



DEPARTMENTS OF THE ARMY AND AIR FORCE
JOINT FORCE HEADQUARTERS WISCONSIN
WISCONSIN NATIONAL GUARD
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WIJS-J1-FAM

3 February 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Wisconsin National Guard Family Program Conference

1. The Family Program Conference is 9-11 April 2010 at the Patriot Center in Wausau, Wisconsin. This year's theme is "*Full sTEAM Ahead.*" The theme relates to Family Readiness Group (FRG) volunteers and the volunteer forces that work everyday to fight for our freedom. The purpose of this conference is to familiarize attendees with the State Family Program and improve personal and family preparedness and enhance the readiness of the Wisconsin National Guard. This conference is open to WI state leadership, family program military points of contact and family program volunteers. Conference registration is from 4 p.m. to 7 p.m., Friday, 9 April 2010.
2. The State Family Program Office must receive the attached registration no later than **7 March 2010**. Attendees must select which breakout sessions they would like to attend. Please fill out *the appropriate section (attendee or spouse) of the breakout registration sheet*.
3. FRG volunteers will receive Invitational Travel Orders which will cover per diem rate for meals and mileage for privately owned vehicles (.50/mile). Participants must complete travel vouchers and DD form 1351-2 before leaving the conference. You must claim one government meal in block 19 of the travel voucher. WING State Family Program Office has contracted hotel rooms for volunteers. You will not be responsible for the room rate; however, you will need to present a credit card at check-in to cover hotel room incidentals. If you attend with a military member who is on orders, the military member is responsible for claiming mileage and you may not claim mileage.
4. In order for volunteers to receive reimbursement, they must complete the enclosed Standard Form 1199A Direct Deposit Sign-Up Form. If you already have a direct deposit form filed with the Budget Office, you do not have to fill out another form unless information has changed. Reimbursement for volunteer training is not authorized without appropriate forms.
5. Military personnel should contact their unit for military orders. The unit will determine military pay status. The travel order must state one government meal - lunch provided. All participants needing lodging should fill out the appropriate section of the Conference Registration Sheet (Enclosure 1), and the Family Program Office will make the hotel reservation. Military members will pay for their own rooms and receive reimbursement on their orders.
6. Dress code for the conference for military personnel and volunteers is business casual. Children are not allowed to attend General Sessions or Breakout Sessions.

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7. The enclosed registration form, breakout sign-up sheet (one per person), childcare application, and youth symposium registration form must be returned to the Family Program Office NLT 7 March 2010. Incomplete registration packets will be returned.

8. Enclosed is a nomination form for the State Family Program Awards, including the Heart and Soul: Outstanding Volunteer of the Year Award. Please take a minute to recognize the person whose contribution has benefited the quality of life in your unit/local community. ALL AWARD NOMINATIONS MUST BE TO THE FAMILY OFFICE NLT 27 FEB 2010.

9. A form is enclosed for any questions you may have for the General Officer panel discussion.

10. Conference POC is Lisa Kluetz, she can be reached at 1-800-292-9464 or 608-242-3470, lisa.kluetz@us.army.mil or by fax at 608-242-3482.

FOR THE ADJUTANT GENERAL:


SCOTT D. LEGWOLD
Brigadier General, WIARNG
Director, Joint Staff

9 Enclosures

1. Conference Registration Form
2. Tentative State Conference Agenda
3. Request for Orders
4. Youth Symposium Registration Form & Agenda
5. Childcare Information Form & Agenda
6. Panel Discussion Form
7. State Family Program Awards and Nomination
8. SF 1199A Direct Deposit Form
9. Directions to the Patriot Center and Adjacent Hotels

DISTRIBUTION:

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Wing/Air Guard
Family Program Volunteers/Liaisons