Required Tasks:

☐ Mission and Benefits of the Family Readiness Group at unit level
☐ Review Regulations AR 600-20 & AR 608-1, Appendix J
☐ Review Current FRG Status
☐ Review Family Readiness Volunteer Services policies and procedures to include recording of service hours as well as possible Awards and volunteer job progression
☐ Review Volunteer Job Descriptions, Appointment Letter, Chain of Concern and Chain of Command
☐ Review Family Readiness required and suggested training
☐ Review Readiness Report
☐ Review SOPs and required documentation as required by Army Regulations for your unit’s Family Readiness Group:
  □ Statutory Volunteer(s) Appointment Letter Signed by Unit Commander
  □ DD Form 2793 for all Statutory Volunteers of FRG
  □ Statutory Volunteer Position Descriptions (AR 608-1, App. J paragraph J-4a) for lead volunteer, treasurer and secretary (3 total)
  □ MPOC(s) Appointment Letter Signed by Unit Commander
  □ SOP for Informal Fund (AR 608-1, App. J paragraph J-7) if applicable
  □ Commander’s Letter of Checking Account Authorization
  □ Updated Family Contact Information (AR 608-1, App. J paragraph J-2d)
  □ Make all statutory volunteers are registered in JSS

☐ __________________________________________________________________________

I acknowledge that I have discussed the items checked above.

Commander/MPOC Signature ______________________________  Date ______________ 

Family Readiness Support Assistant __________________________ Date ______________

Note: This is not intended to be an all inclusive checklist
**SD STATE FAMILY PROGRAMS STRUCTURE: 5/25/2017**

**Director:** 605.737.6728  
**Deputy:** 605.737.6206  
**SD Family Assistance Center**

**Family Assistance Coordinator:** 605.737.6079  
**Family Assistance Specialist:** 605-882-9375  
**Family Assistance Specialist:** 605-737-6970  
**Family Assistance Specialist:** 605-696-5416  
**Family Assistance Specialist:** 605-988-5976  
**Family Assistance Specialist:** 605-995-1682  
**Rapid City**

**Rickkie Martinmaas**
**Corinne Mahlen**
**Kathy Woolridge (pt)**
**Jenn Holien**
**Rachel Vanderzee**
**Ruth Ragels**

**Family Assistance Coordinator:** 605.737.6079  
**Family Assistance Specialist:** 605-882-9375  
**Family Assistance Specialist:** 605-737-6970  
**Family Assistance Specialist:** 605-696-5416  
**Family Assistance Specialist:** 605-988-5976  
**Family Assistance Specialist:** 605-995-1682  
**Watertown**

**SD Family Assistance Center**

**Major Quenten Johnson**

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<td>Deputy</td>
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<td>Kathy Woolridge (pt)</td>
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**Senior Family Readiness Support Assistant:**
**Family Readiness Support Assistant:**
**Family Readiness Support Assistant:**

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**Lead Child & Youth Program Coordinator:**
**Child & Youth Program Coordinator:**

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<tr>
<td>Taryn Broomfield</td>
<td>605.988.5962</td>
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<tr>
<td>Candice Bloom</td>
<td>605-882-9376</td>
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**ESGR Program Director:**
**ESGR: Volunteer Support Coordinator:**
**Employment Support Specialist:**

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<td>MAJ Lona Christensen</td>
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<tr>
<td>Michele Mustain</td>
<td>605-357-2983</td>
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<tr>
<td>Scott MacDonald</td>
<td>605-737-6011</td>
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**Transition Assistance:**
**Survivor Outreach:**
**Funeral Honors & Operations NCO:**
**Military OneSource:**

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<td>Christian Johnson</td>
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<tr>
<td>Michele Anderson</td>
<td>605.737.6090</td>
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<tr>
<td>MSG Mary Mallow</td>
<td>605.737.6945</td>
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<tr>
<td>Bob Sack</td>
<td>605.737.6927</td>
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<tr>
<td>Mike Nei</td>
<td>800.342.9647</td>
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**Trauma Crisis & Suicide Prevention:**
**Psychological Health Coordinator:**
**SARC:**
**DoD Safe Help Line:**

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<tr>
<td>Bill Meirose</td>
<td>605.737-6954</td>
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<tr>
<td>1.800.273.TALK</td>
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<tr>
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<td>605-786-2922</td>
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<tr>
<td>Amy LaBay</td>
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<tr>
<td>Chaplain LTC Lynn Wilson</td>
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<td>Elizabeth Weber</td>
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<td>877.995.5247</td>
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**EGR: Volunteer Support Coordinator**
**Employment Support Specialist**

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**Psychological Health Coordinator:**
**State Chaplain:**
**SARC:**
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**SARC:**

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<tr>
<td>American Red Cross</td>
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<td>1.800.733.27677</td>
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Example of paragraph 4. UNIT STRUCTURE/ORGANIZATION.

