

ALARACT 120/2009 HQDA EXORD 183-09 ISO FAMILY READINESS SUPPORT ASSISTANTS (FRSA), DTG 011456Z MAY 09. At the direction of the Sec Army and Soldier and Family Readiness Board of Directors (SFR-BOD), Family and Morale, Welfare and Recreation Command (FMWRC) developed FRSA requirements and a concept plan which provides an enduring, affordable, standardized solution for FRSA support across the Army. The intent is to provide a uniform administrative staff capable of supporting commanders and volunteer family readiness group (FRG) leaders across the Army to keep pace with the Army's operational tempo and modular conversion. This concept plan provides uniform administrative support across the Army, ensuring family readiness support is available and not solely dependent upon volunteers. Family readiness support assistants will be assigned on a permanent basis to the augmentation table of distribution of allowances down to deployable battalions in FY10. See the message for more information.

P 011456Z MAY 09
FM PTC WASHINGTON DC//ALARACT//
TO ALARACT
ZEN/RMY/OU=ORGANIZATIONS/OU=ADDRESS LISTS/CN=AL ALARACT(UC) BT UNCLAS

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***** THIS IS A COMBINED MESSAGE *****

SUBJ: ALARACT 120/2009 - HQDA EXORD 183-09 ISO FAMILY READINESS SUPPO RT ASSISTANTS (FRSA) UNCLASSIFIED// THIS MESSAGE HAS BEEN SENT BY THE PENTAGON TELECOMMUNICATIONS CENTER ON BEHALF OF DA WASHINGTON DC//G-3/5/7//

SUBJECT: HQDA EXORD 183-09 ISO FAMILY READINESS SUPPORT ASSISTANTS (FRSA)

REFERENCES:

REF/A/ (U) ARMY STRUCTURE CONCEPT PLAN FOR FAMILY READINESS SUPPORT ASSISTANTS (FRSA), 19 JULY 2007//
REF/B/ (U) AUGMENTATION TDA IMPLEMENTATION PLAN - PHASE 2, 1 NOVEMBER 2007//
REF/C/ (U) OPERATION READY - FAMILY READINESS SUPPORT ASSISTANT RESOURCE GUIDE//
REF/D/ (U) OPERATION READY - FAMILY READINESS SUPPORT ASSISTANT FACILITATOR'S GUIDE//
REF/E/ (U) ARMY REGULATION 608-1, ARMY COMMUNITY SERVICE, APPENDIX J, PARAGRAPH J-5//
REF/F/ (U) STANDARDIZED FAMILY READINESS SUPPORT ASSISTANT (FRSA) POSITION DESCRIPTIONS TIME ZONE USED THROUGHOUT THE ORDER: (ROMEO) (ZULU - 5)
1. (U) SITUATION.
1.A. (U) ENEMY FORCES. NOT APPLICABLE.
1.B. (U) FRIENDLY FORCES.
1.B.1 (U) ROAD TO WAR: AT THE DIRECTION OF THE SEC ARMY AND SOLDIER AND FAMILY READINESS BOARD OF DIRECTORS (SFR-BOD), FAMILY AND MORALE, WELFARE AND RECREATION COMMAND (FMWRC) DEVELOPED FRSA REQUIREMENTS AND A CONCEPT PLAN WHICH PROVIDES AN ENDURING, AFFORDABLE, STANDARDIZED SOLUTION FOR FRSA SUPPORT ACROSS THE ARMY. THE ANALYSIS PROVIDED A DETAILED LOOK AT FRSA DUTIES AND HISTORICAL WORKLOAD UNDER OPERATIONAL CONDITIONS. THE ANALYSIS IDENTIFIES REQUIREMENTS TO SUPPORT TRANSFORMATION AND MODULAR CONVERSION. THE INTENT IS TO PROVIDE A UNIFORM ADMINISTRATIVE STAFF CAPABLE OF SUPPORTING COMMANDERS AND VOLUNTEER

FAMILY READINESS GROUP (FRG) LEADERS ACROSS THE ARMY TO KEEP PACE WITH THE ARMY'S OPERATIONAL TEMPO AND MODULAR CONVERSION.

