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 HEADQUARTERS, U.S. ARMY FIELD ARTILLERY CENTER AND FORT SILL
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Personal Affairs
FAMILY READINESS GROUP HANDBOOK

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1. PURPOSE. To assist commanders in establishing Family Readiness Groups (FRGs) that provide outreach assistance to military families during times of need, particularly during permanent changes of station (PCS), unit off-post training and mobilization.

2. APPLICABILITY. All tactical, nontactical, and tenant units at Fort Sill are encouraged to establish FRGs. The terms battalion and battery as used in this pamphlet will equate to battalion/directorate/department and battery/division/branch.

3. REFERENCES.

- a. Army Family White Paper, 15 Aug 83, General John A. Wickham, Jr.
- b. AR 25-30, The Army Integrated Publishing and Printing Program.
- c. AR 25-51, Official Mail and Distribution Management.
- d. AR-30-1, The Army Food Service Program.
- e. AR 58-1, Management, Acquisition and Use of Administrative Use Motor Vehicles.
- f. AR 340-21, The Army Privacy Program.
- g. AR 608-1, Army Community Service Program.
- h. DA Pam 608-47, A Guide to Establishing Family Support Groups.
- i. TRADOC Army Family Action Plan (published annually).
- j. USAFACFS Pamphlet 608-1, Fort Sill Army Family Action Plan.

4. GENERAL.

a. FRGs consist of soldiers and their families. All members work together to reduce the stress of separation, moving, illnesses, accidents, and other stress producing situations that affect family members. In order to be successful, the FRG requires the recognition and support of the unit commander. Members are active in many capacities. They are facilitators, advisors, contact persons, editorial staff, or may perform a variety of other jobs. Some members participate in the planning and execution of the FRG activities. This increases the cohesion of the FRG to the unit. The FRG Command Information Notes (CI Notes) reduce social isolation by providing a very important link among family members who seldom come on post. Rank is not a significant factor in the role members play in the group. The system revolves around the natural leadership abilities of the individuals who make up the group.

b. Command approval, emphasis, and assistance are critical to the development of an effective FRG. The successful FRG will facilitate and complement the accomplishment of the unit's mission. Family readiness must be an ongoing process. Increasing morale and improving the quality of life of soldiers and their family members must be the goal of every commanding officer. The commander must ensure family members receive support and are able to adequately care for themselves should the unit or spouse deploy away from home for an extended period of time. Commanders who balance unit leadership with care and concern for unit families enhance their effectiveness as leaders. The most difficult aspect of improving unit readiness through improved family readiness is getting family members involved.

5. DEFINITION. Commanders incur an obligation to care for the families as well as the soldiers in their units. When the commander fosters an atmosphere of care and concern for the families, the desire to help others naturally evolves. Volunteers come forth, programs are planned, and assistance is provided to those in need. The FRG is then a joint effort to organize, coordinate, and support this community spirit. The FRG is able to complement the efforts of the commander to provide for the families through the chain of command.

6. NEED. The military family is unique. It experiences frequent periods of stress, expensive moves, loss of friends, new surroundings, and separation due to mission requirements. Units must be sensitive to the special needs of the family and assist when possible. An FRG can establish lines of communication and provide assistance to ease these burdens. It is extremely difficult to identify families with problems, especially off-post. Caring, knowledgeable people reaching out to families can be very helpful in solving problems. FRGs also gives soldiers the comfort of knowing their families have someone to depend on in their absence. This increases unit readiness and combat effectiveness.

7. MEMBERS. The FRG begins with the unit commander. The chain of command, staff, and rear detachment commander are the links to the family. Volunteers, when available, complement the commander's efforts and enable the program to be expanded beyond their basic needs. All soldiers and their families are members of the FRG.

8. FUNCTION. The basic purpose of an FRG is to provide a channel of communication for information from the command to the families, and for the expression of needs from the families to the commander. This is done through CI Notes mailed directly to the families, predeployment briefings, and communication through the chain of command. A telephone tree facilitates communication and enables the families to request assistance. Other tasks are accomplished based upon the needs and desire of the commander, unit, and families. They may include welcoming new families, supporting new mothers, providing comfort during bereavement, social functions, and open houses. In general, the FRG does what is necessary to prevent isolation and to provide assistance in times of need. Thus the goals of an FRG are--

- a. To become an essential part of a military unit's family support system which includes an information network, unit activity day, unit family briefing(s), and CI Notes from within the same battalion/battery organization.
- b. To reduce isolation among family members, especially in the junior enlisted ranks.
- c. To enable the members to provide each other with close personal support (mutual support).
- d. To assist members in obtaining important information and resources with ease.

e. To facilitate and establish a real sense of community among soldiers and their family members.

f. To enhance the military family member's feelings of belonging, self-reliance, and self-esteem.

9. COMPONENTS. To accomplish the goals of the FRG, the following components are needed.

a. FRG Representatives. The FRG representatives play important roles in the establishment and continuation of the FRG. They include the chain of command, staff, rear detachment commander, and volunteer members. Operating at both battalion and battery levels, FRG representatives are the vital interface for the communications support network.

b. Communication Support Network. A communication support network is the single most important component of a basic FRG. It enables regular outreach to all family members, reduces isolation, and creates a sense of community support. It also affords family members the opportunity to identify, address, and resolve issues important to the FRG and its family members.

(1) The military unit, with its formal organizational system and facilities, helps to manage and enhance the functioning of a communication support network.

(2) The network is simple and can be operated by contact people. A contact person forms a communication support circle which links from six to ten other family members. Family members then have a central reference figure. Information flows to and from the contact person (see appendix A).

c. Unit links. An FRG would be hard pressed to operate without adequate links to its associated military unit. They are the "formal" relationship between the families and the units. Unit commanders, information systems, facilities, and assistance resources are examples of unit links, which are vital to an FRG.

