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FAMILY READINESS GROUP (FRG) TREASURER TRAINING ONLINE VERSION



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INSTRUCTIONS FOR CERTIFICATE

1. Review slides online
2. Open a new browser and visit: <http://quizstar.4teachers.org/indexs.jsp>
3. Register for the QuizStar Site by clicking on the yellow arrow “Sign Up” and creating a Username and Password.
4. On the next screen, select “Click here to search for a new class.”
5. In the Class #1 box type “Fort Bragg FRG Treasurer Training” and select Exact Match. Check the checkbox next to the training and click the Register button.
6. The following screen confirms your enrollment in the class. Click on the “Classes” tab at the top of the page to view your enrollment.
7. Click on 1 Untaken Quizzes and on the next page; click “Take Quiz” to begin.
8. You must pass with an 80% or better to receive a certificate.
9. Once you pass the exam with 80% correct, email david.l.stamper3.civ@mail.mil
At a minimum, you should submit the following information:
 - Full Name
 - Phone Number
 - Email
 - Name of FRG Quiz taken
 - Test Date
 - Unit to which you are or will be assigned for FRG volunteer duties.
10. It may take 1-2 business days to process your certificate.



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OBJECTIVES

During this training, students will learn about the:

- *Resources needed and available to FRGs*
- *Three different sources of funding for FRGs*
- *Responsibilities of the Commander, FRG Leader, FRSA and Treasurer*
- *Required Informal Fund reports and audits*
- *Fundraising and donation guidelines*

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



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RESOURCES AND AUTHORIZED FUNDING FOR FRG



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RESOURCES FRGS NEED

- Volunteers are needed to staff the unit FRGs
- Materials and supplies (paper and postage for newsletter)
- Equipment (e.g., computers, telephones, printers, copier)
- Location for FRG meetings and events
- Child care for FRG meetings and events
- Other (e.g., transportation, food for FRG events)



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FRG FUNDING REGULATION

- On 6 December 2006 there was a change to AR 608-1, Appendix J. It added the Army Family Readiness Group Operations
- This regulation authorizes resource support and funding for FRGs

Instructors Note:

It is important for unit commanders and FRG leaders to be aware of this regulation. This regulation specifies what sources of support are available to FRGs and how they are to be used.



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AUTHORIZED FUNDING

1. Appropriated Funds (APFs)
2. FRG Informal Fund
3. Supplemental Mission Activity (intended for FRGs)

Instructors Note:

APF funds should not be confused with MWR Unit funds. The MWR Unit funds are for Soldier use only



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APPROPRIATED FUNDS (APF)

- Commanders submit an annual FRG budget to their higher headquarters
- A portion of unit's APF can be used for FRG mission essential activities
- Commanders authorized to provide the following:
 - Government office space, equipment, paper and printing supplies
 - Free postage for official mail
 - Government vehicles for official FRG activities
 - Childcare for command-sponsored training
 - Statutory FRG volunteers' training, travel, and incidental expenses

Instructors Note:

Newsletters that contain 80% official information and up to 20% unofficial information can be paid for by APF funds



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FRG INFORMAL FUND

- Requires commander's authorization
- Requires an FRG informal fun SOP be established and designation of treasurer and alternate
- Used for specific purposes stated in FRG's informal fund SOP
- Monies are collected through fundraising approved by unit commander
- Annual income (calendar year) cap of \$10,000 per year from all sources such as fundraising, donations and gifts
- FRG Informal Fund may be used for:
 - Social activities to foster cohesion
 - FRG newsletters that contain predominately unofficial information and purely social activities.
 - FRG Volunteer recognition
 - Refreshments/meals for FRG meetings
 - Items, activities and events that benefits the entire FRG membership



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ADDITIONAL GUIDANCE ON FRG INFORMAL FUND

- FRG Informal Fund may NOT be used for:
 - Items or services paid with APF funds
 - Purchase of traditional military gifts
 - Unit Ball
- Only one FRG informal fund per unit
- FRG Informal Fund may not be mixed with other funds or deposited in interest bearing bank account

