

Joint Force Headquarters
Regulation 608-2

Personal Affairs

Michigan National Guard Family Program

Joint Force Headquarters
Michigan National Guard
1 January 2004

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Summary. This regulation prescribes policies and procedures for the administration of the Michigan National Guard Family Program.

Applicability. This regulation applies to all components of the Michigan National Guard.

Proponent and exception authority. The proponent agency of this regulation is the Deputy Chief of Staff, Personnel. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. The proponent may delegate this approval authority, in writing, to an individual within the proponent agency in the grade of colonel or the civilian equivalent.

Army Management Control Process. This regulation does not contain management control provisions and does not identify management controls that must be evaluated.

Internal Control System. This regulation is not subject to the requirements of AR 11-9.

Supplementation. Local supplementation of this regulation is prohibited without prior approval from the Deputy Chief of Staff, Personnel, ATTN: JFHQ-P-FRP, 2500 S. Washington Ave., Lansing, MI 48913-5101.

Suggested Improvements. Users are invited to send comments and suggested improvements to The Adjutant General of Michigan, ATTN: JFHQ-P-FP, 2500 S. Washington Avenue, Lansing, MI 48913-5101.

*This regulation supersedes MIARNG Reg 608-2, dated 25 November 1996.

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Chapter 1
Introduction**1-1. Purpose**

a. To establish policies and procedures to implement and maintain a strong Family Program in the Michigan National Guard.

1-2. References

See Appendix A

1-3. Responsibilities

a. *Family Program Coordinator.* The State Family Program Coordinator (SFPC) is responsible for the development and improvement of the Michigan National Guard Family Program for both Army and Air National Guard members and their families. Responsibilities include ensuring all commands comply with regulatory guidance, promoting public awareness of the Family Program, resourcing appropriate quality of life programs, coordinating all State sponsored family program training events, formulating plans for providing Family Assistance Centers (FACs) services, providing assistance to the Family Readiness Officer and Contractors, developing criteria for work statements of all Family contract positions, i.e. Air Family Program Coordinators and Family Assistance Center Coordinators, providing direct supervision to the Family Program, and ensuring the Deputy Chief of Staff, Personnel is informed of Family Program activities.

b. *Family Readiness Officer/Contract Coordinators.* The Family Readiness Officer and Air Family Readiness Contract Coordinators are responsible for coordinating and developing Michigan National Guard Family Program mobilization activities, coordinating with SFPC, Commanders, Family Program Action Officers, Volunteers, and Community Agencies to ensure the Michigan National Guard Family Program serves the needs of the military family, and promoting unit and family readiness.

c. *Deputy Chief of Staff, Personnel.* The Deputy Chief of Staff, Personnel, is the principal advisor to the Adjutant General on Family Program issues.

d. *Deputy Chief of Staff, Information Management.* The Deputy Chief of Staff, Information Management, will provide the communications equipment needed to operate the Family Assistance Center and that equipment needed to facilitate the communication between families and soldiers/airmen.

e. *Director of Plans, Operations and Training.* The Director of Plans, Operations and Training coordinates the

inclusion of Family Assistance Center operations as part of mobilization and post-mobilization plans. Works with the SFPC in the conducting of training events when military members are participants of these functions.

f. Director, Facilities Management Office. The Director of the Facilities Management Office coordinates the use of state owned facilities and equipment to support family activities and events.

g. Judge Advocate General. The State Judge Advocate General (JAG) will provide legal counseling and assistance in completing wills and other legal documents required by Family Care Plans. Support to families during deployments will be rendered by advising family members on procedures and referrals for additional legal assistance, when necessary. Additionally, the JAG will be consulted for activities involving the use of unit Family Funds.

h. State Chaplain. The State Chaplain develops, implements, and continues expansion of family wellness initiatives with family outreach programs, pastoral counseling and assistance to soldiers, airmen, and their families. Whenever possible, a Chaplain will accompany the designated official notification officer of a casualty, to provide spiritual comfort to the family. Coordinates during peacetime use of reserve and retired chaplain resources. Assists families with briefings and counseling for all phases of deployments.

i. Major Commands. Major commands will monitor and assist subordinate commands with the compliance of the Family Program requirements. See Michigan Command Inspection Guide. Each major command will collect summary reports from each unit/detachment/ squadron/flight annually (see Appendix B for sample report). The summary report will cover the proceeding fiscal year's family activities sponsored by the unit and/or the Family Readiness Group (FRG). The report also serves to update the SFPC of all unit FRG representatives and the Family Program Action Officers (FPAO). All summary reports must be forwarded through command channels to the SFPC not later than 30 September annually, and updated 30 days prior to annual training and/or deployments when there are changes.

j. Commanders. Family Programs are a command responsibility. Commanders must take an active role in the development of strong family programs in their units. Commanders at all levels must:

(1) Establish a unit family program and implement State Family Program policies, objectives, and initiatives.

(2) Appoint a Family Program Action Officer (FPAO), to serve as the point of contact for families, and act as liaison between commanders, and Family Readiness Group Representatives (FRGR). A copy of all FPAO appointment orders must be furnished to the State Family Program Office.

(3) Facilitate the establishment of Family Readiness Groups and emphasize the importance of family member participation in FRG activities.

(4) Require the development of a Chain of Caring support network for families.

(5) Arrange for presentations and assistance by JAGs, Financial Officers, Administrative Officers, and Chaplains to ensure legal, financial and spiritual family readiness.

(6) Identify soldiers/airmen who need Family Care Plans. Soldiers/Airmen who are divorced, separated, not living with a spouse, widowed, or married to another military member and who have custody of children under the age of 18 or any other family member incapable of self care, must be counseled on Family Care Plans in accordance with AR 600-20 or AFI 36-2908. Emergency essential civilians should also be encouraged to complete a Family Care Plan.

(7) Facilitate the utilization of unit resources, supplies and equipment, including official postage and telephone use (subject to budget constraints).

(8) Schedule annual family days, up to a MUTA-2. The Family Day must include the required mobilization briefing (See NGR 600-12). Pre-mobilization briefings such as legal, financial, child/elderly care, prevention of family violence and suicide, and drug/alcohol abuse must be integrated in conjunction with family days, holiday activities, or training seminars.

(9) Schedule family orientations and establish a Family Sponsorship Program.

(10) Ensure all eligible family members are listed on DEERS and have a Reserve Component Dependent ID Card (all youth 10 and older, as well as any child under age 10 who does not reside with military parent). For those family members not on

DEERS or who require a Dependent ID Card, the soldier/airman will be advised of the nearest DEERS facility and documentation required to go to the facility with to enter family members into this system.

(11) Ensure the FRG financial records are audited at the end of each fiscal year. Complete a "Statement of Audit" and maintain a copy at unit, battalion/squadron, brigade/group, and wing level. All statements of audit must be completed by **30 September annually**. Commanders will forward a copy of the "Statement of Audit" of the Family Readiness Group's financial records to the State Family Program Office **NLT 15 October annually**.

(12) Each major command or base will collect Quarterly Summary Reports from each unit/detachment/squadron. The summary report will cover the preceding quarter's family activities sponsored by the organization or the Family Readiness Group. All quarterly summary reports must be forwarded through command channels to the State Family Program Office **no later than 10 days** after the end of each quarter during the Fiscal Year. The revised summary report is included with this change; this form can be reproduced. Previous additions are obsolete. Any questions can be addressed to the State Family Program Coordinator at (517) 702-5116.

(13) Ensure an active Youth Mentorship Program (YMP) is established and implemented based on State and National Youth Program policies, objectives and initiatives, and emphasize the importance of youth participation in the FRG and YMP activities.

(14) Appoint a lead youth delegate to serve as the unit point of contact for youth. The lead youth will act as a liaison between the commander, FRG, and other unit youth delegates, and develop a youth reach-out support network for the unit youth.

(15) Identify youth who may be at risk of being neglected by the YMP, i.e., children of soldiers/airmen not living with soldier/airman.

(16) Provide necessary resources to permit YMP growth and continuance, i.e. meeting space, general office equipment/supplies to conduct YMP related duties/activities.

(17) Schedule youth activities up to a MUTA-2 (an eight hour block of time). Youth activities must include required mobilization briefings as well as involvement of youth

in community events as well as family days, holidays, and training seminars.

