

Department of the Army
Headquarters, U.S. Army Garrison
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Fort Sill, Oklahoma 73503
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*Fort Sill Regulation 608-A

Personal Affairs

**ARMY COMMUNITY SERVICE FINANCIAL READINESS PROGRAM
SERVICE MEMBER AND MILITARY FAMILY MONEY MANAGEMENT**

Summary. This regulation prescribes policies, responsibilities, and procedures described under the Army Community Service Financial Readiness training program.

Applicability. The policy and guidance prescribed by this publication applies to all official Fort Sill correspondence prepared by Headquarters, United States Army Garrison for use by Fort Sill organizations, regardless of format or delivery medium.

Supplementation. Supplementation of this regulation is prohibited without prior approval from the Directorate of Family, Morale, Welfare and Recreation (DFMWR) 4700 Mow-Way Road Ste 100, Fort Sill, OK 73503.

Suggested Improvements. The proponent of this regulation is the Army Community Service (ACS), Financial Readiness Program. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and blank Forms) directly to ACS.

Distribution. This regulation is distributed solely through the Department of Human Resources, Administrative Services Division Homepage at http://sill-www.army.mil/dhr/Admin_Svcs_Div/Index.html.

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* This regulation supersedes Fort Sill Regulation 608-1, Army Community Service Financial Readiness Program/Service Member and Military Family Money Management, 10 April 2011

Chapter 1 Introduction

1-1. Purpose. To establish a Financial Readiness training program that will--

- a. Provide Financial Management Training (FMT).
- b. Provide remedial financial training for Soldiers, family members, and nonactive-duty personnel.
- c. Provide ACS briefing/instructor and facilitator training, and assistance for unit Command Financial NCOs (CFNCO) and personnel.
- d. Conduct weekly FMT augmenting unit CFNCO trainers and financial readiness instructors for Soldiers and Military Families arriving at Fort Sill as their first permanent duty station.
- e. Conduct semiannual CFNCO certification training.

1-2. References. Required and related publications; and, prescribed and referenced forms, are listed in appendix A.

1-3. Explanation of Abbreviations and Terms. Abbreviations and terms used in this regulation are explained in the glossary.

1-4. Records Management. Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of in accordance with AR 25-400-2, the Army Records Information Management Systems (ARIMS) and DA Pam 25-403, Guide to Recordkeeping in the Army.

1-5. Policy.

a. Soldier Money Management (SMM) training program will be offered to assist Soldiers and Families with basic money management skills. This program will include financial training, annual refresher training for all Soldiers, and Checkbook Management Training (CMT) for Soldiers and adult family members who commanders/ supervisors have identified as writing checks with insufficient funds.

b. Soldiers whose first permanent duty station is Fort Sill are required to attend the 4 hour block of FMT during processing week while at the Military Personnel Division (MPD). It is imperative that Soldiers understand financial banking maintenance and basic financial planning and budgeting methods.

c. MPD schedules E-4 and below who are departing Fort Sill as their first permanent Change of Station (PCS) to attend one of the two Monthly Financial Planning Class/Counseling for initial PCS move using Fort Sill 140 Form.

d. Soldiers, adult family members, and nonactive duty personnel who have been identified as writing checks with insufficient funds will complete the CMT program.

e. The ACS Financial Program will issue a Certificate of Training to all Soldiers, adult family members, and non-active duty personnel who complete the established Program of Instruction (POI) on FMT and/or CMT given by the ACS Financial Trainers and/or unit CFNCO personnel. CFNCO must provide a roster of the personnel who have completed training to Financial Readiness Program Manager for issuance of a training certificate.

f. Soldiers and adult family members may also complete the www.myarmylifetoo.com FMWRC web based FMT training at any time and receive a training certificate.

Chapter 2 Responsibilities

2-1. Army Community Service. Army Community Services will--

a. Develop a Program of Instruction (POI) that meets the needs outlined in paragraph 2-3.

b. Schedule, coordinate, and conduct classes for FMT and CMT for Soldiers, adult family members, and non-active duty personnel.

c. Provide training, lesson plans, and training aids to unit CFNCOs, as requested.

d. Provide the Certificate of Training documents and a command register of Soldiers that have attended FMT and CMT.

e. Provide assistance to commanders.

2-2. Unit Commanders. Unit Commanders will--

a. Be responsible for the well being of their Soldiers, to include their financial readiness; thus, commanders must actively support the program.

b. Conduct annual refresher FMT.

c. Conduct remedial CMT for Soldiers who are experiencing dishonored check problems.

d. Appoint an Officer or NCO (E6 or above) as the CFNCO. Enroll the appointee in CFNCO Certification Training Course.

e. Commanders may utilize their CFNCO to perform FMT and/or ACS FMT classes scheduled weekly. Use only ACS approved basic POI in order to obtain an ACS Certificate of Training for Soldiers. All sign in sheets and evaluations will be forwarded to the Financial Readiness Program Manager at Army Community Service.

f. Commanders will submit request for training at least two weeks in advance.

