



# CHIEF OF THE NATIONAL GUARD BUREAU INSTRUCTION

NGB-J1-R  
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## NATIONAL GUARD SERVICE MEMBER AND FAMILY READINESS PROGRAM

References: See Enclosure B.

1. Purpose. This instruction establishes policy and assigns responsibilities for National Guard (NG) Service Member and Family Readiness Program (NGFP), also known as the NG Family Program, in accordance with (IAW) the references.
2. Cancellation. This instruction replaces its previous edition, Chief of the National Guard Bureau (CNGB) Instruction 1800.02, 31 July 2013, "National Guard Family Program."
3. Applicability. This instruction applies to all personnel of the Army National Guard (ARNG) and Air National Guard (ANG) of the States, Territories, and the District of Columbia, hereafter referred to as "States," in conjunction with respective Major Army Command or Major Air Command directives, as applicable.
4. Policy. It is National Guard Bureau (NGB) policy to oversee the implementation of Federally-funded State Family Programs (SFPs) through the NGFP, which are composed of the ARNG Family Program, ARNG Child and Youth Services, ARNG Exceptional Family Member Program, ANG Airman and Family Readiness Program (AFRP), ANG Transition Assistance Program, Transition Assistance Advisors, Survivor Outreach Services, ARNG Financial Readiness Program, Yellow Ribbon Reintegration Program, NGFP Certification, and NGB Volunteer Program.
  - a. The NGFP will deliver or enable training for family readiness service providers that enables them to execute program requirements effectively and in alignment with industry, Service, and NGB program standards.
  - b. In most cases, programs operate as Service-specific entities, but program managers collaborate across programs to maximize program effectiveness and efficiency. Individual Service member, family member, survivor, and Veteran eligibility to access program resources is dependent on the Service policy governing each program. Apart from information, resources, and referral, most programs are provided for the purpose of the Service members and their dependents.

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c. Each SFP is a Federally-funded, State-implemented extension of the NGFP, executing Service-specific and NGB program requirements, and includes the ARNG Family Program at the Joint Force Headquarters-State and the AFRP at each wing. SFPs educate and prepare Service members and their families to meet work and life challenges associated with military service, to inform and educate families on the important role of the NG in national security and State and local agencies, and provide Soldiers and Airmen with family readiness assistance services throughout the Service member lifecycle. SFPs support emergent, steady state, and outreach needs through information, resource and referral, delivery of services, life skills education, and administrative case management.

d. Each SFP will be staffed to execute all Service and NGB family readiness requirements and provide accessible and responsive services to unit commanders, within Service-provided resourcing. At a minimum, the ARNG State Family Program at the Joint Forces Headquarters will have an assigned State Family Program Director, Budget Analyst, Family Readiness Assistant, Lead and non-lead Soldier & Family Readiness Specialists, Lead Child & Youth Program Coordinator, Survivor Outreach Services Coordinator, Yellow Ribbon Reintegration Program Coordinator. At a minimum, Airman & Family Readiness Program at each Wing will have an assigned Airman & Family Readiness Program Manager and optional Yellow Ribbon Specialist.

e. SFP Directors and AFRP Managers will conduct a formal, separate annual needs assessment of their ARNG (Soldiers and families) and ANG (Airmen and families) populations, to inform assistance and readiness requirements, and submit the results to the NGB no later than 31 August. The NGB will compile the annual needs assessments from the SFPs and submit results to the Headquarters, Department of the Army and Headquarters, Department of the Air Force no later than 30 September.

f. SFPs will establish community partnerships to force multiply program and support capabilities, and execute proactive, responsive family readiness training, enabling self-sufficiency and individual and family readiness.

g. SFPs support enrollment in the Exceptional Family Member Program, execute financial literacy education requirements, and support childcare and youth development needs. SFPs execute deployment readiness, reintegration, and transition assistance programs, and manage the “garrison” State-level Army Family Action Plan process.

h. SFPs develop and implement Emergency Family Assistance Center plans.

i. SFPs provide efficient and effective services and resources to Service members and their families, supporting readiness, retention, and transition.

j. The Yellow Ribbon Reintegration Program is a delivery mechanism for NGFP during the deployment cycle.

k. The NGB will certify each SFP as a single program in each State through the NGFP Certification. Once outside of initial accreditation and interim accreditation periods, each SFP will complete the certification process every four years and conduct a Family Program self-assessment, per NGB Manpower and Personnel Directorate (NGB-J1) guidance, in each subsequent year. Compliance is mandatory.