(18) Reports. Each YMP will submit quarterly reports to the State Family Program office identifying activities, events, training, etc. conducted during the quarter by and for the youth group. Appendix B has a sample of the report.

k. Family Assistance Centers (FAC). Family Assistance Centers will be established and maintained whenever the State has a large number of members being deployed. NGB will fund the FACs, and the SFPC will hire contracted coordinators to fill the positions. The Family Assistance Centers will be available to make monthly contact to each family member impacted by deployment as well as provide appropriate referral of necessary assistance needed by the family members. FAC Coordinators will ensure they establish and maintain accurate listings of community resources to which they may send family members who need various types of services being offered through these community resources. The SFPC will continue the use of the FAC for the length of time deemed necessary within available funding resources.

l. Family Member. Family members are defined as individuals related to or having a close personal relationship to a Michigan National Guard soldier or airman (i.e. spouses, children, step-children, adopted children, siblings, wards, parents, grandparents, or fiancés).

m. Family Program Action Officer. The FPAO is the unit's military point of contact and the principal assistant to the Commander on family matters. The FPAO (1) serves as a liaison between the FRG and the unit commander, (2) informs the commander of challenges, activities, initiatives, good news and concerns of the FRG that impacts readiness and retention, (3) ensures volunteers complete and sign a DA Form 4712, Volunteer Agreement, (4) attends the unit's FRG meetings, (5) ensures mobilization and family records are maintained and updated, (6) provides administrative support and assistance to the FRG to include access to office space, telephones, copiers, paper, postage, training materials, regulations, publication and printing of newsletters, interpretation of regulations, filling out forms, completing and submitting summary reports, keeping families informed of unit mission, training dates and locations, emergency telephone numbers, FRG issues, organizing the Chain of Caring, and funds management to include auditing FRG funds (when the commander delegates this responsibility to the FPAO), (7) assisting the unit's FRG in obtaining government transportation

and use of military installation for FRG sponsored activities, and (8) whenever possible, include the FRG in unit planned activities to enhance the family program.

n. National Guard Members. The unit member is required to maintain updated family mobilization documents and family care plans for the care of dependent children and adults (dual military families and single parents). Soldiers/Airmen are encouraged to invite family members to participate in unit family activities and programs. The unit member is also required to keep his/her DEERS information up-to-date, including addresses on all dependents. This must be accomplished at a DEERS site. Address changes can be made via the web at www.dmdc.osd.mil/rsl or fax the change to 831-655-8317.

o. Official Volunteer. Family Readiness Group volunteers donate their time and services to any of a variety of FRG projects and activities. Volunteers may be family members, retirees, or service members of the Michigan National Guard. Under the provision of 10 United States Code 1588, FRG volunteers are recognized as Government officials in matters of tort claims and for purposes of reimbursement. Official volunteers are actively involved in the planning, management, and delivery of the FRG activities within the state and/or unit level Family Program.

p. Participants. FRG participants are normally those who participate in FRG activities such as classes, seminars, and social events, but are not actively involved in the planning, managing, or delivery of the activity.

q. State Advisory Council. The purpose of the State Advisory Council is to assist, with State Family Programs and issues, and to support National Guard families statewide by determining the issues that impact quality of life and family readiness, and resolving or elevating them to the appropriate level of action. It serves as a liaison between families and the leadership of Michigan National Guard. Regional representatives communicate with unit staff and families to bring forward their concerns on communication and information flow, military entitlements and benefits, support and understanding of Family Readiness Groups, family program education, training, policies, procedures, and the continued ability of Family Readiness Groups to assist military families.

R. Youth Lead Delegate. This individual will (1) serve as the unit's point of contact and principal assistant to the Commander on youth matters, (2) act as a liaison between the YMP

delegates and the Commander, (3) keep the Commander informed on YMP challenges, activities, initiatives, issues, and concerns of the YMP that impact on readiness and retention, (4) ensure youth delegates complete and sign the DA Form 4712-R, Volunteer Agreement, (5) attend YMP meetings, and (6) provide youth informational meetings during pre-deployments/mobilization activities.

1-4. Procedures

The Michigan National Guard Family Program has been established to:

- a. Increase and maintain the readiness of families of National Guard members.
- b. Increase communication among families, units, and the National Guard leadership.
- c. Develop Family Readiness Group networks through which families can mutually support the Guard members, the units and each other.
- d. Improve family awareness of the National Guard structure, its missions, goals, objectives and activities.
- e. Inform families of the existence and nature of benefits and entitlements both in current status and upon mobilization.
- f. Develop programs that improve or maintain the quality of life for the guard member and their family.
- g. Provide policy and guidance to commanders concerning the Michigan Family Program and Family Assistance Plan.
- h. Provide essential service to guard families upon mobilization, and during annual training periods, in designated Family Assistance Centers.
- i. Encourage family members to participate in volunteer programs as well as unit social, recreational, and ceremonial

1-5. Policy (*Equal Opportunity*).

The Michigan State Family Program will be free of discrimination based on race, color, national origin, religious or political affiliation, sex, age, handicap or rank. Family members who believe they have been subject to discrimination are urged to contact the unit Equal Opportunity Representative or the State Equal Opportunity Office at (517) 483-5832.

Chapter 2

Education and Training

2-1. Family Sponsorship

Commanders are required to establish a family sponsorship program and to arrange for family orientation briefings (NGB 600-12). As with the Guard member, a family's first impression of the unit can have a lasting impact on that family's attitude and long-range support of the guard member's career. A program where more experienced guard families assist and befriend incoming family members is beneficial to both the new family and the unit. It is an excellent demonstration of caring, which should significantly decrease the anxiety associated with separations during drills, annual training, extended school periods or mobilization. As a minimum, a family sponsorship program must include: prearranged, informal visits by a sponsoring family or FRG members; orientation to the armory or base; notification to families of unit drill and annual training dates and locations, notification of unit telephone numbers; and an explanation of benefits to Guard members and their families.

2-2. Family Program Workshops

Statewide workshops, symposiums, seminars, and briefings will be scheduled by the State Family Program staff to promote family readiness and inform families of military and quality of life issues. Only those official volunteers who have a DA Form 4712-R on file at the unit FRG-level will be permitted to attend State sponsored training opportunities. Official volunteers will be selected on a rotational basis for attendance at national workshops and training opportunities. Attendance at national workshops will normally be a one-time opportunity in order to provide this to all volunteers actively involved with their unit FRG. Youth delegates (age 13-17) at National workshops may be permitted no more than 2 years of attendance to meet NGB objectives, as required.

2-3. Educational Opportunities for Family Members

College Level Entrance Program (CLEP) testing for college credit is offered free of charge through the Michigan National Guard Education Office. The State Family Program Office and the Education Services Office each maintain a Resource Library with informational videos, audiotapes, pamphlets, and brochures all designed to help improve the quality of life. For CLEP testing dates and a list of available library materials contact a unit-training representative, the State Education Services Office, or State Family Program Office.

2-4. Invitational Travel Orders (ITO)

ITOs are issued for family volunteers for the reimbursement of mileage and per diem (meals and lodging) to attend family program functions. They must be approved by the State Family Program Office and issued prior to any travel or training attendance. To request invitational travel orders, send a memorandum to the State Family Program Office (Appendix B). DD Form 1351-2, Travel Voucher must be submitted for reimbursement no later than 5 working days after training/travel is completed. Personnel for whom ITOs are published MUST be active volunteers. ITOs utilizing Family Program funding will not be issued for a family member that is merely accompanying a service member to an event, conference, workshop, etc. Funding is not authorized to send family members to deployment briefings, or other activities/events where information regarding a deployment is presented, or the celebration of a returning unit is conducted. See the funding chapter on how to pay for such events/activities.

Chapter 3**Family Readiness Groups****3-1. Introduction**

A partnership exists between the Michigan Guard and families to promote readiness, wellness, and retain quality soldiers. Family Readiness Groups are the primary communication link between the commander and unit family members, and are the foundation of the Michigan National Guard Family Program.

a. Family Readiness Group representatives are volunteers who are considered part of the unit staff. Commanders and unit members are required to recruit volunteers and establish a Family Readiness Group at each company/squadron size unit. The FRG is instrumental in keeping family members informed and involved in unit activities during peacetime and upon separations.

b. The FRG is for families and will be managed by families. FRGs need written command approval for all fund raising and large group activities.

c. Each Family Readiness Group should have command endorsed constitution and bylaws, and may request to be chartered by the State Family Program Office in Lansing. Sample FRG constitutions and bylaws are available at Battalion/Squadron, Brigade/Group/Wing, or the State Family Program Office. A copy of the adopted FRG constitution and

bylaws, and any amendments must be sent to the State Family Office within 90 days from the effective date.