1.B.2. (U) FRASAS ARE LOW COST, HIGH VALUE ASSETS TO THE EXPEDITIONARY ARMY. FRASAS HAVE SUCCESSFULLY PROVIDED CONTINUITY WITHIN THE UNIT FAMILY READINESS PROGRAM AND LIFTED MUCH OF THE ADMINISTRATIVE AND LOGISTICAL RESPONSIBILITIES OF OVERBURDENED VOLUNTEER FAMILY READINESS GROUP LEADERS. THIS CONCEPT PLAN PROVIDES UNIFORM ADMINISTRATIVE SUPPORT ACROSS THE ARMY, ENSURING FAMILY READINESS SUPPORT IS AVAILABLE AND NOT SOLELY DEPENDENT UPON VOLUNTEERS.

1.C. (U) ENVIRONMENT. NOT APPLICABLE.

1.D. (U) ATTACHMENTS AND DETACHMENTS. ANNEXES A AND B.

1.E. (U) ASSUMPTIONS. THE DEPARTMENT OF THE ARMY PROVIDES NECESSARY RESOURCES, PERSONNEL AND TRAINING TO MEET THE REQUIREMENTS OF FAMILY READINESS SUPPORT TO UNITS.

2. (U) MISSION. THE MISSION OF THE FRSA IS TO MAINTAIN THE CONTINUITY AND STABILITY OF FAMILY READINESS GROUPS AS UNITS UNDERGO CHANGES IN VOLUNTEERS AND LEADERSHIP. OPERATIONALLY, THE FRSA PROVIDES ADMINISTRATIVE AND LOGISTICAL SUPPORT TO COMMANDERS, REAR DETACHMENT COMMANDERS, AND VOLUNTEER FRG LEADERS. TAKING THE ADMINISTRATIVE BURDEN OFF VOLUNTEERS ALLOWS FRG LEADERS TO CONCENTRATE ON PERFORMING OUTREACH TO SOLDIERS AND THEIR FAMILIES IN THE COMMAND, THUS PRESERVING STABILITY ON THE HOME FRONT, ESPECIALLY DURING PERIODS OF DEPLOYMENT.

3. (U) EXECUTION.

3.A. (U) INTENT: FRASAS ARE A VITAL LINK BETWEEN THE UNIT COMMANDERS, FAMILIES ASSIGNED TO THE UNIT AND COMMUNITY RESOURCES AVAILABLE TO SOLDIERS AND THEIR FAMILIES. THE SIGNIFICANCE OF A PROPERLY OPERATED FRG IS THAT IT ALLOWS DEPLOYED SOLDIERS TO REMAIN MISSION FOCUSED WHILE THEIR FAMILY'S RESILIENCE IS SUSTAINED. THE STRONG COMMITMENT PROVIDED BY THE FAMILY READINESS STRUCTURE TO SOLDIERS AND THEIR FAMILIES WILL BE REFLECTED IN THE SUCCESS OF THE UNITS MISSION, AS IT SERVES TO PROVIDE A SMOOTH TRANSITION DURING THE FULL DEPLOYMENT CYCLE, WITH EMPHASIS ON INCREASED SUPPORT DURING DEPLOYMENT AND REINTEGRATION.

3.A.1. (U) FRSA KEY TASKS:

3.A.1.A. (U) PERFORMS GENERAL OFFICE CLERICAL DUTIES IN ACCORDANCE WITH APPLICABLE REGULATIONS.

3.A.1.B. (U) PERFORMS WORD PROCESSING FUNCTIONS, TYPES FORMS, AND MAINTAINS FILES.

3.A.1.C. (U) PREPARES CORRESPONDENCE, NEWSLETTERS, FLYERS, ROSTERS, REPORTS AND REQUESTS FROM DRAFT INTO FINAL FORM FOR SIGNATURE AND MAILING OR DISTRIBUTION.

3.A.1.D. (U) ASSURES PROPER SAFEKEEPING, STORAGE AND DESTRUCTION OF UNIT FAMILY READINESS RECORDS, ARMY REGULATIONS AND POLICIES, AND COMPUTER OUTPUT.

3.A.1.E. (U) MONITORS SUSPENSES AND PROCESSES CORRESPONDENCE THROUGH APPROPRIATE CHANNELS.

3.A.1.F. (U) ASSISTS WITH THE ESTABLISHMENT AND MAINTENANCE OF THE UNIT'S VIRTUAL FRG (VFRG) WEB SITE.

