

193 INFANTRY BRIGADE
US ARMY TRAINING CENTER AND FORT JACKSON
Guidelines for Army Family Team Building in IET

1. References:

a. TR 350-6, Nov 2012, Enlisted Initial Entry Training Policies and Administration.

2. Purpose. To help new families transition from civilian families to empowered, well-informed, and resilient Army families.

3. Summary. Units of assignment and first term of service families greatly benefit from having access to the resources and programs the Army offers to address most problems encountered by new Soldiers and their families at their first duty station. This standard operating procedure (SOP) encourages family members of Initial Entry Trainees to participate in Army Community Services (ACS) provided online Army Family Team Building (AFTB) training and facilitates access to training. Although the program is on AFTB level I training, it also encourages additional online training. The battalion provides the motivation and resources that results in informed spouses and families who contribute to problem solving and make Army Families strong before they've reported to their first unit.

4. Scope. These guidelines will apply to all units within the 193rd IN Brigade and their Family Readiness Groups. Note: the concepts and best practices were adopted from 2-13 IN Family readiness Groups as well as other units within the brigade that are executing this program.

5. Context: New Soldiers struggle as they arrive at their first units of assignment. The challenge is often how to link Soldiers and their families to the resources that the Army provides and which the command would likely refer them to. AFTB training arms loved ones with the tools to help their Soldier and allow heightened self sufficiency. It also helps spouses understand things like military hierarchy, customs and courtesies and general Army culture. Ideally a spouse arrives at a new duty station prepared to contribute to the Soldier's mission focus.

6. Requirements:

a. Social media site. The battalion maintains a facebook site open to all. The site has a main page and then divided by company. On the main page is a welcome and orientation to the site, site rules regarding language and content, the BCT family survival guide, the BN commander's welcome letter provides a link to enroll in ACS provided training and a link for families to start their own "My Army Life" resource binder. The link to the facebook site is contained within the BN commander's welcome letter.

b. Site manager. One FRG volunteer ideally coordinating a schedule of other volunteers who is familiar and comfortable with facebook and who is comfortable meeting the BN command team for guidance and suggestions. This volunteer(s):

1. Introduces 1-2 AFTB level I lessons per week on the site. Families can follow our pace or move ahead on their own.
2. Moderates posts and removes inappropriate content
3. Answers questions or refers people to the Family Survival Guide
4. (Optional) Runs a quiz challenging followers to answer questions from the training, resulting in a personalized photo of their trainee. The trainee is given a chalkboard to send a brief message home within the photo. This step serves as an incentive to sustain interest and participation. It also provides

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- the most payoff in terms of families that complete level I and in some cases additional levels of training.
5. Notifies companies when a spouse has won a competition and coordinates to have a Soldier's individual picture taken.
- c. AFTB certificate manager.
 1. Collects completed AFTB training certificates and organizes them with the BN S1 for certificate printing at the end of the cycle.
 2. Ensures that links to ACS training function properly
 3. Answers technical questions on access to ACS training.
 - d. FRG volunteer photographers. Organized by company, photographers arrange a schedule amongst themselves.
 1. Coordinate with company commanders for guidance on where and when picture taking is appropriate and for access.
 2. Post pictures on weekends according to their schedule
 3. (Optional) Submit pictures to the battalion FRG liaison at the end of the cycle to be placed on discs for families on family day. The CDs provide a source of income for the unit FRGs. Family members can obtain a copy of all pictures taken during the cycle based on providing a donation to the unit FRG.
 4. Maintain their company chalk board. This chalk board is used as a prize photograph for family winners of the weekly AFTB level I challenge. See figure 1 below.
 5. Companies leading in AFTB certificate mail ins win battle buddy photographs of the entire company, further motivating families to participate.



figure 1

- e. S1 liaison to the FRG.
 1. Uses automated system to print AFTB certificates at the end of the cycle.
- f. Special project NCO (S3) -Optional
 1. Burn discs of photographs for distribution on family day. Requires high capacity CD burner, software and computer access

Responsibilities.

- a. Battalion Commander:
 1. Includes link to facebook page in welcome letter.
 2. Resources FRG volunteer efforts, provides command emphasis to subordinate commanders and external agencies.

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b. Company Commanders are responsible for:

- (1) Recruiting, motivating and facilitating FRG volunteers
- (2) Facilitates access to photograph training
- (3) Recognizing AFTB training participants during family day. See figure 2 below.



figure 2

7. The desired outcome is for new Soldiers and their families to gain a better understanding of the Army and resources available to them. The overall effort is volunteer intensive, requires engaged and active leaders at all levels and is zero to no costs, but the program provides a tremendous payoff in the number of families educated about the Army.