(1) Unit commander link. The link with associated commanders is easily the most important military one. Without a commander's active support, an FRG would not exist. FRG legitimacy flows primarily from his support. The commander must approve the activities of the FRG and be accessible when needed. The link may be a rear detachment commander or volunteer family member.

(2) Link to unit information systems. Military units are important sources of information for FRGs. The converse is also true. It is important that FRG representatives and unit representatives (soldiers, 1SGs, COs, XO's, adjutants, and Chaplains) develop appropriate working relationships in order to establish an efficient information exchange system.

(3) Link to unit facilities. For the new FRG, access to a meeting place within the unit is the most important facility link. Chapels, dining facilities, and unit day rooms have proven to be the most accessible meeting places within the unit. Access to reproduction capabilities for official CI Notes can greatly assist communications, organization, and support within FRGs.

10. ORGANIZATION. Organize the FRG to meet the needs of the families and the unit. In general, the FRG is organized into levels - the battalion, battery, and contact levels. Suggested structure and job descriptions are in appendixes B and C.

a. Battalion Level.

(1) At this level, the participants are the battalion level FRG representatives. They organize into a central management circle and perform such functions as--

- (a) Planning, activating, and coordinating overall FRG support.
- (b) Supporting FRG representatives at the battery level.
- (c) Addressing family member concerns appropriate to the battalion level.
- (d) Forming military links at the battalion level.
- (e) Transferring pertinent information to battery representatives.

(2) The battalion level FRG representatives serve as the interface between unit family members and battalion level military representatives. They gather information and manage the FRG activities. Determine internally the frequency of meetings.

(3) Battalions may form committees to address specific FRG responsibilities or tasks. You may form a committee to publish and distribute the FRG CI Notes or to provide coordination and support to company representatives.

(4) As a minimum, a battalion level representative should meet with all principal small unit representatives at least once each month. The purpose of which is to provide support, ensure the continuation of activities, and to provide ample opportunity for the exchange of family member information and concerns.

b. Battery Level.

(1) At this level, the participants are the contact people and the battery level FRG representatives who organize themselves into a battery level management circle. One or two family member volunteers are designated by the group to become the principal battery level FRG representatives. The battery level management circle usually meets once a month and just before any battalion level FRG meeting.

(2) This battery level management circle is responsible to the FRG for--

(a) Ensuring the operation of the battery level FRG communication support network.

(b) Coordinating its activities with the battalion level FRG.

© Forming a line with the battery level military unit.

(d) Initiating supportive actions appropriate at this level.

(e) Referring family member concerns and activities to the battalion level representatives.

(3) The battery representative is part of the structure that creates the support network. Responsibilities, which are inherent to the position, include--

(a) Communicating with each person at least once each month. The purpose of these calls is to support the contact people and ensure contact within support networks provide opportunities for the transmission of information and family concerns.

(b) Assisting contact people in addressing family member concerns and referring appropriate family member concerns to the battalion level FRG.

c. Contact Level.

(1) Individual family members are organized into support circles of six to ten family members with one volunteer acting as the contact person in each group. Support circles should not attempt to follow the military spouse's rank structure. Establish support circles to meet organizational operations.

(2) At this level, the contact person is responsible to the FRG for maintaining at least a minimum level of contact with the other family members in the support circle. Minimum basic contact is defined as one call or visit to each of the support circle family members at least once each month. This process effectively reduces social isolation. It also reassures family members there is support, communication, and an information system at their disposal.

(3) The contact person is responsible to the FRG for distributing family member information to the support circle members. The contact person is also responsible for identifying family member concerns from within a support circle. During a crisis situation, a contact person can combat rumors, provide information, and reduce stress.

(4) The structure of the FRG is tailored to meet the needs of the individual unit, its mission, and the general needs of its family members. An FRG organizational chart is offered as a guideline in appendix B.

11. INITIALIZATION.

a. FRGs are best when established at the battalion level. The individual unit members should decide whether the meetings and CI Notes are managed at the battalion or the battery level. The chain of concern operates most effectively when it is coordinated at the battery level. At the contact level, friendship and mutual support are more readily established.

b. Initially, the battalion will form a steering committee. Members should include, but not be limited to, the battalion commander, a senior NCO, a member of the battalion staff, and military and family members representing each subordinate unit (battery or separate detachment within the battalion FRG council).

c. The battalion commander should--

(1) Identify his/her goals for the FRG.

(2) Establish benchmarks for charting the progress and development of the FRG.

(3) Inform staff of the subordinate unit and battalion about the purpose, function, and structure of the FRG.

(4) Seek volunteers to develop committees to address the goals and needs of the FRG as identified at the meetings.

(5) Provide assistance to committees developing unit chains of concern.

(6) Provide volunteers with job descriptions.

(7) Provide facility support.

d. After the battalion and battery personnel are briefed on the overall plan and goals for the FRG, the FRGs can begin to perform their primary mission - the exchange of information between family members.

e. A battery level chain of concern is the primary means of FRG support. At the battery level, a contact person, responsible for contacting no more than six to ten family members, is used to relay pertinent information. This chain of concern is the FRG telephone network, and the unit roster is its basis. Volunteers are recruited to contact no more than ten family members each. More than ten calls will overtax the volunteer and the time required to make these calls would be prohibitive. The FRG coordinator and the nature of the unit's mission will determine the frequency of calls. The Privacy Act of 1970 requires individual consent when releasing Privacy Act data to third parties. Third parties are classified as any persons that are not a member of the Department of Defense. They must have sign a contract as with active duty soldiers and civilians working for the Department of Defense. To be able to provide Privacy Act information

(i.e., home addresses, home telephone numbers, etc.) to FRG coordinators and FRGs, the commander must have received authorization from each soldier. Commanders can accomplish this at the same time they prepare a social roster by also informing the soldier their home address, home telephone number, and possibly their home electronic mail address will be made available to FRGs.

f. Calling lists are divided in the following manner.

