

*ARARNG 608-10
*ARANGR 211-1

MILITARY DEPARTMENT OF ARKANSAS
OFFICE OF THE ADJUTANT GENERAL
Camp Robinson
North Little Rock, Arkansas 72199-9600

ARARNG REGULATION
No 608-10
ARANG REGULATION
No 211-1

1 January 2000

Personnel - General
ARKANSAS NATIONAL GUARD FAMILY PROGRAM

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CHAPTER 1

GENERAL

1-1. PURPOSE. The purpose of this regulation is to establish policies, procedures, and assign responsibilities necessary for developing and managing the National Guard Family Program. The National Guard recognizes and acknowledges the family as the single greatest contributor to retention of the National Guard member and to their ability to train, mobilize and deploy in support of state and federal missions. The partnership between the National Guard and its members' families is therefore, critical to both readiness and retention.

1-2. SCOPE. This regulation is applicable to all Army and Air Units of the Arkansas National Guard, unit members, and their families.

1-3. OBJECTIVES.

a. This regulation will assist the commander in establishing a family program that will contribute to improved individual and unit readiness and retention. A successful National Guard Family Program will:

(1) Enhance communication among families, units, and National Guard leadership.

(2) Emphasize family involvement in partnership with the unit to foster a sense of community with shared benefits and responsibilities.

(3) Train, support and empower families towards self sufficiency.

(4) Recognize the value and the contribution of the family and the Family Program Volunteers (FPV) to the National Guard.

(5) Develop programs that improve the quality of life for guard members and their families.

b. The objectives of the Arkansas National Guard Family Program are:

(1) Ensure that families are informed about the importance of their role in support of the National Guard.

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(2) Ensure that families are aware of the existence and nature of benefits and entitlements both in their current status and upon mobilization.

(3) Develop programs that improve the quality of life for guard members and their families.

1-4. REFERENCES. See Appendix A.

1-5. EQUAL OPPORTUNITY. The Arkansas National Guard Family Program will be free of discrimination based on race, color, national origin, religious or political preference or affiliation, sex, age, or handicap. Family members who believe that they have been subjected to discrimination will be encouraged to contact the State Family Program Coordinator (SFPC) or the Equal Opportunity Office to pursue appropriate recourse.

CHAPTER 2
RESPONSIBILITIES

2-1. STATE ADJUTANT GENERAL. The State Adjutant General (AG) will:

a. Promote and support a comprehensive State National Guard Family Program that effectively implements the policy outlined in NGR 600-12/ANGR 211-1 and meets the needs of the Army and the Air National Guard.

b. Encourage command support of the program at all levels.

c. Identify a full-time staff position at State Headquarters level to be designated as the State Family Program Coordinator (SFPC) to assist the command by coordinating and facilitating program development and implementation and provide program oversight for both the Army and Air National Guard.

2-2. DIRECTORATE OF PERSONNEL AND ADMINISTRATION (ARMY) AND THE EXECUTIVE SUPPORT STAFF OFFICER (AIR)

a. Provide program guidance and monitor the progress of the Arkansas National Guard Family Program.

b. Identify fiscal and manpower resources requirements for the Family Program.

c. Encourage command support of the Family Program at all organizational levels.

d. Ensure compliance with NGR 600-12/ANGR 211-1 (National Guard Family Program) and this regulation.

2-3. STATE FAMILY PROGRAM COORDINATOR (SFPC) will:

a. Assist the command by coordinating and facilitating the development and implementation of the Family Program.

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b. Identify trends and issues to the command, showing the impact of families and the Family Program on recruiting, retention, training, activation, deployment, and mobilization.

c. Conduct the program in accordance with the established position description and other supplemental publications provided by the NGB Family Programs Directorate.

d. Provide oversight for the joint program.

e. Provide quarterly reports and other documentation and reports as required to the National Guard Bureau Family Programs Directorate.

f. Serve as liaison with military and civilian agencies involved in resourcing and supporting the Family Program.

g. Evaluate and recommend action to be taken on the needs and concerns of guard families as identified through command channels, retention personnel and family members.

h. Coordinate public/community awareness of the Family Program.

