

DEPARTMENT OF DEFENSE
HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND
2834 GREEN BAY ROAD, NORTH CHICAGO, ILLINOIS 60064-3094

USMEPCOM Regulation
No. 608-1

30 August 2004

Effective: 30 September 2004

Personal Affairs
USMEPCOM WELLNESS AND READINESS PROGRAM

FOR THE COMMANDER:

OFFICIAL:

D. R. O'Brien
Deputy Commander/Chief of Staff

/SIGNED/

SALLY J. HALL
Lieutenant Colonel, United States Army
Command Executive Officer

DISTRIBUTION:

A (Electronic only publication)

Summary. This regulation establishes policies and procedures for the United States Military Entrance Processing Command's (USMEPCOM) Wellness and Readiness (WR) program. It also establishes USMEPCOM Form 608-1-1-R-E (Contact Information Record), USMEPCOM Form 608-1-2 (Certificate of Volunteer Appreciation), USMEPCOM Form 608-1-3 (Silver Certificate of Volunteer Appreciation), USMEPCOM Form 608-1-4 (Gold Certificate of Volunteer Appreciation), and USMEPCOM Form 608-1-5 (Freedom Certificate of Volunteer Appreciation).

Applicability. This regulation applies to USMEPCOM military and civilian personnel.

Supplementation. Supplementation of this regulation is prohibited without prior approval from Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM), ATTN: MHR-WR, 2834 Green Bay Road, North Chicago, IL 60064-3094.

Suggested improvements. The proponent agency of this regulation is HQ USMEPCOM, ATTN: MHR-WR. Users are invited to send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms), or memorandum, to HQ USMEPCOM, ATTN: MHR-WR, 2834 Green Bay Road, North Chicago, IL 60064-3094.

Management control process. This regulation contains management control provisions and provides a management control evaluation checklist, in appendix B, for use in conducting management controls.

*This regulation supersedes USMEPCOM Policy Memorandum 6-4, 22 January 2004.

Contents

	Paragraph	Page
Chapter 1		
Introduction		
Purpose	1-1	1-1
References	1-2	1-1
Explanation of abbreviations	1-3	1-1
Responsibilities	1-4	1-1
Objectives	1-5	1-2
Initiatives	1-6	1-2
WR program participation and service delivery	1-7	1-2
Program publicity	1-8	1-3
Management control evaluation checklist	1-9	1-3
Chapter 2		
Symposia		
Sector and HHC requirements	2-1	2-1
HQ USMEPCOM requirements	2-2	2-1
Reimbursement for family members	2-3	2-1
Chapter 3		
Readiness Support Group		
Definition	3-1	3-1
Program procedures	3-2	3-1
Commander responsibilities (HHC, sector, MEPS)	3-3	3-1
Authorized support	3-4	3-2
Chapter 4		
Volunteer Management		
Introduction	4-1	4-1
Definition of a volunteer	4-2	4-1
Supervising volunteers	4-3	4-1
DA Form 4713 (Volunteer Daily Time Record)	4-4	4-1
DA Form 4162 (Volunteer Service Record)	4-5	4-1
Awards and recognition	4-6	4-1
Chapter 5		
Family Assistance Programs		
Financial Readiness Program	5-1	5-1
Relocation Readiness Program	5-2	5-1
Information and Referral Program	5-3	5-1
Family Advocacy Program	5-4	5-2
Exceptional Family Member Program	5-5	5-2
Readiness Leadership Development Program	5-6	5-3
Appendixes		
A. References		
B. Management Control Evaluation Checklist – Wellness and Readiness Program		
Glossary		

Chapter 1 Introduction

1-1. Purpose

This regulation provides guidance for the United States Military Entrance Processing Command (USMEPCOM) Wellness and Readiness (WR) Program.

1-2. References

References are listed in appendix A.

1-3. Abbreviations

Abbreviations used in this regulation are explained in the glossary.

