



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
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ARLINGTON, VA 22202-3926

REPLY TO
ATTENTION OF

IMWR-FP

MAR 14 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Letter of Instruction (LOI) – Family Readiness Group (FRG) Supplemental Mission Activity

1. References.

- a. AR 608-1, Army Community Service Center, 21 July 2006.
- b. AR 215-1, Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities, 24 October 2006.
- c. AR 215-4, Nonappropriated Fund Contracting, 11 March 2005.

2. Purpose. To define procedures for the management and use of the FRG Supplemental Mission Activity.

3. Scope. This LOI applies to all Army Garrisons with Army Community Service (ACS) FRG Supplemental Mission Activity accounts.

4. Definitions.

a. Supplemental mission funds are nonappropriated funds generated from the operation of specific and unique situations that occur in support of an Appropriated Fund (APF) mission program.

b. The FRG Supplemental Mission Activity contains supplemental mission funds generated entirely by unsolicited donations or gifts made to the Army and intended for FRG or military family support. They are not MWR NAFs or informal funds. The provisions concerning informal funds listed in reference (a) are not applicable to supplemental mission funds.

5. Use. Battalion commanders may use FRG Supplemental Mission Activity funds donations for any purpose the commander determines clearly supplements the established mission of the FRG so 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.

6. Responsibilities.

- a. The Garrison Commander will:

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(1) Accept unsolicited gifts and donations made to the Army intended for FRG support, after consultation with the garrison's Ethics Counselor. If the donation amount exceeds the level the Garrison Commander can accept, the Garrison Commander will forward a request to accept the unsolicited gift or donation to the appropriate gift acceptance authority in accordance with AR 215-1.

(2) Arrange for donations to be processed by the Garrison Director, Morale, Welfare and Recreation (MWR) in accordance with paragraph 3-2a of AR 608-1 and AR 215-1.

(3) Maintain oversight of the FRG Supplemental Mission Activity.

(4) Consult with all unit/rear detachment commanders at the Garrison regarding whether battalions experiencing more deployments should receive a proportionately higher disbursement of the FRG Supplemental Mission Activity donations. The Garrison Commander will provide written direction to the Director, MWR at least annually regarding the ratio of disbursements.

b. The Director, MWR, will:

(1) Assign donations intended for FRG use to the FRG Supplemental Mission Activity to prevent disbursing donations intended for FRG use into another ACS mission or for any other purpose.

(2) Give all deposits for the FRG Supplemental Mission Activity to the Nonappropriated Fund Support Management Division (SMD) within one day of receipt.

(3) Ensure the supplemental mission donations are apportioned to battalion commanders/rear detachment commanders for use by their FRGs, consistent with the disbursement ratio directed by the Garrison Commander.

c. NAF Support Management Division (SMD) will:

(1) Deposit all accepted gifts and donations intended for FRGs into the FRG Supplemental Mission Activity.

(2) Apportion the donation among all garrison and tenant FRGs supported by the garrison's Army Community Service Center, consistent with the Garrison Commander's disbursement ratio.

(3) Process approved purchase orders submitted by battalion commanders/rear detachment commanders who have received disbursements from the FRG Supplemental Mission Activity.

(4) Prepare and distribute quarterly statement on the FRG Supplemental Mission Activity to the Director MWR, the Garrison Commander, and all battalion commanders/ rear detachment commanders eligible to receive disbursements from the account. 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

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receiving distributions; the number of Soldiers assigned to each battalion receiving distributions; the total amounts distributed to each battalions; and a list of each battalion's expenditures including services and goods purchased with FRG Supplemental Mission Activity donations.

(5) Prepare and distribute annually by 31 December of each calendar year, a compilation of the quarterly statements detailed in (4) above, through the Garrison Commander to all commanders/rear detachment commanders eligible to receive disbursements from the account.

d. The battalion commanders/rear detachment commanders will:

(1) Serve as the approval authority for all purchase requests to be debited from the battalion's portion of the FRG Supplemental Mission Activity.

(2) Follow AR 215-4 when determining what vendors to use for services or goods purchased with FRG Supplemental Mission Activity funds.

(3) Ensure all approved expenditures are consistent with AR 608-1, Appendix J governing FRG Supplemental Mission Activity, and that the expenditure of those funds is prioritized to encourage maximum attendance and participation at FRG meetings.

7. Procedures.

a. Donations and Gifts.

(1) Soldiers, Army civilians and FRG members may not solicit gifts and donations.

(2) 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, re-deployment, news of an extension of a deployment. Gift acceptance shall occur only after consulting with the servicing Ethics Counselor.

(3) Commanders and FRG leaders must avoid stating or implying that the Army officially endorses any person or private organization that offers a gift.

(4) Commanders and FRG leadership will not advise donors that donations are tax deductible but can recommend that donors speak with a qualified tax adviser regarding authorized tax deductions.

b. Monetary Deposits into the FRG Supplemental Mission Activity.

(1) SMD will deposit cash and checks within one business day of receipt.