2-4. ARKANSAS STATE FAMILY PROGRAM ADVISORY COUNCIL (SFPAC). This council is an action committee composed of members representing the major commands of the Arkansas Army and Air National Guard, family members, and volunteers. Council members will adhere to the Council Charter.

2-5. COMMANDERS. Command support is essential to the success and growth of the Arkansas National Guard Family Program. Commanders at all levels will:

a. Support the Family Program policies through effective implementation of the Family Program within their units.

b. Provide orientation and information programs covering unit activities and family readiness to Guard and family members who are newly affiliated with the unit.

c. Provide an annual family readiness review and update of the subjects in Appendix B through briefings, family days, and holiday celebrations. These family readiness matters should be reinforced throughout the year with newsletters and other informational materials.

d. Process families as part of selected mobilization exercises and as required during the mobilization sequence. Include family readiness activities in the unit mobilization planning files, such as, family care plans, DEERS enrollment, wills, birth certificates, family member identification cards, etc.

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e. Designate a military single point of contact in each unit and activity to provide information, referral, and follow up services, to serve as liaison with volunteers, and to monitor the responsiveness of unit personnel to the needs of Guard family members.

f. Emphasize and facilitate the participation of volunteers in family support groups and family sponsorship programs within the unit. **A family member volunteer should be appointed to coordinate the volunteer effort within the unit and serve with the military point of contact as a Unit Family Program Partnership Team.** This is generally the chairperson of the Family Support Group; however, for those units who do not have a Support group, this individual should be appointed by the commander.

g. Ensure that resources are available for effective delivery and implementation of the Family Program and volunteer services. Facilitate utilization of unit resources, supplies and equipment, including official postage, telephone, and armory use for official business of the Unit Family Support Group.

h. Encourage volunteer sponsorship programs that will encourage membership in the support group and enhance retention of military members. Assign established member and his/her family as unit sponsors to welcome new members and their families to the unit.

i. Will provide, through their respective MACOMs, information to be included in the family support newsletter to the State Family Program Coordinator.

2-6. UNIT FAMILY SUPPORT POINT OF CONTACT . The Unit Family Support Point of Contact will function as the commander's primary point of contact for matters related to families. Acting in this capacity, the individual appointed to this position will:

a. Take initial steps to establish a Family Support Group, i.e., advertise an organizational group meeting and invite family members to attend. Develop a list of volunteers if support group does not organize.

b. Ensure family member identification cards are available to Guard family members or assist in making appointment at a RAPIDS location:

(1) For Army National Guard, DA Form 5431. (Reference AR 640-3)

(2) For Air National Guard, AF Form 447. (Reference AFR 30-20)

c. Be responsible to the commander for implementing and carrying out the provisions of this regulation.

d. Attend meetings, seminars and educational programs as required on matters related to family support.

e. Provide assistance to the Family Support Group.

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f. Battalion and higher POCs will assist the commander with the administration of the Command's Family Program. In the accomplishment of this assignment, this individual will:

(1) Ensure the Unit Family Support POCs appointments, phone numbers and addresses are kept current.

(2) Provide assistance to Unit Family Support POCs as required and contact higher headquarters if assistance requested is beyond the command's support capability.

(3) Make family support presentations as required. Attend meetings, seminars and educational programs as directed by higher headquarters.

2-7. NATIONAL GUARD MEMBERS.. Each member of the Arkansas National Guard will:

a.. Support and participate in the National Guard Family Program.

b. Prepare their families for situations and contingencies resulting from their absences by involving them with the unit family support system.

c. Keep the unit informed as to family status, i.e. marriage, divorce, births, deaths, etc. Changes in address will be promptly reported to the unit First Sergeant.

d. Ensure that appropriate documents are maintained in their personnel file and/or mobilization records.

e. Disseminate unit information, i.e., unit assembly dates, annual training dates and any special unit activity data to their families.

f. Ensure that personal affairs are always in order to meet individual and unit mobilization mission.

g. Support newly assigned members of their unit.

h. Keep their families informed of key personnel information, benefits, programs, etc.