l. Each SFP will submit an annual budget request outlining funding requirements to achieve program objectives, and applicable monthly, quarterly, and annual reports to support funding execution and performance metric requirements.

m. The NGB will compile and submit NG data to support the Department of Defense Annual Report on Family Readiness Programs to the Deputy Assistant Secretary of Defense for Military Community and Family Policy, Office of the Under Secretary of Defense for Personnel and Readiness Office of Military Family Readiness Policy no later than 15 January, annually. Official data will be compiled from prescribed program systems of record and consolidated reports from the States and program contracts.

n. The NGFP will be free from discrimination based on race, color, national origin, religious or political preference or affiliation, gender, age, handicap, or Service affiliation. All active, reserve, and retired uniformed Service members; their family members; civilian employees; and surviving family members of military personnel are eligible to seek assistance. The NGFP will provide appropriate and reasonable accommodations to all employees and persons receiving services IAW Federal standards.

o. All information obtained from individuals must be appropriately safeguarded to protect an individual's privacy. Disclosure of any records must be made IAW reference b and reference c. Release of any personal information must be requested by an appropriate agency or individual "CONTROLLED UNCLASSIFIED INFORMATION" and the request or release of information must be documented in writing. Before obtaining information, NGFP staff must inform clients that their information may be released under limited circumstances.

p. The use of volunteers will be IAW reference d. Statutory volunteers may have access to Privacy Act information IAW reference e. SFPs support volunteer recruitment, training, and recognition that enables statutory volunteer support within the unit (Soldier Family Readiness Groups and the Key Spouse Program) and at the Joint Forces Headquarters-State. Statutory volunteers provide services under a position description and signed volunteer agreement, receive appropriate training, and record the service hours they complete within the prescribed system of record.

5. Definitions. See Glossary.

6. Responsibilities. See Enclosure A.

7. Summary of Changes. This document has been extensively revised. Users are encouraged to read it entirely.
8. Releasability. This instruction is approved for public release; distribution is unlimited. It is available at <<https://www.ngbpmc.ng.mil/>>.
9. Effective Date. This instruction is effective upon publication and must be revised, reissued, canceled, or certified as current every five years.



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Enclosures:

- A -- Responsibilities
- B -- References
- GL -- Glossary

ENCLOSURE A  
RESPONSIBILITIES

1. Director of the Army National Guard and Director of the Air National Guard. Both the Director of the Army National Guard and the Director of the Air National Guard will:

a. Support Program Operating Memorandum and Program Evaluation Memorandum processes within Service programming, planning, budgeting, and execution system processes to include Service programs within directorate priorities and obtain adequate resourcing of NGFPs, IAW the CNGB's strategic priorities and Service program requirements. Coordinate with Army and Air Force Program Operating Memorandum and Program Evaluation Memorandum through the NGB-J1.

b. Provide ARNG General Officer or ANG General Officer representation at Service-specific General Officer Steering Committee meetings regarding Family Readiness Programs.

c. Encourage Service members and their families to participate in NGFPs and SFPs.

2. Director of NGB-J1. The Director of NGB-J1 will:

a. Serve as the primary point of contact for the Office of the Secretary of Defense (OSD), Headquarters, Department of the Army, Headquarters, Department of the Air Force, the ARNG and ANG directorates, The Adjutants General (TAGs), and the Commanding General of the District of Columbia (CG).

b. Establish and maintain an interdependent collaboration with other Service components to further develop and refine policies which reflect the needs of Service members and their families.

c. Coordinate, consult, and partner with Federal Government and national public-profit and non-profit entities when possible to increase the opportunities for the necessary support services to be provided to Service members and their families.

d. Coordinate and synchronize national-level resources, and Service and national partner service providers supporting relocation assistance; non-medical individual and family counseling; personal and family life education; financial readiness; information and referral programs and services; deployment readiness; employment readiness; exceptional family member services; child abuse prevention and response services; domestic abuse prevention and response services; morale, welfare and recreation services; and emergency family assistance requirements and services. Programs include, but are not limited to Family Programs, Financial Literacy and Readiness, Exceptional Family Member Program, Army Family Action Plan, Soldier Family Readiness Groups, Volunteer Corps Program and Key Volunteer Program, Child and

Youth Services, Yellow Ribbon Reintegration Program, Employment and Career Readiness, Resilience Training, and Transition Assistance programs.

e. Work with OSD, Headquarters, Department of the Army and Headquarters Department of the Air Force, to develop standards for NGFP and SFPs that reflect the needs of all Service members and their families and align with statutory and regulatory requirements.

f. Encourage lines of communication among TAGs and the CG to ensure top-level input and support of NGFP and SFPs, promote active solicitation of the needs of NG personnel and their families, and ensure the most effective implementation of the NGFP and SFPs.

g. Coordinate with the ARNG and ANG directorates to ensure Service member and Family Program requirements are incorporated into Army and Air Force Program Operations Memorandum and Program Evaluation Memorandum processes for adequate resourcing of SFPs.

h. Decision authority regarding new program starts and pilots, program sustainment, and program termination.