1-4. Responsibilities

a. Commander, USMEPCOM, will establish policy and ensure coordination and integration of the WR program.

b. Chief, Wellness and Readiness Division, will—

- (1) Provide advice and assistance to the USMEPCOM commander on WR issues.
- (2) Formulate policy.
- (3) Ensure military and civilian personnel and their families are informed of the policy in this regulation.
- (4) Ensure services are developed based on MEPS-specific needs and mission requirements.
- (5) Use existing resources, information, and services to the greatest extent possible. Make sure services and activities collaborate and coordinate with each other and other Federal, state, and civilian agencies and national nonprofit organizations.
- (6) Provide assistance in developing training opportunities for HQ USMEPCOM personnel and volunteers.
- (7) Consolidate results of needs assessments completed by each MEPS to provide guidance to command and identify additional resource requirements.

c. Sector commanders will—

- (1) Ensure each MEPS has a viable and adequately funded readiness support group.
- (2) Ensure compliance of all requirements is according to this regulation and HQ USMEPCOM policy.
- (3) Appoint a liaison.

d. Sector liaison will—

- (1) Refer commandwide problems or questions through command channels for resolution.
- (2) Disseminate information to MEPS.

(3) Compile information for submission to HQ USMEPCOM (MHR-WR), 2834 Green Bay Road, North Chicago, IL 60064-3094.

e. HHC commander and MEPS commander will—

- (1) Establish priorities and allocate resources to meet needs.
- (2) Monitor and evaluate readiness support groups.
- (3) Ensure all volunteer and readiness support group documentation is maintained.
- (4) Establish and maintain a good working relationship between local military and civilian agencies.
- (5) Complete the management control evaluation checklist for the WR program.

1-5. Objectives

The objectives of the command's WR program are to—

- a. Provide services that promote self-sufficiency, resiliency, stability, and readiness to all USMEPCOM personnel and their family members.
- b. Create readiness support groups at each MEPS and HHC, with members actively involved in solving problems, creating excellence, and pursuing personal growth and learning.

1-6. Initiatives

- a. All leaders have a responsibility to support, encourage, and implement programs that improve the living and working environment of our service members and their families. This regulation consolidates the general program guidance that will aid commanders, staff members, volunteers, family members, military members, and civilian employees in developing and operating family life programs.
- b. HHC, sectors, and MEPSs are encouraged to develop additional programs that meet the needs of their commands. Requests to implement new programs not prescribed in this regulation and suggestions to improve the quality of any WR program should be sent to HQ USMEPCOM (MHR-WR), 2834 Green Bay Road, North Chicago, IL 60064-3094.

1-7. WR program participation and service delivery

a. Composition. The WR program is composed of planned programs or activities that meet the needs and interests of commanders, service members, family members, and civilian employees.

b. Participation. Participation in the WR programs by service members and their family members is in an individual versus official delegate capacity.

c. Service delivery. Deliver the services using the following methods:

- (1) Wellness symposia
- (2) Readiness support groups
- (3) Volunteer management

(4) Family assistance programs

(5) Readiness Leadership Development Program

1-8. Program publicity

Publicize the WR program to make commanders, staff, and all eligible participants aware of the services offered. Publicize using all available media (e.g., bulletin boards, newsletters, command information classes, websites, conference calls, teleconferencing, telephone trees, readiness support groups, and training conferences). Additional formats may be developed to enhance communication.

1-9. Management control evaluation checklist

This regulation contains management control provisions and provides a management control evaluation checklist in appendix B.

Chapter 2 Symposia

2-1. Sector and HHC requirements

- a. Coordinate an annual conference to identify quality of life issues that pertain to USMEPCOM personnel and their family members.
- b. Establish training sessions for participants.
- c. Recruit delegates representing all personnel and their family members.
- d. Follow guidelines for issue submission to HQ USMEPCOM.

