UNCLASSIFIED//
THIS MESSAGE HAS BEEN SENT BY THE PENTAGON TELECOMMUNICATIONS CENTER ON BEHALF OF DA WASHINGTON DC//G-3/5/7//

SUBJECT: HQDA EXORD 183-09 ISO FAMILY READINESS SUPPORT ASSISTANTS (FRSA)

REFERENCES:

REF/A/ (U) ARMY STRUCTURE CONCEPT PLAN FOR FAMILY READINESS SUPPORT ASSISTANTS (FRSA), 19 JULY 2007// REF/B/ (U) AUGMENTATION TDA IMPLEMENTATION PLAN - PHASE 2, 1 NOVEMBER 2007// REF/C/ (U) OPERATION READY - FAMILY READINESS SUPPORT ASSISTANT RESOURCE GUIDE// REF/D/ (U) OPERATION READY - FAMILY READINESS SUPPORT ASSISTANT FACILITATOR'S GUIDE// REF/E/ (U) ARMY REGULATION 608-1, ARMY COMMUNITY SERVICE, APPENDIX J, PARAGRAPH J-5// REF/F/ (U) STANDARDIZED FAMILY READINESS SUPPORT ASSISTANT (FRSA) POSITION DESCRIPTIONS

TIME ZONE USED THROUGHOUT THE ORDER: (ROMEO) (ZULU - 5)

1. (U) SITUATION.
1.A. (U) ENEMY FORCES. NOT APPLICABLE.
1.B. (U) FRIENDLY FORCES.
1.B.1 (U) ROAD TO WAR: AT THE DIRECTION OF THE SEC ARMY AND SOLDIER AND FAMILY READINESS BOARD OF DIRECTORS (SFR-BOD), FAMILY AND MORALE, WELFARE AND RECREATION COMMAND (FMWRC) DEVELOPED FRSA REQUIREMENTS AND A CONCEPT PLAN WHICH PROVIDES AN ENDURING, AFFORDABLE, STANDARDIZED SOLUTION FOR FRSA SUPPORT ACROSS THE ARMY. THE ANALYSIS PROVIDED A DETAILED LOOK AT FRSA DUTIES AND HISTORICAL WORKLOAD UNDER OPERATIONAL CONDITIONS. THE ANALYSIS IDENTIFIES REQUIREMENTS TO SUPPORT TRANSFORMATION AND MODULAR CONVERSION. THE INTENT IS TO PROVIDE A UNIFORM ADMINISTRATIVE STAFF CAPABLE OF SUPPORTING COMMANDERS AND VOLUNTEER FAMILY READINESS GROUP (FRG) LEADERS ACROSS THE ARMY TO KEEP PACE WITH THE ARMY'S OPERATIONAL TEMPO AND MODULAR CONVERSION.
1.B.2. (U) FRSAS ARE LOW COST, HIGH VALUE ASSETS TO THE EXPEDITIONARY ARMY. FRSAS HAVE SUCCESSFULLY PROVIDED CONTINUITY WITHIN THE UNIT FAMILY READINESS PROGRAM AND LIFTED MUCH OF THE ADMINISTRATIVE AND LOGISTICAL RESPONSIBILITIES OF OVERBURDENED VOLUNTEER FAMILY READINESS GROUP LEADERS. THIS CONCEPT PLAN PROVIDES UNIFORM ADMINISTRATIVE SUPPORT ACROSS THE ARMY, ENSURING FAMILY READINESS SUPPORT IS AVAILABLE AND NOT SOLELY DEPENDENT UPON VOLUNTEERS.
1.C. (U) ENVIRONMENT. NOT APPLICABLE.
1.D. (U) ATTACHMENTS AND DETACHMENTS. ANNEXES A AND B.
1.E. (U) ASSUMPTIONS. THE DEPARTMENT OF THE ARMY PROVIDES NECESSARY RESOURCES, PERSONNEL AND TRAINING TO MEET THE REQUIREMENTS OF FAMILY READINESS SUPPORT TO UNITS.

2. (U) MISSION. THE MISSION OF THE FRSA IS TO MAINTAIN THE CONTINUITY AND STABILITY OF FAMILY READINESS GROUPS AS UNITS UNDERGO CHANGES IN VOLUNTEERS AND LEADERSHIP. OPERATIONALLY, THE FRSA PROVIDES ADMINISTRATIVE AND LOGISTICAL SUPPORT TO COMMANDERS, REAR DETACHMENT COMMANDERS, AND VOLUNTEER FRG LEADERS. TAKING THE ADMINISTRATIVE BURDEN OFF VOLUNTEERS ALLOWS FRG LEADERS TO CONCENTRATE ON PERFORMING OUTREACH TO SOLDIERS AND THEIR FAMILIES IN THE COMMAND, THUS PRESERVING STABILITY ON THE HOME FRONT, ESPECIALLY DURING PERIODS OF DEPLOYMENT.

3. (U) EXECUTION.

3.A. (U) INTENT: FRSAS ARE A VITAL LINK BETWEEN THE UNIT COMMANDERS, FAMILIES ASSIGNED TO THE UNIT AND COMMUNITY RESOURCES AVAILABLE TO SOLDIERS AND THEIR FAMILIES. THE SIGNIFICANCE OF A PROPERLY OPERATED FRG IS THAT IT ALLOWS DEPLOYED SOLDIERS TO REMAIN MISSION FOCUSED WHILE THEIR FAMILY'S RESILIENCE IS SUSTAINED. THE STRONG COMMITMENT PROVIDED BY THE FAMILY READINESS STRUCTURE TO SOLDIERS AND THEIR FAMILIES WILL BE REFLECTED IN THE SUCCESS OF THE UNIT'S MISSION, AS IT SERVES TO PROVIDE A SMOOTH TRANSITION DURING THE FULL DEPLOYMENT CYCLE, WITH EMPHASIS ON INCREASED SUPPORT DURING DEPLOYMENT AND REINTEGRATION.

