



PERSONNEL AND
READINESS

OFFICE OF THE UNDER SECRETARY OF DEFENSE
4000 DEFENSE PENTAGON
WASHINGTON, D.C. 20301-4000

ACTION MEMO

FOR: CLIFFORD L. STANLEY, UNDER SECRETARY OF DEFENSE (PERSONNEL AND READINESS)

FROM: Robert L. Gordon III, Deputy Under Secretary of Defense (Military Community and Family Policy) GORDON.ROBERT.LEE.
III.1153459211

Digitally signed by GORDON.ROBERT.LEE.III.1153459211
DN: cn=US, ou=U.S. Government, ou=DoD, ou=PKI, ou=OSD,
cn=GORDON.ROBERT.LEE.III.1153459211
Date: 2010.12.23 16:49:43 -0500

SUBJECT: Military Family Readiness Council (MFRC) Meeting Minutes

- The minutes for the December 14 MFRC meeting are provided at TAB A for your signature. The summary of the November 16 meeting is also provided as an addendum.
- As requested, cover letters and a cover memo addressed to Council members are attached at TAB B for your signature.
- We did have a Council member quorum for the December 14th, 2010 meeting and we were able to meet the primary objective of the meeting to vote to retire 2009 Council recommendations and establish new priority areas for 2011.
- Next meeting of the Council will be February 23, 2011 at 1000 in Pentagon Conference Center, Room B6.

RECOMMENDATION: Under Secretary of Defense (Personnel and Readiness) approve and sign the minutes at TAB A, and sign cover memoranda at TAB B.

COORDINATION: TAB C

Attachments:
As stated

Prepared by: Dr. Cathann Kress, DF0, 703-693-8307, cathann.kress@osd.mil

Summary of the DoD Military Family Readiness Council December Meeting Minutes

Background:

- The DoD Military Family Readiness Council met on December 14, 2010.
- Under Section 10(c) of the Federal Advisory Committee Act (FACA), detailed minutes of each meeting of each advisory committee shall be kept and shall contain a record of the persons present, a complete and accurate description of matters discussed and conclusions reached, and copies of all reports received, issued, or approved by the advisory committee. Detailed minutes follow this summary.
- The Council is required to meet twice per calendar year. Due to administrative complications, this was the first meeting of the Council for calendar year 2010. The meeting on November 16, 2010 did not meet a quorum; however a summary of that discussion is included as an addendum to the December minutes.

Discussion:

- For the December meeting, twelve of fourteen Council members were present. In accordance with provisions of Public Law 92-463, the meeting was open to the public.
- The meeting was called to order by Council Chair, Dr. Clifford L. Stanley, Under Secretary of Defense (Personnel & Readiness). Dr. Cathann Kress, Designated Federal Officer, reviewed rules and regulations governing Federal Advisory committees.
- The Council affirmed a by-laws change to function on a fiscal rather than calendar year.
- The Council retired 2009 Council recommendations.
- At the request of Chairman Stanley, Mr. Robert L. Gordon III, Deputy Under Secretary of Defense (Military Community and Family Policy) led the discussion on priority issues submitted by Council members in November. These priorities will focus the Council's efforts in the future. After much discussion, Council affirmed the following priority issues to guide the Council in the coming year:
 1. IPTs Issues;
 2. EFMP;
 3. BOG/Dwell Time; and
 4. Disability Evaluation System (DES).
- Council was informed an interim congressional report will be filed by February 01, 2011.
- Next meeting will be February 23 at 1000 in Pentagon Conference Center, Room B6.

January 05, 2011
OFP/CY (703) 693-8307
Dr. Cathann Kress, DFO

Military Family Readiness Council Meeting Minutes
The Pentagon Conference Center, Room B1
December 14, 2010
2:00 p.m. to 3:00 p.m.

Council members present:

Dr. Clifford L. Stanley, Under Secretary of Defense (Personnel & Readiness)
GEN Peter Chiarelli, Vice Chief of Staff, U. S. Army
ADM Jonathan Greenert, Vice Chief of Naval Operations
Gen Carroll "Howie" Chandler, Air Force Vice Chief of Staff
SgtMajMC Carlton Kent, Sergeant Major of the Marine Corps
MCPON Rick West, Master Chief Petty Officer of the Navy
CMSAF James Roy, Chief Master Sergeant of Air Force
LtGen John F. Kelly, Commander, Marine Forces Reserve
MG Raymond Carpenter, Acting Director, Army National Guard
Ms. Kelly Hruska, Government Relations Deputy Director, National Military Family Association
RADM (ret) S. Frank Gallo, National Executive Director, Armed Services YMCA of the USA
Ms. Bonnie Carroll, Chairman and Founder, Tragedy Assistance Program for Survivors

Council members absent:

General Joseph Dunford, Assistant Commandant of the Marine Corps
Sergeant Major Kenneth Preston, Sergeant Major of the Army

Military Community & Family Policy members present:

Mr. Robert L. Gordon III, Deputy Under Secretary of Defense (Military Community and Family Policy)
Dr. Cathann Kress, Designated Federal Officer, Office of Family Policy (ODUSD/MC&FP)

Advisors present:

Ms. Janis White, Acting Principal Director, Military Community & Family Policy
Ms. Pam Mitchell, Office of Deputy Under Secretary of Defense (Military Personnel Policy)
BG Walter Golden, Joint Staff, Director, J1
Mr. Ronald Young, Director, Family & Employer Programs & Policy, Office of Assistant Secretary of Defense, Reserve Affairs
Dr. George Peach Taylor, Performing the Duties of Assistant Secretary Of Defense (Health Affairs)
Mr. John Campbell, Deputy Under Secretary of Defense (Wounded Warrior Care and Transition Policy)
Mr. Gregory Jacobik, Office of Assistant Secretary of Defense (Reserve Affairs)

In accordance with the provisions of Public Law 92-463, the meeting was open to the public.

