LETTER OF INSTRUCTION TO GUARDIANS AND ESCORTS (Sample)

The purpose of this letter is to provide information and instructions to person(s) designated as guardians or escorts of dependents of Illinois Army National Guard soldiers

Name of soldier: _____

Name of dependent(s):_____

Name/address/phone numbers of guardian/escort:_____

_____

1. As the guardian or escort for my above named dependent(s), you need to know certain information If I am mobilized, and it becomes necessary for you to assume the duties as guardian escort, the following will occur:

a. An allotment will be provided to you by me, in an amount determined by you and me, which will be used for the care and welfare of my dependents or funds will be provided to you as indicated by the financial arrangements outlined in the attached documents.

b. A notarized Power of Attorney will be provided to you which will give you authority to assume and maintain legal guardianship of my dependents.

c. Special documents pertaining to my dependent(s), such as ID cards medical records, school records, passports, special instructions on medical prescriptions and allergies, and other pertinent information will accompany my dependent(s), if these documents are not already in your possession.

d. The dependent(s) listed above is/are cared for by the local day care provider _____, address _____, phone number _____. If it is necessary to continue day care, you may continue to use this service.

e. You may apply to the nearest military installation for an agent's letter allowing you access to military facilities and services in my dependent(s) behalf.

f. If for any reason you are unable to exercise your responsibilities after my departure, please ensure that a Red Cross message is immediately transmitted to my unit commander, so that the situation can be rectified as soon as possible.

g. Additional Assistance may be obtained from my unit rear detachment commander or the State Family Readiness Center that services the Illinois Army National Guard.

Those addresses are:

Rear Detachment Commander	Family Readiness Center
Deputy JFHQ Commander	State Family Program Coordinator
1301 N MacArthur Blvd	1301 N.- MacArthur Blvd
Springfield,-. IL 62702-2399	Springfield, IL 62702-2399

h. [Optional] Should it be necessary to settle my estate, my will and other important documents are located at _____

i. Finally a complete copy of my Family Care Plan with all required attachments is on file in the Family Readiness Center at the same address shown above for the Rear Detachment Commander.

2. Your signature and date must appear below to ensure that you have received a copy of this document. This Letter of Instruction will be filed with my Family Care Plan.

3. My commander will contact you to verify that you agree to act as guardian for my dependent(s) listed above.

_____

(Soldier)

I have received a copy of this document.

_____

Signature and Date (Guardian / Escort)

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