

Commonwealth of Kentucky

Department of Military Affairs Annual Report

State Fiscal Year
1 July 2010- 30 June 2011



About the Cover: Members of the 201st and 206th Engineer Battalions and the 207th Engineer Company completed a significant drainage and entrance improvement project at Boone National Guard Center while honing their military construction skills.

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DEPARTMENT OF MILITARY AFFAIRS

STEVE BESHEAR
GOVERNOR

OFFICE OF THE ADJUTANT GENERAL
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FRANKFORT, KENTUCKY 40601-6168

EDWARD W. TONINI
MAJOR GENERAL, KYNG
THE ADJUTANT GENERAL

The Honorable Steven L. Beshear
Governor of Kentucky
700 Capitol Avenue, Suite 100
Frankfort, Kentucky 40601

Dear Governor Beshear:

Herewith transmitted is the Kentucky Department of Military Affairs annual report covering the state fiscal years beginning 1 July 2010 and ending 30 June 2011 and the federal fiscal years beginning 1 October 2010 and ending 30 September 2011 on the activities of the Department of Military Affairs and the Kentucky Army and Air National Guard.

Sincerely,

A handwritten signature in blue ink that reads "Edward W. Tonini".

Edward W. Tonini

Major General, KYNG
The Adjutant General

Introduction to the Department of Military Affairs

Governor Steve Beshear, in accordance with Section 75 of the Kentucky Constitution, is the Commander-in-Chief of the Kentucky National Guard. As Commander-in-Chief, Governor Beshear has the authority to direct the National Guard to carry out state active duty missions such as assisting in snow emergencies or flooding. Kentucky Revised Statute 36.020 (1) stipulates “the Governor, immediately on his induction into office, shall appoint the Adjutant General”

As the Adjutant General, Maj Gen Edward W. Tonini is responsible to the Governor for the proper functioning of the Kentucky National Guard and all other military or naval matters of the state as set forth in Chapter 36. He represents the Governor in all military matters pertaining to the Commonwealth of Kentucky. The Adjutant General has a dual role as both head of the Kentucky National Guard and head of the Kentucky Department of Military Affairs as a state agency.

The Adjutant General also has a responsibility to the President of the United States and the Department of Defense to provide a trained and equipped force when called upon for federal missions. Units of the Kentucky National Guard can be ordered to active duty as a part of the Armed Forces of the United States as some units presently are and many have been during the Global War on Terrorism. The Adjutant General is also responsible to the Department of Defense for the accountability of all federal funding and property under the control of the Kentucky National Guard.

Boone National Guard Center is the headquarters for the Kentucky Army and Air National Guard as well as the Department of Military Affairs and the State Emergency Operations Center. The Department consists of 655 acres and 70 buildings of various sizes and functions with both state and federal employees working side-by-side. From this location, the more than 7,000 Soldiers and Airmen that make up the Kentucky National Guard are directed to meet the needs of the Commonwealth and the Nation from their 54 locations across the state.



