



# **YELLOW RIBBON PROGRAM**

## **HANDBOOK**

**As of:**

19 Dec 2012

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# Chapter 1: Integrated Delivery System (IDS)

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## 1. Introduction.

- 1.1. Chapter 1 deals with the role of the Integrated Delivery System (IDS) in the Yellow Ribbon Program (YRP). AFI 90-501 (31 August 2006) identifies the responsibilities of the IDS and Community Action Information Board (CAIB).

## 2. AFRC IDS.

- 2.1. Implements collaborative activities as directed by the AFRC CAIB and as identified by the IDS members.
- 2.2. Implements and supports cross-organizational activities as directed by the AFRC CAIB and as identified by the IDS members.
- 2.3. Ensures HQ AFRC YRP representative attends AFRC MAJCOM-level IDS meetings.
- 2.4. Identifies HQ AFRC YRP concerns for the AFRC CAIB and proposes solutions.
- 2.5. Attends HQ AFRC YRP Senior Advisory Group (SAG) meetings.

## 3. Wing IDS.

- 3.1. Supports and implements collaborative activities as directed by the wing CAIB.
- 3.2. Improves delivery of human service programs by establishing a seamless system of services through collaborative partnerships and coordinated human service activities.
- 3.3. Identifies community concerns for the CAIB and proposes solutions.
- 3.4. Ensures wing YRP representative is included in wing IDS meetings.
- 3.5. Supports the Wing YR program through collaborative IDS member partnerships.
- 3.6. Identifies wing YRP concerns for the wing CAIB and proposes solutions.
  - 3.6.1. YRP concerns elevated to the wing CAIB should be related to areas of YRP support received from host installation.
- 3.7. Attends wing YRP Advisory Group meetings.



## Chapter 2: Eligibility/Anticipated Attendees

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### 1. Introduction.

- 1.1. Chapter 2 details the process to determine the eligibility of members and their eligible guests (family members/designated individuals) and how to anticipate attendee numbers that will attend Yellow Ribbon events.

### 2. Establishing Eligibility Requirements.

- 2.1. To qualify for the program, Reservist must have received a call to active duty, in support of a deployment, for an accumulative of 90 days or more (during a 12 month period), or be returning from a tour that completes 90 days or more (during a 12 month period), CONUS/OCONUS that resulted in separation from their families for the duration of the tour. (If member retires after returning and is within 180 days of their return, they and their eligible guests may attend an event. Eligible for actual travel expenses only if outside commuting distance.)
  - 2.1.1. Member and eligible guests are eligible to attend a pre-deployment up to 120 days before start of the orders.
  - 2.1.2. Member and eligible guests are authorized to attend two post deployment events away from home station. Member must be released from eligible order a minimum of 30 days to attend first deployment event. Member should complete second deployment event by the first day of the seventh month after release from eligible order. (Ex. Release from order 15 Jan, 1<sup>st</sup> day of 7<sup>th</sup> month would be 1 Aug).
  - 2.1.3. YR Wing Representative may submit a participation waiver to HQ AFRC/A1R for consideration on a case by case basis to attend outside these parameters.
  - 2.1.4. Basic Military Training, school tours and active duty for training are **EXCLUDED** from the program.
- 2.2. Airman must have orders processed through their wing MPF/IPR for tracking and validating their eligibility. A list can be obtained through MPF listing of all Airmen, their marital status and children with gender and birthdates. These lists can be requested quarterly for up to date information. (Attchs 4-6)
- 2.3. Airman will be allowed to have eligible guests attend (Pre, During (local for eligible guests only), 1<sup>st</sup> Post and 2<sup>nd</sup> Post Deployment) events.
  - 2.3.1. Wing YRP representative will provide further guidance on how to register for the event.
- 2.4. Eligible guests outside the commuting area will be allowed actual expense reimbursement via an Invitational Travel Authorization (ITA) (Attch 18) to attend the event. If eligible guests is an active duty uniformed member or a federal civilian employee they must travel on a DD Form 1610 travel authorization.
- 2.5. Eligible guests are family or designated individuals (DI) that meet the definition. "Family" for the purposes of this program is defined: "Families and "family members" include spouse, Defense Enrollment Eligibility Reporting System (DEERS) eligible children, parents, grandparents, and siblings. Designated Individual for the purpose of this program is defined: "An individual 18 and older that does not meet family member definition and are designated in writing by the member for the dates of the deployment cycle. (Attch 16) Family members such as parents, grandparents, siblings and designated individuals DI are not required to reside with the military member or be in DEERS against the military member.

- 2.6. Funding for eligible guests will be provided to attend the YRP events based on the following guidelines.
  - 2.6.1. Married with Children: Spouse, DEERS Eligible Children. Step-children if they live with the member for the majority of the calendar year.
  - 2.6.2. Married without Children: Spouse and one individual that meets “family member” or “designated individual (DI)” definition. (Note: DI could be an adult child no longer eligible for DEERS).
  - 2.6.3. Single Parent: DEERS eligible children and one individual that meets “family member” or “designated individual (DI)” definition. (Note: DI could be an adult child no longer eligible for DEERS).
  - 2.6.4. Single Member: Two individuals that meet “family member “or” designated individual (DI)” definition.
  - 2.6.5. Categories not listed above will be determined on a case-by-case basis to address special needs of a military member by submitting a additional guest waiver (Atch 9). Those not covered by the above definitions or do not have an approved guest waiver may attend at their own expense.
- 2.7. ITAs for the eligible guests will allow for reimbursement of actual expenses determined by receipts turned in with the travel voucher (lodging (if applicable), travel, meals) up to the amount of the per diem noted on the ITA for the event location.
- 2.8. ITAs are issued by the unit orders clerk (IMAs, IMA YR Representative will generate ITAs for IMA eligible guests) and must be completed prior to the event for authorization and payment (*ITA may be modified after the event using AF Form 973*). The ITA will accompany the travel voucher (Attch 20) and receipts along with the direct deposit form (Attch 21) at the completion of the event.
  - 2.8.1. **NOTE:** Adult Eligible Guest must have a social security number (SSN) or, in the case of foreign nationals, a nine-digit Taxpayer Identification Number (TIN). Minor children will use date of birth (DOB) instead of SSN for identification.
  - 2.8.2. **NOTE:** It is the responsibility of the wing YR representative and FM to brief the eligible guests on ITAs so that they understand exactly what actual expenses are reimbursed and what the maximum reimbursement amount each person is entitled to each day.
- 2.9. A tasking list by LRS or the IPR for your base is obtained by the YRP representative prior to planning each event and held for records. The YRP representative will submit the list of eligible registered attendees to FM to authorize TDY orders and ITAs. A list of all supporting staff will be given to FM for authorization to attend the event on orders.
  - 2.9.1. The unit’s orders clerk will provide the member’s Home of Record (HOR) to determine commuting distance.
  - 2.9.2. Wing leadership is eligible for orders (Attch 1). Wing Leadership and staff are not entitled to “guest” ITA’s for the Yellow Ribbon Program events.

### 3. Anticipated Attendees.

- 3.1. Determine the number of anticipated attendees.
  - 3.1.1. Compute the number of Airmen eligible for each phase of the Deployment Cycle and add family members to it.
  - 3.1.2. The YRP representative will track all eligible members on a tracking spreadsheet (Attchs 4-6), Wing support staff will be determined based on event requirements.
  - 3.1.3. Depending on type of event assume 75% of anticipated totals.
  - 3.1.4. Include other branches of Service that will be sending their members to your event and add that number to your overall food and beverage total, but not to your RPA total.
  - 3.1.5. RPA totals will be for the Airmen at your base only for budgeting (does not include Wing support staff), at 75%.

3.1.6. ITA totals will be the tallied for each eligible guest (outside the commuting area) in accordance to eligibility standards. A during Deployment event that the eligible guest is attending, ITA's will be given to those eligible guests outside the commute only.



## Chapter 3: Type of Event

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### 1. Introduction.

- 1.1. Chapter 3 will assist you in determining the type of Yellow Ribbon event to plan and the timeline you will follow. It will provide you with information and tips on coordinating with your wing functional and other AFRC wings in planning and executing the events according with existing guidance.

### 2. To determine the type of event you will be planning and approximate date.

- 2.1. Obtain a Wing deployment list from the Installation Personnel Readiness (IPR) office for deployment projected for the next 12 months.
- 2.2. Check to see who will be in a Pre-deployment and Post-deployment cycle. Be flexible on dates and do not hold events on the UTA. This should give you a good overview on what event you should be planning and the eligible attending numbers for each event
- 2.3. Ensure to de-conflict with your Wing/Base calendar of events or other major events or holidays
- 2.4. Consolidate events if possible, to include other phases of the deployment cycle. This will allow for budget effectiveness and allow briefers to maintain a standard schedule.
- 2.5. Meet with your Wing functionals to include: Airmen & Family Readiness, Finance Management, Sexual Assault Response Coordinator, Chaplain, Health Services, Military Personnel Flight, Services, Staff Judge Advocate, Public affairs, Wing Chief and Wing Commander (These offices make up the IDS Team)
- 2.6. Check with the HQ AFRC/A1R Event Managers to combine events in your region.

### 3. The following timeline covers the deployment cycle.

- 3.1. Pre-Deployment: Held approximately 30-60 days prior to deployment. This will be a two day event held off base, outside the commuting area for Airman, family members, and/or designated individuals.
- 3.2. During Deployment: Held while the service member is deployed and is held in close proximity to the base. This will be a one day event for family members and/or designated individuals.
- 3.3. First Post Deployment or (30) Day Post Deployment: Held approximately 30-60 days after return from deployment). This will be a two day event held off base, outside the commuting area for Airman, family members, and/or designated individuals.
- 3.4. Second Post Deployment or (60) Day Post Deployment: Held approximately 60-90 days after 1<sup>st</sup> Post deployment event. This is a two day event held off base, outside the commuting area for Airman, family members, and/or designated individuals.
- 3.5. Third Post Deployment or (90) Day Post Deployment: This is held 90-120 days after 2<sup>nd</sup> Post deployment event. This is a one day event held on base for Airmen only.



## Chapter 4: Event Roles and Responsibilities

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### 1. Introduction.

- 1.1. Chapter 4 will assist the AFRC YR Event Managers in designating the Wing YR reps to the 5 core roles and alternates for each YR event. The 5 core roles are Liaison, Registrar, Agenda, Resource Recruiter, and Budget. There are sub-roles under each of the 5 core roles that may require additional staff support. The contractor's role is also listed but their main point of contact before, during, and after all events should be HQ AFRC/YR staff.

### 2. AFRC EVENT MANAGER

- 2.1. Event planner will assign (5) YR Wing reps roles as, Liaison, Resource Recruiter, Budget, Agenda, and Registrar
  - 2.1.1. Monitor all aspects of the registration process, meeting materials, content/presentations, speakers, attendee flow, program timing, directional signage, and security
  - 2.1.2. Provide contractor names, dates, and if hotel rooms are require for a site inspection with the hotel for security and meeting space layout purposes within 3-5 days of notification from HQ AFRC
  - 2.1.3. Provide contractor with a list of all onsite staff (from Registrar) 1 week prior to event
  - 2.1.4. Review the Information Sheet and collect Wing YRP input, provided by contractor 60 days prior to event. AFRC will request additional information, as needed, prior to program start date and will disseminate this info sheet to all onsite event staff for ease of registration process through the Registrar
  - 2.1.5. Provides contractor with a list of VIPs with arrival/departure dates and times so contractor may potentially provide an upgraded room and meet/greet services
  - 2.1.6. Coordinate the necessary equipment/tools you anticipate you will need
  - 2.1.7. Enters the regional event in database and updates as needed, Forwards all presenters briefings and requirements to contractor as required
  - 2.1.8. Provides the number of a attendees to contractor broken down by: Attendee, Children broken down by age group, VIPs, Staff, Speakers, Security, and Resource Providers, special needs
  - 2.1.9. Follow up with contractor on site visit for space, security, and contractual issues before hotel contract is signed
  - 2.1.10. Review agenda grid for breakouts and coordinates prior to approval with Training and Analysis Event Manager and Program Manager. Send to Agenda Role to insert into attendee program and send back to AFRC/AIR for final approval before printing

### 3. LIAISON ROLE

- 3.1. This is the core managerial role. The Liaison works closely with the AFRC Yellow Ribbon Event Manager in the planning, development, and execution of regional events and serves as the liaison between the other roles on the planning team and AFRC.
  - 3.1.1. Site Visit with AFRC Event Manager, , and Anti-Terrorism/Force Protection
  - 3.1.2. Distribute hotel information from AFRC Event Managers to the Wing Reps
  - 3.1.3. Recommend Key Note Speaker in coordination with AFRC
  - 3.1.4. Send weekly status update on the event preparations to all Wing Reps involved, and AFRC Event Managers
  - 3.1.5. Up channel all documents, evaluations & assessments, Wing , questions, etc. from the event team to AFRC
  - 3.1.6. Capture and email minutes to team on all conference calls

- 3.1.7. Schedule weekly conference calls with team
- 3.1.8. Complete the After Action Report within 15 days
- 3.1.9. Ensures Advon team reports to Command Post NLT 0900 on Thursday to setup the Command Post
- 3.1.10. Coordinate a Master of Ceremony
- 3.1.11. Develop the reporting schedule for the Command Post
- 3.1.12. Responsible for accountability of event staff

#### **4. REGISTRAR ROLE**

- 4.1. This role is the coordinator and manager of the event e-Invitation and all issues dealing with attendee management. The Registrar runs the on-site event registration area by following best practices and continually striving to streamline the process.
  - 4.1.1. Send emails twice a week with updated number status and event details to the Wing Reps (*because the attendee roster changes daily*) concerning the event details and frequently asked questions
  - 4.1.2. Send completed spreadsheets to each base Wing Rep to VERIFY eligibility of attendees, leadership, and staff members as needed. (*Wing Reps will send to their own FM office and orders clerks associated with their attending members*) The Primary base Wing Reps will also be responsible to contact the attendees at their assigned Additional bases.
  - 4.1.3. Compose and send a standardized confirmation packet containing hotel registration information to YR Reps
  - 4.1.4. Compile “how to” info for orders clerks concerning ITA’s and Orders requirements specific to the event (*such as travel days, line remarks, parking reimbursement, direct billed air travel, etc. YR Reps revise according to their base specific orders guidelines and forward to all Orders Clerks associated with attending members, including family members, key note, and breakout speakers*)
  - 4.1.5. Ensure database is updated prior to event
  - 4.1.6. Send childcare registration forms to Wing Reps requiring this service to coordinate with their attendees
  - 4.1.7. Set-up registration area and table
  - 4.1.8. Develop instructions to be followed at the table
  - 4.1.9. Consult with previous regional event staff members to determine best practices and discrepancies that required changes
  - 4.1.10. Brief the staff assigned to the registration table
  - 4.1.11. Maintain registration staff accountability throughout registration
  - 4.1.12. Resolve any registration discrepancies
  - 4.1.13. Ensure the final attendee report are given to the Liaison and AFRC by Saturday morning
  - 4.1.14. Ensure the Resource Providers are registered and accounted for
  - 4.1.15. Provide accountability report to YR Reps, AFRC Event Manager, for review of member attendance

#### **5. AGENDA ROLE**

- 5.1. This role manages the agenda for the event. This includes working with the Event Manager, AV equipment staging, seating and table set-up for the meeting space. This may also include the Youth Agenda however, it is recommended that this responsibility be assigned to another member of the staff.
  - 5.1.1. AIR Determine meeting room allocation
  - 5.1.2. Works with AFRC on agenda
  - 5.1.3. Send AFRC approved Agenda to all Wing Reps, and Staff NLT two weeks prior to event
  - 5.1.4. Provide final AFRC approved agenda to Event Manager to send to the Wing Reps to forward to their attendees, leadership, support staff, and resource providers
  - 5.1.5. Coordinate with Resource Recruiter Role to reserve MOS, PFC, and MFLCs

- 5.1.6. Coordinate agenda with Emcee and Resource Recruiter
- 5.1.7. Coordinate with Chaplains for set up requirements, for optional Sunday non-denominational worship service
- 5.1.8. For any speakers with a cost, the Agenda Role will budget for and have their Wing work the required ITA/ITOs. The costs will be associated with the Agenda Role's Wing budget and their fund site will be used for the centrally billed travel.
- 5.1.9. Get all briefings from Resource Recruiters with AV requirements 14 days prior to event send to AFRC Event Manager
- 5.1.10. Organize the briefings in accordance with the Agenda format

## **6. RESOURCE RECRUITER ROLE**

- 6.1. This role manages all aspects of recruiting support organizations, base education and training, job placement affiliates and federal agencies (making every effort to introduce a sampling of new and appealing resource s as appropriate to the overall program goals at each event).
  - 6.1.1. **NO ORGANIZATIONS WILL BE PERMITTED TO SELL PRODUCTS OR SERVICES AT EVENTS!** Make initial contact, communicate with, and successfully recruit Resource Providers (*adding new non-profit resources is encouraged*)
  - 6.1.2. Send out resource provider e-invite
  - 6.1.3. Outline Resource Provider responsibilities and provide them with a schedule for the event via email before event
  - 6.1.4. Address and familiarize Resource Providers at prescheduled Saturday morning Resource Provider briefing (*Provide attendance headcounts- families, staff and members. If RP's are speaking, show them their breakout room. Answer questions*)
  - 6.1.5. Schedule and make initial request through Joint Family Resource Center (JFRC) for MOS and MFLC's a minimum of 30 days prior to event
  - 6.1.6. Work with Youth Agenda Role to schedule Youth MFLC's
  - 6.1.7. Work with Agenda Role to determine what MOS and MFLC roles will be at the event (will they have a breakout, what topic, how many, etc.)
  - 6.1.8. Ensure all Resource Providers register through the evite site
  - 6.1.9. Use (Attch 3) Resource Providers Matrix to brief providers on briefing/information requirements. List includes (A&FR, American Red Cross, DOL, ESGR, FSS, Education & Training, Local/Online Colleges, Essential Knowledge, Troops to Teachers, Tutor.com, DEERS, Heroes to Hired, Military Spouse Employment Partnership, Employer Partnership of the Armed Forces, JAG/Paralegal/JAG Assistant, Military One Source, Personal Finance Coordinator, PHAP, DDR, Medical, SARC, SBA, TRICARE, VA, VA OEF/OIF/Disability, Vet Center and/or VBA/VHA, VESO (Veterans Employment))
  - 6.1.10. Contact the Honor Guard for Saturday morning of the event
  - 6.1.11. Contact someone to sing the National Anthem
  - 6.1.12. Coordinate IT support and brief them on the following
  - 6.1.13. Brief all Presenters/Speakers to:
    - 6.1.13.1. Be in place 10 minutes before the scheduled time.
    - 6.1.13.2. Send presentation to coordinator at least two weeks before event to ensure the materials will be available for use at the event, adhere to the time allotted

## **7. BUDGET ROLE**

- 7.1. This role is responsible for determining the correct event per diem and lodging rates and sending out to the YR Reps to populate their wing budget form. NOTE: each YR REP still budgets for their attending members through the Liaison Role.
  - 7.1.1. Coordinate with AFRC for funding information to print programs.
  - 7.1.2. Receive and review budgets for accuracy before sending to the Event Manager
  - 7.1.3. Ensure all items are accounted for within the inventory

## **8. YOUTH AGENDA**

- 8.1. Develops and coordinates the youth agenda.
  - 8.1.1. Requests Project YES a minimum of 30 days prior and copies Event Coordinator
  - 8.1.2. May coordinate activities for 6-12 year olds, but will primarily focus on the 13-17 year olds
  - 8.1.3. Coordinate Friday evening and Saturday morning registration for 13-17 year old children with Project YES
  - 8.1.4. Ensure all required waivers are signed (i.e.photos)
  - 8.1.5. Assign Youth Personnel to childcare rooms (must be a military member)

## **9. CONTRACTING OFFICER REPRESENTATIVE (COR)**

- 9.1. The COR will complete appropriate checklist and return to AFR YRP after the event.

