the SFRG Informal Fund:

- 1. Conduct Audit:**
 - a. [Conduct A Full Audit](#)- Reviewing records back to the last annual review (due 30 JAN annually).
- 2. Update Documents w/ Your Signature:**
 - a. [SFRG Informal Fund SOP](#)
 - b. [Appointment Orders for Informal Fund Custodian](#)

Decision: NO, I do not want to have an SFRG Informal Fund

If Your Unit Does NOT Currently Have an SFRG Informal Fund

- 1. Document in SOP:**
 - a. Ensure your unit's SFRG SOP does not authorize an SFRG Informal Fund.
Remove section 7 from the SFRG SOP or mark it as "Not Applicable."

If Your Unit ALREADY Has an SFRG Informal Fund

- 1. Rescind Authorization:**

- a. Update the SFRG SOP and remove authorization for the SFRG Informal Fund (remove section 7 or mark it as "Not Applicable").
- 2. Deplete Remaining Funds (Use One of These Methods):**
 - a. Spend funds in accordance with the previously established SFRG SOP until the balance is zero.
 - b. Transfer the balance to another SFRG within the brigade.
 - c. Write a check for the remaining amount to the U.S. Treasury.

7. CARE TEAM DECISION

A CARE Team is a group of trained volunteers that provides immediate, compassionate support to a Soldier's family after a crisis or casualty. The team acts as a bridge, offering short-term help until long-term support is in place.

How Your Unit Participates

- **Brigade/Battalion Level:** If your organization has an established CARE Team at this level, your volunteers should join it.
- **Company Level:** If you are a detachment or no higher-level team exists, you should establish one at the Company level.

Decision: Participate in BDE/BN CARE Team

Volunteers will participate in accordance w/ the organizational CARE Team

1. **Training:**
 - a. [CARE Team](#)- Required for all CARE Team volunteers.

Decision: Establish A New CARE Team

Establish a CARE Team.

1. **Training:**
 - a. [CARE Team](#)- Required for all CARE Team volunteers.
2. **Authorize in CARE Team SOP:**
 - a. [CARE Team SOP Template](#)

8. TRAINING PLAN

A training plan schedules the essential training for your SFRG soldiers, families, and volunteers.

Register for Trainings Below:

All trainings may be done at their respective buildings or at your unit footprint.

Program	Trainings Offered	Schedule Trainings Here
Finance & AER	Budget 101, Finance 101, TSP 101, Credit, Major Purchases, AER Briefs	Click Here
Deployment, SFRGs, CARE Team	CFRR Academy, Informal Fund Custodian, Key Contact, CARE Team, ACS/Resource Overview, RIT, Newcomer's Brief, Pre-Deployment, 4 Lenses	Click Here
Family & Relationship Support	Parenting, Marriage, Resilience, Relationships, Love Languages, Tough Topics, Nurturing, Baby Sign Language	Click Here
Relocation Assistance	Child Support, Homebuyer's Workshop, USCIS Website, Spouse Newcomer Orientation, PCS 101	Click Here
Employment	LinkedIn Fundamentals, Resume Essentials, Interview Skills, Navigating USAJOBS, Federal Employment Tools	Click Here