(1) By the geographical/housing areas. This method facilitates neighborhood meetings, car pools, etc.

(2) By soldier's rank. Advantages are that an existing roster prepared by rank structures can be utilized so enlisted spouses preferring to speak with other enlisted family members may do so.

(3) By shop or assignment area. This structure builds on relationships already existing between soldiers who work closely together.

g. Callers need guidance from the FRG coordinator concerning their jobs and the limits of their responsibilities. The caller's mission is to promote unit readiness by providing information to all unit family members. Information sharing reduces the feeling of isolation and creates a cohesive network. This network is also used to disseminate information to the families and to address family member concerns. Some problems, such as spouse abuse and child neglect, are not handled by the FRG representatives but, referred to the appropriate agency. FRG callers should not be expected to deal with serious personal problems of this magnitude.

12. TRAINING.

a. To increase the effectiveness of a FRG, regular training should be available to FRG members at all three levels (battalion, battery, and contact). Agencies available to conduct FRG training at Fort Sill are listed in appendix D. FRG volunteers are often placed in the position of being the first contact point for family members who are in crisis situations. They are also often in the best position to evaluate how a family is coping or going to cope with separation. When practical, they should arrange for early intervention to prevent a crisis situation from developing. In order to perform this role effectively, adequate training is a necessity. We have provided at appendix C a listing of job descriptions/duties of different members of the FRG for your use.

b. Examples of training that help FRG volunteers effectively perform their functions include--

(1) Effective communication.

(2) Problem solving.

- (3) Crisis referral.
- (4) Community resources.
- (5) Key unit personnel.
- (6) Principles of information and referral.
- (7) Family advocacy.
- (8) Coping with stress.
- (9) Conflict referral.
- (10) Management/leadership skills.

c. At Fort Sill, the support agencies listed in appendix D will conduct training, as requested by FRG representatives.

d. A new resource available for education, Army Family Team Building (AFTB). AFTB is described as training for a way of life that prepares all members in America's Army to function at one's highest level, in any situation, with minimal outside support. The purpose of AFTB is to improve personal and family preparedness. The training consists of three separate levels depending upon associated time with the Army.

e. Additional measures that will increase an FRG's cohesion include the following authorized unit support activities.

(1) Printing. FRGs are authorized printing assistance to include, but not limited to, the reproduction of the CI Notes. The installation printing plant provides units with printing capability.

(2) Mailing. FRGs are authorized mailing assistance through the use of G-5 postal permits. Third Class Bulk rates are used when mailing 200 or more like pieces or all the pieces weight 50 pounds or more. First Class mail is required for lots of less than 200 pieces.

(3) Facility support. FRGs are authorized administrative support to include the use of typewriter, office supplies, copying equipment, day rooms, dining facilities, and other facilities as needed.

(4) Roster assistance. Official unit rosters must be available to FRGs to generate and maintain an accurate and current chain of concern.

(5) Dining facility assistance. Family members of soldiers in grades of E-1 through E-4 are authorized to eat in the unit dining facility provided the function is designated an

FRG activity as approved by each major subordinate command (MSC). Family members will pay applicable food costs. Guidelines are available from each MSC.

(6) Government transportation. FRGs are authorized the use of government transportation, subject to the guidelines of DOD Directive 1330.2, but must have the approval of the transportation officer. Approval is based on budgetary restrictions. (See appendix F).

f. Overall responsibilities within the FRG. Any organization functions best when duties and responsibilities are clear-cut. This ensures that the mission of caring for family members can be carried out effectively and efficiently during times of crisis.

g. The unit commander should--

(1) Establish an atmosphere of care and concern for the families of unit soldiers.

(2) Anticipate and address the needs of unit members and their families when temporary separation occurs. You can accomplish this through an orientation program, CI Notes, deployment briefings, support systems, and social functions.

(3) Organize systems of mutual assistance and a network of communication to include an FRG, using the chain of command, the staff, and volunteers.

(4) Actively sanction the FRG.

(5) Provide unit information systems, facilities, and resources to the FRG.

(6) Encourage family involvement in unit activities.

(7) Officially appoint FRG members and provide training through unit installation resources.

h. Battalion/brigade commander should--

(1) Coordinate FRG activities within the command.

(2) Establish a network of FRG links using the command sergeant(s) major, Chaplain(s), and rear detachment commander(s).

i. Family Readiness Group responsibilities are to--

(1) Provide for the general welfare of family members through mutual assistance and involvement.

(2) Develop and operate systems to provide information, solve family problems, welcome and orient new families, create involvement, and prevent isolation.

(3) Interact with military family members, the unit commander, and the rear detachment commander at battery and battalion levels.

(4) Involve families in unit activities.

(5) Refer family needs that cannot be met by the FRG to appropriate post agencies.

(6) Continue to provide support to families who remain in the local area while the soldiers serve unaccompanied tours overseas.

h. Examples of blank forms used by FRGs are at appendix E. They are available for download from the following web site.

