Headquarters
Departments of the Army and the Air Force
Washington, DC 20310-2500
8 January 1986

National Guard Regulation
No. 600-12

Air National Guard Regulation
No. 211-1

Personnel—General

NATIONAL GUARD FAMILY PROGRAM

Summary. This regulation announces the National Guard Family Program and provides the basis for communication, involvement, support, and recognition between the National Guard and National Guard member families. Specifically, it describes the responsibilities; information, education, and training; unit activities and family involvement; information, referral, and follow-up family support services; and advocacy for National Guard families.

Applicability. This regulation applies to the Army National Guard and the Air National Guard.

Impact on the New Manning System. This regulation does not contain information that affects the New Manning System.

Interim Changes. Interim changes to this regulation are not official unless they are authenticated by the Executive, National Guard Bureau. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested Improvements. The proponent agency of this regulation is the National Guard Bureau. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) or in letter format directly to NGB-ARP-RRM, Washington, DC 20310-2500.

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Chapter 1

General

Section I
Introduction

1-1. Purpose
This regulation establishes policies, responsibilities, and procedures for developing and managing the National Guard Family Program.

a. The National Guard recognizes and acknowledges the family as perhaps the single greatest contributor to the National Guard member's ability to train, mobilize, and deploy in support of State and Federal missions. The National Guard family contributes immeasurably in time, commitment, and support of the National Guard member's acquisition of skills and training. The family's role in both readiness and retention is a critical one. While States and units have seen the impact of this role, the National Guard Family Program established here serves to give national recognition and support to the necessary partnership between the National Guard and its members' families. This partnership is crucial and mutually beneficial to State missions and the national defense.

b. This regulation will assist the commander in establishing a family program and should result in improved unit readiness and increased retention. A successful National Guard Family Program will increase communication among families, units, and the National Guard leadership. This program will emphasize family involvement as a partnership with the unit, foster a sense of well being, and strengthen a sense of community with shared benefits and responsibilities.

1-2. References
See appendix A.

1-3. Explanation of abbreviations and special terms
See appendix B.

1-4. Policies

a. The National Guard Family Program at national, State, and unit level is designed to ensure:

(1) That families are informed about the importance of their role in support of the National Guard.

(2) That families are aware of the existence and nature of benefits and entitlements both in their current status and upon mobilization.

b. Each State will develop and implement a family program that supports both the Army and the Air National Guard, establishes local policies and procedures, and provides guidance down to unit level. Program guidance will recognize that participation by family members is voluntary.

c. The family program will be conducted within the guidance of existing regulations on the use of Government transportation, facilities, and supplies, to include food and telephones. Safety of personnel and family members and protecting the Government from an unnecessary degree of liability should be considered in planning activities.

d. The underlying purpose and concern of the family program is to support the National Guard family in both the military and civilian systems. There are times when advocacy for families or a particular family will be an active pursuit. Efforts must be made to assist in the resolution of conflicts that arise for the family as a result of or in connection with the National Guard member's military service.

e. Recognition of National Guard members, family members, and volunteers will have far-reaching benefits for everyone involved. Recognition through an awards program should be an element of the State family program. NGB will develop awards guidelines for use by individual State's family program coordinator.

f. Use of volunteers to assist with the family program will be in accordance with chapter 8, title 10 USC, section 1588, Authority to Accept Certain Volunteer Services.

1-5. Equal opportunity
The National Guard Family Program will be free of discrimination based on race, color, national origin, religious or political preference or affiliation, sex,

age, or handicap. Family members who believe that they have been subjected to discrimination will be encouraged to establish contact with the office of the Adjutant General, social actions officers, or equal opportunity officers to pursue the appropriate recourse under NGR 600-21 or ANGR 30-2.

Section II
Responsibilities

1-6. Chief, National Guard Bureau
The National Guard Bureau, through the NGB Family Program manager, will:

a. Provide policies, guidance, technical assistance, and consultation to support the development and implementation of a National Guard family program within each State.

b. Identify and, where appropriate, design and provide Guard and family member training and awareness support.

c. Determine and develop desired training for individuals responsible for family program execution.