1. Welcome, Council Membership, Meeting Guidance, and Council Requirements

The meeting was called to order by Council Chair, Dr. Clifford L. Stanley, Under Secretary of Defense (Personnel & Readiness). Dr. Cathann Kress, Designated Federal Officer, reviewed rules and regulations governing Federal Advisory Committees.

Dr. Clifford Stanley's opening remarks included that Congress created this Council to monitor and assess family programs. Council activities may need to be modified if necessary. The Council needs to support families in a broad sense, including extended families and family support structures such as religious institutions and fellow military personnel.

Dr. Cathann Kress, Designated Federal Officer, reviewed Council meeting guidance and requirements. This meeting's agenda included issues on which members will vote. Only appointed members may vote. Designees may speak when presenting a statement from the member they are representing but cannot participate in deliberations or voting. In order to vote, a Council member must bring the motion. All votes will be taken by "show of hands." First, the affirmative answer "aye," and raise the right hand; then the negative answer "no," and raise the right hand; then indication of any abstentions.

Advisors cannot raise points, but can respond if called upon. All Council business is open to the public. Any discussions, email conversations, or other correspondence related to the Council should be copied to Dr. Kress to include as part of the public record. The Council is required to convene at least twice per year. In November, the Council had only seven members attending, which is not a quorum and so did not meet the requirement for an official meeting. As a result, the December meeting is the first of two required meetings and the Council will be scheduled for another meeting in February.

2. By-Laws Change

Dr. Kress reported a change to Council by-laws from functioning within a calendar year to a fiscal year. This change will make the Council more congruent with budgeting cycles, and allow a more realistic time period between close of Council business and the deadline for the congressional report on 1 February. This change does not address those issues for this year; as a result the Council will submit an interim report in February 2011.

GEN Peter Chiarelli, USA made a motion to affirm the by-laws change.

Vote to affirm by-laws change: All 12 members voted "aye."

Motion passed to affirm by-laws change to function on fiscal rather than calendar year.

3. Status of 2009 Council Recommendations

At the request of Chairman Stanley, Mr. Robert Gordon, Deputy Under Secretary of Defense (Military Community and Family Policy), led the discussion to retire recommendations made by the Council in 2009 and monitored in 2010. Council made recommendations for programs which were wide-ranging from metrics to social networking and review of programs. DoD has taken action on all nine and provided a status report in August 2010 and will continue efforts in these areas. ADM John Greenert asked what continuing those efforts meant. Mr. Gordon replied the recommendations will receive sustained attention as part of a programmatic initiative, where others have been recommended to units with the issue as their major focus.

ADM Greenert, USN made a motion to retire the recommendations from the Council.

Vote to retire the recommendations: All 12 members voted "aye."

Motion passed to retire the recommendations made by the Council in 2009 which served as the focus for 2010.

4. Top Priority Issues from Council Members

At the request of Chairman Stanley, Mr. Gordon led the discussion on priority issues submitted by Council members in November. These priorities will focus the Council's efforts in the future.

There are four common themes summarized from Council work in November:

1. Monitor appropriate measures developed to assess the effectiveness of programs in order to keep priority programs.
2. Promising practices. Monitor and assess shared promising practices among the Services and OSD. Monitor other committees/Councils to ensure priorities/objectives are aligned.
3. EFMP program. Assess the issues surrounding Exceptional Family Member Programs.
4. Strategic communications regarding the Chairman's meeting. Monitor and assess strategic communications.

Mr. Gordon asked the Council how they want to define these issues, and how often the Council should consider these issues.

There was considerable discussion regarding how to define, monitor, and assess these issues. Members raised the issue of fiscal realities and whether the Council should identify best practices or core programs which could be institutionalized by the Department. Members were also concerned about how the Council could effectively work with other initiatives with similar purposes such as the Chairman's Integrated Process Teams (IPT).

Chairman Stanley asked BG Walter Golden, Joint Staff (J1), to explain the main issue areas of the Chairman's IPTs. The five focus areas, each with a corresponding IPT, closely mirror the same focus areas of the NSS-lead Inter-agency Policy Committee (IPC), with the exception of the last one on Strategic Communications:

1. Spouse employment and empowerment;
2. Educational development and excellence;
3. Childcare;
4. Healthcare; and
5. Strategic Communication.

Integration Process Teams (IPTs) develop action plans to address those issues to develop metrics to track progress monthly.

Members discussed how the IPTs' issue areas might be coordinated with Council efforts and expressed concern about some areas which were not on the IPTs' list, such as Wounded Warrior care and the Exceptional Family Member Program (EFMP).