3.A.1.G. (U) ESTABLISHES AND UPDATES TELEPHONE TREES AND E-MAIL DISTRIBUTION LISTS.

3.A.1.H. (U) MAINTAINS REGULAR TELEPHONIC/ELECTRONIC CONTACT WITH FRG LEADERS, REAR DETACHMENT COMMANDERS AND ACS/FAMILY PROGRAM STAFF FOR UP TO DATE INFORMATION ON FAMILY READINESS ACTIVITIES AND ISSUES.

3.A.1.I. (U) ATTENDS FRG AND STEERING COMMITTEE MEETINGS UPON REQUEST.

3.A.1.J. (U) MAINTAINS UNIT VOLUNTEER RECORDS THROUGH THE VOLUNTEER MANAGEMENT INFORMATION SYSTEM (VMIS)

3.A.1.K. (U) COORDINATES REGULARLY WITH ACS UNIT SERVICE COORDINATORS (USCS) TO IDENTIFY UNIT REQUIREMENTS TO THE USCS FOR DELIVERY OF ACS SERVICES.

3.A.1.L. (U) AT THE REQUEST OF THE COMMANDER OR FRG LEADER:

3.A.1.L.1. (U) WORKS WITH GARRISON AND FAMILY PROGRAM AGENCIES TO SCHEDULE AND COORDINATE BRIEFINGS, ORIENTATIONS AND WORKSHOPS ON SOLDIER AND FAMILY READINESS ISSUES. THESE DUTIES INCLUDE COORDINATING THE DATE AND TIME, FACILITIES, SPEAKERS, CHILD-CARE, ETC.

3.A.1.L.2. (U) ENSURES TIMELY AND ACCURATE INFORMATION IS RELAYED TO SOLDIERS AND THEIR FAMILY MEMBERS APPROPRIATE TO THEIR NEEDS DURING TRAINING OR DEPLOYMENT PERIODS.

3.A.1.L.3. (U) MAINTAINS EFFECTIVE COMMUNICATION WITH FAMILY READINESS VOLUNTEERS ENSURING VOLUNTEER FORMS ARE PROPERLY SIGNED AND MAINTAINED AND VOLUNTEER HOURS ARE SUBMITTED MONTHLY.

3.A.1.L.4. (U) ASSISTS IN MANAGING THE COMMAND'S MARKETING PROGRAMS FOR SOLDIER AND FAMILY READINESS TRAINING.

3.A.1.L.5. (U) PUBLICIZES CHANGES AND UPDATES RELATING TO WELL-BEING PROGRAMS TO INCLUDE HEALTH BENEFITS, FAMILY BENEFITS AND EDUCATION, AND OTHER INFORMATION PROMOTING UNIT ESPRIT DE CORPS AND WELLNESS.

3.A.2. (U) FRSA PROHIBITED ACTIVITIES: THE FRSA

3.A.2.A. (U) WILL NOT SERVE AS THE COMMANDER'S ADMINISTRATIVE ASSISTANT FOR ACTIVITIES NOT RELATED TO FAMILY READINESS ACTIVITIES.

3.A.2.B. (U) WILL NOT LEAD ANY FRG MEETINGS, MAKE DECISIONS OR SERVE AS THE OFFICIAL SPOKESPERSON FOR THE UNIT.

3.A.2.C. (U) WILL NOT BE DIRECTLY INVOLVED WITH UNIT FUND RAISING ACTIVITIES OR BE ACCOUNTABLE FOR THE MONIES IN THE FRG INFORMAL ACCOUNT.

3.A.2.D. (U) WILL NOT BE INVOLVED IN THE CASUALTY NOTIFICATION OR ASSISTANCE PROCEDURES.

3.A.2.E. (U) WILL NOT CONDUCT/FACILITATE TRAINING OR BRIEFINGS TO INCLUDE ARNG/USAR YELLOW RIBBON TRAINING.

