



Standard Operating Procedure (SOP)

Army National Guard Child, Youth, & School Services (CYSS)

31 May 2017



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Chapter 1 – Introduction

1-1 Mission & Purpose Statement

- a. The mission of the Army National Guard (ARNG) CYSS Program is to promote and sustain the quality of life and resilience of ARNG dependent children and youth by providing secure, timely, flexible, high-quality support services and enrichment programs.
- b. The purpose of the ARNG CYSS is to support the readiness and resilience of geographically dispersed Army Soldiers and their Families through age-appropriate youth programming within the program core elements by reducing the conflict between parental responsibilities and mission requirements.

1-2 Army National Guard Child, Youth, and School Services (CYSS)

- a. The ARNG CYSS is available for school-aged eligible dependents of ARNG Service Members and offers a range of positive activities designed to promote resilience, healthy development, and ease transition into adulthood. CYSS supports prevention initiatives that mitigate at-risk behaviors.
- b. The goals of the CYSS are:
 - (1) Education: Provide Developmentally-appropriate life skills education to NG youth.
 - (2) Access: Provide information on access to Federal and State/Territory benefits that support NG children and Families, including: counseling, education, child care, and other resources needed to foster a healthy stable and secure family environment.
 - (3) Opportunity: Create partnerships for opportunities to participate in programs, events, and activities geared toward the behavioral and physical health and welfare of children and youth that are available across the spectrum of Government, community, and private sector.
 - (4) Communication: Build a sense of belonging to the ARNG community by creating secure opportunities to network with other youth, parents/legal guardians, and youth program facilitators in one's community, state/territory, and across the nation.
 - (5) Resilience: Infuse resiliency and leadership skills and techniques into all ARNG children and youth programs.
 - (6) Outreach: Build and sustain contact with parents/legal guardians, and children of the NG in order to create awareness of available support services and programs.

1-3 References

The CYSS program operates in accordance with (IAW) AR 608-10 and AR 608-1. Other regulations and resources are listed at Appendix A.

1-4 Explanation of Terms

Abbreviations and special terms used in this handbook are explained in the glossary Appendix B.

Chapter 2 – Responsibilities

2-1 Lead Child & Youth Program Coordinator (LCYPC)

- a. The Lead Child & Youth Program Coordinator (LCYPC) serves as the primary point of contact and subject matter expert within the State Family Program Office for the CYSS. Under the oversight of the State Family Program Director (SFPD) the LCYPC assists with management and administration of all CYSS operations and provides guidance and assistance to the Child and

Youth Program Coordinator (CYPC). Additionally, they function as the liaison to the contract Regional Assistant Program Manager.

b. The LCYPC performs the same tasks as the CYPC with additional duties listed below:

- (1) Plan, direct, coordinate, manage, review, and evaluate all actions concerning CYSS within State/Guard/Army/DoD regulatory requirements.
- (2) Develop an annual CYSS budget and Yearly Training Plan for review and approval by the SFPD.
- (3) Serve as the primary ARNG point of contact for and representative to state/territory and community councils/teams discussing military youth issues and support Market National Guard, Army and Air national-level youth development opportunities and, with the approval of the SFPD, submit national panel and state/territory delegate nominations to the Army National Guard Family Program Office.
- (4) Develop long and short term plans for CYSS.
- (5) Collect reports from other CYPCs in the state/territory and submit all monthly reports to their SFPD and the Regional Program Manager.
- (6) Develop and submit an annual CYSS report highlighting key program events and accomplishments to NGB 45 days after the end of the Fiscal Year (FY).

2-2 Child and Youth Program Coordinator (CYPC)

While listed under the Child and Youth Program Coordinator (CYPC)'s responsibilities, the following tasks and duties apply to both the LCYPC and the CYPC.

a. The CYPC provides evidence-based, age-appropriate youth development opportunities to build resiliency, as well as physical, behavioral, social, and emotional life skills for dependents of the ARNG. The CYPC duties are listed below:

- (1) Coordinate with the Yellow Ribbon Reintegration Program point of contact for support of child and youth training, and support for school-age attendees at pre-deployment, during deployment and post-deployment events.
- (2) Provide information, assistance, referral, and follow-up services regarding available child and youth resources for school-age NG youth.
- (3) Market available Department of Defense (DoD) child care fee assistance resources.
- (4) Establish a plan to market CYSS opportunities and resources to Families and youth through all media channels in accordance with NG and state/territory policies.
- (5) Coordinate and provide briefings on the State/territory CYSS, benefits and resources for Service Members, Family members and youth as requested by the SFPD.
- (6) Conduct and coordinate briefings per the SFPD to the state/territory military leadership and relevant community partners on issues facing military children and youth.
- (7) Assist in planning, liaising, developing and delivering services available both within the DoD structure and in partnership with external civilian organizations.
- (8) Develop and expand communication availability to the youth of deployed members.
- (9) Develop and maintain a directory of resources, agencies and organizations that are available to assist Military children and youth and a library of curriculum resources that support CYSS requirements.
- (10) Access and analyze data from surveys and informal interaction to identify CYSS needs as well as develop and coordinate programs to meet the identified needs.

- (11) Provide CYSS advice, guidance and program support to Family Readiness Groups (FRGs) and unit leaders.
- b. LCYPC and CYPC will be familiar with all DoD/Army/NGB/ARNG regulations guidance that are applicable to the execution of CYSS.
 - c. LCYPC and CYPC shall attend state/territory-specific Family Program training as required by the SFPD.
 - d. LCYPC and CYPC will attend the J1 Professional Development Workshop and one CYPC will attend the National Guard Youth Symposium, per contract requirement.
 - e. LCYPC and CYPC will attend at least one national-level professional development conference hosted by a recognized Youth Development/Education organization (i.e. 4-H, Boys & Girls Clubs of America, etc.), per contract requirement.
 - f. LCYPC and CYPC will become a certified Master Resilience Trainer (MRT) as a part of the Comprehensive Soldier and Family Fitness (CSF2) curriculum, and will facilitate resilience training for military youth ages 11-18 in their respective states/territories.
 - g. LCYPC and CYPC may serve as an adult advisor to the Guard Teen Panel.
 - h. LCYPC and CYPC will develop and advise the Teen Panel (STP).
 - i. LCYPC and CYPC may provide training support to national-level National Guard Child and Youth Program workshop and symposia as requested and with SFPD approval.

2-3 Specified CYSS Volunteers

- a. CYSS volunteers are Family Programs (FP) volunteers IAW AR 608-1. CYSS volunteers are classified as either specified (statutory) or non-specified (gratuitous).
- b. Specified volunteers are those volunteers who serve in an official capacity and seek credit for their volunteer hours. A clear description of the duties and scope of responsibility of each volunteer position must be provided. Typically, these volunteers are in a lead or supervisory position.
 - (1) Specified volunteers must sign a DD Form 2793 (See Appendix C).
 - (2) Specified volunteers may be reimbursed for incidental expenses as described in the Joint Federal Travel Regulation (JFTR).
 - (3) Specified volunteers may be placed on an Invitational Travel Authorization (ITA)/Invitational Travel Order (ITO) when acting in an official capacity directly related to their job description.
 - (4) Specified volunteers must track volunteer hours on the Joint Services Support (JSS) website.
- c. Specified CYSS volunteers are those who have regular or recurring contact with children under 18 years of age within Army-sponsored or Army sanctioned programs. Specified volunteers must complete required screening and background checks prior to providing services outside of line of sight supervision. Non-specified volunteers are those individuals who provide services that are shorter in duration than is required to perform a background check (e.g. one-time program support).
 - (1) Specified volunteers are subject to screening and background check requirements as outlined in DoDI 1402.5 and Army Directive 2014-23.

2-4 Non-Specified Volunteers

Non-specified volunteers are those who offer to help support meetings, events, and activities without the expectation of compensation and who do not wish to serve in an official capacity. These volunteers must work in a Line of Sight Supervision (LOSS) with staff and specified volunteers who have completed the required background checks.

- a. Non-specified volunteers do not require a formal job description.
- b. Non-specified volunteers are not authorized reimbursement for incidental expenses or to be placed on an ITA/ITO.
- c. Non-specified volunteers will be screened, but are not subject to background check requirements.
- d. Youth volunteers under 18 years of age (including State/Territory Teen Panel members) are considered non-specified volunteers.

Chapter 3 – Key Players

3-1 The Adjutant General (TAG)

The Adjutant General is responsible for all operations of the State/Territory's National Guard to include Family Program Activities. His/her support is necessary to operate a successful program.

3-2 State Family Program Director (SFPD)

- a. The SFPD is the Government POC within the state/territory for the Child, Youth, and School Services Program, and for the CYPCs.
- b. The SFPD is TAG's representative and subject matter expert on Family Readiness in the State/Territory. The SFPD is authorized to oversee and/or execute all Family Readiness activities, including the CYSS Program.
- c. The SFPD provides guidance on expectations, operations, and support of all CYSS activities.

3-3 Commanders

The Commander has overall responsibility for his/her unit and Family readiness. Family readiness is executed with the guidance and assistance of the Family Program Office. Commanders will coordinate with the State Family Program Office to address CYSS Program needs/concerns.

3-4 Military Leadership

- a. Family Programs is an entity of the military, therefore it may be necessary to use both military leadership and contract company (if applicable) guidance as it relates to how a contractor is managed; this includes communication to both military leadership and the contract company with respect to leave time, change of duty, hours of operation, and changes to assigned tasks and workload. Refer to your state/territory specific Family Program Organization chart for direction. The SFPD will provide program expectations per the contract requirements and Statement of Work (SOW) provided by the contract company. Questions, concerns or clarification about the job requirements may be directed to the contract company.
- b. The Military rank system can be difficult to understand. A military rank chart is provided in Appendix D. Learn and be familiar with the military ranks, especially the Army and Air ranks as provided in the appendix.
- c. Contract Company: Contractors work directly for a contract company; therefore, it is the responsibility of the contractor to contact the contract company on any administrative issues, to include questions about the statement of work. Contractors are not an employee of the Government. Contractors are an employee of the company providing a service to the Government and must never represent themselves as a Government employee. Contracted CYPCs cannot obligate Government funds and cannot authorize on behalf of the Government.

Contractor job duties are identified in the Performance Work Statement (PWS). If questions arise about work tasks that a contractor feels is outside his/her work statement, the contractor should contact the contract company. Family Programs contractors may not have the same contract company, so it's important to verify contact information with the specific company that governs each contract. As a contractor, it is important to understand and apply the company chain of command as needed to address personnel issues/employment questions. Contractors may not seek technical direction or guidance from Government employees. Contractors are not entitled to the same benefits that Government employees receive. The most frequently asked questions are related to pay and leave. Contractors do not receive the same benefits and leave that Government employees receive; even those doing the same job. Contractors receive benefits through the contract company and a Government counterpart receives benefits through the Government. At times, Government employees receive additional time off (early release, a day off before or after a holiday, a day off due to inclement weather, a presidentially declared holiday, etc.); these administrative leave situations do not apply to the contract employee. In situations like these, the contractor must conform to the policy of the contract company (work, take leave, use flex time, or take unpaid leave.)

3-5 Family Readiness Groups (FRGs)

- a. The FRG is an official Army organization sponsored by the command. FRG membership is comprised of Soldiers assigned to the unit, civilian employees, Family members (immediate and extended) and volunteers. Its purpose is to provide functional, social, and emotional support. In addition, the FRG helps keep Families informed via a structured communication network between the command and Family members. This support is designed to sustain Families and ease the stress associated with Family separations and deployments.
- b. Typically, a FRG is established at the company level with guidance and support from the battalion. (For guidance on FRG operations for Commanders, consult AR 608-1, which is provided in the Operation READY Smart Book. For information on implementation of FRG activities at the company level, consult the Operation READY Family Readiness Group Leader's Handbook.)
- c. The FRG serves as a conduit for information, mutual support, and concern. The type and scope of activities conducted by an FRG depends on the following factors:
 - (1) Commander's budget for FRG activities.
 - (2) Identified needs.
 - (3) Command interest and emphasis.
 - (4) Number of FRG members.
 - (5) The time available for planning and execution.
 - (6) The creativity of FRG membership.
 - (7) The makeup of the FRG (i.e., Service Member and Family demographics and geodispersion).
 - (8) The unit's training and deployment schedule.

3-6 FRG Leader

The FRG Leader's role is held by a Family member appointed by the unit Commander. The FRG leader is responsible for the following:

- a. Support Commander's Family readiness goals.
- b. Provide overall leadership of the FRG, which includes planning, facilitating, and supervising FRG activities.

- c. Ensure the FRG's communication systems effectively keep Families informed.
- d. Provide timely, accurate information from the command to Families.
- e. Recruit the volunteers needed to conduct required FRG activities, including activities requested by command.
- f. Ensure Families are referred to the CYPC for CYSS assistance.
- g. Identify important FRG issues and inform the command.
- h. Attend training provided by the State Family Program Office to ensure volunteer regulations are followed.

3-7 Joint Forces Headquarters Family Readiness Support Assistant (JFHQ FRSA)

Joint Forces Headquarters Family Readiness Support Assistants (JFHQ FRSA) provide a full range of family Readiness Programs to Service Members and Families. JFHQ FRSAs provide Family Readiness Support to TAG and HQ Staff while Unit Level FRSAs provide Family Readiness Support to the Unit Commanders. The JFHQ FRSA reports to the SFPD and is the principal trainer for FRG leaders, Commanders, and Military Liaisons. JFHQ FRSAs execute the following tasks:

- a. Facilitate training for Rear Detachment Commanders (RDCs) and FRG leaders.
- b. Ensure the responsiveness of established community resources.
- c. Establish and maintain a database of FRG volunteers at the state level and maintain the FRG Leader roster on the NGB Family Program website.
- d. Coordinate, through local resources, to train Service Members and Families in Family Readiness.
- e. Assist subordinate units with publishing FRG newsletters, developing telephone trees, maintaining rosters and coordinating FRG meetings.
- f. Serve as a liaison with the State Family Program Office and other community agencies.
- g. The task listing is not all inclusive of the JFHQ SFRSA responsibilities, but highlights major duties.

3-8 Family Readiness Support Assistant (FRSA)

The unit Family Readiness Support Assistants (FRSAs) are a vital link between the unit, Commander, the Families of Service Members assigned to the unit, and the community resources available to the Service Members and their Families. The unit FRSA serves as the Commander's advisor on the unit's FRG program. The unit FRSA performs a variety of clerical and administrative duties in support of the Commander and volunteer FRG leaders. The unit FRSA maintains coordination of FRG activities within the unit and updates the Commander on the program status, controversial issues and services available to Service Members and their Families.

3-9 Yellow Ribbon Support Specialists

- a. The Yellow Ribbon Support Specialist provides deployment cycle support through the execution of Yellow Ribbon events. The Yellow Ribbon Support Specialist is responsible for the following:
 - (1) Assist in the planning, facilitating and execution of Yellow Ribbon Events.
 - (2) Coordinate with the RDC.
 - (3) Correspond with Families and ensure they are informed of Yellow Ribbon Events.
 - (4) Track attendance and provide input to After Action Reviews to show trends.

(5) Provide analysis and continually improve the Yellow Ribbon Program.

(6) Assist in securing child care services

b. The Yellow Ribbon Support Specialist collaborates with various staff responsible for providing training, information and resources to Service Members and their Families. This may include but is not limited to the SFPD, CYPC staff, FAC staff, FRSAs, and RDC.

3-10 Military OneSource Consultant (MOSC)

a. The core function of the Military OneSource Consultant (MOSC) is to serve as a specialist on resources, programs and services for Military Families. The MOSC conducts outreach and collaborates with organizations to develop resources to address unmet needs. The MOSC also identifies, catalogs, and publicizes resources to the FACs and networks. MOSC will be located at each Joint Family Support Assistance Program (JFSAP) location and become a state/regional expert on the resources available in the communities where Service Members and their Families reside.

b. MOSC can refer Service Members or eligible Family members to licensed professional counselors in the local community for twelve sessions per issue at no cost to the Service Member or Family member (available in the continental U.S., Alaska, Hawaii, and Puerto Rico). Face-to-face counseling is designed to address short-term issues dealing with relationships, grief and loss, adjustment to deployment, stress management, parenting, or combat stress.

c. The MOSC assists Service Members and Families with personal financial readiness by connecting Families with trained financial counselors who will provide personal and Family financial management education.

3-11 Military Family Life Consultant (MFLC)

a. The MFLC provides a comprehensive spectrum of behavioral health support to military Service Members and their Families. Through the MFLC Program, licensed clinical providers assist Service Members and their Families with issues they may face through the cycle of deployment, from leaving their loved ones and possibly living and working in harm's way to reintegrating with their community and Family. The MFLC program provides support for a range of issues including relationships, crisis intervention, stress management, grief, occupational and other individual and Family issues. MFLCs are assets to Service Members and Families that may be having trouble coping with concerns and issues of daily life. MFLCs hold a Master's Degree and are certified or licensed as a Clinical Social Worker, Marriage & Family Therapist or Licensed Mental Health Professional Counselor.

b. Child and Youth Behavioral MFLCs provides the same support as the MFLC but specializes in child and youth issues.

c. MFLC support is provided through on-demand and surge support requests by the State Family Program to the J1 Family Program office to the Office of the Secretary of Defense, Military Community and Family Policy.

