

CAL ARNGR 600-14  
CA ANGR 211-1  
C-1

STATE OF CALIFORNIA  
OFFICE OF THE ADJUTANT GENERAL  
2829 Watt Avenue  
P.O. Box 214405  
Sacramento, California 95821-0405

Change  
No. 1

21 November 1990

Personnel - General  
Personal Affairs  
CALIFORNIA NATIONAL GUARD  
FAMILY ASSISTANCE PROGRAM

1. CAL ARNGR 600-14/CA ANGR 211-1, 5 July 1989, is changed as follows:  
Remove Appendix D and insert new Appendix D.
2. File this change in front of the publication for reference purposes.

(CAMP-FP)

BY ORDER OF THE GOVERNOR:

OFFICIAL:

ROBERT C. THRASHER  
Major General  
The Adjutant General



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OFFICE OF THE ADJUTANT GENERAL  
2829 Watt Avenue  
P.O. Box 214405  
Sacramento, California 95821-0405

CAL ARNG Regulation  
No. 600-14  
CA ANG Regulation  
No. 211-1

5 July 1989

Personnel - General  
Personal Affairs  
CALIFORNIA NATIONAL GUARD  
FAMILY ASSISTANCE PROGRAM

This regulation establishes policy and provides guidance for implementation of a California Family Assistance Program for the support of families.

The proponent of this regulation is the Director, Military Personnel (CAMP). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes of Publications and Blank Forms) directly to The Adjutant General, State of California, ATTN: CAMP, 2829 Watt Avenue, P.O. Box 214405, Sacramento, CA 95821-0405.

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FAMILY ASSISTANCE PROGRAM

CHAPTER 1

1-1 **PURPOSE.** a. It is recognized and acknowledged that the family is perhaps the single greatest contributor to the Guardmember's ability to train, mobilize and deploy in support of state and federal missions. The family contributes immeasurably in time, commitment, and support of the member's acquisition of skills and training. The family's role in both readiness and retention is a critical one. The Family Assistance Program established herein serves to give recognition and support to the necessary partnership between the 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 Unit Commander in establishing a Family Assistance Program and should result in enhanced unit readiness and increased retention. A successful Family Assistance Program will increase communication among families, units, and 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.

c. The California National Guard must have a plan and personnel ready to support dependents of mobilized military personnel. The plan and information must be known to all commanders, troops, and dependents.

d. Family support services provided by HQ STARC will be limited and will complement and supplement family services provided by active federal military installations and local, county, state, and federal civilian assistance agencies (Appendix B).

e. Upon mobilization, the Family Assistance office at HQ STARC will assume responsibility for providing family assistance Information, Referral and Follow-up (IR & F) on a 24-hour day basis for all military component (Active, Guard and Reserve) families residing within the State of California.

1-2 **SCOPE.** This regulation incorporates regulatory requirements, directives, and policy of higher headquarters to facilitate the establishment of a California Family Assistance Program located at HQ STARC, 2829 Watt Avenue, P.O. Box 214405, Sacramento, CA 95821-0405, Telephone 916-973-3583, (AV) 466-3583.

1-3 **APPLICABILITY.** This regulation is applicable to all units, installations, and activities of the California National Guard.

1-4 **EFFECTIVE DATE.** This regulation is effective for planning and implementation upon receipt.

1-5 **POLICIES.** a. The California National Guard Family Assistance Program is designed to ensure:

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(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.

(3) That family participation in unit activities is encouraged by all commanders.

b. 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 unnecessary degrees of liability should be considered in planning activities.

c. Recognition of National Guard members, and volunteers will have far-reaching benefits for everyone. Recognition through an awards program should be an element of the unit's program (Appendix H).

1-6 **REFERENCES.** See Appendix A.

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## CHAPTER 2

### RESPONSIBILITIES

2-1 **THE ADJUTANT GENERAL** is responsible for determining policy, procedures, and overall guidance for the effective implementation of the California Family Assistance Program.