CHAPTER 3

EDUCATION AND ORIENTATION

3-1. INTRODUCTION. A well-informed family is committed to supporting our Guard members. A lack of information creates confusion, anxiety, conflict, and discontent with the National Guard which may effect retention and mobilization preparedness. A good Unit Family Program will enhance retention and unit readiness. Therefore, by educating our families and providing desired information promptly, we will be laying the foundation that will support the Guard for years to come.

3-2. FAMILY ORIENTATION. Family problems associated with National Guard membership can be greatly reduced and held to a minimum if families are properly informed. **Commanders will offer families the opportunity to participate in group or individual orientation briefings concerning the unit, its mission, mobilization station, Family Assistance Centers and, in general, the overall place of the National Guard in our nation's defense.** This briefing will be accomplished within six months of the member's enlistment in or assignment to a unit. **Commanders are authorized to conduct family oriented multiple training assemblies up to 8 hours annually.** Each unit, either individually or through the Family Support Group, will publish, as a minimum, a semi-annual command letter to be mailed to the member's home. The letter will provide information about upcoming events, training requirements, family briefings, Family Support Group activities, etc. **Commanders are encouraged to assist Family Support Groups in publishing command letters by providing mailing lists, postage, etc. Copies of Family Support Group Command Letters will be forwarded to the State Family Program Coordinator to be maintained in state files.**

3-3. FAMILY SPONSORSHIP. Commanders will make every reasonable effort to establish a voluntary Family Sponsorship Program. A seasoned Guard family should assist and befriend incoming family members providing invaluable information, support, and encouragement to both the Guard member and his/her family. It is also an excellent demonstration of caring which could significantly decrease the anxiety associated with separations. As a minimum the following items and subjects should be included in the process of family sponsorship:

a. Orientation to the armory locations, key personnel, and unit telephone numbers.

b. Explanations of the benefits associated with membership in the Arkansas National Guard from the families' point of view.

c. Encouragement to join the unit Family Support Group and participate in unit activities relating to the family.

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CHAPTER 4

FAMILY SUPPORT GROUPS / FAMILY READINESS GROUPS

4-1. INTRODUCTION. A Family Support Group/Family Readiness Group is an officially sanctioned organization of unit members and their families. The group provides information to a support network for families and unit members during their association with the unit. **Family Support Groups should be managed by families with command approval and support.** Membership and participation of family members are strictly voluntary. However, commanders will make every effort possible to form productive, useful Family Support Groups.

4-2. OBJECTIVES OF THE FAMILY SUPPORT GROUP/ FAMILY READINESS GROUP.

- a. To develop and formalize an active on-going communication and support network linking family members and the military.
- b. To prepare families to meet mobilization requirements.
- c. To improve family awareness of the unit, its mission, and activities.
- d. To establish a network in which unit families mutually support each other.

4-3. ORGANIZATION.

a. The internal organization and management of a unit Family Support Group is left to the discretion of its members. Members may include unit members, spouses, children, parents, grandparents, friends, community members, retirees, or anyone with a concern for our military members and families. In essence, anyone who supports the Arkansas National Guard can join a Family Support Group.

b. The Unit Family Support Point of Contact, or the Commander, will assist the group with armory facilities, equipment, and supplies for Family Support Group activities. The Unit Family Support POC will be the individual that family members, or other personnel, will contact regarding family support matters.

4-4. UNIT SUPPORT FOR FAMILY SUPPORT GROUPS.

Commanders are required to support the unit Family Support Group by providing:

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a. Office space, including desk and administrative supplies such as, use of copiers, official telephone lines, stationary supplies, typewriters, and computers. Although Commanders are authorized to provide support, Family Support Groups must understand that office space and furniture in armories is extremely limited as are funds for administrative supplies and telephone costs.

b. The use of armories for Family Support Group activities, meetings, etc., are authorized and considered as official National Guard functions.

c. Postage and mail supplies for official correspondence. See AR 340-3 or AFR 182-2.

d. Access to mailing rosters for official business of the Family Support Group is authorized. Rosters are For Official Use Only and should be handled as such by Family Support Groups. (Solicitation through use of unit rosters is unauthorized)

4-5. UNIT REPORTING SYSTEM.

