

# SOLDIER & *Family* READINESS GROUP




Army Reserve Family Programs

Connecting: Soldiers • Families • Communities

*The “How To” guide...*



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**ARMY RESERVE  
FAMILY PROGRAMS**  
Connecting Soldiers • Families • Communities

# RESOURCES

Resource Category	Resource Name	Phone	Website
<b>Deployment Support:</b>	Yellow Ribbon Reintegration Program (YRRP)		<a href="http://www.yellowribbon.mil">www.yellowribbon.mil</a>
<b>General Information</b>	Army Reserve Family Programs	1-800-342-9647	<a href="https://www.usar.army.mil/ARFP/">https://www.usar.army.mil/ARFP/</a>
	TRICARE	1-800-600-9332	<a href="http://www.tricare.mil">www.tricare.mil</a>
	Military Pay and Charts		<a href="http://www.dfas.mil">www.dfas.mil</a>
	Military OneSource	1-800-342-9647	<a href="http://www.militaryonesource.mil">www.militaryonesource.mil</a>
	RAPIDS Site Locator (ID Card Facilities)		<a href="http://www.dmdc.osd.mil/rs1">www.dmdc.osd.mil/rs1</a>
<b>Financial Resources</b>	Army Emergency Relief	1-866-878-6378	<a href="http://www.aerhq.org">www.aerhq.org</a>
	American Red Cross	1-800-733-2767	<a href="http://www.redcross.org">www.redcross.org</a>
	FINRA Foundation		<a href="http://www.saveandinvest.org">www.saveandinvest.org</a>
	Thrift Savings Plan		<a href="http://www.tsp.gov">www.tsp.gov</a>
<b>Warrior Support</b>	Operation Homefront	1-800-722-6098	<a href="http://www.operationhomefront.org">www.operationhomefront.org</a>
	US Department of Veterans Affairs		<a href="http://www.va.gov">www.va.gov</a>
	Veterans Crisis Line	1-800-273-Talk (8255)	
	Combat Call Center (Veterans Affairs)	1-877-War-Vets (927-8387)	
	Wounded Warrior Project Resource Center	1-888-997-2586	
	VA Caregiver Support Line	1-855-260-3274	
<b>Military Spouse Interest</b>	Military Spouse Employment Partnership (MSEP)		<a href="http://www.msepjobs.militaryonesource.mil">www.msepjobs.militaryonesource.mil</a>
	National Military Family Association		<a href="http://www.militaryfamily.org">www.militaryfamily.org</a>
	Families in Global Transition	1-703-634-7400	<a href="http://www.figt.org">www.figt.org</a>
<b>Military Child and Youth</b>	Young Men's Christian Association (YMCA)		<a href="http://www.ymca.org">www.ymca.org</a>
	Boys and Girls Clubs of America		<a href="http://www.bgca.com">www.bgca.com</a>
	ChildCare Aware of America		<a href="http://www.childcareaware.org">www.childcareaware.org</a>
	Federal Student Aid		<a href="http://www.studentaid.gov">www.studentaid.gov</a>
	Operation Military Kids		<a href="http://www.operationmilitarykids.org">www.operationmilitarykids.org</a>
	Tutor for Military Families		<a href="http://www.tutor.com/military">www.tutor.com/military</a>
	SitterCity		<a href="http://www.sittercity.com">www.sittercity.com</a>
	Military Child Education Coalition		<a href="http://www.militarychild.org">www.militarychild.org</a>
	4-H Military Partnership		<a href="http://www.4-hmilitarypartnerships.org">www.4-hmilitarypartnerships.org</a>
Military Kids Connect		<a href="http://www.militarykidsconnect.org">www.militarykidsconnect.org</a>	

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# U.S. ARMY RESERVE FAMILY PROGRAMS



## OUR MISSION:

HQ, United States Army Reserve Family Programs oversees the Regional Delivery and Execution of relevant and responsive programs and services to Soldiers, Family members, command teams and Civilians throughout the geographically dispersed Army Reserve community.



## OUR VISION:

Army Reserve Family Programs supports USAR Command Teams with programs, services and resources for Soldier and Family readiness and resiliency.