2-2. HQ USMEPCOM requirements

- a. Establish funding authorizations and guidance.
- b. Establish timelines and guidelines for submissions.
- c. Provide on-site assistance and training.
- d. Implement an annual HQ symposium to consolidate issues for forwarding to the Department of the Army (DA). Ensure there is representation from HQ USMEPCOM, HHC, and each sector and cluster.
- e. Monitor active issues.
- f. Publish the status of all issues.

2-3. Reimbursement for family members

- a. Invitational travel orders (ITOs) may be issued for family delegates traveling from outside the local area. Reimbursement for meals and lodging expenses incurred are subject to Joint Federal Travel Regulation, volume I, provisions.
- b. Family delegates from the local area can only be reimbursed for meals while attending working breakfasts, luncheons, and/or dinners. Meals may be purchased using discretionary funds. The cost of each working meal will not exceed the allowable meal per diem rate for that particular meal.
- c. Other family members participating as delegates may not have their meals purchased with appropriated funds.

Chapter 3

Readiness Support Groups

3-1. Definition

A readiness support group is an organization of family members, volunteers, civilian employees, and military members belonging to MEPS or HHC that together provide information and assistance to others in the group. It provides a network of communication and a climate of mutual support within the group.

3-2. Program procedures

a. The basic goals include social support, communication system, and well-being activities.

(1) Assist with the collection of local information used in either the welcome packet or the Standard Information Topic Exchange Service (SITES) website.

(2) Develop quarterly official newsletters including HQ USMEPCOM and sector information and distribute to personnel and families.

(3) Establish a communication system and update quarterly.

(4) Establish an emergency plan to assist personnel. The plan will include responses to assist families with personal crises (e.g., serious illness of a relative) and will include referrals to either a servicing military installation Family Center or the Information and Referral Contractor. Document contacts on a USMEPCOM Form 608-1-1-R-E (Contact Information Record) and maintain in accordance with (IAW) AR 25-400-2 (pars. 6-2 and 7-1), under file number 608-1b, Army Community Service (ACS) program—ACS registration cards. Disposition instructions at appendix A, section VI.

(5) Coordinate team-building activities on a quarterly basis, and invite all eligible personnel and family members.

(6) Establish a program to recognize spouses. At a minimum, the program will formally recognize spouses upon arrival and prior to departure.

b. Additional programs may be established in cooperation with community and military agencies (refer to par. 1-6).

3-3. Commander responsibilities (HHC, sector, MEPS)

a. Designate a volunteer coordinator and other volunteers to support the WR program.

b. Complete appointment orders, a Gratuitous Service Agreement, and DD Form 2793 (Volunteer Agreement for Appropriated Fund Activities & Non Appropriated Fund Instrumentalities).

c. Determine an operating budget or other funding sources for the readiness support group.

d. Provide administrative support, use of official mail, and reimbursement of incidental expenses under pre-approved circumstances.

e. Provide workspace and administrative needs (such as paper, pencils, computer, e-mail, telephone).

f. Promote understanding and visibility of the readiness support group.

g. For each volunteer, ensure a file record is maintained IAW AR 25-400-2 (pars. 6-2 and 7-1), under file number 608-1a6, Army Community Service (ACS) program—Volunteer service records. Disposition instructions are in appendix A, section VI.

3-4. Authorized support

Appointed readiness support group volunteers are sanctioned as official volunteers under Title 10, United States Code, section 1588. This legislation allows USMEPCOM to accept volunteers in MEPS and readiness support group programs. These officially sanctioned volunteers are considered Federal employees for liability issues. They are authorized certain kinds of support and, where budgeted for and approved by the commander, can have certain expenses that arise as a result of their volunteer service reimbursed with readiness support group generated funds. Authorized support falls into two categories: appropriated funds and readiness support group generated funds, depending on command approval and availability.

a. There are several types of appropriated funds support to volunteers, with command planning and approval that can be provided.

(1) Official mail. Volunteers are authorized to use official mail. It must be for an official, mission-related purpose and be approved by the command. Official mail cannot be used to send social items such as recipes, birth announcements, bowling league scores, or information about revenue-producing items or events.

