OHIO NATIONAL GUARD FAMILY READINESS AND WARRIOR SUPPORT

Quick Desk Reference

September 2012

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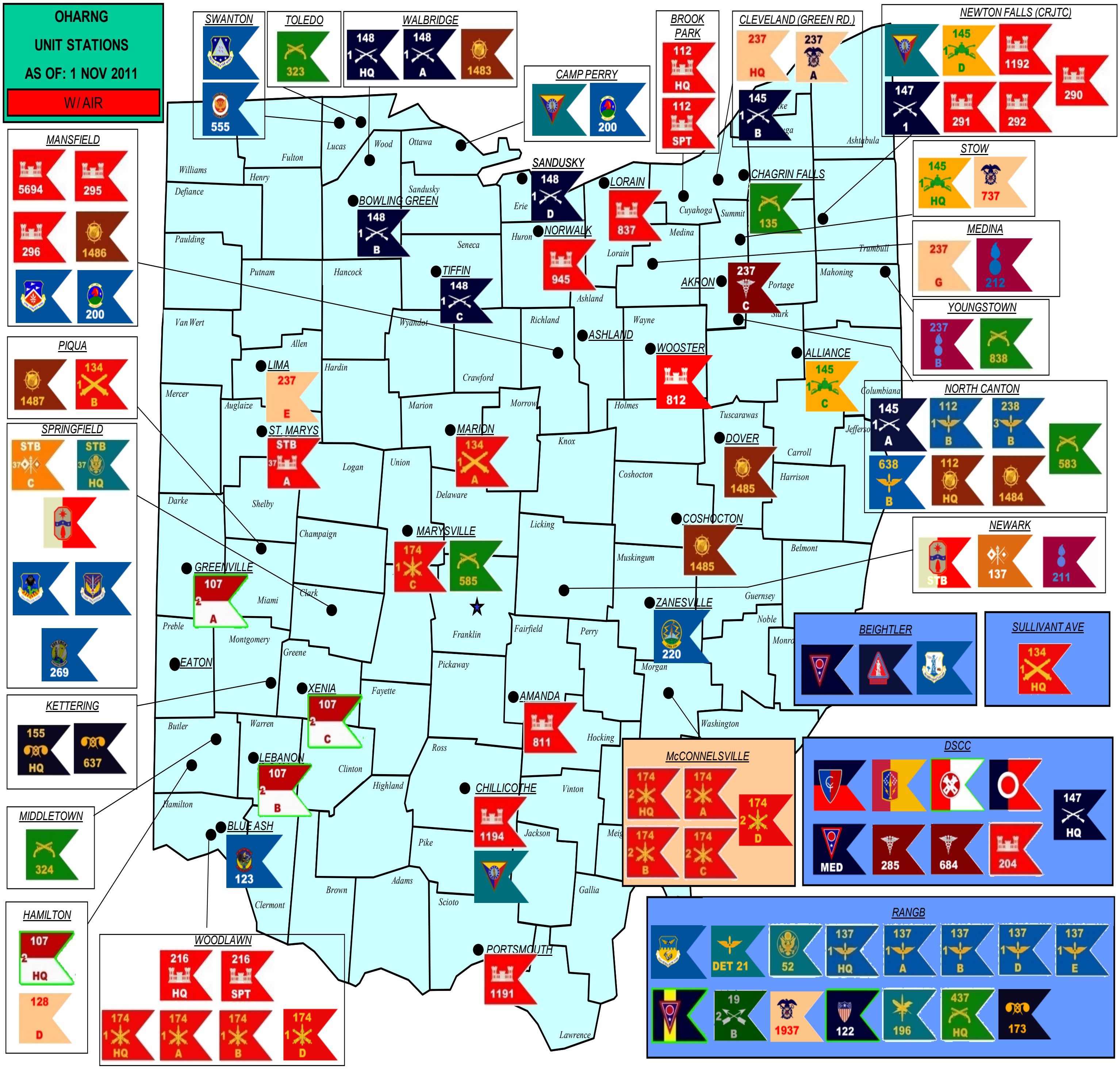
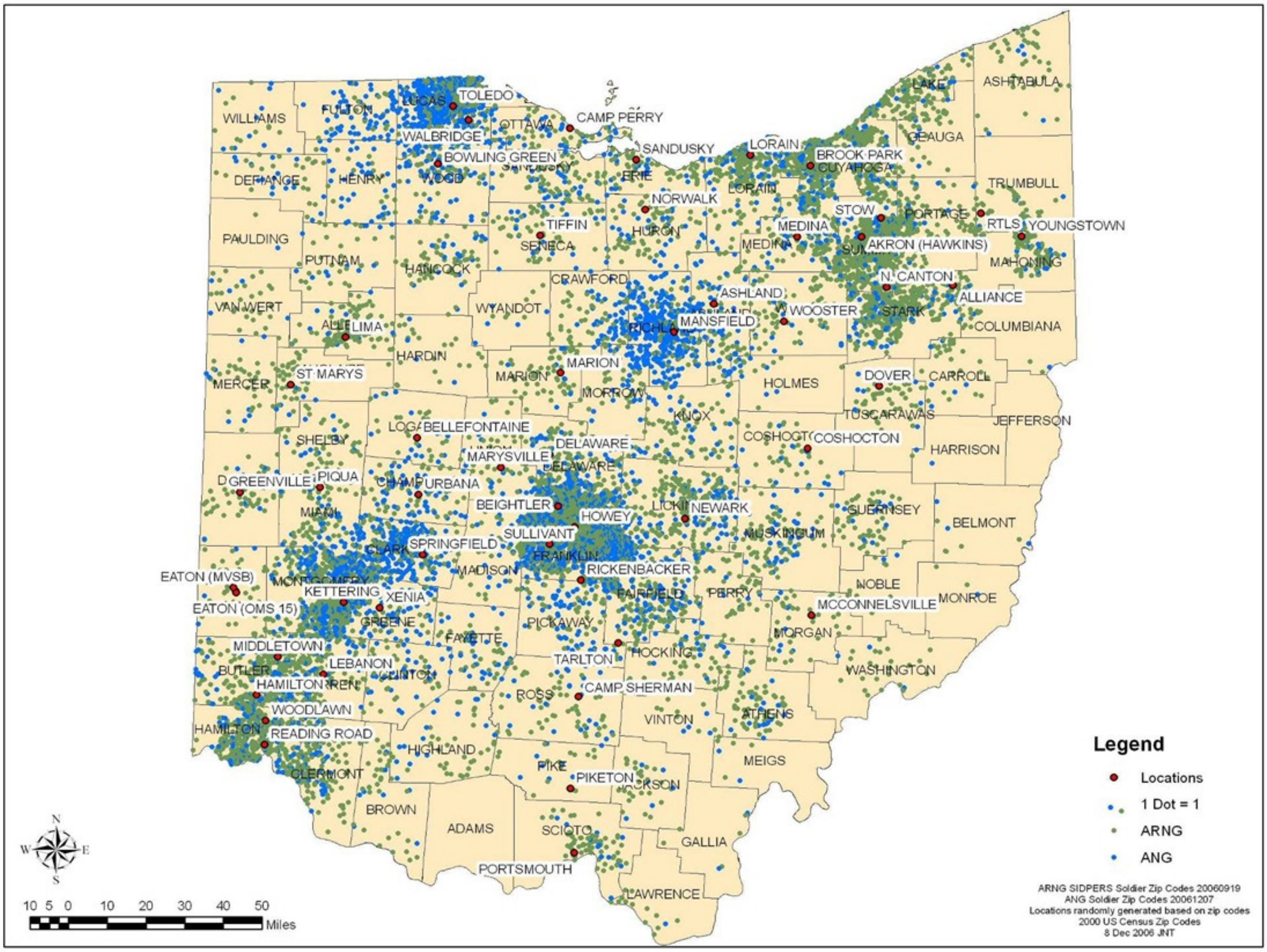
Our Army and Air National Guard Facilities



Where We Live



1.0 Overview of Family Readiness Group

Family Readiness is a key component of mission readiness. A Family Readiness Group (FRG) is a command-sponsored organization of Family members, volunteers, and Service Members that together provide an avenue of mutual support and assistance. It is a network of communications among the Family members, the chain of command, chain of concern, and community resources. The commander's leadership and concern for Families before, during and after a deployment directly impacts the success of the unit's Family readiness efforts. It is vital for the commander to articulate goals, a vision for Family readiness, information about the unit mission and a plan to link unit and Family members with community resources. Clear and direct communication is essential. The FRG also provides feedback to the command on the state of the unit "Family." Command support for Family readiness as shown by time, attention, and resources helps to enable Families to be self-sufficient during times of mobilization and training.

"*Ready Families...Anytime, Anywhere!*" is the key focus of the FRG. The formula for a *steady state FRG* encompasses: education on military life and continuous training that develops a capacity for mental toughness. FRGs encourage open and honest channels of communication between the command and Family members, while promoting confidence, cohesion, commitment, and a sense of well-being among the unit's Service Members. A successful FRG boosts the morale of its Service Members and their Families, allowing the Service Member to focus on military training, mobilization, or deployment. Finally, a successful Family Readiness Program at the unit level will impact the quality of "Military Life" for our Service Member Families.

1.1 FRG Basics

In accordance with the Ohio National Guard State Family Readiness Program Vision, Mission and Values Statements, the FRG fulfills many important responsibilities to include:

Educate Families to become self sufficient during deployments and extended training events
Introduce core Army National Guard values and encourage resilience especially among our "suddenly military kids"
Prepare Service Members and Families for separation and reunion
Allow Service Members to focus on their mission during deployments
Build Service Member Family cohesion and morale
Provide a conduit for sharing timely, accurate information
Welcome and sponsor new Families
Acts as a *conduit* to resources
Maintain confidentially and professionalism

The FRG is not:

A babysitting service
A taxi service
A financial institution
A professional counseling agency
Another military organization
(Should not be **"the"** resource—but the conduit to resources)

.

The Family Readiness & Warrior Support Team

Brigade Family Readiness Support Assistant (FRSA):

Provides family readiness and support including direct services to Soldiers and Family members and liaison with other support entities including Rear Detachments, Family Readiness Groups (FRG), Troop & Family Assistant Centers (TFAC), and Employer Support for the Guard and Reserve (ESGR) representatives. The FRSA will provide guidance, assistance, and day-to-day support and continuity for the Commander's Family Readiness Program, operations, and initiatives.

Troop and Family Assistance Specialists (TFAC):

Provides information, resources, referrals and assistance to all Service Members and Families before, during and after deployments, or whenever there is a need. Facilitates Regional Inter-Service Family Assistance Committee (RISFAC) meetings to continue strengthening the community partnerships within each region.

Airmen and Family Readiness Program Managers (AFRPM):

The AFRPMs are the liaison to the Airmen and Families for information, resources, referrals and assistance as well as the community partners in their location.

Military OneSource Consultant (MOS):

Serves as the MOS specialist on resources, programs and services for Military Families. Conducts outreach and partners with organizations to develop resources to address unmet needs. Identifies, catalogs and publicizes resources to the Military Family assistance networks.

Military Family Life Consultants (MFLC):

Provides life skills education and counseling. The MFLCs conduct outreach and provide referral services to community resources as well as direct, short-term, solution-focused counseling to individuals, couples, families, and groups.

Personal Financial Counselor (PFC):

Connects Service Members and Military Families to financial programs, resources and services. Conducts outreach to units and Commander to provide needs assessments and financial counseling. Provides financial education briefings, works to build coalitions and catalog finance and tax programs.

Transition Assistance Advisor (TAA):

Serves as a first line of support for returning Veterans to understand their State and Federal Veteran Benefits and any other issues they may encounter when they return from deployment to transition back into civilian life.

Civilian Employment Support:

Connects Service Members with employment resources and tools including resume writing, and interview techniques.

Survivor Outreach Services (SOS):

Provides long-term support for Surviving Family Members of the Army Guard, Reserve and Active components within Ohio.

1.2 FRG Leadership Team Position Descriptions

Commander (CDR) —The commander is the primary member of this special team. The Family Readiness Group is his / her program and he / she will need to ensure that it is an organized and productive asset to the mission and the goals of the Ohio National Guard. The commander will appoint a Family Readiness Military Liaison and host elections or appoint officers for the FRG leader team. All of these team members will be a part of his staff. The CDR will provide a vision for a successful FRG.

Family Readiness Military Liaison (FRML) —Appointed by the commander to serve as the conduit between the FRG and commander when the commander is unavailable or deployed. This appointment is an additional duty. During deployment the FRML and RDO is often the same Service Member. The intent is for the "deployed status" FRML to be a full time member of the unit's rear detachment staff who will maintain the FR unit binder and Family Data Sheets (FDS) The commander cannot serve in this role.

Family Readiness Group Leader (FRGL) —The FRGL serves as the commander's primary Family member representative and point of contact (POC). The FRGL represents the commander at Family readiness meetings or functions. He /she serves as the primary liaison between the commander, the Troop and Family Assistance Center (TFAC) Specialist, and Families. The FRGL displays the ability to work well with Service Members and Families and has a working knowledge of all Family readiness programs, procedures, and services. He /she maintains the FRG Binder. FRG Leader establishes effective communication systems with Families through meetings, newsletters, email, and phone calls.

Assistant FRG Leader (AFRGL) —Assists the FRGL in planning and execution of FRG meetings and events. Be prepared and available to run an FRG meeting if FRGL is unavailable.

FRG Treasurer —The treasurer serves as the custodian of the FRG informal funds. Maintain, account for, and document spending of FRG monies. Provides the commander regular financial reports. Ensures that the use of the FRG fund is limited to expenses that support the purpose and mission of the FRG, and that the fund will not be spent in any way that appears improper or contrary to Department of Army Regulations. These funds may NOT be commingled or "mixed" with any other monies. Assists with the completion of Annual Family Readiness report.

FRG Secretary—Prepares and records accurate minutes of meetings and distributes information and correspondence to FRGL, company commander and BDE FRSA. Ensure confidentially and act in a sensitive manner. Assists in completion of Annual Family Readiness report.

Key Caller—Will assist the FRGL with calling Family Members who are noted on the Family Data Sheets (FDS) with timely and accurate information from the command. This provides the FRG an opportunity to introduce and welcome Families, notify and encourage Families to attend unit-FRG sponsored activities and maintain communication.

Additional Informal FRG Positions—Newsletter editor, welcome/hospitality, child activity coordinator, refreshments, health and welfare, events planner, and publicity. Commanders and FRGL's will tailor FRG roles, responsibilities, and job descriptions to the needs of the unit.

*** Duty appointment memos submitted to the BDE FRSA by the unit CDR for all statutory volunteers and Military Liaisons. Samples on next two pages.**

OHIO ARMY NATIONAL GUARD

AGOH-

MEMORANDUM FOR RECORD

SUBJECT: ADDITIONAL DUTY APPOINTMENT

Effective ________________________ appointed Unit Family Readiness Military Liaison to the Family Readiness Group.

Authority: NGR 600-12

Purpose: Provide support to and correspond between the unit, Service Members and the Family Readiness Group.

Period: Until officially relieved or released from appointment.

Special Instructions: Must be trained IAW the state Family readiness measure of effectiveness ("MOE"); must assist in submitting annual report and automated & manual phone trees in the required format and IAW the MOE; must assist FRGL in publication of the quarterly newsletter; must ensure Family Care Plans are completed for required personnel; must assist FRGL in maintenance and security of Family Data Sheets, which copies will be kept at unit at all times and from which the automated & manual phone trees will be derived.

DISTRIBUTION:
Indiv (1)
Indiv MPRJ (1)
AD Binder (1)
BDE FRSA (1)

OHIO ARMY NATIONAL GUARD

AGOH-

MEMORANDUM FOR RECORD

SUBJECT: ADDITIONAL DUTY APPOINTMENT

Effective ________201X, ______________________ is appointed Family Readiness Group Leader.

Authority: NGR 600-12

Purpose: To serve as the Family readiness point of contact for unit's Service Members and Service Members' families.

Period: Until officially relieved or released from appointment.

Special Instructions: As the FRG Leader (FRGL) you will be the Commander's primary family member representative and Point of Contact (POC). Your duties will include: Developing a working knowledge of all Family Readiness programs, procedures, contacts and services. Maintaining the FRG binder (updating phone trees and Family Data Sheets). Establishing effective communication systems with families through meetings, newsletters, emails and phone calls. Assisting the command complete the annual report. Ensuring the Assistant FRGL executes a sponsorship program for new Soldiers and families. Ensuring quarterly newsletters are distributed. Becoming familiar with regulations regarding FRG funds and fundraising. If you have any questions or concerns please contact me and/or the brigade Family Readiness Support Assistant (FRSA).

DISTRIBUTION:
Indiv (1)
Indiv MPRJ (1)
AD Binder (1)
BDE FRSA (1)

2.0 Volunteer Categories

Within the Family Programs there are four different levels of volunteers or participants. Each level has different duties and responsibilities. The following will describe the different categories.

Acceptance of Statutory Volunteer Services: Before statutory volunteer services can be accepted, a volunteer orientation must be provided. This orientation at minimum will include volunteer status, duties and responsibilities, volunteer reimbursement, policy and procedures. Upon completion of orientation, a volunteer agreement (DD Form 2793) must be signed. Acceptance includes completion of the RFC usually offered four to six times per year by the state FRWS office. (Sample on following page)

Statutory Volunteer: Those volunteers who serve in an official capacity and record their volunteer hours on the Annual Report that is submitted to the Brigade Family Readiness Support Assistant NLT 31 October. Statutory volunteer job descriptions are outlined in paragraph 1.2 along with the responsibilities and expectations. The CDR, FRML, and FRG leader must attend the Regional Foundation Course (RFC). CDR will provide informal evaluation or feedback to these volunteers annually.

- At the company level these positions, at a minimum, include the FRG leader, assistant leader, secretary, and treasurer
- At the Battalion/Brigade level these positions typically include the Steering Committee Team Members.

Specified Volunteers: Those statutory volunteers who work with the Child and Youth Program activities are designated as Specified Volunteers. These volunteers are **required** to have an initial Nationwide Criminal History Repository (SCHR) check (fingerprint required) and every five years thereafter as well as an annual statewide criminal background check during years between national checks. As well as receiving training, feedback and recognition for the efforts supporting the Youth Program.

Gratuitous Volunteer: Those volunteers who offer to help support meetings, events, and activities without any expectation of compensation and who do not wish to serve in an official capacity. Gratuitous volunteers do not require a formal job description. Examples of a gratuitous volunteer:

- A person who volunteers to set up, tear down, or clean a room in support of a FRG function
- A person who heads up a committee for a special event, activity

Volunteers for Private Organizations (PO): These volunteers **are not** statutory volunteers for the National Guard Family Programs. As such, they are subject to the policies and procedures for the Private Organization they represent. Examples of the Private organization include but not limited to:
USO- United Services Organization
Veterans Service Organizations (VFW, American Legion, AMVETS, etc)

To avoid any conflict of interest, a volunteer in a leadership role for a PO which supports that Military unit cannot simultaneously serve as a statutory volunteer for the National Guard Family Program.

Reference: AR 600-20, NGB Memorandum 15 SEP 06 J1-06-022

VOLUNTEER AGREEMENT FOR

☐ APPROPRIATED FUND ACTIVITIES ☐ NONAPPROPRIATED FUND INSTRUMENTALITIES

PRIVACY ACT STATEMENT

AUTHORITY: Section 1588 of Title 10, U.S. Code, and E.O. 9397.

PRINCIPAL PURPOSE(S): To document voluntary services provided by an individual, including the hours of service performed, and to obtain agreement from the volunteer on the conditions for accepting the performance of voluntary service.

ROUTINE USE(S): None.

DISCLOSURE: Voluntary; however failure to complete the form may result in an inability to accept voluntary services or an inability to document the type of voluntary services and hours performed.

PART I - GENERAL INFORMATION

1. TYPED NAME OF VOLUNTEER *(Last, First, Middle Initial)*	2. SSN	3. DATE OF BIRTH *(YYYYMMDD)*
4. INSTALLATION	5. ORGANIZATION/UNIT WHERE SERVICE OCCURS	
6. PROGRAM WHERE SERVICE OCCURS	7. ANTICIPATED DAYS OF WEEK	8. ANTICIPATED HOURS
9. DESCRIPTION OF VOLUNTEER SERVICES		

PART II - VOLUNTEER IN APPROPRIATED FUND ACTIVITIES

10. CERTIFICATION

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, except for certain purposes relating to compensation for injuries occurring during the performance of approved volunteer services, tort claims, the Privacy Act, criminal conflicts of interest, and defense of certain suits arising out of legal malpractice. 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. I agree to follow all rules and procedures of the installation or unit that apply to the voluntary services I will be providing.

a. SIGNATURE OF VOLUNTEER		b. DATE SIGNED *(YYYYMMDD)*
11.a. TYPED NAME OF ACCEPTING OFFICIAL *(Last, First, Middle Initial)*	b. SIGNATURE	c. DATE SIGNED *(YYYYMMDD)*

PART III - VOLUNTEER IN NONAPPROPRIATED FUND INSTRUMENTALITIES

12. CERTIFICATION

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, except for certain purposes relating to compensation for injuries occurring during the performance of approved volunteer services and liability for tort claims as specified in 10 U.S.C. Section 1588(d)(2). 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. I agree to follow all rules and procedures of the installation or unit that apply to the voluntary services that I am offering.

a. SIGNATURE OF VOLUNTEER		b. DATE SIGNED *(YYYYMMDD)*
13.a. TYPED NAME OF ACCEPTING OFFICIAL *(Last, First, Middle Initial)*	b. SIGNATURE	c. DATE SIGNED *(YYYYMMDD)*

PART IV - TO BE COMPLETED AT END OF VOLUNTEER'S SERVICE BY VOLUNTEER SUPERVISOR

14. AMOUNT OF VOLUNTEER TIME DONATED				15. SIGNATURE	16. TERMINATION DATE *(YYYYMMDD)*
a. YEARS *(2,087 hours = 1 year)*	b. WEEKS	c. DAYS	d. HOURS		
17.a. TYPED NAME OF SUPERVISOR *(Last, First, Middle Initial)*				b. SIGNATURE	c. DATE SIGNED *(YYYYMMDD)*

DD FORM 2793, FEB 2002 PREVIOUS EDITION IS OBSOLETE. Exception to Standard Form 50 granted by Office of Personnel Management (OPM) waiver.

3.0 Responsibilities and Expectations

The three key positions within an FRG are the Commander, Family Readiness Military Liaison, and the FRG Leader. Without the commitment and working relationship between these three the FRG will struggle to exist. In the following sections the responsibilities and expectations that each of these key people hold are described to help you understand where you fit into this program. The following diagram demonstrates how the 3 positions works together to ensure that the Service Members and the Family members will be able to become self-reliant and able to be ready for a deployment at any time.

3.1 Commanders Responsibility to their FRG

- Establish and actively support a unit FRG.
- Provide orientation for statutory volunteers in the FRG.
- Complete appointment memorandum for **FRGL, Assistant FRGL, Secretary, and Treasurer**.
- Identify and facilitate Family Care Plans for single Service Member or dual military Service Members as required.
- Coordinate regularly with FRGL team to gauge effectiveness, provide resources, and resolve issues.
- Prepare authorization letter for official FRG volunteers to open FRG informal fund bank account. If you need a template or assistance with this letter, contact your BDE FRSA.
- Schedule and ensure that all Service Members and Families attend annual Family Readiness Brief**.**
- Provide annual Family Readiness briefings (template provided by FRSA)
- Ensure that **all Service Members** complete or update Family Data Sheet (FDS) annually.
- Ensure FRG has accurate manual and automated phone tree and that it is updated quarterly.
- Ensure that Commander, Family Readiness Military Liaison, and FRG Team attend RFC (within 90 days of appointment) and Annual State Family Readiness Professional Development Workshop.
- Submit annual report and awards nominations to the Brigade Family Readiness Support Assistant (BDE FRSA). Time line will be provided by each BDE.
- Appoint a rear detachment officer when command is deployed—email information to **BDE FRSA**.
- Ensure that vital FRG information is relayed to FRG and Service Members.
- Encourage all Service Members, Families, and Friends to participate in FRG activities.
- Promote diversity within the FRG.
- Approve and submit Commanders Comments to the official newsletter (minimum quarterly non-deployed/monthly when deployed). Contact BDE FRSA for samples.
- View FRG as a work in progress that demands continuous attention and improvement.
- Include FRG Leadership Team in Yearly Training Calendar (YTC) planning.
- Ensure maintenance of two identical FRG Binders –one at unit, one with FRGL. This information is for official use only (FOUO).
- Establish a working relationship with **FRSA and TFAC.**
- Empower the FRG–You pick the right team and they will do the heavy lifting!