Members reconsidered identification of best practices or core programs. GEN Chiarelli commented that he considers the Military Family Life Consultant (MFLC) program to be a number one program. The program has been funded by OSD and has more impact on soldiers and families than any other program. He also cited the Strong Bonds program (unit-based, chaplain-led program to increase individual's readiness through relationship and skills training).

Members raised questions if subcommittees could be created to address some of this work. Mr. Gordon requested clarification from Dr. Kress. Dr. Kress clarified that subcommittees could be created but their recommendations would also need to be presented to the Council and then made part of the public record.

Members continued discussion regarding the role of Council and articulation of priority issues to focus the work of the Council, rather than grappling with such broad, complex issues. GEN Chiarelli suggested each member bring a listing of his or her priority programs to the February meeting. Other members voiced agreement.

Mr. Gordon asked if members were ready to affirm the identified themes as priority issues. Ms. Hruska made a motion to call the vote on affirming the priority issues. Members discussed that affirming these issues makes a statement, but that members are still unclear regarding Council's role and what action would need to be taken.

Mr. Gordon clarified that EFMP needs to establish an advisory panel to address issues. He asked if this Council could create a subcommittee in lieu of an independent panel to serve as an advisory body on issues related to EFMP.

Members discussed how Council could articulate the issues with more clarity and how to coordinate with other groups. Ms. Hruska wondered if an overview of the IPCs' issues from Col Harasimowicz [Michael Harasimowicz, Director, Homeland Defense, National Security Staff] would be useful.

A discussion followed on the issue of dwell-time as one of the most significant issues and what happens in two years when we go down in force structure.

Mr. Gordon suggested that it appears the issues Council members have identified to this point are too broad and not hitting the issues members are most concerned about.

Members discussed the pros and cons of broad issues with identified focus, or more specific issues. They also discussed creating a framework to guide Council's work. The framework should articulate how the Council and its work are unique from the other entities, such as the congressional mandates connected to the Council. In order to proceed, members decided to call the vote on the priority issues and then make recommendations following the vote.

Ms. Hruska made the motion to affirm the priority issues as submitted to the Council. Vote to affirm the priority issues as written: No members voted "aye," 10 members voted "no," and there were two abstentions. Motion failed to affirm the priority issues as written.

CMSAF Roy recommended that the Council align to the Chairman's priorities. The Chairman's priorities also align to the WH IPCs. Discussion followed addressing whether Wounded Warrior care is woven throughout. Council agreed it was.

Gen Chandler asked if EFMP was also woven in. ADM Greenert proposed to consider it as a separate subcommittee/issue. Mr. Gordon asked the Council members if they wanted to consider EFMP as a separate issue. He also asked for a motion to affirm the adoption of the new common themes aligned with the Chairman's IPTs' five issue areas. ADM Greenert commented that an EFMP subcommittee would be fine, but it should be another issue as well. Discussion about how many issues were being identified. Mr. Gordon responded that the IPT issues would be one theme with 5 sub-areas; the second issue would be EFMP.

As a point of order, Dr. Kress suggested considering the next set of issues which were recommended from DACOWITS. In refocusing its priorities, DACOWITS asked that this Council take up issues with wounded warrior care. Three priority issues were forwarded which should be added to discussion about the issues.

There was a brief discussion about how many themes should be included as Council priority issues. Mr. Gordon summarized that there were currently two issues – Chairman's IPT issue areas and EFMP. Mr. Gordon also asked if Committee members would like to elevate one of the three priorities recommended from DACOWITS.

Members again discussed how broad the issues were and questioned how the Council would address them. Several expressed a desire to focus the Council's work and not take on such broad topics. Dr. Stanley clarified that while many of the issues were broad, the Council could define what part of the broader issue it wanted to define- such as under medical issues or spouse employment. Mr. Gordon summarized the priority issues under consideration:

1. IPTs Issues;
2. EFMP;
3. BOG/Dwell Time; and
4. Disability Evaluation System (DES).

ADM Greenert, moved to affirm the priority issues as written.

Vote to affirm the priority issues: All 12 members voted "aye."

Motion passed to affirm the priority issues as written.

Dr. Kress stated that the other votes on the agenda were no longer necessary as they were addressed through this vote.

5. Next Meeting

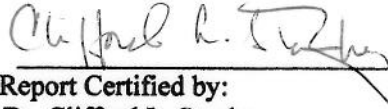
- Office of Deputy Under Secretary of Defense for Military Community and Family Policy will file an interim report for the Council by 1 February.
- The Council's next meeting will be 10:00 a.m. February 23rd, 2011 in Pentagon Conference Center, B6.

Meeting adjourned at 3:00 p.m.

I hereby certify that, to the best of my knowledge, the foregoing minutes are accurate and complete.



Report Submitted by:
Dr. Cathann Kress
DFO, Military Family Readiness Council



Report Certified by:
Dr. Clifford L. Stanley
Chair, Military Family Readiness Council

These minutes will be formally considered by the Council at its next meeting, and any corrections or notations will be incorporated in the minutes of that meeting.
Addendum with summary from November discussion is attached.