(2) Readiness Support Group newsletters. The newsletter will contain official information only. Official information relates to command and mission-essential information that the commander believes families should have to be better informed. This includes information about available WR program services, the MEPS, benefits, sponsored activities, and programs and services available. They should be limited to a maximum of 16 printed pages and may be printed in color using available Government printers.

(3) Government facilities. Volunteers may use Government facilities including dedicated office space, desk (or desk drawers if more than one volunteer uses the same desk), equipment, supplies, telephones, and computer and internet access needed to accomplish their assigned duties.

(4) Government vehicles. An appointed volunteer may ride in a Government-owned vehicle when all of the following circumstances exist:

(a) The commander determines that the use of the vehicle is for official purposes and that failure to provide such use would have an adverse effect on the service member's morale.

(b) The vehicle is driven by a Government employee who is acting in his or her capacity as a Government employee and who possesses a valid license to operate the vehicle.

(c) The use of the vehicle can be provided without detriment to the accomplishment of the unit's needs.

(d) The volunteer has been given a written job description that includes the specific duties that will be performed while using the Government-owned vehicle.

(e) In reference to transportation of volunteers, official purposes include providing services, attending planning meetings and conferences, and serving as a consultant.

(f) Providing transportation support to volunteers will not be used as justification to request additional vehicles.

(5) **ITOs.** ITOs are not authorized for volunteers in their capacity as volunteers. However, ITOs can be authorized for volunteers performing a direct service for the Government. These volunteers may include experts, consultants, and other advisors who must travel to confer with Government officials in connection with the performance of that service (e.g., symposia). ITOs may not be issued solely for the purpose of obtaining training. Reimbursement can be made from appropriated funds, depending on command approval and availability.

(6) **Reimbursement of incidental expenses.** Commanders are authorized to use appropriated funds or nonappropriated funds to reimburse readiness support group leaders and designated official volunteers for out-of-pocket costs like child care, telephone costs, and similar expenses. Procedures for reimbursement of incidental expenses are included in ARs 608-1 (Army Community Service Center) and 215-1 (Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities). Reimbursements depend on command approval and availability of funds.

b. Readiness support groups are authorized to host fund-raising events to raise informal funds to support readiness support group activities. There is not a requirement to get private organization status and approval if their fund does not exceed \$1,000.

c. Proposed programs not specifically covered by this regulation will be submitted to HQ USMEPCOM (MHR-WR) for approval by the Commander, USMEPCOM, prior to the expenditure of funds (see par. 1-6).

Chapter 4 Volunteer Management

4-1. Introduction

Volunteerism is a tradition within all services. Volunteers play a particularly important role within USMEPCOM because of the unique difficulties personnel and their families may encounter.

4-2. Definition of a volunteer

Any person who provides voluntary service or time in support of WR program. Volunteers do not receive any monetary reimbursement for service or time donated to support the WR program. Active duty or civilian personnel who also perform volunteer work must do so outside of normal working hours.

4-3. Supervising volunteers

Follow established procedures in AR 608-28 (Handbook on Volunteers in Army Community Service).

4-4. DA Form 4713 (Volunteer Daily Time Record)

Each volunteer will maintain a record of hours volunteered and filed under 608-1a6, Army Community Service (ACS) program—volunteer services records. Disposition instructions are under section VI, appendix A. Volunteer credit hours will be entered on DA Form 4713 (Volunteer Daily Time Record) for the appropriate day and month that the volunteer worked. Monthly figures will be totaled at the end of the calendar year, entered on the volunteer's permanent service record, and submitted to HQ USMEPCOM.

4-5. DA Form 4162 (Volunteer Service Record)

Document the volunteer hours earned, jobs performed, and training and recognition received on DA Form 4162 (Volunteer Service Record) for each volunteer. The DA Form 4162 will assist in establishing eligibility for awards under file 608-1a6, ACS program—volunteer services records. Disposition instructions are under section VI, appendix A.