3. Chief of the NGB Service Member and Family Readiness Division (NGB-J1-R). The Chief of NGB-J1-R will:

a. Be responsible for policy development and guidance for the NGFP, and maintain oversight of the ARNG Family Program and Airman and Family Readiness Program (AFRP).

b. Be responsible for the development and promulgation of NGB policy and guidance governing the NGFP, and applicable to the SFPs, including broad policy, plans, and program guidance to the States to outline and administer an effective and efficient program.

c. Ensure compliance with Department of Defense (DoD), Army, and Air Force policies and procedures.

d. Ensure both the ARNG and ANG are included in DoD Total Force Family Readiness planning and implementation, including policies, guidance, technical assistance, consultation, and resources to support the NGFP development.

e. Ensure that Division personnel and Program Managers routinely interface with active components seeking inclusion in training, policy, and applicable directives.

f. Be responsible for continuous submission, integration, and analysis of data and reporting of observations on NGFP.

g. Develop and oversee an NGFP staff training program supporting orientation, and sustainment and professional development training requirements for State Family Program Directors, Soldier and Family Readiness Specialists, and Airman and Family Readiness Program Managers. Training will be delivered through virtual and in-person methods, as appropriate to maximize learning objectives. Conduct national-level orientation courses for new staff at least annually (for example, State Family Program Director (SFPD) orientation, Airman and Family Readiness Program Manager (AFRPM) orientation, Transition Assistance Program 101, Personal Financial Readiness 101, etc.) and a national-level professional development seminar at least every other year.

h. Establish and conduct, at a minimum, quarterly planning and coordination meetings, with SFPD and AFRPM advisory bodies that represent the field, to receive input, review implementation practices, and share best practices.

i. Provide policy guidance and resource support SFPs that serve Soldiers and Airmen and their families.

j. Develop NGB policy on locally generated funds and corporate sponsorship IAW Army and Air Force policies.

k. Provide the necessary resources to ensure that TAGs and the CG can implement SFPs in their respective States.

l. Assist States in meeting the recommended minimum standards for SFPs by researching and outlining the minimum standards and publishing annual program performance metrics.

m. Plan and program for appropriated and non-appropriated NGFP funding with Headquarters Army and Air Force, as applicable, to support ARNG and ANG family readiness training, support and assistance requirements.

n. Coordinate with NGB Resource Management, USPFOs and State-level program managers to oversee NGB-J1-R and State program execution of program funds, and distributed allotment, within program Management Decision Evaluation Packages (ARNG) and Emergency and Special Program codes (ANG).

o. Publish annual resource guidance and conduct quarterly and mid-year reviews of funds execution and performance scorecards.

p. Publish policy and standard operating procedures governing Army-Level Requirement Self-Sufficiency Non-appropriated Funds.

q. Provide SFPs with information on Army and Air Force programs that complement SFPs, and assist with activity coordination.

- r. Evaluate the effectiveness of NGFPs and make recommendations to NGB-J1 leadership regarding program start, sustainment, and termination.
  - s. Coordinate with other Military services and components to enable participation of their Service Members and families in NGFP or SFP events and services, as allowable by fiscal law, including those in geographically central locations, whenever possible, to ensure maximum participation by Service members and their families.
  - t. Coordinate with SFP to develop tailored solutions to meet the special needs of personnel and family members.
  - u. Coordinate with the OSD for Military OneSource supported resources, including Military OneSource Coordinators and rotational, surge and on-demand Military Family Life Consultants (Adult and Child and Youth Behavioral) and Personal Financial Counselors.
  - v. Conduct, at minimum, an annual program needs assessment of SFP implementation within service components, to include Service member and family satisfaction, and provide program needs assessments to the Services no later than 30 September, annually. The NGB templates for the ARNG and ANG will be developed, based on Service requirements, and used by the States as the standard for needs assessment tracking.
  - w. Execute the NGFP Certification Program. Manage and oversee SFP compliance with the certification requirement.
  - x. Execute the NG Volunteer Program and NGB Volunteer Awards Program.
  - y. Execute the Army Family Action Plan program within the NGB, providing policy, guidance, and execution support within the ARNG SFPs.
  - z. Consolidate program metrics to support the annual DoD Military Family Readiness Report to Congress and ad hoc reports to the Services and NGB leadership.
4. United States Property and Fiscal Officers (USPFOs). Responsible to receive and account for all appropriated and non-appropriated Federal funds in the possession of their State's National Guard for the SFP.
5. TAGs and the CG. TAGs and the CG will:
- a. Implement a comprehensive SFP that supports the needs of both the ARNG and ANG in their State, to the extent of funding provided by the Services.
  - b. Ensure a Federal SFPD is selected, trained, and supported to execute and provide oversight of the SFP, and to execute the ARNG FP, utilizing the Military and Family Readiness Manager position description in the Fully Automated System for