2-2 **CAL STARC COMMANDER** is responsible upon mobilization for establishing the California Family Assistance Office, providing necessary equipment and personnel for its operation, and implementing policy, procedures, and over-all guidance for the effective management of the Family Assistance Program.

2-3 **DIRECTOR OF MILITARY PERSONNEL** will be responsible for direct supervision and implementation of the Family Assistance Program and the direct supervision of the State Family Program Coordinator.

2-4 **THE STARC CALIFORNIA STATE FAMILY PROGRAM COORDINATOR (SFPC)** will:

a. Coordinate the development and implementation of the Family Assistance Program and the Family Assistance Office (FAO).

b. Serve as the central point of contact (POC) for the Family Assistance Program within the State of California.

c. Identify trends showing the impact of the family and the Family Assistance Program on recruiting, retention, training, and mobilization.

d. Coordinate the development of resource requirements to support the Family Assistance program. Advise the Deputy Adjutant General, Army Division, and the NGB of fiscal and manpower resource requirements for the family program.

e. Evaluate family needs as identified through command channels, recruiting and retention resources, and Guardmember and family input. Evaluate this data and its impact on family assistance.

f. Coordinate public/community awareness support of the Family Assistance Program through command and public affairs channels within the State.

g. Serve as liaison with the military and civilian agencies involved in resourcing and supporting the Family Assistance Program.

h. Develop a Dependents Assistance Program to facilitate assistance to military family members residing in California.

2-5 **COMMANDERS** will: a. Implement the Family Assistance Program by emphasizing the importance of the family in achieving the overall mission of the National Guard. Support and encourage Guard and family member participation in activities sponsored under the family program.

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b. Appoint a Family Assistance Officer (FAO) who will be the POC for Family Support Group members. The FAO will be a full time unit member, so that ongoing communication and coordination can occur between Family Support Group members and the Commander.

c. Institute and support a minimum of one unit information briefing for Guardmembers and their families per year. This requirement may be accomplished by combining informal briefings with events such as open house or family days. This requirement may also be satisfied if the information briefing is given during the unit's scheduled mobilization training exercises. The unit information briefing may be held during drill period(s). One UTA is authorized for this purpose.

d. Maintain a local (radius 50 miles) Community Service Directory. This should list military and civilian resources, services, agencies, associations, organizations, and facilities to support the family's information needs. (Reference Appendix B).

e. Ensure that unit personnel complete and update their Personal Mobilization File. (Appendix C)

f. Ensure that each Guardmember has been given a copy of the Family Assistance Handbook for Mobilization (DA Pam 360-525) and the Family Readiness Guide (Family Assistance Program).

g. Offer the opportunity to participate in a general or individual orientation briefing on the National Guard to family members normally within six months of the sponsor's assignment with the unit or within three months of return to the unit from IADT/IET. Orientation may be given to individual family units or to groups of families.

h. Complete a quarterly Family Activities report and forward report to the State Family Program Coordinator (Appendix D).

i. Conduct annual Dependent Care Counseling (IAW AR 600-20, Section V).

**2-6 ALL GUARD MEMBERS** will: a. Support and participate in the Family Assistance Program and prepare their families and employers PRIOR to mobilization.

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

c. Keep the command informed of their family status and report changes as they occur.

d. Support newly assigned members of their unit as requested by the commander (see Family sponsorship, Chapter 6).

e. Forward information and messages to their family members about the Family Assistance Program and activities therein.

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f. Keep their families informed of current and post mobilization military policies, programs, and benefits.

g. Inform employers of their military status. Upon mobilization ensure that employers have received written notification of the activation along with a copy of the orders. This action is necessary to protect reemployment rights.

2-7 **STATE MILITARY RESERVE (SMR)** is an all volunteer organization whose purpose is to assist the State of California and its National Guard in times of crisis. In the event of mobilization, and at the order of the Governor, the SMR will be mobilized into State service and will respond to assist the California National Guard. The SMR will support the Family Assistance Program by providing personnel to augment HQ STARC Family Assistance Office. Selected SMR members will be designated and assigned in advance of mobilization.

