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Date

MEMORANDUM FOR: Leaders, Soldiers and Spouses of unit name

SUBJECT: unit name Family Readiness Group Standard Operating Procedures

1. Reference.

- a. AR 608-1 Appendix J Army Family Readiness Operations, 21 July 2006
- b. AR 600-20 Army Command Policy, Family Readiness Management
- c. FC CG Policy #22
- d. DoD 5500.7-R, Joint Ethics Regulation.
- e. AR 600-29
- f. The Army Family Readiness Handbook, Operation READY, Texas Cooperative Extension, The Texas A&M University System, March 2002
- g. Soldier/Family Deployment Survival Handbook, Operation READY, Texas Cooperative Extension, The Texas A&M University System, March 2002
- h. DOD 4525.8-M
- i. AR 672-20
- j. AR 215-1

2. Purpose:

- a. To provide guidance for sustaining family readiness group activities within unit name. The primary goal of our Family Readiness Group is to support our military mission through provision of support, outreach, and information to family members and Soldiers. The family readiness group is a recognized organization of family members (immediate and extended), Civilian employees, Soldiers and volunteers belonging to this unit who get together to provide an avenue of mutual support and assistance, and a network of communication among the family members, the chain of command and community resources. FRGs will assist unit commanders in meeting military and personal deployment preparedness and enhance the family readiness of the unit's Soldiers and families. They will also provide feedback to the command on the state of the unit "family"

3. Responsibilities:

- a. All Soldiers, family members and others interested in the welfare of the members (i.e., parents, fiancées, retirees, etc.) regardless of gender, age, religion, race, color, national origin, or marital status are eligible for membership in the Family Readiness Group (FRG). Membership in the FRG will be strictly on a voluntary basis. No adverse action or comment will be made against persons refusing to participate in the FRG.
- b. Unit Commander

Sample SOP

- i. Ensures that their FRGs appeal to all service members, civilians, and family members regardless of rank structure or family size, composition, language spoken, and other characteristics
 - ii. Anticipates and addresses the needs of the Soldiers and their families.
- c. Rear-Detachment Commander
 - i. The unit commander's representative at home stations while the unit is deployed and is the FRG link to the deployed unit. All logistic support for FRGS (for example, meeting rooms, non-tactical vehicle use, office equipment and computers, newsletters, telephones, and volunteer support) is authorized by the rear detachment commander during deployment.
 - ii. Anticipates and addresses the needs of the detachments' Soldiers and their families when a temporary separation occurs through orientation programs, FRG newsletters, pre-deployment briefings, family assistance handbooks and social functions.
 - iii. Facilitates systems of mutual assistance and a network of communication prior to and during deployments that includes the family readiness group and the chain of command.
- d. Family Readiness Group Leader
 - i. Serves as the commander's primary family member representative and point of contact.
 - ii. Represents the family readiness group along with the commander at battalion level steering committee meetings or functions.
 - iii. Serves as the primary liaison between the commander and family members.
- e. Family Readiness Group Volunteer Fund Custodian/Treasurer
 - i. Unit Commander will sign a letter designating a fund custodian/treasurer and an alternate, which will not be the unit commander, a deployable Soldier or the FRG Leader.
 - ii. Is responsible for informal fund custody, accounting and documentation.
 - iii. The FRG informal fund custodian/treasurer and alternate are personally liable for any loss or misuse of funds.
 - iv. Will provide informal fund reports to the unit commander monthly and as requested. An Annual report on the informal fund activity will be provided no later than 30 days after the end of the calendar year.
- f. Unit Volunteers
 - i. All members holding positions within the FRG will complete FRG training, as it pertains to their appointed position and obtain certificates.
 - ii. Unit volunteers will attend an orientation prior to their volunteering.

