

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

AGOH-J1-FR

14 July 2009

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Family Readiness Group Regional Foundation Course TY 10

1. This year we will offer (7) one day Family Readiness Group (FRG) Regional Foundation Course (RFC) workshops at various statewide locations in order to train new Family Readiness Group Leader (FRGL), key FRG volunteer officers (assistant FRGL, secretary, treasurer), unit commanders, and military liaisons (1SG are also welcome!). Military members and key volunteers from the same unit should try to attend this training together when practical. Regional Foundation course objectives include: defining rules, roles and responsibilities of an FRG, how to manage your meetings, as well as, providing guidance, goals and tools for a successful FRG. Workshop Registration will begin at 8:45 am and training will start promptly at 9:30 a.m. and end at 4:30 p.m.
2. This class provides baseline guidance on establishing, maintaining and operating FRGs at a unit level. The training program was developed in conjunction with our Joint Family Readiness Council to meet the needs of our units today. We are very excited about the new training information and, although family readiness "tenants" have not changed, how we support and execute our FRGs has really evolved over the last few years.
3. Attendance and Dress Code: 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.
4. Orders (Registered Volunteers): Registered volunteers will be placed on Invitational Travel Orders (ITO's) if 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. Travel vouchers will be completed for civilian volunteers and processed by the Family Readiness Office prior to departure. If you have never received travel pay from the National Guard before you must provide a voided check at the training session to facilitate travel reimbursement through direct deposit.
5. Orders/Lodging/Rations (Military Personnel): Traditional soldiers are to attend in an IDT Status/IDT Travel, AGR/TECH soldiers on their respective travel funds Military members are required to coordinate for their own lodging. Travel vouchers for military personnel will be processed through normal unit command channels.

6. Lodging/Rations (Civilians): Civilian participants who must attend a session outside the commuting area must contact their regional family assistance coordinator or wing family program coordinator to confirm availability of a hotel room. Rooms will be contracted, paid, and managed by the Family Readiness Office for attending civilian Army volunteers only. Room availability for Air volunteers must be coordinated by the wing family coordinator. Attendees are encouraged to participate in a workshop nearest your home of record, regardless of your unit of assignment to keep travel and lodging expenses at a minimum.

7. This workshop is for all unit FRGs and is intended to meet the needs of deploying, deployed, and redeployed units, as well as preparation for no notice missions such as Hurricane Katrina. Every unit needs to posture themselves for a successful mission. Family Readiness Groups are vital during separation and deployments. Workshops will be held at various locations throughout the state. Coffee, juice, and breakfast pastries will be offered in the morning. A working lunch will be provided on site. Training dates, suspense dates and general area locations are outlined below. Specific addresses for the training locations will be on the Family Readiness website as part of the registration page. Please note that many locations are not yet specific as to location as those contracts or reservations will be finalized in the new training year OCT 2009.

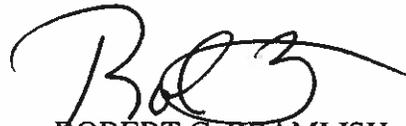
DATE	LOCATION	SUSPENSE – SIGN UP
17 OCT 2009	Cincinnati Vicinity	2 OCT 2009
24 OCT 2009	Cleveland Vicinity	9 OCT 2009
20 FEB 2010	Columbus Vicinity	5 FEB 2010
20 MAR 2010	Toledo Vicinity	5 MAR 2010
17 APR 2010	Akron Vicinity	2 APR 2010
21 AUG 2010	Northern Cincinnati Vicinity	6 AUG 2010
22 AUG 2010	Columbus Vicinity	6 AUG 2010

8. All attendees military and civilian must register through the guardfamily.org website both civilian and military members. All must also be a registered user for the guardfamily.org website. To register for the website go to guardfamily.org and click New User on the left side of the website. To register for the trainings follow the link Events and select the event from the list. Air Guard attendees must be approved, coordinated and funded by the Air Wing Family Program Coordinators. Air participants should register with their Wing Family Program Coordinator no later than the designated suspense date on table above. \$15.00 will be collected at the door to cover morning refreshments and the working lunch (non-reimbursable). **REGISTRATION ON WEBSITE WILL NOT OPEN UNTIL 1 SEPTEMBER 2009.**

9. Finally, for the Army Guard, this training is a requirement for commanders, military liaisons and FRGLs. Previous attendance if within the last four years is acceptable. 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 attend and wishes to attend with new military members and key volunteers we strongly encourage this.

10. The point of contact is Diana Whatmough, at 614-336-6077 or diana.whatmough@us.army.mil.

READY FAMILIES... ANYTIME, ANYWHERE!

A handwritten signature in black ink, appearing to read 'R. C. Bramlish', with a stylized flourish extending from the end.

ROBERT C. BRAMLISH
LTC, EN, OHARNG
State Family Programs Director

DISTRIBUTION:

MSC Commanders, Wing Family Program Coordinators

Family Readiness Group Officers

JFHQ-J3-TR