



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
**PARKS RESERVE FORCES TRAINING AREA**  
**BUILDING 620, 6TH STREET**  
**DUBLIN, CA 94568-5201**

IMWE-CST-MWA


26 June 2012

MEMORANDUM FOR ALL Parks Reserve Forces Training Area Personnel and Visitors

SUBJECT: PRFTA Policy #25, Army Community Service Center

1. REFERENCE. AR 608-1, Army Community Service Center, 19 September 2007
2. PURPOSE. To provide guidance to Soldiers and civilians regarding the Parks Reserve Forces Training Area (PRFTA) Army Community Service (ACS) Center
3. APPLICABILITY. These procedures are applicable to all civilian and military personnel assigned to and or under the operational control of PRFTA.
4. POLICY. In order to take full advantage of the services provided by the PRFTA ACS, units will provide information to ACS regarding the mobilization status of the unit and points of contact for Command, Unit Victim Advocates, Family Readiness Groups, Family Readiness Liaisons, Family Readiness Support Assistants, and day to day operations.
5. PROCEDURES.
  - a. ACS will provide the attached information sheet.
  - b. Units will complete and return the attached information sheet to ACS within 15 business days of receipt.
6. PROPONENT. ACS is the proponent for this policy.
7. POC. Point of contact for this policy is Mr. James Chastain, at (925) 875-4678, or [james.chastain@us.army.mil](mailto:james.chastain@us.army.mil).

Encl: 1  
1. ACS Unit Information

  
DAVID R. JAMES  
LTC, LG  
Commanding



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
UNITED STATES ARMY GARRISON CAMP PARKS  
BUILDING 620, 6TH STREET  
DUBLIN, CA 94568-5201

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### Army Community Service Unit Information Sheet

Please complete the information below and return to Jim Chastain (Building 312, fax 875-4260 or email james.chastain@us.army.mil).

#### Unit Commander

Name: \_\_\_\_\_ Rank: \_\_\_\_\_

Phone: \_\_\_\_\_ Date of Command: \_\_\_\_\_

Email: \_\_\_\_\_

#### Unit CSM/1SG

Name: \_\_\_\_\_ Rank: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

#### Unit Point of Contact(s):

Name: \_\_\_\_\_ Rank: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Rank: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

#### Unit Victim Advocate (if none, please identify who will be trained):

Name: \_\_\_\_\_ Rank: \_\_\_\_\_

Phone: \_\_\_\_\_ Date of Training: \_\_\_\_\_

Email: \_\_\_\_\_

#### Deployment Status:

Number Soldiers Currently Deployed: \_\_\_\_\_

Number of Soldiers Deploying in next:

30 Days \_\_\_\_\_ 60 Days \_\_\_\_\_ 90 Days \_\_\_\_\_ 6 Months \_\_\_\_\_

Number of Soldiers will be returning from deployment in next:

30 Days \_\_\_\_\_ 60 Days \_\_\_\_\_ 90 Days \_\_\_\_\_ 6 Months \_\_\_\_\_

**Family Readiness Contact Information:**

Family Readiness Group Liaison (if none, please identify who will be trained):

Name: \_\_\_\_\_ Rank: \_\_\_\_\_  
Phone: \_\_\_\_\_ Date of Training: \_\_\_\_\_  
Email: \_\_\_\_\_

USAR Support Family Programs Director

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Family Readiness Group Leader

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

**Dates of most recent mandated unit trainings:**

Family Advocacy Program: \_\_\_\_\_  
Sexual Assault Awareness: \_\_\_\_\_  
Mobilization and Deployment brief (to Families and Soldiers): \_\_\_\_\_

**Needs from ACS (check all that apply):**

- Schedule Family Advocacy Training (proposed date: \_\_\_\_\_)
- Schedule Mobilization and Deployment Training (proposed date: \_\_\_\_\_)
- Schedule Rear D Community Resource Training (proposed date: \_\_\_\_\_)
- Information on Unit Victim Advocate / Sexual Assault Response Coordinator Training
- Schedule a meeting on how ACS can benefit my unit and its Soldiers and Families
- Information on FRG Leader/Liaison Training
- Information on Army Emergency Relief and/or Financial Readiness
- Information and resources to support and assist Families of deployed Soldiers
- We have Soldiers / Civilians PCSing to/from this area and would like relocation information
- Information on FMWR leisure activities available through Camp Parks FMWR
- Other \_\_\_\_\_