3-12 Director of Psychological Health (DPH)

DPH have been assigned to each of the 54 Joint Force Headquarters to serve all Service members in the Army National Guard and Air National Guard. Each DPH is the focal point for coordinating psychological support for National Guard members and their Families. Each DPH oversees a comprehensive psychological health program for all National Guard members, including:

- (1) Access for assistance, 24/7/365
- (2) Assessments and referral services
- (3) Review of applicable benefits and other counseling services within each state/territory
- (4) Case management services
- (5) Follow-up services
- (6) Commander consultation services
- (7) National Guard member psychological health information and training
- (8) Wellness Education
- (9) Critical incident management services

3-13 Family Assistance Centers (FACs)

- a. FACs are geographically dispersed throughout the state/territory to offer resources, referrals and support to all Service Members and military Family members. FACs are connected to local communities and the military units in the surrounding area. They understand the challenges that may require outside support. No matter what the challenge or question, the FAC supports military Families.
- b. The FAC staff provides information and referrals to local resources as well as state/territory and federal military support programs. FAC support staff members are trained professionals that understand the challenges associated with the military lifestyle.

3-14 Deployment Cycle Support (DCS)

DCS is a comprehensive process that ensures Service Members and their Families are better prepared and sustained throughout the deployment cycle. It provides a means to identify Service Members and Families who may need assistance with the challenges inherent to extended deployments. The goal of the DCS process is to facilitate Service Members and Family well-being throughout the deployment cycle. All Service Members deployed away from home station for 90 days or more will complete the DCS process. Services for Families are integrated in every stage of the process, and the Families are highly encouraged to take advantage of the resources provided.

Chapter 4 – CYSS Essential Tasks

4-1 Core Program Elements

- a. The CYSS should consist of six main program elements. These elements help support the goals and overall mission of the CYSS. Each state/territory should conduct a mix of program offerings that meet the readiness and resilience needs of the ARNG youth population. Each state/territory must have an active State Teen Panel in addition to the six core elements listed below:
 - (1) National and State Teen Panels (STP)
 - (2) National, Regional and State Youth Symposiums
 - (3) NG Youth Leadership Forums
 - (4) NG Youth Development Residential/Day Camp Programs
 - (5) Yellow Ribbon Cycle and Deployment Cycle Support
 - (6) Teen Resilience Program
- b. All core elements must include a basic/core program area from at least one of the following Army CYSS Service Areas:

- (1) Art, Recreation, & Leisure
- (2) Sports, Fitness & Health
- (3) Life Skills, Citizenship
- (4) Academic Support, Mentoring & Intervention

c. LCYPC should ensure all core elements contain a theme, defined program objective(s), and participant evaluation.

d. LCYPC will develop a child and youth registration packet IAW Appendix E requesting contact information, health history, code of conduct, dress code, transportation release, consent and liability release and media release for each participant for use at all state/territory level events. This packet should be approved by the SFPD and/or stat/territory-level Staff Judge Advocate.

4-2 State/Territory Teen Panel

a. Each state/territory level CYSS shall maintain an active State/Territory Teen Panel (STP) composed of youth delegates from ARNG units within the state/territory. ANG youth delegates may participate on the State Teen Panel if sponsored, supported, and funded by the owning Wing and Airman and Family Readiness Program Manager. The Panel shall communicate CYSS issues and concerns to the LCYPC and CYPC for consideration and resolution. State Teen Panel should also provide feedback on priority of core programs and communicate youth programming needs and concerns that impact program offerings. LCYPC is responsible for developing and maintaining position descriptions for the STP and ensure that all panel members with a position description are registered as statutory volunteers. See Appendix F for sample STP description.

b. An active STP will closely mimic the National Guard Teen Panel and required position descriptions, orientation training and convene at a minimum quarterly either face-to-face or via conference call.

c. STP orientation training should include mission and execution of the STP.

4-3 Regional and State/Territory Youth Symposium

Regional and State/Territory Youth Symposium are training events that bring together youth leaders within the region/state. The STP should actively assist in planning and execution of Regional and State/Territory Youth Symposiums.

a. State/Territory Youth Symposium:

The State/Territory Youth Symposium is typically held in conjunction with the annual State/Territory Family Readiness Conference or equivalent, but that is not required. The State/Territory Youth Symposium is open to all Army National Guard youth and teens between the ages of 9-18, preferably those who are active within the program. Coordination of Youth Symposium activities will be done by the LCYPC(s); additional support is provided by the CYPC. The size of the State/Territory Youth Symposium should be consistent with program participation throughout the year, and should not be used as a “youth care” alternative for children of adult participants at a concurrent event. The Army Youth Leadership Forum Handbook

(<http://www.cyssprogram.com/docs/regulations/Army%20Youth%20Leadership%20Forum.pdf>) should be used as a guide for Symposium planning.

b. Regional Youth Symposium:

Regional Symposiums are bi-annual events primarily conducted on the off year of the National Symposium. Regional Symposiums are supported by one CYPC from each state/territory within

the region. For hosting states/territories, 10 members of the STP may attend. For traveling states, only 5 STP members may attend.

4-4 Youth Leadership Forum (YLFs)

Youth Leadership Forums (YLF) are single or multi-day events that provide leadership and collaborative partnership experiences and assist school-aged youth with the development of personal/life skills/resilience. YLFs should include a community service component and youth feedback. This event is for ARNG youth ages 9-17 years old to discuss issues and concerns affecting their unit/community and receive youth leadership development instruction. These issues are then elevated to the State Teen Panel for discussion. Issues that cannot be resolved at the local level will be elevated to the National Guard Teen Panel for review. All unresolved issues will then be entered into the Army Family Action Plan (AFAP) Issue Management System at the Army One Source website (www.myarmyonesource.com).

4-5 NG Youth Development Residential/Day Camp Programs

NG Youth Development Residential/Day Camp Programs are single or multiday residential and non-residential CYSS opportunities conducted at the unit/community and state/territory level. Program activities, including day and traditional camps, should encompass life skills, Science Technology Engineering and Math (STEM), resilience, leadership and character building while mitigating at-risk behaviors. Programs will utilize evidence-based, developmentally-appropriate training curriculums provided through the Army Youth Development Project or recognized youth program source. CYPCs should review and utilize the Army Child, Youth, and School Services Camp Management Handbook: A Practical Guide to Managing Camp Programs and American Camping Association Standards.

4-6 Yellow Ribbon Reintegration Program

The Yellow Ribbon Reintegration Program (YRRP) is a DoD-wide effort to promote the well-being of National Guard and Reserve members, their Families, and communities, by connecting them with resources throughout the deployment cycle. Through YRRP events, Service Members and loved ones connect with local resources before, during, and after deployments.

- a. LCYPC/CYPC will coordinate with the YRRP POC to identify and execute requested support of Child and Youth programming for school-aged youth during the deployment cycle.
- b. LCYPC/CYPC will identify material and space requirements to inform the YRRP event funding request.
- c. LCYPC/CYPC will ensure programming provided during YRRP events is age-appropriate and serves to build overall readiness and resilience-based skills in attending children and youth; Curriculum utilized will incorporate research/evidence-based interventions, strategies, and concepts (NGR 600-12, 6-9, c.).
- d. LCYPC/CYPC do not provide child care services, but may conduct programming for children 0-5 years old if a parent/legal guardian is participating in the activity (in the room) with the children.
- e. Child care services are not within the LCYPC/CYPC responsibilities. The LCYPC/CYPC can provide DoD/Army/Air childcare requirements, reference regulations, and community-based resources (e.g. Child Care Aware of America) to assist the YRRP POC in identifying appropriate childcare providers that meet DoD minimum standards per the Military Child Care Act and DoDI 1402.5.

- f. The LCYPC/CYPC, per the SFPD's directive and dependent upon availability, will attend unit-specific meetings and In-Process Review (IPR) to provide Family Members and Commanders with information on the Army National Guard CYSS Program and support services available during YRRP events; if attendance is not possible, all information will be provided to the YRRP POC.
- g. LCYPC will develop a standardized informational briefing for Family Members regarding eligibility for resources, services, benefits available throughout all phases of the deployment cycle (i.e. Our Military Kids, Child Care Aware of America, Military Child Education Coalition, etc.).
- h. Throughout the deployment cycle, the LCYPC/CYPC is responsible to maintain active communication with the assigned YRRP POC to ensure modifications for programming are met if needed.
- i. In the event LCYPC/CYPC observes an attending child/youth exhibiting issues related to deployment/reintegration, LCYPC/CYPC will notify parents/legal guardians and encourage communication with the MFLC, or other designated and approved mental health services provider.
- j. In the event additional support resources are requested by a parent/legal guardian, the LCYPC/CYPC will ensure delivery of those resources within program policy guidelines.

4-7 National Level Elements

- a. National Guard Teen Panel (GTP) - The GTP is a joint youth council managed and executed at the National Guard Bureau level and modeled after the Army Teen Panel (ATP). The GTP is the voice of the NG Youth. Panel members are chosen through a selection process to represent the NG Youth nationwide. There are 10 Teen Panel Members, representing each of the Family Program (FP) regions, which are in line with the 10 FEMA regions, and two At-Large Members (one ARNG youth delegate to the ATP and one ANG youth delegate to the Air Force Council). The GTP membership will endeavor to represent the composition of the National Guard, but will always contain the best qualified Youth Delegates. (NGR 600-12, 6.9 a. 1) LCYPCs are responsible for submitting qualified teen candidates to NGB upon availability of regional slots. ANG delegates must be sponsored by an Air Wing, and the A&FRPM must support the delegate's participation.
- b. National Guard Youth Symposium (NGYS) - The NGYS is a joint national level training managed and executed at the National Guard Bureau level for Air and Army youth ages 15-17 years old. Teen Youth delegates are selected by the State Family Program Director (SFPD and LCYPC) to represent their state/territory and are expected to bring back information to be incorporated into the state/territory CYSS and shared with youth within their unit and community. ANG delegates must be sponsored by an Air Wing, and the A&FRPM must support the delegate's participation. The Symposium is geared toward enhancing leadership, resiliency, and personal development of National Guard youth. LCYPC are responsible for advertising the NGYS and assisting the SFPD with selection of two youth delegates to attend the NYS, when conducted. LCYPCs are responsible for maintaining two active youth delegates on the "off" years to facilitate communication with the regional GTP delegate.

4-8 Child Care

- a. CYSS appropriated funds are not authorized to be used for child care.

- b. Child care services are not within the LCYPC/CYPC responsibilities. The LCYPC/CYPC can provide DoD/Army/Air child care requirements, reference regulations, and community-based resources (e.g. Child Care Aware of America) to assist the Government in identifying appropriate child care providers that meet DoD minimum standards per the Military Child Care Act and DoDI 1402.5.
- c. Child care services may be conducted by volunteers at the unit level only when parents/legal guardians are present and accessible.
- d. Volunteers providing child care services are considered to be non-specified volunteers and are not eligible for reimbursement.
- e. Childcare expenses incurred during official activities such as FRG meetings or specified volunteer training may be authorized for reimbursement using APF or NAF if requested and approved in advance (ref AR 608-1, para 5-10).

4-9 Child Abuse Prevention

- a. All personnel working with NG children and youth, including CYSS staff, volunteers, and instructors, must have a completed favorable federal/state criminal history background check as required by the DoDI 1402.5 and Army Directive 2014-23.
- b. All staff and volunteers must be annually trained to identify and report suspected child abuse. The contract company will provide this training to all who fall under the National Contract. MCA states/territories will be offered the opportunity to take this training with the contracting company, but otherwise need to secure it on their own. Volunteers will be trained by the LCYPC or LCYPC- designated subject matter experts.
- c. The Child Abuse and safety hotline telephone number should be posted in highly visible areas at all events where staff, volunteers, parents/legal guardians, and youth have easy access.
- d. As mandatory reporters, CYPCs and volunteers suspecting or observing evidence of child abuse or neglect in a CYSS program/event will immediately contact local authorities and comply with their reporting procedures. The SFPD should be notified after reporting child abuse to the proper authorities. **Failure to report child abuse/neglect or safety violations is a criminal offense.**

4-10 Touch Policy

- a. The National Guard Child, Youth, and School Services Touch Policy is IAW AR 608-10. This policy has been developed to define the boundaries for appropriate and inappropriate touching of children and youth. The touch policy will be accessible to all CYPCs and incorporated into orientation training. CYPCs will review and sign NGB's Touch Policy memorandum annually. This signed document will be filed with the SFPD. In addition, all staff will follow policies IAW DoD Memorandum: Standing Operating Procedure Guidance & Discipline, Touch, and Accountability of Children/Youth (See Appendix C). CYPCs are responsible for ensuring all volunteers are trained on the touch policy and should maintain a signed copy of acknowledgement in the volunteer's file. CYPCs will inform parents/legal guardians verbally and in writing of the touch policy.
- b. Touching in an appropriate manner is an important part of communication between adults and children and is essential in fostering a nurturing environment. Touching in a positive manner is essential in the emotional and social growth of a child. It can teach affection, care, and a sense of security and safety within a child. However, a child will never be forced to give or receive touching actions, positive or negative, against their will. The NG CYSS touch policy addresses

appropriate and inappropriate touches and provides guidelines as to what is suitable physical contact within the CYSS.

c. All volunteers must review and sign the Touch Policy memorandum when in active status.

(1) Appropriate touching involves:

- (a) Recognition of the importance of physical contact to child nurturance and guidance.
- (b) Adult respect for personal privacy and personal space of children.
- (c) Responses affecting the safety and the well-being of the child (e.g. holding hand of child when crossing the street; holding child gently but firmly during temper tantrum).
- (d) Staff employees and volunteers modeling appropriate touching.
- (e) Examples of appropriate touching include hugs and reassuring touches on the shoulder.
- (f) Applying sunscreen; only when permission to apply sunscreen to the child has been granted by a parent/legal guardian on the medical release form.

(2) Inappropriate touching involves the following:

- (a) Coercion or other forms of exploitation of the child's lack of knowledge.
- (b) Satisfaction of adult needs at the expense of the child.
- (c) Violation of laws against sexual contact between adults and children.
- (d) An attempt to change child behavior with adult physical force, often applied in anger.
- (e) The reinforcement concept with child of "striking out" to respond to a problem.
- (f) Examples of inappropriate touching include forced goodbye hugs, corporal punishment, slapping, striking or pinching, tickling for prolonged periods, lap-sitting, fondling or molestation.

c. Because boundaries for appropriate and inappropriate touch have often been undefined, CYPCs and volunteers should be trained prior to working with children and youth to ensure a correct understanding of the subject matter.

4-11 Discipline Policy

a. IAW 608-10, CYPCs will discipline in a consistent way, based on an understanding of individual needs and behaviors of children at varying developmental levels. Simple, understandable rules will be established so that expectations and limitations are clearly defined.

b. Discipline will be constructive in nature, including such methods as diversion, separation of child from situations, praise of appropriate behavior; or gentle physical restraint such as holding.

c. A child may not be punished by:

- (1) Spanking, pinching, shaking, or other corporal punishment (ref para 4-10 on touch policy).
- (2) Isolation away from adult sight/contact.
- (3) Confinement in closets, boxes, or similar places.
- (4) Binding to restrain movement of mouth or limb.
- (5) Humiliation or verbal abuse.
- (6) Deprivation of meals, snacks, outdoor play opportunities, or other program components.

Short term restrictions on the use of specific play materials and equipment or participation in a specific activity are permissible.

(7) Extended periods of "time out" (e.g. in excess of one minute per year or age.)

d. LCYPC/CYPCs in states /territories on the National Contract that discipline inappropriately will be referred to the contract company for review. MCA states/territories and volunteers that discipline inappropriately will be referred to the SFPD for review. Any necessary corrective measures will be taken after review.

4-12 Administering Medication

a. On occasion, a CYPC may administer medication to children/youth participating in CYSS events. This includes administering oral medications, epinephrine auto injector (Epi Pen), and cream medications (such as sunscreen). However, CYPCs will not perform functions that require extensive medical knowledge (e.g. determining the dosage or frequency of a prescribed medication); are considered medical intervention therapy (e.g. those not typically taught to parents/legal guardians by physical, occupational or speech therapists), or, if improperly performed, have a high medical risk (e.g. injection of insulin). CYPCs and approved medical personnel such as licensed registered nurse will adhere to the guidance for administering medication to children IAW 608-10.

b. Medications and care giving health practices will be administered in accordance with parent/legal guardian specifications on the event medical form. Medications and care giving health practices required by special needs children will be administered on a case-by-case basis.

c. Antibiotics, antihistamines, and decongestants are the only categories of medication which can be routinely administered by authorized CYPCs. Other physician prescribed medications must be administered by an approved health consultant. No oral PRN (as needed) medication may be administered, except those designated as basic care items and have a parent/legal guardian's permission to administer upon need. The NGB has approved the following basic care items which may be used:

- (1) Sunscreen
- (2) Aloe Vera
- (3) Calamine Lotion
- (4) Tylenol (age-appropriate)
- (5) Pepto-Bismol
- (6) Benadryl
- (7) Cough Lozenges

Only those approved items can be used. Other non-prescription medications are not authorized. Parents/legal guardians of children showing any indication of disease (infected sunburn, rash, or reoccurring symptoms) will be notified and referred to a health care provider for diagnosis and treatment. Use of basic care items will be discontinued until health care provider determines further use will not be harmful.

d. Written permission from a parent/legal guardian must be obtained before administering any medication or approved basic care items. The parent/legal guardian must complete a Request for Giving Medications Form so that CYPCs can administer medications during events when parents/legal guardians are not present.

e. The physician or parents/legal guardian will administer the first dosage of any medication.

f. Children will be on oral medication at least 24 hours before dosage is administered by CYPC or other approved medical personnel.

g. Medication will be:

- (1) In the original container with a child-proof cap.
- (2) Dated with physician's name and instructions for use.
- (3) Labeled with the child's name, name of the medication, and dosage strength.
- (4) Stored according to instructions.

