

U.S. ARMY CORPS OF ENGINEERS
FAMILY READINESS INFORMATION FORM

For use of this form see ER 600-1-54 and OPORD 2011-22; the proponent agency is CEHR.

USACE supports the U.S. Army across the spectrum of conflict: from overseas expeditionary missions to homeland defense to domestic humanitarian and disaster relief operations. USACE's many employees contribute significantly every day to this Nation's defense. USACE recognizes that the sacrifices employees make are shared by their Families. USACE demonstrates a commitment to make deployments easier for Families, and time spent away from home a little easier by providing useful and relevant information and resources.

Family Readiness includes Soldiers, Civilians, spouses and other Family members proactively preparing for and coping with deployments and prolonged separations. Ways to prepare may include attending briefings or classes and reviewing written material on subjects like how to manage a household budget during a deployment; how to assist children of various ages with the deployment process; and how to communicate effectively during a separation. The Family Readiness program has an extensive collection of materials, resources, community services, and information to offer to deployed personnel and their Family members. Family Readiness can also help link spouses and Families with other Families and spouses who have a loved one deployed. Family members are invited to attend meetings, activity groups, holiday events, and more, all with the goal of helping them cope with the hardships of deployment.

Whether you had months to prepare for this deployment or whether you are being activated with little to no warning, USACE wants to assure that you and your Family are taken care of. By completing this form and allowing the USACE Family Readiness program to contact your Family during your deployment, you are assuring that you and your Family can effectively manage deployment, strengthen Family relationships, and help reduce deployment stress.

Please complete the Family Readiness Information Form 6037-E. You must complete a minimum of **Section I Communication** and **Section II Employee Information**. You will be able to make changes or update your form as your situation changes. You can specify the level of contact the Family Readiness Program has with your Family. You can change the level of support at anytime. Thank you for your service to USACE.

You must have this loaded to your ENGLink attachments by Wednesday before you arrive to the UDC.

To save and load

- Save a copy to your computer with a file name: **Name Last, First MI - 6037-E (Smith, John R 6037-E)**
- Print copies for your Family and a copy to bring with you to the USACE Deployment Center.
- Load your completed form to your ENGLink personal data sheet (PDS) (see below)

USACE Employee's:

Please login to ENGLink <https://englink.usace.army.mil>. You will need your UPASS user id and oracle password to login. Upload by adding it to the "Associated File Attachments" area on your Personal Data Sheet (PDS). Please use the same file name format in the Name and Description section when loading the file (*Last name, First name MI 6037-E*). Notify your Family Readiness Representative that you have loaded your Form 6037-E.

All Other (Schedule A, DoD etc):

Contact your Family Readiness Representative so they can work with you on the best secure way to send your Form 6037-E.

Any questions see the local Family Readiness person or Regional Family Readiness Coordinator (RFRC) at any Division <http://www.usace.army.mil/CEHR/FamilyReadiness/Pages/USACEPOCs.aspx>.