

HEADQUARTERS, US ARMY GARRISON, FORT BRAGG  
DIRECTORATE OF FAMILY AND MORALE, WELFARE, AND RECREATION  
RESOURCE MANAGEMENT BRANCH  
February 2008

STANDING OPERATING PROCEDURES

Family Readiness Group Supplemental Mission Fund

1. **Purpose.** To define and establish written standing operating procedures (SOP) for the management, use, and control of the FRG Supplemental Mission Activity.

2. **Reference.** Letter of Instruction (LOI), subject: Family Readiness Group (FRG) Supplemental Mission Activity, IMWR-FP, 14 March 2007.

3. **General.**

a. The FRG Supplemental Mission funds are generated entirely by unsolicited donations or gifts made to the Army and intended for FRG or Military Family support. They are not Morale, Welfare, and Recreation (MWR) Nonappropriated Funds (NAFs) or informal funds. Solicitation of such funds is prohibited.

b. The Battalion commander may use FRG Supplemental Mission Activity funds for any purpose the commander determines clearly supplements the established mission of the FRG as long as appropriated funds are not authorized, with the following statutory exception: supplemental mission donations may be used to reimburse statutory volunteer incidental expenses if appropriated funds are not available. The battalion commander may not authorize the use of supplemental mission NAFs for any purpose that cannot withstand the test of public scrutiny or which could be deemed a misuse or waste of funds. Purchases of alcoholic beverages are discouraged.

c. The Garrison Commander is the only person authorized to accept unsolicited donations for the garrison FRG Supplemental Mission Activity. The Garrison Commander may not accept unsolicited gifts intended to be used only by a named FRG, but may accept unsolicited gifts intended for FRGs experiencing deployment cycle events, i.e., deployment, redeployment, news of



an extension of a deployment. Gift acceptance shall occur only after consulting with the servicing ethics counselor.

d. Distribution of donations will be made in accordance with determination by Garrison Commander. Current distributions scheme / population computation is at Encl 1.

#### 4. Procedures

a. The Directorate of Family and Morale, Welfare, and Recreation (DFMWR), Resource Management Branch (RMB) will ensure all donations intended for the FRGs are deposited into the FRG Supplemental Mission Activity. Funds will be apportioned to the units using the distribution ratio provided by the Garrison Commander. RMB and the Director, FMWR will ensure that funds remain in the FRG Supplemental Mission Activity until expended.

b. To initiate a purchase, the FRG leader will submit a purchase request (PR) (Encl 2) to the battalion commander/rear detachment commander for approval. The purchase request will include the date requested, a brief description of the item(s) requested, cost of each item, total funds required, dates the items are needed, name of vendor or source of the items to be purchased. The FRG leader will ensure the vendor will take a government purchase order/government purchase card over the telephone, prior to submitting purchase request to the battalion commander. The battalion commander will ensure purchase requests are consistent with AR 608-1, Appendix J governing FRG Supplemental Mission Activity policies prior to approving the expenditure, and that the expenditure of those funds is prioritized to encourage maximum attendance and participation at FRG meetings. The battalion commander should determine whether the price is fair and reasonable prior to approval. Note that for acquisition of good or services under \$5000, competition is not required IAW AR 215-4, but a finding of fair and reasonable is required.

c. The battalion commander or rear detachment commander will submit a DA Form 1687 (Encl 2) to DFMWR, RMB, located in building 4-1469, Reilly Road, prior to the FRG receiving any funds.

d. The battalion commander or rear detachment commander will verify with the DFMWR, RMB POC, Ms. Sharon Gore, 396-2296, the balance of funds required is available within the FRG's supplemental mission activity. The battalion commander or rear detachment commander will approve the purchase after determining



that the purchase clearly supplements an established mission of the FRG, appropriated funds are not authorized for the purchase, and can withstand the test of public scrutiny or could not be deemed waste, fraud and abuse, and vendor's price is fair and reasonable.

e. The FRG leader or treasurer submits the approved purchase request to DFMWR, RMB, located in Bldg 4-1469 Reilly Road, Attn: Ms. Sharon Gore, 14 days prior to date request is needed. DFMWR, RMB will process all purchase orders approved by the battalion commander and submitted by the FRG. Purchases may be affected in one of three ways:

(1) **Petty Cash** - the designated purchaser may bring the approved purchase request (PR) to DFMWR, RMB and obtain funds from petty cash. Upon completion of the purchase, the individual will return receipts and any change to DFMWR, RMB. To assure availability of funds, purchaser should call the DFMWR, RMB point of contact, Ms. Sharon Gore at 396-2296 in advance of arrival to pick up money. Petty cash distributions, as described above, cannot exceed \$500.00. Purchases in excess of this amount should be pre-approved by the DFMWR, RMB to avoid any potential conflict with regulations.

(2) **Reimbursement** - designated purchaser may make approved purchase and bring the approved PR and receipt to DFMWR, RMB for reimbursement after the fact. To assure availability of funds the purchaser should call 396-2296 in advance of arrival to pick up money.

(3) **NAF Purchase Card** - While cards cannot be issued to the units, the purchaser may coordinate with the DFMWR, RMB and arrange for purchases to be made via NAF Purchase Card or by a simple funds transfer when a DFMWR activity is used as the supplier. This method will be the exception, rather than the rule.

f. All requests in excess of \$2000.00 must be submitted to the DFMWR, RMB 20 working days prior to the purchase date to meet contracting lead time for the Southeast Region Centralized Contracting Office (SERCCO).

g. DFMWR, RMB will prepare and distribute quarterly statements on the FRG Supplemental Mission Activity balances to the DFMWR, Garrison Commander and all battalion commanders. The statement will include, at a minimum, the following: the source of donations and gifts accepted; the amount of each donation;



the number of battalions eligible for distribution; the specific battalions receiving distributions; the number of Soldiers assigned to each battalion receiving distributions; the total amounts distributed to each battalion; and a list of each battalion's expenditures including services and goods purchased.

h. In addition, a compilation of the quarterly statements detailed above, will be prepared and distributed annually by 31 December of each calendar year through the Garrison Commander to all commanders/rear detachment commanders eligible to receive disbursements from the account.

## 5. Summary.

Compliance with the guidance as specified in this SOP is mandatory. Noncompliance will result in not being able to utilize FRG supplemental funds. Should future events prove difficult to comply with specific guidance, it is the responsibility of the parties involved to contact the DFMWR and initiate a revision at that time.

(1) Director, FMWR should address any concerns on specific purchases to the battalion commander first and the garrison commander if necessary

(2) The DFMWR point of contact is Ms. Sharon Gore, 396-2296.

A handwritten signature in black ink, appearing to read "Marsha L. Chandler". The signature is fluid and cursive, with the first name "Marsha" being more prominent.

Marsha L. Chandler  
Acting Director, Family and  
Morale, Welfare and Recreation