

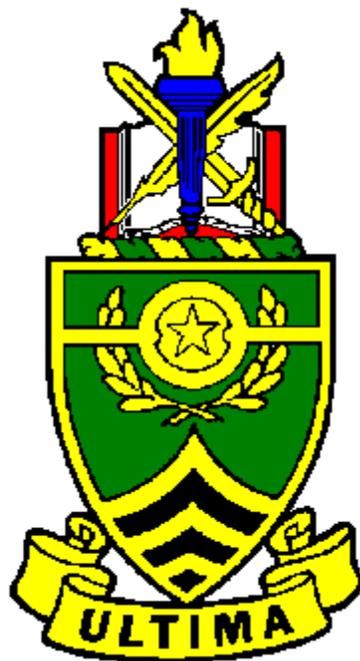
U.S. ARMY SERGEANTS MAJOR ACADEMY (ANCOC)

T431

OCT 03

COORDINATE PLATOON DEPLOYMENT READINESS ACTIVITIES

TRAINING SUPPORT PACKAGE



TRAINING SUPPORT PACKAGE (TSP)

TSP Number / Title	T431 / Coordinate Platoon Deployment Readiness Activities
Effective Date	01 Oct 2003
Supersedes TSP(s) / Lesson(s)	P401, dated OCT 02 and P404, dated OCT 02
TSP Users	600-ANCOC Advance Noncommissioned Officer Course
Proponent	The proponent for this document is the Sergeants Major Academy.
Improvement Comments	<p>Users are invited to send comments and suggested improvements on DA Form 2028, <i>Recommended Changes to Publications and Blank Forms</i>. Completed forms, or equivalent response, will be mailed or attached to electronic e-mail and transmitted to:</p> <p>COMDT USASMA ATTN ATSS DCA BLDG 11291 BIGGS FIELD FORT BLISS TX 79918-8002</p> <p>Telephone (Comm) (915) 568-8875 Telephone (DSN) 978-8875 E-mail atss-dcd@bliss.army.mil</p>
Security Clearance / Access	Unclassified
Foreign Disclosure Restrictions	FD5. This product/publication has been reviewed by the product developers in coordination with the USASMA foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

PREFACE

Purpose

This Training Support Package provides the instructor with a standardized lesson plan for presenting instruction for:

Task Number

Task Title

Individual

121-010-3095

COORDINATE UNIT DEPLOYMENT READINESS
ACTIVITIES

This TSP
Contains

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**Coordinate Platoon Deployment Readiness Activities
T431 / Version 1
01 Oct 2003**

SECTION I. ADMINISTRATIVE DATA

All Courses Including This Lesson	<u>Course Number</u> 600-ANCOC	<u>Version</u> 1	<u>Course Title</u> Advanced Noncommissioned Officer Course
Task(s) Taught(*) or Supported	<u>Task Number</u> <u>Individual</u>	<u>Task Title</u>	
	400-A22-4018	Support unit readiness through family support activities.	
	400-A22-4019	Assist family members of unit soldiers during emergencies.	
Reinforced Task(s)	<u>Task Number</u>	<u>Task Title</u>	
Academic Hours	The academic hours required to teach this lesson are as follows:		
		<u>Resident Hours/Methods</u>	
	Test	2 hrs	/ Conference / Discussion
	Test Review	0 hrs	
		0 hrs	
	Total Hours:	2 hrs	
Test Lesson Number		<u>Hours</u>	<u>Lesson No.</u>
	Testing (to include test review)	4	E403
Prerequisite Lesson(s)	<u>Lesson Number</u>	<u>Lesson Title</u>	
	None		
Clearance Access	Security Level: Unclassified Requirements: There are no clearance or access requirements for the lesson.		
Foreign Disclosure Restrictions	FD5. This product/publication has been reviewed by the product developers in coordination with the USASMA foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.		

References

<u>Number</u>	<u>Title</u>	<u>Date</u>	<u>Additional Information</u>
AR 600-8-101	PERSONNEL PROCESSING (IN-AND-OUT AND MOBILIZATION PROCESSING) (REPRINTED W/BASIC INCL C1) (THIS ITEM IS INCLUDED ON EM 0001)	12 Dec 1989	
AR 608-1	ARMY COMMUNITY SERVICE PROGRAM	31 Aug 2000	
DA PAM 608-47	Guide to Establishing Family Support Groups	30 Aug 1993	
HANDBOOK-1	Mission: Readiness A Personal and Family Guide	01 Jun 1997	Available from ACS
PAMPHLET	ACS "Partners in Readiness"	01 Jun 2002	Available from ACS

Student Study Assignments

Before class

- Read Student Handouts 1 thru 7.

During class--

- Participate in the class discussion.

After class--

- Review all reference material.

Instructor Requirements

1:16, SFC, ANCOC graduate, ITC and SGITC qualified.

Additional Support Personnel Requirements

<u>Name</u>	<u>Stu Ratio</u>	<u>Qty</u>	<u>Man Hours</u>
None			

Equipment Required for Instruction

<u>ID Name</u>	<u>Stu Ratio</u>	<u>Instr Ratio</u>	<u>Spt</u>	<u>Qty</u>	<u>Exp</u>
441-06 LCD Projection System	1:16	1:1	N	1	N
559359 SCREEN PROJECTION	1:16	1:1	N	1	N
702101T134520 DELL CPU, MONITOR, MOUSE, KEYBOARD	1:16	1:1	N	1	N
703500T102257 DESKTOP/EPSON PRINTER	1:16	1:1	N	1	N
SOFTWARE-2 WINDOWS XP, LATEST GOVERNMENT APPROVED VERSION	1:16	1:1	N	1	N

Materials Required

Instructor Materials:

- Student Handouts 2 thru 7.
- VGTs 1 thru 14

Student Materials:

- Pencils or pens.
- Writing paper.
- Student Handouts 1 thru 7.

Classroom, Training Area, and Range Requirements

CLASSROOM INSTRUCTION 900 SF, 16 PN or Classroom Conducive to Small Group Instruction of 16 Students.

Ammunition Requirements

<u>Id</u>	<u>Name</u>	<u>Exp</u>	<u>Stu Ratio</u>	<u>Instr Ratio</u>	<u>Spt Qty</u>
None					

Instructional Guidance

NOTE: Before presenting this lesson, thoroughly prepare by studying this lesson and identified reference material.

- Conduct this lesson using the Small Group Instruction method and use the questions provided to generate discussion for each topic.
- The facilitator may create additional questions to ensure the student participation continues throughout the lesson material.

Before class—

- Issue all materials NLT three days prior to class. Read all TSP material.

During class—

- Facilitate group process IAW this TSP.

After class—

- Report any lesson discrepancies to the Senior Instructor.
- Conduct an after action review for the lesson.

Proponent Lesson Plan Approvals

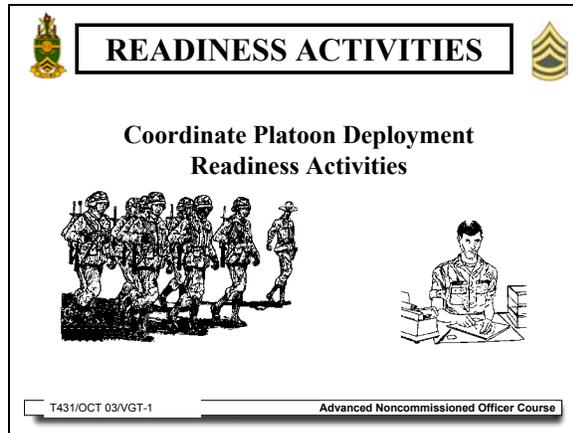
<u>Name</u>	<u>Rank</u>	<u>Position</u>	<u>Date</u>
Santa Barbara, Robert	GS-09	Training Specialist	
Eichman, Guy A.	MSG	Course Chief, BNCOC/ANCOC	
Lawson, Brian H.	SGM	Chief, NCOES	
Mays, Albert J.	SGM	Chief, CDD	

SECTION II. INTRODUCTION

Method of Instruction: Conference / Discussion
Technique of Delivery: Small Group Instruction (SGI)
Instructor to Student Ratio is: 1:16
Time of Instruction: 5 mins
Media: VGT-1

Motivator

SHOW VGT-1, READINESS ACTIVITIES



Your experience as a squad leader will come in handy during this lesson because you learned how to take care of your soldiers. As a platoon sergeant, you will inherit an extra area of responsibility during deployment. One of these areas is to ensure that your platoon is ready to deploy at a moment's notice. Deployment cannot function effectively unless you know and monitor the Soldier Readiness Program. During this lesson you will learn how to properly coordinate with various agencies to ensure a smooth deployment exercise.

Terminal Learning Objective

NOTE: Inform the students of the following Terminal Learning Objective requirements.
At the completion of this lesson, you [the student] will:

Action:	Identify procedures/measures to coordinate platoon deployment readiness activities.
Conditions:	As a platoon sergeant, in a classroom environment, given Student Handouts 2, 3, 4, 5, 6, and 7.
Standards:	Identified the procedures/measures to coordinate unit deployment readiness activities and the areas of support available to family members during non-emergency and emergency times IAW AR 600-8-101, AR 608-1, DA PAM 608-47, the Mission: Readiness Handbook, and ACS Partners in Readiness pamphlet.

Safety Requirements

None

Risk Assessment Level

Low

Environmental Considerations

NOTE: It is the responsibility of all soldiers and DA civilians to protect the environment from damage.

None

Evaluation

At the end of this phase of instruction, you will take a written examination. You must correctly answer at least 70percent of the questions to receive a GO.

Instructional Lead-In

In every contingency deployment, such as Desert Shield/Desert Storm, platoon leaders and platoon sergeants experienced problems regarding soldier personal readiness. When personnel problems exist, morale, unit cohesion, and combat readiness degrades. Rapid turnover of key personnel contribute to these problems. Field training exercises can alleviate some of these issues. Platoon sergeants must plan and allow time for proper personnel processing. This lesson will familiarize you with the requirements necessary for a successful deployment.

REMOVE VGT-1

NOTE: Utilize the Small Group method of instruction while presenting the lesson by allowing the students to participate in the discussion of each of the bullets on the VGTs. Encourage student interaction and experience factors (*how they do it in their units*), but do not let them dwell too long on one subject.

SECTION III. PRESENTATION

NOTE: Inform the students of the Enabling Learning Objective requirements.

A. ENABLING LEARNING OBJECTIVE

ACTION:	Explain the Soldier Readiness Program.
CONDITIONS:	As a platoon sergeant in a classroom environment and SH-2.
STANDARDS:	Identified the Soldier Readiness Program IAW AR -600-8-101 (SH-2).

1. Learning Step / Activity 1. Soldier Readiness Program

Method of Instruction: Conference / Discussion
 Technique of Delivery: Small Group Instruction (SGI)
 Instructor to Student Ratio: 1:16
 Time of Instruction: 10 mins
 Media: VGT-2

The Soldier Readiness Program (SRP) involves processing requirements to administratively access individuals and units into the active force.

NOTE: Encourage the students to discuss each bullet in their own words. Show the slide to emphasize the four points.

QUESTION: What does the SRP do for soldier readiness?

ANSWER: See VGT-2.

SHOW VGT-2, SOLDIER READINESS PROGRAM



SOLDIER READINESS PROGRAM



- **Has foundation that all soldiers be administratively ready for deployment at all times.**
- **Replaces preparation of replacements for overseas movement (POR) qualification.**
- **Incorporates planned checks on the soldier readiness status of the individual soldier.**
- **Will include more Reserve Components requirements at a later date.**

T431/OCT 03/VGT-2
Advanced Noncommissioned Officer Course

Ref: SH-2-2, para 4-1a, b, c, and d

QUESTION: Who accomplishes the "unit and individual annual" and "30 days prior to actual deployment" soldier readiness checks?

ANSWER: The soldier readiness processing team (SRPT) accomplishes the "unit and individual annual" and "30 days prior to actual deployment" soldier readiness checks.

Ref: SH-2-2, para 4-2c

QUESTION: How many and who are the representatives/members of the SRPT?

ANSWER: Nine representatives/agencies make up the SRPT. They are: Personnel, Medical, Dental, Provost Marshal, Finance, Security, Legal, Logistics, and Operations.

Ref: SH-2-2, para 4-2c (1-7)

NOTE: If not covered, emphasize that SRPT at levels 1 and 2 require the signature of the person in charge signifying that all stations are ready.

REMOVE VGT-2

B. ENABLING LEARNING OBJECTIVE

ACTION:	Explain the five levels of the soldier readiness processing requirements.
CONDITIONS:	As a platoon sergeant in a classroom environment and SH-2.
STANDARDS:	Identified the five levels of the program IAW AR 600-8-101 (SH-2).

1. Learning Step / Activity 1. Levels of Readiness Processing

Method of Instruction: Conference / Discussion
Technique of Delivery: Small Group Instruction (SGI)
Instructor to Student Ratio: 1:16
Time of Instruction: 10 mins
Media: VGT-3 and VGT-4

Within 30 days of departure, prior to an actual deployment, the SRPT and the commander must physically review on-site processing requirements in levels 1 through 4. Levels 1 and 2 are mandatory compliance levels. A general officer may waive levels 3 and 4.

There are five levels of soldier readiness processing. We will now discuss the requirements of these five levels.

NOTE: This can become a long discussion. Ask the students to give you a condensed version of each level using their own words.

QUESTION: What are the different levels of soldier readiness processing?

ANSWER: See VGT-3 and VGT-4.

NOTE: The slide program allows the facilitator to show one bullet at a time to allow for discussion/interaction. Show VGT-3 and VGT-4 after the students discuss the answer. Refer the students to SH-2-11 for the information on the slides. The class should discuss the following main administrative requirements:

- Level 1-Personnel, medical, and dental.
- Level 2-Personnel, medical, legal, security, and training.
- Level 3-Personnel, medical, dental, finance, and legal affairs.
- Level 4-Personnel, medical, legal, and training.
- Level 5-Personnel, medical, finance, security, provost marshal, training requirements, and dental.

SHOW VGT-3, READINESS REQUIREMENTS



READINESS REQUIREMENTS



- **Level 1: Administrative requirements checked and declared go before a soldier can participate in a planned individual movement. (Basic)**
- **Level 2: Other Admin requirements checked and declared go before a soldier can deploy to a combat or contingency mission. Level 1 accomplished (Wartime).**
- **Level 3: Other Admin requirements checked and declared go before a soldier can move. Waiverable by a general officer in command. (Wartime and peacetime).**

T431/OCT 03/VGT-3Advanced Noncommissioned Officer Course

Ref: SH-2-2 and SH-2-3, para 4-3 thru 4-5

REMOVE VGT-3

SHOW VGT-4, READINESS REQUIREMENTS (CONT)



**READINESS REQUIREMENTS
(CONT)**



- **Level 4: Specific Admin requirements checked and declared go before a soldier can move. Waiverable by a general officer in command. (Deployment and mission unique).**
- **Level 5: Specific Admin requirements checked and declared go before a soldier can make a permanent change of station or be transitioned from active duty. (Peacetime only).**

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Ref: SH-2-3, para 4-6 and 4-7

REMOVE VGT-4

C. ENABLING LEARNING OBJECTIVE

ACTION:	Explain the Mobilization Processing policy.
CONDITIONS:	As a platoon sergeant in a classroom environment and SH-2.
STANDARDS:	Identified the mobilization policy IAW AR 600-8-101 (SH-2).

1. Learning Step / Activity 1. Mobilization Processing Policy

Method of Instruction: Conference / Discussion
Technique of delivery: Small Group Instruction (SGI)
Instructor to Student Ratio: 1:16
Time of Instruction: 10 mins
Media: VGT-5 and VGT-6

The rapid expansion or commitment of American military forces to meet major national military strategy requirements will require the use of Reserve Component (RC) units. The RC unit's readiness to perform wartime missions and the ability to rapidly and efficiently mobilize is of vital importance to our nation. You should know the mobilization process because at one time or another you might have a RC unit assigned to you.

QUESTION: What is the mobilization processing policy?

NOTE: Allow the students to discuss their answers and then provide the answer if necessary. Show the slides to emphasize the phases of mobilization after the students discuss them.

ANSWER: Mobilization is the process by which the Armed Forces or part of them are expanded and brought to a state of readiness for war or other national emergency.

Ref: SH-2-4, para 6-1

QUESTION: Who has the authority to order mobilization?

ANSWER: The authority to order mobilization resides with the President and/or Congress

Ref: SH-2-4, para 6-2a

QUESTION: What are the five phases of mobilization?

ANSWER: See VGT-5 and VGT-6.

SHOW VGT-5, PHASES OF MOBILIZATION

 <div style="border: 1px solid black; padding: 5px; display: inline-block;"> <p>PHASES OF MOBILIZATION</p> </div> 
<ul style="list-style-type: none"> • Phase I--Preparatory: RC units at home station. • Phase II--Alert: RC units receive notice of pending order to active duty and ends when units enter active duty. • Phase III--Mobilization at Home Station (HS): RC units in Federal duty and ends when units depart to their mobilization stations (MS) or Port of Embarkation (POE).
<div style="display: flex; justify-content: space-between;"> T431/OCT 03/VGT-5 Advanced Noncommissioned Officer Course </div>

Ref: SH-2-5, para 6-5

REMOVE VGT-5

SHOW VGT-6, PHASES OF MOBILIZATION (CONT)

 <div style="border: 1px solid black; padding: 5px; display: inline-block;"> <p>PHASES OF MOBILIZATION (CONT)</p> </div> 
<ul style="list-style-type: none"> • Phase IV--Movement to Mobilization Stations: Units depart HS and ends when units arrive at MS or POE. • Phase V:--Operational Readiness Improvement: Units arrive at MS or POE and ends when the units is operationally ready for deployment.
<div style="display: flex; justify-content: space-between;"> T431/OCT 03/VGT-6 Advanced Noncommissioned Officer Course </div>

Ref: SH-2-5, para 6-5

NOTE: Mention the fact that the CONUS Replacement Centers will verify completion of soldier readiness processing during the mobilization process. Answer any questions the students may have.