Maj Gen Edward W. Tonini
The Adjutant General

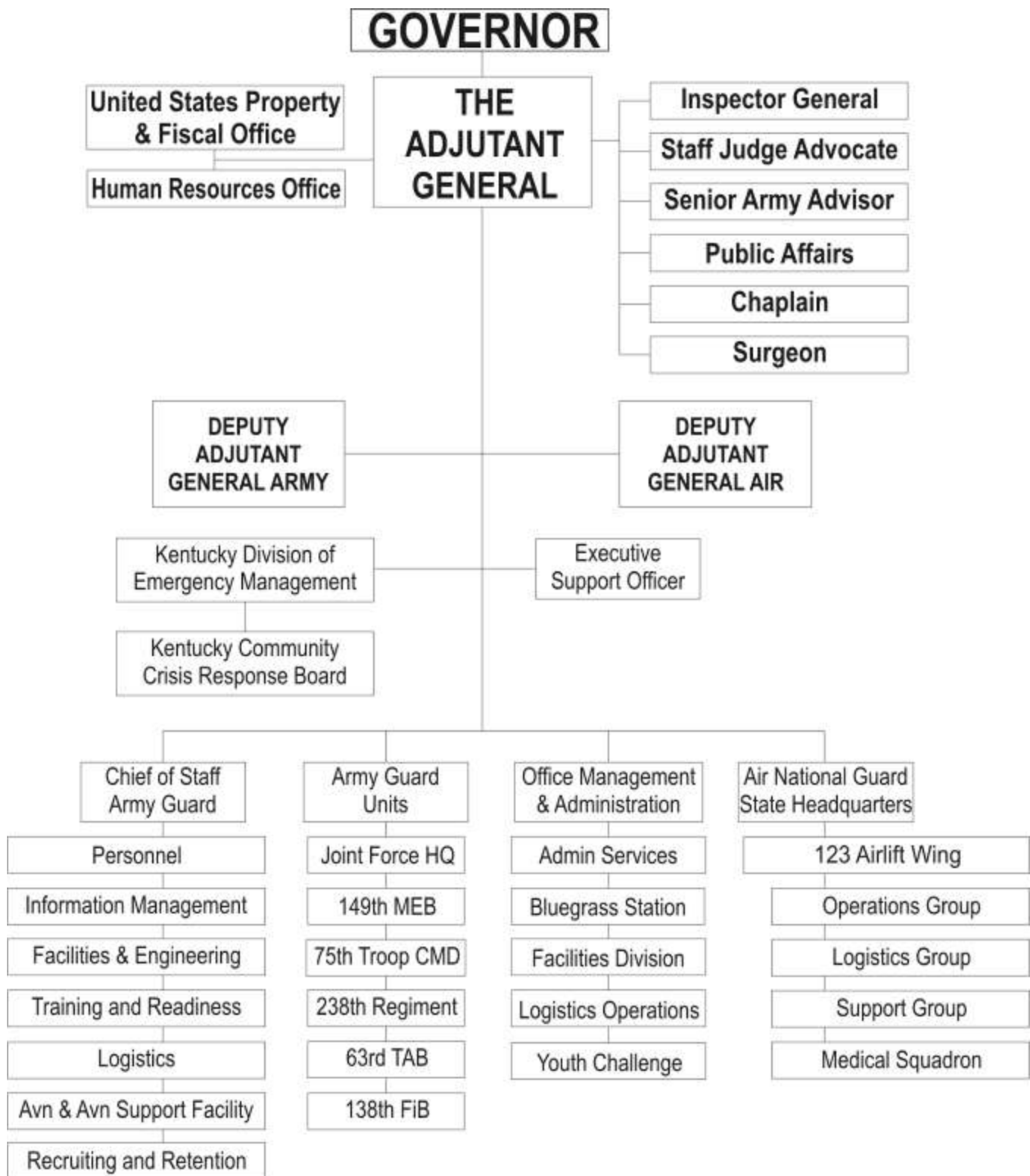
Vision:

A relevant force... missioned across the spectrum of contingencies ... structured and resourced to accomplish its missions ... capable and accessible when called ... manned by trained citizen-Soldiers and Airmen committed to preserving the timeless traditions and values of service to our nation and communities.

Missions:

Federal Mission: "Provide trained units and qualified persons available for active duty in time of war or national emergency and at such other times as national security may require."

State Mission: "Provide trained and disciplined forces for domestic emergencies as required to protect the lives and property of the citizens."



STATE FUNCTIONS

Office of Management and Administration

The Executive Director of the Office of Management and Administration (OMA) functions as the chief of staff for the state agencies within the department. OMA reports directly to the Adjutant General and is responsible for the management of the day to day operations of the state functions. OMA directly oversees Administrative Services Division, Bluegrass Station Division, Facilities Division and the Logistics Operations Center. In addition OMA is responsible for functions impacting the Department such as budget, workforce and legislation. Colonel (Ret) Michael A. Jones serves as the Executive Director.