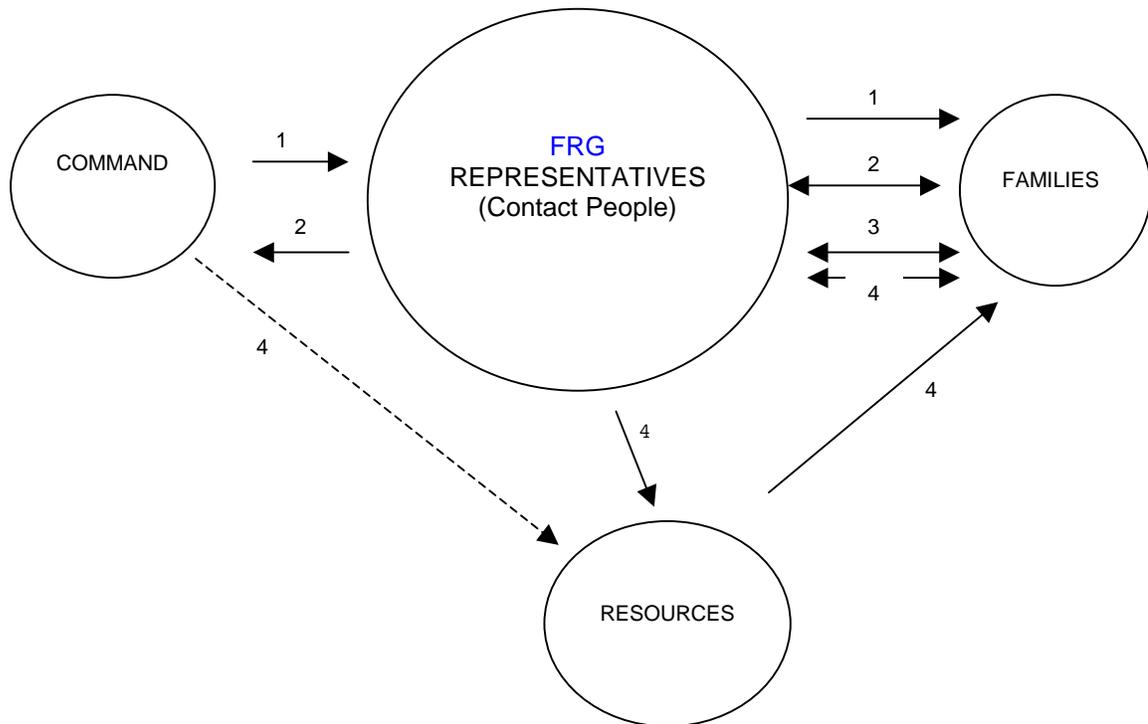
http://sill-www.army.mil/doim/FS_Blank_Forms/FS_BLANK_FORMS.htm

j. A FRG is an asset to any unit, regardless of size. An effective FRG takes care of the Army family while allowing soldiers to train harder, longer, and most importantly - worry-free.

APPENDIX A BASIC ORGANIZATIONAL CONCEPT

I. PURPOSE/MISSION. To assist commanders in establishing Family Member Readiness Groups (FRGs) that provide outreach and assistance to military families, particularly during unit off-post training and mobilization.

II. HOW THE PROGRAM WORKS.

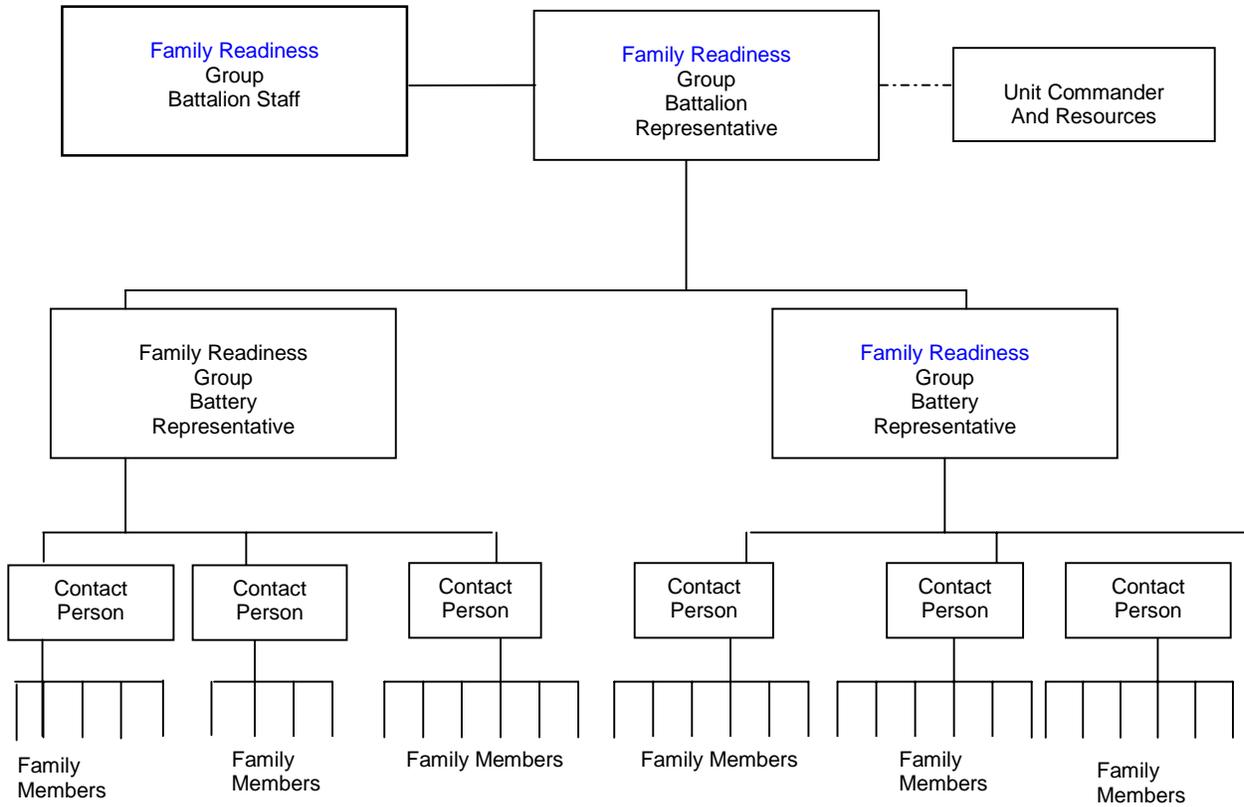


1. Communication: CO to families
2. Communication: Families to CO
3. Helper/Problem Assistance
4. Information and Referral

