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Effective 17 December 2024

CEHR

Family Readiness
U.S. Army Corps of Engineers Family Readiness Program

FOR THE COMMANDER:

DAMON A. DELAROSA
COL, EN
Chief of Staff

Purpose. This regulation establishes policy and assigns responsibilities for supporting U.S. Army Corps of Engineers family readiness and the Army Family Action Plan, hereinafter referred to as the U.S. Army Corps of Engineers Family Readiness Program.

Applicability. This policy applies to Soldiers, Civilians, and Families supporting the U.S. Army Corps of Engineers

Distribution Statement. Approved for public release; distribution is unlimited.

Proponent and Exception Authority. The proponent of this regulation is the Directorate of Human Resources. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. Only the proponent of a publication or form may modify it by officially revising or rescinding it.

*This regulation supersedes ER 600-1-54 dated 17 May 2010.

SUMMARY of CHANGE

ER 600-1-54

U.S. Army Corps of Engineers Family Readiness Program

This revision, dated 19 November 2024:

- Updates publication format
- Changes the publication title to U.S. Army Corps of Engineers Family Readiness Program (cover).
- Updates the purpose and establishes the USACE Family Readiness Program
- Adds mission statement.
- Changes policy to general policy.
- Removes definitions of deployment cycle stages underneath policy section.
- Updates to responsibilities.
- Condenses the steps of the deployment cycle to apply them to the family readiness program.
- Changes resources to soldier, civilian, and family readiness services.
- Updates listed family readiness services.
- Removes appendices attached to ER 600-1-54, dated 10 May 2010.

Contents

1. Purpose	1
2. Distribution statement	1
3. References	1
4. Records management (recordkeeping) requirements	1
5. Associated publications	1
6. Mission statement	1
7. General policy.....	1
8. Responsibilities	2
9. U.S. Army Corps of Engineers Family Readiness Program.....	4
10. Soldier, Civilian, and Family Readiness Services.....	7

Appendixes

Appendix A References	9
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Table List

Table 1 AFAP Issue Criteria.....	7
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Glossary of Terms

1. Purpose

This regulation establishes policy and assigns responsibilities for supporting U.S. Army Corps of Engineers family readiness and the Army Family Action Plan, hereinafter referred to as the U.S. Army Corps of Engineers Family Readiness Program.

2. Distribution statement

Approved for public release; distribution is unlimited.

3. References

See Appendix A.

4. Records management (recordkeeping) requirements

The records management requirement for all record numbers, associated forms, and reports required by this publication are addressed in the Army Records Retention Schedule. Detailed information for all related record numbers is located on the USACE Records Management Site <https://usace.dps.mil/sites/INTRA-CIOG6/SitePages/Records-Management.aspx>. If any record numbers, forms, and reports are not current, addressed, and/or published correctly, see DA Pam 25-403 for guidance.

5. Associated publications

This section contains no entries.

6. Mission statement

The mission of the U.S. Army Corps of Engineers (USACE) Family Readiness Program (FRP) is to:

- a.* Promote awareness of the USACE FRP.
- b.* Provide support to employees and their Family before, during, and after a deployment, and during home station emergencies.
- c.* Promote education and participation of family readiness support.
- d.* Implement the Army Family Action Plan (AFAP) in USACE by soliciting for input.
- e.* Facilitate ongoing communications, involvement, and support between USACE, volunteers, and Families.

7. General policy

Requirements outlined in this policy will be completed for extended deployments. Extended deployments are those assignments of 90 days or more consecutively away from home station. Commanders may extend assistance to families during deployments of shorter duration, as is often the case in disaster response missions, if deemed appropriate. It is USACE policy to: Provide Family Readiness services through an FRP at Headquarters and at each Division, District, Field Operating Agency (FOA), and Laboratory.

- a. Provide services to support USACE personnel and its mission.
- b. Make access to services voluntary, except when otherwise required by law, Department of Defense (DoD) regulation, or other Army/USACE policy.

8. Responsibilities

a. Headquarters, U.S. Army Corps of Engineers, and U.S. Army Corps of Engineer Divisions, Districts, Centers, and Field Operating Agencies.

(1) USACE Commanders or other appropriate authorities at all levels will provide an environment that encourages an effective FRP and will, at a minimum:

- (a) Appoint a Family readiness liaison point of contact as an additional duty.
- (b) Maintain a Family Readiness Program to encourage self-sufficiency among its members by providing information, referral assistance, and mutual support.

