



# Department of Defense INSTRUCTION

NUMBER 1342.23

September 29, 1994

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ASD(RA)

SUBJECT: Family Readiness in the National Guard and Reserve Components

- References:
- (a) Executive Order 12606, "The Family," September 2, 1987
  - (b) [DoD Directive 1342.17](#), "Family Policy," December 30, 1988
  - (c) [DoD Instruction 1342.19](#), "Family Care Plans," July 13, 1992
  - (d) [DoD Instruction 1342.22](#), "Family Centers," December 30, 1992
  - (e) Title 10, United States Code
  - (f) Appendices 501-593 of title 50, United States Code

## 1. PURPOSE

This Instruction:

1.1. Implements policy, assigns responsibilities, and prescribes procedures for National Guard and Reserve family programs, consistent with references (a) through (d).

1.2. Does not establish any rights or remedies and may not be relied on by any person, organization, or other entity in an administrative or judicial proceeding or any other forum.

## 2. APPLICABILITY

This Instruction applies to the Office of the Secretary of Defense and the Military Departments, including the Coast Guard by agreement with the Department of Transportation when it is not operating as a Service in the Department of the Navy. The term "Military Services," as used herein, refers to the Army, the Navy, the Air Force, the Marine Corps, and the Coast Guard.

### 3. POLICY

It is DoD policy that the Military Services develop and use policies and procedures to ensure National Guard and Reserve members and their families are prepared and adequately served by the Services' family care systems and organizations for the contingencies and stresses incident to military service.

### 4. RESPONSIBILITIES

4.1. The Assistant Secretary of Defense for Reserve Affairs under the Under Secretary of Defense for Personnel and Readiness shall:

4.1.1. Monitor compliance with this Instruction and maintain cognizance of National Guard and Reserve family programs.

4.1.2. Request that the Military Departments prepare and forward after-action reports on matters bearing on family readiness and problems encountered by the families of members of the National Guard and Reserve during any period in which members of the Reserve components have been ordered to active duty without their consent. These reports would contain detail on such matters as methods for providing support and information, number and type of organizations providing support, number of families supported, use of non-DoD organizations, most significant problems or shortcomings encountered, and particularly successful innovations.

4.2. The Secretaries of the Military Departments concerned and the Commandant of the Coast Guard shall ensure :

4.2.1. Their National Guard and Reserve components are included in Total Force family readiness planning and implementation to include policies, guidance, technical assistance, consultation, and resources (manpower and fiscal) to support the development and implementation of National Guard and Reserve family programs and ensure that Reserve component family readiness plans interface with Active component plans.

4.2.2. National Guard and Reserve family readiness plans are evaluated as part of normal inspection, evaluation, and assistance programs.

4.2.3. Family briefings and processing are included as part of selected

mobilization exercises within the normal mobilization training cycle.

4.2.4. Families of National Guard and Reserve members are informed about the importance of the role of the National Guard and Reserve in the Total Force and of their benefits and entitlements that support them as Reserve service families in peace and Service procedures for obtaining benefits and entitlements in the event of activation.

4.2.5. National Guard and Reserve component members are aware of their responsibility to prepare their families for contingencies resulting from their absences.

4.2.6. Programs are established to assist in the resolution of conflict that arise as a result of or in connection with the Reserve member's military service. Such programs will recognize that participation by family members is voluntary.

4.2.7. A single point of contact is established by position or by appointment in National Guard and Reserve units and activities and in Reserve personnel centers to provide information and referral services and monitor the responsiveness of unit and center functional personnel to the needs of Reserve component family members.

4.2.8. Where a National Guard or Reserve component is the host on a military installation, all requirements of DoD Instruction 1342.22, (reference (d)) about family center services are met.

4.2.9. Ensure the capability to provide basic, service-generic information packages to include information on pay, benefits and entitlements, and a current listing of Service-specific, Department of Defense- wide, and other "1-800" phone numbers for information National Guard and Reserve families may require. This information should be maintained in an easily updatable format for rapid reproduction and distribution when needed.

## 5. PROCEDURES

5.1. Programs to recognize military members, family members, and other volunteers for their efforts in support of Reserve component family readiness programs are strongly encouraged. Volunteers for family support programs shall be covered under Section 1588 of 10 U.S.C. (reference (e)).

5.2. Reserve units shall make available to members who are newly affiliated with the units and their families information programs covering unit activities and family

readiness. These programs should cover such items as:

- 5.2.1. The unit's mission and projected activation scenario.
- 5.2.2. Family care plans requirements under DoD Instruction 1342.19 (reference (c)).
- 5.2.3. Personal affairs checklists.
- 5.2.4. Wills, powers of attorney, and legal questions.
- 5.2.5. Financial management, pay, and allotments.
- 5.2.6. Identification cards and Defense Eligibility Enrollment and Reporting System enrollment.
- 5.2.7. Medical and dental care; e.g., how to access.
- 5.2.8. Benefits and entitlements information.
- 5.2.9. Emergency points of contact.
- 5.2.10. Employment and/or Reemployment rights.
- 5.2.11. Predictable psychological strains associated with military service.
- 5.2.12. The unit's point of contact for support or networking groups.
- 5.2.13. The provisions of Appendices 501-593 of 50, U.S.C. (reference (f))--Soldiers' and Sailors' Civil Relief Act.
- 5.2.14. Availability of child care facilities and options.
- 5.2.15. Other information to meet local needs. Information on these items shall be reinforced on an annual basis by briefings, family day activities, newsletters, or other informational materials. The Reserve personnel centers for each Service shall communicate the informational items, in subsection 5.2., above to non-unit assigned members of the Ready Reserve.

5.3. Commanders at all levels are encouraged to support Total Force joint-Service family readiness efforts in maximizing regional cooperation, planning, and information sharing. Capabilities resident in the Military Services, other Federal Agencies, State

and local agencies, and volunteer organizations should be used to assist with personal emergencies, in the event of natural or other disasters, and mobilization. Local and national helping agencies should be consulted regularly.

5.4. To support family readiness in the Reserve components, training programs shall be developed and conducted for National Guard and Reserve members, staff, and volunteers supporting family readiness programs.

5.5. Family support groups and family sponsorship programs should be encouraged and supported.

## 6. EFFECTIVE DATE

This Instruction is effective immediately.

A handwritten signature in black ink, appearing to read "Deborah R. Lee". The signature is fluid and cursive, with a large initial "D" and "L".

Deborah R. Lee  
Assistant Secretary of Defense for  
Reserve Affairs