

**Military Family Readiness Council Meeting Minutes**  
**The Pentagon Conference Center, Room B6**  
**September 20, 2012**  
**2:00 p.m. to 4:00 p.m.**

**Council members present:**

The Honorable Erin C. Conaton, Under Secretary of Defense (Personnel and Readiness) (Chair)  
Sergeant Major (SgtMaj) Michael P. Barrett, Sergeant Major of the Marine Corps  
Vice Admiral (VADM) Scott R. Van Buskirk, Chief of Naval Personnel, United States Navy  
(USN)

Lieutenant General (LTG) William Ingram, Director, Army National Guard

Mr. Charles E. Milam, Director, Office of Community Support for Families with Special Needs

Mrs. Paula Roy, Spouse of Chief Master Sergeant of the Air Force James Roy, United States Air  
Force (USAF)

Mrs. Jeanne Chandler, Spouse of Sergeant Major of the Army Raymond F Chandler, United  
States Army (USA)

Mrs. Christine Vine, Army Spouse

Mrs. Emily Fertitta, USMC Reserve Spouse

Mrs. Jennifer Mancini, Navy Spouse

Mrs. Jeanne Benden, Air National Guard Spouse

Ms. Kathleen B. Moakler, National Military Family Association (NMFA)

Ms. Sherri L. Brown, American Red Cross

Ms. Noeleen Tillman, Blue Star Families

**Personnel representing Council members:**

Ms. Diane Randon representing LTG Ferriter, USA

Ms. Kerry Lewis representing LtGen Milstead, USMC

Mr. Horace Larry representing Lt Gen Jones, USAF

Master Chief Petty Officer (MCPO) Scott Fleming representing MCPO of the Navy Rick West,  
USN

**Staff of Military Community & Family Policy present:**

Ms. Barbara Thompson, Director, Family Policy, Children & Youth

Commander Chris Davis, USN, Designated Federal Officer (DFO)

**Advisors present:**

Mr. Frederick Vollrath, Principal Deputy, Assistant Secretary of Defense (Readiness and Force  
Management), Performing the Duties of the Assistant Secretary of Defense for Readiness  
and Force Management

RDML Dwight D. Shepherd, Director, J1, Joint Staff

Mr. Lernes Hebert, Office of the Deputy Assistant Secretary of Defense (Military Personnel  
Policy)

Dr. Jack Smith, Office of the Assistant Secretary Of Defense (Health Affairs)

Ms. Marie Balocki, Director, Office of Assistant Secretary of Defense (Reserve Affairs), Yellow  
Ribbon Reintegration Program

Colonel (Col) Cory Lyman, Office of the Assistant Secretary of Defense (Reserve Affairs),  
Individual and Family Support Policy  
Ms. Valerie Ratliff, Office of the Deputy Assistant Secretary of Defense (Civilian Personnel  
Policy)  
Ms. Janet Salotti, National Guard Bureau Family Programs

In accordance with the Appendix to title 5, U.S. Code, 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, the Honorable Erin C. Conaton, Under Secretary of Defense (Personnel and Readiness). CDR Chris Davis, DFO, reviewed rules and regulations governing Federal Advisory Committees.

The Honorable Conaton welcomed everyone and led introductions of Council members and advisors. CDR Davis, DFO, reviewed Council meeting guidance and requirements: only appointed Council Members could vote, designated advisors were authorized to share facts or opinions if called upon by the Council, and Council members were informed they must include the Chair and DFO on all communications regarding the Council's deliberations.

### **2. Old Business**

- a. CDR Davis explained the 2012 Military Family Readiness Council membership changes:
  - 1) Congressional changes to Council membership:
    - a) Addition of military spouses or parents from each Service (two active duty, two reserve) as Council members
    - b) Director of the Office of Community Support for Families with Special Needs in the Office of the Secretary of Defense (OSD) was added as a Council member
  - 2) Changes made by OSD to Council membership:
    - a) New military representatives on the Council are:
      - 1) Army: Assistant Chief of Staff for Installation Management
      - 2) Marine Corps: Deputy Commandant for Manpower & Reserve Affairs
      - 3) Navy: Chief of Naval Personnel
      - 4) Air Force: Deputy Chief of Staff for Manpower and Personnel
    - b) Approved the inclusion of two of the Senior Enlisted Advisor spouses on the Council in lieu of the Senior Enlisted Advisors for those two services.
    - c) The previous family organization representatives on the Council were required to be replaced because their 3 year term had ended. The new family organizations selected as members were: Blue Star Families, American Red Cross, and the National Military Family Association.
- b. The by-laws required an amendment to reflect these changes to the Council membership. A proposed amendment of the by-laws was considered and unanimously passed by Council vote.