3-2. Objectives

Family Readiness Group objectives are to:

a. Develop family support networks in which unit families mutually support and assist each other. A unit roster, annotated with name of spouse or other family member may be used to develop the Chain of Caring or telephone tree. Privacy Act Statement must be included on the telephone tree indicating it is for official use only.

b. Assist in the operation of Family Assistance Centers during mobilization. Refer family needs that cannot be met by the FRG to the appropriate state, unit, or community resource available to meet the needs. This will require the FRG to develop a Community Resource Guide of services in the local area to use for assisting families in time of need.

c. Improve family awareness of the unit, its missions, and activities.

d. Develop and operate systems to provide information and education programs, welcome and orient new families, promote involvement, and prevent isolation.

e. Plan training, which prepares families to function independent of their service member in the event of a deployment.

f. Assist in providing outreach and information to guard family members in the event of a deployment in the form of newsletters or telephone calls. **When individual unit members deploy without the full unit deployment, unit FRG will continue to support and acknowledge the family of such service members without regard to what unit the soldier/airman deployed with.**

g. Provide feedback to the commander and State Advisory Council on quality of life issues within the command/wing.

h. Set up a two-signature checking account. Interest producing accounts are unauthorized. Most banks require a Federal Employee Identification number (EIN) rather than social security number. An SS-4 may be obtained from the IRS to apply for the EIN number. FRG funds will be used for the welfare, morale, esprit de corps of the family members, and operating costs of the FRG (See Chapter 4).

3-3. Organization

Unit FRGs will be organized to form strong communication and support networks as follows: Official volunteers, FPAO and unit commander. During peacetime the focus is on readiness, ensuring the families know how to deal with their quality of life needs, issues and concerns. During times of mobilization the focus is on support. Units should ensure that cohesive unit integrity is maintained when individual soldiers/airmen get deployed with another unit. There is no need to establish separate FRGs for deployed family members. Family members should be embraced as part of the unit and treated accordingly without regard to what unit a family member's sponsor may have had to deploy with. Likewise the units that have deployed with attached soldiers/airmen should include the families of the attached soldiers/airmen to provide additional support and information to those families.

a. Official Volunteer. An official volunteer is a family member volunteer who assumes communication and support responsibilities for the group. The governing body is elected by the Family Readiness Group and may consist of a President, Vice President, Secretary, and Treasurer, or Chairperson, Vice Chairperson, Secretary, and Treasurer. Individuals in these positions must be related to a National Guard soldier, airman (i.e., spouse, child age 20 and over, or a sibling, or parent). Family Readiness Group members may also be retirees, extended family members, and members of the community who are interested in improving the quality of life of soldiers and airmen. Official volunteers may establish various committees with additional volunteers, known as primary FRG Representatives (FRGRs). Family Readiness Groups must set up finance, membership, newsletter, and activity committees and develop volunteer job descriptions.

b. Family Program Action Officer (FPAO). The FPAO is a unit member assigned as the commander's representative. The FPAO is not considered a part of the governing body, but is an advisor to the FRG. The FPAO ensures family members are informed on issues and matters involving the unit mobilization prospects, as well as serving as the interpreter of regulatory guidance and military jargon. The FPAO will assist the FRG in obtaining needed resources, mailings, and newsletter distribution. FPAO will take concerns of the FRG to the commander and schedule appropriate meeting times between official volunteers and the command. FPAO will attend regularly scheduled FRG meetings and assist with their activities/events.

c. Commanders. It is important to note that the FRG legitimacy comes primarily from the commander's willingness to support the volunteers in the group. However, this responsibility does not necessarily require an extensive investment of time by the commander. The commander needs to have full knowledge of the FRG's planned activities and easy access to the official volunteers to provide guidance, offer unit resources (office space, including desk, office supplies, copier access, a telephone, typewriters, computers, and storage space for family readiness group materials) and facilities, create a climate of caring for family members, and ensure recognition and appreciation for FRG leaders and volunteers. Official volunteers will not be formally counseled or handled with any military disciplinary measures. However, official volunteers who disrupt the cohesive functionality of the FRG may be asked to assume a position of lesser influence within the FRG structure. Commanders will support the official activities of the FRG as follows:

(1) Postage and mail supplies for official correspondence.

(2) Access to unit rosters for official business. Unit rosters (annotated with spouse or parent names) are "For Official Use Only" documents. Anyone using the roster must have command approval and must be made aware of Privacy Act considerations. The information may only be used for chain of caring or networking purposes among FRGRs. The names, addresses, telephone numbers, or other information contained in any roster may not be provided to outside agencies, other military personnel or units, or other individuals that are not part of the Family Readiness Group, and do not have a need to know.

(3) Non-tactical vehicles i.e. sedans, vans, and buses if available must be authorized by the Battalion/Squadron level commander or above prior to use by Family Program Volunteers.

3-4. Volunteer Service

It is important to involve as many volunteers as possible. All volunteers must complete and sign a DA Form 4712, Volunteer Agreement upon joining an FRG or providing volunteer service to the unit. The Volunteer Agreement only needs to be completed once.

a. A person providing voluntary family readiness services shall only be considered an employee of the government in the

event of work related injuries, reimbursements, or tort claims. Persons volunteering for Family Readiness Groups will be covered as stated above but will not be considered government employee for any other purpose.

b. The following records and reports must be prepared and maintained by the FPAO at the unit as indicated:

(19) **The volunteer agreement** serves as a formal agreement between the volunteer and the unit that the volunteer agreement and a written job description will be maintained in the Family Readiness Group files for each volunteer.

(20) **DA Form 4713**, Army Community Service Volunteer Daily Time Record, for hours worked will be entered by the volunteer on the daily time record for the appropriate day and month. Daily hours will be totaled for the month and entered on the form. Monthly totals will be entered on the volunteer's permanent service record, **DA Form 4162**, Army Community Service Volunteer Service Record (Appendix B).

(3) When accepting volunteer services from unmarried family members under the age of 18, a **DA Form 5671**, Parental Permission must be signed by the parent or guardian.

(4) DA Forms 4712, 4713, 4162, 5671 may be reproduced locally. These forms are provided in Appendix B. See AR 608-1 for original forms.

(5) Establish a binder for FRG regulations and FRG correspondence.

3-5. Prohibited Activities of the FRG

Activities in which FRGs are not authorized to be involved with include:

- a. Becoming surrogate parents.
- b. Becoming social workers to family members.
- c. Lending money, cars, or expensive items.
- d. Dividing into groups (i.e. enlisted vs. officer spouses, ethnic groups, religious groups, etc.)
- e. Becoming a babysitting or errand service.
- f. Duplicating on-base or community activities.

(1) FRGRs cannot accept the use of government facilities to be used to store food of any kind for families during deployment or any other event. **The establishment of food pantries is strictly prohibited.** Families needing food should be referred to community food banks.

(2) Except where permitted by para 4-5 below, use of the FRG fund to consistently provide grants to soldiers, airmen or family members is prohibited.

3-6. Volunteer Reimbursement

The National Guard Bureau allocates to each State nonappropriated funds to reimburse volunteers who expend their personal money to support the family program. Approval from the State Family Program Coordinator is required before expenses are incurred. Types of authorized reimbursements are: child care (maximum hourly rate is \$2.00 per hour per child or a reasonable single rate for group care); mileage when using privately owned vehicles at a rate equal to the current rate allowed military personnel in accordance with the Joint Travel Regulation; telephone calls made for official family readiness business; postage and printing costs for command authorized newsletters when government postage is not available, nor are funds available in unit FRG fund; cost for conducting or participating in training, travel and per diem; volunteer awards (certificates, plaques, badges, pins, name tags). **Miscellaneous incidental expenses, e.g., refreshments and other foods or beverages, party favors, and party decorations are not considered incidental reimbursable expenses.** The revised Reimbursement Form and Volunteer Expense Worksheet are included in this regulation. Previous editions are obsolete. These forms are reproducible and found in Appendix B.

3-7. Chain of Caring

The family readiness chain of caring is an organized telephone network, similar to the alert roster, for families to exchange information and offer mutual support. The chain of caring is used only for non-death related situations. It is organized by the FPAO and FRGRs. Each family member should have no more than four other family members to call. The higher headquarters of each unit will maintain copies of their subordinate units' chains of caring. The State Family Program Coordinator will be provided with a copy of the most current chain of caring not later than 0800 hours on the Monday of each Annual Training period.