FAMILY READINESS Chain of Command

Solve at lowest level
Regulations for Commander Family Readiness Programs:

DoDI 1342.22 Military Family Readiness
j. Direct commanders to:
   (1) Encourage the use of family readiness services by Service members and their families.
   (2) Leverage the FRS to help them identify potentially challenging family issues and mitigate the impact of such issues on operational readiness, including:
      (a) Consult regularly with family readiness leadership and service providers to keep families informed of family readiness services and address family readiness-related challenges.
      (b) Refer Service members in their commands for personal financial management (PFM) services when notified of such members' financial difficulty or indebtedness.
   (3) Support Total Force Joint-Service family readiness efforts to maximize regional cooperation, planning, and information sharing. Capabilities resident in the Military Services and other Federal, State, and local entities should be maximized to assist with family readiness efforts.

DoDI 1100.21 Voluntary Services in the Department of Defense
This Instruction:
1.1. Implements policies, responsibilities, and procedures for the acceptance and use of voluntary services in Department of Defense programs, as authorized by 10 U.S.C. 1588 (reference (a)).
1.2. Describes the conditions under which voluntary services may be accepted, the responsibilities of accepting officials, and the Government support of authorized volunteers when performing their official duties.
1.3. Authorizes the Military Departments and through them, the Office of the Secretary of Defense, the Chairman of the Joint Chiefs of Staff, the Combatant Commands, the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities in the Department of Defense (hereafter referred to as "the DoD Components") to accept voluntary services pursuant to 10 U.S.C. 1588 (reference (a)).

AR 600-20 Army Command Policy
(7) Unit commanders at all levels will provide an environment that encourages an effective Family program and at a minimum will—
   (a) Appoint a TAFP point of contact as an additional duty.
   (b) Provide pre-deployment and reunion briefings as required.
   (c) Ensure Soldier and Family member awareness of the TAFP.
   (d) Ensure Soldier and Family member access to entitlements, Family programs, and Family service.
   (e) Ensure the proper documenting and monitoring of personal affairs readiness of Soldiers, to include Family care plans (see para 5–5).
   (f) Ensure inclusion of single personnel in quality of life programs and initiatives.
   (g) Maintain, as appropriate to the needs of their units, a unit FRG to encourage self-sufficiency among its members by providing information, referral assistance and mutual support.

AR 608-1 Army Community Service Center
4–6. Family Readiness Groups a. An FRG is a commander’s program formed in accordance with AR 600–20 and appendix J to provide activities and support that encourage self-sufficiency among its members by providing information, referral assistance, and mutual support.
Chapter 5 Volunteers
Section 1 Introduction
5–1. Purpose This chapter establishes policies and procedures on the acceptance and management of volunteers; describes the conditions under which volunteers may be accepted and the responsibilities of accepting officials and Government support provided; and provides specific guidelines for installation volunteer coordination.
Appendix J Guide to Family Readiness Operations

J–1. Concept and purpose
a. The FRG is a unit commander’s program formed in accordance with AR 600–20. Normally FRG will be established at the company level, with battalion and brigade levels playing an important advisory role. FRG are not a morale, welfare, and recreation program; a NAFI, a private organization; or a nonprofit organization.
b. An FRG is a command-sponsored organization of Soldiers, civilian employees, Family members (immediate and extended) and volunteers belonging to a unit. FRG will provide mutual support and assistance, and a network of communications among the Family members, the chain of command, and community resources. FRG will assist unit commanders in meeting military and personal deployment preparedness and enhance the Family readiness of the unit’s Soldiers and Families. They will also provide feedback to the command on the state of the unit “Family.”

c. Family readiness is the mutual reinforcement and support provided by the unit to Soldiers, civilian employees, and Family members, both immediate and extended.
d. The rear detachment commander is the unit commander’s representative at home station while the unit is deployed and is the FRG link to the deployed unit. All logistic support for FRG (for example, meeting rooms, nontactical vehicle use, office equipment and computers, newsletters, telephones, and volunteer support) is authorized by the rear detachment commander during deployment.
e. The garrison ACS Center and RC Family Programs Office will assist unit commanders in establishing successful FRG by providing expertise, classes, training, and support to FRG and the FRG leadership, as outlined in AR 608–1.
f. Unit commanders will ensure that their FRG appeal to all service members, civilians, and Family members regardless of rank structure or Family size, composition, language spoken, and other characteristics. Commanders will seek FRG leaders who are particularly adept at energizing both officer and enlisted corps’ Families. FRG that do not reflect their unit’s demographics or have a high level of Family participation will be reevaluated to address impediments that exist toward creating a balanced and representative FRG. Typical issues could be FRG meeting times, unmet child care needs, FRG activities that do not match FRG member needs, FRG that do not provide training programs relevant to FRG Family needs, and other Family support issues.