ADDENDUM:
Military Family Readiness Council Discussion Summary
The Pentagon Conference Center, Room B1

November 16, 2010
11:00 to 12:00 p.m.

1. Welcome, Council Membership, and Guidance

The Council's Chairman, Dr. Clifford L. Stanley, Under Secretary of Defense (Personnel & Readiness), opened the meeting. CDR Quinn Skinner USN, Alternate Designated Federal Officer, then reviewed rules and regulations governing Federal Advisory Committees.

The council is composed of 14 members representing each of the military Services, two representatives each, SEAs and VCs and three members from military family support organizations. There are two new members representing the Reserve component this year, one representative from the Army National Guard and one representative from the Marine Corps Reserve. A majority of members did not attend in November, so a quorum was not met.

1. 2009 Council Recommendations

Dr. Stanley expressed concern over nine recommendations made in Fiscal Year (FY) 2009, which he thought were rather specific and programmatic, not strategic. He reminded Council members of the Council's three primary objectives as specified in the Charter:

1. Review and make recommendations to the Secretary of Defense regarding policy and plans;
2. Monitor requirements for the support of military family readiness by the Department of Defense (DoD); and
3. Evaluate and assess the effectiveness of the military family readiness program and activities of DoD.

Dr. Stanley shared his view that the Council must be more deliberate in following up on the recommendations made. In the December meeting, principals will need to attend the meeting to vote to retire FY2009 recommendations and select new ones for 2011 from priorities raised by and agreed upon by members.

1. Vision of the Council

Dr. Stanley proposed legislative changes to membership, stating that it is vital to add family members and a Wounded Warrior/or a family member of a Wounded Warrior representative. Dr. Stanley also encouraged the Council to reduce the number of recommendations to ensure a focused and achievable effort on strategic level priority issues.

1. Top Priority Issues from Council Members

The meeting was then turned over to Mr. Robert L. Gordon III, Deputy Under Secretary for Military Community and Family Policy. Mr. Gordon facilitated discussion on the following top priority issues submitted by Council members:

- Psychological Health & Well-Being
- Child and Youth
- Support to families with special needs members
- Family Readiness program evaluation

Review and improve transition assistance
Continuation of service member and family support post hostilities
Services pay for family attendance at Unit Memorials in honor of deceased service members
Community Capacity Building

Mr. Gordon opened the floor to members to discuss getting the list of priority issues to two to three items on which the Council can focus. Below is the summary of the discussion:

Ms. Kelly Hruska, National Military Family Association, asked how the Council could effectively work with ongoing initiatives, such as the Chairman's meeting/Integration Process Teams (IPT) and the Inter-agency Policy Committee (IPC), which are relevant to family readiness. She was concerned that there was no mechanism to ensure the work of each was fully coordinated with the work of the others.

Dr. Stanley responded to Ms. Hruska's question by stating that ADM Mullen stepped into the area of family issues, which had a leadership void in the P&R portfolio, to identify family support issues and take appropriate action. Dr. Stanley expressed his confidence in ADM Mullen's efforts were in concert with the Council's objectives and emphasized that we should look to use all available resources to support military families.

Ms. Hruska further expressed her concern that the Chairman's meetings and IPTs are not congressionally mandated like this Council. Dr. Stanley briefly explained the difference between the Chairman's meeting and the Council. Chairman's meeting works on five issue directives, such as Strategic Communication, to create/facilitate programmatic efforts. This Council's mandate is to review, monitor, and evaluate.

Brigadier General (BG) Walter Golden, Office of Joint Chiefs of Staff (J1) further explained the purpose of the Chairman's meeting. The intent of the Chairman's meeting is to achieve tangible results in select family support program areas. The Chairman's meeting tries to integrate priorities identified by the Services, the IPC and the MFRC. The five focus areas, each with a corresponding IPT, closely mirror the same focus areas of the NSS-lead IPC: Strategic Communication, spouse employment, education, childcare, and healthcare. The IPTs have an assigned Service lead and have Service, OSD and other representation. Each IPT is in the process of developing action plans with associated metrics and milestones. The IPTs provide progress reports during monthly meetings.

Mr. Charles Milam, Director of Air Force Services, Headquarters USAF, presented three top priority issues of the Air Force: Exceptional Family Member Program (EFMP), family resiliency, and school/childcare issues.

Lieutenant General (LTG) Rick Lynch, Commanding General, Installation Management Command and Assistant Chief of Staff for Installation Management, presented the Army's three top priority issues. Of the 52 open issues in the Army Family Action Programs, the three priority categories are EFMP, Survivor outreach program, and spouse employment in time of transition. EFMP includes respite care, system navigations.

Mrs. Sheryl Murray, Assistant Deputy Commandant, USMC Manpower & Reserve Affairs, presented the USMC three top priority family support issues: family readiness program evaluation; behavioral health and psychological well-being; and transition assistance.

Admiral (ADM) John Greenert, Vice Chief of Naval Operations, Vice Chief of Naval Operations, wanted the Council to pursue a clear definition of family readiness. He wondered how we can institutionalize family readiness programs and identify and properly resource those programs that are enduring. He stated for some programs, year to year funding is a concern. He would like further discuss how OSD and the Services will establish truly enduring programs.