What the FRG can Expect of the Commander

- Open communication policy to discuss concerns and issues, following Chain of Command/ Concern.
- Provide specific vision and attainable goals for the FRG Program in congruence with the ONG Family Readiness and Warrior Support Program.
- Foster a working and trusting relationship – more than just FDS participation.
- Support and attend FRG meetings when not deployed; ensure the Family Readiness Military Liaison is in attendance when the Commander is unable to attend or deployed.
- Provide Commander’s comments for the FRG newsletter.
- Plan unit level volunteer recognition events.
- Make Family Readiness a unit asset—not a liability.
- Ensure sponsorship of new Families and provide information about the FRG and Leader’s contact information.
- Access to one third of the HERO Board with a focus on Families.
- Maintain confidentiality and professionalism.
- Ensure the facilities and office/admin supplies are available to the FRG.
- Take the lead in developing community groups to meet FRG needs.

3.2 Family Readiness Military Liaison Responsibility to FRG

- Conduit of information between the Commander and the Families.
- Assist FRG in improving awareness and understanding of the military unit, its mission, training, and operations.
- Serve as the Family Readiness point of contact for the unit Commander.
- Identify and assist Commander with Service Members that need to complete Family Care Plans.
- Coordinate all military support required by the FRG for special activities and programs.
- Report to the Commander on FRG activities, concerns and issues.
- Inform the FRG of the Commander’s guidance and decision concerning support initiatives.
- Assist in sponsorship of new Service Members (ensure awareness of FRG to new member and Family).
- Attend RFC (within 90 days of appointment) and State Family Readiness Conference annually.
- Assist Commander with FR Binders, FDS, and Phone Tree.
- Attend all FRG meetings.
- Coordinate necessary briefs (i.e., annual FR MOB and TRICARE briefs, etc.).
- Exhibit a caring attitude towards Family members of unit Service Members.
- Support and attend all FRG Meetings and activities (opening armory, coordinate necessary supplies, and technical support—to include Commander’s Call and VTC’s during deployed FRG meetings).

What the FRG can expect from the FRML

- Support and attend all FRG Meetings and activities (opening armory, coordinate necessary supplies and technical support—to include Commander's Call and VTC's during deployed FRG meetings).
- Assist with rumor control (from both Service Member and Family).
- During deployment the FRML's top priority is the deployed unit and FRG.
- Assist in problem solving with Family and Service Member issues (i.e., pay problems, legal issues and crisis referral during deployment).
- Advocacy on behalf of the FRG with the Commander.
- Cooperation setting up a working phone tree and auto call program.
- During deployment, inform FRG of requests for care package items or equipment needs from deployed unit.
- Maintain confidentially and professionalism.

3.3 Family Readiness Group Leader Responsibility to FRG

- Is the Commander's primary Family member representative and Point of Contact.
- Is knowledgeable of Family Readiness regulations, providing leadership, but focuses efforts as the group facilitator.
- Follow Commander intent and vision for FRG.
- Identify and recruit other volunteers to participate in FRG (sharing responsibilities).
- Act as FRG spokesperson for communicating Family concerns and ideas to the unit Commander in a timely fashion.
- Plan, coordinate, and execute all FRG meetings.
- Promote Family/Friends participation in FRG.
- Schedule briefings as necessary throughout the deployment/mobilization/redeployment processes.
- Ensure accurate manual phone tree and send updates for your automated phone tree to Brigade Family Readiness Support Assistant (Quarterly during Steady State/Monthly during Deployment).
- Submit for Commander review, annual FR report, and nominations for awards that are due to the Brigade FRSA as determined by the BDE. Due to the State Family Programs and Warrior Support office NLT 31 OCT.
- Provide information and refer Families in need to appropriate agencies.
- Assist with the Family sponsorship program.
- Assistance with rumor control from both Service Member and Family. FRG to work through FRML on all military related issues.

What the Commander can expect of the FRG Leadership Team

- Support the intent of the program under ***current*** Commander's guidance.
- Develop a relationship that enables effective communication between Commander, FRG Leadership Team, and Family members.
- Establish a communication network to ensure that all Family members receive information in a timely and accurate manner.
- Provide access to resources, information, and community organizations promoting self-reliance.
- Educate Family members on the missions, goals of the unit, to include Chain of Command/ Concern.
- Coordination between the commander and FRG for social events (holiday parties, open houses) to be placed on the YTC, including all Family members and significant others, allowing unit and Families to plan ahead for these events.
- Organize and maintain effective internal fundraising events to support FRG activities that are approved by the Commander.

Final thoughts

Occasionally there are times when struggles present themselves within the FRG and the commander may have to address the issue/concern. If this were to happen, here is a suggested course of action.

If an FRGL or FRML is not executing the program in accordance to Command guidance and/or FR Guidance, or is ineffective in facilitating the unit FRG, the Commander should counsel and if necessary, revoke the duty appointment memo and personally contact or call the FRGL or FRML to explain why she/he revoked the duty appointment memo.

The Command should strongly encourage former FRG team members to continue participation in the FRG, especially during deployment.

Upon changing leadership or FRG roles, communication with members of the FRG would be a case by case basis. Is it necessary or will it help resolve the "issue", should be the question.

These types of issues should always be raised to the next higher COMMAND and discussed with the BDE FRSA. The FRSA should then communicate with the SFPD.

A Unit FRG is a Commander's Program!!!

In summary, a unit FRG is a team sport. The Commander establishes vision; the FRG leadership team takes the lead and executes the program, while the FRML is an enabler. Strive for an active, engaged FRG during steady state (non-deployed) and you will all be better prepared for separation during deployments/annual training which will increase Family and Service Member resiliency.

Snapshot of Key Roles and Responsibilities in a Unit FRG Program

Commander	Family Readiness Group Leader	Family Readiness Military Liaison	* Rear Detachment Officer/NCO
Family Care Plans are updated annually	Has a working knowledge of FR regulations	Conduit of information between the CDR and the Families	Conduit of information between the CDR and the Families
Appoint FRG leadership team or host election—provide vision for FRG	Provide overall leadership for unit FRG—as the facilitator	Serve as the Family Readiness point of contact for the unit commander	Serve as rear unit commander / leader during deployment
Ensure that vital Family Readiness information is conveyed to the FRG and Service Members	Ensure that key information is conveyed to FRG members	Assist FRG in improving awareness of unit mission and training requirements	Attend State Rear Detachment training
Encourage all Service Members and Families to participate in FRG activities	Ensure that FRG phone tree is functional and up-to-date	Report to the commander on FRG activities, concerns, and issues	Maintain regular contact with deployed unit
*Appoint Rear Detachment Officer when deployment is planned	Planning and supervising FRG events	Assist in sponsorship of new Service Members (ensure awareness of FRG to new member and Family)	Assume the duties of the FRML. Ensure that a copy of the FDS go forward with the unit to the MOB Site
Ensure that Family Data Sheets (FDS) and FRG phone trees are updated annually	Coordinate Family sponsorship program and annual Family Readiness brief	Coordinate necessary briefs (i.e., annual FR and TRICARE briefs, etc.)	Help resolve Family readiness problems or refer them to appropriate resource
Approve the official newsletter and schedule annual Family Brief	Schedule briefings as necessary throughout the deployment/mobilization/redeployment processes	Attend RFC and the Annual State Family Readiness Professional Development Workshop	Attend all deployed FRG meetings held monthly
Ensure that CDR, FRML, and FRG Leadership Team attend RFC & the Annual State FR Professional Development Workshop	Assistance with rumor control (from both Service Member and Family). FRG to work through FRML on all military related issues	Assist CDR with Unit FR Binders, FDS, and Phone Tree. Ensure that a copy of the FDS go forward with the unit to the MOB Site	Understand that the forward and forward Families always come first

*** During deployments the FRML and RDO are often the same Service Member. The intent is for the "deploying status" FRML to be a full-time member of the units rear detachment staff.**

4.0 Higher Headquarters Best Practices

Battalion (BN) Steering Committee

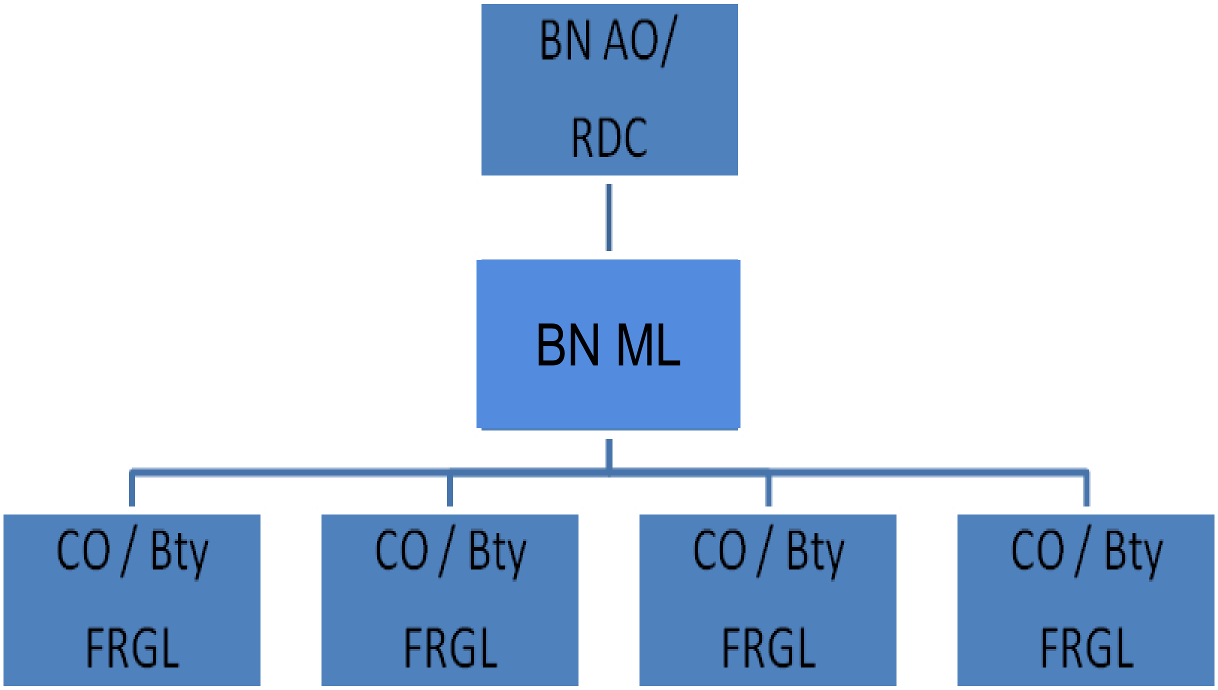
The BN Steering Committee can be a wonderful asset for the unit FRG's and Battalion Family Readiness Liaison (BN FR LNO) or Family Readiness Military Liaison to share resources and ideas. The Steering Committee may consist of the BN Commander and/or BN FR LNO and the FRGL from each company/battery within the BN. Company /battery commanders may also participate. The Steering Committee will assist in building communication and camaraderie amongst the FRGLs. This will lead to stronger FRG programs at the unit level. The Steering Committee will help share best practices on how to communicate effectively, how to stop the rumor mills, how to handle those tough Family members that drain you after a phone call or meeting. The BN Steering Committee is also a venue to share successful guest speakers, unit FRG activities for youth, spouse and parents, and finally provides an opportunity to trade newsletter ideas. The BN Steering Committee will facilitate assistance to geographically dispersed Families. The BN Steering Committee can be a great asset to the BN commander and the unit commander. Finally, this special group will collaborate on ideas and initiatives that build camaraderie and trust between the Families and FRG as well as the Families and rear detachment personnel. The suggested meeting schedule for this Steering Committee during a deployment is below. BN Steering Committees, during steady state, should meet at least annually on site and/or by conference call to maintain continuity of the committee.

If the Steering Committee believes that meeting on-site is a better choice they may look to adjust the schedule. The guidance is that they meet once each month in the best forum for the group. The Battalion Administrative Officer – Rear Detached Commander (BN AO-RDC) will also be attending these meetings. The BN AO will assist with publishing the monthly meeting dates to the Brigade Family Readiness Liaison (BDE FR LNO) to be tracked and published so that the geographically dispersed Families will be able to locate a meeting that is closest to their home**.**

Sample Deployed Meeting Schedule:

Month	Location
1st	On-Site Meeting
2nd	Conference Call
3rd	Conference Call
4th	On-Site Meeting
5th	Conference Call
6th	Conference Call
7th	On-Site Meeting
8th	Conference Call
9th	Conference Call
10th	On-Site Meeting
11th	Conference Call
12th	Conference Call

BN Steering Committee Structure & Deployment Best Practices



Attendance at Deployed FRG Meetings: Battalion/Brigade level attendance at the monthly deployed meetings has a great impact on the Families and the Service Members. It is recommended that a senior non-commissioned officer/officer (NCO/OFF) be in attendance to assist with military related issues/concerns that the FRG or Rear Detached Officer (RDO) may not be able to answer. The military person in attendance will also be available to assist the forward part of the unit if they are in need of resources or supplies. This also provides the senior commander feedback on the success of their subordinate unit FRG. This type of military representation provides the Families a sense of comfort knowing that the higher headquarters is concerned about their deployed loved ones as well as the Family.

5.0 FRG Trainings

All registration for the training opportunities listed below are located on the Joint Services Support Portal at www.jointservicessupport.org

Regional Foundation Course:

The RFC is the first class that the FRG leadership team will attend. The main focus of this training is the "grassroots" level FRG. Within this one day event are guidelines for establishing, maintaining, enhancing, and operating the FRG. The target audience for this training event is the Commander (CDR), Family Readiness Military Liaison (FRML), FRG leadership teams which include the Family Readiness Group Leader, (FRGL), Assistant Family Readiness Group Leader, (AFRGL), FRG Secretary, (FRGS) and FRG Treasurer (FRGT). The outcome for this training is to make sure that the Families and the Service Members are prepared and ready for a deployment at anytime and anywhere. This is a required class for CDR, ML and FRG Statutory Volunteers. Attendance every four years is required.

FRG Enhancement and Professional Development:

State Family Readiness and Warrior Support Professional Development Workshop: The workshop will offer additional networking opportunities with other FRG's within the state, a variety of topics that will benefit the military Families within your unit, and make ready Families at the unit level. The workshop goal is to make a good FRG a great FRG. The annual FRG awards are also presented at this time. Vendors that benefit or provide services to the military Families are also present to share their products and services.

Other trainings that can improve your ability to be an FRG Statutory Volunteer are, Applied Suicide Intervention Skill Training (ASIST) a training dedicated to empowering the attendee to intervene when they think that someone they know or someone who is reaching out to them might be suicidal and gives them the tools to ask the right questions to help someone. This training is offered several times throughout the year.

Resiliency Training Assistant (RTA) training gives you the tools to improve yourself and recognize that everyone needs to take a moment to break down those topics so they can better deal with all of life's challenges. This class is offered monthly.

6.0 FRG Sponsorship

The FRG Sponsorship Program is to allow for the proper introduction and integration of new Family members into a Unit Family Readiness Group. Family sponsorship is not just an administrative function, it is a systematic program designed to welcome new Family members, orient them to FRG goals, and encourage them to actively participate in FRG activities. An effective FRG sponsorship program fosters feelings of belonging and usefulness, as well as individual and team productivity. A well developed and deployed sponsorship program provides positive first impressions of the unit, its leaders, and individual Service Members.

The Brigade FRSA along with the FRG leadership team and current members share the responsibility for an effective orientation and integration program. The sponsoring of a new Family is a shared responsibility of the FRSA, FRG, and FRML.

The key component to a successful sponsorship program is a signed /completed FDS by the new Service Member. The FDS will be signed in the Red Phase of the Recruit Sustainment Program (RSP) for new Service Members entering the National Guard. From that point forward the FDS will be forwarded from the FRSA to the unit FRGL to make contact with the Family. For those that are a transfer from another unit / state it is the responsibility of the FRML to provide the Service Member with the FDS. A welcome packet will be mailed to the first Key Adult Family Member on the FDS from the FRSA. A FRG Time and Talent sheet is included as a resource to assist with new Family Sponsorship at the unit level. (See sample on Page 22).

6.1 Why is Sponsorship Important?

If the Family is involved early in the Service Member's career…they will stay involved and supportive of the Service Member and the Ohio National Guard.

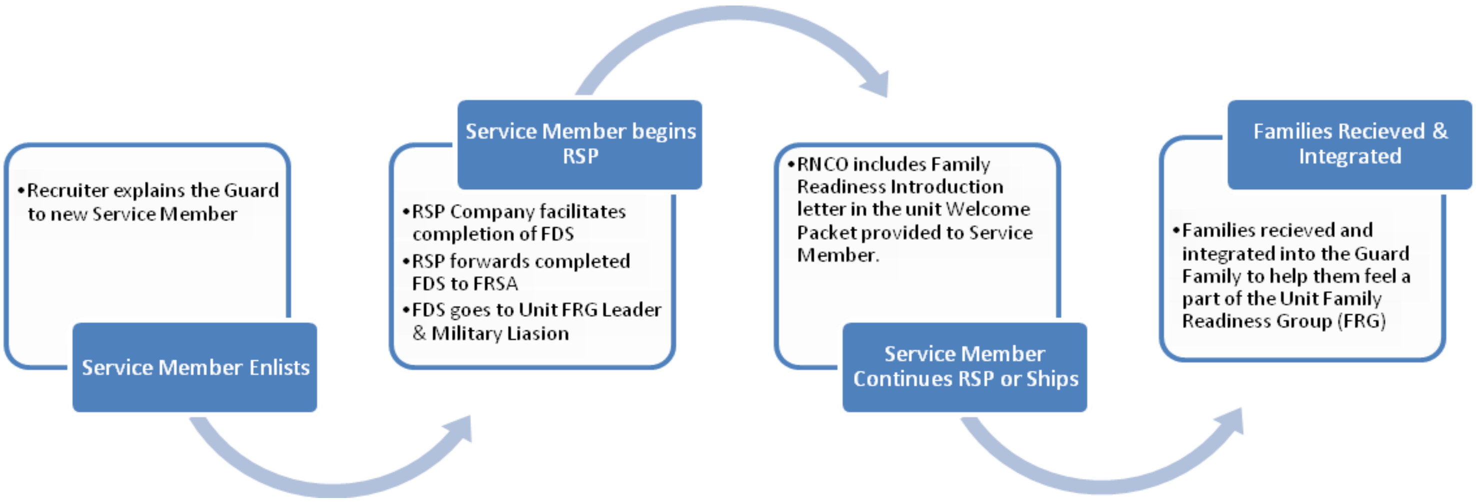
Ready Military Families will understand drill/annual training, school requirements, no notice missions, and deployment.

- Sponsorship builds Strong, Resilient Military Families.

- Sponsorship is a force multiplier for the Ohio National Guard.

- We owe the parents and Families who have entrusted us with their "Service Members" to provide support.

6.2 Process Upon Accession



6.3 Key Players

- Readiness NCO/Family Readiness Military Liaison (FRML)
- RSP
- BDE FRSA
- Service Member
- Family

6.4 Responsibilities

RNCO and/or FRML Responsibilities - Include the Family Readiness introduction letter, which is provided by the BDE FRSA, in welcome packet to the new Service Member.

FRSA Responsibilities -

- Mail Family Data Sheet (FDS) to FRGL and RNCO/ML
- Provide Family Readiness introduction letter to RNCO/ML
- Mail welcome packet to Family member

Family Readiness Group Time and Talent Sheet

New member name: ____
Street Address: ____
City, State, Zip: ____
E-Mail Address: ____
Home Phone: ________________________ Work Phone: ______________
Mobile Phone: ________________________ other contact #:______________

Service Member's name: ____

Relationship: ____

Children (Names) ________________________ Ages: ________Gender: ________
________________________ ________ ________
________________________ ________ ________
________________________ ________ ________

Availability:
____
____

<u>Specific skills:</u> (*Examples might include: Leading, managing, administration, organizing, computers, information technology, foreign languages, facilitating, working with children, baby sitting, cooking, event planning, writing, charting, calligraphy, graphing, proof-reading, telephone, oral presentations/public speaking, budgeting, handling money, project management, contracting, transportation; organizing – dinners or banquets; fundraising, crafts, carpentry, home improvement, and many others not mentioned.)*

My specific skills or things I like to do:
____
____
____

Other hobbies/interests:
____
____
____

What can the Family Readiness Group do to help you?
____
____
____

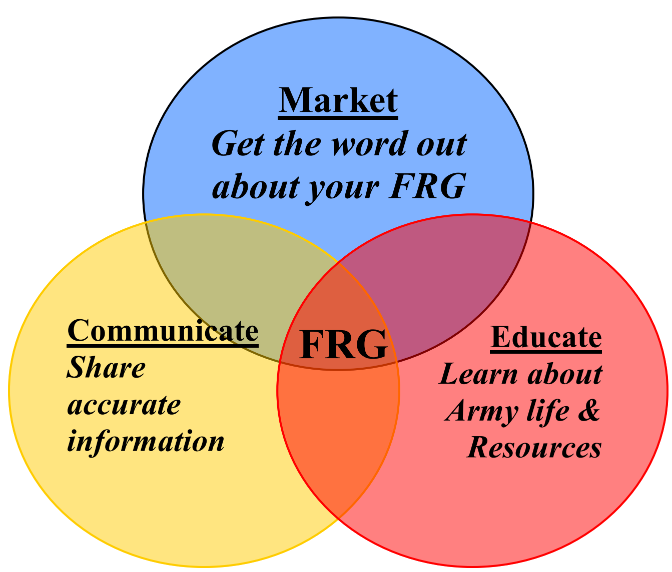
7.0 Steady State Model

The Ohio Army National Guard *Steady State* Family Readiness Model describes a sampling of ideas to ensure that a unit FRG program is strong, effective, and viable year after year regardless of deployment status. Recent history has demonstrated that many of our units had to surge (rapidly develop) a FR program upon alert for mobilization. Although these units may have had assigned leaders, there was no Command vision for the program, buy in on Family Readiness from the Service Members or their Families, and there was a lack of information flow from unit to FRGL to Families. The model below could also be used as a checklist for units that do not have a functioning FR program.

Steady State Model:

Quarterly meetings at a minimum, but more often if the group deems necessary.