CNGBI 1800.02 National Guard Family Program

6. Commanders. Commanders will:
a. Ensure military family readiness and preparedness through the support of FP missions, goals, and objectives.
b. Consult with FP personnel to support quality of life, readiness, and retention.
c. Provide program vision and guidance to their respective FRGs, A&FRPMs, and KVNs.
d. Designate a Family Readiness Liaison or Military Point of Contact for military families, unit members, and the chain of command, and require that he or she is formally trained by the SFP.
e. Ensure that all unit members are aware of their responsibility to prepare their families for military life.
f. Encourage Service members and their families to participate in activities sponsored by the FP.
g. Conduct a minimum of one Family Readiness information briefing for unit members and their families on an annual basis.
h. Appoint, in writing, a statutory volunteer or group of statutory volunteers to implement an active volunteer program. Provide the appropriate logistical and command support needed for the volunteers to carry out their mission within the unit.
i. Ensure that volunteer activity funds are properly accounted for and that Government-owned property is safeguarded at all times.
j. Ensure that applicable Service members comply with family care plans.
k. Ensure that mobilization, pre-deployment, deployment, reunion and reintegration, and post-mobilization briefings are conducted for military families.
l. Ensure accountability for each deploying and redeploying Service member in the YRRP.
m. Participate in FP training, and ensure that senior enlisted members attend FP training.
Other DoD and Army Publication References:

AR 1-100, Gifts and Donations
AR 1-101, Gifts to Individuals
AR 25-30, The Army Integrated Publishing and Printing Program
AR 25-55, Army Privacy Program
AR 37-106, Finance and Accounting for Installations-Travel and Transportation Allowances
AR 58-1, Management, Acquisition, and Use of Motor Vehicles
AR 210-22, Private Organizations
AR 215-1, Morale Welfare and Recreation and Nonappropriated Fund Instrumentalities
AR 385-40, Accident Reporting
AR 600-29, Fundraising within the Department of Army
AR 600-55, The Army Driver and Operator Standardization Program (Selection, Training, Testing and Licensing)
AR 672-20, Incentive Awards
Joint Travel Regulation, Appendix E, Part I, paragraph A,
The Secretary of Army Travel Policy
5 CFR § 2635.101(b), Standards of Ethical Conduct for Employees of the Executive Branch
DoD 4525.8-M: DoD Official Mail Management
DoD 5500.7-R Joint Ethics Regulation
DoDI 1015.10, Programs for Military Morale, Welfare, and Recreation (MWR)
DOD Instruction, 1015.15, Procedures for Establishment, Management, and Control of Nonappropriated Fund Instrumentalities and Financial Management of Supporting Resources, Enclosure 5
Operation READY Army Leaders’ Desk Reference for Soldier/Family Readiness
5 U.S.C. § 552(b) the Privacy Act
10 U.S.C. § 1588, Authority to Accept Certain Voluntary Services
Family Readiness Group

What is a Family Readiness Group?
The official definition of a family readiness group is, “An organization of family members, volunteers, and Guard members belonging to a unit that together provide an avenue of mutual support, assistance, and a network of communication among the family members, the chain of command, and community resources.”

Family Readiness Group- Why have it?
Commanders of deploying units discovered that while their units were highly trained to fight, little if anything was done to train and prepare families to better cope with the stresses and unique problems that often arise during extended and oftentimes unexpected deployment of their spouses. Some type of organization was needed within units to address this serious shortcoming in peacetime. Therefore, the concept of the Family Readiness Group was born.

How Does the FRG Work?
Family Readiness Groups are managed differently in every unit. The core of the FRG is the unit, for this is where the rubber meets the road. All FRG’s share the same purpose—to support Guard Families.

No Rank in the FRG! There is no rank in the FRG. The active role of our enlisted and officer wives in the support group has been the key to our success. The FRG is not a club. All Guard members and family members are members of the FRG whether they are active participants or not.

Your Place in the FRG--The role you play in your FRG is your choice. There are many projects to become involved in, each of them important, such as communications, newsletters, hospitality, social functions and fundraising to support the FRG.