Lieutenant General (Lt Gen) John Kelly, Commander, Marine Forces Reserve, briefly discussed expectations of Reserve families pertaining to continuing commitment of the Reserve component in the current/future conflicts. Lt Gen Kelly also discussed frustration in the defense community on how to solve family related issues. The House Armed Services Committee and the Senate Armed Services Committee cannot solve problems Service members and families are facing alone because these issues fall under the jurisdiction of other committees.

Brigadier General (BG) Kenneth Roberts, Special Assistant to the Director, Army National Guard, identified the provision of psychological health services throughout CONUS and the four territories to Service members and their families as a priority challenge. He noted that community capacity building to enhance ability to provide services within communities must be a high priority.

Mrs. Casey, spouse of the Chief of Staff of the Army, made several points to the Council: 1) psychological health/well-being is a key issue that requires effective programs now; 2) DoD must be careful about managing family expectations, especially in cases where demand will always exceed supply (i.e. childcare); 3) the Army has invested time/resources to reevaluate the existing programs and found many are not being utilized; and 4) in terms of Joint Basing, standards of practices should be consistent.

LTG Lynch discussed the need for a holistic review of all the existing programs, stating the need for a gap analysis of Army family programs. LTG Lynch pointed out that some programs have outlived usefulness and some have redundancies. He made the point that Land Grant universities are willing to support military families and wondered how the money invested for research is leading to our ability to better support military families.

Ms. Hruska said that NMFA is concerned that there may be plans to draw-down families programs to match the draw-down in our deployed forces (war is over, troops are coming home, and family programs aren't needed). She emphasized the critical importance of continuing family support post-war. She also pointed out that for many of these support programs to be effective, they must tap into the community and build community capacity. Best practices must also be shared between the Services and OSD. Lastly, she offered that Joint Basing family support programs should be purple to the greatest extent possible.

Ms. Bonnie Carroll, Tragedy Assistance Program for Survivors (TAPS), stated that community-based family programs are important and connecting geographically dispersed families with available programs is the key to success.

Mr. Gordon concluded the discussion with a brief summary. Key themes included psychological health care, EFMP, continuation of family programs in post-war, expectation management of family support program, consolidation of family support program management on joint bases, and taking a holistic view of the family support programs.

1. Strategic Action items

Mr. Gordon then transitioned the discussion to strategic action items. It was agreed that the Council will finalize 2011 top priority issues and identify the actionable items at the next meeting. DoD Strategic Action Items will be reviewed during next meeting. These strategic action items were synthesized from the recommendations which emerged in last year's National Leadership Summit on Military Families.

Defense Department Advisory Committee on Women in the Services (DACOWITS): The DACOWITS report has 36 recommendations regarding families of Wounded Warriors. The Wounded Warrior Care and Transition Policy (WWCTP) deputate in the OUSD(P&R) was tasked to identify two or three priority issues from these recommendations for the Council's consideration at the next meeting.

EFMP: MC&FP recommended advisory functions of the current "DoD Advisory Panel on Early Intervention, Special Education and Related Services" and the potential "Advisory Panel on Community Support for Military Families with Special Needs" listed in pending legislation be subsumed by the Council.

1. Next year's priority issues & next meeting.

Dr. Stanley remarked that it is important to institutionalize long-term, sustainable family support programs. Family support should not be redundant, which can be avoided by communicating with each other and the supporting communities. The objectives of the Council need to be clearly defined to help the Council to remain focused and capable of accomplishing something meaningful.

Ms. Murray stated that due to priority placed upon improving mental health programs for families, the Council should be closely aligned with the work of the Senior Oversight Committee on Wounded, Ill, and Injured.

Dr. Stanley commented that flexibility is important, mentioning that reviewing, monitoring, and evaluating are the main objectives of this Council. He noted that our environment is not static; therefore, the Council must be capable of making adjustments where needed to ensure its ability to identify and assess new challenges as needed throughout the next year.

The discussion concluded with Dr. Stanley thanking the Council members for their attendance. CDR Skinner reminded the members that if they exchange e-mails regarding the Council's recommendations and/or other items, they must cc Dr. Stanley and Dr. Cathann Kress, the MFRC Designated Federal Officer (DFO), as these electronic messages become part of the Council's

deliberations for the public record. The Council will continue to gather Council input in preparation for the December meeting, which is scheduled for Tuesday, December 14, 1400-1500, in the Pentagon Conference Center. Council members will vote to retire FY09 recommendations.

Meeting adjourned at 1150.

