Getting Started

Soldier and Family Readiness Groups (FRGs)

1. FRG is a Commander's program and is designed to provide the opportunity for two way communication between Command Teams and Soldiers/Family members toward mission readiness and assist Soldiers in meeting the regulatory requirement in AR600-20 for personal and family preparedness.
https://www.lms.army.mil/Saba/Web_wdk/ALMS/common/ka/powerSearch.rdf?location_id_usePreferredOption=Any (ALMS Training code FRGCTT and a refresher at FRGCTRT)

2. Each unit is required to have a Family Readiness Liaison (Soldier additional duty assignment at the BTRY, BN, and BDE).
https://www.lms.army.mil/Saba/Web_wdk/ALMS/common/ka/powerSearch.rdf?location_id_usePreferredOption=Any (ALMS Training code FRGCTT and a refresher at FRGCTRT)

3. Each BTRY FRG should have a leader.   This person is preferably a civilian volunteer to add approachability by other civilians. However, the leader can be a Soldier if absolutely necessary.   Training is available on the Army Family Web Portal at https://olms.armyfamilywebportal.com/ .   Additional training that is helpful, also available on the AFWP is Army Family Team Building training which educates Families about Army life, resources, and skills for success.

4. Each unit with an FRG bank account of fund raising monies, or planning to have one, must have 2 Funds Custodians (NOT the Commander, Leader or FRL). This training can be found at the link above in the FRGVT training section.   Each unit should also contact Cheryl Foster at MWR (580) 442-3113 who will assist you with training/questions and routing, etc. of your fundraising forms.   Her email is Cheryl.o.anderson.civ@mail.mil

5. The Fort Sill Public Drive has FRG information for your use. CAC holders go to "this PC" on your computer and you will see the P: drive as one of your choices.   The folder is labeled "ACS FRL and FRG use only".   Historical as well as new documents are provided for your convenience. Please do not remove them. Copy and paste only. Burn copies for your FRG leadership as needed.

6. On the Public drive in the <u>ACS FRL and FRG use only</u> folder is a file called "REAL SMART book". A hard or digital copy should be provided for each FRG Leader as needed to assist them in learning their new role. This book is filled with sample forms, ideas, position descriptions and a wealth of helpful information for standing up and supporting a BTRY FRG. *Some hard copies may be available at ACS upon request.

7. Each volunteer should have the following items on file at the unit in the event of an audit by your BN/BDE.

   a. Signed position description from REAL book (found in Administration Section p. 41)
   b. Training certificate (from online training or classroom, if offered)
   c. Code of conduct/Ethics agreement (REAL book, p. 83-84)
   d. Volunteer agreement DD2793 (REAL book, p.80-81)
   e. Appointment Orders signed by the Commander (REAL book, p.88)
      (Volunteer Management Information System website info on p.90)

8. **Remember:**
   a. FRG's ultimate purpose is mission readiness through information and resource referral. That means getting the right data to the right people in the right way at the right time. The REAL book is designed to provide you with documents you need and some you may choose to use. Most of the documents can be modified to meet your unit mission and FRG needs. Just because a form or tip/idea is in the book doesn't mean it is a requirement.
   b. The <u>TRICK</u> to a successful FRG is <u>Transparency, Ranklessness, Inclusivity, Connectivity and Kindness</u>.

<u>Other Helpful Forms/info not in the REAL book.</u>

   a. FS363a-Family Readiness Information Sheet (use to collect contact data to create a communication roster)
   b. FRG Communications Memo and Waiver of Communications
   c. Fundraising Request Form
   d. Fort Sill FRG Inspection Form
   e. The REAL book itself can be found on the www.sill.armymwr.com website. Type in FRG in the search bar and the FRG page will pop up.
   f. It is a good idea to contact ACS at (580) 442-4916 to be put on an email list of current events and community updates.
   g. Rapid Response Resolution Matrix.