1-7. State Adjutant General
The State Adjutant General (AG) will:

a. Develop and implement a comprehensive State National Guard family program to begin within one year from the date of this publication that will support the needs of the Army National Guard and the Air National Guard.

b. Identify a program coordinator at State headquarters level to be designated as the State family program coordinator. This designation should be made from existing personnel resources until additional resources are authorized.

c. Ensure that program standards outlined in this regulation are effectively implemented.

d. Identify fiscal and manpower resource requirements for the family program as part of their State input during the State operating budget process or as otherwise required and forward to the NGB Family Program manager (NGB-ARP-RRM) for inclusion in the Program Objective Memorandum process.

e. Encourage command support of the program down to unit level.

1-8. State family program coordinator (SFPC)
The SFPC will exercise oversight responsibility for the joint program. The coordinator will:

a. Identify to the AG trends showing the impact of the family and the family program on recruiting, retention, training, and mobilization.

b. Coordinate the development of the State family program.

c. Coordinate the development of resource requirements to support the State family program.

d. Evaluate family needs within the State as identified through command channels, recruiting and retention resources, Guard and family member input, etc., and assess their impact for the State family program.

e. Coordinate public/community awareness support of the program through command and public affairs channels within the State.

f. Serve as liaison with the military and civilian agencies involved in resourcing and supporting the State family program.

g. Receive written requests for exception to annual requirements of this program, grant exceptions, and forward copies of approved exception requests to the NGB Family Program manager for information.

1-9. Commanders
Commanders at all levels will:

a. Implement the State family program.

b. Emphasize the importance of the family and the family program and support Guard and family member participation in activities sponsored under the family program.

c. Institute and support a minimum of one unit information briefing for unit members and their families per year. This requirement may be accomplished by combining informal briefings with events such as open houses, family days, and the like as determined by the unit commander. (See paragraph 3-3.)

d. Offer the opportunity to participate in a general or individual orienta-

tion briefing on the National Guard as stated in paragraph 2-2.

e. Encourage sponsorship programs. (See chapter 4.)

f. Make family member ID cards available to National Guard family members:

(1) For Army National Guard, DA Form 5431 (Army Guard/Reserve Family member ID Card) (reference AR 640-3).

(2) For Air National Guard AF Form 447 (Air Reserve Forces Dependent ID Card) (reference AFR 30-20).

1-10. National Guard Member

Members of the Army and Air National Guard are expected to support and participate in the National Guard Family Program. They will:

a. Keep the command informed of their family status.

b. Keep the appropriate mobilization documents and required emergency data updated in their unit files.

c. Support newly assigned members of their unit as requested by the unit commander.

d. Forward information and messages to their families in support of the National Guard Family Program.

e. Keep their families informed of key personnel information, benefits, programs, etc.

Chapter 2
Education and Orientation

2-1. Introduction

Knowledge and information about the National Guard is the most frequently expressed concern of National Guard families. The well-informed family is committed to the National Guard and supportive of the National Guard member. Lack of information creates anxiety, conflict, and discontent with the National Guard lifestyle. The family has the need and the right to know as much as possible about those things that affect family life. For these reasons, information and education are the foundation and framework of the family program. This chapter addresses the requirement for information in and about the phases of premobilization, alert at home station, movement to mobilization station, and post mobilization, and suggests some ways to communicate effectively with families.

2-2. Family orientations

a. The commander will offer the opportunity to participate in a general or individual orientation briefing on the National Guard to family members normally within 6 months of their assignment with the unit or within 3 months of return to unit from IADT/IET. This orientation will be offered to the families of personnel enlisting or appointed in the unit; personnel transferring into the unit from another base, State, Reserve component, or unit with a different mission; and new families of current unit personnel. Orientations may be given to individual family members or to groups of family members. There is a stronger, more positive impact if the orientation is given during the initial inprocessing or as soon as possible after the member is assigned to the unit and before departing for IADT/IET. When group orientations are sponsored, existing family members who have never received an orientation briefing or who have not had a briefing recently should be invited to participate.

b. A family orientation checklist will be developed and the orientation should cover the items shown in appendix C.

