



CHIEF NATIONAL GUARD BUREAU MANUAL

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DISTRIBUTION: A

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NG YELLOW RIBBON REINTEGRATION PROGRAM EVENTS AND ACTIVITIES

References: See Enclosure G.

1. Purpose. This manual provides guidance and procedures for Yellow Ribbon Reintegration Program (YRRP) events and activities in accordance with (IAW) references a and b.
2. Cancellation. None.
3. Applicability. This manual applies to all elements of the National Guard (NG).
4. Procedures. YRRP events and activities are aimed at Service members, in or outside the Continental United States, ordered to active duty or full-time operational support (other than for training) for 90 consecutive days, as well as their families or designated individuals (DI), which include spouses, parents, children, domestic partners, and employers. See Enclosures A through F for additional procedures.
5. Summary of Changes. This is the initial publication of CNGBM 1801.01.
6. Releasability. This manual is approved for public release; distribution is unlimited. Obtain copies through <<http://www.ngbpdcc.ngb.army.mil>>.

UNCLASSIFIED

7. Effective Date. This manual is effective upon signature and must be reissued, cancelled, or certified within five years from the date signed.


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Enclosures:

- A -- Events and Activities Guidance
- B -- Funding
- C -- Authorized and Non-Authorized Expenses
- D -- Child and Youth Programming
- E -- Travel and Transportation for Designated Individuals
- F -- NGB Form 98, "Designating an Individual to Attend a Yellow Ribbon Reintegration Program Event(s)"
- G -- References
- GL -- Glossary

ENCLOSURE A

EVENTS AND ACTIVITIES GUIDANCE

1. YRRP Events and Activities. YRRP events and activities provide information and resources that help Service members and their families or DIs understand their benefits, learn how to access their benefits, become familiar with resource providers in their communities, and overcome the challenges of deployment. YRRP events and activities include:

a. Pre-Deployment. Pre-deployment events address issues in a proactive manner to build resilience and knowledge throughout the deployment and reintegration phases. Topics focus on:

(1) Medical, Dental, and Mental Health Benefits. These topics provide information on medical, dental, and mental health benefits within the military community. These services are often significantly different than those used by private insurance. Highlight these differences, including provider care issues.

(2) TRICARE and TRICARE Dental Program (TDP). TRICARE and TDP briefings provide benefits information and assist with updates or changes for those already enrolled.

(3) Resiliency. Provide information about programs designed to create resiliency. The Defense Centers of Excellence for Psychological Health and Traumatic Brain Injury created a Joint Resiliency Continuum, which works in concert with each Service and can be used by any hosting unit.

(4) Administrative Information. Provide information and resources on services such as the Defense Enrollment Eligibility Reporting System (DEERS).

(5) Finances. Provide financial and employment information such as:

(a) Employer Support of the Guard and Reserve (ESGR). The ESGR provides information about employment rights and a points of contact (POCs) for assistance regarding employment or employer issues.

(b) Financial counseling.

(c) Thrift Savings Plans for Service members and their families IAW reference c.

(d) Service Members Civil Relief Act.

(6) Legal Assistance. Legal information and services may include powers of attorney, wills and trusts, and family care plans.

(7) Community Outreach. Provides information on State, regional, and local community outreach programs that may be key resources, especially while the Service member is activated, mobilized, or deployed. Encourage the following to participate:

(a) Department of Veterans Affairs (VA), including local Veteran Services Organizations and Veteran Centers.

(b) American Red Cross.

(c) Youth Programs.

(d) Military OneSource.

(e) Special or spiritual programs, which may include the chaplain and local, faith-based organizations.

(f) Marriage and relationship enrichment and effective-communication programs.

(g) Family readiness building programs.

(h) Alcohol and drug abuse programs.

b. During Deployment. Events or activities and services focus on challenges and stress associated with deployment and having a Service member in a combat zone and decreasing the isolation of families and DIs during deployment.

c. Post-Deployment. NG and Reserve organizations conduct a minimum of two post-deployment or reconstitution events. The Services concerned may authorize or approve additional events or activities if funding is available and they determine if the circumstances are appropriate. The topics in these events focus on:

(1) Transitional Assistance Management Program (TAMP). Provide information on post-deployment coverage and the opportunity to enroll in TRICARE Reserve Select.