## Stay Connected and Up to Date.



[www.usar.army.mil/ARFP/](http://www.usar.army.mil/ARFP/)



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# U.S. ARMY RESERVE FAMILY PROGRAMS DEFINED

## What is U.S. Army Reserve Family Programs?

Army Reserve Family Programs (ARFP) is a comprehensive blend of quality-of-life programs in support of Department of Defense activities. Family Programs is a Commander's force multiplier for mission readiness. Family programs staff serve as the primary coordinating resource, who provide a multitude of unit and community-based services that foster the growth, development, and readiness of Soldiers and Families assigned to the Command.

Additionally, Army Reserve Family Programs provides a single gateway to responsive Family Crisis Assistance. ARFP provides a unit and community-based solution that connects people to people. By pinpointing Families-in-need and local community resources, the Army Reserve can quickly connect the Soldier Family and resources thus providing installation-commensurate services in the geographic location of the crisis.

### Unit level Family Programs Initiatives

Army Reserve unit-level command teams establish Soldier and Family Readiness Groups (SFRG) at their units to assist with Family Readiness-related activities, programs and services. ARFP supports the command teams and SFRGs with Family Programs Directors and Family Programs Coordinators at the Army Reserve Geographic Commands. The Family Programs Directors, Family Programs Coordinators and Family Readiness Support Assistants provide a personal touch and local access to ARFP's programs, services and resources. They are also command team resources to support unit volunteer opportunities, outreach, information, and activities.

### Army Family Action Plan (AFAP)

AFAP provides Active and Reserve Component Soldiers, Army Civilians, Family members, Survivors, and Retirees a voice by identifying issues and concerns for Army Senior Leadership resolution. This process provides Army leadership with information on their community's satisfactions and challenges. Army leadership ensures issues are prioritized for their attention, reviewed, and worked to the best possible resolution.

### Readiness and Training Opportunities

Family Programs offers relevant and responsive training and educational opportunities designed to assist in learning more about military life, to develop coping skills necessary in addressing the unique challenges of the Army Reserve lifestyle, and empower Soldiers and Families with information to access the right resource at the right time.

### Child and Youth Services

The Child and Youth Services (CYS) Division is our focal point to ensure Army Reserve Children and Youth are well served as they grow to adulthood amid the unique challenges of Army Reserve Family life. CYS leverages child, youth, military, community and national resources to meet the needs of our Families where they reside.

### Survivor Outreach Services

Survivor Outreach Services is part of the Army Casualty Continuum of Care and delivered through Active Army, Army Reserve and Army National Guard capabilities. The programs and services are provided to surviving Families of Fallen Soldiers.

# SOLDIER & FAMILY READINESS GROUP (SFRG) DEFINED

## What are Soldier and Family Readiness Groups? (SFRG)

The Soldier and Family Readiness Group (SFRG) is a force multiplier by connecting Soldiers and Families with the command team and providing a network of mutual support. The well-being of today's force is paramount to the success of any unit mission; therefore, SFRGs are inextricably linked to Soldier readiness. The SFRG serves as one of the foundations for the readiness of the force.

Commanders are encouraged to establish an SFRG that incorporates unit personnel, their family members, volunteers, and single Soldiers into an integrated communication, information, and support network. This change to the SFRG represents a shift away from social activities and fundraising to establishing a high-functioning command information networks that communicates, informs, and connects commands to enable a network of mutual support.

*(HQDA EXORD 233 -19 Army wide implementation of the Soldier and Family Readiness Group)*

## SFRG Members



# SFRG PRIMARY GOALS & EXPECTATIONS

- ▶ Act as an extension of the unit command in providing official and accurate command information to Soldiers and their Families.
- ▶ Connect Soldiers and Families to the chain of command and provide support between the command and SFRG members.
- ▶ Connect SFRG members to available on and off post community members.
- ▶ Offer a network of mutual support.
- ▶ Provide outreach, unit readiness activities and Family educational programs.
- ▶ Promote a holistic health and fitness program.
- ▶ Build a cohesive team.



Commander

Command Family Readiness Representative

Soldier Family Readiness Group leader\*

Funds Custodian

Volunteers

Members

*\*Note: The Unit Commander shall serve as the SFRG leader and not further delegate this responsibility, per FORSCOM OPORD 200820 paragraph 3.B.2*

# ESTABLISHING

## A UNIT SOLDIER AND FAMILY READINESS GROUP



### Step 1:

#### The Unit Commander

Commanders at all echelons will establish an SFRG Chain of Command, responsible for SFRG execution. The SFRG Chain of Command consists of Unit Commanders, Rear Detachment Commanders or equivalent, Command Family Readiness Representative and Funds Custodians.