Division of Administrative Services

The Division of Administrative Services plays an integral role in providing and supporting the essential functions required to sustain the mission requirements of the Department. The Division is responsible for personnel management, processing payroll for employees and state active duty soldiers, procurement, fiscal and budget activities, and security and fire protection located at the Air National Guard Base in Louisville.

Steven P. Bullard serves as the Division's Director and provides overall general direction and staff supervision to all branches within the Division.

The Administrative Branch

The Administrative Branch, which consists of Personnel and Payroll, is managed by Administrative Branch Manager Crystal Simpson. The staff of this branch consists of Teresa Lee, Susan Yates, Kim Murray, Kristi Jones and Julie Pope.

Personnel

Ms. Simpson is responsible for personnel administration and supervises the personnel functions of the Personnel Management Specialist III. The Personnel Management III position is responsible for providing technical assistance in filling vacancies for the hiring of employees for the Department. It provides professional support to Personnel/Payroll Branch staff for personnel concerning personnel matters and serves as Department trainer for the Prevention of Sexual Harassment. Ms. Simpson is also responsible for supervising the personnel functions of Ms. Lee, who is responsible for processing personnel actions for our Non-Chapter 18A programs, KY Logistics Operations Division and the KY Youth Challenge Division.

Payroll

Ms. Yates is the Payroll Supervisor and is responsible for management of all payroll functions. She supervises Ms. Murray, Ms. Jones and Ms. Pope. Ms. Murray, Human Resources Specialist III, is responsible for processing the State Payroll and the Non-Chapter 18A payroll for our KY Youth Challenge Division. Ms. Jones, Administrative Specialist III, is responsible for processing the State Active Duty Payroll. Ms. Pope, Administrative Specialist III, is responsible for processing payroll for our Non-Chapter 18A program, KY Logistics Operations Division.

The Administrative Branch manages employment, placement, classifications, salaries, leave, employee relations, training, personnel records maintenance, workers' compensation and other required actions for the Department's 720 (P-1 & Non-Chapter 18A) employees. During the course of a fiscal year, payroll processes approximately 17,280 time sheets for the Department's employees.

The Administrative Branch follows the rules and regulations that are governed by KRS (Kentucky Revised Statute) and KAR (Kentucky Administrative Regulation) that pertain to Personnel and Payroll.

The Purchasing Branch

The Purchasing Branch ensures that procurement of all purchases and service contracts are kept within state government guidelines and regulations in accordance with KRS 45A.000, Kentucky Model Procurement Code. The branch is responsible for purchasing and preparing payment documents for equipment, commodities, supplies, services and personal services needed to support the operation and maintenance of the National Guard installations and state facilities throughout the Department. The Purchasing Branch processes some 4,000 payment documents annually.

The Purchasing Branch consists of two P-1 employees and two Non-P-1 employees: Administrative Branch Manager Leslie Stamper, Purchasing Agent I Dale Hippe, Administrative Section Supervisor Pat Craig and Administrative Specialist III Berttye Hardin.

Ms. Stamper oversees the purchasing for the Department and works closely with the management of the Department to ensure that all purchasing policies and procedures are being followed. She oversees the purchasing functions of the Non-P-1 Administrative Section Supervisor and the Non-P-1 Administrative Specialist positions which handle all purchasing needs for the KY Logistics Operations Division. Mr. Hippe handles all the purchasing needs for the Administrative Services Division, Joint Support Operations (JSO) and State Active Duty missions. The position also works closely with the other divisions within the Department of Military Affairs and provides assistance to the Administrative Branch Manager for the Department.

The Fiscal Branch

The Fiscal Branch is made up of several components: accounts payable, accounts receivable, procard administration and payments, processing travel vouchers and retention of documents. The staff has been assigned to specific divisions for various responsibilities in these areas.

Darlene Tupts, Administrative Branch Manager, is responsible for overseeing financial activity in the Fiscal Branch. She oversees the Procard Program and supervises and performs personnel functions for three employees. She is responsible for drawdown of federal reimbursements for Emergency Management, reporting closing financial data for the purpose of preparing the Commonwealth's Comprehensive Annual Financial Report, federal quarterly reports and Schedule of Expenditures and Federal Awards. Ms. Tupts also monitors the Fire Fighters Incentive Program and Asset Forfeiture accounts for reimbursements and manages State Active Duty reimbursements from FEMA for expenditures incurred during disaster related events.