## CHAPTER 3

### UNIT ACTIVITIES

**3-1 INTRODUCTION.** Including dependents in special unit activities and programs will increase family identification with the unit and the National Guard.

a. Dependent participation builds understanding and commitment to the unit mission, which translates into family support for the unit member's military service.

b. Recruiting and Retention programs will receive many positive benefits from an effective unit Family Assistance Program. 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 Family Assistance Program.

a. Unit Commanders may establish a Family Involvement Committee that will be utilized in planning, organizing, and conducting activities for dependents of members in the unit. Serving on this committee is VOLUNTARY and military dependents should be encouraged to participate.

b. Family involvement activities should be based on local interests and resources and include publicity that enhances the image of the unit in the community.

c. 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 guidelines and regulations.

**3-3 FREQUENCY OF ACTIVITIES.** Commanders will conduct a minimum of one information briefing involving unit members and their families per year.

a. The annual unit information briefing may be held during Unit Training Assemblies (UTAs). The requirements may be satisfied if the information briefing is given during the unit's scheduled mobilization training exercise.

b. 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 enhances an understanding of the military requirements of National Guard training.

c. When activities are scheduled during a UTA, Commanders must ensure that such events do not interfere with the accomplishment of training objectives or the quality of training.

(1) Information on changes in family benefits and entitlements, training schedules, unit activities, unit and individual accomplishments, and special events at local military installations open to the family should be communicated to the family.

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(2) Family briefings and activities prior to and on return from, the unit's annual training exercises are encouraged.

(3) A Family Readiness Guide handbook will be maintained and updated as necessary for use in family briefings.

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## CHAPTER 4

### FAMILY SPONSORSHIP

**4-1 INTRODUCTION.** The Guardmember's and the family's first impression of the unit can have a lasting impact on their attitude and long range support of the National Guard and the sponsor's military career.

a. A unit's Family Sponsorship Program, where more seasoned Guard families assist and befriend incoming families, can provide valuable information, support, and encouragement to both the National Guard members and their families.

b. The degree of interaction and the needs of families in the Family Sponsorship Program will vary widely and unit commanders should be sensitive to the continuing needs of the families in their command.

c. A well informed 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 during both pre and post mobilization periods.

**4-2 FAMILY SPONSORS.** Unit Commanders will establish a Family Sponsorship Program for newly assigned/enlisted Guardmembers which offers information and assistance to the family members within established guidelines. (Reference NGR 600-12/ANGR 211-1, National Guard Family Program), DA Pam 360-525.

a. Acceptance by the incoming family of the assistance offered through the Family Sponsorship Program is **OPTIONAL**.

b. It is beneficial to have the Family Sponsor compatible in age, rank, and family status with the sponsored member.

c. The unit should provide sponsoring families with the necessary background information on the incoming member/family and the appropriate materials and information on the Family Assistance Program. This information will be protected under the Freedom of Information Act guidelines.

d. Sponsorship programs **DO NOT** fulfill the requirements for the annual unit family orientation briefing, but should be considered when developing your information packets to avoid unnecessary duplication.

**4-3 FAMILY SPONSORSHIP.** As a minimum, the following items and subjects should be included in the Family Sponsorship Program:

a. Benefits of belonging to the National Guard should be thoroughly explained to the family. Printed material such as national and state advertising, public affairs, Employer Support of the Guard and Reserve, and other pamphlets, brochures, and media presentations should be available to the sponsor and families.

b. Orientation to the location of the armory or unit, key personnel, Family Support Group members, their roles, and how to contact them. On a voluntary

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basis, and in accordance with the principles of the Privacy Act, an exchange of family phone numbers and times of availability should be included.

c. The importance of the Family's roll in supporting the Guardmember should be included in discussions.

d. Family members should be encouraged to participate in the unit's family involvement activities and volunteer to become part of a family support group.

e. Prearranged and informal visits to the home or other location when agreed upon by the families involved and at the discretion of the unit Commander.