(2) Resiliency. Provide information about programs designed to create resiliency. The Defense Centers of Excellence for Psychological Health and Traumatic Brain Injury created a Joint Resiliency Continuum, which works in concert with each Service and can be used by any hosting unit.

(3) Finances. Financial and employment information.

(a) ESGR. Provide information that focuses on the Service member reentering the work force, reemployment rights and information about the

ESGR Ombudsman program, including POCs for assistance with reemployment issues.

- (b) Department of Labor services.
- (c) Financial counseling and planning with emphasis on changes in monthly income.
- (d) Small Business Administration resources.
- (e) Information regarding upcoming job fairs, if one is not being conducted in conjunction with a Post-Deployment event or activity.
- (f) Services available through the Transition Assistance Advisor (TAA) Program, to include POCs to assist Service members in accessing their VA benefits and healthcare services. TAAs can also assist with obtaining entitlements through TRICARE and access to community resources.
- (g) Safety information with emphasis on reacquainting Service members with local laws and changes required in their driving habits.
- (h) Community and outreach information focusing on reintegration issues. Direct Service members to the resources and organizations identified earlier in paragraphs 1.a.7 (a)-(h) (Community Outreach) of this enclosure and explain how they may assist in their communities.
- (i) Information and education presented at events or activities may be tailored to meet the specific needs of the unit and individual.

2. Enforcement and Exceptions. Potential options available to commanders for noncompliance with the established attendance policy include the State's Military Code, non-judicial punishment, and adverse administrative action IAW reference a. A waiver for Service member attendance at a YRRP Event must be approved by The Adjutant General or Commanding General of the District of Columbia at a minimum, in a memorandum, and sent through the appropriate channels to the National Guard Bureau (NGB) Service Component Program Manager. All YRRP events and activities require mandatory scanning to enforce tracking attendance in conjunction with the EventPlus system.

ENCLOSURE B

FUNDING

1. EventPLUS System. The EventPLUS system tracks registration and attendance for YRRP events and allows users to request and report funds; manage event evaluations; and submit event After Action Reports (AAR). NG members and their families or DIs can use EventPLUS to register for events and to receive updated information. All requests for funding is based submission of the EventPLUS funding form.

a. Army National Guard (ARNG). State NG YRRP offices submit proposed events, dates, locations, and the estimated number of attendees in EventPLUS at least 60 days before the scheduled event. Each State ARNG YRRP will submit a Spend Plan projecting YRRP Event and associated cost per reference d.

b. Air National Guard (ANG). ANG YRRP offices submit proposed events, dates, locations, and the number of estimated attendees in EventPLUS no later than 90 days prior to the scheduled event. The Event Coordinator may submit an exception with the appropriate justification to the ANG Program Manager case-by-case. Current ANG Financial guidance is IAW reference e.

2. Authorizations. Pre-deployment, During and post-deployment events are authorized for one day. Exceptions to this policy require prior approval from the NGB Service Program Manager.

a. Venue Location. Facilities must have amenities to execute a professional, stress-free event in a geographically central location without exceeding the established per diem rates. State YRRP representatives must balance the requirement of having an event in a place that is amenable to families and DIs without creating the public perception of a “taxpayer funded family day”. There can be more than one event conducted at the same venue; for example, a pre-deployment, during, and a post-deployment. In EventPLUS, enter the venue where the YRRP event is held in the “Location field.” Separate EventPLUS funding forms will be submitted for each YRRP Event held at the location.

b. Meals. States may spend funds through contracts for meals for Service members and their families or DIs when it is authorized and directly advances the statutory YRRP mission IAW reference a.

c. Childcare. States may spend funds for childcare through contracts at YRRP events if authorized by their respective components and when the child care directly advances the statutory YRRP mission IAW reference a. (See Enclosure D for additional child care information).

d. Support Material. States may spend funds for support material when it is authorized and related to event topics, such as pamphlets, books, and videos that provide assistance or that educate participants IAW reference a. Material unrelated to event topics or to educating attendees are not authorized, such as souvenirs, memento caps, blankets, and toys. This is not an all-inclusive list (see Enclosure C).