2-3. Training

a. POI topics are listed at Appendix B. Each subject is prepared to provide an independent class, and copies of the lesson plans and training aids are available at ACS.

b. MPD Personnel Automation Branch will provide ACS a copy of the daily sign-in roster by Wednesday of each week for the weekly 4 hour block of FMT class scheduled for Monday.

c. ACS will schedule a weekly FMT course on Mondays from 1230 to 1630. Upon completion, ACS will issue a certificate of training. ACS will schedule CMT monthly on Tuesdays. A Soldier must complete the course attended and perform the checkbook maintenance and bank statement reconciliation without error in either course. Remedial one-on-one training will be provided until the checkbook management portion of the training is completed without error. Married Soldiers are encouraged to bring adult family members to class with them. To verify class date and space availability, call the ACS Financial Trainer at 442-4916.

d. ACS conducts biannual certification training for personnel designated as CFNCOs. This instruction will include detailed classes in Soldier financial counseling techniques, familiarization with the FMT POI, legal issues, housing, Army Emergency Relief (AER) loan counseling, Uniformed Services-Thrift Savings Plan (US-TSP), and Family Supplemental Subsistence Allowance (FSSA) Program. The instruction is keyed on where help is available for Soldiers with financial problems through the CFNCO Program at the unit. This individual will be a valuable resource to the unit commander in maintaining the financial readiness of his/her unit.

**Appendix A
References**

ACS

AR 350-1

Army Training and Leader Development

AR 600-15

Indebtedness of Military Personnel

AR 608-1

Army Community Service Center

AR 25-400-2

The Army Records Information Management System (ARIMS)

DA Pam 25-30

Consolidated Index of Army Publications and Blank Forms (on-line)

DA Pam 25-403

Guide to Recordkeeping in the Army

TC 21-7

Personal Financial Readiness and Deployability Handbook

Appendix B
Program of Instruction

B-1. Consumer Awareness/Consumer Scams.

- a. Comparison Shopping.
- b. Seasonal Products.
- c. Post facilities versus local economy.
- d. Advertising Gimmicks.
- e. Telemarketing Scams.
- f. Junk Mail.
- g. Door-to-Door Sales.
- h. How to cancel a contract.

B-2. Planning and Budgeting.

- a. Importance of a budget.
- b. Establish and revise.
- c. Good records.
- d. Savings and investing.
- e. Making big purchases.
- f. US-TSP.

B-3. Using Credit Wisely.

- a. Advantages of using credit.
- b. Disadvantages of using credit.
- c. Managing your credit.
- d. Creditors' rights and obligations.
- e. Your rights and obligations.

- f. Financial help and counseling.
- g. Consumer Credit Counseling Service (CCCS).
- h. Bankruptcy/Chapter 13.
- i. Soldiers and Sailors Civil Relief Act.

B-4. Military Pay, Allowances, and Benefits.

- a. Electronic Funds Transfer.
- b. Understanding your Leave and Earnings Statement (LES).

B-5. Banking and Credit Union Services.

- a. Banking/Credit Union Services.
- b. Checkbook Management.
- c. Consequences of Mismanagement.
- d. Bank Statements.

B-6. Insurance.

- a. SGLV.
- b. Insurance industry.
- c. Automobile.
- d. Accident and Health.
- e. Life.

B-7. Large Purchases.

- a. Competitive shopping.
- b. Reading the fine print.
- c. Using Staff Judge Advocate (SJA) Contract Specialists.
- d. Internet help for comparison-shopping.

- e. Vehicle repair.

B-8. Savings and Investments.

- a. Type of accounts.
- b. Type of investment.
- c. Individual Investment Plan.

B-9. Principals of Personal Finances.

- a. Control Spending.
- b. Recordkeeping.
- c. Budgeting.

Glossary

Section I Abbreviations

ACS

Army Community Services

CFNCO

Command Financial Advisor

CMT

Checkbook Management Training

DFMWR

Directorate of Family, Morale, Welfare and Recreation

FFR

Family Financial Readiness

FMT

Financial Management Training

MPD

Military Personnel Division

SMM

Soldier Money Management

Section II Terms

Soldier Money Management: A condition where a single Soldier can satisfy personal financial obligations while away from the permanent duty station.

Family Financial Readiness: A condition whereby a married Soldier can provide continued care for his/her spouse and family during prolonged absences.

Financial Management Training: Mandatory training for all Soldiers whose first permanent duty station is Fort Sill.

Command Financial Advisor: An officer or NCO (E6 or E7) designated by the unit commander. Duties include initial screening of incoming Soldiers, counseling for Soldiers who are experiencing financial problems, and being familiar with other services

available and how to use them. Provides instruction to unit personnel on financial management and financial readiness, budget development, US-TSP and FSSA.

Checkbook Management Training: Remedial training for Soldiers and adult family members who—

- a. Have check cashing privileges suspended.
- b. Are directed to receive the training by the unit commander.
- c. Are experiencing dishonored check problems.
- d. Request the training.

Refresher Training: Reemphasizes the areas covered under FMT and CMT.

Section III Special Abbreviations and Terms

This section contains no entries.

IMSI-MWA



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