2-3. Ongoing communication with families

To be effective, information and education must be ongoing, and two-way communications must be developed between families and units. Family involvement activities, bulletins, and newsletters mailed directly to families are excellent ways to accomplish this goal.

a. Information on unit activities and special events at local military installations open to the family and changes in family benefits and entitlements will be communicated to the family.

b. Information on training schedules, highlights of unit activities, and unit and individual accomplishments should be communicated to the family.

c. Family briefings and activities prior to the unit's annual training exercises are encouraged. Communication with families at this time can reassure both families and National Guard members and provide the contacts and information families may need during the absence of the National Guard member.

d. Personnel in public affairs, chaplains, Nurse Corps officers, base career advisors, and retention offices/positions should be considered as resources to accomplish two-way communication. These resources will be used for requirements/activities that relate to their primary area of responsibility.

2-4. Families and mobilization

The mission of the National Guard is to train and equip units for mobilization. We can no longer count on extended alert and training periods accompanying a mobilization. Therefore, it is critical that we create a premobilization environment that prepares the National Guard members and their families for rapid mobilization. The unit orientation for family members is the first step to support this goal. Additional reinforcement of planning and awareness should be in-

cluded in the National Guard Family Program.

a. The mobilization process is periodically exercised by ARNG and ANG units. To assist in education and preparing families for mobilization, the State family program may incorporate family briefings and processing in selected mobilization exercises within the State's normal mobilization training cycle for units. This will enable evaluation of the ability to process families during a mobilization and support correction of problems prior to mobilization. Exercises will be conducted in accordance with NGR 350-3 and designed so that the families are an enhancement to training and the exercise will not be reduced to a social activity. An esprit-building activity after the exercise; e.g., a community meal, is encouraged. Selection of families/units to participate will be based on the annual training/exercise plan, the design of the available exercise, concurrent training demands, unit size, commander's assessment of impact on training, proximity of families to exercise site, and the availability of funds. This exercise for ANG units will be at the discretion and direction of the unit commander.

b. To further support educating the families about mobilization, States should distribute Army and Air Force mobilization assistance handbooks and guides during briefings and/or mobilization processing.

c. The State Area Command (STARC) family assistance plan will be coordinated with the State family program in the area of mobilization to ensure the plans are supportive and not duplicative. STARCEXs should include a test of the capability of the STARC to support ARNG and ANG families during mobilization. ANG mobilization plans should address mobilization readiness of family members.

Chapter 3
Unit Activities and Family Involvement

3-1. Introduction
Including families in special unit activities and programs increases family identification with the unit and the National Guard. This builds understanding of and commitment to the unit mission, which translates into family support for the unit member's military service. The benefits for both recruiting of new members and retention of current National Guard members should not be underestimated. Families are a valuable asset in strength maintenance and unit effectiveness.

3-2. Types of activities
A variety of activities to support family involvement are appropriate for inclusion in the National Guard Family Program. A family involvement committee may be used in planning, organizing, and conducting activities for families in the unit. These activities would be based on local interests and resources and include publicity that improves the image of the unit in the community. (A partial listing of suggested activities is provided in appendix D). Command involvement should be to the extent necessary to support the activities and to safeguard the use of Federal equipment, funds, and facilities in compliance with appropriate regulations.

3-3. Frequency of activities
a. Commanders will support a minimum of one information briefing involving unit members and their families per year. This annual unit information briefing may be held during drill periods. This requirement may be satisfied if the information briefing is given during the unit's scheduled mobilization training (mobilization exercise). Commanders are encouraged to sponsor additional activities involving the family. Combining family activities with drill periods lets the family see the unit "in action" and improves an understanding of the military requirements of National Guard training. However, commanders must ensure that such events do not interfere with the accomplishment of training objectives or the quality of training. Creative use of time and circumstances, along with careful planning, are required to identify and develop unique training opportunities that will align with family involvement activities. Commanders may satisfy the need for activities through social activities outside of training time or by sponsoring the group orientation briefings referred to in paragraph 2-2.

b. Written requests for exception to conducting the annual unit information briefing for a particular year may be authorized by the SFPC. Request should contain a justification statement and outline alternate activities planned, if any.