REMOVE VGT-6

D. ENABLING LEARNING OBJECTIVE

ACTION:	Identify the elements for briefing soldiers and family members.
CONDITIONS:	As a platoon sergeant in a classroom environment and SH-3.
STANDARDS:	Identified the elements for briefing soldiers and families IAW AR 608-1 (SH-3).

1. Learning Step / Activity 1. Briefing Soldiers and Families

Method of Instruction: Conference / Discussion
Technique of delivery: Small Group Instruction (SGI)
Instructor to Student Ratio: 1:16
Time of Instruction: 15 mins
Media: VGT-7 thru VGT-10

During deployment exercises, it is imperative that your soldiers and their families are taken care of. You should assure them that assistance is there to help out in any type of situation. This ELO will enable you to identify the agencies available to aid your soldiers in case of deployment.

QUESTION: What is the purpose of the Deployment or Mobilization and Stability and Support Operations (SSOs) readiness?

NOTE: Allow the students to discuss their answers and then provide the following answer.

ANSWER: The purpose of the Deployment or Mobilization and Stability and Support Operations (SSOs) readiness is to provide family assistance and support services to families of Active and Reserve Components in support of military operations—deployment or mobilization.

Ref: SH-3-2, para 4-1

QUESTION: What should the family assistance plan include?

ANSWER: It should include as a minimum: emergency financial services, emergency food and shelter, crisis intervention, legal information, DEERS, Military medical benefits briefings, information and referrals to appropriate sources for other assistance.

Ref: SH-3-2, para 4-2a

QUESTION: What type of support should the SSOs provide?

NOTE: Allow the students time to discuss their answers and then show the VGTs for emphasis.

ANSWER: See VGT-7 and VGT-8.

SHOW VGT-7, STABILITY AND SUPPORT OPERATIONS (SSO) ASSISTANCE

 <div style="border: 1px solid black; padding: 2px; display: inline-block;"> STABILITY AND SUPPORT OPERATIONS (SSO) ASSISTANCE </div> 
<ul style="list-style-type: none"> • Support and assistance to commanders in establishing family support groups. • Orientation for RC units and their families. • Participation in mobilization and casualty work group exercises to test program effectiveness. • Assistance to single parents in developing their family care plans.
<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> T431/OCT 03/VGT-7 <input type="checkbox"/> Advanced Noncommissioned Officer Course </div>

Ref: SH-3-2 and SH-3-3, para 4-3a through g

REMOVE VGT-7

SHOW VGT-8, STABILITY AND SUPPORT OPERATIONS (SSO) ASSISTANCE (CONT)

 <div style="border: 1px solid black; padding: 2px; display: inline-block;"> STABILITY AND SUPPORT OPERATIONS (SSO) ASSISTANCE (CONT) </div> 
<ul style="list-style-type: none"> • Coordination with human service assistance agencies. • Identify potential members of RC family members eligible for ACS assistance. • Identification of families with major problems requiring special assistance.
<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> T431/OCT 03/VGT-8 <input type="checkbox"/> Advanced Noncommissioned Officer Course </div>

Ref: SH-3-2 and SH-3-3, para 4-3a through g

REMOVE VGT-8

QUESTION: What types of assistance does the Army Community Service (ACS) provide during deployment or mobilization?

NOTE: Allow the students to discuss their answers and then show the VGTs for emphasis.

ANSWER: See VGT-9 and VGT-10.

SHOW VGT-9, ACS ASSISTANCE

 <div style="border: 1px solid black; padding: 5px; display: inline-block;">ACS ASSISTANCE</div> 
<ul style="list-style-type: none"> • Shift into 24-hour family assistance. • Establish 1-800 number to address family issues. • Provide assistance to family support groups. • Assist family assistance officers. • Provide support to waiting families. • Assist deploying mobilized RC units. • Assist commanders in training for designated family sponsors.
<input type="checkbox"/> T431/OCT 03/VGT-9 <input type="checkbox"/> Advanced Noncommissioned Officer Course

Ref: SH-3-3, para 4-4

REMOVE VGT-9

SHOW VGT-10, ACS ASSISTANCE (CONT)

 <div style="border: 1px solid black; padding: 5px; display: inline-block;">ACS ASSISTANCE (CONT)</div> 
<ul style="list-style-type: none"> • Assist families in identifying resources for relocating. • Serve as a sponsor for families with special needs. • Keep commanders abreast of major problems. • Compile and maintain statistics on assistance rendered.
<input type="checkbox"/> T431/OCT 03/VGT-10 <input type="checkbox"/> Advanced Noncommissioned Officer Course

Ref: SH-3-3, para 4-4

REMOVE VGT-10

E. ENABLING LEARNING OBJECTIVE

ACTION:	Identify the components of personal readiness.
CONDITIONS:	As a platoon sergeant of soldiers with family members in a classroom environment and SH-5.
STANDARDS:	Identified the components of personal readiness IAW the Mission: Readiness Handbook (SH-5).

1. Learning Step / Activity 1. Personal Readiness

Method of Instruction: Conference / Discussion
Technique of delivery: Small Group Instruction (SGI)
Instructor to Student Ratio: 1:16
Time of Instruction: 15 mins
Media: VGT-11

QUESTION: Why do you think personal readiness is important?

NOTE: Allow two or three students to answer the question and keep in mind that the answer could vary depending upon the situation.

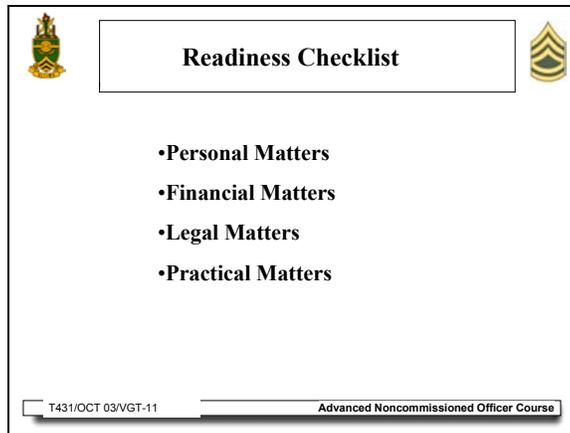
ANSWER: Personal readiness is important because it provides peace of mind.

Ref: SH-5-4

It takes time and effort to make sure your loved ones are ready for your deployment. The peace of mind that comes from knowing your loved ones and your property are secure is your reward for that effort. Every service member can benefit from making plans and arrangements in the following areas; care of loved ones, financial matters, legal matters, and medical needs.

Having your affairs in order has its benefits. You can spend more time and energy on the job at hand when you are freed from worries about the future. And less stress can mean better health for you and your loved ones. This lesson identifies areas of concern to ensure family readiness and to assist in the preparation of a unit readiness program through family support activities. Family readiness is a personal issue, therefore let us discuss this area before identifying the areas required to support your platoon or section.

SHOW VGT-11, READINESS CHECKLIST



Ref: SH-5-5

Personal Matters

To ensure that your personal matters are in order for your family, several things must be completed. You must have personal information such as name, social security number, permanent street address, date of birth, place of birth, blood type, marital status, date of marriage previous marriages, date of divorce. Have your children names, date of birth and social security number. Parents or significant other name, address and phone number for your child if needed. Have military service information that consists of present rank, date of enlistment, ID card number, unit phone number, unit location, commander's name and phone number, military supervisor, and sponsor's name and phone number. A family care plan also includes ID cards for all eligible dependents. Being in the military you may have to deploy at any time.

Financial Matters

Financial issues are the most common problems experienced when a family during a family separation. Therefore, it is very important to discuss financial matters with loved ones. Establish needed allotments that will take care of obligations. Develop a budget. Select life and health insurance for the entire family. Learn about medical and dental care. Finally ensure your family is enrolled in Defense Eligibility Enrollment System (DEERS).

Legal Matters

Create or update your will. Designate a power of attorney so that your family can conduct business in your absence. If needed designate legal guardians for your children. Provide a safe location for those important documents and make them accessible to your family members.

Practical Matters

Put security measures in place. Check your house for needed repairs and ensure that your appliances, smoke detector, and automobile, are in good working order. Set in place a repair plan in the event of automobile, or appliance break downs. By knowing these personal readiness measures you as a leader can ensure that your section or platoon members have their personal matters in order prior to the time they may need them the most.

REMOVE VGT-11

CHECK ON LEARNING:

QUESTION: What are the four areas discussed in personal readiness?

ANSWER: Personal matters, financial matters, legal matters, and practical matters.

QUESTION: Who is responsible for personal readiness?

ANSWER: The individual soldier.

Ref: SH-5-4 and SH-5-5

F. ENABLING LEARNING OBJECTIVE

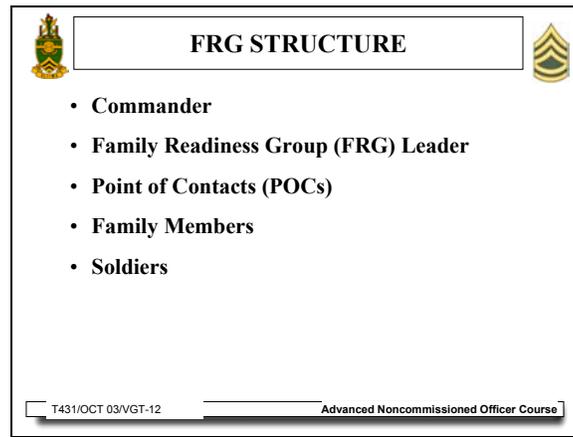
ACTION:	Determine the support that the unit can provide.
CONDITIONS:	As a platoon sergeant of soldiers with family members in a classroom environment and SH-4.
STANDARDS:	Identified the components of personal readiness IAW DA PAM 608-47 (SH-4).

1. Learning Step / Activity 1. FRG Structure

Method of Instruction: Conference / Discussion
Technique of delivery: Small Group Instruction (SGI)
Instructor to Student Ratio: 1:16
Time of Instruction: 15 mins
Media: VGT-12

NOTE: Tell the students that in accordance with the Memorandum (SH-7), all references to Family Support Groups (FSG) are now Family Readiness Groups (FRG). DA PAM 608-47 will still call them FSGs until the next revision.

SHOW VGT-12, FRG STRUCTURE



QUESTION: Why is an FRG so important

ANSWER: Because FRGs helps service members and families face continued challenges of mobilization or deployment.

Ref: SH-4-2, para 1-1

During normal duty hours an FRG forms a strong network of families and military personnel. This network helps prepare families for mobilization or deployment, and it helps ensure that all arrangements are complete.

QUESTION : Why is the command an important link in the FRG?

ANSWER: The commander provides direct support to the FRG.

Ref: SH-4-4, para 1-8b

The commander is ultimately responsible for the FRG. He actively sanctions the FRG program and officially appoints key military representatives to the FRG. The commander determines the leadership of the FRG and community support agencies.

QUESTION: Must the FRG leader be the commander's wife?

ANSWER: No.

Ref: SH-4-6 para 2-2a and SH-4-7

The FRG leader is usually a volunteer elected by the group. Regardless of the method used in designating the FRG leader, the commander should publish who holds the position in writing. The commander's spouse may take part in planning and executing FRG programs and activities to the extent he/she wishes involvement.

QUESTION: What duties does a contact person perform?

ANSWER: Initiate and maintain basic contact with family members.

Ref: SH-4-8, para 2-4

The FRG contact system is the most essential network of the organization. In this network, the unit divides its entire family member population into sub-segments or groups. Each segment centers around a contact person.

Unit FRGs foster a sense of belonging to the unit and community, and provide a vehicle for families to develop friendship while they gain information about the unit and community. In addition, the FRG provides information, referral, and share support during deployments.

FRGs provide communicating of sincere family command caring, thereby enhancing the integrity of care. FRGs allow soldiers to trust in that care, which enables the soldier to concentrate on the mission at hand and to have the emotional readiness to carry out his mission. FRGs help develop a confidence in soldiers that family members will receive reliable and friendly support when the soldier is away. Family care can be a meaningful stabilizer for soldier performance in the unit, and an enhancer of training and psychological readiness to fight. The real key to a successful FRG is having the approval and support of the commander and enthusiastic voluntary support from the chain of concern. Some posts have Family Readiness Group Resource Centers. At this center, volunteers from any FRG can visit and learn what works in other FRGs, or use the equipment provided there. A

visit to the FRG resource center will allow the soldier or family member to avail himself of equipment and consumable supplies useful in such things as developing newsletters, making copies, or making faxes. The members may use space in the center for meetings for all FRGs in a battalion or brigade. Both reserve component and active duty units should have an FRG. There is no cookie cutter design and the unit should tailor the FRG to the needs of the unit.

REMOVE VGT-12

CHECK ON LEARNING:

QUESTION: What is the structure of an FRG?

ANSWER: Contact person, company volunteer leadership, and battalion volunteer leadership and facilitators.

Ref: SH-4-7, para 2-3

QUESTION: Why is the command an important link in the FRG?

ANSWER: The commander provides direct support to the FRG.

Ref: SH-4-4, para 1-8b

G. ENABLING LEARNING OBJECTIVE

ACTION:	Determine what support is available during non-emergency and emergency times.
CONDITIONS:	As a platoon sergeant of soldiers with family members in a classroom environment and SH-3 and SH-4.
STANDARDS:	Identified the components needed to develop an FSG IAW DA PAM 608-47 (SH-4) and ACS Partners in Readiness Pamphlet (SH-6).

1. Learning Step / Activity 1. Family Readiness Group levels

Method of Instruction: Conference / Discussion
 Technique of delivery: Small Group Instruction (SGI)
 Instructor to Student Ratio: 1:16
 Time of Instruction: 15 mins
 Media: VGT-13 and VGT-14

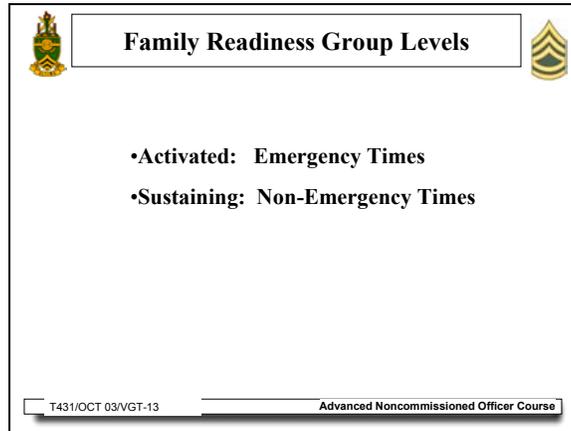
The FRG supports the family members in both emergency and non-emergency times. Deployed and non-deployed are other terms for emergency and non-

emergency times. The support available is the same in each phase, but each phase has its own method of operation.

QUESTION: What are the two levels of an FRG?

ANSWER: See VGT-13.

SHOW VGT-13, FAMILY READINESS GROUP LEVELS



Ref: SH-4-4, para 1-7c(1) and (2)

REMOVE VGT-13

QUESTION: What does the FRG do during emergency times?

ANSWER: The FRG concentrates efforts around events such as pre-deployment, mobilization, development, and the immediate post-deployment period.

Ref: SH-4-4, para 1-7c(1)

During emergency times the FRG provides support to family members and soldiers by offering accurate and helpful information on unit activities and referral assistance about community resources. Activities during this level help family members prepare for imminent separation, cope during the separation, and to bond with other unit family members.

QUESTION: What does the FRG do during non-emergency times?

ANSWER: The FRG reduces its degree of interaction to a sustaining level.

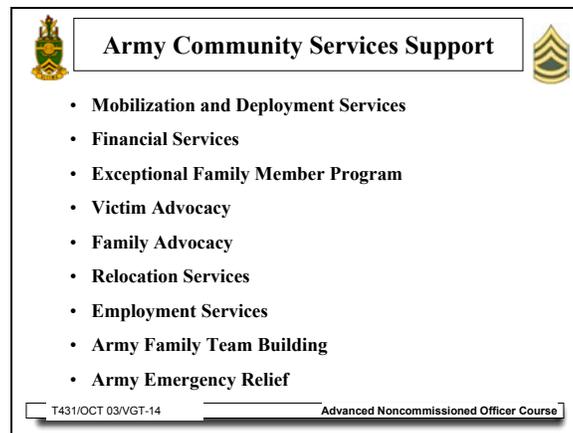
Ref: SH-4-4, para 1-7c(2)

This period (non-emergency) occurs mainly during non-deployment time, but minimal sustainment roles may also operate from time to time during extended deployment. During the sustainment period, FRGs update rosters of family members addresses and telephone numbers; continue regular meetings between FRG representatives and unit leaders; and through group meetings or telephone contacts, provide welcoming packages , sponsorship, orientation, and network support for new family members and families in crisis or transition. At all levels the FRG interfaces with the Community Service Centers.

QUESTION: What does the Army Community Service Center provide?