3.A.1. (U) FRSA KEY TASKS:
3.A.1.A. (U) PERFORMS GENERAL OFFICE CLERICAL DUTIES IN ACCORDANCE WITH APPLICABLE REGULATIONS.
3.A.1.B. (U) PERFORMS WORD PROCESSING FUNCTIONS, TYPES FORMS, AND MAINTAINS FILES.
3.A.1.C. (U) PREPARES CORRESPONDENCE, NEWSLETTERS, FLYERS, ROSTERS, REPORTS AND REQUESTS FROM DRAFT INTO FINAL FORM FOR SIGNATURE AND MAILING OR DISTRIBUTION.
3.A.1.D. (U) ASSURES PROPER SAFEKEEPING, STORAGE AND DESTRUCTION OF UNIT FAMILY READINESS RECORDS, ARMY REGULATIONS AND POLICIES, AND COMPUTER OUTPUT.
3.A.1.E. (U) MONITORS SUSPENSES AND PROCESSES CORRESPONDENCE THROUGH APPROPRIATE CHANNELS.
3.A.1.F. (U) ASSISTS WITH THE ESTABLISHMENT AND MAINTENANCE OF THE UNIT'S VIRTUAL FRG (VFRG) WEB SITE.
3.A.1.G. (U) ESTABLISHES AND UPDATES TELEPHONE TREES AND E-MAIL DISTRIBUTION LISTS.
3.A.1.H. (U) MAINTAINS REGULAR TELEPHONIC/ELECTRONIC CONTACT WITH FRG LEADERS, REAR DETACHMENT COMMANDERS AND ACS/FAMILY PROGRAM STAFF FOR UP TO DATE INFORMATION ON FAMILY READINESS ACTIVITIES AND ISSUES.
3.A.1.I. (U) ATTENDS FRG AND STEERING COMMITTEE MEETINGS UPON REQUEST.
3.A.1.J. (U) MAINTAINS UNIT VOLUNTEER RECORDS THROUGH THE VOLUNTEER MANAGEMENT INFORMATION SYSTEM (VMIS) 3.A.1.K. (U) COORDINATES REGULARLY WITH ACS UNIT SERVICE COORDINATORS (USCS) TO IDENTIFY UNIT REQUIREMENTS TO THE USCS FOR DELIVERY OF ACS SERVICES.
3.A.1.L. (U) AT THE REQUEST OF THE COMMANDER OR FRG LEADER:
3.A.1.L.1. (U) WORKS WITH GARRISON AND FAMILY PROGRAM AGENCIES TO SCHEDULE AND COORDINATE BRIEFINGS, ORIENTATIONS AND WORKSHOPS ON SOLDIER AND FAMILY READINESS ISSUES. THESE DUTIES INCLUDE COORDINATING THE DATE AND TIME, FACILITIES, SPEAKERS, CHILD-CARE, ETC.
3.A.1.L.2. (U) ENSURES TIMELY AND ACCURATE INFORMATION IS RELAYED TO SOLDIERS AND THEIR FAMILY MEMBERS APPROPRIATE TO THEIR NEEDS DURING TRAINING OR DEPLOYMENT PERIODS.
3.A.1.L.3. (U) MAINTAINS EFFECTIVE COMMUNICATION WITH FAMILY READINESS VOLUNTEERS ENSURING VOLUNTEER FORMS ARE PROPERLY SIGNED AND MAINTAINED AND VOLUNTEER HOURS ARE SUBMITTED MONTHLY.
3.A.1.L.4. (U) ASSISTS IN MANAGING THE COMMAND'S MARKETING PROGRAMS FOR SOLDIER AND FAMILY READINESS TRAINING.
3.A.1.L.5. (U) PUBLICIZES CHANGES AND UPDATES RELATING TO WELL-BEING PROGRAMS TO INCLUDE HEALTH BENEFITS, FAMILY BENEFITS AND EDUCATION, AND OTHER INFORMATION PROMOTING UNIT ESPRIT DE CORPS AND WELLNESS.

3.A.2. (U) FRSA PROHIBITED ACTIVITIES: THE FRSA 3.A.2.A. (U) WILL NOT SERVE AS THE COMMANDER'S ADMINISTRATIVE ASSISTANT FOR ACTIVITIES NOT RELATED TO FAMILY READINESS ACTIVITIES.
3.A.2.B. (U) WILL NOT LEAD ANY FRG MEETINGS, MAKE DECISIONS OR SERVE AS THE OFFICIAL SPOKESPERSON FOR THE UNIT.
3.A.2.C. (U) WILL NOT BE DIRECTLY INVOLVED WITH UNIT FUND RAISING ACTIVITIES OR BE ACCOUNTABLE FOR THE MONIES IN THE FRG INFORMAL ACCOUNT.
3.A.2.D. (U) WILL NOT BE INVOLVED IN THE CASUALTY NOTIFICATION OR ASSISTANCE PROCEDURES.
3.A.2.E. (U) WILL NOT CONDUCT/FACILITATE TRAINING OR BRIEFINGS TO INCLUDE ARNG/USAR YELLOW RIBBON TRAINING.

3.A.3. (U) ENDSTATE: FAMILY READINESS SUPPORT ASSISTANTS WILL BE ASSIGNED ON A PERMANENT BASIS TO THE AUGMENTATION TABLE OF DISTRIBUTION OF ALLOWANCES DOWN TO DEPLOYABLE BATTALIONS IN FY10. THE USAR WILL IMPLEMENT A MODIFIED VERSION OF THE ACTIVE COMPONENT PLAN AND ASSIGN AN FRSA ON A PERMANENT BASIS TO THE AUGTDA BASED ON ONE DEPARTMENT OF THE ARMY CIVILIAN (DAC) PER 1500 TO 2000 ASSIGNED SOLDIERS PER FUNCTIONAL AND OPERATIONAL COMMAND. THE ARNG MODEL IS 2 FRSAS PER BRIGADE ELEMENT OR A MINIMUM OF 1 FRSA PER STATE WHERE THERE IS NO BRIGADE. BECAUSE A BRIGADE CAN BE COMPRISED OF UNITS FROM SEVERAL STATES, THE ARNG ALSO HAS A LIMITED SURGE CAPACITY TO ADDRESS THOSE UNITS OUTSIDE OF THE BRIGADE HQ STATE. TRADOC FRSA WILL BE DOCUMENTED ON THE TABLE OF DISTRIBUTION AND ALLOWANCES WITHIN THE MISSION COMMAND ELEMENTS (CHIEF OF STAFF PARAGRAPH) FOR THE SCHOOL/CENTER. TRADOC HAS ASSIGNED ONE FRSA TO LARGE INSTALLATIONS (TOTAL OF 17 FRSAS DISTRIBUTED THROUGHOUT TRADOC) WHERE TRADOC SCHOOLS AND ACTIVITIES RESIDE TO PROVIDE DEDICATED CAPABILITY. TRADOC WILL CONTINUE TO ASSESS THE APPROPRIATE SIZING FOLLOWING THE STANDUP OF THE CENTERS OF EXCELLENCE AND AFTER BASE REALIGNMENT AND CLOSURE ACTIONS ARE FINALIZED.

