AMERICAN LEGION AUXILIARY
DEPARTMENT OF MICHIGAN
2017 – 2018 PLAN OF ACTION

NATIONAL SECURITY

The National Security Program and the 2014-2019 Centennial Strategic Plan - Maintaining and promoting a strong national defense by supporting service members and their families helps us build brand loyalty (Goal 5) among a target membership population (Goal 1) while keeping us focused on our mission.

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What is this program, and why do we have it?

The National Security Program maintains and promotes a strong national defense by strengthening and supporting military servicemembers and their families.

What can you do?

1. **Support the emotional and social needs of active, reserve and transitioning military servicemembers and their families.**

Ideas:

Member

- Let your unit know of any military families or businesses that should receive a Blue Star or Gold Star Banner in recognition of a servicemember's service.
- Wear red on Fridays to "Remember Everyone Deployed."
- As a gesture of appreciation for local servicemembers' military service, decorate your community with yellow ribbons. Encourage others to do the same.
- Provide support on a spouse-to-spouse or family-to-family basis, such as to a family member, neighbor or another military family. Refer to the *ALA Military Family Readiness Action Guide* for specific suggestions of the type of support military families may value.
- Provide assistance to servicemembers and their families directly affected by current conflicts.
- Become more informed about issues affecting a military family's home life, such as PTSD, TBI, domestic violence, financial literacy and other issues.
- Refer servicemembers with financial assistance needs to the American Red Cross Armed Forces Call Center at 1-877-272-7337.

Unit

- Support active-duty military families by working with an installation Family Readiness Group or an individual military family.
- Support reserve and transitioning servicemembers and families by working with a returning National Guard or Reserve unit or an individual transitioning service member or family.
    - *Note:* Units may find servicemembers and families independently or by working with the servicemember transition programs of the U.S. Department of Defense, the military service branches, or the U.S. Department of Veterans Affairs. Members may provide support on a spouse-to-spouse or family-to-family basis, such as to a family member, neighbor or another military family to which they come in contact. Refer to the *ALA Military Family Readiness Action Guide* for additional information and specific steps.
- When a servicemember or military family you're working with is relocating to a different community, help identify an ALA unit in the new community and make introductions.
- Greet service members and families as they deploy and/or return from a deployment.

- Work with a Yellow Ribbon program office of a local military unit (Reserve or National Guard) or a state National Guard Joint Force Headquarters to show patriotic and moral support at Yellow Ribbon events; offering hospitality, refreshments, or children and youth activities; or making presentations on Auxiliary resources and services to family members of returning servicemembers.

- If you're near a military installation, a new Department of Defense policy makes it easier for you to get and provide information about our services and programs to servicemembers and military families. Refer to the *How to Support Troops and their Families on Military Installations* for additional information and specific steps.
- Organize a Welcome To Our Hometown event to welcome military families that are moving or transitioning out of the military to your community. Refer to the *Welcome To Our Hometown Action Guide* for additional information and specific steps.
- Refer service members with financial assistance needs to the American Red Cross Armed Forces Call Center at 1-877-272-7337.
- Partner with an Operation Homefront field office for assembly of servicemember care packages and family member support packages; providing hospitality, refreshments or children and youth activities at Operation Homefront spouse support and welcome home events. Refer to the *ALA-Operation Homefront Action Guide* for additional information and specific steps.
- Work with the Tragedy Assistance Program for Survivors (TAPS) and refer a survivor or caregiver for specialized support. Refer to *How to Collaborate with the Tragedy Assistance Program for Survivors* for information and specific steps.

Department

- Host a department workshop on how to use the *ALA Military Family Readiness Action Guide*. Training materials can be found on the National Security page of www.ALAforVeterans.org.
- The *ALA Military Family Readiness Action Guide* focuses on services available to servicemembers and families nationally. Identify state-specific resources to benefit those in your state.
- Assist units and members with specific idea plans outlined above.
  Include information about military spouse job fairs in your newsletter

2. Assist military spouses in getting and maintaining employment.
Ideas:
Member

- Serve as a mentor in the career e-mentoring network through the U.S. Chamber of Commerce Foundation's Hiring Our Heroes Military Spouse Employment Program and Academy Women. Current military spouses will be virtually paired with more experienced spouses and/or corporate and career mentors for guidance and support.
- Promote military spouse job fairs in your community.
- Help man an information booth about the ALA at a job fair for military spouses.

