

**Standard Operating Procedures
For
Combat Casualty Relief Fund**

Effective: 1 April 2008

Updated: 26 October 2010

1. **Purpose:** The Combat Casualty Relief Fund (CCRF) provides assistance to qualified Soldiers and Airmen and members of their families. The fund has been established to offset financial hardships incurred as a result of combat related casualties obtained while serving in the Tennessee Air or Army National Guard.

The CCRF committee will consist of the following voting members:

- (a) Chairperson
- (b) Secretary
- (c) Treasurer
- (d) CCRF Coordinator (Fulltime NGAT Rep)
- (e) Enlisted Member of TN Air or Army National Guard

The Advisory (non-voting) members consist of:

- (a) NGAT
- (b) Family Readiness Representative from TN Air or Army National Guard

The CCRF Committee shall meet, at a minimum, of quarterly to review policy, procedures, fund balance, spending and management.

The NGAT Rep will serve as the CCRF Coordinator who shall ensure each request is received, logged in, reviewed for completion and eligibility, and prepared for the committee members. The CCRF Coordinator may also return the request if incomplete or the applicant is ineligible.

2. Eligible Recipients:

- a. The following members are eligible to receive monetary assistance:

Any soldier or airmen experiencing financial hardships as a result of combat related injuries or illnesses incurred during a deployment while serving in the Tennessee Air or Army National Guard, to include, families of member: husband, wife, child, mother, father, brother, sister, or other person, who have been approved as a dependent and are enrolled in the Defense Enrollment Eligibility Reporting System (DEERS).

3. Assistance:

- a. Payments are subject to availability of funds and approval of CCRF committee...
- b. Nature of assistance requested.
- c. Degree of financial hardship.
- d. Examples of acceptable reasons for assistance. Depending on the overall situation, these examples do not necessarily justify funding: food, rent, utilities, medical services, medical prescriptions, insurance or vehicle payments, child care, personal needs when military pay is delayed or stolen, emergency home repairs (habitability/essential areas but not home improvements) etc... as well as other emergency needs at the discretion of the approval authority.

4. Limits:

- a. Payments to members and families of the Tennessee Air and Army National Guard shall begin at \$500.00.
- b. No cash will be given directly to members or families.
- c. Actual amount of award will be determined upon interview with family.
- d. Means of disbursement of funds will be determined that best meets the needs of the families.

5. Application and Payment Process:

- a. Eligible recipients may apply for funds by submitting a request directly to the CCRF committee at:

Combat Casualty Relief Fund
4332 Kenilwood Drive
Nashville, TN 37204-4401
Phone 615-833-9100
In-state toll free: 1-888-642-8448
Fax: 615-833-9173

- b. Upon receipt of request for assistance, the CCRF Coordinator will review the request for eligibility and verify required information. The request will then be sent to the CCRF committee members for approval by a majority of the members. If committee members are not available to attend in person, emails will be accepted as votes.
- c. The committee members will use the CCRF Worksheet to recommend approval or disapproval of the request.
- d. The CCRF Secretary will serve as the recorder of the committee members' decision.
- e. Once approved, the CCRF Coordinator will process the request for payment and notify the requestor of the approval.
- f. If request is denied, the CCRF Coordinator will also notify requestor.
- g. For additional information go to <http://tnmilitary.org/CombatCasualtyReliefFund>