Report Submitted by:

Dr. Cathann Kress

DFO, Military Family Readiness Council



Report Certified by:

Dr. Clifford L. Stanley

Chair, Military Family Readiness Council

Members Present:

Dr. Clifford Stanley, Under Secretary of Defense (Personnel and Readiness)

Admiral Jonathan Greenert, Vice Chief of Naval Operations

Lieutenant General John F. Kelly, Commander, US Marine Forces Reserve

Master Chief Petty Officer of the Navy Rick West

Chief Master Sergeant of the Air Force James Roy

Ms. Bonnie Carroll, Tragedy Assistance Program for Survivors

Ms. Kelly Hruska, National Military Family Association

Members excused:

General Peter Chiarelli, Vice Chief of Staff, Army

General Joseph Dunford, Assistant Commandant Marine Corps

General Howie Chandler, Air Force/Vice Chief of Staff

Major General Raymond Carpenter, Acting Director, Army National Guard

Sergeant Major of the Army Kenneth Preston

Sergeant Major of the Marine Corps Carlton Kent

Mr. Frank Gallo RADM (ret), Armed Services YMCA

Standing in for excused members:

Lieutenant General Rick Lynch, Commanding General, Installation Management Command and Assistant Chief of Staff for Installation Management

Mrs. Sheryl Murray, Assistant Deputy Commandant, USMC Manpower & Reserve Affairs

Mr. Charles Milam, Director of Air Force Services, Headquarters USAF

Brigadier General Kenneth Roberts, Special Assistant to the Director, Army National Guard

Master Sergeant Capricia Miller, Office of the SMA

Sergeant Major Michael Timmerman, HQ, USMC Personnel & Family Readiness Division

Mr. Michael Landers CAPT (ret), Armed Services YMCA

Advisors and POC's:

Mr. Robert Gordon, Deputy Under Secretary of Defense (Military Community & Family Policy)

Ms. Janis White, Acting PD, Military Community & Family Policy

Ms. Eliza Nesmith, AF Family Member Programs

Mr. Alex Baird, National Guard Bureau

Mr. Ed Pratt, Asst Sec of Navy M&RA

Ms. Kate Sylvester, America's Promise

Ms. Pam Mitchell, Office of Deputy Under Secretary of Defense (Military Personnel Policy)

CDR Matt Berta, Joint Chiefs of Staff, National Guard Resource Management

BG Walter Golden, Joint Chiefs of Staff, Director of J1

Ms. Sheila Casey, Wife of the Chief of Staff of the Army

Mr. Gregory Jacobik, Office of Assistant Secretary of Defense (Reserve Affairs)

Ms. Linda Stephens-Jones, Office Asst Secretary of Air Force for Manpower and Reserve Affairs

Ms. Tracy McLaughlin, Office of US Marine Forces Reserves

Major Raymond Adams, Office of US Marine Forces Reserves

Mr. Ray Winkelhausen, HQs, USMC Manpower & Reserve Affairs

Ms. Isabel Hodge, Office of Deputy Under Secretary of Defense (MC&FP)

CDR Tonya Hall, Office of Assistant Secretary Of Defense (Health Affairs)

Ms. Sheryl Murray, Assistant Deputy Commandant USMC for Manpower and Reserve Affairs

Ms. Evonne Carawan, Office of Assistant Secretary Navy, Manpower & Reserve Affairs

Ms. Brenda Liston, Office of Assistant Secretary Navy, Manpower & Reserve Affairs

Ms. Deborah Vanderbeek, Red Cross

Mr. Thomas Yavorski, NAVY OPNAV, Director, PR&CSD

Ms. Susan Johnson, Assistant Secretary Army, Manpower & Reserve Affairs

LTC Randall Smith, Office of Joint Chiefs Staff, J1

COL Lillian Pitts, Office of Joint Chiefs of Staff, J1

Mr. Ronald Young, Office of Assistant Secretary of Defense (Reserve Affairs)

Mr. George Peach Taylor, Performing the Duties of Assistant Secretary Of Defense (Health Affairs)

Council Meeting Support Staff:

CDR Quinn Skinner, Alternate DFO

Ms. Betsy A. Graham, Office of Family Policy, Office of Deputy Under Secretary of Defense (MC&FP)

Ms. Jan Green, Office of Family Policy, Office of Deputy Under Secretary of Defense (MC&FP)

Ms. Zuleika Hernandez, Office of Family Policy, Office of Deputy Under Secretary of Defense (MC&FP)

Dr. Yuko K. Whitestone, Office of Family Policy, Office of Deputy Under Secretary of Defense (MC&FP)



UNDER SECRETARY OF DEFENSE

4000 DEFENSE PENTAGON
WASHINGTON, D.C. 20301-4000

JAN 24 2011

PERSONNEL AND
READINESS

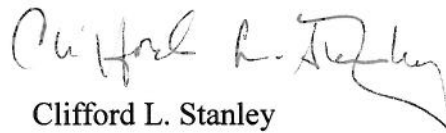
MEMORANDUM FOR VICE CHIEF OF STAFF, U.S. ARMY
VICE CHIEF OF NAVAL OPERATIONS
VICE CHIEF OF STAFF, U.S. AIR FORCE
ASSISTANT COMMANDANT MARINE CORPS
SERGEANT MAJOR OF THE ARMY
MASTER CHIEF PETTY OFFICER OF THE NAVY
CHIEF MASTER SERGEANT OF THE AIR FORCE
SERGEANT MAJOR OF THE MARINE CORPS
COMMANDER, MARINE CORPS RESERVE
DIRECTOR, ARMY NATIONAL GUARD

SUBJECT: Military Family Readiness Council Meeting Minutes, December 14, 2010

Please accept my sincere thanks for your participation during the December 14, 2010 Military Family Readiness Council meeting. The council was successful in achieving its primary objective of establishing the FY 2011 priorities. Identification of these priorities is crucial to ensuring the Council provides guidance to shape efforts to strengthen family support, and promote wellbeing. In short, the Council:

- Retired 2009 Council recommendations.
- Affirmed the following priority issues to guide the Council in the coming year:
 - coordination with the Chairman's Integrated Process Team (IPT) issues
 - Exceptional Family Member Program (EFMP)
 - BOG/Dwell Time
 - Disability Evaluation System (DES).