In order to properly evaluate the progress and success of the Arkansas National Guard Family Program, units will forward the following through intermediate and higher headquarters to the State Family Support Coordinator (DCSPER-FP) on dates indicated.

a. Annual Reports

(1) All Army and Air National Guard units will submit **FP Annual Report due on 31 December** covering the activities and accomplishments of their FSG for that year. These reports will be done as a memorandum and can be compiled by the volunteer chairperson (or unit POC), endorsed by the unit, and forwarded through channels.

(2) Family Support Command Information Letters. Each unit will **furnish copies of these newsletters to SFPC.** The preferred method is to forward a copy at time of each publication throughout the year. However, they may be sent with the annual report.

b. Memorandum of Appointment for Family Support Group. The unit Commander will, by official memorandum, recognize the establishment of the unit Family Support Group and its officers. This memorandum should include the **names, addresses and phone numbers of the FSG's officers and length of their appointment.** A copy of this memorandum will be forwarded through command channels to DCSPER-FP when new FSG officers are elected or appointed but at least annually with FP Annual Report.

c. Memorandum of Appointment for Unit Point of Contact. This memorandum establishes the unit military point of contact, and will include the phone number and address of the appointed member. It will be submitted annually through channels to DCSPER-FP by 31 December.

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CHAPTER 5

AWARDS

5-1. INTRODUCTION. Outstanding and dedicated service toward the advancement of the Arkansas National Guard Family Program and Unit Family Support Groups will be appropriately recognized. We must make every effort to identify individuals who have given freely of their valuable time and energy to support the Family Program. It is strongly recommended that unit commanders use this program to enhance their Family Support Program.

5-2. STATE LEVEL AWARDS. The following state awards are authorized for use in the Family Support Program. Nominations in support of potential recipients should be forwarded no later than 31 December each year to the Office of the Adjutant General, ATTN: DCSPER-FP, outlining past performances and accomplishments that have furthered the progress of the Arkansas National Guard Family Support Program. Selection will be made by the State Advisory Council.

a. The Adjutant General's Family Spirit Award. This award will be presented annually to an individual who best exemplifies the "Spirit" of the Arkansas National Guard Family Program.

(1) Eligibility:

- (a) Any volunteer participating in the ARNG Family Program.
- (b) Award may be received only once.
- (c) Period of award will be 1 October to 30 September.

(2) Criteria:

- (a) Individual will be instrumental in forming Family Support Groups and causing family members to take part in unit activities.
- (b) Individual inspires and motivates others.
- (c) Individual exemplifies the spirit of the Family Program.

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(3) Entry Format: Will consist of a memorandum which addresses the criteria. The memorandum will not exceed two pages and may be accompanied by any supporting documentation. Entries should be processed through appropriate command channels for endorsements (not to exceed one page in length).

b. Family of the Year Award: This award will be presented annually by The Adjutant General to the family that best represents our family motto "The Arkansas National Guard is a Family Affair."

(1) Eligibility: Same as for previous award.

(2) Criteria:

(a) Entry must cover the range and depth of the family's involvement in Family Program activities.

(b) Activities must include community involvement.

(c) Unit activities must include Family Support Group participation, unit family oriented activities, or unit activities which supported the community.

(3) Entry Format: Same as for previous award.

5-3. UNIT AWARDS.

a. Commanders may, at their discretion, present appreciation certificates. Unit certificates should be awarded to individuals, groups, or committees who have enhanced the Family Support Group. Some examples of performance meriting a unit certificate are:

(1) Outstanding Family Support Group command information letters (newsletters).

(2) Successful fund raisers.

(3) Effective Family Program.

(4) Organizing a Family Support Group.

(5) Assisting in the coordination of unit family activities.