### 3. New Business

#### a. Department of Defense Family Policy Changes.

- 1) CDR Davis briefed the recent family policy changes for OSD and the Services.

The changes briefed were:

- a) Implementation of Department of Defense Instruction (DoDI) 1342.22 “Military Family Readiness”
- b) Update to DoDI 6400.05 “New Parent Support Program”
- c) Expansion of TRICARE coverage for dependents up to age 26
- d) Changes in policy of treatment of complications resulting from a non-covered treatment provided in a Military Treatment Facility
- e) Updated policy regarding mental health counselors certified under TRICARE
- f) Extended the timely filing requirement for TRICARE Overseas Program claims from 1 year to 3 years
- g) EXORD 018-12 “Total Army Sponsorship”
- h) Update to Army Regulation 608-18, “Family Advocacy Programs”
- i) “Marine Corps Family Team Building” (MCO 1754, February 2012)
- j) “Unit Personnel and Family Readiness Program” (MCO 1754.9A, February 2012)
- k) “Family Care Plans” (MCO 1740.13B, March 2012)
- l) “Family Advocacy and General Counseling Program” (MCO 1754.11, March 2012)

#### b. Focus area review and discussion.

- 1) The Council reviewed the previously chosen Council focus areas. The focus areas reviewed were:

- a) Chairman, Joint Chief of Staff’s (CJCS) Integrated Process Team Issues (Spouse employment and empowerment, Educational development and excellence, Childcare, Healthcare, and Strategic Communication)
- b) Boots on the Ground (BOG)/Dwell Time
- c) Disability Evaluation System (DES)
- d) Exceptional Family Member Program.

- 2) As part of this discussion, Rear Admiral Dwight Shepard, Director, J1-Manpower and Personnel for the Joint Staff, briefed the Council on how the transition between Admiral Mullen and General Dempsey as Chairman of the Joint Chiefs of Staff has impacted Joint Staff focus on military family readiness issues. His key points were:

- a) One of General Dempsey’s priorities is “Keeping Faith with our Military Family.” In order to facilitate this, Cross-Functional Teams (CFT) were established to address the following five primary issues impacting Service members, their families, veterans, retirees, wounded warriors, and surviving family members.

- 1) Military compensation and benefits reform

- 2) Assess military family needs, reduce duplication, and enhance program effectiveness
  - 3) Mental health issues, traumatic brain injury, and combat stress initiatives
  - 4) Strengthen the force and enhance resiliency (including prevention of sexual assaults and suicides)
  - 5) Public awareness, transition gaps and building community capacity
- b) These Cross Functional Teams have replaced the previous Integrated Process Teams. He also agreed to share a paper on the disposition of the efforts related to the previous Integrated Process Teams (attached as an enclosure to this document).
  - c) Rear Admiral Shepherd expressed the CJCS' desire to continue collaborating with the Council.
- 3) CDR Davis briefed the results of a data call to military family organizations to determine their top military family issues to see how these issues aligned with the Council's focus areas. The top issues were:
    - a) Concern over DoD budget reductions causing cuts in family programs
    - b) Improving the support provided by the Transition Assistance Program
    - c) Improving training and awareness of unit leadership
    - d) Military Spouse Employment - career portability and licensure portability
    - e) Military Family Education Issues
    - f) Exceptional Family Member Program
    - g) Reserve Component Managed Care
  - 4) During discussion the Council agreed:
    - a) The Council Focus areas would be aligned to match the language of the Chairman's cross functional teams (discussed in bullets 3.b.2.a.2, 3.b.2.a.4, and 3.b.2.a.5 above) but ideas for specific areas of interest under each major heading will be explored at the next Council meeting.
    - b) The DES and BOG/ Dwell Time would be removed as focus areas for the Council, but the Council would continue to receive updates on these items and their impact on military families.
    - c) An overarching theme for the Council would be to improve joint base services and improve the integration of the guard and Reserve into family programs.
    - d) Following the vote, the new Council focus areas are:
      - 1) The Council will place emphasis on improving joint-base services and improving family program integration of guard and Reserve families.
      - 2) Coordinate efforts with the CJCS Cross Functional Teams
        - Assess military family needs, reduce duplication, and enhance program effectiveness.
        - Strengthen the force and enhance resiliency
        - Public awareness, transition gaps and building community capacity
      - 3) Exceptional Family Member Program

