

From:

(Date)

To:

Subj: FAMILY READINESS GROUP (fill in position)

Ref: (a) OPNAVINST 1754.5B

1. Thank you for volunteering your time and talents in support of **(fill in FRG group name)**. The purpose of a Family Readiness Group is to help plan, coordinate, and conduct informational, care-taking, morale-building and social activities for Sailors and their families. As an elected officer of the FRG, you may work with members of the command leadership team, command liaison, or command ombudsman. As the FRG **(fill in position)** you play a major part in the success of this FRG. For more information about your role as **(fill in position)** review OPNAVINST 1754.5B, CNICINST 1754.2, the Family Readiness Groups Handbook and the by-laws for this FRG. Additionally, Family Readiness Groups Leadership training is available at our local Fleet and Family Support Center. This training provides the foundation and tools needed to successfully carry out your duties as **(fill in position)**.
2. COs are authorized to accept voluntary services from an appropriate number of FRG members to assist family support programs per reference (a). If you are designated as an official volunteer you must complete DD Form 2793 Voluntary Agreement for Appropriated Fund Activities and Non-Appropriated Fund Instrumentalities, and adhere to Official Volunteer Activities stated in OPNAVINST 1754.5B.
3. As a private organization, FRGs are permitted to fundraise. The FRG will strictly follow guidelines outlined in OPNAVINST 1754.5B regarding fundraising. Per reference (a) Commanders may officially endorse and approve FRG fundraising events when the fundraising occurs within command spaces and is conducted among our own members or dependents to raise money for the benefit of our own command members or dependents.
4. In the event you are no longer able to fulfill your duties as FRG **(fill in position)** you are asked to officially resign by notifying the FRG president or an elected officer, and submit a resignation letter or complete Resignation form letter which can be found on the Fleet and Family Support Center webpage www.ffsp.navy.mil. At that time, you must turn over all relevant information to the FRG president for the next incoming officer.