

# STATE FAMILY PROGRAM (SFP) VING RESPONSE FRAMEWORK (VRF)

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# SFP VRF

## ➤ FACTS & ASSUMPTIONS

## ➤ MISSION

## ➤ CONCEPT

## ➤ RESPONSIBILITIES

## ➤ EXECUTION

- Concept of Operation (throughout phases)
- Coordinating Instructions
- Support
- Command

# SFP VRF FACTS

**REFERENCE: CNGBI & Manual 1800.02 - National Guard Family Program; ANGI 36-3009 - Airman & Family Readiness Centers; DoDI 1342.22 – Military Family Readiness; DoDI 1342.17 - Family Centers**

- **TAG** - Implement a comprehensive FP which supports the needs of both the ARNG and ANG; Provide command support; and ensure the SFP is informed and included in the activation, mobilization or deployment of units/individuals/personnel in the State (Territory or District of Columbia).
- **SFPD** – Serve as the State advisor to TAG on Family Readiness, quality of life, and other FP matters; policy advisor in the development and implementation NGB-FP programs; ensure the effectiveness of providing Family Assistance to all military Service members, veterans and Families, regardless of the status in the deployment cycle; develop, test, & implement plans ... in coordination with local, military, & community agencies.
- **NG** –lead agency tasked to establish Family Assistance Centers (FACs) ... to assist all DoD Personnel and their Families.

# SFP VRF FACTS

**REFERENCE:** CNGBI & Manual 1800.02 - National Guard Family Program; ANGI 36-3009 - Airman & Family Readiness Centers; DoDI 1342.22 – Military Family Readiness; DoDI 1342.17 - Family Centers; Army Command Policy, AR 600-20

- **FACs** – established and managed IAW AR 608-1; structured to support service members and families of all branches.
- **Evacuation Plans** - deployed Service Member Families are required to prepare and submit an *Evacuation Plan* to the FACs prior to the SMs' departure.
- **Family Care Plans** - copies of *Family Care Plans* for all deployed SMs must be submitted to FACs.
- **Personnel & Family Member Accountability** - updated Unit Telephone Trees, Databases, Alert Rosters, & Neighborhood Support Networks (NSNs) must be submitted to FACs for personnel and family member accountability.
- **ADPAAS/AFPAAS** SM and FM Enrollment & Updates

# SFP VRF FACTS

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- **Wing Commanders** – mandates facilities, funding levels and manpower. Leadership facilitates personal readiness services ... activates the **Emergency Family Assistance Control Center (E-FACC)** when necessary.
- Upon implementation of the base **Comprehensive Emergency Management Plan (CEMP)**, the Commander activates the E-FACC to serve as 1) the focal point for victim and family assistance services and 2) a staging area where families can obtain disaster relief, contingency information, and services.
- ... The **Airman & Family Readiness Program Manager (A&FRPM)** – develops, implements, & incorporates a written Airman & Family Readiness response plan into the installation operations plans. .... A&FRPM supports the EFACC as the subject matter expert on family matters; provides assistance and support to service members, families and leadership during evacuations, local/national emergencies and disaster response, & proactively cultivate the community resources for future needs.

# SFP VRF FACTS

- **REFERENCE: National Guard Recruiting and Retention, NG 601-1**
- R&R personnel are required to provide Family Assistance Mission during Territorial Active Duty (TAD) as per NG 601-1. As a result, they are essential personnel assets to support the State Family Program, Family Assistance Center Operations.
- Due to past experiences, the R&R Personnel must be involved with Family Assistance Center Operations to include coordination, through the JOC, Task Force Alpha, & Task Force Bravo, for support capabilities within the following **Emergency Support Functions (ESFs)**: *Transportation, Communications, Emergency Management, Mass Care and Emergency Management, Logistics Management, Public Health & Medical Services, and Search & Rescue.*



# SFP VRF ASSUMPTIONS

- Medical Evacuation Communications are programmed in the overall VRF to be reported directly to the FACs for coordination with receiving states and territories to ensure continuity of Family Assistance Center Operations nationwide.
- The new RTI 50-Bed Facility will be utilized, as a first option, for Guard Member Families in distress and unable to secure shelter in the locally identified shelters.
- In the event that the disaster situation is catastrophic in nature, arrangements will be made beforehand with FEMA and VITEMA to utilize the FACs and armories as a distribution point or center for resources, supplies, and materials for Guard Member families.