Classification database. The SFPD will be a Title 5 NG Civilian, Title 32 Active Guard and Reserve (AGR) Service member, or Title 32 Military Technician.

- c. Ensure the appropriate oversight of fiscal, manpower, facilities, and program standards.
- d. Provide command support to execute effectively the SFP and unit family readiness programs.
- e. Ensure the SFP is informed and included in the activation, mobilization, or deployment of units, individuals, or personnel in the State.
- f. In coordination with the USPFO, ensure allocated funding provided from NGB to support SFP requirements is executed according to validated and funded SFP spend plans.
- g. Ensure SFPD and Soldier and Family Readiness Specialist vacancies are filled in a timely manner to support program effectiveness and services delivery.
- h. Develop and maintain a written statement of policy that establishes, implements, and sustains emergency family assistance under the authority of the Joint Forces Headquarters emergency management plan.
- i. Document emergency family assistance activities and lessons learned in an after action report, IAW reference o and pursuant to Service-implementing guidance. Forward the after action report to the Office of the ASD(M&RA), through the NGB-J1, within 90 days after the conclusion of the incident which led to emergency family assistance being provided.

6. ANG Wing Commanders (or Equivalent Commander). Every wing Commander will:

- a. Implement a comprehensive plan that supports the needs of the ANG in its organization, to the extent of funding provided by the Service.
- b. Ensure an AFRPM is selected, trained, and supported to execute and provide oversight of the AFRP.
- c. Ensure the appropriate oversight of fiscal, manpower, facilities, and program standards.
- d. Provide command support.
- e. Ensure the AFRP is informed and included in the activation, mobilization, or deployment of units, individuals, or personnel in the wing.

f. Ensure funding provided to support AFRP requirements is executed according to validated and funded AFRP spend plans.

g. Ensure AFRPM and Specialist vacancies are filled in a timely manner.

7. SFPDs. SFPDs will, to the extent of resourcing provided:

a. Serve as the State advisor to the TAG or CG on family readiness, quality of life, and other family program matters. The SFPD is the designated NG Family Program Integrator at the State level, and coordinates, communicates, and collaborates with each ANG wing AFRPM as appropriate, support “joint and concurrent” program execution, National program reporting requirements, accreditation or certification processes, and other NGB requirements as directed.

b. Serve as policy advisor in the development and implementation of work and life services and activities for the NGFP.

c. Develop, direct, manage, implement, coordinate, and evaluate the human service delivery system, Federally-funded SFP personnel (Title 32 Active Guard Reserve, Title 32 Military Technician or Title 5 NG Civilian), Federally-reimbursed State employees (IAW reference bb) and OSD, NGB, and State-funded contractor personnel at the JFHQ to ensure Family Program elements and support services are provided to Service members and family members, including any family of deployed military personnel. Train, mentor, and coach ARNG Family Program staff, including volunteers, and provide oversight of contracted services.

d. Collaborate, coordinate, and communicate with ANG wing AFRPMs on SFP execution, certification, needs assessments, and performance metrics.

e. Initiate, develop, prepare, and implement policy and guidance on assigned programs.

f. Interpret and adapt guidance, regulations, instructions, and policies, tailoring them to the State’s needs.

g. Direct the SFP through coordination, communication, and collaboration with all family support personnel within the SFP; other Military service components; and State- and National-level support organizations. Develop and maintain a community resource guide.

h. Ensure the effectiveness of providing family assistance, family readiness, and financial readiness to all Service members and their families, through the Service member lifecycle regardless of deployment status.