Your Invitation--Your FRG extends a sincere invitation for you to join in and participate. You can never have too much information, too much support, or too many friends. The FRG is your opportunity for all this and more.

FRG-What it IS used for:
- empower families to become more knowledgeable and self-reliant
- provide an effective way of gaining information, support, and control during deployment and other times
- promote more efficient use of community resources
- reduce soldier and family member stress
- increase the soldier’s ability to devote his full attention to the mission by offering reassurance that the family members have close, reliable, and friendly support care for each other
- provide answers to questions
- give moral support
- establish a sense of family within the unit
- access information and resources to help you solve problems
- help family members develop a more positive attitude toward themselves, the unit, the deployment, and the Guard
- increase morale
- foster increased levels of cohesion and confidence for family members and deployed Guard members; and utilize other family programs designed to improve the quality of life

Family Readiness Groups Are Not used for:
- part of the casualty notification service
- a babysitting service
- a surrogate parent
- a social worker
- a taxi or bus service
- a loan agency
- a lending service
- a welfare agency, or all things to all people.
VOLUNTEER AGREEMENT FOR

PART I - GENERAL INFORMATION

1. TYPED NAME OF VOLUNTEER (Last, First, Middle Initial)
2. YEAR OF BIRTH

3. INSTALLATION
4. ORGANIZATION/UNIT WHERE SERVICE OCCURS

5. PROGRAM WHERE SERVICE OCCURS
6. ANTICIPATED DAYS OF WEEK
7. ANTICIPATED HOURS

8. DESCRIPTION OF VOLUNTEER SERVICES

PART II - VOLUNTEER IN APPROPRIATED FUND ACTIVITIES

9. CERTIFICATION
   I expressly agree that my services are being provided as a volunteer and that I will not be an employee of the United States Government or any instrumentality thereof, except for certain purposes relating to compensation for injuries occurring during the performance of approved volunteer services, tort claims, the Privacy Act, criminal conflicts of interest, and defense of certain suits arising out of legal malpractice. I expressly agree that I am neither entitled to nor expect any present or future salary, wages, or other benefits for these voluntary services. I agree to be bound by the laws and regulations applicable to voluntary service providers and agree to participate in any training required by the installation or unit in order for me to perform the voluntary services that I am offering. I agree to follow all rules and procedures of the installation or unit that apply to the voluntary services I will be providing.
   a. SIGNATURE OF VOLUNTEER
   b. DATE SIGNED (YYYY/MM/DD)

10.a. TYPED NAME OF ACCEPTING OFFICIAL
       (Last, First, Middle Initial)
       b. SIGNATURE
       c. DATE SIGNED (YYYY/MM/DD)

PART III - VOLUNTEER IN NONAPPROPRIATED FUND INSTRUMENTALITIES

11. CERTIFICATION
   I expressly agree that my services are being provided as a volunteer and that I will not be an employee of the United States Government or any instrumentality thereof, except for certain purposes relating to compensation for injuries occurring during the performance of approved volunteer services and liability for tort claims as specified in 10 U.S.C. Section 1588(d)(2). I expressly agree that I am neither entitled to nor expect any present or future salary, wages, or other benefits for these voluntary services. I agree to be bound by the laws and regulations applicable to voluntary service providers, and agree to participate in any training required by the installation or unit in order for me to perform the voluntary services that I am offering. I agree to follow all rules and procedures of the installation or unit that apply to the voluntary services that I am offering.
   a. SIGNATURE OF VOLUNTEER
   b. DATE SIGNED (YYYY/MM/DD)

12.a. TYPED NAME OF ACCEPTING OFFICIAL
       (Last, First, Middle Initial)
       b. SIGNATURE
       c. DATE SIGNED (YYYY/MM/DD)

PART IV - TO BE COMPLETED AT END OF VOLUNTEER'S SERVICE BY VOLUNTEER SUPERVISOR

13. AMOUNT OF VOLUNTEER TIME DONATED
   a. YEARS (2.007 hours=1 year)
   b. WEEKS
   c. DAYS
   d. HOURS

14. SIGNATURE

15. TERMINATION DATE
    (YYYY/MM/DD)

16.a. TYPED NAME OF SUPERVISOR
      (Last, First, Middle Initial)
      b. SIGNATURE
      c. DATE SIGNED (YYYY/MM/DD)

DD FORM 2793, MAY 2009
PREVIOUS EDITION IS OBSOLETE.
The volunteer is held to the following high standards:

- Be Sure - Look into your heart and know that you really want to help other people.
- Be Convinced - Believe in the value of what you are doing.
- Be Loyal - Offer suggestions, but don't criticize or "knock" what is in place.
- Accept Rules - Don't criticize what you don't understand. There may be a good reason.
- Speak Up - Ask about things you don't understand.
- Be Willing to Learn - Training is essential to any job done well.
- Keep On Learning - Know all you can about your program and your job.