Chapter 4

Family Readiness Group Funds

4-1. Family Readiness Group Funds

The Commander must approve all FRG fund raising activities. FRGs are allowed to maintain up to \$1,000 in their FRG accounts (except when monies are earmarked to be spent within 6 months for a special event or special program.) FRGs who need to maintain a balance in excess of the \$1,000 limit for more than six months, must contact the State Family Program Office for approval.

a. An informal fund reaches the \$1,000 threshold at the moment that its net worth (total assets less total liabilities) exceeds \$1,000. Commanders have some flexibility to allow FRGs to carry excess funds for the 6 month periods when earmarked for special events or programs. For example: The FRG is planning a holiday ball. Known costs are \$3,000 (dinner \$2,100; hall rental \$250; and band \$650). They have planned fundraisers to earn the money. With a written plan and contracts for services or supplies (ballroom, band, etc.), the FRG account may exceed the \$1,000, and may even go as high as \$4,000 for a period of time as it has liabilities which offset the excess assets. Liabilities should not be long-term, i.e. held for a bi-annual event when current event costs come in below anticipated costs. FRGs are not in the business of collecting and maintaining funds, but are established to provide activities and support that will enhance the flow of information, morale, and esprit de corps within the unit.

b. FRG funds must be used for activities that support the entire group rather than specific individuals. Use of funds should not duplicate what other agencies provide, such as establishing a loan fund or emergency food bank when other agencies such as ACS, AER, AFAS already have programs established.

c. Units may not at any time combine Morale, Welfare, and Recreation (MWR) Appropriated Funds (APF) with private FRG fundraising funds or donated funds. Further, a strict separation of FRG funds from any unit nonappropriated MWR funds is required. Nonappropriated MWR funds could include such funds associated with clubs, organizations or other unit sponsored fund separate and apart from the Family Program.

4-2. Checking Accounts

Family Readiness Group funds must be maintained in a two-signature bank account. A minimum of five members with

signature authority on the account is highly encouraged. The commander may be one of those on the account, but does not have to sign each check.

a. Most banks require an Employee Identification Number (EIN) rather than an individual's social security number. This number is used so that accumulated interest reported to the IRS is not charged to one individual. To apply for the EIN number, an SS-4 Application for Employer Identification Number, may be obtained from the Department of Treasury, Internal Revenue Service. A C-3207, Sales and Use Tax Exemption Application, is also required and can be obtained from the Michigan Department of Treasury. Copies of the SS-4 & C-3207 are contained in Appendix B. Unit number should be used for FRG Fund name, i.e. 210th FRG or 110th FRG.

b. The reason behind the five minimum members on the account is for availability to sign checks when needed. When activities are planned and purchases need to be made, limiting signature authority to only two individuals restricts the availability of accessing those funds when necessary. Having five individuals to select from in obtaining the required two signatures will make the purchase of needed supplies and/or services more accessible.

c. Monthly reconciliation of the account must be made and all signature authority members and governing FRG members made aware of the reconciliation and any discrepancies that are identified.

4-3. Reviews and Audits

The Family Readiness Group Treasurer or President must furnish financial records to the commander or his/her authorized representative for periodic reviews and/or the required annual audit. The original "Statement of Audit" must be retained in the FRGs financial records and copies maintained by the higher headquarters. The higher headquarters commander endorses the accuracy of the accounting process and completes a statement as to the validity of the account records. Questionable transactions, procedures, or evidence of fund abuse that cannot be resolved internally shall be brought to the attention of the State Family Program Office. A Statement of Audit is also required upon all changes in command. Since the commander is the individual ultimately responsible for the FRG fund, an audit will be conducted at the end of a commander's term and copies made available to the higher headquarters commander. Upon endorsement by the higher headquarters Commander, the incoming Commander can be added to the account and delete the outgoing

commander. A copy of the statement of audit will be maintained in the unit FRG records.

4-4. Fund Raising

Fund raising events conducted in support of FRG activities and quality of life programs are required to be sanctioned and authorized in writing by the unit commander. The National Guard is not responsible for purchases or debts incurred by the Family Readiness Groups. Fund raising activities must not benefit any commercial interest or product. This does not preclude the acceptance of donations of cash, property or services which may or may not contain the logo or slogan of a commercial source.

Use of or sale of alcoholic beverages or gambling during the fund raising events is strictly prohibited.

4-5. Expenditure of Funds

The FRG fund will be used for the welfare, morale and esprit de corps of the military family members, the unit members in conjunction with Family Readiness Group activities, and the administrative and operating costs of the FRG. Emphasis is to be placed on the support of family members and FRG. The FRG must use caution in deciding whether to purchase items for the military unit or unit personnel, as they are provided support through government funding.

a. Funds may be disbursed for:

(1) Grants (as opposed to loans) to verified "needy" families to cover devastating medical bills, rent to avoid home eviction, etc. Poor financial management should be a possible reason to deny a grant. FRGs can collectively agree upon using funds to aid families impacted by unplanned circumstances/events, i.e. death of family members, serious injuries, losses due to house fires, etc.

(2) Use of FRG funds for reimbursement of FRG operating costs, such as postage, envelopes, paper, get-well/birthday/ anniversary cards, telephone calls, typewriters, and other office equipment is authorized. See paragraph 4-6 for additional information on reimbursement. All reimbursements, have to be requested and approved prior to any individual engaging in an event/activity that will result in them spending money that perhaps they cannot get reimbursed for. Before purchasing office supplies, FRG personnel should inquire with the unit or State Family Program Coordinator for the availability of supplies. In such events when funds are not available for reimbursement, contact the SFPC to see if any nonappropriated funds are available for reimbursement. FRGs

should realize that the State nonappropriated funds are limited and exhausted early, so caution needs to be exercised when asking volunteers to make purchases prior to ensuring some form of reimbursement is available.

(3) Unit Family Readiness Group funds may be donated to other FRGs to assist families or company/unit sponsored events, and may be used occasionally to rent or purchase recreational items. The governing body of the FRG, considering input by the unit family members, should agree upon such donations.

(4) Training Opportunities. FRG funding can be used to pay for rental space of a location necessary to conduct training of FRG members for informational purposes. FRG funds can also be used to pay for speaker costs to bring in experts on topics presented to FRG members, i.e. financial management counselors, dealing with deployment concerns, preparing for reunions, coping with stress, etc. Training events should be conducted at times when the likeliness of more family participants is expected, i.e. summer picnics and holiday parties, where the availability of information is readily available for all FRG members.

(5) Child Care. FRG funds can be utilized to pay childcare expenses that arise as a result of encouraging participation at FRG functions, meetings, or events that require adult focus and attention. Having the children secluded and occupied with a paid caretaker during such events prevent disruptions that may otherwise occur if the children are not properly cared for. Childcare should be arranged at a central location so parents can all drop their children off at the same place to enjoy the FRG event scheduled. This does not allow for each parent to be reimbursed the cost of providing their own individual child care arrangements.

b. Funds may not be used for:

- (1) Loans to any individual, group or organization, regardless of their affiliation to the group or military status.
- (2) Cashing checks.
- (3) Travel advances.
- (4) For paying salaries and wages.

- (5) Retirement parties for service members.
- (6) Purchase of any recognition items, i.e. coins, plaques, swords, flowers, etc. for soldier or spouses. Recognition should be in the form of items not required by the fund, i.e. commander should give unit coins, nomination of State Award recognition programs, etc., should be utilized.
- (7) Supplies for unit members.
- (8) Buying gas so a soldier/airman can get to drill.
- (9) Unit equipment unavailable through other sources.
- (10) Donations to other unit affiliated clubs, i.e. Officer's Club, NCO Club, All Ranks Club, MWR Funds, etc.
- (11) Purchase of alcoholic beverages for any event.