- h. No “over the counter” medications will be administered unless ordered by prescription or are on the list of approved basic care items in paragraph 4-12d and all the specifications in paragraph 4-12h are met.
- i. All medication administered will be recorded on the DA Form 5225–R (See Appendix H).
- (1) Each medication requires a separate form that may be used for a one-month period. The form will be maintained and filed into each child’s folder monthly or upon completion of the medication period.
- (2) Forms may be reissued as needed for long term medication and should follow the calendar month for record keeping purposes.
- (3) The time of each dosage and the initials of the person administering medication will be entered at the time the dosage is administered.
- j. All medication will be kept in one centrally located and monitored locked cabinet, out of the reach of children.
- k. Medication requiring refrigeration will be isolated within the refrigerator in a separate secured container.
- l. Medication will be returned to parents/legal guardians signing their child out from participating in a CYSS program.

4-13 Staff Ratios

- a. During all CYSS events/activities, youth must be supervised by adults who have completed the background check requirements. Adult supervision may be a combination of paid staff and volunteers. IAW Federal guidelines (DoDI 6060.4), the appropriate adult to youth ratio must be maintained at all times, regardless of location. Adult staff and volunteers operating under Line of Sight Supervision (LOSS) will be easily identifiable.
- b. The minimum ratio for all CYSS events/activities (except where noted) is 1:15.
- c. The minimum staffing is 2 people who have completed background check requirements for all events, even if fewer than 15 youth are in attendance.
- d. Overnight training events will follow the American Camping Association adult-to-youth ratios. Teen volunteers may supplement, but not substitute for, adult supervision.
- e. A minimum adult-to-youth ratio of 1:6 must be maintained for all high-risk activities to ensure the safety and well-being of participants. High-risk activities include, but are not limited to overnight events, dances, lock-ins, trips and tours, swimming, rappelling, white water rafting, and high ropes.

4-14 Transportation

At times, it will be necessary to provide transportation of youth for ARNG-sponsored state teen panel and Regional Symposium events. Unlike travel where the L/CYPC may be driving him/herself to and from events, transportation of youth before, during and after events present unique challenges related to liability and procurement of payment. In response to this, the government has established the following guidelines for transporting youth in support of ARNG-sponsored events, specifically state teen panel meeting/trainings and regional youth symposiums:

- a. Transportation to/from the event by the parent(s): This is the normal and expected mode of transportation for youth attending Child & Youth Program events, particularly in state.
- b. Flying: This is the default travel mode for any long-distance youth volunteer travel, particularly for out-of-state travel associated with Regional Youth Symposium attendance. Even

if the cost is more than the other forms of transportation, this is still the default, preferred travel mode. The QCYS funds distributed to the SFPD are the appropriate bill payer, and youth are volunteers in an invitational travel status.

c. GSA: While contractors are not permitted to operate GSA vehicles, Service Members or authorized statutory volunteers on orders, may legally operate the GSA (provided they meet the requirements established by the local government and the state allows it) and transport youth accordingly. Contractors are authorized passengers, but not drivers. GSA vehicles should be utilized to support CYS Program transportation requirements to the extent practicable.

d. Contracted shuttle/bus: This is second-most ideal, and most ideal for in-state travel, as the contracted transportation company is required to carry liability insurance for this purpose, in case of an accident or injury. The QCYS funds distributed to the SFPD are the appropriate bill payer. Program funds are available, and should be utilized to support contracted transportation when GSA vehicles are not available, or will not meet the transportation requirement.

e. Public transportation - Taxi, airport shuttle, bus, metro, UBER/LYFT...all of these public transportation options place liability, in case of an accident, away from the CYPC and the Government. QCYS funds distributed to the SFPD are the appropriate bill payer (or the youth volunteers). If the youth volunteers are on an ITA, these expenses can be expensed to their travel voucher. CYPCs would expense their costs on their travel voucher with an appropriate receipt.

f. Rental Vehicles: Rentals may be used when a statutory volunteer is placed on an invitational travel authorization by the State Family Program Office, rents the vehicles with his/her credit card, and is reimbursed via the Defense Travel System following the event. While on orders, the classified volunteer is operating as a temporary employee of the government and protected by applicable provisions. The QCYS funds distributed to the SFPD are the appropriate bill payer.

g. Rental Vehicle Driven by the CYPC: This option should be considered as a last resort, and will only be considered for Regional Youth Symposiums and State Teen Panel trainings when transporting 6 or fewer youth. Documentation must demonstrate that all other options have been discounted, along with a justification. All documentation must be provided to the ARNG CYSS COR by the SFPD for concurrence prior to securing any contracted drivers or vehicles.

Approvals for contract travel must be made 30-days prior to the event, with no last-minute changes. Loss Damage Waiver, Liability Insurance and Personal Accident Insurance coverages will be included and expensed with the rental agreement. The CYPC will expense this cost separately from their TDY travel voucher, and only once pre-approved. The CYPC must confirm that the rental car company in their locality offers all three of these coverages before this option will be approved.

h. The utilization of (a) though (e) are the expectation; (f) and (g) are the exception and require ARNG Program Manager/COR Exception-to-Policy Approval. Cost will not be a factor when determining the transportation mode that minimize risk.

(1) Event Planning must include a transportation plan, if needed. The SFPD will identify GSA or contracted transportation costs and make appropriate coordination.

(2) Exception to Policy (ETP) requests will be submitted to the ARNG CYS Program Manager by the SFPD no later than 30 days prior to the start of the event, preferably earlier. Travel authorizations for rental vehicle by the CYPC will not be approved without an approved ETP.

(3) Loss Damage Waiver, Liability Insurance and Personal Accident Insurance coverages will be included and expensed with the rental agreement. The contractor must confirm that the rental car company in their locality offers all three of these coverages before this option will be approved.

i. Regional Youth Symposiums:

(1) Rental vehicles will only be approved when:

- (i) 6 or fewer youth are being transported
- (ii) The travel time/distance to fly is considerably longer than the same to drive, AND
- (iii) One-way driving distance does not exceed 350 miles. The rental is to transport the CYPC and the youth between designated departure location (JFHQ, typically) and the Symposium event location. The rental will not be used to transport youth in/around during the Symposium. The host state is responsible to coordinate transportation for these purposes.

(2) Flying to/from Regional Youth Symposiums will be required whenever one-way travel exceeds 350 miles. When driving is approved, the travel to the event location must be completed within a single day (no overnights will be approved). Transportation once on-site is incumbent upon the host state/territory to arrange and contract, if necessary, should other preferred modes of transportation be unavailable. States hosting a Regional Symposium should be choosing an event site that either has transportation options between the airport and the event site OR be contracting for shuttle services/transportation between the airport and the event location.

j. State Teen Panel meetings/trainings:

(1) Rental vehicle will only be approved when:

- (i) 6 or fewer youth are being transported
- (ii) The meeting is not local to the JFHQ location, AND
- (iii) offsite training activities and dining options are not local to the training venue. Teen Panel meeting/training sites should be chosen to MINIMIZE/ELIMINATE the need to exercise this option.

k. CYPCs and volunteers will not use private vehicles to transport children/youth for CYSS sponsored activities on a routine or scheduled basis except in a case of emergency. Government vehicles, either NAF or APF, will be used to ensure insurance coverage through the United States Army Non-Appropriated Fund Risk Management Program (RIMP) or coverage under the Federal Torts Claims Act. Busing of children enrolled in state/territory CYSS program is authorized in accordance with AR 58-1, paragraph 5-5.

l. Written permission to transport children and youth by CYSS personnel (specified volunteer, soldier and/or government contracted services) must be obtained from the parent/legal guardian at the time of registration for the program/event.

m. When transporting children, the same adult/child ratio will apply as is required in the CYSS program for the ages and number of children being served.

n. In events where only one LCYPC/CYPC is authorized to attend (such as State/Territory Regional Symposiums), one adult driving to the event is permitted. Once you arrive at your destination, normal adult/child ratio standards will apply.

o. Drivers of automobiles may be counted in the adult/child ratios.

p. The driver and vehicle must comply with all State/territory and local laws and installation regulations pertaining to vehicles.

q. Each child will board or leave the vehicle from the curb side of the street.

r. No child will be left unattended in a vehicle.

4-15 Government Vehicles

Every effort should be made to hold events in locations where the majority of ARNG youth do not have to travel significant distances. However, from time to time, it will be necessary to transport children and youth to accomplish the mission of the CYSS.

- a. The commander/authorized Government personnel may authorize Government vehicle use in support of official volunteer activities including transportation of volunteers for volunteer mission- related activities.
- b. The commander/authorized Government personnel may authorize the use of Government vehicles in support of official CYSS activities.
- c. Drivers of authorized Government vehicles must have a valid and current license to operate the vehicle, complete the required training and provide proof of the required insurance.
- d. Contractors are not permitted to drive or operate GSA; utilization of a GSA to transport youth to/from or during an event must be done either by a Service Member on orders or a statutory/classified volunteer on orders.

4-16 Funding

- a. The LCYPC, in coordination with the SFPD, shall develop an annual CYSS budget, and annual training plan, in accordance to the most recent fiscal funding guidance budget provided by the Soldier and Family Support Division (ARNG-HRS) at NGB.
- b. LCYPC will maintain a current and comprehensive record of yearly training event cost projections, travel projections and associated event expenses for review and tracking of allocated travel budget and programming funds.
- c. LCYPC will provide the SFPD, on a monthly basis, a rolling 3-month calendar of projected events to include, at a minimum, event name/type, number of projected attendees, targeted age group, targeted training objectives, volunteer support required, event dates and location (city and state/territory).
- d. Registration fees may be collected to cover expenses not authorized with appropriated funds (APF), but collection of any nominal fees must be through a partnered organization or group, not the CYSS Program. Fees will not exceed actual costs and extra funds cannot be held for future events.

4-17 Appropriated Funds

The Army National Guard CYSS is supported with appropriated funds. To ensure proper use of funding see current fiscal year's funding guidance. CYPCs can provide advice and analysis support to the SFPD, but are not authorized to commit Government funds. Generally appropriated funds can support the following programs:

- a. Contract Services, which support the CYSS's core elements.
- b. Office supplies and supplies that support program activities.
- c. Mission and information materials to include marketing and event support consumables.
- d. Newsletter and printing costs associated with printing and distribution of CYSS newsletter and marketing materials (brochures, poster, etc.).
- e. Postage costs associated with mail campaigns and Child & Youth information mailed directly to Families.
- f. Support Equipment costs associated with mobile and offsite support capability of paid staff and cost associated with non-contract IT and equipment support to events.
- g. Training Support costs associated with state/territory level Youth Symposium, Youth Leadership Forums, Youth Camps, and Youth Program Volunteer Training, including training materials.
- h. Youth Delegate/Youth Program Volunteer Travel to include ITO/ITA travel expenses.

i. CYSS volunteer background checks and costs associated with obtaining, and updating, the required background checks for specified volunteers 18 years of age and older.

4-18 Air Guard Funds

Relevant Air National Guard (ANG) funding is used to support ANG youth participation in CYSS program events. LCYPC should coordinate with the Airmen & Family Readiness Program Manager (A&FRPM) prior to an event/activity to determine funding requirements and availability. Services may be provided to ANG members and their Families if the cost of providing that support is incidental to the cost of the program AND allowed by current state/territory guidance.

4-19 Awards

Cost associated with CYSS volunteer awards, recognition and reimbursement should come from NAF funds received by the State Family Program office for this purpose. If NAF funds are not available, APF can be used.

4-20 Gifts and Donations

LCYPC/CYPC and all specified volunteers are prohibited from soliciting donations of any kind from individuals or groups. Gifts and donations voluntarily offered by private individuals or groups may be accepted (under AR 1-100 and AR 215-1) on the conditional basis that:

- a. There is a direct need for the proposed gift.
- b. No cost will be assessed to the State Army National Guard CYSS Program upon acceptance of the proposed gift.
- c. Stipulations for acceptance of the proposed gift do not exceed the scope and/or legality of the State Army National Guard CYSS; however, at a minimum these should be documented via state/territory requirements, via memorandum from the gifting agency.
- d. Acceptance of donations will conform with AR 215-1 and AFI 51-601.
- e. All gifts and donations must be accepted by Government personnel and not contractors.

4-21 Invitational Travel Orders (ITOs)

- a. Anyone on an ITO must be a specified volunteer with a signed DD Form 2793 volunteer agreement (see Appendix C). Youth must have a signed DA Form 5671 parental permission form to be a specified volunteer (see Appendix I).
- b. ITOs are not authorized for children and youth to participate in any program-sponsored events, with the exception of state/territory-level training (e.g. State/Territory Youth Symposium), Regional Youth Symposiums, and the STP, where there is a benefit to the Government.
- c. If transportation is an issue for a number of youth in an area, the program can charter buses/shuttles to pick youth up at a central location within a region (not at their houses). Appropriate background-checked staff shall be on these buses to escort youth to the event location.
- d. Every effort should be made to hold events in locations where the majority of the youth do not have to travel great distances.

4-22 Travel Procedures

- a. LCYPC and CYPC attendance at trainings and/or events is subject to approval by the SFPD, contract Regional Assistant Program Manager (RAPM) and ARNG CYSS PM/COR (when appropriate) and availability of contract funds.
- b. Upon approval of travel, the LCYPC/CYPC is responsible for submitting to their designated contracting company all required documents for travel authorizations and/or travel reimbursements, including the event agenda.
- c. In coordination with the SFPD, LCYPC will monitor state level travel funds to ensure Army National Guard CYSS needs are adequately met.

4-23 Resources

- a. As new resources are made available, the LCYPC is responsible to ensure they are marketed and accessible to State Army National Guard Families, children, and youth.
- b. Information resource binders will be in concert with the Family Assistance Specialists (FAS), and maintained in the office(s) of the LCYPC/CYPC in a highly visible location for easy access by other State Family Programs staff/contractors.
- c. Prior to release of information and/or resources, it is the responsibility of the LCYPC/CYPC to research credibility and possible legal implications and make recommendations to the SFPD. The Clearinghouse for Military and Family Resources (www.militaryfamilies.psu.edu) is a useful tool for vetting resources and information.
- d. It is the responsibility of the LCYPC/CYPC to ensure appropriate child and youth materials are readily available for Service Members, Families, children and youth during all SRPs, deployment briefings and reunion briefings (e.g. YRRP events) and during peacetime throughout the Army Force Generation (ARFORGEN) cycle.
- e. The CYSS program and other State Family Program personnel will utilize all available means (print, electronic, web, social media, etc.) to maximize program and resource awareness within the target population.

Chapter 5 – CYSS Operations

5-1 Staffing Requirements

The CYSS staff at a minimum is the Lead Child and Youth Program Coordinator (LCYPC). Under the oversight of the State Family Program Director (SFPD), the LCYPC will carry out all duties stated in Chapter 2. (See sections 2-1 and 2-2.)

5-2 Staff and Volunteer Requirements

a. Staff Requirements:

- (1) The CYSS is executed by contracted staff and state/territory employees with professional oversight within each State and Territory by the SFPD.
- (2) Contract staff are conditionally appointed until completion of required preliminary investigation (FBI fingerprint check and Installation Records Checks, if applicable) and background checks [National Agency Check with Child Care Inquiries (CNACI)], and receipt of a favorable suitability determination. Employment is contingent on a favorable suitability determination by the Government. The JFHQ personnel office will initiate background checks for contracted CYSS staff. CYSS contract staff will work within Line of Sight Supervision (LOSS) until the CNACI is favorably adjudicated.

- (3) CYPC staff must complete a minimum of eight hours of orientation training within 120 days of employment. Orientation will be provided by the contract company for contract staff, and MCA orientation will be provided by the state/territory.
- (4) CYPC must complete a minimum of 24 hours of annual training on topics regarding current research and program developments in youth development, youth activity programming, child abuse prevention, identification, reporting procedures, and youth program administration. Annual training will be provided by the contract company for contract staff, and will be offered to MCA states/territories. The state will ensure that MCA states are trained.
- (5) LCYPC has an additional requirement of 12 hours of annual on-going training on topics such as needs assessments, budget, planning, marketing, and volunteer training.
- (6) LCYPC and CYPC must complete specified and required training modules within the first 18 months of employment.

b. Volunteer Requirements:

- (1) Specified CYSS volunteers must sign a DD Form 2793 (See Appendix C) and have completed required preliminary investigation and background checks [Installation Records Check (IRC), (if applicable), FBI fingerprint check and CNACI], and these checks must be favorably adjudicated, in order to work with children under the age of 18 years old outside of LOSS. See Army Directive 2014-23 for reference.
- (2) Volunteers and paid staff who have not completed the required background checks with a CNACI favorably adjudicated, or are not subject of these requirements, must operate under LOSS of at least one background-checked paid or specified volunteer.
- (3) Adult volunteers are at least 18 years old, and, at a minimum, hold a high school diploma or equivalent and have the ability to speak, read, and write English.
- (4) Volunteer application must ask: “Have you ever been arrested for or charged with a crime involving a child?” and “Have you ever been asked to resign because of or been decertified for a sexual offense?” These questions are specified in Army Directive 2014-23. See Appendix J for a sample Volunteer Application.
- (5) The CYSS staff shall provide program orientation for all adult and youth specified volunteers.
- (6) The CYSS staff is responsible for ensuring that all paid staff, specified and non-specified volunteers are trained in child abuse prevention, identification and reporting, CPR and First Aid, fire prevention and evacuation procedures, LOSS and accountability mechanisms, to ensure the health, safety, and well-being of youth at all times.

5-3 Volunteer Recruitment

Volunteer recruitment is an ongoing and challenging endeavor of the CYSS. Volunteers are essential in executing a successful and robust CYSS. Individuals interested in becoming a volunteer for the CYSS must meet and understand the requirements previously listed in section 5-2. Upon receipt of the agreement, the CYPCs should contact the individual to interview and to discuss their interests and potential assignments.