- 3 Social/Family events per year—AT Send Off/Welcome Home, summer picnic, winter/holiday party, fall harvest party, Easter Egg Hunt, etc.
- Quarterly newsletter—for examples, please contact your Brigade FRSA.
- Email distribution for Family members to pass along current information, discount offers from the State Family Programs Office to include the State Youth Program.
- Current and updated phone trees of all Service Members with an "Accepted" Family Data Sheet (FDS). Phone trees should be updated at minimum of once a quarter with unit rosters provided by the Military Liaison.
- Annual elections / re-elections for officers of the FRG if Commander deems appropriate.
- Annual report and volunteer award nominations due to Brigade Family Readiness Support Assistant. Each Brigade will set their own due date. Check with FRSA for appropriate date.
- FRG volunteer recognition annually at unit level.
- Sponsorship Program/Welcoming of new families in place and functioning.
- Unit Binder (FOUO) For Official Use Only updated annually.
- Yearly Training Calendar (YTC) created in conjunction with unit training calendar. Work with Military Liaison on creating YTC.
- Fundraising internally only.
- Hero Board



7.1 Steady State Checklist

The following checklists are the supporting tasks to accomplish the goals listed in section 7.0 Steady State Model

Commander Checklist:

- Prepare and disseminate a Family Readiness Vision for the unit.
- Establish and support the unit FRG.
- Appoint, in writing, FRG leader, Assistant Leader, Secretary, Treasurer and Family Readiness Military Liaison (FRML).
- Appoint a Rear Detachment Officer when Command is deployed (where authorized).
- Provide support to FRG Leadership Team and supervises their effort toward Family Readiness goals.
- Delegate authority to FRG Leadership Team to organize and operate the unit FRG.
- Coordinate regularly with FRG Leadership Team to gauge progress, provide help, and resolve issues.
- Coordinate with Brigade FRSA, FRWS Staff, to include Regional Volunteers and Family Assistance Center (if applicable).
- Completes the Annual FRG Report / Annual Awards submissions and submits to Brigade according to BDE deadline.
- Ensure FRG Leadership Team has attended RFC & Professional Development Workshop.
- Is accessible and approachable when help or information is needed.
- FRG has at least three social events each year (i.e. AT send off/ Welcome home, holiday party, picnic, etc.).
- Conduct risk assessments prior to FRG events with assistance of FRML.
- Through the Family Readiness Military Liaison (FRML), provides to FRG Leadership Team a current unit roster to ensure the updated phone numbers are on the FRG phone roster and address mailing labels are correct.
- Ensure that all Service Members, Families, and FRG Leadership Team receive Family Readiness training.
- Ensure that vital Family Readiness information is relayed to FRG Leader and Service Members in a timely fashion.
- Encourage all Service Members, Families, Friends to participate in FRG activities.
- Ensure that pre-deployment briefings are conducted for all Service Members and Families prior to deployments.
- Ensure that the FRG maintains contact with Families.
- Promote diversity within the FRG.
- Review and approve official quarterly newsletter and submit Commander comments in a timely fashion.
- Report any serious Family Readiness issues or events to next higher commander.
- Ensure Family Data Sheet (FDS) are reviewed annually.
- Ensure Phone Trees are reviewed quarterly.
- Ensure Auto Call is used so Families become aware of service.

Family Readiness Military Liaison (FRML) Checklist:

- Serve as a link between Commander, FRG Leadership Team, Families and Service Members.
- Refer Families and Service Members to appropriate resources.
- Provide FRG logistical and administrative support as needed.
- Update the unit roster monthly, allowing FRGL to seek new Service Member and discuss Family Data Sheets.
- Provide support for the FRG Newsletter production.
- Maintain Family Data Sheet (FDS) and FRG phone tree in the Unit FRG binder (FOUO) at unit and provide a copy to FRG leader.
- Maintain a record of addresses and phone numbers of Families who leave the geographical area during deployments.
- Coordinate with Brigade FRSA, FRWS Staff, to include TFAC (if applicable).
- Ensures the completion of the Annual FRG Report / Annual Awards submissions and submits to BDE FRSA by BDE deadline.
- Provide information on important unit news to FRG Leader.
- Field questions and concerns from FRG Leadership Team and FRG members.
- Is accessible and approachable when help or information is needed.

FRGL Checklist:

- Know and support the commander's goals and vision for the Family Readiness Group.
- Provides overall leadership for the unit FRG; oversees all FRG volunteers, to include communicating job descriptions for all FRG volunteer positions.
- Communicate regularly with Commander and Military Liaison regarding FRG activities and events, unit training schedules, and missions.
- Plan and run quarterly FRG meetings and supervise events.
- Meetings are short, focused, and follow the agenda (90 Minutes).
- Snacks, drinks, and children's activities are provided.
- Committee chairpersons presents reports of their activities.
- Treasurer presents current status of the FRG financial accounts.
- Secretary records meeting minutes & maintains in FR binder.
- Schedule guest speakers to attend meetings.
- Organize the FRG so that all key tasks are adequately covered.
- Assists with the completion of the Annual FRG Report / Annual Awards submissions and submits to Brigade FRSA by the Brigade deadline.
- Maintain Family Data Sheet (FDS) in FRG Binder (FOUO).
- Ensure that phone roster is current, FRG phone tree is established and tested quarterly, and regular contact is made with all Family members.
- Phone tree "key callers" have received instruction on proper phone etiquette (confidentiality).
- Phone tree "key callers" are easily accessible when information is needed.
- Review quarterly FRG newsletters before submitting to commander for approval and publication.
- Newsletter will be mailed via the US mail and/or by email.
- FRG uses e-mail to distribute information as necessary.
- Ensure that new Service Members and Families are welcomed in accordance with sponsorship program.
- Assist in pre-deployment briefings for unit Service Members and Families.
- Ensure that Family Program Regulations and materials are on-hand for Service Members and Families.
- Maintain adequate copies of "Mission Readiness" and deployment checklists.
- Ensure that critical FRG information is shared and rumor and gossip are strongly discouraged/dispelled.
- Provide information and referral to include crisis intervention and conflict resolution.
- Inform FRML of any serious Family Readiness issues.
- Ensure that volunteers are recognized for their contributions.
- Attend RFC (within 3 months of assignments), and Family Readiness & Warrior Support Professional Development Workshop.
- Have access to useful FRG training materials and information.
- FRG has at least three social events each year (i.e., holiday party, picnic, etc.).
- Encourage all Service Members, Families, and Friends to participate in FRG activities.
- FRGL works with Commander on risk assessment for FRG events.
- FRGL supports the unit readiness goals of the commander.

7.2 FRGs and No Notice Missions

No Notice Missions are those local, state, or regional missions (Hurricane Gustav) that the National Guard plays a role in times of emergency. It is important that our unit FRGs have a strong *Steady State* to ensure that our Families are ready for these type missions. Although it is not possible to predict when, where, and what the next emergency is—we need to educate our FRGs on likely missions and emerging danger (H1N1 for example). Listed below are some helpful keys for FR success in State Active Duty (SAD) or larger scale No Notice Missions.

- Must have Family Data Sheet (FDS) and Phone Tree up-to-date at all times – consider an email roster as well.
- Service Members on Rear Detachment must understand the FRG importance.
- Families must understand these type of call ups and missions and be prepared for their Service Member to answer the call on short or No Notice—
  For example: Family Care Plans must be kept current.
- Ensure Families are aware of TFAC resources.
- Lean forward and provide the Families information on emerging threats – Pandemic Flu Family Planning Guide is an example.
- Count on the OHFR (Ohio Family Readiness) Web site for information in times of No Notice Missions. **www.ong.ohio.gov**

8.0 Deployment Cycle Support

The Yellow Ribbon Reintegration Program (YRRP), a national combat veteran reintegration program conducted at the state level, consists of informational activities and events for activated members of the Ohio Army National Guard (OHARNG), their families, and community members. The program focuses on activities that facilitate access to services supporting their health and well being through all phases of the deployment cycle. The National Defense Authorization Act (NDAA) of 2008 and public law 110-181 mandates the creation of a national Yellow Ribbon Program, as well as outlining its general features. DoD Directive-Type Memorandum (DTM) 08-029, "Implementation of the Yellow Ribbon Reintegration Program" provides program authorization and guidance for implementation. – DoD Instruction 1342.28

8.1 Deployment Cycle Checklist

UNIT FRG & Deployments

Steady State FRG Checklist should be incorporated along with deployment checklist.

Deployment Alert Received

Make sure Family Data Sheets are signed and updated.

Set up Phone Tree/Auto Call, Email and Newsletters from Family Data Sheet—BDE FRSA will assist with Auto Call set-up (Password & Log-in needed).

Service Member Readiness Process (SRP)

Service Member attends a three phase SRP to process for deployment.

The BDE FRSA will have a station at the SRP for Service Members to complete and update Family Data Sheets, as necessary.

Mobilization Order Received

Initial Planning Conference

- Execute meeting to plan out suspense's & requirements necessary during deployment cycle – create overall "game plan".
  Meeting Participants include BDE AO, BN AO, Unit NCOIC/OIC, Commander, RNCO, Yellow Ribbon OIC, MSC Plans Officer (MPO), and BDE FRSA.
- Review venue suggestions to be submitted to Purchasing & Contracting office.
- Marketing plan and suspense's presented by MPO.
- Discuss Commander's intent and Unit/Family needs to be considered during agenda development.

Service Member & Family Mobilization Brief

- Occurs 90 days prior to Unit Mobilization Date.
- Deploying Service Members & Families typically attend a one day workshop.
- Workshop offers information & resources that address common challenges faced during a deployment.
- This event offers briefings, resource tables, counseling & Youth Program.
- Yellow Ribbon funding available for venue, catering, lodging, childcare, travel expenses (for Family Members with HOR 50+ miles one-way).

FRG may be asked to arrange the following:

- Arrange morning coffee and snacks for event & childcare.
- Include event registration information in monthly newsletter, email, and auto-call.
- FRG can utilize event registration & breaks for fundraising opportunities.

  FRG team must attend required briefings with their Service Members.
- Establish meeting dates for the first 2 FRG meetings within first 6 weeks after unit mobilizes.

  Work with TFAC to coordinate dates.
- Work with TFAC to complete the Deployed FRG Contact Sheet for Family Members to distribute at Service Member & Family Mobilization Brief.

<u>Call to Duty Ceremony</u>

- The Call to Duty ceremony typically takes place on the day the Unit reports for duty to home station.
- The G3 makes all direction and policies regarding the coordination of the Call to Duty ceremony.
- Unit responsible for coordinating venue location (must be held at a no-charge venue).
- Inform Service Members & Families of ceremony date, time, and location with directions.

FRG may be asked to arrange the following:

- Arrange snacks & refreshments at ceremony, if allowed by venue.
- Assist Unit with venue decorations as needed.

<u>Deployed Commander's Checklist</u>

- Encourage participation of all Service Members & their Families in FRG events.
- Plan Commander call-ins from the Theatre of Operations during FRG monthly meetings.
- Compose a short message to the FRGL for the monthly newsletter.
- Ensure leadership is accessible and approachable when help or information is needed.

<u>Rear Detachment Officer (RDO)</u>

- Maintain regular contact with Unit Commander at mission location.
- Attend the monthly FRG meetings to open and close the armory and maintain security.
- Ensure that FRG members have opportunities to maintain contact with deployed Service Members.
- Provide assistance to the Families in conjunction with FRG leader, higher command, and Family Assistance Center (if applicable).
- Provide information on important Unit news to FRG leader.
- Field questions and concerns from FRG Leadership Team and FRG members.
- Assist with military issues that arise with Service Members & their Families.
- Assist with Rumor Control.
- Be available for the Families and have a caring attitude.
- Attend Professional Development Workshop with FRG Leader team.
- Report issues or concerns to the Commander.
- Keep a record of all communication with the Families.

Monthly FRG Meetings during Deployment

- FRG Meetings are held monthly during deployment status.
  - First meeting will be an administrative check-up to see how Families are coping.
  - Second meeting should include ways to cope and handle stress/separation.
  - Key Caller Training should be held after second FRG meeting.
- Suggestions for monthly meeting content include scheduling providers for TRICARE, Military Pay, Veteran Affairs, Behavioral Health, and Finance.
  - BDE FRSA or TFAC can assist with scheduling providers.
- Meetings may not be cancelled without authorization from the chain of command.
- Notify Families about first few FRG meetings through Automated Phone Tree & Newsletters.
- Arrange for childcare & activities at meetings, as needed.
- Provide snacks & refreshments.
- Work with Rear Detachment to set up audio system for Commander call-in. Suggested topics for Commander call-in:
  * What's the weather like?
  * How's the Chow?
  * What is the Morale of the Service Members?
  * What do they have at the location- Food Vendors, recreation activities, AAFES, MWR?
  * What type of resources do you have to communicate with the Families: Internet Café, Phone, and Internet Service for living quarters?
  * What are the items that you cannot get at the location or the most needed items?
  * What has the unit been doing and what do they have scheduled to do: company PT, extracurricular events (volleyball, basketball games/tournaments)?
  * Who has a birthday or anniversary coming up?
  * Talk about what you can as to what the unit is doing mission related
  * Remember OPSEC!!

Newsletters:

- A FRG Newsletter needs to be published monthly & mailed to Family Members.
- The mailing roster will be taken from the Family Data Sheets (FDS).
- Utilizing appropriated unit funds is permitted for postage.
- The newsletter is very important, as this will keep those Family Members that cannot attend the FRG Meetings informed.
- **Commanders and FRML must review newsletters prior to distribution to ensure that operational security is maintained.**
- Sample newsletters are available from your BDE FRSA.

The following items should be included in the newsletter every month:

- Monthly Commander Comments located on front page of newsletter
- Upcoming month's agenda
- Treasurer's Report
- Upcoming Guest Speakers
- Previous month's follow-ups
- Contact information for: Red Cross, Local TFAC, FRG Leadership Team, and Rear Detachment Military Liaison
- Dates and locations for upcoming meetings
- Upcoming Social Events & Fundraisers

Be aware of how much information you include in the newsletter, as well as staying within the Operational Security (OPSEC) guidelines. Be wary of too much!

<u>Deployment Family Check-Up</u>

- Occurs 60-90 days after Unit Mobilization Date.
- Family Members & Children typically attend a one day workshop.
- Workshop information & resources are tailored to the needs of the FRG.
- Yellow Ribbon funding available for venue, catering, lodging (on an as-needed basis over 150 miles from HOR), travel expenses to include mileage (for Family Members with HOR 50+ miles one-way).

FRG may be asked to arrange the following:

- Arrange morning coffee and snacks for event & childcare.
- Include event registration information in monthly newsletter, email, and auto-call.
- FRG can utilize event registration & breaks for fundraising opportunities.
  FRG team must attend required briefings.
- Arrange for childcare & activities at Deployment Family Check-up, if needed.

<u>Family Reunion Brief</u>

- Occurs 60-90 days prior to Unit Return Date.
- Family Members & Children typically attend a half or full day workshop.
- Workshop information & resources are tailored to the needs of the FRG. Event includes a Family Readiness Group Meeting.
- Yellow Ribbon funding available for venue, catering, lodging (on as needed basis), travel expenses (for Family Members with HOR 50+ miles one-way).

FRG may be asked to arrange the following:

- Arrange morning coffee and snacks for event & childcare.
- Include event registration information in monthly newsletter, email, and auto-call.
- FRG can utilize event registration & breaks for fundraising opportunities.
  FRG team must attend required briefings.
- Arrange for childcare & activities at Family Reunion Brief, if needed.

Welcome Home Ceremony

The Welcome Home Ceremony reunites Service Members and Families following a successful deployment, and is intended to show appreciation for the commitment, resolve, and sacrifice both the Service Member and his/her Family has shown to the organization.

- Unit responsible for coordinating venue location (must be held at a no-charge venue).
- Prepare & submit execution brief for ATAG to the Yellow Ribbon office for approval. Yellow Ribbon OIC will schedule ATAG presentation.
- Inform Service Members & Families of ceremony date, time, and location with directions.

FRG may be asked to arrange the following:

- Arrange snacks & refreshments at ceremony, if allowed by venue.

Assist Unit with venue decorations as needed.30-Day Reintegration Retreat

- Occurs 30 days after Unit Return Date.
- Two-day Retreat for Service Members & Families (Mandatory for SMs).
- Retreats connect Service Members & Families with service providers to ensure they understand benefits, entitlements, & resources available to help overcome challenges with reintegration; provides "forum" to address negative behaviors related to reintegration.
- This event offers briefings, resource tables, counseling, & Youth Program.
- Yellow Ribbon funding available for venue, catering, lodging, childcare, travel expenses (for Family Members with HOR 50+ miles one-way).

FRG may be asked to arrange the following:

- Arrange morning coffee and snacks for event.
- Include event registration information in monthly newsletter, email, and auto-call.
- FRG can utilize event registration & breaks for fundraising opportunities..

60-Day Reintegration Retreat

- Occurs 60 days after Unit Return Date
- Two-day Retreat for Service Members & Families (Mandatory for SMs)
- Retreat connects Services Members & Families with service providers
- Includes Freedom Salute Campaign Ceremony
- This event offers briefings, resource tables, counseling, & Youth Program
- Yellow Ribbon funding available for venue, catering, lodging, childcare, travel expenses (for Family Members with HOR 50+ miles one-way)

FRG may be asked to arrange the following:

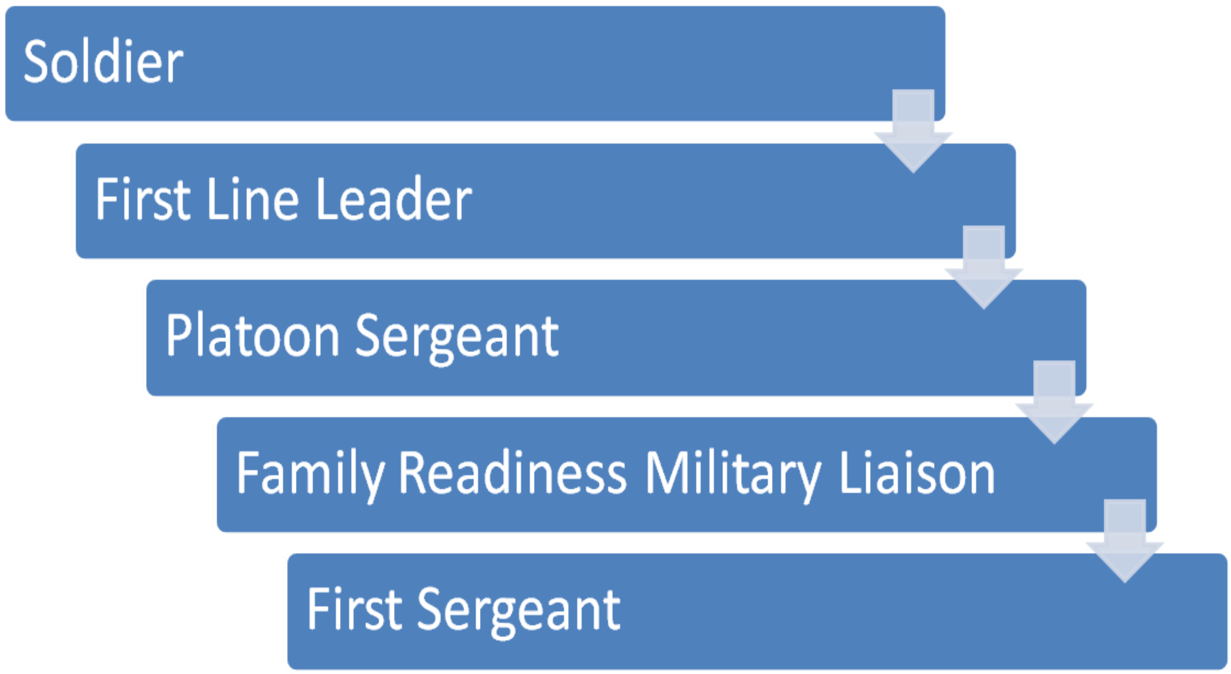
- Arrange morning coffee and snacks for event & childcare.
- Include event registration information in monthly newsletter, email, and auto-call.
- FRG can utilize event registration & breaks for fundraising opportunities.
- FRG Team must attend required briefings with their Service Members.

90 Reintegration Drill

- Occurs 90 days after Unit Return Date
- Service Members Only – Regular Drill Weekend
- Drill includes PDHRA, wellness check & service providers

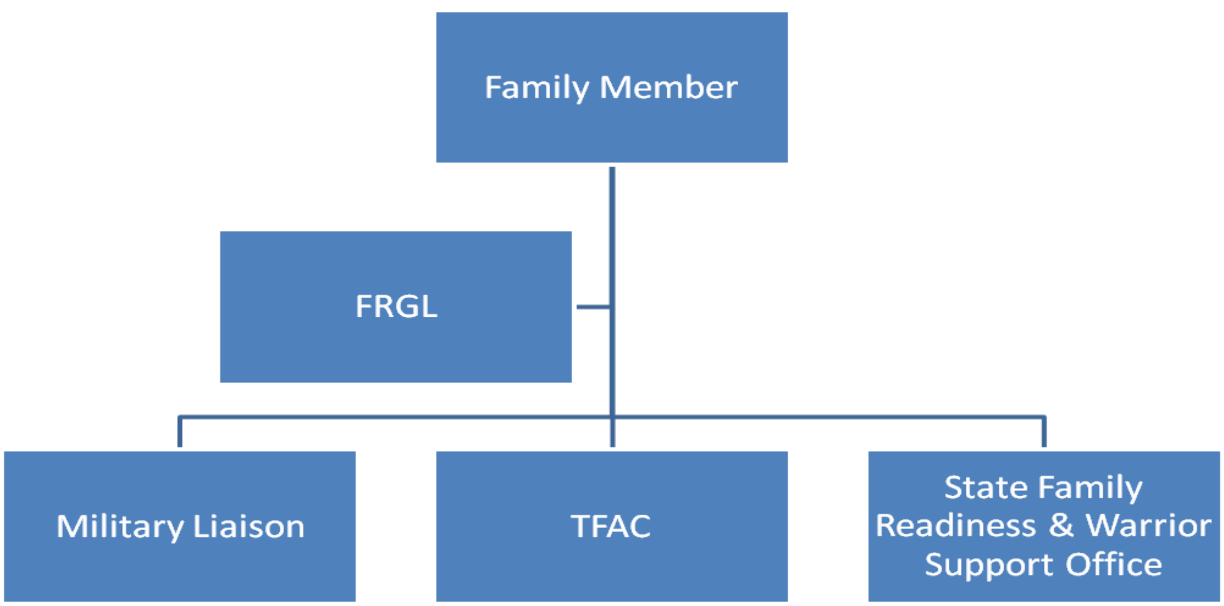
9.0 Chain of Command:

Problem Resolution for the Service Member



Chain of Concern:

Problem Resolution for the Family Member. Family Members can go to the TFAC, as well as the Military Liaison if they need to.



10.0 Fundraising

Fundraising

- FRGs are considered "Official Programs" and with accordance to DA policy, may not fund-raise outside of its own Organization.
- The FRG Informal Fund may not exceed $5,000 annually-this is the current ONG annual limit. This means at no time can you take in more than a total of $5,000 a year based on what you had in your account on 30SEP.
- Requires the Treasurer submit a monthly report to the group and in the newsletter.
- Commanders should maintain monthly awareness of the FRG activities and fund raising.
- Commanders are required to conduct an audit of the FRG Informal Funds- which is included in the Annual FRG Report.
- All funds are to be spent on Family readiness issues and initiatives. Refreshments for meetings, and Family events/unit parties, etc.
- May accept unsolicited donations (see attached Ohio policy AGOH-J1-FR Policy memo # 07-001 dated 5 OCT 06).
- Unit CDR may allow Private Organizations (PO) to provide limited unsolicited support for Family Readiness activities or events. (see attached Ohio policyAGOH-J1-FR Policy memo # 07-001 dated 5 OCT 06).

Setting up the FRG Bank Account

Unit FRGs may open an informal fund providing the following conditions are met:

- Commander's approval
- Appoint a Treasurer and have a second Statutory Volunteer on the account
- If you do not have an account, you do not need a Treasurer

The unit FRG account must be non interest bearing and have 2 volunteer signatures on it. Military members ARE NOT authorized to be on the FRG account. The FRG Treasurer must file Internal Revenue Service Form SS4 to obtain tax ID(EIN) number to avoid use of personal Social Security Number and potential IRS tax liabilities. (See pages 38-45) The FRG account's use is limited to expenses consistent with the purpose & function of the fund as determined by the FRG & Commander. Remember that the FRG's purpose is not to raise money and all expenditures **must benefit** the entire FRG membership and not one specific person.

Community Support

It is important for Commanders and FRGLs to understand that positive relationships with Community Organizations are an advantage to them. Establishing these relationships with organizations that have a sincere desire to support our military members and families can make a tremendous impact on your unit and FRG.

The State Family Readiness and Warrior Support Office continues to speak to local and state associations and organizations to educate them not only on our mission in the Ohio National Guard but how they can assist if they so choose. The number one avenue for their support is at the local level at a Unit or Wing FRG. By allowing them to participate, and welcoming them, you gain resources and support you would otherwise not have. These organizations can attend your FRG meetings and simply raise their hand to volunteer support to initiatives or events that the unit FRG would like to conduct. It is that simple. When we establish these relationships at the local level, it results in organizations providing the right initiative or support, at the right time and place. It is a win-win for all involved.

A new concept that has been initiated to assist with building the relationship with the community is the regionally based quarterly RISFAC (Regional Inter-Service Family Assistance Committee). The overall intent of the RISFAC is to provide a forum for units and FRGs to interact and discuss their family and FRG initiatives or concerns with supportive participants within the community they live. This allows that community to support the "hometown hero" and their supporters. The Troop & Family Assistance Center in each region will be able to assist with the dates and locations for these meetings.

