

DEPARTMENT OF THE ARMY
123 TRANS CO
555 Military Way
Bartonville, NC 12345

Office symbol

Date

MEMORANDUM FOR Unit Personnel

SUBJECT: Unit Family Readiness Plan

I. AREA NEEDING ATTENTION. Unit needs volunteers to fill key SFRG positions.

1) ACTION STEPS.

- a) WHAT: Launch a volunteer recruitment campaign
- b) HOW: Advertise positions are vacant and what the position entails through:
 - (1) An e-mail “blast” via Soldier Contact Roster, Family Contact Roster
 - (2) Post information on unit’s vFRG
 - (3) Advertise positions in the SFRG Newsletter
 - (4) Disseminate information and set up a volunteer recruitment booth at the Family Day event
 - (5) Post recruitment flyers in building

2) RESPONSIBILITIES.

- a) TASKED/ASSIGNED AS LEAD: Launch a volunteer recruitment campaign
- b) TASKED/ASSIGNED TO ASSIST: Advertise positions are vacant and what the position entails through:

3) TIMELINE. By the end of the quarter.

4) RESOURCES. Resources identified to accomplish this goal are:

- a) SFRG Newsletter to advertise vacant SFRG positions
- b) Family Day, virtual SFRG meetings and other unit-sponsored events
- c) Community partnerships (VFW and American Legion, etc.)
- d) Family Programs Staff to assist with SFRG role training.

5) POTENTIAL BARRIERS.

- a) Geographic dispersion of personnel and Families.
- b) Availability of training for new volunteers.

6) This memorandum supersedes all previously issued appointments.

7) Questions or comments pertaining to this Unit Family Readiness Plan should be directed to the undersigned.

XXXXXXXXXXXXXXXXXXXX
Rank, Branch, USAR
Commanding

CF:
Unit Administrator
Command Family Readiness Representative
SFRG Co-Leaders
Unit S-3

EXAMPLE