## CHAPTER 5

### FAMILY SUPPORT GROUPS

**5-1 FAMILY SUPPORT GROUPS (FSG).** A Family Support Group (FSG) is a volunteer organization of family members in a designated military unit that provides support, outreach, and information to family members prior to and during periods of family separations (UTAs, AT, FTXs, and mobilization) to ease the trauma and stress of separation for both the National Guardmember and the family.

a. Generally, a FSG is organized for a specific company (unit), and functions independently of any higher headquarters FSG.

b. FSGs are formed to:

(1) Increase family member knowledge of the mission of the National Guard so they better understand the duties performed by the Guard unit during State emergencies and federal mobilization.

(2) Increase family member awareness of their entitlements and the Family Support Plan for mobilization.

(3) Create a bonding among families through socialization that is essential to the retention of National Guard members and helps Guard member and family members cope with the effects of separations and potential mobilization.

**5-2 FORMATION OF A FAMILY SUPPORT GROUP.** a. There is no one successful way to organize a Family Support Group (FSG). The factors most often mentioned in starting and maintaining successful FSG initiatives are:

(1) A genuine concern and willingness to establish a FSG by the family members.

(2) A commitment by the unit's chain of command.

(3) Existence of a unit and family member steering or executive committee to develop the organizational structure of the family support system and delineate the respective role of each participant.

(4) An extensive and on-going awareness program that has Guardmember involvement.

b. The formation of a Family Support Group CANNOT be mandated! Family members must perceive the need for a FSG before they will become involved. The Commander has the responsibility of motivating, developing and eliciting family members' involvement. Some suggestions are:

(1) Command letters to all officers and enlisted wives/husbands inviting them to attend a steering committee or briefing meeting.

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(2) Command invitations to family member of key personnel to attend a steering committee or briefing meeting (e.g. spouses of the commander, his staff and officers, the full-time AGR, SAD, and Technician personnel assigned to the unit).

(3) Command briefing to Guardmembers and spouses outlining the proposed family support system and the importance placed on FSG participation.

5-3 **TRAINING.** a. FSG volunteers may sometimes be a contact point for family members who are experiencing problems. In order to provide assistance by information and referral, FSG volunteers can receive training in a variety of topics.

b. The following consists of training topics that will assist FSG volunteers perform their functions more effectively:

- (1) Effective communication.
- (2) Active listening.
- (3) Problem solving.
- (4) Crisis intervention.
- (5) Community resources.
- (6) Key unit and community resource personnel.
- (7) Principles of information and referral.
- (8) Use of telephone tree.
- (9) Family advocacy.
- (10) Coping with stress.
- (11) Conflict resolution.
- (12) Effective meetings.
- (13) Management/leadership skills.
- (14) Time management.
- (15) Personal awareness.
- (16) Volunteer supervision.

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(17) Newsletter preparation.

(18) Military correspondence.

c. Responding to the training needs of FSG volunteers is one way the command demonstrates its support of FSG involvement. The command has many unit and community resources available and these should be fully utilized to support FSG initiatives.

**5-4 FAMILY SUPPORT GROUP ACTIVITIES.** The type and scope of activities in which the FSG becomes involved depends largely on the identified needs of unit Guardmembers and their families; the number of volunteers available; and the time, energy, and creativity of those volunteers. Activities that are essential and common to all groups include:

a. Meetings between unit representatives chosen by the Commander and the Family Support Group members. The meetings should be held quarterly. The unit's entire family member population is divided into support circles. Each support circle (recommended not to exceed ten family members each) is centered around one contact person.

b. Publication of a monthly or quarterly newsletter which may be distributed in conjunction with Commander's monthly letter.

c. Maintenance of updated family rosters.

d. Development of a telephone chain that extends from the Commander through the unit representative(s) and contact people to family members.

e. FSGs may also coordinate, or participate in the following:

(1) Sponsorship of other Guardmembers and their families.

