

**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: TY12 Family Readiness Group Annual Reports and Awards

1. The Family Readiness Group (FRG) Annual Report and Awards submittal suspense is 31 Oct 2012 for Training Year 2012. The report will cover from 1 October 2011 through 30 September 2012. The Annual Report and Awards should be submitted to the Brigade Family Readiness Support Assistant (FRSA), who will forward to the State Family Readiness and Warrior Support Office. The Annual Report will be completed by the Family Readiness Group Leader and the Unit Commander, with the assistance of the Family Readiness Military Liaison or the Family Readiness Support Assistant. The Unit Commander and Higher Headquarters are required to sign the Annual Report prior to submitting to the Brigade Family Readiness Support Assistant. If there is a new FRG Leader for the upcoming Training Year, it is recommended that the previous FRG Leader be contacted to assist with completing this report.

2. Beginning in TY 12, the format for the Annual Report will be a Microsoft Excel document, with an option to digitally sign your unit's report. Each Section of the document is a tab (worksheet page). To navigate, all tabs are located at the bottom left hand side of the worksheet. The following instructions will assist in completion of the Annual Report in its new format.

a. Section 1: Unit Information/Volunteer Information - The Commander, Military Liaison, and FRG Leadership Team's name, mailing address, phone number and email are required. Estimate Volunteer hours of all Statutory Volunteers. These hours will include: preparations for events, emails, phone calls and the actual hours for each event. A sample is listed in the first block of section 1 on the Annual Report. Training hours for all volunteers, to include but not limited to, Regional Foundations Course, Advanced Regional Foundations Course, Advanced Family Readiness Training, ASIST (FRG Volunteers), RTA training, etc.

b. Section 2: Events/Family Participation - The event or activity date the commander gave the Family Readiness Briefing to the unit members and their families. Enter number of assigned unit members and active Family Members in the FRG. Include the number of newsletters that were sent to Family Members. Upcoming FRG events need to include the required events/meetings in the format that your brigade requires.

c. Section 3: FRG Activities and Awards - List all FRG members that have been awarded or received recognition for their participation in the FRG. Indicate all events, activities, and meetings that your FRG has hosted or participated in during the Training Year. Please also include the special or unique activities that your FRG has sponsored.

d. Section 4: FRG Unit Binder/Private Organization Affiliations - FRG Unit Binder: These are the inspectable items that are required to be in the unit FRG binder. Private Organizations (PO): The Commander has to authorize PO's for your unit, and who the Point of Contact is for that unit. This

***“When Called – We Respond with Ready Units”***

AGOH-PEW-FR

SUBJECT: Family Readiness Group Annual Report, Awards and Phone Tree Roster

process is outlined in the Quick Desk Reference (QDR) and units must work with their Brigade Family Readiness Support Assistants when or how to establish a Private Organization.

e. Section 5: Unit Phone Tree - Unit phone trees are to be copied and pasted from your most current formatted document; they will be referenced from your previous submission to your Brigade FRSA.

f. Section 6: Fiscal/Final Approval - Commanders are responsible for reviewing and reconciling all unit FRG expenditures. If there are discrepancies, the Commander needs to document and take corrective action. All units must have their higher headquarters signature, verifying that the report has been reviewed. For example, a battalion will sign off for a company level. The digital signature option is also available for the higher headquarters' signature.

3. Guidance and templates for submitting Annual Awards are listed in AGO REGULATION 600-8-22 (Army) dated 1 February 2003. All award submissions are required to be typed; no hand written awards will be accepted. All awards have the same suspense date as the Annual Report of NLT 31 October.

4. Your primary points of contact for Annual Reports are the Brigade Family Readiness Support Assistants:

- a. 16<sup>th</sup> EN BDE- Adam Kaufman & Melanie Clark: 614-356-7997
- b. 174<sup>th</sup> ADA BDE- Lindsey Lauber: 614-336-2039
- c. 37<sup>th</sup> IBCT- Lezlie Garcia: 614-356-7912
- d. 371<sup>st</sup> SUS BDE- Rita Kreitzer: 614-336-8820
- e. 73<sup>rd</sup> Troop Command- Shallon Mathews: 614-336-6589
- f. Special Troops Command- Emily Cunningham: 614-336-7314

5. The State point of contact is the Senior Family Readiness Support Assistant at 614-336-7918 or the State Family Program Director at 614-336-4161.



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

Enclosures

- 1- Annual Report Template
- 2- Manual/Auto Phone Tree Template
- 3- AGO Regulation 600-8-22 (Army)
- 4- Sample Annual Award Winning Submission

DISTRIBUTION:

MSC Commanders  
Family Readiness Group Officers  
JFQ-J3-TR