5-4 Organizing Your Work Space

a. It will be important to know your workspace. If you are unfamiliar with the Armory or work location, it is recommended that you request a tour of the facility. Introduce yourself to the Full Time Staff and Key players within your area of responsibility and share your contact information with them. Become familiar with the location of specific items such as:

- (1) Fire extinguisher, restricted areas and evacuation locations

- (2) Restrooms, snack machines, smoking areas
- (3) Emergency exits
- (4) Copy machines, housekeeping supplies, and trash
- b. Your office should be a secure office or have locking cabinets. Due to the collection of Personal Identification Information (PII), information should be stored securely and appropriately to protect the privacy of our children, youth and volunteers. Your office door should be locked securely in your absence or if your office is a cubicle, your cabinets should be locked at all times. Remember to shred (not discard) sensitive information after you are done with it.
- c. Telephone Procedures/Guidelines:
 - (1) Answer phones promptly, in a friendly manner, stating your name and organization, then as a Contractor (if you are), asking, — How may I help you?
 - (2) Be professional, respectful and empathetic when listening to the caller.
 - (3) Write down the caller's name, and message to ensure accuracy.
 - (4) Always be respectful of the United States Armed Forces.
 - (5) Treat each caller as you would want someone to treat your loved ones.
 - (6) Be friendly and listen with genuine interest.
- d. Voice mail. Set up your voicemail so you have an outgoing message stating your name, your organization and position title (Lead Child & Youth Program Coordinator/Child & Youth Program Coordinator). Ask the caller to leave a clear message with their name and phone number, and assure them you will get back with them as soon as possible. Remember to identify yourself as a Contractor (if applicable).

5-5 Personnel Policy

- a. Attire. The dress code policy will be followed and enforced. All civilian staff are expected to dress appropriately while conducting briefings or meetings with the public, military personnel and other Government or civilian agencies. Clothing should fit, be neat and clean while conforming to professional standards. Civilian Staff should dress in appropriate, business casual attire. Dress, grooming and personal hygiene should be appropriate to the business environment. You should refer to state/territory specific and contract company's Dress Policies for more specific guidelines.
- b. Identification and Personal Information. You may be required to wear a Contractor identification badge. Check with your contract company on the specific rules for their organization. The State Family Program Office may ask you to complete a Personal Information Sheet in the event that you become ill or injured and emergency contact needs to be made to a Family member. Check with the State Family Program Director or designee for guidance.
- c. Leave/Absence. Unless it is an emergency, you must schedule your leave of absence with the contract company and inform the SFPD or designee. If you are unable to attend a mandatory event, you must contact the SFPD or designee and the RAPM (contract company). If you are going to be out of the office for any reason, inform the Contract Company and SFPD/designee prior to leaving. Contract staff must adhere to the terms of their contract. Refer to your contract company manual for more information on absences.
- d. Time Card and Pay. Family Program contract personnel rate of pay will be determined upon hire by the Contract Company and conform to the requirements of the contract. Contract staff members are provided timesheet training by their contractor. It is recommended that you complete your timesheet on a daily basis. Follow specific procedures given by the Contract

Company for submission. If you have a pay problem, immediately contact your Contract Company for resolution.

e. Travel. From time to time, you may be asked to travel for your job. All reimbursable expenses must be pre-approved by your SFPD, Contract Company, and NGB (when appropriate). You will need to follow the specific contract company's regulations for requesting travel and submitting expenses. Check with your contract company before making any travel arrangements. Travel Reimbursement should be completed in a timely manner. Keep copies of all your travel documents submitted and processed. Make sure to follow all required steps for travel issued by your contract company. When driving a personal vehicle for travel, reimbursement for your mileage will be calculated per mile for use of your personal vehicle, which includes your gasoline costs. Check with your contractor to see what the current mileage rates are, or go to www.gsa.gov for more travel information. Do not take reimbursements for granted. Check with your contracting company before you use your personal vehicle to make sure you will be reimbursed. See your contract company's travel guidance.

f. Setting up an Army Knowledge Online (AKO) Account. Use the CYSS Background Check Requirements and Procedures as a reference (See Appendix O). The first step in the process of obtaining network access is to obtain an AKO account through www.us.army.mil. This is an official Government e-mail account. Click on Register for AKO and then select Create Sponsored Account. As a civilian, you must be sponsored by the COR or a COR-designated individual if the COR is not eligible to serve as an AKO sponsor. This is a security measure used to validate your position as a contract staff member.

g. Obtaining a Common Access Card (CAC). The Contractor Verification System (CVS) verifies that your contract is valid. To do this the Trusted Agent will need the following information to submit. Once they have input the required information you will receive an email requesting additional information as well as verification of the information provided. Required information includes:

- (1) Full Name
- (2) Date of Birth
- (3) Social Security Number
- (4) Contract Agency Name
- (5) Contract Number
- (6) Expiration Date
- (7) AKO email address

h. Once CVS has been processed and verified, you may start the process to obtain your CAC. Your contractor CAC is obtained by going to the nearest Defense Enrollment Eligibility Reporting System (DEERS)/ID card center. Once you have your CAC you must obtain an Army User Profile from the Information Technology Help Desk in your state. The Help Desk can also set up your computer profiles and instruct you on how to operate with a CAC. This will include access to your state/territory intranet system and any server drives that you will be required to use. This office can also offer assistance to help with loading network printers on your computer.

i. Personnel who have a CAC due to another duty status (e.g. traditional Guardsman) must obtain a separate CAC and email profile for their contract position. Contract personnel are not permitted to utilize their military email or CAC for contract-related correspondence or work.

j. Required Computer Trainings. There are some required online training classes that you will need to complete before you can begin to operate your computer on a daily basis. The

Information Technology Help Desk can provide instructions on how to complete these courses and where to submit your certificates of completion. You will need to complete the following trainings:

- (1) Annual DoD Information Assurance Awareness Training
- (2) Portable Electronic Devices and Removable Storage Media Training
- (3) Phishing Awareness Training
- (4) Personally Identifiable Information Training
- (5) Safe Home Computing

k. Internet/Email Policy. Inappropriate use of the Internet/ e-mail will not be tolerated. If you suspect a violation of this policy has occurred, notify the SFPD immediately.

(1) E-mail should be checked and responded to in an appropriate time frame, usually within 24 hours.

(2) The Security User's Awareness Class must be completed annually.

(3) Government computers are not for personal use. If you are issued a Government computer for your work use, always follow the rules government the use of the equipment. Never leave your computer unsecure or in your vehicle overnight. It is your responsibility to keep your equipment in proper working order.

l. After you have established critical e-mail accounts you will need to set up your signature block for e-mail correspondence. Listed below is an example of a signature block:

(1) Jane Doe, CTR

(2) Lead Child and Youth Program Coordinator (3) (Insert State) National Guard Family Program

(3) (Insert Contract Company Name)

(4) (Insert address of your workplace)

(5) (Insert Office phone number)

(6) (Insert Cell phone number)

(7) (Insert Fax number)

(8) (Insert E-mail address)

m. Remember to use the out of office option for e-mail if you are traveling or will be out of the office for an extended period of time, normally one (1) business day. Always give an alternate contact person's information for issues and concerns.

n. Use of Military Rank by Contractor Personnel. Contractor personnel, while performing in a contractor capacity, shall refrain from using their retired or reserve component military rank or title in all written or verbal communications associated with the contracts in which they provide services under.

5-6 Personnel Conflict

a. Workplaces are naturally stressful environments and it is not uncommon to experience conflicts. It is imperative to understand what causes conflict and seek resolution as quickly and thoroughly as possible.

b. Contractors should inform their Regional Program Managers or Contract Company of any potential or occurring conflicts. MCA states/territories should inform their SFPD of any potential or occurring conflicts.

Chapter 6 – Quality Control

6-1 Reporting

- a. Both the LCYPC and CYPC are responsible for completing monthly reports and after-action reports (AAR). CYPC should forward their reports to the LCYPC to be consolidated and then forward the consolidated reports to the SFPD, Regional Program Managers and/or NGB Child and Youth Program Manager.
- b. LCYPC/CYPC will submit AARs to the RAPM within 7 days after the event, meeting or training has occurred. A Sample AAR can be found at Appendix K.
- c. LCYPC will provide the SFPD and/or Command with current status of the State Army National Guard CYSS with formal supporting documentation upon their request.
- d. All individual FRG leaders or designated FRG Adult Youth Volunteers, conducting activities at their local unit and/or base, are required to report total number of child and youth attendees to the LCYPC, within one (1) week after the conclusion of the event, to include total number of Army National Guard children and youth as well as children and youth from the community and other branches of the military – this information will be included on the LCYPC monthly, quarterly, and annual reports to the RAPM and NGB.

6-2 Self-Assessment Tool

The CYSS State and Territory Self-Assessment Checklist is a tool designed for the SFPD to identify program requirements and to determine the strengths and areas of improvements within their CYSS. It is suggested that the SFPD complete the assessment annually. Please contact the NGB Family Programs Office for a copy of the CYSS State and Territory Self-Assessment Checklist.

6-3 Awareness

CYSS staff members are responsible for identifying and communicating relevant issues to the SFPD.

6-4 Process Improvement

- a. Reporting of best practices is the key to improving the CYSS services provided. Most issues are not unique and by sharing the concerns and innovative solution, the entire program grows in a positive direction.
- b. CYSS staff should document and share best practices through the supervisory chain.

Chapter 7 – Community Outreach/Partnerships

7-1 Outreach/Partnerships

- a. Community outreach is defined as an endeavor by an organization to connect its ideas or practices to the efforts of other organizations, groups, specific audiences or the general public. CYPCs will provide outreach and create partnerships to connect National Guard children and their Families with local, regional, and national organizations in support of their needs.
- b. Types of organizations: CYPCs must know the types of resources available and how to contact them to support and assist Guard Families if needed. Internal resources are those accessible within the military structure such as Drug Demand Reduction (DDR) and Army Community Service (ACS). External outreach resources are Guard partnerships with local, regional and

national communities to link their services to the services already available for children and youth. Examples are 4-H, YMCA, Boys and Girl Clubs of America, Veteran Service Organizations, Civic organizations, fraternal groups, churches, and state agencies.

7-2 Community Outreach

The LCYPC and CYPC should partner with both DoD and civilian organizations to maximize efforts to provide support, services, and activities to geographically dispersed children and youth.

- a. LCYPC and CYPC should be participating in relevant Joint Force Headquarters (JFHQ)/State/community groups such as the Inter-State Family Assistance Committee (ISFAC), Joint Community Forces (JCF), Community Outreach Teams, State and local Educator and School Administrator Councils, and YRRP Integrated Process Team for YRRP events.
- b. LCYPC and the CYPC should form partnerships and collaborations with schools, chaplains, Boys and Girls Clubs of America, 4-H Cooperative Extension offices, 4-H Clubs and other appropriate youth-supporting organizations.
- c. LCYPC and CYPC must maintain an updated electronic list of partner organizations. Additionally, LCYPC and CYPC should actively seek new partnerships and resources to assist children and youth.
- d. LCYPC and CYPC must ensure that no PII of Families, children, and youth is shared with any partner organization.
- e. LCYPC and CYPC will not solicit these organizations for money.

7-3 Community Outreach Team

The LCYPC will serve as the primary ARNG CYSS POC and the representative to the Community Outreach Team. The LCYPC is responsible for coordinating/marketing child and youth development and resource opportunities to FRGs and Guard Families.

7-4 School Outreach

It is important for the LCYPC/CYPC to ensure that educators and school administrators are aware of the National Guard, its mission and the unique challenges Guard children and youth face.

- a. LCYPC/CYPC with SFPD guidance should increase awareness in both public and private schools through briefings, presentations and MCEC trainings.
- b. LCYPC will collaborate with school personnel to identify military children and youth who are having adjustment issues and make necessary referrals.
- c. LCYPC/CYPC at the request of a school and/or district will provide logistical information for education outreach.
- d. LCYPC/CYPC will ensure that Families are aware of school support resources.
- e. LCYPC/CYPC should form partnerships with the School Liaison Officer (SLO) within their states/territory.

Chapter 8 – Events/Briefings

8-1 Briefings/Trainings

- a. As the LCYPC or CYPC, you will be requested to brief for various groups of people, such as children and youth, Service Members, Family members, educators and other community

professionals. In general, these briefings should provide a program overview of CYSS status and resources.

b. The following is a basic guide to assist you in coordinating briefings successfully.

- (1) Determine the need: Who is your audience and what do they need to know? What is the content of the training material?
- (2) Arrange for a subject matter expert if necessary.
- (3) Determine an appropriate location. Will the facility accommodate all attendees comfortably? Is it air-conditioned? Will there be enough seating? Is the location easy to find? Is the location easily accessible to persons utilizing public transportation?
- (4) Invitations – Get the word out to your audience, so all can attend who would like to. Notify your attendees of date, time, location, etc. It may be necessary to include a map of the training location with the other logistics.
- (5) Recruit volunteers to ensure the adult-to-child ratio and to assist with the event such as registration, set up and clean up. Remember that you are ultimately responsible, so it is good practice to recruit a few more volunteers than needed to ensure that the event is executed as planned.
- (6) Create a sign-in sheet for all attendees to sign in at the beginning of the training. Name tags and course material should be provided.
- (7) Set up in advance to make sure all equipment is functioning properly.
- (8) Dress appropriately for the occasion; you are representing Family Programs
- (9) During the training, it is recommended that you take breaks every hour or so.
- (10) Hand out a pre and post survey as well as an evaluation form for the attendees to fill out for feedback.
- (11) After the training, put all equipment away in a secure location and clean up the facility. Try to leave it the way you found it, if not cleaner.
- (12) Keep a copy of the sign-in sheet and evaluation forms for your records. If you have questions, please contact your Regional Program Manager and/or NGB Child and Youth Program Manager for more instructions.

8-2 Risk Management

- a. Safety is the top priority of the CYSS at all times. The CYSS staff must incorporate risk management strategies in all events/activities to ensure a safe environment for all involved in the event/activity. Ensuring each objective below is met in an appropriate time indicates that the CYSS staff has acted in good faith and within their scope of duties to provide a safe environment.
- b. Location of event/activity/meeting: A site visit should be completed prior to the event to assess the safety of the space. The LYPC/CYPC should complete a risk assessment checklist and begin development of written risk management plans specific to the event site/facility. The space should be accessible to all participants, staff, and volunteers.
- c. Completed Medical Information/Release Form: A parent/legal guardian is to complete a Medical Information/Release Form prior to the event. Forms should be kept secure and carried to the event. Refer to section 4-12 for medication requirements.
- d. Request for Giving Medications Form: This form should be completed for overnight events where parents/legal guardians cannot dispense medications. Accept medications only in their original containers and with a signed statement from parent/legal guardian. Refer to section 4-12 for medication requirements.

- e. **Permission to Transport Youth:** Either a signed permission form or a written letter expressing permission to transport a youth is required to transport participants in a GSA or contracted vehicle to approved events and activities. Contracted LCYPCs and CYPCs should obtain a completed and signed copy of the Passenger Release Liability form provided by their contract company.
- f. **Arrival/Departure Tracking:** A parent/legal guardian should sign-in and sign-out their child upon arrival and departure for all events. Do not allow youth to depart with unauthorized adults.
- g. **Emergency Preparation Plan:** An emergency plan of action should be written and discussed with all staff, volunteers, and youth participants prior to the event.
- h. **Incident Reporting:** CYSS staff and volunteers should complete an incident report to record all incidents (medical, property damage, altercations, etc.) that have taken place during an event. All Incident Reports must be sent to the SFPD and RAPM. See Appendix L for Incident reporting.
- i. **Supervision:** Ensure the appropriate adult-to-youth ratio is maintained at all times.

8-3 Event Planning

Below are the 12 basic procedural steps to consider when planning a successful event or activity. Note that all events/activities/briefings should always be coordinated through the SFPD.

STEP 1: Identify what type of event/activity you would like to do (e.g. Teen Panel meeting, Youth Symposium, volunteer training, etc.).

STEP 2: Determine the goals of the event and what you would like to accomplish. Define your objectives and outcomes of the event or activity. Identify the target audience and event emphasis (resilience, leadership skills, life skills, etc.).

STEP 3: Decide on a date and time for the event or activity.

STEP 4: Consider locations and types of facilities to host event. Determine the use of space and/or seating arrangement and capacity required for the event or activity. If contracted space is required, submit recommended locations to SFPD for contracting.

STEP 5: Consider establishing partnerships with other organizations or people to assist with the execution of the event. Identify their role when determining key decisions in step 8.

STEP 6: Create an event/program budget. Determine total event cost and submit cost requirements to the SFPD. Identify potential partnerships to possibly reduce the event cost (e.g. meeting space in a 4-H Center, refreshments from local American Legion, etc.). Revise as cost updates are available.

STEP 7: Consider any arrangements and/or accommodations for event attendees with special needs.

STEP 8: Create an event timeline/checklist. Outline all essential decisions/activities in a time sequential order from the point of initial consideration to decision being finalized and decisions being executed. Document who is responsible for each function and communicate the timeline to everyone involved in the planning or fulfillment of the event.