III. SUCCESS FACTORS.

- ❖ Local regulation
- ❖ Unit commander linkage
- ❖ Appointed **FRG** representatives
- ❖ Communication support network
- ❖ Incorporated into installation's mobilization family assistance plan
- ❖ Family member "ownership" of FRG

APPENDIX B
ORGANIZATIONAL STRUCTURE OF AN FRG



APPENDIX C
JOB DESCRIPTION/DUTIES

BATTALION REPRESENTATIVE/FRG COUNCIL MEMBER

1. Recruits potential leaders for FRG Steering Committee.
2. Attends initial battery meetings, FRG, and steering committee meetings.
3. Is liaison between FRG and rear detachment.
4. Writes articles for monthly CI Notes.
5. Approves CI Notes prior to reproduction.
6. Presents battalion news at FRG meetings.
7. Request unit resources when needed.
8. Is spokesperson attending special meetings where information of FRG is required.
9. Contacts out-of-town wives when necessary.
10. Sends out periodic assessments to FRG members.
11. Is available to and approachable by all the members.

BATTERY REPRESENTATIVE

1. Obtains names, addresses, and phone numbers of all married personnel in battery from First Sergeant.
2. Organizes battery level FRG meetings.
3. Selects a battery reporter for CI Notes staff.
4. Selects two contact persons to represent battery at steering committee meetings who will make calls to other spouses in the battery.
5. Selects a battery hospitality person.
6. Determines dates for monthly battery meetings.
7. Organizes battery spouses' phone chain to be used to distribute information.
8. Notifies hospitality person of people to be remembered with cards or special occasions.
9. Arranges for refreshments at designated FRG meetings.
10. Attends steering committee and FRG meetings.

CONTACT PERSON

1. Calls families on a regular basis to inquire if they need assistance, to let them know they are being thought of and cared for, and to assure them the FRG system is working.
2. Informs co-chairperson of problems.
3. Attends battery, steering committee, and FRG meetings.
4. Helps to combat rumors (between phone calls).

CO-CHAIRPERSON

1. Attends initial battery meetings.
2. Plans agendas for FRG and steering committee meetings.
3. Coordinates with guest speakers for FRG meetings.

4. Presides at FRG and steering committee meetings.
5. Furnishes steering committee with telephone notification roster.
6. Submits battalion-level news for CI Notes.
7. Acts as problem solver for steering committee and contact persons.
8. Communicates with sponsor regarding policy (establishing/changing).

EDITOR AT BN/BTRY LEVEL

1. Holds staff meetings monthly to collect news and discuss upcoming CI Notes.
2. Writes battalion-level news.
3. Directs layout of published material along with associate editor.
4. Assembles CI Notes.
5. Gives CI Notes to sponsor prior to printing.
6. Delivers original copy to agency for printing.
7. Attends steering committee and FRG meetings.

MEMBERSHIP COORDINATOR AT BN OR BTRY LEVEL

1. Keeps up-to-date addresses on 3x5 cards and/or computerized with back-up, for each spouse in the group.
2. Notifies sponsor and co-chairperson of changes of addresses.
3. Addresses CI Notes and returns to rear detachment for mailing.
4. Attends FRG and steering committee meetings.

TREASURER AT BN OR BTRY LEVEL

1. Keeps an accurate record of money.
2. Performs regular and change of custodian audits.
3. Attends steering committee and FRG meetings.
4. Provides childcare coordinator with funds for baby-sitters.

BATTERY REPORTER

1. Attends battery, editorial staff, and FRG meetings.
2. Writes battery news for CI Notes.
3. Assists editor in putting together CI Notes for typing, etc.

**APPENDIX D
SUPPORT AGENCIES AVAILABLE TO CONDUCT
FAMILY READINESS GROUP TRAINING**

Agency	Topic	POC/Tel
American Red Cross	Counseling Referral Emergency Leave Emergency Financial Assistance	Karen Woodward 458-2132 (RACH) 442-2426 (Local#) 1-877-272-7337 (Worldwide)
Army Community Service	General Overview Building Army Family Team Family Advocacy Child Safety Education Conflict Referral Domestic Violence Stress Management Exceptional Family Member Program Relocation Workshop Financial Management Training AER Overview Family Member Employment Volunteer Supervision	Donald R. Fenter 442-4357/4916 Jena Smith 442-2382 442-5018/6801 Rosetta Foster 442-6801 442-4357/4916 442-3247 442-2946/3779 Georgia Gallmon 442-5018 Gail Coffman 442-3779
Child and Youth Services	Tincher Child Development Center Family Child Care (FCC) Youth Services	Merilee Nevins 442-3927 Melissa Moore 442-4932 JoAnn Amos 442-6745
Business Operations	Clubs, Golf, Bowling	Gene Hilliard 442-2401
Army Substance Abuse Program	Substance Abuse	Ms. B. Fergeson 442-2691
Legal Assistance (Staff Judge Advocate)	Wills Power of Attorney Landlord/Tenant/Taxes Consumer Laws	Ms. S. Bates-Ward 442-5058/5059
Directorate of Public Safety And Law Enforcement	Protect the Child Rape Prevention McGruff (The Crime Fighting Dog) Crime/Robbery Prevention	W. Sam Samuels 442-3145/4967
Post Chaplain	Family Life Center Overview	CH (MAJ) Scharff 442-5003