(2) Unit welcoming or newcomer orientation.

(3) Holiday and unit parties or outings.

(4) Annual Training and FTX briefing.

(5) Workshops (e.g. coping with stress, loneliness, military benefits, pre-natal care, and preparing for mobilization).

(6) Available childcare listings.

(7) Transportation. This is especially important during mobilization for trips to the commissary, hospital, meetings, etc.

(8) Discount tickets for family activities.

(9) Birthday, birth, get well, and sympathy cards.

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(10) Information and referral about resources to use in matters of car repossessions, utilities and creditor problems, general budgetary issues, retirement planning and estate planning.

(11) Preparation of a local area (minimum of 50-mile radius) directory that includes federal military installations, local, county, and state family assistance agencies, hospitals, health maintenance organizations, Red Cross, and Army/Air Force Emergency Relief.

5-5 **VOLUNTEERS** will: a. Work under the authority of respective commands/units and within the guidelines established by this regulation and their respective commands/units.

b. Certify in writing they serve without a salary or a fee for service. (Appendix E).

c. Complete a Volunteer Service Record. (Appendix F).

d. Document time spent in carrying out Family Support activities. Documentation should include as a minimum: (Appendix G).

(1) Number of hours donated per month.

(2) Volunteer Project.

(3) Purpose of Project.

5-6 **AUTHORIZED VOLUNTEER SUPPORT.** a. Use of Government facilities, i.e., office space, equipment, supplies, telephone, etc., when used within the scope of assigned tasks.

b. Use of official mail for family support business when approved by commander or authorized representative.

c. Volunteers who are accidentally impaired or killed while performing officially authorized Family Support duties may be eligible for compensation under Title 5 USC, Chapter 81.

d. Volunteers in unit Family Support Programs are to be treated as federal employees for purposes of Federal Tort Claim Act, Title 28 USC, Chapter 171. This provides a basis of liability when a volunteer acting within the scope of employment negligently injures a third party civilian to include a POV passenger.

e. Invitational travel orders may be issued to selected Family Support Group volunteers for attendance at family seminars or conferences upon approval by the State Family Program Coordinator and the concurrence of the respective command.

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APPENDIX A

REFERENCES

- a. DOD Regulation 6010.8R, Civilian Health and Medical Program of the Uniformed Services (CHAMPUS).
- b. Title 10 USC, Chapter 8, Section 1588, Authority to Accept Certain Volunteer Services.
- c. Appendix 4 (Family Assistance) to Annex E (Personnel) to FORSCOM Mobilization Plan, dated 29 Apr 83.
- d. AR 31-200/AFR 145-1, Commissary Privileges.
- e. AR 40-121/AFR 168-9, Uniform Services Health Benefits Program.
- f. AR 40-3, AR 40-125/AFR 168-6, Medical Care.
- g. AR 60-20/AFR 147-7, Exchange Patronage.
- h. AR 28-62, Admission to Military Theaters.
- i. AR 360-5, Travel
- j. AR 608-1, Army Community Service Program.
- k. AR 640-3/AFR 30-20, Identification Cards, Tags and Badges.
- l. DA Pam 27-166/AF Pam 34-1-9, Soldiers and Sailors Civil Relief Act.
- m. DA Pam 37-14, Pay and Allowance for Military Members.
- n. DA Pam 360-517, Dependency and Indemnity Compensation.
- o. DA pam 360-531/AFR 211-30, Your Personal Affairs,
- p. DA Pam 360-525, Family Assistance Handbook for Mobilization.
- q. DA Pam 608-47, A Guide to Establishing Family Support Groups.
- r. DA Pam 608-28, Handbook on Volunteers in Army Community Service.
- s. AFR 35-54, Dependent Care Responsibility.
- t. AFR 211-3, Personal Affairs Counseling Information and Assistance.
- u. AFR 211-24, Family Services Program.
- v. Air Force Mobilization Guide for Reservists and their Family Members.