4-6. Funds, Records and Forms

Accounting for FRG funds will be on a single entry or cash basis system. Use of various automated record keeping, i.e. Excel, Quicken, etc., may be used to track and record all transactions.

a. *Checkbook*. Whenever a check is written, the stub will be cross-referenced to the DA Form 2107, Nonappropriated Fund Receipt and Disbursement Voucher number and/or logged into the automated program utilized for record keeping.

b. *DA Form 2107 (Appendix B)*. The DA Form 2107 is used to support all receipts and disbursements to and from the FRG fund. It is numbered sequentially by fiscal year (October 1 thru September 30), i.e. 96-1, 96-2, etc. For example, if the first voucher issued was 96-1 for an expenditure and the next transaction to be recorded is a receipt of cash, the voucher would be numbered 96-2. The first two digits indicating the fiscal year, followed by the numbered voucher for the fiscal year. All forms will clearly identify the purpose of each transaction. See Figures 4-1 thru 4-3 for samples of completed forms.

c. *DA Form 5627-R Cash, Property and Reconciliation Record (Appendix B)*. This form is to be prepared by the treasurer quarterly and upon change of treasurers or commanders. See figure 5-4 for a sample of a completed DA Form 5627-R. It will reflect a summary of all transactions completed since the last prepared form. See Figure 4-4 for a sample of a completed form.

d. *Reconciliation.* Each quarter, monthly bank statements will be reconciled to the FRG fund records by the treasurer and reviewed by the FPAO or another commander's representative twice a year. The bank statement balance, minus outstanding checks and administrative fees, plus deposits made after the bank statement, should always agree with FRG fund balance.

e. *Certificate of Fund Transfer.* Upon change of the FRG treasurer or commander, a new appointment memorandum must be prepared by the FPAO or the FRG President and the following actions completed:

(1) The outgoing treasurer will prepare a memorandum indicating responsibility for the FRG fund is transferred to the incoming treasurer. Both the current manager and the successor will sign the memorandum. The memorandum will be filed in chronological sequence with the financial records.

(2) The outgoing treasurer will also notify the servicing bank of the change in fund managers. A sample letter is included in Appendix B.

(3) The treasurer will prepare a memorandum indicating a change in command has occurred. The outgoing commander will sign the memorandum and it will be forwarded to higher headquarters for concurrence. Upon receipt of the signed memorandum from higher headquarters, a copy will be filed in chronological sequence with the financial records.

NONAPPROPRIATED FUND RECEIPT AND DISBURSEMENT VOUCHER <small>For use of this form, see AR 215-5; the proponent agency is USAFAC.</small>			VOUCHER NO. 03-02	
NAME OF FUND Family Readiness Group, Jackson Armory, Jackson MI			DATE 2 May 2003	
DESCRIPTION	UNIT	AMOUNT		
		RECEIVED	PAID*	
Coffee maker, 90 cup	1 ea		32	07
Dispenser, cream	5 ea		15	00
Bowl, sugar	5 ea		15	00
<i>TOTAL</i>			62	07
<i>LESS DISCOUNT</i>				
<i>NET</i>			62	07
* PAID BY CHECK NO. 002 DATED 2 May 2003		CHECK APPLICABLE BOX <input checked="" type="checkbox"/> AUTHORIZED FOR PAYMENT <input type="checkbox"/> AUTHORIZED FOR RECEIPT		
TYPED NAME, GRADE, AND TITLE OF CUSTODIAN Susan Moneybags, Volunteer, Treasurer		SIGNATURE OF CUSTODIAN		

DA FORM 2107, MAY 58

USAPPC V1.00

Figure 4-2, Sample of Completed DA Form 2107 (Expense)

NONAPPROPRIATED FUND RECEIPT AND DISBURSEMENT VOUCHER <small>For use of this form, see AR 215-5; the proponent agency is USAFAC.</small>			VOUCHER NO. 03-3	
NAME OF FUND Family Readiness Group, Jackson Armory, Jackson MI			DATE 3 May 2003	
DESCRIPTION	UNIT	AMOUNT		
		RECEIVED	PAID*	
Profits from the sale of T-shirts		60 00		
Donation by ABC Warehouse		300 00		
Deposited on 3 May 2003. See attached deposit slip				
<i>TOTAL</i>		360 00		
<i>LESS DISCOUNT</i>				
<i>NET</i>		360 00		
* PAID BY CHECK NO.	DATED	CHECK APPLICABLE BOX <input type="checkbox"/> AUTHORIZED FOR PAYMENT <input checked="" type="checkbox"/> AUTHORIZED FOR RECEIPT		
TYPED NAME, GRADE, AND TITLE OF CUSTODIAN Susan Moneybags, Volunteer, Treasurer		SIGNATURE OF CUSTODIAN		

Figure 4-3, Sample of Completed DA Form 2107 (Income)

M		TAB	TAB	TAB	TAB	TAB	TAB	
CASH, PROPERTY AND RECONCILIATION RECORD								
For use of this form, see DoD 7000.14-R Volume 13; the proponent agency is USAFAC								
UNIT Jackson Armory		DAILY TRANSACTIONS					MONTHLY RECONCILIATION	
DATE	EXPLANATION	TIME	RECEIPT	EXPENDITURES	BANK BALANCE	PROPERTY	BAL PER BANK	DA FORM 4078
1 May 03	Balance from previous month				\$750.00		\$750.00	
1 May 03	Groceries	03-01		\$130.27	\$619.75			
2 May 03	Coffee maker, cream dispensers & sugar bowls	03-02		\$62.07	\$557.68	\$62.07		
3 May 03	Donations and shirt sale profits	03-03	\$360.00		\$917.68			
31 May 03	Service charge checking account (see May statement)			\$5.60	\$912.08			
31 May 03	End of month totals		\$360.00	\$192.34	\$912.08	\$62.07	\$974.15	
	Less outstanding check #002						\$62.07	
	Adjusted balance available						\$912.08	

DA FORM 5627-R, FEB 88

REPLACES EDITION OF FEB 87, WHICH MAY BE USED

USAPA V 1.00

Figure 4-4, Sample of Completed DA Form 5627-R

Chapter 5

Family Assistance upon Mobilization

5-1. Introduction

During the mobilization of Michigan National Guard units and national emergencies, Family Assistance Centers (FACs) will be activated. These centers are designed to provide support, services and information to all military families. The number and location of FACs established will depend on the number of families and units activated, as well as funding.

5-2. Family Assistance Centers

The FAC is the main source of support for family members to receive all services and assistance. FAC services will be established as soon as funding is available once the unit has been activated, and will remain operational until the center is no longer needed. Family Assistance Center Standard Operating Procedures can be requested from the State Family Program Office. Family members may utilize the FAC located nearest to their homes. Minimum essential services provided to families will include:

a. Ensuring family members have required ID card(s). The DD Form 1172, supporting documentation (including mobilization orders and all amendments), and a list of RAPIDS Sites will be given to the family member to take to a RAPIDS Site for ID Card issuance. Family members will have 90 days to obtain their ID Card before the application expires. If the unit performs a home-station mobilization near a RAPIDS Site, the FAC will make arrangements with the RAPIDS Site for the family members to have their ID Cards issued there.

b. TRICARE (medical and dental benefits) counseling. Assist family members with any issues/concerns they have with TRICARE, and help the families understand the TRICARE procedures and policy requirements, i.e. deductibles, co-payments, and the differences in the various policies.

c. Provide financial counseling and assistance (budgets, balance checking accounts, etc.), and make referrals of family members who have financial difficulty to proper resources where assistance can be received. Some referral agencies include the Army Emergency Relief (AER), Air Force Aid Society (AFAS), Michigan Family Fund, American Red Cross (ARC), the American Legion and the Veterans of Foreign Wars (VFW).

d. Provide local information and referral services to community and military agencies for assistance. Each FAC will maintain a current updated listing of ALL community resources available to families during times of need.

e. Provide assistance to obtain entitlements and benefits.

f. Provide spiritual assistance, and work with unit Chaplains as required.

g. Provide legal assistance with the assistance of the JAG and referrals on legal matters as necessary.

h. Provide assistance with understanding pay issues and work with the families and the finance office in resolving these problems.

i. Make monthly morale calls to check on families during periods of deployment to ensure the families are not forgotten during this time.

Chapter 6

Awards

6-1. Introduction

Volunteers, family members, guard members, retirees, and other committed individuals who generously donate their valuable time and talents should be recognized. Units will establish an awards program to honor and recognize these individuals. Units may present awards and other forms of recognition at appropriate family/soldier gatherings i.e. unit formations, unit parties, meals, or family briefings and activities. Media coverage of presentations is encouraged.

6-2. Certificates of Appreciation

The commanding officer at any level may award the Michigan National Guard Family Program Certificate of Appreciation MIARNG Form 672-18 (includes narrative) or 672-18-1 (blank) to individuals or organizations. The signature of a Family Readiness Group Representative or a Family Program Action Officer is recommended on the certificate along with the Commander's signature. Certificates may be procured through MIAR-IM-PP or requested through the State Family Program Office.

a. Eligibility. Any volunteer whose volunteerism to the unit's Family Readiness Group is highly recognized by unit members and family members. The volunteer's efforts must have a positive impact on the unit's FRG.

b. Criteria. Any individual who volunteers his/her time, talent and efforts for the good of the unit Family Readiness Group is eligible. The volunteer should be well known by unit members and family members alike and should be someone who has a high level of participation in events and activities.

c. Nomination Procedures. Any volunteer within the FRG, the FPAO, or the commander may make a nomination by completing the certificate for presentation.