STEP 9: Determine Key Decisions:

a. Program

- (1) Determine the order of activities that need to occur at the event or activity.
- (2) Determine who will perform or execute the agenda items.

b. Presentation(s)/Speakers

- (1) Identify the topics of information to be shared.
- (2) Determine if presenters/speakers are needed. If so, identify potential presenters or speakers to invite to participate. Submit requirements to your SFPD for contracting.
- (3) Decide on the time frame for each presentation or speech.
- (4) Decide the type of communication that should transpire with the presenters/speakers, when it should occur and who will be responsible to execute and follow-up.

c. Equipment

- (1) Identify what equipment is necessary for the event or activity.
- (2) Identify potential partnerships to secure needed equipment.
- (3) Evaluate the cost of the equipment and submit to SFPD for contracting.
- (4) Decide who will be responsible for the pickup and return of the equipment.

d. Materials

- (1) Determine what materials are needed, identify cost and submit requirements to the SFPD for contracting.
- (2) Identify potential partnerships to possibly reduce the material cost (e.g. OMK's tool kits, etc.).

e. Awards

- (1) Determine who will receive awards – presenters/speakers
- (2) Decide on awards items and submit cost requirements to the SFPD for purchasing.
- (3) Decide who will be responsible for presenting the award (CYPC, SFPD, J1, etc.).

f. Public Relations

- (1) Identify the method(s) which will be used to publicize the event or activity (e.g. flyer, email, PAO, JSS, Facebook, etc.).
- (2) Decide who will be responsible for the development of flyers, emails, etc.
- (3) Decide who will be the primary contact for all inquiries on the event or activity (LCYPC, CYPC, SFPD, etc.).
- (4) Decide who will be responsible to disseminate the types of information on the event or activity (LCYPC, CYPC, SFPD, etc.)

g. Internal Communication

Determine the method of communication to the people within the organization to inform them, include them and encourage them to participate (email, newsletter, etc.).

STEP 10: Take into consideration these special additions/items if needed:

- (1) Food
- (2) Music
- (3) Decorations
- (4) Photography/video
- (5) Clean Up

STEP 11: Execute Event.

STEP 12: Conduct an After Action Review.

Chapter 9 – Marketing and Social Media

9-1 Marketing

- a. Promoting and building any program is a dynamic and on-going process. Think of promoting the Child and Youth program as an educational process and an opportunity to involve others. With education and marketing, you will be able to implement and sustain a viable youth program through the recruiting and retaining of youth, parents/legal guardians, and volunteers.
- b. CYSS staff must ensure coordination is made with the SFPD in advance of all communications with any element of the civilian media. CYSS staff will not provide statements or documents to the media unless authorized by the Public Affairs Office through the SFPD. All CYSS staff must also immediately contact the SFPD if they are contacted by elected officials/politicians for assistance and/or information.
- c. LCYPC/CYPC should ensure all PII, including images, are kept confidential. Images may only be released to the public with the consent of a parent/legal guardian. See Appendix E for photo release.
- d. The LCYPC is responsible for developing and updating CYSS marketing material such as brochures, flyers, and postcards to promote the state/territory's CYSS.
- e. All marketing materials must be approved by the SFPD before dissemination.
- f. LCYPC/CYPC should utilize all marketing mediums such as newsletters, e-mail distribution, mass mailing and approved social media sites such as Facebook, Flickr, and Twitter.
- g. LCYPC/CYPC will update accurate information on available resources and upcoming events on JSS, Facebook, and other state/territory specific websites and approved social media sites.

9-2 Social Media

- a. Social Media is a great way to advertise, inform, and connect with youth and parents/legal guardians about CYSS resources and upcoming events.
 - (1) LCYPC/CYPC must ensure all information displayed and accessible on approved social sites is accurate and current.
 - (2) LCYPC/CYPC must vet resources prior to posting on approved social sites.
- b. The LCYPC and CYPC shall have no direct contact with media affiliates without prior consent by the SFPD and Public Affairs Office (PAO)
- c. It is the responsibility of the LCYPC to ensure PII on State Army National Guard CYSS Program youth and teens (to also include photographic images, video and/or audio recordings) is kept confidential and not made public without prior authorization of parent/legal guardian. See Appendix E.
- d. Any requests by media outlets to contact/interview and/or then make public information obtained from Army National Guard Families, youth and teens must receive approval by the SFPD and PAO. For reference, please see the US Army Social Media Handbook and the NGB-PA Memorandum on Social Media Guidance.

Appendix A – References

- A-1** DoD Instruction 6060.4 – Department of Defense (DoD) Youth Programs (YPs)

- A-2** National Guard Regulation 600-1
- A-3** Army Regulation 608-10 – Personal Affairs – Child Development Services
- A-4** National Guard Regulation 608-12 – Personnel – General – National Guard Family Program
- A-5** Army Directive 2014-23 (Conduct of Screening and Background Checks for Individuals Who Have Regular Contact with Children in Army Programs)
- A-6** Additional Guidance on Army Directive 2014-23 Memorandum
- A-7** DoD Instruction 1402.5 – Criminal History Background Checks on Individuals In Child Care Services
- A-8** DoD Memorandum: Standing Operating Procedure Guidance & Discipline, Touch, and Accountability of Children/Youth for the Army National Guard Child, Youth and School Services Program within the 54 States, Territories, and District of Columbia
- A-9** Department of the Army: Child Youth and School (CYS) Services Standards of Conduct and Accountability Standing Operating Procedures
- A-10** DoD Instruction 8550.01 – DoD Internet Services and Internet-Based Capabilities
- A-11** NGB-PA Memo Social Media Guidance
- A-12** Youth Leadership Forums – A Handbook for Army Child, Youth, and School Services Staff
- A-13** US Army Social Media Handbook
- A-14** AR 58-1: Management, Acquisition, and Use of Motor Vehicles
- A-15** Army Directive 2011-20 (Conference Request Requirements)
- A-16** CNBGI 9100.01 NGB Conference Policy
- A-17** CNGBI 8100.01 NGB Conference Policy (29SEPT14)
- A-18** DoD Conference Memo – 6NOV13 – Implementation of Updated Conference Oversight Requirements
- A-19** CYSS State and Territory Self-Assessment Checklist
- A-20** Army CYSS Camping Manual, June 2011

A-21 Air Force Instruction 34-249

A-22 Air Force Directive 34-8

Appendix B – Glossary

Glossary of Acronyms

Your association with the Military makes you a member of a unique culture. Like all cultures, the military has its own language. Terms and acronyms are routinely used in formal and informal communications. This section provides definitions for many commonly used acronyms.

B-1 AAR (After Action Report) Report submitted after an event or exercise.

B-2 ACS (Army Community Services)

Centers that provide services to the Army Active Component on an installation/base.

B-3 AD (Active Duty)

A period of time when a Service Member is working for and paid by the military on a full-time basis.

B-4 ADOS (Active Duty Operational Support)

Military orders for active duty for a specific tasking.

B-5 AKO (Army Knowledge Online)

The official Website of the US Army.

B-6 ANG (Air National Guard)

Reserve Component Air National Guard.

B-7 A&FRPM (Airman and Family Readiness Program Manager)

Manage and lead the Wing's Family Program for the Air National Guard.

B-8 ARNG (Army National Guard)

State National Guard Reserve component.

B-9 ARFORGEN (Army Force Generation)

A rotational readiness model.

B-10 CAC (Common Access Card)

Identification card issued through the DEERS system.

B-11 CNACI (National Agency Check With Child Care Inquiries)

The required background investigation for personnel who have regular and recurring contact with children under age 18 within Army-sponsored or Army-sanctioned programs.

B-12 CSF2 (Comprehensive Soldier and Family Fitness)

The program, based on 30-plus years of scientific study and results, uses individual assessments, tailored virtual training, classroom training and embedded resilience experts to provide the critical skills our Soldiers, Family members and Army Civilians need.

B-13 CYPC (Child and Youth Program Coordinator)

Family Program staff member responsible for youth programs and services.

B-14 DEERS (Defense Enrollment Eligibility Reporting System)

The automated system that indicates eligibility for military benefits.

B-15 DoD (Department of Defense)

The mission of DoD is to provide the military forces needed to deter war and protect the security of our country.

B-16 FAC (Family Assistance Center)

Facility that offers assistance to geographically dispersed Service Members and Families concerning benefits, entitlements and community resources.

B-17 FACC (Family Assistance Center Coordinator)

Oversees the function of the FAC's and the Family Assistance Center Specialists (FACS).

B-18 FACS (Family Assistance Center Specialist)

Family Program Staff hired to work in a Family Assistance Center to provide resource and referral to military Families and any military members.

B-19 FRSA (Family Readiness Support Assistant)

Brigade level asset to support Family Readiness.

B-20 FRG (Family Readiness Group)

A group of volunteer members working together to meet the challenges of military life and support military members.

B-21 ID (Uniformed Services Identification Card)

ID cards identifying individuals as military members or retirees authorizing them to receive benefits and services. ID cards are also issued to members, eligible dependents and other eligible individuals authorizing them to receive services, benefits and privileges.

B-22 IRC (Installation Records Check)

A preliminary investigation required for all personnel with a prior DoD affiliation (e.g., prior military member, personnel who have lived or worked on an active duty installation, etc.) who will have regular or recurring contact with children under age 18 within Army Programs. The IRC includes checks of local military records check (PMO), Drug and Alcohol (Army Substance Abuse Program), Army Central Registry (Medical Treatment Facility), and DCII/CID (CID).

B-23 ITO (Invitational Travel Order)

An order authorizing travel by someone not under military authority.

B-24 JFHQ (Joint Forces Headquarters)

The Headquarters for the State National Guard.

B-25 JFSAP (Joint Family Services Assistance Program)

Program initiated by Office Secretary Defense to provide resources to military Families including Military Family Life Consultants, Transition Assistance Advisors, Military OneSource and Operation Military Kids.

B-26 LOSS (Line of Sight Supervision)

Is a level of supervision that requires an individual without a background check to be in sight and near enough to an individual with a favorable background check so they can provide intervention when/if needed.

B-27 MFLC (Military Family Life Consultant)

Individual contractor which provides short term solution focused counseling services to the military.

B-28 MRT (Master Resilience Trainer)

Leads the training on resiliency issues and teaches life skills to others.

B-29 NGB (National Guard Bureau)

A joint bureau of the Department of the Army and Department of the Air Force to serve as the channel of communication for the National Guard.

B-30 PAO (Public Affairs Officer)

The military officer responsible for responding to inquiries from the Press.

B-31 PII (Personal Identifiable Information)

Information that can be used to uniquely identify, contact, or locate a single individual.

B-32 POC (Point of Contact)

A person appointed to be responsible for a program.

B-33 Rear Det (Rear Detachment)

Remainder of unit which has not deployed with forward unit.

B-34 RDO (Rear Detachment Officer)

Provides a link between the deployed unit and the Families.

B-35 REFRAD (Release from Active Duty)

Date when a Service Member is no longer in an active duty status.

B-36 SFAC (Soldier and Family Assistance Center)

Assistance center for Service Members and Families located on an active duty base.

B-37 SFPD (State Family Program Director)

Person in charge of a state's Family Program.

B-38 SOP (Standard Operating Procedure)

A set of fixed instructions for routine operations.

B-39 TAG (The Adjutant General)

Commonly used to refer to the state's highest ranking member

B-40 VA (Department of Veterans Affairs)

The federal agency responsible for administering veteran benefits and providing services to veterans.

B-41 VGLI (Veteran's Group Life Insurance)

Premium based Life insurance program offered to certain veterans.

B-42 WIA (Wounded In Action)

Used to define Service Members who receive an injury in combat.

B-43 YRRP (Yellow Ribbon Reintegration Program)

Program to provide services to Service Members and Family members from pre deployment through the post deployment cycle.

Appendix C – DD Form 2793 Volunteer Agreement

VOLUNTEER AGREEMENT FOR			
<input type="checkbox"/> APPROPRIATED FUND ACTIVITIES	<input type="checkbox"/> NONAPPROPRIATED FUND INSTRUMENTALITIES		
PART I - GENERAL INFORMATION			
1. TYPED NAME OF VOLUNTEER <i>(Last, First, Middle Initial)</i>			2. YEAR OF BIRTH
3. INSTALLATION		4. ORGANIZATION/UNIT WHERE SERVICE OCCURS	
5. PROGRAM WHERE SERVICE OCCURS		6. ANTICIPATED DAYS OF WEEK	7. ANTICIPATED HOURS
8. DESCRIPTION OF VOLUNTEER SERVICES			
PART II - VOLUNTEER IN APPROPRIATED FUND ACTIVITIES			
9. CERTIFICATION			
<p>I expressly agree that my services are being provided as a volunteer and that I will not be an employee of the United States Government or any instrumentality thereof, except for certain purposes relating to compensation for injuries occurring during the performance of approved volunteer services, tort claims, the Privacy Act, criminal conflicts of interest, and defense of certain suits arising out of legal malpractice. I expressly agree that I am neither entitled to nor expect any present or future salary, wages, or other benefits for these voluntary services. I agree to be bound by the laws and regulations applicable to voluntary service providers and agree to participate in any training required by the installation or unit in order for me to perform the voluntary services that I am offering. I agree to follow all rules and procedures of the installation or unit that apply to the voluntary services I will be providing.</p>			
a. SIGNATURE OF VOLUNTEER			b. DATE SIGNED (YYYYMMDD)
10. a. TYPED NAME OF ACCEPTING OFFICIAL <i>(Last, First, Middle Initial)</i>	b. SIGNATURE		c. DATE SIGNED (YYYYMMDD)
PART III - VOLUNTEER IN NONAPPROPRIATED FUND INSTRUMENTALITIES			
11. CERTIFICATION			
<p>I expressly agree that my services are being provided as a volunteer and that I will not be an employee of the United States Government or any instrumentality thereof, except for certain purposes relating to compensation for injuries occurring during the performance of approved volunteer services and liability for tort claims as specified in 10 U.S.C. Section 1588(d)(2). I expressly agree that I am neither entitled to nor expect any present or future salary, wages, or other benefits for these voluntary services. I agree to be bound by the laws and regulations applicable to voluntary service providers, and agree to participate in any training required by the installation or unit in order for me to perform the voluntary services that I am offering. I agree to follow all rules and procedures of the installation or unit that apply to the voluntary services that I am offering.</p>			
a. SIGNATURE OF VOLUNTEER			b. DATE SIGNED (YYYYMMDD)
12. a. TYPED NAME OF ACCEPTING OFFICIAL <i>(Last, First, Middle Initial)</i>	b. SIGNATURE		c. DATE SIGNED (YYYYMMDD)
PART IV - TO BE COMPLETED AT END OF VOLUNTEER'S SERVICE BY VOLUNTEER SUPERVISOR			
13. AMOUNT OF VOLUNTEER TIME DONATED		14. SIGNATURE	15. TERMINATION DATE <i>(YYYYMMDD)</i>
a. YEARS <i>(2,087 hours=1 year)</i>	b. WEEKS	c. DAYS	d. HOURS
16. a. TYPED NAME OF SUPERVISOR <i>(Last, First, Middle Initial)</i>		b. SIGNATURE	c. DATE SIGNED (YYYYMMDD)

DD FORM 2793, MAY 2009
























PREVIOUS EDITION IS OBSOLETE.






Reset

Adobe Professional 8.0

Appendix D – Military Rank Chart

























Army Grade Symbols

Officer		Enlisted	
	General of the Army		Sergeant Major of the Army E-9
	General/O-10		Command Sergeant Major E-9
	Lieutenant General/O-9		Sergeant Major E-9
	Major General O-8		First Sergeant E-8
	Brigadier General O-7		Master Sergeant E-8
	Colonel O-6		Sergeant First Class E-7
	Lieutenant Colonel O-5 (Silver)		Staff Sergeant E-6
	Major O-4 (Gold)		Sergeant E-5
	Captain O-3		Corporal E-4
	First Lieutenant O-2 (Silver)		Specialist E-4
	Second Lieutenant O-1 (Gold)		Private First Class E-3
			Private E-2
		No Insignia	Private E-1
Warrant Officer			

Master Warrant Officer W-5	Chief Warrant Officer (W-4)	Chief Warrant Officer (W-3)	Chief Warrant Officer (W-2)	Warrant Officer (W-1)
				

Source: *Profile of the Army: A Reference Handbook* (Arlington, VA: Association of the United States

Air Force Grade Symbols

Officer		Enlisted		
	General of the Army		Chief Master Sergeant E-9	
	General/O-10		Senior Master Sergeant E-8	
	Lieutenant General/O-9		Master Sergeant E-7	
	Major General O-8		Technical Sergeant E-6	
	Brigadier General O-7		Staff Sergeant E-5	
	Colonel O-6		Senior Airman E-4	
	Lieutenant Colonel O-5 (Silver)		Airman First Class E-3	
	Major O-4 (Gold)		Airman E-2	
	Captain O-3	No Insignia	Airman Basic E-1	
	First Lieutenant O-2 (Silver)			
	Second Lieutenant O-1 (Gold)			
Warrant Officer				
Master Warrant Officer W-5)	Chief Warrant Officer (W-4)	Chief Warrant Officer (W-3)	Chief Warrant Officer (W-2)	Warrant Officer (W-1)
				

Military and Civilian Grades

**COMMISSIONED OFFICERS AND GENERAL SCHEDULE/SENIOR EXECUTIVE
SERVICE CIVILIANS**

Military Grade	Military Rank	Civilian Grades
0-10	General (GEN)	Senior Executive Service (SES) Level 1-6
0-9	Lieutenant General (LTG)	
0-8	Major General (MG)	
0-7	Brigadier General (BG)	General Schedule (GS) Levels 1-15
0-6	Colonel (COL)	
0-5	Lieutenant Colonel (LTC)	
0-4	Major (MAJ)	
0-3	Captain (CPT)	
0-2	First Lieutenant (1LT)	
0-1	Second Lieutenant (2LT)	

WARRANT OFFICERS

Military Grade	Military Rank
W-5	Master Warrant Officer (CW5)
W-4	Chief Warrant Officer (CW4)
W-3	Chief Warrant Officer (CW3)
W-2	Chief Warrant Officer (CW2)
W-1	Warrant Officer (WO1)

ENLISTED PERSONNEL AND WAGE GRADE CIVILIANS

Military Grade	Military Rank	Civilian Grades
E-9	Command Sgt Major/Chief Master Sergeant	Wage Supervisor (WS) Levels 1-17
E-9	Sergeant Major	
E-8	First Sergeant /Senior Master Sergeant	Wage Leader (WL) Levels 1-15
E-8	Master Sergeant	
E-7	Sergeant First Class/Master Sergeant	Wage Grade (WG) Levels 1-15
E-6	Staff Sergeant /Technical Sergeant	
E-5	Sergeant /Staff Sergeant	
E-4	Corporal/Senior Airman	
E-4	Specialist	
E-3	Private First Class/Airman First Class	
E-2	Private /Airman	
E-1	Private/Airman Basic	

NOTES:

1. Military/civilian *equivalencies* are not reflected on this chart.
2. Grade and rank/position identify the official standing and level of advancement of a soldier or civilian employee

Appendix E – Sample Application Packet

This is a sample child and youth application packet that is applicable to all events and can be customized for your state and event type. This application packet can be done annually for all events, however the contact and emergency information must be verified each event (see contact verification sheet at end of this packet).