ANSWER: See VGT-14

SHOW VGT-14, ARMY COMMUNITY SERVICE SUPPORT



Ref: SH-6-3 thru SH-6-7

Mobilization and Deployment Services: The ACSC Mobilization and Deployment Coordinator provides assistance to family members throughout the deployment cycle. The Mobilization Coordinator serves as the primary point of contact for family issues, and is the primary resource for rear detachments and FRGs.

Financial Services: The ACSC offers classes to help you become an informed consumer and manage your financial affairs. Personal financial counseling is available for debt management, budgeting, checkbook management, and consumer complaint resolution.

Exceptional Family Members Program: This program is mandatory for soldiers sponsoring family members who have any developmental, physical, emotional, or special educational needs.

Victim Advocacy: This is a volunteer program that provides assistance and liaison for victims of spouse and child abuse.

Family Advocacy: You can get help with matters such as child or spouse abuse/neglect, or other problems affecting the well-being of you or your family.

Relocation Assistance: The relocation automation information system has information about Army bases worldwide. Information packets about other military installations are also available. The loan closet has household goods available for temporary loan.

Employment Services: This program can help Army family members who are looking for a job. The family employment program assistance has ways to identify skills and interests, plan a career, improve job search skills, provide employment search, or make a career change.

Army Family Team Building: This program provides three training levels to improve personal and family preparedness.

Army Emergency Relief: AER provides financial assistance to active duty soldiers and family members during times of valid emergency need.

REMOVE VGT-14

There are many agencies on the installation or in the community dedicated to assisting or supporting the Army family; e.g., Installation and Unit Chaplains, ACS, Installation Volunteer Coordinator, the Family Support Division, Army National Guard State Family Program Coordinators, U.S. Army Reserve Family Program Coordinators, the Army Emergency Relief, and United Service Organization. These community human resources agencies and private organizations can help in providing training and assist in linking to other installations and community services.

FRGs at the unit level should make effective use of all available community resources on behalf of their family members

CHECK ON LEARNING:

QUESTION: What are the two levels of a Family Readiness Group?

ANSWER: Activated and sustaining.

Ref: SH-4-4, para 1-7c(1) and (2)

QUESTION: What does the FRG do during emergency times?

ANSWER: The FRG concentrates efforts around events such as pre-deployment, mobilization, development, and the immediate post-deployment period.

Ref: SH-4-4, para 1-7c(1)

SECTION IV. SUMMARY

Method of Instruction: <u>Conference / Discussion</u>
Technique of Delivery: <u>Small Group Instruction (SGI)</u>
Instructor to Student Ratio is: <u>1:16</u>
Time of Instruction: <u>5 mins</u>
Media: <u>None</u>

Check on Learning

QUESTION: The Soldier Readiness Program replaces which program?

ANSWER: The Soldier Readiness Program replaces the preparation of replacements for oversea movement (POR) qualification.

Ref: SH-2-2, para 4-1b

QUESTION: A soldier who is HIV positive or whose HIV test is older than 24 months would come under what level of deployment?

ANSWER: Level-2, Wartime Movement Stopper Readiness Processing Requirements.

Ref: SH-2-2, para 4-4b(7)

QUESTION: Who has the authority to order a mobilization?

ANSWER: The President and/or Congress.

Ref: SH-2-4, para 6-2a

QUESTION: What phase of Mobilization begins when an RC unit receives notice of a pending order to active duty and ends when the unit enters active Federal Service?

ANSWER: Phase II, Alert.

Ref: SH-2-5, para 6-5b

QUESTION: How many installation and community staff agencies will have representatives on the soldier readiness processing team?

ANSWER: Nine (Personnel, medical, dental, provost marshal, finance, security, legal, logistics, and operations).

Ref: SH-2-2, 4-2c(1 through 9)

QUESTION: What are the two levels of a Family Readiness Group?

ANSWER: Active, and sustaining.

Ref: SH-4-4, para 1-7c1 and 2

QUESTION: What does the FRG do during emergency times?

ANSWER: The FRG concentrates efforts around events such as pre-deployment,

mobilization, development, and the immediate post-deployment period.

Ref: SH-4-4, para 1-7c(1)

**Review /
Summarize
Lesson**

The coordination of unit deployment readiness activities is an essential element to the combat readiness arena. Combat readiness requires a unit to process for deployment during contingency operations and mobilization with little or no advance warning, remaining combat ready during this process is the key. To accomplish this, it requires your direct supervision and coordination with elements of your higher and lower echelons. Your attention to detail will enhance your platoon's deployment capabilities. During the first hour we discussed the following: the Soldier Readiness Program, the five levels of the program, the five phases of mobilization and, soldier readiness processing procedures and family briefing requirements.

During the last hour we discussed the components of personal readiness, meaning personal, legal, financial, and practical matters. Then we talked about the components needed to develop a Family Readiness Group (FRG), we found that to have a good FRG each part depended on the others. Finally we showed how the Army Community Service Center helps family members not only in (activated) emergency times but in (sustained) non-emergency times also. Now that we have discuss all the required components needed to provide support to family members you must keep in mind there is no set way to construct an FRG. Each unit FRG must tailor the FRG to the specific needs of the unit and group. By having the FRG in place, it allows the soldier to concentrate on the mission and have a peace of mind knowing that the Army will take care of his/her family members.

SECTION V. STUDENT EVALUATION

Testing Requirements

NOTE: Describe how the student must demonstrate accomplishment of the TLO. Refer student to the Student Evaluation Plan.

You will take a written, objective examination. This objective examination will test learning objectives from this lesson. You must correctly answer at least 70 percent of the questions to receive a GO. A GO is a graduation requirement.

Feedback Requirements

NOTE: Feedback is essential to effective learning. Schedule and provide feedback on the evaluation and any information to help answer students' questions about the test. Provide remedial training as needed.

The instructor will schedule time and provide feedback on the evaluation process to include any information to help answer your questions about the evaluation process.

Terminal Learning Objective

VGT-1, Readiness Activities



READINESS ACTIVITIES

Coordinate Platoon Deployment Readiness Activities



T431/OCT 03/VGT-1

Advanced Noncommissioned Officer Course

Enabling Learning Objective A

Learning Step 1

VGT-2, Soldier Readiness Program



SOLDIER READINESS PROGRAM



- **Has foundation that all soldiers be administratively ready for deployment at all times.**
- **Replaces preparation of replacements for overseas movement (POR) qualification.**
- **Incorporates planned checks on the soldier readiness status of the individual soldier.**
- **Will include more Reserve Components requirements at a later date.**

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READINESS REQUIREMENTS



- **Level 1: Administrative requirements checked and declared go before a soldier can participate in a planned individual movement. (Basic)**
- **Level 2: Other Admin requirements checked and declared go before a soldier can deploy to a combat or contingency mission. Level 1 accomplished (Wartime).**
- **Level 3: Other Admin requirements checked and declared go before a soldier can move. Waiverable by a general officer in command. (Wartime and peacetime).**



READINESS REQUIREMENTS (CONT)



- **Level 4: Specific Admin requirements checked and declared go before a soldier can move. Waiverable by a general officer in command. (Deployment and mission unique).**
- **Level 5: Specific Admin requirements checked and declared go before a soldier can make a permanent change of station or be transitioned from active duty. (Peacetime only).**



PHASES OF MOBILIZATION



- **Phase I--Preparatory: RC units at home station.**
- **Phase II--Alert: RC units receive notice of pending order to active duty and ends when units enter active duty.**
- **Phase III--Mobilization at Home Station (HS): RC units in Federal duty and ends when units depart to their mobilization stations (MS) or Port of Embarkation (POE).**



PHASES OF MOBILIZATION (CONT)



- **Phase IV--Movement to Mobilization Stations: Units depart HS and ends when units arrive at MS or POE.**
- **Phase V:--Operational Readiness Improvement: Units arrive at MS or POE and ends when the units is operationally ready for deployment.**

Enabling Learning Objective D

Learning Step 1

VGT-7, Stability and Support Operations (SSO) Assistance



STABILITY AND SUPPORT OPERATIONS (SSO) ASSISTANCE



- **Support and assistance to commanders in establishing family support groups.**
- **Orientation for RC units and their families.**
- **Participation in mobilization and casualty work group exercises to test program effectiveness.**
- **Assistance to single parents in developing their family care plans.**

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STABILITY AND SUPPORT OPERATIONS (SSO) ASSISTANCE (CONT)



- **Coordination with human service assistance agencies.**
- **Identify potential members of RC family members eligible for ACS assistance.**
- **Identification of families with major problems requiring special assistance.**



ACS ASSISTANCE



- **Shift into 24-hour family assistance.**
- **Establish 1-800 number to address family issues.**
- **Provide assistance to family support groups.**
- **Assist family assistance officers.**
- **Provide support to waiting families.**
- **Assist deploying mobilized RC units.**
- **Assist commanders in training for designated family sponsors.**



ACS ASSISTANCE (CONT)



- **Assist families in identifying resources for relocating.**
- **Serve as a sponsor for families with special needs.**
- **Keep commanders abreast of major problems.**
- **Compile and maintain statistics on assistance rendered.**

Enabling Learning Objective E

Learning Step 1

VGT-11, Readiness Checklist



Readiness Checklist



- **Personal Matters**
- **Financial Matters**
- **Legal Matters**
- **Practical Matters**

T431/OCT 03/VGT-11

Advanced Noncommissioned Officer Course

Enabling Learning Objective F

Learning Step 1

VGT-12, FRG Structure



FRG STRUCTURE



- **Commander**
- **Family Readiness Group (FRG) Leader**
- **Point of Contacts (POCs)**
- **Family Members**
- **Soldiers**

T431/OCT 03/VGT-12

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Enabling Learning Objective G

Learning Step 1

VGT-13, Family Readiness Group Levels



Family Readiness Group Levels



- Activated: Emergency Times**
- Sustaining: Non-Emergency Times**

T431/OCT 03/VGT-13

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Army Community Services Support



- **Mobilization and Deployment Services**
- **Financial Services**
- **Exceptional Family Member Program**
- **Victim Advocacy**
- **Family Advocacy**
- **Relocation Services**
- **Employment Services**
- **Army Family Team Building**
- **Army Emergency Relief**

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Appendix B Test(s) and Test Solution(s) (N/A)

Appendix C Practical Exercises and Solutions (N/A)

HANDOUTS FOR LESSON 1: T431 version 1

**This Appendix
Contains**

This Appendix contains the items listed in this table---

Title/Synopsis	Pages
SH-1, Advance Sheet	SH-1-1 thru SH-1-3
SH-2, Extract from AR 600-8-101	SH-2-1 thru SH-2-11
SH-3, Extract from AR 608-1	SH-3-1 thru SH-3-5
SH-4, Extract from DA PAM 608-47	SH-4-1 thru SH-4-9
SH-5, Extract from Mission: Readiness Handbook	SH-5-1 thru SH-5-5
SH-6, Partners in Readiness Pamphlet	SH-6-1 thru SH-6-7
SH-7, Memorandum	SH-7-1 thru SH-7-3

Student Handout 1

This student handout contains the Advance Sheet.

Student Handout 1

Advance Sheet

Lesson Hours This lesson consists of two hours of small group instruction.

Overview Deployment/mobilization cannot function effectively without using the Soldier Readiness Program (SRP). The SRP will not function effectively if you do not monitor it. One of your responsibilities as a platoon sergeant is to ensure proper execution and coordination of the SRP. During this lesson you will learn what the Soldier Readiness Program is, the five levels of readiness, the five phases of mobilization, and the agencies available to assist soldiers and families during deployment and/or mobilization.

Learning Objective Terminal Learning Objective (TLO).

Action:	Identify procedures/measures to coordinate platoon deployment readiness activities.
Conditions:	As a platoon sergeant, in a classroom environment, given Student Handouts 2, 3, 4, 5, 6, and 7.
Standard:	Identified the procedures/measures to coordinate unit deployment readiness activities and the areas of support available to family members during non-emergency and emergency times IAW AR 600-8-101, AR 608-1, DA PAM 608-47, the Mission: Readiness Handbook, and the Partners in Readiness Pamphlet.

- ELO A** Explain the Soldier Readiness Program.
 - ELO B** Explain the five levels of the soldier readiness processing requirements.
 - ELO C** Explain the Mobilization Processing policy.
 - ELO D** Identify the elements for briefing soldiers and family members.
 - ELO E** Identify the components of personal readiness.
 - ELO F** Determine the support that the unit can provide.
 - ELO G** Determine what support is available during non-emergency and emergency times.
-

Assignment The student assignments for this lesson are:

- Read Student Handouts 1, 2, 3, 4, 5, and 6.
-

Additional Subject Area Resources None

Bring to Class

- Pen or pencil and writing paper.
 - All reference material received for this lesson.
-

Student Handout 2

This student handout contains an extract from AR 600-8-101.

Chapter 4

Soldier Readiness (Peacetime)

Section I General

4—1. The Soldier Readiness Program

This program—

- a. Has as a foundation that all soldiers will be administratively ready for deployment at all times.
- b. Replaces preparation of replacements for overseas movement (POR) qualification
- c. Incorporates planned checks on the soldier readiness status of the individual soldier.
- d. Will include more Reserve Component requirements at a later date.

4—2. Program policy

a. Specific administrative deployment processing requirements, agreed upon by HQDA policy proponents, will be checked and updated prior to individual soldier or unit movement. Requirements are prescribed in section II by level of operation.

b. Manpower staffing requirements include checking the status of individual soldier readiness during in-processing; once annually as a unit or an individual; during out-processing; and within 30 days of actual unit deployment date or date individual soldier departs on extended TDY (90 days or more).

c. A soldier readiness processing team (SRPT), from the installation and community staff agencies accomplishes the “unit and individual annual” and “30 days prior to actual deployment” soldier readiness checks, under the general leadership of the **G1IAG** (Chief, Military Personnel Division). Based on installation or community size and mission, the SRPT may operate on a full-time basis. The team will consist of representatives from the following installation/ community staff agencies:

- (1) Personnel.
- (2) Medical.
- (3) Dental.
- (4) Provost Marshal.
- (5) Finance.
- (6) Security
- (7) Legal.
- (8) Logistics.
- (9) Operations.

d. For soldier readiness processing requirements at levels 1 and 2, signature of the person in charge of the individual SRPT station is required (signifying all requirements have been met by the individual soldier being processed) before clearance for movement is granted.

e. In peacetime, active component units or agencies that have Individual Ready Reserve (IRR), Active Guard/Reserve (AGR), or Individual Mobilization Augmentee (IMA) soldiers assigned or attached are responsible for their movement processing. Reserve Component soldiers identified for CONUS training will be processed within 72 hours of arrival at their respective CONUS duty stations. RC soldiers identified for outside continental United States (OCQONUS) training will complete movement requirements prior to OCONUS deployment.

Section II

Soldier Readiness Processing Requirements

4—3. Level 1- basic movement soldier readiness processing requirements

a. Personnel requirements.

(1) Soldiers within 7 days of expiration of service agreement on actual date of deployment will not deploy.

(2) Soldiers who are required to have a Family Care Plan (DA Form 5304—R) must have an approved plan, on file. Soldiers whose Family Care Plans are determined to be unsatisfactory by the commander will not deploy. Unit commander is the approving authority.

(3) SGLI—8286 will be reviewed or revised.

(4) DD Form 93 will be reviewed or revised.

(5) Each soldier will wear at all times two identification tags with metal necklace around neck.

(6) Each soldier will carry at all times a current ID Card (DD form 2A).

b. *Medical requirement.* Soldiers who PCS to OCONUS (including Alaska, Hawaii, Puerto Rico, Guam and the Virgin Islands) or will be deploying/going TDY OCONUS longer than 179 days require a negative HIV test no older than 6 months prior to the date of departure from CONUS. Soldiers on orders to Ranger, or Special Operations Command (SOCOM) or rotating Cohesion, Operational Readiness, and Training (COHORT) units, and those attending military sponsored educational programs must have a negative HIV test no older than 6 months from their report date to the new unit. Soldiers scheduled for deployment or exercises that will not exceed 179 days must have been tested within the 24 months prior to departure. Results will be posted in the medical record. Soldiers confirmed to be HIV antibody positive are nondeployable.

c. *Dental requirement.* The appropriate record custodian will have on file a complete dental record for each soldier to include a panoramic x-ray.

4—4. Level 2—wartime movement stopper soldier readiness processing requirements

a. Personnel requirements.

(1) Unless waived by the individual soldier, soldiers will not be sent to the country in which or by which they had been held in a POW status.

(2) Soldiers who are German aliens will not be sent to the Federal Republic of Germany. US/Turkish citizens will not be sent to Turkey.

(3) Soldiers who are former Peace Corps members will not be sent to duties in any intelligence capacity in any foreign country in which they served or were trained to serve with the Peace Corps.

(4) Unless waived by the individual soldier, soldiers who are sole surviving family members will not be sent to an area where duties would normally involve actual combat with the enemy.

(5) Soldiers who do not have 12 weeks of basic training or advanced military training or their equivalent will not be sent OCONUS.

(6) Soldiers with a 3 or 4 physical profile, who have not been evaluated by an MMRB and declared deployable, will not deploy.

b. Medical requirements.

(1) Pregnant soldiers will not deploy to OCONUS or with a CONUS to CONUS unit move.

(2) Soldiers assigned to quarters or an MTF will not normally deploy.

(3) Soldiers without current immunizations will not deploy.

(4) Soldiers requiring eyeglasses who do not have two pair (one of which may be of civilian type design) and one pair protective mask lens inserts will not deploy.

