

DEPARTMENT OF THE ARMY  
Organization Name  
Organization Address  
City, State, Zip

(Office Symbol)

(Date)

MEMORANDUM FOR (NAME OF UNIT) FAMILY READINESS GROUP

SUBJECT: Family Readiness Group (FRG) Budget Standard Operating Procedures (SOP)

1. Reference: AR 608-1, Army Community Service Center, 21 July 2006

1. Purpose. Provide procedures for funding FRG mission essential activities.

2. Summary. The FRG is a unit commander's program formed in accordance with [AR 600-20](#) and AR 608-1, Appendix J. FRG mission-essential activities are supported using the unit's appropriated funds, excluding BA11/OPTEMPO. While appropriated fund support is authorized, the FRG's annual budget depends upon availability of funds. FRG mission-essential activities authorized appropriated fund support may not be supported with NAFs, with the exception of some volunteer expenses, and they may not be augmented with private money. Normal fiscal law rules and the Joint Ethics Regulation prohibitions against the misuse of Government resources applies to the FRG budget...

3. Scope. This SOP applies to the *(name of unit)* Family Readiness Group which is comprised of all Soldiers, civilians, volunteers and family members assigned to the unit.

4. Mission essential activities authorized appropriated fund support.

- a. Government office space and equipment.
- b. Paper and printing for FRG newsletter and rosters.
- c. Army and installation post offices and official mail for official newsletters.
- d. Government vehicles in support of official mission-essential activities. (Social events are not mission essential activities.)
- e. Travel and training expenses for FRG statutory volunteers.
- f. Reimbursement of FRG statutory volunteer expenses.
- g. Childcare for command-sponsored training.

(Office Symbol)

SUBJECT: Family Readiness Group (FRG) Budget Standard Operating Procedures (SOP)

h. Childcare, education, and other youth services for Armed Forces members who are assigned to duty or ordered to active duty in conjunction with a contingency operation.

5. Statutory Volunteer Reimbursable Expenses. Only volunteers properly processed IAW AR 608-1, may be provided reimbursement for the following incidental expenses incurred while supporting the FRG official mission.

a. Child Care. Each FRG statutory volunteer is authorized up to \_\_\_ hours of childcare each month (per child) to participate in FRG meetings, steering committee meetings or training. The unit will not fund childcare for volunteer participation in social or fundraising events.

b. Reimbursement for transportation expenses, with previous written approval from the Commander.

c. Official telephone calls. The FRG senior advisor, FRG leader, co-leader, treasurer and key callers will be reimbursed for official long-distance telephone calls with previous written approval from the Commander.

d. Other. All other expenses must be approved by the commander or designated representative in advance in writing.

6. All requested FRG appropriated fund support requires Commander approval. This authority may be delegated to the *(Rear Detachment Commander, S1, or Unit Government Purchase Card holder.)*

7. Family Readiness Group Leader shall:

a. Prepare or approve all FRG and statutory volunteer requests for APF support.

b. Maintain a copy of all FRG APF purchase requests.

c. Ensure the FRG volunteer leaders and statutory volunteers are aware of required procedures for accessing APF support.

8. Procedures.

a. Supplies, space and equipment.

(1) The FRG Leader will coordinate FRG APF support with the *(FRG Deployment Support Assistant, Family Readiness Liaison, or S1)*.

(Office Symbol)

SUBJECT: Family Readiness Group (FRG) Budget Standard Operating Procedures (SOP)

(2) All requests for APF support will be submitted on an FRG Purchase Request Form (Encl 1).

(3) All supplies, room rentals and other APF support must be purchased using the unit's Government Purchase Card. All purchases will follow appropriate DoD and Army Financial Management regulations. Reimbursements for personal purchases will not be approved.

b. Statutory Volunteer Reimbursable Expenses.

(1) Childcare.

(a) Statutory volunteers must arrange their own childcare with the installation Child and Youth Services (Child Development Center or Youth Services).

(b) Each volunteer must submit a Volunteer Childcare Coupon (enclosure 2) that has been signed by the unit commander's designated representative to the childcare provider when picking up the child.

(c) Child and Youth Services will invoice the unit monthly for childcare services. The invoice will include copies of Volunteer Childcare Coupons that substantiate the childcare charges.

(d) The Government Purchase Card (GPC) holder will certify the invoice and pay the bill using the GPC.