Commanders are encouraged to establish a Soldier Family Readiness Program that incorporates units, personnel, their family, and single Soldiers into an integrated communication, information, and support network.



### Step 2:

#### Official Sanction of SFRG

Commander designates the unit's Command Family Readiness Representative (CFRR). Commander authorizes and signs the CFRR Appointment Memo.

Commander authorizes and signs the SFRG Sanction Memorandum. This memorandum states the Commander is the SFRG Leader, identifies the CFRR and the informal Funds Custodian, if an informal funds account is authorized.

### Step 3:

#### Soldier and Family Readiness Plan

Commanders develop a vision and mission for the Unit Soldier and Family Readiness Plan

Commander establishes goals and initiatives for Family Readiness.

VISION

MISSION

GOALS

DEVELOP



# ESTABLISHING

## A UNIT SOLDIER AND FAMILY READINESS GROUP



### Step 4:

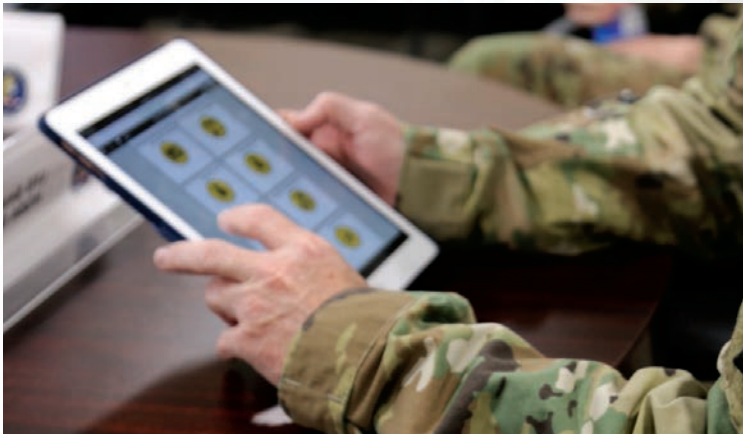
#### Volunteer Recruitment

##### WHO?

- ▶ Spouses
- ▶ Parents
- ▶ Teens
- ▶ Former Unit Members
- ▶ Retirees
- ▶ Community Members

##### HOW?

- ▶ Face to Face
- ▶ Phone Calls
- ▶ Newsletters
- ▶ Word of Mouth
- ▶ ASK! Add it to your conversation.



### Step 5:

#### Volunteer Record Keeping

##### Volunteer Forms:

- ▶ Volunteer Agreement (DD Form 2793)
- ▶ Volunteer Service Record (DA Form 4162)
- ▶ Parental Permission (DA Form 5671)
- ▶ Signed Position Description

Units are encouraged to keep copies of all paperwork. Units may submit a copy to the Family Programs Office through the Family Readiness Support Assistant to ensure accuracy of completion.

Units are also encouraged to track Volunteer information and training.

# ESTABLISHING

## A UNIT SOLDIER AND FAMILY READINESS GROUP



### Step 6:

#### Volunteer Position Descriptions

Key positions should have a position description. Descriptions should be tailored to fit the work to be done in the unit.

Volunteer should sign a copy. Volunteer will keep a copy and unit will file the original.

### Step 7:

#### Standard Operating Procedure (SOP)

- ▶ Standard Operating Procedure (SOP) should outline how the Soldier Family Readiness Group should operate.
- ▶ SOP should include current alert roster, and communication procedure.
- ▶ If Commander authorizes an informal fund, SOP should set control measures, audits and fundraising approval procedures.
- ▶ SOP should include mission essential activities and functions such as events, fundraising activities and trainings.
- ▶ SOP may include additional information such as frequency of staff and committee meetings, and an outline of the unit communication network (including social media).
- ▶ It is suggested that the plan be coordinated with the unit training schedule.