See Instructors Note



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Instructors Note:

- *Examples of other funds that FRG Informal Fund can NOT be mixed with are:*
 - *Appropriated funds*
 - *MWR Unit fund*
 - *Unit's cup and flower funds*
 - *Any individual's personal funds*
- *FRG informal fund accounts are not subject to formal audit; however, the command does get an annual report. The Commander can appoint a Soldier to conduct the FRG Audit*
- *The fund manager (treasurer) and alternate are liable for the money.*



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APF vs. INFORMAL FUND

Appropriated Funds

- Government office space and equipment
- Government paper and printing supplies
- 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

FRG Informal Fund

- Social activities to foster cohesion
- FRG newsletters that contain predominately unofficial information and purely social activities.
- FRG Volunteer recognition
- Refreshments/meals for FRG meetings
- Benefits entire FRG



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SUPPLEMENTAL MISSION FUND

- 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
- Family and Morale, Welfare, and Recreation (FMWR) Supplemental Mission Activity SOP is included in the Operation READY Smart Book
- These supplemental mission activities may be used to supplement FRG informal fund activities or to pay for reimbursement of statutory volunteer expenses. If appropriated funds are not available Supplemental funds may not be used to fund FRG mission essential activities



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SUPPLEMENTAL MISSION

- Supplemental Mission Activity funds are considered NAF funds, but NOT MWR NAF funds
- The unit commander may utilize these donated funds for any purpose that he/she believes clearly supplements a mission of the FRG, as long as appropriated funds are not authorized
- Supplemental mission account support to the FRG is not considered FRG income and does not impact the Informal Fund annual funding cap
- A sample Supplemental Mission Account SOP for commanders is included in the Operation READY Smart Book
- Currently there are no funds in this account

See Instructors Note



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Instructors Note:

- 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.
- 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.



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STANDARD OPERATING PROCEDURE (SOP)

- **FRG budget SOP**: Commanders will approve an SOP that describes the APF support available for FRG mission activities and the procedures for FRG Leaders and volunteers to request support
- **FRG Informal Fund SOP**: All FRG informal funds will have an SOP. This document memorializes the FRG members' determination of the purpose for the FRG informal fund.
 - It must include:
 - The FRG name
 - A description of the FRG's informal fund purpose and functions and a summary of its routine activities.



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SOP'S (CONTINUED)

- The following statement must be included in the FRG informal fund SOP:
 - “This FRG informal fund is for the benefit of the FRG members only and is established exclusively for charitable purposes and to provide support to Soldiers and Family members as the Soldiers and Families adapt to Army life. It is not a business and is not being run to generate profits. It is not an instrumentality of the United States Government”



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TEAM RESPONSIBILITIES



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COMMANDER RESPONSIBILITIES

- Set up annual FRG APF budget and SOP and notify FRG leader
- Approve/authorize:
 - FRG's access to government resources
 - FRG Informal Fund and associated tasks
 - Pre-approval of volunteer expenses
- Review monthly FRG Informal Fund reports
- Determine the support Family Readiness Support Assistant (FRSA) can provide to FRG

See Instructors Note



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Instructors Note:

Additional comments about the unit commander's responsibilities to:

- **Set up annual FRG budget and SOP.** Once having done so, the unit commander should notify the FRG leader about:
 - Funds available for mission activities
 - Incidental expense reimbursements allowed and reimbursement procedures.
- **Authorize/approve:**
 - FRG Informal Fund SOP
 - FRG Informal treasurer and alternate volunteers
 - Opening of bank account for FRG Informal Fund
 - All Fundraising activities for FRG Informal Fund. Prior to approving the fundraising, the commander is to consult with SJA or ethics counselor as necessary.
 - Preapproval of volunteer expenses (travel, training).