4-6. Awards and recognition

Awards will be presented annually based on credit hours and level of contribution as indicated below. Certificates will be issued by HQ USMEPCOM only and will require verification of volunteer service using DA Form 4713. Additional tokens of appreciation (such as plaques) may be provided depending on the magnitude of the contribution and availability of informal funds. Monetary awards are not authorized for volunteers.

a. Civilian volunteers (includes DA civilians and family members)

(1) **USMEPCOM Form 608-1-2 (Certificate of Volunteer Appreciation).** Criteria for this award is 25-250 hours.

(2) **USMEPCOM Form 608-1-3 (Silver Certificate of Volunteer Appreciation).** Awarded for significant contribution to WR Programs. Criteria for this award is 250-500 cumulative hours.

(3) **USMEPCOM Form 608-1-4 (Gold Certificate of Volunteer Appreciation).** Awarded for substantial contribution to WR Programs. Criteria for this award is 500 plus cumulative hours.

(4) **USMEPCOM Form 608-1-5 (Freedom Certificate of Volunteer Appreciation).** Awarded for outstanding service to WR Programs. Criteria for this award is 3,700 cumulative hours or 5 years volunteer service.

b. Military volunteers. Follow procedures established in USMEPCOM Regulation 600-23 (USMEPCOM Military Personnel Program).

Chapter 5 Family Assistance Programs

5-1. Financial Readiness Program

- a. Personnel and family members needing debt liquidation, investment information, check writing classes, or emergency relief services will be referred to the appropriate agency.
- b. Primary agency is the Information and Referral Contractor for online, telephonic, and counseling support.
- c. Additional agencies may include:
 - (1) American Red Cross
 - (2) Nearest military installation family support center
 - (3) Military Relief Society
 - (4) Consumer credit agencies

5-2. Relocation Readiness Program

- a. Loan kit.
 - (1) Each MEPS will maintain a loan kit to support military and civilian personnel and their family members during relocations or emergencies. The loan kit will also be made available to support recruiting commands personnel.
 - (2) Each MEPS will establish procedures for issuing equipment; replacing broken, damaged, or missing equipment; and completing an inventory.
- b. Sponsorship.
 - (1) Follow procedures established in USMEPCOM Regulation 600-23, chapter 4.
 - (2) Establish a system to include welcome packet information on the SITES. Update local information on a quarterly basis. Forward SITES information to incoming personnel as established in USMEPCOM Regulation 600-23.

5-3. Information and Referral Program

- a. HHC and each MEPS will establish a listing of civilian and military agencies to assist families in a variety of situations. The listing will be updated annually and used for making referrals.
- b. Primary agency is the Information and Referral Contractor.
- c. Additional agencies may include:
 - (1) The American Red Cross
 - (2) The American Legion

- (3) Emergency services
- (4) Chaplains and counseling
- (5) Chamber of Commerce
- (6) United Services Organization
- (7) TRICARE
- (8) Servicing military installation family center and family advocacy program

5-4. Family Advocacy Program

a. HHC and each MEPS will establish procedures with the servicing installation to ensure compliance with regulations including:

- (1) Annual training in the prevention of domestic violence.
- (2) Commander briefing upon assumption of command.
- (3) Participation in case review committees.
- (4) Reporting procedures for suspected abuse.
- (5) Procedures for making referrals to the servicing family advocacy program.

b. HHC and each MEPS will complete incident reports IAW USMEPCOM Regulation 5-5 (Security, Safety, and Special Programs).

c. HQ USMEPCOM will develop additional family advocacy training opportunities for commanders and first sergeants.

5-5. Exceptional Family Member Program

a. Military personnel and their family members needing assistance in any situation related to special medical or educational services will be referred to the appropriate agency. Exceptional Family Member Program personnel are available at military family centers or military treatment facilities.

b. Recommended resources.

