



U.S. ARMY

GETTING PREPARED, STAYING PREPARED

OPERATION
READY

Ensuring our Army, our equipment and the

Resources and Funding for Family Readiness Groups (FRGs)

FRG: Resources + Funding | 1

Third Edition, 2006 revised 2015, Version 1.10



Speaker

- Army Community Service
- Point of Contact:
 - Outreach Services, DFMWR, ACS
 - Phone: 785-239-4675
 - 7264 Normandy Drive, Fort Riley, Kansas 66442
 - usarmy.riley.imcom.mbx.acs@mail.mil



U.S. ARMY

GETTING PREPARED, STAYING PREPARED

OPERATION
READY

Ensuring our Army has what it needs to be

Objectives of FRG Funding

- Sign Up as a Volunteer
- To identify resources FRGs need
- To review new Army regulation on funding for FRG operations
- To identify the resources available to FRGs
- To discuss the use of FRG Informal Fund
- To identify the necessary administrative responsibilities
- To provide guidance on key issues

FRG: Resources + Funding | 3

The information presented in this module is taken from sections 3.1 and 3.2 in Part 3 of the FRG Leader's Handbook which are based on AR 608-1, Appendix J. A synopsis of this information is presented in this module.



FRG Funds Custodian needs to:

- Register at ACS with the Installation Volunteer Coordinator
- Login VMIS for hours
- POC: Installation Volunteer Coordinator
 - 7264 Normandy Drive
 - 785-239-4593
 - usarmy.riley.imcom.mbx.acs@mail.mil

FRG: Resources + Funding | 4

Under AR 608-1, Appendix J, FRGs are authorized support through the following:

- Unit Appropriated fund (APF),
- FRG Informal fund, and
- Supplemental Mission Account (intended for FRGs)

Each of these will be discussed in the following slides.



What Resources Do FRGs Need?

- Materials and supplies (paper, postage, stapler, pens, binders, etc.)
- Services (location, commercial internet, Childcare for FRG meetings and events, etc.)
- Equipment (e.g., computers, telephones, printers, copier)
- Volunteers (for job positions and non-job positions)
- Other (e.g., interpreters, transportation, food for FRG events)

FRG: Resources + Funding | 5

Take a minute and identify other potential resource needs not identified on this list.

Now look at your list, if you do not know how to obtain these resources use your chain or contact ACS to find out how to get these resources.



FRG Funding Regulation

- On 13 March 2013, Army Regulation (AR) 608-1, Appendix J, Army Family Readiness Group Operations, was released.
- FR Regulation 608-1, 6 July 2010

FRG: Resources + Funding | 6

This regulation represents an important change.

It is important for unit commanders and FRG leaders to be aware of this regulation.

With the release of this regulation, Family Readiness Groups are authorized appropriated fund resources and support.

This regulation specifies what sources of support are available to FRGs and how they are to be used. A copy of AR 608-1, Appendix J can be found in the Operation READY Smart Book.



Authorized Support and Funding for FRGs

- Unit Appropriated Funds (APFs)
- Supplemental Mission Activity (intended for FRGs)
- FRG Informal Fund (Funded Donations Raised)

FRG: Resources + Funding | 7

Under AR 608-1, Appendix J, FRGs are authorized support through the following:

- Unit Appropriated fund (APF),
- FRG Informal fund, and
- Supplemental Mission Account (intended for FRGs)

Each of these will be discussed in the following slides.

*Non Deployable examples: PG Female, and a wounded warrior.



The banner features the U.S. Army logo on the left, a world map in the center, and the text 'OPERATION READY' on the right. Below the map, it reads 'GETTING PREPARED, STAYING PREPARED'.

Unit Appropriated Funds (APF)

- Commanders submit an annual FRG budget to their higher headquarters.
- A portion of unit's APF (excluding OPTEMPO funds) to be used for FRG mission essential activities and FRG volunteers.

FRG: Resources + Funding | 8

Commanders are required to submit an annual FRG budget through their chain of command.

This budget shows how a portion of the unit's APF will be used for FRG mission essential activities and FRG volunteers.

