

Insert Unit Heading
Fort Bragg, North Carolina 28307-5100

AFVC-B-???

Day, Mth and Year

MEMORANDUM FOR Leaders, Soldiers, and Spouses of Unit Name

SUBJECT: Family Readiness Group Standard Operating Procedures

1. Reference.

- a. AR 608-1 Appendix J

2. Purpose. To define procedures for the use and operation of the Commander's Budget for FRG mission activities within Unit Name (HHC 123, ABN).

3. Goal. The primary goal of the Family Readiness Group (FRG) Budget is to support our military mission through provision of support, outreach, and information to family members and soldiers. FRGs will provide mutual support and assistance, and a network of communications among the family members, the chain of command, and community resources.

4. Summary: FRGs are official DA programs subject to DOD 5500.7-R, DOD 7000.14-R, USC 341, and all applicable statutory and regulatory restraints on official activities, use of appropriated funds, and fundraising. The FRG is a unit commander's program formed in accordance with AR 600-20. Normally FRGs will be established at the company level, with battalion and brigade levels playing an important advisory role.

- a. FRGs are not a morale and welfare, and recreation program: a NAFI; a private organization; or a nonprofit organization.
- b. The FRG consist of Soldiers, civilian employees, family members (immediate and extended and volunteers belonging to the unit.
- c. FRGs will assist 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."

5. FRG Budget: FRG Operations are funded by the unit commander's appropriated funds, excluding BA11/OPTempo. The Commander will approve the yearly budget plan for the FRG. The budget will take into consideration supplies, equipment, room rental, or any other approved item that supports official FRG mission activities.

- a. FRG mission essential activities may not be augmented with private money. Such augmentation may be a violation of 31 USC 1345.
- b. FRG appropriated fund resources may not be used to support private organization activities, internal fundraisers, or commercial ventures.
- c. Funding for volunteer support.
 - 1. Appropriated funds may be used to support FRG volunteers, with command pre-approval and funding availability. Appropriated funds for volunteer support may be used for:
 - i. Training and travel expenses may, at the discretion of the commander, be authorized for official statutory volunteers.
 - ii. Travel expenses may not be authorized for the members of the commander's household or other persons that could present a potential conflict of interest (see DOD 5500.7-R).

These decisions must be forwarded to the next senior level officer within the commander's chain of command for determination. Seek guidance regarding specific ethics issues from servicing ethics counselors.

- iii. Authorized FRG volunteer travel may include FRG volunteer visits to geographically dispersed members of the FRG in direct support of the FRG mission.
 - iv. Enrollment, travel, per diem, and other expenses may be funded for training to improve FRG volunteers' effectiveness or enable them to accept positions of increased responsibilities. Invitational travel orders are authorized, pursuant to the JFTR, appendix E, part I, paragraph A, and Secretary of the Army Travel policy. Funding will depend on command pre-approval and availability of funds.
- d. Awards, recognition, and mementos.
- 1. 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.
 - i. NAFs will be authorized for garrison volunteer recognition programs, awards, and banquets and to purchase mementos consistent with AR 215-1. Unit commanders 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.
- e. FRG leaders and volunteers must fill out a purchase request form and submit it to the commander for approval.
- f. Government purchase cards may be used to pay for FRG operating expenses, when practicable.
- g. Reimbursements.
- 1. Reimbursements for incidental expenses must be approved before the expense is made by any and all volunteers. All receipts must be submitted along with a memorandum detailing the expense, approving authority, date of approval, date expense was incurred and date of reimbursement.
 - 2. Statutory volunteers assist and support the FRG mission as described in paragraph J-4 and in accordance with AR 608-1, Appendix J(J-3); however they are not considered statutory volunteers when they are participating in social or fundraising activities and are not entitled to reimbursement for incidental expenses during this period of time.
 - 3. Incidental reimbursements may be reimbursed using appropriated funds for FRG volunteer, as authorized by AR 608-1, Appendix J and 10 USC 588. Out-of-pocket expenses such as child care, long-distance telephone calls, mileage, and other expenses incurred while supporting the FRG official mission, in accordance with this SOP are reimbursable.
 - i. Volunteer incidental expenses may not be authorized for the members of the commander's household or other persons that could present a potential conflict of interest (see DOD 5500.7-R). These decisions must be forwarded to the next senior level officer within the commander's chain of command for determination. Seek guidance regarding specific ethics issues from servicing ethics counselors.
6. Point of Contact is the undersigned at Phone Number.

Signature Line
Commanding