

OHIO ARMY NATIONAL GUARD

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MEMORANDUM FOR RECORD

SUBJECT: ADDITIONAL DUTY APPOINTMENT

1. Effective _____ appointed Unit Family Readiness Military Liaison to the Family Readiness Group.
2. Authority: AGOR 600-12
3. Purpose: Provide support to and correspond between the unit, service members and the Family Readiness Group.
4. Period: Until officially relieved or released from appointment.
5. Special Instructions: Must be trained IAW the state family readiness measure of effectiveness (“MOE”); must assist in submitting annual report and manual phone tree in the required format and IAW the MOE; must assist FRGL in publication of the quarterly newsletter; must ensure Family Care Plans are completed for required personnel; must assist FRGL in maintenance and security of Privacy Act Statements, which copies will be kept at unit at all times and from which the manual phone tree will be derived.

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