When looking for support from the community we need to ask ourselves is this a reasonable request. What we mean by this is some of our FRGs has gotten so effective that some of their events are not only first class, but perhaps exuberant. The point is we work throughout the state to enable organizations to support our unit FRGs. We talk about how their support enables great camaraderie amongst our geographically dispersed families and provides other great programs. We ask that as you work with your unit FRGs and Family Readiness Military Liaison, you keep an eye open for programs or events sponsored or supported by outside organizations to ensure they are reasonable. This "reasonable test" simply means that the event is structured in a way that makes sense, is supportable and will not reflect negatively on the ONG, and the cost is appropriate and would reflect a best value for the generous individuals and groups that donate to our programs.

Finally, unit commanders run all our FRGs, thus it is his or her responsibility to manage the organizations who participate in the unit FRG.

What types of fundraising can be conducted?

- Internal Fundraising
- T-Shirt Sales
- Snacks during drill weekends
- Morale Boosting events during IWQ
- Flower sales for Mothers Day and Valentine's Day
- Unit car wash after AT
- Silent Auctions
- Holiday Tree Ornaments with the unit crest
- Lunch for Service Members

What types of fundraising can **NOT** be conducted?

- External Fundraisers
- Games of chance. Advertising/conducting raffles or other games of chance is prohibited on National Guard property under the Charitable Fundraising policy.
- 50/50 Raffles
- Chinese Auctions

*** Fundraising, whether by the FRG or by the Friends of group, must be consistent with the ethical principles, be conducted according to law and regulation and the State of Ohio prohibits games of chance not conducted by licensees. Charitable groups like churches get licensed by the Attorney General to conduct bingo or other games of chance. To get one of those licenses is a long ordeal.

Instructions for Form SS-4

Department of the Treasury
Internal Revenue Service

(Rev. February 2006)

Application for Employer Identification Number

Section references are to the Internal Revenue Code unless otherwise noted.

General Instructions

Use these instructions to complete Form SS-4, Application for Employer Identification Number. Also see *Do I Need an EIN?* on page 2 of Form SS-4.

Purpose of Form

Use Form SS-4 to apply for an employer identification number (EIN). An EIN is a nine-digit number (for example, 12-3456789) assigned to sole proprietors, corporations, partnerships, estates, trusts, and other entities for tax filing and reporting purposes. The information you provide on this form will establish your business tax account.

CAUTION *An EIN is for use in connection with your business activities only. Do not use your EIN in place of your social security number (SSN).*

Reminders

Apply online. Generally, you can apply for and receive an EIN online using the Internet. See *How To Apply* below.

File only one Form SS-4. Generally, a sole proprietor should file only one Form SS-4 and needs only one EIN, regardless of the number of businesses operated as a sole proprietorship or trade names under which a business operates. However, if the proprietorship incorporates or enters into a partnership, a new EIN is required. Also, each corporation in an affiliated group must have its own EIN.

EIN applied for, but not received. If you do not have an EIN by the time a return is due, write "Applied For" and the date you applied in the space shown for the number. Do not show your SSN as an EIN on returns.

If you do not have an EIN by the time a tax deposit is due, send your payment to the Internal Revenue Service Center for your filing area as shown in the instructions for the form that you are filing. Make your check or money order payable to the "United States Treasury" and show your name (as shown on Form SS-4), address, type of tax, period covered, and date you applied for an EIN.

Federal tax deposits. New employers that have a federal tax obligation will be pre-enrolled in the Electronic Federal Tax Payment System (EFTPS). EFTPS allows you to make all of your federal tax payments online at *www.eftps.gov* or by telephone. Shortly after we have assigned you your EIN, you will receive instructions by mail for activating your EFTPS enrollment. You will also receive an EFTPS Personal Identification Number (PIN) that you will use to make your payments, as well as instructions for obtaining an Internet password you will need to make payments online.

If you are not required to make deposits by EFTPS, you can use Form 8109, Federal Tax Deposit (FTD) Coupon, to make deposits at an authorized depositary. If you would like to receive Form 8109, call 1-800-829-4933. Allow 5 to 6 weeks for delivery. For more information on federal tax deposits, see Pub. 15 (Circular E).

How To Apply

You can apply for an EIN online, by telephone, by fax, or by mail depending on how soon you need to use the EIN. Use only one method for each entity so you do not receive more than one EIN for an entity.

Online. Generally, you can receive your EIN by Internet and use it immediately to file a return or make a payment. Go to the IRS website at *www.irs.gov/businesses* and click on Employer ID Numbers.

Applicants that may not apply online. The online application process is not yet available to:
- Applicants with foreign addresses (including Puerto Rico),
- Limited Liability Companies (LLCs) that have not yet determined their entity classification for federal tax purposes (see *Limited liability company (LLC)* on page 4),
- Real Estate Investment Conduits (REMICs),
- State and local governments,
- Federal Government/Military, and
- Indian Tribal Governments/Enterprises.

Telephone. You can receive your EIN by telephone and use it immediately to file a return or make a payment. Call the IRS at 1-800-829-4933. (International applicants must call 215-516-6999.) The hours of operation are 7:00 a.m. to 10:00 p.m. local time (Pacific time for Alaska and Hawaii). The person making the call must be authorized to sign the form or be an authorized designee. See *Signature* and *Third Party Designee* on page 6. Also see the *TIP* below.

If you are applying by telephone, it will be helpful to complete Form SS-4 before contacting the IRS. An IRS representative will use the information from the Form SS-4 to establish your account and assign you an EIN. Write the number you are given on the upper right corner of the form and sign and date it. Keep this copy for your records.

If requested by an IRS representative, mail or fax (facsimile) the signed Form SS-4 (including any Third Party Designee authorization) within 24 hours to the IRS address provided by the IRS representative.

TIP *Taxpayer representatives can apply for an EIN on behalf of their client and request that the EIN be faxed to their client on the same day.* ***Note.*** *By using this procedure, you are authorizing the IRS to fax the EIN without a cover sheet.*

Fax. Under the Fax-TIN program, you can receive your EIN by fax within 4 business days. Complete and fax Form SS-4 to the IRS using the Fax-TIN number listed on page 2 for your state. A long-distance charge to callers outside of the local calling area will apply. Fax-TIN numbers can only be used to apply for an EIN. The numbers may change without notice. Fax-TIN is available 24 hours a day, 7 days a week.

Be sure to provide your fax number so the IRS can fax the EIN back to you.

Note. By using this procedure, you are authorizing the IRS to fax the EIN without a cover sheet.

Mail. Complete Form SS-4 at least 4 to 5 weeks before you will need an EIN. Sign and date the application and mail it to the service center address for your state. You will receive your EIN in the mail in approximately 4 weeks. See also *Third Party Designee* on page 6.

Call 1-800-829-4933 to verify a number or to ask about the status of an application by mail.

Where to Fax or File

If your principal business, office or agency, or legal residence in the case of an individual, is located in:	Fax or file with the "Internal Revenue Service Center" at:
Connecticut, Delaware, District of Columbia, Florida, Georgia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Vermont, Virginia, West Virginia	Attn: EIN Operation Holtsville, NY 11742 Fax-TIN: 631-447-8960
Illinois, Indiana, Kentucky, Michigan	Attn: EIN Operation Cincinnati, OH 45999 Fax-TIN: 859-669-5760
Alabama, Alaska, Arizona, Arkansas, California, Colorado, Hawaii, Idaho, Iowa, Kansas, Louisiana, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Tennessee, Texas, Utah, Washington, Wisconsin, Wyoming	Attn: EIN Operation Philadelphia, PA 19255 Fax-TIN: 859-669-5760
If you have no legal residence, principal place of business, or principal office or agency in any state:	Attn: EIN Operation Philadelphia, PA 19255 Fax-TIN: 215-516-1040

How To Get Forms and Publications

Phone. Call 1-800-TAX-FORM (1-800-829-3676) to order forms, instructions, and publications. You should receive your order or notification of its status within 10 workdays.

Internet. You can access the IRS website 24 hours a day, 7 days a week at *www.irs.gov* to download forms, instructions, and publications.

CD-ROM. For small businesses, return preparers, or others who may frequently need tax forms or publications, a CD-ROM containing over 2,000 tax products (including many prior year forms) can be purchased from the National Technical Information Service (NTIS).

To order Pub. 1796, IRS Tax Products CD, call 1-877-CDFORMS (1-877-233-6767) toll free or connect to *www.irs.gov/cdorders*.

Tax Help for Your Business

IRS-sponsored Small Business Workshops provide information about your federal and state tax obligations. For information about workshops in your area, call 1-800-829-4933.

Related Forms and Publications

The following forms and instructions may be useful to filers of Form SS-4.
- Form 990-T, Exempt Organization Business Income Tax Return.
- Instructions for Form 990-T.
- Schedule C (Form 1040), Profit or Loss From Business.
- Schedule F (Form 1040), Profit or Loss From Farming.
- Instructions for Form 1041 and Schedules A, B, D, G, I, J, and K-1, U.S. Income Tax Return for Estates and Trusts.
- Form 1042, Annual Withholding Tax Return for U.S. Source Income of Foreign Persons.
- Instructions for Form 1065, U.S. Return of Partnership Income.
- Instructions for Form 1066, U.S. Real Estate Mortgage Investment Conduit (REMIC) Income Tax Return.
- Instructions for Forms 1120 and 1120-A.
- Form 2553, Election by a Small Business Corporation.
- Form 2848, Power of Attorney and Declaration of Representative.
- Form 8821, Tax Information Authorization.
- Form 8832, Entity Classification Election.

For more information about filing Form SS-4 and related issues, see:
- Pub. 51 (Circular A), Agricultural Employer's Tax Guide;
- Pub. 15 (Circular E), Employer's Tax Guide;
- Pub. 538, Accounting Periods and Methods;
- Pub. 542, Corporations;
- Pub. 557, Tax-Exempt Status for Your Organization;
- Pub. 583, Starting a Business and Keeping Records;
- Pub. 966, The Secure Way to Pay Your Federal Taxes for Business and Individual Taxpayers;
- Pub. 1635, Understanding Your EIN;
- Package 1023, Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code; and
- Package 1024, Application for Recognition of Exemption Under Section 501(a).

Specific Instructions

Print or type all entries on Form SS-4. Follow the instructions for each line to expedite processing and to avoid unnecessary IRS requests for additional information. Enter "N/A" (nonapplicable) on the lines that do not apply.

Line 1—Legal name of entity (or individual) for whom the EIN is being requested. Enter the legal name of the entity (or individual) applying for the EIN exactly as it appears on the social security card, charter, or other applicable legal document. An entry is required.

Individuals. Enter your first name, middle initial, and last name. If you are a sole proprietor, enter your individual name, not your business name. Enter your business name on line 2. Do not use abbreviations or nicknames on line 1.

Trusts. Enter the name of the trust.

Estate of a decedent. Enter the name of the estate. For an estate that has no legal name, enter the name of the decedent followed by "Estate."

Partnerships. Enter the legal name of the partnership as it appears in the partnership agreement.

Corporations. Enter the corporate name as it appears in the corporate charter or other legal document creating it.

Plan administrators. Enter the name of the plan administrator. A plan administrator who already has an EIN should use that number.

Line 2—Trade name of business. Enter the trade name of the business if different from the legal name. The trade name is the "doing business as" (DBA) name.

CAUTION *Use the full legal name shown on line 1 on all tax returns filed for the entity. (However, if you enter a trade name on line 2 and choose to use the trade name instead of the legal name, enter the trade name on all returns you file.) To prevent processing delays and errors, always use the legal name only (or the trade name only) on all tax returns.*

Line 3—Executor, administrator, trustee, "care of" name. Trusts enter the name of the trustee. Estates enter the name of the executor, administrator, or other fiduciary. If the entity applying has a designated person to receive tax information, enter that person's name as the "care of" person. Enter the individual's first name, middle initial, and last name.

Lines 4a-b—Mailing address. Enter the mailing address for the entity's correspondence. If line 3 is completed, enter the address for the executor, trustee or "care of" person. Generally, this address will be used on all tax returns.

TIP *File Form 8822, Change of Address, to report any subsequent changes to the entity's mailing address.*

Lines 5a-b—Street address. Provide the entity's physical address only if different from its mailing address shown in lines 4a-b. Do not enter a P.O. box number here.

Line 6—County and state where principal business is located. Enter the entity's primary physical location.

Lines 7a-b—Name of principal officer, general partner, grantor, owner, or trustor. Enter the first name, middle initial, last name, and SSN of (a) the principal officer if the business is a corporation, (b) a general partner if a partnership, (c) the owner of an entity that is disregarded as separate from its owner (disregarded entities owned by a corporation enter the corporation's name and EIN), or (d) a grantor, owner, or trustor if a trust.

If the person in question is an alien individual with a previously assigned individual taxpayer identification number (ITIN), enter the ITIN in the space provided and submit a copy of an official identifying document. If necessary, complete Form W-7, Application for IRS Individual Taxpayer Identification Number, to obtain an ITIN.

You must enter an SSN, ITIN, or EIN unless the only reason you are applying for an EIN is to make an entity classification election (see Regulations sections 301.7701-1 through 301.7701-3) and you are a nonresident alien or other foreign entity with no effectively connected income from sources within the United States.

Line 8a—Type of entity. Check the box that best describes the type of entity applying for the EIN. If you are an alien individual with an ITIN previously assigned to you, enter the ITIN in place of a requested SSN.

CAUTION *This is not an election for a tax classification of an entity. See* Limited liability company (LLC) *on page 4.*

Other. If not specifically listed, check the "Other" box, enter the type of entity and the type of return, if any, that will be filed (for example, "Common Trust Fund, Form 1065" or "Created a Pension Plan"). Do not enter "N/A." If you are an alien individual applying for an EIN, see the *Lines 7a-b* instructions above.

- **Household employer.** If you are an individual, check the "Other" box and enter "Household Employer" and your SSN. If you are a state or local agency serving as a tax reporting agent for public assistance recipients who become household employers, check the "Other" box and enter "Household Employer Agent." If you are a trust that qualifies as a household employer, you do not need a separate EIN for reporting tax information relating to household employees; use the EIN of the trust.
- **QSub.** For a qualified subchapter S subsidiary (QSub) check the "Other" box and specify "QSub."
- **Withholding agent.** If you are a withholding agent required to file Form 1042, check the "Other" box and enter "Withholding Agent."

Sole proprietor. Check this box if you file Schedule C, C-EZ, or F (Form 1040) and have a qualified plan, or are required to file excise, employment, alcohol, tobacco, or firearms returns, or are a payer of gambling winnings. Enter your SSN (or ITIN) in the space provided. If you are a nonresident alien with no effectively connected income from sources within the United States, you do not need to enter an SSN or ITIN.

Corporation. This box is for any corporation other than a personal service corporation. If you check this box, enter the income tax form number to be filed by the entity in the space provided.

CAUTION *If you entered "1120S" after the "Corporation" checkbox, the corporation must file Form 2553 no later than the 15th day of the 3rd month of the tax year the election is to take effect. Until Form 2553 has been received and approved, you will be considered a Form 1120 filer. See the Instructions for Form 2553.*

Personal service corporation. Check this box if the entity is a personal service corporation. An entity is a personal service corporation for a tax year only if:

- The principal activity of the entity during the testing period (prior tax year) for the tax year is the performance of personal services substantially by employee-owners, and
- The employee-owners own at least 10% of the fair market value of the outstanding stock in the entity on the last day of the testing period.

Personal services include performance of services in such fields as health, law, accounting, or consulting. For more information about personal service corporations, see the Instructions for Forms 1120 and 1120-A and Pub. 542.

Other nonprofit organization. Check this box if the nonprofit organization is other than a church or church-controlled organization and specify the type of nonprofit organization (for example, an educational organization).

CAUTION *If the organization also seeks tax-exempt status, you must file either Package 1023 or Package 1024. See Pub. 557 for more information.*

If the organization is covered by a group exemption letter, enter the four-digit group exemption number (GEN). (Do not confuse the GEN with the nine-digit EIN.) If you do not know the GEN, contact the parent organization. Get Pub. 557 for more information about group exemption numbers.

If the organization is a section 527 political organization, check the box for *Other nonprofit organization* and specify "section 527 organization" in the space to the right. To be recognized as exempt from tax, a section 527 political organization must electronically file Form 8871, Political Organization Notice of Section 527 Status, within 24 hours of the date on which the organization was established. The organization may also have to file Form 8872, Political Organization Report of Contributions and Expenditures. See *www.irs.gov/polorgs* for more information.

Plan administrator. If the plan administrator is an individual, enter the plan administrator's SSN in the space provided.

REMIC. Check this box if the entity has elected to be treated as a real estate mortgage investment conduit (REMIC). See the Instructions for Form 1066 for more information.

State/local government. If you are a government employer and you are not sure of your social security and Medicare coverage options, go to *www.ncsssa.org/ssaframes.html* to obtain the contact information for your state's Social Security Administrator.

Limited liability company (LLC). An LLC is an entity organized under the laws of a state or foreign country as a limited liability company. For federal tax purposes, an LLC may be treated as a partnership or corporation or be disregarded as an entity separate from its owner.

By default, a domestic LLC with only one member is disregarded as an entity separate from its owner and must include all of its income and expenses on the owner's tax return (for example, Schedule C (Form 1040)). Also by default, a domestic LLC with two or more members is treated as a partnership. A domestic LLC may file Form 8832 to avoid either default classification and elect to be classified as an association taxable as a corporation. For more information on entity classifications (including the rules for foreign entities), see the instructions for Form 8832.

CAUTION *Do not file Form 8832 if the LLC accepts the default classifications above. If the LLC is eligible to be treated as a corporation that meets certain tests and it will be electing S corporation status, it must timely file Form 2553. The LLC will be treated as a corporation as of the effective date of the S corporation election and does not need to file Form 8832. See the Instructions for Form 2553.*

Complete Form SS-4 for LLCs as follows.

- A single-member domestic LLC that accepts the default classification (above) does not need an EIN and generally should not file Form SS-4. Generally, the LLC should use the name and EIN of its owner for all federal tax purposes. However, the reporting and payment of employment taxes for employees of the LLC may be made using the name and EIN of either the owner or the LLC as explained in Notice 99-6. You can find Notice 99-6 on page 12 of Internal Revenue Bulletin 1999-3 at *www.irs.gov/pub/irs-irbs/irb99-03.pdf*. (**Note.** If the LLC applicant indicates in box 13 that it has employees or expects to have employees, the owner (whether an individual or other entity) of a single-member domestic LLC will also be assigned its own EIN (if it does not already have one) even if the LLC will be filing the employment tax returns.)
- A single-member, domestic LLC that accepts the default classification (above) and wants an EIN for filing employment tax returns (see above) or non-federal purposes, such as a state requirement, must check the "Other" box and write "Disregarded Entity" or, when applicable, "Disregarded Entity—Sole Proprietorship" in the space provided.
- A multi-member, domestic LLC that accepts the default classification (above) must check the "Partnership" box.
- A domestic LLC that will be filing Form 8832 to elect corporate status must check the "Corporation" box and write in "Single-Member" or "Multi-Member" immediately below the "form number" entry line.

Line 9—Reason for applying. Check only one box. Do not enter "N/A."

Started new business. Check this box if you are starting a new business that requires an EIN. If you check this box, enter the type of business being started. Do not apply if you already have an EIN and are only adding another place of business.

Hired employees. Check this box if the existing business is requesting an EIN because it has hired or is hiring employees and is therefore required to file employment tax returns. Do not apply if you already have an EIN and are only hiring employees. For information on employment taxes (for example, for family members), see Pub. 15 (Circular E).

CAUTION *You may have to make electronic deposits of all depository taxes (such as employment tax, excise tax, and corporate income tax) using the Electronic Federal Tax Payment System (EFTPS). See* Federal tax deposits *on page 1; section 11,* Depositing Taxes, *of Pub. 15 (Circular E); and Pub. 966.*

Created a pension plan. Check this box if you have created a pension plan and need an EIN for reporting purposes. Also, enter the type of plan in the space provided.

TIP *Check this box if you are applying for a trust EIN when a new pension plan is established. In addition, check the "Other" box in line 8a and write "Created a Pension Plan" in the space provided.*

Banking purpose. Check this box if you are requesting an EIN for banking purposes only, and enter the banking purpose (for example, a bowling league for depositing dues or an investment club for dividend and interest reporting).

Changed type of organization. Check this box if the business is changing its type of organization. For example, the business was a sole proprietorship and has been incorporated or has become a partnership. If you check this box, specify in the space provided (including available space immediately below) the type of change made. For example, "From Sole Proprietorship to Partnership."

Purchased going business. Check this box if you purchased an existing business. Do not use the former owner's EIN unless you became the "owner" of a corporation by acquiring its stock.

Created a trust. Check this box if you created a trust, and enter the type of trust created. For example, indicate if the trust is a nonexempt charitable trust or a split-interest trust.

Exception. Do not file this form for certain grantor-type trusts. The trustee does not need an EIN for the trust if the trustee furnishes the name and TIN of the grantor/owner and the address of the trust to all payors. However, grantor trusts that do not file using Optional Method 1 and IRA trusts that are required to file Form 990-T, Exempt Organization Business Income Tax Return, must have an EIN. For more information on grantor trusts, see the Instructions for Form 1041.

TIP *Do not check this box if you are applying for a trust EIN when a new pension plan is established. Check "Created a pension plan."*

Other. Check this box if you are requesting an EIN for any other reason; and enter the reason. For example, a newly-formed state government entity should enter "Newly-Formed State Government Entity" in the space provided.

Line 10—Date business started or acquired. If you are starting a new business, enter the starting date of the business. If the business you acquired is already operating, enter the date you acquired the business. If you are changing the form of ownership of your business, enter the date the new ownership entity began. Trusts should enter the date the trust was funded. Estates should enter the date of death of the decedent whose name appears on line 1 or the date when the estate was legally funded.

Line 11—Closing month of accounting year. Enter the last month of your accounting year or tax year. An accounting or tax year is usually 12 consecutive months, either a calendar year or a fiscal year (including a period of 52 or 53 weeks). A calendar year is 12 consecutive months ending on December 31. A fiscal year is either 12 consecutive months ending on the last day of any month other than December or a 52-53 week year. For more information on accounting periods, see Pub. 538.

Individuals. Your tax year generally will be a calendar year.

Partnerships. Partnerships must adopt one of the following tax years.
- The tax year of the majority of its partners.
- The tax year common to all of its principal partners.
- The tax year that results in the least aggregate deferral of income.
- In certain cases, some other tax year.

See the Instructions for Form 1065 for more information.

REMICs. REMICs must have a calendar year as their tax year.

Personal service corporations. A personal service corporation generally must adopt a calendar year unless it meets one of the following requirements.
- It can establish a business purpose for having a different tax year.
- It elects under section 444 to have a tax year other than a calendar year.

Trusts. Generally, a trust must adopt a calendar year except for the following trusts.
- Tax-exempt trusts.
- Charitable trusts.
- Grantor-owned trusts.

Line 12—First date wages or annuities were paid. If the business has employees, enter the date on which the business began to pay wages. If the business does not plan to have employees, enter "N/A."

Withholding agent. Enter the date you began or will begin to pay income (including annuities) to a nonresident alien. This also applies to individuals who are required to file Form 1042 to report alimony paid to a nonresident alien.

Line 13—Highest number of employees expected in the next 12 months. Complete each box by entering the number (including zero ("-0-")) of "Agricultural," "Household," or "Other" employees expected by the applicant in the next 12 months. Check the appropriate box to indicate if you expect your annual employment tax liability to be $1,000 or less. Generally, if you pay $4,000 or less in wages subject to social security and Medicare taxes and federal income tax withholding, you are likely to pay $1,000 or less in employment taxes.

For more information on employment taxes, see Pub. 15 (Circular E); or Pub. 51 (Circular A) if you have agricultural employees (farmworkers).

Lines 14 and 15. Check the one box in line 14 that best describes the principal activity of the applicant's business. Check the "Other" box (and specify the applicant's principal activity) if none of the listed boxes applies. You must check a box.