- iii. All Unit Volunteers will be registered with the Fort Carson AVCC through the VMIS located on the www.myarmylifetoo.com website.
 - iv. Volunteers will turn in their hours utilizing the VMIS or by turning in a hard copy to the AVCC.
- 4. Family Readiness Group Meetings.
 - a. FRG meetings will be held once per month at a location and time to be determined by the Commander and FRG Leader. Purposes of the meetings include but are not limited to:
 - i. Plan and coordinate future FRG activities or functions
 - ii. Disseminate important command information about upcoming training events, distribute updated calendars, etc.
 - iii. Be either educational or a social type meeting.
 - iv. Welcome new Family Members
 - v. Review FRG Fund Status
- 5. Family Readiness Group Fund:
 - a. The purpose of the FRGs informal fund and functions are to provide support and recognition to FRG members during the following life events: births, birthday parties, new member welcome parties, departing member farewell parties, holiday parties, and to provide support for the FRG meetings. This is for the benefit of the FRG members only as is established exclusively for charitable purposes and to provide support to Soldier and family members as the Soldiers and families adapt to Army life. It is not a business and is not being run to generate profits. It is not an instrumentality of the United States Government.
 - b. The family readiness group informal is considered an informal fund and does not require the need to apply for Private Organization status as long as the fund does not exceed \$1,000 at any given time, unless approved by the unit Commander in support of a specific written plan.
 - c. The average balance annual cap income to the fund will not exceed \$5,000.00, in accordance with the recommendation of AR 600-20
 - d. The Commander will appoint in writing a volunteer family member to serve as the fund custodian/treasurer.
 - e. Use of the fund is limited to expenses that support the purpose and mission of the FRG, and the money will not be spent in a way that appears to be improper or contrary to Army Interests.
 - f. The Family Readiness group informal Fund will also be used for activities that support the entire group rather than for specific individuals. Any disbursement of funds will first be approved by a majority vote of FRG Members in attendance when the motion is made to purchase goods or services.
 - g. The FRG will put together a quarterly budget on all ongoing operations.
 - h. An audit will be performed whenever there is a change of personnel for the position of the Fund Custodian and Unit Commander.
- 6. FRG Fundraising

- a. FRG's are not established to be fundraising organization. FRG's may NOT engage fundraising activities outside their own unit, or external fundraising off of post.
- b. FRG's may not solicit donations or gifts. FC CG Policy 22; DoD 5500.7-R
- c. All fundraising will be submitted, in writing, to the Commander for approval at least 14 days prior to the event.
- d. Fundraising will be done in accordance with AR 600-29; DoD 5500.7-R, Joint Ethics Regulation.
- e. Unit FRGs may engage in occasional on-post resale and fundraising activities ONLY when the activity will be of benefit to those outside of the unit and does not compete with AAFES or DMWR facilities (e.g., bake sales, cake auctions, bazaars, or other special events) when properly authorized by the Installation Garrison Commander. Request for approval will be submitted to the DMWR for processing at least 30 days prior to the event.
- f. Any food type fundraisers will be approved through the Commander and all paperwork will be filled out and sent to Preventative Medicine for approval.
- g. The FRG will not conduct a continuing resale operation (the ongoing sale of certain merchandise or food for more than one week) unless an exception to policy is granted by the Installation Commander.
- h. The FRG will not engage in the resale of alcoholic beverages.
- i. The FRG will not conduct raffles, lotteries, or any form of gambling except for authorized casino or bingo nights in conjunction with DMWR.
7. Family Readiness Group Newsletter
 - a. The family readiness group will publish a newsletter once per month as one aspect of the outreach program and communication system. The goal of the newsletter is to disseminate important family support and command information to Soldiers and family members with the unit.
 - b. Mailing of the FRG Newsletter will follow the guidelines given in the 608-1 Appendix J and the DOD 4525.8-M
8. Family Readiness ability to use official/unofficial mail
 - a. FRG is authorized to use official mail for official, mission-related purposes
 - b. Unofficial information may be included in an official FRG newsletter, provided; it does not exceed 20% of the printed space used for official information; it does not increase printings and mailing costs to the Government; and it does not include personal wanted/for sale advertisements. The FRG newsletter must state whether it contains only official information or both official and unofficial information.
 - c. If the newsletter contains both types of information, it will include the following statement; "The inclusion of some unofficial information in the FRG newsletter has not increased the costs to the Government, in accordance with DOD 4525.8-M."
9. Awards, Recognition and Mementoes

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SUBJECT: unit name Family Readiness Group SOP

- a. Appropriated funds will not be authorized or available for volunteer awards other than official certificates of recognition or volunteer incentive awards in accordance with AR 672-20
 - b. NAFs will be authorized for garrison volunteer recognition programs awards and banquets and to purchase mementos consistent with AR 215.1
 - c. Unit Commander will ensure that their FRG volunteers hours are submitted monthly to the garrison AVCC and that FRG volunteers are recognized at garrison community volunteer recognition ceremonies.
10. Telephone network/Chain of Concern
- a. The telephone network or chain of concern is a vital tool in disseminating information to members of the family readiness group. To facilitate phone contacts, a family readiness group roster consisting of names, address and telephone numbers of Soldier and families with the unit will be distributed to specific volunteer points of contact
 - b. Participation must be on a voluntary basis and a Privacy Act Statement will be included on the roster.
 - c. To maintain maximum participation, the purpose of collecting this information will be explained to all Soldiers during their in-processing into the Unit and to all family members at a Family readiness Group meeting or welcome briefing.
11. RECOMMENDATIONS.
- a. An active family readiness group is vital to unit effectiveness during deployment or extended training exercises. All Soldiers and family members are encouraged to provide feedback and recommendations to improve FRG operations.
 - b. Recommendations can be given verbally or in writing to the family readiness Leader, Commander or Rear-detachment commander.

UNIT COMMANDER
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