# SFP VRF ASSUMPTIONS

- The JOC has already added the SFPD Office and FACs to their distribution list of personnel to receive daily, weekly, and on-going updates regarding the disaster situation and contingency operations.
- The G6 has included the SFPD Office, R&R Personnel, and FACs on their distribution list for radio communications access within and outside the Area of Operations (AO).
- The JOC, Task Forces Alpha & Bravo, 285<sup>th</sup> CES, & HHD are aware that request for support, services, additional space allocations (i.e., Distribution Center, Guard Member Family Shelter, etc.), materials, and equipment will be forthcoming from the SFPD's Office, FACs, and/or R&R Personnel.



# SFP VRF ASSUMPTIONS

- Some of the Family Assistance Center Staff; such as, contractors employed by MPSC, consultants/counselors employed by Ceridian, MHN, etc. and Volunteers, can become victims of the disaster and may be unable to respond, therefore creating a shortage of response efforts.
- Some VING personnel (i.e., R&R) may be victims and may be unable to respond to a disaster or may have to assist their family members.
- VING Military Personnel who work in the SFP Office, especially FAC Operations, may be retained to support FSC Operations.
- More than one disaster can occur simultaneously or consecutively in more than one location, consequently creating a larger Area of Operations (AO) or multiple AOs.

# SFP VRF MISSION

- To establish and maintain family readiness for mobilization in support of the guard's ***Federal*** and ***State*** mission. This Soldier/Airman/Family Emergency Assistance Plan provides procedures and outlines responsibilities for Family Support operations during periods of VING Response Framework (VRF), OPLAN 525-27, and/or Territorial Active Duty (TAD).

# SFP VRF CONCEPT

- An initial assessment of the VRF TAD situation will be accomplished by the G1 and the State Family Program Director (SFPD). This assessment will determine the scope of Family Assistance/Support operations which will then be executed in accordance with the VRF/TAD State Family Program (SFP) Standard of Operating Procedure (SOP) attached.

# SFP VRF EXECUTION

- CONCEPT OF OPERATION (Phases).