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## APPENDIX B

### SAMPLE COMMUNITY SERVICES DIRECTORY CONTENTS

B-1. Entries in the resource file should include the following materials:

- 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

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

- a. Army Community Services
- 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 representatives

B-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 Association (officer and enlisted)

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## APPENDIX C

### PERSONAL MOBILIZATION FILE

C-1. Each Guard member is urged to prepare a Personal Mobilization File containing essential documents needed to assist the family in the event of mobilization. This file, consisting of the following, should be kept in a safe place at the home of residence and known to dependents. An excellent form has been designed by the US Army for this purpose. The Annual Legal Checkup (DD Form 1543), provides a well organized format for the orderly arrangement of legal and personal information concerning your legal affairs.

- a. Marriage license.
- b. Birth certificates - self, spouse, children (natural and adopted).
- c. Social Security cards - self, spouse, children.
- d. Will.
- e. Power of Attorney.
- f. Divorce decree.
- g. Adoption papers.
- h. Guardianship papers.
- i. List of bank accounts, credit cards, loans, etc. (include the appropriate number for each account, card, loan, etc).
- j. Deeds, vehicle titles.
- k. Insurance policies.

C-2. Refer to DA Pam 360-525, Family Assistance handbook for Mobilization for additional important information.

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FAMILY ACTIVITIES QUARTERLY REPORT

UNIT: \_\_\_\_\_

DATE: \_\_\_\_\_

FAMILY MEMBER VOLUNTEER LEADER: \_\_\_\_\_

PHONE: (     ) \_\_\_\_\_

UNIT FAMILY ASSISTANCE OFFICER: \_\_\_\_\_

PHONE: (     ) \_\_\_\_\_

UNIT COMMANDER: \_\_\_\_\_

When was your unit's last family member briefing (month & year)? \_\_\_\_\_

When will you conduct your next family member briefing (month & year)? \_\_\_\_\_

Does your unit have a family information/command letter? Yes \_\_\_\_\_ No \_\_\_\_\_

Does your unit sponsorship program include the soldiers family members? Yes \_\_\_\_\_ No \_\_\_\_\_

Has your unit established a family telephone tree for emergencies? Yes \_\_\_\_\_ No \_\_\_\_\_

Month and Year	Type of Activity	Who/How Many Participated	Length of Activity	Comments Was it a Success?/Any Problems?

What Family Support Group activities are planned for next quarter?

Date(s)	Activity

Questions? Call the State Family Program Manager at (916) 973-3583 or AUTOVON 466-3583

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APPENDIX E

VOLUNTEER AGREEMENT

I, the undersigned, desire to volunteer my services to the California National Guard Family Support Program at

\_\_\_\_\_.

I expressly agree that my services are being performed as a volunteer and that I am not, solely because of these services, an employee of the United States Government or any instrumentality thereof. I expressly agree that I expect no present or future salary, wages, or related benefits as payment for these volunteer services.

\_\_\_\_\_ Date: \_\_\_\_\_  
(Typed/Printed Name and Signature)

Accepted.

\_\_\_\_\_ Date: \_\_\_\_\_  
(Typed/Printed Name and Signature of Unit Commander)

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APPENDIX F  
VOLUNTEER SERVICE RECORD

VOLUNTEER SERVICE RECORD		INSTRUCTIONS	
NAME (Last, First, MI)		WORK EXPERIENCE	
ADDRESS (Include ZIP Code)			
PHONE NO.	DRIVE A CAR <input type="checkbox"/> YES <input type="checkbox"/> NO		
SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	AGE		
CHILDREN AT HOME <input type="checkbox"/> NONE <input type="checkbox"/> PRESCHOOL <input type="checkbox"/> IN SCHOOL			
SPONSOR'S NAME <input type="checkbox"/> OFFICER <input type="checkbox"/> ENLISTED		VOLUNTEER EXPERIENCE	
<input type="checkbox"/> ACTIVE DUTY <input type="checkbox"/> RETIRED <input type="checkbox"/> DECEASED			
SPONSOR'S UNIT OF ASSIGNMENT			
EDUCATION 1 2 3 4 5 6 7 8 9 10 11 12			
COLLEGE + DEGREES 1 2 3 4			
SPECIAL COURSES		INTERESTS, SKILLS, HOBBIES	
LANGUAGES			
INITIAL COMMITMENT <input type="checkbox"/> 3 MONTHS <input type="checkbox"/> 6 MONTHS <input type="checkbox"/> OTHER _____			
		DATE	SIGNATURE

