

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

NGOH-PEW-FR

15 July 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: TY13 Family Readiness Annual Reports, Awards and Phone Trees

1. The Family Readiness Annual Report, Awards and Phone Tree submittal has suspense of 31 Oct 2013 for Training Year 2013. The report will cover from 1 October 2012 through 30 September 2013. The Annual Report, Awards and Phone Tree will be turned into each Brigade Family Readiness Support Assistant (BDE FRSA), who will then forward it to the State Family Readiness and Warrior Support Office. The Annual Report will be completed by the FRG Leader, Family Readiness Military Liaison and the Unit Commander, with the assistance of the BDE FRSA. It is required that all signatures be completed on the Annual Report prior to sending it to the BDE FRSA. 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. The following instructions will assist with completion of the Annual 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.

a. Section 1: Unit Information/Volunteer Information-

The Commander, Military Liaison, and FRG Leadership Team's name, mailing address, phone number and email is required. All Statutory Volunteers are to complete their hours to include: preparations for events, emails, phone calls and the actual hours for each event. The worksheet will automatically total all of the volunteer hours.

b. Section 2: Events/Family Participation-

Complete the event or 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. POC for the newsletter distribution should be the name of the Statutory Volunteer that is composing/ mailing/ emailing the FRG newsletter. 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. Please make sure if they have had official State recognition you annotate that in this section. Indicate all events, activities, and meetings that your FRG has hosted or participated in during TY13. Please also include the special or unique activities that your FRG has sponsored.

d. Section 4: FRG Unit Binder/Private Organization Affiliations-

"When Called – We Respond with Ready Units"

AGOH-PEW-FR

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

These are the items that are required to be in the unit FRG binder that can be inspected during the Organization Readiness Assessment (ORA). Private Organizations (PO) affiliated with your company: The Commander has to authorize PO's for your unit and is also the Point of Contact for that unit. This process is outlined in the Quick Desk Reference (QDR) and units must work with their BDE FRSA when or how to establish a Private Organization.

e. Section 5: Fiscal/Final Approval-

Treasurer should complete this section for FRG account balance and income total for the year. All bank statements should accompany the report. Commanders are responsible for reviewing and reconciling all unit FRG expenditures. If there are discrepancies, the Commander needs to document and take corrective action.

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 submissions have the same suspense date as the Annual Report of NLT 31 October. Award submissions will not be accepted after the deadline.

4. Unit phone trees are to be submitted in excel format. Template is included with an example of the format.

4. The primary point of contact for Annual Reports is your BDE FRSA's:

16th EN BDE- 614-356-7997/614-336-6352

371st SUS BDE- 614-336-8820

174th ADA BDE- 614-336-6000 x 2039

73rd TC: 614-336-6589

37th IBCT- 614-356-7912/614-336-6855

STC: 614-336-6000 ext. 7314

5. The State point of contact is the Senior FRSA at 614-356-7918, 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) 900-1 (Air)

4- Annual Award Format

DISTRIBUTION:

MSC Commanders, Air & Family Readiness Program Managers, BDE FRSA's

Family Readiness Group Statutory Volunteers

JFHQ-J3-TR