

FAMILY READINESS PROGRAM
Military Point of Contact Checklist
“Must”, “Should”, and “May” Requirements

Military Points of Contact (MPOC) must meet the following requirements to have a valid Family Readiness Program in the Nebraska National Guard

- Be appointed by the Unit Commander as the MPOC
- Along with the Unit Commander, review (or make changes) to the appropriate job description for the VPOC (job descriptions are available on www.neguard.com see Family Resources and Assistance)
- Along with the Unit Commander, review the DD Form 2793 and Volunteer Checklist with the VPOC
- Receive and comply with the Unit Commander’s Intent for the Family Program (Intent will be provided in writing by the Unit Commander)
- Attend scheduled VPOC training conducted by the Family Program Office
- Coordinate with VPOC times, dates and availability boundaries
- Assist VPOC in preparing the annual review of the Family Program for Unit Commander
- Serve as the main point of contact for the VPOC
- Provide access to information, office space, equipment and supplies to VPOC
- Coordinate budgeting resources for unit Family Readiness Program with Unit Commander and Family Program Office
- Assist VPOC in obtaining information regarding soldier’s key family point of contact for information and referral
- Assist VPOC in developing “telephone tree/alert roster” of key family points of contact for information and referral
- Assist VPOC in meeting requirement to publish name, telephone and/or email contact information via the unit newsletter or Family Readiness Newsletter

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

- Quarterly review meetings with VPOC to assist in preparing quarterly review of the Family Program Status report
- Attend State-sponsored training events to increase knowledge of the Family Program
- Along with the Unit Commander and VPOC, sponsor one “family-friendly” event annually (Holiday celebration, family picnic, etc)
- Along with the Unit Commander and VPOC, sponsor educational seminars for soldiers and their families (Budgeting, Marriage Enrichment, Guard Benefits and Entitlements, etc)

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

- Along with the Unit Commander and VPOC, sponsor a Youth Development Program for Guard youth in your unit

- Increase the size of the Family Readiness Group by initiating volunteer recruiting activities (especially important during times of deployments/mobilizations)
- Along with the VPOC, attend pre-drill meetings and provide information at the request of the Unit Commander
- Along with the VPOC, coordinate additional activities to enhance esprit de corps (unit t-shirts, fun nights, Annual Training visits, etc)
- In special circumstances, with Unit Commander and Staff Judge Advocate approval, conduct fund raising events 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: _____