**OHIO ARMY NATIONAL GUARD**

AGOH-

MEMORANDUM FOR RECORD

SUBJECT: ADDITIONAL DUTY APPOINTMENT

1. Effective \_\_\_\_\_\_\_\_2011, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is appointed Family Readiness Group Leader.
2. Authority: AGOR 600-12
3. Purpose: To serve as the family readiness point of contact for unit’s soldiers and soldiers’ families.
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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