3. Attendee and Support Personnel Reimbursement.

a. Service Members. Refer to the ARNG Human Resources Services Division Annual Program Funding Guidance or the ANG Financial Management Funding Guidance, respectively, for funding guidance on attendance of ARNG and ANG Service members.

b. DIs. Refer to Enclosure E for specific DI funding guidance. Subject to available funding, Service members may invite no more than two DIs per event, and all DIs must be identified in writing (see Enclosure F) to the unit commander no later than 30 days prior to the YRRP event. Unit commanders must be notified if a Service member chooses a DI other than a dependent, such as a spouse or child, to attend the YRRP event. Each Service may limit the number of family members or DIs according to fiscal or logistical constraints of the YRRP.

4. Uniformed YRRP Support Staff. Submit requests for uniformed YRRP event support staff through the appropriate Service component for consideration. Active Duty Operational Support and Full-Time NG Duty days are subject to availability of funding.

5. Travel. Service-specific funding guidance for travel is IAW reference l and n.

6. Speakers and Honoraria. Honoraria and fees for speakers are not authorized under normal circumstances. Request an exception to this policy by submitting a memorandum to the applicable Service component for approval. Refer to Service-specific requirements regarding elevated approval authority and reference a. Speakers should complement the essence of YRRP and provide a service or resource to Service members, their families, or DIs. Speakers are not for entertainment purposes. Honoraria funded with ARNG appropriations must comply and be approved IAW reference e.

7. AAR and Evaluations. An EventPLUS AAR includes actual attendance and event after-action input questions. Completion of an AAR is mandatory and is due no later than 30 days after the event. The EventPLUS portal generates standard evaluation forms for each type of YRRP event.

8. Other Event Considerations.

a. Distinguished Visitors. Distinguished visitors from outside the State require coordination with the Service component and NGB Joint Staff YRRP managers. Make every attempt to ensure their presence enhances the reintegration experience. Any expenditure of Federal funds in association with a distinguished visitor must be IAW Department of Defense (DoD) and Service component regulations, and requires a legal review before approval.

b. Observers. Persons from outside the State, from a different Component, or from the Office of the Secretary of Defense who are observing an YRRP event require coordination with the Service Component and NGB Joint Staff YRRP managers.

c. Recognition. The NG acknowledges unit and Service member accomplishments while mobilized, deployed, or activated through various recognition programs; for example, Freedom Salute and Hometown Heroes. These programs are separate and apart from the YRRP and are not funded with YRRP resources. Even if a recognition program is held during an YRRP event, it will not be funded by the YRRP. If the recognition is held on the same day as the YRRP event, it should be done at the end of the event when other DoD component Service members and their families or DIs have been released. Going away parties, coming home celebrations, or any other function that may lead to a public perception of a “taxpayer funded family day” are prohibited.

ENCLOSURE C

AUTHORIZED AND NON-AUTHORIZED EXPENSES

1. Make every attempt to use local and community resources to maximize the efficiency of available YRRP funding. See Table 1 for a list of abbreviated, authorized and unauthorized expenses. These lists are not all inclusive. Direct questions about whether the use of funds is authorized to NGB Service Component PM.

Authorized	Unauthorized
<ul style="list-style-type: none"> • Contract meals (based on per diem) • Lodging (based on per diem) • Child care • Supplies (no more than \$5 per person) • Audio/Visual - Include justification for use of all audio/visual equipment in the funding form under the Justification section. Maintain receipts for all audio/visual costs for auditing and inspection purposes. • Parking – Based on Joint Federal Travel Regulations guidance 	<ul style="list-style-type: none"> • Video-game systems and associated equipment • Hospitality suites • Websites and associated maintenance • “Give-a-ways”, such as clothing items, mementos, or marketing items • Uniforms/clothing – military or YRRP staff related • Trailers, storage units, and associated equipment • Alcohol beverages

Table 1. YRRP Authorized and Unauthorized Expenses

2. Table 2 details expenses that require either ARNG or ANG approval. Submit requests for exception to the YRRP expense policy to the respective Service component for approval using a memorandum.