(2) Family Readiness Coordinators (appointed Family readiness liaisons) will, at minimum:

- (a) Provide for Soldier, Civilian, and Family member awareness of available programs and services.
- (b) Ensure inclusion of single personnel in quality-of-life programs and initiatives.
- (c) Participate in Family Readiness events, whether virtual or in-person, as required.

(d) Provide AFAP support by implementing AFAP policy to ensure an acceptable and consistent delivery of service by soliciting for new quality of life issues annually according to Headquarters, USACE provided suspense dates.

(e) Provide AFAP support by forwarding AFAP issues, following the chain of command, if an issue requires higher headquarters resolution (for example, those issues unable to be resolved at the district level should be forwarded to the Division level and those unable to be resolved at the Division level should be forwarded to Headquarters.)

b. Headquarters, Directorate of Human Resources.

(1) Provide policy, technical assistance, and consultation to support the development and implementation of FRPs and services within the USACE enterprise.

(2) Identify, design, and provide USACE Soldiers, Civilians, and Family members training and awareness support.

(3) Develop training for individuals responsible for FRP execution within USACE.

(4) Provide FRP briefings as required.

(5) Monitor and report Civilian deployment readiness according to Department of the Army reporting requirements using ENG Form 6047 (Family Readiness Monthly Report) provided by the USACE Division Family Readiness Coordinators

c. U.S. Army Corps of Engineers Division Family Readiness Coordinators.

(1) Develop a Family Readiness Plan to provide support and assistance to deploying Soldiers and Civilian employees. The plan may go beyond, but not include less than, the baseline provisions of this regulation.

(2) Provide ENG Form 6047 (Family Readiness Monthly Report) to the Headquarters Family Readiness Coordinator. ENG Form 6047 documents the delivery of FRP services over the course of a single fiscal year according to DODI 1342.22 (Military Family Readiness). This report will:

(a) Be submitted to Headquarters no later than the 10th of each month.

(b) Detail the number of personnel deployed, the number of Families authorized to be contacted, the number of Families contacted during the month, service provided (briefings, referrals, follow-ups, etc.), services most requested, and any issues.

(3) Ensure that all employees, who are deployed to an overseas contingency operation or disaster response mission and whose Families reside in the Division's geographic boundaries, are incorporated into the Family Readiness Plan. This should also include:

(a) Direct hire ("Schedule A") employees.

(b) Employees hired by USACE from other agencies.

(4) Ensure all deployed USACE personnel from any centers or FOAs within the Division or National Capital Region's geographic boundaries are incorporated into the family plan. The exception to this requirement is if the Centers or FOAs that have their own assigned family readiness personnel.

(5) Ensure USACE military personnel deployed to a USACE organization in support of an overseas contingency or emergency response mission are incorporated into the family readiness plan. These individuals are:

(a) Those whose Family resides in the Division's geographic boundaries.

(b) Directly assigned to an overseas contingency or emergency response mission, often immediately following a school assignment.

(c) Are not on temporary duty or temporary change of station orders from another USACE organization. Included in this category are individual mobilization augmentee personnel.

d. U.S. Army Corps of Engineers Soldiers and Civilians

(1) USACE Soldiers and Civilians bear primary responsibility for their own individual readiness and resiliency and that of their Families.

(2) At a minimum, Soldiers and Civilians will:

(a) Keep themselves and their Families informed concerning key USACE personnel information, benefits, and programs.

(b) Support and, where appropriate, encourage their Families to participate in programs, services, and activities that develop, strengthen, and sustain the quality-of-life and well-being of all members of the USACE Family. Examples include attending the Pre-Command Course Spouse Event and/or submitting their AFAP issues to their Family Readiness Coordinator for potential resolution.

9. U.S. Army Corps of Engineers Family Readiness Program.

a. Program Overview. Family readiness is the state of being prepared to effectively navigate the challenges of daily living experienced in the unique context of the U.S. Army Corps of Engineers. A prepared USACE Family understands the challenges they may face, is aware of supportive resources available to them, has the skills needed to function in the face of challenges, and uses those skills and resources to manage challenges. The USACE FRP will be provided through a network of agencies, programs, services, and individuals in a collaborative manner to promote USACE Family readiness. These programs and services may be delivered through face-to-face, telephonic, virtual, or electronic messaging services. The FRP must emphasize family readiness and resilience, including social, health, and community well-being.

(1) The role of the FRP must be incorporated into military, civilian, and family readiness organizational goals that support the recruitment, retention, morale, and operational readiness of USACE.