3-4. Support of activities
a. Support of family involvement activities/events must be in compliance with safety standards and regulations governing use of Federal equipment and facilities and those concerning activities in competition with commercial enterprise as well as with local and State health and safety requirements.

b. Volunteers are a resource for support of the National Guard Family Program. Development of volunteer networks to assist in supporting family activities, e.g., providing child care during information briefings and establishing informal telephone chains to publicize unit events, will require monitoring through command channels to ensure compliance with appropriate policies and regulations.

Chapter 4
Family Sponsorship Program

4-1. Introduction
As with the National Guard member, a family's first impression of the unit can have a lasting impact on that family's attitude and long-range support of the National Guard member's military career. A unit's family sponsorship program where more seasoned National Guard families assist and befriend incoming families can provide valuable information, support, and encouragement to both the National Guard member and the family. It is also an excellent demonstration of caring and concern for the National Guard member and family, which could significantly decrease the anxiety associated with separation during basic and advanced training periods and with other National Guard duty commitments. The degree of interaction and the needs of families in the family sponsorship program will vary widely, and commanders should be sensitive to the continuing needs of the families in their command. A well-sponsored family may in turn be able to reach out and become a sponsor to other new families, thus providing a growing resource of volunteers and a network for family support.

4-2. Family sponsors
Units are encouraged to have a sponsorship program for newly assigned/enlisted members that should offer information and assistance to the family members within established guidelines. Acceptance by the incoming family of the assistance offered through the sponsor is voluntary. It is beneficial to have the sponsor compatible in age, rank, and family status with the sponsored member. Family sponsors are volunteering their time and efforts, and need unit assistance to match sponsor/sponsored families. The unit should provide sponsoring families with necessary background information on the incoming member/family and information/materials on the State family program. This information will be protected under the Freedom of Information Act guidelines. Sponsorship programs do not fulfill the requirement for a unit orientation briefing but should be considered in developing briefings to avoid unnecessary duplication.

4-3. Family sponsorship indicators
The following family situations indicate the need to offer a family sponsor:

a. Families of new Guard members.

b. New spouse or family of a current National Guard member.

c. Families and National Guard members who have transferred into the unit from another base, State, Reserve component, or unit with a different mission.

d. Families experiencing special needs, such as illness, isolation, and advanced pregnancy, during National Guard member absences from home (e.g., AT, short tours, TDY and IET.).

4-4. Elements of family sponsorship
As a minimum, the following items and subjects should be included in the process of family sponsorship:

a. Prearranged, informal visits to the home or other location as determined by the families involved and at the discretion of the unit commander. Liability for use of Government transportation must be considered.

b. Orientation to the location of the armory or unit, key personnel, their roles, and how to contact them. On a voluntary basis, and in accordance with the principles of the Privacy Act, an exchange of family phone numbers and time of availability should be included.

c. Benefits of belonging to the National Guard from the family's point of view with supporting printed material such as national and State advertising, public affairs, employer support of the Guard and Reserve, and other pamphlets, brochures, and media presentations.

d. Discussions on supporting the National Guard member from the viewpoint of the family.

e. Encouragement to participate in the unit's family involvement activities and volunteer family support groups.

Chapter 5
Information, Referral, and Followup Support Services

5-1. Introduction
Membership in the National Guard incurs duties and responsibilities that affect family life. The National Guard often competes with the family for the National Guard member's commitment and time. National Guard units must work in alliance with the family and the community. An effective information, referral, and followup family support service can help National Guard members and their families identify appropriate military and civilian resources, and can assist the service agencies in identifying a potential constituency. The primary goals of developing this service are to remove the road blocks and distracters between family well-being and the National Guard member's military service through understanding and positive working relationships among agencies and organizations that affect/assist the family members. Public relations efforts within the community will improve the status of the National Guard and the pride of association for National Guard members and their families.

