



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
977TH MILITARY POLICE COMPANY
223 CUSTER AVENUE
FORT RILEY, KANSAS 66442-5037

AFZN-BEA

17 November 2010

MEMORANDUM FOR ALL PERSONNEL

SUBJECT: Family Readiness Group Standard Operating Procedures

1. REFERENCES.

- a. AR 608-1, Army Community Service Center
- b. AR 600-20, Army Command Policy
- c. 10 USC 1588, Voluntary Services
- d. AR 25-400-2, The Army Records Information Management System (ARIMS)

2. GENERAL. A family readiness group (FRG) is an organization of Family Members (both immediate and extended such as, mothers, fathers, aunts, uncles, etc.), Volunteers, and Soldiers, as well as others interested in the welfare of a service member (i.e., fiancées, retirees, etc.). The FRG provides an avenue of mutual support and assistance, and a network of communication among the family members, the Chain of Command, and community resources.

3. OBJECTIVES.

- a. To welcome and orient all new and incoming spouses and family members within 2 weeks, to the military community and FRG. This will be done by providing the member with specific information regarding the 977th MP CO as well as information to community agencies for personal and social needs.
- b. To support the FRG through activities, fundraisers, and expenditures.
- c. To encourage all family members to seek assistance from the group regarding any matter, thus promoting a caring and supportive environment.
- d. To provide cohesiveness among all members in an attempt to increase readiness and assure deployed soldiers that the needs of their family will be met during the Soldiers absence.
- e. To help family members know where to look for information and help.

4. DUTIES OF OFFICERS.

- a. FRG Leader.

(1) Perform such duties as become incumbent upon them. Will preside at all meetings and call special meetings when needed.

(2) Will not make or second any motions, nor will they vote while presiding over a meeting.

(3) Provide monthly meeting agenda and make such available for publication.

(4) Ensure that monthly meetings are one hour or less in duration.

(5) Become knowledgeable of unit mission, existing FRG operating procedures, structure, and community resources.

(6) Ensure communication is maintained among members.

(7) Maintain communication with the Commander and/or POC.

(8) Identify family member's concerns and relating those concerns to unit leadership. Work in conjunction with unit leadership to minimize rumors and stress.

(9) Call Platoon Representatives to activate the unit FRG phone tree.

b. Secretary:

(1) Custodian of the records of the FRG with the exception of the financial records, maintained by the Treasurer / Funds Custodian.

(2) Keep the minutes of the meetings and keep accurate records of all business transacted. All minutes will be open for inspection by any member of the FRG upon request.

(3) Furnish copies of all members to the Company Commander, Board Members, and all Advisors. Maintain a file of all committee reports.

(4) One or more persons may hold this position.

c. Treasurer/ Fund Custodian.

(1) Custodian of the FRG funds.

(2) Ensures procedures are in accordance with the Family Readiness Group Informal Funds SOP published separately.

d. Platoon Representatives. Each platoon (including HQ) will have one main representative whose duties include:

(1) Assist the chain of concern.

(2) Activate the platoon phone tree when necessary.

(3) Maintain an accurate chain of concern within their platoon to include telephone numbers of all spouses in the platoon.

(4) Responsible for gathering and sharing information with spouses within their section. Will keep accurate notes and maintain a log with date and times contact was made. Will give their name and number to spouses within their section.

(5) Work with company leadership to minimize rumors and stress.

(6) Identify members' concerns and relate to the FRG.

(7) Participate and attend FRG meetings.

5. ELECTIONS, RECRUITING AND VOTING.

a. Officers will be elected as needed to fill the position, except FRG Leader. The elections will be held at the scheduled FRG meeting and will be announced by newsletter, flyer, telephone, or other means as needed.

b. The Leader will prepare written ballots for each position that needs filled. No candidate is to appear on the slate for Officers unless he/she has agreed to serve if elected. These ballots will be presented to the members at the designated Election Meeting. Nominations will be accepted at the meeting as well.

c. FRG Leader will be appointed by the Commander.

6. TERMS OF OFFICE.

a. Elected officers will serve for as long as they are willing to volunteer and can maintain their appointed position in good standings.

b. Newly elected Officers will assume the duties of their positions on the day of their installation.

c. Unscheduled Change of Officers.