APPENDIX E

FAMILY READINESS INFORMATION FORM

PRIVACY ACT STATEMENT: Authority U.S.C. 522a. and para 3-5, AR 340-2 1; para 2-8a. AR 210-7. Principal purpose is to gather data on family members of assigned soldier. Primary use of this information is to facilitate volunteer in providing command information to family members concerning unit events and emergencies. I understand that my phone number will be published on the company spouses' roster that is available to company wives and the battalion chain of concern.		
Soldier's Name		Rank
Section or Platoon		
Single <input type="checkbox"/>	Married <input type="checkbox"/>	Spouse's Name
Mailing Address _____ _____		
Live in Barracks <input type="checkbox"/>	Live in Residents <input type="checkbox"/>	Residential address _____ _____
Home Phone Number		Spouse's Work Phone
Name of Local Friend or Neighbor		Phone

Other than Wife/Husband, whom would you notify in case of emergency

Name			
Address Street & P.O. Box			
City	State	Zip	Country
Phone	Relationship to you –		

SPECIAL FAMILY SITUATIONS

(Mark (X) in appropriate spaces)

<input type="checkbox"/> Wife has no driver's license	<input type="checkbox"/> Medical Problems	<input type="checkbox"/> No car
<input type="checkbox"/> Exceptional Family Member	<input type="checkbox"/> Wife doesn't speak English. Speaks -	<input type="checkbox"/> Wife is pregnant. Due Date -
Other, please explain		

CHILDREN

Name	Age

FAMILY DEPLOYMENT CHECKLIST

<p>Although extended deployments are never easy on the family, the hardships need not be increased by failure to plan ahead. A carefully prepared and executed predeployment checklist can save you and your family from giant headaches in the future. It is very important for you, as a military family, to have certain documents in your possession. Military spouses are often required to take over the family during the sponsor's absence; therefore, it is important that both of you sit down together to gather information and documents named in this checklist. You are encouraged to keep originals or copies of all listed documents in a special container (safety deposit box) in a location you can find immediately and is known to both you and the sponsor. Both of you must have access to this location.</p>	
<input type="checkbox"/>	Marriage Certificate
<input type="checkbox"/>	Birth certificates of all family members <input type="checkbox"/> Wife <input type="checkbox"/> Husband <input type="checkbox"/> Children <input type="checkbox"/> 1 st Child <input type="checkbox"/> 2 ^d Child <input type="checkbox"/> 3 ^d Child <input type="checkbox"/> 4 th Child
<input type="checkbox"/>	Divorce Papers
<input type="checkbox"/>	Death Certificates
<input type="checkbox"/>	Shot records of all family members (including pets)
<input type="checkbox"/>	Citizenship/Naturalization papers
<input type="checkbox"/>	Adoption Papers <input type="checkbox"/> Passports <input type="checkbox"/> Visas (Remove only when needed for international travel)
<input type="checkbox"/>	Insurance policies (Note, company, policy # and amount of payment)
<input type="checkbox"/>	Real Estate Documents (leases, mortgages, deeds, or promissory notes)
<input type="checkbox"/>	Copies of installment contracts and loan papers
<input type="checkbox"/>	Current list of immediate next of kin, personal lawyer, trusted friends (include phone number and address)
<input type="checkbox"/>	Car Title (registration should be in car)
<input type="checkbox"/>	Last LES (Leave and Earning Statement)
<input type="checkbox"/>	Discharge Papers (DD Form 214)
<input type="checkbox"/>	Allotments (Updated with correct amount, name, address, account number)
<input type="checkbox"/>	Social Security Number of each family member
<input type="checkbox"/>	Current address and telephone numbers of immediate family members of both spouses.
The Following Should Be Completed Prior to Deployment	
<input type="checkbox"/>	Next of kin informed of rights, benefits, assistance available
<input type="checkbox"/>	Family budget and business arranged (See Financial Section for Budget Worksheet)
<input type="checkbox"/>	Emergency Data Card undated in Military Personnel Record
<input type="checkbox"/>	Joint checking/savings account arranged (List-all account numbers)
<input type="checkbox"/>	Parents informed of how to make contact in case of emergency (See Appendixes D, E)
<input type="checkbox"/>	Armed Forces ID Cards (renew if ID Card expires within next 3 months. Rear Detachment Commander can sign for ID Replacement after soldier deploys)
<input type="checkbox"/>	Emergency services explained and located <input type="checkbox"/> Red Cross <input type="checkbox"/> Army Emergency Relief (AER) <input type="checkbox"/> Medical Facilities/CHAMPUS <input type="checkbox"/> Army Community Service (ACS) <input type="checkbox"/> Legal Assistance Office
<input type="checkbox"/>	Security check on house
<input type="checkbox"/>	Problems with cars, household, and appliances identified and resolved
<input type="checkbox"/>	Powers of Attorney General: Allows holder to act in all matters on sponsor's behalf. Special: Allows holder to act on sponsor's behalf in special transactions. Medical: Authorizes holder to obtain medical care for family members under 18 years of age.
<input type="checkbox"/>	Wills for both spouses
<input type="checkbox"/>	Orders
<input type="checkbox"/>	Copy of Emergency Data Card
<input type="checkbox"/>	List of all credit cards and account numbers
<input type="checkbox"/>	AAFES Deferred Payment Plan (DPP), (to use, spouse must be listed as an authorized user or hold sponsor's General Power of Attorney).
<input type="checkbox"/>	Federal and State Income Tax Returns (last 5 years)

Home Safety Checklist

Take a 10-minute walk through your house. Carry this checklist to help you truly see your home. The idea behind this walk is to look for fire hazards. You don't have any? Are you sure? Perhaps this list will change your mind.