5-2. Central points of contact
Throughout the National Guard structure personnel possess valuable information and the ability to offer assistance to the National Guard members and their families. Not knowing who to contact for what information can be confusing and intimidating for family members. It is important that States develop a family program that designates well-publicized points of contact at all levels who are readily available and knowledgeable of area resources and points of contact to handle requests for assistance and information. A toll-free telephone number for information and referral is an option to provide wide coverage, accessibility and increased quality control. Volunteer family members and retirees should be considered as potential resources in this area. Accuracy of information and the ability to keep up-to-date on programs and resources is essential to the family support goal.

5-3. Community service directory
A comprehensive, cross-referenced, alphabetical listing of military and civilian resources, services, agencies, associations, organizations, and facilities is necessary to adequately support the family's information needs. A directory could be developed that includes the what, where, when, who, and how for information, referral, and followup services. Directories can be State and/or local in coverage, and existing community directories should be used as much as possible. Suggested material to be included is at appendix E.

5-4. Family support groups
Volunteer participation will have a positive effect on the depth and quality of the National Guard Family Program. While the State is responsible for providing the basic structure and management of the program, a volunteer staff can provide the heart of the program. Family members reaching out and supporting other family members is a beneficial, practical, and cost effective way of implementing the family program.

a. Specific guidelines for recruiting, training, using, retaining, and recognizing volunteers must be developed as part of the State family program and be in accordance with chapter 8, title 10 USC, section 1588. Volunteers must be knowledgeable about the National Guard, be provided with current information on policies of State and national level programs, and be subject to quality control checks.

b. Commanders should recognize the importance of the volunteer staff and ensure that they receive the support and cooperation necessary for their work in the family program. Commanders must also safeguard the privacy of the National Guard members and families within their command.

c. A system of recording volunteer training and hours is necessary for accountability and appropriate recognition

and should be implemented at the local level. Training of volunteers may not interfere with mission and local training programs.

d. A volunteer awards/recognition program should be implemented at the local level by the State family program coordinator using guidance developed by NGB.

APPENDIX A

REFERENCES

I. Joint References:

a. Title 10 USC, chapter 8, section 1588, Authority to Accept Certain Volunteer Services

b. NGB Pam 360--5/ANGP 190-1, National Guard Public Affairs Guidelines

c. NGB Pam 600-4/ANGP 30-02, Prevention of Sexual Harassment Guidelines for commanders, Managers, and Supervisors

II. Army References:

a. AR 360-81, Command Information Program

b. AR 608-1, Army Community Service Program

c. AR 608-99, Family Support, Child Custody, and Paternity

d. NGR 10-2, State Area Command, Army National Guard

e. NGR 350-1, Army National Guard

f. NGR 600-21, Army National Guard Equal Opportunity Program

g. NGR 735-12, Loan and Use of Property Issued to the National Guard and Support of and Participation in Civilian Programs and Events

h. DA Pam 350-21, Family Fitness Handbook

i. DA Pam 360-525, Family Assistance Handbook for Mobilization

j. DA Pam 600-10, Quality of Life Minimum Standards

k. DA Pam 608-28, Handbook on Volunteers in Army Community Service

l. DA Pam 608-41, The Army Family Action Plan II

m. DA Pam 608-43, A Guide to Family Member Predeployment Briefings

n. FORSCOM Mobilization and Deployment Planning System (FORMDEPS)

o. Unit Commanders Handbook, FORMDEPS VOL III, Part 3

III. Air References:

a. AFR 30-7, Family Action Information Board/Family Support Centers

b. AFR 30-20, Issue and Control of ID Cards

c. AFR 190-1, Public Affairs Policies and Procedures

d. AFR 211-24, Family Services Program

e. AFR 211-3, Personal Affairs Counseling Information and Assistance

f. ANGR 30-2, Social Actions Programs

g. ANGR 35-59, Dependent Care Responsibilities

h. ANGR 215-1, Air National Guard (ANG) Morale, Welfare, and Recreation (MWR) Programs and Activities