(e) *(optional)* If the childcare center does not accept the GPC, the unit can pay the invoice using a SF Form 1034, Government Voucher for Purchases and Services Other Than Personal (Encl 3).

(f) All exceptions to this policy must be approved in advance by the unit commander. *(Note – ask the CYS Chief if a Family Childcare Provider can be used and CYS invoice the unit monthly.)*

(2) Local Travel/Transportation.

(a) Statutory volunteers are required to request a government vehicle for all official local travel. Reimbursement of personal travel expenses will be authorized only with proof that a government vehicle is not available.

(b) Volunteers must submit a completed Standard Form 1164, Claim for Reimbursement for Expenditures on Official Business (Encl 4), to the commander or designated representative for reimbursement of travel/transportation expenses.

(Office Symbol)

SUBJECT: Family Readiness Group (FRG) Budget Standard Operating Procedures (SOP)

(3) Official Long Distance Phone Calls.

(a) When possible, long distance phone calls will be made from a unit telephone, Family Readiness Center, or Yellow Ribbon Room.

(b) Volunteers must submit a completed Standard Form 1164, Claim for Reimbursement for Expenditures on Official Business, to the commander or designated representative for reimbursement of official long-distance phone calls. A copy of the phone bill(s), showing the charges, must be attached to the request for reimbursement.

9. Files. Hard and soft copies of the SOP's will be maintained by the Commander, Family Readiness Group Deployment Assistant, Rear Detachment, FRG Leader, FRG Secretary, and FRG Treasurer.

10. The point of contact for this SOP is (POC Name, Title, Phone Number, email address).

4 Encls

1. Purchase Request
2. Childcare Coupon
3. SF Form 1034
4. SF Form 1164

COMMANDER'S NAME  
Rank, Branch, Component  
Commanding

**FRG PURCHASE REQUEST**

Name of Unit: \_\_\_\_\_ Date of Request: \_\_\_\_\_

FRG Treasurer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

<u>Item(s) Needed</u>	<u>Quantity Required</u>	<u>Cost for Each Item</u>	<u>Total Cost</u>
1 _____			
2 _____			
3 _____			
4 _____			
5 _____			

These expenses are reimbursements of FRG volunteer incidental expenses. (Invoice attached)

Vendor's Address: \_\_\_\_\_

Vendor's Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

Vendor's Email Address: \_\_\_\_\_

Date Items are needed: \_\_\_\_\_

FRG Leader's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

I approve the purchase of item(s) with the unit's portion of the Supplemental Mission Account Intended for FRGs. I have determined that it clearly supplements an established mission of the FRG and appropriated funds are not authorized for this purchase (unless the volunteer reimbursement block is checked).

Commander's Name: \_\_\_\_\_ Unit: \_\_\_\_\_

Date Signed: \_\_\_\_\_

\_\_\_\_\_  
Commander's Signature

FMD Process:

Date Paid: \_\_\_\_\_ Actual Cost: \_\_\_\_\_

Petty Cash paid to \_\_\_\_\_

Reimbursement to \_\_\_\_\_

Purchased with GPC \_\_\_\_\_

**(Name of Unit FRG) Volunteer Child Care Coupon**

The following statutory volunteer provided volunteer service for the *(name of unit)* on the dates and times shown. Child care costs incurred during this period, including 15 minutes transportation time before and after the service, will be paid by *(name of unit)*.

Volunteer's Name (please print): \_\_\_\_\_

Date of Service: \_\_\_\_\_ Volunteer Time: \_\_\_\_\_ to \_\_\_\_\_

Number of Children: \_\_\_\_\_ Ages of children: \_\_\_\_\_

Children's names: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Unit Representative – Printed Name

\_\_\_\_\_  
Unit Representative – Signature

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**(Name of Unit FRG) Volunteer Child Care Coupon**

The following statutory volunteer provided volunteer service for the *(name of unit)* on the dates and times shown. Child care costs incurred during this period, including 15 minutes transportation time before and after the service, will be paid by *(name of unit)*.

Volunteer's Name (please print): \_\_\_\_\_

Date of Service: \_\_\_\_\_ Volunteer Time: \_\_\_\_\_ to \_\_\_\_\_

Number of Children: \_\_\_\_\_ Ages of children: \_\_\_\_\_

Children's names: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Unit Representative – Printed Name

\_\_\_\_\_  
Unit Representative - Signature