



FAMILY READINESS

**SOUTH DAKOTA NATIONAL GUARD
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SDPE-SFS-FP

30 March 2009

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Letter of Instruction – TY 09 Funding of Deployment Cycle Support and Reintegration (Yellow Ribbon) Events

1. This memorandum is to serve as your initial funding guidance to accurately plan for and compensate the Soldier or their families attending events associated with the Deployment Cycle Support (DCS). Detailed instructions will be published prior to each event to further clarify the funding of that specific event. The TY 09 funding from the Family Programs Office for the Deployment Cycle Support Events is primarily to be used for the Families of the Soldiers participating in the event.
2. The DCS and the events associated with the cycle align with the ARFORGEN Model. DCS is broken down by Pre Alert, Alert/Pre Deployment, Deployment, and Post Deployment/Reintegration. The DCS cycle is very similar to the M-4, -3, -2, -1 and M concept used in ARFORGEN Model and our events compliment the Soldiers' Family and the Soldier as they concurrently proceed through these deployment processes.
3. Our DCS events are typically one or two day events. The number of days to execute an event is based on the size of the unit. Here are the general guidelines to use for planning and orders accomplishment for the DCS events. Actual start times will be determined by the Unit Commander/Representative and Yellow Ribbon/Event Coordinator.
 - a. One Day Events.
 1. 4-8 hours.
 2. Start times are generally 0900 hrs.
 3. Overnight lodging available to Spouse/Family Members (FM) for one night (for those residing over 50 miles)
 4. Soldiers are on IDT status and are governed by normal NG/JTR mileage/per diem policies
 5. Spouse or one Family Member per Soldier – Invitational Travel Orders (ITO) (POV Mileage/Per Diem enroute) (for those residing over 50 miles)
 6. Out of state Spouse and/or one Family Member are authorized POV mileages not to exceed the cost of common carrier.

- b. Two Day Events:
 - 1. 12-15 hours.
 - 2. Start times are generally 0800 hrs.
 - 3. Overnight lodging available to Spouse/FM for two nights (for those residing over 50 miles)
 - 4. Soldiers are on IDT status and are governed by normal NG/JTR mileage/per diem policies
 - 5. Spouse or one FM – ITO (POV Mileage/Per Diem enroute) (for those residing over 50 miles)
 - 6. Out of state Spouse and/or Family Member are authorized POV mileage not to exceed the cost of common carrier

4. Coordinating Instructions:

- a. Child care is provided during the hours of actual training. Drop off for children is normally ½ hour prior to and pick up is ½ hour after scheduled training.
- b. The Family Programs Office will be responsible for coordinating and publishing Spouses and Family member ITO for a given event. Per Diem voucher responsibilities follow the same guidelines as the orders process.
- c. The unit involved will be responsible for requesting/publishing orders for their single Soldiers involved in the event, using a Family Program assigned fund-cite. Family Program Office will provide Soldiers details for orders NLT 1 week prior to the event.
- b. Married Soldiers needing TDY orders and funding will be the responsibility of the unit. The unit is responsible for coordinating funds for these Service Member's orders. (Note: Married Soldiers' spouses are on per diem and provided POV miles by Family Programs).
- c. Rear detachment personnel may be asked to provide administrative assistance based on the size of unit involved in the event.

5. The intent of our DCS Events is to provide our Soldiers and their Families a robust, preventive, proactive support program and ensure a continuum of care throughout the entire deployment cycle. We will work with Commanders and their Families to achieve this end state in a financially fair, legal and ethical manner.

6. POC for this LOI is the undersigned at 605-737-6728.

/s/
TIMOTHY P. MORAN
LTC, MP, SDARNG
State Family Programs Director