

FAMILY READINESS PROGRAM
Unit Commander's Checklist
"Must", "Should", and "May" Requirements

Commanders must meet the following requirements to have a valid unit Family Readiness Program in the Nebraska National Guard.

- Appoint a Military Point of Contact (MPOC)
- Recruit and appoint a Volunteer POC (VPOC)
- Issue Commander's Intent for the Family Program in writing to POCs
- Review job description with VPOC (job description available on Family Program Webpage)
- Obtain signature on DD Form 2793 and Volunteer Contract
- Provide copies of DD Form 2793 and Volunteer Contract to J1-FPO
- Request training for MPOC and VPOC through chain of command to J1-FPO
- Attend initial training session with MPOC and VPOC
- Annual review of status of Family Program with MPOC and VPOC
- Provide access to information, office space, equipment and supplies to VPOC
- Allow time in MPOCs schedule to work with VPOC
- Conduct Annual Family Briefing in accordance with FORSCOM Reg 500-3-3
- Recognize and award MPOC and VPOC appropriately

Commanders should meet the following requirements to have a valid unit Family Readiness Program in the Nebraska National Guard

- Quarterly review meetings with the MPOC and VPOC
- Attend State-sponsored training events to increase knowledge of the Family Program
- Offer opportunities for VPOC to meet with soldiers
- Sponsor one "family-friendly" event annually (Holiday celebration, Family Picnic, etc)
- Sponsor educational seminars for soldiers and their families (Budgeting, Marriage Enrichment, Guard Benefits and Entitlements, etc)

Commanders may meet the following requirements to have a valid unit Family Readiness Program in the Nebraska National Guard.

- Sponsor a Youth Development Program for Guard youth in your unit
- Increase the size of the Family Readiness Group by initiating volunteer recruiting activities.
- Offer the opportunity for the VPOC to attend pre-drill training meetings
- Endorse additional activities to enhance esprit de corps (unit t-shirts, fun nights, Annual Training visits, etc)
- In special circumstances, with Staff Judge Advocate approval, authorize fund raising to support family activities

On this date, the Commander, Military Point of Contact and Volunteer Point of Contact have reviewed this checklist.

Unit Commander

Military Point of Contact

Volunteer Point of Contact

Date: _____