## **10. ADITONAL ROLES FOR YRP WING REPS:**

### **10.1. COMMAND POST**

- 10.1.1. Set up the Command Post room ensuring the following is available: computers, printers with extra toner, scanner, copier, flipchart with easel, general office supplies, accessible phone numbers, and internet connectivity
- 10.1.2. Refrigerator, microwave, drinks and hospitality room snacks
- 10.1.3. Develop the reporting schedule for the Command Post
- 10.1.4. Work closely with Budget Role for required supplies

### **10.2. GREETERS**

- 10.2.1. You are the face of the Yellow Ribbon Events, so an encouraging and excited demeanor is crucial. You are responsible for directing members to the registration area. Be in place before registration begins, and expect to remain until after registration is complete. Be cheerful, introduce yourself, thank them for coming, escort members and carry luggage if needed, and go the extra mile to ensure our guests feel welcomed.
  - 10.2.1.1. Greets and directs guests to YR registration table.
  - 10.2.1.2. Greet and direct guests at strategic points in the lobby area
  - 10.2.1.3. Greet with a cheerful disposition (smile) and interact with YR Guests
  - 10.2.1.4. Direct YR attendees to our registration table or Command Post (for orders)

### **10.3. OPTIONAL ENTERTAINMENT ACTIVITIES**

- 10.3.1. Develops and arranges entertainment activities for the members and their families
- 10.3.2. Determine local entertainment activities
- 10.3.3. Work with the hotel to see if there are available discounts for events and/or activities
- 10.3.4. Collect printed information on local events, activities, and worship opportunities
- 10.3.5. Work with AFRC to schedule the Air Force Reserve Band for a concert
- 10.3.6. Work with hotel to arrange transportation to/from local event or activities
- 10.3.7. Make contact with local Convention and Visitors Bureau (CVB) for information
- 10.3.8. Coordinate/schedule shuttles to locations/activities if needed
- 10.3.9. Coordinate with CVB and Budget Role to arrange mass transportation to/from Venue, IF event is held more than 30 minutes (drive time) from terminal

- 10.3.10. Work closely with Registrar to ensure information is distributed to members and their families prior to the event
- 10.4. STAGING
  - 10.4.1. Develops the staging schedules for all the meeting rooms
  - 10.4.2. Compile AV Staging Schedule information (Projectors, laptops, audio)
  - 10.4.3. Compile Room Staging Schedule (seating and table arrangements)
  - 10.4.4. Compile and annotates who is responsible (YR Team, MSP, Hotel, etc.) for providing Speaker Presentation Aids Schedule (flipchart, post-it notes, parking lot sheet)
  - 10.4.5. Due 30 days prior for contractor and every time there is a change needed
- 10.5. ROOM MONITOR / TIME KEEPER
  - 10.5.1. It is your responsibility to control the “tempo” of room. You are tasked with managing the audience and keeping the speaker on track. Give the speaker 5 and/or 2 minute warning signs towards the end of the presentation. If the speaker continues past two minutes of the session end time, you are authorized to interject and politely thank everyone for coming, announce that unfortunately we are out of time, and if members have any further questions, to please see the speaker at his/her table in the resource area.
  - 10.5.2. For accountability purposes, have all attendees sign the class roster, or scan nametag, upon entrance into the room; DO NOT pass roster around the room while speaker is presenting.
  - 10.5.3. Ensure general session presenters stay on time by using the 5 & 2 min warnings, use the chimes to signal to attendees that a break is over, and help direct attendees to report to the general session room or breakout rooms on time.
    - 10.5.3.1. Tracks accountability and ensures event agenda stays on schedule
    - 10.5.3.2. Uses scanners and/or sign in sheets for accountability
    - 10.5.3.3. Gives briefers a 5 and 2 minute warning
- 10.6. REGISTRATION TABLE
  - 10.6.1. Customer service is #1. Therefore, when you arrive, be prepared to make sure everyone has an overall understanding of the schedule of events for the weekend. Patiently hand out welcome packets, gift bags, giveaways, door prizes etc. Members should feel your excitement for the event (not as though they are being rushed through a mobility line).
- 10.7. DOOR PRIZE COORDINATOR
  - 10.7.1. Coordinates door prizes for the event IAW legal parameters
  - 10.7.2. Determine how many gifts were donated and how to best give them away (be creative)
  - 10.7.3. Without Soliciting Private or Commercial businesses, acquire “Give-A-Ways” (ex. gift cards, gift baskets, tickets and tours, board games, toys, etc.)
  - 10.7.4. Depending on the number of gifts, work with Agenda Role to determine when drawings, games, or activities will be held to distribute “Give-A-Ways”
  - 10.7.5. Optional: Use accountability measures (passports, bingo sheets etc.) to award prizes for those who attended or participated with enthusiasm
  - 10.7.6. Determine if you will use door prize style tickets to give away any prizes
  - 10.7.7. Consult AFRC for availability of excess donations from past events
- 10.8. ATTENDEE ACCOUNTABILITY OFFICER
  - 10.8.1. Implements an accountability method for the attendees at the event.
    - 10.8.1.1. Use scanners for each breakout accountability
    - 10.8.1.2. Ensure accountability method is collected and breakout session and/or resource table attendance is calculated
    - 10.8.1.3. Provide results to Liaison who will incorporate totals into the AAR
    - 10.8.1.4. Lead team that will monitor/run the accountability process
    - 10.8.1.5. Have back-up plan to use sign-in roster if accountability system would go down.

10.9. NAME TAGS AND LANYARDS

- 10.9.1.1. Creates, obtains, coordinates with team, and manually builds the nametags for distribution with lanyards during registration
- 10.9.1.2. Creates name tags based on participant information entered into the e-Vite for Attendees, Children, Federal , Education and Job Fair Reps, Staff, and Contractor Rep
- 10.9.1.3. Work with the Budget Role to procure the name tags and lanyards
- 10.9.1.4. Print name tags prior to the event start with first names emphasized (large font or highlight)
- 10.9.1.5. Ensure different color name tags are used to designate resource providers, staff, and family members
- 10.9.1.6. Optional: include base, and/or unit
- 10.9.1.7. Establish process to print changes or additional name tags at event

10.10. WELCOME PACKETS

- 10.10.1. Designs, obtains, coordinates with team, and manually builds the Welcome Packets for distribution during registration.
  - 10.10.1.1. Obtain materials (work closely with Budget Role), print and build all welcome packets (includes leadership, staff, and attendee). To be completed before arrival on site
  - 10.10.1.2. Work closely with Agenda Role on what goes in the Welcome PackageOptional/additional information may include convention & visitors bureau information, evening activities options,

10.11. CONTRACTOR ROLE

- 10.11.1. Contractor will be responsible for hotel including all meeting space, food, audio visual and childcare contract for care (newborn through twelve years of age). They will coordinate with the HQ AFRC Operations Officer and the assigned Event Manager. Please refer to the current PWS and the COR checklist for specific requirements.
  - 10.11.1.1. The contractor shall provide Venue Proposals for at least 3 locations, using the template provided in the current PWS, within 30 days of signing the Task Order.
  - 10.11.1.2. The contractor shall participate in the venue site visits.
  - 10.11.1.3. The contract shall block rooms per the requirements of the PWS and provide the registration information and links required.
  - 10.11.1.4. The contractor shall provide rooming reports per the requirements of the PWS.
  - 10.11.1.5. Contractor will coordinate between the hotel and YRP to ensure the meeting space, food & beverage, and overall flow of the program is successful
  - 10.11.1.6. Contractor is to coordinate and oversee the pre-convention meeting on Friday with the hotel staff regarding the YRP
  - 10.11.1.7. Contractor is to meet with AFRC staff before 3pm on Friday to answer questions
  - 10.11.1.8. Contractor will facilitate and manage a weekly conference call between AFRC staff and Contractor for up to 1 hour to review all program details and to answer questions
  - 10.11.1.9. Contractor will provide monthly updates to AFRC POC outlining updates/progress on all programs



## Chapter 5: Staff Support Roles and Responsibilities

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### 1. Introduction.

1.1. Chapter 5 deals with the Wing support staff required for each deployment event and the responsibility for funding is outlined in the AFRCI. Funding requirements for support staff will be submitted to HQ YRP for approval using a RPA request form (Atch15) and Travel Order funding worksheet (Atch 17). Funding authorization will be sent to the wing in the form of a Budget Resource System (BRS) authorization or authorization by email. The Yellow Ribbon Representative will submit an eligibility list of support personnel to FM.

### 2. Event Support Staff.

#### 2.1. The Wing Yellow Ribbon Representative.

##### 2.1.1. Pre-Deployment and Post-Deployment (30, 60, and 90 day) events.

- 2.1.1.1. Request an event if the Wing has a minimum of 80 eligible members.
- 2.1.1.2. Submit Event Request to AFRC YRP office **NLT 210 days** prior to event. (Atch 25)
- 2.1.1.3. Submit Event Budget Request IAW timeline established by Event Manager. (Atch 8)
- 2.1.1.4. Coordinate with IDS team members for event requirements (technology).
- 2.1.1.5. Invite eligible members and their families and wing leadership (Atch 1)
- 2.1.1.6. Prepare Invitational Travel Authorization (ITA)/DD 1610 for eligible guests (Pre, 30 and 60 day event, outside commuting distance) and coordinate with Unit FM for funding information. (Atch 18)
- 2.1.1.7. Provide eligible member's unit with reporting instructions for the event to include location, report date/time, travel day (if applicable), meals provided(how many and what days if applicable)
- 2.1.1.8. Submit After Action Report to HQ YRP office within 15 days of the event.

##### 2.1.2. Deployment Event.

- 2.1.2.1. Arrange for event location, date, and time.
- 2.1.2.2. Submit Event Budget Package to AFRC YRP office **NLT 60 days** prior to event.(Atch Event Budget Package)
- 2.1.2.3. Invite families of deployed members and wing leadership.
- 2.1.2.4. Coordinate with all members of the IDS team for event requirements.(technology)
- 2.1.2.5. Prepare Invitational Travel Authorization (ITA)/DD1610s for eligible guests (outside commuting distance) and coordinate with Unit FM for funding information. (Atch 18)
- 2.1.2.6. Submit After Action Report to HQ YRP office within 15 days of the event.

#### 2.2. Airman and Family Readiness Representative.

##### 2.2.1. Pre-Deployment and Post-Deployment (30, 60 and 90 day) events.

- 2.2.1.1. Conduct personal and family readiness pre-deployment and/or post-deployment briefings.
- 2.2.1.2. Brief members and families about the importance of Family Care Plans.
- 2.2.1.3. Brief Pre-Deployers about Air Force Aid Society financial program requirements.
- 2.2.1.4. Provide members and families with an overview of deployment services they may receive from agencies such as: Military Family Life Consultant, Key Spouse, Tutor.com, Military OneSource, and Financial Aid Programs.
- 2.2.1.5. Provide briefings on topics such as: Financial, Resume Writing, Transition Assistance Program, and Community Programs.

##### 2.2.2. During Deployment Event

- 2.2.2.1. Offer Air Force Aid Society financial assistance at stand-alone bases.
  - 2.2.2.2. Provide information regarding resources available to assist with spouse and Family member employment and employer support.
  - 2.2.2.3. Provide assistance in understanding needs of wounded, ill, and injured members (i.e. Medical holdover and community based health care organizations).
- 2.3. Chaplain
- 2.3.1. Pre-Deployment and Post-Deployment (30, 60, and 90 day) events. Provide service and assistance for:
    - 2.3.1.1. Single service member concerns.
    - 2.3.1.2. Marriage/Relationship enrichment.
    - 2.3.1.3. Family counseling.
    - 2.3.1.4. Separation and Reintegration Issues
    - 2.3.1.5. Resiliency.
  - 2.3.2. Deployment Event. Provide the following:
    - 2.3.2.1. Awareness of support available to the family through religious community.
    - 2.3.2.2. Assistance to family member inquiries.
    - 2.3.2.3. Contact with deployed members.
- 2.4. Finance Management (FM)
- 2.4.1. Pre-Deployment and Post-Deployment (30, 60, and 90 day) events.
    - 2.4.1.1. Provide guidance on preparation of military order for eligible member participants.
    - 2.4.1.2. Provide assistance on the preparation of travel vouchers.
    - 2.4.1.3. Provide guidance on ITA for family members attending outside commuting area.
- 2.5. Health Services
- 2.5.1. Pre-Deployment and Post-Deployment (30, 60, and 90 day) events.
    - 2.5.1.1. Ensure TRICARE representative attends event.
    - 2.5.1.2. Provide TRICARE benefits briefing.
    - 2.5.1.3. Assistance with mental health and post traumatic stress symptom identification.
    - 2.5.1.4. Provide breakout sessions addressing:
      - 2.5.1.4.1. Anger management.
      - 2.5.1.4.2. Substance abuse prevention.
      - 2.5.1.4.3. Compulsive behavior prevention.
      - 2.5.1.4.4. Deployment Health Surveillance Program.
      - 2.5.1.4.5. Post Deployment Health Reassessment.
      - 2.5.1.4.6. Deployment associated medical testing and services.
      - 2.5.1.4.7. Line of Duty Determination.
- 2.6. Human Resources Development Council/Equal Opportunity.
- 2.6.1. Pre-Deployment Event.
    - 2.6.1.1. Provide sensitivity training.
- 2.7. Force Support Squadron (FSS).
- 2.7.1. Pre-Deployment, Post Deployment (30 day) Event.
    - 2.7.1.1. Provide Defense Enrollment Eligibility Reporting System (DEERS) assistance.
    - 2.7.1.2. Provide information on Post 9-11 educational benefits.
    - 2.7.1.3. Educate and assist with Family Care Plan and SGLI.
- 2.8. Public Affairs.
- 2.8.1. Pre-Deployment and Post-Deployment (30, 60, and 90 day) events.
    - 2.8.1.1. Provide assistance with outside media and Distinguished Visitors (DVs).
- 2.9. Services (Childcare Requirements and Resources).
- 2.9.1. Pre-Deployment and Post-Deployment (30, 60, and 90 day) events.
    - 2.9.1.1. If childcare services are required for events refer to Atatch 7 and coordinate with AFRC/A1R individual requirements.

- 2.9.1.2. AFRC/A1R will provide standardized briefing on available child/youth programs for reservists, including NACCRRRA programs.
- 2.10. Sexual Assault Response Coordinator.
  - 2.10.1. Pre-Deployment and Post-Deployment (30, 60, and 90 day) events.
    - 2.10.1.1. Provide required sexual assault awareness and prevention information/training.
- 2.11. Staff Judge Advocate.
  - 2.11.1. Pre-Deployment.
    - 2.11.1.1. Provide assistance for legal readiness (Will, Power of Attorney, Service Members Civil Relief Act, etc.).
  - 2.11.2. During Deployment and Post Deployment (30 day).
    - 2.11.2.1. Review any legal documents and provide preliminary legal advice.
- 2.12. Unit First Sergeant.
  - 2.12.1. Ensure family care plans are prepared.
- 2.13. Unit Commander.
  - 2.13.1. Employer Support.
    - 2.13.1.1. Letter to all employers.
- 2.14. Wing Commander/Command Chief.
  - 2.14.1. Event open ceremony and be prepared to address deployment questions.



## Chapter 6: Budget/Event Set-up

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### 1. Introduction

1.1. Chapter 6 covers the Event Budget Package (Atch 8) is used to identify the costs involved with the YR event. Once completed, it will be submitted to the AFRC YRP office by issued suspenses. (Writable attachments are available on YRP SharePoint: <https://eim.afrc.af.mil/YellowRibbon/default.aspx> Use your CaC email certification to access)

1.2. EVENT BUDGET PACKAGE : It is imperative that you accurately complete the budget request with the following information. (Atch 8) Before you begin your calculations, get your costs for average air/mileage (estimate of how many will fly or drive), full or proportional per diem, lodging (provided by Budget Role) and IE.

#### 1.2.1. Page 1, Cover Page Event Budget Package

##### 1.2.1.1. I. Wing Information

1.2.1.1.1. Block 1 – Unit and Base (Self Explanatory).

1.2.1.1.2. Block 2 – OBAN – Your Unit FM will provide you with this information.

1.2.1.1.3. Block 3 – Date budget prepared.

1.2.1.1.4. Block 4 – Unit Address (Self Explanatory)

1.2.1.1.5. Block 5 – Wing YRP Representative Name.

1.2.1.1.6. Block 6 – Region s (Team Yellow, Team Blue, Team Purple)

1.2.1.1.6.1. Include Wing FM Information(Use @us.af.mil email for FM POC)

##### 1.2.1.2. II. Event Information

1.2.1.2.1. Block 7 – Venue Name – Name of the Venue

1.2.1.2.2. Block 8 – Proposed Location of Event – List city and state of event venue.

1.2.1.2.3. Block 9 – Event Dates- (Fri,Sat and Sun)

1.2.1.2.4. Block 10 – Event Type ( Combined, Pre, Post 30, Post 60, During or Post 90).

1.2.1.2.5. Block 11 – Wing Budget Comments (This area is a free text field to provide information requested by your wing agencies if any)

#### 1.2.2. Page 2-Participant Budget Calculations

1.2.2.1. III. General Budget Information Blocks 1-5 will auto fill from cover sheet.

1.2.2.2. IV. Eligible Participant Pay Estimates (RPA)

1.2.2.2.1. Block 1 and 2 – Number Attending – Populate the appropriate numbers per rank in spaces provided. The subtotal will automatically calculate for pay.

1.2.2.3. V. Travel Estimates for Eligible Participants –RPA (Members traveling on RPA that are outside commuting distance, unless Wing Commander authorizes Direct to Stay)

1.2.2.3.1. Lodging : Actual Cost of Lodging (do not include taxes or fees)(Provided by Budget Role)

1.2.2.3.2. Per Diem Cost: Proportional Per Diem plus IE. You will not separate travel day cost etc. This is an estimate therefore actual costs not required. (Provided by Budget Role or DoD per diem website)

1.2.2.3.3. Travel, Round Trip: Use average cost of airline tickets. This figure will apply to airline or POV travel.

1.2.2.3.4. Parking, Hotel: If applicable include.

1.2.2.3.5. Taxi, Round Trip- This will account for departing airport and TDY location.

1.2.2.3.6. Parking, Airport: Include if Applicable

- 1.2.2.3.7. Other: This will be used for exception expenses such as resort fees, etc.
- 1.2.2.4. VI. Travel Estimates For eligible Participants – O&M (AGR/MPA)
  - 1.2.2.4.1. Lodging : Actual Cost of Lodging (do not include taxes or fees)(Provided by Budget Role)
  - 1.2.2.4.2. Per Diem Cost: Proportional Per Diem plus IE. You will not separate travel day cost etc. This is an estimate therefore actual costs not required.
  - 1.2.2.4.3. Travel, Round Trip: Use average cost of airline tickets. This figure will apply to airline or POV travel.
  - 1.2.2.4.4. Parking, Hotel: If applicable include.
  - 1.2.2.4.5. Taxi, Round Trip- This will account for departing airport and TDY location.
  - 1.2.2.4.6. Parking, Airport: Include if Applicable
  - 1.2.2.4.7. Other: This will be used for exception expenses such as resort fees, etc.
- 1.2.2.5. VII. Travel Estimates For Eligible Guests – O&M
  - 1.2.2.5.1. 1. Eligible Guest (Civilian traveling on ITA)
    - 1.2.2.5.1.1. Lodging : Actual Cost of Lodging (do not include taxes or fees) if approved additional room waiver is issued.
    - 1.2.2.5.1.2. Per Diem Cost: Proportional Per Diem plus IE. You will not separate travel day cost etc. This is an estimate therefore actual costs not required. See or DoD per diem website: <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>
    - 1.2.2.5.1.3. Travel, Round Trip: Use average cost of airline tickets. This figure will apply to airline or POV travel.(Only include guests that will be flying)
    - 1.2.2.5.1.4. Parking, Hotel: If applicable include.
    - 1.2.2.5.1.5. Taxi, Round Trip- This will account for departing airport and TDY location.
    - 1.2.2.5.1.6. Parking, Airport: Include if Applicable
    - 1.2.2.5.1.7. Other: This will be used for exception expenses such as resort fees, etc.
  - 1.2.2.5.2. Eligible Guest (Reg AD/Fed Emp (ie. ARTS, GS, etc) traveling on DD 1610)
    - 1.2.2.5.2.1. Lodging : Actual Cost of Lodging (do not include taxes or fees) if approved additional room waiver is issued.(Provided by Budget Role)
    - 1.2.2.5.2.2. Per Diem Cost: Proportional Per Diem plus IE. You will not separate travel day cost etc. This is an estimate therefore actual costs not required. See or DoD per diem website: <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>
    - 1.2.2.5.2.3. Travel, Round Trip: Use average cost of airline tickets. This figure will apply to airline or POV travel.(Only include guests that will be flying)
    - 1.2.2.5.2.4. Parking, Hotel: If applicable include.
    - 1.2.2.5.2.5. Taxi, Round Trip- This will account for departing airport and TDY location.
    - 1.2.2.5.2.6. Parking, Airport: Include if Applicable
    - 1.2.2.5.2.7. Other: This will be used for exception expenses such as resort fees, etc.
- 1.2.3. Page 3 – Staff Budget Calculations (NOTE: FOR STAFF AND LEADERSHIP, USE THE AMOUNT OF DAYS FOR CALCULATIONS OF THE INDIVIDUAL WITH THE MOST DAYS. THIS WILL INSURE ADEQUATE FUNDING, IE: Staff A is for 4 days and Staff B is for 3 days, use 4 days in all day calculations)
  - 1.2.3.1. VIII. General Budget Info-Blocks 1-5 will auto fill from cover sheet.
  - 1.2.3.2. IX. Military Staff Pay Estimates (RPA)
    - 1.2.3.2.1. Populate the appropriate numbers per rank in spaces provided. The subtotal will automatically calculate for pay.
  - 1.2.3.3. X. Travel Estimates For Military Staff – RPA (Members traveling on RPA that are outside commuting distance, unless Wing Commander authorizes Direct to Stay) Note: Staff

may require different amount of days. Calculate travel on the maximum days.(If you have a staff member for 4 days and one for 3 days, calculate both at 4 days)

