



REPLY TO  
ATTENTION OF

## TEXAS MILITARY FORCES

Joint Force Headquarters  
Adjutant General's Department  
Post Office Box 5218  
Austin, Texas 78763-5218

NGTX-SP

10 April 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: (JFTX Log Number 12-05) TXMF Guidance for Family Readiness

1. Reference: NGR 600-12/ ANGI 36-3009, 4 August 2011, Chapter 2 Responsibilities.
2. This memorandum replaces JFTX Log Number P08-28, Family Readiness for the Texas Military Forces, dated 10 December 2008.
3. Family Readiness is an integral part of Service Members retention; when you retain the families you retain the military member. It is critical that military Families be properly prepared and resourced to function during the spouse's absence due to mobilizations and deployments, whether it is responding to a natural disaster in Texas or deploying to an overseas location. Experience has shown that strong, functional, caring Family Readiness organizations significantly reduce the stress and anxiety that families encounter during military separations. Strong Family Readiness Groups (FRG) are essential to family readiness.
4. **To Families.** Our Families serve too, whether by holding down the homefront or volunteering to work with the Family Readiness Group. I intend to honor that service and will ensure that guidance and resources are available to promote and support a strong, cohesive Family Readiness system within our TXMF. The TXMF cannot perform our mission without you and your support. Thank you for supporting your Service Member and our TXMF.
5. **To Commanders.** A successful Family Readiness Program rests in the support and ingenuity of the commander. *It is a Command responsibility.* Your role cannot be delegated to anyone else on your staff or to volunteers. Sustaining the Family support network is vital to the long-term health of our TXMF. Commanders will fill FRG key leader positions and ensure that the FRG is fully supported. I expect commanders to deliberately plan, resource and execute activities to integrate FRG into training and unit activities. I expect every commander to accomplish the following actions, as detailed in NGR 600-12/ ANGI 36-3009:
  - a. Provide a Memorandum of Intent (MOI) /Strategic Plan of their programs vision and guidance to their respective FRGs and appoint in writing a statutory volunteer or group of statutory volunteers to implement an active volunteer program. Provide the appropriate logistical and command support needed for the volunteers to carry out their mission. An MOI/Strategic Plan example is at enclosure 1.

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b. Ensure statutory volunteers understand their roles and responsibilities and that they are formally trained by the SFP Office. Being sanctioned is imperative in order for volunteers to receive the recognition they deserve and be allowed access to government equipment, appropriated funds, and Service Member information. Roles and responsibilities are detailed in enclosure 2.

c. Designate a Military Point of Contact (MPOC) for Military Families, unit members and the chain of command and require that they are formally trained by the State Family Program (SFP). Encourage Senior Officer and Enlisted staffs to participate in Family Readiness training. Formal training requirements are found in enclosure 3.

d. Ensure all unit members are aware of their responsibility to prepare their Families for military life. Encourage Service Members and Family participation in activities sponsored by the SFP. Ensure applicable Service Members are compliant with Family Care Plans and provide an updated Soldier Readiness Checklist either through attending a unit SRC/SRP or during a designated IDT period coordinated with the Family Readiness team. Current points of contact are listed in enclosure 4, Texas State Family Program phone roster.

e. Ensure volunteer activity funds are properly accounted for and government owned property is safeguarded at all times.

f. Ensure mobilization, pre-deployment, deployment, reunion/ reintegration and post mobilization briefings are conducted for military Families. It is the Commander's responsibility to ensure accountability for each deploying and redeploying Service Member in the Yellow Ribbon Program.

g. Ensure military Family Readiness and preparedness through the support of SFP missions, goals and objectives. Consult with SFP personnel, to support quality of life, readiness, retention, and to meet the Guard's obligation to military Families. Ensure a minimum of one Family Readiness information briefing for Service Members and their Families annually.

6. **To TXMF Members.** Service Members are responsible for their families' readiness. Ensure compliance with NGR 600-12/ ANGI 36-3009, Chapters 2-7.

a. Inform your chain of command of any changes in their family status, to include current military family contact information.

b. Keep your mobilization/ deployment documents and required emergency data current.

c. Prepare a Family Care Plan.

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d. Provide your Family with SFP contact information, key unit personnel information, phone numbers, and locations.

e. Prepare your family for deployment by attending information briefings and Yellow Ribbon Program Events.

f. Self identify all exceptional family members/ special needs IAW the Exceptional Family Member Program (EFMP), AR 608-75 and AFI 40-301.

7. **Strong Bonds Seminars.** The State Chaplain and State Family Program Office will host Strong Bonds Seminars for TXMF personnel and their Families. These two-day retreats are held at various locations around Texas and provide the opportunity for Service Members and their spouses to enrich their relationships and remain a strong TXMF team. I fully support the program and encourage all TXMF married, engaged couples and single Soldiers to attend. Unit Commanders will actively promote participation in these seminars. TXMF members who attend Strong Bonds seminars, including: Marriage Enrichment, Single Soldiers, and Family Wellness seminars are authorized to do so in lieu of drill.

8. TXMF men and women are our most important resources. They continue to serve professionally wherever and whenever called. We recognize that their superb performance is the result of two key ingredients: sound training and the full support of caring and dedicated families. Without strong families, the effectiveness and success of our military missions would be degraded. If you have any questions or need assistance, please do not hesitate to contact the State Family Program Office, at (800) 252-8032.

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1. Memorandum of Intent example
2. Roles and Responsibilities
3. Formal Training Requirements
4. State Family Programs Phone Roster

  
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