

**Department of Defense
2015 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 final 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:

Examples of:

- Command Support
- Connection of Family Support Efforts to Mission Readiness
- Communication to Unit and Family members

2. Community Linkage/Total Force Focus:

Examples of:

- Total Force Support
- Community Outreach Programs
- Community Partnerships
- Community Support and Planning
- Innovative Use of Social Media
- Welcome Home Events
- Holiday Events

3. Innovative Development/Initiatives:

Examples of:

- Technology and Communication Improvements
- Excellent Youth Programs
- Outreach Programs
- Programs that Improve Quality of Life
- Benefits and Entitlements Support
- Family Resiliency
- Best Practices
- Family and Youth Functions
- Care Packages
- Newcomers Services
- Disseminating Information
- Military to Civilian Transition 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 of the Assistant Secretary of Defense for Manpower and Reserve Affairs (stacey.l.barnes6.civ@mail.mil) by December 21, 2015. 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 and 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 deployments or mobilizations during the past 12 months:
Approximate number of unit members deployed or mobilized in the past 12 months:

Selection Criteria

Provide brief descriptions and concrete examples of accomplishments below.

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