Use line 15 to describe the applicant's principal line of business in more detail. For example, if you checked the "Construction" box in line 14, enter additional detail such as "General contractor for residential buildings" in line 15. An entry is required.

Construction. Check this box if the applicant is engaged in erecting buildings or engineering projects, (for example, streets, highways, bridges, tunnels). The term "Construction" also includes special trade contractors, (for example, plumbing, HVAC, electrical, carpentry, concrete, excavation, etc. contractors).

Real estate. Check this box if the applicant is engaged in renting or leasing real estate to others; managing, selling, buying or renting real estate for others; or providing related real estate services (for example, appraisal services).

Rental and leasing. Check this box if the applicant is engaged in providing tangible goods such as autos, computers, consumer goods, or industrial machinery and equipment to customers in return for a periodic rental or lease payment.

Manufacturing. Check this box if the applicant is engaged in the mechanical, physical, or chemical transformation of materials, substances, or components into new products. The assembling of component parts of

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manufactured products is also considered to be manufacturing.

Transportation & warehousing. Check this box if the applicant provides transportation of passengers or cargo; warehousing or storage of goods; scenic or sight-seeing transportation; or support activities related to transportation.

Finance & insurance. Check this box if the applicant is engaged in transactions involving the creation, liquidation, or change of ownership of financial assets and/or facilitating such financial transactions; underwriting annuities/insurance policies; facilitating such underwriting by selling insurance policies; or by providing other insurance or employee-benefit related services.

Health care and social assistance. Check this box if the applicant is engaged in providing physical, medical, or psychiatric care or providing social assistance activities such as youth centers, adoption agencies, individual/family services, temporary shelters, daycare, etc.

Accommodation & food services. Check this box if the applicant is engaged in providing customers with lodging, meal preparation, snacks, or beverages for immediate consumption.

Wholesale–agent/broker. Check this box if the applicant is engaged in arranging for the purchase or sale of goods owned by others or purchasing goods on a commission basis for goods traded in the wholesale market, usually between businesses.

Wholesale–other. Check this box if the applicant is engaged in selling goods in the wholesale market generally to other businesses for resale on their own account, goods used in production, or capital or durable nonconsumer goods.

Retail. Check this box if the applicant is engaged in selling merchandise to the general public from a fixed store; by direct, mail-order, or electronic sales; or by using vending machines.

Other. Check this box if the applicant is engaged in an activity not described above. Describe the applicant's principal business activity in the space provided.

Lines 16a-c. Check the applicable box in line 16a to indicate whether or not the entity (or individual) applying for an EIN was issued one previously. Complete lines 16b and 16c only if the "Yes" box in line 16a is checked. If the applicant previously applied for more than one EIN, write "See Attached" in the empty space in line 16a and attach a separate sheet providing the line 16b and 16c information for each EIN previously requested.

Third Party Designee. Complete this section only if you want to authorize the named individual to receive the entity's EIN and answer questions about the completion of Form SS-4. The designee's authority terminates at the time the EIN is assigned and released to the designee. You must complete the signature area for the authorization to be valid.

Signature. When required, the application must be signed by (a) the individual, if the applicant is an individual, (b) the president, vice president, or other principal officer, if the applicant is a corporation, (c) a responsible and duly authorized member or officer having knowledge of its affairs, if the applicant is a partnership, government entity, or other unincorporated organization, or (d) the fiduciary, if the applicant is a trust or an estate. Foreign applicants may have any duly-authorized person, (for example, division manager), sign Form SS-4.

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. We need it to comply with section 6109 and the regulations thereunder, which generally require the inclusion of an employer identification number (EIN) on certain returns, statements, or other documents filed with the Internal Revenue Service. If your entity is required to obtain an EIN, you are required to provide all of the information requested on this form. Information on this form may be used to determine which federal tax returns you are required to file and to provide you with related forms and publications.

We disclose this form to the Social Security Administration (SSA) for their use in determining compliance with applicable laws. We may give this information to the Department of Justice for use in civil and criminal litigation, and to the cities, states, and the District of Columbia for use in administering their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, and to federal law enforcement and intelligence agencies to combat terrorism.

We will be unable to issue an EIN to you unless you provide all of the requested information that applies to your entity. Providing false information could subject you to penalties.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by section 6103.

The time needed to complete and file this form will vary depending on individual circumstances. The estimated average time is:

Recordkeeping	8 hrs., 22 min.
Learning about the law or the form	42 min.
Preparing the form	52 min.
Copying, assembling, and sending the form to the IRS	- - - - -

If you have comments concerning the accuracy of these time estimates or suggestions for making this form simpler, we would be happy to hear from you. You can write to Internal Revenue Service, Tax Products Coordinating Committee, SE:W:CAR:MP:T:T:SP, IR-6406, 1111 Constitution Avenue, NW, Washington, DC 20224. Do not send the form to this address. Instead, see *Where to Fax or File* on page 2.

Form **SS-4** (Rev. February 2006) Department of the Treasury Internal Revenue Service

Application for Employer Identification Number

(For use by employers, corporations, partnerships, trusts, estates, churches, government agencies, Indian tribal entities, certain individuals, and others.)

► **See separate instructions for each line.** ► **Keep a copy for your records.**

OMB No. 1545-0003

EIN

Type or print clearly.

1 Legal name of entity (or individual) for whom the EIN is being requested

2 Trade name of business (if different from name on line 1)

3 Executor, administrator, trustee, "care of" name

4a Mailing address (room, apt., suite no. and street, or P.O. box)

5a Street address (if different) (Do not enter a P.O. box.)

4b City, state, and ZIP code

5b City, state, and ZIP code

6 County and state where principal business is located

7a Name of principal officer, general partner, grantor, owner, or trustor

7b SSN, ITIN, or EIN

8a **Type of entity** (check only one box)
- ☐ Sole proprietor (SSN)
- ☐ Partnership
- ☐ Corporation (enter form number to be filed) ►
- ☐ Personal service corporation
- ☐ Church or church-controlled organization
- ☐ Other nonprofit organization (specify) ►
- ☐ Other (specify) ►
- ☐ Estate (SSN of decedent)
- ☐ Plan administrator (SSN)
- ☐ Trust (SSN of grantor)
- ☐ National Guard
- ☐ State/local government
- ☐ Farmers' cooperative
- ☐ Federal government/military
- ☐ REMIC
- ☐ Indian tribal governments/enterprises

Group Exemption Number (GEN) ►

8b If a corporation, name the state or foreign country (if applicable) where incorporated — State — Foreign country

9 **Reason for applying** (check only one box)
- ☐ Started new business (specify type) ►
- ☐ Hired employees (Check the box and see line 12.)
- ☐ Compliance with IRS withholding regulations
- ☐ Other (specify) ►
- ☐ Banking purpose (specify purpose) ►
- ☐ Changed type of organization (specify new type) ►
- ☐ Purchased going business
- ☐ Created a trust (specify type) ►
- ☐ Created a pension plan (specify type) ►

10 Date business started or acquired (month, day, year). See instructions.

11 Closing month of accounting year

12 First date wages or annuities were paid (month, day, year). **Note.** If applicant is a withholding agent, enter date income will first be paid to nonresident alien. (month, day, year) . . . . ►

13 Highest number of employees expected in the next 12 months (enter -0- if none).

Agricultural	Household	Other

Do you expect to have $1,000 or less in employment tax liability for the calendar year? ☐ **Yes** ☐ **No.** (If you expect to pay $4,000 or less in wages, you can mark yes.)

14 Check **one** box that best describes the principal activity of your business.
- ☐ Health care & social assistance
- ☐ Wholesale–agent/broker
- ☐ Construction
- ☐ Rental & leasing
- ☐ Transportation & warehousing
- ☐ Accommodation & food service
- ☐ Wholesale-other
- ☐ Retail
- ☐ Real estate
- ☐ Manufacturing
- ☐ Finance & insurance
- ☐ Other (specify)

15 Indicate principal line of merchandise sold, specific construction work done, products produced, or services provided.

16a Has the applicant ever applied for an employer identification number for this or any other business? . . . . . ☐ **Yes** ☐ **No**

Note. If "Yes," please complete lines 16b and 16c.

16b If you checked "Yes" on line 16a, give applicant's legal name and trade name shown on prior application if different from line 1 or 2 above.

Legal name ► Trade name ►

16c Approximate date when, and city and state where, the application was filed. Enter previous employer identification number if known.

Approximate date when filed (mo., day, year) | City and state where filed | Previous EIN

Third Party Designee

Complete this section **only** if you want to authorize the named individual to receive the entity's EIN and answer questions about the completion of this form.

Designee's name — Designee's telephone number (include area code) ( )

Address and ZIP code — Designee's fax number (include area code) ( )

Under penalties of perjury, I declare that I have examined this application, and to the best of my knowledge and belief, it is true, correct, and complete.

Applicant's telephone number (include area code) ( )

Name and title (type or print clearly) ►

Applicant's fax number (include area code) ( )

Signature ► Date ►

For Privacy Act and Paperwork Reduction Act Notice, see separate instructions. Cat. No. 16055N Form **SS-4** (Rev. 2-2006)

Do I Need an EIN?

File Form SS-4 if the applicant entity does not already have an EIN but is required to show an EIN on any return, statement, or other document.[1] See also the separate instructions for each line on Form SS-4.

IF the applicant...	AND...	THEN...
Started a new business	Does not currently have (nor expect to have) employees	Complete lines 1, 2, 4a–8a, 8b (if applicable), and 9–16c.
Hired (or will hire) employees, including household employees	Does not already have an EIN	Complete lines 1, 2, 4a–6, 7a–b (if applicable), 8a, 8b (if applicable), and 9–16c.
Opened a bank account	Needs an EIN for banking purposes only	Complete lines 1–5b, 7a–b (if applicable), 8a, 9, and 16a–c.
Changed type of organization	Either the legal character of the organization or its ownership changed (for example, you incorporate a sole proprietorship or form a partnership)[2]	Complete lines 1–16c (as applicable).
Purchased a going business[3]	Does not already have an EIN	Complete lines 1–16c (as applicable).
Created a trust	The trust is other than a grantor trust or an IRA trust[4]	Complete lines 1–16c (as applicable).
Created a pension plan as a plan administrator[5]	Needs an EIN for reporting purposes	Complete lines 1, 3, 4a–b, 8a, 9, and 16a–c.
Is a foreign person needing an EIN to comply with IRS withholding regulations	Needs an EIN to complete a Form W-8 (other than Form W-8ECI), avoid withholding on portfolio assets, or claim tax treaty benefits[6]	Complete lines 1–5b, 7a–b (SSN or ITIN optional), 8a–9, and 16a–c.
Is administering an estate	Needs an EIN to report estate income on Form 1041	Complete lines 1, 2, 3, 4a–6, 8a, 9-11, 12-15 (if applicable), and 16a–c.
Is a withholding agent for taxes on non-wage income paid to an alien (i.e., individual, corporation, or partnership, etc.)	Is an agent, broker, fiduciary, manager, tenant, or spouse who is required to file Form 1042, Annual Withholding Tax Return for U.S. Source Income of Foreign Persons	Complete lines 1, 2, 3 (if applicable), 4a–5b, 7a–b (if applicable), 8a, 9, and 16a–c.
Is a state or local agency	Serves as a tax reporting agent for public assistance recipients under Rev. Proc. 80-4, 1980-1 C.B. 581[7]	Complete lines 1, 2, 4a–5b, 8a, 9, and 16a–c.
Is a single-member LLC	Needs an EIN to file Form 8832, Entity Classification Election, for filing employment tax returns, or for state reporting purposes[8]	Complete lines 1–16c (as applicable).
Is an S corporation	Needs an EIN to file Form 2553, Election by a Small Business Corporation[9]	Complete lines 1–16c (as applicable).

[1] For example, a sole proprietorship or self-employed farmer who establishes a qualified retirement plan, or is required to file excise, employment, alcohol, tobacco, or firearms returns, must have an EIN. A partnership, corporation, REMIC (real estate mortgage investment conduit), nonprofit organization (church, club, etc.), or farmers' cooperative must use an EIN for any tax-related purpose even if the entity does not have employees.

[2] However, do not apply for a new EIN if the existing entity only (a) changed its business name, (b) elected on Form 8832 to change the way it is taxed (or is covered by the default rules), or (c) terminated its partnership status because at least 50% of the total interests in partnership capital and profits were sold or exchanged within a 12-month period. The EIN of the terminated partnership should continue to be used. See Regulations section 301.6109-1(d)(2)(iii).

[3] Do not use the EIN of the prior business unless you became the "owner" of a corporation by acquiring its stock.

[4] However, grantor trusts that do not file using Optional Method 1 and IRA trusts that are required to file Form 990-T, Exempt Organization Business Income Tax Return, must have an EIN. For more information on grantor trusts, see the Instructions for Form 1041.

[5] A plan administrator is the person or group of persons specified as the administrator by the instrument under which the plan is operated.

[6] Entities applying to be a Qualified Intermediary (QI) need a QI-EIN even if they already have an EIN. See Rev. Proc. 2000-12.

[7] See also *Household employer* on page 3. **Note.** State or local agencies may need an EIN for other reasons, for example, hired employees.

[8] Most LLCs do not need to file Form 8832. See *Limited liability company (LLC)* on page 4 for details on completing Form SS-4 for an LLC.

[9] An existing corporation that is electing or revoking S corporation status should use its previously-assigned EIN.

Printed on recycled paper

Family Readiness Fundraising Frequently Asked Questions (FAQ)

The following questions are discussed to provide answers to frequently asked questions surrounding fundraising and Family Readiness Groups (FRG), or to provide some "best practices." **Questions are in bold print**.

1. **Can charitable organizations like the VFW act as a Private Organization (PO) for a unit FRG?** These organizations are POs under Army regulations. Units are encouraged to develop relationships with local community organizations such as the VFW. VFW, American Legion, AMVETS, or other similar organizations can participate in and attend FRG meetings with unit commander approval. This enables these organizations to be aware of FRG goals and events and provides them an opportunity to volunteer to participate or help support events without requiring the FRG to solicit from them.

2. **Can members of an FRG start a PO?** Yes, if they are not "statutory volunteers" or volunteers who have signed an official Volunteer Agreement. These statutory volunteers typically include the FRG Leadership team: FRG Leader, Assistant Leader, Treasurer and Secretary. 3 step process: potential PO sends request letter to unit Cdr (see sample), Cdr completes Army or Air PO CDR Checklist, finally, if approved Cdr will send a PO permission letter to new PO.

3. **Why can't statutory volunteers start a PO?** It may be a conflict of interest to be in a decision making position in both the FRG and PO. This might be true for the VFW example as well. While you could be a member of the local VFW and a statutory volunteer in a unit FRG, you may not be in a leadership position in the local VFW and a statutory volunteer in a unit FRG working with the VFW as a PO.

4. **Can PO leaders attend FRG functions and training hosted by the State Family Program Office?** Yes, however, if attending the state annual conference for example, the PO representatives will have to pay their own way including lodging, travel, etc. Often they will just pay for this out of their own privately raised funds. Recall, however, that most events, such as the state conference or Regional Foundation Course training are for statutory volunteers.

5. **Can FRGs receive money from a PO or just stuff (food, phone cards etc.)?** As long as the FRG has not solicited the PO, the PO may donate money, food, phone cards etc. The unit FRG account still may not exceed the annual limit of $5,000 set by Army regulation and $1,000 monthly limit set by Air Force Instruction. All gift card or phone card type items donated, must be itemized upon receipt and tracked, i.e. to whom they were given or for what were they used. Although these items are donated, the FRG has a duty to be able to demonstrate that the donated items were dispensed consistently with the purposes for which they were donated. Otherwise, donors will lose confidence that donations are properly handled.

6. Can POs donate items to be auctioned off by the FRG at a FRG event? Yes, but raffles or other games of chance are not allowed to be advertised OR conducted on state property.

7. Can FRGs host a golf scramble to raise money? No because these take place off National Guard property. FRGs may, however, collaborate with a PO to sponsor such an event.

8. **If a unit hosts an open house at its armory or base, can the FRG sell coffee or other items to *any* who attend? If not, can a local PO sell coffee, magnets, etc. at the armory to raise funds?** Even if outsiders attend the open house, fundraising by the FRG at the armory or base, if approved by the commander, is internal fundraising. The FRG members aren't required to ask those purchasing items whether they're members of the FRG or not. <u>The key question here is who the intended audience for the event is</u>. If the audience is SM, Families and friends, it is allowable. If the event intended audience is the general public, FRGs may not fundraise.

9. **How many FRG funds can one unit have?** One and only one.

10 Can SchoolMessenger (automatic phone tree) be funded by the National Guard? FRGs are authorized support consistent with any command program. The approximate cost for a unit with 100 Family members on the FRG phone tree, is $100.00 for 10 calls to all 100 Families in a one year period. The State Family Readiness Office will secure Army funding and pay for this service for all Army unit FRGs for FY 2007. Air NG Wing Family Program Coordinators should work with their WINGs to secure O & M funds *if available.* Also, FRGs may use government equipment, statutory volunteers (10 U.S.C. § 1588: AR 608-1), print and mail official newsletters (AR 25-30), and receive logistical support for FRG meetings, for example. It should be noted that Army FRGs are a command sponsored organization (AR 600-20, and OTJAG Legal Review 29 AUG 2005).

11. Is all this new information on FRGs, Fundraising and PO in the current AGOR 600-12 (Army) and 211-1 (Air)? NO, but this regulation will be updated in the next few months to reflect this new guidance. On the Army side, the new February 2009 QDR has current guidance, Family Data Sheet Form, Policy Letters and Annual Report. This info is also hanging on the State FR Website. On the Air side, the PO policy letter, this FAQ serve as the current update to guidance.

STATE OF OHIO
ADJUTANT GENERAL'S DEPARTMENT
2825 West Dublin Granville Road
Columbus, Ohio 43235-2789

AGOH-J1-FR

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: POLICY – Family Readiness Groups (FRGs) and Private Organizations (POs)

1. References. Army Regulation (AR) 210-22, Private Organizations on Department of Army Installations (22 OCT 2001); AFI 34-223, Services - Private Organization Program (11 AUG 2003) and ANG Supplement to AFI 34-223 (28 MAR 2005); NGR 600-12 (4 AUG 2011); AGOR 600-12

2. FRGs associated with the Ohio National Guard (ONG) are not authorized to solicit, use, or maintain funds except upon approval of the unit commander who is responsible for the FRG. FRGs may only raise funds inside the unit, organization, armory, or base with the intended audience consisting of ONG members, Families or friends. A non-profit, non-interest bearing checking account should be opened and maintained. Any recognized bookkeeping system may be used. Intended use of funds should be announced before conducting any internal fundraising activity and must be approved by the commander.

3. FRGs funds are informal funds. The FRG annual income cap is $5,000.00. (Army) and according to Air Force Instruction (AFI34-223) may not exceed a monthly average of $1,000.00 (Air). FRGs do not exist to collect and maintain funds, but to provide activities that facilitate the flow of information and create an atmosphere of mutual support.

4. FRG funds should be utilized to support the entire group rather than specific individuals, and should not duplicate services already available, such as American Red Cross (ARC), governmental and non governmental veteran service organizations, etc. FRGs may not enter sponsorship agreements with local businesses.

5. Guidelines for Opening and Operating a Non-profit Bank Account.

a. Obtain a Tax Identification Number (TIN) for your organization. (Form SS-4, Application for Tax Identification Number, is available on the ONG Family Readiness Website.)

b. Non-profit organization account signature card and declaration of unincorporated business form must be completed and signed. These forms are obtained at any local bank.

6. Audit of FRG Funds. Major Subordinate Commands (Army) and Wing commanders will ensure that FRG informal funds are audited on an annual basis by the next higher level command associated with the unit FRG. A change-of-custodian audit must be done whenever the treasurer and or commander relinquish responsibility for the funds. Annual Audit of FRG funds will be reported on the ONG Family Readiness Annual Report.

7. Fund Raising by POs.

a. Officers of a FRG who have signed a volunteer agreement (statutory volunteers) may not request to establish a PO. Other members of a FRG who have not signed a volunteer agreement (gratuitous volunteers) may request that the unit commander establish POs under Chapter 2, AR 210-22 and para 9, AFI 34-223 and its ANG Supplement. Sample request memoranda are at Encl 1 (Army) and Encl 2 (Air). Sample memoranda granting permission are found at Encl 3 (Army) and Encl 4 (Air). Commander's checklists to approve a PO are found at Encl 5 (Army) and in AFI 34-223 supplements1 dated 29 MAR 2005.

b. POs may solicit donations. Those donated funds may then support a FRG activity with consent of the unit commander.

c. All PO fund raising activities operating on ONG property must have the commander's prior approval. Other organizations not established on ONG property, such as AMVETS, American Legion, VFW etc., may offer support to unit FRGs as POs. However, ONG units and FRGs may not solicit money or donations.

SAMPLE <u>ARMY</u> NATIONAL GUARD PO REQUEST (on ONG property)

Mrs. Duncan Smith
353 East Weber Road
Columbus, Ohio 43202
614-268-6743

April 9, 2012

Commander, HHD, Joint Force Headquarters-Ohio
2825 West Dublin Granville Road
Columbus, Ohio 43235-2789

Dear Sir:

I request your permission to establish a private organization under Army Regulation 210-22 to be called "Friends of Ohio's Joint Force Headquarters." I'm enclosing bylaws for this organization conforming to Fig. 2-1 of the regulation. The purposes of the organization will be to enhance the morale of Service Members of JFHQ-Ohio and members of their Families. All organizational funds will be used for that purpose.

Membership will be limited to Families and friends of members of JFHQ-Ohio. All assets of the organization will be held in the name of the organization; and all members of the association will be jointly and severally liable for its debts. Upon dissolution, all assets will be sold and any proceeds of sale beyond payment of the organization's debts will be equally distributed among the membership.

The proposed organization will not propagate extremism, advocate violence against the government or its citizens, or seek to deprive anyone of their civil rights. I look forward to working you in the operation of this private organization.

Very Sincerely,

Diane Smith

SAMPLE ARMY NATIONAL GUARD PO PERMISSION (on ONG property)

STATE OF OHIO
HHD, JOINT FORCE HEADQUARTERS-OHIO
2825 W. Dublin Granville Road
Columbus, Ohio 43235-2789

10 April 2012

Subject: Permission to Establish Private Organization

Mrs. Diane Smith
123 E. Weber Road
Columbus, OH 43202

Dear Mrs. Smith:

I'm pleased to grant you permission to establish the Friends of the Joint Force Headquarters. This permission is for not more than 2 years from this date; and the organization must apply to renew this permission no later than 90 days before the expiration of this two year period. This permission is revocable by me or my successors at any time, has been coordinated with my servicing Judge Advocate and is subject to the conditions below. I have attached PO Cdr checklist for your records. We will need to review this information every other year to ensure your organizations PO status.

The organization will be annually reviewed to ensure compliance with regulatory guidance utilizing the Ohio Army National Guard PO Commanders Checklist dated OCT 2006. It is attached for your future reference.

Neither the State nor Federal governments will have any responsibility for the debts or torts of the organization. No member of the organization may profit from the organization except if employed by the organization, given an award by the organization; or as a member of an investment club established by the organization.

All activities of the organization must conform to Federal, State and local laws, including tax and sanitation/food service laws. Not less than annually and more often if I direct, the organization must provide me with a report including minutes of its meetings; a financial statement, audited as required under Para 3-3 of the regulation; any changes in the purpose, activities, membership requirements, officers, bylaws or use of funds; and finally, a list of the officers including their names, addresses and telephone numbers.

I look forward to working with the Friends of the Joint Force Headquarters. You may contact me at (614) 123-4567 if you have any questions.

Yours Very Sincerely and Respectfully,
George C. Marshall,
COMMANDING

OHARNG COMMANDERS CHECKLIST
Private Organizations (PO) on ONG property

__________Date

Commander Checklist. This checklist is used annually to ensure compliance with regulatory guidance according to AR 210-22. Commanders will maintain a current file for the PO containing documents referred to in this check-list. This checklist will be reviewed and signed by the commander and PO designee every two years.

