



DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON WEST POINT
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IMML-ZA

11 July 2016

U.S. ARMY GARRISON WEST POINT POLICY #46

SUBJECT: Family Readiness Groups

1. PURPOSE: To provide guidelines for the establishment and management of Family Readiness Groups (FRG) at West Point, NY.

2. REFERENCES:

a. AR 608-1, Appendix J, Army Family Readiness Group Operation, dated 13 March 2013.

b. AR 600-20, Army Command Policy, dated 18 March 2008.

3. APPLICABILITY: This policy applies to all personnel assigned to the United States Military Academy (USAM), United States Army Garrison West Point (USAG WP), Family members and tenant activities.

4. BACKGROUND: Army Command Policy formally established the FRG Program as an official Army mission under the personal supervision and responsibility of commanders at each level (AR 600-20, Para. 5-10a (b)). This is a significant change and expansion of command authority, affirmative obligations, responsibility and potential liability requiring special attention, sound judgment and tact. Unit Commanders at all levels are expected to establish and support FRG operations. As a company level operation, the FRG is a command sponsored organization of all assigned Soldiers, Family members, DA Civilians and volunteers that together provide mutual support and assistance and a network of communications among the Family members, the Chain of Command and community resources. A sound and competent FRG increases the resiliency of the unit (Soldiers and Civilians) and their Families.

5. COMMAND EMPHASIS: A competent and healthy FRG Program requires the personal attention of Commanders and Senior Unit Leaders. The guiding functions should not fall solely to Family member volunteers. This does not mean the Commander personally controls and dictates every aspect of the program, but must be engaged, informed and personally involved and attend FRG functions and events. Keep in mind that Commanders will deal with members not under their command as Soldiers and employees, so great tact, sound judgment and wise diplomacy must be exercised. FRG will be part of the Garrison Organization Inspection Program. The program will be inspected annually, coordinate with the FRG Liaison in the West Point Army Community Service (ACS) Office for Staff Assistance Visits.

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6. FRG REGISTRATION: Commanders will register their FRG with ACS. Commanders will ensure that Family member volunteers within the FRG leadership are appointed in writing as FRG Leader, co-leader, fund custodian, alternate and key callers and provide position descriptions so that obligations and limits of responsibility are clearly defined. Volunteers are to also register with the Installation Army Volunteer Corps Coordinator.

7. TRAINING: Commanders are to ensure that appropriate FRG training is completed through ACS for each mission essential FRG volunteer position as stated above and obtain a Department of the Army Training Certificate. Frequency of training is a Command decision. The Installation FRG Liaison at the West Point ACS office will have on file appointment orders and training certificates for FRG leaders, co-leaders and fund custodians and alternate fund custodians.

8. MANAGING FUNDS: The regulatory guidance on fund management is clear and specific, but this area is fraught with pitfalls and potential liabilities. Your FRG Informal Fund must be regulated by a written standard operating procedure. Keep in mind at all times the guiding principle that FRG monies belong to the FRGs and must be used only for FRG business. Strictly follow the rules against co-mingling funds used for other purposes. Establish sound accounting and check and balance spending procedures to ensure everything is above board and transparent to the FRG membership. In accordance with AR 608-1 Appendix J, Army FRG operations, the FRG fund custodian and alternate cannot be the unit commander, a deployable Soldier, or the FRG leader. The FRG fund custodian and alternate will be appointed in writing and held accountable for any loss or misuse of funds.

9. FUNDRAISING: A registered FRG is authorized to raise funds in support of FRG activities. A FRG is classified as a formal fund organization and may operate on the Installation without being a private organization. FRG funds will be managed in accordance with appropriate regulations. All Commanders, their staff and FRG Leaders will be aware of this regulation in regards to funding the FRG and available resources. All fundraisers are to be held on an Installation and submission for approval is required through appropriate channels. FRGs may not make direct, personal solicitations to individuals for gifts or donations. More guidance in this area is available in the West Point ACS FRG Resources and Fundraising.

10. FRG PROGRAM ADVICE AND LEGAL ASSISTANCE: ACS is your main source of information, training and support for a sound FRG program. Command legal advisors with the Office of the Staff Judge Advocate and the Office of the Inspector General are available for advice and consultation on any FRG issue. Routinely call on them for advice and assistance.

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11. PROPONENT: The ACS office is the proponent for this Policy.



ANDREW S. HANSON
COL, SF
Commanding

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