- **PHASE I – ALERT:** Unit receives an Alert

- **PHASE II – MOBILIZATION:** Unit is tasked to report to Home Station

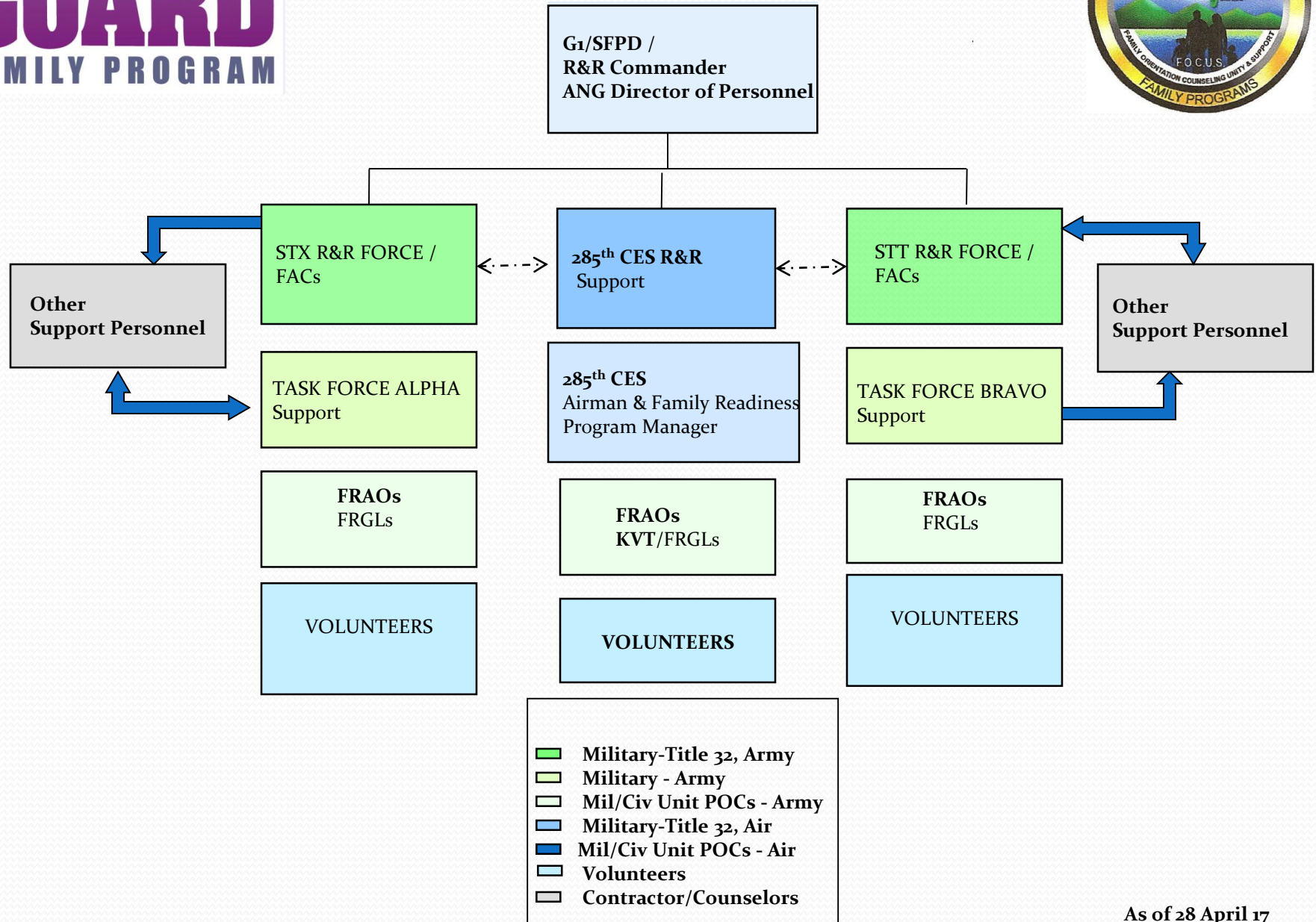
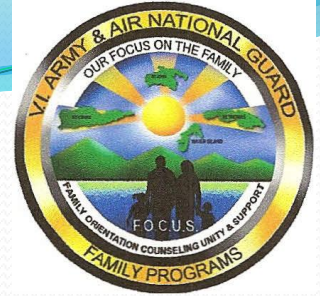
- **PHASE III – DEPLOYMENT:** Unit is tasked to move to a disaster / emergency area

- **PHASE IV – DEMOBILIZATION:** Unit commences withdrawal from affected area and is released from duty

# SFP VRF RESPONSIBILITIES

- RESPONSIBILITIES.
- G1 and SFPD makes determination based on Initial Assessment – Results of VRF/TAD Damage Assessment Form
- SFPD alerts Task Forces Alpha, Bravo, HHD, and R&R Commander – **Table 3**
- SFPD alerts SFP Team, R&R NCOIC, FRSAs, FACs, ANG, RVCs to exercise unit telephone trees – **Table 4**
- FSC Operations are set up at designated levels and publicized
- R&R NCOIC assumes role as FSC Supervisor
- FACs/R&R engage *Emergency Support Functions (ESF) Priorities & Emergency/Crises Response Team* as deemed necessary – see **Tables 1 & 2**