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Appendix A References
Appendix B Annual Family Readiness Subjects

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APPENDIX A

REFERENCES

JOINT REFERENCES:

DODI 1342.23	Family Readiness in the National Guard and Reserve Components
DODI 4525.8-M	Official Mail
NGR 600-12	National Guard Family Program
ANGR 211-1	National Guard Family Program

ARMY REFERENCES:

AR 25-55	The Department of the Army Freedom of Information Act Program
AR 340-21	The Army Privacy Program
AR 600-20	Army Command Policy
DA PAM 360-525	Family Assistance Handbook For Mobilization
DA PAM 608-47	A Guide to Establishing Family Support Groups
DA PAM 608-43	A Guide to Family Member Pre-deployment Briefings
Reserve Component	Unit Commanders Handbook (RCUCH)

AIR REFERENCES:

NGR (AF) 50-1	Air National Guard (Training)
AFI 35-303	Public Affairs Policies and Procedures
AFI 36-2701	Social Actions Programs
AFI 36-3001	Issue and Control of ID Cards
AFR 30-7	Family Action Information Board/Family Support Centers
AFR 182-2	Postal, Small Parcel, and Distribution Management
AFR 211-3	Personal Affairs Counseling Information and Assistance
AFR 211-24	Family Services Program
ANGR 60-8	Spouse Orientation Flight Program
ANGR 215-1	ANG Morale, Welfare, and Recreation (MWR) Programs and Activities
ANGR 215-2	Dining Social Club Organizations
Air Force Mobilization Guide for Reservists and Their Family Members	
188TH Fighter Wing Publication "FAMILY SUPPORT PROGRAM"	
189TH Airlift Wing Publication "FAMILY SUPPORT PROGRAM"	
223RD Combat Communications Squadron Publication "FAMILY SUPPORT PROGRAM"	

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APPENDIX B

SUGGESTED ANNUAL FAMILY READINESS SUBJECTS

Family Support Group
Family Care Plans
Powers of Attorney and Wills
Estate Planning
Survivor Benefit Plan
Family Sponsorship Program
Unit Mission and Structure
Unit Training Schedule and Requirements
National Guard Pay and Allowances
Promotion Criteria
Benefits and Entitlements for National Guard Families
(Should include ID cards, commissary, exchange, recreation facilities,
education and training, SGLI, and medical care)
Location of nearest active component military installations and
rules/documents necessary to gain access to these facilities
Retirement Criteria
Retirement Benefits
Mobilization - The Family's Responsibilities
Benefits and Entitlements Upon Mobilization

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The proponent agency of this regulation is the Directorate of Personnel and Administration Arkansas Army National Guard. Users are invited to send comments and suggested improvements to The Adjutant General, ATTN: DPA-PA-FS, Camp Robinson, North Little Rock, Arkansas 72199-9600.

FOR THE ADJUTANT GENERAL:

PHILIP J. MORRISS
COL, GS, ARARNG
Director, Personnel/Administration

DISTRIBUTION:
A

DPA-PA-FS (608)

10 January 1996

MEMORANDUM FOR CHIEF OF STAFF

SUBJECT: Request Approval of ARARNG 608-10/ARANG 211-1, Arkansas National Guard Family Program

1. Request your approval of the enclosed ARARNG 608-10/ARANG 211-1, Arkansas National Guard Family Program, dated 1 December 1995.

2. This publication was composed by the State Family Support Advisory Council using the draft copy of the new NGR 600-12/ANGR 211-1 and ARARNG 608-1/ARANG 211-1 dated 3 May 1989. Input was submitted by both Air and Army Guard members. This draft has been staffed.

3. For further information, please contact MSG Connie Emerson, ext 4102.

FOR THE ADJUTANT GENERAL:

Encl
as

PHILIP J. MORRISS
COL GS, ARARNG
Director, Personnel/Administration

DEPARTMENT OF THE ARMY
123d Medical Company X
Camp Joseph T. Robinson
North Little Rock, Arkansas 72199-9600

QQZDD0 (608-10a)

1 January 2000

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Duty Appointment

1. Effective 1 January 1999, SMITH, SNUFFY, SGT, 000-00-0000, 123d Medical Company X, is appointed as Family Support Military Point of Contact.
2. Authority: ARARNGR 608-10.
3. Purpose: To coordinate, formulate and supervise all matters pertaining to family support in this unit.
4. Period: Until officially relieved or released from this duty.
5. Special Instructions: SM will be familiar with ARARNGR 608-10 and ARANGR 211-1.

