

Excerpts from an email thread.

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“Subject: FW: NETCALL 2009-05 SUBJECT: Family Readiness Group (UNCLASSIFIED)

Classification: UNCLASSIFIED

Caveats: NONE

Below NETCALL reinforces the status of FRG's, their mission and funding sources. Note para 2 and 3 that clearly limit fundraising to "internal" and emphasize that they should not be focused on fundraising.

Bill Parsons

Director, Family, Morale, Welfare, and Recreation Ft Belvoir, VA

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“Subject: NETCALL 2009-05 SUBJECT: Family Readiness Group (FRG) Program Funding Guidance (UNCLASSIFIED)

Classification: UNCLASSIFIED

Caveats: NONE

NETCALL: 2009-05

SUBJECT: Family Readiness Group (FRG) Program Funding Guidance

REFERENCES:

- a. Appendix J, Army Family Readiness Group Operations, AR 608-1, Army Community Service Center, 19 Sep 07
- b. Operation READY FRG Leader's Handbook
- c. Operation READY Rear Detachment Commander's Handbook

ATTACHMENTS: None

EXPIRATION: 1 year--1 FEB 2010.

Region Directors, Garrison Commanders, and Staff,

1. I have received feedback from mission commanders, FRG leaders and last week from the AFAP delegates (noted as one of the top 5 challenges in deployment) regarding some confusion surrounding FRG mission funding. I ask that when your ACS staff provides Family readiness training to unit commanders and FRG leaders they address authorized FRG mission fund expenditures and the budget process. As spelled out in paragraph J-3 of AR 608-1, mission funds are appropriated funds authorized to support day-to-day FRG operations such as mail, equipment, vehicle use, travel, child care, and volunteer expenses and may not be used to purchase food and beverages for FRG activities. Paragraph J-6 of AR 608-1 includes FRG mission funds in the commander's budget process.
2. Recognizing that FRG social events promote participation in FRG activities and strengthen the FRG program, internal fundraising and acceptance of donations may be authorized by commanders with establishment of an informal fund to support

FRG social events in accordance with paragraph J-7 of AR 608-1. Commanders should not authorize FRG fundraising activities until the FRG infrastructure is fully established. Emphasize that food and beverages for FRG activities may only be procured with informal funds obtained through fundraising and donations. Informal funds may only be used for non-mission activities such as socials, parties and outings, volunteer recognition, and food and refreshments.

3. FRGs are not established to be fund-raising organizations, and as an official Army program they are limited in their fund-raising activities by the Department of Defense Joint Ethics Regulation and AR 608-1, Appendix J. This is in acknowledgement that FRGs are dependent upon volunteers, and FRG volunteers should be focused on the FRG mission, not fundraising activities.

4. When conducting FRG training, garrison commanders should consider including a panel of subject matter experts from the Staff Judge Advocate, ACS Mobilization and Deployment, Private Organization policy and Resource Management to answer questions relating to FRG funding, operations and fund raising.

5. I am also providing the following simple, easy-to-use checklist for unit commanders to use for maintaining their Family readiness programs. IAW the above references commanders responsible for establishing FRGs should:

- a. Have written Standard Operating Procedures with identified volunteer leaders for the FRG, to include treasurer, alternate treasurer, secretary, FRG leader.
- b. In-process their volunteers IAW AR 608-1 through ACS, and issue position descriptions, time cards, identify volunteers' supervisor, establish volunteers' training schedule, etc.
- c. Establish a FRG budget and SOP, identifying projected mission expenses to include training needs and reimbursable volunteer expenses and review with FRG volunteer leaders.
- d. Issue equipment to volunteers that can include laptops, BlackBerrys, cell phones, and identify other resources such as government offices, etc.
- e. Establish a telephone tree/roster, updated and tested.
- f. Hold FRG meetings regularly, keeping a list of attendees, meeting topics, and dates.
- g. Insure FRG meetings are well attended by both enlisted and officer Families, offering or reimbursing child care if appropriate to ensure maximum attendance.
- h. Schedule relevant classes throughout the deployment cycle and include Military Family Life Consultants, Chaplains, or other assets when deemed appropriate. OPREADY is a great source of modules of classes for these events.
- i. Publish and distribute a FRG newsletter.
- j. Send FRG volunteer leaders either TDY or (if local) reimburse them for travel to visit units remote or geographically dispersed from parent unit.
- k. Insure Family Readiness Support Assistants are provided training and their roles and responsibilities are clearly delineated.
- l. Identify Families at high risk, requiring Family support services.
- m. Deploy resources to high risk Families to include Army Family Team Building; Army Community Services; Social Work Services; Financial Readiness; Army Emergency Relief; Chaplains; New Parent Support Program; Child Care; Respite Care; Hearts Apart support program.
- n. Participate in the Battalion FRG Steering Committee and garrison commander Family Readiness Roundtables.

- o. Ensure Family support services are deployed to identified Families, then re-check the status of Families and repeat the process.
  - 6. FRGs contribute to unit military and personal preparedness and enhance Family readiness. Mission commanders should take this into consideration in their budgeting process.
  - 8. The point of contact is Peter Hepp, FMWRC Family Programs, [pete.hepp@us.army.mil](mailto:pete.hepp@us.army.mil), 703-681-7402, DSN 761-7402.
- Thank-you for all you do for Soldiers and Families everyday.

v/r  
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MG John A. Macdonald  
Deputy Commanding General  
Installation Management Command  
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