

Unit Letter Head

Unit Office Symbol

Date

MEMORANDUM FOR Thuy T. Dagon, FRG Liaison, Community Services Center, 250 Club Road, Fort Bliss, Texas 79916

SUBJECT: Family Readiness Group Registration

1. Request registration of _____ Unit _____. This FRG has my approval to exist and operate as a 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, AR 608-1 Appendix J, the OP READY Leader's handbook, and the Joint Ethics Regulation.
3. The purpose of the organization is to help family members meet the challenges of military life by providing a communication link for information and referral, by planning special events and programs, and generating small amounts of funds to support these activities.
4. The officers are:
 - a. Leader _____ Phone _____
Address _____
E-mail _____
 - b. Co-Leader _____ Phone _____
Address _____
E-mail _____
 - c. Treasurer _____ Phone _____
Address _____
E-mail _____
 - d. Alternate Treasurer _____ Phone _____
Address _____
E-mail _____
5. Unit Point of Contact _____ Phone _____
E-mail _____

Commanders Signature Block

SAMPLE

NOTE: FRG Registration must be re-done using this form upon change of command. FRG registration must be renewed annually and/or if the unit POC or any of the FRG 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 **thuy.t.dagon.civ@mail.mil**