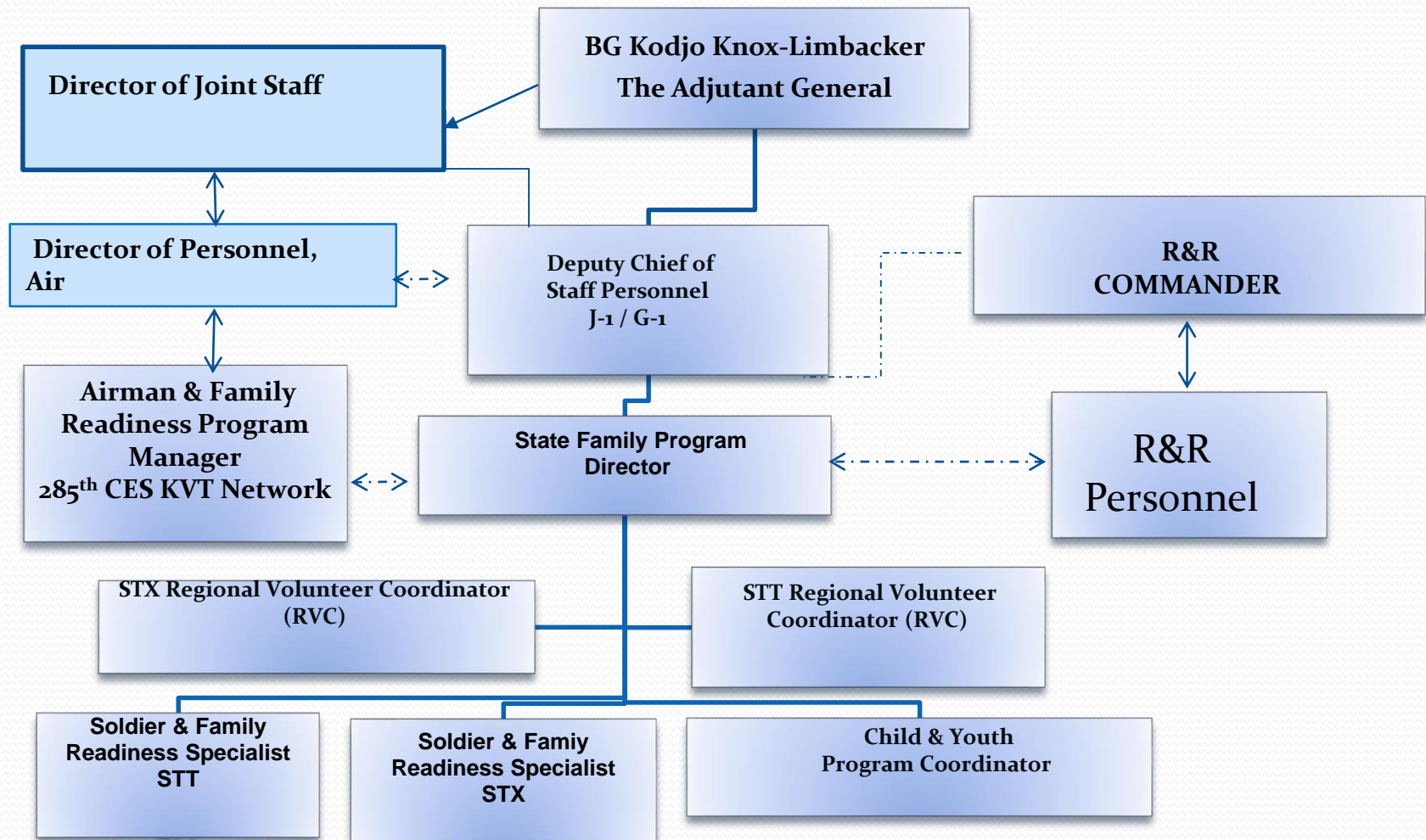
**Table 3 -- VRF Process Flow**





**Table 4**

# **SFP VRF Organizational Chart**



**Table 1**  
**FAMILY ASSISTANCE CENTER**  
**Emergency Support Function Priorities**

UNIT	#1 T	#2 C	#3 PW&E	#4 FF	#5 EM	#6 MC&EA	#7 LM	#8 PH&MS	#9 S&R	#10 O&HM	#11 A&NR	#12 ENERGY	#13 PS&S	#14 LTCR	#15 EXTERNAL
23d WMD CST															
104th Trp CMD															
786th WSB															
661st															
651st															
630th															
51st															
610th															
73rd AB															
MED DET															
Recruiting & Retention	X	X			X	X	X	X	X						
Family Assist. Center	X	X			X	X	X	X	X						

**LEGEND:**

1. T -- Transportation
2. C -- Communication
3. PW & E -- Public Works & Engineering
4. F - Firefighting
5. EM -- Emergency Management
6. MC & EM -- Mass Care & Emergency Management
7. LM -- Logistics Management
8. PH & MS -- Public Health & Medical Services
9. S & R -- Search & Rescue
10. O & HM -- Oil & Hazardous Materials
11. A & NR -- Agriculture & Natural Resources
12. E -- Energy
13. PS & S -- Public Safety & Security
14. LTCR -- Long Term Community Recovery
15. External Affairs