(5) Soldiers requiring a hearing aid who do not have one with extra batteries will not deploy.

(6) Soldiers required to wear medical warning tags will have two tags worn so as to alert personnel to such conditions, otherwise, the soldier will not deploy.

(7) Soldiers who are HIV positive, or whose HIV test date is older than 24 months, will not deploy.

c. Legal affairs requirement. Each soldier must have received, sometime in their current enlistment/career, a Geneva Convention briefing prior to deployment.

d. Security clearance requirement. Soldiers must meet security clearance requirements for the duty position currently held and for the deployment area of assignment, if one is required for that area or deployment duty.

e. Training requirement. Each soldier must be individually weapons qualified within the last 12 months prior to deployment.

4—5.Level 3—other soldier readiness processing requirements

a. Personnel requirements.

(1) The unit commander may restrict from movement soldiers who are pending discharge, separation, compassionate reassignment, and so forth and those under the human reliability program.

(2) Soldiers who have submitted an application and received an approval of conscientious objector (Class I—A—O) will not be assigned to an area where duties would normally involve the handling of weapons.

(3) The following key portions of each soldier's personnel data base information will be reviewed and updated: (Military personnel category/code, dependent data, marital status, date of last PCS, DROS/DEROS, regimental affiliation and homebase, OCONUS preference, ABA and termination date, current and last FST, travel status, CONUS preference, and HIV test).

b. Medical requirements.

(1) Soldiers will receive medical history screening at the time of deployment which will include completion of a Standard Form 93(Report of Medical History), an interview with a physician, physician assistant (PA), or nurse practitioner, or a review of medical records by a physician, PA, or nurse practitioner.

(2) Soldiers will be queried for existence of Exceptional Family Members and referred for screening and enrollment if appropriate.

c. Dental requirements.

(1) Soldiers in dental classification 3 or 4 receiving treatment to relieve pain, treat trauma, oral infection, or follow-up care, will not deploy until treatment is completed.

(2) Each soldier will have a duplicate panoramic x-ray on file at the Central Panograph Storage Facility.

d. Finance requirements.

(1) Soldiers will be enrolled in SUREPAY.

(2) Soldiers will have the opportunity to initiate or change allotments prior to movement.

e. Legal affairs requirements.

(1) Each soldier pending civil felony charges will be provided assistance and may not move as result of these charges.

(2) Given time and other resources, power of attorney support may be provided to each soldier.

(3) Given time and other resources, support may be provided to each soldier for the making of a Will.

(4) Soldiers will be counseled on insurance and other civil matters.

4—6.Level 4—deployment area/mission unique soldier readiness processing requirements

a. Personnel requirement. Each soldier will be processed for a passport if required for deployment area.

b. Medical requirement. Each soldier will receive immunizations required for deployment area.

c. Legal affairs requirement. Each soldier will be briefed on the applicable local laws for deployment area.

d. Training requirements.

(1) Soldiers will receive a terrorist briefing prior to deployment.

(2) Family members will receive a briefing regarding soldier's deployment mission and area.

4—7.Level 5—peacetime PCS/transition soldier readiness processing requirements

a. Personnel requirement. Reassignment and out-processing requirements will be checked in accordance with reassignment processing procedures, and out-processing procedures. They are otherwise self explanatory.

b. Medical requirement. Soldiers will be given immunizations required for geographical area of future assignment.

c. Finance requirement. Soldiers will settle or arrange for settlement of their debts prior to PCS.

d. Legal affairs requirement. Assistance will be provided soldiers pending civil and military charges, which may result in the soldier not complying with PCS orders.

e. Security clearance requirement. Each soldier must meet security clearance requirements for future duty position and area of mission or assignment, as required in PCS special instructions.

f. Provost marshal requirements.

(1) Soldiers will accomplish any special out-processing such as removal of vehicle decals.

(2) Soldiers will ensure prior registration and storage of privately owned weapons.

g. Training requirement. Each soldier will receive a mission oriented briefing.

h. Logistics requirements.

(1) Soldiers will coordinate for the proper disposition of household goods.

(2) Soldiers will be issued field equipment and clothing.

i. Dental requirement. Soldiers who PCS to a remote location where services of a Federal treatment facility are not available are required to achieve Class I dental condition prior to departure.

Chapter 5 Unit and Individual Movement (Peacetime)

Section I General

5—1. Soldier readiness processing requirements

This chapter delineates the soldier readiness processing requirements as they relate to individual and unit movement during peacetime. Specific policies for each movement are explained in paragraph 5—2. The tasks, rules, and steps for checking these soldiers readiness processing requirements are also prescribed in this chapter.

5—2. Unit movement policy

a. Contingency operations. Prior to actual soldier or unit movement in support of combat or contingency operations, commanders with the assistance of the soldier readiness processing team will physically review on-site within 30 days of departure, processing requirements in levels 1 through 4 (paras 4—3, 4—4, 4—5, and 4—6). Levels 1 and 2 (paras 4—3 and 4—4) are mandatory compliance levels while 3 and 4 (paras 4—5 and 4—6) may be waived by a general officer in command.

b. Administrative movement. Prior to actual movement during peacetime, commanders, with the assistance of the soldier readiness processing team, will review, the processing requirements at level 1 (para 4-3).

c. *Peacetime reassignment.* Level 5 (para 4—7) relates to normal reassignment and transition from active duty processing.

d. *Records.* Special handling for personnel and dental records during movement operations.

(1) For temporary individual and unit moves, the records will be retained at home station. Duplicate records may be made to accompany the soldier.

(2) For individual permanent moves (for example, PCS), the records will be hand-carried by the soldier unless the soldier is otherwise prohibited by Army regulation not to do so, such as in the case when a soldier is administratively flagged (AR 600—8—2).

(3) For unit permanent moves, the records will be forwarded to the gaining command but not on the same conveyance as the soldiers concerned.

e. *TDY movement.* Soldiers departing individually or with a unit, who will be absent for 90 days or more will also “clear” home station. (See chap 4).

Section II

Task: Conduct Unit Movement Soldier Readiness Check

5—3. Rules for conducting unit movement soldier readiness check

a. The Chief, SRPT will coordinate with the Bn S1 on schedule, location and roster of personnel to be checked.

b. The following stations will certify unit movement clearance in writing to Bn S1: personnel, medical, and dental.

c. The Chief, SRPT will collect processing statistics and forward to GI/AG, G3 operations and Bn S1.

d. The Chief, SRPT will provide a list of nondeployables and reason(s) for this status to the Bn S1 for corrective action, with copy furnished to GI/AG and G3 operations.

e. DA Form 5123—I—R will provide guidance to a soldier for this task.

f. Soldiers will immediately report any change in readiness status to the Bn S1.

5—4. Steps for conducting unit movement soldier readiness check

The steps required for conducting unit movement soldier readiness checks are shown in table 5—1.

Table 5—1

Unit movement soldier readiness checks

Steps	Work center	Required action
1	BN1	Issue soldier DA Form 5123—1—R.
2	SDR	Process at personnel station.
3	SDR	Process at medical station.
4	SDR	Process at dental station.
5	SDR	Process at finance station.
6	SDR	Process at legal station.
7	SDR	Process at security clearance station.
8	SDR	Process at Bn S3.
9	SDR	Return completed DA Form 5123-1-R to Bn S1.
10	BN1	Verify completeness of forms turned in.
11	BN1	Inform unit commander and Bn S3 on unit processing status and specific deficiencies by soldier.
12	BN1	File form for future reference.

Section III

Task: Conduct Individual Movement Soldier Readiness Check

5—5. Rules for conducting individual movement

soldier readiness check

a. DA Form 5123—1—R guides a soldier through this task.

b. Each soldier will immediately report changes in deployment readiness to the Bn S1.

c. Bn S1 will report those changes to installation/community reassignment section.

d. Is performed on an individual soldier appointment basis or as a unit by the installation or community processing activity or the SRPT.

e. Specific soldier readiness processing requirements as at chapter 4. Each installation/community staff activity will verify chapter 5 requirements with the type of check being conducted.

f. Person in charge of each station/activity will audit/verify requirements with soldier's qualifications; indicate status and sign DA Form 5123—I—R.

5—6. Steps for conducting individual movement soldier readiness check

The steps actions required for conducting individual movement soldier readiness checks are shown in table 5—2.

Table 5—2

Individual movement soldier readiness checks

Steps	Work center	Required action
1	BN1	Issue soldier DA Form 5123—1—R.
2	SDR	Process at personnel station.
3	SDR	Process at medical station.
4	SDR	Process at dental station.
5	SDR	Process at finance station.
6	SDR	Process at legal station.
7	SDR	Process at security clearance station.
8	SDR	Process at Bn S3.
9	SDR	Return completed DA Form 5123-1-R to Bn S1.
10	BN1	Verify completeness of forms turned in.
11	BN1	Inform unit commander of specific deficiencies by soldier for corrective action.
12	BN1	File form for future reference.

Chapter 6

Mobilization Processing

Section I

General

6—1. Mobilization policy

Mobilization is the process by which the Armed Forces or part of them are expanded and brought to a state of readiness for war or other national emergency. This includes calling all or part of the Reserve Components to active duty and assembling and organizing personnel supplies and material. The call of Reserve Component units to active duty may include a Presidential Selected Reserve Call-up, S-Day; partial mobilization, T-Day; or full mobilization, M-Day.

6—2. Mobilization authority

a. The authority to order mobilization resides with the President and/or the Congress. The Secretary of Defense (SECDEF), with the advice and recommendation of the Joint Chiefs of Staff (JCS), recommends to the President and/or the Congress

the level of mobilization required to support a given contingency or national emergency. Upon approval, the SECDEF directs mobilization of the Reserve Component (RC) units and individuals through the military departments.

b. Normally units will be given as much warning time as possible; however, units must be prepared for a 'no notice' alert order.

6—3. Contingency operations

For contingency operations that do not require mobilization or in the event of the Presidential Selected Reserve call-up, the assignment restrictions in AR 6 14-30, table 3—1 apply. The processing procedures outlined for mobilization are applicable.

6—4. Mobilization concept

Maintaining individual preparedness is the basic concept in premobilization processing. Both active and Reserve Component units must keep personnel records and actions current and accurate to ensure not only the availability of personnel, but also to reduce processing time at home stations and installations.

6—5. Levels of mobilization

Mobilization is the process by which the Armed Forces, or part of them, are ordered to active duty or federalized in response to a contingency or other national emergency. This may include all or part of the RCs as well as assembling and organizing personnel and material. The process of federalizing/mobilizing RC units may be accomplished in the following phases:

a. *Phase I—Preparatory.* This phase concerns RC units at home station (HS) during peacetime. The units plan, train, and prepare to accomplish assigned mobilization missions.

b. *Phase II—Alert.* This phase begins when RC units receive notice of a pending order to active duty and ends when the units enter active Federal service.

c. *Phase III—Mobilization at Home Station.* This phase begins with the units' entry onto active Federal duty and ends when the unit departs for their mobilization stations (MS) or ports of embarkation (POE).

d. *Phase IV—Movement to Mobilization Stations.* This phase begins with units departing from HS, by the most expeditious and practical means available, and ends when the units arrive at their MS or POEs.

e. *Phase V—Operational Readiness Improvement.* This phase begins when the units arrive at their MS and ends when they are declared operationally ready for deployment.

6—6. Overview of the mobilization process

When mobilization is declared, there is a major change from peacetime to wartime assignment procedures. This includes movement of personnel to adjust unit strengths in line with Army priorities to ensure mission capability and readiness of all units and personnel.

6—7. CONUS Replacement Centers (CRC)

a. Operations are executed by the CRC Replacement Battalion (USAR) on pre-designated Army installations. CRC units are normally ordered to active duty under Presidential Selected Reserve Call-up. The CRC Battalion Commander is responsible to the installation commander for execution of CRC operations.

b. The CRC mission is to:

(1) Process all non-unit related personnel (NRP) identified as fillers and replacements for movement to the theater of operations. NRP will include AC and mobilized RC personnel. This includes but is not limited to:

(a) Verify completion of Soldier Readiness Processing (SRP), chapter 4.

(b) Coordinate completion of SRP for NRP for onward movements to the theater within five days of arrival at the CRC.

(c) Initiate appropriate reassignment action for non-deployable personnel.

(2) Coordinate movement of NRP to the (APOE).

6—8. Expansion of the Processing Activity

a. Prior to full mobilization, installations having mobilization station responsibilities will resource and organize the processing activity to accomplish the mobilization mission.

b. At mobilization, the installations current in-and-out processing activity will expand using current and Reserve Component resources according to the installation mobilization table of distribution and allowances.

c. The Chief, Military Personnel Division directs overall operations of the processing activity (chapter 1).

d. A typical installation mobilization and deployment center is shown at figure 6-1. Major components are the processing activity (accomplishes the soldier readiness mission) and the unit reception activity (accomplishes unit training and logistics missions).

6—9. Validation process (AR 220-I, Unit Status Reporting)

a. A typical installation validation center organization is shown at figure 6-2. Overall, validation is the installation commanders determination as to a units capability to accomplish its wartime mission. Individual soldier readiness (chap 4) is as important as training and equipment readiness. The validation process is usually conducted in three phases:

(1) *Part I.* The unit commander's unit status report suffices as the initial assessment in the personnel community.

(2) *Part II.* Soldier readiness processing accomplishes the 'readiness improvement' portion of the validation process. It accesses RC soldiers into the AC and prepares them for deployment.

(3) *Part III.* The processing activity will provide resources and reports (format and content not specified) for the installation final validation assessment and deployability decision making process.

b. The AG is the military personnel community's representative on the installation validation board.

6—10. Soldier readiness processing requirements

a. Levels one and two soldier readiness processing requirements, specified in chapter 4, are mandatory and are therefore nonwaiverable. Soldiers must meet these processing requirements prior to deployment OCONUS.

b. The processing activity will check, validate, and report each soldier's deployability status.

c. Internal controls will be established to ensure all required soldier readiness processing requirements are being checked correctly.

d. If during mobilization processing a soldier is rated as not deployment ready, the soldier will continue processing in order to determine ready and not ready conditions.

e. Not ready soldiers will remain with their assigned unit until the unit deploys or the soldier is issued other disposition orders.

f. Soldier readiness deficiencies will either be corrected on the spot during processing or follow-up referrals and appointments will be made for the soldier.

g. Sections A and D of the Personnel Inprocessing Record (DA Form 5 I23—R) guides a soldier through

mobilization station processing and determines the readiness status of each soldier. Once completed, the original will be filed in the soldier's MPRJ. Other copies are used in the validation process, filed for future reference by the control station, and filed in the soldier carried mobilization packet.

h. The following soldier readiness processing requirements are major workload generators at both home station and mobilization station. Constant unit maintenance and effective mobilization station planning can ease the burden of processing at the mobilization station. Problem areas are—

- (1) DD Form 93 (Record of Emergency Data).
- (2) (VA)29—8286/(SGLV)8286 (Servicemen's Group Life Insurance Election).
- (3) DD Form 2A(ACT) (Active Duty Military Identification Card), DD Form 2A(RES) (Armed Forces of the United States Identification Card (Reserve)).
- (4) ID Tags.
- (5) Immunizations.
- (6) HIV test result not posted in medical record.
- (7) Eyeglasses and mask inserts.
- (8) Panographic x-ray on file at Central Panographic Storage Facility (CPSF).
- (9) Requirements for wills.
- (10) Adequate dental readiness.

Section II

Task: Conduct Phase I (Preparatory) home station processing

6-11. Rules for conducting phase I (preparatory) home station processing

- a.* Unit commander is responsible for phase I processing.
- b.* A mobilization packet will be made for each soldier and will consist of the following:
 - (1) DD Form 1934 (Geneva Conventions Identity Card for Medical and Religious Personnel Who Serve in or Accompany the Armed Forces), if applicable.
 - (2) DD Form 1172 (Application for Uniformed Services Identification Card DEERS Enrollment).
 - (3) TD Form IRS W4 (Employee's Withholding Allowance Certificate).
 - (4) Marriage certificate with raised certification seal.
 - (5) Birth certificates of family members.
 - (6) DA Form 3955 (Change of Address and Directory Card).
 - (7) DD Form 2558 (Authorization to Start, Stop or Change an Allotment for Active Duty or Retired Personnel).
 - (8) Blank VA Form 29—8286 (Servicemen's Group Life Insurance Election).
 - (9) Family Care Plan if required.
- c.* Detailed guidance for accomplishing steps 1, 3, and 11 below can be found in DA Pam 360—525.

6—12. Steps for Phase I (Preparatory) home station processing

The steps required for conducting phase I (preparatory) home station processing are shown in table 6—1.

Table 6—1

Phase I (Preparatory) home station processing-----

Step	Work Ctr	Required action
1	Unit	Provide soldier with deployment information.
2	Unit	Maintain soldier mobilization packet.
3	Unit	Provide legal counseling.
4	Unit	Maintain soldiers MPRJ.

5	Unit	Maintain soldiers PFR (USAR and ARNG).
6	Unit	Maintain Soldiers health record.
7	Unit	Verify security clearance roster.
8	Unit	Verify soldiers in non-deployable status (soldier readiness deficiencies).
9	Unit	Verify soldiers family care plan.
10	Unit	Ensure soldiers have proper identification documents.
11	Unit	Conduct premobilization briefing.....