3.B. (U) CONCEPT OF OPERATIONS. A PART OF THE TOTAL ARMY ANALYSIS 2008-2013 (TAA-08-13) DAMO-FMP LED PHASE 1 OF AN AUGMENTATION TABLES OF DISTRIBUTION AND ALLOWANCES (AUGTDA) FORCE STRUCTURE REVIEW. THE OBJECTIVES WERE TO EVALUATE THE DEFINITION OF AUGTDAS AND UPDATE IF NECESSARY, DEFINE A MISSION SUPPORT ELEMENT (MSE) TDA, BEGIN TO STANDARDIZE AUGTDA STRUCTURE AND REVIEW AUGTDA MILITARY REQUIREMENTS AND AUTHORIZATIONS AND CIVILIAN REQUIREMENTS WITHOUT AUTHORIZATIONS AT DIVISION LEVEL AND BELOW. A NEW DEFINITION FOR AUGTDAS AND MSE WAS APPROVED. THE STANDARD AUGTDA INCLUDES FRSA AUTHORIZATIONS DOWN TO DEPLOYABLE BATTALIONS TO PROVIDE ADMINISTRATIVE AND LOGISTICAL SUPPORT TO COMMANDERS AND VOLUNTEER FRG LEADERS. THE STANDARDIZATION EFFORT THAT WAS APPROVED FOCUSED ON MODULAR DESIGNS FOR DIVISION HEADQUARTERS, BRIGADE COMBAT TEAMS (BCTS), FIRE BRIGADES, SUSTAINMENT BRIGADES, AND AVIATION BRIGADES. PHASE 1 ENDED WITH THE DETERMINATION THAT A THREE PHASED APPROACH WOULD BE USED TO CONTINUE THE REVIEW OF AUGTDA FORCE STRUCTURE.

3.B.1. (U) PHASE 1. THE AUGTDA PHASE 1 IMPLEMENTATION PLAN PROVIDED EACH MANEUVER BCT, SUSTAINMENT BRIGADE, AVIATION BRIGADE, FIRE BRIGADE AND DIVISION HEADQUARTERS AN ASSOCIATED AUGTDA.
3.B.2. (U) PHASE 2: THE AUGTDA PHASE 2 IMPLEMENTATION PLAN PROVIDED AN AUGTDA FOR CORPS HEADQUARTERS, DESIGNATED FUNCTIONAL BRIGADES, AND MULTI-FUNCTIONAL BRIGADES.
3.B.3 (U) PHASE 3: FULL IMPLEMENTATION OF AUGTDAS IN FY10.

3.C. (U) TASKS TO MANEUVER UNITS. NOT APPLICABLE.

3.D. (U) TASKS TO HQDA, ACOMS, ASCCS, AND DRUS. SEE BELOW.

3.D.1. (U) HQDA.

3.D.1.A. (U) DEPARTMENT OF THE ARMY, G-3/5/7:
3.D.1.A.1. (U) TASK: ENSURE AUGTDAS ARE DEVELOPED IN ACCORDANCE WITH CONCEPT OF OPERATIONS. DIRECTS THE MANPOWER MIX CODES FOR CIVILIANS WITH CODE "H".
3.D.1.A.2 (U) PURPOSE: TO PROVIDE FRSA AUTHORIZATIONS DOWN TO DEPLOYABLE BATTALIONS WHO WILL PROVIDE ADMINISTRATIVE AND LOGISTICAL SUPPORT TO COMMANDERS AND VOLUNTEER FRG LEADERS. APPROVE REQUIREMENTS FOR REVISIONS TO AUGTDAS IN ACCORDANCE WITH THE CONCEPT PLAN.

3.D.1.B. (U) DEPARTMENT OF THE ARMY, G-8:
3.D.1.B.1 (U) TASK: PROVIDE GWOT FUNDING IN FY 09 AND INCLUDE FUNDING IN BASE IN FY10-15.
3.D.1.B.2. (U) PURPOSE: TO ALLOW UNITS TO FUND AND HIRE THE AUTHORIZED FRSA IN ACCORDANCE WITH THEIR AUGTDAS.

3.D.1.C. (U) FAMILY AND MORALE, WELFARE AND RECREATION COMMAND (FMWRC):
3.D.1.C.1. (U) TASK: PROVIDE OVERSIGHT OF FRSA ISSUES. ADDRESS STRATEGIC ISSUES REQUIRING HQDA RESOLUTION. DEVELOP A LIST OF FRSA FREQUENTLY ASKED QUESTIONS (FAQS) AND FRG FAQS TO FACILITATE THIS PROCESS.
3.D.1.C.2. (U) PURPOSE: TO KEEP ARMY LEADERSHIP INFORMED OF THE STATUS OF IMPLEMENTING THE FRSA PROGRAM.
3.D.1.C.3. (U) TASK: DEVELOP STANDARDIZED POSITION DESCRIPTION(S) PD FOR FRSAS (ACTIVE COMPONENT (AC), U.S. ARMY RESERVE (USAR), AND ARMY NATIONAL GUARD (ARNG). (SEE ANNEX A) 3.D.1.C.4. (U) PURPOSE: TO ENSURE PDS ARE APPROVED AND PUBLISHED.
3.D.1.C.5. (U) TASK: DEVELOP AND FIELD STANDARDIZED INSTRUCTIONAL MATERIALS FOR TRAINING OF FRSAS.
3.D.1.C.6. (U) PURPOSE: TO PROVIDE STANDARDIZED TRAINING FOR FRSAS ENSURING ALL FRSAS KNOW AND UNDERSTAND THEIR KEY TASKS AND THEIR RELATIONSHIP WITH COMMANDERS, FRG LEADERS, AND COMMUNITY RESOURCES.
3.D.1.C.7. (U) TASK: DEVELOP ACS ACCREDITATION STANDARD TO ADDRESS FRSA TRAINING, AND FRSA PROGRAM METRICS.
3.D.1.C.8. (U) PURPOSE: TO REVIEW FRSA TRAINING AS PART OF ACS ACCREDITATION PROCESS.

3.D.2. (U) ARMY COMMANDS (ACOMS):
3.D.2.A. (U) TASK: PROVIDE OVERSIGHT OF FRSA HIRING ACTIONS.
3.D.2.B. (U) PURPOSE: TO MONITOR THE PROGRESS OF IMPLEMENTING THE FRSA CONCEPT PLAN/AUGMENTATION TDA IMPLEMENTATION PLAN - PHASE 2 AND TO PROVIDE ASSISTANCE WITH HIRING ACTIONS TO UNITS WITH FRSAS.
3.D.2.C. (U) TASK: PROVIDE MONTHLY STATUS REPORTS TO FMWRC ON HIRING ACTIONS AND NUMBER OF OPERATING FRGS.
3.D.2.D. (U) PURPOSE: TO INFORM ARMY LEADERSHIP ON THE STATUS OF IMPLEMENTING THE FRSA PROGRAM.
3.D.2.E. (U) TASK: PER REFERENCE E, AR 608-1, ARMY COMMUNITY SERVICE, APPENDIX J ASSIST UNIT COMMANDERS/COMMANDANTS IN UNDERSTANDING THE ROLE AND MISSION OF THE FRSA POSITION.