i. Ensure Service members and their families receive annual Family Program and Financial Education briefings, which includes mandatory financial education touchpoints and resources, information on pay, benefits, entitlements, and a current listing of applicable toll-free telephone numbers to Family Assistance Centers, National and local community resources, family and financial readiness education and resources, Employer Support of the Guard and Reserve, health benefits, and the American Red Cross, among others.

j. Oversee, as directed by TAG or CG in coordination with the United States Property Fiscal Office, the budget aspects for the SFP, to include forecasting, procuring, and executing Army-appropriated or non-appropriated funds for ARNG family readiness programs, youth programs, volunteer programs, and contracting.

k. Develop State-level standard operating procedures regarding locally generated funds and corporate sponsorship IAW NGB policy.

l. Provide guidance and training for Commanders and Soldier and Family Readiness Group (SFRG) leadership on the SFRG informal fund.

m. Ensure full use of funds and compliance with all regulatory guidelines.

n. Ensure that Invitational Travel Authorizations and Invitational Travel Orders are used appropriately for non-military participants when supporting official family program activities and events. SFP funding for Invitational Travel Authorizations and Invitational Travel Orders for statutory volunteers and command spouses are appropriate for SFP-hosted events and by invitation only. Senior Spouse participation at non-SFP hosted events is allowed per the Joint Travel Regulation, but must be funded by the hosting entity or Commander discretionary funds.

o. Collaborate, network, and participate with inter- or intra-Service and civilian agencies to provide adequate resources to all Service members and their families.

p. Establish and promote programs to assist in the resolution of matters that may or may not be a result of military service, such as the Yellow Ribbon Reintegration Program, Transition Assistance Programs, Employer Support of the Guard and Reserve, Sexual Assault Prevention and Response, health and psychological health, and other DoD or Service programs.

q. Ensure implementation of all volunteer management requirements, including an award recognition program, volunteer-hour tracking, background checks, and training for specified volunteers. Use the Volunteer Management Information System as the system of record for ARNG statutory volunteer records.

r. Assess military family quality of life and implement recommendations to improve family well-being.

s. Implement and promote a State Child and Youth Services Program if resources

are available.

t. Implement and promote a community outreach program throughout the State, including developing community partnerships. Maximize community outreach efforts to force-multiply SFP capabilities.

u. Develop a marketing plan to increase Service member and family awareness of all available programs.

v. Ensure liaison and coordination between the SFP, unit Commanders, local military, government, and civilian agencies.

w. Maintain a current list of resource points of contact and volunteers.

x. Develop a resource management plan to maximize support of service delivery.

y. Provide information, assistance, training, referral, and follow-up services for military families, as requested, throughout the Service member lifecycle, regardless of deployment status.

z. Oversee the management of volunteer recruitment, training, and support. Develop and execute an annual mechanism to recognize the contributions of statutory volunteers. Manage and oversee Federal appropriated and non-appropriated funds that support volunteer training, reimbursement, and recognition.

aa. Identify, assess, and brief the TAG or CG on military family concerns, trends, needs, program priorities, and program effectiveness.

bb. Identify the needs of Service members and their families, use military and community resources to determine the appropriate assistance, and follow up to ensure that their needs were addressed.

cc. Ensure that the SFP provides consultation to Commanders, and assists in developing and executing policies, programs, and processes that enhance individual, family, and community readiness for newcomer orientation, mobilization, pre-deployment, reunion and reintegration, and demobilization, as required.

dd. Promote the SFP and its services to Senior Enlisted Groups, Officer and Warrant Officer Associations, and other applicable forums.

ee. Serve as Family Program advisor to NGB, State government, and community partners.

ff. Ensure ongoing family readiness training is available from the SFP for Commanders, senior enlisted leaders, First Sergeants, unit leaders, Service members, and the SFRGs and Key Volunteer Network. SFP staff may also participate.

gg. Develop, test, and implement plans for State, regional, and National catastrophic events and Emergency Family Assistance Plans, in coordination with local, military, and community agencies.

hh. Ensure the effectiveness of briefings and activities IAW NGB guidance, in collaboration with the State Yellow Ribbon Reintegration Program, as directed by TAG or the CG.

ii. Ensure the effectiveness of the Joint Family Support and Assistance Program in meeting the needs of Service members and their families.

jj. Ensure that SFP events and activities are conducted in a timely manner, and in geographically central locations, to ensure maximum participation by Service members and their families.

kk. Comply with NGFP Accreditation and Certification requirements. The NG will complete transition of all States to program certification by 2024.

ll. Serve as Army Disaster Personnel Accountability and Assessment System Case Managers and complete initial training in order to receive access to case management.

mm. Utilize the Family Management Program module, or replacement system prescribed by NGB, as the system of record for all ARNG FP service delivery.

nn. Serve as a member of the State-level Ready and Resilient Campaign committee IAW reference y.