i. ANGR 215-2, Dining Social Club Organizations

j. ANGR 50-01, Air National Guard (Training)

k. ANGR 60-8, Spouse Orientation Flight Program

l. ANGR 67-1, Loan and Use of Property Issued to the Air National Guard

m. Air Force Mobilization Guide for Reservists and their Family Members

APPENDIX B

ABBREVIATIONS AND SPECIAL TERMS

AC...Active component. A collective term for the active Services-Army and Air Force

AG...Adjutant General. The commander of the Army and Air National Guard in each State, territory, and the District of Columbia.

AT...Annual training. The minimum period of required annual active duty for training or annual field training performed to satisfy the annual training requirements of the Reserve components that are established in military regulations and based in law. Annual training is frequently performed during one consecutive 15 day period for the Army National Guard and in increments of varying length spread throughout the training year for the Air National Guard.

BX...Base Exchange. The Air Force term to refer to the Army and Air Force Exchange Service. The Exchange Service provides a wide range of merchandise and services to authorized patrons, which are not furnished to the National Guard member by the Federal Government.

CHAMPUS...Civilian Health and Medical Programs of the Uniformed Services. CHAMPUS is a civilian medical coverage system available to military personnel serving on active duty in excess of 30 days. CHAMPUS is used as an alternative to medical care by military medical treatment facilities and is governed by strict restrictions and criteria.

CNGB...Chief, National Guard Bureau

DA...Department of the Army

DAF...Department of the Air Force

DEERS...Defense Enrollment Eligibility Reporting System. DEERS is the verification system for eligibility for medical treatment of military members and their families at military medical treatment centers and for payment of treatment at civilian health care facilities through the companion CHAMPUS program.

Family...For the purposes of entitlements, the family is the spouse and children of the military member or anyone who meets the military dependency criteria. For the purposes of information briefings/activities, family is expanded to encompass persons who have influence over the member's attitude toward military service; i.e., parents, siblings, fiancee/finance, or common-law spouse.

FTTD...Full-time training duty. Training periods performed in a paid or unpaid status to accomplish a variety of operational and training requirements that are not normally accomplished during unit training assemblies, additional flying training periods, or annual training status.

IADT...Initial active duty for training, also initial entry training (IET). The initial minimum period of active duty required by law to train a nonprior service enlistee in basic military skills, in accordance with regulations prescribed by the Service concerned.

IDT...Inactive duty training. An authorized and scheduled period of training of prescribed duration, generally not less than 4 hours, performed with or without pay. For National Guard and Reserve units, a single period of IDT constitutes a unit training assembly (UTA); a double period of IDT constitutes a multiple unit training assembly (MUTA-2). Normally, a drill weekend is comprised of 4 UTAs usually identified as a MUTA-4.

Mobilization...The accelerated expansion of the AC by ordering the National Guard and Reserves to active duty to prepare for and/or operate in war or national emergency. Army mobilization has five phases: preparatory, alert, mobilization at home station, movement to mobilization station, and operational readiness improvement.

NGB...National Guard Bureau

PDIP...Program Development Increment Package (Army term) - PDP...Program Decision Package (Air Force term). A document that expresses budgetary needs for a specific full or partial program to meet the required mission objective. A part of the Program Objective Memorandum process.

POM...Program Objective Memorandum. A document that expresses Service budget needs to meet required mission objective and identifies Service initiatives.

PX...Post Exchange. This is primarily an Army term. See BX

SGLI...Servicemen's Group Life Insurance. A low cost insurance program for military members through the Federal Government.

SFPC...State family program coordinator. The individual in the State identified as the primary point of contact for coordination and implementation of the National Guard Family Program.

STARC...State Area Command.

