

Department of the Army
Headquarters, U.S. Army Garrison
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*Fort Sill Regulation 608-5

Personal Affairs
Fort Sill Family Assistance Plan

Summary. This regulation prescribes policies, responsibilities, and procedures designating responsibilities and to outline services available to Reserve and Active Component Soldiers and their Families before, during and after normal and significant exercises or operations.

Applicability. The guidance in this regulation applies to all eligible military beneficiaries seeking Family assistance services throughout the deployment cycle, during normal stability and support operations and emergency and contingency operations.

Supplementation. Supplements to this regulation are prohibited without prior approval from the Directorate of Family and Morale, Welfare and Recreation (DFMWR), 4700 Mow-Way Road, Suite 100, Fort Sill, OK 73503.

Suggested Improvements. The proponent of this regulation is the DFMWR. Users are invited to send comments and suggested improvements using Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) directly to DFMWR.

Distribution. This regulation is distributed solely through the Directorate Human Resources (DHR), Administrative Services Division (ASD) Homepage at:
<http://sill-www.army.mil/usag/dhr/ASD/index.html>

Table of Contents

	Paragraph	Page
Chapter 1. Introduction		2
Purpose	1-1	2
References	1-2	2
Explanation of Abbreviations and Terms	1-3	2
Records Management	1-4	2
Chapter 2. General		
General	2-1	2
Objectives	2-2	2
Responsibilities	2-3	3
Concept	2-4	4
Chapter 3. Execution		4
Execution	3-1	4

***FS Regulation 608-5, 5 February 2015**

Appendix A. References		9
Appendix B. Glossary		10
Appendix C. Deployment Cycle Support Briefings and Trainings		12

Chapter 1
Introduction

1-1. Purpose. Family Support Service requirements increase significantly during, deployments, mobilizations, contingency operations, training exercises and Stability and Support Operations (SSO). A Family Assistance Plan is required to designate responsibilities and to outline services available to eligible military beneficiaries.

1-2. References:

- a. AR 608-1, Army Community Service (ACS), 13 March 2013
- b. AR 600-20, Army Command Policy, 6 November 2014

1-3. Explanation of Abbreviations and Terms. Abbreviations and terms used in this regulation are explained in the glossary.

1-4. Records Management. Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of in accordance with (IAW) AR 25-400-2, The Army Records Information Management System (ARIMS), and DA Pam 25-403, Guide to Recordkeeping in the Army and Title 5 USC 522a, The Privacy Act. Record titles and descriptions are available on the ARIMS website (<https://www.arims.army.mil>).

Chapter 2
General

2-1. General. Readiness is a constant responsibility of all units, Soldiers, and their Family Members. This plan will be implemented when units mobilize at and/or deploy from Fort Sill or when directed by the Command Group to support mass casualty, natural disaster operations, evacuations, acts of terror, as well as other contingency operations and SSOs. This plan is applicable to all units assigned to, attached to, or mobilized at Fort Sill. Family support services will be provided to Families of Active Component (AC) and Reserve/National Guard Component (RC) forces. Family Assistance plans and delivery systems will be coordinated, realistic, flexible and in place prior to mobilization, deployment and contingency operations.

2-2. Objectives. The plan's objective is to ensure that essential services are known and readily available to Soldiers and Family Members whether the Soldier is mobilized/ deployed (or preparing to do so), on a training mission, supporting a contingency operation or here at Fort Sill.

2-3. Responsibilities.

a. Installation/Garrison Commander. Overall responsible for Fort Sill's Soldier and Family Readiness; ensures implementation of a Family assistance system that will provide enhanced Family assistance during local or national emergencies, mobilization, large-scale deployments, contingency operations and SSOs. Gives order to activate the Family Assistance Center (FAC).

b. Director, Family and Morale, Welfare and Recreation (DFMWR). Ensures there is a comprehensive Family assistance plan to address all levels and phases of mobilization, deployment, contingency operations and SSOs. Recommends activation, or if the situation dictates, directs activation of the FAC.