The regulation states that commanders are authorized to provide the following to FRGs: *(Review list on next slide)*



Unit Appropriated Funds (APF) Continued:

- Commanders authorized to provide the following:
 - Government office space, equipment, paper and printing supplies
 - For computer access a volunteer must have a special CAC access or commercial access
 - Commercial Internet if computer can't be on lan for volunteers
 - Free postage for official mail
 - Government vehicles for official FRG activities
 - Child care for command-sponsored training
 - Statutory FRG volunteers' training and travel expenses
 - Reimbursement of statutory FRG volunteers' incidental expenses



Unit Commander's Responsibilities

- Set up annual FRG APF budget and Standing Operating Procedure (SOP) and notify FRG leader
- Approve/authorize:
 - FRG's access to government resources
 - Preapproval of volunteer expenses (signed documentation)
- Determine the support a Family Readiness Support Assistant (FRSA)/Family Readiness Liaison (FRL) can provide to FRG, if FRSA/FRL is available

FRG: Resources + Funding | 10

The unit commander's responsibilities are to:

- **Set up annual FRG budget and SOP.** Once having done so, the unit commander needs to notify FRG leader about:
 - Funds available for mission activities
 - Incidental expense reimbursements allowed and reimbursement procedures.
 - Sample SOP included in Operation READY Smart Book
- **Authorize/approve:**
 - FRG's access to government resources
 - Determine the support FRSA/FRL can provide to FRG, if FRSA/FRL available.



FRG Leader's Responsibilities

- Provide information for FRG APF budget, per command request.
- Have unit commander identify resources unit can provide and procedures to access these resources.
- Recruit FRG volunteers needed for positions.
- Help Commander establish a Standard Operating Procedure (SOP) for FRGs that include APF Budget

FRG: Resources + Funding | 11

Volunteer positions: At Commanders discretion.

If commander doesn't want funds for unit, then no funds custodians are needed.



Guidance on Child Care for FRG Activities

- Discuss child care with commander/RDC for options available and pre-approval
- Access a Short-term Alternative Childcare (STACC) site
- Set up pool of trained child care volunteers [FRG volunteers can be trained through CYS's Volunteer Child Care in a Unit Setting (VCCUS) program]
- Arrange “kiddie corner”

FRG: Resources + Funding | 12

Having child care for FRG events is important and recognized need. Here is guidance on the options available to FRGs for getting child care: *(Review slide)*

Some additional information to provide:

- **STACC (Short Term Alternative Child Care)** involves the use of paid caregivers and paying an hourly rate fee based on the ages and number of children.
 - On an installation, STACC is usually provided by CYS.
- **VCCUS (Volunteer Child Care in the Unit Setting)** uses volunteers from the unit or another unit to provide childcare for an FRG event.
 - Parents must remain on-site. Check with your installation or State Family Program Coordinator for guidance in setting up a VCCUS.
 - Training may be required for those who volunteer.
- It is helpful if the FRG names a childcare coordinator and/or puts a plan in place so that childcare arrangements can be easily made when necessary.



Resources

- Army OneSource
<http://www.myarmyonesource.com/default.aspx>
- Unit Service Coordinator's provide Staff Assistant Visit (SAV) 30 days prior to the Organizational Inspection Program (OIP).
- The Staff Inspection Plan (SIP) currently used is 16 March 2015.



FRG Informal Fund Speaker

- **Installation Agency:**
 - Directorate of Family and Moral, Welfare and Recreation
- **Point of Contact:**
 - 785-239-6385



FRG Informal Fund

- Requires commander's authorization
- Commander is not required to have an Informal Fund. If there is no Informal Funds then there is no need for a SOP or Funds Custodian. There will be no fund raising or accepting donations.
- Requires a Standing Operating Procedure (SOP) for Informal Funds
- Designation of a primary and alternate custodian
- Annual income cap of \$10,000 per year from all sources – fund raising, donations and gifts

FRG: Resources + Funding | 15

Here are the facts about FRG Informal Funds.

- Establishing an FRG Informal Fund requires the commander's authorization.
- Requires an SOP be established and designation of fund custodian and alternate.
- The FRG Informal Fund is to be used for specific purposes stated in the FRG's Informal Fund SOP
- Must benefit FRG members.
- FRG Informal Fund may be used for:
 - FRG newsletters that contain more than the maximum (20%) amount of unofficial information
 - Social activities
 - Volunteer recognition
 - Refreshments/meals for FRG meetings.
- Monies are collected through fundraising within the unit's family or from all persons benefiting from the FRG (e.g., installation). Fundraising must be approved by unit commander.
- Annual income cap of \$10,000 per year.