**Table 2**  
**FAMILY ASSISTANCE CENTER**  
**Emergency / Crises Response Team Criteria**

EMERGENCY/ CRISES	#1	#2	#3	#4	#5	#6	#7	#8	#9	#10	#11	#12	#13	#14	#15	#16	#17	#18	#19
	DPH	MFLC	CHAP	SARC	SPPM	SFPD	FAC	C&YPC	FRSA	YRRP	PFC	ESGR	TAA	RTC	SOS	DSS	Physician	MEDICS	PTO
1. CISM	X	X	X			X	X										X		
2. Substance Abuse	X		X			X	X										X		X
3. DISASTER:																			
Natural	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Manmade	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
4. Sexual Assault			X	X															
5. SUICIDAL:																			
Ideation /	X		X		X												X		
Suicide	X		X		X												X		
6. Family Crises	X	X	X			X	X							X	X				
								CS	CS	CS	CS	CS	CS						

- LEGEND:**
- |  |  |
|--|--|
| 1. DPH -- Director of Psychological Health                   | 15. SOS -- Survivor Outreach Services Coordinator                  |
| 2. MFLC -- Military Family Life Consultants                  | 16. DSS -- Deputy State Surgeon                                    |
| 3. CHAP -- Chaplain  | 17. Physicians   |
| 4. SARC - Sexual Assault Response Coordinator                | 18. Medics   |
| 5. SPPM -- Suicide Prevention Program Manager                | 19. PTO -- Prevention Treatment Outreach Coordinator               |
| 6. SFPD -- State Family Program Director                     |  |
| 7. FAC -- Family Assistance Center                           | CS -- Include only in Crisis Specific Cases Determined at the Time |
| 8. C&YPC -- Child & Youth Program Coordinator                |  |
| 9. FRSA -- Family Readiness Support Assistant                |  |
| 10. YRRP -- Yellow Ribbon Reintegration Program Coordinators |  |
| 11. PFC -- Personal Financial Consultant                     |  |
| 12. ESGR -- Employer Support for the Guard & Reserve         |  |
| 13. TAA -- Transition Assistance Advisor                     |  |
| 14. RTC -- Resilience Training Coordinator                   |  |

# SFP VRF EXECUTION

- COORDINATING INSTRUCTIONS.

- Authorizes direct coordination between entities for planning purposes & execution

- Permits outlined plan's execution

- Identifies the primary means of communication for all phases

- Authorizes a CHAIN OF COMMAND & CHAIN OF CONCERN for communication as per Organizational Chart

# SFP VRF EXECUTION

- SUPPORT.

- **PERSONNEL** – manpower & staffing, to include military personnel on SFP Team

- **LOGISTICS** – resources such as transportation, lodging, & communication equipment

- **PUBLIC AFFAIRS** – direct media access and controls through PAO coordination

# SFP VRF PERSONNEL FUNCTIONS

## TAD DAMAGE ASSESSMENT FORM

### DAMAGE ASSESSMENT OF INDIVIDUAL FAMILY (PHASE I)

DATE \_\_\_\_\_  
INDIVIDUAL NAME \_\_\_\_\_ SEX ☐ MALE ☐ FEMALE  
ADDRESS \_\_\_\_\_  
ADDRESS DIRECTION: \_\_\_\_\_  
FCP LOCATED AT \_\_\_\_\_ FCP PHONE: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_  
NO. OF DEPENDENTS \_\_\_\_\_ LOCATION OF DEPENDENTS \_\_\_\_\_  
COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

### DAMAGE ASSESSMENT OF INDIVIDUAL HOME (PHASE II)

1. LOCATION: \_\_\_\_\_ PLOT NO. \_\_\_\_\_ RENTAL \_\_\_\_\_ OWNER \_\_\_\_\_  
OWNER'S NAME \_\_\_\_\_  
2. TYPE OF BUILDING  
☐ WOOD ☐ CONC ☐ STEEL ☐ TRAILER ☐ COMBINATION  
NUMBER OF STORIES: \_\_\_\_\_  
3. TYPE OF ROOF:  
☐ GALVANIZED ☐ CONCRETE ☐ STANDING SEAM ☐ HYPOLAN ☐ TILES  
4. DAMAGES TO BUILDING:  

	NONE	MINOR	MAJOR	DESTROYED
WALLS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ELECTRICAL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ROOF	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
STRUCTURAL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PLUMBING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WINDOWS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DOORS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
6. ENROUTE DAMAGES SUSTAIN \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ATTACHMENT 1



