



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, 1ST ARMORED DIVISION AND FORT BLISS
1733 PLEASANTON ROAD
FORT BLISS, TEXAS 79916-6816

AFBL-CG

JUL 15 2011

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Command Policy Letter #8, Family Readiness Groups

1. References:

- a. AR 608-1, Appendix J, Army Family Readiness Group Operation, 21 July 2006
- b. AR 600-20, Army Command Policy, 7 June 2006

2. Family Readiness Groups (FRGs). Since June 2006, Army Command Policy formally established the Family Readiness Group program as an official Army mission under the personal supervision and responsibility of commanders at each level (AR 600-20, Para. 5-10a(b)). This is a significant change and expansion of command authority, affirmative obligations, responsibility, and potential liability requiring special attention, sound judgment, and tact. Unit commanders at all levels are expected to establish and support FRG operations. As a company level operation, the FRG is a command sponsored organization of all assigned Soldiers, Family members, DA civilians, and volunteers, that together provide mutual support and assistance and a network of communications among the Family members, the chain of command, and community resources.

3. Command Emphasis. A competent and healthy FRG program requires the personal attention of commanders and senior unit leaders. The guiding functions should not fall solely to Family member volunteers. This does not mean the commander personally controls and dictates every aspect of the program, but must be engaged, informed, and personally involved and attend FRG functions and events. Keep in mind that commanders will deal with members not under their command as Soldiers and employees, so great tact, sound judgment, and wise diplomacy must be exercised.

4. FRG Registration. Commanders will register their FRG with Army Community Service (ACS). Commanders will ensure that Family member volunteers within the FRG leadership are appointed in writing as FRG Leader, co-leader, fund custodian, alternate, and key callers and provide position descriptions so that obligations and limits of responsibility are clearly defined. Volunteers are to also register with the installation Army Volunteer Corps Coordinator.

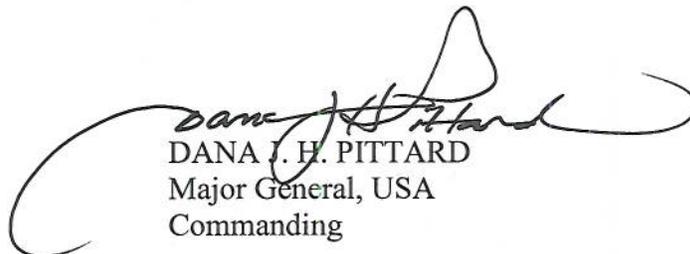
5. Training. Commanders are to ensure that appropriate FRG training is completed through ACS for each mission essential FRG volunteer position as stated above and obtain a Department of the Army Training Certificate. Frequency of training is a command decision. The Installation FRG Liaison at the Fort Bliss ACS office will have on file appointment orders and training certificates for FRG leaders, co-leaders and fund custodians and alternate fund custodians.

6. Managing Funds. The regulatory guidance on fund management is clear and specific, but this area is fraught with pitfalls and potential liabilities. Your FRG Informal Fund must be regulated by a written standard operating procedure. Keep in mind at all times the guiding principle that FRG monies belong to the FRGs and must be used only for FRG business. Strictly follow the rules against co-mingling funds used for other purposes. Establish sound accounting and check-and-balance spending procedures to ensure everything is above board and transparent to the FRG membership. IAW AR 608-1 Appendix J, Army FRG operations, the FRG fund custodian and alternate cannot be the unit commander, a deployable Soldier, or the FRG leader. The FRG fund custodian and alternate will be appointed in writing and held accountable for any loss or misuse of funds.

7. Fundraising. A registered FRG through ACS is authorized to raise funds in support of FRG activities. A FRG is classified as a formal fund organization and may operate on the installation without being a private organization. FRG funds will be managed in accordance with appropriate regulations. All commanders, RDCs and their staff, FRG Leaders, and FRSAs will be aware of this regulation in regards to funding the FRG and resources available. All fundraisers are to be held on an installation and submission for approval is required through appropriate channels. FRGs may not make direct, personal solicitations to individuals for gifts or donations.

8. The Family Readiness Support Assistant (FRSA). This civilian employee serves as a resource to the commanders and FRG leaders. The role of the FRSA is to provide administrative support to both commander and FRG leaders in support of Family readiness programs and activities. The actual tasks performed are dependent upon unit needs, command directions, FRSA's position description and number of FRGs. The FRSAs will keep Rear Detachment Commanders (RDC) aware of major problems affecting Families of mobilized or deployed Soldiers.

9. FRG Program Advice and Legal Assistance. Army Community Service Directorate is your main source of information and support for a sound FRG program. Command legal advisors with the Office of the Staff Judge Advocate and the Office of the Inspector General are available for advice and consultation on any FRG issue. Routinely call on them for advice and assistance.



DANA J. H. PITTARD
Major General, USA
Commanding

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