KITCHEN	YES	NO
Are curtains, dish towels, or paper items kept away from stove?	<input type="checkbox"/>	<input type="checkbox"/>
Is stove's exhaust hood and ductworks clean of grease?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a working fire extinguisher close at hand?	<input type="checkbox"/>	<input type="checkbox"/>
LIVING ROOM/DINING ROOM/BEDROOMS		
Is fireplace spark screen always closed?	<input type="checkbox"/>	<input type="checkbox"/>
Are electrical wiring/circuits/outlets adequate to handle load?	<input type="checkbox"/>	<input type="checkbox"/>
Is there sufficient space for air circulation around TV/stereo	<input type="checkbox"/>	<input type="checkbox"/>
Are ashtrays available in home occupied by smokers?	<input type="checkbox"/>	<input type="checkbox"/>
Are matches and lighters out of reach of children?	<input type="checkbox"/>	<input type="checkbox"/>
ATTIC, CLOSETS, STORAGE ROOM		
Do you keep oily cleaning rags in tight metal containers?	<input type="checkbox"/>	<input type="checkbox"/>
Are you using only nonflammable cleaning fluids?	<input type="checkbox"/>	<input type="checkbox"/>
Do you avoid accumulations of paper and combustible materials?	<input type="checkbox"/>	<input type="checkbox"/>
WORKSHOP/LAUNDRY ROOM		
Are combustible materials kept away from heat sources?	<input type="checkbox"/>	<input type="checkbox"/>
Are paint thinners, paints, and solvents kept in their original containers for identification purposes?	<input type="checkbox"/>	<input type="checkbox"/>
Are the furnace, heaters, vents and chimneys inspected and serviced regularly?	<input type="checkbox"/>	<input type="checkbox"/>
Are fuses of the proper size for the circuits they protect?	<input type="checkbox"/>	<input type="checkbox"/>
Are the dryer lint trap and vent kept clean?	<input type="checkbox"/>	<input type="checkbox"/>
GARAGE/GROUNDS		
Is gasoline for the mower stored in a safety can?	<input type="checkbox"/>	<input type="checkbox"/>
Have you removed accumulations of trash and paper?	<input type="checkbox"/>	<input type="checkbox"/>
Are oil-soaked rags in tight metal containers to prevent Combustion?	<input type="checkbox"/>	<input type="checkbox"/>
THROUGHOUT THE HOUSE		
Inspect electrical cords?	<input type="checkbox"/>	<input type="checkbox"/>
NO SMOKING IN BED!!		
Does everyone know how to call the fire department?	<input type="checkbox"/>	<input type="checkbox"/>
Prepare and practice a fire escape plan?	<input type="checkbox"/>	<input type="checkbox"/>
SMOKE DETECTORS		
Buy a battery-operated smoke detector. It is one of the best and most inexpensive forms of fire insurance. It will not prevent a fire from starting, but it may save your life! Be sure to check the smoke detector on a regular basis. Replace batteries twice a year. You should have at least one detector, but two will give some insurance in case one fails. Also, bedrooms should have their own detector if the door is closed while sleeping.		

HOME TOOL KIT	
<input type="checkbox"/> Flashlight and extra batteries	<input type="checkbox"/> Hammer
<input type="checkbox"/> Assorted nails, screws and tacks	<input type="checkbox"/> Screwdrivers
<input type="checkbox"/> Masking tape	<input type="checkbox"/> Scissors and/or knife
<input type="checkbox"/> Pliers	<input type="checkbox"/> Wrench
<input type="checkbox"/> Furnace filters	<input type="checkbox"/> Extra light bulbs

EMERGENCY INFORMATION FORM

Soldier's Name	Soldier's Social Security Number
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STATESIDE INFORMATION

Unit	Company
Commander	Phone number
Platoon Leader	Phone number
First Sergeant	Phone number
Platoon Sergeant	Phone number
FRG Contact Person	Phone number
Chaplain	Phone number

DEPLOYMENT INFORMATION

Location	Unit
E-mail Address	Phone number
Mailing Address	
Commander	1SG
Officer in Charge	NCO in Charge
Team Leader	Chaplain

FS Form
(DCA) 1 May 01

EMERGENCY NOTIFICATION INFORMATION

FS Form 683 (Emergency Notification Information) can be found on the following web site.

http://sill-www.army.mil/doim/FS_Blank_Forms/FS_BLANK_FORMS.htm

THE ABOVE INFORMATION MAY HELP SPEED THE SERVICE MEMBER'S RETURN AS YOU CONTACT THE RED CROSS OFFICE. BE SPECIFIC!

FS Form 684 (Red Cross Notification) can be found on the above web site.

CAR MAINTENANCE

The family car is an important part of family life. The sudden and unexpected loss of the use of your car can be a real burden. During deployment, not knowing how to cope with car problems is just more aggravation your spouse must endure. Please take time to fill in and go over the following information checklist. Discuss what problems may happen to the car and become familiar with the periodic checks that are a part of routine operation.