- 1.2.3.3.1. Lodging : Actual Cost of Lodging (do not include taxes or fees)(Provided by Budget Role)
- 1.2.3.3.2. Per Diem Cost: Proportional Per Diem plus IE. You will not separate travel day cost etc. This is an estimate therefore actual costs not required. See or DoD per diem website: <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>
- 1.2.3.3.3. Travel, Round Trip: Use average cost of airline tickets. This figure will apply to airline or POV travel.
- 1.2.3.3.4. Parking, Hotel: If applicable include.
- 1.2.3.3.5. Taxi, Round Trip- This will account for departing airport and TDY location.
- 1.2.3.3.6. Parking, Airport: Include if Applicable
- 1.2.3.3.7. Other: This will be used for exception expenses such as resort fees, etc.
- 1.2.3.4. XI. Travel Estimates For Staff – O&M
  - 1.2.3.4.1. Military Staff, O&M (AGR/MPA)
    - 1.2.3.4.1.1. Lodging : Actual Cost of Lodging (do not include taxes or fees)(Provided by Budget Role)
    - 1.2.3.4.1.2. Per Diem Cost: Proportional Per Diem plus IE. You will not separate travel day cost etc. This is an estimate therefore actual costs not required. See or DoD per diem website: <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>
    - 1.2.3.4.1.3. Travel, Round Trip: Use average cost of airline tickets. This figure will apply to airline or POV travel.
    - 1.2.3.4.1.4. Parking, Hotel: If applicable include.
    - 1.2.3.4.1.5. Taxi, Round Trip- This will account for departing airport and TDY location.
    - 1.2.3.4.1.6. Parking, Airport: Include if Applicable
    - 1.2.3.4.1.7. Other: This will be used for exception expenses such as resort fees, etc.
  - 1.2.3.4.2. Civilian Staff
    - 1.2.3.4.2.1. Lodging : Actual Cost of Lodging (do not include taxes or fees)(Provided by Budget Role)
    - 1.2.3.4.2.2. Per Diem Cost: Proportional Per Diem plus IE. You will not separate travel day cost etc. This is an estimate therefore actual costs not required. See or DoD per diem website: <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>
    - 1.2.3.4.2.3. Travel, Round Trip: Use average cost of airline tickets. This figure will apply to airline or POV travel.
    - 1.2.3.4.2.4. Parking, Hotel: If applicable include.
    - 1.2.3.4.2.5. Taxi, Round Trip- This will account for departing airport and TDY location.
    - 1.2.3.4.2.6. Parking, Airport: Include if Applicable
    - 1.2.3.4.2.7. Other: This will be used for exception expenses such as resort fees, etc.
- 1.2.4. Page 4-Yellow Ribbon Participant Budget Request
  - 1.2.4.1. XII. General Budget Info – Blocks 1-8 will auto fill from cover sheet.
  - 1.2.4.2. XIII. RPA Budget For Eligible Participants
    - 1.2.4.2.1. Blocks 1-9. Blocks will auto fill from calculation sheet except for 3 and 7. Annotate number of days manually. Check blocks for accuracy of information carried forward.
  - 1.2.4.3. XIV. O&M Budget for Eligible Participants (AGR/MPA)
    - 1.2.4.3.1. Block 1-4. Blocks will auto fill from calculation sheet except for 3. Annotate number of days manually. Check blocks for accuracy of information carried forward.
  - 1.2.4.4. XV. O&M Budget for Eligible Guests

- 1.2.4.4.1. Block 1-4. Blocks will auto fill from calculation sheet except for 3. Annotate number of days manually. Check blocks for accuracy of information carried forward.
- 1.2.4.5. XVI. O&M Conference Costs
  - 1.2.4.5.1. If tasked to provide separate conference costs fill in the appropriate blocks. Receive the RCCC/EEIC information from wing FM. Block 26 will be used to itemize materials etc. or for additional explanation.
- 1.2.5. Page 5 – Yellow Ribbon Staff Budget Request (Wing YR Rep travel is not included in the staff budget)
  - 1.2.5.1. General Budget Info – Blocks 1-8 will auto fill from cover sheet.
  - 1.2.5.2. XVIII. RPA Budget For Staff/Wing Leadership (List Staff Below in Section XXI)
    - 1.2.5.2.1. Blocks 1-9. Blocks will auto fill from calculation sheet except for 3 and 7. Annotate number of days manually. Check blocks for accuracy of information carried forward.
  - 1.2.5.3. XIX. O&M Budget for Military Staff/Wing Leadership (AGR/MPA) (List Staff Below in Section XXI)
    - 1.2.5.3.1. Block 1-4. Blocks will auto fill from calculation sheet except for 3. Annotate number of days manually. Check blocks for accuracy of information carried forward.
  - 1.2.5.4. XX. O&M Budget for GS Civilian Staff/Key Note Speaker (List Staff Below in Section XXI)
    - 1.2.5.4.1. Block 1-4. Blocks will auto fill from calculation sheet except for 3. Annotate number of days manually. Check blocks for accuracy of information carried forward.
  - 1.2.5.5. XXI. Staff Listing (Request for Approval of Listed Staff)
    - 1.2.5.5.1. List Rank, First and Last Name, Event Role (Primary Role IE: Registration, Room Monitor, FM, etc), Status for Event, Initial Report and Release Dates).
- 1.2.6. Page 6 – Yellow Ribbon Budget Request Approval
  - 1.2.6.1. XXII and XXIII – Information will populate from previous pages.
  - 1.2.6.2. XXV – Wing Yellow Ribbon Representative will Approve and electronically sign. If unable to sign, print and provide wet signature, however, this will require wet signatures in the following approval boxes.
  - 1.2.6.3. XXVI and XXVII – FM and Wing CC Approval
    - 1.2.6.3.1. Once XXVII is complete, forward budget to the Event Budget Role. The remaining blocks will be completed at HQ AFRC YRP office.

## **2. Yellow Ribbon Program Event Request Worksheet.**

If a wing has a minimum of 80 eligible members at one time to hold a stand alone Pre, Post 30-60 event a YRP Event Request must be submitted six and a half months (210 days prior to event dates to allow enough time to plan and prepare task order for planning contractors. (Attch Event Request) A During or Post 90 event may be submitted on the Event Budget Package 60 days prior to the event. Use the space on Page 4 to describe your event and cost comparisons. Event Manager will provide feedback and approval of requested events.

### **2.1. I. Primary Wing Information**

- 2.1.1. Fill in the information requested. If there will be additional wings participating, list them with a POC.

### **2.2. II. Event Location Information**

- 2.2.1. Event Location and Region – Check appropriate boxes

- 2.2.1.1. Primary and Secondary Site Preference /Primary and Secondary Dates– List cities and states of preferred venue location and dates requested.

- 2.2.1.1.1. TMO(Travel Management Office), CVB (Convention Visitors Bureau)

- 2.2.1.1.1.1. Check with TMO for accessibility of Site you are selecting for airfare and availability of seats arriving and departing location on dates.

2.2.1.1.1.1.1. Check with the Site location's CVB to determine if there are events that would preclude finding a venue in the area on dates you are requesting.

2.2.1.1.1.2. Priority

2.2.1.1.1.2.1. Determine if site or date is more important to the selection by checking the Priority box.

2.3. III. Automatic Contract Items

2.3.1. These items are always included in the task order.

2.4. IV. Basic Event Configuration

2.4.1. Select the applicable boxes in each category. The breakout rooms will include the teen (13-17) room.

2.5. V. Meal Plans

2.5.1. Choose the Meal plan, number of meals and light refreshments.

2.6. VI. MISC

2.6.1. Include any remarks expressing concerns or preferences.

2.7. VII Signatures

2.7.1. Electronically sign and forward to the applicable Regional Manager.



## Chapter 7: EventPLUS Tool (EPT)/Joint Services Support (JSS)

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### 1. Introduction.

1.1. Chapter 7 details the Joint Services Support (JSS) portal was designed and funded by the National Guard. Since its inception other service components needs exceeded JSS capabilities. While keeping the JSS portal live for the National Guard, other service components, such as the Air Force Reserve (AFR), transitioned (April 2012) to the EventPLUS portal to better serve the needs of event planning. The EventPLUS program has several features and tools all of which have not completely developed and are still in a “beta test” (registration, cadre of speakers link, etc.). In the event section it allows you to see all services YR events, plus offers an Event Planner Tool (EPT) which was designed for planning and administration of all YR events.

1.2. To access the program log into <http://www.yellowribbonevents.org> or <http://www.jointservicessupport.org/osd/>

### 2. Wing YR Representative Responsibilities.

2.1. On the home page you will have options from the drop down menu to view all events

2.2. Click on the “sign up” at the top of the page to register for an AFR Account

2.3. Register in EPT website as an Event Coordinator.

2.4. Prior to getting YR Event approval from HQ AFRC/A1R, the YR Representative inputs event into the EPT

2.5. For Regional or combined (i.e. Pre, 1<sup>st</sup> Post, and 2<sup>nd</sup> Post) events the HQ AFRC/A1R representative will enter each phase of a combined event into EPT.

2.6. There are only selected portions of the event planner tool that we use in EventPLUS until the “beta testing” is complete. We currently do not use EPT to register people for our events; we currently use the E-vite system for registration for AFRC YR events.

2.7. The EPT Website will automatically allow you to request Military One Source, JFSAP, MFLC and Personal Finance representatives.

### 3. Event Planner Portal Quick Reference Guide.

3.1. To access training guide and see instructions on how to register an event click on the web link <http://www.jointservicessupport.org/osd/eventplannerguide.pdf>



## **Chapter 8: Marketing**

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### **1. Introduction.**

1.1. Chapter 8 outlines marketing of your event, which is very important for successful attendance numbers. Consistency is the key to providing good information. Contact your local Force Support (Services) Marketing office for event support.

### **2. Information.**

2.1 Information should be processed through Airman and Family Readiness, Key Spouses, Orders Clerks and Wing YRP representatives for marketing information to the military members. The following information will be included.

- 2.1.1 Event dates, times, and travel dates.
- 2.1.2 Location and contact information.
- 2.1.3 Local area attractions.
- 2.1.4 Simple directions.
- 2.1.5 Venue attractions and amenities.
- 2.1.6 Wing YRP representative contact information.
- 2.1.7 List of briefers and resources.
- 2.1.8 Instructions for reservations and transportation.
- 2.1.9 Current YRP logo will be placed on all marketing.

### **3. Training Materials and Promotional Items.**

3.1 Training materials will be purchased and distributed to each wing by HQ AFRC YRP office.

3.2 Low cost promotional items for all bases will be purchased and distributed by the HQ AFRC YRP office.

- 3.2.1 Send suggestions for purchase of low cost promotional items (under \$10 each) to HQ AFRC YRP office.



## Chapter 9: Keynote Speakers

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### 1. Introduction.

- 1.1. Chapter 9 deals with the keynote speaker who will set the tone for the YR event. AFRC approved keynote speakers are provided on a speaker cadre list with a short biography on each (Attch 10). The keynote speaker fees are IAW the guidelines for payment, (AFI 65-601 V1, Section 4C, Table 4.2, FAR Section 37), of \$2,000.00 or less, plus personal traveling expenses (expenses are paid through an Invitational Travel Authorization (ITA). Training materials for speakers are not authorized unless they are included as part of their speaking fee.
- 1.2. Speakers are not limited to those on the approved list, if you have another potential speaker that meets the keynote speaker guidelines; send their biography to HQ YRP Org box [afrc.yellowribbon@us.af.mil](mailto:afrc.yellowribbon@us.af.mil) for approval. New YR speakers will be added to the approved keynote speaker list, as they are vetted and approved by HQ AFRC/A1R.
- 1.3. OSD also has a cadre of approved keynote speakers that cover a variety of Yellow Ribbon related topics, which are funded by OSD. To access the OSD cadre of speakers visit: <http://www.yellowribbon.mil> and click on the Center of Excellence pull down tab, and follow the prompts.

### 2. Orders for Keynote Speakers.

- 2.1. The HQ YR representative will reserve key note speaker unless the Wing YR representative has a special request.
- 2.2. HQ AFRC/A1R will request AFRC speakers to complete a speaker confirmation (Attch 24) citing dates, location and fees.
- 2.3. The Wing YRP representative will complete the ITA request (Attch 19) (fund cite information is obtained from unit FM office) and submit to the unit FM office to obtain travel order number and certification.
  - 2.3.1. Ensure proper travel cost and lodging and per diem are provided on the ITA.
  - 2.3.2. Assist the keynote speaker with making travel arrangements thru your local travel office if speaker is flying. Inform the travel office that the commercial ticket will be centrally billed to the ITA fund cite.
  - 2.3.3. Once order published, provide the travel office the ITA so the ticket may be issued.
  - 2.3.4. Provide the speaker with copy of ITA, and commercial ticket itinerary and voucher (if applicable).
  - 2.3.5. Explain to the speaker the maximum per diem to be reimbursed and entitlements. The YRP representative at the event will assist filling out the travel voucher.
  - 2.3.6. For combined events, ensure the speaker registers for the YR event with the E-vite and registers for a hotel room.
  - 2.3.7. Speaker will submit invoice for payment to: AFRC YRP office at [afrc.yellowribbon@us.af.mil](mailto:afrc.yellowribbon@us.af.mil) for payment by government check.



## Chapter 10: Resource Providers

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### 1. Introduction.

1.1. Chapter 10 covers the Resources Provided at YR events. To have the best success and information available, government and civilian agencies should be used for all events. These agencies provide a variety of valuable information and assistance to the military members and their families. Agencies and description of their services are provided below.

### 2. Civilian Resource Agencies.

2.1 All civilian resource agencies should be requested in advance for set up and agenda purposes. If you are having issues obtaining any of the civilian agencies, contact the AFRC YRP office for additional support and guidance. These benefits are crucial to the military member and their family members.

2.2 The civilian resource agency participation is not funded by the Yellow Ribbon Program and the agencies will have requirements that must be met on an individual basis.

2.3 The following agencies provide key information and resource assistance.

2.3.1 Joint Family Support Assistance Program (JFSAP) – Requested through JSS a minimum of 30 days prior to the event. They will assist in requesting personal finance type organizations to offer budget, saving and financial planning assistance.

2.3.2 Military Family Life Consultants (MFLC) - Licensed and Certified adult and children counselors that must be requested 30 days prior to the event. MFLC can work with the children provided that another adult, such as a childcare provider, is present.

2.3.3 Military One Source (MOS) – Offers services for counseling, finance and many other reintegration assistance programs. Their library offers resources and books that will assist with reintegration issues for military members and their families. Must be requested 30 days prior to the event.

2.3.4 Employment Services of Guard and Reserve (ESGR) – Educates the appropriate steps of notifying civilian employers and will assist with any issues with employers that are caused by the deployment. Provides information concerning rights of the military member. Must be requested 30 days prior to the event.

2.3.5 Veteran's Affairs/VSO/VHA/Vet Centers – Supports the military member with all areas of veteran's affairs. VA area at your event should include sufficient room for the military member and their family to fill out enrollment forms. Must be requested 30 days prior to the event.

2.3.6 American Red Cross – Mostly requested for pre-deployment events as they are the source for bringing military member home from forward location due to illness, death or birth of an immediate family member. Must be requested, at a minimum, 2 weeks prior to the event.

2.3.7 Air Force Aid Society – Attend the event or assist with calling cards or funding assistance to the member. Airman and Family Readiness can request support for the event or for the member.

- 2.3.8 Key Spouses – Are in place as a support team for spouses of deployed military member. They support prior, during and at the close of the event. Request should go through Airman and Family Readiness. (YR will fund one Key Spouse per event, see Atch 1)
- 2.3.9 TRICARE – Support is done by region. Contact the medical squadron POC for requesting TRICARE support. The support is provided in an educational and informational format to inform member of the eligibility for health care coverage for them and their family.
- 2.3.10 Department of Labor (DOL)/Job Fair – Request for the DOL and Job Fair support will be coordinated through the Airmen and Family Readiness Office.
- 2.3.11 Local Colleges and Technical Schools – Attendance by local colleges and technical schools for the information fair. Good combination with the new GI Bill. Requests should be made through your Education and Training Office.



# Chapter 11: The Agenda

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## 1. Introduction.

- 1.1. Chapter 11 details the agenda. There are five different types of YR agendas, one for each phase of deployment (Atch 11-14).
  - 1.1.1 Pre-deployment
  - 1.1.2 During Deployment
  - 1.1.3 1<sup>st</sup> Post or (30) day Post-deployment
  - 1.1.4 2<sup>nd</sup> Post or (60) day Post-deployment
  - 1.1.5 3<sup>rd</sup> Post or (90) day Post-deployment
- 1.2. The combined concept for YR events will be used to combine the Pre, 1<sup>st</sup> and 2<sup>nd</sup> Post deployment events for the same date and location, however the focus of each phase of deployment will have its own track.
- 1.3. The YR agenda is designed to provide pertinent information to all members and their adult guests in the general session, followed by various breakout options. The resource tables provide additional information. The schedule has been purposefully designed to allow some free time for family and friends to reintegrate.

## 2. Pre-deployment Event.

- 2.1. This two day event is held outside the local commuting area of a base. The main focus is to prepare service members and their family members for deployment. This is done by creating a support network of people and resources that they can call upon in time of need. See standard sample agenda (Atch 11)

## 3. During Deployment Event.

- 3.1. This one day event is held on or near the service member's base. The main focus of this event is check on the wellness of the family members of the deployed service members. Offer support services and information tables on MOS, Chaplain, PHAP, TriCare, VA, ESGR, FM, and A&FR. Light refreshment may be purchased for this event. See sample agendas (Atch 13)

## 4. 30 Day Post or 1<sup>st</sup> Post deployment Event.

- 4.1. This two day event is held outside the local commuting area of a base. The main focus is to assist service members and their families to reintegrate with each other and their surroundings. How to adjust to a new normal; assist with employment options, offer support, and resources. See standard sample agendas (Atch 11)

## 5. 60 Day Post or 2<sup>nd</sup> Post Deployment Event.

- 5.1. This two day event is held outside the local commuting area of a base. The main focus is to assist service members and their families to identify any behaviors or feelings they may be experiencing that they may need referrals for free professional assistance. See standard sample agendas (Atch 11)

## 6. 90 Day Post or 3<sup>rd</sup> Post Deployment Event.

- 6.1. This one day event is held preferably on or near the service member's base. The main focus of this event is to have the service member conduct their NCAT health assessment at their local medical unit, and offer information tables on MOS, Chaplain, PHAP, TriCare, VA, ESGR, FM, and A&FR. Light refreshment may be purchased for this event. See sample agendas (Atch 14)

## **7. Staff and Leadership Agenda.**

- 7.1. The staff and Leadership will be provided a one page standard agenda that shows all phases of deployment classes on one page for ease of assisting attendees. See (Attch 12)

## **8. Resource Provider Tables**

- 8.1. Resource tables will be set up in a common area near the general session room and be available during all breaks. Some resource providers will also lead a breakout. The resource tables allow attendees the opportunity to visit and ask specific questions.
- 8.2.1. Some of the recommended resource provider table representatives:
  - 8.2.1.1. Airman and Family Readiness
  - 8.2.1.2. Employment Opportunities
  - 8.2.1.3. Key Spouse representative
  - 8.2.1.4. Employer Support for Guard and Reserve/Department of Labor (ESGR/DOL)
  - 8.2.1.5. Education Office
  - 8.2.1.6. Military life consultant (MFLC)
  - 8.2.1.7. Personal Financial Counselor (PFC)
  - 8.2.1.8. Chaplain
  - 8.2.1.9. Psychological Health Assessment Program (PHAP)
  - 8.2.1.10. Legal (JAG)
  - 8.2.1.11. Finance (FM)
  - 8.2.1.12. Colleges from the local area
  - 8.2.1.13. Military One Source (MOS)
  - 8.2.1.14. Red Cross
  - 8.2.1.15. VA
  - 8.2.1.16. TriCare
  - 8.2.1.17. Drug demand reduction

## **9. Standard Agenda Approval Process**

- 9.1. AFRC/A1R will complete the agenda grid with focus driven breakout sessions for each phase of the combined YR events, based on number of attendees within each phase.
- 9.2. The agenda grid will be reviewed and coordinated with the respective Event Manager, and approved by the YR Program Manager.
- 9.3. The YR Wing reps still have input into the agenda and Keynote Speakers, but this should be coordinated through their respective Event Manager.
- 9.4. Once the agenda grid is approved it will be sent to the respective Event Manager and forwarded to the team agenda person for that event, to be inserted into the attendee style agenda.
- 9.5. The agenda times will follow the attached revised standard agenda (Attch 11)
- 9.6. The Wing Rep assigned to the agenda for each event will then forward the completed DRAFT attendee style agendas to HQ AFRC YR Org box at: [afrc/yellowribbon@us.af.mil](mailto:afrc/yellowribbon@us.af.mil) for review and final approval by HQ AFRC/A1R
- 9.7. Upon final approval of the attendee style agenda by HQ AFRC/A1R, the respective Event Manager will coordinate the printing of the agenda with their team.



## Chapter 12: Childcare

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### 1. Introduction.

- 1.1. Chapter 12 covers childcare requirements. YR representative will plan for childcare for all YR events. In accordance with the Section 582 of Public Law 110-181, National Defense Authorization Act for FY 2008, dated January 28, 2008, and the DoD Instruction 1342.28, DOD Yellow Ribbon Reintegration Program (YRRP), March 30, 2011, Under Secretary of Defense for Personnel and Readiness authorizes childcare for YRP events.