FRG LEADER RESPONSIBILITIES

FRG Informal Fund:

- If FRG Informal Fund is not set up, discuss with unit commander
- Ask commander for appointment letter of FRG Informal Fund treasurer and alternate
- Ensure FRG Informal Fund reports are submitted to commander
- Ensure FRG Informal Fund SOP is written and approved
- Obtain command approval for *all* FRG Informal Fund fundraisings

APF:

- Recruit FRG volunteers needed
- Provide information for FRG budget, per command request
- Have unit commander identify resources unit can provide and procedures to access these resources
- Obtain pre-approval of purchases/supplies when required



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FAMILY READINESS SUPPORT ASSISTANT (FRSA) RESPONSIBILITIES

- Prepare forms for commander. Examples are:
 - Opening/closing accounts
 - Treasurer/Alternate name change at the financial institution (bank)
- Prepare written request for fundraiser from FRG to commander and legal
- Request fundraiser permissions from MWR, 396-9004, if fundraiser takes place outside the unit area
- Prepare SOPs for AFP and Informal fund per AR 608-1, Appendix J
- FRSA's CANNOT:
 - Handle or receive money
 - Participate in fundraising activity
 - Pick up or purchase supplies for fundraiser
 - Be a signature on any FRG/unit account



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TREASURER & ALTERNATE TREASURER RESPONSIBILITIES

- Primary money handler
- Responsible for custody, accounting, and documentation of FRG Informal Fund
- Provide input on FRG Informal Fund SOP
- Maintain FRG Informal Fund ledger that includes
 - Cash value of donated items as well as monetary donations
 - All cash transactions (income and expenditures)
- Prepare and submit monthly and annual reports to leadership

See Instructors Note



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Instructors Note:

- 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 that includes all cash donations, the cash value of donated items, and cash that was received during fund raising activities
 - Itemized list of expenditures with explanation how expenditures consistent with fund's purpose as established in the FRG Informal Fund SOP.
- FRG Informal funds are private funds generated by FRG members that are used to benefit the FRG membership as a whole.
- The Treasurer and Alternate are personally liable for any loss or misuse of funds



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LEDGER EXAMPLE

FRG Informal Fund Ledger

DATE	TRANSACTION/PURPOSE	DEPOSITS	DEDUCTIONS	NON-MONETARY DONATION	RUNNING BALANCE FOR BANK ACCT	TOTAL INCOME FROM ALL SOURCES
1/2/2010	Beginning Balance (from 2009)	\$423.56			\$423.56	\$423.56
2/2/2010	Personal Donation	\$600.00			\$1,023.56	\$1,023.56
2/16/2010	Give2TheTroops Donation - Care Packages			\$1,000.00	\$1,023.56	\$2,023.56
3/4/2010	Fundraiser	\$1,042.00			\$2,065.56	\$3,065.56
3/10/2010	Papa John's		-\$213.10		\$1,852.46	\$3,065.56
3/21/2010	Fundraiser Co		-\$937.68		\$914.78	\$3,065.56
3/24/2010	Chili Fundraiser	\$275.00			\$1,189.78	\$3,340.56
3/24/2010	T-Shirt Fundraiser	\$49.00			\$1,238.78	\$3,389.56
3/26/2010	Goodies for Care Packages		-\$368.32		\$870.46	\$3,389.56
3/31/2010	Postage Fees		-\$108.62		\$761.84	\$3,389.56



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MANAGEMENT OF THE INFORMAL FUND ACCOUNT



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TO ESTABLISH AN INFORMAL FUND ACCOUNT

- Apply for Employer Identification Number (EIN)
 - Form SS-4
 - www.irs.gov or 1-800-829-4933
- Obtain authorization letter from commander
- Set up bank account in the unit FRG name
- Signatory is treasurer and alternate
 - Can NOT be unit commander, RDC, 1SG, deployable Soldier or FRG leader/Co-leader
- Non-interest-bearing account

See Instructors Note



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Instructors Note:

- **Apply for the Employer Identification Number (EIN):** Download and complete IRS Form SS-4 from the IRS web site at www.irs.gov to get EIN. This number is used for the account so that personal Social Security numbers are not on the account, and the FRG is not subject to paying federal taxes. This is NOT a tax-exempt number for use on purchases. It is simply used to identify the FRG.
- **The bank account is set up in the name of the FRG.** The bank will require a letter from the commander that authorizes the FRG to have an account. This letter should be typed on unit letterhead, and all signatories should be named. Each time there is a change of fund managers, such a letter should be provided to the bank, but the account number and name will not change.
- FRG funds should be placed in a bank account for safe keeping. This makes it easier to track the fund money and reassures the membership that the money is in a safe place.
- **Order checks** with the name of the FRG on them—not the fund manager’s name.