Specific guidelines include:

- Be strong on principle
- Be willing to adjust - be flexible
- Preserve unity through respect for others
- Be honest
- Be respectful
- Strive for personal integrity
- Be objective and impartial, free of favoritism and bias
- Own up to mistakes, take responsibility, don't blame others
- Give credit where credit is due
- Be as good as your word
- Be loyal
- Be cooperative
- Maintain personal high readiness
- Be honorable
Volunteer Code of Conduct

The South Dakota National Guard (SDNG) Volunteer Program is dedicated to providing services and training to Military Families. In an effort to maintain the highest standard of conduct, the SDNG Volunteer Program operates under the following code of Conduct, applicable to all volunteers:

A. I will conduct myself in a professional manner at all times.
B. I will not disclose any Personally Identifiable Information (PII) I may be privy too during the course of my volunteer duties.
C. I will consider information I hear or learn as privileged and not for public knowledge.
D. I will refrain from inappropriate language.
E. I will not enter into conduct that would endanger the life, safety, health or well-being of others.
F. I will not make false or defamatory statements against the National Guard, unit or Family Readiness Group.
G. I will not bully, harass, be rude, or take unfair advantage of other participants.
H. I will not operate or act in any manner that is contrary to the best interests of the National Guard.
I. I will not enter into any financial agreements or contracts or further endorse any business on behalf of the National Guard.
J. I will not make false statements against the National Guard, other volunteers or Family Readiness Group members.
K. I will not use the National Guard name, emblems, endorsement, services or property unless authorized.

Volunteer Confidentiality Agreement

I, the undersigned, do hereby acknowledge that in my volunteer role for the National Guard unit’s Family Readiness Group, I may have access to confidential and private information from the National Guard unit and families.

I agree that I shall not disclose any such confidential or private information maintained by the National Guard or obtained by me to any unauthorized person, and I will honor confidentiality and privacy of soldiers and families.

Volunteer Code of Conduct Agreement & Confidentiality

I acknowledge that I have reviewed the Volunteer Code of Conduct & Confidentiality Agreement as outlined above and that any actions contrary to this may be cause for termination from my volunteer position.

Volunteer Name (Printed)  
Unit Affiliation

Volunteer Signature  
Date

I, the undersigned, do hereby certify that I have discussed the guidelines for volunteer Code of Conduct and Confidentiality with the volunteer named above.

FRSA, or Unit Representative  
Title  
Date

MIL VC 3. Volunteer Code of Conduct/Confidentiality Agreement April 15
### Command/MPOC Recommended Training:

<table>
<thead>
<tr>
<th>Module</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Initial</strong></td>
<td></td>
</tr>
<tr>
<td>FRG Overview</td>
<td>½ hour</td>
</tr>
<tr>
<td>Expectations and Role of FRG Volunteers</td>
<td>1 hour</td>
</tr>
<tr>
<td>Communicating with Families</td>
<td>½ hour</td>
</tr>
<tr>
<td>Getting Started</td>
<td>1 hour</td>
</tr>
<tr>
<td>Total Training Time</td>
<td>3 hours</td>
</tr>
<tr>
<td><strong>Intermediate</strong></td>
<td></td>
</tr>
<tr>
<td>FRG Leader and Unit Leadership Partnership for Effective FRGs</td>
<td>1 hour</td>
</tr>
<tr>
<td>Resources and Funding for FRGs</td>
<td>1 hour</td>
</tr>
<tr>
<td>Informal Funds</td>
<td>1 hour</td>
</tr>
<tr>
<td>Total Training Time</td>
<td>3 hours</td>
</tr>
<tr>
<td><strong>Advanced</strong></td>
<td></td>
</tr>
<tr>
<td>FRG’s Tasks in the Deployment Cycle</td>
<td>1 hours</td>
</tr>
<tr>
<td>Dealing with the Media</td>
<td>½ hour</td>
</tr>
<tr>
<td>FRG’s Role in Unit Causality</td>
<td>1 hour</td>
</tr>
<tr>
<td>Rear Detachment</td>
<td>3 hours</td>
</tr>
<tr>
<td>Total Training Time</td>
<td>5 ½ hours</td>
</tr>
</tbody>
</table>