### 2. Yellow Ribbon Representative Responsibilities at During and Post 90 YR Event.

- 2.1. Contact HQ AFRC A1SY to determine if local contract providers are available.
- 2.2. Contact civilian licensed provider in the community if one is not in place.
- 2.3. Provider must be state licensed or use a regulated family childcare home or center.
- 2.4. If on an Active Duty Base, coordinate with Force Support for the use of Childcare centers or Family Childcare homes.
- 2.5. Ensure all selections are approved by HQ AFRC/A1R.
- 2.6. Childcare should be available for children 0-5 years old, 6-12 years old, and although childcare is not required for youth ages 13 and older, the YR Representative will ensure adult supervised activities are provided.
- 2.7. Deployment Support Activities shall be provided for all age groups through and/or local 4-H Organizations when available.
- 2.8. Contact the State 4-H Military Liaison at [www.4-hmilitarypartnerships.org](http://www.4-hmilitarypartnerships.org)
- 2.9. If OMK and/or 4-H support is not available contact HQ AFRC/A1R at 478-327-1041.
- 2.10. The governing AFI for Family Child Care is AFI 34-276.

### 3. Childcare Rooms.

- 3.1. Three separate childcare areas or rooms must be provided for attendee's children for the following age groups:
  - 3.1.1. Up to 5 years old.
  - 3.1.2. 6-12 years old.
  - 3.1.3. 13 years old and up.
- 3.2. YRP Representative will ensure that these rooms or areas are not near the building exit doors.
- 3.3. Childcare rooms will be available on event activity days from 30 minutes prior to the start of the conference schedule to 30 minutes after completion of the conference agenda schedule.
- 3.4. Each childcare room will have as a minimum, a VCR/DVD/TV, 2 round tables per room with 8 chairs, one 8 ft table along wall and in the 0-5 year old room, minimum of 2 cribs and high chairs.
- 3.5. Childcare Provider Requirements. (Atch 7)
  - 3.5.1. A contract with the approved service provider is required in order to cover services provided to eligible family members.
  - 3.5.2. Childcare is a valid mission requirement under the Yellow Ribbon Program, therefore, Government Purchase Card (GPC) use is authorized as long as the service does not exceed \$2,500.00.
  - 3.5.3. Coordinate all requirements for childcare through the cognizant Service organization, and if using GPC, your cognizant A/OPC.
  - 3.5.4. To use the GPC, first ensure the Merchant Activity Type (MAT) are permissible for the card. (AFI 64-117, Para 3.3).

- 3.5.5. MAT codes may be requested from the A/OPC by the approving official.
- 3.5.6. If dedicated card with a line of accounting that includes the ESP code of YR cannot be established, then a Journal Voucher (JV) must be prepared.
- 3.5.7. Another option is to use the Access Online capability to set-up an alternate line of accounting with the ESP code of YR so the cardholder may reallocate the relevant charges.

**4. AFRC Event Manager Responsibilities at Combined YR Event**

- 4.1. Contact Contractor to ensure the childcare will be provided IAW Performance-Based Work Statement.
- 4.2. Will provide registration links to the YR Representatives for eligible member to register their children.
- 4.3. Will provide confirmed numbers of children to the contractor to include ages
- 4.4. Will assign Youth Agenda Role to the YR Representatives



## **Chapter 13: Government Purchase Card**

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### **1. Introduction.**

1.1. Chapter 13 details the preparation and execution of your event, if you will be required to procure services and material items. Once YRP funding has been distributed to your wing, you will begin procuring needed services and materials. The purchase price will determine which procurement method you will use.

### **2. Government Purchase Card (GPC).**

- 2.1. Government Purchase Card (GPC) can be used to procure services and materials if requested by HQ YR Program office or if they have been included as part of your budget for During and Post 90 events.
- 2.1.1. Services costing less than \$2,500.00 and single purchase for materials less than \$3,000.00 may be purchased with the GPC.
  - 2.1.2. Purchases must be coordinated with your Agency/Organization Program Coordinator (A/OPC).
  - 2.1.3. Use the GPC IAW AFI 64-117 and AFI 65-601.



## Chapter 14: Attendance at Alternate (Non-AFRC) Events

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### 1. Introduction.

- 1.1. Chapter 14 outlines the guidance and the responsibilities of the Air Force Reserve Command (AFRC) Yellow Ribbon Program office, Air Force Reserve Wing, Readiness Management Group (RMG), Active Guard and Reserve (AGR) gaining unit, and the Traditional and Individual Mobilization Augmentee (IMA) Reservists attending non-home unit Yellow Ribbon Program events. This Chapter is to be used for sending small numbers of members and families to Yellow Ribbon events in-lieu of hosting or co-hosting a separate event. **(This does not apply to combined events)** All IMA, AGR and Active Duty requests will follow these instructions. Reserve Wings co-hosting Yellow Ribbon events will follow the guidelines established in (Chapters 2 and 3).
- 1.2. Active duty personnel, such as AFRC Band members, may attend AFRC hosted Yellow Ribbon events using unit funds for travel and per diem. **AFRC Yellow Ribbon funding is NOT authorized for RegAF Active Duty participants.**

### 2. IMA Process.

- 2.1. Readiness Management Group (RMG) Yellow Ribbon Program point of contact (POC) will gather deployment data to include dates, residence and RMG Detachment for all IMA and Participating Individual Ready Reserve (PIRR-formerly Category E) personnel.
- 2.2. The IMA Representative will be the liaison between the AFRC YRP office and the IMA detachments for IMA participation.
  - 2.2.1. Once IMA member's have been identified to attend, the IMA Representative will submit a budget to the YR Program office to attend the event. ( Attch 8)

### 3. Wing Traditional Reservist/AGR Process.

- 3.1. Wing YRP Representative will identify wing members to determine eligibility for an event.
- 3.2. If there is not a substantial number of eligible members to plan a wing event, YRP representative will use the AFRC published roster of upcoming events and the JSS website to target events for members and provide event locations to the members based on member's HOR, event location, type of event and member availability.
- 3.3. Wing YRP representative or POC will work with the event host to determine space availability and registration requirements at the chosen YRP event.
- 3.4. Wing YRP representative will provide the wing member with POC and member will complete registration and reservations through the event POC.
- 3.5. Member will make travel reservations and orders request IAW their wing requirements.
- 3.6. Wing YRP representative will complete the Event Budget Request (Attch 8) annotating on the cover page information pertinent to other service event and submit to AFRC YRP organizational box, [afrc.yellowribbon@us.af.mil](mailto:afrc.yellowribbon@us.af.mil), no later than 10 **working** days prior to member's travel. Include the event POC contact information on the event budget package.
- 3.7. Upon AFRC YRP office approval, the wing YRP representative will notify unit and Unit FM of the military member and family members attending. A RPA order and/or ITA/DD1620 (Attch 18) will be published with YR funding provided to wing.
- 3.8. The member attending will complete a survey (Atch 22) for submission to their wing YRP representative at the conclusion of AFRC hosted events.

- 3.9. For non-AFRC hosted events, the member will complete survey and return to AFRC YRP office at [afrc.yellowribbon@us.af.mil](mailto:afrc.yellowribbon@us.af.mil) within one week of travel.
- 3.10. Member will complete and submit travel voucher within 5 days of travel IAW unit guidelines.



## Chapter 15: Event Site Management

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### 1. Introduction.

1.1. Chapter 15 deals with event site management. Attention to detail of every aspect of the set up and execution of the event will ensure positive results.

### 2. Yellow Ribbon Representative Responsibilities.

- 2.1 The wing YRP representative will arrive NLT the initial staff meeting scheduled the day prior to attendee arrival to ensure the following:
- 2.1.1. Maintain communication with the AFRC Regional Event Manager and Event Liaison ensures all event requirements have been met.
  - 2.1.2. Monitor individual Wing registrations, given by event registrar prior to arrival of participants.
  - 2.1.3. Review IT requirements and room set, to include the slides presentations for each room.
  - 2.1.4. General session room setup which includes the American Flag, waste baskets, electrical power, internet, Audio visual configuration requirements, center aisle, front stage (a minimum of 8'X10') and water service during event hours. Room should be set for the guaranteed number of participants.
  - 2.1.5. Break out rooms to include audio visual configuration requirements. All breakout rooms should be set for the acknowledged total.
  - 2.1.6. Childcare rooms should be in close proximity and in the line of sight. All childcare room requirements must meet the minimum for childcare referenced in AFI 34-248. Rooms should include audio visual configuration requirements and refrigerator.
  - 2.1.7. Counseling rooms should be set with a minimum of 1 round table with 4 chairs.
  - 2.1.8. Command Post should include electric, internet, microwave, refrigerator and water service during event hours.
  - 2.1.9. Break locations should be in close proximity to the Info Fair tables. Must meet the minimum requirements for fire hazards. Break items are in accordance to current Contractual agreements.
  - 2.1.10. Food and Beverage should be located in an area that meets the minimum requirements for fire hazards. Must meet all sanitation guidelines as referenced in AFI 48-116. Portion requirements should meet the requirements referenced in AFI 40-104. All meals are in accordance to the current Contractual agreements.
  - 2.1.11. Registration table is easily identifiable and accessible.
  - 2.1.12. All Information tables are set and ready.
  - 2.1.13. Directional signs and posters are in place and changed throughout the event.
  - 2.1.14. All Support staff in place to include the requirements found in attachment 1. Master of Ceremonies is in place for general session.
  - 2.1.15. Keep everyone informed of any agenda changes or adjustments to meals. Check in with information table throughout the day.
  - 2.1.16. At the end of the event, participants will report to the General Session room for accountability and to certify orders.
  - 2.1.17. Conclude the event with a hot wash, inventory and clean up.



## Chapter 16: Surveys Questionnaire Management Tool (QMT)

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### 1. Introduction.

1.1. Chapter 16 outlines that the Office of Secretary of Defense (OSD) requires all service branches to use the same type of surveys. This allows for comparison data to be evaluated. Questionnaire Management Tool (QMT) or surveys are crucial in determining the successes of the Yellow Ribbon event and program; they also provide insight into areas that may need improvement. Surveys are standardized (Atch 22) to insure consistent topics are measured. It is important to get the maximum participation from all Yellow Ribbon adult attendees.

### 2. QMT.

- 2.1. Each phase of deployment has its unique QMT. Since the AFRC YRP conducts regional combined events, we are required to create three separate agendas for the Pre-Deployment, 1<sup>st</sup>, and 2<sup>nd</sup> Post-Deployment events
- 2.1.1. QMTs all have bar codes that identify them to a particular event, and phase of deployment.
- 2.1.2. QMTs will be provided to all military and adult family members, or designated individuals, at registration and collected upon completion Sunday at the end of the event.
- 2.1.3. There is also a QMT to evaluate the individual breakouts, but it has to be created after the agenda is set. The QMT used to evaluate the individual breakouts, will be attached to the Pre-Deployment, 1<sup>st</sup>, and 2<sup>nd</sup> Post-Deployment event QMTs.
- 2.1.3.1. The completed QMTs are scanned into JSS and the bar code allows the data to be collated and analyzed.
- 2.1.3.2. All completed QMTs should be hand carried back to HQ AFRC/A1R by one of the attending HQ AFRC/A1R staff.
- 2.1.3.3. HQ AFRC/A1R will analyze the QMTs and provide results to Wing YR representatives and leadership.
- 2.1.3.4. See individual EventPLUS sample 1<sup>st</sup> Post QMTs (Attachment 22)
- 2.2. HQ AFRC/A1R created an additional survey to be offered online to previous attendees between 6-12 months after their YR Post events, to see how what effects the program has long term.

#### 2.2.1.

<https://www.jointservicesupport.org/Survey/TakeSurvey.aspx?PageNumber=1&SurveyID=1098>



## Chapter 17: After Action Report

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### 1. Introduction.

1.1 Chapter 17 covers the After Action Report (AAR), which is to provide objective feedback on a completed AFRC Yellow Ribbon Program event. AAR will be written IAW the approved OSD standard AAR template. (Attch 23)

### 2. After Action Report.

2.1 The AAR will include the following:

2.1.1 Agenda.

2.1.2 Location.

2.1.3 Statistics.

2.1.3.1 Total attendees.

2.1.3.2 Military Member (broke down by service, single and married),

2.1.3.3 Family – spouses/children/parents/other family members.

2.1.3.4 Actual vs. Forecasted attendance.

2.1.4 Attendee comment samples.

2.1.5 Provide comments from Wing YRP representative to include:

2.1.5.1 Observations and recommendations.

2.1.5.1.1 Include the positives from the event, areas that need improvement, and make recommendations as appropriate.

2.1.5.2 Adequacy of venue and location.

2.2 Forward the summary of attendees (breakdown of attendees by military members, spouses, children, parents and other family members) within FIVE days after the event to HQ YRP organizational box:

[afrc.yellowribbon@us.af.mil](mailto:afrc.yellowribbon@us.af.mil)

2.3 Coordinate the completed AAR thru your wing commander and send to HQ YRP organizational box, [afrc.yellowribbon@us.af.mil](mailto:afrc.yellowribbon@us.af.mil), within FIFTEEN days.



# Attachment 1: Minimum Event Manning Document

## ATTACH 1                      MINIMUM EVENT MANNING DOCUMENT

Event Core Staff	
Liaison (YRP Wing Representative)	1/event
Registrar (YRP Wing Representative)	1/event
Agenda Coordinator (YRP Wing Representative)	1/event
Resource Recruiter (YRP Wing Representative)	1/event
Budget Coordinator (YRP Wing Representative)	1/event
Youth Agenda Coordinator (YRP Wing Representative)	1/event
Remaining YRP Wing Representatives for duties to include room monitors, greeters, accountability, etc	7/350 based on availability
HQ Event manager	1/event
Communications (IT) Support	1/350
Contracting Officer Representative (COR)	1/event
Required AFR Support Staff	
Airman and Family Readiness (A&FR)	1/event
Chaplain	2/350, 3/450, 4/550, 6/750
Chaplains' Assistant	1/event
<b>1.1.1.1.1.1.1.1.1 Drug Demand Reduction (DDR)</b>	1/event
Force Support Squadron (FSS)/ Defense Enrollment Eligibility Reporting System (DEERS)	1/event
Education & Training	1/event
Financial Management (FM) - Air Force Reserve Order Writing System (AROWS)	1/350
FM - Defense Travel System (DTS)	2/350
Judge Advocate General (JAG)/Paralegal/JAG Assistant	2/350
<b>1.1.1.1.1.1.1.1.2 Medical</b>	1/event
Psychological Health Advocacy Program (PHAP) team members	2/event
PHAP COR	1/event
Public Affairs	1/event
Sexual Assault Prevention Response Coordinator (SAPR)	1/event
Security Forces	2/350
Security Forces (ATO Lvl 2)	1/event
Spouse Support (Key Spouse Representative)	1/event
Deployed Member's Squadron Commander/First Sergeant with 5 or more members attending	1/event
Wing Commanders and Command Chiefs	All are invited



## Attachment 2: Psychological Health Advocacy Program (PHAP) Structure

### Psychological Health Advocacy Program (PHAP)





## Attachment 3: Required Event Briefings

### REQUIRED BRIEFINGS

		PRE	DUR	30	60	90	Resource Provider
<b>1. Medical, Dental, and Mental Health Benefits</b>							
1.1	TRICARE	X		X	X	X	TRICARE
1.2	TRICARE Dental Program	X		X	X	X	TRICARE
1.3	Operational Stress Control	X	X	X	X	X	PHAP
1.4	Pre-Deployment Health Assessment (PDHA) DD Form 2795	<b>1.1.1.1</b>					Medical
1.5	Suicide Prevention and Community Healing and Response	X	X	X		X	Chaplain/PHAP
1.6	VA Medical Centers			X			VA
1.7	Transitional Assistance Management Program (TAMP)			X	X	X	Medical
1.8	Post-Deployment Health Assessment (PDHA) DD Form 2796 (Stress face to face briefing)			X	X		Medical
1.9	Transition Assistance Advisor (TAA) Program			X			Medical
1.10	Reintegration					X	Chaplain
1.11	Post Deployment Health Re-Assessment (PDHRA) DD Form 2900					X	Medical
<b>2. FINANCIAL AND EMPLOYMENT INFORMATION</b>							
2.1	Employer Support Guard and Reserve (ESGR)	X	X	X	X	X	ESGR
2.2	ESGR Ombudsman Services Program			X			ESGR
2.3	Department of Labor (DOL)	X	X	X	X	X	DOL
2.4	Counseling and Planning	X					PFC
2.5	Financial and Mortgage Counseling	X	X	X	X	X	PFC
2.6	Savings Plan	X					PFC
2.7	Service member Civil Relief Act (SCRA)	X					JAG/Paralegal/ JAG Assistant
2.8	Small Business Administration (SBA)	X			X	X	SBA
2.9	SBA/VA Business Development			X			SBA/VA
2.10	Employer Outreach		X				A&FR
2.11	Turbo Transition Assistance Program (Turbo TAP)			X	X	X	A&FR
2.12	Job Fairs			X	<b>1.1.1</b>	X	Heroes to Hired, Military Spouse Employment Partnership, Employer Partnership of the Armed Forces

2.13	VA Employment						X	VA, VESO (Veterans Employment)
<b>3. LEGAL INFORMATION</b>								
3.1	Power of Attorney (POA)	X						JAG/Paralegal/J AG Assistant
3.2	Wills and Estate Planning	X						JAG/Paralegal/J AG Assistant
		PRE	DUR	30	60	90		Resource Provider
3.3	Legal Guardianship	X						JAG/Paralegal/J AG Assistant
3.4	Housing and Rental Issues	X						JAG/Paralegal/J AG Assistant
3.5	Professional Licensing	X						JAG/Paralegal/J AG Assistant
3.6	Child Custody Issues	X						JAG/Paralegal/J AG Assistant
3.7	Family Care Plans	X						FSS/DEERS
3.8	Legal Assistance and Issues			X	X			JAG/Paralegal/J AG Assistant
<b>4. COMMUNITY OUTREACH</b>								
4.1	Veterans Administrations (VA)	X	X	X	X	X		VA, VA OEF/OIF/Disabil ity, Vet Center and/or VBA/VHA
4.2	American Red Cross	X	X	X				American Red Cross
4.3	Community Programs	X						A&FR
4.4	Youth Programs	X	X					YES/TCL
4.5	Government Agencies and NGOs	X						A&FR
4.6	Military One Source (MOS)	X		X	X	X		Military One Source
4.7	Veteran Service Organizations (VSO)	X	X	X	X	X		A&FR
4.8	Daycare Availability in Local Area		X					A&FR
4.9	Community Youth Programs		X					A&FR
4.10	<b>1.1.1.1.2.1.1.1 Education Services</b>			X				Education & Trng, Local/Online Colleges, Essential Knowledge, Troops to Teachers
4.11	Community and Information Updates		X					A&FR
4.12	Recognition					X		<b>1.1.1.1.2.1.1.2 F S S /</b>

<b>5. SPECIAL OR SPIRITUAL PROGRAMS</b>							
5.1	Chaplains Programs	X	X	X			Chaplain
5.2	Local Faith Based Organizations	X	X	X			Chaplain
5.3	VA Vet Centers	X	X				VA
5.4	Marriage Enrichment	X					Chaplain
5.5	Effective Communication Skills	X					Chaplain
5.6	Sexual Assault Prevention and Response (SAPR)	X		X			SAPR
5.7	Suicide Prevention and Alcohol and Drug Abuse	X	X				PHAP/DDR
5.8	Single Service Members Programs	X					Chaplain
5.9	Family Team Building Programs	X					Chaplain
<b>6. ADMINISTRATIVE INFORMATION</b>							
6.1	Military Service Information			X		X	FSS
6.2	Defense Enrollment Eligibility Reporting System (DEERS)	X		X		X	FSS/DEERS
6.3	Civilian Employer Information (CEI)	X		X		X	FSS
6.4	Service Specific Websites	X					FSS
<b>7. SAFETY INFORMATION</b>							
7.1	Safety Information - Combat vs local driving			X	X		DoT, Police, Security Forces
X = Refer to DoDI 1342.28 for specific requirements							







## Attachment 6: Roster : Participation and Eligibility

### PARTICIPATION AND ELIGIBILITY ROSTER

Rank	Last Name	First Name	Email	Last Eligible Date	Off Orders	Returned from Deployment	Reort to Duty Date	Scheduled Return Date	Projected Days	Pre	During	Post 1	Post 2	Post 2 (90 Days)



## **Attachment 7: Childcare Requirements for Yellow Ribbon Events**

### **Childcare Requirements for Yellow Ribbon Events**

**For the purposes of Yellow Ribbon events, childcare is provided for children ages 0-5 years and 6-12 years.**

#### **Childcare Providers must:**

- Be at least 18 years of age
- Be able to read, speak and write English
- Have State, County or Municipal license to operate childcare business
- Have physical examination, including up to date immunizations and Tuberculosis skin test, updated every three years completed by a licensed Health care professional
- Have satisfactory background screenings.
- Have proof of current certification in Infant/Child CPR and First Aid (minimum of one employee at each site and with each age group)
- Have proof of childcare liability insurance (minimum of \$300,000) which is valid in facility where care is provided
- Ensure the following provider to child ratios are maintained at a minimum:
  - 1 provider to every 4 infants 0-12 months
  - 1 provider to every 5 pre-toddlers 12-23 months
  - 1 provider to every 7 toddlers 24-35 months
  - 1 provider to every 12 children ages 3 years and up

