OFFICE SYMBOL DATE

MEMORANDUM FOR RECORD

SUBJECT: Completion of Annual Family Readiness Brief

1. REFERENCE: CNGBI 1800.02, Enclosure A

2. The Annual Family Readiness Briefing information was disseminated to Family members of [Unit Name] on [date] by [who sent the email]. In total [number of Family member] received the 2020 TY Annual Family Readiness Brief.

3. Accompanying the memo is either a sign in roster of Family members if brief is given in person, or a screen shot of email addresses of those Family members receiving the brief electronically.

4. The Annual brief is good for 365 days after the date of the memo signed.

DISTRIBUTION: Commanders Name and signature

Military Liaison Rank & Branch

Unit SFRG Binder Commanding

Regional SFRS