Application Check List

Application is due no later than Deadline Date.

Please be sure to review and complete each section of this application packet. Use the checklist below as a guide.

- Section 1: Camper's Information completed
- Section 2: Emergency Contact Information completed and signed
- Section 3: Health History completed and signed
- Section 4: Code of Conduct signed
- Section 5: Dress Code signed
- Section 6: Transportation Release signed
- Section 7: Consent and Liability Release signed
- Section 8: Media Release signed
- Payment of \$XXX.00 per Child

Only completed applications will be accepted and added to the camp roster. Completed Application includes all required signatures and payment. Checks or money orders should be made out to: *State Family Volunteer Council*.

Mail completed application packet and payment to CYPC Name at:

CYPC
Name
Address
Phone/Fax
Email

**Army National Guard Child and Youth
Sample Application Packet**

Section 1: Participant Information

YOUTH'S NAME: _____ **Age: _____

Name as it should appear on name tag: _____ Gender: Male Female

Youth Status

ARNG Youth ANG Youth ARNG Sibling ANG Sibling

****Age verification via DEERS**

Parents'/Guardians' Name: _____

Home Mailing Address: _____
Street City State/Zip

Phone Areas with Area Code:

Home: _____ Cell: _____ Work: _____

*Primary E-mail: _____ Secondary E-mail: _____

***Communication will be via e-mail**

Service Member's Unit: _____

Service Member's Status: Non-deployed 90 days before deployment
 Deployed 90 days after deployment

<u>Circle Choice of T-shirt size:</u>				
Youth Small	Youth Medium	Youth Large	Youth XL	
Adult Small	Adult Medium	Adult Large	Adult XL	Adult XXL

 Parent Signature Date

Section 2: Emergency Contact Information

Youth's Name: _____ Date of Birth: _____

If Parent/Guardian named is NOT available in the event of an emergency, notify:

1. Name: _____ Relationship to Youth: _____

Phone Numbers with area codes:

Home: _____ Work: _____ Cell: _____

2. Name: _____ Relationship: _____

Phone Numbers with area codes:

Home: _____ Work: _____ Cell: _____

Family Physician: _____ Telephone: _____

Dentist: _____ Telephone: _____

Personal health/accident insurance carrier(s): _____

Policy Number(s): _____

I give permission for my child's full participation in the (State Name) Youth Summer Camp 20XX, subject to limitations noted herein.

In case of emergency, I understand every effort will be made to contact me (if participant is an adult, my spouse or next of kin). In the event I cannot be reached, I hereby give my permission to the licensed health-care practitioner selected by the adult leader in charge to secure proper treatment, including hospitalization, anesthesia, surgery, or injections of medication for my child (or for me, if participant is an adult).

Signature of Parent: _____ Date: _____

Section 3: Health History

Check all items that apply to your child's health history. Explain any "Yes" answers.

ALLERGIES: Food Yes No
 Medicines Yes No
 Insects Yes No
 Plants Yes No

Explain reaction(s): _____

List any physical or behavioral conditions that may affect or limit full participation in swimming, hiking long distances, or playing strenuous physical games:

List any equipment needed, such as braces, glasses, contact lenses, etc.:

Medication:

Name of Medication	Reason for Taking	Time(s) Taken	Dosage

All medication for individuals under the age of 18 must be in its original container and turned in to the camp nurse during check-in. Youth are not permitted to possess medicine of any sort except for emergency medicines, such as inhalers and Epipens.

Over-the-Counter Medications:

Please circle all of the over-the-counter medications that you authorize the camp medical staff to give your child if the need should arise:

Ibuprofen Tylenol Cough Syrup Pepto-Bismol Sunscreen
 Imodium AD Benadryl Cough Lozenges Calamine Lotion

Section 4: Code of Conduct for (Your State) Child, Youth, and School Services Program

Purpose:

The purpose of the (Your State) Army National Guard CYSS Program is to develop a positive and safe learning environment that encourages military youth. We expect all persons involved (youth members, parents, and volunteers) to practice positive behaviors that foster the total development of youth. Each individual must accept the responsibility of creating a positive image that reflects the Youth Program ideals. In seeking uniformity in the conduct expected, the following code of conduct has been developed to provide a clear understanding of expectations of attendees.

Code of Conduct:

1. Participants should attend and be actively involved in all scheduled activities. Failure to be in assigned locations may lead to dismissal from youth event.
2. Visitors to a youth event must check-in with the Child & Youth Program Coordinator (CYPC) or another adult in charge upon arrival.
3. Participants are expected to follow the directions of the CYPC and staff.
4. Participants should respect the property of others. Deliberate destruction of facilities or removal of equipment is not permitted. Financial responsibilities for any damage caused by deliberate destruction will be assumed by the participant and/or parents or guardian. The same applies to the property and personal items of the other participants.
5. Participants should treat others and themselves with respect. Aggressive, abusive, vulgar, or violent language and behavior towards others, i.e. fighting, threats, insults, cursing, discrimination, etc. are not permitted.
6. Participants are expected to dress appropriately based on the guidelines by the person in charge.
7. Possession, distribution of illegal substances, alcohol, tobacco products, weapons, knives or any items that can be used as a weapon at a youth event must be reported to law enforcement. The Youth Program Coordinator and Staff have the right to conduct a search of a participant's outer clothing and personal belongings, lodging rooms and furniture being used by a participant if there is "reasonable suspicion" that the participant has drugs, alcohol or weapons.
8. Electronic and mechanical devices (ex: cellular phones, MP3, pagers, walkie-talkies, video games, radios, CD players, TVs, laptops, computers, etc.) are not allowed. Without authorization these items will be confiscated and returned to the participant at the end of the event.

Code of Conduct for **(Your State)** Child, Youth, and School Services Program

Consequences:

Unacceptable behavior (as defined within this Code of Conduct) during a youth event will result in one or more of the following consequences:

1. Early release from this youth event without refund,
2. Restitution of damages,
3. Denial of future participation in the youth event at the local, state, and national levels for one or more years (as determined by the youth coordinator and staff responsible for the event),
4. Forfeiture of financial support for a youth event,
5. Removal from youth offices held (if applicable), and
6. Releasing the youth to the appropriate law enforcement agency

NOTE: Any conduct not specifically covered by this Code of Conduct, but deemed inappropriate by those responsible for the youth event will be viewed as a violation and appropriate action will be taken. If an infraction occurs, the coordinator or person in charge of the youth event will provide appropriate communication to parents/guardians.

I have discussed and reviewed this Code of Conduct with my child. I understand that failure to abide by this Code of Conduct may result in the consequences listed above which includes no refund. In the event that this code is violated, I agree to come to the youth event to pick up my child at the request of the CYPC. I further understand that if I am unavailable or fail to make timely arrangements to retrieve my child, the CYPC may turn your child over to the local authorities.

Participant Signature **Date**

Parent/Guardian's Signature **Date**

Section 5: Youth Camp Dress Code

Camp Activities: T-shirts will be provided and must be worn. Shorts and skirts must be no less than 3 inches above the knee.

Pool-side: Bathing suits must be appropriate to wear in public pool.

General Guidelines:

1. No article of clothing that pertains to or depicts the following will be acceptable.
 - a. Substances or activities illegal by law for minors: alcohol, drugs, tobacco, gambling.
 - b. Profane, suggestive or violent language, and/or suggestive spelling.
 - c. Derogatory symbols or remarks directed to any ethnic group.
2. Sufficient underclothes must be worn appropriately and must not be exposed.
3. Tank tops, tube tops, muscle shirts, spaghetti straps, thin straps, tops that expose the midriff, bust, excessive part of the back, are excessively tight or distracting are not permitted.
4. No spandex articles of clothing are allowed.
5. All pants must be worn fitted at the waist with or without a belt.
6. No visible tattoos or piercing, other than ear piercing.

Staff reserves the right to make campers change out of clothing that is deemed inappropriate. It is also advised that jewelry not be brought or worn.

I have read the dress code, and agree to abide by its restrictions.

Participant's Signature

Parent/Guardian Signature

Section 6: Transportation Release Approval

Enter Travel Dates Here

I give permission for my child, _____,
to participate in youth camp field trips requiring transportation to and from
the camp site.

Parent/Guardian Signature

Section 7: Consent and Hold Harmless Agreement and Release of Liability Form for Child

The undersigned, parent(s) or legal guardian(s) of _____, a minor child, do hereby consent to the participation of said child in the following activities of the (Your State) National Guard Youth Camp Training, which may be in conjunction with other agencies, organizations or sponsors:

(YOUR STATE) ARMY NATIONAL GUARD CHILD AND YOUTH PROGRAM

DATE(S) OF PROGRAM

LOCATION OF PROGRAM

I (we) understand the nature and scope of these activities.

Said child is to abide by all rules and conduct requirements as set forth in Code of Conduct. Upon violation, said child may be sent home at my (our) expense. If there is illness or injury, I hereby consent to whatever medical treatment is deemed necessary by a licensed physician, surgeon or dentist for said child, and I agree to pay the expenses related hereto.

I (we) agree to not hold the United States of America, (Your State), the (Your State) National Guard, any other organization, agency or sponsor of these activities, or their officers, members, agents, employees, or volunteers, responsible for any harm or injury, from any cause, which may befall said minor child related to or arising out of participation in these activities, and hereby release said entities and persons from liability relating hereto. I (we) further agree to indemnify and hold said entities and persons harmless from the claims for causes of action asserted by any other persons on behalf of said child, or in their own right, arising out of said participation. I (we) similarly agree to hold said entities and persons harmless from the claims of other persons arising out of any acts of said minor child. I (we) agree that these conditions and agreements are binding on all (our) heirs, executors, administrators, representatives, assignees, and successors in action.

I (we) have read and fully understand the language above, and willingly and voluntarily agree to said terms and conditions of this agreement.

Parent/Guardian Signature

Date

Section 8: Parent Release Form for Media Recording (Press Release)

The (Your State) National Guard Family Programs Office occasionally uses photographs of events and participants in an official capacity. I, the undersigned, do hereby grant permission to (Your State) National Guard Family Programs Office to use the image of my child, _____.

Such use includes the display, distribution, publication, transmission, or otherwise use of photographs, images, and/or video taken of my child for use in materials that include, but may not be limited to, printed materials such as brochures, newsletters, videos, and digital images such as those on the (Your State) National Guard Website, Army Virtual FRG website and the (Your State) National Guard official Facebook pages (list any other approved methods). A separate Press Release form should be complete if another approved organization will be utilizing images of children taken during a particular event (e.g. OMK, 4-H, BGCA, etc.).

Parent/Guardian signature _____ Date: _____

Section 9: Youth Camp Packing List

Information below pertains to overnight camping. This section should be updated according to the event.

THINGS TO BRING

Bedding: twin sheets, pillow case, blanket or sleeping bag, one pillow provided (sleeping quarters are open bay barracks).

Toiletries: towels, (2 beach, 1-2 bath towels and washcloths), soap, toothpaste, sunscreen, shower shoes, etc.

Clothing for the entire stay: sports clothes, swimsuit, jacket, rain gear, and sweatshirt. No washing machine is provided for youth's use.

Appropriate shoes: tennis/gym shoes and water shoes. Flip-flops should be brought for use on the beach or in the showers only.

Miscellaneous: combination lock (optional) for the foot locker, sunglasses, flashlight, clothes hangers to dry towels and bathing suits.

THINGS NOT TO BRING

Do not bring pets, large portable radios, tape recorders, alcoholic beverages, shaving cream, gas, flammable substances, knives, power tools, firearms, ammunition, explosives, or poisonous substances.

Do not bring valuables to include video games and digital music devices.

Cellular phones are prohibited.

OPTIONAL ITEMS TO BRING

Cameras—recommend the small, inexpensive or disposable type.

Money

Due our scheduled field trips, campers may bring money. Twenty-five dollars is the recommended amount and all monies will be signed into the staff at check-in. Monies will then be held until the time of the field trip.

Appendix F – State Teen Panel Sample Position Overview/Description

(State) National Guard State Teen Panel

Youth Programs Mission

The Mission of the (State) Army National Guard CYSS Program is to educate, motivate, and inspire the children and youth of the (State) National Guard in an open and safe environment while becoming better leaders of tomorrow and having fun.

State Teen Panel

The (State) National Guard State Teen Panel is a statutory volunteer group of Guard teens age 14-17 years old from across the state of (State), who work with the State Child & Youth Program Coordinator (CYPC) in supporting the youth and teens of the (State) National Guard. The State Teen Panel represents the voices of the youth who have parents in the (State) National Guard. They assist with project planning, determine what types of opportunities need to be offered, and have the opportunity to strengthen their leadership and networking skills.

Criteria

Each member of the Teen Panel must:

- Be a Family member of the (State) Air or Army National Guard
- Be currently enrolled in 9th, 10th, or 11th grade for the 20XX-20XX school year
- Be a good standing citizen within your community
- Willing to commit for a two-year membership term
- Have a grade point average of “C” (or the equivalent grade point on a 4.0 grade point scale) or better in school, both during application process and during their term as Teen Panel Members
- Involved with (State) National Guard Child & Youth Program, Family Programs Office, and/or other community organizations
- Be able to attend up to three meetings annually
- Must have internet and e-mail access (does not have to be at home). Must acknowledge all council business emails immediately
- Experienced and/or willing to speak and present to adult and/or youth audiences
- Ability to work with both adults and youth to plan and implement activities
- Must have demonstrated strong communication skills
- Have a desire to work with children and youth
- Must be mature, responsible, and organized

Teen Panel Member’s Responsibilities:

- Attend scheduled Teen Panel meetings/trainings
- Participate in telephone conference calls with other Teen Panel members
- Volunteer for at least two major Youth Program events a year (e.g. summer camp, day camps, Yellow Ribbon Events)
- Work closely with the State CYPC with planning and implementing youth activities and camps and increase youth involvement

- Log volunteer hours on the JSS website
- Maintain regular contact via e-mail and phone with other Teen Panel members
- Any Teen Panel member accepted for membership and does not maintain a member in good standing on the Panel will be required to resign
- Active Participation is a requirement
- Contribute an article for the quarterly newsletter upon request and work to develop a youth newsletter for distribution
- Facilitate activities among small groups of youth in local area
- Promote a safe environment

Benefits

- Opportunity for service
- Documentation of skills and performance for resume
- Development and enhancement of leadership skills, interpersonal skills, communication skills, and organization skills
- Self-satisfaction
- Recognition of service

Application Procedures

1. Interested applicants should obtain an application from the State CYPC or by visiting the Joint Services Support (JSS) website at www.jointservicesupport.org.

2. Teens will need to complete the application, essay questions and required documentation. Applicant must include a letter of recommendation from an adult leader (e.g. Military leadership, principal, teacher, school counselor, coach). The adult leader **cannot** be a Family member of the applicant. The letter must include:

a. The applicant's strengths and experiences with the Child & Youth Program, Family Programs Office, military-affiliated, school, and/or community events that would qualify him/her to be a Teen Panel member.

b. Why the applicant will be an asset to the Teen Panel and able to fulfill their Teen Panel responsibilities.

3. Handwritten applications and recommendations will not be considered. The Teen Panel application must be completed on the computer and all required documentations and signatures may be submitted either by e-mail, fax, or mail.

4. Completed paperwork should be sent to:

E-Mail: **(LCYPC e-mail)**
 Fax: **XXX-XXX-XXXX**
 Mail: **(State) National Guard**
 Attn: **LCYPC Name**
Address

5. If you have questions regarding the application or the Teen Panel, please contact **LCYPC Name**, Lead Child & Youth Program Coordinator, at (**LCYPC e-mail**)/XXX-XXX-XXXX or **Alternate if not available**.