#### **Health**

- Space utilized for childcare must appear clean and not smell of urine, feces, garbage, pets, tobacco smoke, mildew, or chemical air deodorizers
- Toys and surfaces are cleaned and sanitized as needed
- Provider must practice universal health precautions: disposable latex or non-porous vinyl gloves are worn when in contact with blood, including blood in feces, and articles contaminated with blood are carefully disposed of, or cleaned and disposed of, or cleaned and disinfected, or wrapped in plastic and sent home with parents
- Children (0-5 years) must sleep within provider's sight
- No one smokes or drinks alcohol in the presence of children. No one smokes or drinks alcohol in child care areas during child care hours.
- Have all childcare areas heated to a minimum of 68 degrees Fahrenheit
- Have running hot and cold water, with hot water temperature not to exceed 120 degrees Fahrenheit
- Have at least one working toilet and one wash basin per every 15 children

#### **Safety**

- Infants are placed on their back to sleep. Sleeping areas for infants do not have surfaces that conform to the face, including a soft pillow, soft mattress, comforter, or stuffed toy.
- If window more than 3 feet above the ground are opened, they cannot be opened more than 3.5" or they are opened from the top and have safety guards – with bars no more than 3.5" apart. The safety guards must be removable from inside or outside by an adult in case of an emergency.
- Be free of hazards accessible to children including (but not limited to):
  - chemicals and other poisonous materials

- loose and flaking paint
- heavy furnishings or other heavy items that have not been secured to the wall or floor and that pose a tipping hazard
- stairs and stairwells
- guns, live or spent ammunition
- knives or sharp objects
- unprotected electrical outlets
- cords or strings long enough to encircle a child's neck
- There are no containers of water in which children could drown.
- Have a working telephone with emergency numbers posted nearby
- Have sufficient indoor space for children to participate in a variety of play opportunities and meals
- Have equipment and materials that are age appropriate for all children
- Ensure younger children do not have access to materials for older children that may present a safety or choking hazard
- Have a first aid kit readily accessible which includes: disposable latex or non-porous gloves, soap and water, tweezers, bandage tape, sterile gauze, scissors, thermometer, and cold pack (kept in freezer or refrigerator)

### **Outdoor Safety**

- Swimming activities should be limited to children ages 6 and up and a lifeguard must be on duty at all times in addition to maintaining provider to child ratios
- Have an outside fence if play area is adjacent to a parking lot, road, body of water, or other dangerous area
- All outdoor equipment and furnishings in good repair and free of hazards

### **Fire Safety**

- Fire extinguishers must be fully charged and not expired
- Each floor used by children has at least two exits that lead to the ground level

### **Food program**

- Provider must serve nutritious and sufficient food following USDA CACFP guidelines
- Food is stored, prepared, and served in accordance with USDA CACFP guidelines
- Drinking water is available at all times

### **Provider Interactions**

- Providers interact frequently with children. Show them affection and respect. Speak to them in a friendly, courteous manner.
- Providers do not criticize shame, tease, threaten or yell at children.
- Providers do not use physical punishment or humiliation.

### **All Children in Care Must:**

Have registration form on file with the provider that includes parents' emergency contact information and child's allergies or other serious medical condition

Should any questions arise concerning any elements of these child care requirements contact HQ AFRC/A1R, 478-327-0971.



# Attachment 8: Event Budget Package



## Air Force Reserve Yellow Ribbon Program

# Event Budget Package

### I. WING INFORMATION

1. UNIT & BASE	2. OBAN	3. BUDGET DATE
<input type="text"/>	<input type="text"/>	<input type="text"/>
4. UNIT ADDRESS		
<input type="text"/>		
5. WING YELLOW RIBBON PROGRAM REPRESENTATIVE NAME	6. REGION	
<input type="text"/>	<input type="text"/>	
WING FM NAME/RANK/DSN PHONE/EMAIL:		
<input type="text"/>		

### II. EVENT INFORMATION

7. VENUE NAME	
<input type="text"/>	
8. PROPOSED LOCATION OF EVENT (CITY/STATE)	
<input type="text"/>	
9. EVENT DATES	10. EVENT TYPE
<input type="text"/>	<input type="text" value="Regional"/>
11. WING BUDGET COMMENTS	
<input type="text"/>	

## PARTICIPANT BUDGET CALCULATIONS

### III. GENERAL BUDGET INFO

1. UNIT & BASE

2. OBAN

3. BUDGET DATE

4. VENUE NAME

5. EVENT DATES

### IV. ELIGIBLE PARTICIPANT PAY ESTIMATES (RPA)

#### 1. ELIGIBLE PARTICIPANT PAY - ENLISTED (RPA)

Rank	CPD	#Days	#Mbrs	Rank Sub Total
AB	\$125.00	3	0	\$0.00
AMN	\$117.00	3	0	\$0.00
A1C	\$124.00	3	0	\$0.00
SrA	\$136.00	3	0	\$0.00
SSqt	\$174.00	3	0	\$0.00
TSqt	\$202.00	3	0	\$0.00
MSqt	\$245.00	3	0	\$0.00
SMSqt	\$279.00	3	0	\$0.00
CMSqt	\$334.00	3	0	\$0.00

Enlisted Total: **\$0.00**

#### 2. ELIGIBLE PARTICIPANT PAY - OFFICER (RPA)

Rank	CPD	#Days	#Mbrs	Rank Sub Total
2d Lt	\$210.00	3	0	\$0.00
1st Lt	\$255.00	3	0	\$0.00
Capt	\$318.00	3	0	\$0.00
Maj	\$375.00	3	0	\$0.00
Lt Col	\$443.00	3	0	\$0.00
Col	\$522.00	3	0	\$0.00
Briq Gen	\$585.00	3	0	\$0.00
Maj Gen	\$667.00	3	0	\$0.00

Officer Total: **\$0.00**

Total Number of Eligible Participants (Section XIII, Block 2) **0**

Total Estimated Costs for Eligible Participants (Section XIII, Block 4) **\$0.00**

### V. TRAVEL ESTIMATES FOR ELIGIBLE PARTICIPANTS - RPA

#### 1. ELIGIBLE PARTICIPANT (RPA)

Travel Item	Costs	#Days	#Mbrs	Travel Sub Total
Lodging	\$0.00	2	0	\$0.00
Per Diem	\$0.00	3	0	\$0.00
Travel, Round Trip	\$0.00	1	0	\$0.00
Parking, Hotel	\$0.00	1	0	\$0.00
Taxi, Round Trip	\$0.00	1	0	\$0.00
Parking, Airport	\$0.00	1	0	\$0.00
Other	\$0.00	1	0	\$0.00
Other	\$0.00	1	0	\$0.00
Other	\$0.00	1	0	\$0.00
Other	\$0.00	1	0	\$0.00
Other	\$0.00	1	0	\$0.00
Other	\$0.00	1	0	\$0.00
Other	\$0.00	1	0	\$0.00

Total (Section XIII, Block 8) **\$0.00**

### VI. TRAVEL ESTIMATES FOR ELIGIBLE PARTICIPANTS - O&M

#### 1. ELIGIBLE PARTICIPANT, O&M (AGR/MPA)

Travel Item	Costs	#Days	#Mbrs	Travel Sub Total
Lodging	\$0.00	2	0	\$0.00
Per Diem	\$0.00	3	0	\$0.00
Travel, Round Trip	\$0.00	1	0	\$0.00
Parking, Hotel	\$0.00	1	0	\$0.00
Taxi, Round Trip	\$0.00	1	0	\$0.00
Parking, Airport	\$0.00	1	0	\$0.00
Other	\$0.00	1	0	\$0.00
Other	\$0.00	1	0	\$0.00
Other	\$0.00	1	0	\$0.00
Other	\$0.00	1	0	\$0.00
Other	\$0.00	1	0	\$0.00
Other	\$0.00	1	0	\$0.00
Other	\$0.00	1	0	\$0.00

Total (Section XIV, Block 4) **\$0.00**

### VII. TRAVEL ESTIMATES FOR ELIGIBLE GUESTS - O&M

#### 1. ELIGIBLE GUEST (Civilian traveling on ITA)

Travel Item	Costs	#Days	#Mbrs	Travel Sub Total
Lodging	\$0.00	2	0	\$0.00
Per Diem	\$0.00	3	0	\$0.00
Travel, Round Trip	\$0.00	1	0	\$0.00
Parking, Hotel	\$0.00	1	0	\$0.00
Taxi, Round Trip	\$0.00	1	0	\$0.00
Parking, Airport	\$0.00	1	0	\$0.00
Other	\$0.00	1	0	\$0.00
Other	\$0.00	1	0	\$0.00
Other	\$0.00	1	0	\$0.00
Other	\$0.00	1	0	\$0.00
Other	\$0.00	1	0	\$0.00
Other	\$0.00	1	0	\$0.00

Sub-Total (Section XV, Block 4) **\$0.00**

#### 2. ELIGIBLE GUEST (Reg AD/Fed Emp (ie: ARTS, GS, etc) traveling on 1610)

Travel Item	Costs	#Days	#Mbrs	Travel Sub Total
Lodging	\$0.00	2	0	\$0.00
Per Diem	\$0.00	3	0	\$0.00
Travel, Round Trip	\$0.00	1	0	\$0.00
Parking, Hotel	\$0.00	1	0	\$0.00
Taxi, Round Trip	\$0.00	1	0	\$0.00
Parking, Airport	\$0.00	1	0	\$0.00
Other	\$0.00	1	0	\$0.00
Other	\$0.00	1	0	\$0.00
Other	\$0.00	1	0	\$0.00
Other	\$0.00	1	0	\$0.00
Other	\$0.00	1	0	\$0.00
Other	\$0.00	1	0	\$0.00

Sub-Total (Section XV, Block 4) **\$0.00**

## STAFF BUDGET CALCULATIONS

### VIII. GENERAL BUDGET INFO

1. UNIT & BASE

2. OBAN

3. BUDGET DATE

4. VENUE NAME

5. EVENT DATES

### IX. MILITARY STAFF PAY ESTIMATES (RPA)

#### 1. MILITARY STAFF PAY - ENLISTED (RPA)

Rank	CPD	#Days	#Mbrs	Rank Sub Total
AB	\$125.00	3	0	\$0.00
AMN	\$117.00	3	0	\$0.00
A1C	\$124.00	3	0	\$0.00
SrA	\$138.00	3	0	\$0.00
SSgt	\$174.00	3	0	\$0.00
TSgt	\$202.00	3	0	\$0.00
MSgt	\$245.00	3	0	\$0.00
SM Sgt	\$279.00	3	0	\$0.00
CM Sgt	\$334.00	3	0	\$0.00

Enlisted Total: **\$0.00**

#### 2. MILITARY STAFF PAY - OFFICER (RPA)

Rank	CPD	#Days	#Mbrs	Rank Sub Total
2d Lt	\$210.00	3	0	\$0.00
1st Lt	\$255.00	3	0	\$0.00
Capt	\$318.00	3	0	\$0.00
Maj	\$375.00	3	0	\$0.00
Lt Col	\$443.00	3	0	\$0.00
Col	\$522.00	3	0	\$0.00
Briq Gen	\$585.00	3	0	\$0.00
Maj Gen	\$667.00	3	0	\$0.00

Officer Total: **\$0.00**

Total Number of Military Staff-RPA (Section XVIII, Block 2) **0**

Total Estimated Costs for Military Staff-RPA (Section XVIII, Block 4) **\$0.00**

### X. TRAVEL ESTIMATES FOR MILITARY STAFF - RPA

#### 1. MILITARY STAFF (RPA)

Travel Item	Costs	#Days	#Mbrs	Travel Sub Total
Lodging	\$0.00	2	0	\$0.00
Per Diem	\$0.00	3	0	\$0.00
Travel, Round Trip	\$0.00	1	0	\$0.00
Parking, Hotel	\$0.00	1	0	\$0.00
Taxi, Round Trip	\$0.00	1	0	\$0.00
Parking, Airport	\$0.00	1	0	\$0.00
Other	\$0.00	1	0	\$0.00
Other	\$0.00	1	0	\$0.00
Other	\$0.00	1	0	\$0.00
Other	\$0.00	1	0	\$0.00
Other	\$0.00	1	0	\$0.00
Other	\$0.00	1	0	\$0.00
Other	\$0.00	1	0	\$0.00
Other	\$0.00	1	0	\$0.00
Other	\$0.00	1	0	\$0.00

Total (Section XVIII, Block 8) **\$0.00**

OFFICIAL USE ONLY (FMHQ AFRC YRP COMMENTS)

### XI. TRAVEL ESTIMATES FOR STAFF - O&M

#### 1. MILITARY STAFF, O&M (AGR/MPA)

Travel Item	Costs	#Days	#Mbrs	Travel Sub Total
Lodging	\$0.00	2	0	\$0.00
Per Diem	\$0.00	3	0	\$0.00
Travel, Round Trip	\$0.00	1	0	\$0.00
Parking, Hotel	\$0.00	1	0	\$0.00
Taxi, Round Trip	\$0.00	1	0	\$0.00
Parking, Airport	\$0.00	1	0	\$0.00
Other	\$0.00	1	0	\$0.00
Other	\$0.00	1	0	\$0.00
Other	\$0.00	1	0	\$0.00
Other	\$0.00	1	0	\$0.00
Other	\$0.00	1	0	\$0.00
Other	\$0.00	1	0	\$0.00
Other	\$0.00	1	0	\$0.00
Other	\$0.00	1	0	\$0.00

Total (Section XIX, Block 4) **\$0.00**

#### 2. CIVILIAN STAFF

Travel Item	Costs	#Days	#Mbrs	Travel Sub Total
Lodging	\$0.00	2	0	\$0.00
Per Diem	\$0.00	3	0	\$0.00
Travel, Round Trip	\$0.00	1	0	\$0.00
Parking, Hotel	\$0.00	1	0	\$0.00
Taxi, Round Trip	\$0.00	1	0	\$0.00
Parking, Airport	\$0.00	1	0	\$0.00
Other	\$0.00	1	0	\$0.00
Other	\$0.00	1	0	\$0.00
Other	\$0.00	1	0	\$0.00
Other	\$0.00	1	0	\$0.00
Other	\$0.00	1	0	\$0.00
Other	\$0.00	1	0	\$0.00
Other	\$0.00	1	0	\$0.00

Total (Section XX, Block 4) **\$0.00**

## YELLOW RIBBON PARTICIPANT BUDGET REQUEST

### XII. GENERAL BUDGET INFO

1. UNIT & BASE	2. OBAN:	3. EVENT DATES
4. BUDGET DATE	5. EVENT TYPE <b>Regional</b>	
6. PROPOSED LOCATION OF EVENT (CITY/STATE)		7. VENUE NAME
8. WING FM NAME/RANK/DSN PHONE/EMAIL		

### XIII. RPA BUDGET FOR ELIGIBLE PARTICIPANTS

	NUMBER ATTENDING	NUMBER OF DAYS	ESTIMATED COST
1. ELIGIBLE MEMBER PAY	2. 0	3. 0	4. \$0.00
5. ELIGIBLE MEMBER TRAVEL/PER DIEM	6. 0	7. 0	8. \$0.00
RPA Total:			9. \$0.00

### XIV. O&M BUDGET FOR ELIGIBLE PARTICIPANTS (AGR/MPA)

	NUMBER ATTENDING	NUMBER OF DAYS	ESTIMATED COST
1. ELIGIBLE MEMBER TRAVEL/PER DIEM	2.	3.	4. \$0.00

### XV. O&M BUDGET FOR ELIGIBLE GUESTS

	NUMBER ATTENDING	NUMBER OF DAYS	ESTIMATED COST
1. ELIGIBLE GUEST TRAVEL/PER DIEM	2.	3.	4. \$0.00

### XVI. O&M CONFERENCE COSTS

	DESCRIPTION/JUSTIFICATION	ESTIMATED COST	RCCC/EEIC
1. CONFERENCE ROOM FEES	2.	3. \$0.00	4.
5. CHILDCARE	6.	7. \$0.00	8.
9. IT/AV EQUIPMENT RENTAL	10.	11. \$0.00	12.
13. LIGHT REFRESHMENTS	14.	15. \$0.00	16.
17. MEALS	18.	19. \$0.00	20.
21. MATERIALS/OTHER COSTS	22.	23. \$0.00	24.
O&M TOTAL		25. \$0.00	

### 26. ADDITIONAL DESCRIPTIONS/JUSTIFICATIONS FOR O&M CONFERENCE COSTS

## YELLOW RIBBON STAFF BUDGET REQUEST

### XVII. GENERAL BUDGET INFO

1. UNIT & BASE	2. OBAN:	3. EVENT DATES
4. BUDGET DATE	5. EVENT TYPE <b>Regional</b>	
6. PROPOSED LOCATION OF EVENT (CITY/STATE)	7. VENUE NAME	
8. WING FM NAME/RANK/DSN PHONE/EMAIL		

### XVIII. RPA BUDGET FOR STAFF/WING LEADERSHIP (LIST STAFF BELOW IN SECTION XXI)

	NUMBER ATTENDING	NUMBER OF DAYS	ESTIMATED COST
1. ELIGIBLE STAFF MEMBER PAY	2. 0	3. 0	4. \$0.00
5. ELIGIBLE STAFF MEMBER TRAVEL/PER DIEM	6. 0	7. 0	8. \$0.00
<b>RPA TOTAL</b>			<b>9. \$0.00</b>

### XIX. O&M BUDGET FOR MILITARY STAFF/WING LEADERSHIP (AGR/MPA STATUS) (LIST STAFF BELOW IN SECTION XXI)

	NUMBER ATTENDING	NUMBER OF DAYS	ESTIMATED COST
1. ELIGIBLE STAFF MEMBER TRAVEL/PER DIEM	2.	3.	4. \$0.00

### XX. O&M BUDGET FOR GS CIVILIAN STAFF/KEY NOTE SPEAKER (LIST STAFF BELOW IN SECTION XXI)

	NUMBER ATTENDING	NUMBER OF DAYS	ESTIMATED COST
1. ELIGIBLE STAFF MEMBER TRAVEL/PER DIEM	2.	3.	4. \$0.00
<b>O&amp;M Total:</b>			<b>5. \$0.00</b>

### XXI. STAFF LISTING

1. Request approval for the following personnel to attend this Yellow Ribbon event as staff and/or wing leadership.

RANK, FIRST NAME, LAST NAME    EVENT ROLE    STATUS FOR EVENT (MILITARY, FEDERAL EMPLOYEE OR CIVILIAN)    DATES (INITIAL REPORT, RELEASE)

## YELLOW RIBBON BUDGET REQUEST APPROVAL

### XXII. UNIT INFO

1. UNIT & BASE \_\_\_\_\_ 2. OBAN \_\_\_\_\_ 3. BUDGET DATE \_\_\_\_\_  
 4. UNIT ADDRESS \_\_\_\_\_

### XXIII. EVENT INFO

1. VENUE NAME \_\_\_\_\_ 2. LOCATION OF EVENT (CITY/STATE) \_\_\_\_\_  
 3. EVENT DATES \_\_\_\_\_ 4. EVENT TYPE  
**Regional** \_\_\_\_\_

### XXIV. BUDGET APPROVAL

The following approval/disapproval and signatures are required with each budget request submitted.