c. Family Readiness Program evaluation efforts.

- 1) OSD and the Services presented a short update of their ongoing evaluation efforts. CDR Davis briefed the current status of a family program data call that involved OSD and the Services. The preliminary findings were:
  - a) 179 family programs identified in the data call;
  - b) 45 programs have undergone internal or external outcome evaluation in the past 12 months;
  - c) 56 programs (31%) are modeled after research-based programs; and
  - d) 45 programs are reported to have outcome data.
- 2) OSD evaluation efforts: A 5 year program evaluation initiative is underway which currently includes efficacy of non-medical counseling services (Military OneSource) and Spouse Employment and Career Opportunities program/ My Career Advancement Account impact on wages and employment. OSD is building the infrastructure and will collaborate with the Services to use it to evaluate family readiness programs. The goal is to have program evaluation for all family readiness programs.
- 3) Army evaluation efforts: The Army focus is on health promotions and risk reduction. They have a program scorecard which is evidence-based with intended outcome mapping. They are also developing outcome metrics for personal financial readiness programs and Survivor Outreach Services.
- 4) Marine Corps evaluation efforts: The Marine Corps is conducting extensive analyses on family readiness regarding a family readiness officer structure review, school liaison effectiveness and alignment with the chain of command. Ms. Lewis also discussed an Alcohol Campaign Plan that provides a comprehensive framework to reduce the negative effects of alcohol abuse and misuse.
- 5) Navy evaluation efforts: The Navy is conducting evaluations and assessments which will help balance staffing and funding as well as drive regulations. They are conducting a triennial review of organizational effectiveness and quality of services that includes accreditation, is evidence based, and tests with trend data. VADM Van Buskirk also brought up the assessment and inspections of Navy family programs that are conducted by the Navy Inspector General, as well as quick polls and social media monitoring that provides the Navy with feedback.
- 6) Air Force evaluation efforts: The Air Force briefed their Unified Strategy of Action-Airman Resilience and Maintenance of Operational Readiness program. This program is focused on the skills needed by wounded warriors to ensure they transition successfully.
- 7) Because the allotted meeting time was running short, the Council agreed that they would discuss the results of the program evaluation data call at the next meeting and finalize their recommendations to the Secretary of Defense at the December Military Family Readiness Meeting.

**4. Additional Items-** Ms. Noeleen Tillman asked about the possibility of meeting more than twice a year. CDR Davis pointed out that the congressional requirement for the Military Family Readiness Council was to meet “no less than twice a year.” The Honorable Erin C.

Conaton asked CDR Davis to explore different meeting options that could be discussed at the December 11, 2012 meeting.

- c. **Meeting Conclusion-** After an announcement that the next meeting is planned for December 11, 2012, the Honorable Erin C. Conaton adjourned the meeting at 4:00 p.m.

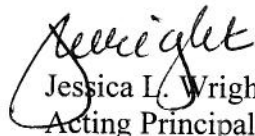
I hereby certify that, to the best of my knowledge, the foregoing minutes are accurate and complete.

Submitted by:

Certified by:



Stephen C. Davis  
Commander, United States Navy  
DFO, Military Family Readiness Council



Jessica L. Wright  
Acting Principal Deputy  
Under Secretary of Defense for  
Personnel and Readiness

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.