AFYB-XXX-XX DATE 2019

MEMORANDUM FOR RECORD

SUBJECT: UNIT NAME Soldier and Family Readiness Group Standard Operating Procedure

1. References.

a. AR 608-1 Appendix J Army Family Readiness Operations, 19 October 2017

b. AR 600-20Army Command Policy, Family Readiness Management

d. DoD 5500.7-R, Joint Ethics Regulation

d. AR 600-29 Fund-Raising Within the Department of the Army

e. DoD 4525.8-M Official Mail Management

f. AR 672-20 Incentive Awards

g. AR 215-1 Morale, Welfare and Recreation Programs and NAF Instrumentalities

h. Army Directive 2019-17 Changes to the Soldier and Family Readiness Group Program

i. Title 10, United States Code, Section 1588 Authority to accept certain voluntary services

j. DoD Instruction 1342.22 (Military Family Readiness)

k. AR 1-100 The Army Gift Program

2. Purpose:

a. To provide guidance for sustaining Soldier and Family Readiness Group (SFRG) activities within UNIT NAME*.* The SFRG is an officially command-sponsored organization of Family members (immediate and extended), Civilian employees, Soldiers, and volunteers belonging to this unit who together provide an avenue of mutual support and assistance, and a network of communication among the Family members, the chain of command and community resources. SFRGs help create a climate of mutual support within the unit and community. Goals include supporting the military mission through provision of support, outreach, and information to Family members. SFRGs play an integral part of the unit, Family and Soldier’s readiness.

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 Soldier and Family Readiness Group (SFRG). Membership in the SFRG will be strictly on a voluntary basis. No adverse action or comment will be made against persons declining to participate in the SFRG.

b. Unit Commander

i. Ensures that their SFRGs appeal to all service members, civilians, and Family members regardless of rank structure or family size, composition, language spoken, or any other characteristics

ii. Anticipates and addresses the needs of the Soldiers and their Families.

iii. Establishes and supports the SFRG and the volunteers who have leadership roles within the group. The SFRG is a Commander’s program and it is their responsibility to ensure information is shared with the unit’s Families whether in garrison or deployed.

iv. Appoints, in writing, the SFRG Leader and the Fund Custodian.

v. Ensures new Families are welcomed to set the stage for a good relationship.

vi. Ensures accurate contact information is on file for each Family so that the unit can get in touch with the Family when needed, and so that Family’s know where to go to get information.

vii. Ensures Reliable community and unit information is shared. Predictability reduces stress so Families should expect to know what the unit is doing and when in order to better plan Family orientated dates.

c. Rear-Detachment Commander (RDC)

i. The unit commander’s representative at home stations while the unit is deployed and is the SFRG link to the deployed unit. All logistic support for SFRGS (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, information sharing, pre-deployment briefings, family assistance and social functions.

iii. Facilitates systems of mutual assistance and a network of communication prior to and during deployments that includes the SFRG and the chain of command.

d. Soldier and Family Readiness Group Leader

i. Serves as the commander’s primary Family member representative and point of contact.

iii. Represents the SFRG along with the commander at battalion level steering committee meetings or functions.

iv. Serves as the primary liaison between the company or battery commander and the unit’s Family members.

e. Soldier and Family Readiness Group Fund Custodian

i. Unit commander will designate in writing a primary and alternate fund custodian, which will not be the unit commander, first sergeant, the Soldier Family Readiness Liaison, or the SFRG leader. The fund custodian and alternate must not be scheduled to deploy for more than 30 days within a 12-month period. Commander will ensure that custodians receive informal fund training and additional training as needed.

ii. Is responsible for informal fund custody, accounting and documentation.

iii. The SFRG informal fund custodian and alternate are personally liable for any loss or misuse of funds.

iv. Will provide informal fund reports to the unit commander as requested. Will provide an Annual report on the informal fund activity no later than 30 days after the end of the calendar year.

f. Soldier and Family Readiness Liaison (SFRL)

 i. Acts as the liaison between the SFRG and the commander.

