

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

Volunteer Points of Contact (VPOC) must meet the following requirements to have a valid unit Family Readiness Program in the Nebraska National Guard.

- Appointed by the Unit Commander as the VPOC
- Along with the Commander and Military Point of Contact (MPOC) review, concur (or make changes) and sign the appropriate job description (on [www.neguard.com](http://www.neguard.com) see Family Resources and Assistance )
- Sign DD Form 2793 (Volunteer Agreement) and Volunteer Checklist (this document) after reviewing with Commander and MPOC
- Receive and comply with Commander’s Intent for the Family Program (will be provided in writing by the Commander)
- Attend scheduled VPOC training conducted by the Family Program Office
- Annually provide the Commander and MPOC with a Family Readiness Group Status Report (D-1)
- Coordinate with MPOC times, dates and availability boundaries
- Obtain information regarding soldier’s key family point of contact for information and referral (may use SRP Family Readiness Checklist, Family Member Information Survey (Q-1) or self-designed document)
- Discover and have available for access local community resources to help families help themselves (FAC information, Military OneSource, Red Cross, etc.)
- At least quarterly, publish name, telephone and/or email contact information via the unit newsletters or Family Readiness Newsletter
- Attend annual Family Briefing conducted by the Unit Commander

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

- Meet quarterly with the Commander and MPOC to give a Family Readiness Group Status Report
- Attend State-sponsored training events to increase knowledge of the Family Program
- Meet with soldiers and/or families as needed to gather or offer information
- Along with the Commander and MPOC, sponsor one “family-friendly” event annually (Holiday celebration, family picnic)
- Along with the Commander and MPOC, sponsor educational seminars for soldiers and their families (Budgeting, Marriage Enrichment, Guard Benefits and Entitlements, etc)

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

- Along with the Commander and MPOC, 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)
- Attend pre-drill meetings and provide information at the request of the Commander
- Coordinate additional activities to enhance esprit de corps (unit t-shirts, fun nights, Annual Training visits, etc)
- In special circumstances, with 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: \_\_\_\_\_