ACTION	YES	NO
1. Is there a written request to the commander to establish a PO? If no, one must be completed.		
2. Has the PO provided proof of adequate insurance in accordance to AR 210-10, chapter 3-2 to the commander?		
3. Does the PO have a written charter, articles of agreement, constitution, bylaws or other authorization documents acceptable to the unit commander? If no, the PO must produce the mentioned documentation and submit them to the commander.		
4. Does the PO have any other documentation that state the PO's nature, functions, objectives (including planned use of funds), and activities? If no, they must produce this documentation.		
5. Does the PO have an explanation of membership eligibility and responsibilities for all management functions? If no, they must provide this documentation.		
6. Are any officers of the PO a statutory volunteer within the unit FRG? If yes, either must deny their request or the statutory volunteer must resign from a position.		
7. Is the commander confident that the organization requesting PO status will utilize their funds for the designated purpose? If no, they must do so.		
8. Did the PO get approval from the commander before any fundraising activities on ONG property? If no, they must get prior approval.		
9. Does the PO conduct games of chance, lotteries, raffles, or other gambling type activities? If yes, they must be discontinued.		
10. Does the PO sell alcoholic beverages? If yes, it must be discontinued.		
11. Are members of the PO complying with applicable federal and state regulations, and federal, state and local laws and tax laws? If not, they must comply.		
12. Are duties associated with PO assigned/detailed to military or civilian employees? If yes, they must be discontinued and the duties/schedules conducted by volunteers. (Paragraph 1 and 5, CFR 2635.702, and 5 CFR 2635.705 in the Joint Ethics Regulation)		

ACTION	YES	NO
13. Does unit co-sponsor events with PO for the purpose of obtaining commercial sponsorship, contributions, donations, gifts, advertising or generating revenue for them? If yes, this must be discontinued.		
14. Does the PO furnish administrative support, equipment, supplies, and other materials at their own expense? If no, they must do so.		
15. Report requirements to the commander: a. Minutes or summaries of PO meetings. b. Annual Report and financial statements, at least annually and more often if asked by the commander. c. Any major changes in PO activities, membership requirements, officers, objectives, organization, constitution, by laws, use of funds and management functions.		
16. Has the annual review/audit of PO been conducted and documented? (Annual review/audit due by end of fiscal year) If no, this must be done.		
17. When the PO disbands is there a written plan in place on file with the unit commander on how the residual monies will be dispersed? If no, PO must write a plan for this.		

____
Signature of PO Leader

____
Signature of Commander

____
Phone Number

____
Phone Number

11.0 FRG Tools and Documents

Unit FRG Binder (FOUO)-This binder is the FRGL & ML battle book. Spend the time up front organizing, completing, and updating your binder and each will have an identical copy. Items to include are listed on page 84.

Family Data Sheet (FDS) (FOUO) AGOH form 600-12-1-R)-The Family Data Sheet is a legal and binding document that allows the FRG and RDO to have communication with Service Members' Families or key adults. It *does not* allow those named on the FDS to change Service Member legal documents. It is the responsibility of the Commander to make sure that every Service Member in the unit has an updated and signed privacy act statement. By signing the FDS the named key adults have membership into the FRG. It is mandatory that the Service Member either accept or decline the FDS. Only the first key adult on the FDS will be added to the FRG phone tree. It is recommended that these are updated annually at the unit Family day event. A copy of the FDS will be maintained with the FRGL and the unit during a steady state. In times of deployment a copy will also be forwarded to TFAC and a copy taken with the unit. (Sample FDS on page 54)

Phone Tree and email distribution- The phone tree and email information is pulled from the updated Family Data Sheet. A hard copy of the unit phone tree is to be included with the annual report that is submitted to the Brigade Family Readiness Support Assistant NLT 31 OCT. Phone trees are also part of the FRG Measures of Effectiveness (MOE). The FRG Leader calls the phone tree key caller to relay FRG information. The phone tree key caller, in turn, calls each Family member on the list and passes on the message. If the phone tree chairperson is unable to reach any Family member, he or she calls the next person on the branch and will try later to reach that Family member. When all calls are completed, each key caller will report back to the FRG leader and reports the outcomes of the calls. When Family members call their key caller /POC, the process is reversed. If the key caller can't answer a question or concern, they will call the FRG Leader. The key caller logs and reports any significant event or information up the chain of concern. Phone trees can be built according to platoons, arranged geographically by the location of the Families, or divided up alphabetically. Each key caller should be responsible for contacting between 5 and 10 Families. POC's need to be reliable and must understand how to maintain confidentiality. FRG funds may be used to purchase phone cards for key callers or you can contact your regional TFAC for assistance. Again, phone trees are built from FDS, not unit Service Member rosters.

Ohio National Guard

Information Release/Family Readiness Preference

PRIVACY ACT STATEMENT / INFORMATION RELEASE

AUTHORITY: 5 USC 552a

PRINCIPAL PURPOSE: To identify and notify Family Readiness Group (FRG) Committee Members, Regional Coordinators, and Executive Committee Members of any Privacy Act-protected materials as needed.
ROUTINE USE: To facilitate continuity of chain of command reporting during absence of a designated member and establish FRG member roster.
DISCLOSURES: By initialing the appropriate line, you give the Ohio National Guard permission to release information to, and work with, other Guard dependents, the Family Readiness Group (FRG), and to organizations such as the American Red Cross, who offer services to dependents of military members. Authorizing disclosure is voluntary; however, if you don't authorize disclosure this may delay passing important information to your loved ones. You may only authorize release of information to a limited number of people. Others will have to rely on those you specify.

Please indicate your decision by initialing the appropriate line and signing below. Completion of this box and section I is MANDATORY.

Service Member's Signature ______________________________ Date ____________

Printed Service Member's Name ______________________________

Address ____________________ Phone ____________ Email ____________

SECTION I – UNIT INFORMATION/RECERTIFICATION

At a minimum form is required to be reviewed and initialed annually.

Organic UNIT: ______________________ DATE (Initial form completion): ____________

Cross Level Unit: ______________________ DATE Cross Leveled: ____________

RECERTIFICATION (Information must be re-certified with initials annually and date before deployment)

a. ____________ b. ____________ c. ____________ d. ____________

SECTION II – FAMILY/OTHER INFORMATION

Identify the following individuals as *MY KEY ADULT CONTACT.* First entry should be your PRIMARY contact and will be entered on the unit family readiness phone tree. All listed below will receive FRG correspondence (Unit FRG Newsletters, etc.):

1. ____
Last Name First Name Middle Name Relationship (father, mother, spouse, other)

______________________________________ (____)____________
Address (Street, City, State, ZIP) *If PO Box, be sure to list Street Address also Home Phone

Email address ______________________________ (____)____________
Secondary Phone

2. ____
Last Name First Name Middle Name Relationship (father, mother, spouse, other)

______________________________________ (____)____________
Address (Street, City, State, ZIP) *If PO Box, be sure to list Street Address also Home Phone

Email address ______________________________ (____)____________
Secondary Phone

SECTION III – SAFE HAVEN ADDRESS

In the event of a state emergency that forces your family to relocate (e.g. flood), list name (if applicable) and address of likely site your family will relocate to.

____
Homeowner Last Name First Name Middle Name Relationship (father, mother, spouse, other)

______________________________________ (____)____________
Address (Street, City, State, ZIP) *If PO Box, be sure to list Street Address also Home Phone

*Additional Key adults may be added on the back of this form

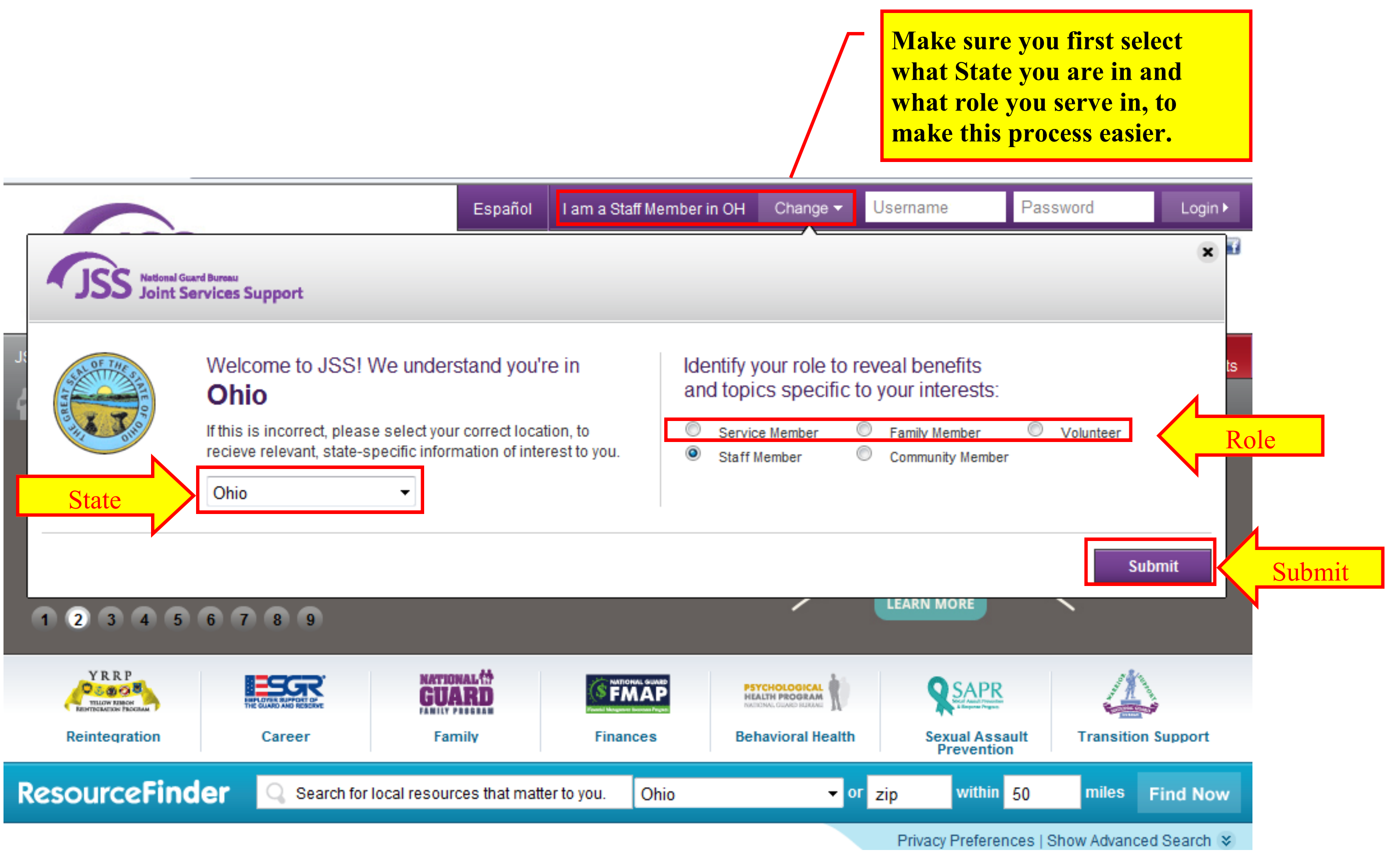
AGOH Form 600-12-1-R 11 May 2012 (supersedes all previous versions)

<u>Automated Phone System -</u> This system will be used by the unit FRG to pass along important and time sensitive information to the Families. This service will also be used to deliver holiday greetings by the senior leadership in the state and in times of No Notice Missions. Automated phone trees are **<u>never</u>** used to pass along personal and sensitive news such as extensions of unit in theatre or a wounded or injured Service Member. The BDE FRSA will load and make changes to the Auto Call system for the FRG Leader and/or Family Readiness Military Liaison.

<u>Joint Services Support Website</u>-
This system is used by not only our FRG's and their Command Teams but it is also a good way to get families involved with events and meetings. Any and all families can register in JSS to utilize it's many functions. On JSS you can find resources, create events, create training, log volunteer hours, have questions answered in forums, share best practices, register for Family Readiness and Warrior Support training, register for Yellow Ribbon Reintegration Program Events for your unit, and much more.

It is imperative that at a minimum, each Statutory Volunteer registers for the website and that you have a log in and password created to log your volunteer hours– this is how National Guard Bureau determines how much money all States can get at the beginning of the fiscal year for that entire training year. For assistance contact your BDE FRSA.

To Register for Joint Services Support Website: Go to the home screen: www.jointservicessupport.org




Español
I am a Staff Member in OH
Change
Username
Password
Login
Unclassified | JSS Help Center | Forgot Username/Password? | Join JSS | Follow us on
JSS
Joint Services Support
The Gateway for Service members and their Families in Ohio
JSS
Our Programs
Announcements
Events
Community
Contact
ResourceFinder
Joining Community Forces
Ohio Emergency Contacts
All About Staff Members
About Us
Videos
Help support our nation one community at a time.
JOINING COMMUNITY FORCES
LEARN MORE
Reintegration
Career
Family
Finances
Behavioral Health
Sexual Assault Prevention
Transition Support
ResourceFinder
Search for local resources that matter to you
Ohio
or
zip
within
50
miles
Find Now
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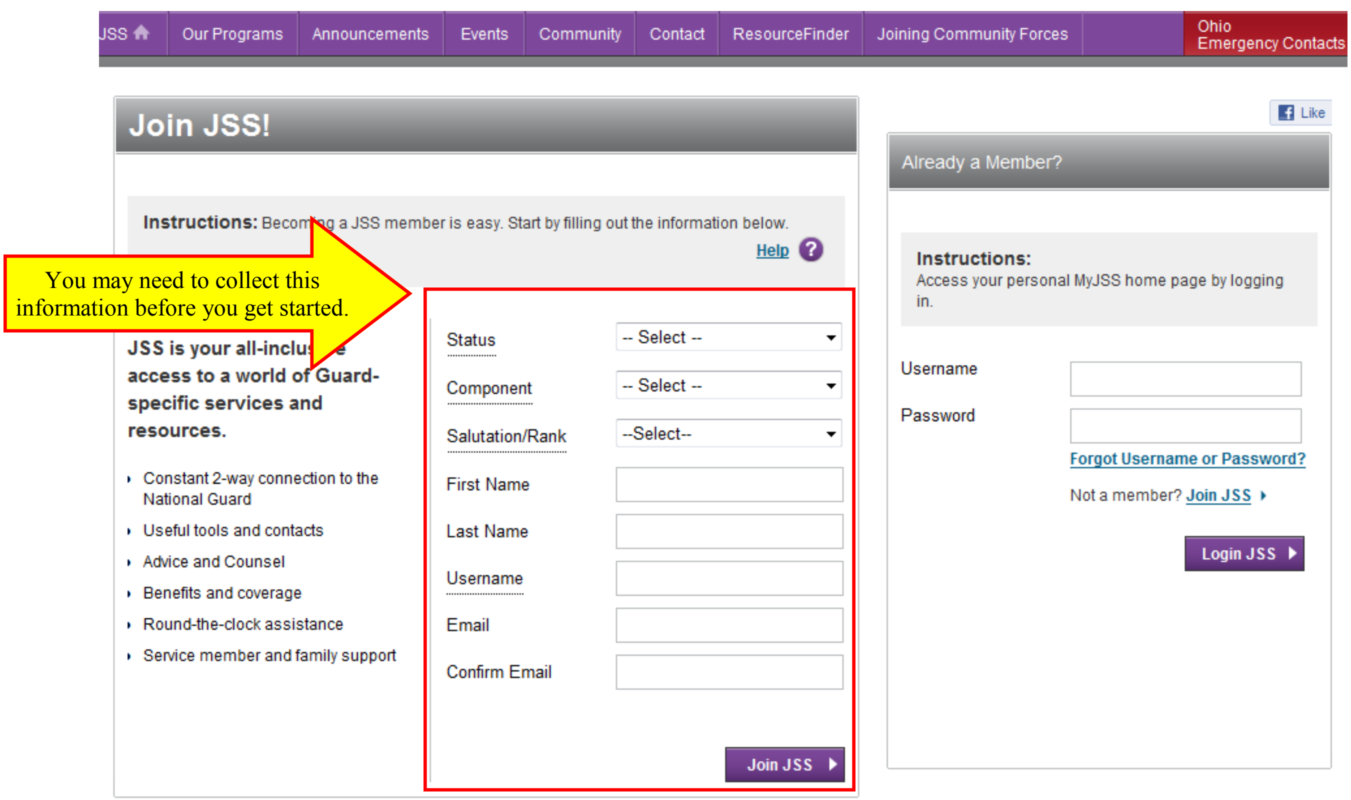
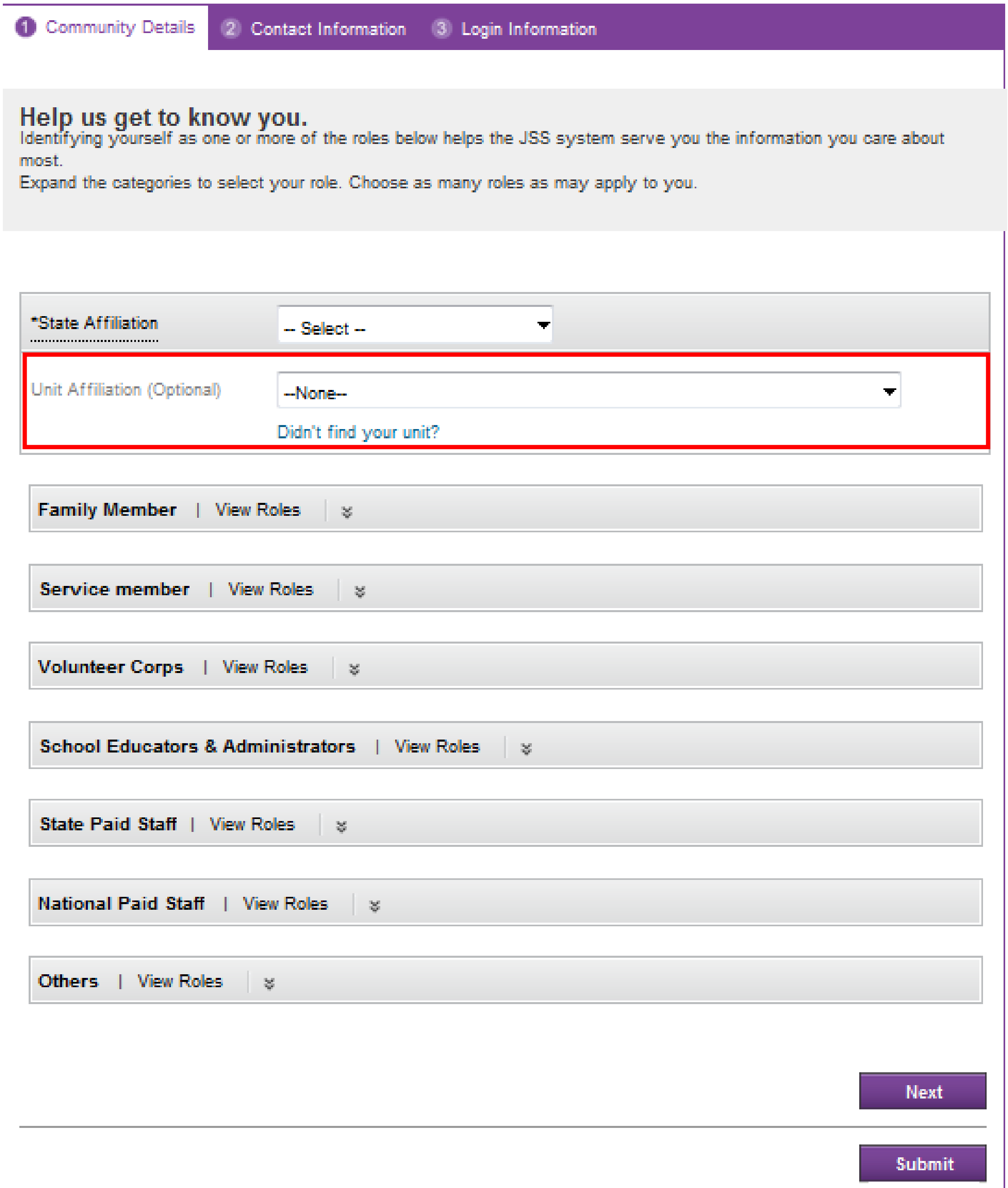
Your benefits. Your community. Your safety net.
Like
Welcome to the NEW Joint Services Support home page! Our new look makes it easier for you to get around our site – but we've had much more than a facelift! Within the new JSS, you'll find more information for your daily needs and valuable resources and services you deserve as a member. Get started today!
JOIN JSS TO GET STARTED!
Select: JOIN JSS TO GET STARTED
Watch Our Videos
You can finally watch our greatest video hits right on the JSS!
Watch Now
Upcoming Events
Find the events most pertinent to you.
Yellow Ribbon Events
Post-Deployment 30 day:295 EN 30-Day
Sat June 2 - Sun June 3 | COLUMBUS Ohio
This is a 30-Day Reintegration Retreat that will provide Service Members & Families with resources and i...
Announcements
Get the latest news.
Hiring Our Heroes Caregivers Event - Silver Spring, MD, May 18
On May 18, Hiring Our Heroes will be hosting a Wounded Warriors Caregivers Hiring Fair and Career Forum from 10am-3pm.


