

ENGAGING • CONNECTING • EMPOWERING



SOLDIER AND FAMILY READINESS GROUP

OVERVIEWS - TRAININGS – GUIDES –  
HANDBOOKS - PRESENTATIONS



# SFRG Mission and Members

# Objectives

---

1. Define the SFRG mission and its members
2. List the SFRG regulatory requirements
3. Identify admin and training for key roles within the SFRG
4. Define the Commander responsibilities in the SFRG

# Military Family Involvement

Revolutionary War



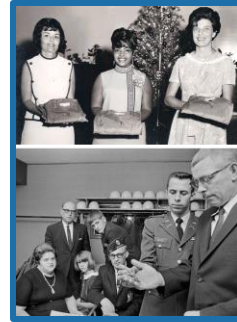
1775-1783

WWI



1914-1918

Vietnam



1965-1976

1969:  
ACS was  
established  
Army wide

Iraq & Afghanistan



80's and 90's    Early 2000's

**FY19 NGB**  
Volunteer Statistics  
Recorded **14,409** hours;  
equivalent of **\$7,297,836**

Civil War & Western  
Expansion



WWII



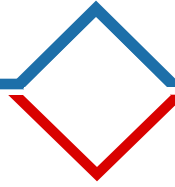
Desert Storm



1991  
Operation Desert Storm  
1993  
DA Pam 608-47, "A Guide to  
Establishing Family Support Groups"  
is released

# Today...

---



## 2019 – Renaming of the FRG to SFRG

- Changing the name critically links the Soldier's readiness to the Family. Incorporates all unit personnel and their Families, into the communication activities and community network of the SFRG.
- Emphasis placed on the Commander to Lead the SFRG.

# SFRG Intent

---

- The SFRG incorporates unit personnel, their family members, volunteers, and single soldiers into an integrated communication, information, and support network.
- Establish high-functioning command information networks that:
  - Communicate
  - Inform
  - Connect
- Changes to the SFRG represent **a shift away from** social activities and fundraising and a shift to readiness and resiliency events

# Benefits of an Effective SFRG



## FAMILIES

- Connection to unit and unit families
- Connection to community resources
- Able to problem-solve
- Ability to cope with deployments

## SOLDIERS

- Peace of mind/ Reduced stress
- Ability to focus on mission

## COMMANDERS

- Reduced time spent handling individual soldier/family issues
- Increased soldier/family readiness and deployment preparedness