The minutes of the meeting and an addendum summary of the November 16, 2010 discussion are enclosed for your review. I look forward to seeing you at the Council's next meeting on February 23, 2011, when we will begin action plan development for this year's priority issues. Thank you for your commitment to support the P&R mission of leading the nation in creating an integrated, agile, responsive, and ready Total Force capable of accomplishing 21st century missions.


Clifford L. Stanley

Attachment:
As stated



UNDER SECRETARY OF DEFENSE

4000 DEFENSE PENTAGON
WASHINGTON, D.C. 20301-4000

PERSONNEL AND
READINESS

JAN 24 2011

Ms. Bonnie Carroll
National Director
Tragedy Assistance Program for Survivors (TAPS)
1777 F Street, NW, Suite 600
Washington, DC 20006

Dear Ms. Carroll:

Please accept my sincere thanks for your participation at the December 14, 2010 Military Family Readiness Council meeting. We were successful in achieving our primary objective of establishing the Council's FY 2011 priorities. In short, the Council:

- Affirmed a by-laws change to function on a fiscal rather than calendar year.
- Retired 2009 Council recommendations.
- Affirmed the following priority issues to guide the Council in the coming year:
 1. IPTs Issues
 2. EFMP
 3. BOG/Dwell Time
 4. Disability Evaluation System (DES).
- Discussed the requirement for an interim congressional report to be submitted by February 01, 2011.

The minutes of the meeting and an addendum summary of the November 16, 2010 discussion are enclosed for your review. Thank you again for your participation, and I look forward to seeing you at the Council's next meeting on February 23, 2011, when we will begin action plan development for this year's priority issues.

Sincerely,

A handwritten signature in black ink that reads "Clifford L. Stanley".

Clifford L. Stanley

Enclosure:
As stated



UNDER SECRETARY OF DEFENSE
4000 DEFENSE PENTAGON
WASHINGTON, D.C. 20301-4000

PERSONNEL AND
READINESS

JAN 24 2011

Ms. Kelly Hruska
Deputy Director, Government Relations
National Military Family Association
2500 North Van Dorn St., Suite 102
Alexandria, VA 22302

Dear Ms. Hruska:

Please accept my sincere thanks for your participation at the December 14, 2010 Military Family Readiness Council meeting. We were successful in achieving our primary objective of identifying the Council's FY 2011 priorities. In short, the Council:

- Affirmed a by-laws change to function on a fiscal rather than calendar year.
- Retired 2009 Council recommendations.
- Affirmed the following priority issues to guide the Council in the coming year:
 1. IPTs Issues
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Clifford L. Stanley

Enclosure:
As stated



UNDER SECRETARY OF DEFENSE
4000 DEFENSE PENTAGON
WASHINGTON, D.C. 20301-4000

PERSONNEL AND
READINESS

JAN 24 2011

RADM Frank Gallo, USN (Ret)
National Executive Director
Armed Services YMCA of the USA
National Headquarters
6359 Walker Lane, Suite 200
Alexandria, VA 22310

Dear Admiral Gallo:

Please accept my sincere thanks for your participation at the December 14, 2010 Military Family Readiness Council meeting. We were successful in achieving our primary objective of establishing the Council's FY 2011 priorities. In short, the Council:

- Affirmed a by-laws change to function on a fiscal rather than calendar year.
- Retired 2009 Council recommendations.
- Affirmed the following priority issues to guide the Council in the coming year:
 1. IPTs Issues
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Enclosure:
As stated

DoD OGC COORDINATION

SUBJECT: Military Family Readiness Council December 14 Minutes.


While we have no legal objection as edited to the minutes for the December 14, 2010 meeting of the Military Family Readiness Council (MFRC), we do note that there is a potential issue with the fact that the Council only had one meeting this year that qualified as one of the two meetings required each year.

The MFRC is required to meet twice each year (10 U.S.C. § 1781a(c) provides that "[t]he Council shall meet not less often than twice each year"). The MFRC had a November meeting without a quorum, which did not count toward the two-meeting requirement.

Earlier this month it was discussed whether the MFRC could fulfill its requirement with two meetings in December. We advised that holding two meetings in December was the best that could be done under the circumstances, as long as the subject matter for both was reasonably distinct. In essence, the MFRC had no other choice. It still would be vulnerable to challenge, because a member of the public could complain legitimately that two meetings in quick succession were inadequate and not reasonably accessible to the public.

The minutes from the December 14, 2010 indicate that there will not be another meeting until February 2011. Consequently, it appears that the MFRC does not intend to have its second meeting this year. The MFRC changed its by-laws to function on a fiscal year calendar, but the minutes say that the change does not affect 2010 requirements. Such a change would be prospective only and not affect whether they satisfied the two-meeting requirement in 2010.