3.D.2.F. (U) PURPOSE: TO ENSURE FRSAS RECEIVE NECESSARY TRAINING TO PERFORM THEIR MISSION.
3.D.2.G. (U) TASK: IN ACCORDANCE WITH REFERENCE C, OPERATION READY FRSA RESOURCE GUIDE, CONFIRM TRAINING IS RECEIVED AND COMPLETED WITHIN THE ALLOTTED TIMEFRAME.
3.D.2.H. (U) PURPOSE: TO PROVIDE OVERSIGHT AND ENSURE GUIDELINES AND POLICIES ARE ADHERED TO.

3.D.3. (U) U.S. ARMY TRAINING AND DOCTRINE COMMAND (TRADOC) 3.D.3.A. (U) TASK: PER REFERENCE A, ARMY STRUCTURE CONCEPT PLAN FOR FRSAS, 19 JULY 2007, CONFIRM SEVENTEEN (17) AUTHORIZED DEPARTMENT OF THE ARMY CIVILIAN REQUIREMENTS HAVE BEEN PROCESSED AND APPROVED.
3.D.3.B. (U) PURPOSE: TO PROVIDE OVERSIGHT AND ENSURE GUIDELINES AND POLICIES ARE ADHERED TO. TRADOC FRSAS WILL NOT NECESSARILY BE ATTACHED TO A UNIT.

3.D.4. (U) ARMY SERVICE COMPONENT COMMANDS (ASCC):
3.D.4.A. (U) TASK: PROVIDE OVERSIGHT OF FRSA HIRING ACTIONS.
3.D.4.B. (U) PURPOSE: TO MONITOR THE PROGRESS OF IMPLEMENTING THE FRSA CONCEPT PLAN/AUGMENTATION TDA IMPLEMENTATION PLAN - PHASE 2 AND TO PROVIDE ASSISTANCE WITH HIRING ACTIONS TO UNITS WITH FRSAS.
3.D.4.C. (U) TASK: PROVIDE MONTHLY STATUS REPORTS TO FMWRC ON HIRING ACTIONS AND NUMBER OF OPERATING FRGS.
3.D.4.D. (U) PURPOSE: TO INFORM ARMY LEADERSHIP ON THE STATUS OF IMPLEMENTING THE FRSA PROGRAM.

3.D.5. (U) DIRECT REPORTING UNITS (DRU):
3.D.5.A. (U) TASK: PROVIDE OVERSIGHT OF FRSA HIRING ACTIONS.
3.D.5.B. (U) PURPOSE: TO MONITOR THE PROGRESS OF IMPLEMENTING THE FRSA CONCEPT PLAN/AUGMENTATION TDA IMPLEMENTATION PLAN - PHASE 2 AND TO PROVIDE ASSISTANCE WITH HIRING ACTIONS TO UNITS WITH FRSAS.
3.D.5.C. (U) TASK: PROVIDE MONTHLY STATUS REPORTS TO FMWRC ON HIRING ACTIONS AND NUMBER OF OPERATING FRGS.
3.D.5.D. (U) PURPOSE: TO INFORM ARMY LEADERSHIP ON THE STATUS OF IMPLEMENTING THE FRSA PROGRAM.

3.D.6. (U) ARMY MEDICAL COMMAND (MEDCOM):
3.D.6.A. (U) TASK: PROVIDE OVERSIGHT OF FRSA HIRING ACTIONS IN ACCORDANCE WITH THE CIVILIAN HUMAN RESOURCES AGENCY'S (CHRA) GENERAL GUIDANCE. (SEE ANNEX B)
3.D.6.B. (U) PURPOSE: TO MONITOR THE PROGRESS OF IMPLEMENTING THE FRSA CONCEPT PLAN/AUGMENTATION TDA IMPLEMENTATION PLAN - PHASE 2 AND TO PROVIDE ASSISTANCE WITH HIRING ACTIONS TO UNITS WITH FRSAS.
3.D.6.C. (U) TASK: STAFF A REQUEST FOR AN ADDITIONAL 25 FRSA POSITIONS TO BE PLACED AT FIVE MAJOR SUBORDINATE COMMANDS (MSC), FOUR ARMY MEDICAL CENTERS (AMC), AND 16 ARMY COMMUNITY HOSPITALS.
3.D.6.D. (U) PURPOSE: TO SUSTAIN OPERATIONAL TEMPO AND TRANSFORMATION INITIATIVES AND TO PROVIDE CONTINUITY WITHIN THE UNITS' FAMILY READINESS PROGRAM. CRITICAL YEAR-ROUND SUPPORT WILL BE DELIVERED TO PERMANENT PARTY SOLDIERS; DEPLOYED PROFESSIONAL FILLER SUSTEM (PROFIS) SOLDIERS; RESERVE SOLDIERS AND INDIVIDUAL MOBILIZATION AUGMENTEES MOBILIZED TO REPLACE PROFIS LOSSES; AND THEIR FAMILIES, REGARDLESS OF GEOGRAPHICAL LOCATION OR DEPLOYMENT STATUS. VARIABILITY IN PROCESSES WILL BE REDUCED AND THE CAPACITY TO MAINTAIN FAMILY READINESS AND RESILIENCY WILL BE INCREASED.

