

<b>DIRECTORATE OF CIVIL MILITARY RELATIONS</b>		<b>ARNG</b>	<b>ANG</b>	<b>PAT</b>	<b>Freq.</b>	<b>Reference</b>
<b>1.</b>	<b>ESGR Program.</b>					
1.1.	Coordinate and conduct boss lift.	X	X			
1.2.	Promote boss recognition programs.	X	X			
1.3.	Foster employer awareness.	X	X			
1.4.	Facilitate employer/employee conflict resolution.	X	X			
<b>2.</b>	<b>Ceremonial Teams.</b>					
2.1.	Task honor guard teams.	X	X			
2.2.	Coordinate ceremonial band schedules.	X	X			
<b>3.</b>	<b>Family Programs.</b>					
3.1.	Execute family program budget.	X	X			
3.2.	Train volunteers.	X	X			
3.3.	Conducts open house/workshops/conferences.	X	X			
3.4.	Develops and sustains army and air state family program structure.	X	X			
3.4.1.	Participates in quality of life (QOL) meeting dealing with issues at all levels of army and air command.	X	X			
3.4.2.	Executes GOL plan of action.	X	X			
3.4.3.	Conducts state family program advisory team meeting (SFPAT).	X	X			
3.5.	Provides technical assistance to all army and air command levels for sustainment of family support structure.	X	X			

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3.5.1.	Responds to inquiry for technical assistance.	X	X			
3.5.2.	Conducts staff assistance visit.	X	X			
3.5.3.	Plans and conducts army and air GOL and family readiness training/education event.	X	X			
3.5.4.	Determines training need and resource.	X	X			
3.5.5.	Schedules, announce and market training event.	X	X			
3.5.6.	Assigns/arranges presenter for training.	X	X			
3.5.7.	Initiates travel order (for training) for presenter and eligible attendee.	X	X			
3.5.8.	Identifies and assembles material (attendee packet) required for training.	X	X			
3.5.9.	Reviews evaluation, processes travel claim and prepares after action review.	X	X			
3.6.	Disseminates GOL and family readiness information to army and air guard families and commands.	X	X			
3.6.1.	Prepares and publishes GOL and family readiness newsletter.	X	X			
3.6.2.	Educates and provides information in the preparation of unit family support telephone tree.	X	X			
3.6.3.	Prepares quarterly family program narrative report to NGB-FP.	X	X			
3.7.	Manages new service member family sponsorship program.	X	X			
3.7.1.	Provides welcome packet to new service member and family.	X	X			

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3.7.2.	Disseminates family sponsorship memorandum to unit volunteer.	X	X			
3.8.	Provides family program liaison service between military/civilian agency and family.	X	X			
3.8.1.	Identifies and updates military and civilian human service resource directory.	X	X			
3.8.2.	Participates in inter-service family assistance committee and other human service agency meeting.	X	X			
<b>4.</b>	<b>Family Assistance.</b>					
4.1.	Designs and directs family assistance services for mobilization.	X	X			
4.1.1.	Reviews, updates and disseminates family assistance plan for federal and state military support.	X	X			
4.1.2.	Develops and conducts family assistance center training session for staff.	X	X			
4.1.3.	Provides family assistance service by category through operation of a family assistance center (FAC).	X	X			
4.1.4.	Plans and conducts family program per-deployment briefing.	X	X			
4.1.5.	Prepares and complies family member information form.	X	X			
4.1.6.	Schedules/conducts family program reunion briefing.	X	X			
4.1.7.	Plans, conducts and participates in family program demobilization activity.	X	X			
4.1.8.	Prepares family program after action report (AAR) by compiling information.	X	X			

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4.2.	Provides guidance for family care plan.	X	X			
4.2.1.	Conducts family care plans information briefing.	X	X			
4.2.2.	Provides family care plan packet.	X	X			
4.3.	Provides referral service to army and air guard member and family by category.	X	X			
<b>5.</b>	<b>Markets/Organizes Volunteer Family Program (FP) For Army/Air Force.</b>					
5.1.	Writes/defines family program volunteer position description.	X	X			
5.2.	Recruits, interviews, and places FP volunteer and inputs into database.	X	X			
5.3.	Receives, reviews, and evaluates FP volunteer quarterly report.	X	X			
5.4.	Organizes FP volunteer award/recognition program/events.	X	X			
5.4.1.	Publishes and distributes volunteer recognition guideline/packet.	X	X			
5.4.2.	Receives and approves volunteer recognition nomination form.	X	X			
5.4.3.	Presents/provides volunteer recognition item.	X	X			
<b>6.</b>	<b>Resource Management.</b>					
6.1.	Processes non-appropriated fund (NAF) volunteer claim for reimbursement.	X	X			
6.1.1.	Collects volunteer claim.	X	X			
6.1.2.	Reviews claim for accuracy.	X	X			

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6.1.3.	Prepares claim for NAF council meeting.	X	X			
6.2.	Conducts NAF council meeting and prepares NAF council meeting minutes.	X	X			
6.3.	Prepares and mails NAF check for payment.	X	X			
6.3.1.	Records NAF payment in check register.	X	X			
6.3.2.	Records NAF payment on volunteer records of claims.	X	X			
6.4.	Writes discrepancy letter for claim.	X	X			
6.5.	Reconciles NAF bank statement.	X	X			
6.6.	Prepares NGB-FP NAF quarterly report.	X	X			
6.7.	Prepares memorandum requesting additional NAFS from NGB.	X	X			
6.8.	Executes family program annual (appropriated) funds (AFP).	X	X			
6.8.1.	Processes family program travel order.	X	X			
6.8.2.	Requests contract for goods and services.	X	X			
6.9.	Prepares NGB-FP AFP quarterly report.	X	X			
6.10.	Prepares memorandum requesting additional AFP from NGB.	X	X			
6.11.	Reconciles AFP account.	X	X			
<b>7.</b>	<b>Conduct Recognition Programs.</b>					
<b>8.</b>	<b>Create Family Support Networks.</b>					
<b>9.</b>	<b>Youth Programs.</b>					

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9.1.	Manage star base and youth challenge program.	X	X			
9.2.	Administer mentorship programs.	X	X			
<b>10.</b>	<b>Special Category Events.</b>					
10.1.	Sponsor veterans recognition programs.	X	X			
<b>11.</b>	<b>Manage Civilian Use Of Military Facilities.</b>					
<b>12.</b>	<b>Support Civilian/Military Events (Olympics, World Cup, Pope Visit).</b>					
<b>13.</b>	<b>Innovative Readiness Training.</b>					
13.1.	Coordinate and conduct community assistance projects.	X	X			
<b>14.</b>	<b>Legislative Liaison.</b>					
14.1.	Create and sustain state tuition program.	X	X			
14.2.	Prepare and justify state budget.	X	X			
<b>15.</b>	<b>Military Funeral Honors/Ceremonial Program.</b>					
15.1.	Manage program funding.	X	X			
15.2.	Coordinate funeral details.	X	X			
15.3.	Prepare and coordinate funeral detail training.	X	X			
15.4.	Coordinate other ceremonial details.	X	X			