Governing Board Members

Descriptions: President –

- Responsible to coordinate and lead all (**State**) Child and Youth Program Teen Council Meetings
- Responsible to attend all National and State-level Symposiums
- Responsible to develop monthly agenda and submit to Lead Child and Youth Program Coordinator at minimum one week prior to the meeting

Vice President –

- Responsible to coordinate and lead all (**State**) Child and Youth Program Teen Council when President is unavailable
- Responsible to keep track of committees developed within the Teen Council and report on their status at each meeting
- Must be willing to attend all National and State-level Symposiums

Secretary/Historian –

- Responsible to maintain the minutes for every (**State**) Child and Youth Program Teen Council Meeting
- Responsible to collaborate each month with the President on the update of the Council's actions for the monthly (**State**) Child and Youth Program Newsletter to be submitted to the (**State**) Lead Child and Youth Program Coordinator.
- Responsible to maintain an accurate e-mail distributions list and phone tree of all members.
- Responsible for the photo documentation of all (**State**) Child and Youth Program Teen Council meetings and events.
- Must be willing to attend all National and State-level Symposiums

Sergeant of Arms –

- Responsible to maintain order during all (**State**) National Guard Child and Youth Program Teen Council Meetings and events
- Responsible to ensure the meetings and events stay on target and time
- Responsible for all (**State**) National Guard Child and Youth Program Teen Council Supplies and supply area
- Must be willing to attend all National and State-level Symposiums

Appendix G – Guidance & Discipline, Touch and Accountability Form

SUBJECT: Guidance & Discipline, Touch, and Accountability of Children/Youth for the Army National Guard Child, Youth and School Services Program within the 54 States, Territories, and District of Columbia

National Guard CYSS Statement of Understanding and Acknowledgement of Discipline/Touch/Child Accountability

This is to acknowledge that I have reviewed the Army National Guard Standing Operating Procedure Guidance & Discipline, Touch, and Accountability of Children/Youth for the Army National Guard Child, Youth and School Services Program within the 54 States, Territories, and District of Columbia. I understand that the SOP outlines policies and procedures in regards to discipline, touching, and accountability within the CYSS program to ensure the safety and well-being of children and youth.

I also understand that it is my responsibility to read, understand, become familiar with, and comply with these standards that have been established.

My signature acknowledges that I have read, understand, and will comply with the SOP on appropriate guidance & discipline, touching, and accountability of children and youth in CYSS programs.

Signature

Date



NATIONAL GUARD BUREAU

111 SOUTH GEORGE MASON DRIVE
ARLINGTON VA 22204-1373

HRS-F

4 October 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Standing Operating Procedure Guidance & Discipline, Touch, and Accountability of Children/Youth for the Army National Guard Child, Youth and School Services Program within the 54 States, Territories, and District of Columbia

1. **PURPOSE:** To provide written standards and policies for ARNG CYSS personnel and to ensure the safety and well being of children in the CYSS program.
2. **SCOPE:** This SOP applies to all persons, paid and non-paid (CYPCs, other paid staff, and volunteers), in contact with children and youth within the CYSS programs.
3. **REFERENCES:**
 - a. AR 608-10, Child Development Services, 15 July 1997.
 - b. AR 608-18, The Army Family Advocacy Program, 30 October 2007.
4. **RESPONSIBILITIES:** CYPCs will ensure that all persons in contact with children/youth in CYSS programs read this SOP and sign the Statement of Understanding and Acknowledgement of the Appropriate Guidance & Discipline, Touching, and Accountability of Children/Youth in CYSS Program SOP (encl 1).
 - a. LCYPCs are responsible for ensuring that all staff and volunteers are familiar with the touch policy and follow appropriate practices.
 - b. LCYPCs are responsible for reporting inappropriate touching to the local authorities.
 - c. CYPCs are responsible for modeling appropriate touching.
 - d. All CYPCs will read this SOP immediately upon employment and annually thereafter and will sign a statement that they have read and understand the policy.
5. **PROCEDURE:** This policy will be read by all CYSS personnel to include CYPCs and volunteers and will be recorded in the employee's or volunteer's individual file.
 - a. **Guidance and Discipline:** The National Guard CYSS guidance/discipline shall be handled in a manner stated in AR 608-10. Helping a child to understand and decide

HRS-F

SUBJECT: Standing Operating Procedure Guidance & Discipline, Touch, and Accountability of Children/Youth for the Army National Guard Child, Youth and School Services Program within the 54 States, Territories, and District of Columbia

what to do, rather than what not to do, is the basis for child guidance. Our role is to meet children's individual needs, thereby assisting them in becoming confident, secure individuals with good problem solving and thinking abilities.

(1) Children/youth need to know the rules of their environment, the choices they are allowed to make, and the consequences of their choices or actions.

(2) Children/youth need to be taught the difference between the positive and negative consequences of their actions.

(3) Children/youth need to be talked with after they've done something inappropriate. They need to know you care about them. The child needs to understand why his/her actions were not acceptable.

(4) "I" messages should be used rather than "No" and "Don't" messages, (e.g., "I like to see...").

(5) A child/youth should never be called "bad." It is not the child/youth who is bad, but the choices the child/youth made were inappropriate. Children/youth act out due to anger, frustration, or when problems in their environment exist, just as adults do. Children/youth need to learn how to control these feelings and to understand that these feelings are normal and not "bad."

(6) Discipline will be constructive in nature, including such methods as diversion, separation of the child/youth from the situation by redirection, praise of appropriate behaviors, and gentle physical restraint (such as holding) when the safety of a child or another person is a concern.

(7) Corporal/physical punishment is not acceptable form of discipline; discipline will never be punitive in nature. No CYSS staff or volunteer has the right or authority to punish a child/youth at any time for any reason.

(8) Appropriate discipline techniques with children focus on guiding, teaching, and supporting children with their problem solving techniques. Appropriate discipline will only be administered by CYPCs and not by volunteers.

(10) A child/youth may not be punished by spanking, pinching, shaking, or other corporal punishment; isolation for long periods, confinement in closets, boxes, or other similar places; binding to restrain movement of mouth or limb; humiliation or verbal

HRS-F

SUBJECT: Standing Operating Procedure Guidance & Discipline, Touch, and Accountability of Children/Youth for the Army National Guard Child, Youth and School Services Program within the 54 States, Territories, and District of Columbia

abuse; deprivation of meals, snacks, outdoor play opportunities, or other program components, i.e., short-term restrictions of the use of specific play materials and equipment, or participation in a specific activity.

b. **Touch:** The CYSS Touch Policy is in accordance with AR 608-10. This policy has been developed to define the boundaries for appropriate and inappropriate touching of children and youth. Positive physical contact is an integral part of developmental/age-appropriate approach to children. Positive physical contact is essential to the emotional and social growth of children. It is important for paid and non-paid staff to clearly understand the difference between children's need for appropriate physical contact in nurturing guidance and touches that infringe on their safety and well-being. Adults involved with children/youth as caregivers, instructors, coaches, mentors, etc. must be mindful of the need to respect the personal space and privacy of children. Boundaries for appropriate and inappropriate touching are established to ensure that CYSS staff and volunteers have a clear understanding of what is acceptable and what is not.

(1) Appropriate touching is positive physical contact that nurtures children and youth and develops a sense of trust and emotional security in their interaction with adults.

(a) Appropriate touching involves recognizing the importance of physical contact to nurturing guidance; adult respect for personal privacy; personal space of children and youth; responses affecting the safety and well-being of the child; and CYSS staff and volunteers modeling appropriate touching.

(b) Appropriate touching includes hugs, reassuring touches on the shoulder, and touches expressively appropriate to instruction, such as those instance where hands-on guidance is needed (includes, but not limited to swimming instruction, where one might require a steadying hand on the back; voice instruction, where one might require a hand placed above the diaphragm; or gymnastics instruction, where one might require steadying hands on the trunk of the body).

(c) Touching may be necessary to ensure the safety of children/youth such as holding a hand while crossing the street (younger children ages 6-7).

(d) The type and degree of physical contact between the staff/adult and child may not violate legal or moral standards of society. They physical contact may not be

HRS-F

SUBJECT: Standing Operating Procedure Guidance & Discipline, Touch, and Accountability of Children/Youth for the Army National Guard Child, Youth and School Services Program within the 54 States, Territories, and District of Columbia

against the desires of the child unless circumstances for the good of the child warrant the physical contact despite the child's wishes (e.g. the safety of the child).

(2) Inappropriate touching involves coercion or other forms of exploitation of children and youth; satisfaction of adult needs at the expense of the child, attempts to change child behavior with physical force when used in anger, or any physical contact that is in violation of the law and cultural norms.

(a) Inappropriate touching includes but is not limited to corporal punishment, slapping, striking, pinching, prolong tickling or fondling, and molestation.

(b) Any physical contact, within reason, that the child/youth describes as making them feel uncomfortable.

(c) Touching should never be punitive or corporal in nature. No squeezing of neck, arms, etc. No arm-twisting, pulling, or jerking of arm. No squeezing of face, as in "look at me."

(d) Physical restraint will not be used unless it is necessary to prevent injury to self or others. CYSS staff or volunteer will attempt to call for help before restraint is used on a child/youth. CYPCs will provide a written description on why physical restraint was necessary. Witnesses will sign written document. Parents will be informed of how and why physical restraint was used on their child/youth.

(e) Inappropriate touching will be grounds of immediate removal of a CYSS staff member or volunteer.

c. Accountability: The Army National Guard CYSS number one CYSS concern is the health and well-being of the children/youth within the CYSS program. CYPCs are responsible for the accountability of the children/youth at all times.

(1) A head count of children/youth will be conducted once event registration has concluded. If a child/youth is not listed on the sign-in sheet, add their name to the sheet. CYPCs will conduct a head count hourly for the duration of the event as well as after all scheduled breaks.

(2) A head count will also be taken before, during, and after transitions to/from field trips, while getting on and off buses, and during any transition between rooms.

HRS-F

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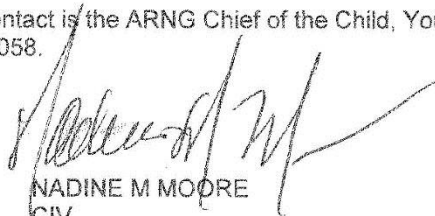
(3) If a child/youth is missing, the CYPCs should be immediately informed. The CYPC should notify the facility's management and/or security to assist with searching for the missing child/youth. Once the facility has been searched and the child/youth has not been found, the CYPC should immediately contact the local authorities, SFPD, and the child's/youth's parents.

(4) When the accountability of a child is in question (a child is missing), this is a direct violation of AR 608-10, 5-17c: "Visual supervision of all children must be maintained at all time. No child will be left unattended at any time indoors or outdoors, asleep or awake." Appropriate, progressive disciplinary action will be taken against all responsible CYSS staff and volunteers.

(5) No one will cover up a lack of supervision incident. CYSS staff and volunteers should bring all incidents in question to the SFPD immediately.

6. CONCLUSION: Both understanding and adherence to the established procedures are vital to the operations of the NG CYSS programs. All CYSS staff, to include CYPCs, other paid staff members, and volunteers will sign the National Guard CYSS Statement of Understanding and Acknowledgement of Discipline/Touch/Child Accountability, Appendix A, annually.

7. POINT OF CONTACT: Point of contact is the ARNG Chief of the Child, Youth and School Services Branch at 703-601-7058.



NADINE M MOORE
CIV

Chief, Family Programs Branch

Appendix H – DA Form 5225 – R

CHILD DEVELOPMENT SERVICES (CDS) MEDICAL DISPENSATION RECORD						MONTH
<small>For use of this form, see AR 608-10; the proponent agency is DCSPER</small>						
<small>(SEE REVERSE FOR PRIVACY ACT STATEMENT)</small>						
NAME OF CHILD	ACTIVITY ROOM	NAME OF SPONSOR		HOME PHONE	DUTY PHONE	
MEDICATION <small>(One per card)</small>	AUTHORIZING PHYSICIAN		MEDICAL FACILITY		TELEPHONE	
INCLUSIVE DATES	DOSAGE	TIME	INSTRUCTIONS: REFRIGERATION <input type="checkbox"/> YES <input type="checkbox"/> NO			
BEGIN _____	_____	_____				
FINISH _____	_____	_____				
* CDS PERSONNEL DISPENSING MEDICINE WILL INDICATE TIME OF ADMINISTRATION AND INITIAL SAME WITHIN EACH TIME BLOCK ON A GIVEN DATE.						
*1 _____	*2 _____	*3 _____	*4 _____	*5 _____	*6 _____	*7 _____
*8 _____	*9 _____	*10 _____	*11 _____	*12 _____	*13 _____	*14 _____
*15 _____	*16 _____	*17 _____	*18 _____	*19 _____	*20 _____	*21 _____
*22 _____	*23 _____	*24 _____	*25 _____	*26 _____	*27 _____	*28 _____
*29 _____	*30 _____	*31 _____				

DA FORM 5225-R, JUL 89 EDITION OF AUG 83 IS OBSOLETE USAPPC V2.00

DATA REQUIRED BY THE PRIVACY ACT OF 1974	
AUTHORITY:	Title 10, United States Code, Section 3013.
PRINCIPAL PURPOSE(S):	To provide sponsor consent for administration of medication, confirm medication dispensation directions, maintain medication records, and identify individuals responsible for dispensing medication.
ROUTINE USES:	No information is to be disclosed outside DOD.
DISCLOSURE:	Disclosure of requested information is voluntary, however, if information is not provided, medication will not be administered.
CDS PERSONNEL AUTHORIZED TO ADMINISTER MEDICATION TO _____ <small>(Child's Name)</small>	
_____	_____
_____	_____
_____	_____
_____	_____
I, _____ hereby authorize the CDS personnel noted above to administer medication in the quantity and manner as requested and release same from all legal claims issued due to injury or illness which may result from such administering. Additional CDS personnel may be designated at the discretion of the CDS Program Director.	
_____	_____
<small>(Date)</small>	<small>(Signature of Sponsor)</small>
DATE	SIGNATURE OF PROGRAM DIRECTOR
<small>REVERSE OF DA FORM 5225-R, JUL 89</small>	
<small>USAPPC V2.00</small>	

Appendix I – DA Form 5671 Parental Consent for Minor

<p>PARENTAL PERMISSION For use of this form, see AR 608-1; the proponent agency is OACSIM.</p>	
<p>SECTION I</p>	
<p>I, _____ <input type="checkbox"/> parent <input type="checkbox"/> guardian, give my permission for _____ (name of child), to volunteer at _____ (name of agency/activity) on _____ (installation) on _____ (date or day of week) from _____ (time).</p> <p>I understand that my child will be performing the following volunteer services.</p> <p>_____</p> <p>_____</p> <p>_____ (Description of volunteer service performed)</p>	
<p>SECTION II - FOR APPROPRIATED FUND ORGANIZATIONS</p>	
<p>I understand _____ (name of child) will be performing as a volunteer and he or she is not, because of these services, an employee of the United States Government or any instrumentality thereof (except for certain purposes relating to criminal conflicts of interest, the Privacy Act, tort claims and workman's compensation coverage concerning incidents occurring during the performance of approved volunteer service as specified in 10 USC Section 1588(d)(1)) and shall receive no present or future salary, wages, or related benefits as payment for these volunteer services.</p>	
<p>TYPED/PRINTED NAME OF PARENT OR GUARDIAN</p>	
<p>SIGNATURE OF PARENT/GUARDIAN</p>	<p>DATE (YYYYMMDD)</p>
<p>SECTION III - FOR NON-APPROPRIATED FUND ORGANIZATIONS</p>	
<p>I understand _____ (name of child) will be performing services as a volunteer and he or she is not, because of these services, an employee of the United States Government or any instrumentality thereof (except for certain purposes relating to tort claims and workman's compensation coverage concerning incidents occurring during the performance of approved volunteer service as specified in 10 USC Section 1588(d)(2)) and shall receive no present or future salary, wages, or related benefits as payment for these volunteer services.</p>	
<p>TYPED/PRINTED NAME OF PARENT OR GUARDIAN</p>	
<p>SIGNATURE OF PARENT/GUARDIAN</p>	<p>DATE (YYYYMMDD)</p>

Appendix J – Volunteer Application

**State National Guard
Youth Program
Adult Volunteer Application**

Please enter all responses via computer. Complete all sections of the application. This is a word document using a protected format. Click directly in the grey-shaded area to begin typing.

Section 1: Applicant Information

Full Name:		Social Security Number:	
Address:	City:	State:	Zip:
Home Phone (with area code):		Cell Phone (with area code):	
Email Address:		Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>	
Command/Unit:	**Age:	Date of Birth (mm/dd/yy):	

- I am a:
- Member of the State National Guard
 - Spouse of a State Guard Member
 - Relative of a State Guard Member
 - Other:

Are you a full-time employee of the (State) National Guard? Yes No

What is your status? AGR Fed Tech ADOS State Employee

References:

If you are not a National Guard Servicemember or related to a National Guard Servicemember, please provide the name, address, and phone number of two individuals that are not related to you for a character reference:

Name	Address	Daytime Phone	Relationship to Applicant

I authorize the National Guard to contact the references above. I understand that misrepresentation or omission of information requested is just cause for non-selection as a volunteer. I waive the right to review these references.

Applicant Signature: _____ Date: _____

Volunteer History:

Organization	Brief Role and Duties	Year

Residency History:

Please list all previous addresses (attach additional sheet if necessary).

Address	City	State	Zip	Years of Residency
				Less than 6 months

Volunteer Certification Form

Have you ever been arrested for or charged with a crime involving a child?

Yes No

Have you ever been asked to resign because of or been decertified for a sexual offense?

Yes No

I, the undersigned, do hereby certify under penalty of perjury, that I have not been convicted in Virginia or any other state or jurisdiction of any crime or disorderly personal offense involving sexual offenses, child molestation, endangering the welfare of children, or incompetence.

I, grant permission to the **(State)** National Guard Youth Program to conduct a background investigation to verify that I do not have a criminal record. I understand that this information will be kept confidential and that it is required to provide protection and a safe environment for the children.

Name:	SSN:		
Address:	City:	State:	Zip:

Signature: _____ Date: _____

Appendix K – Sample AAR

(State) Child and Youth Program
Program Address
Phone #

Date: DD/MM/YYYY Conducted by: (First Name, Last Name), (State) CYPC

AFTER ACTION REPORT

WHAT WAS SUPPOSED TO HAPPEN:

Brief description of what was expected

WHAT DID HAPPEN:

Description of what occurred at event

WHAT WENT RIGHT

- Planning –
- Preparation –
- Execution –

WHAT WENT WRONG

- Planning –
- Preparation –
- Execution –

SUGGESTIONS TO IMPROVE TRAINING:

Suggestions

STAFF:

Persomel at Event

Reviewed by: Name, Position

Photos:

Appendix L – Sample Incident Report

Army National Guard Child and Youth Program

Incident Report

CYPC should have blank incident report available at all Child and Youth events (Camps, Teen Panel, Yellow Ribbon, etc.) All incident reports must be filed with SFPD.