Section III

Task: Conduct Phase II (Alert) home station processing

6—13. Rules for conducting phase II (Alert) home station processing

- a.* Unit commander is responsible for phase II processing.
- b.* The administrative actions started in phase I will continue to be accomplished in phase II until completed.

6—14. Steps for conducting phase II (Alert) home station processing

The steps for conducting phase II (Alert) home station processing are shown in table 6—2.

Table 6—2

Phase II (Alert) home station processing.....

Step	Work Ctr	Required action
1	Unit	Transfer soldiers who are non-deployables.
2	Unit	Release and recover attached soldiers.
3	Unit	Promote eligible soldiers.
4	Unit	Prepare unit personnel rosters.
5	Unit	Furnish soldier, unit, and other activities with activation orders and personnel rosters.
6	Unit	Notify finance station of uniVs activation.
7	Unit	Prepare soldier reassignment plan.
8	Unit	Requisition eye glasses, inserts, and hearing aids, as required.....

Section IV

Task: Conduct Phase III (Mobilization) home station processing

6—15. Rules for conducting phase III (Mobilization) home station processing

- a.* Unit commander is responsible for phase III processing.
- b.* The administrative actions started in phase I and II will continue to be accomplished in phase III (Mobilization) home station processing.

6—16. Steps for conducting phase III (Mobilization) home station processing

The steps required for conducting phase III (mobilization) home station processing are shown in table 6—3.

Table 6—3

Phase III (Mobilization) home station processing

Step	Work Ctr	Required action
1	Unit	Identify medically disqualified soldiers.
2	Unit	Update soldier records (MPR.J. medical and dental).
3	Unit	Distribute records.
4	Unit	Verify arrival status of soldiers at the assembly site.
5	Unit	DO Form 220 (Active Duty Report).
6	Unit	Process ID Card documents for family

- 7 Unit members.
- 8 Unit Update security clearance roster.
- 8 Unit Prepare claims for soldier travel from home to assembly site.
- 9 Unit Conduct mobilization briefing

Section V

Task: Conduct Phase IV (Movement to Mobilization Station) home station processing

6—17. Rules for conducting phase IV (movement to mobilization station) home station processing.

- a. Unit commander is responsible for phase IV processing.
- b. The administrative actions started in phase I, II, and III will continue to be accomplished in phase IV until completed.
- c. The mission of the advance party will be to prepare for main body arrival.
- d. The advance party will turn in the following forms and reports upon arrival at the mobilization station:
 - (1) DA Form 581 (Request for Issue and Turn-in of Ammunition).
 - (2) DA Form 1687 (Notice of Delegation of Authority—Receipt for Supplies).
 - (3) DA Form 2406 (Material Condition Status Report).
 - (4) DA Form 2715—R (Unit Status Report).
 - (5) DA Form 2765—1 (Request for Issue or Turn-in).
 - (6) DA Form 2970 (Subsistence Report and Field Ration Request).
 - (7) DA Form 3161 (Request for Issue or Turn-in).
 - (8) Training outline.
 - (9) Copies of unit mobilization order.
 - (10) MPRJ, PFR, Medical and Dental records.
 - (11) List of items requiring calibration.
 - (12) Copy of MTOE/TDA.
 - (13) Appointment order for mobilization purchasing authority, as applicable.
 - (14) Appointment order for class A agent, as applicable.
 - (15) Personnel security clearance roster.
 - (16) Unit manning rosters annotated showing non-MOS qualified, newly accessed, nondeployable, and surplus personnel.
- e. The departure of the advance party will not be delayed if requirements in rule b cannot be met.
- f. The order to AD serves as the unit's official travel orders to move from HS to MS.

6—18. Steps for conducting phase IV (movement to mobilization station) home station processing

The steps required for conducting phase IV (movement to mobilization station) home station processing are shown in table 6—4.

Table 6-4
Phase IV (movement to mobilization station) home station processing

Step	Work	Required action Center
1	Unit	Dispatch advance party.
2	Unit	Execute movement plan.
3	Unit	Report arrival at mobilization station

Section VI

Task: Mobilization processing of Individual reservists at the Mobilization Station (MS)

6—19. Rules for mobilization processing

Individual reservists at the mobilization station

- a. The MS only processes non-troop unit assigned soldiers.
- b. Current planning requires non-troop unit assigned soldiers to report to the headquarters company (holding company), U.S. Army Garrison of the mobilization station or reception battalion.
- c. The headquarters or holding company processing sergeant will coordinate an appointment for soldier readiness processing with the processing activity control station.
- d. The installation will be prepared to fully cloth, equip, and otherwise take care of these soldiers. They have been receiving no unit type support during peacetime.
- e. Soldiers must properly clear the installation prior to signing out.

6—20. Steps for mobilization processing Individual reservists at the Mobilization Station

The steps for mobilization processing individual reservists at the Mobilization station are shown in table 6—5.

Table 6—5
Mobilization processing at the Mobilization station

Step	Work Ctr	Required action
1	RECBN	Collect and forward to the control station the soldier's MPRJ, PFR, medical, and dental records. Soldiers may not have any of these records in their possession.
2	RECBN	Explain processing procedures to the soldier and issue processing checklist.
3	RECBN	Prepare SIDPERS accession transaction.
4	RECBN	Assist soldier through soldier readiness processing at the processing activity.
5	RECBN	Ensure soldier completes all processing requirements by checking the processing checklist.
6	TNG	Validate training readiness of each soldier.
7	RECBN	Upon reassignment or deployment, sign soldier out, submit SIDPERS departure transaction, and file completed processing checklist.
8	RECBN	Assist soldier in movement, as required...

Section VII

Task: Mobilization processing at the control station

6-21. Rules for mobilization processing at the control station

- a. The control station is the focal point for mobilization processing.
- b. Controls suspense actions to complete a soldier's processing.
- c. Coordinates processing times with the Unit Reception Activity.
- d. During processing, soldier will keep mobilization packet.
- e. Distribution of MPRJ and other records will be per AR 600—8—104.
- f. Provide and maintain separate holding/waiting area for vehicle drivers and personnel awaiting processing and departure.
- g. Maintain close liaison with the CONUS Replacement Center and headquarters (holding company), USAG.
- h. Representatives from the various processing stations will participate in orientation briefings, as required.
- i. Any forms and applications of general interest to entire groups being briefed during processing orientation may be filled out during the orientation.
- j. Items A and D of DA Form 5123—I—R will be used

to account for and control soldier readiness processing. One copy of the completed DA Form 5123—I—R is filed in the soldier's MPR.J, one copy retained by this station for backup and statistics, and one copy is placed in the soldier carried mobilization packet

k When soldiers report for processing without their records, new records will be made by the station concerned.

L The processing orientation will include a processing overview and a safety briefing.

6—22. Steps for mobilization processing at the control station.

The steps required for conducting mobilization processing at the control station are shown in table 6—6.

**Table 6-6
Mobilization processing at the control station**

Step	Work Ctr	Required action
1	IOPR	Great soldier, conduct processing orientation, issue processing checklist.
2	IOPR	Collect MPR.J, dental, medical, and PFR records, distribute to appropriate processing station.
3	IOPR	Issue unit SIDPERS rosters to first sergeant.
4	IOPR	Verify soldier processing by reviewing checklist.
5	IOPR	Verify soldier readiness status.
6	IOPR	Make decision on soldier not-ready conditions.
7	IOPR	Verify qualification for current assignment to direct reassignment and issue orders as required.
8	IOPR	Follow-up to ensure changes are made in SIDPERS.

Section VIII

Task: Mobilization processing at the personnel database management station

6—23. Rules for mobilization processing at the personnel database management station

- a. All soldiers will process through this station.
- b. PDBM operates at two levels—One geared to installation cycle production and the other as a satellite operation for accession transactions and unit/MPD SIDPERS processing support.
- c. DA Pam 600-8—3 provides guidance for wartime SIDPERS operations and related transactions.
- d. DA Pam 600-41 provides guidance for MOBPERS operations at this station. MOBPERS adds RC soldiers and units to AC.

6—24. Steps for mobilization processing at the personnel database management station

The steps for mobilization processing at the personnel database management station are shown in table 6-7.

**Table 6—7
Mobilization processing at the personnel database management station**

Step	Work Ctr	Required action
1	PDBM	Process MOBPERS tape or other accession data.
2	PDBM	Produce DA Form 2, and forward to the control station.
3	PDBM	Schedule cycles and maintain database.
4	PDBM	Distribute output.
5	IOPR	Review daily output to monitor error resolution.

6	IOPR	Maintain personnel accountability.
7	IOPR	Coordinate cycle scheduling.
8	IOPR	Zero balance unit using final roster or provide information to unit first sergeant.
9	IOPR	Submit strength (accession and deletion) and other SIDPERS transactions.
10	IOPR	Report discrepancies.
11	IOPR	Provide technical assistance and analysis.
12	IOPR	Coordinate with unit commander for zero balance 96 hours before unit movement.
13	IOPR	Request/produce and provide SPF and OMF copies (one tape and one in cards) to unit first sergeant before movement.

**Section IX
Mobilization processing at the personnel information station**

6—25. Rules for mobilization processing at the personnel information station

- a. All soldiers will process through this station.
- b. Chapter 4 explains soldier readiness processing requirements.
- c. A copy of the audited DA Form 2 will be filed in the MPRJ and in the soldier carried mobilization packet. One copy will be forwarded to the unit first sergeant.

6—26. Steps for mobilization processing at the personnel information station

The steps required for mobilization processing at the personnel information station are shown in table 6—8.

**Table 6—8
Mobilization processing at the personnel information station**

Step	Work Ctr	Required action
1	PINS	Verify SIDPERS accession transaction processing.
2	PINS	Perform quality audit of DA Form 2.
3	PINS	Verify VA Form 8288.
4	PINS	Verify DD Form 93.
5	PINS	Verify physical profile.
6	PINS	Verify alien status.
7	PINS	Verify previous POW status.
8	PINS	Verify previous Peace Corps status.
9	PINS	Verify sole surviving status.
10	PINS	Verify weapons qualification.
11	PINS	Verify 12 weeks military training requirement
12	PINS	Verify HIV test date and results.
13	PINS	Make follow-up appointments to correct soldier readiness deficiencies.

**Section X
Task: Mobilization processing at the personnel strength management station**

6—27. Rules for mobilization processing at the personnel strength management station

- a. All soldiers will process through this station.
- b. MOS/AOC qualification determination criteria will be limited to the first three digits of the soldier's MOS/AOC.
- c. Chapter 4 explains soldier readiness processing requirements.

6—28. Steps for mobilization processing at the personnel strength management station

The steps required for mobilization processing at the personnel strength management station are shown in table 6—9.

Table 6—9

Mobilization processing at the personnel strength management station

Step	Work Ctr	Required action
1	PSMS	Verify MOS/AOC.
2	PSMS	Verify missed promotion.
3	PSMS	Verify physical profile.
4	P5MB	Verify alien status.
5	PSMS	Verify previous POW status.
6	P5MB	Verify previous Peace Corps status.
7	PSMS	Verify sole surviving status.
8	PSMS	Verify weapons qualification.
9	P5MB	Verify 12 weeks military training requirement.
10	PSMS	Verify security clearance.
11	PSMS	Submit SIOPERS update transactions.
12	PSMS	Make follow-up appointments to correct soldier readiness deficiencies.

Section XI

Task: Mobilization processing at the finance station

6—29. Rules for mobilization processing at the finance station

- a. All soldiers will process through this station.
- b. Chapter 4 explains soldier readiness processing requirements.
- b. Obtain finance record from control station.

6—30. Steps for mobilization processing at the finance station

The steps required for mobilization processing at the finance station are shown in table 6—10.

Table 6—10

Mobilization processing at the finance station

Step	Work Ctr	Required action
1	IOPR	Add soldier to .155 pay system.
2	IOPR	Verify BAQ and other pay entitlements.
3	IOPR	Verify allotments.
4	IOPR	Verify SUREPAY .
5	IOPR	Issue any casual pay authorized.
6	IOPR	Verify travel entitlements.
7	IOPR	Make follow-up appointments to correct soldier readiness deficiencies.

Section XII

Task: Mobilization processing at the DEERS/RAPIDS/ID card station

6—31. Rules for mobilization processing at the DEERS/ RAPIDS/ID card station

- a. All soldiers will process through this station.
- b. Chapter 4 explains soldier readiness processing requirements.
- c. All soldiers will be given the opportunity to enroll in the Active Duty Dependents Dental Plan, if eligible. However, Army National Guard (ARNG) and Army Reserve (USAR) personnel must have been ordered to active duty for a minimum of 2 years to meet the eligibility requirements for enrollment in the dental plan.

6—32. Steps for mobilization processing at the DEERS/RAPIDS/ID card station

The steps required for mobilization processing at the DEERS/RAPIDS/ID card station are shown in table 6—11.

Table 6—11

Mobilization processing at DEERS/RAPIDS/ID card station

Step	Work Center	Required action
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1	IOPR	Verify DEERS/RAPIDS enrollment
2	IOPR	Verify dependents are properly enrolled.
3	IOPR	Verify ID tags and medical warning tags.
4	IOPR	Verify ID Card.
5	IOPR	Verify dependents have up-to-date ID cards.
6	IOPR	Make follow-up appointments to correct soldier readiness deficiencies.

Section XIII

Task: Mobilization processing at the medical station

6—33. Rules for mobilization processing at the medical station

- a. All soldiers will process through this station.
- b. Chapter 4 explains soldier readiness processing requirements.

6—34. Steps for mobilization processing at the medical station

The steps required for mobilization processing at the medical station are shown in table 6—12.

Table 6—12

Mobilization processing at the medical station

Step	Work	Required action
1	IOPR	Verify complete medical record.
2	IOPR	Verify HIV test results.
3	IOPR	Verify ID warning tags (2).
4	IOPR	Verify eyeglasses (2).
5	IOPR	Verify mask inserts.
6	IOPR	Verify hearing aid and spare battery.
7	IOPR	Verify immunizations.
8	IOPR	Verify sick/injured/pregnant status.
9	IOPR	Verify physical profile.
10	IOPR	Verify physical examination.
11	IOPR	Make follow-up appointments to correct soldier readiness deficiencies.

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Section XIV

Task: Mobilization processing at the dental station

6—35. Rules for mobilization processing at the dental station

- a. All soldiers will process through this station.
- b. Chapter 4 explains soldier readiness processing requirements.

6—36. Steps for mobilization processing at the dental station

The steps required for mobilization processing at the dental station are shown in table 6—13.

Table 6—13

Mobilization processing at the dental station

Step	Work Ctr	Required action
1	IOPR	Verify complete dental record.
2	IOPR	Verify panoramic x-ray on file at CPSF.
3	IOPR	Verify dental classification.
4	IOPR	Make follow-up appointments to correct soldier readiness deficiencies.

Section XV

Task: Mobilization processing at the security

station

6—37. Rules for mobilization processing at the security station

- a. Not all soldiers will process through this station.
- b. Chapter 4 explains soldier readiness processing requirements.
- c. This station uses unit manning roster supplied by the advance party. Roster can be on floppy disk that is compatible with computer equipment at mobilization station.

6—38. Steps for mobilization processing at the security station

The steps required for mobilization processing at the security station are shown in table 6—14.

Table 6—14
Mobilization processing at the security station

Step	Work Ctr	Required action
1	IOPR	Verify clearance for PMOS/DMOS/AOC.
2	IOPR	Make follow-up appointments to correct soldier readiness deficiencies.

Section XVI

Task: Mobilization processing at the central issue facility

6—39. Rules for mobilization processing at the central issue facility

- a. All soldiers will process through this station.
- b. Chapter 4 explains soldier readiness processing requirements.
- c. Soldiers will be issued field equipment per CTA 50—900 and unit SOP.
- d. Forward equipment/supply issue records to control station.

6—40. Steps for mobilization processing at the central Issue facility

The steps required for mobilization processing at the central issue facility are shown in table 6-15.

Table 6—15
Mobilization processing at the central Issue facility

Step	Work Ctr	Required action
1	IOPR	Issue soldier required equipment
2	IOPR	Have soldier sign for issued equipment
3	IOPR	Make follow-up appointments to correct soldier readiness deficiencies.

Section XVII

Task: Mobilization processing at the Army community services center

6—41. Rules for mobilization processing at the Army community services center

All soldiers, to include those with exceptional family members will be referred to this station.

6-42. Steps for mobilization processing at the Army community services center

The steps required for mobilization processing at the Army community services center are shown in table 6-16.

Table 6—16

Mobilization processing at the Army community services center

Step	Work Ctr	Required action
1	IOPR	Assist soldier as required.
2	IOPR	Make referrals as required.
3	IOPR	Verify family address.
4	IOPR	Inform unit first sergeant of any special soldier situations.

Section XVIII

Task: Mobilization processing at the legal station

6—43. Rules for mobilization processing at the legal station

- a. All soldiers will process through this station.
- b. Chapter 4 explains soldier readiness processing requirements.
- c. If resources permit, wills and powers of attorney may be made at this station.
- d. Copies of wills and powers of attorney will be filed in the soldier carried mobilization packet. The original and one copy will be given to the soldier.

6—44. Steps for mobilization processing at the legal station

The steps required for mobilization processing at the legal station are shown in table 6-17.

Table 6—17

Mobilization processing at the legal station

Step	Work Ctr	Required action
1	IOPR	Verify Geneva Convention briefing.
2	IOPR	Determine soldier's requirement for a will.
3	IOPR	Provide power of attorney services.
4	IOPR	Verify pending military charges.
5	IOPR	Verify pending civilian charges.
6	IOPR	Process application for Soldiers and Sailors Relief Act if required.