3.D.7. (U) UNITED STATES ARMY RESERVE COMMAND (USARC):
3.D.7.A. (U) TASK: PROVIDE OVERSIGHT OF FRSA HIRING ACTIONS IN ACCORDANCE WITH THE CIVILIAN HUMAN RESOURCES AGENCY'S (CHRA) GENERAL GUIDANCE. (SEE ANNEX B)
3.D.7.B. (U) PURPOSE: TO MONITOR THE PROGRESS OF IMPLEMENTING THE FRSA CONCEPT PLAN/AUGMENTATION TDA IMPLEMENTATION PLAN - PHASE 2 AND TO PROVIDE ASSISTANCE WITH HIRING ACTIONS OF FRSAS AT ALL LEVELS I.E., AREA UNIT COMMAND, RESERVE SUPPORT COMMAND (RSC).
3.D.7.C. (U) TASK: PER REFERENCE A, ARMY STRUCTURE CONCEPT PLAN FOR FAMILY READINESS SUPPORT ASSISTANTS (FRSA), 19 JULY 2007, CONFIRM ONE HUNDRED TWENTY SEVEN (127) AUTHORIZED DEPARTMENT OF THE ARMY CIVILIAN REQUIREMENTS HAVE BEEN PROCESSED AND APPROVED.
3.D.7.D. (U) PURPOSE: TO PROVIDE FRSA AUTHORIZATIONS AND PLACE THEM IN AREA SUPPORT WITH SURGE CAPABILITIES. FRSA WILL NOT NECESSARILY BE ATTACHED TO A UNIT.
3.D.7.E. (U) TASK: AUGMENT ACTIVE COMPONENT FRSA TRAINING, ADD MODULES SPECIFIC TO USAR, AND FIELD STANDARDIZED TRAINING OF FRSAS.
3.D.7.F. (U) PURPOSE: TO PROVIDE STANDARDIZED TRAINING FOR FRSAS ENSURING ALL FRSAS KNOW AND UNDERSTAND THEIR KEY TASKS AND THEIR RELATIONSHIP WITH COMMANDERS, FAMILY PROGRAMS OPERATIONS ANALYST, FRG LEADERS AND COMMUNITY RESOURCES.

3.D.8. (U) ARMY NATIONAL GUARD (ARNG):
3.D.8.A. (U) TASK: PROVIDE OVERSIGHT OF FRSA HIRING ACTIONS (UNTIL OTHERWISE DETERMINED THE ARNG WILL USE CONTRACTS TO PERFORM FRSA SERVICES).
3.D.8.B. (U) PURPOSE: TO MONITOR THE PROGRESS OF IMPLEMENTING THE FRSA CONCEPT PLAN/AUGMENTATION TDA IMPLEMENTATION PLAN - PHASE 2 AND TO PROVIDE ASSISTANCE WITH FRSA ACTIONS AT ALL LEVELS I.E., AREA UNIT COMMAND AND SUPPORT COMMAND.
3.D.8.C. (U) TASK: PER REFERENCE A, ARMY STRUCTURE CONCEPT PLAN FOR FAMILY READINESS SUPPORT ASSISTANTS (FRSA), 19 JULY 2007, CONFIRM ONE HUNDRED EIGHTY ONE (181) AUTHORIZED DEPARTMENT OF THE ARMY CIVILIAN REQUIREMENTS HAVE BEEN PROCESSED AND APPROVED (UNTIL OTHERWISE DETERMINED THE ARNG WILL USE CONTRACTS TO PERFORM FRSA SERVICES).
3.D.8.D. (U) PURPOSE: TO PROVIDE FRSA AUTHORIZATIONS AND PLACE THEM IN AREA SUPPORT WITH SURGE CAPABILITIES. TO SUPPORT ARNG UNITS DISPERSED THROUGHOUT STATES THAT RELY ON REGIONAL FAMILY ASSISTANCE CENTERS (FAC). FRSAS WILL NOT NECESSARILY BE ATTACHED TO A UNIT.
3.D.8.E. (U) TASK: AUGMENT ACTIVE COMPONENT FRSA TRAINING, ADD MODULES SPECIFIC TO ARNG, AND FIELD STANDARDIZED TRAINING OF FRSAS.
3.D.8.F. (U) PURPOSE: TO PROVIDE STANDARDIZED TRAINING FOR FRSAS ENSURING ALL FRSAS KNOW AND UNDERSTAND THEIR KEY TASKS AND THEIR RELATIONSHIP WITH COMMANDERS, FRG LEADERS AND COMMUNITY/NATIONAL GUARD BUREAU RESOURCES.

3.D.9. (U) INSTALLATION MANAGEMENT COMMAND (IMCOM):
3.D.9.A. (U) TASK: ARMY COMMUNITY SERVICE CONDUCTS STANDARDIZED TRAINING FOR FRSAS ON THE INSTALLATION USING OPERATION RESOURCES FOR EDUCATING ABOUT DEPLOYMENT AND YOU (OP READY) FRSA RESOURCE GUIDE DISTRIBUTED FEB 08, AND FACILITATOR'S GUIDE. INITIAL TRAINING WILL PROVIDE ORIENTATION TO ALL NEWLY HIRED FRSAS TO BE COMPLETED WITHIN THE FIRST 30 DAYS OF ASSUMING DUTIES. CURRENTLY EMPLOYED FRSAS WILL RECEIVE REFRESHER TRAINING WITHIN 90 DAYS FROM DISTRIBUTION OF THE FRSA FACILITATOR'S GUIDE. AS REQUESTED, ACS WILL PROVIDE TRAINING TO RC FRSAS ASSIGNED TO TENANT UNITS ON THE GARRISON.

3.D.9.B. (U) PURPOSE: TO ASSURE ALL FRSAS ON THE INSTALLATION RECEIVE THE SAME TRAINING AND ARE AWARE OF THEIR RELATIONSHIP WITH COMMANDERS, FRG LEADERS AND OTHER COMMUNITY RESOURCES.

4. (U) SERVICE SUPPORT. NOT APPLICABLE.

5. (U) COMMAND AND SIGNAL.
5.A. (U) COMMAND.
5.A.1 (U) FAMILY READINESS SUPPORT ASSISTANTS WORK DIRECTLY FOR COMMANDERS OR REAR DETACHMENT COMMANDERS.
5.A.2 (U) FMWRC DIRECTOR OF FAMILY PROGRAMS IS MS LYNN L. MCCOLLUM AT 703-681-5374 OR EMAIL LYNN.MCCOLLUM@US.ARMY.MIL. FMWRC POC IS MS. JUANITA MCKEOWN AT 703-681-1601 OR EMAIL JUANITA.W.MCKEOWN@US.ARMY.MIL.
5.A.3 (U) FOR INQUIRES RELATING TO PLANNING.
5.B. (U) SIGNAL. NOT APPLICABLE.