## COMMUNITY

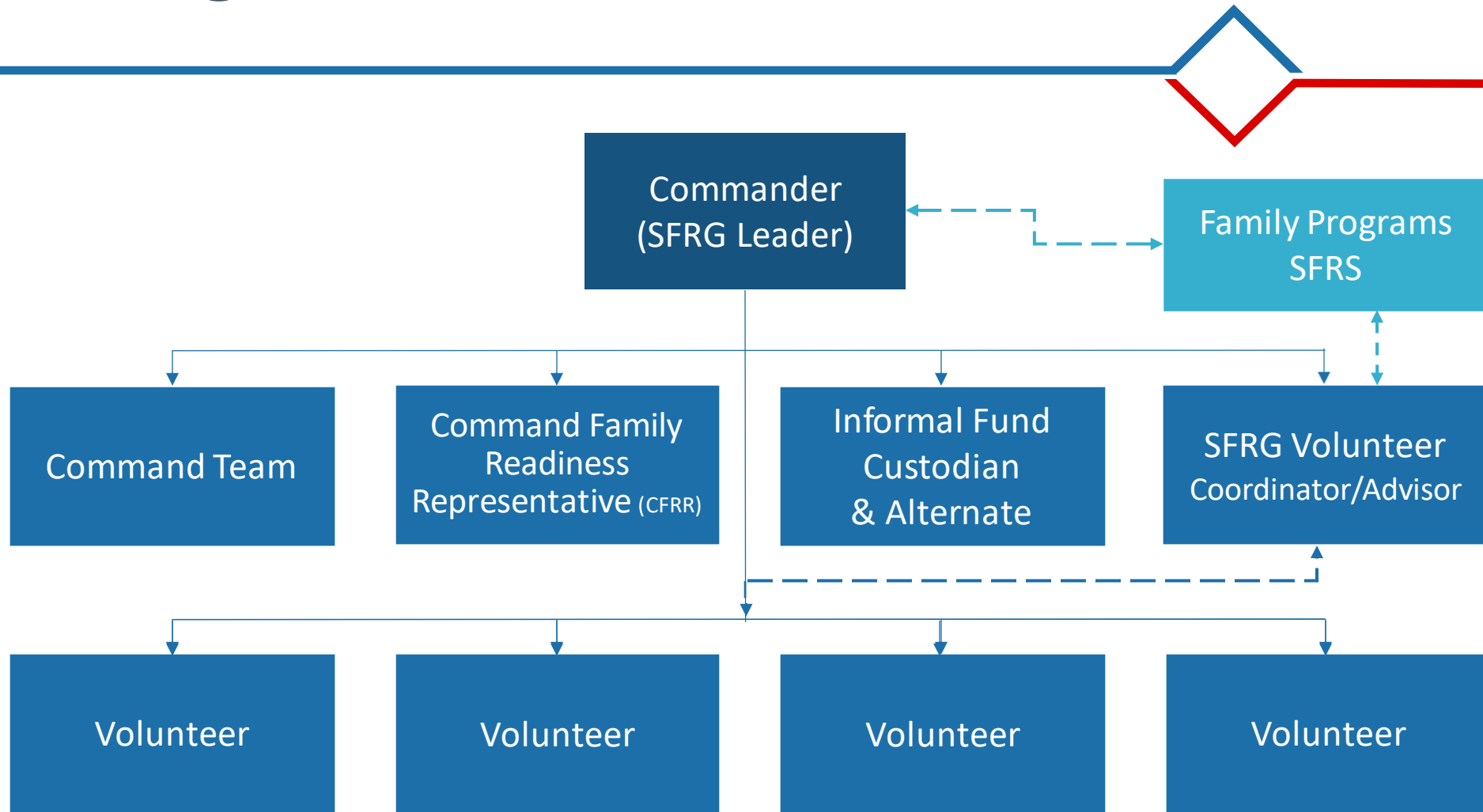
- Reduced occurrence of crisis situations
- Increased ability to support Soldiers and families where they live

# SFRG Membership





# SFRG Organizational Chart







# SFRG Key Position Initial Admin and Training

# Initial Admin and Training – Command



## Key Responsibilities

- Approving authority for all SFRG functions and activities
- Develop a Family Readiness Plan
- Appoint key SFRG roles (CFRR, Volunteers, Informal Fund Custodian)
- Communicate with Soldiers, Families and Volunteers
  - This includes identifying needs/concerns

## Training

- Complete SFRG Command training

# Initial Admin and Training – Command Family Readiness Representative (CFRR)

---

## Key Responsibilities

- Serve as the link between the command team, Soldiers, Families, and Volunteers
- Maintain a current email/communications roster
- Establish and execute communication plans/strategies
- Ensure command communications are passed to the lowest level and communicate to command any Soldier, Family or Volunteer issues/concerns

## Training

- Complete SFRG Command Training

# Initial Admin and Training – Volunteers



## Key Responsibilities

- Complete Volunteer documentation
- Support the Commander's Soldier and Family readiness goals
- Assist with communication getting to the lowest level
- Promote and assist SFRG events and activities

## Training

- Complete SFRG Volunteer Training
- Complete DD Form 2793

# Initial Admin and Training – Informal Fund Custodian

---

## Key Responsibilities

- Ensure the SFRG informal fund SOP is written and approved by current commander
- Assist commander with establishing an EIN and (non-interest bearing) bank account or obtain access to an already established account
- Maintain all financial documentation (authorized spending plan, ledgers, checks, receipts, reports, etc.)
- Prepare and submit all informal fund reports (monthly and annual)