- *How to count donations: If something is new and donated – must use purchase price and not sale price as income; but if like used clothing, the sticker price put out is the price to use as income (due to depreciation value).*



FRG Informal Fund

- FRG Informal Fund may be used for:
 - Social activities
 - Volunteer recognition (because their service benefits all)
 - Refreshments/meals for FRG meetings

- FRG Informal Fund may NOT be used for:
 - Items or services paid with APF funds
 - Purchase of traditional military gifts, such as unit coins

FRG: Resources + Funding | 16

Money in FRG Informal Fund can not be spend on things such as unit coin or mixed with other funds.



FRG Informal Fund

- FRG Information Fund may not be mixed with other funds (example Ball Funds)
- When purchasing items using FRG Informal Funds, the receipt should only reflect these items.

Money in FRG Informal Fund can not be spend on things such as unit coin or mixed with other funds.



Non-Informal Funds

- Usually held at Battalion level
- Examples: Cup & Flower and Ball Fund
- Commander the only that signs the SOP
- The Fund Custodian is a Soldier in the unit
- Members of the FRG can help fund raise for a Non- Informal Fund but as a spouse of the Service Member no as the FRG



Unit Commander's Responsibilities

- Authorize one Informal Fund
- Discuss the SOP with the FRG members
 - Suggestion to include in the SOP: How the funds will be spent? Is the Fund Custodian able to purchase items for meetings without approval? Will a square reader be used?
- Appoint FRG Leader, Primary/Alternate Funds Custodian.
 - Primary/Alternate Funds Custodian can **not** be Unit Commander, Unit Commanders Spouse, Deployable Soldier or the FRG Leader
- Approve/disapprove fund raising request
- Review monthly FRG Informal Funds reports

FRG: Resources + Funding | 19

- **Authorize/approve:**
 - FRG Informal Fund custodian and alternate
 - FRG Informal Fund SOP (Sample SOP included in Operation READY Smart Book)
 - Fundraising activities for FRG Informal Fund. Prior to approving fundraising, the commander is to consult with SJA or ethics counselor as necessary.
 - Preapproval of volunteer expenses (travel, training).
- Review monthly FRG Informal Fund reports.



GETTING PREPARED. STAYING PREPARED

FRG Leader's and FRL Responsibilities

FRL's took the place of the FRSA

- Ensure FRG Informal Fund SOP is written and signed by the Commander, FRG leader, Primary/Alternate Fund Custodian
- Ensure appointment memorandums are signed by the Commander
- Ensure that a copy of the SOP and appointment memorandums has been submitted to the DFMWR
- Ensure monthly and annual reports are submitted to the Commander
- Ensure all fund raisers are approved by the Commander
- Update all paperwork when the Commander, FRG Leader, Primary/Alternate Funds Custodian switch out.

FRG: Resources + Funding | 20

SOP should be as specific as possible.

Purposes for fundraising can be included, such as Halloween or Christmas parties, Welcome Home party.

Expenditures can be specific, such as \$50 for FRG meeting refreshments, etc.

Also, other expenditures could/should be included. Do not use a sample SOP and exchange the unit name.

These SOPs are too general.

A SOP should be read aloud during a FRG meeting and specific items (expenditures, fundraisers) should be voted on.



Fund Custodian Responsibilities

- Maintain FRG Informal Fund ledger
- Apply for Employer Identification Number (EIN), available at www.irs.gov
 - If your unit # has changed then a new EIN will be needed
- Establish bank account
- Prepare and submit monthly and annual reports to leadership
- Make sure all money is spent within regulation

FRG: Resources + Funding | 21

- **Maintain FRG Informal fund ledger**, which specifies costs earmarked for each event.
- **Prepare and submit monthly and annual reports to leadership** that provide:
 - Current balance
 - Total income
 - Itemized list of expenditures with explanation how expenditures consistent with fund's purpose.