Expense	Consideration
Any air travel to and from an event (Interstate and Intrastate)	
Out-of-State Attendees: Service members, family members, and DIs	Excludes those individuals who live in bordering States if the State hosting the event is closest to the local or community resources that the Service members, family members, or DI would normally use. For example, a Service member who lives in Virginia but is mobilized or deployed with a unit in Arizona would not be authorized to attend an event in Arizona unless the respective NGB YRRP Service Component Program Manager grants an exception to policy.
Speakers and honorarium	
Computers and associated equipment, such as laptops, tablets, copiers, external drives, or CD burners	States may request funding to purchase these items if documentation is available to show that the purchase cost would be less than the rental cost over a year's use of that item.

Table 2. YRRP Expenses Requiring Approval

ENCLOSURE D

CHILD CARE AND YOUTH PROGRAMMING

1. Child and Youth Program Activities. Arrangements for child care and youth programming at YRRP events are necessary to ensure maximum family and DI participation. States may contract for child care at YRRP events IAW references a, g, h, i, and j.

a. When contracting for child care providers, ensure that contract provisions are included to adjust the number of providers needed as late as the first day of the event as the number of children requiring care dictates. For example, if the State expects 60 children and has contracted for 10 providers and only 40 children actually attend, provisions should exist to decrease the number of providers needed.

b. Penalties for cancellation of services may be incurred, but should not exceed 50 percent of the original one-day cost for the provider.

c. Background check requirements on all contracted staff must be included and confirmation of successful checks and favorable suitability determinations should be received prior to the YRRP event.

2. Event Organizers. YRRP event organizers offer child care for small children (ages six weeks to five years old) and youth-development activities for school-age children in kindergarten to 12th grade (K-12), of NG members participating in YRRP events. School-age children are also called “youth”. These developmentally and age-appropriate activities promote social, emotional, cognitive, and physical development in children using an engaging manner to develop readiness and resilience.

a. Child Care. YRRP events only provide child care to young school-aged children (ages six to twelve years old) when youth programming activities are unavailable. The YRRP Office, with assistance from the State Family Program Office or Airman and Family Readiness PM, arranges the provision of child care services.

(1) Child care may be provided to children of Service members attending YRRP events either on-site or at a nearby licensed child care center; however, the location must allow parents and guardians immediate access to their children throughout the duration of the YRRP event.

(2) At least two child care providers must be present regardless of the number of children in attendance.

(3) The provider-to-child ratios and group sizes are maintained IAW State licensing regulations or reference a.

(4) Child care providers must meet State and DoD requirements for the provision of child care services within a military-sponsored or sanctioned child care program. Obtain proof of the provider's current license or credential before the child care begins. If using paid child care providers, then the providers must meet at least one of the following requirements:

(a) Be employed by a child care center licensed by the State.

(b) Be licensed by the State to run a family child care home.

(c) Hold a Child Development Associate credential awarded by the Council for Professional Recognition.

(d) Hold an associate's degree or higher in Early Childhood Education or Child Development IAW references a and i.

(5) Contact the Child Care Resource and Referral (CCR&R) agency that serves the local area to obtain eligible child care providers. See reference g for a list of local CCR&Rs.

(6) States should use attendance at past events to project future childcare requirements.

b. Event Coordination. Youth programs are supervised and facilitated curriculum-based activities for school-aged children. When possible, youth program activities provided at YRRP events may be coordinated and facilitated by the State Child and Youth Program Coordinator in cooperation with the State Family Program Director or the Airman and Family Readiness Program Manager.

c. Background Checks. All personnel providing regular and recurring child care services must first undergo a preliminary investigation, a Child Care National Agency Check and Inquiries (CNACI), and receive a favorable suitability determination IAW reference j. Providers may operate under line of sight supervision (LOSS) with favorable results from the preliminary investigation, which includes an Installation Records Check (IRC) (where applicable), Federal Bureau of Investigation (FBI) Fingerprint check, and local law enforcement check. Re-verification (IRC/local law enforcement and FBI fingerprint checks) is required every five years. Personnel who will not provide regular and recurring child care services must meet State child care background-check requirements and operate under LOSS at all times. The State Family Program Office or Airman and Family Readiness Program Managers will keep completed background checks on file for all statutory volunteers.