## Training

- Complete SFRG Informal Fund Custodian training



# Working with Volunteers



# Recruiting Volunteers

---

- People volunteer for a variety of reasons
- How do you find those folks and recruit them?
  - How are they identified?
  - How do you recruit?
- Different types of Volunteers
  - Statutory – appointed volunteer
    - Need appointment letter from Commander
    - Need completed DD 2793 on file
  - Gratuitous – non-appointed volunteer



# Volunteer Roles

---

## STATUTORY VOLUNTEER EXAMPLES

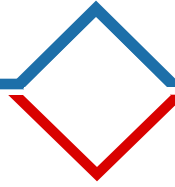
- Welcome Coordinators
- Key Contact
- Secretary
- Social Media Assistant
- Newsletter Assistant
- Volunteer Instructors
- Informal Funds Custodian (or alternate)

## GRATUITOUS VOLUNTEER EXAMPLES

- Event Set-up
- Mass Mailings
- Meeting Assistance
- Donation pick-up and distribution
  - Example: Operation Homefront
- Intermittent Services
  - Examples: Lawn care, event photography, care package assembly, etc.

# Retaining Volunteers

---



- Need to feel relevant and appreciated!
- Matching skill sets to positions is key
- Ensure volunteers enjoy the volunteer work they do
- Provide training to develop skills
- Offer job progression
- Treat as professionals

# Awards and Recognition

---

- Show gratitude formally and informally
  - Thank you notes, personal phone call, highlight in newsletter, etc.
- Ongoing rewards and recognition
- State Awards
- NGB National Awards
- DA Awards
- Presidential Volunteer Service Award





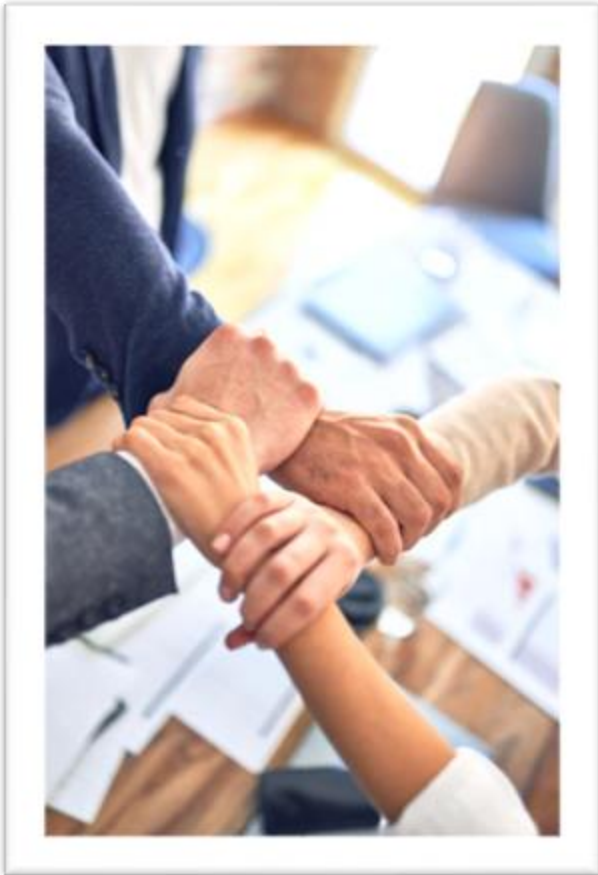
# Command Role in the SFRG

# Command Responsibilities in the SFRG (continued)



- Authorize and Establish Informal Fund (if applicable)
  - SOP for Informal Fund
  - Generate Memorandum: Checking Account Authorization
  - Complete audits of the informal funds annually
- Ensure Soldier and Family contact information is current
- Ensure all unit Soldiers and Family members feel welcome and part of the command/unit team
- Assess Soldier and Family needs and concerns
- Approve communications to SFRG
  - Social Media, Newsletter, etc.
- Advocate readiness and resiliency through SFRG events and activities