State...The 50 States, Guam, Puerto Rico, the Virgin Islands, and the District of Columbia.

APPENDIX C

SUGGESTED CHECKLIST FOR FAMILY ORIENTATION

-Federal and State Structure, Organization, and Mission of the National Guard
-Unit Mission and Structure
-Unit Training Schedule/Requirements
-National Guard Pay and Allowances (general information and pay scales already in the public domain)
-Promotion Criteria
-Benefits and Entitlements for National Guard Families (pre-mob/post-mob benefits)
    -IDT Status (AT, FTTD, TDY)
    -AGR Status
    -Military Technician Status
    -Should cover ID cards commissary, exchange, recreation facilities, education and training, SGLI, and medical care (DEERS, CHAMPUS)
-Location of Active component military installations in the local area and rules/documents necessary to gain access to these facilities
-Mobilization
    -Mobilization phases and levels
    -Documents families will need at mobilization with an explanation of the importance of each
    -Premobilization planning recommendations
    -Sole parent responsibilities
-Retirement Program
    -Benefits
    -Criteria for retirement
-Survivor Benefit Plan
-Military Family Support Programs
    -National Guard Family Program of the State
    -State publications for the family
    -Active Component Programs (to include pre- and post- mobilization assistance available
    -Army and Air Force Pamphlets for the Family
-Local Community Support Programs
-Opportunities for involvement with the unit and roles of the National Guard family

APPENDIX D

EXAMPLES OF UNIT ACTIVITIES WHICH MAY BE APPROPRIATE FOR FAMILY INVOLVEMENT.

Open house
Family day
Picnics, cookouts, parties
Holiday dinners, celebrations, festivals
Displays and fairs
Equipment and vehicle rodeos
Awards ceremonies
Change of command ceremonies
Old timers' night (retired Guard members, groups who may help provide family support now and at mobilization)
Volunteer fund-raising activities (bakesale, car washes, etc.)
Community action projects
Family fitness and sports activities
Talent shows, craft fairs, flea markets
Guard member helping Guard member with job skills, services, and employment exchanges

Classes and workshops that can benefit families both now and at mobilization such as:

Parenting skills
Communication skills workshop
Separation and reunion-effects on the family
Preparing job resumes and applications
Financial management and budgeting
Stress management
First aid and family health
Nutrition and physical fitness
Basic auto mechanics
Basic home repairs
Safety and security precautions
Energy conservation

APPENDIX E

SAMPLE COMMUNITY SERVICES DIRECTORY CONTENTS

E-1. Entries in the resource file should include the following material:

a. Legal name, common name, and acronym
b. Address
c. Telephone number
d. Agency point of contact for information or intake (may be name of individual or unit)
e. Hours and days of service
f. Services provided
g. Eligibility requirements and intake procedures
h. Cost of services (if any)
i. Area served
j. Branch offices
k. Known barriers to accessibility and restrictions on facility use
l. For medical services, indicate whether CHAMPUS is accepted

E-2. Military service resources should include the location of the installation/facility. Services to be listed in format above should include:

a. Army Community Service
b. Air Force Family Services
c. Air Force Family Support Centers
d. Exchange
e. Commissary
f. Chaplain
g. Staff Judge Advocate
h. Air Force Aid Society
i. Army Emergency Relief
j. Recreation Services
k. Club system
l. Space available travel passenger service
m. State retention office
n. State Area Command
o. State Family Program Coordinator
p. CHAMPUS representative

E-3. Civilian service resources should include the location of the agency or office. Services to be listed in format above should include:

a. Red Cross
b. Veterans' Administration
c. National Committee for Employer Support of the Guard and Reserve
d. State National Guard Associations (officer and enlisted)
e. State employment office
f. Churches and synagogues
g. Child care facilities
h. Public health agencies
i. Schools
j. Adult education programs
k. Social service agencies
l. Medical and dental centers
m. Utility and transportation offices
n. Civil Defense

By Order of the Secretaries of the Army and the Air Force:

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