

OPERATION READY

Smart Book



U.S. ARMY

Second Edition, 2007

**OPERATION
READY**

Resources for Educating About Deployment and You



GETTING PREPARED, STAYING PREPARED

ACKNOWLEDGEMENTS

Second Edition, Revised 2007.

This guide was prepared for the U.S. Army Family and Morale, Welfare and Recreation Command (FMWRC) by Deborah Mancini, a consultant, under Texas A & M University, Cooperative State Research Education Extension Service (CSREES), Grant No. 2004-48211-03128, edited by FMWRC staff.

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MATERIALS MAY BE REPRODUCED FOR DEPARTMENT OF ARMY USE.

OPREADY SMART BOOK CONTENTS

The titles below are links. Please click on the title to access the document.

[Note: This material remains the same as Edition 1, Revised 2006, with the exception of the revised AR-600-8-1, Army Casualty Program (28 Feb 2007).]

Army Community Service/Family Programs

[Army Family Program Contact Information](#)

[Coping with Stress Fact Sheet](#)

[Family Assistance Information Sheet – ACS](#)

[Helping a Distressed Person](#)

[Soldier and Family Problem-Solving Guide](#)

Family Readiness Groups

[Army Family Program Contact Information](#)

[Army Volunteer Corps Bill of Rights and Responsibilities](#)

[Coping with Stress Fact Sheet](#)

[Department of the Army \(DA\) Form 2793, Volunteer Form \(Adult Volunteers\)](#)

[Department of the Army \(DA\) Form 5671, Parent Permission Form \(Youth Volunteers\)](#)

[Family Assistance Information Sheets](#)

[Family Member Emergency Survey](#)

[FRG Checking Account Authorization Letter \(Sample\)](#)

[FRG Phone Tree Log](#)

[FRG Leader Checklist](#)

[FRG Volunteer Position Descriptions](#)

[Frequently Asked Questions – Army Guide To FRG Operations](#)

[Helping a Distressed Person](#)

[Soldier and Family Problem-Solving Guide](#)

[Standard Form \(SF\) 1034 – Public Voucher for Purchases and Services](#)

[Standard Form \(SF\) 1164 – Claim for Reimbursement for Expenditures on Official Business](#)

Standard Operating Procedures (SOP) – FRG Budget

Standard Operating Procedures (SOP) – FRG Informal Fund

Standard Operating Procedures (SOP) – FRG Newsletter

Standard Operating Procedures (SOP) – Virtual Family Readiness Group (vFRG) (SOP – Virtual FRG)

Key Callers

Key Caller Contact Forms

Key Caller Notebook

Key Caller Phone Tree Roster

Key Caller Problem Resolution Form

Regulations

Army Publication References

Army Regulation 600-8-1, Army Casualty Program (28 February 2007)

Letter of Instruction (LOI) - Family Readiness Group (FRG) Supplemental Mission Activity

National Guard Regulation 600.12, Family Programs (NG Regulation 600.12)

Army Regulation 608-1, Army Community Service Center

US Army Reserve Regulation 608-1, Family Programs (USAR Regulation 608-1)

Trauma In The Unit

[Note: This material was added to the Smart Book June, 2007.]

The titles below are links. Please click on the title to access the document.

Care Team Forms

[These forms are the same as in the Care Team Handbook. They are provided here for the purpose of easily reproducing individual forms.]

[Important Phone Numbers](#)

[Numbers For Care Teams](#)

[Telephone Messages](#)

[Notification Log](#)

[Visitor Log](#)

[Gifts And Meals](#)

[Grocery List](#)

[Visiting Family And Friends Travel Information](#)

[Children's Schedule](#)

[Medicine Schedule](#)

[Questions For Casualty Assistance Officer](#)

[Questions For Rear Detachment Commander](#)

Research Summaries

[Factors That Influence Soldier Recovery From Combat Deployment](#)

[Factors That Influence Spouses' Reactions To Combat Deployment](#)

Trauma Resources For Families

[This is a list identifying key organizations, web sites and literature in different topic areas for assisting families.]

Trauma Resources For Leadership

[This is a list of sources for additional trauma related information.]

Trauma In The Unit, Cont.

Handouts For Families

Care Team Tip Card

Combat Stress Tip Card

Coping With Stress Fact Sheet

Information On Helping Family Members Cope With The Impact Of War *[Forthcoming. This handout is not yet available].*

Information On The Family Assistance Center *[Forthcoming. This handout is not yet available].*

Understanding Children's Grief Reactions And Tips On Helping Children Cope With Grief *[Forthcoming. This handout is not yet available].*

Understanding Children's Reactions To Injury And Tips On Helping Children Cope With Severe Injury *[Forthcoming. This handout is not yet available].*

Understanding Grief Reactions And Tips For Spouses On Coping With Grief

Understanding Soldier And Family's Reactions To Injury And Tips On Coping With Severe Injury

What Families Can Do To Prepare For Deployments And Emergencies *[Forthcoming. This handout is not yet available].*

Handouts For Leadership And Other Individuals Providing Family Support

General Tips On Helping Families And Children With Deployments And Traumatic Events *[Forthcoming. This handout is not yet available].*

Information Sheet On Soldier's Reactions To Combat

Tips On Dealing With Grieving Individuals

Tips On How To Work With Families When Unit Trauma Occurs

Warning Signs Individuals Need Help