c. Director, Army Community Service (ACS) Responsible for developing the base Family assistance plan. Reports resource requirements to Installation/Garrison Commander; appoints Family Assistance Officer (FAO). Recommends activation, or if the situation dictates, directs activation of the FAC.

d. Mobilization/Deployment Program Manager may serve as the FAO, activating the FAC as prescribed by the Fort Sill Family Assistance Plan and upon order from the Installation/Garrison Commander. Provides training, support and assistance to Commanders, Rear Detachment Commanders (RDC) and Family Readiness Groups (FRG) and ensures that a comprehensive, realistic, effective and coordinated assistance delivery system is in place. Provides Rear Detachment Commander and FRG Leader Training to personnel serving in those positions. Recommends activation of the FAC.

e. Unit Commander. Responsible for unit's Soldier/Family Readiness Program. Implements unit level Family Readiness Plan covering deployments, separations and reunions. The plan should address assistance during normal operations as well as contingency and emergency operations. Appoints Rear Detachment Commander, FRG Leader and other key FRG volunteer positions and ensures those personnel receive training for their respective positions. Ensures Soldiers complete Fort Sill (FS) Form 363a, Family Assistance Information Sheet, within 30 days of deployment.

f. Rear Detachment Commander. Same duties and responsibilities as unit commander in his/her absence from the Garrison.

g. Family Readiness Liaison (FRL). Supports Commander's Family readiness goals. Serves as a link between the FRG Leader and the Rear Detachment Commander. Acts as a resource for Commanders, FRG Advisors and Leaders, and Soldiers and Family Members.

h. FRG Leader. Serves as a link between the deployed unit and Family members, immediate and extended, whether or not those Families remain at Home Station or move another location. Serves as conduit for command information on deployment, redeployment dates and changes in unit's status or mission. Facilitates and/or

***FS Regulation 608-5, 5 February 2015**

coordinates briefings, activities, and encourages mutual support among Family members.

2-4. Concept. Soldiers who are confident their Families will be cared for during military operations and in emergencies will be better prepared for those situations. Upon activation, the Fort Sill and Joint State Area Command (JSAC) FACs will become the principle sources for Family support.

a. JSAC has been tasked by U.S. Army Forces Command to establish a network of FACs throughout their respective states. Their FAC locations are based on military population densities and will primarily be located in National Guard Armories and Army Reserve Centers. The primary objective of the JSAC FAC is to support Families of mobilizing Soldiers as close to their hometown or residence as possible, while limiting the impact on installations where requirements to support the mobilization effort and installation security will be a primary focus. Fort Sill's primary Area of Responsibility for service is a 50-mile radius of the installation, IAW AR 608-1.

b. Fort Sill's primary responsibilities for Family assistance:

(1) Provide routine, essential and emergency services to Families and Soldiers mobilizing and deploying from the installation.

(2) Provide essential and emergency assistance to Families and Soldiers affected by mass casualty, natural disasters, evacuations, acts of terror and other contingency operations.

(3) Provide support to JSAC FACs as identified during planning coordination prior to emergency situations.

(4) Provide an alternate FAC, should Fort Sill close or the primary location is compromised, that will operate in the local community to provide emergency assistance to Family members who follow mobilizing Soldiers to the installation.

**Chapter 3
Execution**

3-1. Execution. The Family Assistance Plan consists of 3 phases; Pre-deployment, Deployment/Sustainment, Post Deployment and Reintegration:

a. Phase I: Pre-deployment or Alert for Deployment. ACS will:

(1) Support and assist unit commanders to establish readiness groups by providing training, meeting facilities, information and referrals.

(2) Participate in Soldier Readiness Processing (SRP) to ensure Soldiers complete and submit the Family Assistance Information Sheet, FS 363a, 17 March

***FS Regulation 608-5, 5 February 2015**

2011. ACS will analyze the FS 363a for high risks and submit a matrix to the unit commander along with a list of resources and recommended corrective actions to be taken.

(3) Assist commanders with coordinating multi-agency pre-deployment briefings or information expositions to provide information on services and assistance available to Family members at FRG meetings.

(4) Present OP (Operation) READY pre-deployment classes to Soldiers and Families.