<i>What do you need?</i>	Open Account	Change Signers
Memo <small>(treasurer/alternate)</small>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
EIN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
IDs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
SS#	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
\$	<input checked="" type="checkbox"/>	
Account #		<input checked="" type="checkbox"/>



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CHECKS

Make Sure This Information Is Correct:

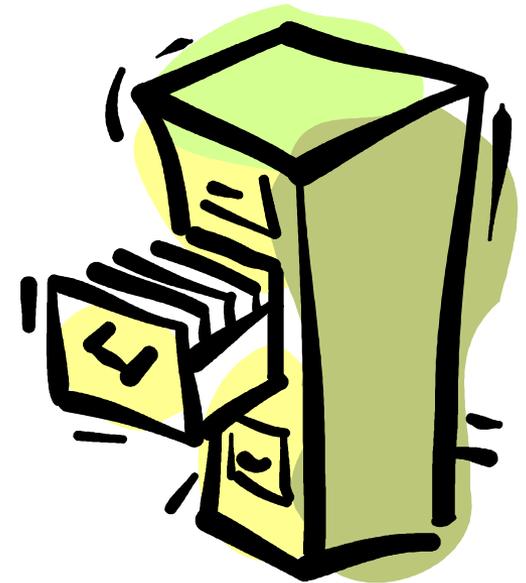
- FRG Name (*never the individual's name*) /Address/Telephone Block
- Bank's Numbers
- Your Account Number
- Check Number In 2 Places

FRG UNIT NAME	500
UNIT ADDRESS	_____ 88-239/ 1119
TELEPHONE #	_____
PAY TO THE ORDER OF	_____ \$ _____
	_____ DOLLARS
YOUR TOWN BANK 100 MAIN ST YOUR TOWN, NC 26511-1963	
MEMO	<u>John Q. Public</u>
y :1190239 I: 9822":0205585441':0500	



ACCOUNT MANAGEMENT

- Organization Is Essential
- Maintain a Ledger for all Transactions
- Do It Consistently/Routinely
- Keep Records In a Central Location
- Keep It Simple
- Periodically do an informal review





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INTERNAL AUDITS REPORTS



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INTERNAL AUDITS

- Supports the Treasurer by documenting the accuracy and truthfulness of their efforts
- Provides the Commander assurance that the FRG account is being properly managed
- Maintains a level of accountability with all FRG members
- Performed when changing Treasurers, Commanders, or FRG Leaders
- Annual audits



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MANDATORY REPORTING

- Monthly report to the Unit Commander
 - Prepare monthly report when you receive bank statement
 - List all credits and debits
- Annual report/audit to the O-6 Commander or designee
 - Due 30 days after the end of the calendar year
 - 30 Jan
 - Use Monthly reports to compile documentation for annual audit



Family Readiness Group Informal Fund Monthly Report

To: CPT Iron Mike
From: Unit FRG Treasurer

Bring this amount forward from your previous report or last bank statement.

Beginning balance: \$ 1023.56
Income sources & amounts: \$ 1042.00 – Basket Fundraiser
275.00 – Chili Feed Fundraiser
49.00 – T-Shirt Fundraiser

Total Income: 1366.00
Expense: (\$ 213.10)
(937.68)
(368.32)
(108.62)

This amount should match your bank statement. It will also be the beginning balance for your next report.