- Write an editorial to help military spouses about why military spouses make good employees
- Contact school guidance counselors in local area and offer to be "on call" for assistance with military children

Unit

- Support military spouse job fairs organized by U.S. Chamber of Commerce Foundation or The American Legion, or host one in your own community.
- Help to implement a Legion-sponsored job fair and/or co-host a Legion Family information table at a U.S. Chamber of Commerce Foundation-sponsored job fair.
- Seek grant funds to help military spouses start small businesses. Promote participation among military spouses at www.theveteranmarket.com

Department

- If your Legion department has a job fair in conjunction with a department meeting, ensure military spouses are included (or a special track is offered for them), assist in promoting the job fair and man an information table at the job fair.
- Assist units and members with specific idea plans outlined above.

3. Support the National Security programs of The American Legion.

Ideas:

Member

- Complete a Community Emergency Response Training (CERT) course. Refer to *How to Train for FEMA's Community Emergency Response Teams* for information and specific steps.
- Build and/or help a neighbor build an emergency preparedness kit and plan.
    - Remember, new military families in your community may not be familiar with the types of emergencies that affect your area. As needed, help them update their emergency kit and plan.
    - You can help little ones be prepared by using resources available through Sesame Street's website: www.sesamestreet.org.
- Junior members may be good candidates to participate in FEMA's National Youth Preparedness Council.
- Donate blood.
- Assist at a blood drive in your community.

Unit

- Get involved in the Citizen Corps Council to ensure citizens are prepared to respond to natural disasters such as floods, hurricanes, blizzards and manmade disasters and emergencies.
    - Junior members can get involved in and/or start a Youth Preparedness Program in their community.
- Collect supplies for emergency preparedness kits and distribute them in your community.
    - Remember: new military families in your community may not be familiar with the types of emergencies that affect your area. As needed, help them

update their emergency preparedness kit and plan.

- Encourage members to complete Community Emergency Response Training (CERT). Refer to *How to Train for FEMA's Community Emergency Response Teams* for information and specific steps.
- Have a training exercise in your post home to give training in first aid, CPR or other types of emergency skills.
- Join with your Legion post to host a POW/MIA ceremony on National POW/MIA Recognition Day, commemorated annually on the third Friday of September.
- Follow the Legion's POW/MIA Empty Chair Resolution 288 for designating a POW/MIA Empty Chair at all official meetings.
- Host a remembrance event for any MIA service members who have been identified from your area.
- Work with Legion posts to honor ROTC and JROTC cadets by having dinners and recognizing their accomplishments.
- Support future military by presenting ROTC and JROTC recognition awards.
- Invite ROTCs and JROTCs to post colors or even volunteer at unit events.
- Coordinate with local/regional chapters or blood banks to assist with blood drives.
- Work with your unit and post legislative committees to advocate for a strong national defense and topics affecting current and transitioning service members and their families.

Department

- Support your Legion department and posts to raise funds for Operation Comfort Warriors to provide supplies to wounded service members.
- Encourage members to complete Community Emergency Response Training (CERT). Refer to *How to Train for FEMA's Community Emergency Response Teams* for information and specific steps.
- Follow the Legion's POW/MIA Empty Chair Resolution 288 for designating a POW/MIA Empty Chair at all official meetings.
- Work with your ALA and Legion department legislative committees around topics that ensure a strong national defense and support current and transitioning servicemembers and their families.
- Assist units and members with specific idea plans outlined above.

DEPARTMENT AWARDS:

Agnes Dunn Citation: This citation is presented to the Unit promoting the best all-around report on National Security work.

Imogene Cowgill Citation: This citation is presented to the Unit promoting the best crime prevention program or honoring a local officer.

Phyllis VanHill Citation: This citation is presented to the Unit promoting the best fire prevention program or honoring a firefighter.

All entries for Department Awards must be double spaced, typewritten, and in narrative form. The first page must contain Department, District Number and Unit name and number, and the Title of award you are entering. Please do not include pictures, scrapbook or newspaper articles, as these items are not returnable if sent to National. The reports being submitted for National Awards will not be returned.

As part of your narrative report, please include answers to the following questions:

- How were Blue Star and Gold Star Banners presented?
- How were MIA families recognized following notification of remains?
- How were service members honored during welcome-home events?
- How were military families connected to other units when moving?

- Did members organize Welcome To Our Hometown events? If so, what was most successful? Did they have any challenges?
- What type of national security activities and/or projects were done at units and in your department, that weren't near a military installation

DEPARTMENT REPORTING DATES
UNIT REPORT TO DISTRICT - MARCH 30, 2018
DISTRICT REPORT TO DEPARTMENT – APRIL 15, 2018

National Reporting

Mid-Year Report

Mid-Year reports reflect the program work of units in the department, and are intended as an opportunity for mid-year correction. Each department National Security chairman is required to submit a narrative report by **January 5, 2018**, to the division National Security chairman, plus copy the national National Security chairman.