# SFP VRF PERSONNEL FUNCTIONS

SOP-VING FAMILY SUPPORT CENTER

1 JUNE 1966

## TAD FAMILY/SOLDIER/AIRMAN LOCATOR FORM

REQUEST MADE BY: GUARD MEMBER \_\_\_\_\_ (FULL NAME, RANK & UNIT)

CONTACT MADE BY: FAMILY MEMBER \_\_\_\_\_ (NAME AND RELATIONSHIP)

FAMILY STATUS: ☐ CRISIS ☐ DISPLACED ☐ OKAY  
☐ OTHER \_\_\_\_\_

HOME STATUS: ☐ OKAY ☐ SUSTAINED DAMAGES: MINOR OR MAJOR ☐ DESTROYED

FAMILY LOCATION: ☐ HOME ☐ SHELTER ☐ PREDETERMINED LOCATION  
☐ SPECIFY: \_\_\_\_\_

NEEDS OR CONCERNS: ☐ SHELTER ☐ FOOD ☐ WATER ☐ TRANSPORTATION  
☐ MEDICAL ☐ CLOTHING ☐ FINANCIAL  
☐ OTHER: \_\_\_\_\_

INFORMATION FILED: TIME \_\_\_\_\_ DATE \_\_\_\_\_

\*\*\*\*\*

TO FAMILY MEMBERS: \_\_\_\_\_ (NAME, ADDRESS, AND PHONE NUMBER)

FROM GUARD MEMBER: \_\_\_\_\_ (FULL NAME, RANK, & UNIT)

GUARD MEMBER STATUS: \_\_\_\_\_

GM LOCATION: \_\_\_\_\_

GM NEEDS OR CONCERNS: ☐ CLOTHING ☐ PERSONAL ITEMS ☐ MEDICATION  
☐ OTHER (Specify): \_\_\_\_\_

\*\*Transmitted: \_\_\_\_\_ (DATE, TIME, NAME OF RADIO OPERATOR)

\*\*\*\*\*

### RESPONSE INFORMATION

FAMILY/GUARD MEMBER RECEIVED INFORMATION: \_\_\_\_\_ (DATE, & POSSIBLE TIME)

FAMILY/GUARD MEMBER MESSAGE: \_\_\_\_\_

\*\*Transmitted: \_\_\_\_\_ (DATE, TIME, NAME OF RADIO OPERATOR)

MESSAGE RELAYED TO FAMILY: \_\_\_\_\_ (TIME & NAME OF FSG CONTACT PERSON)

ATTACHMENT 5

# SFP VRF PERSONNEL FUNCTIONS

SOP- VING FAMILY SUPPORT CENTER

1 JUNE 1996

## Virgin Islands National Guard Family Support Group

### TAD SHELTER REGISTRATION FORM

Shelter Location: \_\_\_\_\_  
Date and Time of Arrival: \_\_\_\_\_

Family Name: \_\_\_\_\_  
Number of Family Members Registering: \_\_\_\_\_  
Status of Home: \_\_\_\_\_

**Family Location:**

- ☐ at home  
☐ at shelter (which shelter) \_\_\_\_\_  
☐ other location (Please specify) \_\_\_\_\_

Time Submitted \_\_\_\_\_ Response Received \_\_\_\_\_

### ~~FAMILY SUPPORT FORM TO BE RELAYED TO FAMILY SUPPORT CENTER~~

Contact Person: \_\_\_\_\_  
Location: \_\_\_\_\_

To: Guard person (full name, rank and unit) \_\_\_\_\_

FROM: Full Name \_\_\_\_\_  
Family Status: \_\_\_\_\_  
Home Status: \_\_\_\_\_  
Family Location: \_\_\_\_\_  
Family Needs/Concerns: \_\_\_\_\_

**FOLLOW UP VISITS:**

STATUS			
Date	Same	Return Home	RELOCATED(Specify)

# SFP VRF LOGISTICS - Equipment

SOP-VING FAMILY SUPPORT CENTER

1 JUNE 1996

## VING FSC EQUIPMENT LIST FOR ONE FSC

For total amount of equipment needed, multiply by the number of FSCs activated.