CITIZEN A. SOLDIER
CPT, AV, ARARNG
Commanding

DISTRIBUTION:

Bn Files (1)
TRP Cmd (1)
Unit Files (1)
Indiv (1)
Indv 201 File (1)

DEPARTMENT OF THE ARMY
123d Medical Company X
Camp Joseph T. Robinson
North Little Rock, AR 72199-9600

QQZDD0 (608-10a)

1 January 2000

MEMORANDUM THRU Commander, 123d Med Co X, ATTN: Family Support Military Point of
Contact, 987 Example Street, Anytown, AR 77711-3456

FOR Office of the Adjutant General, ATTN: DCSPER-FP, Camp Robinson, North Little Rock,
AR 72199-9600

SUBJECT: Official Recognition of Family Support Group Organization

1. In accordance with ARARNG Regulation 608-10 dated 1 January 2000, approval is requested
for a Family Support Group (FSG) to operate and function as a part of my staff to provide support
to members and families of 123d Med Co X.

2. The following personnel will serve as indicated until 1 January 2001.

President	Mrs. Sunny Day 1111 Happy Street Anytown, AR 77711 (501) 111-2222 sunnyday@hotmail.com	Vice President	Mr. Very Helpful 2222 Sunshine Avenue Anytown, AR 77711 (501) 111-3333
Treasurer	Mrs. Good Samaritan 3333 Easy Street Anytown, AR 77711 (501) 111-4444	Secretary	Mr. Happy Volunteer 4444 Rainbow Boulevard Anytown, AR 77711 (501) 111-5555 volunteerh@yahoo.com
Asst Treasurer	Mr. Special Person 5555 Meadow Lane Anytown, AR 77711 (501) 111-7777	Asst Secretary	Mrs. Sincere Soul 7777 Spirit Road Anytown, AR 77771 (501) 111-8888
Military Point of Contact:	SGT Snuffy Smith 1234 Example Street Anytown, AR 77711 (501) 111-9999		

CITIZEN A. SOLDIER
CPT, AV, ARARNG
Commanding

DEPARTMENT OF THE ARMY
123d Medical Company X
Camp Joseph T. Robinson
North Little Rock, AR 72199-9600

QQZDD0 (608-10)

15 December 2000

MEMORANDUM FOR Office of the Adjutant General, ATTN: DCSPER-FP, Camp Robinson,
North Little Rock, AR 72199-9600

SUBJECT: Annual Family Support Report

1. The 123d Medical Co X Family Support Group has completed the projects listed below:
 - a. Family Day (5 December 1999)
 - b. Bake Sale (2 May 2000)
 - c. Donation Drawing (2 May 2000)
 - d. Family Day (25 June 2000)
 - e. Minuteman Day (11 September 2000)
 - f. Safety Stand-Down & Hot Dog Sale (12 September 2000)
 - g. Military Family Week Celebration (23 November 2000)
2. The Anybody family won The Adjutant General's Family Spirit Award. They also attended the NGB Family Program Conference in Dallas, Texas. SGT Snuffy Smith received the Adjutant General's Outstanding Family Support Military Point of Contact Award. The battalion's family support group also received recognition for our unit history/scrap book.
3. Our family support group has been very active this year. We have grown from 4 to 14 volunteers since our last report. We have been having our meetings once a month at the armory. We have also been publishing FSG fliers each month (we started in December 1999).
4. A new project was started a few months ago. We are giving baskets of new (donated) baby items to the families of soldiers who have had births. So far, we have presented 2 baskets.
5. The Point of Contact for this action is Mrs. Sunny Day at (501) 111-2222.

MRS. SUNNY DAY
FSG President
123d Med Co X

3 Encls

1. Memorandum of Official Recognition
dated 1 January 2000
2. Memorandum of Duty Appointment
dated 1 January 2000
3. FSG Fliers (12)
Dec 99 - Nov 00