We have now reviewed the regulation and everyone's responsibilities. However, it is anticipated that there are likely to be questions. The next slides are intended to address some of these anticipated questions.



Guidance for Informal Fund Bank Account

- Select bank (if account is not established)
- Cannot have a PayPal account
- Signatory is the primary/alternate custodian
- Mailing address - unit's physical address
- Non-interest-bearing account
- A debit card is permitted if approved by the Commander
- Online banking is permitted
 - If doing online banking, make sure the Commander also has the login and password



Guidance on Fundraising

- FRGs may officially fund raise from its own community members or dependents and from all persons benefiting from the Army organization with the Commanders approval **only**
- Fundraisers off site must be approved by facility and DFMWR
- Submit fundraising requests to **DFMWR 21 days** prior to the event
- Fundraisers off site can not be conducted until final approval by DFMWR
- Fundraisers can **not** be held off of Fort Riley

FRG: Resources + Funding | 23

AR 608-1, Appendix J provides the following guidance on fundraising.

Note: This is a change in policy on allowable fundraising practices.

FRGs may fundraise but the fundraising must be reviewed by the SJA or Ethics Counselor and approved by the Unit Commander.

The fundraiser may be held anywhere on the installation (active and Army Reserve) with both the unit commander's approval and the approval of the commander that has cognizance over the location (i.e., garrison commander).

However, FRGs are prohibited from fundraising off of the installation. If the unit is not located on an installation, then fundraising is limited to the unit's members only.

Funds raised count as income for the FRG's informal cap of \$10,000 annually.



Guidance on Unsolicited Donations

- FRGs are prohibited to solicit for gifts or donations
- Unit Commanders may accept unsolicited gift or donation of money or tangible property valued at \$1,000 or less after seeking guidance from SJA
- Garrison Commanders may accept unsolicited donations intended for FRG support over \$1,000
- Donations accepted by the Garrison Commander will be deposited into the MWR Supplemental Mission Activity Intended for FRGs and shared with all FRGs supported by the Garrison

Review slide



Supplemental Mission Activity

- Supplemental Mission Activity funds are considered NAF funds, but NOT MWR Unit Funds.
- These are donated funds that go through the Garrison Commander
- Make sure the donation is “ear marked” to com back to the FRG
- Supplemental mission account support to the FRG is considered FRG income and **does** impact the Informal Fund annual funding cap of \$10K per year

FRG: Resources + Funding | 25

Note that donations made to the Supplemental Mission Account are deposited and maintained by the Director, Morale, Welfare and Recreation.

Although these funds are Non-Appropriated Funds (non-tax dollars), they are not MWR NAF funds. For this reason, the unit commander and not the MWR Director, has approval authority over the use of the funds.

The unit commander may utilize these funds for any purpose that he/she believes clearly supplements a mission of the FRG so long as appropriated funds are not authorized.

However, an exception has been made to allow these funds to be utilized for reimbursement of volunteer incidental expenses if appropriated funds are not available.

Funds received from the Supplemental Mission Fund intended for FRGs does count as income to the FRG and does impact the FRG Informal Fund income cap.

The commander U.S. Army Community and Family Support Center has issued the FRG Supplemental Mission Account SOP. A signed copy is included in the Operation READY Smart Book.

Army National Guard is currently not eligible for Supplemental Mission

Account donations.



Funds Custodian Binder

- FRG Informal SOP signed by Commander, FRG Leader and Primary/Alternate Fund Custodian
- The appointment orders for the Primary and Alternate Fund Custodian (If there is no Alternate Fund Custodian a request for a waiver of 60 days should be in place)
- Bank statements (this is looked at closely)
- Receipts (Photocopy receipts because original's fade)
- Fundraiser requests
- Monthly reports
- Annual reports
- All documents need to be keep for three (3) years. Keep one year in the binder and the other years in an envelope with the FRL



Funds Custodian Binder Continued

- The following regulations can either be printed out or placed on a disc (and marked) and placed in the binder:
 - FR Reg 608-1 Operational Funds Requirements for FRG at Fort Riley
 - AR 608-1 Army Community Service Center, Appendix J
 - AR 25-400-2 Army Records Information Management System (ARIMS)

- Suggested to maintain FRG Books at the Unit



Contact Information

- 785-239-6385

Or

- 785-239-3467



EXTRA TRAINING



The next four slides is additional training that is now required for our students taking Family Readiness Group courses.



