



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, UNITED STATES ARMY FIELD ARTILLERY SCHOOL  
HEADQUARTERS, 428<sup>TH</sup> FIELD ARTILLERY BRIGADE  
6624 NW GERONIMO ROAD  
FORT SILL, OKLAHOMA 73503-9000

*ATSF-B*

*Date*

MEMORANDUM FOR Leaders, Soldiers, and Spouses of Name of *Unit/Company*

SUBJECT: Family Readiness Group Standard Operating Procedures

1. Reference.

- a. AR 608-1, Army Community Service, Appendix J
- b. AR 600-20, Command Policy
- c. FS 608-2, Fort Sill Fundraising

2. Purpose. To provide guidance for sustaining family readiness group activities (within name of unit). The primary goal of our family Readiness group is to support our military mission through provision of support, outreach, and information to family members and soldiers. The family readiness group is a recognized organization of family members and soldiers 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.

3. Responsibilities.

a. Company/Battery Commander.

(1) Anticipates and addresses the needs of the company's soldiers and their families through orientation programs, FRG newsletters or web sites, meetings, FRG handbooks, and social functions.

(2) Facilitates systems of mutual assistance and a network of communication that includes the family readiness group and the chain of command.

(3) Actively sanctions the family support group and officially appoints the key representatives.

(4) Provides unit information, facilities, and resources to the family support group to include unit rosters, government mailing, and administrative supplies.

b. Family Readiness Group Leader.

(1) Serves as the commander's primary family member representative and point of contact.

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(2) Represents the family readiness group along with the commander at *battalion* level family readiness meetings or functions.

(3) Serves as the primary liaison between the commander and family members.

c. Family Support Group Fund Treasurer.

(1) Maintains, accounts for, and documents spending of the family readiness group informal fund.

(2) Provides the commander with quarterly financial reports.

(3) Ensures that use of the family readiness group fund is limited to expenses that support the purpose and mission of the family readiness group, and that the money will not be spent in a way that appears to be improper or contrary to Army interests.

d. Soldiers.

(1) Keep the chain of command informed of any change in family status (marriage, births, divorce, deaths, etc.)

(2) Ensure that information regarding the family readiness group is provided to family members.

(3) Support and encourage family members to support the programs, services, and activities designed to maintain and enhance the quality of life and well being of all members of the family support group.

e. Family Readiness Support Assistant (FRSA)

(1) Primary liaison between the commander, FRG Leader and family members.

(2) Assists the commander and FRG Leader with coordination of activities, meetings, and functions in support of the FRG.

(3) Identifies and provides information on new Soldiers and family members to commanders.

(4) Provides referral of community agencies to assist family members.

(5) Disseminate information, per command direction, to family members and FRG Leader.

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4. Family Readiness Group Meetings. FRG meetings will be held regularly at a location and time to be determined by the FRG Leader and commander. Purposes of the meetings include but are not limited to:

- a. Plan and coordinate future FRG activities or functions.
- b. Disseminate important command information about upcoming events, calendars and community activities.
- c. Welcome new family members.
- d. Review FRG fund status.
- e. Conduct FRG training.

5. Family Readiness Group Fund. The family Readiness group fund is considered an informal fund and does not require the need to apply for Private Organization status as long as the fund does not exceed \$10,000 at any given time. The commander will appoint in writing a volunteer family member to serve as the fund custodian. Use of the fund is limited to expenses that support the purpose and mission of the FRG, and the money will not be spent in a way that appears to be improper or contrary to Army interests. The family readiness group funds will also be used for activities that support the entire group rather than for specific individuals.

6. RECOMMENDATIONS. An active family readiness group 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 FRG operations. Recommendations can be given verbally or in writing to the family support group coordinator or company commander.

*Commanders Signature Block*