

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

NGOH-PEW-FR

25 Feb 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Memorandum of Instruction for 2015 Ohio National Guard Family Readiness & Warrior Support Professional Development Workshop

1. The 2015 Ohio National Guard (ONG) Family Readiness & Warrior Support (FR&WS) Professional Development Workshop will be held on 18-19 April 2015 at the Embassy Suites, 5100 Upper Metro Place, 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 volunteers (Family Readiness Group Leader (FRGL), Assistant FRGL, Secretary, and Treasurer), Air Guard Key Volunteers and Military Liaisons to participate in the workshop. Dependents (ages 6-17) of the workshop attendees are also invited to attend the youth program.
3. Registration: All attendees are required to complete registration online **no later than 1 April 2015**. For participants bringing children; a non-refundable registration fee of \$20.00 for each participating child will be assessed to cover the youth activities. Register and pay online directly at: **<https://www.surveymonkey.com/s/2015FRWSPDWRRegistration>**. If you are unable to register online, Army volunteers contact the FR&WS Office at (614) 356-7918. Air volunteers will need to contact your respective Wing Airmen and Family Readiness Program Manager.
4. Travel Authorization and Reimbursement:
  - a. Registered Army statutory volunteers living outside the commuting area (as defined in paragraph 5), 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

*“When Called, We Respond with Ready Units to Execute the Federal, State and Community Missions.”*

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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. The hotel receipt must be in the name of the volunteer. Third part hotel booking receipts will not be reimbursed (ie: Travelocity, PriceLine, Kayak, etc). Failure to complete the travel voucher on Sunday may cause the volunteer to be ineligible for reimbursement.

b. Air National Guard Key Volunteers: Air National Guard volunteers contact their respective Wing Air & Family Resource Program Managers in order to request travel reimbursement.

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

5. Lodging: Lodging reimbursement may be available to statutory and key 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 5) are responsible for coordinating their own lodging. Lodging costs will only be reimbursed up to the per diem rate via the Defense Travel System (DTS). The per diem rate for Columbus (Franklin County) is \$106.00 plus taxes. Volunteers will coordinate with their Brigade FRSA to determine if they are eligible for lodging.

b. Air Key Volunteers: Contact your respective Wing Airmen and Family Readiness Program Manager (A&FRPM) to coordinate lodging.

c. Service Members: Military members who reside outside the commuting area (as defined in paragraph 5) must coordinate with their unit to request travel authorization (IDT or AT).

6. Mileage and Per diem: Volunteers living outside the commuting area (as defined in paragraph 5) will be eligible for mileage from home of record to the venue and a day and a half of per diem.

7. Pay and Allowances:

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

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

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

9. Check-in: Saturday registration will begin at 9:00am with the general session starting at 10:00am. The training will conclude at 5:00pm. Sunday's general session will begin at 9:00am and the workshop will conclude at 12:30pm.

10. 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 9:00-10:00am on Saturday, 18 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 in conference room 3 & 4. 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](mailto:andrew.j.seward.ctr@mail.mil).

Day of Professional Development	Drop Off Times	Pick up Times
Saturday (All Youth)	9:00-10:00am	(Youth 6-11) 5:00-5:30pm (Youth 12-17) will remain off site, over night
Sunday	(Youth 6-11) 8:00-9:00am	(All Youth) 12:00-12:30pm

\*\*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, returning on Sunday\*\*

11. 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](mailto: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.

12. 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 Embassy Suites will have beverages and snacks available for purchase during the workshop as well as lunch options.

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13. Social: The USO of Central and Southern Ohio will host an informal social at the Embassy Suites from 5-6:30pm on Saturday, April 18th. Light snacks will be provided, cash bar.

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](mailto:janet.s.corbi.ctr@mail.mil). Air National Guard participants may contact their Wing Airmen and Family Readiness Program Manager for more information.

15. Contact information for the BDE FRSA's and ARFPMs is as follows:

Brigade	FRSA	Phone	Email
16 <sup>th</sup> EN	Lisa Mann	614-336-6352	<a href="mailto:Lisa.m.mann18.ctr@mail.mil">Lisa.m.mann18.ctr@mail.mil</a>
174 <sup>th</sup> ADA	Danny Dicaire	614-336-6000 x 2039	<a href="mailto:danny.r.dicaire.ctr@mail.mil">danny.r.dicaire.ctr@mail.mil</a>
37 <sup>th</sup> IBCT	Billy Madden	614-336-6855	<a href="mailto:billy.g.madden.ctr@mail.mil">billy.g.madden.ctr@mail.mil</a>
371 <sup>st</sup> SUS BDE	Pam Ashman	614-336-6000 x 7681	<a href="mailto:pam.s.ashman.ctr@mail.mil">pam.s.ashman.ctr@mail.mil</a>
73 <sup>rd</sup> Troop Command	Candy Stephenson, Emily Cunningham	614-336-6000 x 1557 614-336-4915	<a href="mailto:candice.l.stephenson.ctr@mail.mil">candice.l.stephenson.ctr@mail.mil</a> <a href="mailto:emily.l.cunningham2.ctr@mail.mil">emily.l.cunningham2.ctr@mail.mil</a>
Special Troops Command	Nancy Kary	614-336-7314	<a href="mailto:nancy.j.kary.ctr@mail.mil">nancy.j.kary.ctr@mail.mil</a>
121 <sup>st</sup> Air Wing	Carolyn Ebert	614-492-4417	<a href="mailto:carolyn.ebert@ang.af.mil">carolyn.ebert@ang.af.mil</a>
178 <sup>th</sup> Air Wing	Jane Esprit	937-525-2583	<a href="mailto:jane.esprit@ang.af.mil">jane.esprit@ang.af.mil</a>
179 <sup>th</sup> Air Wing	Faline Rowland	1-800-642-8365 X5206600	<a href="mailto:faline.rowland@ang.af.mil">faline.rowland@ang.af.mil</a>
180 <sup>th</sup> Air Wing	Judy York	1-800-495-4250 x8684550	<a href="mailto:judy.york@ang.af.mil">judy.york@ang.af.mil</a>

***“READY FAMILIES... Anytime, Anywhere!”***



JULIE A. BLIKE  
Director, Family Readiness & Warrior Support

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ENCLOSURE:

Agenda

DISTRIBUTION:

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Family Readiness Group Leaders