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APPENDIX G  
VOLUNTEER LOG

Volunteer's Name: _____			
VOLUNTEER GROUP: _____			Month/Year _____
DATE	ASSIGNMENT/ACTIVITY	HOURS	NOTES/COMMENTS

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## APPENDIX H

### VOLUNTEER AWARDS PROGRAM

**H-1. PURPOSE.** The Volunteer Awards Program is designed to show appreciation and recognition to California National Guard volunteers (family or friends) for significant service to the Family Support Program. It provides a method and standard for rewarding those who have invested time and/or are involved in projects in support of this program.

**H-2. ELIGIBILITY.** Any person, other than current unit members, having served a period of time or participated in a project in the Family Support Program, is eligible for recognition. The following are guidelines for recognition and appropriate awards:

#### TIME INVESTED:

1-20 Hours - Name and picture in newsletter and letter of appreciation.

21-40 Hours - Certificate of Appreciation; flowers or other appropriate gift from the unit.

41-70 Hours - State Certificate.

71-100 Hours - Plaque from State Headquarters Family Program Coordinator.

Over 100 Hours - Medal of Merit.

#### PROJECT INVOLVEMENT:

Recognition of significant superior performance of duties in a unit's Family Support Program is processed through one of the assigned Regional Coordinators; Southern, Central, or Northern. The Regional Coordinator reviews and makes presentation or sends to the State Family Program Coordinator for State recognition. Timely submission is an important factor because of the two echelon processing chain.

**H-3. INSTRUCTIONS.** Recognition starts with the unit coordinator. Participation in the Family Support Group can be gained or lost because of motivation or membership. Here are just some of the resources you can use in this program.

#### PHYSICAL RESOURCES:

Photo on Bulletin Board  
Drill Bulletin  
Unit Fund  
Equipment/Facilities  
Media

APPENDIX H (continued)

HUMAN RESOURCES:

- Recruiters/Retainers
- Commanders
- Unit Members
- State Coordinators
- Regional Coordinators
- State Military Reserve
- Retirees
- Local Vendors
- State Family Program Specialist
- Family/Friends

INTANGIBLE ITEMS:

Verbal Recognition

How you use this program is up to you. Consistency at the unit is primarily the most important element. Protocol in presentation of awards will also vary, from the informal to formal, depending on the unit. The major thing to remember is, recognition should be done in front of family, friends, and peers. Unit commanders or their assistants will provide help or present the award if you ask. An award worksheet is attached for awards above the unit level.

5 July 1989

CAL ARNGR 600-14  
CA ANGR 211-1

APPENDIX H (continued)

SAMPLE AWARD WORKSHEET

FROM: (Unit Coordinator name)

TO: (Regional Coordinator - "Projects Awards" only  
(State Family Program Specialist)

SUBJECT: Family Support Award

NAME OF VOLUNTEER

UNIT:

BRIEF DESCRIPTION OF ACHIEVEMENT

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UNIT COORDINATOR SIGNATURE

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CA ANGR 211-1

5 July 1989

(CAMP-FP)

BY ORDER OF THE GOVERNOR:

OFFICIAL

CURWOOD F. REYNOLDS  
COL, INICOPAL ARNG  
Administrative Officer

DISTRIBUTION  
Army - A  
Air - F  
M

ROBERT C. THRASHER  
Major General  
The Adjutant General