(1) Vacancy of Office. In the event of an office vacancy in the position of Leader, the Commander will appoint a Leader. If vacancies should occur in the other elected positions, elections will be held in a timely manner to fill said position.

(2) Removal from Office. Valid reasons for the removal of a Board Member are dereliction of duties, deliberate and serious misrepresentation of the FRG, mismanagement of the FRG funds, or inability to attend regularly scheduled meetings for a period of three or more consecutive months.

7. WARM WELCOMES.

a. The "Warm Welcomes Committee" will be ran and maintained by the FRG. It will be an FRG effort, not a separate committee, performed by the FRG Leader and Platoon Representatives.

b. Once the FRG Leader and/or POC is informed of a newcomer into the Company, the POC of that Soldiers platoon will be contacted and responsible for maintaining the new incoming family with information for around the area, including extending invitations to upcoming FRG activities and otherwise make sure newcomers feel welcomed.

c. The FRG Leader will make sure the POC's have plenty of flyers and information of local services and/or activities to give to the newcomers.

8. FRG NEWSLETTER. The purposes of an FRG newsletter are to relay information from the commander, highlight military and community resources, advertise upcoming FRG events, address issues of concern, and build camaraderie. Given that FRG newsletters relay information from the command, they are done under the direction of, and must be approved by, the company commander (or during deployment, the rear detachment commander).

a. Information included in the 977th MP CO FRG Newsletter will include, at a minimum: input from each Platoon (1st, 2nd, 3rd, and HQ); Promotions, Re-Enlistments, Awards; Anniversaries, Births, and Birthdays; BOSS Information; Command Corner (Commander and 1SG comments). Additional information may be included, as approved by the Commander. There are two types of information that may be included in the newsletter:

(1) Official Information: Information that relates to command and mission-essential information that the commander believes families should have to be better informed. Official information relates to unit mission and readiness. Examples are: unclassified training schedule information, upcoming

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deployments, unit points of contact and the chain of concern, new Army programs or benefits available to families, upcoming garrison events for families of deployed Soldiers, and educational information (such as information on the military community, how to budget, where to find medical care or legal assistance, how to prepare for emergencies.

(2) Unofficial Information: Information that is non-mission related. Examples are: personal information (e.g., phone numbers, addresses, birth or adoption announcements, and birthdays); accomplishments by Soldiers or family members, FRG member job changes, promotions, and awards, FRG fundraisers, and recipes. Unofficial information may not exceed 20% of the overall newsletter.

(3) The FRG newsletter must state plainly whether it contains only official information or both official and unofficial information.

b. Distributing the Approved Newsletter. The 977th MP CO FRG newsletter will be posted to the 977th MP CO vFRG website the last Friday of every month. The vFRG site will be the primary method for distribution of the newsletter.

c. Printing the FRG Newsletter. For those families who do not have access to a computer or internet connection, mailing the newsletter is essential. This is identified by the Platoon POC, and a record of those family members requiring a mailed newsletter is maintained. In those instances, use of government paper and printing supplies are authorized for use to publish the FRG newsletters.

9. RESOURCES PROVIDED TO THE FRG. FRG mission-essential activities are supported using the unit's appropriated funds. FRG mission-essential activities may not be augmented with private money. FRG appropriated fund resources may not be used to support private organization activities, internal fundraisers, or commercial ventures. The following resources are available to the 977th MP CO FRG in the scope of FRG activities.

a. Government office space and equipment. The 977th MP CO FRG may use Company office space, computer and office equipment, faxes, e-mails, scanners, and so on to support the FRG mission. This includes the use of paper and printing supplies to publish FRG newsletters or flyers to relay information from the command and to support any FRG mission activity.

b. Army and installation post offices and official mail. The 977th MP CO FRG is authorized to use official mail for official, mission-related purposes and as approved by the commander (e.g. FRG Newsletter)

c. Government vehicles. The 977th MP CO FRG is authorized use of government vehicles (as available) for official FRG activities; including transportation of FRG members for FRG mission-related activities.

d. Child care. Child care, free of charge, for command-sponsored training as well as child care, education and other youth services for needed family support (applicable when the FRG's Armed Forces members are assigned to active duty or ordered to active duty in support of a contingency operation) are also authorized.

10. The point of contact for this SOP is the undersigned at (111)222-1111.

Commander's First Mi. Last Name
Rank, Branch
Commanding

(First Mi. Last)
FRG Leader