

SECTION 3: Example of an ISFAC Charter

Insert date here

INTER-SERVICE FAMILY ASSISTANCE COMMITTEE CHARTER

This Charter supplements the Inter-Service Family Assistance Committee Memorandum of Understanding (ISFAC MOU) completed (month and year). This collaborative organization shall be called as determined by participating members. (Examples of ISFAC names: Arizona Military Family Coalition, KY-ISFAC, MS-ISFAC, or other name)

ARTICLE I: MEMBERSHIP

ISFAC is composed of primary and alternate representatives designated by the ISFAC MOU. A chairperson, vice-chairperson, and secretary will be established by committee vote and will serve two-years.

ARTICLE II: MEETINGS

A primary or alternate representative stakeholder will attend each meeting. Committee meetings will follow parliamentary procedure. The consensus of the committee on an issue will be established by non-binding, plurality vote only among representatives present or virtually attending a meeting.

The committee will meet (monthly, quarterly or other frequency) and be hosted by an ISFAC representative. In an emergency or other unforeseen circumstance, the chairperson may communicate with and poll the membership electronically or virtually.

ARTICLE III: RECORDS

The ISFAC will maintain records of meetings and communications. In order to ensure coordination and communication with the military end-users of services, and records and minutes of meetings will be shared with military leadership in the region covered by the ISFAC (i.e.; National Guard Joint Force Headquarters, Regional Reserve Headquarters and active-duty component installations). Each Federal ISFAC member shall be governed by the Freedom of Information Act, Privacy Act, and applicable record management directives.

ARTICLE IV: MEETING MINUTES

The secretary will furnish meeting minutes to the members within 30 days of all meetings.

ARTICLE V: MISCELLANEOUS

ISFAC is a non-federal entity for purposes of DoD 5500.7-R, the Joint Ethics Regulation. Participation by primary and alternate representative must be approved as provided therein.

Opinions, comments, or positions expressed by ISFAC as a body do not necessarily represent the view of the Department of Defense, Department of Homeland Security or the military departments or any other state government office.

INTER-SERVICE FAMILY ASSISTANCE COMMITTEE MEMORANDUM OF UNDERSTANDING

1. **Purpose:** This Memorandum of Understanding (MOU) describes the principles by which all military services (active, Reserves, and National Guard) will cooperate, as members of an Inter-Service Family Assistance Committee (ISFAC), to maximize Service member and Family readiness for purposes relating, but not limited to, deployment, mobilization, isolated and other arduous duty assignments, disaster relief and other emergency response operations.
2. **Background:** This ISFAC, established *DATE INSERTED HERE*, was created to strengthen inter-service cooperation among military Family assistance providers in the community. This ISFAC, serves as the community forum to support military families living across the applicable region or area and is an unofficial working group of military organizations and partners (state, federal and community) that deliver or provide access to Family assistance services. The ISFAC does not act as a policy advisory committee.
3. **Objectives:** The objectives of this ISFAC are to:
 - a. Strengthen existing Family Center networks,
 - b. Provide training to ISFAC members;
 - c. Provide training and assistance to Service members and their families;
 - d. Enable faster access to and more efficient delivery of Family assistance services when and where needed; and
 - e. Reduce gaps in and duplication of services.
4. **Undertakings:** In furtherance of the above objectives the ISFAC members will:
 - a. Communicate openly and regularly
 - b. Work cooperatively and supportively, as provided in the ISFAC Charter
 - c. Share resources as allowed by law and applicable directives
 - d. Promote the well being of all Service members and their families
 - e. Improve the availability and quality of Family assistance services

5. Definitions:

Family Center: A place where family assistance services are provided, including Army Community Service Centers, Air Force Family Support Centers, Navy Fleet and Family Support Centers, Coast Guard Work-Life Program outlets, National Guard Family Program and Family Assistance Centers, Army and Air Force Reserve Family Readiness Program outlets, and other military organizations serving the individual needs of Service members and their families.

Deployment: Movement of forces into theaters of operation.

Mobilization: Under the law cited below, the President of the United States can authorize the Secretary of Defense and the Secretary of Homeland Security to order members of the Selected Reserve and Individual Ready Reserve to augment the active forces for any operational mission or to provide assistance as appropriate for a period of 365 days. (see *Title 10, Section 12304*, entitled “*Selected*”

Reserve (National Guard and Reserve) and certain Individual Ready Reserve members ordered to active duty other than during war or national emergency.”).

Isolated and other arduous duty assignments: Assignments to places at which Service members and their families have limited or no access to Family assistance services.

Disaster relief and other emergency response operations: Operations responding to natural disasters and other mass casualty incidents (e.g., outbreaks of pandemic disease, wildfire, nuclear, chemical and biological incidents, transportation mishaps) when additional assistance is required to alleviate suffering.

6. Miscellaneous: This MOU may be modified by mutual consent of all parties. Any party may terminate its ISFAC membership at any time upon written notice to all other parties. Nothing in this MOU shall require the obligation or expenditure of funds in violation of the Anti-Deficiency Act, 31 U. S. Code § 1341.

Potential Stakeholder List (i.e.; for membership or signature):

Listed Alphabetically:

- Adjutant General
- Chamber of Commerce
- Faith-Based Organizations
- Governor
- Installation Commanders
- Local Community Leaders
- Local Employers
- Lieutenant Governor
- Non-Governmental Organizations
- Regional Commanders
- State Education Office
- State Employment Office
- State Family Program Director
- State Parks and Recreation
- State Public Health Office
- State Veterans Office
- U.S. Air Force (Active, Guard, Reserve)
- U.S. Army (Active, Guard, Reserve)
- U.S. Coast Guard (Active, Reserve)
- U.S. Navy (Active, Reserve)
- U.S. Marine Corp (Active, Reserve)
- Veterans Service Organizations