6-3. Unit/Battalion Coins

Commanders at any level may choose to recognize exceptional volunteers by presenting them with the unit/Battalion coin. The Family Readiness Program is unable to procure these for presentation. Units who elect to utilize this form of recognition make a profound statement recognizing the volunteers with the same coin the military members receive for going above and beyond the call of duty or performing a task with exceptional results, making the volunteers truly feel a part of the unit.

6-4. Family Readiness Meritorious Service Award

This award consists of a medallion attached to a purple ribbon along with a certificate for the recipient. Although we prefer to present this award at the annual State Family Conference, commanders may choose to recognize their volunteers with this award at their award events. If the latter form of recognition is made, the state will announce the names of these recipients at the annual conference.

a. Eligibility. Any active volunteer who demonstrates exceptional volunteerism to the unit's Family Readiness Group.

b. Criteria. Volunteers who demonstrate exceptional communications, project involvement, and exemplary service. This award allows the commander to show appreciation for how the volunteer has enhanced the unit family, the FRG, and family readiness. Communication should be demonstrated by: how the volunteer effectively communicates with unit personnel, family members, and provides information to them; as well as the development of the chain-of-caring telephone tree, and in the continual monitoring of it for accuracy. Project involvement should be displayed by the volunteer through participation in unit and community events/activities that promote the unit and the FRG.

c. Nomination. This award is submitted by the commander to recognize outstanding meritorious service and exceptional display of leadership or outstanding contributions to the family program by a volunteer or community organization. The approving authority for the Family Readiness Meritorious Service Award is the State Family Program Office and State Advisory Council. A letter to the SFPC must include who is recommended for the award, with what organization they are affiliated, when the event or service occurred, and how it benefited the family program. No special forms are required. The letter should be written in sufficient detail to portray the accomplishments and meritorious volunteer spirit of the individual. Information should include volunteer's involvement in the unit's Family Readiness Group activities, leadership qualities, and the ability to work with others; the working relationship between the commander, the military members, and the volunteers.

6-5. The Adjutant General's Volunteer of the Year Award

This award is presented to one Army and one Air Volunteer annually at the State Family Conference. The award consists of a plaque with the National Guard Family, along with a Certificate of Appreciation to each of the recipients.

Recipient cannot be a Volunteer of the Year recipient from the previous year.

a. Eligibility. Any Air and Army volunteer who has gone above and beyond the required exceptional service to a unit's FRG. Nominee must have participated in the unit's FRG program a minimum of one full year. Only one recipient will be selected from the Air and one from the Army Guard.

b. Criteria. Individual who best exemplifies the spirit of the State Family Program by demonstrating a positive and enthusiastic working relationship with the unit chain of command and the family chain of caring. Nominee must be actively involved in all FRG activities and events and is there to render support whenever the need arises. Individual has to be well known throughout the unit and family members as going the extra distance for the betterment of the unit's FRG.

c. Nomination. Commander must submit to the State Family Program office, a narrative nomination written in sufficient detail to portray the accomplishments and exemplary volunteer spirit of the individual. This would include (1) the volunteer's involvement in the unit and/or State Family Program activities and events, (2) demonstrated leadership qualities and ability to work well with others, (3) be someone the unit can always count upon to get the FRG moving in a positive manner, and (4) volunteers an enormous amount of time, effort and resources to the activities and events of the FRG.

6-6. Family of the Year Award

This award recognizes an entire unit FRG as the Family of the Year. This award is presented annually at the State Family Conference to one Air Guard unit FRG and to one Army Guard unit FRG. The award consists of a marbled (blue for Air/green for Army) Plaque, as well as the unit's name on the Main Plaque on display at the State Headquarters.

a. Eligibility. Any Air and Army unit who has an active Family Readiness Group.

b. Criteria. Family Readiness Groups that best exemplify the spirit of the State Family Program by demonstrating a positive and enthusiastic working relationship with the unit chain of command and chain of caring. Unit must have a FRG that is actively involved in family issues, activities and events to ensure families' readiness at all times. Unit FRG renders support whenever the need arises, not only to it's own FRG

members, but are willing to extend their expertise, enthusiasm, and assistance to families of fellow FRGs throughout the State.

c. Nomination. Unit commander submits a written narrative to the SFPC detailing the unit FRG's involvement in the family activities and readiness issues. Nomination should clearly demonstrate how this FRG aided the unit's readiness and retention of military members and volunteers. Examples of assistance rendered to other FRGs should be included in the nomination.

6-7. Other Awards Available

The Michigan Distinguished Service Medal is awarded for exceptional meritorious service to the State. The Michigan Legion of Merit is awarded to an individual, serving in any capacity that has distinguished him or herself for meritorious achievement, performance or human service to the state. See MIARNG Reg 600-8-22 for eligibility, criteria and nomination requirements. These awards are normally issued to military members; however, civilian volunteers are also eligible for submission and should be considered for highly involved volunteers who have dedicated many hours to the FRG throughout the years of their volunteerism to the unit.

Chapter 7

Youth Programs

7-1. Introduction

The Michigan National Guard Youth Programs encourage development of leadership skills, positive attitudes, high self-esteem, effective social skills, positive life goals, drug free behaviors as well as an understanding of the National Guard to the children of National Guard members. For more information and applications to these programs contact unit representatives or the State Family Program Office.

7-2. Youth Camp

This is a weeklong summer camp for 156 dependents of National Guard members and Department of Military Affairs employees, ages 9-12. Siblings ages 15-17 may volunteer and train to work as junior coaches. Spouses, parents, siblings over 18 years old, and retirees of the Michigan Air/Army Guard may volunteer as coaches or camp staff. Application procedures are announced on the web site annually at the end of February. Go to www.michigan.gov/dmva then go to the Michigan National Guard, Family Program, and Youth Programs to obtain details and the application. Strict compliance with the age requirements is maintained and no exceptions are made. This camp provides our youth an opportunity to gain team-building skills and learn to develop leadership qualities while getting an opportunity to meet other youth who have family members in the Michigan Army or Air National Guard.

7-3. Freedom Academy

This is a weeklong summer leadership camp offered to 150 high school juniors or seniors to be. This camp offers speeches on freedom, leadership training, and team building activities such as raft races, sports, and a great opportunity to interact with other high school students from throughout Michigan. Again, details regarding this opportunity are available at the web site indicated above. Applications for this academy are obtained from the student's high school counselors who recommend the students for the event. This event is open to the general public and is not an exclusive event for the youth of the Michigan Army/Air National Guard youth.

7-4. Youth Mentorship Program

The National Guard Bureau has developed and requires states to formulate a Youth Program, similar in nature to the FRGs. The Youth Mentorship Program (YMP) is designed to fulfill this requirement. As we know, Michigan youth as well as other National Guard youth, have very similar life experiences; yet

their experiences are different from many of their peers and friends within their community and schools. This program will allow our youth to be trained as mentors to others in their situation, while providing life-training skills to be highly effective leaders wherever their futures take them.

a. Eligibility. Any youth, age 10-18, whose parent(s), grandparent(s), or extended family members, are affiliated or have been affiliated with the Michigan Army or Air National Guard are eligible to participate as youth delegates in the unit YMP.

b. Objectives. To establish policies and procedures to implement and maintain a strong mentorship program for the youth of the Michigan National Guard. In addition to the responsibilities laid out in the previous chapters of this regulation, the following additional responsibilities, as they relate to this program are outlined:

1) State Youth Mentorship Coordinator. Responsible for coordinating youth issues, activities and programs between the National, State and unit YMPs. Responsibilities include interaction between youth delegates and unit FRGs. This position works with the SFPC.

2) Commanders. Ensure their unit has an active YMP by ensuring the responsibilities listed in Chapter 1 above are carried out. Additionally commanders will ensure the YMP conducts orientations when the FRG sponsorship is conducted.