SUICIDE PREVENTION



In addition to volunteering in your Family Readiness Group position, you may also be part of your Care Team or other position to where this brief Suicide Training will be helpful.

Please always keep in mind that you may be the one person to help someone else from committing suicide.

Class participants this is to use in your everyday life.

If the individual denies having suicidal/homicidal feelings it is still a good idea to alert someone in your or their support system.

Let them know that the individual seems to need some support at this time.

Know the "Warning Signs," & "How to Respond."



SUICIDE



Know & Understand
What you can do to help.



Suicide Warning Signs



- Appearing depressed or sad most of the time.
(Untreated depression is the number one cause for suicide.)
- Talking or writing about death or suicide.
- Withdrawing from family and friends. Feeling strong anger or rage.
- Feeling trapped -- like there is no way out of a situation.
- Experiencing dramatic mood changes. Exhibiting a change in personality.
Experiencing a change in sleeping habits.
- Experiencing a change in eating habits. Performing poorly at work or in school.
- Giving away prized possessions.
- Writing a will. Acting recklessly.
- Feeling hopeless.
- Losing interest in most activities.
- Feeling helpless.
- Abusing drugs or alcohol.
- Acting impulsively.
- Feeling excessive guilt or shame.

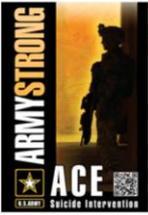
About 75% of those who die by suicide exhibit some suicide warning signs.

We need to be aware of what the suicide warning signs are and try to spot them in people. If we see someone exhibiting suicide warning signs, we need to do everything that we can to help them.

1

How To Respond





Ask your buddy

- Have the courage to ask the question, but stay calm
- Ask the question directly: Are you thinking of killing yourself?

Care for your buddy

- Calmly control the situation; do not use force, be safe
- Actively listen to those under stress and provide relief
- Remove any means that could be used for self-harm

Escort your buddy

- Never leave your buddy alone
- Escort to chain of command, Chaplain, behavioral health professional, or primary care provider
- Call the National Suicide Prevention Hotline: 1-800-273-8255

In person:

Ask. If a person appears at risk for self-harm (or harming others), ask them if they are considering suicide/homicide. If they are considering suicide/homicide proceed to the next step.

Care for them first and foremost by staying with and supporting the individual. Determine the Soldier or Sponsor's unit or call 911. See if there is anyone close that can assist. Calmly control the situation through active listening. **Under no circumstances leave the individual alone.**

Escort the individual to Behavioral Health or the Emergency Room (or via 911). In every case, the patient must feel comfortable and not intimidated by the escort.

On telephone:

If you get a call from an individual who seems severely depressed or suicidal/homicidal, follow the A.C.E. procedures as mentioned above.

Ask if they are considering suicide/homicide; ask for their location and phone number.

Care for them by staying on the phone with them and be an active listener.

Escort them by staying on the line. Alert another staff member to bring an MFCL to the phone.

You may have to go to where they are or use another means of alerting someone else to call emergency services to their location– but it is vital to not leave the individual alone.

DO NOT LEAVE THE INDIVIDUAL ALONE AT ANY TIME!

SAFETY FIRST!

Don't hesitate to call 911 for assistance at any point in this process.

785.239.6303



For class participants to use in their everyday life. If the individual denies having suicidal/homicidal feelings – still a good idea to alert someone in their support system that they seem to need some support at this time.



U.S. ARMY

GETTING PREPARED, STAYING PREPARED

OPERATION
READY
Be ready for anything. Stay prepared for the future.

Closing

- Please make sure the:
 - ACS Training Contact Intake Form Is Complete
 - Training Quiz is done
 - ICE Evaluation Form Is Filled Out
 - https://ice.disa.mil/index.cfm?fa=card&sp=111780&s=17&dep=*DoD&sc=6
 - Intake and Quiz emailed to usarmy.riley.imcom.mbx.acs@mail.mil
- Certificate will be emailed to you.
- Provide certificate to your FRGL/FRSA/FRL
- Any questions?