(5) Coordinate a pre-deployment Sexual Assault Prevention Briefing to all Soldiers.

(6) Provide orientation for RC units and their Families about available assistance upon unit activation and individual mobilization. This service also applies to deploying emergency-essential civilian employees and their Families.

(7) Participate in mobilization and casualty exercises to test the ability of the organization to provide necessary services.

(8) Upon request assist single parents, dual military parents, and dual emergency-essential civilian couples in developing a Family Care Plan (FCP) for deployment.

(9) Coordinate with local/state human service assistance agencies as needed.

(10) Coordinate with State Adjutant General and appropriate United States Army Reserve (USAR) Regional Readiness Commands to determine the number of RC Family members eligible for ACS support.

(11) Identify Families with major problems requiring special assistance and support through unit consultation, FRG training and the SRP.

(12) See Appendix C for other recommended trainings and briefings by ACS.

(13) See the Deployment Cycle Support Checklist, DA Form 7631, for other pre-deployment tasks related to the unit and other agencies.

b. Phase II: Deployment/Sustainment. ACS will:

(1) Activate and operate the Family Assistance Center (FAC) as necessary. (See the Installation Emergency Operations Plan and ACS FAC SOP). FAC Agencies should consider the following assumptions.

(a) There will be minimal warning time for activating the FAC.

***FS Regulation 608-5, 5 February 2015**

(b) Requests for information and assistance will begin during Phase I and will increase through each phase or level of the impacting operation.

(c) Mobilized RC Soldier Families will have the least amount of pertinent information and will require the greatest amount of initial support through a combined effort of their unit, Army Reserve Regional Readiness Commands (RRCs), JFACs and/or Fort Sill.

(d) Mobilized Soldier Families, although not authorized to do so, may follow the sponsor to Fort Sill seeking information, assistance and services.

(e) Access to Fort Sill may be severely restricted. Nonresident Family members may be denied entrance to the installation due to increased security requirements, large troop concentrations or environmental conditions.

(f) Coordination with local military and civilian agencies for emergency food, shelter, medical support, transportation and financial assistance for large numbers of Family members may be required.

(g) Volunteers and volunteer services may be reduced due to Family requirements when a Soldier deploys.

(h) Mobilized RC Soldiers may arrive at Fort Sill with incomplete administrative, financial or legal requirements necessary to ensure Family functioning.

(i) Inadequate Family Care Plans (FCP) for AC/RC Soldiers may require additional administrative and legal support, and could impact negatively on installation childcare services.

(j) Normal agency operations may need to be cancelled or adjusted to accommodate the situation, especially during emergency and contingency operations. Provide assistance to Commanders, Units, FRGs, Soldiers and Families in the form of support, service, education and training from all ACS programs as applicable and necessary.

(2) Assist the casualty assistance office in providing support to survivors, primarily through the Survivor Outreach Services.

(3) Provide support to waiting Families primarily through the Hearts Apart Group run by the Relocation Readiness Program.

(4) Provide assistance as necessary or requested to RC Families and Soldiers.

(5) Assist commanders by providing ongoing training for designated Family sponsors through the Relocation Readiness Program's sponsorship training.

***FS Regulation 608-5, 5 February 2015**

(6) Assist Families when relocating through the Relocation Readiness Program.

(7) Serve as a resource for special needs Families through the Exceptional Family Member Program.

(8) Keep commanders abreast of major problems affecting Families.

(9) Keep statistics on services and assistance provided.

(10) See Appendix C for other recommended trainings and briefings by ACS. See the Deployment Cycle Support Checklist, DA Form 7631 for other deployment tasks related to the unit and other agencies.

c. Phase III: Post Deployment and Reintegration. OP READY materials and locally produced materials will be used to prepare Family Members for Homecoming and Reunion, Post Deployment and Reintegration. See Appendix C.

(1) OP READY RESET Training for Soldiers will be conducted prior to departing the Theater of Operations by the unit Chaplains or other designated personnel. See the Deployment Cycle Support Checklist, DA Form 7631 for other tasks that must be completed in Theater prior to re-deploying.