### XXV. WING YELLOW RIBBON REPRESENTATIVE

*I certify that the attached agenda is in compliance with the DoDI 1342.28, "DoD Yellow Ribbon Reintegration Program (YRRP)", dated 30 Mar 2011 and current AFRC YRRP Event Guidance. I certify that the listed personnel will attend and perform assigned duties as staff/wing leadership at the approved Yellow Ribbon Event, if applicable.*

APPROVED PRINTED NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
 DISAPPROVED \_\_\_\_\_ [Click to Digitally Sign Form](#)

### XXVI. WING FM

*I certify that the attached budget request is in compliance with AFRC/FM PIM 10-018 and all funding is in accordance with the applicable regulations and all requests for disbursements will be held as true and proper.*

APPROVED PRINTED NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
 DISAPPROVED \_\_\_\_\_ [Click to Digitally Sign Form](#)

### XXVII. WING COMMANDER

APPROVED PRINTED NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
 DISAPPROVED \_\_\_\_\_ [Click to Digitally Sign Form](#)

### XXVIII. AFRC REGIONAL MANAGER

*I have reviewed this request and certify that it complies with the required regulatory requirements of the YRP event criteria and recommend approval of event budget as stated.*

PARTICIPANT BUDGET NUMBERS		STAFF BUDGET NUMBERS		TOTAL BUDGET NUMBERS	
1. RPA FUNDING	2. O&M FUNDING	3. RPA FUNDING	4. O&M FUNDING	5. RPA FUNDING	6. O&M FUNDING
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

APPROVED PRINTED NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
 DISAPPROVED \_\_\_\_\_ [Click to Digitally Sign Form](#)

### XXIX. AFRC YELLOW RIBBON PROGRAM BRANCH CHIEF

*The attached USAFR Yellow Ribbon Event Budget has been approved.*

*This event is only approved for the dates and location listed above. Any changes to the event location will require resubmittal of a complete event approval package. Changes to the date of the event must be coordinated with your YRP Regional Manager. Funding is only available for AFRC/YELLOW RIBBON approved events and the responsibility for the appropriateness of the funding lies with your wing FM. You must maintain a record of the cost of each alternative conference site considered for each conference sponsored or funded, in whole or in part, for 30 or more attendees. A minimum of three sites must have been considered for the conference and the documentation must be available for inspection by the Inspector General's Office or other interested parties.*

*An After-Action Report, submitted through your YRP Regional Manager, is required within 15 days of event completion.*

APPROVED PRINTED NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
 DISAPPROVED **Mary Z. Hill** \_\_\_\_\_ [Click to Digitally Sign Form](#)

### XXX. AFRC YELLOW RIBBON PROGRAM RESOURCE ADVISOR

1. TOTAL RPA FUNDING ISSUED \_\_\_\_\_ 2. TOTAL O&M FUNDING ISSUED \_\_\_\_\_ 3. DATE FUNDING ISSUED TO WING \_\_\_\_\_

PRINTED NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
**Lazette Bretthorst** \_\_\_\_\_ [Click to Digitally Sign](#)

Additional Budget Descriptions/Justifications/Comments



# Attachment 9: Participation/Additional Room Waiver

YELLOW RIBBON PROGRAM WAIVER			
<b>I. PRIMARY WING INFORMATION</b>			
1. DATE OF REQUEST	2. WING/BASE	2. WING REPRESENTATIVE	
<b>II. EVENT INFORMATION</b>			
1. EVENT NAME/LOCATION		2. EVENT DATES	
<b>III. WAIVER DETAIL</b>			
1. WAIVER SUBJECT			
<input type="checkbox"/> ADDITIONAL ROOM <input type="checkbox"/> PARTICIPATION: ( <input type="checkbox"/> OUT OF CYCLE <input type="checkbox"/> ATTENDANCE WITHOUT ELIGIBLE MEMBER ) <input type="checkbox"/> ADDITIONAL GUESTS			
2. MILITARY MEMBER NAME			
3. DESCRIPTION <i>(List dates of deployment, name of guests, ages, relationship and any other relevant information needed)</i>			
4. JUSTIFICATION			
5. AFRC YRP REMARKS			
<b>VI. WING YELLOW RIBBON REPRESENTATIVE</b>			
<input type="checkbox"/> APPROVED	PRINTED NAME	SIGNATURE	DATE
<input type="checkbox"/> DISAPPROVED		Click to Digitally Sign Form	
<b>VI. UNIT COMMANDER</b>			
<input type="checkbox"/> APPROVED	PRINTED NAME	SIGNATURE	DATE
<input type="checkbox"/> DISAPPROVED		Click to Digitally Sign Form	
<b>VI. AFRC YELLOW RIBBON PROGRAM</b>			
<input type="checkbox"/> APPROVED	PRINTED NAME	SIGNATURE	DATE
<input type="checkbox"/> DISAPPROVED		Click to Digitally Sign Form	



## Attachment 10: Yellow Ribbon Program, Speaker Pool

### Yellow Ribbon Program, Speaker Pool

<u>Name</u>	<u>Short Bio</u>	<u>Phone</u>	<u>Email</u>
Ms Kristy Tubbs	Certified Financial Counselor and Personal Life Coach, her husband is a pilot an AFRC pilot at Hill AFB.	707-761-6308	<a href="mailto:kristytubbs@gmail.com">kristytubbs@gmail.com</a>
			<a href="mailto:ohanajoy@sbcglobal.net">ohanajoy@sbcglobal.net</a>
Bill Benjamin	Emotional Intelligence, Fight or Flight, very engaging with audience.	Office 603-513-7390	<a href="mailto:salliek@ihhp.com">salliek@ihhp.com</a> <a href="http://www.ihhp.com">www.ihhp.com</a>
(Ret) POW Col Lee Ellis	Vietnam War POW with Senator John McCain, very motivational.	Wk 678-455-9514	<a href="mailto:lellis@leadershipfreedom.com">lellis@leadershipfreedom.com</a>
		Cell 770-540-2080	
Ellie Kay	Certified Financial Counselor has radio and TV talk advice show. Her husband speaks with her, and is a (ret) AF pilot.	661-274-2008	<a href="mailto:ellie@elliekay.com">ellie@elliekay.com</a>
Maj Todd Riddle	Previous YR Wing Rep from Whiteman, currently AFRC pilot at Whiteman. He uses real life deployment stories and uses humor.	Comm: 660-687-3271 Cell: 660-909-1464	<a href="mailto:Todd.Riddle@whiteman.af.mil">Todd.Riddle@whiteman.af.mil</a>
(Ret) Lt Col John W. Groth	Medically retired AFRC chaplain from port mortuary at Dover AFB.	609-462-7443 cell	<a href="mailto:Jwgroth05@gmail.com">Jwgroth05@gmail.com</a>
Ms Elaine Dumler	Author of I'm Already Home book and ImAlreadyHome.com Wife of a military veteran, she speaks about the transition back home and uses humor and real life stories.	303-430-0592	<a href="mailto:Elaine@ElaineDumler.com">Elaine@ElaineDumler.com</a>



# Attachment 11: Standard Combined Yellow Ribbon Agenda

Standard Combined Yellow Ribbon Agenda		
<b>Friday</b>		
3:00-6:00 or 4:00-6:00	Registration time depends on size of event	
6:00-6:30	Welcome, Safety, FM (Can be included in registration process) & Singles Meet and Greet	
6:30-7:30	Optional Training or Family Activity	
<b>Saturday</b>		
7:30-8:30	Breakfast	
7:30-3:30	Childcare with Activities Available	
8:30-8:45	Post Colors, National Anthem, Invocation	
8:45-9:00	Welcome by Leadership	
9:00-9:15	Parade of Stars	
9:15-10:00	Key Note Speaker	
10:00-10:15	Break with Snacks and Visit Info Tables	
10:15-10:25	VA Overview	
10:25-10:35	TriCare Overview	
10:35-10:45	PHAP Overview	
10:45-10:55	MOS Overview or other	
10:55-11:10	Break and Visit Info Tables	
11:10-12:00	<b>Breakout Session #1 Options</b>	
10:45-10:55	MOS Overview or other	
10:55-11:10	Break and Visit Info Tables	
11:10-12:00	<b>Breakout Session #1 Options</b>	50 minutes
12:00-1:00	Lunch	
1:00-1:15	Break and Visit Info Tables	
1:15-2:05	<b>Breakout Session #2 Options</b>	50 minutes
2:05-2:20	Break with Snacks and Visit Info Tables	
2:20-3:10	<b>Breakout Session #3 Options</b>	50 minutes
3:15-3:30	Door Prizes, Announcements, Evening Activity Options	
<b>Sunday</b>		
7:15-7:45	Optional Worship Service	
7:30-8:30	Breakfast	
7:30-12:00	Childcare with Activities Available	
8:30-8:45	Morning Announcements and Agenda Recap	
8:45-9:45	<b>Breakout Session #4 Options</b>	60 minutes
9:45-10:15	Break with Snacks, Check out, and Visit Info Tables	
10:15-11:15	<b>Breakout Session #5 Options</b>	60 minutes
11:20-11:30	Closing Remarks and Collect Surveys	
11:30-12:00	Travel Vouchers	
<p><b>The intent of 3 Separate Phases of the Agenda is to create some uniqueness with each phase, so attendees have a reason to return to Post events. Please plug classes into each agenda based on the FOCUS for that phase.</b></p>		

<b>The following classes are mandatory to offer in each Deployment Phase:</b>
<b>PRE: Focus on deployment preparation</b>
1. JAG, FM, DEERS, and A&FR
2. Resiliency – Chaplain
3. Singles Discussion Group - Chaplain (Offer across all three phases)
4. Financial for Pre-deployers
<b>1st POST: Focus on reintegration</b>
1. VA and Tricare
2. Relationships Discussion Group - Chaplain (Offer across both POST phases together)
3. Singles Discussion Group - Chaplain (Offer across all three phases)
4. Financial for 1st POST
<b>2nd POST: Focus on stress management</b>
1. Stress Management – MFLC
2. Different Kind of Courage - PHAP contractor
3. Relationships Discussion Group - Chaplain (Offer across both POST phases together)
4. Singles Discussion Group - Chaplain (Offer across all three phases)
5. Financial for 2nd POST
<b>NOTE:</b> The number of breakout options in each phase of the agendas, will be determined by the number of adults that are in each deployment phase. Keep in mind that the PWS states that half our breakout rooms will accommodate 30 seats with tables, and half will accommodate 50 seats, with tables. We can use the General Session as a classroom if needed.
<b>NOTE:</b> Traditional military classes are 50 minutes long with 10 minute breaks. The breakouts on Saturday are now 50 minute each, with the two breakouts on Sunday being 60 minutes in length. From the survey results the comments show that attendees ask for more time during forums when there is an opportunity to share stories and advice. Please use the Sunday breakouts for forum type classes or to share time among briefers (i.e. MOS and Tutor.com) or (ESGR and Dept of Labor)
<b>NOTE:</b> The (4) breaks are still 15 minutes on Saturday to allow attendees time to visit our important Community Partners, who come to our events at their own expense. Only the 10:00 and 2:05 breaks on Saturday will have snacks provided. The 9:45 break on Sunday will have snacks, and will be 30 minutes to allow time for check out and visit community partner tables.
<b>NOTE: This new revised Standard agenda will be followed according to the times provided. The mandatory classes will be plugged into each phase of the agenda.</b>
<b>NOTE:</b> This new revised Standard agenda is subject to change, based on survey comments.



# Attachment 12: Staff and Leadership Agenda

**SAMPLE:** Staff and Leadership Agenda  
AFR Yellow Ribbon Event

**Location:**

**Date:**

TIME	SESSION TYPE	PRE DEPLOYMENT TRACK	POST DEPLOYMENT TRACK # 1	POST DEPLOYMENT TRACK # 2
3:00 - 6:00	General	Registration includes Safety and Finance briefings		
6:00 - 6:30		Singles Meet and Greet <b>Optional</b> for members but should be offered		
6:30 - 7:30		<b>Optional</b> Training or Family Activity (depending on location)		

**Date:**

TIME	SESSION TYPE	PRE DEPLOYMENT TRACK	POST DEPLOYMENT TRACK # 1	POST DEPLOYMENT TRACK # 2
7:30 - 8:30	General	Breakfast		
7:30 - 8:30		Childcare Available		
8:30 - 8:45		Post Colors National Anthem Invocation		
8:45 - 9:00		Welcome by Leadership Announcements		
9:00 - 9:15		Parade of Stars		
9:15 - 10:00		Keynote Speaker		
10:00 - 10:15		Break: With Snacks and Visit Resource Providers		
10:15 - 10:55		VA Overview TriCare Overview PHAP Overview MOS or ESGR Overview		
10:55 - 11:10		Break: Visit Resource Providers		
11:10 - 12:00		BREAKOUT # 1		
12:00 - 1:00	General	Lunch		
1:00 - 1:15	General	Break: Visit Resource Providers		
1:15 - 2:05	BREAKOUT # 2			

2:05 - 2:20	General	Break: With Snacks and Visit Resource Providers		
2:20 - 3:10	BREAKOUT # 3			
3:15 - 3:30	General	Announcements, Raffles, and Evening Activities Options and Pick up Children		

**Date:**

TIME	SESSION TYPE	PRE DEPLOYMENT TRACK	POST DEPLOYMENT TRACK # 1	POST DEPLOYMENT TRACK # 2
7:15 - 7:45	General	Worship Service (Optional)		
7:30 - 12:00	General	Childcare Available		
7:30 - 8:30		Breakfast		
8:30 - 8:45		Announcements and Agenda Recap		
8:45 - 9:45	BREAKOUT # 4			
9:45 - 10:15	General	Break: With Snacks, Check Out, and Visit Resource Providers		
10:15 - 11:15	BREAKOUT # 5			
11:20 - 11:30	General	Closing Remarks and Collect Surveys		
11:30 - 12:00		Travel Vouchers		



## Attachment 13: During Deployment Agenda

<b>SAMPLE</b>		
DURING DEPLOYMENT AGENDA		
FOCUS: Family challenges and stressors		
<b>RECOMMENDED</b>		
<b>Times:</b>		<b>NOTES:</b>
		Provide:
0900-0930	Welcome - with light refreshments	name tags, folders with itinerary childcare with activities appropriate for ea age group
0930-1530	Daycare	<i>AF approved daycare available for children all day</i> <i>Work with kids on activities pertaining to stress of deployment</i>
		<b>Resources available:</b>
0930-1000	Commander Welcome	Commander/DCS/Support Welcome
1000-1200	Resources - talk about what is available to the family (Have a good facilitator to work this session)	Airman and Family Readiness* Tricare* Psy Health Services* Chaplain* JAG*
1200-1300	Working lunch focus on stresses of separation; discuss resources available	Key Spouse Group* Operation Military Kids* Mil One Source/MFLC/PFC*
1300-1500	Interactive discussion Resources- provide info, contacts, resource contacts	Education Office* 1st Sgt*
1500	FM provide assistance with travel vouchers	FM* Vet Services Organizations Red Cross 4H Colleges/local schools Health & Human Services
	Other resources to invite (if available): Wing Top 3, VA Education, local colleges/ universities, community support, USO, Red Cross, YMCA, etc, as approved.	ESGR Transition Assistance Advisor Other Community Support *=Highly Recommended



## Attachment 14: Post 90 Deployment Agenda

	<b>SAMPLE</b> POST 90 DEPLOYMENT AGENDA	<i>*FOCUS: MILITARY MEMBER what resources are available, and health assessment.</i>
	DAY 1 : SATURDAY	
<b>TIME:</b>	<b>ACTIVITY:</b>	<b>NOTES:</b>
	*Be sure all Briefers are aware of the focus for this event.	
0800	Light refreshments	as appropriate
0800-0815	Welcome	Commander/DCS/others
0815-1300	Provide resources for members	
	Post Deployment Health Re- Assessment (PDHRA) conducted	
	<i>Resources to include:</i>	Other resources to include if available:
	MFLC	Community Resources
	Military One Source	Social
	Chaplain	
	PHAP	
	Tricare	
	ESGR/DOL	
	VA - Education, Health, Vet Centers	
	JFSAP	
	FM	
1200-1300	Working lunch with resources available to have private conferences with members	
1300	<b>Recognition/Appreciation Ceremony</b>	



# Attachment 15: RPA Request Form

YELLOW RIBBON PROGRAM RPA REQUEST WORKSHEET			
PRIVACY ACT STATEMENT			
<small>AUTHORITY: 10 U.S.C. 672(d) and 80913; 44 U.S.C. 3101; and EO 9397.            PRINCIPLE PURPOSE: To make application for tours of active duty for Yellow Ribbon Program.            ROUTINE USERS: Information furnished may be disclosed to any DoD component, other federal, state and local government agencies in the pursuit of their official duties.            DISCLOSURE IS VOLUNTARY: Failure to provide the information will preclude the publishing of orders and member will not perform tour of duty.</small>			
I. PERSONAL INFORMATION			
DATE OF REQUEST	NAME (Last, First MI)	GRADE	SSN AFSC
HOME ADDRESS	EMAIL ADDRESS		
STATUS	UNIT OF ASSIGNMENT / DET (IMA)	WING/BASE (if IMA, enter RMG)	DUTY PHONE
<input type="radio"/> TR <input type="radio"/> IMA			
ORDER'S CLERK NAME	ORDER'S CLERK EMAIL	ORDER'S CLERK DUTY PHONE	
* IMA's include DET POC information as reported on the AROWS-R main screen.			
II. 1095 INFORMATION			
Please include the total number of RPAMPA days you have served in the past 4 years. Do not include AT, IDTA/UTA, RMP days.			
TOTAL RPAMPA DAYS	ARE YOU CURRENTLY ON A 1095 WAIVER?		
	<input type="radio"/> YES <input type="radio"/> NO		
III. TOUR INFORMATION			
REPORT TO	REASON FOR TOUR		
	ADSW Support for the Yellow Ribbon Program		
YRP DUTY TITLE	YRP SUMMARY OF DUTIES		
TOUR DATES	TRAVEL DAYS WILL BE	OFFICIAL RECOMMENDING YOU FOR TOUR	
Have you performed 179 cumulative Mandays at this duty location in the past 12 months(from end date of this request)?			<input type="radio"/> YES <input type="radio"/> NO
Are you within commuting distance of this duty location?		<input type="radio"/> YES <input type="radio"/> NO	Are PCS Entitlements Authorized? <input type="radio"/> YES <input type="radio"/> NO
Do you live within corporate limits of this duty location?		<input type="radio"/> YES <input type="radio"/> NO	Is Per Diem Authorized? <input type="radio"/> YES <input type="radio"/> NO
TRAVEL AND PER DIEM TOTAL COST			RENTAL CAR AUTHORIZED? <input type="radio"/> YES <input type="radio"/> NO
IV. ADDITIONAL INFORMATION			
1) For RPA request with travel, you will need to complete and attach with your package the AFRC YRP Travel Funding Worksheet. 2) Upon approval from the AFRC/AISO Chief (below), and receipt of the BRS authorization, your orders can be processed via AROWS-R. Unless otherwise instructed, use your unit fund cite and include the TRAINING CATEGORY CODE "LY" and ESP code "YR" on the AF Form 938. The preceding codes allow your unit to be reimbursed by HQ AFRC/FMA. 3) NOTE: Since all travel fund cites will include ESP Code "YR", orders can't be published until the proper accounting lines are set up in AROWS-R. Please work with your local FMA office to ensure this is accomplished. The FMA office has to build FSRA and PSRA address to properly assign and track the costs related to Yellow Ribbon "YR". 4) For traditional reservists, please forward this letter to your squadron & wing commander for his/her approval. IMA's, please forward to your Program Manager for his/her approval. IMA's omit squadron commander step. 5) Once you have received approval from your Wing Commander/Program Manager, email completed and signed form to: <a href="mailto:afrc.yellowribbon@us.af.mil">afrc.yellowribbon@us.af.mil</a> If you have any questions please call DSN: 497-1041.			
V. APPROVAL SIGNATURES (Form may be manually filled out and signed)			
SQUADRON COMMANDER	PRINTED NAME	SIGNATURE	DATE
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		<a href="#">Click to Digitally Sign</a>	
WING CC / PROGRAM MGR	PRINTED NAME	SIGNATURE	DATE
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		<a href="#">Click to Digitally Sign</a>	
CHIEF, YELLOW RIBBON PROGRAM	PRINTED NAME	SIGNATURE	DATE
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		<a href="#">Click to Digitally Sign</a>	
Please forward completed package to <a href="mailto:afrc.yellowribbon@us.af.mil">afrc.yellowribbon@us.af.mil</a> . Do NOT publish orders until receipt of BRS authorization.			
AFRC YRP RPA Request Worksheet, 20110825		PREVIOUS EDITIONS ARE OBSOLETE	



## Attachment 16: Designated Individual Memo

### DESIGNATED INDIVIDUAL MEMO

MEMORANDUM FOR **315 AW** Yellow Ribbon Representative [Date]

FOM: **MSgt Joe Doe**

SUBJECT: Designated Individual(s) for [Mil member] Deployment Cycle

1. The following individual(s), not to exceed two, IAW JFTR, (par. U5255-B), are designate as my representative for the duration of my deployment cycle [**1 Jul-31 Dec 2012**].

