

# Army Community Service Client Session Intake Form

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## PRIVACY ACT STATEMENT

**PRINCIPAL:** To collect data necessary to enroll DOD personnel and their family members in the Army Community Service client database. Also used as a tool to aid in delivery of services to DOD personnel and their family members. Statistical data will be provided to Department of the Army.

**ROUTINE USES:** **The information you provide will be used to establish your ACS Client record.** Used as a record of (1) services requested; (2) services delivered; and (3) actions or services agreed upon. Upon data entry, form will be filed.

**DISCLOSURE:** Disclosure of information is voluntary. Failure to provide required information may result in the inability of Army Community Service to provide appropriate professional and/or development services to the individual. ---Thank You. Your cooperation is appreciated.

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**WE ARE REQUIRED BY DA TO GATHER THIS INFORMATION FROM ALL CLIENTS USING ACS SERVICES.  
PLEASE COMPLETE ALL LINES**

**Today's Date:** \_\_\_\_\_

**On-Line Key Caller Training**

**Name (Last, First, MI):** \_\_\_\_\_

**Your DOB:** \_\_\_\_\_ (Month/Day/Year)

**Gender:**     Male             Female

**Relation to Sponsor:**     Self             Spouse             Child             Other

**Sponsor's Name (Last, First, MI):** \_\_\_\_\_

**Sponsor DOB:** \_\_\_\_\_ (Month/Day/Year)

**Rank:** \_\_\_\_\_

**Retiree:**     Yes             No

**Unit:** \_\_\_\_\_

**Sponsor Gender:**             Male             Female

**Marital Status:**

Single             Married             Divorced             Separated  
 Widow/Widower     Dual Military             Single             Parent w/ Custody

**First Term (Is this the Sponsor's first duty station):**     Yes             No

**Optional:**

**Phone #:** \_\_\_\_\_

**Email:** \_\_\_\_\_

*\*Certificate will be sent via email upon receipt of quiz and this completed form.*

**Intake and Quiz can be emailed to: [usarmy.riley.imcom.mbx.acs@mail.mil](mailto:usarmy.riley.imcom.mbx.acs@mail.mil)**

Please let us know how we are doing at: [https://ice.disa.mil/index.cfm?fa=card&sp=113530&s=17&dep=\\*DoD&sc=6](https://ice.disa.mil/index.cfm?fa=card&sp=113530&s=17&dep=*DoD&sc=6)

# Fort Riley ACS Online Key Caller Quiz



Directions: After reviewing the online Key Caller Class, complete the quiz below, fill in your name, phone number and email address. You will then need to save the quiz and email it to ACS at [usarmy.riley.imcom.mbx.acs@mail.mil](mailto:usarmy.riley.imcom.mbx.acs@mail.mil). You will receive a return email within 2 business days with a certificate of completion or instructions for retaking the quiz.

1. Phone trees are an FRG mission-essential activity.

- True
- False

2. Phone trees provide the FRG an opportunity to:

- A. Introduce Families to the FRG
- B. Assist Families by providing referrals
- C. Monitor unit Families' well-being
- D. All of the above

3. The primary purpose of an FRG phone tree is to provide timely and accurate information.

- True
- False

4. Family participation in the FRG is mandatory.

- True
- False

5. It is especially important during deployment and post-deployment phases that Key Callers periodically call to check on the Families assigned to them.

- True
- False

6. All Fort Riley Key Callers should register as a statutory volunteer and submit their volunteer hours monthly.

- True
- False

7. Scenario: One of your assigned Family members calls you on the 25<sup>th</sup> day of the month to tell you that they are financially broke and there is no food in the house for the children. Your proper course of action should be:
- A. Go to the commissary immediately and buy food for the Family.
  - B. Refer the Family to the local food pantry and/or Army Emergency Relief
  - C. Notify the FRG Leader that a Family needs assistance
  - D. Post a message on the FRG Facebook page that a Family needs assistance
  - E. E. Both B and C
8. FRG's increase Family readiness by:
- A. Providing official and accurate Command information
  - B. Offering mutual support among Family members
  - C. Advocating use of available community resources
  - D. Helping Families solve problems and issues
  - E. All of the above
9. If a spouse leaves the local area to live elsewhere during a deployment, it is no longer necessary that the FRG maintain communication with the Family member.
- True
  - False
10. Rumors that arise during times of deployment are the responsibility of the FRG Leader and Rear-Detachment Commander. Key Callers can do nothing to assist in controlling rumors.
- True
  - False
11. Key Callers may be asked to assist with a Family crisis that requires referrals and notification to the FRG Leader and/or Command. Situations that constitute a crisis include:
- A. Substance abuse
  - B. Death of a parent
  - C. Birth of a child
  - D. Financial problems
  - E. All of the above

12. Key Callers need to safeguard the Key Caller Roster Family roster given to them. This information is protected the Privacy Act. As such, addresses and telephone numbers cannot be shared with others without the Soldier or spouse's written consent.

- True
- False

13. The Virtual FRG (vFRG) system located at <http://www.myarmyonesource.com>, provides secure communications between units, Families and Soldiers.

- True
- False

14. It is important that all FRG volunteers (including Key Callers) try to effectively manage the demands of the job and maintain the proper mindset for the tasks assigned. To accomplish this, one should:

- A. Know your limits, Say "no" if necessary or change expectations if need be.
- B. Not allow the problems or issues of others to overwhelm them.
- C. Take steps to maintain your their Family priorities as well as helping others.
- D. Be flexible. Expect the unexpected.
- E. All of the above

15. A situation that can wait 24 – 72 hours for a response without placing an individual or Family in jeopardy is a crisis and not an emergency.

- True
- False

**Name:** \_\_\_\_\_

**Phone number:** \_\_\_\_\_

**Email address:** \_\_\_\_\_