- (1) Department of Defense Exceptional Family Member Connections website.
- (2) Military Assistance Program website.
- (3) TRICARE website.
- (4) SITES website

c. Additional community resources, including medical professionals and schools, will be available to all personnel and family members in compliance with public laws.

d. Community resources will be listed on the SITES website (see pars. 3-2 and 5-2 above).

5-6. Readiness Leadership Development Program

a. The Readiness Leadership Development Program is a commander's program designed to enhance personal and family preparedness by providing education and training in a wide variety of knowledge, skills, and behaviors intended to significantly enhance overall readiness.

b. HQ USMEPCOM will establish core materials, training formats, and funding sources.

Appendix A References

Except where otherwise indicated below, the following publications and forms are available on their service or agency Web sites:

Department of Defense (<http://www.defenselink.mil/pubs>)

Army (<http://www.usapa.army.mil>)

Marine Corps (<http://www.usmc.mil/marinelink/ind.nsf/publications>)

Navy (<http://neds.nebt.daps.mil/>)

Air Force (<http://www.e-publishing.af.mil>)

Coast Guard (<http://www.uscg.mil/hq/g-wk/g-wkh/g-wkh-1/pubs/pubs.direct.htm>)

USMEPCOM (MEPNET (<https://mepnet.mepcom.army.mil>) or Web (<http://www.mepcom.army.mil>))

GSA and Standard Forms (<http://www.gsa.gov/Portal/gsa/ep/home.do?tabId=0>)

Section I (The publications needed to comply with this regulation.)

Required Publications

AR 608-1

Army Community Service Program. Cited in paragraph 3-4a(6).

JFTR, Volume I

Joint Federal Travel Regulation - Uniformed Service Members. Cited in paragraph 2-3a.

USMEPCOM Reg 5-5

Security, Safety, and Special Programs. Cited in paragraph 5-4b.

USMEPCOM Reg 600-23

USMEPCOM Military Personnel Program. Cited in paragraphs 4-6b, 5-2b(1) and (2), B-4d(1), and B-4f(4) and (5).

Section II (These publications are a source of additional information. Users may read them to better understand the subject, but do not have to read them to comply with this regulation.)

Related Publications

AR 25-400-2

The Army Records Information Management System (ARIMS). Cited in paragraphs 3-2a(4) and 3-3g.

AR 215-1

Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities. Cited in paragraph 3-4a(6).

AR 608-75

Exceptional Family Member Program. Cited in paragraph B-4f(1).

Section III (Publications prescribed by this regulation.)

Prescribed Publications

None

Section IV (The forms needed to comply with this regulation.)

Required Forms

None

Section V (The forms prescribed by this regulation.)
Prescribed Forms

USMEPCOM Form 608-1-1-R-E

Contact Information Record. Cited in the summary section on the title page and paragraph 3-2a(4).

USMEPCOM Form 608-1-2

Certificate of Volunteer Appreciation. Cited in the summary section on the title page and paragraph 4-6a(1).

USMEPCOM Form 608-1-3

Silver Certificate of Volunteer Appreciation. Cited in the summary section on the title page and paragraph 4-6a(2).

USMEPCOM Form 608-1-4

Gold Certificate of Volunteer Appreciation. Cited in the summary section on the title page and paragraph 4-6a(3).

USMEPCOM Form 608-1-5

Freedom Certificate of Volunteer Appreciation. Cited in the summary section on the title page and in paragraph 4-6a(4).

Section VI (The file numbers this regulation prescribes for the user to file specific documents.)
Prescribed File Numbers

608-1

Army Community Service (ACS) program—ACS registration cards. Cited in paragraph 3-2a(4).

KE6. Event is on transfer, separation, or retirement of individual. Keep in current file area until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

608-1a6

Army Community Service (ACS) program—volunteer service records. Cited in paragraphs 3-3g, 4-4, and 4-5.