3.A.3. (U) ENDSTATE: FAMILY READINESS SUPPORT ASSISTANTS WILL BE ASSIGNED ON A PERMANENT BASIS TO THE AUGMENTATION TABLE OF DISTRIBUTION OF ALLOWANCES DOWN TO DEPLOYABLE BATTALIONS IN FY10. THE USAR WILL IMPLEMENT A MODIFIED VERSION OF THE ACTIVE COMPONENT PLAN AND ASSIGN AN FRSA ON A PERMANENT BASIS TO THE AUGTDA BASED ON ONE DEPARTMENT OF THE ARMY CIVILIAN (DAC) PER 1500 TO 2000 ASSIGNED SOLDIERS PER FUNCTIONAL AND OPERATIONAL COMMAND. THE ARNG MODEL IS 2 FRASAS PER BRIGADE ELEMENT OR A MINIMUM OF 1 FRSA PER STATE WHERE THERE IS NO BRIGADE. BECAUSE A BRIGADE CAN BE COMPRISED OF UNITS FROM SEVERAL STATES, THE ARNG ALSO HAS A LIMITED SURGE CAPACITY TO ADDRESS THOSE UNITS OUTSIDE OF THE BRIGADE HQ STATE. TRADOC FRSA WILL BE DOCUMENTED ON THE TABLE OF DISTRIBUTION AND ALLOWANCES WITHIN THE MISSION COMMAND ELEMENTS (CHIEF OF STAFF PARAGRAPH) FOR THE SCHOOL/CENTER. TRADOC HAS ASSIGNED ONE FRSA TO LARGE INSTALLATIONS (TOTAL OF 17 FRASAS DISTRIBUTED THROUGHOUT TRADOC) WHERE TRADOC SCHOOLS AND ACTIVITIES RESIDE TO PROVIDE DEDICATED CAPABILITY. TRADOC WILL CONTINUE TO ASSESS THE APPROPRIATE SIZING FOLLOWING THE STANDUP OF THE CENTERS OF EXCELLENCE AND AFTER BASE REALIGNMENT AND CLOSURE ACTIONS ARE FINALIZED.

3.B. (U) CONCEPT OF OPERATIONS. A PART OF THE TOTAL ARMY ANALYSIS 2008-2013 (TAA-08-13) DAMO-FMP LED PHASE 1 OF AN AUGMENTATION TABLES OF DISTRIBUTION AND ALLOWANCES (AUGTDA) FORCE STRUCTURE REVIEW. THE OBJECTIVES WERE TO EVALUATE THE DEFINITION OF AUGTDAS AND UPDATE IF NECESSARY, DEFINE A MISSION SUPPORT ELEMENT (MSE) TDA, BEGIN TO STANDARDIZE AUGTDA STRUCTURE AND REVIEW AUGTDA MILITARY REQUIREMENTS AND AUTHORIZATIONS AND CIVILIAN REQUIREMENTS WITHOUT AUTHORIZATIONS AT DIVISION LEVEL AND BELOW. A NEW DEFINITION FOR AUGTDAS AND MSE WAS APPROVED.

THE STANDARD AUGTDA INCLUDES FRSA AUTHORIZATIONS DOWN TO DEPLOYABLE BATTALIONS TO PROVIDE ADMINISTRATIVE AND LOGISTICAL SUPPORT TO COMMANDERS AND VOLUNTEER FRG LEADERS. THE STANDARDIZATION EFFORT THAT WAS APPROVED FOCUSED ON MODULAR DESIGNS FOR DIVISION HEADQUARTERS, BRIGADE COMBAT TEAMS (BCTS), FIRE BRIGADES, SUSTAINMENT BRIGADES, AND AVIATION BRIGADES. PHASE 1 ENDED WITH THE DETERMINATION THAT A THREE PHASED APPROACH WOULD BE USED TO CONTINUE THE REVIEW OF AUGTDA FORCE STRUCTURE.

3.B.1. (U) PHASE 1. THE AUGTDA PHASE 1 IMPLEMENTATION PLAN PROVIDED EACH MANEUVER BCT, SUSTAINMENT BRIGADE, AVIATION BRIGADE, FIRE BRIGADE AND DIVISION HEADQUARTERS AN ASSOCIATED AUGTDA.

3.B.2. (U) PHASE 2: THE AUGTDA PHASE 2 IMPLEMENTATION PLAN PROVIDED AN AUGTDA FOR CORPS HEADQUARTERS, DESIGNATED FUNCTIONAL BRIGADES, AND MULTI-FUNCTIONAL BRIGADES.

3.B.3 (U) PHASE 3: FULL IMPLEMENTATION OF AUGTDAS IN FY10.

3.C. (U) TASKS TO MANEUVER UNITS. NOT APPLICABLE.

3.D. (U) TASKS TO HQDA, ACOMS, ASCCS, AND DRUS. SEE BELOW.