ENCLOSURE B

REFERENCES

- a. Title 5 United States Code (U.S.C.) Section 552, "Public Information; Agency Rules, Opinions, Orders, Records, and Proceedings"
- b. Army Regulation (AR) 25-22, 22 December 2016, "The Army Privacy Program"
- c. Air Force Instruction (AFI) 33-332, 10 March 2020 (Corrective actions applied 12 May 2020), "Air Force Privacy and Liberties Program"
- d. Department of Defense (DoD) Instruction 1100.21, 27 March 2019, "Voluntary Services in the Department of Defense"
- e. DoD Directive 5400.11-R, 14 May 2007, "Department of Defense Privacy Program"
- f. AR 608-75, 27 January 2017, "Exceptional Family Member Program"
- g. AF Instruction 40-701, 19 November 2014 "Medical Support To Family Member Relocation and Exceptional Family Member Program (EFMP)," Certified current 22 April 2020
- h. AR 608-1, 19 October 2017, "Army Community Service"
- i. AF Instruction 36-3009\_AFGM2020-01, 29 May 2020, "Airman and Family Readiness Centers"
- j. AR 600-20, 24 July 2020, "Army Command Policy"
- k. Army Directive 2019-17, 01 April 2019, "Changes to the Soldier and Family Readiness Group Program"
- l. AR 600-81, 17 May 2016, "Soldier For Life -- Transition Assistance Program"
- m. Title 10 U.S.C. § 992, "Financial Literacy Training: Financial Services"
- n. DoD Directive-Type Memorandum (DTM) 19-009, 13 August 2019, "Financial Readiness Common Military Training Requirements," Incorporating Change 1, 12 August 2020
- o. DoD Instruction 1342.22, 03 July 2012, "Military Family Readiness," Incorporating Change 2, 11 April 2017
- p. DoD Instruction 6060.2, 05 August 2014 , "Child Development Programs (CPDs)," Incorporating Change 2, 01 September 2020

- q. DoD Instruction 6060.04, 04 December 2019, "Youth Services (YS) Policy"
- r. AR 608-10, 11 May 2017, "Child Development Services"
- s. AR 215-1, 24 September 2010, "Military Morale, Welfare and Recreation Programs and Nonappropriated Fund Instrumentalities"
- t. Public Law 110-181, 28 January 2008, "National Defense Authorization Act for Fiscal Year 2008," as amended
- u. 10 U.S.C. § 10101, "Yellow Ribbon Reintegration Program"
- v. DoD Instruction 1342.28, 25 February 2019, "Department of Defense (DoD) Yellow Ribbon Reintegration Program"
- w. DoD Instruction 1332.35, 26 September 2019, "Transition Assistance Program (TAP) for Military Personnel"
- x. AF Instruction 90-5001, 25 January 2019, "Integrated Resilience"
- y. AR 350-53, 19 June 2014, "Comprehensive Soldier and Family Fitness"
- z. AR 600-86, 23 November 2020, "Army Disaster Personnel Accountability and Assessment Program"
- aa. 5 U.S.C. § 5703 "Per Diem, Travel, and Transportation Expenses; Experts and Consultants; Individuals Serving Without Pay"
- bb. 10 U.S.C. § 1588, "Authority to Accept Certain Voluntary Services"
- cc. National Guard Regulation 5-1, 28 May 2010, "National Guard Grants and Cooperative Agreements"
- dd. National Guard Bureau, National Guard Master Cooperative Agreement, Appendix 1041, 01 October 2020, "State Family Program Activities," accessible at the National Guard Bureau, Directorate of Acquisitions, Grants and Cooperative Agreements, Templates folder on the Guard Knowledge Online website <<https://gko.portal.ng.mil/ngb/STAFF/D01/SitePages/Home.aspx>> (accessed on 05 October 2021)
- ee. CNGB Instruction 5000.01B, 24 January 2020, "Chief of the National Guard Bureau Issuances Program"
- ff. DOD Directive 5105.77, 30 October 2015, "National Guard Bureau (NGB)," Incorporating Change 1, 10 October 2017

## GLOSSARY

### PART I. ACRONYMS

AFRP	Airman and Family Readiness Program
AFRPM	Airman and Family Readiness Program Manager
ANG	Air National Guard
ARNG	Army National Guard
CG	Commanding General
CNGB	Chief of the National Guard Bureau
DoD	Department of Defense
IAW	In accordance with
NG	National Guard
NGB	National Guard Bureau
NGFP	National Guard Family Readiness Program
NGB-J1	Manpower and Personnel Directorate
NGB-J1-R	Service Member and Family Readiness Division
SFP	State Family Program
SFPD	State Family Program Director
SFRG	Soldier and Family Readiness Group
TAG	The Adjutant General

### PART II. DEFINITIONS

The Adjutant General -- The Commander of the Army and Air National Guard in a State or Territory.