KE6. Event is upon transfer or separation. Keep in current file area until event occurs and then until no longer needed for conducting business, then return to volunteer upon transfer or separation.

Appendix B

Management Control Process Assessment Checklist – Wellness and Readiness Program

B-1. Function

This checklist is for the evaluation of the Wellness and Readiness Program at USMEPCOM.

B-2. Purpose

This checklist will assist personnel (commanders, directors, special staff, and managers) in evaluating the key controls in the management control process. It does not cover all the controls. The desired outcome is a sound, well-maintained management control environment.

B-3. Instructions

Answers must be based on the actual testing of key management controls (for example, document analysis, direct observation, sampling, simulation, other). Answers that indicate deficiencies must be explained. A corrective action plan must be indicated in the supporting documentation. The controls must be formally evaluated every 2 years. Certification that this evaluation has been conducted must be accomplished on DA Form 11-2-R (Management Control Evaluation Certification Statement).

B-4. Test questions

a. Program publicity

(1) Official newsletters are printed on Government equipment, e-mailed, or accessible on USMEPCOM website.

(2) Contact roster is established and updated quarterly.

(3) Readiness support group is formally established.

b. Resources

(1) Annual assessments completed and maintained on file.

(2) Operating budget established for the readiness support group.

(3) Requests for funding providing additional resources completed.

c. Symposia

(1) Global Quality of Life issues are forwarded to sector for consideration in annual symposium.

(2) MEPS provide delegates to participate in annual symposium.

(3) Family delegates were placed on ITOs to attend symposium.

d. Readiness support groups

(1) Relocation information provided to all incoming personnel IAW USMEPCOM Regulation 600-23.

(2) MEPS and readiness support group information is included in quarterly newsletter.

- (3) Contact roster is established and updated quarterly.
- (4) Emergency plan established.
- (5) Contact Information Records are maintained in a central location.
- (6) Quarterly team building activities are documented.
- (7) All volunteers are on appointment orders. Each volunteer has a file that includes all required documents.
- (8) Operating budget established for the readiness support group.
- (9) Volunteer coordinator has established workspace and administrative support.
- (10) Appointed volunteers have official email addresses. All correspondence is made using official e-mail accounts.

e. Volunteer management

- (1) Each volunteer position has a job description established.
- (2) Annual volunteer recognition events scheduled.
- (3) Each volunteer has hours documented on DA Form 4713.
- (4) Total volunteer hours submitted to HQ USMEPCOM.
- (5) Each volunteer has an established DA Form 4162 (Volunteer Service Record).
- (6) Volunteer awards documented on DA Form 4162.

f. Family assistance programs

- (1) Current listing of support agencies is developed to support financial, relocation, information and referral, Exceptional Family Member Program (AR 608-75), and family advocacy programs.
- (2) Relocation loan kit is complete and maintained on site.
- (3) Relocation loan kit procedures established to include replacement of damaged/missing items.
- (4) All incoming personnel are contacted IAW USMEPCOM Regulation 600-23.
- (5) All incoming personnel receive a welcome packet IAW USMEPCOM Regulation 600-23.
- (6) Procedures are established with servicing installation Family Advocacy Program to ensure compliance.
- (7) Incident Reports involving domestic violence issues submitted on STARNET.
- (8) All military personnel have received mandatory education in the prevention of domestic violence.

B-5. Comments

Submit comments on this inspection program through your sector to HQ USMEPCOM, (MHR-WR).

B-6. DA Form 11-2-R (Management Control Evaluation Certification Statement). Use DA Form 11-2-R to document management control evaluations.

Glossary

ACS

Army Community Service

AR

Army regulation

DA

Department of the Army

HCC

Headquarters and Headquarters Company

HQ USMEPCOM

Headquarters, United States Military Processing Command

IAW

in accordance with

ITO

invitational travel order

MEPS

military entrance processing station

SITES

Standard Information Topic Exchange Service

USMEPCOM

United States Military Entrance Processing Command

WR

wellness and readiness