EQUIPMENT	QUANTITY
In and Out Baskets	12
Coat Rack with Hangers	1
Safe	1
Typewriters (electric)	1
Photo copy Machine	1
Personal computer w/word processing and data base	1
Personal computer printer	1
Answering machine	5
Telephone	3
Telephone lines	1
Fax machine (or access to)	7
Desk w/chairs	14
Folding chairs for clients	1
VCR for information purposes/monitors	2
Calculators	1
Camera w/proper film	7
Trash Cans	1
First Aid Kit	2
Ash Trays /sand bucket	1
Filing Cabinet/5 drawer	1
Lockable storage cabinet	2
6 foot folding table	1
Beeper	1
840 square foot working office space	6
Cellular phones	4
800 Megahertz Trunking Radios	2
HMMWVs	1
1 1/4 ton truck	

# SFP VRF LOGISTICS – Distribution

SOP-VING FAMILY SUPPORT CENTER

1 JUNE 1996

\_\_\_\_\_  
FAMILY SUPPORT CENTER  
FSC DISTRIBUTION RECORD

DATE	NAME	UNIT/SSN	STATUS	REMARKS

NOTES:

- (1) STATUS - enter NG, USAR, CIV, etc. *Explain in remarks column, if necessary.*  
(2) REMARKS - State type of relief, (i.e., family--3 days; baby items, etc.)

ATTACHMENT 12

# SFP VRF LOGISTICS – Daily Activity

ATTACHMENT 14

FSC DAILY ACTIVITY REPORT												
(SPECIFIC PROBLEM CATEGORIES - TOTAL ACTIONS FROM DEPENDENT DATA, SHELTER REGISTRATION, AND LOCATOR FORMS)												
DAY	PAY	LEGAL	MED	FOOD	CLOTHING	NOTIFY	SHELTER	ASST	EMER	MISC	TOTAL	REMARKS
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
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21												
22												
23												
24												
25												
26												
27												
28												
29												
30												
31												
TOTAL												

## DEFINITION OF COLUMNS:

PAY - Inquiries concerning the soldier's pay.

LEGAL - Inquiries referred to JAG and other Legal sources.

MEDICAL - Health related inquiries to include CHAMPUS, CHAMPVA, FMDP, Medication, etc.

FOOD - Request for emergency food to include Red Cross referrals.

CLOTHING - Request for emergency clothing to include Red Cross referrals.

NOTIFICATION - Request made by FM/GM for status report on spouse or significant other.

SHELTER - Request for emergency shelter to include Red Cross referrals.

ASSISTANCE - Requests for financial assistance.

EMERGENCY - Red Cross Inquiries such as family illness or death.

MISCELLANEOUS - Requests not covered by above (state problem briefly in remarks column).

TOTALS - Total Horizontally and Vertically.

# SFP VRF EXECUTION

- COMMAND.

- Identifies the *CHAIN OF COMMAND* & *CHAIN OF CONCERN* for communication (Tables 3 & 4)
- Identifies key players or relevant individuals and sections
- **PLAYERS INCLUDE:** Task Forces Alpha & Bravo, 285<sup>th</sup> CES, HHD, JOC, G1, SFPD, R&R Command, FSC Supervisor, FSC Staff, Key Support Staff, SMEs, and Volunteers



# **SFP VRF NEEDS - IN SUMMARY**

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- Basic Understanding of the concept that **FORCE READINESS = FAMILY READINESS**
- State Family Program must be included at the forefront
- **Personnel** – R&R, SFP Team, SMEs, Volunteers, etc.
- **Space** – i.e., Office, Distribution Center, Shelter
- **Equipment**
- **Communication Resources** – Commensurate with VING set up (i.e., Hand Held Radios)
- **Command Proactive Support** - Updated Unit Alert Rosters, Telephone Trees, & Databases

# STATEMENT on DoD FAMILIES

- “DoD personnel and their families are *the most valuable resource in support of the national defense.*
- DoD families serve as a force multiplier, contributing to *the readiness and retention of quality personnel.*
- **The goal is a combat-ready force supported by families whose quality of life reflects the high standards and pride of the Nation they defend. That goal may be best achieved by working in partnership with DoD personnel and their families, recognizing their role in the readiness of the Total Force. The support they receive and the success of the global mission are directly related. “**
- Family Policy, DoDI 1342.17

# COMMENTS / QUESTIONS?

