

**U.S. Army Corps of Engineers  
FAMILY READINESS MONTHLY REPORT**

The proponent agency is CEHR-D.  
See instructions on page 2.

1. Month:

2. Year:

3. Location:

The purpose of this report is to capture trends, issues and assistance provided to U.S. Army Corps of Engineers employees and families in order to improve services. The reporting period is from the 1st through the 31st of each month and due by the 10th of the month following the reporting period. In months where the 10th day falls on a holiday or weekend, reports will be submitted on the next business day. Submit completed reports by clicking on the 'Submit by Email' button at the top of the form. Compiled information will be available by the 20th of the month. POC is FamilyReadiness@usace.army.mil

**SECTION 1 - FAMILY CONTACTS OF DEPLOYED MEMBERS**

4. Number of Deployees who have provided family contact information:

5. Number of families contacted during the month:

**SECTION II - DEPLOYMENTS**

6. NUMBER OF DEPLOYEES

d. By Category

a. Total Current Number

b. Over 90 days

c. Under 90 days:

(1) USACE

(2) Schedule A/Other

7. DEPLOYED AND REINTEGRATED

a. Category

b. OCO

c. Disaster Response

d. Other/TDY

(1). Deployed this month in support of

(2). Reintegrated who returned this month in support of

8. Of those deployed over 90 days, the number who received home station pre-deployment information?

9. Of families with deployed members over 90 days, the number who received pre-deployment information?

10. Of those returning, who deployed over 90 days, the number who received reintegration information?

11. Of families with deployed member, over 90 days, the number who received reintegration information?

12. REASONS FOR VARIANCES

a. Variance

b. Unable to make contact

c. Declined Briefing

d. Other  
*(please explain in block e)*

e. Explanation for Other

(1) Between total number deployed (over 90 days) this month and number of employees who received pre-deployment information. (check all that apply).

(2) Between total number employees returning from (over 90 days) deployment and the number who received reintegration information. (check all that apply).

13. Of those who deployed this month, the number who completed ENG Form 6037-E at their home station?

**SECTION III - OTHER ACTIVITIES AND SUPPORT**

14. Enter the number of activities you were involved in during the month:

- a. Welcome Home     
  b. Farewell Event     
  c. Newsletter     
  d. Group Event     
  e. Community Outreach  
 f. Service Request     
  g. Leader Briefing     
  h. Additional Support *(i.e., home station emergency, short deployment, etc.)*

15. List any special issues, comments, and details of employee/family support activities conducted during the month:

## INSTRUCTIONS

### Section I - FAMILY CONTACTS OF DEPLOYED MEMBERS

4. Number of Deployees who have provided family contact information: Enter the number of families of **deployed** members that you have contact information for (phone, email, postal address). Information is most often found on the ENG form 6037.

5. Number of families contacted during the month: Enter the total number of contacts made to families of **these deployed** employees. Contacts can include: email, postal mail, telephone, webinar, meetings, pre or post-deployment briefings, contacts by sponsors or supervisors of the employee, VTC, social media, etc.

### Section II - DEPLOYMENTS

**Note:** HQ USACE Family Readiness currently only requires tracking of deployments in excess of 90 days. Some organizations may choose to track shorter deployments, especially if they anticipate that a deployment may be extended to 90 days or longer. (Section 3 also provides the opportunity for you to report shorter deployments and other types of family readiness support or events.)

Total current number of Deployees: Enter the current total number of employees from your organization that are deployed, as of this month (this includes USACE, Schedule A, other agency, etc.). Then enter just the number of USACE employees who are currently deployed. Next, enter the total of other agency employees (to include schedule A's) who are currently deployed. If tracking USACE employees who are supporting missions outside of USACE (i.e., CEW, military reserve component missions) then capture their numbers under the USACE category.

Deployed- Number who deployed this month: This section looks only at those who deployed during the current month (the month of the report). Enter the number of employees who were in support of OCO, disaster response or other/TDY missions.

Of these employees, enter the number who received home station pre-deployment information or briefings. Of these same employees, enter the number of families who received pre-deployment information or briefings.

Reasons for variance between total number of deployed this month and number of employees who received pre-deployment information and the variance between the number returned this month and who received reintegration information: For those employees and families who reside out of the commuting area or who cannot be given a face-to-face briefing, information can be provided by postal mail, email, telephone, webinar and any other electronic mode. Check all reasons that apply and provide an explanation in the box.

Reintegration- Number who redeployed (returned home) *this* month: This section looks only at those who returned during the current month (the month of the report). Enter the number of employees who were in support of OCO, disaster response or other/TDY missions.

Of these employees, enter the number who received home station post-deployment information or briefings. Of these same employees, enter the number of families who received post-deployment information or briefings.

Reasons for variance: See variance explanation above.

Pre-deployment information/ reintegration information can include: in-person briefings or meetings (preferred method), information sent by email, VTC, postal mail, telephone, webinar, group events, social media etc.

Number who completed the ENG Form 6037-E at home station: Enter the number of deploying employees who either uploaded the form to their Personal Data Sheet (PDS) in ENGLink or who provided you with a copy. (Note: The form should be uploaded to the PDS in ENGLink prior to the employee leaving home station. If the form is saved to the employee's Deployment Information Sheet (PDS), the form will not be available once the tasker/deployment is completed. The ENG form 6037 should always be saved under the PDS tab or page of the employee in order to remain visible in ENGLink.)

### Section III - OTHER ACTIVITIES AND SUPPORT

Enter the number of activities, events and service requests you have been involved with during the month, in support of family readiness. Items can include information tables at organizational events (Group Events), supervisor desk side briefings (Leader Briefing), working within your local community to increase awareness (Community Outreach), providing resources or specific services such as child care, tutoring or referral to Employee Assistance Program (Service Request) and providing deployment information during disaster response missions that are estimated to be less than 90 days (Additional Support).