ACKNOWLEDGE:

ANNEXES:

A: (FAMILY READINESS SUPPORT ASSISTANT STANDARDIZED POSITION DESCRIPTIONS; ACTIVE COMPONENT (AC), U.S. ARMY RESERVE (USAR), AND ARMY NATIONAL GUARD (ARNG) TO EXECUTION ORDER: FAMILY READINESS SUPPORT ASSISTANTS (FRSA)
B: (FRSA HIRING GUIDANCE) TO EXECUTION ORDER: FAMILY READINESS SUPPORT ASSISTANTS (FRSA)

EXPIRATION DATE CANNOT BE DETERMINED.
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ORIGINAL TO RECIPIENTS:
C:US,O:U.S. GOVERNMENT,OU:DOD,OU:AUTODIN PLAS,OU:AIG 6-AZ,OU:ALARACT
[ALARACT]
C:US,O:U.S. GOVERNMENT,OU:DOD,OU:ARMY,OU:ORGANIZATIONS,OU:ADDRESS
LISTS,CN:AL ALARACT(UC)
[ALARACT]
PROFILED DISSEMINEES:
DMSFORMAY01@PTSC.PENTAGON.MIL (CC)
DMSFORMAY@PTSC.PENTAGON.MIL (CC)
DCSG1AGCYMAIL@CONUS.ARMY.MIL (TO)
DA ID: 3499187
MTSID: c=US;a=DMS;p=GOV+DMS+NIPR;l=AYTAYZ33.022:01.05.09.14.57.01
SIGNED BY: C:US,O:U.S. Government,OU:DoD,OU:ARMY,OU:Organizations,
L:CONUS,L:WASHINGTON DC,OU:DA PENTAGON
TELECOMMUNICATIONS(uc),OU:ALARACT RELEASE
AUTHORITY(uc) *** VALIDATED ***
ENCRYPTED BY: C:US,O:U.S. Government,OU:DoD,OU:ARMY,
OU:ORGANIZATIONS,OU:ADDRESS LISTS,CN:AL
ALARACT(uc) *** VALIDATED ***
MESSAGE TYPE: OTHERORG

UNCLASSIFIED//

Annex A (Family Readiness Support Assistant Standardized Position Descriptions; Active Component (AC), U.S. Army Reserve (USAR), and Army National Guard (ARNG) to Execution Order: Family Readiness Support Assistants (FRSA)

FRSA Position Description-Active Army (Approved and available in FASCLASS) Active Component (AC)

Position Description

PD#: HT294693 **Replaces PD#:**
Sequence#: VARIES

FAMILY READINESS SUPPORT TECH (OA)

YB-0303-01

Servicing CPAC: PERSONNEL AND EMP PENTAGON, DC

Agency: VARIES
MACOM: VARIES
Command Code: VARIES

Region: NORTHEAST

Citation 1: DOD CIVILIAN PERSONNEL MANUAL 1400.25-M, SUBCHAPTER 1920
PD Library PD: NO
COREDOC PD: NO

Classified By: IMCOM
Classified Date: 09/24/2008

FLSA: NON-EXEMPT
Career Program: 00
Functional Code: 00
Competitive Area: VARIES
Competitive Level: VARIES
Bus Code: VARIES
PD Status: VERIFIED

Drug Test Required: VARIES
Financial Disclosure Required: NO
Requires Access to Firearms: VARIES
Position Sensitivity: VARIES
Emergency Essential: [ ]

DCIPS PD: NO
Acquisition Position: NO
Interdisciplinary: NO
Target Grade/FPL: 01
Career Ladder PD: NO

Duties:

SUPERVISORY CONTROLS

The incumbent works under the supervision and direction of the unit or Rear Detachment Commander (RDC) serviced to provide administrative support in the area of Family Readiness. The supervisor provides general instructions for standard, pre-established, or continuing office automation tasks; and relies on incumbent to exercise independent judgment and discretion in selecting and applying established work methods and procedures. The incumbent personally sets the deadlines for most of the work to be done and independently handles a wide variety of activities, coordination, situations and conflicts, using initiative to determine approach to be taken or methods to be used, and determines sensitive issues which should be discussed with the supervisor. The work of the incumbent contributes to combat readiness by promoting efficient and effective communication between the Command, Family Readiness Groups (FRG), and Family members.

Major Duties:

1. Performs a variety of clerical and administrative duties in support of the Commander, FRG leaders and volunteers. The incumbent maintains awareness of Family Readiness activities within the unit and updates the Commander on the program status, controversial issues and Family services available to Soldiers and Family members. Works closely with Army Community Service (ACS), Army Family Programs and Unit Service Coordinator to maintain knowledge of latest changes in Family Readiness programs and up to date referral information on Army Family policy and community resources; answers questions from the unit Commander, staff, and FRG leaders; and provides updates on the status of the unit's Family readiness.

2. Performs general office clerical work as it pertains to the Commander's Family Readiness Program in accordance with applicable regulations. Performs word processing functions, types forms, and maintains files. Prepares or assists with preparation of correspondence, or assists with preparation of, newsletters, flyers, rosters, reports and requests from draft into final form for signature and mailing or distribution. Assures proper safekeeping, storage and destruction of unit Family Readiness records, Army regulations and policies, and computer output. Monitors suspenses and processes correspondence through appropriate channels. Assists with the establishment and maintenance of the unit's Virtual FRG (VFRG) and Army Knowledge Online (AKO) websites. Maintains regular telephonic/electronic contact with FRG leaders, RDCs and ACS/Family Programs staff for up to date information on Family Readiness activities and issues. Attends FRG and steering committee meetings upon request. The skills of a fully qualified typist are required and must be computer literate.

3. At the request of the Commander or FRG leader, works with Family program agencies to schedule and coordinate briefings, orientations and workshops on Soldier and Family readiness issues. These duties include coordinating the date and time, facilities, speakers, child-care, etc. Ensures timely and accurate information is relayed to Soldiers and their Family members sensitive to their needs during training or deployment periods.

4. Works with ACS and other Family program agencies, major subordinate Commands and units to recruit and maintain an active volunteer force. Maintains effective communication with Family Readiness volunteers ensuring volunteer forms are properly signed and maintained and volunteer hours submitted monthly. Assists in managing the Command's marketing program for Soldier and Family readiness training. Publicizes

changes and updates relating to well-being programs to include health benefits, Family benefits and education, and other Family services information promoting unit esprit de corps and wellness.

Performs other duties as assigned.

ADDITIONAL JOB REQUIREMENTS: Irregular work schedule and/or overtime hours may be required.

This position is classified in accordance with DoD Civilian Personnel Manual 1400.25-M, Subchapter 1920. The position is equivalent to GS Grade 06.

Evaluation:

Knowledge Required by the Position

Skill and proficiency in using a computer and Microsoft Office software to produce work accurately and efficiently.
Knowledge of Army Family Readiness programs, varied functions of several types of office automation software packages, practices, and procedures, and ability to apply these knowledges and skills in processing and producing a wide range of documents and other materials in support of the office mission. Skill in operating a copier, fax machine and other office equipment. A qualified typist is required. Knowledge of extensive body of clerical and administrative procedures and operations and knowledge of the organization and functions of the Command

Knowledge of grammar, spelling capitalization, punctuation and terminology commonly used in office settings to prepare materials correctly from handwritten drafts.
Knowledge of the substantive programs of the organization as they relate to the critical and administrative functions.

