AFYB-XXX-XX DATE 2020

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

l. HQDA EXORD 233-19

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. Establish an SFRG that incorporates unit personnel, their Family members, volunteers and single Soldiers into an integrated communication, information, and support network that establishes high-functioning command information networks that communicate, inform, and connect commands with all unit personnel, Family members, and volunteers that enable a network of mutual support.

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

iii. Establishes and supports the SFRG, its volunteers and the members 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 Command Family Readiness Representative (CFRR), Fund Custodian and alternate 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 Families 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.

viii. Establish SFRG chain of command. Chain of command consists of unit commander, rear detachment commanders or equivalent, Command Family Readiness Representative, and fund custodians.

ix. Approves content to be posted on SFRG social media sites. Commanders may delegate this task to the CFRR.

x. Develop a standard operation procedure (SOP) that will include up-to-date alert rosters and communication procedures. The SOP may include additional information such as outlines of unit communication networks (including social media), frequency of communication, and control measures for informal funds, audits, and fundraising approval procedures. Commanders will not add additional reporting requirements to the operation and execution of SFRG’s.

xi. Encourage the CFRR and Fund Custodian and Alternate Fund Custodian to complete training on their roles and responsibilities.

xii. Complete audits of the Fund Custodian annually.

xiii. Ensure Better Opportunities for Single Soldiers (BOSS) are included in all SFRG activities.

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 using a variety of communication methods such as: orientation programs, information sharing, pre-deployment briefings, individual Family assistance, community briefings and trainings, etc.

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. Volunteer Soldier and Family Readiness Group Leader

i. May serve as a Family member representative and point of contact for the commander.

iii. Attends battalion and brigade level steering committee meetings or functions as needed.

iv. Serves as a liaison and resource to 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 Command Family Readiness Representative, or a volunteer SFRG leader. The fund custodian and alternate must not be scheduled to deploy for more than 30 days within a 12-month period.

ii. Will adhere to the Informal Fund Policy IAW AR 600-20 and EXORD 233-19, Para 4.a.3.

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

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

v. 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.

vi. When Fund Custodians change, the responsible party listed on the EIN number for any bank account will be updated by filing IRS Form 8822-B.

f. Command Family Readiness Representative (CFRR)

 i. Assist the commander in executing the essential elements of the SFRG.

ii. Maintain current email/communication rosters

iii. Establish and execute communication plans/strategies IAW commander’s objective

iv. Inform commanders of known Soldier and Family issues

v. Coordinate and communicate resilience events (post sponsored or unit

sponsored).

vi. Help SFRGs establish chains of concern to pass information from the command family readiness representative to SFRG members. Serve as the link between Soldiers, civilians, Family members, and command teams.

vii. Support Better Opportunities for Single Soldiers (BOSS) activities and disseminate information about upcoming activities.

 g. Volunteer Soldier and Family Readiness Group Battalion Advisor

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

ii. Supports SFRG activities, provides assistance and advice to volunteer 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. Soldier & Family Readiness Group Meetings.

a. SFRG meetings will be held at a location, time, and frequency to be determined by the SFRG Chain of Command. 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.Engage with support agencies to create a network of communication and support for Soldiers and their Families.

iv. Welcome new Family members

v. Review SFRG Fund Status

vi. Promote unit readiness events.

vii. Build cohesive teams.

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 SFRG members and must spent to benefit the SFRG 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. Communication Procedures

 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.

c. The newsletter editor will ensure the newsletter content is primarily official, mission related information. Official, mission related information refers to:

i. Information related to unit, Soldier and Family readiness, such as information

on FRG activities in support of field exercises and deployments and SFRG meetings

ii. Information on military benefits, entitlements or services and activities that are

educational in nature designed to create informed, self-reliant service members and their families, such as articles provided by (Army Community Service/Reserve Component Family Programs), the Chaplains office, American Red Cross, or other military or community agencies.

iii. Information regarding activities for Service members and Families that

promote unit cohesion and help strengthen the ongoing esprit among family members within the unit such as command-sponsored Organizational Day activities and Memorial Day Services.

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 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 CFRR, volunteer SFRG leader, commander, or rear detachment commander.

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

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