Airman and Family Readiness Program Manager -- The person at each Air National Guard wing who is responsible for the oversight and execution of Family Programs and tailoring support to meet the Air National Guard's specific needs.

Airman and Family Readiness Program -- The Air National Guard wing program that provides services in support of developing and executing policies, programs, and processes; enhancing individual, family and community readiness, resilience, and quality of life. The Airman and Family Readiness Program Manager aligns family support capability with the Joint State Family Program to provide support to all Service members and their families. Services: Deployment Readiness and Sustainment; pre-deployment briefings and sustainment services for waiting families, Transition Assistance Program, Personal Financial Readiness (including Financial Literacy touchpoints), Emergency Family Assistance Centers and Disaster Response; at the request of the Commander, Personal/Work Life Education Services; prevention and enrichment education and consultation for individuals, couples, and families, Resilience Support, Relocation Assistance Program community information/education, Employment Assistance; focus on assisting Service members and their spouses to obtain employment, Key Spouse/Key Volunteer Management, and information and



referral for the Exceptional Family Member Program, Warrior and Survivor Care Support, and Military Child Education.

Army National Guard Family Program -- The Army National Guard Joint Forces Headquarters program supporting Army National Guard brigade, battalion, and unit Commanders, and an extension of Army Community Services for Army National Guard Soldiers and families, and the geographically-dispersed Total Army. Programs support Soldiers, civilian employees, and Families in maintaining readiness by coordinating and delivering comprehensive, responsive services that promote self-reliance, resiliency, and stability. Each program maximizes technology and resources, adapts to unique installation requirements, eliminates duplication in service delivery, and measures service effectiveness. Programs include the Army Family Action Plan, Army Family Team Building, Employment/Career Readiness, Exceptional Family Member Program, Family Advocacy, Financial Readiness Education, Information and Referral, Mobilization, and Deployment support, Yellow Ribbon Reintegration Program, Sexual Harassment/Assault Prevention Program, Suicide Prevention, Survivor Outreach Services, and Volunteer Corps Program. Whether individual programs, at the State level, fall under the State Family Program is up to the State leadership.

Commanding General --The Commander of the Army and Air National Guard in the District of Columbia.

Dependent -- A dependent is a qualifying person who entitles a Service member to claim dependent-related military benefits. All eligible dependents will be registered in the Defense Enrollment Eligibility Reporting System.

Department of Defense Personnel and Their Families -- Includes all military members, Services, reserve components, the National Guard, military retirees, Department of Defense civilians, and their eligible immediate family members.

DoD Military Family Readiness Report -- The annual report to Congress that describes Department of Defense plans and program assessment pertaining to military family readiness.

Family -- The family is the spouse or children of the Service member or anyone who meets the military dependency criteria outlined in reference h and reference i. For information briefings and activities, the definition of "family" is expanded to encompass persons who have influence over the Service member's attitude toward military service, for example, parents, siblings, engaged persons, or common-law spouses.

Family Assistance Center -- A Service member and family services center with the primary mission of providing information, resources, and referral and family readiness services to Service members and families in need. For the purposes of the National Guard, a Family Assistance Center may be located in brick-and-mortar facilities, such as armories, Air wings, and other readiness centers. The Family Assistance Center may not be a 24-hour support center.

Family Readiness Liaison -- A unit member designated by command as its Family Program representative. This designation is done via an additional duty order.

Invitational Travel Authorization -- Invitational travel is the term applied to authorize travel by an individual when the person is acting in a capacity that is related directly to, or in coordination with, official Department of Defense activities. The person must: Not be employed by the Government; be only intermittently employed by the Government as a consultant or expert (does not include a contractor's employee traveling in the performance of the contract) and paid on a daily when actually employed basis under reference aa; be serving without pay or at one dollar a year; and be a volunteer covered by reference bb.

Joint Family Support and Assistance Program -- Office of the Secretary of Defense-funded resources and service providers, through Military OneSource, that augment Service-funded Service member and family readiness personnel and resources. Personnel resources include Military OneSource Consultants, recurring/on-demand and surge Military Family Life Consultants and Personal Financial Counselors located at active duty and reserve installation and headquarters locations.