Personal Contacts and Purpose of Contacts

Contacts include employees of the Department and high-level officials both within the agency and in other agencies who deal with the organization on a wide variety of matters
Performs other duties as assigned.

FLSA Evaluation Outline of PD HT294693:

_not met___ Availability Pay Exemption (e.g., Criminal Investigators, U.S. Customs and Border Protection pilots who are also Law Enforcement Officers).

_not met___ Foreign Exemption (Note: Puerto Rico and certain other locations do not quality for this exemption - see 5 CFR 551.104 for a list of Nonexempt areas.)

_not met___ Executive Exemption
_not met___ Exercises appropriate management responsibility
(primary duty) over a recognized organizational
unit with a continuing function, AND
_not met___ Customarily and regularly directs 2 or more
employees, AND

_not met___ Has the authority to make or recommend hiring, firing, or other status-change decisions, when such recommendations have particular weight.

Note: Shared supervision or "matrix management" responsibility for a project team does not meet the above criteria. Limited "assistant manager" functions or "acting in the absence" of the manager does not meet the above criteria.

_not met___ Professional Exemption
_not met___ Professional work (primary duty)

_not met___ Learned Professional, (See 5 CFR, 551.208) (Registered Nurses, Dental Hygienists, Physician's Assistants, Medical Technologists, Teachers, Attorneys, Physicians, Dentists, Podiatrists, Optometrists, Engineers, Architects, and Accountants at the independent level as just some of the typical examples of exempt professionals)
or
_not met___ Creative Professional, (See 5 CFR 551.209),
or
_not met___ Computer Employee (See 5 CFR 551.210; must meet salary test and perform such duties as system analysis, program/system design, or program/system testing, documentation, and modification). Computer manufacture or repair is excluded (non-exempt work).

_not met___ Administrative Exemption
_not met___ Primary duty consistent with 5 CFR 551 (e.g.; non-manual work directly related to the management or general business operations of the employer or its customers), AND job duties require exercise of discretion & independent judgment.

Comments/Explanations: (State which major duties/job functions are Exempt; it is possible to combine exempt work from more than one category to arrive at an overall determination that the employee is Exempt): Deviations, problems, and unfamiliar situations are referred to supervisor; therefore discretion & independent judgment are not required.

Conclusion: Non-Exempt

Position Description

PD#: HT304232 **Replaces PD#:**
Sequence#: VARIES

FAMILY READINESS SUPPORT TECHNICIAN

GS-0303-06

Servicing CPAC: PERSONNEL AND EMP PENTAGON, DC

Agency: VARIES
MACOM: VARIES
Command Code: VARIES

Region: NORTHEAST

Citation 1: OPM PCS MISC CLERK & ASST SERIES, GS-303, NOV 79
PD Library PD: NO
COREDOC PD: NO

Classified By:
Classified Date:

FLSA: NON-EXEMPT	**Drug Test Required:** VARIES	**DCIPS PD:** NO
Career Program: 00	**Financial Disclosure Required:** NO	**Acquisition Position:** NO
Functional Code: 00	**Requires Access to Firearms:** VARIES	**Interdisciplinary:** NO
Competitive Area: VARIES	**Position Sensitivity:** VARIES	**Target Grade/FPL:** 06
Competitive Level: VARIES	**Emergency Essential:** [ ]	**Career Ladder PD:** NO
Bus Code: VARIES	**Personnel Reliability Position:** VARIES	**Information Assurance:** N

PD Status: NOT REVIEWED

Duties:

SUPERVISORY CONTROLS

The incumbent works under the supervision and direction of the unit or Rear Detachment Commander (RDC) serviced to provide administrative support in the area of Family Readiness. The supervisor provides general instructions for standard, pre-established, or continuing office automation tasks; and relies on incumbent to exercise

independent judgment and discretion in selecting and applying established work methods and procedures. The incumbent personally sets the deadlines for most of the work to be done and independently handles a wide variety of activities, coordination, situations and conflicts, using initiative to determine approach to be taken or methods to be used, and determines sensitive issues which should be discussed with the supervisor. The work of the incumbent contributes to combat readiness by promoting efficient and effective communication between the command, Family Readiness Groups (FRG), and Family members.

MAJOR DUTIES

1. Performs a variety of clerical and administrative duties in support of the commander, FRG leaders and volunteers. The incumbent maintains awareness of Family Readiness activities within the unit and updates the commander on the program status, controversial issues and Family services available to Soldiers and Family members. Works closely with Army Community Service (ACS), Army Family Programs and Unit Service Coordinator to maintain knowledge of latest changes in Family Readiness programs and up to date referral information on Army Family policy and community resources; answers questions from the unit commander, staff, and FRG leaders; and provides updates on the status of the unit's Family readiness.

2. Performs general office clerical work as it pertains to the commander's Family Readiness Program in accordance with applicable regulations. Performs word processing functions, types forms, and maintains files. Prepares or assists with preparation of correspondence, or assists with preparation of, newsletters, flyers, rosters, reports and requests from draft into final form for signature and mailing or distribution. Assures proper safekeeping, storage and destruction of unit Family Readiness records, Army regulations and policies, and computer output. Monitors suspenses and processes correspondence through appropriate channels. Assists with the establishment and maintenance of the unit's Virtual FRG (VFRG) and Army Knowledge Online (AKO) websites. Maintains regular telephonic/electronic contact with FRG leaders, RDCs and ACS/Family Programs staff for up to date information on Family Readiness activities and issues. Attends FRG and steering committee meetings upon request. The skills of a fully qualified typist are required and must be computer literate. 50%

3. At the request of the commander or FRG leader, works with Family program agencies to schedule and coordinate briefings, orientations and workshops on Soldier and Family readiness issues. These duties include coordinating the date and time, facilities, speakers, child-care, etc. Ensures timely and accurate information is relayed to Soldiers and their Family members sensitive to their needs during training or deployment periods. 25%

4. Works with ACS and other Family program agencies, major subordinate commands and units to recruit and maintain an active volunteer force. Maintains effective communication with Family Readiness volunteers ensuring volunteer forms are properly signed and maintained and volunteer hours submitted monthly. Assists in managing the command's marketing program for Soldier and Family readiness training. Publicizes changes and updates relating to well-being programs to include health benefits, Family benefits and education, and other Family services information promoting unit esprit de corps and wellness. 25%

Performs other duties as assigned.

