



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND-PACIFIC
UNITED STATES ARMY GARRISON-DAEGU
UNIT #15746
APO AP 96218-5746

AMIM-DAW-A

25 FEB 2025

MEMORANDUM FOR RECORD

SUBJECT: UNIT NAME Soldier and Family Readiness Group (SFRG) Standard Operating Procedure

1. References

- a. Army Regulation (AR) 608-1 Army Community Service, 19 October 2017
- b. AR 600-20 Army Command Policy, Army Family Readiness, 6 February 2025
- c. AR 672-20 Incentive Awards, 6 November 2025
- d. AR 215-1 Morale, Welfare and Recreation Programs and NAF Instrumentalities, 24 September 2010
- e. AR 1-100 The Army Gift Program, 12 May 2023
- f. Department of Defense Directive (DoDD) 5500.7-R, Joint Ethics Regulation, 29 November 2008
- g. Department of Defense Manual (DoDM) 4525.8-M, DoD Official Mail Management, 31 August 2018
- h. Army Directive (AD) 2019-17, Changes to the Soldier and Family Readiness Group Program, 1 April 2019
- i. Title 10, United States Code, Section 1588 Authority to accept certain voluntary services
- j. DoD Instruction (DoDI) 1342.22 (Military Family Readiness), 11 April 2017
- k. HQDA EXORD 233-19, Army-wide Implementation of the Soldier and Family Readiness Group, 16 December 2019

2. Purpose:

a. To provide guidance for sustaining Soldier and Family Readiness Group (SFRG) activities including the SFRG Informal Fund within UNIT NAME. The SFRG is an officially command-sponsored organization of Family members (immediate and extended), Civilian employees, Soldiers, and volunteers belonging to this unit who together provide an avenue of mutual support and assistance, and a network of communication among the Family members, the chain of command and community resources. SFRGs help create a climate of mutual support within the unit and community. Goals include supporting the military mission through provision of support, outreach, and information to Family members. SFRGs play an integral part of the unit, Family and Soldier's readiness.

3. Responsibilities:

a. All Soldiers, Family members, and others interested in the welfare of the members (i.e., parents, fiancées, retirees, etc.), regardless of gender, age, religion, race, color, national origin, or marital status are eligible for membership in the Soldier and Family Readiness Group (SFRG). Membership in the SFRG will be strictly on a voluntary basis. No adverse action or comment will be made against persons declining to participate in the SFRG.

b. Unit Commander

(1) Establishes an SFRG that incorporates unit personnel, their Family members, volunteers and single Soldiers into an integrated communication, information, and support network that establishes high-functioning command information networks that communicate, inform, and connect commands with all unit personnel, Family members, and volunteers that enable a network of mutual support.

(2) Anticipates and addresses the needs of the Soldiers and their Families.

(3) Establishes and supports the SFRG, its volunteers and the members within the group. The SFRG is a Commander's program and it is their responsibility to ensure information is shared with the unit's Families whether in garrison or deployed.

(4) Will serve as the SFRG Leader and not further delegate the responsibility.

(5) Appoints, in writing, a primary and alternate Command Family Readiness Representative (CFRR) and primary and alternate Fund Custodian.

(6) Ensures new Families are welcomed to set the stage for a good relationship.

(7) Ensures accurate contact information is on file for each Family so that the unit can get in touch with the Family when needed, and so that Families know where to go to get information.

(8) Ensures reliable community and unit information is shared. Predictability reduces stress so Families should expect to know what the unit is doing and when in order to better plan Family orientated dates.

(9) Establishes SFRG chain of command. Chain of command consists of unit commander, rear detachment commanders or equivalent, Command Family Readiness Representatives, fund custodians and additional SFRG volunteers.

(10) Approves content to be posted on SFRG social media sites and may delegate this task to the CFRR.

(11) Develops a standard operation procedure (SOP) that will include up-to-date alert rosters and communication procedures. The SOP may include additional information such as outlines of unit communication networks (including social media), frequency of communication, and control measures for informal funds, audits, and fundraising approval procedures. Commanders will not add additional reporting requirements to the operation and execution of SFRG's.

(12) Encourages the CFRRs and Fund Custodians to complete training on their roles and responsibilities.

(13) Completes audits of the SFRG Informal Fund annually.

(14) Ensure Better Opportunities for Single Soldiers (BOSS) are included in all SFRG activities.

(15) Commanders may authorize their SFRG to maintain one informal fund for non-mission-essential activities (although it is not a requirement or a mission essential task for the SFRG). *If the SFRG maintains an Informal Fund, para 7 of this SOP is required.*

c. Rear-Detachment Commander (RDC)

(1) The unit commander's representative at home stations while the unit is deployed and is the SFRG link to the deployed unit. All logistic support for SFRGS (for example, meeting rooms, non-tactical vehicle use, office equipment and computers, newsletters, telephones, and volunteer support) is authorized by the rear detachment commander during deployment.

(2) Anticipates and addresses the needs of the detachments' Soldiers and their Families when a temporary separation occurs using a variety of communication methods such as: orientation programs, information sharing, pre-deployment briefings, individual Family assistance, community briefings and trainings, etc.

