



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
**US ARMY INSTALLATION MANAGEMENT COMMAND**  
2511 JEFFERSON DAVIS HIGHWAY  
ARLINGTON, VA 22202-3926

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.

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(2) SMD will credit the deposit equally between all battalion FRGs supported by the garrison ACS, in proportion to the number of Soldiers assigned to the battalion unless the Garrison Commander has determined that a different ratio of disbursements will be used.

(3) SMD and the Director, MWR will insure that funds remain in the FRG Supplemental Mission Activity until expended.

(4) SMD shall insure that donations intended for FRGs who are experiencing deployment cycle events will be credited only to FRGs in that category.

(5) SMD will distribute a quarterly statement for each battalion's account to the Garrison Commander and all battalion commanders/rear detachment commanders supported by the garrison ACS Center.

c. Tangible Goods Donations. Tangible goods donated for FRGs will be divided equally between all FRGs supported by the garrison ACS Center in proportion to the number of Soldiers assigned to the unit, unless the Garrison Commander has determined that a different ratio of disbursements will be used. Government mail shall not be used to disburse a tangible goods donation. Donations which require the expenditure of government money or use of government resources for disbursement shall not be accepted.

d. Purchase Requests for Supplemental Mission Funds for FRGs.

(1) The FRG leader will submit a purchase request (Encl 1) 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 the vendor or source of the items to be purchased. The battalion commander should determine whether the price is fair and reasonable prior to approval. Note that for the acquisition of goods or services under \$5,000, competition is not required IAW AR 215-4, but a finding of fair and reasonable is required.

(2) The battalion commander or rear detachment commander will approve the purchase after determining that the purchase clearly supplements an established mission of the FRG, that appropriated funds are not authorized for the purchase, that it can withstand the test of public scrutiny and waste, fraud and abuse, and that the vendor's price is fair and reasonable.

(3) The FRG leader or treasurer submits the approved purchase request to Director, MWR, SMD. SMD processes the request in one of three ways:

(a) Petty Cash. SMD may give the FRG representative petty cash to purchase the approved item. The FRG representative returns the receipt and change, if any, to SMD.

(b) Reimbursement. The FRG Treasurer may give a copy of the approved purchase order and receipt to SMD for reimbursement. Receipts will be submitted for reimbursement within three (3) business days of purchase.

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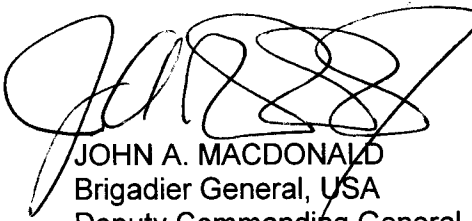
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(c) NAF Purchase Card. The FRG Treasurer or representative may submit the approved purchase request to SMD for processing under the purchase card program. This process should be the exception, rather than the rule, especially on an installation that has a large number of FRGs.

(4) Director, MWR concerns on specific purchases should be addressed to the battalion commander first and the garrison commander if necessary.

8. The Family and MWR Command points of contacts are Donna Finney, IMWR-FP, 703 681-3797 and Christine French, IMWR-FM, 703 681-7298.

Encl  
as



JOHN A. MACDONALD  
Brigadier General, USA  
Deputy Commanding General

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**FRG Supplemental Mission Activity**

**PURCHASE REQUEST**

Name of Unit: \_\_\_\_\_ Date of Request: \_\_\_\_\_

FRG Treasurer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

<u><b>Item(s) Needed</b></u>	<u><b>Required</b></u>	<u><b>Quantity each Item</b></u>	<u><b>Cost for Total Cost</b></u>
1 _____			
2 _____			
3 _____			
4 _____			
5 _____			

☐ These expenses are reimbursements of FRG volunteer incidental expenses. (Invoice attached)

Vendor's Address: \_\_\_\_\_

Vendor's Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

Vendor's Email Address: \_\_\_\_\_

Date Items are needed: \_\_\_\_\_

FRG Leader's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**I approve the purchase of item(s) with the unit's portion of the FRG Supplemental Mission Activities. I have determined that it clearly supplements an established mission of the FRG and appropriated funds are not authorized for this purchase (unless the volunteer reimbursement block is checked).**

Commander's Name: \_\_\_\_\_ Unit: \_\_\_\_\_

Date Signed: \_\_\_\_\_

\_\_\_\_\_  
**Commander's Signature**

**SMD Process:**

Date Paid: \_\_\_\_\_ Actual Cost: \_\_\_\_\_

☐ Petty Cash paid to \_\_\_\_\_

☐ Purchased with GPC \_\_\_\_\_ Statement date: \_\_\_\_\_

☐ Reimbursement made to: \_\_\_\_\_