



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON RHEINLAND-PFALZ
UNIT 23152
APO AE 09067-3152

IMRP-MWN

1 October 2020

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Family and Morale, Welfare and Recreation (Family and MWR) Soldier and Family Readiness Group Informal Fund (SFRG IF) Operations and Fundraising within the U.S. Army Garrison Rheinland-Pfalz (USAG RP) (SOP NSD #32-21)

1. PURPOSE: This memorandum establishes responsibilities, procedures, and guidance for establishing SFRG IFs and conducting fundraising events IAW updates published in Army Directive (AD) 2019-17, Changes to the Soldier and Family Readiness Group Program, dated 1 April 2019. The guidance contained in AD 2019-17, and this SOP, supersedes SFRG guidance currently published in Appendix J of Army Regulation (AR) 608-1, the Army Community Service regulation.

2. REFERENCES

- a. Title 10, United States Code, Section 1588, Authority to Accept Certain Voluntary Services;
- b. Department of Defense Instruction (DoDI) 1342.22, Military and Family Readiness, 3 July 2012, Incorporating Change 2, 11 April 2017;
- c. Department of Defense Directive (DoDD) 5500.7-R, Joint Ethics Regulation (JER), August 30, 1993, Incorporating Change 2, April 11, 2017;
- d. AD 2019-17, Changes to the Soldier and Family Readiness Group Program, 1 April 2019;
- e. AR 600-20, Paragraph 4-21, Army Command Policy, 27 April 2010;
- f. AR 600-29, Fundraising Within the Department of the Army, 7 June 2010;
- g. AR 608-1, Army Community Service, 13 March 2013;
- h. US Army in Europe Regulation (AER) 210-22, Paragraph 15, Private Organization and Fundraising Policy, 13 August 2010;

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i. AER 608-2, Family Readiness, 15 March 2016.

3. APPLICABILITY: These procedures apply to all eligible units assigned or attached to USAG-RP.

4. RESPONSIBILITIES: Units and all other personnel involved in SFRG transactions will ensure that the procedures set forth in this SOP are followed:

a. Family Readiness Groups (FRGs) will now be referred to as Soldier and Family Readiness Groups (SFRGs) to link Soldier readiness to the Family and to ensure units incorporate single Soldiers into their SFRG networks.

b. Informal Funds (IF) are generated by SFRG members that are used for social activities to benefit the SFRG membership as a whole. SFRG IFs are separate and distinct from Unit IFs, and augmenting one with the other is not authorized.

c. SFRGs are command programs and must be supported by using Appropriated Funds (APF) to the same extent as any other command programs. SFRGs are not Private Organizations (POs) or Family and MWR activities. SFRG activities that are authorized by APF may not be supported with Non-Appropriated Funds (NAF). Appropriated funds will not fund social activities. When conducting SFRG fundraising activities, SFRGs are not entitled to official military support (e.g. telephone support, use of emails, and copier services).

d. SFRGs are not formed to serve as fundraising organizations, to solicit donations, or to manage large sums of money. Before SFRGs conduct any fundraising events, they must follow the general provisions set forth in paragraph 5, below, and applicable guidance included in the JER, ARs, AERs, AD 2019-17, and local rules, to include the restriction of fundraising activities to areas designated by the Garrison Commander or his delegated authority.

5. General Provisions for SFRGs:

a. Commanders may authorize their SFRG to establish one informal fund, in accordance with the AR 600-20 and AD 2019-17, for non-mission-essential activities. No more than one SFRG informal fund per unit may be authorized. SFRG funds may not be mixed with appropriated funds, unit MWR funds, unit cup and flower funds or any individual's personal funds. Bank account authorizations for SFRG IFs within the jurisdiction of the USAG RP are granted for two years, at which time the account must be renewed.

b. SFRG IFs are held in trust by Army personnel acting in their official capacities or by designated volunteers. The unit commander will designate, in writing, a fund custodian and an alternate. The fund custodian and alternate must not be the unit commander, first sergeant, the SFRG liaison, or the SFRG leader. The fund custodian and alternate must not be scheduled to deploy for more than 30 days within a 12-month period.

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c. The unit commander will ensure the custodians receive informal fund training and additional training as needed. The custodian is responsible for informal fund custody, accounting, and documentation. The custodian remains personally liable for any loss or misuse of funds.

d. SFRG IFs will not exceed a cap of \$10,000 at any given time in a calendar year from all sources. Brigade or equivalent commanders have the authority to grant an exception for an increase up to \$25,000 for a period not to exceed 3 months. Brigade or equivalent commanders may renew this exception once every 6 months.

e. The fund custodian will provide a report on informal fund activity to the unit commander, or designee, in the unit's chain of command no later than 30 days after the end of the calendar year. An informal fund report is also required when a change of command or change of custodian occurs. Commanders may request an audit of the informal fund at their discretion IAW AR 11-7, Internal Review Program, dated 29 March 2017.

f. All SFRGs will have an SOP. This document will describe the purpose of the SFRG's informal fund. It will also include an up-to-date alert roster and communication procedures. The SOP may include additional information such as control measures for informal funds, audits, and fundraising approval procedures, which reference this policy.

6. Requirements for Fundraising:

a. SFRG fundraising will be approved at the battalion level (or equivalent) after consultation with the local ethics counselor. Notification of an approved SFRG fundraising activity must be forwarded to the garrison commander at least 14 working days prior to the event. The notification will include the following:

(1) The approval memorandum from the battalion or equivalent commander.

(2) Legal review completed by the local ethics counselor.

(3) Facility manager site approval when the event takes place outside unit footprint, AAFES, Family and MWR, and DeCA.

(4) Food handler certification, when applicable.

b. Any SFRG request to conduct a fundraiser in a USAG RP area that is outside of the unit's footprint, must still receive approval from the Garrison Commander or his delegated authority. Requests will be submitted 45 working days in advance to allow for processing, and will contain all of the documents in paragraph 6a, above.

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c. The purpose of a fundraiser must be clearly stated and be consistent with the functions of the SFRG. All fundraising activities must be consistent with the SOP.

d. Fundraising while on duty is prohibited. Fundraising in uniform, even when off duty, is also prohibited. Service members and federal employees who choose to attend and participate in fundraising events will do so in their personal capacities. Developing and using lists of noncontributors or contributors is strongly discouraged. Granting special favors, privileges or entitlements to induce service members to participate is prohibited. Express or implied requirements to contribute are prohibited. Military personnel may not personally solicit subordinates, prohibited sources, or contractors.

e. The sale and/or distribution of alcohol is prohibited.

f. Host-nation laws apply to fundraising activities. Accordingly, fundraising activities must take place on the military installation and may only be directed toward DoD ID card-holders. Specifically, fundraising activities cannot include resale or transfer to unauthorized recipients of AAFES or DeCA merchandise. Finally, the use of Army Post Offices (APOs) to import items for fundraising purposes and purchases using Value-Added Tax (VAT) forms is prohibited.

g. SFRGs may not engage in external fundraising with commercial or private entities and may not solicit gifts and donations.

h. The USAG RP Commander or Director, Family and MWR will resolve disputes concerning operation of fundraisers and/or cost and risk assessments in connection with fundraising events.

7. Point of contact for this SOP is Deirdre Hogue, SFRG and IF Liaison, at DSN 541-9079, CIV 0611-143-541-9079 or Email: usarmy.rheinland-pfalz.id-europe.mbx.dfmwr-unit-funds@mail.mil.



JANNA V. HENDERSON
Chief, NAF Support Division

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All Family and MWR Divisions