

**Military Family Readiness Council Meeting Minutes**  
**The Pentagon Conference Center, Room B6**  
**January 22, 2013**  
**2:00 p.m. to 4:00 p.m.**

**Council members present:**

The Honorable Jessica L. Wright, Acting Under Secretary of Defense (Personnel and Readiness) (Chair)  
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, United States Marine Corps (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  
BGen Robert Hedelund representing LtGen Milstead, USMC  
Mr. Horace Larry representing Lt Gen Jones, USAF  
Force Master Chief Nancy Hollingsworth representing Master Chief Petty Officer of the Navy  
James Cody, United States Navy (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:**

RDML Dwight D. Shepherd, Director, J1, Joint Staff  
Ms. Marilee Fitzgerald, Director, DoDEA  
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  
Mr. Anthony Wickham, National Guard Bureau Family Programs

In accordance with the Federal Advisory Committee Act (5 U.S.C. Appendix 2), 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 Jessica L. Wright, Acting Under Secretary of Defense (Personnel and Readiness). CDR Chris Davis, DFO, reviewed rules and regulations governing Federal Advisory Committees.

Mrs. Wright 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. CDR Davis also presented the agenda for the meeting.

## **2. Old Business**

- 1) The only item of Old Business discussed was a review of the Council's family program evaluation data call that the Council was not able to discuss at the last meeting.
  - a) The data call presented a "point in time" look at the status of evaluation efforts for family programs.
  - b) The data call looked at whether programs were "evidence-based" or modeled after evidence-based programs; whether they have gone through evaluation in the past 12 months; whether they collected process data to help them measure the effectiveness of their day-to-day operations; and whether they collected outcome data to allow them to measure whether the program is successful at meeting the outcomes desired. This data was provided by the Services and OSD offices that own the programs.
  - c) 170 programs were included in the data call.
  - d) 57 (31%) were modeled after research-based programs.
  - e) 80 programs (47%) are currently undergoing or have undergone large-scale program evaluation in the past 12 months.
  - f) 151 programs (89%) are collecting process data, and 60 programs (35%) are collecting both process data and outcome data, while 19 programs are collecting neither.
  - g) In addition, the data suggested that DoD is adopting a "program evaluation culture."
  - h) Mrs. Chandler asked if we looked at redundancy during this data call. CDR Davis stated that review of whether a program was redundant to another program offered was not looked at in this data call. The data call reflected a snapshot of the programs at the time of the data call.
  - i) CDR Davis stated that the results of the data call supported the first three Council approved recommendations that were included in the 2012 Military Family Readiness Council report to Congress. These recommendations were:
    1. Review existing programs and prepare them for full-scope program evaluation.

2. Include evaluation components when a new program is developed and implemented. When possible these programs should be modeled on research based programs.
  3. Include funding for assessment in the programs budget.
  4. Recommend standardizing the Exceptional Family Member Program (EFMP) across the Services.
- 2) In addition, the Council reviewed and concurred with the recommendations that were included as part of the Council's annual report to the congressional defense committees and the Secretary of Defense.

### **3. New Business**

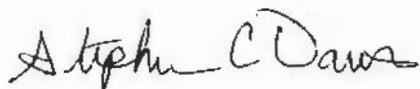
- a. Department of Defense Family Policy Changes.
  - 1) CDR Davis briefed the recent family policy changes for OSD and the Services. The changes briefed were:
    - a) Update to OPNAVINST 1700.9E, "Child & Youth Programs."
    - b) NAVADMIN 155/12, "Navy Family Advocacy Program (FAP) Case Review Committee (CRC) Procedural Changes."
    - c) Marine Corps Order 1754.10, "Marine Corps Information and Referral Program."
  - 2) Mr. Charles Milam updated the Council on a new initiative that the Office of the Deputy Assistant Secretary of Defense for Military Community and Family Policy (MC&FP) is undertaking, the DoD-wide Common Services Task Force.
    - 1) MC&FP will lead the DoD-wide Common Services Task Force. The Task Force review will focus on actions required to improve effectiveness, increase the economics of program delivery, and reduce related overhead functions.
    - 2) This Task Force is to review all the programs in the Military Community and Family Policy portfolio in 120 days and report to Secretary Wright.
    - 3) At the next MFRC meeting, Mr. Milam will give an update on the Task Force efforts.
    - 4) Several Council members agreed that the Task Force needs to be able to reach out to the actual users of the programs to get their input and perspective on the programs. The user perspective may be vastly different than the policy directors.
    - 5) Mr. Milam stated that each Service will have a senior member on the Task Force who should reach down to the lowest level for input.
  - 3) CDR Davis asked the Council what direction it would like to pursue. The two options considered were a "deep dive" into one subject per meeting or a more general look at multiple subjects. The top items that were requested were:
    - a) Update of the DoD-wide Common Services Task Force
    - b) EFMP discussion
    - c) Briefing on National Guard and Reserve Component family programs and how to improve access to programs.
    - d) The family aspect of suicide prevention programs.
4. Additional Items - Many members asked about the possibility of meeting more than twice a year. It was agreed that the number of meetings would increase each fiscal year with the next

meeting occurring in the April/May time frame (next meeting currently scheduled for May 1, 2013 2:30-4:00 p.m.). With this increase in meetings, the Council will explore the use of other means for Council member attendance (e.g. video teleconferencing, teleconfereneing) to reduce travel costs and overhead.

b. **Meeting Conclusion** - The Honorable Jessica L. Wright adjourned the meeting at 4:00 p.m.

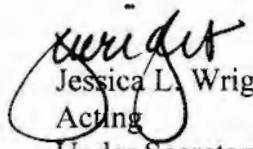
I hereby certify that, to the best of my knowledge, the foregoing minutes are accurate and complete.

Submitted by:



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

Certified by:



Jessica L. Wright  
Acting  
Under Secretary of Defense for  
Personnel and Readiness  
Chair, MFRC

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.