

TRAINING AND EVALUATION OUTLINE J1 OIP Checklist		FUNCTIONAL AREA Family Readiness	FORM REVISION DATE 13-Sep-11	REVIEW DATE	
PROPONENT J1, SD JFHQ, DCSPER		TELEPHONE 737-6710/6711	UNIT EVALUATED		DATE
Inspector:		POINTS		*Requires a minimum "P" rating on CRITICAL TASKS	
Unit Representative:		Value	Earned	Rating	REMARKS
SECTION 1. Standards: <u>Family Readiness Group</u>					
SECTION 1A. Items 1-10 are for all units regardless of level of command.					
1. Commander has appointed a non-military FRG Lead Volunteer on memorandum (current & on file in unit Commander's Purple Binder & State Family Readiness Office (SFRO)).		30			CRITICAL TASK
2. Lead Volunteer has attended training for their position in the FRG?		20			
3. Commander has appointed a <u>military</u> Unit Family Readiness Representative on memorandum (current & on file in unit Commander's Purple Book & SFRO).		30			CRITICAL TASK
4. Unit Family Readiness Representative has attended training for their position in the FRG?		20			
5. The unit has established a Family Readiness Group (FRG) as evidenced by a completed Family Readiness Plan (current & on file in unit Commander's Purple Binder & SFRO).		30			CRITICAL TASK
6. Unit FRG maintains a written family telephone tree containing <u>family</u> POC & telephone numbers & <u>family</u> email addresses (current & on file in unit Commander's Purple Binder & SFRO)?		20			CRITICAL TASK
7. The Unit Family Readiness Group has tested the written telephone tree (note last date tested).		10			
8. There is a Family Sponsorship Program in place that includes inviting families of new ascessions to a FRG meeting or event (can be component of service member sponsorship program). Documentation of contact on file in Commander's Purple Binder.		20			
9. The Commander and FRG Lead Volunteer have completed a yearly FRG Meeting & Training Schedule along with Agendas utilizing the ARFORGEN based template as provided from the SFRO. The meeting schedule includes activities for spouses, family of single service members, and youth.		40			CRITICAL TASK
10. Family Readiness Activities activities and training (including Youth) have been documented (attendance rosters) & filed in Commander's Purple Binder.		20			
TOTAL SECTION 1A (Items 1-10):		240			
SECTION 1B. Items 11-13 apply to MACOMs only.					
11. The MACOM insures all Detachment, Company, or Battery subunits have a Sanctioned Family Readiness Group as evidenced by their own OIP checklist. This data agrees with records maintained by the SFRO.		30			
12. The MACOM provides follow-up to those units without a Sanctioned FRG to ensure success by utilizing OIP followup or another similar tool.		20			
13. The MACOM Commander has a detailed roster with suspense & completion dates of all items on this OIP checklist.		30			
TOTAL SECTION 1B (Items 11-13):		80			
TOTAL SECTION 1:		320			

SECTION 2. Standards: Family Readiness Group Informal Funds Account (Complete only if FRG has an informal funds (checking) account. Items 1-5 apply to all units regardless of level of command.)

<input type="checkbox"/> NO Informal Fund Account - Go to Section 3	The FRG Informal Funds Account is optional for the unit. However, if an account exists, then these standards must be observed. Unit must have all GOs in this areas to have a viable informal funds account.		
1. The FRG Treasurer and alternate treasurer <u>have</u> been appointed on a memorandum.	GO =1 NO GO=2		
2. The FRG Treasurer and Alternate Treasurer have attended training for their positions in the FRG.			
3. Account is identified at the financial institution by an Employer Identification Number instead of personal SSN.			
4. Two signatures are required on Account & when signing all checks.			
5. Treasurer's report has been filed with the Commander and the SFRO annually by 15 Jan. If unit is deployed, then report is filed quarterly.			
6. Balance of account as prescribed by regulation/guidance does not exceed \$10,000.			
SECTION 2 RESULTS			All measurements must be GO

SECTION 3. Standards: Unit Family Readiness Operations (Items 1-3 apply to all units regardless of level of command.)

1. Commander has conducted & documented the required Annual Family Readiness Briefing. If not completed, is scheduled on YTC. (Training schedules/sign-in rosters on file in unit binder.)	20		
2. The unit has posted location and telephone contact numbers for the supporting Family Assistance Centers and provides unit FRG's Lead Volunteer information as needed. Unit provides bulletin board space for Family Readiness information.	10		
TOTAL SECTION 3:		30	

SECTION 4. RATING

INSPECTED AREA	POINTS				RATING	
	POSSIBLE	AWARDED	% of Score	Area Rating		
SECTION 1A	240				T	Commendable (85-100% of possible points)
SECTION 1B (MACOM only)	80				P	Practice (70% to 84% of possible points)
SECTION 2	GO/NO GO		N/A			
SECTION 3	30				U	Untrained (less than 70% of possible points)
Total Points Sect 1A & Sect 3	270				TOTAL SCORE ACHIEVED	
Total Points Sect 1A, Sect 1B & Sect 3 (MACOM only)	350					

NOTE: Regardless of the total point value assigned to any sub-area of inspection, failure of a CRITICAL TASK shall result in that particular sub-area being rated a "U". Any CRITICAL TASK receiving less than 70% of its respective points shall be considered failure.