# Command Responsibilities in the SFRG



## The Commander is the Leader of the SFRG

- Complete Required Training
  - Command Training
  - Develop and execute an SFRG Communication Plan and appropriate SOPs
- Establish an SFRG and Appoint Key SFRG positions
  - Command Family Readiness Representative (CFRR)
  - SFRG Volunteer Coordinator/Advisor
  - Informal Funds Custodian and Alternate
- Complete Required SFRG Documentation
  - Appointment Letter: official positions – staff and volunteer
  - DD Form 2793: all Statutory Volunteers

# CFRR Responsibilities in the SFRG



- The CFRR will assist the Commander in executing the essential elements of the SFRG
- Help commands maintain active SFRGs
- Maintain current email/communication rosters
- Establish and execute communication plans/strategies IAW Commander's objectives
- Inform Commanders of known Soldier and Family issues
- Coordinate and communicate resilience events
- Help SFRGs establish Chains of Concerns to pass information from the Command to SFRG members
- Serve as the link between Soldiers, Civilians, Family Members and Command Team



# NGB Unit Readiness Report

- Tracks eight (8) national criteria for all units within the state
  - SFRG Volunteer Coordinator/Advisor Appointment Letter
  - SFRG Volunteer Coordinator/Advisor Trained
  - CFRR Designated/Appointed
  - CFRR Trained
  - SFRG Contact Roster in Place
  - SFRG Newsletter/Social Media
  - Active Annual Family Programs Brief Conducted
  - Commander Trained
- SFRS tracks and reports status





# Soldier and Family Readiness Specialist (SFRS) Role

# SFRS Role in the SFRG

---

ADVISE – SUPPORT – REPORT

- Provide day-to-day support and continuity to the Command Team and Volunteers regarding SFRG operations and initiatives
- Serve as the subject-matter expert (SME) on the SFRG
- Maintain SFRG position memorandums, forms, and documentation
- Provide and track required training for SFRG key positions
- Prepare and submit SFRG and Unit Readiness reports

# SFRS Role in the SFRG



ADVISE – SUPPORT – REPORT

**REFRAIN FROM** the following:

- Coordinating, executing, and/or leading SFRG meetings
- Involving ourselves in casualty notification
- Holding any SFRG volunteer positions
- Performing Commander's administrative duties outside the scope of supporting SFRG operations
- Participating or being directly involved with a fundraising activities to include maintaining SFRG financial accounts

# SFRS Assistance and Support for Soldiers and Families



Command teams may refer Soldiers and Family members to the SFRS for assistance/support to include, but not limited to, the following:

- Crisis Intervention
- Legal
- Financial
- Behavioral Health/Counseling
- TRICARE
- Emergency Assistance
- ID Cards and DEERS
- Exceptional Family Member Program (EFMP)
- Deployment/Mobilization Support
- Child and Youth Related



References

# Policies and Regulations



- Department of Defense Instruction 1342.22 – *Military Family Readiness*
- Army Regulation 600-20 – *Army Command Policy*
- Army Regulation 608-1
- AD 2019-17 – *Changes to Soldier and Family Readiness*
- HQDA EXORD 233-19 – *Implementation of the SFRG Program*
- CNGBI 1800.02 – *National Guard Family Program*
- CNGBM 1800.02 – *Maintaining the Family Readiness System*
- State specific policies and regulations

# Objectives Review

---

1. Defined the SFRG mission and its members
2. Listed the SFRG regulatory requirements
3. Identified admin and training for key roles within the SFRG
4. Defined the Commander responsibilities in the SFRG



*Thank you for attending!*



SOLDIER AND FAMILY READINESS GROUP

**Command Training**