(1) Volunteers from outside organizations, such as the Girl Scouts or 4-H, must meet their organization's background check requirements and are

considered gratuitous volunteers. The organization must provide a memorandum to the hosting State Family Program Office or Airman and Family Readiness Program Office that describes the type, date, and disposition of background checks for each individual. Recipients will keep these memoranda as NG records.

(2) All child care providers currently undergoing a background check must work under LOSS, and must be conspicuously identified. Those providers must be supervised at all times while in the presence of children by a provider that has successfully completed requisite background checks and:

(a) Has undergone a CNACI and received a favorable suitability determination.

(b) Has met the periodic re-verification requirements outlined IAW reference j.

(c) Has not previously exhibited wanton or reckless disregard for an obligation to supervise an employee, contractor, or volunteer within such activities.

(3) Gratuitous volunteers, non-management interns, and students must operate under LOSS when they are interacting with children.

(4) States should make every effort to use available Child and Youth Program resources to reduce the cost of providing childcare services for school-aged children. Examples of available programs are 4-H cooperative extension programs, Project Y.E.S!, and the Girl Scouts.

ENCLOSURE E

TRAVEL AND TRANSPORTATION FOR DESIGNATED INDIVIDUALS

1. General. The NG does not provide transportation and per diem for more than two DIs. However, the secretarial process may authorize or approve more than two if the Service determines the circumstances are appropriate.
2. DIs. Service members must select DIs in writing following the instructions in this enclosure and the example in Enclosure F.
3. Provisions for DIs. If the DI is a:
 - a. Uniformed Service member, then he or she is authorized for temporary duty assignment (TDY) travel and transportation allowances.
 - b. U.S. Government civilian employee, then he or she is authorized the TDY travel and transportation allowances IAW the agency or department rules for funding travel. Those using DoD funds for travel are issued a DD Form 1610, "Request and Authorization for TDY Travel of DoD Personnel," for TDY travel authorization and paid through the Defense Travel System.
 - c. Person other than a Service member or government civilian employee, then he or she should be issued an ITA. He or she is authorized allowances IAW reference 1.
4. Transportation. One or a combination of the following round-trip transportation services between the DI's home and the YRRP event location may be provided:
 - a. Transportation-In-kind reimbursement (for example, plane tickets, prepaid hotel reservations).
 - b. Reimbursement for the cost of personally procured commercial transportation (Commercial Transportation Office use is still mandatory) not to exceed the cost of government-procured, round-trip air travel.
 - c. Automobile mileage for the POC's official distance traveled.
 - d. Government or government-procured transportation for the maximum extent practical for transoceanic travel. Reimbursement is subject to additional requirements for land travel and transoceanic travel specified in reference 1. When land travel is by mixed modes, reimbursement is for actual

travel, not to exceed the cost of personally procured transportation between the origin and destination (minus the cost of any government procured transportation used). When travel is by the POC, only the POC operator is authorized the allowance prescribed in reference 1.

5. Per Diem. A per diem allowance or Actual Expense Allowance, whichever applies, as prescribed for the allowable travel time computed using reference 1 is authorized for travel to, from, and while at the YRRP event.

6. Reimbursable Expenses. Reimbursable expenses listed in Appendix G of reference 1 for an incurred incident to travel under reference 1 may be reimbursed. Receipt requirements are the same as those in reference 1.