I. REFERENCES:
A. OPM PCS for Miscellaneous Clerk and Assistant Series, GS-303, Jan 79.
B. OPM Grade Level Guide for Clerical and Assistance Work, Jun 89.
C. OPM PCS for Management and Program Clerical and Assistance Series, GS-344, May 93.
D. OPM PCS for Office Automation Clerical and Assistance Series, GS-326, Nov 90.
E. OPM PCS for Office Automation Grade Evaluation Guide, Nov 90.

II. IDETERMINATION OF SERIES: The work of this position is classified into the 0303 series in that the incumbent performs clerical and administrative duties in support of the commander's Family Readiness Program. The duties of this position works closely with Army Community Service (ACS), Army Family Programs, and Unit Service Coordinator to maintain knowledge of latest changes in Family Readiness programs and up to date referral information on Army Family policy and community resources In that the 0303 series don't provide titling instructions, the use of the title Family Readiness Support Technicians is used, as it most accurately reflects the work of the position. No titles are specified for positions in this series. The work of this position meet the use of the parenthetical (OA), in that the employee will uses database or spreadsheet software to enter, revise, sort or calculate, and retrieve data as it relate to the Family Readiness Program.
This positions requires the incumbent to be a qualified type along with having exceptional office automation skills. Uses word processing software to produce a variety of documents.

III. DETERMINATION OF GRADE:

Nature of Assignment:
Work typically entails processing a variety of clerical and administrative duties in support of the commander, FRG leaders and volunteers. The incumbent maintains awareness of Family Readiness activities within the unit and updates the commander on the program status, controversial issues and services available to Soldiers and Family members. Works closely with Army Community Service (ACS), Army Family Programs and Unit Service Coordinator to maintain knowledge of latest changes in Family Readiness programs. The work requires knowledge of Army Family Readiness programs, varied functions of several types of office automation software packages, practices, and procedures, and ability to apply these knowledge and skills in processing and producing a wide range of documents and other materials in support of the office mission. Skill in operating a copier, fax machine and other office equipment. A qualified typist is required. Knowledge of extensive body of clerical and administrative procedures and operations and knowledge of the organization and functions of the Command.

Work requires comprehensive knowledge of rules, regulations, and other guidelines relating to completing assignments in the program area assigned. This knowledge is usually attained through extensive, increasingly difficult, and practical experience and training in the subject matter field. The work also requires ability to interpret and apply regulatory and procedural requirements to process unusually difficult and complicated transactions.

Level of Responsibility:

At this level, the supervisor provides general instructions for standard, pre-established, or continuing office automation tasks; and relies on incumbent to exercise independent judgment and discretion in selecting and applying established work methods and procedures. The incumbent personally sets the deadlines for most of the work to be done and independently handles a wide variety of activities, coordination, situations and conflicts, using initiative to determine approach to be taken or methods to be used, and determines sensitive issues which should be discussed with the supervisor.

FINAL GRADE: GS- 0303-06

Evaluation:

FLSA EVALUATION:

_not met___ Availability Pay Exemption (e.g., Criminal Investigators, U.S. Customs and Border Protection pilots who are also Law Enforcement Officers).

_not met___ Foreign Exemption (Note: Puerto Rico and certain other locations do not quality for this exemption - see 5 CFR 551.104 for a list of Nonexempt areas.)

_not met___ Executive Exemption
_not met___ Exercises appropriate management responsibility
(primary duty) over a recognized organizational
unit with a continuing function, AND
_not met___ Customarily and regularly directs 2 or more
employees, AND
_not met___ Has the authority to make or recommend hiring,
firing, or other status-change decisions, when
such recommendations have particular weight.

Note: Shared supervision or "matrix management" responsibility for a project team does not meet the above criteria. Limited "assistant manager" functions or "acting in the absence" of the manager does not meet the above criteria.

_not met___ Professional Exemption
_not met___ Professional work (primary duty)

_not met___ Learned Professional, (See 5 CFR, 551.208)
(Registered Nurses, Dental Hygienists, Physician's
Assistants, Medical Technologists, Teachers,
Attorneys, Physicians, Dentists, Podiatrists,
Optometrists, Engineers, Architects, and Accountants
at the independent level as just some of the typical
examples of exempt professionals)
or

_not met___ Creative Professional, (See 5 CFR 551.209),
or
_not met___ Computer Employee (See 5 CFR 551.210; must
meet salary test and perform such duties as
system analysis, program/system design, or
program/system testing, documentation, and
modification). Computer manufacture or repair
is excluded (non-exempt work).

_not met___ Administrative Exemption
_not met___ Primary duty consistent with 5 CFR 551 (e.g.;
non-manual work directly related to the
management or general business operations of
the employer or its customers), AND job duties require exercise of discretion &
independent judgment.

Comments/Explanations: (State which major duties/job functions are Exempt; it is possible to combine exempt work from more than one category to arrive at an overall determination that the employee is Exempt): Deviations, problems, and unfamiliar situations are referred to supervisor; therefore discretion & independent judgment are not required.

Conclusion: Non-Exempt

Annex B (FRSA Hiring Guidance) to Execution Order: Family Readiness Support Assistant (FRSA)

1. Recommend that each hiring activity meet with their local Civilian Personnel Advisory Center (CPAC) contact to discuss the permanent positions to be filled and the recruitment options prior to submitting the request for personnel action.

2. When filling permanent positions, the provisions of the DOD Priority Placement Program (PPP) apply.

3. When filling permanent positions, current non-permanent FRSA employees have no entitlement to conversion to the permanent positions.

4. Commanders may request non-competitive conversion of current FRSA employees on temporary or time-limited appointments with non-competitive appointments eligibility under programs such as: 30 percent or more compensably disabled veterans, Veterans Recruitment Authority (VRA) eligibles who are 30 percent or more compensably disabled or reinstatement of former career/career-conditional employee (who must have previously held the same grade or higher on a permanent basis of a position). Commanders may request verification of eligibility for non-competitive appointments for their current FRSAs, from their CPAC representative, prior to the initiation of the recruitment action.

5. FRSAs that do not possess non-competitive appointment eligibility must compete for the permanent positions. Hiring activities can identify a candidate as name request when submitting a RPA.

6. When recruiting for permanent FRSA positions use the standard position description (PD) at annex A. Family and Morale, Welfare and Recreation Command (FMWRC) and Civilian Human Resources Agency (CHRA) will develop a standard job announcement template for CPACs to use in recruiting for these positions.

7. To ensure the widest applicant pool the hiring activity should consider requesting both internal and external sources. Each recruiting source has specific selection requirements which can be fully explained by the servicing CPAC representative.