(3) Facilitates systems of mutual assistance and a network of communication prior to and during deployments that includes the SFRG and the chain of command.

d. Soldier and Family Readiness Group Fund Custodian

(1) Unit commander will designate in writing a primary and alternate fund custodian, which will not be the commander, Sergeant Major, First Sergeant, CFRR, contractor or SFRSA (or other Federal employee). The fund custodian and alternate, if a Soldier, must not be scheduled to deploy for more than 30 days within a 12-month period.

(2) Will adhere to the SFRG Informal Fund Policy IAW AR 600-20 and HQDA EXORD 233-19, Para 4.a.3.

(3) Is responsible for informal fund custody, accounting, and documentation.

(4) The SFRG informal fund custodian and alternate are personally liable for any loss or misuse of funds.

(5) Will provide informal fund reports to the unit commander as requested.

(6) Will provide an Annual report on the informal fund activity no later than 30 days after the end of the calendar year.

(7) Fund Custodians change, the responsible party listed on the EIN number for any bank account will be updated by filing IRS Form 8822-B.

e. Command Family Readiness Representative (CFRR)

(1) The CFRR is a non-deployable position.

(2) CFRRs will not be assigned any other additional duties.

(3) Assists the commander in executing the essential elements of the SFRG.

(4) Maintains current email/communication rosters

(5) Establishes and executes communication plans/strategies IAW commander's objective

(6) Informs commanders of known Soldier and Family issues

(7) Coordinates and communicates resilience events (post sponsored or unit sponsored).

(8) Assists SFRGs establish chains of concern to pass information from the Command Family Readiness Representative to SFRG members and serves as the link between Soldiers, civilians, Family members, and command teams.

(9) Supports Better Opportunities for Single Soldiers (BOSS) activities and disseminate information about upcoming activities.

f. Volunteer Soldier and Family Readiness Group Battalion Advisor

(1) Coordinates with the CFRR on all products, events, meetings, and coordination related to the SFRG program.

(2) Supports SFRG activities, provides assistance and advice to SFRG volunteers, and coordinates with the unit commander.

g. Other Unit Volunteers

(1) All unit volunteers will be registered with the USAG Daegu AVCC through the Volunteer Management Information System (VMIS).

(2) All unit volunteers will turn in their hours monthly, at minimum.

4. Soldier & Family Readiness Group Meetings will be held at a location, time, and frequency to be determined by the SFRG Chain of Command. Purpose of the meetings include but are not limited to:

a. Planning and coordinating future SFRG activities or functions

b. Disseminating important command information about upcoming training events, distribute updated calendars, etc.

c. Engaging with support agencies to create a network of communication and support for Soldiers and their Families.

d. Welcoming new Family members.

e. Reviewing SFRG Fund Status.

f. Promoting unit readiness events.

g. Building cohesive teams.

5. Communication Procedures

a. The Family readiness group will publish a newsletter once per month as one aspect of the outreach program and communication system. The goal of the newsletter is to disseminate important Family support and command information to Soldiers and Family members with the unit.

b. The SFRG Newsletter can be distributed in hard copy, on social media, through email distribution or through the units' vSFRG website.

c. The newsletter editor will ensure the newsletter content is primarily official, mission related information. Official, mission related information refers to:

(1) Information related to unit, Soldier and Family readiness, such as information on SFRG activities in support of field exercises and deployments and SFRG meetings

(2) Information on military benefits, entitlements or services and activities that are educational in nature designed to create informed, self-reliant service members and their families, such as articles provided by (Army Community Service/Reserve Component Family Programs), the Chaplains office, American Red Cross, or other military or community agencies.

(3) Information regarding activities for Service members and Families that promote unit cohesion and help strengthen the ongoing esprit among members of the unit such as command-sponsored Organizational Day activities and community events.

6. Telephone Network/Email Network/Chain of Concern

a. The telephone/email network or chain of concern is a vital tool in disseminating information to members of the SFRG. To facilitate phone/email contacts, a SFRG roster consisting of names, address, email addresses, and telephone numbers of Soldiers and their Families will be distributed to specific points of contact.

b. Participation must be on a voluntary basis and conform to the Privacy Act.

c. To maintain maximum participation, the purpose of collecting this information will be explained to all Soldiers during their in-processing into the unit and to all Family members at an SFRG meeting or welcome briefing.

7. SFRG Informal Fund:

a. The SFRG Informal Fund is for the benefit of the (UNIT NAME) SFRG Members only and is established exclusively to provide support to Soldiers and Family Members as they adapt to Army life. It is not a business and is not being run to generate profits. It is not an instrumentality of the United States Government. The fund is limited to expenses that support the mission of the SFRG and is to be used for activities that support the entire group rather than specific individuals.

b. Commander/Rear Detachment Commander:

(1) Will authorize the SFRG to maintain one informal fund.

(2) Will designate a fund custodian and an alternate.

(3) Will authorize the opening of one SFRG informal funds bank account and designate the funds custodian and alternate funds custodian to sign checks drawn on the account.