7. Funds Advance. An allowance may be paid in advance IAW reference 1.

ENCLOSURE F

NGB FORM 98, "DESIGNATING AN INDIVIDUAL TO ATTEND A YELLOW
RIBBON REINTEGRATION PROGRAM EVENT(S)"

NATIONAL GUARD BUREAU DESIGNATING AN INDIVIDUAL(S) TO ATTEND A YELLOW RIBBON REINTEGRATION PROGRAM EVENT(S) The proponent agency is NG-J1. The prescribing publication is CNGBM 1801.01		
<p>In accordance with Change #294 to the Joint Federal Travel Regulation (JFTR) U5240-U5258, 1 June 2011, a member of the uniformed services who is eligible to attend a Yellow Ribbon Reintegration Program (YRRP) event may designate one or more persons, including another member of the uniformed services, for purposes of receiving travel and transportation allowances to attend a YRRP event. A designated individual is a person designated by the member whose presence at the YRRP event may contribute to the purpose of the event for the member. The member must designate individuals in writing and may change any or all of the designated individuals at any time up until thirty days prior to the event they are attending is scheduled to commence. However, only two designated individuals may attend each separate trip event unless the Secretarial Process authorizes/approves more than two.</p> <p>I, _____, a member of the uniformed services eligible to attend a YRRP event, designate the following individual(s) for the purpose of receiving travel and transportation allowances and whose presence at the YRRP event may contribute to the purpose of the event for me:</p>		
CHECK ONE		
DESIGNATED INDIVIDUAL NAME #1 _____		
<input type="checkbox"/> Uniformed Service Member	<input type="checkbox"/> Civilian Employee (Government)	<input type="checkbox"/> Other Persons
DESIGNATED INDIVIDUAL NAME #2 _____		
<input type="checkbox"/> Uniformed Service Member	<input type="checkbox"/> Civilian Employee (Government)	<input type="checkbox"/> Other Persons
COMMANDER OR HIS/HER REPRESENTATIVE NAME _____	DATE _____	SIGNATURE _____

Figure 1. NGB Form 98

ENCLOSURE G

REFERENCES

PART I. REQUIRED

- a. CNGB Instruction 1801.01, 09 June 2014, “Yellow Ribbon Reintegration Program”
- b. Public Law (P.L.) 110-181 Section 582, “Yellow Ribbon Reintegration Program”
- c. Defense Finance and Accounting Service Regulation 37-1, “Finance and Accounting”
- d. ARNG Fiscal Year 2015 “Soldier and Family Support Division Program Funding Guidance”
- e. AF Instruction, Volume 1, 65-601, 16 August 2013, “Financial Management: Budget Guidance and Finance Procedures
- f. DoD Instruction 6490.03, 11 August 2006, certified as current 30 September 2011, “Deployment Health”
- g. DoD Secretary of Defense Memorandum, 17 July 2008, “Designation of the Under Secretary of Defense for Personnel and Readiness (USD (P&R)) as the DoD Executive Agent for the Yellow Ribbon Reintegration Program”
- h. DoD Instruction 1342.28, 30 March 2011, “DoD Yellow Ribbon Reintegration Program (YRRP)”
- i. Childcare Aware of America, <<http://www.naccrra.org/military-families/army/provider-requirements-documentation>>, last accessed October 2018
- j. Army Directive 2014-23, 10 September 2014, “Conduct of Screening and Background Checks For Individuals Who Have Regular Contact With Children In Army Programs”
- k. DoD Instruction 6060.2, 19 January 1993, Incorporating Change 2, 25 August 1998, “Child Development Programs (CDPs)”
- l. Joint Travel Regulations, 01 October 2014, “Travel Regulations”

PART II. RELATED

- m. DoD USD (P&R) Memorandum, 07 July 2010, “Use of Appropriated Funds for the Yellow Ribbon Reintegration Program”
- n. P.L. 112-81 § 590, “Enhancement and Improvement of Yellow Ribbon Reintegration Program”
- o. NG Pamphlet 95-5, 04 November 2011, “Use of Army National Guard Aircraft”
- p. Financial Management Regulation, Volume 10, Chapter 12, “Miscellaneous Payments”
- q. P.L. 111-383 § 622, “Travel and Transportation Allowances for Attendance at Yellow Ribbon Reintegration Events”