3.D.1. (U) HQDA.

3.D.1.A. (U) DEPARTMENT OF THE ARMY, G-3/5/7:

3.D.1.A.1. (U) TASK: ENSURE AUGTDAS ARE DEVELOPED IN ACCORDANCE WITH CONCEPT OF OPERATIONS. DIRECTS THE MANPOWER MIX CODES FOR CIVILIANS WITH CODE "H".

3.D.1.A.2 (U) PURPOSE: TO PROVIDE FRSA AUTHORIZATIONS DOWN TO DEPLOYABLE BATTALIONS WHO WILL PROVIDE ADMINISTRATIVE AND LOGISTICAL SUPPORT TO COMMANDERS AND VOLUNTEER FRG LEADERS. APPROVE REQUIREMENTS FOR REVISIONS TO AUGTDAS IN ACCORDANCE WITH THE CONCEPT PLAN.

3.D.1.B. (U) DEPARTMENT OF THE ARMY, G-8:

3.D.1.B.1 (U) TASK: PROVIDE GWOT FUNDING IN FY 09 AND INCLUDE FUNDING IN BASE IN FY10-15.

3.D.1.B.2. (U) PURPOSE: TO ALLOW UNITS TO FUND AND HIRE THE AUTHORIZED FRSA IN ACCORDANCE WITH THEIR AUGTDAS.

3.D.1.C. (U) FAMILY AND MORALE, WELFARE AND RECREATION COMMAND (FMWRC):

3.D.1.C.1. (U) TASK: PROVIDE OVERSIGHT OF FRSA ISSUES. ADDRESS STRATEGIC ISSUES REQUIRING HQDA RESOLUTION. DEVELOP A LIST OF FRSA FREQUENTLY ASKED QUESTIONS (FAQS) AND FRG FAQS TO FACILITATE THIS PROCESS.

3.D.1.C.2. (U) PURPOSE: TO KEEP ARMY LEADERSHIP INFORMED OF THE STATUS OF IMPLEMENTING THE FRSA PROGRAM.

3.D.1.C.3. (U) TASK: DEVELOP STANDARDIZED POSITION DESCRIPTION(S) PD FOR FRASAS (ACTIVE COMPONENT (AC), U.S. ARMY RESERVE (USAR), AND ARMY NATIONAL GUARD (ARNG). (SEE ANNEX A)

3.D.1.C.4. (U) PURPOSE: TO ENSURE PDS ARE APPROVED AND PUBLISHED.

3.D.1.C.5. (U) TASK: DEVELOP AND FIELD STANDARDIZED INSTRUCTIONAL MATERIALS FOR TRAINING OF FRASAS.

3.D.1.C.6. (U) PURPOSE: TO PROVIDE STANDARDIZED TRAINING FOR FRASAS ENSURING ALL FRASAS KNOW AND UNDERSTAND THEIR KEY TASKS AND THEIR RELATIONSHIP WITH COMMANDERS, FRG LEADERS, AND COMMUNITY RESOURCES.

3.D.1.C.7. (U) TASK: DEVELOP ACS ACCREDITATION STANDARD TO ADDRESS FRSA TRAINING, AND FRSA PROGRAM METRICS.

3.D.1.C.8. (U) PURPOSE: TO REVIEW FRSA TRAINING AS PART OF ACS ACCREDITATION PROCESS.

3.D.2. (U) ARMY COMMANDS (ACOMS):

3.D.2.A. (U) TASK: PROVIDE OVERSIGHT OF FRSA HIRING ACTIONS.

3.D.2.B. (U) PURPOSE: TO MONITOR THE PROGRESS OF IMPLEMENTING THE FRSA CONCEPT PLAN/AUGMENTATION TDA IMPLEMENTATION PLAN - PHASE 2 AND TO PROVIDE ASSISTANCE WITH HIRING ACTIONS TO UNITS WITH FRASAS.

3.D.2.C. (U) TASK: PROVIDE MONTHLY STATUS REPORTS TO FMWRC ON HIRING ACTIONS AND NUMBER OF OPERATING FRGS.

3.D.2.D. (U) PURPOSE: TO INFORM ARMY LEADERSHIP ON THE STATUS OF IMPLEMENTING THE FRSA PROGRAM.