—101.1

March 1997

GLOSSARY

Out-processing

An event that administratively prepares a soldier for movement off the installation or to another command at the same location. Out-processing is initiated when a soldier is alerted for movement and terminates when the soldier departs.

Personnel service support

A subordinate element of central clearance station. The management and execution of personnel and related matters, including military personnel, health services, finance, legal, military police, chaplain, personal affairs office, postal and morale support. (See FM 100—10.)

Policy

A general statement governing objectives of a functional area (within the purview of the Office of the Deputy Chief of Staff for Personnel (policy proponent).

Port of debarkation

An aerial port (APOD) or seaport (SPOD) within the theater of operations where strategic transportation for forces is completed. It may not be the final destination of

a force.

Port of embarkation

An air or sea terminal at which troops, units, military sponsored personnel, unit equipment, and material board and/or are loaded.

Presidential selected reserve call-up authority

Provision of a public law that provides the President a means to activate, without a declaration of national emergency, not more than 200,000 members of the selected reserve (all services total), for not more than 90 days, which the President may extend for an additional 90 days.

Principles of support

Fundamental objectives associated with each function. They specify reason for and source of manpower, for example; to operate a promotion system. Principles of support are applicable in peace and war.

Proponent

An Army organization or staff which has been assigned primary responsibility for material or subject matter in its area of interest.

Reserve Component(s)

The Army has two Reserve Components: the U.S. Army Reserve and the Army National Guard.

Retired reserve

Consists of those individuals whose names are placed on the retired reserve list. Members of the retired reserve may, if qualified, be ordered to active duty involuntarily in time of war or national emergency declared by Congress, or when otherwise authorized by law, and then only when it is determined by the Secretary of the Army that adequate numbers of qualified individuals in the required categories are not readily available in the ready reserve or in active status in the standby reserve.

Rule

A guideline for performing a specific task. A rule is associated with a specific task and maintained by the functional proponent.

Soldier

U.S. Army officers, warrant officers, and enlisted personnel.

Soldier readiness processing requirements A set of administrative processing requirements which must be met before individual soldier or unit movement, both during peacetime and mobilization. They are HQDA policy directive in nature and are agreed upon by the Army's leadership. They pertain to the Active force and the reserve force equally.

Soldier Readiness—level 1 (basic movement)

Administrative processing requirements that must be checked and declared GO before a soldier can participate in a planned individual (ThY) or unit movement for training (during peacetime only).

Soldier Readiness—level 2 (wartime movement stopper)

Administrative processing requirements that must be checked and declared GO before a soldier can deploy to combat or on a contingency mission. Level 1 must be accomplished also (wartime only).

Soldier Readiness—level 3 (other)

Other administrative processing requirements that must be checked and declared GO before a soldier can move. This level is waivable by general officer in command. Levels 1 and 2 also must be accomplished (wartime and peacetime).

Soldier Readiness—level 4 (deployment area and mission unique)

Specific administrative processing requirements that must be checked and declared GO before the soldier can move. This level is waivable by general officer in command. Levels 1 through 4 also must be accomplished (wartime and peacetime).

Soldier Readiness—level 5 (peacetime PCS/transition)

Specific administrative processing requirements that must be checked and declared GO before a soldier can make a permanent change of station or be transitioned from active duty. Levels 1 through 4 also must be accomplished (peacetime only).

Standards of service

Statements describing how much or how well the Army expects to do the work. The intent is to describe, for the senior leaders, those major standards that drive the manpower cost in the field. Separate sets of standards exist for peace and war.

Standard Installation/Division Personnel System

An automated system controlled and maintained by DA, designed to support the personnel strength and management information needs of field commanders and their staffs.

Step

The sequential subdivision of a task. It describes work at a level of detail allowing execution

Subfunctions

The division of work within functions; for example, the function of in- and out-processing subdivides into in-processing, out-processing, soldier readiness, and mobilization processing.

Task

The major subdivision of a function or sub-function. The lowest level of work which has meaning to the doer has a beginning and ending and can be measured.

The Integrating Center

The U.S. Army Soldier Support Center, that is, the organization responsible for integrating doctrine for the component elements of personnel service support.

The Processing Activity

Name for a building or area where soldiers are in-processed and out-processed, usually under the staff supervision of the division GI/adjutant general or the installation adjutant general. It becomes a subwork unit of the mobilization and deployment center during mobilization.

The processing program

A natural flow which maps a soldier's administrative existence at an installation or community, highlighting the Army's goal of being soldier ready for deployment. It consists of the four distinct subdivisions below.

- a. In-processing.
- b. Unit tour of duty.
- c. Out-processing.
- d. Mobilization processing.

Unit

Refers to a team, company, task force, and so forth. An organization consisting of more than one soldier.

Work center

A clearly defined organizational element recognized by M53 as the basis for manpower requirements.

Student Handout 3

This student handout contains an extract from AR 608-1.

AR 608-1

Army Community Service Center

Chapter 4 Services

Section I

Deployment or Mobilization and Stability and Support Operations (SSOs) Readiness

4-1. Purpose

Family assistance and support services will be provided to families of Active Component and Reserve Component (RC) forces and emergency-essential civilians in support of military operations—deployment or mobilization and SSOs (includes mass casualties, evacuation and natural disasters)—to enhance unit cohesion and increase readiness. Preplanning for family assistance will ensure that a comprehensive, realistic, effective and coordinated assistance delivery system is in place prior to military operations. This system will normally include the triad of family assistance centers, unit family support groups and unit rear detachments.

4-2. Family assistance plan

A family assistance plan will be developed to address all levels and phases of deployment or mobilization and SSOs. The plan will include requirements for continued coordination of family assistance services and establishment of family assistance centers. The plan will be incorporated into overall installation contingency plans and include at a minimum-

- a. Type of family assistance services offered to families. Minimum services will include emergency financial assistance, emergency food and shelter, crisis intervention, legal information, Defense Enrollment Eligibility Reporting System (DEERS), military medical benefits briefing, information and referrals to appropriate sources for other assistance.

- b. ACS and other agency roles and responsibilities for implementing the plan.
- c. Resource requirements (manpower and dollars) to implement the plan.
- d. Mobilization table of distribution and allowances requirements to include Individual Mobilization Augmentee personnel and retiree recalls.
- e. Requirements to accommodate any projected program needs, i.e., facilities, equipment and communications support.

4-3. Predeployment or mobilization **and SSOs assistance**

Predeployment or mobilization and SSOs assistance will include:

- a. Support and assistance to unit commanders in establishing support groups caring for families.
- b. Orientations for RC units and their families which outline the assistance available upon unit activation and individual mobilization. Similar orientations should be provided to deploying emergency-essential civilians and their families.
- c. Participation in mobilization and casualty work group exercises to test program effectiveness in providing family support during deployment or mobilization and SSOs.
- d. Assistance to single parents, dual military couples, and dual emergency-essential civilian couples in developing family care plans for deployment.
- e. Coordination with local and State human service assistance agencies.
- f. Coordination with State Adjutant General and appropriate USAR Regional Support Command Office as well as RC units within a 50-mile

radius to identify the potential numbers of RC family members eligible for ACS assistance.

- g. Identification of families with major problems requiring special assistance and support during deployment or mobilization and SSOs.

4-4. Deployment or mobilization and SSOs assistance During deployment or mobilization and SSOs, ACS will:

- a. Shift into a 24-hour family assistance center operation if requested by the installation/garrison commander. The center will include, at a minimum, representatives from the following offices: identification cards, DEERS, TRICARE, finance and staff judge advocate.
- b. Establish a 1-800 number to address family issues and crises.
- c. Provide assistance to family support groups.
- c. Assist casualty assistance officers in providing support to survivors.
- e. Provide support to waiting families.
- f. Assist deploying mobilized RC unit, USAR Regional Support Command or Army Reserve Command and State Area Command in providing family assistance to RC families.
- g. Assist commanders in providing ongoing training for designated family sponsors.
- h. Assist families in identifying resources for relocating, as applicable.
- i. Serve as a sponsor for families with special needs.
- j. Keep commanders abreast of major problems affecting families of either mobilized or deployed soldiers and civilians.
- k. Compile and maintain statistics on assistance rendered.

4-5. Post deployment or mobilization and SSOs assistance

This assistance will include briefings, workgroups to deal with family unification problems and command after action reports (includes lessons learned and recommendations for improving procedures).

4-6. Unit rear detachments

These detachments will receive training on family assistance and community resources available to support deployment or mobilization and SSOs. Also, assistance will be provided to rear detachment commanders in coordinating services for families in their units.

4-7. Family support groups

Commanders establish and provide support for family support groups (FSGs) within their units in accordance with DA Pam 608-47. Assistance will be available in the following areas for FSGs:

- a. Training.
- b. Resource materials.
- c. Meeting facility.
- d. Homecoming and reunion activities.
- e. Information and referral.

4-8. Operation R.E.A.D.Y. (Resources for Educating About Deployment and You).

The Operation R.E.A.D.Y. materials (modules, handbooks, workbooks and videos) will be used to support unit commanders in preparing soldiers, civilian employees and their families for military operations (see appendix E). These materials may be tailored to the needs of the installation.

4-9. OCONUS noncombatant evacuation operation (NEO) support.

In OCONUS areas, assistance will be provided in conducting family readiness NEO briefings, processing families for deployment, and coordinating support for families with gaining safehaven areas in accordance with local NEO plan.

4-10. Support to unaccompanied family members being evacuated or forced early return from an area outside the continental United States.

This support will consist of:

- a. Providing personnel to support reception center for repatriated families, if requested.
- b. Appointing a sponsor to assist family members in safehaven status in the geographical area of the installation.
- c. Assisting family members in obtaining safehaven benefits and entitlements.
- d. Providing required reports on the status

of families to MACOMs and HQDA in accordance with the Joint Plan for DOD Non-Combatant Repatriation.

Section II Soldier and Family Readiness

4-11. Family Advocacy Program

The Family Advocacy Program will be implemented to address child abuse and neglect and spouse abuse (includes prevention, identification, reporting, investigation and treatment) per AR 608-18.

4-12. Shelter and respite care

Shelter and respite care will be provided in accordance with published funding guidance and ARs 608-18 and 608-75. Written MOA5 will be established with local shelters. Standing operating procedures will be on file regarding appropriate use of respite care.

4-13. Transitional compensation for abused dependents

Transitional compensation payments and other benefits described in appendix F may be provided for dependents of soldiers who are separated for dependent abuse. Dependents use DD Form 2698 to apply for payments. The DD Form 2698 is available on the Army Electronic Library CD-ROM and the USAPA web page.

4-14. Foster care

A foster care service will be established per

AR 608-18.

4-15. Exceptional Family Member Program

The Exceptional Family Member Program will be implemented to provide community support, housing, personnel, educational and medical services to families with special needs per AR 608-75.

4-16. Outreach services (see paragraph 1-9).

Section III

Relocation Readiness

4-17. Purpose

Relocation assistance will be provided to reduce or eliminate problems arising because of frequent moves.

4-18. Relocation Assistance Coordinating Committee

A Relocation Assistance Coordinating Committee will meet quarterly to ensure coordination and cooperation among the various relocation services on the installation. The committee will develop a comprehensive installation relocation assistance plan that addresses elements and functions of relocation assistance provided by each installation activity; training requirements for all relocation services providers; and an evaluation plan to ensure assistance is accessible, effective and responsive to the needs of the Army family. Members will include, at a minimum, representatives from ACS, housing, transportation, finance, military personnel division, civilian personnel advisory center and medical treatment facility.

4-19. Relocation counseling

- a. Relocation counseling will be provided on an individual or group basis. It will be available to both inbound and outbound transferees with primary focus on predeparture counseling and relocation planning. Transferees preparing for their first permanent change of station (PCS) move or first overseas PCS will be targeted, at a minimum, for counseling sessions.
- b. Relocation counseling will include:
 - (1) Assessment of client's

individual or family needs and particular relocation circumstances.

- (2) Provision of information on the destination area (e.g., such as schools, housing, community resources and cost of living), entitlements, reimbursements and household goods shipment.
- (3) Provision of referral, followup and advocacy in resolving relocation related problems.

Student Handout 4

This student handout contains an extract from DA PAM 608-47.

Chapter 1 Program Management

1-1. Concept and purpose

a. This pamphlet provides guidance for commands on establishing and sustaining family support groups (FSGs) within units, and enhancing FSG activities for the benefit of members of the Total Army Family. Many different types of support groups exist within the Army community. For the purpose of this pamphlet, a FSG is an organization of family members, volunteers, and soldiers belonging to a unit, that together provide an avenue of mutual support and assistance, and a network of communications among the family members, the chain of command, and community resources. Although the typical FSG will be unit-based, many organizations, directorates, and staff agencies also benefit from active FSGs. There are also circumstances during which community-based FSGs should be established. FSGs help create a climate of mutual support within the unit. Basic FSG goals include supporting the military mission through provision of support, outreach, and information to family members. FSGs play an integral part in the Total Army Family Program (TAFP).

b. The TAFP emphasizes both military and personal preparedness and outlines commanders' responsibilities to ensure assistance to establish and maintain personal and family affairs and readiness. This can be found in AR 600-20, Army Command Policy. Roles and sample responsibilities are at appendix B. Policy includes those family assistance services and related programs which support quality of life, readiness, and retention, and meet the Army's obligation to soldiers and their families by ensuring the effective interface between Family Assistance and Family Support. Through unit family support plans, peacetime and mobilization requirements are coordinated and implemented to ensure programs and services are made available. Family support plans include the coordinated efforts of family support groups, unit commanders, and community agency staff.

(1) *Family assistance* — that contractual or statutory obligation the Army has toward its soldiers and civilian employees and retirees, (e.g., identification cards, Defense Enrollment Eligibility Reporting System (DEERS), Civilian Health and Medical Program of the Uniformed Services (CHAMPUS), and the programs and services available to assist commanders in fulfilling their morale, welfare and quality of life responsibilities to soldiers and their families such as Army Community Service (ACS), Child Development Services (CDS), Youth Services (YS), and Morale, Welfare, and Recreation (MWR) programs, etc.).

(2) *Family support* — the mutual reinforcement provided soldiers and civilian employees and retirees, and family members— both immediate and extended (e.g., FSGs, new letters, telephone trees, and other volunteer programs and activities).

c. The Total Army Family (TAF) consists of soldiers (Active, Guard, and Reserve), civilian employees, and retirees, and their legal dependent family members. Single individuals are full participants in the TAFP. In quality of life issues, they should be provided the same opportunities as any other members of the TAF.

1-2. References

Required and related publications are listed at appendix A.

1-3. Explanation of abbreviations

Explanation of abbreviations are explained in the glossary.

1-4. Who are the members of the family support group

a. FSG membership as outlined in paragraph 1-1 above can include unit family members (both immediate and extended such as mothers, fathers, aunts, uncles, etc) and soldiers as well as others interested in the welfare of the members (i.e., fiances, retirees, etc.).

b. There are also various levels of member involvement. Two of the most common are volunteers and participants. This distinction is important as commanders may authorize certain reimbursements for incidental expenses for recognized volunteers in the FSG. These are outlined in paragraph 3-6, Authorized Support. The following distinction is provided—

(1) *Official volunteers*. FSG volunteers are members of the FSG who donate their time and services to any of a variety of FSG projects and activities. Volunteers may be family members, soldiers or Department of the Army Civilians (DACs). Many volunteers are spouses of soldiers. Under the provision 10 United States Code 1588, FSG volunteers are recognized as official in matters of tort claims and for purposes of reimbursement.

(2) *Participants*. FSG participants are normally those who participate in FSG activities such as classes, seminars, and social events, but are not actively involved in the planning, managing, or delivery of the activity.

1-5. Why does the Army need family support groups

When people talk about FSGs, they may assume that they are a relatively new system within the Army. FSGs are not new. They are simply an institutionalization of activities in which soldiers and family members have been involved since the beginning of U.S. military service. FSGs are people helping people. FSGs benefit—

a. *The family member*. Unit FSGs foster a sense of belonging to the unit and community, and provide a vehicle for

families to develop friendships while they gain information about the unit and community. In addition, they provide information, referral, and share support during deployments. Through successful FSG efforts, many spouses have developed a more positive attitude toward themselves, a better understanding of why deployments are necessary and the Army mission to maintain readiness

b. The soldier. FSGs provide support that communicates command caring, integrity of care, and as open and honest communication as possible. This allows soldiers to trust in that care, which enables them to concentrate on the mission at hand, and have the emotional readiness to carry out that mission. FSGs help develop a confidence in soldiers that family members will receive reliable and friendly support when the soldier is away. This can be a meaningful stabilizer for soldier performance in the unit, and an enhancer of training and psychological readiness to fight.

c. The unit command. FSGs and the resources they have available to them in the command structure can assist in developing resilient families that are better able to cope and function in times of separation and or crisis. A unit FSG affords increased levels of confidence, commitment, and a sense of well-being among soldiers and family members, and the potential for fewer training distractors. The FSG can contribute to unit cohesion and soldier readiness. Through prevention and education programs and family activities, FSGs can help families overcome problems that are likely to impact adversely on soldier performance. A well functioning FSG can minimize family distractors conserving the unit commanders' time and resources (psychological, social, and budgetary) for military purposes.

d. The Active Duty Installation, Army National Guard State Area Command, Major U.S. Army Reserve Command. Through information and proactive education and prevention programs, unit FSGs can provide early identification of serious family problems and provide information and referral at an earlier stage. This can reduce the amount of trauma the family experiences and the level of demand placed on installation or community agencies. FSGs are able to supply information and referral services to family members concerning military and civilian community resources and opportunities, and can foster interdependence and family member resiliency. The FSG can contribute to other Army family programs that enhance the overall quality of community life, such as sponsorship of newly arrived families to the unit, post, armory, or Reserve center, outreach programs for off-post and geographically separated families, prevention of social-psychological isolation among junior enlisted families, rumor control, and support of family members experiencing undue stress during deployment.

e. The Army. One major goal of a FSG is to help family members feel they are an integral part of the Army family. For example, Army family research has shown that young military spouses have difficulty integrating into the Army way of life. A unit FSG program, combined with effective community resources, can instill confidence among spouses and family members that they are truly a part of the Army family. This, coupled with a training program that challenges the soldier and family members helps new families feel more at home in Army communities.