# ESTABLISHING

## A UNIT SOLDIER AND FAMILY READINESS GROUP



### Step 8:

#### Informal Funds

- ▶ The primary purpose of the Soldier and Family Readiness Group is not to collect, solicit donations or manage large sums of funds.
- ▶ Commander can authorize SFRG to maintain one informal fund for non-mission-essential activities.
- ▶ SFRG informal funds are held in trust by Army personnel acting in their official capacities or by designated volunteers.
- ▶ The unit commander should designate in writing a primary and alternate fund custodian.

**Can be:** Soldier or Volunteer.

**Cannot be:** Unit Commander, First Sergeant, CFRR or SFRG Leader.  
(Cannot be scheduled to deploy for more than 30 days within a 12-month period)

#### RESTRICTIONS OF INFORMAL FUNDS: INFORMAL FUNDS SHOULD NOT...

- ▶ Be deposited or mixed with appropriated funds; unit morale, welfare, and recreation funds; the unit's cup and flower funds; or any individual's personal funds.
- ▶ Be used to purchase items or services that should be paid for with appropriated funds.
- ▶ Be used to purchase traditional military gifts (farewell, promotion, etc), gifts unrelated to family readiness, donating to a charity or providing financial assistance to an SFRG member in need.
- ▶ SFRG informal funds will not exceed a cap of \$10,000 at any given time in a calendar year from all sources. Brigade or equivalent commanders have the authority to grant an exception for an increase up to \$25,000 for a period not to exceed three months. Brigade or equivalent commanders can renew this exception once every six months.

# ESTABLISHING

## A UNIT SOLDIER AND FAMILY READINESS GROUP



### Step 9:

#### SFRG Informal Funds Account Setup

- ▶ Commander Sanctions the SFRG and approves Information Fund account.
- ▶ Request and Employer Identification Number (EIN) form IRS for government, federal/military legal structure option and for banking purposes only.
- ▶ Open checking account
- ▶ Non-interest bearing
- ▶ Local financial institution
- ▶ Open in SFRG name
- ▶ Minimum of two signatures



### Step 10:

#### Fundraising

##### Requirements

- ▶ Meet mission requirements.
- ▶ Establish financial plan for funds.
- ▶ Identify purpose for funds raised.
- ▶ Create a detail budget for each fundraiser.
- ▶ Obtain Commander's approval.
- ▶ SFRG fundraising will be approved at the Battalion level (or equivalent), after consultation with SJA.

##### Guidelines

- ▶ Fundraising is authorized proximal to the armory or readiness center or within the local community after consulting SJA and upon approval by the 0-6 Commander in the chain of command.
- ▶ SFRGs should not enter into commercial sponsorship agreements.
- ▶ SFRGs should not engage in external fundraising with commercial or private entities and may not solicit gifts and/or donations.

# ESTABLISHING

## A UNIT SOLDIER AND FAMILY READINESS GROUP



### Step 11:

#### Communication and Outreach

- ▶ Maintains Communication with Families
- ▶ Method of Communication
  - ▶ Social Media—must comply with social media policies at: [www.army.mil/socialmedia/](http://www.army.mil/socialmedia/)
  - ▶ Newsletters
  - ▶ Telephone tree
  - ▶ Email
- ▶ Nature of contacts
  - ▶ Informational
  - ▶ Outreach
  - ▶ Rumor control
- ▶ Feedback that contacts were successful plus any issues, questions or concerns. Provide copy to Family Readiness Support Assistant.