3.D.2.E. (U) TASK: PER REFERENCE E, AR 608-1, ARMY COMMUNITY SERVICE, APPENDIX J ASSIST UNIT COMMANDERS/COMMANDANTS IN UNDERSTANDING THE ROLE AND MISSION OF THE FRSA POSITION.

3.D.2.F. (U) PURPOSE: TO ENSURE FRASAS RECEIVE NECESSARY TRAINING TO PERFORM THEIR MISSION.

3.D.2.G. (U) TASK: IN ACCORDANCE WITH REFERENCE C, OPERATION READY FRSA RESOURCE GUIDE, CONFIRM TRAINING IS RECEIVED AND COMPLETED WITHIN THE ALLOTTED TIMEFRAME.

3.D.2.H. (U) PURPOSE: TO PROVIDE OVERSIGHT AND ENSURE GUIDELINES AND POLICIES ARE ADHERED TO.

3.D.3. (U) U.S. ARMY TRAINING AND DOCTRINE COMMAND (TRADOC)

3.D.3.A. (U) TASK: PER REFERENCE A, ARMY STRUCTURE CONCEPT PLAN FOR FRASAS, 19 JULY 2007, CONFIRM SEVENTEEN (17) AUTHORIZED DEPARTMENT OF THE ARMY CIVILIAN REQUIREMENTS HAVE BEEN PROCESSED AND APPROVED.

3.D.3.B. (U) PURPOSE: TO PROVIDE OVERSIGHT AND ENSURE GUIDELINES AND POLICIES ARE ADHERED TO. TRADOC FRASAS WILL NOT NECESSARILY BE ATTACHED TO A UNIT.

3.D.4. (U) ARMY SERVICE COMPONENT COMMANDS (ASCC):

3.D.4.A. (U) TASK: PROVIDE OVERSIGHT OF FRSA HIRING ACTIONS.

3.D.4.B. (U) PURPOSE: TO MONITOR THE PROGRESS OF IMPLEMENTING THE FRSA CONCEPT PLAN/AUGMENTATION TDA IMPLEMENTATION PLAN - PHASE 2 AND TO PROVIDE ASSISTANCE WITH HIRING ACTIONS TO UNITS WITH FRASAS.

3.D.4.C. (U) TASK: PROVIDE MONTHLY STATUS REPORTS TO FMWRC ON HIRING ACTIONS AND NUMBER OF OPERATING FRGS.

3.D.4.D. (U) PURPOSE: TO INFORM ARMY LEADERSHIP ON THE STATUS OF IMPLEMENTING THE FRSA PROGRAM.

3.D.5. (U) DIRECT REPORTING UNITS (DRU):

3.D.5.A. (U) TASK: PROVIDE OVERSIGHT OF FRSA HIRING ACTIONS.

3.D.5.B. (U) PURPOSE: TO MONITOR THE PROGRESS OF IMPLEMENTING THE FRSA CONCEPT PLAN/AUGMENTATION TDA IMPLEMENTATION PLAN - PHASE 2 AND TO PROVIDE ASSISTANCE WITH HIRING ACTIONS TO UNITS WITH FRASAS.

3.D.5.C. (U) TASK: PROVIDE MONTHLY STATUS REPORTS TO FMWRC ON HIRING ACTIONS AND NUMBER OF OPERATING FRGS.

3.D.5.D. (U) PURPOSE: TO INFORM ARMY LEADERSHIP ON THE STATUS OF IMPLEMENTING THE FRSA PROGRAM.

3.D.6. (U) ARMY MEDICAL COMMAND (MEDCOM):

3.D.6.A. (U) TASK: PROVIDE OVERSIGHT OF FRSA HIRING ACTIONS IN ACCORDANCE WITH THE CIVILIAN HUMAN RESOURCES AGENCY'S (CHRA) GENERAL GUIDANCE. (SEE ANNEX B)

3.D.6.B. (U) PURPOSE: TO MONITOR THE PROGRESS OF IMPLEMENTING THE FRSA CONCEPT PLAN/AUGMENTATION TDA IMPLEMENTATION PLAN - PHASE 2 AND TO PROVIDE ASSISTANCE WITH HIRING ACTIONS TO UNITS WITH FRASAS.

3.D.6.C. (U) TASK: STAFF A REQUEST FOR AN ADDITIONAL 25 FRSA POSITIONS TO BE PLACED AT FIVE MAJOR SUBORDINATE COMMANDS (MSC), FOUR ARMY MEDICAL CENTERS (AMC), AND 16 ARMY COMMUNITY HOSPITALS.