JSS
Our Programs
Announcements
Events
Community
Contact
ResourceFinder
Joining Community Forces
Ohio Emergency Contacts
Join JSS!
Instructions: Becoming a JSS member is easy. Start by filling out the information below.
Help
You may need to collect this information before you get started.
JSS is your all-inclusive access to a world of Guard-specific services and resources.
Constant 2-way connection to the National Guard
Useful tools and contacts
Advice and Counsel
Benefits and coverage
Round-the-clock assistance
Service member and family support
Status
-- Select --
Component
-- Select --
Salutation/Rank
--Select--
First Name
Last Name
Username
Email
Confirm Email
Join JSS
Like
Already a Member?
Instructions:
Access your personal MyJSS home page by logging in.
Username
Password
Forgot Username or Password?
Not a member? Join JSS
Login JSS

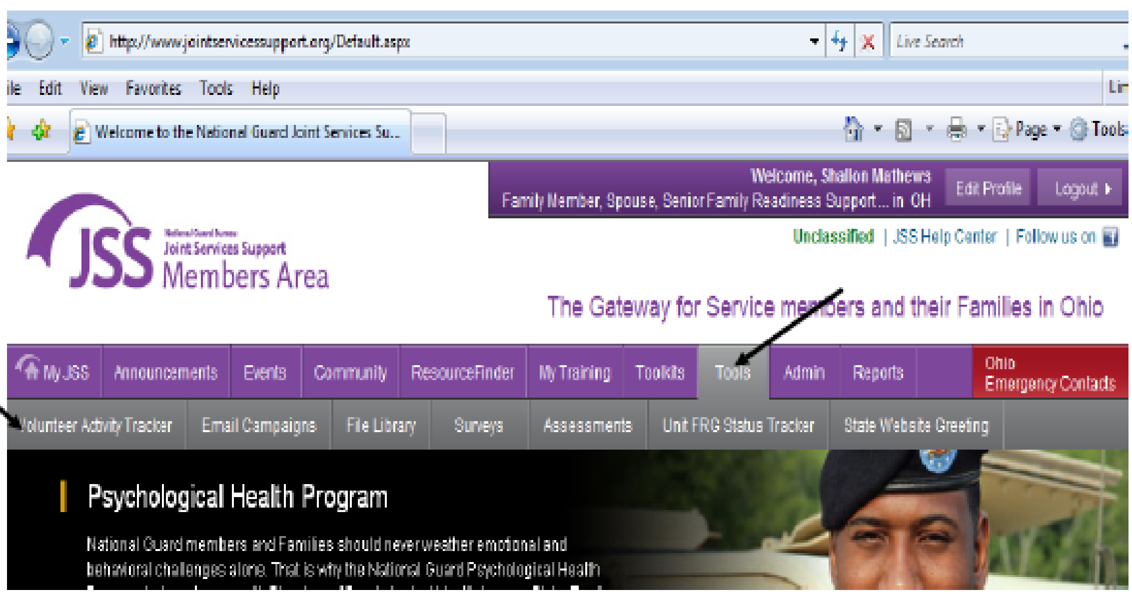

1 Community Details
2 Contact Information
3 Login Information
Help us get to know you.
Identifying yourself as one or more of the roles below helps the JSS system serve you the information you care about most.
Expand the categories to select your role. Choose as many roles as may apply to you.
*State Affiliation
-- Select --
Unit Affiliation (Optional)
--None--
Didn't find your unit?
Family Member | View Roles
Service member | View Roles
Volunteer Corps | View Roles
School Educators & Administrators | View Roles
State Paid Staff | View Roles
National Paid Staff | View Roles
Others | View Roles
Next
Submit

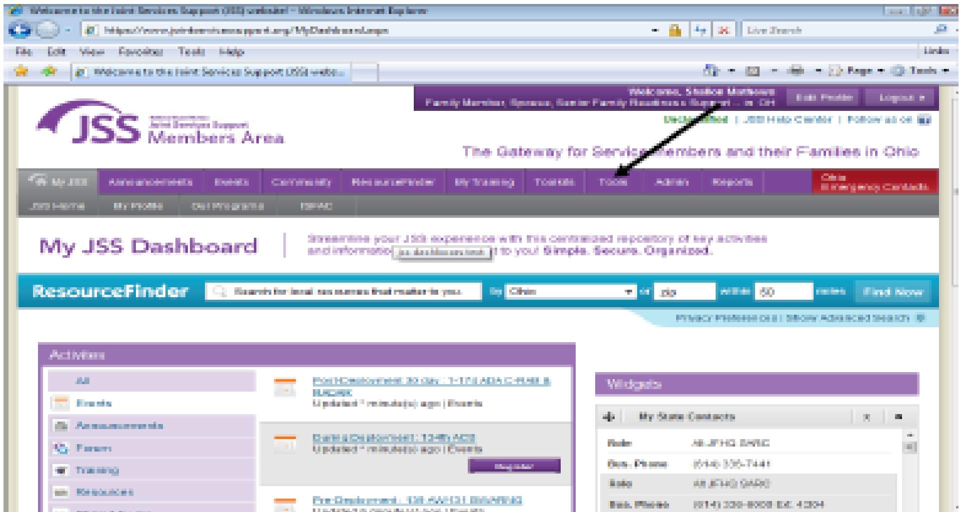
Go to Joint Services Support Website: www.jointservicessupport.com

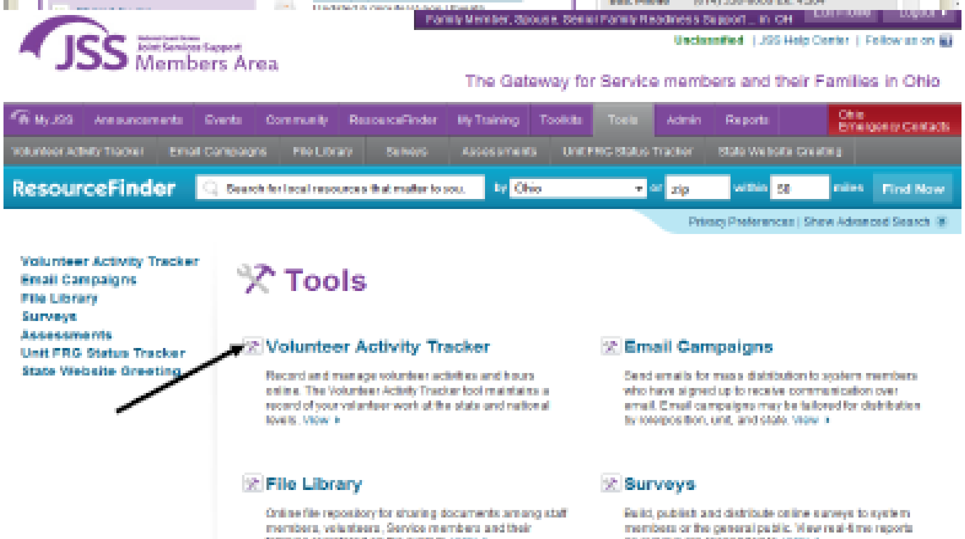
<u>Log in with your user name and password</u>

Be prepared: when registering for JSS, please note you will need to create a user name as well as a 15 character password

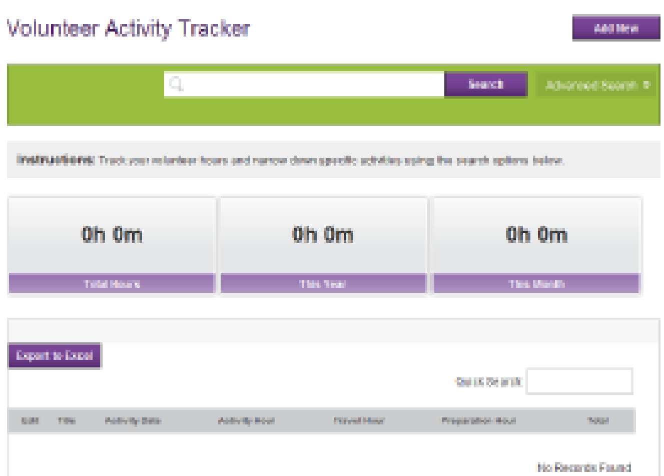
<u>Once into JSS, high light tools or select the **Tools** icon in your management tool bar, looking for **Volunteer Activity Tracker** selection:</u>



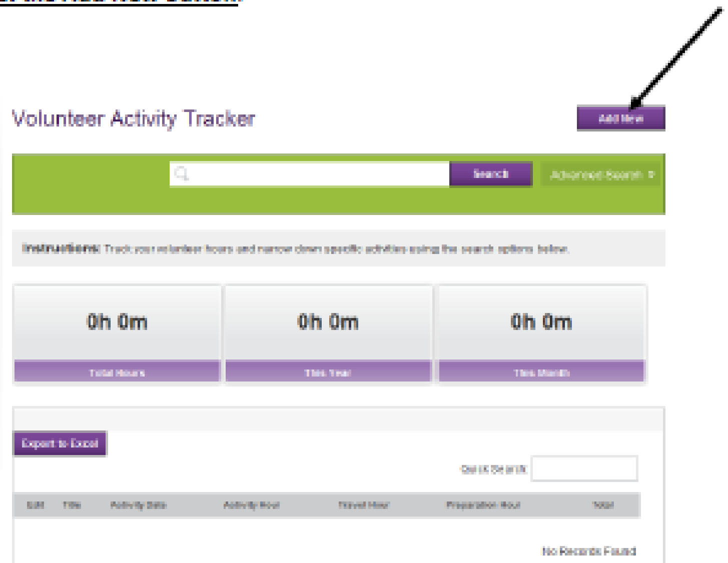




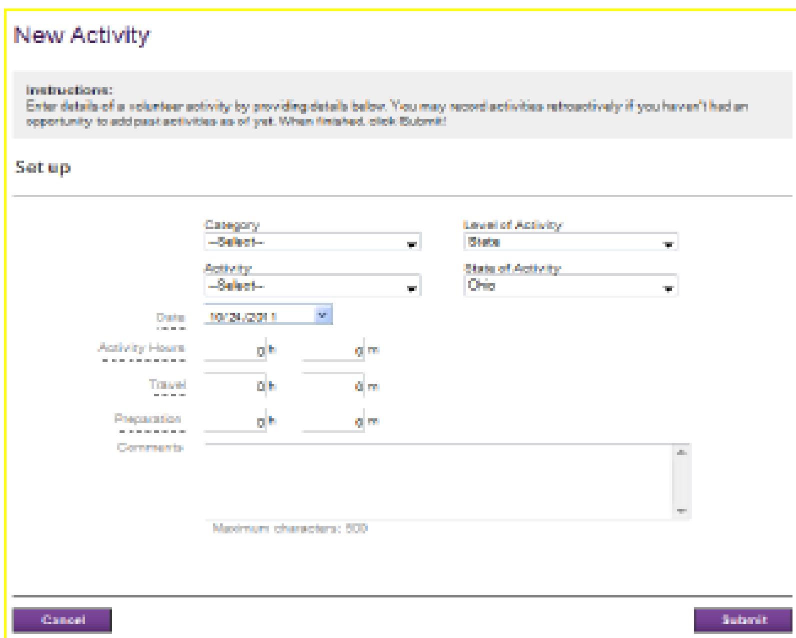
<u>Select Volunteer Activity Tracker and it will take you to your platform to enter your volunteer hours</u>:



To start entering hours, select the Add New Button:



Once you select Add New, it will take you to this platform:



Options for Category:

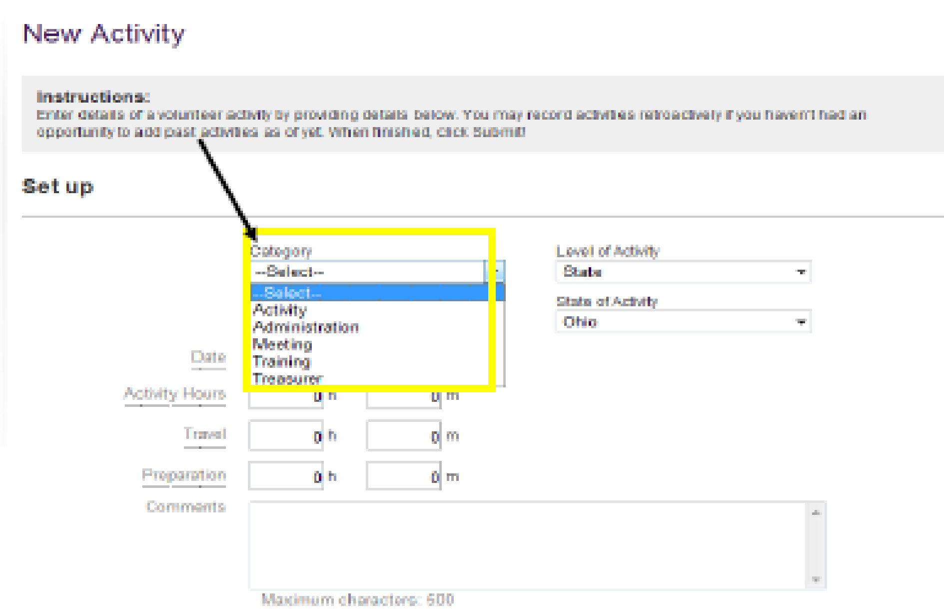
Activity includes all Holiday Parties, Family Day Picnics, etc.

Administration would include meetings with your FRSA, your CDR, your ML, or just the FRG Statutory Volunteer Team

Meeting would include all meetings for the entire FRG for the entire Unit

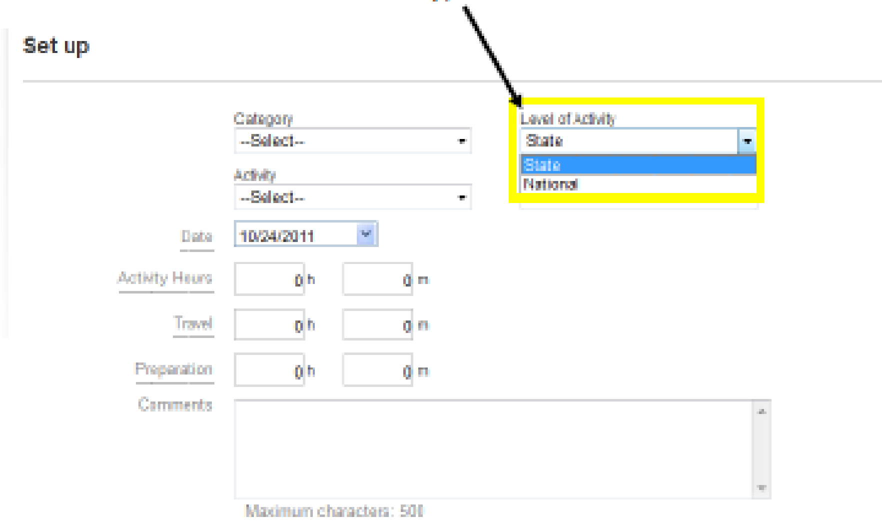
Training would include things like RFC, ARFC, State Conference, RTA, ASIST, etc.

Treasurer would include all things that you complete as a Treasurer, such as balancing books, accepting checks/making deposits, and running reports



Once you have your **Category** selected, select **Level of Activity**:

State Level is everything you will typically host/ attend, **National Level** is if you attend a National Workshop, Event, Camp, etc.



Once you have selected your Level of Activity, you can then choose your Activity:

Under Activities:

--Select--
Awards and Recognition
Ceremony
Change of Command
Council
Deployment Event
Fallen Soldier Networking
Family Assistance Center (FAC) Support
Family Day Activities
Family Readiness
FRG Leadership
FRG Meetings
Fundraiser
Guard Youth Team Building
Holiday Events
Marriage Enrichment Support
Newsletter
Operation Military Kid
Other
Phone Tree Calls
Program Marketing
Retirement Activities
Reunion
Separation
Soldier Readiness Processing (SRP)
Volunteer Service Participation
Volunteer Support
Website Development/Maintenance
Welcome Home Activities
Youth

Youth Camp
Youth Service Learning

Under Administration:

Category
Administration

Activity
--Select--
--Select--
Administration

Under Meeting:

Category
Meeting

Level of
State

Activity
--Select--

State of
Ohio

--Select--
Community Based
Conference Call/Video Teleconference (VTC)
Council
FRG Board Meeting
FRG Meeting
GFAP
Inter-Service Family Assistance Committee
Other
Website Development/Maintenance
Workgroup

Under Training:

Category
Training
--Select--
Activity
Administration
Meeting
Training
Treasurer

Date
tivity Hours 0 h 0 m
Travel 0 h 0 m
Preparation 0 h 0 m

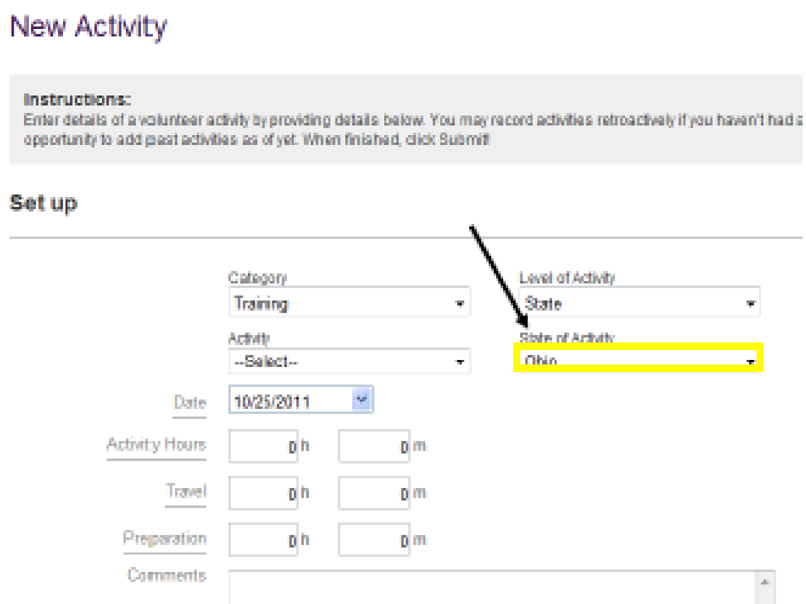
--Select--
7 Habits
Awards/Recognition
Deployment Briefings
Developing a Reintegration Plan
FAC Support
Family Assistance Center
Family Program Marketing
Family Readiness
Family Readiness Group
FRG Leadership
FRG Meetings
Fundraising-FRG Money Matters
GFAP
GFAP: What on Earth Is it?
GFTB AITC
GFTB Attitude What Attitude
GFTB Chairperson's Binder
GFTB Challenges of Reintegration
GFTB Conflict Management & Resolution
GFTB Dealing with Deployment 2nd Time Around
GFTB Decipter This
GFTB Deployment & Reunion
GFTB Effective Leadership
GFTB Family Finance
GFTB FRG Meeting Team UP
GFTB FRG Meetings Break the Ice PT 2
GFTB FRG's: Where are we going
GFTB Having a Volunteer Recruiting Plan
GFTB History of NG

GFTB How to Handle the Tough Ones
GFTB If I talk Will You hear me
GFTB Intro NG
GFTB ITC
GFTB Keeping It Positive
GFTB Life After FRG
GFTB Media & You
GFTB Professionalism For Volunteers
GFTB Program Marketing
GFTB Recruiting a Diamond in the Rough
GFTB Replenish Revitalize Your Volunteer Treasure
GFTB Resources Around You
GFTB Staying Connected
GFTB Stress Management
GFTB Volunteer 3 R's
GFTB What an Adventure
GFTB Who Moved My Treasure Chest
Guard Family Management System
Guard Youth Team Building
GYTB: Adapting to change
GYTB: Teen Finances
GYTB: Youth Leadership Lesson Plan
Information & Resources
Inter-Service Family Assistance Committee
Marriage Enrichment (Strong Bonds)
Military Leadership
MOD I-Crisis & referal

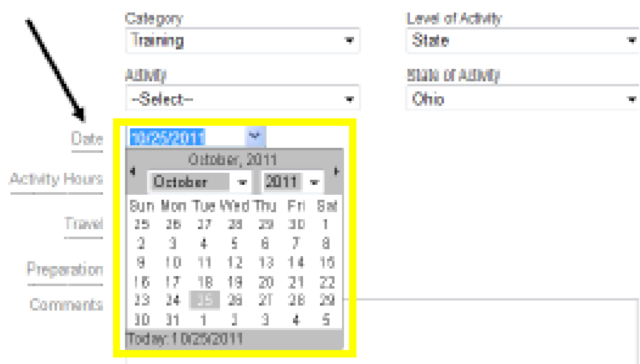
MOD II-Community I&R
MOD III-Finances
MOD IV-Tricare
MOD V-DEERS & ID
MOD VI-Legal
Newsletter
NGB National Volunteer Workshop
NGB National Youth Symposium
NGB Professional Development Seminars
Operation Military Kid
Operation Ready
Other
Phone Tree
Post Traumatic Stress Disorder (PTSD)
Professional Development Webinar
Rear Detachment
Regional Volunteer Team
Regional Workshop
Reunion
Separation
State Workshop
Unit FRG Chairperson Appointment Letter
Unit FRG Leaders Handbook
Unit FRG Military Point of Contact Appointment Letter
Unit FRG Newsletter
Unit FRG Phone Tree
Unit FRG Predeployment & On going Readiness
Unit FRG Rear Detachment Commander Handbook
Unit FRG vFRG/e-mail/website/AKO

vFRG/Email/Website/AKO
Volunteer
Volunteer Orientation
Volunteer Service Participation
Volunteer Youth Coordinator
Website Development/Maintenance
Youth
Youth Camp
Youth Council

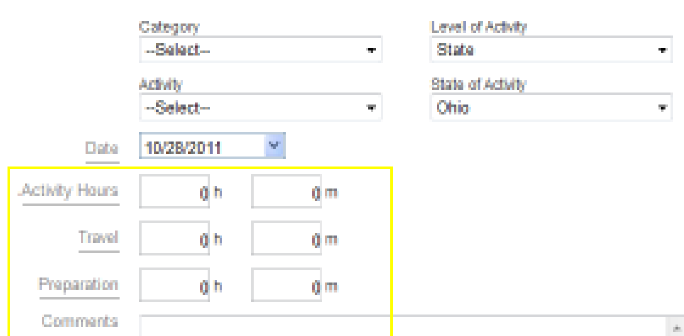
<u>After Selection of Activity, confirm your state of Ohio, in the State of Activity field</u>:



<u>After selection of State of Activity, then select the Date</u>:

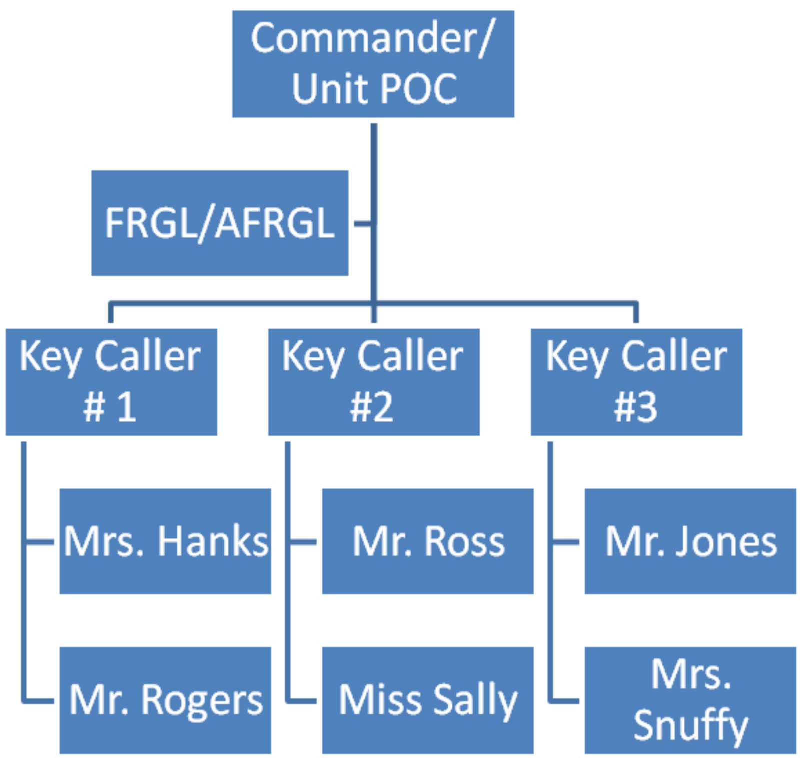


<u>After Selection of the Date, then start in putting your hours</u>. Your **Activity Hours** is the official time the activity takes place, your **Travel** hours are to and from your activity, your **Preparation Hours** are everything you did for the Activity to include but not limited to, setup, tear down, etc. For the **Comments** section, please feel free to put in there anything you want to comment on about the event.



Key Caller- The key caller is a very important role within the FRG. These individuals will assist the FRGL with making personal phone calls when using the manual phone tree is more appropriate than using the automated phone system. The information that will be passed along in these calls could be personal and sensitive and also include bad news such as casualties, extensions/delays. The Key Caller will need to be sensitive in nature and understand the confidentiality of these calls. The manual phone tree is also appropriate when trying to market or explain an upcoming event. The point is, use the manual phone tree to your advantage – it is not just for passing of sensitive or bad news. The FRGL or FRML will provide the Key Callers with a scripted message to read verbatim. The key caller logs every call on a phone tree log form, for record keeping purposes. The key caller is to report any significant event or information to the FRG leader. Additional training should be arranged and offered to these volunteers as necessary. Contact your BDE FRSA for training.

Sample Flow of Information for Manual Phone Tree



12.0 Key Caller Notebook

Key Caller Welcome Letter

Thank you for volunteering to serve as a key caller. You are accepting a leadership role in the Family Readiness Group (FRG) and demonstrating your commitment to improving the quality of life for Families in your unit.

The primary purpose is to provide timely and accurate information from Command to Families. The phone tree provides the FRG an opportunity to introduce and welcome Families, notify and encourage Families to attend unit-FRG sponsored activities and maintain communication to keep Families connected to the FRG.

When Families need help, you may be the first person to whom they will turn. Your job is not to solve all the problems you encounter. You must set boundaries for yourself and your Family in providing assistance to members of your contact group. Your responsibility is to refer people to the TFAC in your region, when help is needed.

We hope this information provides you with the resources you need to function effectively. Many times, just hearing your familiar voice on the other end of the phone and knowing you understand and are willing to listen is enough to help someone who is in crisis feel better.

Thanks again!

12.1 Key Caller Responsibilities

DO

- Be pleasant and smile when calling.
- Be sure to introduce yourself.
- Keep your communication log nearby when you call.
- Make sure you have the message written down or the email from the FRGL or Commander on the information to be given out to ensure accuracy.
- Verify phone numbers and address occasionally to ensure the FRG roster is correct. (Phone roster generated from the Family Data Sheet [FDS]).
- Make information calls in a TIMELY manner.
- Maintain Family **privacy and confidentiality.**
- Address Families questions, referring to others when appropriate.
- Some messages that you will be asked to deliver may not allow for questions—you need to politely explain that you have no additional information and any questions must go to the Family Readiness Military Liaison (FRML).
- Keep trying to call if unsuccessful on the first attempt.
- Specify what hours are reasonable and acceptable for making phone calls.
- Keep your FRGL informed of any disconnected or unanswered calls.
- Inform your FRGL when all calls are completed.
- Notify your FRGL of any concerns experienced in your calls.

