

Family Readiness Group Summary

- Reference OPNAVINST 1754.5C and U.S. Navy Family Readiness Groups Handbook 2018. To download the handbook go to CNIC website https://www.cnic.navy.mil/content/dam/cnic/hq/pdfs/n91_fleet_and_family_support_program/deployment_readiness/U.S.-Navy-FRG-Handbook-2018.pdf

- **Purpose** - FRGs help plan, coordinate and conduct informational, care-taking, morale-building and social activities to enhance preparedness, command mission readiness, and increase the resiliency and well-being of Sailors and their families. **Activities include the following:** providing assistance in times of crisis, coordinating deployment farewells and homecomings, providing support during deployment, welcoming and mentoring new families, enhancing lines of communication (via phone trees, websites, newsletters, etc.), and planning social events and activities.

- **Command Involvement** – FRGs are *command endorsed* organizations. *COs* will review by-laws prior to permitting an FRG to use the command name. The *CO* shall designate a command liaison to the FRG to officially represent the command and act in an advisory capacity to the FRG in discussions of matters of mutual interest. **The liaison may be an officer, senior enlisted member, or civilian employee of the command.** Since FRGs are non-federal entities (NFE), command members, in their official capacity, are prohibited from managing or controlling FRGs.

- **Role of the Ombudsman** – Serves as the official liaison between the command and its families and cannot be part of an FRG when acting in their official capacity. The Ombudsman may assist in the formation and facilitation of the FRG but **shall not serve as an officer.**

- **Authorized Command Support** – **Includes the following:** use of installation facilities, use of equipment, inclusion of FRG content in command/ombudsman newsletters and linkage of FRG website to command website, use of postal services for official correspondence and mail (official mail may **not** be used to support unofficial organization activities, **FRG fundraisers**, or commercial ventures), assistance with homecoming, and command sponsored parties and functions. FRG volunteers may not be authorized independent use of government vehicles.

- **Membership and Structure** – FRGs are open to all family members, Sailors, and civilians associated with the command and its personnel. **FRGs consist of volunteers and committee group members. At a minimum, elected officers must consist of a president and treasurer, but may include additional elected officers per the FRG by-laws.**

- **Role of Advisor** – FRG by-laws may list Command Support Team members as advisors who could offer informal, unofficial guidance to the group.

- **Dissolving the Group** – When in the best interest of the FRG to disestablish, the FRG **may be dissolved by a vote of its members.**

- Ref Instruction for funding requirements, guidelines and restrictions on FRG funds/fundraising as well as acceptance of gifts/donations from outside sources.