Person Involved in Incident:		
Name:	Age:	
Team:		
Information about the Incident:		
Date of Incident:	Time:	Location of Incident:
Describe what happened, how it happened, factors leading to the event, substances or objects involved. Be as specific as possible.		
Were there any witnesses? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, provide name(s).		
Was the individual injured? If so, describe the injury, the part of body injured and other information known about the resulting injury(s):		
Was medical treatment provided? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Refused		
If so, who and/or where:		
Reporters Information:		
Name of Reporter:	Title:	
Reporter Signature:	Date Report Completed:	

Appendix M – Sample Budget Worksheet

Instruction Sheet for FY-XX

Army National Guard Child, Youth and School Services Program
Worksheet QCYS – Detail

This worksheet details what you received in the past FY, and should record projected Child & Youth Program expenses.

CONTRACT SERVICES

Capture projected costs for all products and services which will be obtained via contract. "Transportation" is either on-site shuttle or single transportation mode for all youth attendees to one location. Youth ITO/ITA expenses are not captured in this section. Any costs captured under "Other" require an explanation on the Comment Sheet.

OFFICE SUPPLIES

Costs for general office supplies (pens, pencils, paper, binders, etc.).

MISSION AND INFORMATIONAL MATERIALS

Non-contract marketing and event support consumables. This does not include training materials.

NEWSLETTERS & PRINTING

Costs associated with printing and distribution of Child & Youth Newsletter and marketing materials (brochures, posters, etc.).

POSTAGE

Costs associated with mail campaigns and Child & Youth information mailed directly to Families.

SUPPORT EQUIPMENT

Costs associated with mobile and off-site support capability of State Youth Coordinator(s), including laptop, WiFi, Aircard and cell phone/Blackberry equipment costs and monthly charges (if not included in their contract). Also includes costs associated with non-contract IT and equipment support to program events (e.g., purchase of digital camera, photo printer, etc.).

TRAINING SUPPORT

Non-contract costs associated with Youth Development or Youth Program Volunteer Training not captured above. Please indicate the purpose of these costs on the Comment Sheet.

YOUTH DELEGATE

ITO/ITA travel expenses associated with State Youth Symposium, Regional Youth Symposium, State/Territory Teen Panel, Guard Teen Panel, National Guard Youth Symposium and National Volunteer Conference attendance for Youth and Youth Program Volunteers. Any ITO/ITA expenses captured here for events outside of the three noted require an explanation on the Comment Sheet. Youth travel to events outside of those listed above is a parental responsibility (e.g., Camps)

YOUTH PROGRAM VOLUNTEER TRAVEL

ITO/ITA travel expenses for Adult volunteers or Teen Junior Counselor associated with support of Youth Development Training and CYSS Training for statutory volunteers.

YOUTH PROGRAM VOLUNTEER BACKGROUND CHECKS

Costs associated with obtaining, and updating, the required background checks for Youth Program

Volunteers.

OTHER

Costs associated with any other expenses not captured above. Any projected expenses captured here require an explanation on the Comment Sheet.

VOLUNTEER AWARDS AND REIMBURSEMENT

Costs associated with Youth Program Volunteer awards, recognition and reimbursement should be included in the QACS/NAF request under the Family Program. We do not get separate Child & Youth NAF funds, but Youth Program Volunteers should be supported and recognized as any other Family Program volunteer.

FY12 C&Y Program Funding Request Worksheet

FYXXXX QCYS Distributions	
Staff & Staff Travel	
Program Support/Events	
Total	

FYXXXX At-A-Glance Summary	
Staff Contract(s)	\$0
Staff Travel	\$0
<i>Contractor Support</i>	\$0
Program Overhead	\$ -
Event Costs	\$0
Teen Delegate Travel	\$0
Youth Volunteer Travel	\$0
<i>Program/Event Support</i>	\$0
Total	\$0

FYXXXX QCYS PLANNED EXPENDITURES

ACCOUNT	QUARTER				TOT. L
	1ST (Oct-Dec)	2ND (Jan-Mar)	3RD (Apr-Jun)	4TH (Jul-Sep)	
CONTRACT SERVICES					\$ -
Speakers					
Instructors/Trainers					
Training Materials					
Event Support (Site, Logistics, etc)					
Event Support (IT Equipment)					
Transportation					
Other					
OFFICE SUPPLIES					\$ -
MISSION AND INFORMATION MATERIALS (Marketing and Event Support Consumables)					\$ -
NEWSLETTER & PRINTING					\$ -
POSTAGE					\$ -
SUPPORT EQUIPMENT (Laptop, Cell Phone/Blackberry for SYC; Event Support Equipment)					\$ -
TRAINING SUPPORT (GPC, non-contract)					\$ -
VOL AWARDS AND EVENTS	Capture Youth Volunteer Costs in QACS/NAF Request				\$ -
VOL REIMBURSEMENT					\$ -
REIMBURSEMENT TO SPT CORE VOLUNTEERS					\$ -
YOUTH DELEGATE (National Symposium/GTP/State Teen Panel) TRAVEL					\$ -
YOUTH PROGRAM VOLUNTEER TRAVEL					
YOUTH PROGRAM VOLUNTEER BACKGROUND CHECKS					\$ -
OTHER					\$ -
QUARTERLY EXPENDITURES:	\$ -	\$ -	\$ -	\$ -	
YEAR TO DATE EXPENDITURES:	\$ -	\$ -	\$ -	\$ -	
QUARTERLY BALANCE					
PERCENTAGE OF FY BUDGET OBLIGATED:					

QCYS - Staffing & Events

Attached is the CYSS Program Funding Request Form. There have been some changes from the previous year's form. Please read this instruction sheet and follow the directions as specified in completing the form.

Please enter the date prepared, and the name of the State Family Program Director completing the form.

1. Number of Service Members that are currently deployed in your state.
2. Number of Service Members scheduled to return home in FY-XX (Past)/XX (Future).
3. Number of Service Members scheduled to Deploy in FY-XX (future).
4. Number of ARNG Children and Youth by age group.
5. Number of CYSS Impacted #1-3 (estimated) - **this should be an estimate of the number of ARNG CYSS that will be impacted by deployments and REFRADs during FY-XX (future).**
6. Number of personnel working within the CYSS program (this includes full and part-time contract or military personnel, but not JFSAP personnel)
7. Status of Personnel working within the CYSS program (total of each), how many are contracted or under Cooperative Agreement.
8. Annual Contract Cost (or Cooperative Agreement Cost) for CYSS Personnel.
Format is DD/MM/YY
9. Proposed Annual Travel for CYSS Personnel
10. Projected CYSS Program Events (number, total and by event category).

Youth Leadership Forums (YLF) are single or multi-day events that provide leadership and collaborative partnership experiences and assist school-aged youth with the development of personal/life skills/resilience. YLFs should include a community service component and a youth feedback piece.

Youth Camps are single and multi-day events which incorporate resiliency training concepts in a camp-like atmosphere for school-aged youth. Activities should include arts, crafts and/or recreational activities and training that help the youth understand the deployment cycle and their parents' service in the National Guard. Camps should include collection of feedback from the youth.

10(1) Cost (total and by event category). **Round to the nearest \$100.**

10(2) Number of CYSS Impacted (total and by event category)

Definitions of each of these categories will be provided to better assist you in placing events in the correct bins.

Number of Statutory Volunteers. **These are youth-specific volunteers, both on-board and your projected need. This will be used, in part, to project and provide funding for background checks. Statutory volunteers must complete a State and FBI fingerprint check. Gratuitous volunteers do not need to complete background checks but must operate under Line of Sight Supervision from a background-checked statutory volunteer or CYPC.**

QCYS Staffing & Events template:

NG Child & Youth Program REQUEST FORM					
DATE:					
STATE: XXXXXXXX					
SFPD NAME:		NGB STATS			
1. Number of Soldiers that are deployed as of this date:					
2. Number of Soldiers scheduled to return in FY10/11:					
3. Number of soldiers Scheduled to deploy in FY11:					
4. ARNG C&Y population		ARNG	ANG		
	0-5	2484	475		
	6-12	3411	762		
	13-18	2772	611		
5. Number of C&Y Impacted by 1-3 (estimated):					
6. Number of paid personnel working within the C&Y program:					
7. Status of Personnel working within the C&Y program (total of each)					
	Full Time Contractor			How Many Hrs/Week	
	Part Time Contractor			How Many Hrs/Week	
	Full Time State Cooperative Agreement			How Many Hrs/Week	
	Part Time State Cooperative Agreement			How Many Hrs/Week	
	Full-Time AGR/ADOS/Technician			How Many Hrs/Week	
	Part-Time AGR/ADOS/Technician			How Many Hrs/Week	
8. Annual Contract Cost (or Cooperative Agreement Cost) for C&Y Personnel					
8a Contract Cost for Primary SYC		8a(1). Contract (or CA) expiration date			
8b Contract Cost for Asst SYC		8b(1). Contract (or CA) expiration date			
8c Contract Cost for Asst SYC		8c(1). Contract (or CA) expiration date			
9. Proposed Annual Travel for C&Y Personnel					
9a Travel Budget for Primary SYC					
9b Travel Budget for Asst SYC					
9c Travel Budget for Asst SYC					
10. Projected C&Y Program Events (number)	0	10(1). Projected C&Y Program Events (cost)	50	10(2). Projected # of C&Y Impacted (# of spaces)	0
10a Youth Leadership Forums		10a(1) Youth Leadership Forums		10a(2) Youth Leadership Forums	
10b Youth Camps (in Partnership)		10b(1) Youth Camps (in Partnership)		10b(2) Youth Camps (in Partnership)	
10c Youth Camps (Independent)		10c(1) Youth Camps (Independent)		10c(2) Youth Camps (Independent)	
10d State Youth Symposium		10d(1) State Youth Symposium		10d(2) State Youth Symposium	
10e State Teen Panel		10e(1) State Teen Panel		10e(2) State Teen Panel	
10f Other (Notate event/initiative type and description in box below)		10f(1) Other (Notate total in box to the right and breakout each for event/initiative type and description in box below)		10f(2) Other (Notate total in box to the right and breakout each for event/initiative type and description in box below)	
11. Number of Adult Youth Volunteers (statutory)					
11a On-board					
11b Projected Need					

EVENT DETAIL

PLANNED EVENT/INITIATIVE

What is the training or event?

MONTH/QUARTER

What Month or Quarter are you projecting to hold the training or event?

TRAINING OBJECTIVES

What is/are the training objective(s) for the event?

PROJECTED PARTNERS

Are you partnering with outside organizations to support/fund this event?

USING QCYS FUNDS?

Will you be using QCYS funds to support this event? What percentage of this event will be funded with QCYS funds? If less than 100%, who else will be funding what elements of the event?

Event Details template:

Planned Event	Month/Quarter	Training	Projected Partners	Using QCYS

CHILD & YOUTH PERSONNEL CONTACT SHEET

While you may have provided this information already, please capture it on this sheet as part of the annual budget and information capture. Please include contact information for all personnel identified in #7 on the QCYS - Staffing & Events Worksheet. Failure to include C&Y Personnel Contact Sheet will result in C&Y Funding Request being returned to you incomplete. **(Please mark with * which CYPC is your Primary)**

Appendix N – Confidentiality Statement/ Volunteer Code of Ethics

Volunteer Confidentiality Statement:

I, the undersigned, do hereby acknowledge that in my volunteer role for the **Army National Guard Child, Youth and School Services Program**, I may have access to confidential information.

I agree that I shall not disclose any such confidential information maintained by the National Guard to any unauthorized person(s), and I will adhere to confidentiality guidelines of the National Guard (available upon request).

I acknowledge and agree that disclosure, by me, of confidential information, obtained by me, at any time, during my service as a volunteer will lead to the termination of my status as a volunteer for the **Army National Guard Child, Youth and School Services Program**.

Volunteer Code of Ethics:

As an **Army National Guard Child, Youth and School Services Program** Volunteer, I am a professional. I realize that I am subject to the same Code of Ethics that binds all professionals within the National Guard. I accept these responsibilities and respect matter of confidentiality.

I understand as a volunteer, I have agreed to work without monetary compensation, with the exception of mileage and per diem, as determined by the National Guard Family Programs Office. Having accepted this position, I will do my work according to the same standard operating procedures as paid staff/contractors are expected to carry out their work.

I believe that all work should be carefully planned and carried out in a professional manner. I will work with the other volunteers to ensure that I am performing the duties expected from me, in a timely and professional manner.

I promise to work with an open mind and be flexible in all situations so that my performance is a benefit to the youth/teens, Families, Service Members and staff/contractors within the National Guard Community.

Volunteer Signature _____ **Date** _____

Print your name _____

Appendix O – CYSS Background Check Requirements and Procedures



CYSS Background Check Requirements and Procedures

- The contractor shall obtain an Army Knowledge Online (AKO) email address for each contractor employee CAC applicant. This can be accomplished by registering as an "Army Guest" at <http://www.us.army.mil>. The sponsor will be the COR or a COR designated individual if the COR is ineligible to serve as an AKO sponsor.
 - Note: If a contractor employee loses the privilege to access AKO, they lose the ability to renew their Common Access Card (CAC). Therefore it is critical that contractor employees maintain their AKO accounts.
- All contract personnel must successfully complete a FBI Fingerprint Check and a State Criminal History Repository Check within 60 days of employment
- All personnel under this task order must complete a National Agency Check with Child Care Inquiries (CNACI), including a state background check for current state of residency and all states live in within the last 5 years
- Contract Company will provide all new hire personnel with appropriate forms prior to first day of employment. The following (*attached*) forms will be completed and provided to the appropriate state security office official upon first day of employment or earliest possible date for the contract personnel or designated government representative. A Birth Certificate is also required.
 - Optional Form (OF) 306, Declaration of Federal Employment
 - Personnel Security Investigation Portal (PSIP) Form
 - DD Form 2875, System Authorization Access Request
 - Birth Certificate
- Per CYSS Contract # W9133L-12-D-005, "actual background checks will be performed and processed through the NGB Security Office (for PM and RAPMs) or the state security office (for CYPCs) and funded by the Government. The Government will receive and adjudicate the results; derogatory results, depending on type and severity based on HSPD-12 and Army requirements." *For L/CYPC's, CNACI's are initiated at the State Security Office, but finalized by the designated Trusted Agent (TA) for the CYSS National Contract at NGB.*
 - Contractor personnel will be notified by and communicate directly with the Army Personnel Security Investigations Center of Excellence (PSI-CoE) team throughout the investigation process.
 - It is the responsibility of the contractor personnel to follow and comply with all instructions regarding background investigation processing, including those provided verbally, by e-mail or via Government system in a timely manner so as not to impede or interfere with the process.
- L/CYPC's must complete required Background Check forms in the Electronic Questionnaire for Investigations Processing (e-QIP) for the National Agency Check with Inquiries (OPM Standard Form 85) with reason for request identified as OTHER and annotated as **CHILD CARE**, and OPM Standard Form 87, "Fingerprint Chart." Fingerprints shall be taken by the State Security Office and together with the OPM Standard Form 85 shall be forwarded to: Federal Investigative Service Division, Federal Investigations Processing Center, Bowers, PA 16018-0618.
 - The results of the background check shall be communicated to the COR, or Trusted Agent designee, through the State Security Office.
 - Response to derogatory information will occur through the COR and contractor.



- Contract personnel will work under Line of Sight Supervision until results are received and adjudicated.
- Derogatory findings may disqualify a contractor from serving in these positions.
- The State Security Office will provide background check results and adjudicated findings to the TASS/COR.
- The TASS/COR will notify the Contractor when derogatory findings disqualify a contract employee.
- CNACI checks will be re-verified every five years; SCHR checks will be re-verified annually.
- Trusted Associate Sponsorship System (TASS): A designated Trusted Agent (TA), which for the purposes of the national CYSS Contract will reside at NGB, must process applications for contractor CACs using TASS and DD Form 2875 as the source document for each contractor employee who meets interim or final credentialing requirements for a CAC. The DD Form 2875 will be used to document and verify presence or submission of the requisite investigation. Upon request, the TA will establish a TASS application account for each CAC request and provide the contractor employee with a USER ID and password, via email, to the company POC (Regional Program Manager) or contractor employee. The contractor employee shall access the TASS account to complete the CAC application (entering/editing contractor information as applicable) at: <https://www.dmdc.osd.mil/tass/>.
- Once a contractor is approved for CAC issue, the information from TASS is transferred to the Defense Enrollment Eligibility Reporting System (DEERS) database. The contractor will receive instructions to report to a Real-Time Automated Personnel Identification System (RAPIDS) station (RAPIDS Site Locator: <http://www.dmdc.osd.mil/rsl/>).
 - At the RAPIDS station, the RAPIDS Verification Officer will verify the contractor by SSN and two forms of identification. Identity source documents must come from the list of acceptable documents included in Form I-9, OMB No. 115-0136, "Employment Eligibility Verification." Consistent with applicable law, at least one document from the Form I-9 list shall be a valid (unexpired) State or Federal Government-issued picture identification (ID). The Identity documents will be inspected for authenticity, scanned, and stored in the DEERS upon CAC issue. The photo ID requirement cannot be waived, consistent with applicable statutory requirements.
 - The contractor, COR or POC shall return issued CACs to the DEERS office upon departure or dismissal of each contractor employee.