Key Spouse/Key Volunteer Program (in the Air National Guard) -- A formal, Commander's program to enhance unit family readiness and encourages peer-to-peer (wingman) support to families. The program is a collaborative effort among unit leadership, the Key Spouse/Key Volunteer and the Air National Guard in cooperation with the National Guard Bureau Family Program (National Guard Bureau Directorate of Manpower and Personnel Service Member and Family Readiness Division) - and other available extension resource agencies such as active duty installations and community social service agencies in each State and throughout the Nation. The role of the Key Spouse is designed to enhance mission readiness and resilience, and to establish a sense of community. It is a Commander's initiative that promotes partnerships with unit leadership, families, volunteer Key Spouses, the Airman and Family Readiness Program, and other installation community agencies.

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

National Guard Family Program Certification -- Part of the National Guard's performance management strategy that includes an evaluation of family readiness services against national program accreditation standards.

National Guard Volunteer Program -- The National Guard Bureau and Army National Guard program that promotes and strengthens volunteerism by uniting community volunteer efforts, supporting professional management, enhancing volunteer career mobility, and establishing volunteer partnerships to support individual personal growth and life-long volunteer commitment. The program includes establishing standard

statutory volunteer position descriptions, enabling oversight of volunteer hours/activity, volunteer training, and volunteer recognition (where appropriate).

**National Guard Bureau Volunteer Awards Program** -- A national-level National Guard Bureau program that recognizes outstanding volunteer services provided by statutory volunteers and community partners to National Guard Family Program/State Family Programs.

**Other Uniformed Services** -- Includes members of the United States Coast Guard, the National Oceanic and Atmospheric Administration, uniformed State Department personnel, Public Health Service personnel, and members of foreign military units assigned or attached to a military installation in or outside the United States.

**Soldier Family Readiness Group** -- Formerly known as Family Readiness Groups, this group is a unit's Commander's program, composed of Soldiers, civilian employees, family members (immediate and extended), and volunteers belonging to a unit. It forms a network of mutual support and assistance and assists unit Commanders in meeting military and personal deployment preparedness and enhances Soldier and family readiness. Commanders play a vital role in the Soldier Family Readiness Group model providing leadership and ensuring inclusiveness, team building, and appropriate information sharing.

**State Family Program** -- An overarching National Guard Bureau term that characterizes the Army National Guard and Air National Guard Family Programs executed within each State, and includes the Army National Guard Family Program at the Joint Forces Headquarters and the Airman and Family Readiness Program at each wing.

**State Family Program Director** -- The individual in the State identified as the primary point of contact to The Adjutants General or the Commanding General for coordination and implementation of the State Family Program. The State Family Program Director is the joint integrator and advisor to The Adjutant General for the State Family Program at the State level. This individual also manages and oversees the Army National Guard Family Program and all personnel and resources provided to execute the Army requirements for assigned programs.

**State Child and Youth Program Coordinator** -- The individual in the State identified as the primary point of contact for coordinating and implementing the Child and Youth Services Program.

**State** -- The fifty States, three Territories, and the District of Columbia.

**Survivor Outreach Services** -- A total Army Force program encompassing and designed to be executed under a one Army team concept. The Survivor Outreach Services serves as the primary case management and advocacy for Surviving family members, and provides support, information, and resources closest to where the family resides.

Transition Assistance Program -- The overarching program that provides transition assistance, information, training, counseling, and services to eligible transitioning Service members to be career ready upon separation, retirement, or release from active duty, thus enabling Service members to pursue additional education, seek or return to employment in the public or private sector, start their own business, pursue vocational training, or other form of self-employment.

Transition Assistance Advisor -- Individual in the State who serves as point of contact to assist eligible members of all reserve components, their families and Veterans in accessing benefits and healthcare furnished under the laws administered by the Secretary of Defense and benefits and health care furnished under the laws administered by the Secretary of Veterans Affairs. The reserve component members who are supportable under this requirement is any member of the reserve component, regardless of affiliation, who has spent a minimum of 180 continuous days in a Title 10 active duty status. This can include any reservist that is currently serving on active duty, serving in a reserve status, serving in an inactive reserve status, separated, or retired.

Yellow Ribbon Reintegration Program -- A program that networks military services, Veteran service organizations, State government departments, and other agencies to provide information, resources, referrals, and proactive outreach to Service members, spouses, employers, and youth throughout the different phases of mobilization.