GLOSSARY

PART I. ACRONYMS

AAR	After Action Report
ANG	Air National Guard
ARNG	Army National Guard
ARNG-HRS	Army National Guard Soldier and Family Support Division
CCR&R	Child care Resource and Referral
CDA	Child Development Associate
CNACI	Child Care National Agency Check and Inquiries
DI	Designated individual
DoD	Department of Defense
ESGR	Employer Support of the Guard and Reserve
FBI	Federal Bureau of Investigations
IAW	In accordance with
IDT	Inactive Duty Training
ITO	Invitational Travel Orders
LOSS	Line of sight supervision
NGB	National Guard Bureau
PDHRA	Post-Deployment Health Re-assessment
POC	Point of contact
TAA	Transition Assistance Advisor
TDP	TRICARE Dental Program
TDY	Temporary duty assignment
VA	Department of Veterans Affairs
YRRP	Yellow Ribbon Reintegration Program

PART II. DEFINITIONS

After Action Report -- A formal report generated to analyze performance and provide feedback on lessons learned, recommendations, and process refinement.

Airman and Family Readiness Program Manager -- The individual assigned to the Wing to advise command on family matters and provide information, resources, and referrals for Service members and their families.

American Red Cross -- A humanitarian organization that provides disaster relief; facilitates communication among Service members and their families; collects, processes, and distributes blood and blood products; provides educational programs on health and safety; and gives international assistance.

Child care -- Baby-sitting type services or providing quality child care for children ages six weeks to twelve years old.

Defense Enrollment Eligibility Reporting System -- The verification system for eligibility for medical treatment of military members and their families at military medical treatment facilities and for payment of treatment at civilian health care facilities through TRICARE.

Demobilization -- The phase of the deployment cycle that begins with the arrival of the National Guard or Reserve unit at the demobilization site and ends with its departure for home station.

Deployment -- The relocation of forces and materiel to desired operational areas. It encompasses all activities from origin or home station through destination, specifically including intra-continental United States, intra-theater, and intra-theater movement legs, staging, and holding areas.

Deployment Cycle -- Four phases related to the Yellow Ribbon Reintegration Program: pre-deployment, during deployment, demobilization, and post-deployment or reconstitution.

Deployment Phase -- The period from deployment of a National Guard or Reserve unit or individual until the unit or individual arrives at a demobilization station or returns to home station within the Continental United States.

Department of Labor -- Agency that administers and enforces more than 180 Federal employment laws and provides assistance and information on multiple veterans programs.

Designated Individual -- A person selected by the Service member whose presence at a Yellow Ribbon Reintegration event contributes to the purpose of the event for the member.

Employer Support of the Guard and Reserve -- A Department of Defense organization that seeks to develop and promote a culture in which all American employers support and value their employees' military service by recognizing outstanding support, increasing awareness of the Uniformed Services Employment and Reemployment Rights Act, and resolving conflict through mediation.

Event -- A unit- or command-hosted Yellow Ribbon Reintegration Program training period funded to gather Service members, their families, or designated individuals for deployment cycle-related training that focuses on preparation for the successful reintegration of the Service member, family, or designated individual as applicable.

Family Child-care Home -- A facility licensed to provide direct care, supervision, and early learning opportunities for 12 or fewer children, in the home of the Child care licensee where the licensee resides and is the primary provider.

Family Member -- Spouse, children, parents, grandparents, or siblings as recognized by the Defense Enrollment Eligibility Reporting System.

Gratuitous volunteers-- Service as an Employee without Compensation

Invitational Travel Authorization -- The authority to compensate for travel, per diem, housing, meals, and incidentals

Joint Family Support Assistance Program -- A mobile support service that partners with military, State, and local resources to facilitate an integrated service-delivery system, community support, and outreach for geographically dispersed Service members and their families.

Military OneSource -- The overarching focal point of information and family member assistance to use in concert with Military Service resources.

Military Service -- The United States Army, Navy, Marine Corp, Air Force, Coast Guard, and their respective Reserves, which are the Army National Guard, Navy Reserve, Marine Corp Reserve, Air Force Reserve, Air National Guard, Army Reserves, and Coast Guard Reserve.

