

The Chaplain's Fund of the Sergeants Major Association of California

Leader's Guide

GUIDELINES FOR THE COMMAND SERGEANT MAJOR (CSM),
CHIEF MASTER SERGEANT (CMSgt), AND FAMILY ASSISTANCE
CONTRACTOR (FAC)

What it is -

The Chaplain's Fund is a resource tool for California National Guard leaders to provide limited, one time, emergency financial assistance to their soldiers and airmen. Originally a resource for the Command Sergeant Major (CSM) and the Chief Master Sergeant (CCMSgt), after 911 and the subsequent mobilizations and deployments of large numbers of our soldiers and airmen, we opened the program to Family Support Contractors (FAC) to enable them to request assistance for the families of deployed California National Guard soldiers and airmen. The Chaplain's Fund is operated and managed by the Sergeants Major Association of California Inc., a private, non-profit organization comprised of active and retired Senior Non-Commissioned Officers of the California National Guard.

Policy -

Any California National Guard soldier or airman, or the family of a deployed soldier, who has an emergency financial need, may request assistance through his or her immediate NCO chain (1SG, CSM, CCMSgt) by any means available. The family of a National Guard Soldier or Airman may request assistance by contacting the unit family support volunteer/representative.

Any First Sergeant, Command Sergeant Major, Command Chief Master Sergeant, or Family Assistance Contractor or Family Support Volunteer, who identifies a California National Guard Soldier, Airman, or Family that needs emergency financial assistance, may request help from the Sergeants Major Association Chaplain's Fund.

In the absence of a 1Sgt, CSM, CMSgt, or FAC, any military leader may initiate a request for assistance on behalf of a California National Guard soldier, airman, or family. As soon as possible thereafter, the originator must refer the request to the appropriate NCO leaders or FAC for action. If the originator cannot refer the request, contact the SMA for instructions. Contact information is located at the end of this document.

Definitions -

Requestor - The requestor is the CSM, CMSgt, FAC, or other *Leader* who is requesting assistance from the Sergeants Major Association of California Chaplain's Fund on behalf of a soldier, airman, or family.

Beneficiary - The beneficiary is the soldier, airman, or family for whom we are to provide assistance.

Responsibilities -

Requestor - The requestor is responsible to insure that the application is accurate and complete. The ***requestor*** is solely responsible for providing justification and information about how we are to assist the soldier, airman, or family.

Beneficiary - The *Beneficiary* is responsible to provide complete, accurate, and truthful information to the requesting leader.

Procedures

Upon receiving a request for assistance, the battalion, or brigade level CSM/CCMSgt or FAC verifies the circumstances and initiates a request for assistance. Download the request form, (SMA Form CF2), from our website at http://www.smaofcalifornia.org/chaplains_fund.html.

Alternatively, contact the SMA via email at cmassicotte@roadrunner.com or at one of the phone numbers listed below.

The requestor must provide the following information. (Use SMA Form CF 2, Request for Chaplain's Fund Assistance) We keep all information confidential.

The Guard member's name, rank, SSN, home address, phone numbers and e-mail address.

Unit name, address, phone number, and POC

The soldier/airman's 1Sgt, and CSM/CCMSgt's name, address, phone number and e-mail address.

If the request is for a family, i.e. the military member is deployed, provide the above information as well as the name and contact information of the primary responsible family member.

The name, address, phone number, account number (if applicable) and POC information for each person or agency to whom we are to make payment. We may ask you to provide copies of bills, statements, etc.

Your recommendation about whether we should provide assistance as a grant, loan or combination grant and loan.

In your request, provide detailed and specific information about the following:

- What happened that caused the soldier to need our assistance
- Who in the soldier's NCO chain knows about this?

- What have the unit and unit leaders done to help or resolve the problem?
- What other resources have you provided or requested?
- What will it take to resolve the soldier's situation?
- How will a loan or grant from the Chaplains Fund help to accomplish this?

The Chaplain's Fund is a "Last Resort" resource. We can provide a one-time maximum payment of up to \$800 per soldier and or family with no repeat assistance. Depending on the circumstances and input from the soldier's NCO leaders and Family Assistance Coordinators (if applicable), we will provide the funds as a grant, no-interest loan, or a combination of the two. The soldier / family beneficiary must sign a promissory note for any loan amount. We first pay the creditor or other party directly; i.e. the check(s) will be made payable to the Landlord, Mortgage Company, Utility Company, Finance Company, etc. If we cannot make a payment directly to the creditor, we will make payment to the soldier/airman through the requesting CSM/ CCMSgt / Family Assistance Coordinator.

Exceptions to Policy: In exceptional circumstances, we may provide amounts over the \$800.00 limit. If the requesting leader believes that we can best help the soldier, airman, or family and resolve the financial crisis by providing additional (more than the maximum amount) or repeat assistance (a second request for the same soldier, airman, or family) he may request an exception to policy to provide the additional financial assistance. The requestor must fully explain and justify why we should approve an exception to policy. Any assistance approved under an exception to policy will be provided as a loan; the request and justification must substantiate the soldier's willingness and ability to repay the loan. The SMA President approves exceptions to policy; if the president is not available, any two Executive Board members may approve exceptions to policy.

Current versions of these guidelines and the request form can be downloaded from our website at <http://www.smaofcalifornia.org/chaplain.html>.

If you have questions about how to submit a request, or would like have an SMA Representative visit your unit or organization to talk about the Sergeants Major Association and the Chaplain's Fund, please contact one of our members below.

1SG Reggie Jones, President, 1sgjones@comcast.net

CSM (Ret) John Dearing, Vice President, dearinger@aol.com

MSG (Ret) Ken Wahl, Trustee, 916-663-3860; kwahl1@sbcglobal.net

MSG (Ret) Robert Embrey, Chaplain, (626) 339-3402; kd6dkv@verizon.net

SFC (Ret) Charles Massicotte, Treasurer, 714-264-4680; cmassicotte@roadrunner.com

Mailing address: Sergeants Major Association of California, Inc., 7785 La Mirada Circle, Buena Park, CA 90620-2306,

E-mail: cmassicotte@roadrunner.com; Web page: www.smaofcalifornia.org

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