Year-End Reports

Annual reports reflect the program work of units in the department, and may result in national award for participants if award requirements are met. Each Department National Security chairman is required to submit a narrative report by **May 15, 2018**, to the division National Security chairman, plus copy the national National Security chairman. Members and units should follow their department's protocol and deadlines.

National Report

National Security Awards Deadlines and Submission Requirements

Taking the time to share a favorite story about a positive impact you or someone you know has had on our mission is worth doing! It helps us tell the world who we are, what we do, and why we matter. Just three simple steps to add your part to national success story.

1) Please follow instructions as you fill out the National Report and Awards Cover Sheet.
2) Provides details /examples about activity as outlined in the award's material and guidelines section.
3) Submit as indicated in the Annual Supplement to the Program Guide.

National Report and Awards Cover Sheet, deadlines, and National Security committee contact information may be found on the national website, www.ALAforVeterans.org.

As part of your narrative report, please include answers to the following questions:

- Did members organize Welcome to Hometown events? If so, what was most successful? Did they have any challenges?
- What types of national security activities and/or projects were done at units in your department that weren't near a military installation?
- How were military families connected to other units when moving?

National Security Awards (for Department Chairman)

Each award application must include a cover sheet. All awards will be announced at National Convention during the National Security pre-convention meeting.

A. **Unit Award:** Most outstanding Unit National Security Program
- Award: Citation Plaque
- Presented to: One unit in each division (5)
- Materials and guidelines:
  - Entries must be typewritten in narrative form
  - Include pictures and newspaper articles
- Deadline: June 1, 2018
- Send to national division chairman postmarked or emailed by 5 p.m. EST on deadline listed above.

B. **Department Award:** Dorothy Pearl Best Department National Security Program

- Award: Citation
- Presented to: One department in each division (5)
- Materials and guidelines:
  - Each entry must be typewritten in narrative form
  - Include pictures and newspaper articles

- Deadline: June 1, 2018
- Send to national division chairman postmarked or emailed by 5 p.m. EST on deadline listed above

C. **Department Award:** Military Spouse Mentor

Note: This award is related to Academy Women's eMentoring program.

- Award: Citation Plaque
- Presented to: One Department
- Materials and guidelines:
  - For the department having the highest percentage of members actively participating in military spouse eMentoring and connecting to military spouses
  - Entries must have spreadsheet of participating members
  - Each department's percentage will be determined by national chairman. The percentage will be calculated based on the number of reported participating members who are serving as an eMentor, as reported by the eMentoring program staff, divided by the departments membership total as of June of the current administrative year.
- Deadline: June 1, 2018
- Send to national division chairman postmarked or emailed by 5 p.m. EST on deadline listed above

Additional Resources You Can Use

1. www.ALAforVeterans.org resources on the National Security page:

• American Legion Auxiliary Military Family Readiness Action Guide

• A training package is also online for departments and units. It includes an instruction sheet, PowerPoint presentation and script, sample agenda, learning exercises, pre- and post-session survey, satisfaction survey and sample marketing text.

• How to Mobilize Community Support for Those Who Serve

• How to Welcome Home Separating Service members

• How to Support Troops and their Families on Military Installations

• How to Train for FEMA's Community Emergency Response Teams

• Planning a Powerful POW/MIA Remembrance Service: Let Us Never Forget

- How to Collaborate with the American Red Cross' Service to the Armed Forces
- ALA-Operation Homefront Action Guide
- ALA-USO Action Guide
- How to Collaborate with the Tragedy Assistance Program for Survivors (TAPS)
- How to Collaborate with the Hiring Our Heroes Military Spouse eMentor Program
- How to Support Hiring Events for Veterans and Military & Veteran Spouses

2. Legion Resources:
   - Blue Star and Gold Star Banner: www.legion.org/troops/bluestar
   - Disaster Preparedness and Response for American Legion Posts: www.legion.org/documents/pdf/talarc_disaster_preparedness.pdf
   - Family Support Network: www.legion.org/familysupport
   - Operation Comfort Warriors: www.legion.org/troops/operationcomfort
   - POW/MIA: www.legion.org/powmia
3. Military OneSource: www.militaryonesource.mil
4. VA-sponsored welcome-home events: www.volunteer.va.gov/Welcome_Home_Events.asp
5. Yellow Ribbon Reintegration Program: www.yellowribbon.mil, www.jointservicessupport.org/YRRP
6. American Red Cross: www.redcross.org
7. Operation Homefront: www.operationhomefront.net
8. USO: www.uso.org
9. Tragedy Assistance Program for Survivors (TAPS): www.taps.org
10. ROTC and JROTC Information:
    - Army ROTC: www.goarmy.com/rotc
    - Army JROTC: www.usarmyjrotc.com
    - Air Force ROTC: www.afrotc.com
    - Air Force JROTC: www.au.af.mil/au/holmcenter/AFJROTC