<u>NAME</u>	<u>LAST 4 SSN</u>	<u>ADDRESS</u>	<u>Civ/Mil/GS</u>
Jane Doe	XXXX	11 Main, Gilroy, SC 45555	Civ
Bob Smith	XXXX	12 Long, Marion, SC 45511	Mil

2. This delegation supersedes all previous memorandums, same subject.

JOE DOE, MSgt, USAFR

Title



# Attachment 17: Travel Orders Worksheet

YELLOW RIBBON PROGRAM TRAVEL ORDERS FUNDING WORKSHEET			
PRIVACY ACT STATEMENT			
<small>AUTHORITY: 10 U.S.C. 672(d) and 80913; 44 U.S.C. 3101; and EO 9397.            PRINCIPLE PURPOSE: To make application for tours of active duty for Yellow Ribbon Events and related activities.            ROUTINE USERS: Information furnished may be disclosed to any DoD component, other federal, state and local government agencies in the pursuit of their official duties.            DISCLOSURE IS VOLUNTARY: Failure to provide the information will preclude the publishing of orders and member will not perform tour of duty.</small>			
I. PERSONAL INFORMATION			
UNIT OF ASSIGNMENT	NAME (Last, First MI)	GRADE	SSN
HOME ADDRESS		EMAIL ADDRESS	
II. CURRENT STATUS (Check One)			
Member is a: <input type="radio"/> TR <input type="radio"/> IMA <input type="radio"/> Gov Civ <input type="radio"/> AGR <input type="radio"/> AD			
If you are on orders, what type: <input type="radio"/> MPA <input type="radio"/> YRP RPA <input type="radio"/> Other RPA			
If you are currently on orders, please provide the following information:			
Current Order #	Dates		
III. ORDER TYPE REQUESTING			
<input type="radio"/> RPA (938) Complete RPA Request* and send to <a href="mailto:afrc.yellowribbon@us.af.mil">afrc.yellowribbon@us.af.mil</a> <input type="radio"/> 1610 TDY Order Complete Travel Orders Request and send to <a href="mailto:afrc.yellowribbon@us.af.mil">afrc.yellowribbon@us.af.mil</a> <b>*If your RPA request includes travel, fill out Travel Orders worksheet in addition to RPA Request and send both to <a href="mailto:afrc.yellowribbon@us.af.mil">afrc.yellowribbon@us.af.mil</a></b>			
ORDER'S CLERK NAME		ORDER'S CLERK EMAIL	
IV. TDY INFORMATION			
REASON FOR TDY: <input type="radio"/> SITE VISIT <input type="radio"/> EVENT <input type="radio"/> TRAINING <input type="radio"/> OTHER. (Please list reason)			
If for an event, please list your role(s) at the event:			
TRAVEL START DATE	INITIAL REPORT DATE/TIME	END DATE	REPORT TO (Complete organization and address including ZIP code)(Unit name, FAS, motel/hotel, etc.)
V. TRAVEL ENTITLEMENTS (Will not commute tours only)			
<small>The orders issuing authority retains approval/disapproval right on mode of transportation.</small>			
<input type="radio"/> No Travel Authorized <input type="radio"/> Government Airplane <input type="radio"/> Government Vehicle <input type="radio"/> Commercial Airplane <input type="radio"/> Personal Automobile - Advantageous to Government <input type="radio"/> Personal Automobile - Not Advantageous to Government <input type="checkbox"/> Is a rental car required, if so what size? <input type="radio"/> Compact <input type="radio"/> Intermediate <input type="radio"/> Full Size <input type="radio"/> Mini Van <input type="radio"/> Full Size Van <input type="checkbox"/> Excess baggage authorized?              Number of Bags:              Weight not to exceed: <input type="checkbox"/> Internet for official business?              Cost: <input type="checkbox"/> Taking leave in Conjunction?              Date(s) will be:			
VI. COST INFORMATION			
Total Mileage (be sure to include round trip):    0    x \$0.555 =    \$0.00			
Commercial Airline Tickets:    \$0.00			
Baggage Cost:    \$0.00			
Rental Car Costs:    \$0.00			
Lodging Per Night:    \$0.00    Num of Nights:    0    \$0.00			
Per Diem for this location:    \$0.00    Num of Days:    0    \$0.00			
Other Costs:    \$0.00			
Other Costs:    \$0.00			
<b>Total Costs Estimate:</b>			<b>\$0.00</b>
VII. COMMAND APPROVAL			
SIGNATURE OF RESERVIST	DATE	SIGNATURE OF YRP RESOURCE ADVISOR	DATE
Click to Digitally Sign Form		Click to Digitally Sign Form	
SIGNATURE OF UNIT REP/ORDER'S CLERK	DATE	SIGNATURE OF CHIEF, AFRC YRP BRANCH	DATE
Click to Digitally Sign Form		Click to Digitally Sign Form	



# Attachment 18: ITA:Invitational Travel Authorization (Eligible Guest)

## ITA Sample for Eligible Guests (Other than Uniformed Military or Government Civilian Employees)

DEPARTMENT OF THE AIR FORCE  
(WING OR GROUP DESIGNATION AND NAME OF (MAJCOM))  
(MAILING ADDRESS)  
(BASE NAME, STATE AND ZIP)

SPECIAL ORDER  
TA-

(Date Order Published)

NAME: XXXX.XXXXXX SSN: xxx-xx-xxxx or DOB for Minor Children  
(Minor children will be listed with name and DOB, no SSN.) (If only minor children listed then a remark will be included that individuals listed are minor children of: Service Member, Rank, SSN, unit assigned directly above Name Line.)

ADDRESS: 106 Any Street, Town, State ZIP Code

YOU ARE INVITED TO DEPART FROM HOR IN SUFFICIENT TIME TO ARRIVE AT VENUE CITY, STATE BY 27 APRIL 2012 FOR THE PURPOSE OF ATTENDING A YELLOW RIBBON EVENT FOR APPROXIMATELY THREE DAYS STARTING ON 27 APRIL 2012. UPON COMPLETION OF THE MISSION, YOU ARE FUNDED TO RETURN TO THE POINT OF ORIGIN.

YOU ARE AUTHORIZED TRAVEL BY:

XX Commercial Air GTR/CBA (MEMBER WILL MAKE RESERVATIONS THRU BASE TRAVEL OFFICE AND ADVISE FUNDING IS GTR/CBA.)

Commercial Air and Lodging will be funded GTR/CBA, for all travelers on this order, with the following fund cite: (Unit FM O&M YR Fund Cite)

**OR**

Travel by privately owned conveyance, reimbursement will be authorized at the rate of 555 per mile, plus the cost of necessary parking fees, bridge, ferry and other highway tolls incurred while in travel status. The total reimbursement will be limited to the cost of travel by the usual mode of common carrier, including per diem.

You are to be paid an actual subsistence expense allowance (AEA) for meals, baggage and incidental expenses (M&IE). You must itemize all your subsistence expenses. You are to be reimbursed for the actual expenses incurred, but not to exceed the maximum amount authorized for the locality concerned as indicated below. (See JTR, Ch4, Part C, for applicable rules.)

Max amount per day: \$xxx meals)

Meals Provided: 3 (2 Breakfast 1 Lunch 0 Dinner)

Receipts and ticket stubs will be required to substantiate your claim for cost of transportation and subsistence for items in excess of \$75.00.

REMARKS: "Individual(s) named is/are attending Yellow Ribbon Conference as an eligible guest(s) of "military member's name, rank, and unit assigned." Alternate means such as Secure Video Teleconference (SVTC) or other web based communications are not sufficient to accomplish travel objectives per JTR Appendix E-C-5-(2).

Address any inquiries regarding this travel order to POC at (xxx) xxx-xxxx. The travel authorized herein has been determined to be in the public interest and is chargeable to:

(Unit FM YR O&M Fund Cite)  
FSR: xxxxxx, PSR:xxxxxxx (\$xxxxx)

Authority: DODI 1342.28

FOR THE COMMANDER.

(Official Seal or Signature of FM Authenticating Official)

(AUTHENTICATING OFFICIAL'S SIGNATURE ELEMENT IN ALL CAPS)  
(TITLE OF AUTHENTICATING OFFICIAL)

DISTRIBUTION (if required)  
A



# Attachment 19: ITA:Invitational Travel Authorization (Keynote Speaker)

## Invited Speaker ITA Sample

DEPARTMENT OF THE AIR FORCE  
(WING OR GROUP DESIGNATION AND NAME OF (MAJCOM))  
(MAILING ADDRESS)  
(BASE NAME, STATE AND ZIP)

SPECIAL ORDER  
TA-

(Date Order Published)

(Traveler's Name in All Caps), (Traveler's Social Security Number)

(Traveler's residential address... Number and Street, Town, State ZIP Code)

YOU ARE INVITED TO DEPART FROM HOR IN SUFFICIENT TIME TO ARRIVE AT VENUE CITY, STATE BY [DATE] FOR THE PURPOSE OF ATTENDING A **YELLOW RIBBON** EVENT FOR APPROXIMATELY THREE DAYS STARTING ON [DATE]. UPON COMPLETION OF THE MISSION, YOU ARE FUNDED TO RETURN TO THE POINT OF ORIGIN.

YOU ARE AUTHORIZED TRAVEL BY:

XX Commercial Air GTR/CBA **MEMBER WILL MAKE RESERVATIONS THRU BASE TRAVEL OFFICE AND ADVISE FUNDING IS GTR/CBA.**

Commercial Air and Lodging will be funded GTR/CBA, for all travelers on this order, with the following fund cite: (Unit FM O&M YR Fund Cite)

**OR**

Travel by privately owned conveyance, reimbursement will be authorized at the rate of .555 per mile, plus the cost of necessary parking fees, bridge, ferry and other highway tolls incurred while in travel status. The total reimbursement will be limited to the cost of travel by the usual mode of common carrier, including per diem.

You are to be paid an actual subsistence expense allowance (AEA) for lodging, meals, baggage and incidental expenses (M&IE). You must itemize all your subsistence expenses. You are to be reimbursed for the actual expenses incurred, but not to exceed the maximum amount authorized for the locality concerned as indicated below. (See JTR, Ch4, Part C, for applicable rules.)

Max amount per day: (\$xxx Lodging, \$xxx Meals)

Meals Provided: 3 (2 Breakfast 1 Lunch 0 Dinner)

**Receipts and ticket stubs will be required to substantiate your claim for cost of transportation and subsistence for items in excess of \$75.00.**

REMARKS: Invited Speaker for YR EVENT, ANAHEIM CA. Alternate means such as Secure Video Teleconference (SVTC) or other web based communications are not sufficient to accomplish travel objectives per JTR Appendix E-C-5-(2).

Address any inquiries regarding this travel order to POC at (xxx) xxx-xxxx. The travel authorized herein has been determined to be in the public interest and is chargeable to:

(Unit FM YR O&M Fund Cite)

FSR: xxxxxx\_PSRxxxxxxx (\$xxxxx)

Authority: DODI 1342.28

FOR THE COMMANDER

(Official Seal or Signature of FM Authenticating Official)

(AUTHENTICATING OFFICAL'S SIGNATURE ELEMENT IN ALL CAPS)  
(TITLE OF AUTHENTICATING OFFICIAL)

DISTRIBUTION (if required)  
A



# Attachment 20: DD Form 1351-2 Travel Voucher

TRAVEL VOUCHER OR SUBVOUCHER				Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.			
<b>1. PAYMENT</b> <input type="checkbox"/> Electronic Fund Transfer (EFT) <input type="checkbox"/> Payment by Check		<b>SPLIT DISBURSEMENT:</b> The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing travel charges for transportation, lodging, and rental car if you are a civilian employee, unless you elect a different amount. Military personnel are required to designate a payment that equals the total of their outstanding government travel card balance to the GTCC contractor.					
<b>2. NAME</b> (Last, First, Middle Initial) (Print or type)		<b>3. GRADE</b>		<b>4. SSN</b>		<b>5. TYPE OF PAYMENT</b> (X as applicable) <input type="checkbox"/> TDY <input type="checkbox"/> PCS <input type="checkbox"/> Dependent(s) <input type="checkbox"/> Member/Employee <input type="checkbox"/> Other <input type="checkbox"/> DLA	
<b>6. ADDRESS:</b> a. NUMBER AND STREET		b. CITY		c. STATE		d. ZIP CODE	
<b>7. DAYTIME TELEPHONE NUMBER &amp; AREA CODE</b>				<b>8. TRAVEL ORDER/AUTHORIZATION NUMBER</b>		<b>9. PREVIOUS GOVERNMENT PAYMENTS/ADVANCES</b>	
<b>10. FOR D.O. USE ONLY</b>				<b>11. ORGANIZATION AND STATION</b>		<b>12. DEPENDENT(S)</b> (X and complete as applicable)	
<input type="checkbox"/> ACCOMPANIED		<input type="checkbox"/> UNACCOMPANIED		<b>13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS</b> (Include Zip Code)		<b>14. HAVE HOUSEHOLD GOODS BEEN SHIPPED?</b> (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO (Explain in Remarks)	
<b>15. ITINERARY</b>		<b>16. POC TRAVEL</b> (X one) <input type="checkbox"/> OWN/OPERATE <input type="checkbox"/> PASSENGER		<b>17. DURATION OF TRAVEL</b>		<b>18. REIMBURSABLE EXPENSES</b>	
a. DATE		b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)		c. MEANS/ MODE OF TRAVEL		d. REASON FOR STOP	
e. LOGGING COST		f. POC MILES		<b>19. GOVERNMENT DEDUCTIBLE MEALS</b>		<b>20. SUMMARY OF PAYMENT</b>	
(1) Per Diem		(2) Actual Expense Allowance		(3) Mileage		(4) Dependent Travel	
(5) DLA		(6) Reimbursable Expenses		(7) Total		(8) Less Advance	
(9) Amount Owed		(10) Amount Due		(11) Amount Owed		(12) Amount Due	
<b>21. APPROVING OFFICIAL'S PRINTED NAME</b>		<b>22. ACCOUNTING CLASSIFICATION</b>		<b>23. COLLECTION DATA</b>		<b>24. COMPUTED BY</b>	
<b>25. AUDITED BY</b>		<b>26. TRAVEL ORDER/ AUTHORIZATION POSTED BY</b>		<b>27. RECEIVED</b> (Payee Signature and Date or Check No.)		<b>28. AMOUNT PAID</b>	

DD FORM 1351-2, MAR 2008

PREVIOUS EDITION MAY BE USED  
UNLESS CHANGED BY THIS EDITION

Exception to SF 1012 approved by GSA/IRMS 12-91  
Adobe Designer 7.0







# Attachment 22: Survey Sample with Breakout Evaluations

## Surveys

**1st Post Deployment: FFHXTS - AFR Regional-South**  
Friday, December 14, 2012 15:00 - Sunday, December 16, 2012 14:00



Please mark your selections clearly with a pen by filing an 'X' in allotted space



	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1: The information presented during this Yellow Ribbon event was adequate to address my post-deployment needs / concerns.	<input type="checkbox"/>				
2: The event provided me with an understanding of potential post-deployment issues my family may face now or in the future.	<input type="checkbox"/>				
3: As a result of attending the event, I plan on seeking out additional information and or counseling concerning personal financial issues.	<input type="checkbox"/>				
4: As a result of attending the event, I plan on seeking out additional information and or counseling concerning resiliency or stress control.	<input type="checkbox"/>				
5: As a result of attending this event, I know where to go for additional information/assistance for any issue that I may encounter.	<input type="checkbox"/>				
6: As a result of attending this Yellow Ribbon event, I feel more confident in my ability to find:					
a: Help for mental health issues if the need arises.	<input type="checkbox"/>				
b: Access necessary resources for deployment related problems that happen to my loved ones.	<input type="checkbox"/>				
c: Determine the warning signs of stress in my or my loved ones life.	<input type="checkbox"/>				
7: I will be able to apply concepts from this event to help me in my home life, work life, and/or personal relationships.	<input type="checkbox"/>				
8: Based on my attendance at this Yellow Ribbon Event my family and I are better prepared:					
a: To deal with the challenges during the post deployment period.	<input type="checkbox"/>				
b: To effectively manage stress and anxiety due to deployment.	<input type="checkbox"/>				
c: For continued military service.	<input type="checkbox"/>				
d: To deal with financial and employment issues.	<input type="checkbox"/>				
e: To communicate effectively as a family post-deployment.	<input type="checkbox"/>				
9: Overall, the event was interactive and engaging.	<input type="checkbox"/>				
10: The overall event was beneficial to me.	<input type="checkbox"/>				
11: I would like to attend future Yellow Ribbon Program Events.	<input type="checkbox"/>				
12: How many total Yellow Ribbon Events have you attended while affiliated with the Military?					
<input type="checkbox"/> This is my first YRRP event	<input type="checkbox"/>				
<input type="checkbox"/> 4 events	<input type="checkbox"/>				
<input type="checkbox"/> 2 events	<input type="checkbox"/>				
<input type="checkbox"/> More than 4 events	<input type="checkbox"/>				
<input type="checkbox"/> 3 events	<input type="checkbox"/>				





**Please mark your selections clearly with a pen by filling an 'X' in allotted space**



13: Please provide any additional comments related to your attendance at this or other Yellow Ribbon Events.

**Please keep the feedback contained in the box above to facilitate automated processing**

14: I am a:

- Service member     Spouse     Parent     Child     Other

15: My gender is:

- Male     Female

16: My family member's rank is:

- Officer     Enlisted     Civilian     N/A

17: Branch of Service:

- Army National Guard     Army Reserves     Marine Corps Reserves     Navy Reserves  
 Air National Guard     Air Force Reserves     Coast Guard Reserve     I do not know



Document should appear similar to below based on question entered. All scoring should be on the same scale (Likert Good/Poor). If the questionnaire is correct, save the document and print enough copies for event

**1st Post Deployment: FFHXTS - AFR Regional-South**  
 Friday, December 14, 2012 15:00 - Sunday, December 16, 2012 14:00  
**Evaluation of Programs Session 1**



Please mark your selections clearly with a pen by filling an 'X' in allotted space



	Very Good	Good	Average	Poor	Very Poor
1: Please evaluate ONLY the sessions you have attended or resource provider tables you have visited					
a: Yellow Ribbon Staff	<input type="checkbox"/>				
b: Hotel Staff and Food	<input type="checkbox"/>				
c: Key Note Speaker (Kristy Tubbs)	<input type="checkbox"/>				
d: Federal Resume Writing	<input type="checkbox"/>				
e: Singles Meet & Greet & Networking	<input type="checkbox"/>				
f: JAG, FM, A&FR, 1st SGT, and DEERS	<input type="checkbox"/>				
g: Relationship Discussion Group	<input type="checkbox"/>				
h: ESGR (Hero 2 Hired) & Employment & Vet Center	<input type="checkbox"/>				
i: GI Bill & Tutor.com	<input type="checkbox"/>				
j: Budgeting 101 and Credit Repair - KNS - Kristy Tubbs	<input type="checkbox"/>				
k: iRest - Emily Hain	<input type="checkbox"/>				
l: VA & TriCare & Dental	<input type="checkbox"/>				
m: MOS & Red Cross	<input type="checkbox"/>				
n: Pre-Deployment Discussion Panel for Singles and Couples	<input type="checkbox"/>				
o: VA & TriCare & Dental: Q & A time	<input type="checkbox"/>				
p: Social Networking - SSgt Danielle Johnston	<input type="checkbox"/>				
q: Singles Discussion Group	<input type="checkbox"/>				
r: My Love Purse is Empty - KNS - Kristy Tubbs	<input type="checkbox"/>				
s: Reunion Briefing - MFLC	<input type="checkbox"/>				
t: A Guide for Helping Children Manage Anger - MFLC	<input type="checkbox"/>				
u: Coping Strategies for the Uncertainties of Life - MFLC	<input type="checkbox"/>				
v: Spouses Forum	<input type="checkbox"/>				
v: Military Forum	<input type="checkbox"/>				
w: Relaxation/Stretching - SSgt Jessica Fruth	<input type="checkbox"/>				
x: 5 C's for Financial Success After Deployment - KNS - Kristy Tubbs	<input type="checkbox"/>				
y: Key Spouse Program & Community Programs by A&FR	<input type="checkbox"/>				
z: Different Kind of Courage - PHAP	<input type="checkbox"/>				
aa: Resiliency	<input type="checkbox"/>				
ab: 4 Lenses (Part 1 of 2)	<input type="checkbox"/>				



OF NOTE: The barcode on questionnaire is unique to each event and should not be used for multiple events at different locations.

**1st Post Deployment: FFHXTS - AFR Regional-South**  
Friday, December 14, 2012 15:00 - Sunday, December 16, 2012 14:00  
**Evaluation of Programs Session 1**

(RCS) DD-RA(AR)2397



Please mark your selections clearly with a pen by filling an 'X' in allotted space



	Very Good	Good	Average	Poor	Very Poor
ac: Setting Financial Goals for Success - KNS - Kristy Tubbs	<input type="checkbox"/>				
ad: Stress During the Holidays - MFLC	<input type="checkbox"/>				
ae: Issues Families Face When the Military Deploys - MFLC	<input type="checkbox"/>				
af: Key Leadership Breakout	<input type="checkbox"/>				

Comments

Please keep the feedback contained in the box above to facilitate automated processing





# Attachment 23: After Action Report

## Event Planner Post-Event After Action Report Questionnaire

Service Symbol Selected Here [Downloaded from JSS/EP](#)

From: Name and Billet [Downloaded from JSS/EP POC location](#)

To: HQ AFRC/YRP Org Box: [afrc.yellowribbon@us.af.mil](mailto:afrc.yellowribbon@us.af.mil)

SUBJECT: Yellow Ribbon Program After Action Report

**1. General:**

- a. Type of Event (i.e., Pre-Deployment, During Deployment, Post-Deployment (30-Day), Post-Deployment (60-Day), and Post-Deployment (90-Day): [Download from the JSS/EP title](#)
- b. Inclusive Dates: [Download from JSS/EP](#)
- c. Scope of Event: [Downloaded from the event description provided on the JSS/EP and the details on location and any hotel information from the detailed description](#)

**2. Operations:**

- a. Attendance Strength:

Unit/Organ ization	Service and Family Members (FM)				Child & Youth I = 0-5 yr old C = 6-12 yr old Y = 13+ yr old				Government Agencies/VSO/NGO and Non dependents				Total Personnel
	Officer	Enlisted	Adult FM	Total	I	C	Y	Total	Gov	VSO/ NGO	Others (Non FM's)	Total	
Air Force Reserve	*	*	*	*	*	*	*	*	*	*	*	*	*
Air National Guard	*	*	*	*	*	*	*	*	*	*	*	*	*
Army National Guard	*	*	*	*	*	*	*	*	*	*	*	*	*
Army Reserve	*	*	*	*	*	*	*	*	*	*	*	*	*
Navy Reserve	*	*	*	*	*	*	*	*	*	*	*	*	*

Marine Corps Reserve	*	*	*	*	*	*	*	*	*	*	*	*	*
----------------------	---	---	---	---	---	---	---	---	---	---	---	---	---

\* Check to ensure these can also download from JSS/EP or modify to ensure it directly imports from the system

**3. Operations Summary:**

- a. Planning: Did you have any issues creating or coordinating your event in the JSS/EP?
- b. Execution: Did you experience any difficulties in the event planning process? Focus on any key areas/actions for improvement or areas that should be sustained for future events. *If available, please download, scan or attach the agenda and any Power Point presentations or other electronic information significant to the event*

**4. Administration:**

**c. Communications:**

- (1) Did you utilize any multimedia or audio / visual equipment (computers, video, microphones, speakers, etc.) other than PowerPoint?
- (2) Please describe any significant communications issues related to the use of A/V and/or multimedia content. What should be sustained / needs improvement?