Program Coordinator Kim McKinney is the Procard Administrator for the Department of Military Affairs. She processes transactions for 45 Cardholders. The total amount processed for SFY11 was \$1,740,784.40 and total transactions were 5,349. Ms. McKinney processes payments from the Board of Claims and the Military Family Assistant Trust Fund, processes State Active Duty travel vouchers and retains files for all documents.

Accountant IV Vickie Manley receives and processes cash receivables and processes travel vouchers for Facilities Division and Bluegrass Station Division and retains files for all documents. Administrative Specialist III Berttye Hardin provides support to the Accounting Section in areas including cash receivables, State Active Duty travel vouchers and Emergency Management documents.

All Fiscal Branch personnel share duties of processing travel vouchers and documents related to State Active Duty, processing utility and telephone bills for the Division of Emergency

Management, and supporting the Youth Challenge Division and Kentucky Logistics Operations Center in various document transactions and reimbursements.

The Security Branch

The Air Security Section is responsible for maintaining security operations for the KY Air National Guard Base in Louisville. This section consists of 12 employees under Security Force Manager Stanley Haines.

The Firefighter Section provides fire protection services to the KY Air National Guard Base in Louisville for the protection of life and property from aircraft mishaps, fire, accident, and other emergencies. This section, which transitioned to 24/7 operations in SFY 10, consists of 24 employees and is supervised by Air National Guard Senior Master Sergeant Terry Tate.

The Military Records and Research Branch

The Military Records and Research Branch (MRRB), located in Pine Hill Plaza, 1121 Louisville Road in Frankfort, is the Archive for the Department of Military Affairs. Its holdings consist of discharge documents for over 300,000 Kentucky veterans from all conflicts since WW I through Operation Iraqi Freedom, as well as service records of the state's soldiers who served in The War Between The States, both Union and Confederate. It also contains historical records of all Kentucky Militia and National Guard units from 1792 to the present.

The MRRB maintains over 75,000 inactive 201 Files on former members of the Kentucky Army and Air National Guard as well as a military research library of general and Kentucky specific military titles. In addition, we receive and hold inactive records from the Department of Military Affairs until they are transferred to the State Records Center or until their destruction date is reached. The staff of four assists veterans, historians, recruiters, genealogists, other government agencies and our own department in accessing information within MRRB's holdings, and maintains a standard of same-day service for most requests.

The staff is unchanged from the last reporting period, consisting of Branch Manager Evan Miller, Admin Specialist III Kathy Gortney, Archivist III Brandon Slone and Admin Specialist II Frank Dorten.

All staff share in the work of in-processing and retrieving documents and customer service. In addition, Mr. Slone is our branch historian who handles all requests for historical research and documents from early statehood to WWI. Due to a major renovation of the Old State Arsenal, which houses our "Old Wars" collection, the documents and Mr. Slone remain temporarily relocated to space in the Kentucky History Center in Frankfort, where they will remain until the Old State Arsenal reopens.

During this reporting period 104 of 192 boxes of 201 Files for Kentucky Guardsmen born from 1946 through 1950 were transferred to the Kentucky Department for Libraries and Archives (KDLA) for filming by their Micrographics Branch. Filming of the first 44 of these boxes was completed and the films received by MRRB. Once the remaining boxes are filmed, the final 88 boxes will be transferred to KDLA for filming. This effort marks a significant improvement in the manner in which MRRB and the Micrographics Branch manage the recurring filming requirement, resulting in a faster completion of the project and minimizing the amount of time files are out of MRRB's possession.

Military Family Assistance Trust Fund

The Kentucky Military Family Assistance Trust Fund is a last resort means of providing financial assistance to any member of the United States Armed Forces deployed outside of the United States who has a Kentucky home of record and is confronted with an undue hardship related to his/her deployment.