# ESTABLISHING

## A UNIT SOLDIER AND FAMILY READINESS GROUP

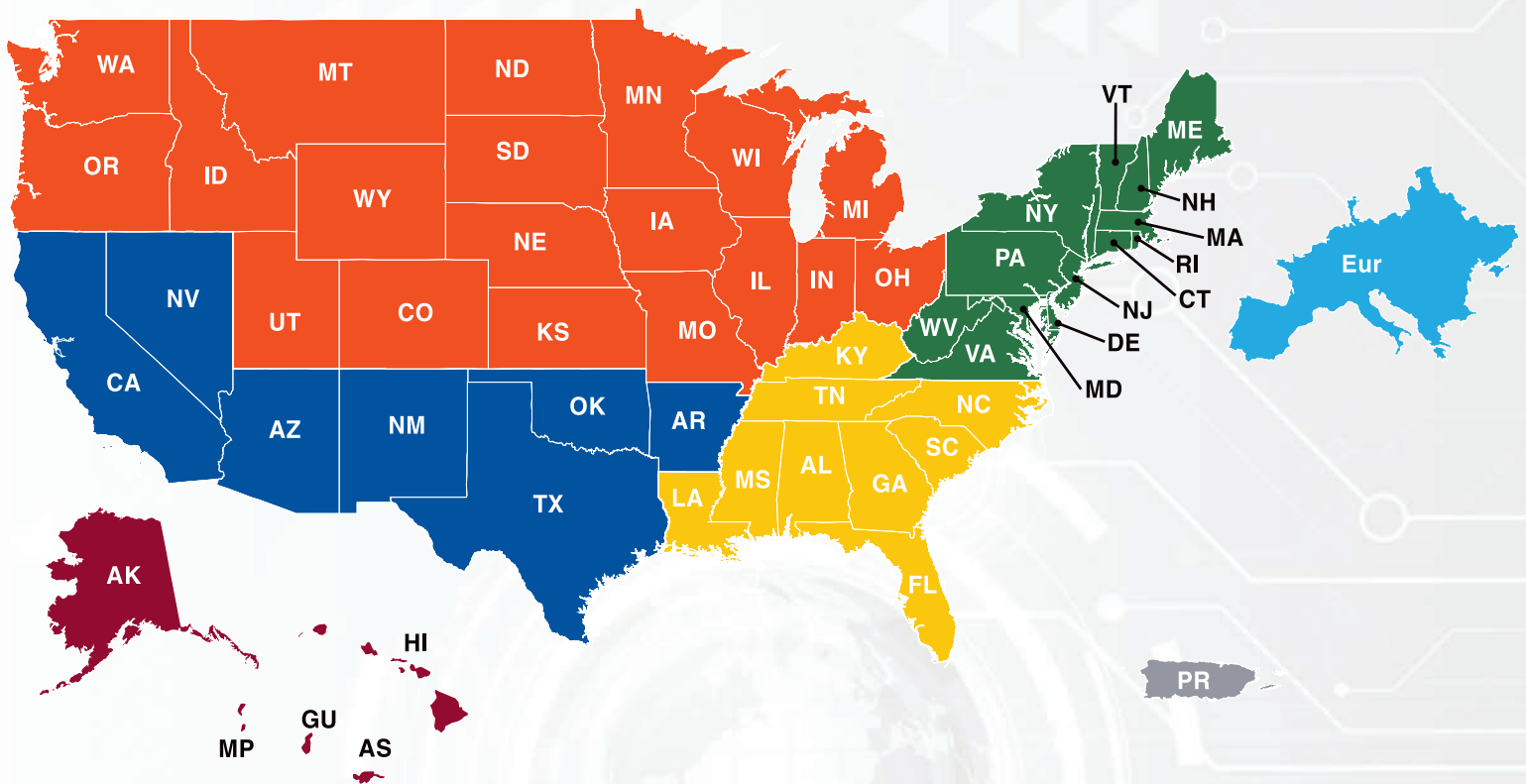


### Step 12:

#### Personal and Family Life Education

- ▶ Provide training and education for Families to gain the knowledge and skills necessary to become self-sufficient and resilient.
- ▶ Education and enrichment services that focus on helping families build and maintain healthy relationships, strengthen interpersonal competencies and problem-solving skills, and master respective roles, tasks, and responsibilities throughout the family life cycle.
- ▶ Offer proactive personal life cycle financial management services that provide Service members and their families with the tools and information they need to develop individual strategies to achieve financial goals and address financial challenges.
- ▶ Provide benefits and entitlements information. Authorized to schedule up to 8 hours during unit battle assemblies and annotated on unit training calendar.
- ▶ Family Day is an opportunity to provide the training.
- ▶ Contact your local Family Programs Professional to request training.

# REGIONAL POINTS OF CONTACT



## 63<sup>RD</sup> RD

230 R. T. Jones Road  
Mountain View, CA 94043  
**Office: 650-526-9630**

usarmy.usarc.63-rsc.mbx.63-rd-  
family-programs@mail.mil

## 88<sup>TH</sup> RD

60 S. O Street  
Fort McCoy, WI 54656  
**Office: 608-388-0447**

usarmy.usarc.88-rsc.mbx.  
family-programs@mail.mil

## 99<sup>TH</sup> RD

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Fort Dix, NJ 08640  
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usarmy.usarc.99-rd.mbx.  
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