(2) OP READY RESET Training for Families will be coordinated by the Rear Detachment Commander and FRG Leader for Families within 30 days of Soldiers returning from deployment. Installation staff will be available to facilitate all training. See Appendix C for other trainings and briefings available to Families.

(3) Post-Deployment. Before block leave is granted, Soldiers will attend, and Family members will be strongly encouraged to attend an overview of the reunion process and expectations; be provided a list of resources, and complete required tasks in the DCS. Additionally, Soldiers will receive a sexual assault prevention demobilization brief IAW AR 600-20. These tasks must be completed prior to block leave.

(4) Reintegration. RDCs are strongly encouraged to coordinate for follow-up reunion training at the 30-120 day mark after completion of block leave. Recommended training includes: OP READY Together Again; PAIRS Workshop for couples; 7 Habits of Highly Successful People/Families/Teens; 8 Habits of Highly Successful Marriages and others with support from installation agencies. See Appendix C for list of tasks and training available.

(5) RC Soldiers will receive a Reunion Overview during the Demobilization (Demob) phase, scheduled through the Demob Brigade and Directorate of Plans, Training, Mobilization and Security. Families of RC Soldiers are not normally located

***FS Regulation 608-5, 5 February 2015**

near the Demob site, but will be invited to attend. The Mobilization/Deployment Program Manager will follow up with State Family Program Coordinators and RRC.

(6) Recommend Unit Chaplains coordinate with unit commander to conduct a Marriage Enrichment Retreat after the 120 day mark for selected couples primarily from the at risk demographic identified by the unit, Family Advocacy Program or other installation agencies.

d. Non-Combatant Evacuation Operations/Repatriation. Non-Combatant Evacuation Operations and Repatriation are deemed to be an extension of the existing Family assistance planning. Actions taken to accomplish these operations will be IAW this plan. Service agencies should be prepared to answer inquiries and respond to the needs of the Soldier and their Family members through the ACS installation program now in existence.

(1) U.S. Army Disaster Personnel Accountability and Assessment System (ADPAAS), <https://adpaas.army.mil>, is utilized during emergency events and it standardizes a method for the Army to account, assess, manage, and monitor the recovery process for personnel and their families affected and/or scattered by a wide-spread catastrophic event. Case managers (CMs) are assigned throughout the operation to maintain contact with Families and support until Families return home or no longer require any services.

(2) Repatriation. After Families have been safely evacuated to designated processing centers, names, addresses, and phone numbers of evacuees will be provided to the nearest ACS/FAC. The ACS/FAC will contact all evacuees upon receipt of evacuee names and assess status and needs of the Family to provide services and referrals as appropriate.

(3) Safe Haven Status. The ACS/FAC will continue ongoing contact with all evacuee Families while in safe haven status.

(4) Final destination. The ACS/FAC will provide follow-up contact with evacuees to assess needs and provide Relocation Assistance as needed.

**Appendix A
References**

**Section I
Required Publications**

AR 600-20
Army Command Policy

AR 608-1
Army Community Service (ACS)