(2) FRP services may include, but are not limited to, deployment cycle assistance, employee assistance program, sexual violence prevention and response services, and suicide prevention services.

(3) The USACE FRP will help Service members, Civilian members, and Family members with the challenges of daily living experienced in the unique context of military lifestyle.

b. Family Readiness Support – Deployment Cycle. Family assistance and support services will be provided to USACE Soldiers, Civilians, and their families before, during, and after a deployment to enhance cohesion and increase readiness.

(1) Pre-deployment.

(a) Provide support and assistance to the USACE Commander in establishing support for Families.

(b) Provide an initial briefing to Soldiers, Civilians, and their Families that outlines the assistance available upon unit activation and details what the Family members can expect through the deployment cycle.

(c) Ensure all personnel scheduled to deploy complete ENG 6037 (Family Readiness Information Form).

(d) Ensure all personnel and Family members know the Major Subordinate Command 's (MSC) process for personnel accountability and how to update information. The Army Disaster Personnel Accountability and Assessment System (ADPAAS) may be used to update their locations or to request assistance following a natural or man-made disaster. ADPAAS is an official Army tool for personnel accountability of all Soldiers, including Army Reserve and Army National Guard, DA Civilians, and their Family members in the event of a disaster (<https://adpaas.army.mil>).

(2) Deployment.

(a) Provide support and assistance to Families according to this regulation.

(b) Maintain regular contact with Family members of deployed personnel (monthly or bi-monthly), provided the employee has given permission to contact the family. If a condition exists where the Family is in a situation requiring frequent attention, such as a pregnancy, temporary or permanent injury, or having young children, then contact should be tailored to the specific situation.

(c) Coordinate services to assist family members with special needs.

(d) Provide the means to keep channels of communications open between the deployed Soldiers/Civilians and Family members (i.e. Microsoft Teams, social media as appropriate).

(e) Recognize Soldiers' and employees' absences through tangible expressions of support for deployed personnel (i.e., care package campaigns, special occasion cards, etc.).

(f) Compile and maintain statistics on assistance rendered.

(3) Post-deployment.

(a) Provide welcoming events for returning Soldiers and employees and invite family members as appropriate.

(b) At the commander's discretion, offer returning Soldiers/Civilians the opportunity to brief or present to their co-workers non-classified information and experiences regarding their deployment.

(c) Upon return from deployment, solicit feedback from Soldier, Civilian employees, and Family members on satisfaction with level of support during the deployment. Consolidate the results of the survey quarterly and provide feedback to the Headquarters Family Readiness Coordinator.

c. *Army Family Action Plan.* The Army Family Action Plan (AFAP) was established in 1983 as a result of the Chief of Staff, Army 1983 White Paper, "The Army Family." The AFAP Program provides a mechanism for Soldiers, retirees, Department of the Army Civilians, and their Families to identify quality of life concerns to leadership at regular intervals. Issues are selected, assigned to a lead agency for resolution, and an action plan is established to achieve desired change. The issues should be address/corrected at the lowest practical level (for example, the District or MSC. The issues are monitored through a formal resolution process that dictates leadership review, direction, and approval. USACE AFAP Program will be executed by the following:

(1) Army Family Action Plan issue development.

(a) Headquarters will solicit for quality-of-life issues once a year.

(b) MSC, Center, and FOA family readiness coordinators must submit their AFAP issues using the AFAP Submission Form (<https://usace.dps.mil/sites/KMP-HR/SitePages/AFAP.aspx>)

(c) Issues that cannot be resolved at the Headquarters level will be elevated to the Office of the Assistant Chief of Staff for Installation Management (OACSIM) for potential HQDA resolution by the Directorate of Human Resources (CEHR).

(d) Issues must be received by OACSIM annually to be included in the annual AFAP Command Issue Prioritization Groups.

(2) USACE staff vetting process.

(a) CEHR will coordinate elevated issues with USACE staff functional proponents (for example, the Command Surgeon; Military Human Resources; and so forth).

(b) Prior to elevating, CEHR will ensure submitted issues cannot be resolved at Headquarters level.

(3) Criteria for Army Family Action Plan issues.

(a) There is no limit to the number of issues that can be forwarded to the OACSIM for consideration to enter the AFAAP process.