It also is worth noting that the minutes also included the minutes from the November meeting (non-quorum). In our view, including the November minutes helps mitigate the failure to fulfill its two-meeting requirement in 2010. However, it does not eliminate the problem.


Paul S. Koffsky
Deputy General Counsel
(Personnel & Health Policy)

Date: 12/23/10

Government in the Sunshine Act

5 U.S.C. 552b

(2) The agency shall make promptly available to the public, in a place easily accessible to the public, the transcript, electronic recording, or minutes (as required by paragraph (1)) of the discussion of any item on the agenda, or of any item of the testimony of any witness received at the meeting, except for such item or items of such discussions or testimony as the agency determines to contain information which may be withheld under subsection (c). Copies of such transcript, or minutes, or a transcription of such recording disclosing the identity of each speaker, shall be furnished to any person at the actual cost of duplication or transcription. The agency shall maintain a complete verbatim copy of the transcript, a complete copy of the minutes, or a complete electronic recording of each meeting, or portion of a meeting, closed to the public, for a period of at least two years after such meeting, or until one year after the conclusion of any agency proceeding with respect to which the meeting or portion was held, whichever occurs later.

The Federal Advisory Committee Act (FACA)

Sec. 10. Advisory committee procedures; meetings; notice, publication in Federal Register; regulations; minutes; certification; annual report; Federal officer or employee, attendance

-STATUTE-

(a)(1) Each advisory committee meeting shall be open to the public.

(2) Except when the President determines otherwise for reasons of national security, timely notice of each such meeting shall be published in the Federal Register, and the Administrator shall prescribe regulations to provide for other types of public notice to insure that all interested persons are notified of such meeting prior thereto.

(3) Interested persons shall be permitted to attend, appear before, or file statements with any advisory committee, subject to such reasonable rules or regulations as the Administrator may prescribe.

(b) Subject to section 552 of title 5, United States Code, the records, reports, transcripts, minutes, appendixes, working papers, drafts, studies, agenda, or other documents which were made available to or prepared for or by each advisory committee shall be available for public inspection and copying at a single location in the offices of the advisory committee or the agency to which the advisory committee reports until the advisory committee ceases to exist.

(c) Detailed minutes of each meeting of each advisory committee shall be kept and shall contain a record of the persons present, a complete and accurate description of matters discussed and conclusions reached, and copies of all reports received, issued, or approved by the advisory committee. The accuracy of all minutes shall be certified to by the chairman of the advisory committee.

(d) Subsections (a)(1) and (a)(3) of this section shall not apply to any portion of an advisory committee meeting where the President, or the head of the agency to which the advisory committee reports, determines that such portion of such meeting may be closed to the public in accordance with subsection (c) of section 552b of title 5, United States Code. Any such determination shall be in writing and shall contain the reasons for such determination. If such a determination is made, the advisory committee shall issue a report at least annually setting forth a summary of its activities and such related matters as would be informative to the public consistent with the policy of section 552(b) of title 5, United States Code.

(e) There shall be designated an officer or employee of the Federal Government to chair or attend each meeting of each advisory committee. The officer or employee so designated is authorized, whenever he determines it to be in the public interest, to adjourn any such meeting. No advisory committee shall conduct any meeting in the absence of that officer or employee.

(f) Advisory committees shall not hold any meetings except at the call of, or with the advance approval of, a designated officer or employee of the Federal Government, and in the case of advisory committees (other than Presidential advisory committees), with an agenda approved by such officer or employee.

-SOURCE-

(Pub. L. 92-463, Sec. 10, Oct. 6, 1972, 86 Stat. 774; Pub. L. 94-409, Sec. 5(c), Sept. 13, 1976, 90 Stat. 1247; 1977 Reorg. Plan No. 1, Sec. 5F, eff. Nov. 20, 1977, 42 F.R. 56101, 91 Stat. 1634.)

Requirements for DoD Military Family Readiness Council Meeting Minutes

FROM: Department of Defense Federal Advisory Committee Management Program,
DoDI 5105.04, August 6, 2007

E3.12.10. Committee and Subcommittee Meeting Minutes. Meeting minutes or transcripts, pursuant to Reference (d), shall be kept and the appropriate Chairperson shall certify the accuracy of the minutes within 90 calendar days of the meeting. With regard to Administrative and Preparatory Work meetings, the DFO shall ensure that a summary of the meeting is maintained, to include a listing of who attended the meeting, and this information shall be maintained in the Committee's official records.

34 ENCLOSURE 3

E3.12.10.1. The DFO, as appropriate, shall ensure that the minutes are certified by the Chairperson no later than 90 calendar days after every Committee or Subcommittee meeting, and that PDF copies of all unclassified Committee meeting minutes or the Closed-Meeting Summaries are uploaded onto the GSA's FACA Database.

E3.12.10.2. Committee and Subcommittee meeting minutes shall contain, at a minimum, the following:

E3.12.10.2.1. The time, date, and location of each meeting; an accurate description of each matter that was discussed; and the Committee's resolution, if any.

E3.12.10.2.2. A list of the persons who were present at the meeting, to include Committee members and staff, Agency employees, and any members of the public who presented oral or written statements.

E3.12.10.2.3. Copies of each report or other document received, issued, or approved by the Committee members at the meeting.