ii. Works with the SFRG leaders, the SFRG advisor, the Brigade SFRL, company commanders, and the battalion commander in order to maintain an active and effective SFRG program.

iii. Will attend the SFRL Academy course at ACS.

iv. Coordinates for and prepares monthly Steering Committee Meetings. v. The SFRL will not engage in fundraising or money handling in any way related to the SFRG program.

 g. Soldier and Family Readiness Group Battalion Advisor

 i. Coordinates with the SFRL on all products, events, meetings, and coordination related to the SFRG program.

ii. Supports SFRG activities, provides assistance and advice to SFRG leaders, and coordinates with the BN commander.

h. Other Unit Volunteers

i. All unit volunteers will be registered with the Fort Carson AVCC through the Volunteer Management Information System (VMIS) at [www.myarmyonesouce.com](http://www.myarmyonesouce.com).

iii. All unit volunteers will turn in their hours monthly.

4. Family Readiness Group Meetings.

a. SFRG meetings will be held at a location, time, and frequency to be determined by the commander and the SFRG leader. Purpose of the meetings include but are not limited to:

i. Plan and coordinate future SFRG activities or functions

ii. Disseminate important command information about upcoming training events, distribute updated calendars, etc.

iii. Be either educational and/or a social meeting.

iv. Welcome new Family Members

v. Review SFRG Fund Status

5. Family Readiness Group Fund:

a. Commanders may authorize their SFRG to maintain one informal fund for non-mission-essential activities (although it is not a requirement or a mission essential task for the SFRG). If the SFRG maintains an Informal Fund, an Informal Fund SOP is required.

b. The informal fund is private monies which belong to the FRG members and must spent to benefit the FRG membership for specific planned purposes as stated in the SFRG’s Informal Fund SOP.

b. The SFRG informal funds may not be deposited or mixed with appropriated funds; unit morale, welfare and recreation funds; the unit’s cup and flower funds; or any individual’s personal funds.

c. The SFRG informal fund will not exceed a cap of $10,000 at any given time in a calendar year from all sources. Brigade or equivalent commanders have the authority to grant an exception for an increase up to $25,000 for a period not to exceed 3 months. Brigade or equivalent commanders can renew this exception once every 6 months.

e. Use of the fund is limited to expenses that support the purpose and mission of the SFRG, and the money will not be spent in a way that appears to be improper of contrary to Army Interests or Army Values.

f. The Family Readiness Group informal Fund must be used for activities that support the entire group rather than for specific individuals.

g. The SFRG spending plan will be in accordance with the Informal Fund SOP.

h. An audit will be performed whenever there is a change of command or change of Fund Custodian.

6. SFRG Fundraising

a. SFRGs are not established solely to raise funds.

b. SFRG fundraising will be approved at the battalion level, after consultation with the local ethics counselor. A copy of the approval (memorandum or email) will be forwarded to the Garrison commander.

c. SFRGs many not solicit donations or gifts. FC CG Policy 22; DoD 5500.7-R

d. Fundraising will be done in accordance with AR 600-29; DoD 5500.7-R, Joint Ethics Regulation; AR 608-1; Army Directive 2019-17, and all other applicable regulations and policies.

e. Any food fundraisers will be done in accordance with Preventative Medicine regulations and safeguards.

h. The SFRG will not engage in the resale of alcoholic beverages.

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. The SFRG Newsletter can be distributed in hard copy, on social media, through email distribution or through the units vFRG website.

10. Telephone Network/Email Network/Chain of Concern

a. The telephone/email network or chain of concern is a vital tool in disseminating information to members of the SFRG. To facilitate phone/email contacts, a SFRG roster consisting of names, address, email addresses, and telephone numbers of Soldiers and their Families will be distributed to specific volunteer points of contact.

b. Participation must be on a voluntary basis and conform to the Privacy Act.

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 an SFRG meeting or welcome briefing.

11. RECOMMENDATIONS.

a. An active Soldier and 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 SFRG operations.

b. Recommendations can be given verbally or in writing to the SFRG leader, commander, or rear detachment commander.

12. The point of contact for this memorandum is NAME, EMAIL, and PHONE

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