3.D.6.D. (U) PURPOSE: TO SUSTAIN OPERATIONAL TEMPO AND TRANSFORMATION INITIATIVES AND TO PROVIDE CONTINUITY WITHIN THE UNITS FAMILY READINESS PROGRAM. CRITICAL YEAR-ROUND SUPPORT WILL BE DELIVERED TO PERMANENT PARTY SOLDIERS;

DEPLOYED PROFESSIONAL FILLER SYSTEM (PROFIS) SOLDIERS; RESERVE SOLDIERS AND INDIVIDUAL MOBILIZATION AUGMENTEES MOBILIZED TO REPLACE PROFIS LOSSES; AND THEIR FAMILIES, REGARDLESS OF GEOGRAPHICAL LOCATION OR DEPLOYMENT STATUS. VARIABILITY IN PROCESSES WILL BE REDUCED AND THE CAPACITY TO MAINTAIN FAMILY READINESS AND RESILIENCY WILL BE INCREASED.

3.D.7. (U) UNITED STATES ARMY RESERVE COMMAND (USARC):

3.D.7.A. (U) TASK: PROVIDE OVERSIGHT OF FRSA HIRING ACTIONS IN ACCORDANCE WITH THE CIVILIAN HUMAN RESOURCES AGENCY'S (CHRA) GENERAL GUIDANCE. (SEE ANNEX B)

3.D.7.B. (U) PURPOSE: TO MONITOR THE PROGRESS OF IMPLEMENTING THE FRSA CONCEPT PLAN/AUGMENTATION TDA IMPLEMENTATION PLAN - PHASE 2 AND TO PROVIDE ASSISTANCE WITH HIRING ACTIONS OF FRAS AT ALL LEVELS I.E., AREA UNIT COMMAND, RESERVE SUPPORT COMMAND (RSC).

3.D.7.C. (U) TASK: PER REFERENCE A, ARMY STRUCTURE CONCEPT PLAN FOR FAMILY READINESS SUPPORT ASSISTANTS (FRSA), 19 JULY 2007, CONFIRM ONE HUNDRED TWENTY SEVEN (127) AUTHORIZED DEPARTMENT OF THE ARMY CIVILIAN REQUIREMENTS HAVE BEEN PROCESSED AND APPROVED.

3.D.7.D. (U) PURPOSE: TO PROVIDE FRSA AUTHORIZATIONS AND PLACE THEM IN AREA SUPPORT WITH SURGE CAPABILITIES. FRSA WILL NOT NECESSARILY BE ATTACHED TO A UNIT.

3.D.7.E. (U) TASK: AUGMENT ACTIVE COMPONENT FRSA TRAINING, ADD MODULES SPECIFIC TO USAR, AND FIELD STANDARDIZED TRAINING OF FRAS.

3.D.7.F. (U) PURPOSE: TO PROVIDE STANDARDIZED TRAINING FOR FRAS ENSURING ALL FRAS KNOW AND UNDERSTAND THEIR KEY TASKS AND THEIR RELATIONSHIP WITH COMMANDERS, FAMILY PROGRAMS OPERATIONS ANALYST, FRG LEADERS AND COMMUNITY RESOURCES.

3.D.8. (U) ARMY NATIONAL GUARD (ARNG):

3.D.8.A. (U) TASK: PROVIDE OVERSIGHT OF FRSA HIRING ACTIONS (UNTIL OTHERWISE DETERMINED THE ARNG WILL USE CONTRACTS TO PERFORM FRSA SERVICES).

3.D.8.B. (U) PURPOSE: TO MONITOR THE PROGRESS OF IMPLEMENTING THE FRSA CONCEPT PLAN/AUGMENTATION TDA IMPLEMENTATION PLAN - PHASE 2 AND TO PROVIDE ASSISTANCE WITH FRSA ACTIONS AT ALL LEVELS I.E., AREA UNIT COMMAND AND SUPPORT COMMAND.