(4) Will / Will not require the SFRG informal fund to be bonded.

c. SFRG informal funds custodian and alternate:

(1) Will manage the SFRG informal fund, and ensure that all deposits and expenditures are accurate, timely, and complies with all Army policies, including AR 608-1, and the Joint Ethics Regulations.

(2) Will ensure a non-interest bearing bank account has been opened under the SFRG's name, as approved by the commander.

(3) Will prepare an informal fund report for the unit commander at the end of each month. The report will summarize the informal fund's financial status, to include current balance, total income, and an itemized list of expenditures along with an explanation showing how the expenditures are consistent with the purpose of the SFRG informal fund was established in this SOP.

(4) Will prepare an informal fund annual report for the first Colonel (06) commander or designee in the unit's chain of command no later than 30 days after the end of the calendar year. The annual report will summarize the informal fund's financial status at the end of the calendar year, to include current balance, total income, and an itemized list of all expenditures made during the year, along with an explanation showing how the expenditures were consistent with the purpose of the SFRG informal fund was established in this SOP.

d. SFRG Informal Fund Account Management:

(1) The SFRG informal fund will not exceed a cap of \$10,000 at any given time in a calendar year from all sources. Brigade or equivalent commanders have the authority to grant an exception for an increase up to \$25,000 for a period not to exceed 3 months. Brigade or equivalent commanders can renew this exception once every 6 months.

(2) Offers of gifts and donations should be referred to the Garrison commander.

(3) Expenditures:

(a) The commander must approve all expenditures of SFRG Funds in advance.

(b) The funds custodian will make all purchases; the funds custodian and alternate are the only authorized persons to sign all checks.

(4) Deposits:

- (a) The funds custodian or alternate funds custodian will deposit all income.
- (b) The funds custodian or alternate will prepare a financial statement monthly and as requested.

e. Use of SFRG Informal Funds:

(1) The SFRG will approve an annual informal fund budget that supports and recognizes SFRG members and details what funds will be raised and the how the money will be used.

(2) Use of the fund is limited to expenses that support the purpose and mission of the SFRG, and the money will not be spent in a way that appears to be improper or contrary to Army Interests or Army Values.

(3) The SFRG Informal Fund must be used for activities that support the entire group rather than for specific individuals.

(4) The SFRG spending plan will be in accordance with this SOP.

(5) The funds are to be used to provide meals and refreshments at SFRG meetings and to fund SFRG Family social events. The use of SFRG informal funds is to support the entire unit and SFRG.

(6) All expenditures must be consistent with the provisions listed in this SOP, Army values, and AR 608-1, Appendix J.

(7) SFRG informal funds may not be deposited or mixed with appropriated funds (APF), Unit MWR funds, Unit informal funds (cup and flower funds), or any individual's personal funds.

(8) Estimated costs for future planned events will be earmarked with the ledger.

(9) An audit will be performed whenever there is a change of command or change of Fund Custodian.

f. SFRG Fundraising:

(1) SFRGs are not established solely to raise funds, and must prepare a spend plan prior to fundraising.

(2) SFRGs may not solicit donations or gifts. DoD 5500.7-R

(3) Fundraising Requests:

(a) Will be approved at the battalion level, after consultation with the local ethics counselor. A copy of the approval (memorandum or email) will be forwarded to the Garrison commander.

(b) Fundraising will be done in accordance with AR 600-29; DoD 5500.7-R, Joint Ethics Regulation; AR 608-1; Army Directive 2019-17, and all other applicable regulations and policies.

(c) Any food fundraisers will be done in accordance with Preventative Medicine regulations and safeguards.

(d) Will not engage in the resale of alcoholic beverages.

(4) Note, unit commanders should be able to document that they have established the SFRG infrastructure as required IAW AR 608-1, Appendix J prior to authorizing their SFRG's a fundraising event. Unit Commander certifies prior to approving SFRG Informal fundraising that:

(a) Volunteer support for the SFRG is identified and Volunteers have been registered IAW AR 608-1.

(b) Volunteer position descriptions are on file, Volunteers are trained or subject to a training schedule.

(c) SFRG meetings are regularly scheduled (whether quarterly, semi-annually, or monthly, depending upon unit needs).

(d) Fundraising request must be for a specific purpose. Raising funds to purchase meals and refreshments for use at SFRG meetings, SFRG social events and activities, may be authorized.

(e) Fundraisers may take place only in unit area, as identified by command.

(f) Fundraising requests must go through commander for approval.

(g) Once the commander approves the SFRG informal fund request to fundraise, normal rules regarding the processing of all fundraising requests must be followed.

8. RECOMMENDATIONS.

AMIM-DAW-A

SUBJECT: Standing Operating Procedure (SOP) for UNIT NAME SFRG

a. An active SFRG is vital to unit effectiveness during deployment or extended training exercises. All Soldiers and Family members are encouraged to provide feedback and recommendations to improve SFRG operations.

b. Recommendations can be given verbally or in writing to the CFRR, designated SFRG Volunteers, commander, or rear detachment commander.

10. The point of contact for this memorandum is NAME, EMAIL, and PHONE

SIGNATURE BLOCK