

Unit Letter Head

Unit Office Symbol

Date

MEMORANDUM FOR Soldier and Family Readiness Group Registration

SUBJECT: Soldier and Family Readiness Group Registration (SFRG)

1. Request registration of \_\_\_\_\_Unit\_\_\_\_\_. This SFRG has my approval to exist and operate as a Soldier and Family Readiness Group on Fort Bliss, Texas.

2. The activities of the organization and its fund will be conducted IAW the provisions of AR 600-20 Army Command Policy 5-10 and the Joint Ethics Regulation.

3. INTENT: Commanders establish a SFRG that incorporates unit personnel, their family members, volunteers, and single soldiers into an integrated, communication, information and support network.

4. The SFRG volunteers are:

Leader:  
Phone:  
E-mail:

Co-leader:  
Phone:  
E-mail:

Treasurer:  
Phone:  
E-mail:

Alternate Treasurer:  
Phone:  
E-mail:

Unit Point of Contact:  
Phone:  
E-mail:

Commanders Signature Block

NOTE: SFRG Registration must be re-done using this form upon change of command. SFRG registration must be renewed annually and/or if the unit POC or any of the SFRG leadership changes. See the above Renewal Form. Prefer that all information is typed. If you would like a copy of this form e-mailed to you, send a request to **wendy.m.ramos.civ@mail.mil**