Fort Sill Emergency Preparedness Plan

ACS FAC SOP

**Section II
Related Publications**

Deployment Cycle Support Directive, 21 March 2012

**Section III
Prescribed Forms**

DA Form 7631
Deployment Cycle Support Checklist, March 2007

FS Form 363a
Family Assistance Information Sheet, 17 March 2011

**Appendix B
Glossary**

**Section I
Abbreviations**

AC

Active Component

ACS

Army Community Service

ADPAAS

U.S. Army Disaster Personnel Accountability and Assessment

AR

Army Regulation

ARIMS

The Army Records Information Management System

ASD

Administrative Services Division

DA Form

Department of the Army Form

DA Pam

Department of the Army Pamphlet

DFMWR

Directorate of Family and Morale, Welfare and Recreation

DHR

Directorate of Human Resources

FAC

Family Assistance Center

FAO

Family Assistance Officer

FRG

Family Readiness Group

FRL

Family Readiness Liaison

JSAC

Joint State Area Command

RC

Reserve Component

RDC

Rear Detachment Commander

RRC

(Army Reserve) Regional Readiness Command

SSO

Stability and Support Operations

Section II

Special Abbreviations and Terms

MOB/DEP

Mobilization and Deployment Program at ACS

**Appendix C
Deployment Cycle Support Briefings and Trainings**

Training/Briefing Title	Pre			Deployment/Sustainment				Post		
	-180	-90	-30	0	90	180	270	+5	+30	+120
PAIRS	Good	Good	Good	Good	Good	Good	Good	Good	Good	Good
7 Habits of Highly Effective People	Good	Good	Good	Good	Good	Good	Good	Good	Good	Good
7 Habits of Highly Effective Families	Good	Good	Good	Good	Good	Good	Good	Good	Good	Good
8 Habits of a Successful Marriage	Good	Good	Good	Good	Good	Good	Good	Good	Good	Good
7 Habits of Highly Effective Teens	Good	Good	Good	Good	Good	Good	Good	Good	Good	Good
Couplehood	Good	Good	Good	Good	Good	Good	Good	Good	Good	Good
Military Knowledge (K) Level	Good	Good	Good	Good	Good	Good	Good	Good	Good	Good
Personal Growth and Resiliency (G) Level	Good	Good	Good	Good	Good	Good	Good	Good	Good	Good
Leadership Development (L) Level	Good	Good	Good	Good	Good	Good	Good	Good	Good	Good
ACS Overview	Good	Good	Good	Good	Good	Good	Good	Good	Good	Good
Healthy Family Characteristics	Good	Good	Good	Good	Good	Good	Good	Good	Good	Good
Financial Topics	Good	Good	Good	Good	Good	Good	Good	Good	Good	Good
Family Member Employment Overview	Good	Good	Good	Good	Good	Good	Good	Good	Good	Good
Solider and Family Assistance Center Overview	Good	Good	Good	Good	Good	Good	Good	Good	Good	Good
Survivor Outreach Services Overview	Good	Good	Good	Good	Good	Good	Good	Good	Good	Good
FRG Leadership Training	Good	Good	Good	Good	Good	Good	Good	Good	Good	Good
RD Training	Good	Good	Good	Good	Good	Good	Good	Good	Good	Good
FRSA Training	Good	Good	Good	Good	Good	Good	Good	Good	Good	Good
Key Caller Training	Good	Good	Good	Good	Good	Good	Good	Good	Good	Good
Care Team Training	Good	Good	Good	Good	Good	Good	Good	Good	Good	Good
Planning for Separation	Good	Good	Good	Good	Good	Good	Good	Good	Good	Good
Financial Planning for Separation	Good	Good	Good	Good	Good	Good	Good	Good	Good	Good
Coping with Separation	Good	Good	Good	Good	Good	Good	Good	Good	Good	Good
Children and Separation	Good	Good	Good	Good	Good	Good	Good	Good	Good	Good
Pre Deployment Brief/Expo	Good	Good	Good	Good	Good	Good	Good	Good	Good	Good
Children and Deployment	Good	Good	Good	Good	Good	Good	Good	Good	Good	Good
Sexual Harassment/Assault Response Prevention	Good	Good	Good	Good	Good	Good	Good	Good	Good	Good
R&R Expectations	Good	Good	Good	Good	Good	Good	Good	Good	Good	Good
Preparing to Be Together - Soldiers	Good	Good	Good	Good	Good	Good	Good	Good	Good	Good
Preparing to BE Together - Family Members	Good	Good	Good	Good	Good	Good	Good	Good	Good	Good
Children and RESET	Good	Good	Good	Good	Good	Good	Good	Good	Good	Good
Reunion Expectations	Good	Good	Good	Good	Good	Good	Good	Good	Good	Good
RESET Readiness	Good	Good	Good	Good	Good	Good	Good	Good	Good	Good
Good anytime and available upon request or routinely scheduled throughout the year										
Strongly recommended at the specified time frame										
Mandatory at the specified time frame										

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GLENN A. WATERS
COL, FA
Garrison Commander

JAMES A. MILLER
Director of Human
Resources

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