

**STATE OF OHIO
ADJUTANT GENERAL'S DEPARTMENT
2825 West Dublin Granville Road
Columbus, Ohio 43235-2789**

NGOH-PEW-FR

7 August 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Family Readiness Group Regional Foundation Course Schedule for TY 13

1. This year Family Readiness & Warrior Support (FR&WS) will offer six (6) Family Readiness Group (FRG) Regional Foundation Course (RFC) workshops at various statewide locations in order to train Family Readiness Group Leaders (FRGL), key FRG volunteer officers (assistant FRGL, secretary, treasurer), unit commanders, and Family Readiness military liaisons (CSM and 1SG are also welcome).

Dates & Regions are as follows:

Date of Course	Location	Registration Close
20 October 2012	Dayton or Cincinnati Area	13 October 2012
3 November 2012	Akron or Cleveland Area	26 October 2012
23 February 2013	Columbus or Mansfield Area	16 February 2013
23 March 2013	Toledo or Bowling Green Area	16 March 2013
22 June 2013	Dayton or Cincinnati Area	15 June 2013
17 August 2013	Columbus Area	10 August 2013

2. Completion of the Initial Regional Foundation Course Training workshop is required for Commanders, Family Readiness Military Liaisons, FRGLs and Treasurers for Army National Guard FRGs. Previous attendance, if within the last four years is acceptable. If you are the commander, Family Readiness Military Liaison or FRGL with a deploying unit, you will be required to attend a RFC prior to or within 3 months of the unit mobilization date. It is strongly encouraged that the military members and key volunteers attend this training together, as this will strengthen the relationship between the command and volunteer teams. If part of the team has previously attended and wishes to attend with new military members and key volunteers, we strongly encourage this.

3. Regional Foundation Course provides baseline guidance on establishing, maintaining and operating FRGs at a unit level. The objectives for this course include: defining rules, roles and responsibilities of an FRG, how to manage your meetings, providing guidance, as well as, goals and tools for a successful FRG. The training program was developed in conjunction with our Joint Family Readiness Council to meet the needs of today's units.

4. Workshop Registration will begin at 9:00 am. Training will start promptly at 9:30 a.m. and end at 4:00 p.m. Participants must be able to attend the full day of training. Dress code for attendees is civilian, business casual attire. Childcare will not be available or reimbursed for these training events.

5. Attendees are encouraged to participate in a workshop nearest to your home of record, regardless of your unit of assignment, to keep travel and lodging expenses at a minimum. Registered **volunteers** will

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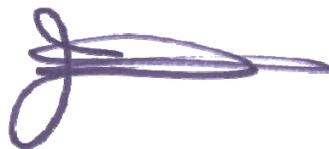
be entered into DTS (through your BDE FRSA, or Air & Family Readiness Program Managers (A&FRPM)) for reimbursement of travel for those not residing in the county or any adjacent county to the selected training location. Mileage will be reimbursed for privately owned vehicles at current government rate. If you have never received travel pay from the National Guard, you must provide banking information (routing and account numbers) before the training to your BDE FRSA or A&FRPM. They will have you fill out the information in the form of a travel voucher, then complete the voucher upon completion of the workshop.

7. Military Personnel Orders/Lodging/Rations: Traditional soldiers are to attend in an IDT Status/IDT Travel. AGR/TECH soldiers will attend on their respective travel funds. Military members are required to coordinate for their own lodging if needed. Travel vouchers for military personnel will be processed through normal unit command channels, utilizing DTS.

8. Both military and civilian attendees must register through the Joint Services Support website. To register for the website go to www.jointservicessupport.org and click New User on the right side of the website. To register for the trainings, click the Event tab on the tool bar and select the event from the list. Air Guard attendees must be approved, coordinated and funded by the Airman & Family Readiness Program Manager. Air participants should register with their Airman & Family Readiness Program Manager no later than the designated suspense date on table above. **REGISTRATION ON WEBSITE WILL NOT OPEN UNTIL 1 SEPTEMBER 2012.**

9. The point of contact is your respective brigade FRsAs and A&FRPMs:

- a. JFHQ/STC- 614-336-6000 x2039
- b. 37th IBCT- 614-356-7912
- c. 16th ENG BDE- 614-356-7997 or 614-336-6352
- d. 174th ADA BDE- 614-356-7918
- e. e. 371st SUS BDE- 614-336-8820
- f. 73rd TC- 614-336-6589
- g. 121st AFW- 800-377-5570
- h. 178th FW- 800-851-4503 x2583
- i. 179th ALW- 800-642-8365 x5206600
- j. 180th FW- 800-495-4250 x8684550



JULIE A. BLIKE
COL, MS, OHARNG
Director, Family Readiness & Warrior Support

DISTRIBUTION:

MSC Commanders

Air & Family Readiness Program Managers

Family Readiness Group Members/Volunteers

JFHQ-G3

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