**Department of Defense**

**2017 Reserve Family Readiness Awards**

**Selection Criteria and Unit Submission Template**

**NOTE: Directions to units preparing their nomination**

Please prepare nomination materials carefully given that the winning unit will be introduced at the ceremony by its Reserve Component Chief using the information from the template below.

**Selection Criteria**

**Key Accomplishments:**  
In the template on the next page please include 3-4 significant unit facts/accomplishments for each criteria. Possible areas to consider are listed under each main heading.

|  |  |  |
| --- | --- | --- |
| **1. Command Involvement:** |  | **3. Innovative Development/Initiatives:** |
| **Examples of:** |  | **Examples of:** |
| * Command Support * Connection of Family Support |  | * Technology and Communication   Improvements |
| Efforts to Mission Readiness |  | * Outreach Programs |
| * Communication to Unit and Family members |  | * Programs that Improve Quality of Life |
|  |  | * Benefits and Entitlements Support |
| **2. Community Linkage/Total Force Focus:** |  | * Disseminating Information |
| **Examples of:** |  | * Family Resiliency |
| * Total Force Support |  | * Best Practices |
| * Community Outreach Programs |  | * Family and Youth Functions |
| * Community Partnerships |  | * Care Packages |
| * Community Support and Planning |  | * Newcomers Services |
| * Innovative Use of Social Media |  | * Military to Civilian Transition |
| * Welcome Home Events * Holiday Events |  | and Networking/Resumes |

**NOTE: directions to the reserve component family program chief for submitting the final winning unit to OSD reserve affairs**

Information on the final winning unit from each Reserve Component should be sent to the Office for Reintegration Programs (Service Member and Family Readiness), Ida Carruthers at (ida.f.carruthers.civ@mail.mil) by December 22, 2017. The final winning unit submissions must include: (a) an official Letter of Endorsement from a Reserve Component HQ-Level Representative; (b) a completed Unit Submission Template, (attached) (use Times New Roman, 12 point), and (c) a completed Unit Contact Information Sheet (also attached). OPTIONAL: Supporting information may be sent if desired to better explain successful programs.

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**Unit Submission Template**

**General Unit Information:**

|  |
| --- |
| **Unit Mission:** |
|  |
| **Number of Assigned Personnel (military and civilian):** |
|  |
| **General Information about a significant accomplishment during the past 12 months:** |
|  |
| **Approximate number of unit members served for this accomplishment:** |
|  |

**Selection Criteria**

Provide brief descriptions and concrete examples of accomplishments below.

|  |
| --- |
| **Command Involvement:** |
|  |
| **Innovative Developments/Initiatives:** |
|  |
| **Community Linkage and Total Force Focus:** |
|  |