



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
LITTLE ROCK DISTRICT, CORPS OF ENGINEERS
POST OFFICE BOX 867
LITTLE ROCK, ARKANSAS 72203-0867
www.swl.usace.mil/

CESWL-DD (608)

11 January 2002

DISTRICT COMMANDER'S POLICY MEMORANDUM NO. 02-08

SUBJECT: Family Assistance Program (FAP) for Deployed Employees

1. **REFERENCES.**

- a. AR 608-1, Army Community Service Center, 31 August 2000.
- b. DA PAM 608-47, A Guide to Establishing Family Support Groups, 16 August 1993.
- c. DA PAM 690-47, DA Civilian Employee Deployment Guide, 1 November 1995.

2. **PURPOSE.** This memorandum outlines policies and procedures and assigns responsibilities for management of the Little Rock District Family Assistance Program.

3. **GENERAL.** The Family Assistance Program is to furnish information, assistance, guidance, and referral to families of soldiers and civilian employees in the event of mobilization and deployment. The Equal Employment Opportunity Office will oversee the FAP.

4. **COMPOSITION AND RESPONSIBILITIES.**

a. Family Assistance Coordinator (FAC). The district Equal Employment Specialist will serve as family assistance coordinator. A public affairs specialist will serve as an assistant/alternate. The FAC monitors family sponsor assignments and provides support to family sponsors as needed.

b. Family Sponsor. The sponsor is an essential source of encouragement for families while employees are deployed. The sponsor will serve as a contact person that will keep family members informed of key information and provide assistance, guidance and referral as needed.

5. **POLICY.**

a. Upon notification of pending deployment, the supervisor will immediately assign a sponsor (volunteer) and have the deploying employee complete a Family Assistance Information Sheet (Enclosure 1). The FAC will maintain a copy of the completed

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information sheet and prepare a letter for the District Commander to sign and send to the family (Enclosure 2).

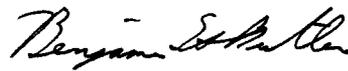
b. The District Commander will send a letter to the family.

c. Sponsors will keep the family informed of current events within the district and provide assistance, guidance, and referral as needed. While the sponsor is the main point of contact (POC) for the family, the district as a whole, must support the family through the sponsor. Pooling all resources together and team work will ensure successful mission accomplishment.

6. POC. Major John O. Brown, ext. 5053.

2 Encls

1. Family Assistance Information Sheet
2. Commander's Letter



BENJAMIN H. BUTLER
Colonel, US Army
Commanding

IF YES, STATE PROBLEM AND ASSISTANCE NEEDED _____

B. FINANCIAL. WHAT ARRANGEMENTS HAVE BEEN MAKE TO PROVIDE FINANCIAL SUPPORT TO SPOUSE/CHILDREN?

CHECK TO BANK (SURE PAY) ___ ALLOTMENT ___ OTHER, SPECIFY _____

C. HOUSING. WILL YOUR FAMILY (SPOUSE/CHILDREN) RELOCATE AS A RESULT OF THIS DEPLOYMENT? YES ___ NO ___

IF YES, RELOCATION ADDRESS: _____
STREET CITY STATE COUNTRY ZIP

PHONE NUMBER W/ AREA CODE: _____

IF NO, ARE THERE ANY CONCERNS ABOUT CURRENT HOUSING SITUATIONS? SPECIFY _____

D. TRANSPORTATION. DOES YOUR SPOUSE/PNOK DRIVE? YES ___ NO ___

WILL TRANSPORTATION BE A PROBLEM DURING YOUR ABSENCE? NO ___ YES ___

EXPLAIN _____

E. LIST ANY OTHER PERTINENT ISSUES WHICH WILL HAVE AN ADVERSE AFFECT ON YOUR DEPLOYMENT: _____

9. FAMILY DOCUMENTS CHECKLIST: DO YOU OR YOUR FAMILY MEMBERS HAVE THE FOLLOWING DOCUMENTS?

ID CARDS (MILITARY ONLY) YES/NO

CURRENT WILL YES/NO

POWER OF ATTORNEY YES/NO

FAMILY CARE PLAN (MILITARY ONLY) YES/NO (SINGLE PARENT, DUAL- MILITARY COUPLES OR PREGNANT SOLDIERS) IF YES, DOES THE FAMILY CARE PROVIDER HAVE INSTALLATION ACCESS LETTER? YES ___ NO ___

10. WOULD YOU LIKE YOUR FAMILY MEMBER TO BE CONTACTED BY THE LITTLE ROCK DISTRICT? YES ___ NO ___

SIGNATURE: _____ DATE: _____



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Date

Public Affairs Office

Mrs./Mr. _____
#82 Hill Loop
Conway, Arkansas 72032

Dear Mrs./Mr. _____:

Thank you for your support to deployee's first name and the Army Corps of Engineers in this necessary time of separation while deployee's first name is deployed in support of the Army.

The job deployee's first name will be doing for the Army is very important and knowing he/she has the support from you, child name and child name is important. Equally important is the fact that the rest of the Little Rock District is here to assist you whenever you need us.

Mr./Mrs. _____ has asked to be the chief sponsor for you while deployee's first name is gone. _____ has agreed to be _____'s backup. Both say you are free to call them at any time if you need help. I am listing their telephone numbers and addresses on a separate sheet of paper for you to keep handy in case you need to contact us for help.

I have asked our Public Affairs Office to add you to the mailing list for our internal newsletter, the LRDispatch. This can help you keep up with what is going on in the district while deployee's first name is away. You can also log onto our web site at www.swl.usace.army.mil/thewire if you so choose.

Again, thank you for your support to the Army and to deployee's first name as he/she does this important job away from you and your son(s) and/or daughter(s).

Sincerely,

Benjamin H. Butler
Colonel, US Army
District Engineer

Enclosure 2