



ASSISTANT SECRETARY OF DEFENSE

1500 DEFENSE PENTAGON
WASHINGTON, D.C. 20301-1500

MANPOWER AND
RESERVE AFFAIRS

SEP 25 2015

MEMORANDUM FOR CHIEF, ARMY RESERVE
CHIEF, NAVY RESERVE
CHIEF, AIR FORCE RESERVE
DIRECTOR, ARMY NATIONAL GUARD
COMMANDER, MARINE FORCES RESERVE
DIRECTOR, AIR NATIONAL GUARD
DIRECTOR, COAST GUARD RESERVE AND MILITARY
PERSONNEL

SUBJECT: 2015 Reserve Family Readiness Awards

I am pleased to announce the 2015 Reserve Family Readiness Awards Ceremony, scheduled for 10:00 am, Friday, February 26, 2016, in the Pentagon Hall of Heroes. This program was established in 2000 to recognize the top unit in each Reserve Component demonstrating excellence in Family Readiness and its important contributions to mission readiness. The enclosed information paper provides additional background information on this award program.

Please solicit nominations from units across your organization, select the top unit, and forward information reflecting the excellence of that unit to my office no later than December 21, 2015. To assist in the nomination process, a list of suggested selection criteria is attached. Also attached is the unit contact information form that must be completed to assist with final ceremony arrangements.

Each year, winning units are invited to send representatives to the Pentagon for the award ceremony. I personally invite you, your spouse, and your Senior Enlisted Advisor to attend the ceremony and to introduce your winning unit and its representatives. Invitations also will be extended to Members of Congress, Department of Defense senior officials, and members of the media.

Thank you for your support of the Reserve Family Readiness Award program. My point of contact for this action is Ms. Stacey Barnes, stacey.l.barnes6.civ@mail.mil or (703) 571-3169.

*Please help us
to recognize the
efforts and
accomplishments
of our team!*

Stephanie Barna
Principal Deputy Assistant Secretary of
Defense (Manpower and Reserve Affairs)
Performing the Duties of the Assistant
Secretary of Defense (Manpower and
Reserve Affairs)

Attachments:
As stated

cc:
Under Secretary of Defense for Personnel and Readiness
Chief, National Guard Bureau
Assistants to the Chairman for National Guard and
Reserve Matters
Senior Enlisted Advisor for each Reserve Component