**d. Public Affairs:**

- (1) What type of advertising or publicity was associated with the event? *(If available, please upload any products that were used)*

		Mode of delivery				
		Electronic / Email	Printed Copies provided to partner organizations	Direct mail to invited / registered participants	News / Media Release	External Organization Marketing / Advertising
	Flyers / Brochures					
	Organization's Web site					
	Event Planning Tool / JSS					
	New sletters					
	Emails					
	Public Affairs					
	Videos					
	Mailings					
	Other					

- (2) In addition to the above, what else could have been done to improve awareness of the event?

e. **Special Services:** Identify the supporting organizations that participated in the event and the extent of the support they provided.

Check if Present	ORGANIZATIONS	Materials Provided			How well did these organizations support the event?					Issues or Comments
		Briefings or interactive learning sessions	Resource table(s) (vendor booth)	Other Support to fill Service or DoD shortfall	Exceptionally Well *	Well	Average	Needs Improvement *	Would not invite back *	
	American Red Cross									
	Chaplain's Programs									
	Civilian Employment Information (CEI)									
	Defense Eligibility Enrollment Reporting System (DEERS)									
	Department of Labor (DOL)									
	TRICARE / TRICARE Dental Program									
	Employer Support of the Guard and Reserve (ESGR)									
	Financial and Mortgage Counseling									
	Legal / Judge Advocate General (JAG)									
	Military OneSource (MOS)									
	Morale, Welfare, and Recreation (MWR)									
	Non Governmental Organizations (NGO) / Veterance Service Organizations (VSO)									
	Operational Stress Control (OSC)									
	Pre-deployment Health Assessment (DD Form 2796)									
	Post-deployment Health Assessment (DD Form 2796)									
	Post-deployment Health Re-Assessment (DD Form 2900)									
	Sexual Assault Prevention and Response (SAPR) Program									
	Single Service member Programs									
	Small Business Administration (SBA)									
	Soldier's and Sailor's Civil Relief Act (SCRA)									
	Suicide Prevention and Alcohol and Drug Abuse									
	Transition Assistance Program (TAP)									
	Vet Centers									
	Veterans Affairs (VA)									
	Other									
					* Comments Required					

5. **Logistics/Facilities** (event location details): Other than A/V, please describe any logistical, facilities, or equipment related challenges that you may have observed.

6. **Funding:**

f. Was the event affected by a lack of funding or inability to expend funds based on legal and policy restrictions? If yes, please describe.

g. How much was the event impacted?

Very Little      None      Some      A Lot

7. **Lessons Learned – Participants and Speakers:**

h. Participants (*Event Planner can calculate "utilization"*):

(1) How many Service members did you expect to attend (registered)? \_\_\_\_\_

(2) How many family members did you expect to attend (registered)? \_\_\_\_\_

(3) Was the JSS / Event Planning Tool and effective inter-service coordination tool? Why?

(4) If more participants attended than expected, did this cause significant logistical or personnel changes or problems?

Yes

No

(5) If yes please elaborate:

(6) If less participants attended than expected, did the excess capacity affect the quality of the event?

Yes

No

(7) If yes please elaborate:

(8) Was there any attrition at your event, from participants leaving early? If so, approximately what percent of participants left early?

10% 20% 30% 40% 50% 60% 70% 80% 90%

(9) If attrition was a factor, what circumstances contributed (if determination possible)?

\_\_\_ Left for lunch

\_\_\_ Personal Reasons

\_\_\_ Content not applicable to attendees

\_\_\_ Unknown / Other: \_\_\_\_\_

i. Presenters: (In your opinion and based on participant feedback)

(1) The presenter and the message/delivery was well received by participants.

Strongly Agree

Agree

Disagree

Strongly Disagree

(2) If not, what changes would you suggest?

(3) Please consider providing the **name and contact information** of any exemplary speaker(s) for possible inclusion into a YRP Speaker's Bureau.

*Link for Speakers bureau here:*

*(<http://www.yellowribbon.mil/theribbon/Speaker%20Recommendation%20Form.pdf>)*

(4) Please submit the **name and organization** of any speaker(s) that did not meet an acceptable standard / did not perform well as a public speaker / presenter. *NOTE: This question speaks only to the presenter's ability to interact with the audience / participants and communicate their message / intent in an effective manner. This does not consider their individual qualifications for the job / organization they represent.*

8. **Lessons Learned – Planning and Execution:**

j. List any policies that had positive and negative impacts on the program for both attendees and planners.

k. What went right:

(1) Provide a synopsis and copies of innovative ideas used to support the curriculum. (This is related to specific subject material, presentations, curriculum, or lesson plans that facilitate “teaching” of YRP topic areas / objectives, as detailed in the YRP Department of Defense Instruction (DoDI).

(2) Which session/presentation(s) were the most effective/beneficial and why? What was different from the past?

(3) Were the individual sessions/presentation(s) interactive and involved audience participation and feedback?

Very Little      None      Some      A Lot

l. What needs improvement: Describe systemic or curriculum issues.

(1) Commander's comments: *If available, please include commander's observations, comments, and suggestions pertaining to the event.*

(2) Overall recommendations: Please provide suggestions to improve the YRP.

9. **EVENT PLANNER SIGNATURE BLOCK**



## Attachment 24: Keynote Speaker Confirmation

<b>KEYNOTE SPEAKER CONFIRMATION</b>
-------------------------------------

TO: (Speaker's Name) \_\_\_\_\_

FROM: Air Force Reserve Command, Yellow Ribbon Program

1. Thank you for agreeing to be a speaker at our Yellow Ribbon event scheduled

(Dates) \_\_\_\_\_,

At (Location, City, State, and hotel) \_\_\_\_\_

Speaker fee \$ \_\_\_\_\_

Estimated travel expenses \$ \_\_\_\_\_

Travel expense will be paid through reimbursement by the Air Force Reserve, through an Invitational Travel Authorization (ITA) and subsequent travel voucher to be filed at the Event by the speaker. ITAs allow reimbursement of actual expenses for travel, (airline tickets, tolls, parking), lodging (including tips) and meals (up to the locality per diem rate) for the speaker placed on ITA.

2. The Yellow Ribbon Program (YRP) is designed to provide resources to service members and their families about the stresses of deployment. Appropriate topics would include how to deal with issues such as: stress or anger management, communication skills for families and singles, or financial management. Training material may only be provided to attendees at NO additional cost to the government.

3. This confirmation is **NOT** a legally binding agreement. It does **NOT** in any way obligate the government. The Air Force Reserve cannot pay a deposit for services, but will do everything possible to notify the speaker as early as possible, if a Yellow Ribbon event gets cancelled, and services are not required. Air Force Instruction 65-601 limits charges the Yellow Ribbon Program is allowed to pay for these services.

4. Following evaluation by the Air Force Reserve Yellow Ribbon Office, you may be invited to have your name added to the Air Force Reserve approved speaker list and be contacted for future events.

Speaker's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Wing YR Rep Signature: \_\_\_\_\_ Date \_\_\_\_\_

HQ AFRC/A1R Rep : \_\_\_\_\_ Date \_\_\_\_\_

Recommendation: \_\_\_\_\_ Approval Date \_\_\_\_\_

YR Program Manager: \_\_\_\_\_ Date \_\_\_\_\_



# Attachment 25: Event Request Form

YELLOW RIBBON PROGRAM EVENT REQUEST WORKSHEET			
<b>I. PRIMARY WING INFORMATION</b>			
DATE OF REQUEST	PRIMARY WING REQUESTING EVENT	WING REPRESENTATIVE REQUESTING EVENT	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
ADDITIONAL WINGS PARTICIPATING & POC			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>II. EVENT LOCATION INFORMATION</b>			
EVENT LOCATION		REGION	
<input type="radio"/> CONUS <input type="radio"/> ALASKA <input type="radio"/> HAWAII <input type="radio"/> GUAM <input type="radio"/> SAIPAN		<input type="radio"/> NORTH <input type="radio"/> SOUTH <input type="radio"/> WEST	
PRIMARY SITE PREFERENCE	<input type="text"/>	TMO <input type="checkbox"/>	CVB <input type="checkbox"/> PRIORITY <input type="checkbox"/>
SECONDARY SITE PREFERENCE	<input type="text"/>	TMO <input type="checkbox"/>	CVB <input type="checkbox"/>
PRIMARY DATE PREFERENCE	<input type="text"/>	TMO <input type="checkbox"/>	CVB <input type="checkbox"/> PRIORITY <input type="checkbox"/>
SECONDARY DATE PREFERENCE	<input type="text"/>	TMO <input type="checkbox"/>	CVB <input type="checkbox"/>
<b>III. AUTOMATIC CONTRACT ITEM</b> <i>(These items come automatically with every event)</i>			
<input checked="" type="checkbox"/> GENERAL SESSION <i>(Sized according to event size selected below)</i>			
<input checked="" type="checkbox"/> MEETING ROOMS <i>(Meeting Rooms include: Information Fair (Room/Area), Counseling Rooms (2), and Command Post (1))</i>			
<input checked="" type="checkbox"/> CONTRACTOR TRAVEL IN SUPPORT OF EVENT			
<input checked="" type="checkbox"/> EVENT PLANNING SERVICES			
<input checked="" type="checkbox"/> WORKSHOP EVALUATION REPORTS			
<b>IV. BASIC EVENT CONFIGURATION</b>			
EVENT TYPE(S) <i>(Select all that apply)</i>		EVENT SIZE <i>(Select one) (This number includes eligible attendees &amp; guests, staff, support and Distinguished Visitors)</i>	
<input type="checkbox"/> PRE <input type="checkbox"/> 1st Post <input type="checkbox"/> 2nd Post		<input type="checkbox"/> 250 <input type="checkbox"/> 350 <input type="checkbox"/> 450 <input type="checkbox"/> 550 <input type="checkbox"/> 650 <input type="checkbox"/> 750	
BREAKOUT ROOMS			
<input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 9 <input type="checkbox"/> 11 <input type="checkbox"/> 13 <input type="checkbox"/> 15			
CHILDCARE ROOMS <i>(This number must account for 0-12 &amp; 13-17 year old year olds)</i>			
<input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8			
CHILDCARE NUMBERS <i>(0-12 year olds)</i>			
<input type="checkbox"/> 30 <input type="checkbox"/> 60 <input type="checkbox"/> 90 <input type="checkbox"/> 120 <input type="checkbox"/> 150 <input type="checkbox"/> 180 <input type="checkbox"/> 210 <input type="checkbox"/> 240			
<b>V. MEAL PLANS</b>			
<input type="checkbox"/> SAT (Breakfast & Lunch); SUN (Breakfast)		NUMBER OF MEALS	
<input type="checkbox"/> SAT (Breakfast, Lunch & Dinner); SUN (Breakfast)		<input type="checkbox"/> 250 <input type="checkbox"/> 350 <input type="checkbox"/> 450 <input type="checkbox"/> 550 <input type="checkbox"/> 650 <input type="checkbox"/> 750	
LIGHT REFRESHMENTS <i>(Friday PM, Saturday AM &amp; PM, Sunday AM)</i>			
<input type="checkbox"/> 250 <input type="checkbox"/> 350 <input type="checkbox"/> 450 <input type="checkbox"/> 550 <input type="checkbox"/> 650 <input type="checkbox"/> 750			
<b>VI. MISC</b>			
<input type="text"/>			
<b>VII. SIGNATURES</b>			
SIGNATURE OF WING REPRESENTATIVE	DATE	SIGNATURE OF CHIEF, AFRC YRP BRANCH	DATE
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SIGNATURE OF AFRC REGIONAL MANAGER	DATE	SIGNATURE OF YRP RESOURCE ADVISOR	DATE
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## GLOSSARY OF REFERENCES AND SUPPORTIVE INFORMATION

### A.1.1. Terminology/Abbreviations.

**4-H Organizations** - A youth organization sponsored by the Department of Agriculture and offering instruction in agriculture and home economics.

**AAR** – After Action Report

**AF** – Air Force

**AFI** - Air Force Instruction. Is a documented instruction for members of the United States Air Force intended for use by active duty, guard and reserve members and associated civilians.

**A&FR** - Airman and Family Readiness. The office will assist with Department of Labor, VA, Air Force Aid Society, non-profits and more.

**AFR** – Air Force Reserve

**AFRC** – Air Force Reserve Command

**AFRC/CC** – Air Force Reserve Command/Commander

**AFR YRP** – Air Force Reserve Yellow Ribbon Program

**AGR** – Active Guard Reservist

**ANG** – Air National Guard

**AROWS-R** – Air Reserve Orders Writing System. Used to generate and publish reserve orders.

**ART** – Air Reserve Technician

**CAIB** - Community Action Information Board

**CEI** - Civilian Employment Information

**Commute for Eligible Guests** - This is less than one hour from home of record to TDY location. For member, base guidelines apply.

**DCoE** - Defense Centers of Excellence

**DD** - Department of Defense in reference to forms.

**DEERS Eligible Children** - Defense Enrollment Eligibility Reporting System. Children are eligible up to age 21 or age 23 if enrolled in college full-time and the sponsor continues to provide 50% of the child's financial support. A child may be covered beyond the normal limits (age 21 or 23 as noted above) if he or she is severely disabled.

**Deployed Unit Commander** - This is the Unit Commander assigned to a unit that has members that have or will deploy for more than 90 days in support of a deployment.

**Deployed Unit First Sergeant** - This is the First Sergeant assigned to a unit that has members that have or will deploy for more than 90 days in support of a deployment.

**Directional signs** - These are the signs that the venue or the Yellow Ribbon Representative will place in hallways to give the direction of the General session, break out, meals or breaks.

**DI** - Designated Individual. An individual 18 and older that does not meet family member definition and are designated in writing by the member for the dates of the deployment cycle.(also referred to as designated representative)

**DoD** - Department of Defense

**DOL** - Department of Labor. This office can assist in job fairs for the events. You will ask the Airman and Family Readiness office to engage them.

**Eligible Guests** - Eligible guests are family member or designated individuals (DI) that meet the definition for this program per HQ AFRC/A1SO.

**Eligible Reserve Member (Reservist)** - If the member is on active duty status for 90 days or more at home station or other location in support of a deployment resulting in separation from their families (member is not within commuting distance, is entitled to travel and per diem and is not living with his/her family during the tour of duty) is eligible to attend the YRP event before (120 days prior) and after(before the 1<sup>st</sup> day of 7<sup>th</sup> month) the tour of duty. Does not include basic military training, school tours or active duty for training.

**ESGR** - Employer Support of the Guard and Reserve. Gains and maintains employer support for Guard and Reserve service by recognizing outstanding support, increasing awareness of the law and resolving conflicts through mediation

**Family Member** - “Families and “family members” include spouse, DEERS eligible children, parents, grandparents, siblings of eligible military member.

**FM** - Financial Management. Military office that will assist with orders and travel vouchers.

**GPC** – Air Force Government-Wide Purchase Card Program

**GS** - General Schedule employee. May be placed on 1610 travel orders for the assistance with events.

**HC** - Chaplain Corp

**HOR** – Home of Record

**HQ AFRC/A1R** – Headquarters Air Force Reserve Command/Manpower and Personnel Readiness

**IAW** – In accordance with

**IDS** - Integrated Delivery System

**IMA** - Individual Mobilization Augementee. Reservists that are not attached to a traditional reserve unit. They fall under the management of the Readiness Management Group. They belong to DETs across the command.

**ITA** - Invitational Travel Authorization. Type of order civilian is traveled on to provide entitlements and reimbursement of actual expenses. REF: JFTR 1, Appendix E

**JFSAP** - Joint Family Support Assistance Program. Is a program to provide a continuum of support and services based on member and family strengths and needs and available resources.

**JV** - Journal Voucher. Is a document that provides written authorization for a financial transaction, often used in place of or supplementary to the journals or registers. It is commonly used for disbursements from the petty cash account.

**Justification** -This is the explanation to why you have decided on a particular location or to clarify thoughts for the event details.

**Key Spouse** - The key spouse is a program that runs through the Airman and Family Readiness office and they are volunteers spouses from Airmen assigned to the base. They can assist with the event before during and after.

**MFLC** - Military and Family Life Consultant. Is a program designed to provide support and assistance to active duty Soldiers, National Guard and Reserves, military Family Members and civilian personnel.

**MOS** - Military One Source

**NGO** - Non-Governmental Organizations

**OMK** - Operation Military Kids. Is a program targeted to the children of United States National Guard and U.S Army Reserve members who are deployed overseas. The program supports children 5 years of age or older.

**OPR** – Office of Primary Responsibility

**OSC** - Operational Stress Control

**OSD** - Office of the Secretary of Defense

**OSD/RA** - Office of the Secretary of Defense/Reserve Affairs

**PDHA** - Pre-Deployment Health Assessment

**PDHRA** - Post Deployment Health Re-Assessment

**PFC** – Personal Financial Counselor

**Phase**- the time frame of a deployment that matches with the events.

**POM** - Program Objective Memorandum. Prepares detailed fiscal planning and programming reports and integrates requirements into the

**PHAP** - Psychological Health Program. Advocates, promotes, and guides National Guard, Reserve members and their families by supporting psychological fitness for operational readiness.

**POA** – Power of Attorney

**POM** - Program Objective Memorandum

**PWS** - Performance Work Statement

**QMT** - Questionnaire Management Tool. Surveys designed in the EventPlus program from each phase of deployment to capture feedback from attendees at every Yellow Ribbon event.

**RMG** - Readiness Management Group. Responsible for the management of the IMAs.  
**RPA** - Reserve Personnel Appropriation  
**SAG** – Senior Advisory Group  
**SAPR** - Sexual Assault Prevention and Response Program. Serves as the National Guard Bureau single point of responsibility for sexual assault prevention and response policy and oversight.  
**SBA** - Small Business Administration  
**SCRA** - Service members Civil Relief Act  
**TAA** - Transition Assistance Advisor  
**TAMP** - Transitional Assistance Management Program  
**TAP** - Transition Assistance Program  
**TDP** - TRICARE Dental Program  
**TDY** - Temporary Duty  
**TLC** - Teen Leadership Council  
**TR** – Traditional Reservist  
**Type of Event** - Pre-deployment-Deployment-30 Day Post (First Post Deployment)-60 Day Post (Second Post Deployment)-90 Day Post  
**USERRA** - Uniformed Services Employment and Reemployment Rights Act  
**VA** – Veterans Administration  
**Venue** - The hotel conference center/location that the event will be held  
**VSO** - Veterans Service Organizations  
**YES** - Youth Extension Services  
**YR** – Yellow Ribbon  
**YRP** - Yellow Ribbon Program prepares National Guard and Reserve members and their families for deployments, sustains their families during deployments and reintegrates service members with their families, communities and employers upon re-deployment or release from active duty  
**YRRP** - Yellow Ribbon Reintegration Program  
**Yellow Ribbon Support Staff** - This is the person that will be placed on RPA orders to assist the Yellow Ribbon Representative for execution of all the details for the event, before, during and after.

**A.1.2. Forms and Publications.**  
**DD Form 2795**, *Pre-Deployment Health Assessment (PDHA)*  
**DD Form 2796**, *Post Deployment Health Assessment (PDHA)*  
**DD Form 2900**, *Post Deployment Health Re-Assessment (PDHRA)*  
**AF Form 9**, *Request for Purchase*  
**DD Form 1610**, *Request for Travel for Uniformed Service Members or Government Civilian Employees*  
**DD Form 1351-2/3**, *Government Travel Voucher*. Will be filled out for Airmen and for families that are placed on ITA orders and turned in with receipts and ITA/order within 5 business days after the end of the event.  
**DODI 1342.28**, *DoD Yellow Ribbon Reintegration Program (YRRP)*  
**AFI 90-501**, *Community Action Information Board and Integrated Delivery System*  
**AFI 34-276**, *Family Child Care*  
**AFI 65-601 V1, Section 4C, Table 4.2, FAR Section 37**, *Budget Guidance and Procedures* referencing Speaker fees travel expenses  
**JFTR/JTR, APP E**, *Government Travel* referencing Invitational Travel Authorizations (ITA)  
**GPC IAW AFI 64-117**, *Air Force Government-Wide Purchase Card Program (GPC)*  
**JFTR para U4102-E/JTR C4552.D**, *Government Travel* referencing Wing Commander may direct to stay and reimburse the member for actual expenses of lodging and meals.