This report details the Trust Fund Board's activities during the previous fiscal year and to date. The current Trust Fund Board members are as follows: Governor Beshear appointed Colonel Michael J. Currie, U.S. Army Reserve; Lieutenant Colonel Kathryn C. Pfeifer, Kentucky Air National Guard; and Lieutenant Colonel Timothy S. Merriott, U.S. Army, as members of the Board on November 23, 2010, with terms expiring October 5, 2014. The President of the Senate, Senator David L. Williams, reappointed Master Sergeant James G. Taylor, Jr., Marine Corps Reserve, as a member of the Board effective October 6, 2011, with term expiring October 5, 2014. Speaker of the House of Representatives Greg Stumbo appointed State Representative Tanya Pullin as a member of the Board effective October 6, 2011, with term expiring October 5, 2014. Colonel Currie was elected Board President by the full board on 11 May 2011.

Board members whose terms expired on 5 October 2011 were Colonel Judy A. Greene-Baker, U.S. Army Reserve; Colonel James G. Russell, U.S. Army Reserve; and Mr. Roger Miller, Commander of the American Legion Post 23 (Bowling Green).

The Director, Division of Administrative Services, Kentucky Department of Military Affairs, Steven P. Bullard, continues to serve as the Trust Fund Administrator on an additional duty basis. There are no plans at this time to hire a full-time employee to fill the position.

The Trust Fund Board is charged to meet twice annually. The first meeting of State Fiscal Year 2011 was held on October 13, 2010 and the second meeting was held on May 11, 2011.

Through 30 June 2011, 77 applications/formal inquiries have been received since the inception of the Trust Fund in 2007. Fourteen applications were submitted in SFY 2011. Breakdown is as follows:

- •55 Kentucky Army National Guard
- •10 Active Duty Army
- •4 U.S. Army Reserve
- •2 Active Duty U.S. Marine Corps
- •2 Kentucky Air National Guard
- •1 Active Duty Air Force
- •1 Alabama Army National Guard
- •1 Illinois Army National Guard
- •1 U.S. Navy Reserve

Twelve grants have been paid: one in SFY 2007 for \$500, one in SFY 2008 for \$891.52, one in SFY 2009 for \$2,500, one in SFY 2010 for \$2,500, and eight in SFY 2011 for \$9,702. The trend remains that the incoming applications are the initial request for assistance versus last resort, with generally successful referrals to Family Assistance Programs and other organizations for available federal assistance. We will continue to monitor budget and economic situations for potential changes in trend information.

Of the remaining 65 applications/inquiries, the breakdown of results is as follows:

- 20 from SFY 2007 not specified
- 19 verified Federal Assistance
- 9 Out of Eligibility Window
- 5 Not Kentucky Residents
- 5 Assisted by Organizations Outside Kentucky Military System
- 3 Never Deployed
- 3 Inquiries Only – No Formal Request
- 1 No Hardship Found

We note that ineligibility for the Trust Fund does not mean assistance was not rendered. All applicants are referred to the appropriate Family Assistance Program, Veterans Affairs or other military/community support agencies, as required.

Reasons for Requests

- 31 for Financial Assistance
- 11 for Home Repair
- 7 for Utilities
- 5 for Car Repair
- 4 for Rent Payments
- 4 for Mortgage (foreclosure)
- 3 for Child Care Expenses
- 3 for Divorce Expenses
- 3 for Tuition/School Expenses
- 2 for Medical Expenses
- 1 for PTSD-related Family Assistance Program special event
- 1 for Home Mortgage Down Payment
- 1 for Moving Expenses
- 1 for Clothes
- 1 for Holiday Meals/Gifts
- 1 for Counseling
- 1 for airline tickets to/from Philippines

NOTE: Numbers exceed total number of applications, due to multiple reasons listed on some applications.