- Naval ROTC (includes Marine Corps): www.nrotc.navy.mil
- Naval JROTC: www.njrotc.navy.mil
- Marine Corps JROTC: www.mcjrotc.org
- Coast Guard College Student Pre-Commissioning Initiative (CSPI): http://www.gocoastguard.com/active-duty-careers/officeroppotunities/programs/college-student-pre-commissioning-initiative
- Coast Guard JROTC: No website, but there are two nationally (Miami, FL and Camden County, NC).

11. Emergency Preparedness Information

- www.Ready.gov , Citizen Corps: http://www.ready.gov/citizen-corps
- Citizen Corps: http://www.ready.gov/citizen-corps
- Youth-Focused Preparedness: www.ready.gov/youth-preparedness#
- Youth Preparedness Council: www.ready.gov/youth-preparednesscouncil
- CERT Program: www.fema.gov/community-emergency-responseteams
- Sesame Street's Preparedness Info for Young Children: www.sesamestreet.org/ready
- Preparedness Considerations for Military Families: www.ready.gov/considerations/military-family-preparedness

12. Follow Us on Facebook:

- American Legion Auxiliary National Headquarters: www.facebook.com/ALAforVeterans
- ALA National Security Facebook group: www.facebook.com/groups/ALANatlSecr or search for ALA National Security

American Legion Auxiliary
National Report and Award Cover Sheet

PLEASE BE AWARE THE AWARDS AND REPORTING PROCESSES HAVE CHANGED. READ THE FOLLOWING INFORMATION CLOSELY TO ENSURE THAT YOU HAVE SUPPLIED ALL NEEDED INFORMATION.

Member: The National Report and Award Cover Sheet should be attached if you are reporting. Submission may make you or your unit/department eligible for a national award.

Department Chairman and Unit Chairman: This cover sheet should be attached to each narrative submitted as a year-end report or if you are applying for a department or unit national award.

- Send all award entries/year-end narrative reports to the appropriate program's division chairman unless otherwise noted in the Annual Supplement to the Programs Action Plan.
- All year-end narratives will be judged as award entries.
- Award winners are announced in the respective committee "pre-con" meeting prior to the start of ALA National Convention. All awards will be mailed to the winners' department headquarters at the close of ALA National Convention.

To all submitting this form:

Submissions become property of the American Legion Auxiliary National Headquarters. Through submission of reports and award entries, the submitter grants nonexclusive reproduction and publication rights to the materials submitted, and agrees to have their names and submission published for ALA use or commercial use without additional compensation or permission.

Please fill out the information as completely and accurately as possible. Award certificates will be completed using the information given on this sheet, so please be sure to complete the form in its entirety. For your convenience, a fillable version of this form is available online at www.ALAforVeterans.org.

For the award for which you wish to be considered, please refer to the 2017-2022 Programs Action Plan at www.ALAforVeterans.org for the specific criteria such as photographs, narrative length, submission deadline, and point of contact. Please include all required documentation along with your submission of the National Report and Award Cover Sheet. All awards will be mailed to the department office after ALA National Convention. Department presidents may wish to recognize award recipients by presenting them with the award at a department function.

American Legion Auxiliary
National Report and Award Cover Sheet

Please note, your report will also be viewed as an award entry.

Complete the following if you are applying for a member award. Be sure to give the complete name of the member. The award certificate will be prepared using the information you include below.

Unit #: _____ Full official unit name: _____

Name of state where you are a member: _____

Member Name: _____ ALA member ID#: _____

Nominating Member (if different from above): _____

Nominator's Phone number: (____)_____

Nominator's Email address: _____

National committee sponsoring award: _____

Type of Award: ☐ Department ☐ Unit ☐ Member

Name of the award you are applying for: _____

For a unit award or to submit a year-end unit narrative report, please complete this section. Be sure to give the complete name of your unit. The award certificate will be prepared using the information you include below.

Unit #: _____ Full official unit name: _____

Name of department: _____

Unit president/chairman (circle one) name: _____

Above listed person's ALA member ID#: _____ Phone number: (____)_____

Email address: _____

For a department award or to submit a year-end department narrative report, please complete this section:

Name of department: _____

Name of department chairman: _____

Chairman's phone number: (____)_____ ALA member ID#: _____

Chairman's email address: _____

Please see your committee's Annual Supplement to the Programs Action Plan to determine where to send this form.