(b) An AFAP issue must meet the criteria in the following table to be submitted:

Table 1

AFAP Issue Criteria

Issue must be a minimum of three sentences but no longer than ten sentences.
Issue must be USACE or Army (within tasking authority) related to resolve. Sister Service specific issues, State's rights, or issues that fall under the purview of other agencies such as the Veterans Affairs are not within tasking authority.
Issue must be limited to one topic.
Issue must identify a specific demographic group impacted.
Issue must have only one recommendation.
Issue must address a measurable end product.
Issue requires a single functional proponent for resolution.
Issue cannot duplicate an existing program, service, policy, or law.

(c) Issues that do not meet criteria will not be submitted to the OACSIM and will be returned to the submitting MSC, Center, or FOA with the reason(s) why the issue did not meet criteria.

(4) All issues will be managed and tracked at all levels of the USACE AFAP Program by the corresponding AFAP point of contact and results are communicated to their constituents following steering committee meetings.

10. Soldier, Civilian, and Family Readiness Services

a. Casualty Management. A casualty is any employee who is lost to the organization by having been declared dead, excused absence-whereabouts unknown, missing, injured or ill. Family readiness coordinators will provide family members with a list of DA or DoD assistance resources/survivor programs as requested.

b. Critical Incident Stress Management. Critical Incident Stress Management (CISM) will provide confidential and discreet peer support in response to stressful work environments or incidents. Local family readiness coordinators will provide Soldiers,

Civilians, and their Families information on how to access the CISM program as requested.

c. Employee Assistance Program. The Employee Assistance Program is a voluntary, confidential program that helps employees (including management) work through various life challenges that may adversely affect job performance, health, and personal well-being. Local family readiness coordinators will provide Soldiers, Civilians, and their Families information on how to access the program as requested.

Appendix A

References

Section I

Required Publications

Unless otherwise indicated, all U.S. Army Corps of Engineers publications are available on the USACE website at <https://publications.usace.army.mil>. Army publications are available on the Army Publishing Directorate website at <https://armypubs.army.mil>. DoD Publications are available on the ESD website at <https://www.esd.whs.mil>.

AR 600-20

Army Command Policy

AR 600-86

Army Disaster Personnel Accountability and Assessment Program

AR 608-1

Army Community Services

AR 638-8

Army Casualty Program

AR 690-11

Department of the Army Expeditionary Civilians

DODI 1315.19

Exceptional Family Member Program

DODI 1342.22

Military Family Readiness

PAM 600-8-101

Personnel Processing Procedures

Section II

Prescribed Forms

ENG 6037

Family Readiness Information Form

ENG 6047

Family Readiness Monthly Report

Glossary of Terms

<u>Term</u>	<u>Definition</u>
ADPAAS	Army Disaster Personnel Accountability and Assessment System
AFAP	Army Family Action Plan
CEHR	Directorate of Human Resources
DoD	Department of Defense
FOA	Field Operating Agency
FRP	Family Readiness Program
MSC	Major Subordinate Command
OACSIM	Office of the Assistant Chief of Staff for Installation Management
USACE	U.S. Army Corps of Engineers

Army Disaster Personnel Accountability and Assessment System

The Army's total force accountability tool to report disaster personnel accountability of affected personnel within an established disaster zone during natural or manmade disasters.

Army Family Action Plan

Program established in 1983 as a result of the Chief of Staff, Army 1983 White Paper, "The Army Family." It is a platform to voice quality-of-life issues, feedback, ideas, and suggestions. The program raises concerns to leadership at regular intervals where issues are selected, assigned to a lead agency for resolution, and an action plan is established to achieve desired change. The issues are monitored through a formal process that dictates leadership review, direction, and approval.

Critical Incident Stress Management

Critical Incident Stress Management provides confidential and discreet peer support in response to stressful work environments or incidents. It is intended to lessen the overall impact of stress and accelerate recovery in people who are having normal reactions to abnormal events, such as work stress.

Deployment Cycle

The time frame that begins when a Soldier or Civilian are notified that they will be deploying to support a specific mission and is separated into three phases: pre-deployment, during deployment, and post-deployment.

Employee Assistance Program

Employee Assistance Program

A voluntary program that offers free and confidential resources and services to employees who have personal and/or work-related problems.

Family Readiness Coordinator (Liaison)

Individual that actively manages, coordinates, and promotes all matters pertaining to Family Readiness, serving as a point of contact for the Family Readiness Program

Family Readiness Program

A program created to help Service members, Civilian members, and Family members with the challenges of daily living experienced in the unique context of military lifestyle.

Proponent

The office responsible for initiating, developing, coordinating, and maintaining a publication or form.

Special needs

A family member with special medical or educational needs who meets the criteria established in DoDI 1315.19 (Exceptional Family Member Program).