Mobilization -- The accelerated expansion of the Active Component by ordering the National Guard and Reserves to active duty to prepare for and operate in war or national emergency, which includes five phases: preparatory, alert, mobilization and home station, movement to mobilization station, and operational readiness improvement.

Non-profit Organizations -- Organizations that exist primarily to provide programs and services that benefit others and may not be otherwise provided by local, State, or Federal entities.

Post-deployment -- The period from the Service member's arrival at home station or last day of active duty until 180 days following demobilization, re-deployment, or deactivation.

Pre-deployment -- The period of time from first notification of mobilization deployment, or activation until deployment of the alerted unit or individual.

Program -- A briefing, informational display, or booth hosted by agencies that provide deployment or reintegration information focused on a particular topic within a Yellow Ribbon Reintegration Program-funded event. Reintegration --

The process of enhancing the resiliency and sustainability of Service members and their families or designated individuals, which includes an understanding of the military, military life, and the support mechanisms available to deal with the separations, reunions, and anxieties associated with deployments and military life.

Resiliency -- The ability to grow and thrive in the face of challenges and bounce back from adversity.

Secretarial Process -- The Secretarial Process, for a Uniformed Member, is an action by the Per Diem Committee Principal member or a subordinate level specified by the Principal. The Secretarial Process is (or the Processes are) in administrative and/or procedural directives issued under JTR, par. 1015-C .

Small Business Administration -- An independent agency of the Federal government that provides outreach, counseling, training, referrals, mentoring, and coordination with local or National Department of Labor transition programs, One Stop Work Force Investment centers, Veterans Affairs vocational rehabilitation and employment services officers, and local or State chapters of the National Committee for Employer Support of the Guard and Reserve.

Spend Plan -- A Fiscal Year budget consisting of funded validated requirements by month. Derived from S/T submitted obligation plan

Soldiers' and Sailors' Civil Relief Act -- A wide range of protections and covers provided to active duty Service members, and members of the National Guard and Reserves while on active duty, which begins on the date of entering active duty and generally terminates within 30 to 90 days after the date of discharge from active duty. Assists with the postponement or suspension of certain civil obligations to enable Service members to devote full attention to duty and relieve stress on the family members of those deployed.

State -- Refers to the 50 States, Guam, Puerto Rico, the Virgin Islands, and the District of Columbia.

Transition Assistance Advisor -- An individual in each State, Territory, or the District of Columbia who serves as the point of contact to assist National Guard and Reserve members and their families in accessing Veterans benefits, healthcare services, entitlements through the TRICARE Military Health System, and community resources.

Transitional Assistance Management Program -- Offers TRICARE coverage to certain separating active duty members and their eligible family members for 180 days after discharge.

TRICARE -- Department of Defense's managed health care program for active duty military, active duty service families, retirees and their families, and other beneficiaries.

Uniform Services Employment and Reemployment Rights Act -- A Federal law intended to ensure that persons who serve or have served in the Armed Forces, National Guard or Reserves, are not disadvantaged in their civilian careers because of their military service, are promptly reemployed in their civilian jobs upon their return from duty, and are not discriminated against in employment based on past, present, or future military service.

Department of Veterans Affairs -- A Federal agency that provides patient care and a wide range of Federal benefits, programs, and services to veterans and their dependents, including disability compensation, education and training, Vocational Rehabilitation and Employment, Home Loan Guaranty, dependent and survivor's benefits, medical treatment, life insurance, and burial benefits.

Vet Centers -- A program that operates as a system of approximately 232 community based counseling centers, providing benefits at no cost to the veteran or family member.

Veteran Service Organization -- Private, non-profit groups that advocate on behalf of veterans.

Yellow Ribbon Reintegration Program -- A program that networks military Services, Veteran Service Organizations, State government departments, and other agencies that provide information, resources, referrals, and proactive outreach to Service members, family members, and designated individuals and to employers throughout all mobilization, deployment, activation phases.