3.D.8.C. (U) TASK: PER REFERENCE A, ARMY STRUCTURE CONCEPT PLAN FOR FAMILY READINESS SUPPORT ASSISTANTS (FRSA), 19 JULY 2007, CONFIRM ONE HUNDRED EIGHTY ONE (181) AUTHORIZED DEPARTMENT OF THE ARMY CIVILIAN REQUIREMENTS HAVE BEEN PROCESSED AND APPROVED (UNTIL OTHERWISE DETERMINED THE ARNG WILL USE CONTRACTS TO PERFORM FRSA SERVICES).

3.D.8.D. (U) PURPOSE: TO PROVIDE FRSA AUTHORIZATIONS AND PLACE THEM IN AREA SUPPORT WITH SURGE CAPABILITIES. TO SUPPORT ARNG UNITS DISPERSED THROUGHOUT STATES THAT RELY ON REGIONAL FAMILY ASSISTANCE CENTERS (FAC). FRAS WILL NOT NECESSARILY BE ATTACHED TO A UNIT.

3.D.8.E. (U) TASK: AUGMENT ACTIVE COMPONENT FRSA TRAINING, ADD MODULES SPECIFIC TO ARNG, AND FIELD STANDARDIZED TRAINING OF FRAS.

3.D.8.F. (U) PURPOSE: TO PROVIDE STANDARDIZED TRAINING FOR FRAS ENSURING ALL FRAS KNOW AND UNDERSTAND THEIR KEY TASKS AND THEIR RELATIONSHIP WITH COMMANDERS, FRG LEADERS AND COMMUNITY/NATIONAL GUARD BUREAU RESOURCES.

3.D.9. (U) INSTALLATION MANAGEMENT COMMAND (IMCOM):

3.D.9.A. (U) TASK: ARMY COMMUNITY SERVICE CONDUCTS STANDARDIZED TRAINING FOR FRAS ON THE INSTALLATION USING OPERATION RESOURCES FOR EDUCATING ABOUT DEPLOYMENT AND YOU (OP READY) FRSA RESOURCE GUIDE DISTRIBUTED FEB 08, AND FACILITATOR'S GUIDE. INITIAL TRAINING WILL PROVIDE ORIENTATION TO ALL NEWLY HIRED FRAS TO BE COMPLETED WITHIN THE FIRST 30 DAYS OF ASSUMING DUTIES. CURRENTLY EMPLOYED FRAS WILL RECEIVE REFRESHER TRAINING WITHIN 90 DAYS FROM

DISTRIBUTION OF THE FRSA FACILITATORS GUIDE. AS REQUESTED, ACS WILL PROVIDE TRAINING TO RC FRASAS ASSIGNED TO TENANT UNITS ON THE GARRISON.

3.D.9.B. (U) PURPOSE: TO ASSURE ALL FRASAS ON THE INSTALLATION RECEIVE THE SAME TRAINING AND ARE AWARE OF THEIR RELATIONSHIP WITH COMMANDERS, FRG LEADERS AND OTHER COMMUNITY RESOURCES.

4. (U) SERVICE SUPPORT. NOT APPLICABLE.

5. (U) COMMAND AND SIGNAL.

5.A. (U) COMMAND.

5.A.1 (U) FAMILY READINESS SUPPORT ASSISTANTS WORK DIRECTLY FOR COMMANDERS OR REAR DETACHMENT COMMANDERS.

5.A.2 (U) FMWRC DIRECTOR OF FAMILY PROGRAMS IS MS LYNN L. MCCOLLUM AT 703-681-5374 OR EMAIL LYNN.MCCOLLUM@US.ARMY.MIL. FMWRC POC IS MS. JUANITA MCKEOWN AT 703-681-1601 OR EMAIL JUANITA.W.MCKEOWN@US.ARMY.MIL.

5.A.3 (U) FOR INQUIRES RELATING TO PLANNING.

5.B. (U) SIGNAL. NOT APPLICABLE.

ACKNOWLEDGE:

ANNEXES:

A: (FAMILY READINESS SUPPORT ASSISTANT STANDARDIZED POSITION DESCRIPTIONS; ACTIVE COMPONENT (AC), U.S. ARMY RESERVE (USAR), AND ARMY NATIONAL GUARD (ARNG) TO EXECUTION ORDER: FAMILY READINESS SUPPORT ASSISTANTS (FRSA)

B: (FRSA HIRING GUIDANCE) TO EXECUTION ORDER: FAMILY READINESS SUPPORT ASSISTANTS (FRSA) EXPIRATION DATE CANNOT BE DETERMINED.