Ending balance: \$ 761.84

Itemized list of expenditures

Date	Expense (for)	Approved by	Amount Approved	Amount Spent	Receipt
10 MAR	Pizza for Meeting	FRG Leader Name	\$220	\$213.10	Yes
Explanation of expenditures according to SOP: Food for FRG Meeting – entire FRG was invited.					
Date	Expense (for)	Approved by	Amount Approved	Amount Spent	Receipt
21 MAR	Fundraiser Co	CO Name & Legal	--	\$937.68	Yes
Explanation of expenditures according to SOP: Basket fundraiser – payment for baskets.					
Date	Expense (for)	Approved by	Amount Approved	Amount Spent	Receipt
26 MAR	Care Packages	FRG Leader	\$380.00	\$368.32	Yes
Explanation of expenditures according to SOP: Care packages for Soldiers downrange					
Date	Expense (for)	Approved by	Amount Approved	Amount Spent	Receipt
31 MAR	Postage Fees	FRG Leader	\$120	\$108.62	Yes
Explanation of expenditures according to SOP: Shipping fees (USPS) for goodie bags.					

FRG Treasurer

Reviewing Official

**MONTHLY REPORT
EXAMPLE**



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FUNDRAISING AND DONATIONS



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FUNDRAISING

- Fundraising to collect money for the FRG's Informal Fund must be command approved and per SOP
- Command must consult with SJA or ethics counselor about all fundraisers for the FRG
- Fundraising CANNOT be conducted off the installation
- Any fundraiser conducted outside of the unit must be approved by MWR Unit Fund representative, 396-9004, as well as the commander and legal

See Instructors Note



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Instructors Note:

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

- 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 may not fundraise off of the installation. If the unit is not located on an installation, then fundraising is limited to the unit's members only.
- Army organization - including but not limited to units, installations, and Family Readiness Groups - may officially fundraise from its own community members or dependents and from all persons benefiting from the Army organization
- Note: If you have a petty cash fund, put it in your SOP along with a limit suggest \$25.
- Any fundraising outside the unit setting needs to be coordinated with MWR - phone number on the previous slide.
- Funds raised count as income for the FRG's informal cap of \$10,000 annually



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FUNDRAISING (CONT)

- Funds raised count against the unit's income cap of \$10,000
- Commanders may authorize a lower cap according to the needs of their FRG
- Units that have exceeded the annual income cap may not conduct fundraisers until the beginning of the new calendar year
 - January-December is the calendar year
 - The FRG informal account operates on a calendar year not a fiscal year
 - Army Directive 2008-1, 7Mar08, increased cap from \$5000 to \$10000



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VOLUNTEERS AND FUNDRAISING

AR 608-1, Ch. 5-7 g.

“Army volunteers are not authorized to engage in fundraising activities while performing volunteer services. Individuals engaged in fundraising do so on their own time, and are not considered Army volunteers when engaged in such activities.”

This means FRG volunteers may not submit hours they work on fundraising activities as volunteer hours



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DONATIONS TO THE FRG

- FRGs may NOT solicit gifts or donations per AR 608-1, Appendix J-8
- Unit Commander accepts all donations
- Commander must seek guidance from Ethics Counselor
- Donation may be money or tangible property valued \$1,000 or less
- Garrison commanders may accept unsolicited donations intended for FRG support, following the acceptance authority limits listed in AR 215-1



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YOUR TRAINING IS COMPLETE!

Thank you for completing FRG Treasurer Training Online!

View the next slide for instructions
on taking the quiz!

If you have any questions, call the FRG Center (910) 432-3742

We are open Mon-Fri, 0800-1900



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4. On the next screen, select “Click here to search for a new class.”
5. In the Class #1 box type “Fort Bragg FRG Treasurer Training” and select Exact Match. Check the checkbox next to the training and click the Register button.
6. The following screen confirms your enrollment in the class. Click on the “Classes” tab at the top of the page to view your enrollment.
7. Click on 1 Untaken Quizzes and on the next page; click “Take Quiz” to begin.
8. You must pass with an 80% or better to receive a certificate.
9. Once you pass the exam with 80% correct, email david.l.stamper3.civ@mail.mil.
At a minimum, you should submit the following information:
 - Full Name
 - Phone Number
 - Email
 - Name of FRG Quiz taken
 - Test Date
 - Unit to which you are or will be assigned for FRG volunteer duties.
10. It may take 1-2 business days to process your certificate.