



TO: THE ADJUTANT GENERAL
Hawaii National Guard
State of Hawaii – Department of Defense
3949 Diamond Head Road, Bldg. 306
Honolulu, HI 96816-4495

FROM: _____ (Commander) _____ (Email Address)
_____ (Unit Designation) _____ (UIC)
_____ (Address)

CHARTER NAME

Request Charter to be issued in this name

1. This organization, along with several of its interested family members, desires to form a Family Readiness Group (FRG).

2. The First Sergeant is:

Rank/Name: _____ Phone: (Primary): _____
Unit Address: _____ (Secondary): _____
E-mail: _____

3. The Appointed Military Point of Contact (MPOC):

Rank/Name : _____ Phone: (Primary): _____
Unit Address: _____ (Secondary): _____
E-mail: _____

Appointed IAW Reference: AR 600-20, CH 5-10

Note: * Requirement to Charter FRG, ** Requirement to establish FRG Informal Funds

4. The Family Readiness Group (FRG) *Key Leader:

Name: _____ Phone: (Primary): _____
Address: _____ (Secondary): _____
E-mail: _____

6. The ** Appointed FRG Key Treasurer:

Name: _____ Phone: (Primary): _____
Address: _____ (Secondary): _____
E-mail: _____

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7. The ** Appointed FRG Alternate Key Treasurer:
Name: _____ Phone: (Primary): _____
Address: _____ (Secondary): _____
E-mail: _____

Appointed IAW Reference: AR 600-20, para 4-21; AR 608-1, Appendix J, para J-7; Air, Army and and National guard Bureau Funding Guidance FY09.

8. The FRG Key Secretary:
Name: _____ Phone: (Primary): _____
Address: _____ (Secondary): _____
E-mail: _____

9. The FRG Key Phone Caller:
Name: _____ Phone: (Primary): _____
Address: _____ (Secondary): _____
E-mail: _____

10. The following basic administrative support is available to support FRG activities in accordance with AR 608-1, Appendix J (19 September 2007):

- Expendable office supplies
- Computer Access
- Copier Access
- Telephone Access
- Dedicated office or desk space
- Official mail as deemed necessary (IAW DA Pamphlet 608-47, and DOD 4525.8M)
- Training aid support (ex: audio-visual equipment)

11. In consideration of the above arrangements, the FRG Key Volunteers shall:

- Complete Volunteer Agreement Form DD2793, Volunteer Service Record DA Form 4162.
- Parental Permission DA Form 5671 (if applicable).
- Maintain Volunteer Hours Log on www.jointservicesupport.org.
- Attend training as required by State Family Program Office.

12. Charter to be effective for two years from date of issue (TAG signature) and will be updated upon appointment of new Commander or Key Leader.

13. Memo submitted to FRSA and FRG binder when changes to any Key Volunteer or Charter.

Required Signatures:

(Commander's Signature - date)

(1SG Signature)

(MPOC Signature)

(Key Volunteer Leader Signature)