

**STATE OF OHIO
ADJUTANT GENERAL'S DEPARTMENT
2825 West Dublin Granville Road
Columbus, Ohio 43235-2789**

NGOH-PEW-FR

3 February 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Memorandum of Instruction for 2014 Ohio National Guard Family Readiness & Warrior Support Professional Development Workshop.

1. The 2014 Ohio National Guard (ONG) Family Readiness & Warrior Support (FR&WS) Professional Development Workshop will be held on 5-6 April 2014 at the: Dublin Crowne Plaza Hotel, 600 Metro Place North, Dublin, Ohio 43017. The workshop will consist of three parallel events: The Family Readiness & Warrior Support Professional Development Workshop, Youth Symposium (ages 6-11), and a Teen Leadership Retreat (ages 12-17).

2. Attendees: We cordially invite all unit Family Readiness Group (FRG) leadership teams (Commander, Family Readiness Group Leader (FRGL), Assistant FRGL, Secretary, Treasurer and Military Liaison) to participate in the workshop. Dependents (ages 6-17) of the workshop attendees are also invited to attend. Child care for ages 0-5 will also be provided.

3. Registration: Registration for Professional Development must be accomplished online no later than 21 March 2014. For participants bringing children; a non-refundable/non-reimbursable registration fee of \$20.00 for each participating children (ages 0 – 17) will be assessed to cover the youth activities. Register and pay online directly at: http://www.surveymonkey.com/s/2014_FRWS_Professional_Development. If you are unable to register online, please contact our FR&WS Office at (614) 356-7918. Air National Guardsmen will contact their Wing Airmen and Family Readiness Program Manager.

4. Lodging: FR&WS will provide travel reimbursement to those Army statutory volunteers living outside the commutable distance. The commutable distance for statutory volunteers and Service Members is a 75 mile radius as measured by the Defense Travel System (DTS).

a. Army Statutory Volunteers: Army Statutory Volunteers who reside outside of the commuting area (as defined in paragraph 4) are responsible for coordinating their own

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lodging. Lodging costs will only be reimbursed up to the per diem rate. The per diem rate for Columbus (Franklin County) is \$99.00 plus taxes.

b. Air Statutory Volunteers: Contact your Wing Airmen and Family Readiness Program Manager (A&FRPM) to coordinate lodging. Individual Wings will manage their own lodging.

c. Service Members: Military members who reside outside the commuting area (as defined in paragraph 4) are responsible for coordinating their own lodging. Lodging costs will only be reimbursed up to the per diem rate. The per diem rate for Columbus (Franklin County) is \$99.00 plus taxes. Service Members seeking reimbursement must do so through their respective units.

5. Travel Authorization and Reimbursement:

a. Registered Army statutory volunteers living outside the commuting area (as defined in paragraph 4), will need to have a Defense Travel System (DTS) account created, if not already established, in order to request travel authorization and request per diem and mileage reimbursement. DTS utilizes the direct deposit system and is the only means in which travel funding can be reimbursed. Statutory Volunteers will need to contact their Brigade (BDE) Family Readiness Support Assistant (FRSA) to establish an account or verify an existing account prior to the start of the workshop. Statutory Volunteers will need to provide bank routing and account numbers to the FRSA for direct deposit of travel funds into DTS. On the last day of the workshop, an individual travel voucher, DD Form 1351-2, will be completed by volunteers as required by DTS. Hotel receipt must accompany the travel voucher. Failure to complete the travel voucher on Sunday will cause the volunteer to be ineligible for reimbursement.

b. Contact information for the FRSA's is as follows:

Brigade	FRSA	Phone	Email
16 th EN	Lisa Mann	614-336-6352	Lisa.m.mann18.ctr@mail.mil
174 th ADA	Lindsey Lauber	614-336-6000 x 2039	lindsey.a.lauber.ctr@mail.mil
37 th IBCT	Billy Madden II, Lezlie Garcia	614-336-6855, 614-356-7912	billy.g.madden.mil@mail.mil , Lezlie.a.garcia.ctr@mail.mil
371 st SUS BDE	Melissa Davis	614-336-6000 x 7681	melissa.r.davis54.ctr@mail.mil
73 rd TC	Adam Kaufman, Sherise Thompson	614-356-7997 614-336-6589	Adam.j.kaufman.ctr@mail.mil Sherise.k.thompson.ctr@mail.mil
JFHQ (STC)	Emily Cunningham	614-336-7314	emily.l.cunningham2.ctr@mail.mil

c. Air National Guard Statutory Volunteers: Air National Guard volunteers contact their respective Wing Air & Family Resource Program Managers.

d. Service Members: Units are responsible for processing Service Member travel.

6. Pay and Allowances:

a. Service Members: Units are responsible for processing Service Member pay and allowances.

b. Statutory Volunteers: Volunteers are not eligible for pay.

7. Uniform/Attire: The uniform/attire for adults is business casual. **Uniforms are strongly discouraged.**

8. Check-in: Saturday registration will begin at 0900 with the general session starting at 1000. The day will conclude at 1700. Sunday's general session will begin at 0900 and the workshop will conclude at 1230.

9. Youth activities for children (ages 6 – 17): The program descriptions will be listed on the registration website when you register your child(ren). All youth will check-in onsite from 0900 to 1000 on Saturday, 05 April 2014. Prior to check-in, parents will be asked to provide written consent allowing their children to participate in these events. Youth participants are limited to dependent children (including stepchildren and siblings) of Professional Development attendees. Buses will be used to transport youth from the hotel to off-site events. Throughout the workshop, the drop off and pick up location for all ages will be the Limerick conference room. Please direct all Youth Program questions to the Lead Child & Youth Coordinator, Andrew Seward at 614-336-7274 or email andrew.j.seward.ctr@mail.mil.

Day of Professional Development	Drop Off Times	Pick up Times
Saturday (All Youth)	0900-1000	(Youth 6-11) 1730 – 1800 (Youth 12-17) will remain off site, over night
Sunday	(Youth 6-11) 0800-0900	(All Youth) 1230

Please review drop off and pick up times closely based on your child's age. Teens (12-17) will be participating in an overnight event, off site on Saturday only

10. Youth with Special Concerns: Please contact Lead Child & Youth Coordinator Andrew Seward by phone at 614-336-7274 or email andrew.j.seward.ctr@mail.mil at least 30 days prior to the workshop to discuss children with special needs. The Family Readiness Office will attempt to make reasonable accommodations.

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11. Child Care for children ages 0-5: Child care will be provided for children of workshop attendees. A non-refundable/non-reimbursable one time registration fee of \$20.00 for participating children will be assessed to cover the cost of childcare. Fee is per child and includes both days. Please follow online instructions for when registering for child care.

12. Additional Services: The Ohio National Guard Judge Advocates (JAG) will be available to discuss wills, powers of attorney, living wills, and durable powers of attorney for health care. Please bring any associated documents so the JAG can provide informed answers.

13. Food and Beverage: Family Readiness & Warrior Support will not be providing food and beverage services during the workshop. Army Directive 2011-20 (Department of the Army Conferences) dated October 14, 2011 states: 'Army policy is that appropriated or non-appropriated funds are not authorized to pay for light refreshments at Army-hosted conferences'. The Crowne Plaza will have beverages and snacks available for purchase during the workshop.

14. Professional Development Point of Contact: The point of contact for this Memorandum of Instruction is the Senior Family Readiness Support Assistant, Janet Corbi at: (614) 356-7918, and email janet.s.corbi.ctr@mail.mil. Air National Guard participants may contact their Wing Airmen and Family Readiness Program Manager for more information.

“READY FAMILIES... Anytime, Anywhere!”



JULIE A. BLIKE
COL, MS, OHARNG
Director, Family Readiness & Warrior Support

ENCLOSURE:
Agenda

DISTRIBUTION:
A,D
Family Readiness Group Leaders
Ohio Inter-Service Family Assistance Committee (ISFAC)