The balance of the Trust Fund as of June 30, 2011 is \$496,745, as outlined in the table below. The Trust Fund continues to operate primarily off the initial \$500,000 allocation from the General Assembly for SFY 2007. The fund earned \$21,790.57 in interest for SFY 2007, \$40,344 in interest for SFY 2008, \$7,056 in interest for SFY 2009, \$1,968 in interest for SFY 2010 and \$1,582 in interest for SFY 2011.

The Trust Fund Board believes the current balance is sufficient for long-term needs. Personnel and operating expenses are minimal and consist primarily of travel reimbursements for meetings and MFAST speaking events.

The following table reflects the moneys that have been spent as a grant award or as expenditures for personnel and operating expenses. Eight grants were awarded in SFY 2011, including \$2,500 for home repairs to a Kentucky Army National Guard soldier with a home of record of Bardstown; \$1,000 for financial hardship to a Kentucky Army National Guard soldier with a home of record of Bowling Green; \$500 for home repair to a Kentucky Army National Guard soldier with a home of record of Lexington; \$2,500 for home repair to a Kentucky Army National Guard soldier with a home of record of Radcliff; \$101.83 in special PTSD-related event expenses for the 577th Sapper Company, Kentucky Army National Guard, in Prestonsburg; \$1,000 for financial hardship to an active duty U.S. Army soldier with a home of record of Frankfort; \$1,100 for financial hardship to a Kentucky Army National Guard soldier with a home of record of Beattyville; and \$1,000 for relocation expenses due to residential damage to a Kentucky Air National Guard airman with a home of record of Lexington.

The other six SFY11 applicants were ineligible because they did not meet deployment criteria. Two were successfully referred for assistance through U.S. Army agencies, one was assisted by the

Marine Corps Coordinating Council of Kentucky, and the other three were referred to their respective Family Assistance Program.

Well over 70 inquiries have been made regarding the Trust Fund; however, because the Trust Fund is intended to be utilized as a last resort, the vast majority of those have been referred to other funding and financial resources. Continuous monitoring is exercised in all inquiries. Operating expenses include all travel vouchers in relation to the Trust Fund.

MFAST Funds (\$)	SFY-07	SFY-08	SFY-09	SFY-10	SFY-11
Cash Balance Forward	0	514,684	520,660	525,024	514,830
HB380 2006RS Appropriated Funding	500,000	500,000	0	0	0
Expenditures					
Grants to Individuals	500	892	2,500	2,500	9,702
Personnel Admin	6,378	32,044	0	9,461	9,727
Pgm Operations	229	1,432	192	201	237
Accrued Interest Income	21,791	40,344	7,056	1,968	1,582
Remaining Cash Balance 30 June	514,684	1,020,660	525,024	514,830	496,745
SFY 2008 Budget Reduction		500,000			
Revised Cash Balance		520,660			

Regarding administration of the Trust Fund, board members during their May 2010 meeting agreed to raise the MFAST financial grant limit to \$10,000 per case (overall limit remains \$10,000 per year). The previous limits were \$2,500 per case and \$5,000 per SFY. The request for the change was officially submitted through the Administrative Regulations process and was unanimously approved by the Administrative Regulations Review Subcommittee at its October 12, 2010 meeting.

In addition, passage of SB 30 by the 2010 Kentucky General Assembly amended KRS 36.474, effective 14 July 2010, to:

Extend the application period following a deployment from 90 to 180 days

Allow the Trust Fund to expend funds to benefit “groups” of eligible military members or their families

Award grants, through both the Adjutant General and the Kentucky National Guard Family Services Program, up to \$1,000 per situation and \$10,000 per calendar year
(no restrictions other than approval of the board)

Both the Adjutant General and the Family Services Program are entitled to award up to 10 grants

Guidance from the Legislative Research Commission was that it is not necessary to implement Administrative Regulations to interpret the newly amended law.

During their May 2011 board meeting, board members agreed to pursue potential legislation to stagger the terms of the board so that all terms do not expire at the same time, as they do currently. Rep. Pullin said she would gladly take the lead on this issue during the upcoming (2012) regular session of the Kentucky General Assembly, and will work with Col. Bullard to facilitate legislation. She said she will also consider a clause to make a representative from the Kentucky Army National