FAMILY DRIVERS LICENSE INFORMATION

NAME	LICENSE NUMBER	EXPIRATION DATE

AUTO DATA AND SERVICE INFORMATION

Make	Model	Year	Vehicle ID#
Warranty <input type="checkbox"/> Yes <input type="checkbox"/> No Location -		Car Title <input type="checkbox"/> Yes <input type="checkbox"/> No Location -	
Car Registration <input type="checkbox"/> Yes <input type="checkbox"/> No Expiration Date-		Location	
License Plate #		Expiration Date	
Inspection Sticker Expiration Date			
Auto Insurance <input type="checkbox"/> Yes <input type="checkbox"/> No		Policy Number	
Auto Insurance Company			
Spare Keys <input type="checkbox"/> Yes <input type="checkbox"/> No		Location	
Battery Type	Make/Brand	Warranty <input type="checkbox"/> Yes <input type="checkbox"/> No	
Tires: Make/Brand	Size	Pressure	Warranty <input type="checkbox"/> Yes <input type="checkbox"/> No
Oil Brand	Weight		

MAINTENANCE SCHEDULE

Servicing done at - Name/Address	
Phone number	Appt. required <input type="checkbox"/> Yes <input type="checkbox"/> No
Oil change and Lubrication: Next schedule date	
Tune up: Next scheduled date	Approx. mileage
Special Instructions	
Tire balance/rotation/front end alignment: Next scheduled date	Approx. Mileage
Special Instructions	

FS Form 709
(DCA) 1 May 01

RECORD OF PERSONAL AFFAIRS

If you take the time to fill out this section you will have at your fingertips most of the personal information and data that would be helpful not only in routine situations but in emergency situations which might arise during your spouse's absence. The ready availability of this information in various situations could mean the difference between the timely provision of assistance or delayed problem resolution.

Last Name, First Name, MI	Social Security No	Rank/Grade
---------------------------	--------------------	------------

COMPLETE UNIT/LOCAL ADDRESS	COMPLETE PERMANENT ADDRESS
-----------------------------	----------------------------

PERSONAL DATA

Birth Date/Location

Naturalization (If applicable) on	By
-----------------------------------	----

PARENTS

Father – name & address	Mother – name & address
-------------------------	-------------------------

MARRIAGE

Spouse: (incl. Maiden Name)	Date/Location
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CHILDREN

Full name	Birth date

Personal lawyer or trusted friend who may be consulted regarding my personal and/or business affairs
Dependents other than immediate family

LOCATION OF FAMILY RECORDS

Certificates (Birth, Marriage, Death):
Naturalization Papers
Divorce Papers

MILITARY SERVICE PAPERS

Location

OTHER IMPORTANT PAPERS

Will	Executor's Name
Power of Attorney	Agent
Income Tax: Federal	State

INSURANCE

Life

Company	Policy #	Payment
Company	Policy #	Payment

Property
Medical
Other

SOCIAL SECURITY

Wife	Husband
Child	Child
Child	Child

PASSPORTS/VISAS

Wife	Husband
Child	Child
Child	Child

PROPERTY

Real Estate

Real Estate consisting of
Located
Encumbered by
Held by

Automobile

Make	Model	Year	State Registration
Location			
Insured with			
Automobile papers located at			

Other Personal Property

--

BANK ACCOUNTS: (Account Number, Name and Location of Bank)

Checking
Savings
Other (Specify)

SAFE DEPOSIT BOX

Institution
Address
Phone number

STOCK, BONDS, SECURITIES, INVESTMENTS

Located at
Beneficiary
Document Serial Numbers

DESIGNATED BENEFICIARY

Names and addresses of persons designated on serviceman's official record of emergency data form to receive settlement of unpaid pay and allowances in the event of death

DEBTS AND PAYMENTS

Agency, Company, Address	Amount Due	Date Payment Due

XIV. FIRMS OR PERSONS INDEBTED TO YOU

Name	Address	Amount

USAFACFS Pam 608-2, 9 May 2001

FS Form 685 (Notification of Departure from the Area) can be found at the following webs site.

[http://sill-www.army.mil/doim/FS Bank Forms/FS BLANK FORMS.htm](http://sill-www.army.mil/doim/FS_Bank_Forms/FS_BLANK_FORMS.htm)

PREDEPLOYMENT CHECKLIST

Prepare prior to Deployment

DOES YOUR SPOUSE HAVE THE FOLLOWING?

	A current ID card?
	A current passport?
	Access to a checking account?
	Enough money to manage household while you are gone?
	A current Power of Attorney?
	Current ID cards for children? (The MP's will do a free child identification card for children under 10 years old.)
	A driver's license?
	Up-to-date care registration?
	Up-to-date shot records (including pets)?
	Current Chain of Concern Phone Roster?
	Phone numbers of Rear Detachment Commander?
	Phone number of Chaplain?
	Phone number of Army Community Service (442-HELP)?
	Patient Recording Cards (Medical Card)?

APPENDIX F

GOVERNMENT TRANSPORTATION REQUEST

FRGs may request the use of government transportation to observe unit training or other official unit functions; however, the following guidelines must be adhered to.

1. Activity is within the Fort Sill training area.
2. Unit provides qualified driver for vehicles smaller than buses and/or pays for drivers of buses.
3. Fort Sill Form 833 (Request for Motor Transportation) is submitted to the Installation Transportation Officer in advance of activity.
4. Point of contact is Transportation Officer, Bldg 2258, telephone 442-2403/2468.
5. Approval is based on budgetary restrictions.

(ATZR-P)

FOR THE COMMANDER:



ROBERT A. CLINE
COL, FA
Chief of Staff

PHYLLIS R. BACON
Director of Information
Management

DISTRIBUTION:
Fort Sill Internet