1-6. The Army Family Support System

a. FSGs are part of a larger Army system which involves implementation of unit family support plans. The Army family support system consists of family support plans which integrate the efforts of FSGs, commanders, and community support agencies for peacetime and mobilization preparedness. The requirements for peacetime family support plans are different from those during mobilization.

(1) *Family support requirements during peacetime.* To be effective, a unit family support plan must be developed and in place prior to the deployment or the extended training exercise. A plan typically outlines the Army and civilian community agencies and services available to assist units during peacetime and deployment activities. Agency points of contact (POCs) and phone numbers with a summary of services provided is generally included in the plan. Duties and responsibilities of a rear detachment commander (RDC) are outlined should appointment be necessary. The interaction which occurs among FSG Leaders, RDC, and Family Assistance Center (FAC) staff during deployment or mobilization and emergencies is an important element of family support plans. If not already in use, FSGs may wish to test their telephone trees during peacetime to ensure better communication success during deployment.

(2) *Family support requirements during mobilization.* Family support plans are activated during deployment or mobilization. The roles of the RDC, FSG, and FAC are limited to the coordination of resources to foster a caring support network for families whose soldiers are away. Briefings in such areas as pre-deployment, deployment, mass casualty emergency situations, post deployment, and reunion are typically scheduled in preparation for deployment. Military units may create a rear detachment (RD) when it deploys for extended periods of time. It is the primary point of contact for family members who have questions or need support during the deployment process. The RDC is in charge of unit FSGs which are organized to provide mutual support for the unit's family members. Frequently, information provided through FSGs will decrease the need for individuals to seek assistance from RD or FACs. FSGs are usually very active during deployment exercises with participation at its greatest but it also operates in periods of normal operation as well when participation may be less. A FAC may be established on and off Army installations during periods of lengthy deployment. The FAC brings together POCs from key community agencies into a centralized area to provide "one stop" support and assistance in such areas as financial matters, family advocacy, ID Cards, DEERS, health care, legal concerns, and family psychological support.

1-7. Family support groups

a. Unit FSGs are a command sponsored vehicle for people within the unit to help each other. FSGs provide a

communication network to pass information to families, and a conduit to identify problems or needs to the command. In addition to communication and family activities, FSGs create a unique atmosphere of mutual care and concern among unit families. FSG groups also become a vital link between families, the RD, the soldiers and community agencies during mobilization and deployments. While the general goals of FSGs outlined in paragraph 2-1*d*, below, are the same during both peacetime and mobilizations, the focus of what the groups provide will change depending on the phase of the mobilization or deployment. Information about the unit FSG leaders and activities is normally distributed in pre-deployment briefings.

b. During deployment FSGs must closely coordinate their efforts with those of the military family support personnel listed in paragraph 2-5. Coordinated efforts are essential to—

(1) Ensure FSG integration into the unit's deployment family support plan.

(2) Clarify the role and responsibilities of FSG volunteers, the RDC, and FAC staff, and any other key resource people that may be involved. Clarification of roles both within the FSG and between the FSG representatives and military representatives is essential, especially during deployment situations. These roles need to be spelled out prior to deployment (and in the case of the Reserve Component (RC), mobilization), and closely adhered to in both a deployment and non-deployment situation.

(3) Set an early precedent on the importance of all family support components working together. When key members of an integrated system have a role in organizing and evaluating that system, their desire to see it work effectively increases.

c. Army research has shown that commands having effective FSG programs have defined two alternating missions for FSGs in relation to military unit activities and deployments. Based on this research, it is recommended that FSGs organize to provide two distinct levels of effort at different times— an action level and sustaining level. In periods of unit deployment the FSG operates at a high level of activity and during periods when the unit is at home station, the FSG operates to sustain a reduced but functional level of interest and participation among unit family members.

(1) *Activated function.* The action level of effort is concentrated around events such as pre-deployment and mobilization, deployment, and the immediate post-deployment periods. FSGs are also activated during the unit start-up and other periods of transition within the unit. FSGs provide support to family members and soldiers by offering accurate and helpful information on unit activities and referral assistance about community resources. Activities during this level are geared toward helping family members prepare for imminent separation, cope during the separation, and to bond with other family members in the unit.

(2) *Sustaining function.* The sustaining level of effort by the FSG takes place at a reduced degree of interaction between FSG volunteers and family members as well as within the FSG organization. This period occurs mainly during non-deployment periods, but minimal sustainment roles may also operate from time to time during extended deployments. During the sustainment period, FSGs update rosters of family member addresses and telephone numbers, continue regular meetings between FSG representatives and unit leaders, and, through group meetings or telephone contacts, provide welcoming, sponsorship, orientation, and networking support for new family members and families in crisis or transition.

1-8. Military unit and Family Support Group linkage

Since the purpose of a FSG is to enhance the military mission and benefit family members, the groups cannot be much more than a social group without command support. A few of the important military links are—

a. Rear detachment. A RD is usually created when a unit deploys or goes on extended field exercises. Unit RD are often the first source of information for family members who have questions on family matters during separations. The RD provides a link between families, soldiers, the deployed unit, and community support agencies.

b. Unit commander. Each FSG operates within the unit through the direct support of the commander. With clear-cut support and active backing of the commander, the FSG will develop effectively, and will not spend a great deal of its energy fighting the "system." It is important to note that the group legitimacy comes primarily from the commander's willingness to support the volunteers in the group. However, this function does not necessarily require an extensive investment of time from a commander. The commander must have full knowledge of FSG planned activities and have easy access to its representatives to provide guidance, offer unit resources and facilities, create a climate of caring for family members, and ensure recognition and appreciation for FSG leaders and volunteers.

c. Unit chaplain. The unit chaplain is often a key advisor and resource to the FSG. The chaplain, aided by the chaplain assistant, helps the commander provide a solid foundation for training, sustainment, and facilities to the FSG and key volunteers. Specifically, the Unit Ministry Team (UMT) is a resource to the FSG in the areas of marriage and family problems, stress, parenting classes and concerns, grief and transition support, spiritual support and guidance, and communication of soldier and family concerns to the command.

d. Unit information system. The unit should be the primary source of information for FSGs. FSG representatives and the military unit representatives, such as command sergeants major, first sergeants, company commanders, executive officers, adjutants, personnel noncommissioned officers, and chaplains should develop appropriate working relationships with FSG leaders to establish an effective exchange of information. Additionally, FSG leaders can provide a

wealth of information for the unit system through timely feedback on perceptions, needs, and reactions of family members. The two way communication established can substantially improve unit and family morale.

e. Unit facilities. FSG access to meeting places with the unit is an important asset the command can offer the FSG. Unit day rooms, lawns, dining facilities, chapels, theaters, and other installation facilities, Army National Guard armories, and U.S. Army Reserve centers are the most accessible and acceptable meeting places depending on the size of the group and the function and activity. Access to other types of support (i.e., unit telephones, reproduction capabilities, mailing privileges, and equipment) is outlined in chapter 3. Unit support of FSG activities through provision of facilities for meetings, parties, refreshments, and child care services can be a basis for positive bonding between the unit and the family.

1-9. Community services and family support group linkage

a. There are many agencies on the installation or in the community dedicated to assisting or supporting the Army family. Installation and Unit Chaplains, ACS, Installation Volunteer Coordinator (IVC), the Family Support Division, Army National Guard State Family Program Coordinators, U.S. Army Reserve Family Program Coordinators, the ARC, United Service Organization (USO), and other community human resource agencies and private organizations can help in providing training and assist in linking to other installation and community services. FSGs at the unit level should make effective use of all available community resources on behalf of their family members.

b. The purpose of a Family Assistance Center (FAC) is to furnish information, assistance, guidance, and referral to units and families of soldiers in the event of unit mobilization, deployment, or at times, in response to a major disaster during a deployment. An example of the latter was the activation of a FAC in response to the 101st Airborne plane crash in Gander, Newfoundland.

(1) An installation FAC is activated at the commander's discretion. It is not necessarily activated for all deployments and field exercises. When activated, services from a wide variety of military and civilian agencies are available at a centralized location. In some cases, commanders may decide to offer extended or 24-hour service at the FAC for periods that warrant these extended hours. On post agencies participating in the FAC often include ACS, medical treatment facilities, the American Red Cross (ARC), Army Emergency Relief (AER), finance, provost marshal, legal advisors, chaplains, housing, and transportation. A FAC officer is designated to coordinate the activities of the FAC. This is usually the ACS officer for the active component.

(2) The Army National Guard is the lead agency to establish FACs during all levels of contingency and mobilization for those military families who do not live near installations. These FACs will link families with information and available services. The Army National Guard FACs will provide services to any family of deployed military personnel, regardless of service or component, who live in the vicinity. For the Army National Guard, the FAC will also fulfill Rear Detachment requirements.

Chapter 2 The Organization of Family Support Groups

2-1. Introduction

a. When we talk about FSGs, people usually think we are talking about something new. FSGs are not new. They are, quite simply, a formalization of activities spouses have been involved in since the beginning of military service. We also often hear statements like "this FSG is nothing like the one in my last unit." This is probably very true, but isn't necessarily bad. Each FSG will reflect the particular needs of the unit and of the families who are members. A Special Forces unit at Fort Bragg would have a FSG with needs different from soldiers stationed at a training installation, National Guard or U.S. Army Reserve unit, or Army depot.

b. There is no "best way" to structure a FSG. The structure should be tailored to the unit, its mission, and the makeup of its family members. There are many different agencies that can help you establish a FSG in your unit. One of the first places to check, once you decide to set up a program in your unit or organization, is with other units or organizations which already have a program in place. Then visit the ACS office at your installation. Reserve Component units should contact the Army National Guard (ARNG) State Family Program Coordinator or Major U.S. Army Reserve Command (MUSARC) Family Program Coordinator through their unit chain of command. These

agency representatives can help identify what is already in place, and help design or tailor a program to meet specific identified unit and family needs. Five other places to find out what is available in the local area are—

- (1) The unit or organization staff.
- (2) Chaplain in the unit or chapel.
- (3) The installation Family Support Division.
- (4) The Installation Volunteer Coordinator (IVC).
- (5) Reserve Component program coordinators

c. The FSG approach focuses on unit of deployments. Its organizational structure depends on local conditions such as the type of military organization, geographic proximity, and unit size.

d. General goals and activities of FSGs include—

- (1) Provide an opportunity for family members to mutually support and assist one another.
- (2) Develop and operate systems to provide information and education programs, welcome and orient new families, promote involvement, and prevent isolation.
- (3) Interact with military family members, the unit commander, and the rear detachment commander or military POC at the unit and higher levels.
- (4) Help involve families in unit activities.
- (5) Refer family needs that cannot be met by the FSG to the appropriate unit, installation, or community resource.
- (6) Provide information to families who remain in the local area while soldiers serve unaccompanied tours.
- (7) Assist the unit in developing and evaluating mobilization and deployment handbooks. Ensure that all family members have deployment handbooks and installation and unit telephone directories.

e. Activities in which FSGs should not be involved include—

- (1) Becoming surrogate parents.
- (2) Becoming social workers.
- (3) Lending money, cars, or expensive items.
- (4) Dividing into groups (i.e., enlisted vs officer spouses, ethnic groups, religious groups, etc.).
- (5) Becoming a babysitting or errand service.
- (6) Duplicating on-post or community activities (i.e. providing food, money, etc.).

f. Participation in a FSG should be strongly encouraged but, cannot be mandated. When family members understand the need for a FSG they are more willing to become involved in one. Even when interest is present, the development of a responsive, well functioning FSG is often a slow process, especially in units that are not facing an impending deployment or extended training exercise. An impending or anticipated deployment creates a coalescing effect by increasing the need felt by family members to bond together to help one another cope with a common “crisis.” Without this “crisis,” whether impending or anticipated, a coalescing effect may not be present. This does not mean that the formation of a FSG will be impossible, just more difficult.

g. Other factors often mentioned in starting and maintaining successful FSG programs are—

- (1) The genuine concern, interest, and willingness of family members to establish and sustain the FSG.
- (2) Family member leadership and participation in organizing and operating the FSG.
- (3) Commander linkage to demonstrate and assure active support for an approval of FSG activities.
- (4) Early contact of spouses new to the unit by leaders or volunteers of the FSG.
- (5) Existence of a command and family member committee to develop the organizational structure of the total family support system for mobilization and deployment, to delineate the respective roles of each component, and to formalize an ongoing command linkage to the FSG and family members for information exchange.
- (6) Appointment of FSG volunteer leaders at the company or battery and battalion levels.
- (7) Formal incorporation of the FSG into the unit written deployment family assistance plan.
- (8) A local FSG plan with purpose, goals, objectives, structure, and responsibilities outlined to define it as a command program.

h. Although the FSG must have strong command support and backing, it must belong to the unit FSG members. They must organize and operate the FSG, with unit support. Without an organized, well developed, and self-directed structure, a FSG may not survive adverse events, may not maintain an effective and comprehensive family support network, may not maintain adequate participation on the part of family members, and may not effectively anticipate and address the issues and concerns important to family members.

2-2. Family support group volunteer leadership

a. Studies have shown that a variety of volunteer leadership options occur in FSGs. The overriding factor that contributes to the leader’s success and group satisfaction is that he or she is truly a volunteer and not assuming the

position of leadership merely because of his or her spouse's military position. Commanders are ultimately responsible for unit FSGs. In all cases, FSG leaders must be approved by the commander. Volunteer leaders of FSGs are usually—

- (1) Volunteers elected by the group.
- (2) Volunteers who emerge from the group.

b. Regardless of the method used in designating the FSG leader, leaders and key volunteers should be acknowledged in writing. For example, if the commander's spouse does not play the role of the unit FSG leader, this person can be recognized as an advisor to the FSG and an informal intermediary with senior spouses in the "chain of concern" or command spouse organization within the community. The commander's spouse may be included in planning and executing programs and activities to the extent they wish to be involved.

c. The commander's spouse or his or her representative is the person who participates in command and staff spouse activities and functions regardless of whether they are the FSG leader. As such, they will be a conduit of pertinent information from this source for the FSG. For example, there are also various social and coffee groups such as battalion officers or NCO and EM spouse groups within units which are not "official". There are also numerous other sub-groups that can form within the unit. Individuals within the FSG may be members of one or many of the various groups at one time which are not necessarily the official FSG. See figure 2-1.

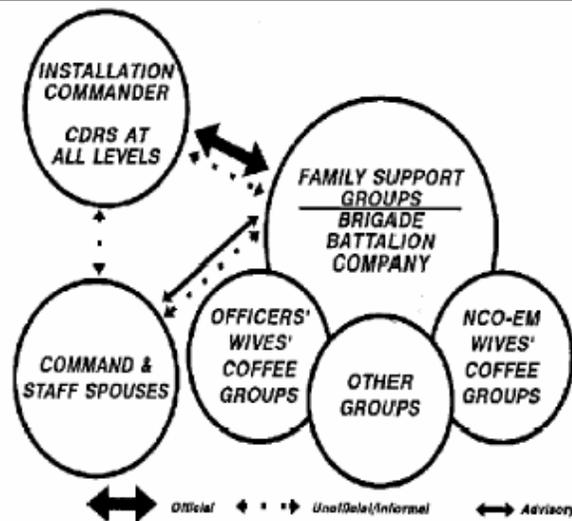


Figure 2-1. Family Support Group Interrelationships

2-3. Organization structure

a. FSGs can be organized to form a communication and support network as follows—

- (1) Contact person.
- (2) Company volunteer leadership.
- (3) Battalion volunteer leadership and facilitators.

b. Each level in the structure is designed to facilitate communication, to ensure contact, and to encourage mutual support. This structure may need to be modified depending on the organization and geographic location of the various components.

c. FSG structure within the company are the contact people and company volunteer leadership. In many cases the primary focus of FSG activity occurs at the company level. This is particularly true when group members have a sense of ownership. Army research indicates that FSGs at the smallest unit level are the most successful. The quality of FSG activity within a unit will most directly determine its effectiveness. Strong and visible unit command support is essential to ensure that an active communication and support network extends throughout the unit and reaches all family members. Strong unit command support also encourages volunteerism and participation by family members, soldiers, and even the single soldier.