3) Unit Youth Mentorship Coordinator. Commanders will assign a volunteer from within the FRG to serve as a Youth Coordinator at the unit level to assist the YMP in conducting and scheduling their activities and events.

c. Organization. Lead youth delegates will facilitate all activities, meetings, and unit training events involving the unit YMP. No formal hierarchy will be established to force the youth to feel obligated to participate, however, an environment that promotes positive acceptance by all and any youth delegate to participate is strongly encouraged. The lack of structure permits individuals to willingly step up as leaders on events, activities, or training opportunities they feel comfortable in, and allows their leadership skills to be honed and observed. This eliminates competition for any particular position and will let all delegates evolve as true leaders.

d. Youth Community Involvement. The YMP is to promote the unit's existence and goodwill in the local community by conducting community service orchestrated by the youth delegates. This can be an annual event or quarterly events as the unit and YMP see fit.

e. Youth Reach-Out Support Network. The YMP will establish a youth reach-out support network among its delegates and can include multiple companies within a battalion and/or brigade. This can be telephone trees, e-mail lists, websites or chat rooms that will be used to keep National Guard youth abreast of issues impacting them and provide a resource to them of other youth who may be experiencing the same or similar issues/concerns.

f. Training. The State Youth Symposium will offer the majority of training to these delegates while a select few will be invited to represent the state at the National Youth Symposium. Bi-annual training opportunities will be developed at the state level for youth participation in addition to the State Youth Symposium. Units are encouraged to provide additional training to their YMP delegates as needed.

g. Recognition. Various levels of recognition will need to be developed, and eligibility criteria and nomination procedures provided under separate cover. However, unit level forms of recognition can begin immediately utilizing the following resources:

1) Unit level.

- (a) Unit/Brigade Commander coins
- (b) Letters of appreciation
- (c) Certificates of recognition
- (d) State Awards

2) State level:

- (a) Develop YMP of the year for both Air and Army recipients
- (b) Youth Volunteer of the Year

3) Others:

- (a) Congressional Medal of Honor for Youth
- (b) Youth Physical Fitness recognition

h. Scholarships. We are looking into developing a current listing of scholarship programs available to the youth of military family members. Once compiled, this listing will be made available to unit FRGs and YMPs. Web sites provide a good source of scholarships available for our youth, and individual unit YMPs should begin researching to develop these resources and making them available to their delegation.

**Appendix A
References**

AFI 30-20	Issue and Control of ID Cards
AFI 36-2908	Family Care Plans
AFI 36-3009	Family Support Center Program
AFI 36-3101	Fundraising Within the Air Force
AFI 36-3105	Red Cross Activities within the Air Force
AFI 36-3109	Air Force Aid Society (AFAS)
AFI 90-501	Community Action Information Board and Integrated Delivery System
AFR 211-3	Personal Affairs Counseling Information & Assistance
AFR 211-24	Family Services Program
AFP 50-45	Wellness Lifestyle Guide for Personal Readiness Airforce Mobilization Guide for Reservists & their Family Members
AFPD 36-31	Personal Affairs
AFPD 90-5	Community Action Information Board
ANGR 30-2	Social Actions Programs
AR 25-21	Official Mail and Distribution Management
AR 58-1	Management, Acquisition and Administrative Use of Motor Vehicles
AR 600-20	Army Command Policy (Family Care Plan Forms)
AR 608-1	Army Community Service Program (Volunteer Forms)
AR 608-10	Child Development Services
AR 608-18	Army Advocacy Program
AR 608-99	Family Readiness, Child Custody and Paternity
DA Pam 350-21	Family Fitness Handbook

1 January 2004

JFHQ Regulation 608-2

DA Pam 608-47 A Guide to Establishing Family Support Groups

FORMDEPS Vol III FORSCOM Family Readiness Plan, Part III

NGR 600-12/

ANGR 211-1 National Guard Family Program

NGB Pam 600-4/
30-02

Prevention of Sexual Harassment ANGP 30-2 ANGP
Guidelines for Commanders, Managers and
Supervisors

NGB Pam 360-5/
ANGP 190-1

National Guard Public Affairs Guidelines

NGR 735-12

Loan and Use of Property Issued to the National
Guard

Michigan Army National Guard Command Inspection Program Guide, Family
Readiness Program

Michigan National Guard Family Assistance Center Handbook (Standard
Operating Procedures)

Title 10, US, Chapter 8, Section 1588 - Authority to Accept Certain
Volunteer Services

Appendix B
Reproducible Forms

Reproducible forms have been provided for your use in making working copies. Use these forms to make your copies then return them to this appendix.

Title

DA Form 2107, Disbursement Voucher

DA Form 4162, Volunteer Service Record

DA Form 4712, Volunteer Agreement

DA Form 4713, Volunteer Daily Time Record

DA Form 5627-R, Cash, Property and Reconciliation Record

DA Form 5671, Parental Permission

Funds Transfer Letter

Request for Invitational Travel Order

MIARNG FORM 608-2-1-R/MIANG FORM 36-302, May 03,
Family Readiness Activities Quarterly Report

MIARNG FORM 608-2-2-R/MIANG FORM 36-3012, May 03
Family Readiness Volunteer Expenses, Reimbursement Request Form

MIARNG FORM 608-2-3-R/MIANG FORM 36-3013, May 03
Volunteer Expense Worksheet

VOLUNTEER AGREEMENT FOR APPROPRIATED FUND ACTIVITIES			
For use of this form, see AR 608-1; the proponent agency is OACSIM			
PRIVACY ACT STATEMENT			
AUTHORITY:	10 USC, Section 1558, Secretary of the Army; E.O. 9397 (SSN); and Army Regulation 608-1, Army Community Service Center.		
PRINCIPAL PURPOSE:	To document voluntary services provided by an individual, including the hours of service performed, and to obtain agreement from the volunteer on the conditions of accepting the performance of voluntary service.		
ROUTINE USES:	None.		
DISCLOSURE:	Voluntary. However, failure to complete the form may result in an inability to document the type of voluntary services and hours performed.		
PART I			
1. I desire to volunteer my services to the _____ at _____ (Organization/Unit)			
_____ on _____ (Installation) (Anticipated Hours/Day(s) of Week)			
Program at _____ (Installation)			
2. DESCRIPTION OF VOLUNTEER SERVICES			
3. I expressly agree that my services are being provided as a volunteer and that I will not be an employee of the United States Government or any instrumentality thereof while performing the above described services, except for certain purposes relating to compensation for injuries occurring during the performance of approved volunteer services, tort claims, the Privacy Act, and criminal conflicts of interest. I expressly agree that I am neither entitled to nor expect any present or future salary, wages, or other benefits for these voluntary services. I agree to be bound by the laws and regulations applicable to voluntary service providers and agree to participate in any training required by the installation or unit in order for me to perform the voluntary services that I am offering.			
a. TYPED OR PRINTED NAME OF VOLUNTEER		b. VOLUNTEER SSN	c. DATE OF BIRTH (YYYYMMDD)
d. SIGNATURE OF VOLUNTEER			e. DATE (YYYYMMDD)
4a. TYPED OR PRINTED NAME OF ACCEPTING OFFICIAL			
4b. SIGNATURE OF ACCEPTING OFFICIAL			4c. DATE (YYYYMMDD)
PART II - TO BE COMPLETED AT END OF VOLUNTEER'S SERVICE BY VOLUNTEER SUPERVISOR			
5. VOLUNTEER TIME DONATED			
a. YEARS (2,087 hours = 1 year)	b. WEEKS	c. DAYS	d. HOURS
e. SIGNATURE OF VOLUNTEER			f. TERMINATION DATE (YYYYMMDD)
6a. TYPED OF PRINTED NAME OF SUPERVISOR	6b. SIGNATURE OF SUPERVISOR		6c. DATE (YYYYMMDD)

ARMY COMMUNITY SERVICE (ACS) VOLUNTEER DAILY TIME RECORD <small>For use of this form, see AR 608-1; the proponent agency is OACSIM</small>																																
INSTRUCTIONS Upon resignation, retirement, or transfer, a duplicate of this record will be furnished for the personal file of the volunteer. In case of transfer, original record will be furnished the gaining organization. Upon completion of the calendar year, the annual total will be recorded on DA Form 4162.																																
NAME																											YEAR					
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL
JAN																																
FEB																																
MAR																																
APR																																
MAY																																
JUN																																
JUL																																
AUG																																
SEP																																
OCT																																
NOV																																
DEC																																
																															TOTAL:	

