Command Family Readiness Representative (CFRR)
Position Description

Purpose	To implement and maintain the Commander's Unit Soldier & Family Readiness Program that creates unity of effort in the Unit in support of soldiers, civilian employees, and their families/primary points of contact. The CFRR serves as the commander's representative to ensure the free flow of information and support between the unit leadership, its volunteer base, unit personnel and family members.
Responsibilities	• **Official command sponsored individual who provides liaison between unit members, their Families and the command while promoting a culture of mutual support and communication.** CFRR's are military personnel who assist unit Family members in organizing and sustaining the unit's Soldier & Family Readiness Group (SFRG) and Soldier & Family Readiness Program. • **Prepare and maintain SFRG Communication rosters**. This includes a telephone tree and email distribution list of the Unit Families. Ensure departing and arriving Families are added or deleted accordingly. Ensure privacy and confidentiality of all Soldier and Family member data / information. • **In-process new Soldiers and civilian employees to assist the SFRG.** Obtain contact information on newly assigned Soldiers and civilians in order to welcome their Family Members to the SFRG. May make initial telephone and email contact to verify Family member contact information. • **Provide clerical support for the Soldier & Family Readiness Program.** This includes typing, updating, and editing Soldier & Family Readiness Standing Operating Procedures (SOPs), Soldier & Family Readiness Group Informal Fund SOP, SFRG volunteer job descriptions, volunteer appointment orders, SFRG informal fund annual report, award nominations, memorandums, newsletters, etc. • **Maintain copies of SFRG informal fund records (e.g., Fund Custodian notebook) and SFRG continuity books.** • **Coordinate Family readiness training for commanders, volunteers, and Family members**. This includes briefings, trainings, and guest speakers to support the Soldier & Family Readiness Program. • **Serve as Organizational Point of Contact (OPOC) for SFRG volunteers**. Prepare and maintain volunteer files on all SFRG volunteers to include and original, signed job description; Department of Defense Form 2793, Volunteer Service Record; Department of the Army Form 4162, Volunteer Agreement; copies of all training certificates; and copies of awards presented by the unit or installation. Ensure volunteers submit SFRG volunteer hours NLT the 10th of each month. Asist the Commander in completing annually volunteer recognition. • **Serve as administrator or assistant administrator for unit and / or SFRG social media and web presence.** Upload unit, SFRG, community information, and photos to social media and web presence. • **Attend battalion/squadron and brigade/regiment steering committee meetings, staff meetings, and SFRG Meetings upon request of the commander.** May take notes for the commander at such meetings. • **Communication**. Gather and consolidate any Family member issues identified and communicate to Commander for evaluation if needs to be elevated up the chain of command. Obtain feedback and information from the SFRG and provide an opportunity for ongoing open communication between the SFRG and commander. • **Coordinate supplies and logistical support for SFRG from the unit to include commander-approved use of government property (office supplies, printer, copier, projector, etc.).**

	• **Refer Family members with concerns to the applicable community and/or military resource.**
Prohibited Duties	• Conduct SFRG informal fund audits. • Participate in casualty notification, assistance, or response; provide direct support to affected Families, or become personally involved with CARE Teams (CARE Team coordination, facilitation of training for volunteers, and volunteer roster maintenance is permissible). • Duplicate services provided by existing resources in the military community (e.g., providing or conducting training currently provided by Army Community Service [ACS], Chaplain, Army Substance Abuse Program, etc.). • Maintain personal calendars for commanders, spouses, or volunteers.
Qualifications	• An officer or noncommissioned officer (NCO). • 12 months retainability. • Understands how to develop teams and function as an effective leader and team member. • Know how to communicate effectively orally and in writing.
Orientation and Training	• **Required**: A minimum of 12 hours of Army Reserve approved Soldier & Family Readiness Training. • **Recommended**: All Levels AFTB, Social Media, SFRG Leader, Informal Fund Custodian, Key Contact, Resilience Training, Suicide Prevention Training.
Time Commitment	• Depends on the unit's activity level, size, and mobilization status. Commander must permit CFRR/CFRRt sufficient time in the duty to maintain MOS skills and requirements.

I understand the responsibilities and qualifications of this position and agree to fulfill them to the best of my ability.

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PRINT NAME

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SIGNATURE   **DATE**