DON'T

- Take it personally if a caller is rude, impatient, or otherwise uncooperative—you never know what might be going on at that time.
- Feel guilty if you cannot help the caller or go beyond your own limitations in providing assistance.
- Indulge in gossip or ANY type of information that is not valid and reliable.

12.2 Confidentiality

- Confidentiality plays an important part in your position as a Key Caller. You must be able to guarantee any person who contacts you, the freedom to discuss matters in a private and safe environment. It is your duty and obligation to keep each conversation and the personal matters discussed during such interactions in strictest confidence, with the exception of dangerous or life-threatening situations.

In practice this means:

- Do not disclose the names or details of any contact or call in any way that may identify them to others.
- Obtain the permission of the person involved before sharing information about them or their situation when contacting a resource or making a referral.
- Protect contact information sheets, and destroy them when they are no longer needed. Keep this information in a safe location. Safe guard the personal identification information (PII): for example, do not keep this in your car, or an unsecured location.
- If a point of contact begins to discuss something with you that lies outside the area of confidentiality (e.g., suicide, child abuse, neglect, sexual abuse, assault, any other criminal activity), inform them that you will be obligated to report the call and its nature to the appropriate authorities.
- Remember, you are not responsible for finding a solution to people's problems—it is your job to know which military or community agency to refer them to for the assistance they need.
- Have a clear understanding of what situations the command expects to be reported .

12.3 Sensitive or Difficult Calls and How to Respond

SOCIAL CALLS: "I appreciate your call and it's great chatting with you. Since I need to [prepare dinner, put the kids to bed, etc.], I'll let you go. Please feel free to call me later!"

PROBLEM CALLS: "I'm glad you called me about [problem]. Let me make some phone calls to see what I can find out. I'll get back with you [specific time and date]." OR "Feel free to contact any of the referral numbers you received. I'm confident you'll be able to work this out." REMEMBER our TFAC staff is one of your top referral resources.

CRISIS CALLS: "It sounds like this is a really stressful situation for you. How have you handled this before? Have you contacted [relevant agency]? What is your immediate concern? What kind of help do you need? Let me find out the best resource for you and I will call you back in ____ minutes."

UNNECESSARY (GOSSIP) CALLS: "During stressful situations, I find that a lot of rumors begin and can quickly get out of control. If there were a significant problem, I'm sure I would be notified. Let me make a few phone calls to verify the situation and I will call you back in ____ minutes."

CHRONIC CALLS: "I find I've been spending more and more time on the phone working with FRG issues. As a result, I haven't spent much quality time with my children. I appreciate your call; however, I need to limit my calls to 10 minutes each."

12.4 Follow up after Sensitive/Difficult Calls

Unit RDO/BN AO sets up an AAR (After Action Review) conference call the FRGL and Key Caller, so they can discuss any issues/concerns that need to be addressed and how to resolve them. Discuss what worked and what did not to establish "lessons learned".

Top Ten Phone Reminders

LOG YOUR CALLS. (See page 70/71 for example)

Name, date, time, reason for call.

INTRODUCTION

Prepare yourself before the call with message, paper, etc.

Be cheerful and enthusiastic.

Ask, "Is this a good time to call?"

WELCOME

Set the "atmosphere" for the call with a positive and helpful tone of voice.

Make the family member feel like a part of the FRG.

MESSAGE

Ask if they have a pen and paper ready.

Give only the FACTS – who, what, when, where, why, etc.

LISTEN

Really listen to concerns and questions.

Be sensitive to background noises.

Be sensitive to tone of voice – panic, distress, sleepiness, etc.

QUESTIONS

If you don't know the answer, find out and call back.

COMMITMENT/CONSISTENCY

Return your calls.

When you say you'll call back, do it.

Contact your FRG leader after every phone tree message.

OBJECTIVITY

Stick to the FACTS.

You are helping the family member; focus on that.

STOP RUMORS IMMEDIATELY. NO GOSSIPING ALLOWED!

REFERRALS

Remember, you do not "know it all" and that's okay!

Let the available agencies do their job.

SAYING GOODBYE

Be polite, tactful, and diplomatic. Summarize any decisions made or commitments to call back. Write them down.

Sample Phone Calls and *What to Say*

Example of a POC's First Call (deployment):

"Hello, ___________, this is ______________________. I just wanted to call and say 'hello' and to let you know that I am your contact person for the [unit name] Family Phone Tree. Your spouse, son/daughter, is in the unit with my spouse, son/daughter and I'm the person you can call if you have any concerns or questions while they are deployed. I'll contact you from time to time when any information needs to be passed on that would be of interest to you. If you need anything, have any questions, or want to become involved in our unit's Family Readiness Group, my phone number is ____________. Please feel free to call or email me at _____________________________ if that is easier for you."

Example of an Information Call:

"Hi! This is _______________ from [unit name] Family Readiness Group. Is this _____________? (Name on FDS). Is this a good time to pass on some information? (Yes? Continue. No? "When would be a better time for me to call?") Do you have a paper and pen handy? If not, I can wait until you find one."

"The FRG is having a bake sale [fundraiser, meeting, etc.] to raise money for ______________on [day, date] from [start time to end time] at [location]. Could you bake something to bring? Would you have time to work at the bake sale from _____ to _____? Do you know where [location] is? I'll be happy to give you directions. I'm really glad we can count on you to help out by [bake, work, etc.]. Your help is really appreciated. Thanks. See you at the Bake Sale!"

CONTACT FORMS
Information and Call Log Sheet

Name: ____

Sponsor's Name/Rank: ______________________________________

Address: ____

Phone Home: ____________________ Work: __________________ Cell: ____________

E-Mail Home: ___________________________ Work: _______________________

Place of Employment: ____________________________________

Usual work hours/days: ______________________

Call at Work: Anytime Critical information only

Family in the area? Yes No

Best time and form of communication: ______________________________

Who would most likely know your whereabouts if you go out of town?

Name: ____________________________ Relationship: ____________

Phone Number(s): ______________________________________

Birthday: ______________________________ **Anniversary:** __________

Children:

Name	Age	Birthday	Comments

Pets:____

Contact Name:	**Home Phone #:** **Work Phone #:** **Cell Phone #:** **OTHER:** **Email:**

Day: _______________ Date: _______________________ Time: ___________________

_____ FRG meeting reminder **_____ Fundraiser/event reminder**
_____ Greeting/introduction **_____ Other**
NOTES:

Day: _______________ Date: _______________________ Time: ___________________

_____ FRG meeting reminder **_____ Fundraiser/event reminder**
_____ Greeting/introduction **_____ Other**
NOTES:

Day: _______________ Date: _______________________ Time: ___________________

_____ FRG meeting reminder **_____ Fundraiser/event reminder**
_____ Greeting/introduction **_____ Other**
NOTES:

Day: _______________ Date: _______________________ Time: ___________________

_____ FRG meeting reminder **_____ Fundraiser/event reminder**
_____ Greeting/introduction **_____ Other**
NOTES:

Day: _______________ Date: _______________________ Time: ___________________

_____ FRG meeting reminder **_____ Fundraiser/event reminder**
_____ Greeting/introduction **_____ Other**
NOTES:

Day: _______________ Date: _______________________ Time: ___________________

_____ FRG meeting reminder **_____ Fundraiser/event reminder**
_____ Greeting/introduction **_____ Other**
NOTES:

Emergency Question Checklist

BIRTH

Condition of Mother: ____

Condition of Baby: ____

Location of Birth: ____

Date of Birth:_________________Time of Birth: _________________

Red Cross Notified? YES NO Sex: GIRL BOY

Name: ____Weight: __________ Length: _________

CAR ACCIDENT

Location of accident: ____

Medical assistance needed? YES NO

Medical assistance obtained? YES NO

MPs notified? YES NO

Immediate needs:____

FINANCIAL EMERGENCY

Nature of problem:____

Do you have enough food? YES NO

Have you contacted AER? YES NO

Immediate needs: ____

SERIOUS ILLNESS OR INJURY

Who is ill or hurt (relationship)? ______________________________

Where are they? ____

Nature of Illness: ____

Prognosis: ____ Red Cross notified? YES NO

Immediate needs: ____

DEATH

Who died (relationship?) ____________________________________

Where did death occur? ____________________________________

Cause of death: ____

Date of death: ____________________________________ Red Cross notified? YES NO

Funeral arrangements (date, time, location): ____

Immediate needs: ____

13.0 Auto Call/ School Messenger

Primary purpose is to provide timely and accurate information to Families. The Family Readiness Group member roster is compiled from completed Family Data Sheets (FDS). Please contact your BDE FRSA for guidance on how to complete your phone tree as this process varies slightly within each Brigade. The Auto Call system uses pre-loaded phone numbers. You are able to deliver a pre-recorded message to families and track who receives the call. The State Family Readiness and Warrior Support office covers the cost for up to 10 calls per year per Army Guard Unit and is unlimited for deployed units. (Sample Phone tree below)

KEY CALLER	BDE	BN	Unit	Family First Name	Family Last Name
Key Caller 1					
Key Caller 2					
Key Caller 3					
Key Caller 4					

SUBJECT: FRG Automatic Phone Tree Ohio National Guard

1. **Purpose.** To explain general purposes of automatic phone trees and rules of use.

2. **Facts.** All unit Family Readiness groups (FRGs) are required to have a manual phone tree with participants derived from Service Member Family Data Sheet (FDS). The FR office is additionally funding automated phone trees. Currently this service is provided by the vendor SchoolMessenger. Phone trees are a mechanism to disseminate information to Service Member families as part of the Family Readiness Program (Air National Guard units may also be using this service). Examples include unit safe arrival at annual training site, unit departure from out of state annual training site, 30 day reminder of upcoming unit picnic, wishing families a safe and happy holiday, and passing information to families in case of State Active Duty mobilization – especially a no notice mission such as our experience during Hurricane Katrina recovery (see diagram at back of Information Paper). If a unit is currently deployed, the FRG Automatic Phone Tree is expected to be used monthly to maintain communication and provide updates from the Commander. Automated phone trees are never used to pass bad news such as a wounded or injured Service Member.

3. Maximum number of Key Adults on unit FRG phone tree will be based on unit strength. Units are limited to 10 calls per fiscal year. Deployed units have unlimited use of the system.

Step One: All Army National Guard units will submit an updated phone tree to their brigade FRSA annually with their FRG Annual Report. Phone tree contacts and information will be based on FDS's which are to be updated annually. No contact may be listed on the phone tree if the information for that contact is derived from an FDS that is over a year old. The brigade FRSA will load the phone tree into the SchoolMessenger system. Updates or changes to phone tree will be done by sending changes to the brigade FRSA. No one will be able to add or delete from these automated phone trees with the exception of the brigade FRSA.

Step Two: How to begin use. FRGLs, MLs and Commanders should contact their brigade FRSA to obtain the web username and password, telephone User ID and telephone PIN to access the SchoolMessenger system.

Step Three: **Sending a Message.** Users can utilize SchoolMessenger by sending telephone messages remotely (i.e. without logging online), or by logging in online. **Please follow these steps to successfully complete a message over the phone:**

1. Dial: 1-866-816-2036 from a touchtone phone
2. Enter your Telephone USER ID at the prompt and press pound (#). Your Telephone USER ID will be assigned to you at the same time as your website login information. If you do not have a Telephone USER ID or have lost yours contact your brigade FRSA.
3. Enter your PIN code and press pound (#). Your PIN code will be assigned to you at the same time as your website login information. If you do not have a PIN code or have lost yours contact your brigade FRSA.
4. Press 1 to begin recording your default message.
5. Press any button to stop recording.
6. After you listen to your recording press 1 to save it in the system, press 2 to replay the message or press 3 if you need to re-record your message.
7. Press 2 to record your message in alternate languages.
8. Press 1 to begin selecting options to create a job for your message. IF YOU DO NOT follow this step your message will not be delivered.

9. You will be given an option for each contact list currently saved on your account. Press the number of the list you want to use. If you are not given any options for contact lists contact your brigade FRSA to load your contact list(s) for you.
10. Select the number that corresponds with the type of job you are sending. You will likely be sending a General message.
11. Select the number of days that you allow for your message. You will likely choose 1 day. This tells the system how many days to continue to attempt to contact numbers on your contact list it was unable to reach initially.
12. To send your message immediately, press 1. To select a new call time, press 2 and follow the prompts.
13. Confirm that your job is correct and press 1 to submit your job or follow the prompts to make any corrections.
14. You should receive an email with a report showing the details of the call. If you do not receive a report contact your brigade FRSA.

Users may also utilize SchoolMessenger through the Website located at:

https://asp.schoolmessenger.com/ohioarmynatguard/start.php

15.0 References

1. NGR 600-12 Family Readiness Regulation
2. AGOR 600-8-22 Covers FRG Awards and Submissions
3. AR 600-20, *Army Command Policy*, Management of Family Readiness Groups, 2002
4. AR 608-1, *Army Community Service Center*, RAR Issue Date: 21 December 2010
5. Operation READY, curriculum of Family readiness training materials developed by Texas Cooperative Extension, The Texas A&M University System, under contract to U.S. Army Community and Family Service Center, Washington, D.C., 1994, 2002. This curriculum includes the following training modules and reference materials:

   Army FRG Leaders' Handbook

   The New Army Family Readiness Handbook

   The Army Leaders' Desk Reference for Service Member/Family Readiness

   The Service Member/Family Deployment Survival Handbook

   Memorandum: Official Communications in Support of Family Readiness

   Memorandum: Army Directive 2008-01, Increase In Family Readiness Group Informal Fund Cap

STATE OF OHIO
ADJUTANT GENERAL'S DEPARTMENT
2825 West Dublin Granville Road
Columbus, Ohio 43235-2789

NGOH-PEW-FR 1 June 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: TY13 Family Readiness Group Annual Reports and Awards

1. The Family Readiness Group (FRG) Annual Report and Awards submittal has suspense of 31 Oct 2012 for Training Year 2012. The report will cover from 1 October 2011 through 30 September 2012. The Annual Report and Awards will be turned into each Brigade Family Readiness Support Assistant (BDE FRSA), who will then forward it to the State Family Readiness and Warrior Support Office. The Annual Report will be completed by the FRG Leader and the Unit Commander, with the assistance of the Family Readiness Military Liaison or the FRSA. It is required that the Unit Commander and Higher Headquarters sign the Annual Report prior to sending it to the BDE FRSA. If there is a new FRG Leader for the upcoming Training Year, it is recommended that the previous FRG Leader be contacted to assist with completing this report.

2. The following instructions will assist in completion of the Annual Report in its new format. Beginning in TY 12, the format for the Annual Report will be a Microsoft Excel document, with an option to digitally sign your unit's report. Each Section of the document is a tab (worksheet page). To navigate, all tabs are located at the bottom left hand side of the worksheet.

a. Section 1: Unit Information/Volunteer Information-

The Commander, Military Liaison, and FRG Leadership Team's name, mailing address, phone number and email is required. Estimate the hours of all Statutory Volunteers, to include: preparations for events, emails, phone calls and the actual hours for each event. A sample is listed in the first block of section 1 on the Annual Report. Training hours for all volunteers to include but not limited to, Regional Foundations Course, Advanced Regional Foundations Course, Advanced Family Readiness Training, ASIST (FRG Volunteers), RTA training, etc.

b. Section 2: Events/Family Participation-

The event or date the commander gave the Family Readiness Briefing to the unit members and their families. Enter number of assigned unit members and active Family Members in the FRG. Include the number of newsletters that were sent to Family Members. Upcoming FRG events need to include the required events/meetings in the format that your brigade requires.

c. Section 3: FRG Activities and Awards-

List all FRG members that have been awarded or received recognition for their participation in the FRG. Please make sure if they have had official State recognition you annotate that in this section. Indicate all events, activities, and meetings that your FRG has hosted or participated in during the Training Year. Please also include the special or unique activities that your FRG has sponsored.

d. Section 4: FRG Unit Binder/Private Organization Affiliations-

These are the items that are required to be in the unit FRG binder that can be inspected during the Organization Readiness Assessment (ORA). Private Organizations (PO) affiliated with your company: The Commander has to authorize PO's for your unit and is also the Point of Contact for that unit. This process is outlined in the Quick Desk Reference (QDR) and units must work with their BDE FRSA when or how to establish a Private Organization.

e. Section 5: Unit Phone Tree-

Unit phone trees are to be copied and pasted from your most current formatted document to be referenced from your previous submission to your BDE FRSA.

f. Section 6: Fiscal/Final Approval-

Commanders are responsible for reviewing and reconciling all unit FRG expenditures. If there are discrepancies, the Commander needs to document and take corrective action. All units must have their higher headquarters signature, verifying that the report has been reviewed. For example, a battalion will sign off for a company level. The digital signature option is also available for the higher headquarters' signature.

3. Guidance and templates for submitting Annual Awards are listed in AGO REGULATION 600-8-22 (Army) 900-1 (Air) dated 1 February 2003. All award submissions are required to be typed, no hand written awards will be accepted. All awards have the same suspense date as the Annual Report of NLT 31 October.

16th EN BDE- 614-356-7997
174th ADA BDE- 614-336-6000 x 2039
37th IBCT- 614-356-7912
371st SUS BDE- 614-336-8820
73rd TC: 614-336-6589
STC: 614-356-7918

5. The State point of contact is the Senior FRSA at 614-356-7918, or the State Family Program Director at 614-336-4161.

JULIE A. BLIKE
COL, MS, OHARNG
Director, Family Readiness & Warrior Support

Enclosures
1- Annual Report Template
2- Manual/Auto Phone Tree Template
3-AGO Regulation 600-8-22 (Army) 900-1 (Air)
4- Sample Annual Award Winning Submission

Annual Family Readiness Group Report

Section I: Unit Information/Volunteer Information

Date:	
BDE:	
BN:	
UNIT:	
Location:	
BDE FRSA:	

Command and FRG Leadership Team/Time Accounting

Command Team	Rank	Name	Address	Phone Number	Email Address
Commander					
Military Liaison					

FRG Leadership Team	Salutation	Name	Address	Phone Number	Email Address
Leader					
Assistant Leader					
Secretary					
Treasurer					

Estimate Volunteer Hours During TY (Please include as "other" non-statutory volunteer hours; which supports FRG)

Position	Salutation	Name	Total Hours	Volunteer Hours	Breakdown
Leader	Mrs.	EXAMPLE	144	40	Plan and Execute Meetings
				60	Outreach calls, newsletter
				15	Community Partner meetings
				10	Summer Picnic
				10	Holiday Party
				5	AT send off/ WHC
				4	RISFAC
Leader			0		
Assistant Leader			0		

Estimated Training Hours during TY					
Position	**Salutation**	**Name**	**Total Hours**	**Volunteer Hours**	**Breakdown**
Leader	Mrs.	EXAMPLE	56	8	Regional Foundation
				8	Advanced Family
				16	ASIST 2 Day Training
				24	Resiliency Training
Leader			0		
Assistant Leader			0		
Secretary			0		
Treasurer			0		

Section 2: Events/Family Participation

Date of most recent Family Readiness Briefing	
Number of members assigned to unit	
Number of Family members active in FRG	
Number of unit members that require a Family Care Plan	
Number of newsletters sent throughout the year	
POC for Newsletter Distribution	

Upcoming FRG Events (Please provide your BDE FRSA with a calendar of events)

Section 3: FRG Activities and Awards

List FRG Members that have been awarded or acknowledged for their participation within the FRG:

Please indicate if your Unit FRG hosts or participates in the following:	
X	EXAMPLE ACTIVITY
	Manual/Auto Call Telephone Tree
	Annual Family Readiness Briefing
	FRG Camaraderie Event
	Newsletter
	Deployment Send off/ Welcome Home
	Family Days
	Benefit Briefing
	Advertising and Awareness of FRG
	Sponsorship of new Family members
	AT Send Off/Welcome Home
	Internal Fundraisers
	Email Communication
	Attend Family Readiness Annual Professional Development Workshop
	Unit Open House
	Recruit new Family Members

Please list other activities that you have sponsored in the past year that are not on the checklist:

Section 4: FRG Unit Binder/ Private Organization Affiliations

Military Liaisions: Do you have the following items up-to-date in your FRG Unit Binder?	
	Duty Appointments (Memo & Volunteer Agreement Form)
	AGO Regulation 600-12 (Army) Ohio National Guard Family Readiness Program
	Ohio Army National Guard Quick Desk Reference (QDR)
	U.S. Army FRG Leader's Handbook, Operation READY (2006)
	NGR 600-12 National Guard Family Programs Regulation (Dated: August 4, 2011)
	AGOR 600-23 Family Care Counseling and Plans Regulation
	Samples of Family Data Sheets (FDS)/Volunteer Agreement/Appointment Memos
	Unit Telephone Tree– Manual and Automated
	DEERS/RAPIDS Information
	Family Care Plans Information (as necessary)
	Mission Readiness Booklet
	Signed Unit Family Data Sheets (FOUO- can be in a separate binder)
	Additional Information such as: Annual Report, Newsletters, and Annual Workshop Information

Private Organizations:

Has the Commander authorized and or approved a Private Organization to operate or be affiliated with the Unit?

☐ Yes ☐ No

If Yes please complete the following:

Name of PO:	
POC/Phone Number:	
Date of Approval:	

Copy of request/approval letters and CDR checklist must be completed and maintained

Section 5: Unit Phone Tree

Please insert your most current Manual Phone tree in this sheet (cut and paste)

EXAMPLE:

Unit Designation: 237th BSB CO A				To be Used for Manual Phone Tree and Auto Call Roster				(children)
Key Caller	BDE	BN	Unit	Family First Name	Family Last Name	Phone Num-ber	Relationship	Dependents Yes or No
Key Caller 1	37th IBCT	237th BSB	237th CO A	Mary	Smith	xxx-xxx-xxxx	Spouse	Yes
Jennifer Jones	37th IBCT	237th BSB	237th CO A	John	Jones	xxx-xxx-xxxx	Father	No
	37th IBCT	237th BSB	237th CO A	Sally	Brown	xxx-xxx-xxxx	Sibling	No
	37th IBCT	237th BSB	237th CO A	Mark	Green	xxx-xxx-xxxx	Spouse	Yes

Unit Designation:				**To be Used for Manual Phone Tree and Auto Call Roster**				
Key Caller	**BDE**	**BN**	**Unit**	**Family First Name**	**Family Last Name**	**Phone Num-ber**	**Relation-ship**	**Depend-ents Yes or No**
Key Caller 1								
Key Caller 2								
Key Caller 3								

Section 6: Fiscal/Final Approval

What is the current balance of your Family Readiness Program fund?

$0.00	Date of Actual:	MM/DD/YY

How much money did you take in during this Fiscal Year?

$0.00	Date of Actual:	MM/DD/YY

Unit Commander, did you review all expenditures to ensure they supported the Family Readiness Program?

Yes No

Unit Commander, did you reconcile all income and expenditures to ensure all balances were accurate and funds were properly accounted for?

Yes No

If you found discrepancies, did you document and take corrective action if necessary?

Yes No

Do you have any current discrepancies, losses, or concerns to report?

Yes No

Explanation:

Digital Signature of Commander

Higher Headquarter's Signature

Reporting Approval:

I hear by certify that all information in this report is correct for my unit.

Commander Signature (Digital)

FRG Leader Signature

Unit Family Readiness Binder Check List

- Duty Appointment Memos (AGOR 600-12, para 6i)
  A. Family Readiness Military Liaison
  B. Family Readiness Group Leader
  C. Family Readiness Group Assistant Leader, Treasurer and
  Secretary if positions are filled.

- AGO Regulation 600-12 (Army) Ohio National Guard Family Readiness Program, Dec 2003

- Ohio Army National Guard Quick Desk Reference (QDR)

- AGOR 600-23 Family Care Counseling and Plans

- Family Readiness Group Phone Tree (Manual)

- Signed Family Data Sheets, current within the last 18 months for at least 80% of the unit personnel

- Quarterly newsletters within the last 12 months (AGOR 600-12, para 7a)

- Annual Reports (AGOR 600-12, para 6e)

- J1 Family Readiness Measures of Effectiveness (MOE) which reflect that Commander, FRG Leader, and Military Liaison are trained