DA FORM 4713, MAY 1999

DA FORM 4713-R, APR 83, IS OBSOLETE

USAPA V1.00

PARENTAL PERMISSION For use of this form, see AR 608-1; the proponent agency is OACSIM	
I, _____ <input type="checkbox"/> parent <input type="checkbox"/> guardian, give my permission for _____ <i>(name of child)</i> , to volunteer at _____ <i>(name of agency/activity)</i> on _____ <i>(date or days of week)</i> from _____ <i>(time)</i> .	
I understand that these hours and services are being performed as a volunteer and that the above named volunteer is not, solely because of these services, an employee of the United States Government or any instrumentality thereof <i>(except for certain purposes relating to tort claims and workman's compensation coverage about incidents occurring during the performance of approved volunteer service)</i> . The above named volunteer shall receive no present or future salary, wages, or related benefits as payment for these volunteer services. Tax deductions cannot be claimed for any expense reimbursed.	
TYPED/PRINTED NAME OF PARENT OR GUARDIAN	
SIGNATURE OF PARENT/GUARDIAN	DATE (YYYYMMDD)

Sample Funds Responsibility Transfer Letter

I, _____, have as of _____, transferred
(Name of outgoing Treasurer) (Current date)

the accounting of the _____ Family Readiness Group Fund to
(Unit name)

_____ who replaces me as Treasurer and has
(Name of incoming Treasurer)

authority to draw on the funds deposited in your financial institution under account

number _____. Our signatures appear below.
(Account number)

(Signature of outgoing Treasurer)

(Signature of incoming Treasurer)

(Signature of Commander or Family Program Action Officer)

REQUEST FOR INVITATIONAL TRAVEL ORDER

UNIT: _____
(Unit name and location)

MEMORANDUM FOR: State Family Program Office, ATTN: MSG Weber, 2500 S. Washington Ave.
Lansing MI 48913

SUBJECT: Request for Invitational Travel Orders

I. Request your office issue Invitational travel orders for:

NAME (FIRST, MI. LAST):
SOCIAL SECURITY # (of person above):
NAME OF UNIT:
PURPOSE:
DATES OF TRAINING:
LOCATION OF TRAINING:
YOUR HOME ADDRESS:
YOUR HOME PHONE NUMBER:
EST TRAVEL DISTANCE (ONE WAY):
YOUR SPONSOR'S (SOLDIER) NAME
YOUR SPONSOR'S POSITION TITLE:
WHO (IF ANYONE) WILL BE TRAVELLING WITH YOU:

2. For additional information please contact (Name and Telephone #):

3. The above invitational travel order is requested by:

(Signature)

(Military Title, Position in Family Readiness Group, Volunteer)

Please fill out form completely to include area codes with Telephone numbers and Zip codes!

FAMILY READINESS ACTIVITIES QUARTERLY REPORT

Unit Summary

Unit:	Quarter:
--------------	-----------------

1. Activitiesi. **Type of Activity: Highlights** –ii. **Brief Description of Activities: Summary** –iii. **Number of individuals trained in connection with Activities:**

Volunteers: ___ Military Members: ___ Community Members: ___ Other: ___

** Activities include meetings, staff visits, breakfasts /lunches, receptions, soldier/airman processing etc.*

*** Please include number of times each activity was held during the quarter.*

2. Trainingi. **Type of Training: Highlights**ii. **Brief Description of Training Events: Summary** –iii. **Number of individuals trained in connection with Training:**

Volunteers: ___ Military Members: ___ Community Members: ___ Other: ___

**Training includes briefings, conferences, SFPC training, etc.*

*** Please include number of times each training event was held during the quarter.*

3. Volunteer Trainingi. **Type of Training: Highlights**ii. **Brief Description of Training Events: Summary** -

iii. Number of individuals trained in connection with Volunteer Training:

Volunteers: ___ Military Members: ___ Community Members: ___ Other: ___

**Training includes briefings, conferences, SFPC training, etc.*

*** Please include number of times each training event was held during the quarter*

4. Workshops

i. Type of Workshops: Highlights -

ii. Brief Description of Workshop Events: Summary -

iii. Number of individuals trained in connection with Workshops:

Volunteers: ___ Military Members: ___ Community Members: ___ Other: ___

**Training includes briefings, conferences, SFPC training, etc.*

*** Please include number of times each training event was held during the quarter*

5. Family Assistance Centers (FACs):

a. Number of active FACs: _____

b. Number of proposed FACs: _____ /Date of proposed FAC(s):

c. Number of FACs on standby: _____

6. Does your unit have any of the following events scheduled during this Quarter? Please fill out the training matrix **quarterly. Also, keep in mind that only training taking place during reported quarter should be noted on this matrix (i.e. – If it is the 2nd Qtr, don't report a deployment that takes place the 3rd Qtr.)**

Type of Training	Place of Training/ Deployment	# of Unit(s)	Number of Personnel Involved	Beginning & End Date of Each Event	Indicate: Air/Army
Annual Training					
Mobilizations (SFOR, KFOR, SWA)					
National Training Center (NTC)					
Overseas Deployments (Other than AT)					
Joint Readiness Training Center (JRTC)					
Special Deployments (SAD for Natural Disasters)					
Within State Mobilizations (Airport Security)					

7. Please list FUTURE deployments each quarter. Please fill out this training matrix **quarterly. Also, keep in mind that only training taking place after this quarter should be noted on this matrix (i.e. – If it is the 2nd Qtr, report a deployment that takes place the 3rd and 4th Qtr.)**

Type of Training	Place of Training/ Deployment	# of Unit(s)	Number of Personnel Involved	Beginning & End Date of Each Event	Indicate: Air/Army
Annual Training					
Mobilizations (SFOR, KFOR, SWA)					
National Training Center (NTC)					
Overseas Deployments (Other than AT)					
Joint Readiness Training Center (JRTC)					
Special Deployments (SAD for Natural Disasters)					
Within State Mobilizations (Airport Security)					

8. How is your Unit promoting their Family Program? (Please provide in a list format)

- a.
- b.
- c.
- d.
- e.
- f.
- g.
- h.
- i.

9. How could Michigan's Family Program be improved? (Please provide in list format)

- a.
- b.
- c.
- d.
- e.
- f.
- g.
- h.

10. What can be done at the NGB to assist your Unit's Family Program? (Please provide in list format)

- a.
- b.
- c.
- d.
- e.
- f.
- g.
- h.
- i.

11. Comments and other information:

**MICHIGAN NATIONAL GUARD FAMILY PROGRAM
REIMBURSEMENT REQUEST
FAMILY READINESS VOLUNTEER EXPENSES**

For use of this form, see MIARNGR 608-2/MIANGI 36-3012. The proponent agency is HRO-FP

Privacy Act Statement: Section 301 of Title 5 USC authorizes the collection of this information. This information is used to control and track the collection and payment made to Family Readiness volunteers.

1. Volunteer's Name:	
a. Social Security Number:	
b. Address:	
c. Telephone Number:	
2. Unit Name:	
3. I/This group request(s) to be reimbursed the total amount of \$ _____ for expenses listed on the attached worksheet incurred for volunteer Family Readiness activities directly related to and for official functions of the Family Readiness Group*	
_____	_____
(Volunteer's Signature)	(Date)
4. Expenses Verified By:	
_____	_____
(Chairperson Signature)	(Date)

(Typed or Printed Name)	
5. Reimbursement Approved/Disapproved:	
_____	_____
(Signature of Fund Custodian)	(Date)

(Typed or Printed Name of Fund Custodian)	
* All requests must be for expenses incurred as official Family Readiness Group activities. Record all eligible expenses on MI ARNG Form 608-2/MI ANG Form 36-3012, Volunteer Expense Worksheet, including the purpose for each expense. A copy of receipts must be submitted with the reimbursement request and the worksheet. Copies of these forms should be kept for your records.	

MIARNG FORM 608-2-2-R/MIANG FORM 36-3012, Jan 04

VOLUNTEER EXPENSE WORKSHEET

For use of this form, see MIARNGR 608-2/MIANGI 36-3012. The proponent agency is HRO-FP

NAME: _____ MONTH/YEAR: _____

DATE: _____

Day Expense Incurred	Child Care (\$2 per hr per child)	Mileage (# miles)	Telephone Expenses	Newsletter Printing & Mailing	Other Expenses (See Remarks)	Remarks
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
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27						
28						
29						
30						
31						
TOTALS						

MIARNG FORM 608-2-3-R/MIANG FORM 36-3013, Jan 04

1 January 2004

JFHQ Regulation 608-2

By Order of The Adjutant General of Michigan:

STEVEN BARNER
COL, GS, MIARNG
Chief of Staff

DISTRIBUTION:
A & D