

**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: Family Readiness Group Regional Foundation Course Schedule for TY 14

1. This year Family Readiness & Warrior Support will offer five (5) Family Readiness Group (FRG) Regional Foundation Course (RFC) workshops at various statewide locations in order to train unit Commanders, Family Readiness Military Liaisons, Family Readiness Group Leaders (FRGL) and key FRG statutory volunteers (assistant FRGL, secretary, treasurer).

Dates & Regions are as follows:

Date of Course	Location	Registration Close
2 November 2013	Cincinnati Area	25 October 2013
22 February 2014	Columbus Area	14 February 2014
22 March 2014	Akron or Cleveland Area	14 March 2014
28 June 2014	Toledo Area	20 June 2014
9 August 2014	Columbus Area	1 August 2014

2. Completion of the Regional Foundation Course workshop is required for Commanders, Family Readiness Military Liaisons, and FRG Leaders 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 an 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. It is highly encouraged for the treasurer to attend as well.

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, fundraising guidelines, communication and providing guidance, as well as, goals and tools for a successful FRG.

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. Statutory **volunteers** will 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

“When Called – We Respond with Ready Units”

NGOH-PEW-FR

SUBJECT: Family Readiness Group Foundation Course TY14

you have never received travel pay from the National Guard, you must provide banking information (routing and account numbers) in order to be reimbursed. For those eligible for travel reimbursement, you will fill out the information in the form of a travel 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 go to www.jointservicesupport.org and click the Event tab on the tool bar. Choose Listing and click on Search. Select the event from the list by clicking on the registration icon. 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 THE WEBSITE WILL NOT OPEN UNTIL 1 SEPTEMBER 2013.**

9. The point of contact is your respective brigade FRSA's and A&FRPMs:

- a. JFHQ/STC- 614-336-7314
- b. 37th IBCT- 614-356-7912 or 614-336-6855
- c. 16th ENG BDE- 614-356-7997 or 614-336-6352
- d. 174th ADA BDE- 614-336-6000 x2039
- 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
Family Readiness Support Assistants
Air & Family Readiness Program Managers
Family Readiness Group Members/Volunteers
JFHQ-G3

“When Called – We Respond with Ready Units”