2-4. The contact person

a. A common FSG organization, in order to form a communication and support network, needs a system by which it can contact everyone. The FSG contact system is the most essential network of the organization. In this network, the unit's entire family member population is divided into sub-segments or groups. Each segment is centered around a contact person. A contact person is a family member volunteer who assumes communication and support responsibility for a group.

b. Contact people initiate and maintain basic contact with family members. Suggested basic contact generally consists of at least one telephone call or visit every two weeks to everyone in the contact group during deployment, and less often, as appropriate, when the soldiers are at home station. This process reduces social isolation and reassures family members that there is a communication, support, and information system operational and at their disposal. Information calls are normally better received than calls merely to "check up on" families. Contact people also—

- (1) Distribute accurate, timely information.
- (2) Identify family member concerns arising within their groupings.
- (3) Act to have these concerns addressed in a timely manner at appropriate organizational levels.

c. During deployments, contact people may become major sources of unit information for family members. They are often the first to know of family concerns and, most often, are available to coordinate support for family members. They are helpful in providing accurate information, in soliciting volunteer assistance, and reducing stressful fears or countering false rumors.

d. Several factors determine the number and size of groups in each unit. These factors include the number of family members in a unit, and the number of family member volunteers recruited as contact people. Generally, three to ten contact groups will cover company size units, with six to ten family members in group. A contact group circle should not exceed ten families. Larger groups tend to be less cohesive, less personal, overtax the efforts of contact people, and develop communication and support gaps. Often FSGs must live for awhile with a few groups that are larger than desired. This is especially true in the early phases of organization, or when there is no immediate crisis. During those times, it may be more difficult to recruit volunteers.

e. While groups most often follow the organizational alignment of the associated military unit (i.e., the group based on the sponsor's unit assignment) some groups have experienced success geographically where large numbers of military families live in one area. The RC has had success with geographical contact groups since many of their families live far from National Guard armories or Reserve centers.

2-5. The company level

a. The company FSG leader or point of contact (POC) is one of the first volunteer leadership roles within a FSG. Its participants are the contact people and the company FSG leader(s) who together operate company FSGs.

b. FSGs benefit by meeting regularly to organize activities. FSG members—

- (1) Implement FSG activities and a communication support network within the company.
- (2) Coordinate its activities with the company chain of command.
- (3) Form a link with the company military unit, especially the first sergeant.
- (4) Initiates supportive actions identified as needed by soldiers and families at this level.
- (5) Relates soldier and family member concerns to the battalion when appropriate.

c. Responsibilities of the company volunteer FSG leader include—

(1) Communicating with each contact person regularly as information and need dictate during periods of deployment and as needed during the sustainment period. The purpose of these calls is to support the contact people, to ensure that contact within groups is being maintained, to present frequent opportunities for the transmission of information and the identification of family concerns, to assist contact people in addressing family members concerns, and to obtain concerns that need to be addressed.

(2) Establishing and maintaining military linkages at the company for exchanging pertinent information with company chain of command.

d. Contact people call FSG volunteer leaders as the first step in handling family member issues where they are not sure of the appropriate answer or agency to call. During deployments, FSG leaders interface with unit RDC at company levels.

e. Usually more than one person in each company will assume a role as company volunteer representative. In this case, responsibilities of these representatives must be clearly divided. Overlapping responsibilities lead to confusion and create gaps in the communication and support network. Inclusion of both officer and enlisted family members in FSG leadership is recommended.

f. Personal and face-to-face interaction characterizes the company and contact component within the FSG. Usually, family members come to know one another rather closely. Some FSGs have functioned without need to organize at the battalion and Company FSGs are often short on resources, influence, and access. Organizing and conducting family member events, getting information and resources, and responding to family member concerns can be taxing for a

company FSG. For example, producing a unit FSG newsletter can be a difficult task when attempted by one company FSG, but it's a fairly easy task when shared with other FSGs within a battalion.

2-6. The battalion level

a. The battalion FSG leader and or POC is usually the “facilitator” in the FSG network. Participants include battalion FSG volunteers and company FSG volunteer leaders. These representatives—

- (1) Plan, activate, and coordinate battalion-wide FSG support.
- (2) Support company FSG volunteer leadership.
- (3) Address family member concerns appropriate to battalion roles.
- (4) Form linkages with the military chain of command.
- (5) Transfer pertinent information to company representatives accurately and rapidly.
- (6) Form volunteer committees as needed.
- (7) Train new members and volunteers.

b. Battalion FSG representatives serve as the interface between family members and battalion leadership. They gather information and access resources from the military battalion and community resource agencies, and manage and coordinate the activities of the FSG. Battalion FSGs serve as a key interface between unit level FSGs and the community. During deployment, FSG leaders are usually the first to be given official information of importance to family members in each unit.

c. Battalion representatives should communicate with all principal company representatives at least once every week during deployment, and as needed during the sustainment period when soldiers are in garrison. The purpose of these contacts is to provide support, ensure continuity of activities, and establish frequent opportunities for the exchange of family member information and concerns.

d. Frequency of battalion representative meetings should be determined by the tasks to be accomplished and the availability of volunteers, however, the battalion committee should attempt to meet at least once a month even during the sustainment period to ensure organizational continuity.

Student Handout 5

This student handout contains an extract from the Mission: Readiness Handbook.

MISSION: READINESS

● **A Personal and Family Guide**



Personal Information

Service Member

Name: _____
Social Security Number (SSN): _____
Permanent Street Address: _____
City, State and ZIP Code: _____
Phone Number: _____
Date of Birth: _____
Place of Birth: _____
Naturalization/Citizenship (Date): _____
Blood Type: _____

Marital Status

Husband/Wife
(Name, Address and Phone Number): _____
Date of Marriage: _____
Previous Marriage(s): _____
Date of Divorce(s): _____

Children

Name/Date of Birth/SSN: _____
Name/Date of Birth/SSN: _____
Name/Date of Birth/SSN: _____

Parents/Significant Other/Other

Name, Address and Phone Number: _____
Name, Address and Phone Number: _____

Military Service

Present Rank: _____
Date of Enlistment: _____
ID Card Number: _____
Unit: _____
Unit Location and Phone Number: _____
Commander's Name and Phone Number: _____
Military Supervisor: _____
Sponsor's Name and Phone Number: _____

Military life is a full-time commitment!

Members of the active forces are in a continuous state of readiness. When you became a member of the military, you made a commitment to protect, honor and serve your country. That commitment includes the possibility of deployment at a moment's notice.

Personal readiness is your responsibility.

It takes time and effort to make sure your loved ones are ready for your deployment. That effort is rewarded with the peace of mind that comes from knowing your loved ones and your property are secure. Every service member can benefit from making plans and arrangements for:

- ★ care of loved ones
- ★ financial matters
- ★ legal matters
- ★ medical needs.

Having your affairs in order has its benefits.

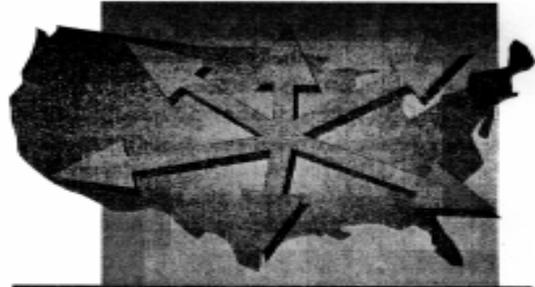
You can spend more time and energy on the job at hand when you are freed from worries about the future. And less stress can mean better health – for you and your loved ones! This guide is designed to help you get ready for deployment by providing:

- ★ information about issues you need to consider before deployment
- ★ worksheets and checklists to help make sure you have covered all important aspects of readiness
- ★ a permanent record of important information.

So get ready!

Whether you're young or old, married, single or a parent, the best way to get ready for deployment is to read and complete this guide.

Do it today, while time is on your side.



Readiness Checklist

To make sure you're ready for deployment, complete this page as you read through this guide.

Personal Matters

I have:

- 
- Completed the Personal Information page
 - Discussed communication during deployment
 - Contacted my family center or family support group
 - Prepared a Family Care Plan
 - Obtained ID cards for each family member
 - Completed the Emergency Information Worksheet
 - Discussed feelings and included children in discussions
 - Discussed benefits and assistance.

Legal Matters

I have:

- 
- Created and/or updated my will
 - Designated a power of attorney
 - Completed my estate planning
 - Designated legal guardians for children
 - Completed the Personal and Family Documents Worksheet
 - Safely stored important documents
 - Completed the Property Worksheet
 - Completed the Record of Emergency Data (also called "Page 2").

Financial Matters

I have:

- 
- Discussed financial matters with loved ones
 - Established needed allotments
 - Developed a budget
 - Selected life insurance
 - Selected health insurance
 - Learned about medical and dental care
 - Enrolled my family in DEERS
 - Arranged for paying bills/taxes.

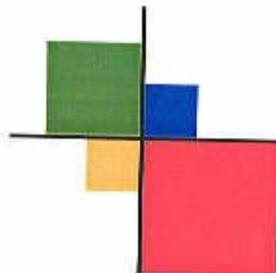
Practical Matters

I have:

- 
- Put security measures in place
 - Checked smoke detectors and replaced batteries, as needed
 - Made sure appliances are in good repair
 - Made sure automobile(s) are in good repair
 - Provided a current list of people to contact for household repairs
 - Made arrangements for household repairs
 - Made arrangements for moving, if necessary
 - Made a list of health-care providers.

Student Handout 6

This student handout contains Partners in Readiness Pamphlet.

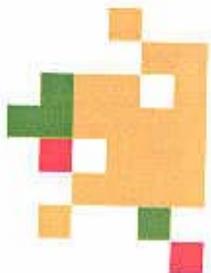


Community Services Center

You and CSC
"Partners in Readiness"



Building 2494
0730-1630
Monday—Friday
(915) 568-4614/1132



www.blissmwr.com

Mobilization & Deployment

568-9323

The CSC Mobilization & Deployment Coordinator provides assistance to family members throughout the deployment cycle. The Mobilization Coordinator serves as the primary point of contact to resolve family issues providing full case management services. The Mobilization Coordinator is a primary resource for rear detachments and FRG's in the resolution of family issues. Family Service Coordinator --- 568-9323 After hours contact your unit staff duty.

• Operation READY

(Resources for Educating About Deployment and You)

- Pre-deployment preparation
- Homecoming and Reunion
- Children's Workbooks
- FRG



• Rear Detachment Training

• Pre-Deployment Briefings

Coordinator: Nancy Thomas-Mainor
FRG Liaison/Trainer: Lori-Lynn Mobley-Sutherland

To schedule your briefing, contact Nancy Thomas-Mainor at 568-1337. Briefings available all hours.

Exceptional Family Member Program

568-1343

The EFMP is a mandatory enrollment program for soldiers that are the sponsor of family members who have any developmental, physical, emotional, or educational special needs. EFMP provides important assistance to exceptional family members to include:

- Education
- Information and Referral
- Advocacy
- Respite Care

Employment Services

For Appointments/Information/Seminar

Registration Call: 568-0494

The following services are available to assist family members in finding employment in the El Paso area:

Job Referrals

Resume Writing Assistance

Information on the local employment market

Website links to potential employers

Seminars Offered (on going):

- ◆ **Career Planning** — A 3-hour class focusing on self-assessment, setting goals and creating a career profile.
- ◆ **Resume Writing** — A 3-hour class on marketing skills and developing a successful resume.
- ◆ **Interviewing Techniques** — A 3-hour class full of interviewing techniques, answers to the tough questions, and tips on negotiating a competitive salary.

Army Emergency Relief

568-7088



(AER) provides financial assistance to active duty soldiers, retired and family members during times of valid emergency need. It provides interest free loans or grants to those who qualify for financial assistance. Food Vouchers available for families in need. For financial emergencies after duty hours, on holidays, and weekends, contact the American Red Cross at 1-877-272-7337.

AER can assist with the following:

- × Non-receipt of pay or allowances
- × Lack of basic necessities, like food
- × Payments for initial rent, to prevent eviction, mortgage payments, foreclosure or utilities
- × Travel expenses for emergency leave
- × Loss or theft of pay
- × Funeral expenses
- × Essential POV repairs or payments
- × Medically authorized convalescent leave
- × Extraordinary PCS costs
- × Required down payments for medical services, equipment and supplies if the provider will not accept down payments.

AER CAN NOT assist with the following:

- * Legal fees
- * Education expenses
- * Ordinary leave or vacation expenses
- * Bill consolidation
- * Bad checks
- * Convenience or luxury items
- * Abortions
- * Continued assistance due to financial mismanagement
- * Business Ventures



Food Stamp Satellite Office

Tuesdays 0800-1200 for an appointment Call: 568-7088

Financial Services

For Information and an appointment

Call: 568-1132

Job Management Services: Stop harassing phone calls, avoid bankruptcy, reestablish your credit.

Confidential Budget Counseling: Call for an appointment.

Consumer Complaint Resolution: Did you get ripped off?

Individual Checkbook Management: Personal assistance to organize your checkbook.

Education:

Avoiding Rip Offs/Consumer Scams

Savings & Investments-Basics for your future

Maintaining & Managing credit

Evaluating your insurance needs

How PCS deployment affects your budget

Checkbook Management

Developing a budget

Credit Report Review & Repair

Specialized Unit Classes

All Services are Free & Confidential
All Classes available upon request

The Community Services Center relies on your contributions to help us continue to provide food vouchers, respite care, childcare and volunteer awards. Many of the services provided would not be possible without your generous contributions. During this year's Combined Federal Campaign choose:



**Community Service Center
#3003**

**Army Family Team Building
#3441**

**Your Support
Is the Key!**



Army Family Team Building

568-AFTB

AFTB provides training for a way of life that prepares everyone in America's Army to function at their highest level, in any situation, with minimal outside support. The training improves personal and family preparedness, which enhances overall Army readiness.

LEVEL I is composed of 8 modules or classes (6-8 hours of training) and is designed for the new to the Army spouse or anyone interested in updating personal skills or basic knowledge. Classes include military terms, customs and acronyms and chain of command/chain of concern. Available in Spanish.

LEVEL II has 19 modules (20-22 hours of training) that is geared toward emerging leaders. Classes include Enhancing Relationship Building, Family Support Groups, and Groups Dynamics.

LEVEL III courses (20-22 hours of training) offer training to enhance the professional growth and leadership development opportunities of family members, especially those who might assume advisory and mentoring leadership roles with the community and unit.

- FREE childcare provided for those attending day classes.
- Unit briefings upon request.



aftb@bliss.army.mil

Victim Advocacy

568-4878

A volunteer based program that provides assistance and liaison for victims of spouse and child abuse.

ASSISTANCE TO VICTIMS

- Protective Orders
- Transportation
- Victim Compensation
- Liaison (courts/military system)
- Emergency Shelter
- Access to Medical Center
- Community Resources
- Safety Planning
- Relocation
- Know Your RIGHTS

Family Advocacy

568-4878



Family Advocacy services are available as a resource to support soldiers and families in managing personal and family issues, and advocacy for victims of family violence. We provide educational classes and briefings to units, family members and the community, and act as a liaison for victims of family violence. Our programs help create a safe community and strengthen individuals and families, especially those in at-risk situations. Some classes offered are Anger/Stress Management, Parenting Skills, New Parent Services, Child Health and Safety Issues, Family Violence Awareness, Child Abuse Detection and Reporting and Life Building Skills.

NEW PARENTS SUPPORT PROGRAMS

- * STEP Parenting Classes
- * Playgroup
- * Healthy Kids Classes
- * Breastfeeding Classes
- * Expectant Sibling Classes
- * Home Visitor
- * Car Seat Safety

Relocation Services

Relocation Services

- SITES—information on installations worldwide at <http://www.dmdc.osd.mil/sites>
- Videos on your next PCS location
- Lending closet—kitchen items, cots, car seats, port-a-critics and highchairs
- In-processing and out-processing information
- Pre and post-move counseling
- Post and community information
- Route mapping assistance



New to Fort Bliss?

You're invited to attend
CSC Newcomers Orientation
Every Tuesday & Wednesday
0800-1630 Bldg. 2494

Free Child Care available through CDC
(call 568-5689 for child care reservations)

Student Handout 7

This Student Handout contains the memorandum, dated 24 July 2000, from the Community and Family Support Center directing the changeover from Family Support Groups to Family Readiness Groups.



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
U.S. ARMY COMMUNITY AND FAMILY SUPPORT CENTER
4703 KING STREET
ALEXANDRIA, VA 22304-1410

CFSC-SFA

JUL 24 2000

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT. Implementing Guidance for Transitioning from Family Support Groups to Family Readiness Groups

1. The purpose of this memorandum is to provide the implementing guidance for the transition of Family Support Groups (FSG) to Family Readiness Groups (FRG). This change reflects the Army leadership commitment to instilling self-reliance in our soldiers and their families. The term, Family Readiness Group is already in use at the grassroots level
2. The implementation plan is that the current stock of printed materials should be used until exhausted, while changes to electronic and oral presentations should be phased in within ninety (90) days.
3. This terminology change will be incorporated in the revisions of applicable regulations in accordance with recommendations in the Chief of Staff's Well-Being Study.
4. The Community and Family Support Center point of contact is Ms. Holly Gifford, 703-681-7407, DSN 761-7407.


JOHN M. DAMICO
COL, GS
Acting Commander

DISTRIBUTION:
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U.S. ARMY FORCES COMMAND, ATTN: AFPI-MWP
U.S. ARMY MEDICAL COMMAND, ATTN: MCPE-H
U.S. ARMY MATERIEL COMMAND, ATTN: AMCPE-M
U.S. ARMY MILITARY DISTRICT OF WASHINGTON, ATTN: ANPE-CF

CFSC-SFA

SUBJECT: Implementing Guidance for Transitioning from Family Support Groups to Family Readiness Groups

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CF:

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