

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

NGOH-PEW-FR

1 September 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Family Readiness Group Regional Foundation Course Schedule for TY 15

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:**

<b>Date of Course</b>	<b>Location</b>	<b>Registration Close</b>
15 November 2014	Cincinnati Area	31 October 2014
24 January 2015	Columbus Area	09 January 2015
14 March 2015	Cleveland Area	27 February 2015
13 June 2015	Toledo Area	29 May 2015
01 August 2015	Columbus Area	17 July 2015

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. 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.

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.

***“When called, we respond with ready units to execute federal, state and community missions.”***

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5. Statutory **volunteers** will be entered into DTS (through the BDE FRSA) for reimbursement of travel for those residing more than 75 miles (home of record zip code to training location zip code). Mileage will be reimbursed for privately owned vehicles at current government rate. Those volunteers residing more than 150 miles (home of record zip code to training location zip code) are eligible for reimbursement of lodging at the current government rate. If 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 training.

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. Family Readiness has no funding for military personnel.

8. Both military and civilian attendees must register for the training through the Joint Services Support website. To register go to [www.jointservicesupport.org](http://www.jointservicesupport.org) and click the Get Involved tab on the tool bar. Then choose Events on the drop down. In the filter area, choose Training for the category and Ohio for the state. Click Apply. Select the training from the list by clicking on Register.

**REGISTRATION ON THE WEBSITE WILL NOT OPEN UNTIL 1 OCTOBER 2014.**

9. The point of contact is your respective brigade FRSA's:

- a. JFHQ/STC- 614-336-7314
- b. 37<sup>th</sup> IBCT- 614-336-6855
- c. 16<sup>th</sup> ENG BDE- 614-336-6352
- d. 174<sup>th</sup> ADA BDE- 614-336-6000 x2039
- e. 371<sup>st</sup> SUS BDE- 614-336-7681
- f. 73<sup>rd</sup> TC- 614-336-1557



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

DISTRIBUTION:  
MSC Commanders  
Family Readiness Support Assistants  
Family Readiness Group Members/Volunteers  
JFHQ-G3

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