



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON RHEINLAND-PFALZ  
UNIT 23152  
APO AE 09067-3152

AMIM-RPW-N

1 October 2021

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Family and Morale, Welfare and Recreation (Family and MWR) Soldier and Family Readiness Group (SFRG) and Unit Informal Funds (IF) Operations and Fundraising within the U.S. Army Garrison Rheinland-Pfalz (USAG RP) (SOP NSD #32-22)

1. PURPOSE: This memorandum establishes responsibilities, procedures, and guidance for establishing Unit and SFRG IFs for conducting fundraising events. Unit and SFRG Ifs are unofficial activities that are allowed to operate on military installations without formal authorization because of their limited scope.

2. REFERENCES

- a. Title 10, United States Code, Section 1588, Authority to Accept Certain Voluntary Services;
- b. Department of Defense Instruction (DoDI) 1342.22, Military and Family Readiness, 3 July 2012, Incorporating Change 2, 11 April 2017
- c. Department of Defense Directive (DoDD) 5500.7-R, Joint Ethics Regulation (JER), August 30, 1993, Incorporating Change 2, April 11, 2017
- d. AD 2019-17, Changes to the Soldier and Family Readiness Group Program, 1 April 2019
- e. AR 600-20, Paragraph 4-21, Army Command Policy, 27 April 2010
- f. AR 600-29, Fundraising Within the Department of the Army, 7 June 2010
- g. AR 608-1, Army Community Service, 13 March 2013
- h. US Army in Europe Regulation (AER) 210-22, Paragraph 15, Private Organization and Fundraising Policy, 13 August 2010
- i. DoDD 1000.15, Procedures and Support for Non-Federal Entities Authorized to operate on DoD Installations, 24 Oct 2008

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j. AER 608-2, Family Readiness, 15 March 2016

3. APPLICABILITY: These procedures apply to all eligible units assigned or attached to USAG-RP.

4. RESPONSIBILITIES: Units and all other personnel involved in Unit or SFRG transactions will ensure that the procedures set forth in this SOP are followed:

a. SFRG IFs are generated by SFRG members that are used for social activities to benefit the SFRG membership as a whole. SFRG IFs are separate and distinct from Unit IFs, and augmenting one with the other is not authorized.

b. Unit IFs may be created for a variety of reasons, including office coffee funds, cup and flower funds, holiday party funds, etc. Expenditures must be consistent with the purpose and function of the Unit IF.

c. IFs are command programs and must be supported by using Appropriated Funds (APF) to the same extent as any other command programs. IFs are not Private Organizations (PCs) or Family and MWR activities. IF activities that are authorized by APF may not be supported with Non-Appropriated Funds (NAF). Appropriated funds will not fund social activities. When conducting IF fundraising activities, IFs are not entitled to official military support (e.g. telephone support, use of emails, and copier services).

d. IFs are not formed to serve as fundraising organizations, to solicit donations, or to manage large sums of money. Before IFs conduct any fundraising events, they must follow the general provisions set forth in paragraph 5, below, and applicable guidance included in the JER, ARs, AERs, AD 2019-17, and local rules, to include the restriction of fundraising activities to areas designated by the Garrison Commander or his delegated authority.

5. General Provisions for Unit and SFRG IFs:

a. Commanders may authorize their SFRG to establish one informal fund, in accordance with the AR 600-20 and AD 2019-17, for non-mission-essential activities. No more than one SFRG fund per Unit is authorized. Units may have multiple Unit IFs, each for a specified purpose. IFs may not be mixed with appropriated funds, unit MWR funds, or other Unit fund accounts or any individual's personal funds. Unit Commanders grant bank account authorizations for IFs within the jurisdiction of the USAG RP for two years, at which time the account must be renewed.

b. SFRG IFs are held in trust by Army personnel acting in their official capacities or by designated volunteers. The unit commander will designate, in writing, a fund custodian and an alternate. The fund custodian and alternate must not be the unit commander, first sergeant, the SFRG liaison, or the SFRG leader. The fund custodian and alternate must not be scheduled to deploy for more than 30 days within a 12-month period.

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c. The unit commander will ensure the custodians receive informal fund training and additional training as needed. The custodian is responsible for informal fund custody, accounting, and documentation. The custodian remains personally liable for any loss or misuse of funds.

d. IFs will not exceed a cap of \$10,000 at any given time in a calendar year from all sources. Brigade or equivalent commanders have the authority to grant an exception for an increase up to \$25,000 for a period not to exceed 3 months. Brigade or equivalent commanders may renew this exception once every 6 months.

e. The fund custodian will provide a report on informal fund activity to the unit commander, or designee, in the unit's chain of command no later than 30 days after the end of the calendar year. An informal fund report is also required when a change of command or change of custodian occurs. Commanders may request an audit of the informal fund at their discretion IAWAR 11-7, Internal Review Program, dated 29 March 2017.

f. All IFs will have an SOP. This document will describe the purpose of the IF. It will also include an up-to-date alert roster and communication procedures. The SOP may include additional information such as control measures for informal funds, audits, and fundraising approval procedures, which are referenced in this policy.

#### 6. Requirements for Fundraising:

a. IF fundraising will be approved at the battalion level (or equivalent) after consultation with the local ethics counselor. Notification of an approved IF fundraising activity must be forwarded to the garrison commander at least 14 working days prior to the event. The notification will include the following:

(1) The approval memorandum from the battalion or equivalent commander.

(2) Legal review completed by the local ethics counselor.

(3) Facility manager site approval when the event takes place outside unit footprint, AAFES, Family and MWR, and DeCA.

(4) Food handler certification, when applicable.

b. Any IF request to conduct a fundraiser in a USAG RP area that is outside of the unit's footprint, must still receive approval from the Garrison Commander or his delegated authority. Requests will be submitted 45 working days in advance to allow for processing, and will contain all of the documents in paragraph 6a, above.

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c. The purpose of a fundraiser must be clearly stated and be consistent with the functions of the IF. All fundraising activities must be consistent with the SOP.

d. Fundraising while on duty is prohibited. Fundraising in uniform, even when off duty, is also prohibited. Service members and federal employees who choose to attend and participate in fundraising events will do so in their personal capacities. Developing and using lists of non-contributors or contributors is strongly discouraged. Granting special favors, privileges or entitlements to induce service members to participate is prohibited. Express or implied requirements to contribute are prohibited. Military personnel may not personally solicit subordinates, prohibited sources, or contractors.

e. The sale and/or distribution of alcohol is prohibited.

f. Host-nation laws apply to fundraising activities. Accordingly, fundraising activities must take place on the military installation and may only be directed toward DoD ID card-holders. Specifically, fundraising activities cannot include resale or transfer to unauthorized recipients of AAFES or DeCA merchandise. Finally, the use of Army Post Offices (APOs) to import items for fundraising purposes and purchases using Value-Added Tax (VAT) forms is prohibited.

g. IFs may not engage in external fundraising with commercial or private entities and may not solicit gifts and donations.

h. The USAG RP Commander or Director, Family and MWR will resolve disputes concerning operation of fundraisers and/or cost and risk assessments in connection with fundraising events.

7. Point of contact for this SOP is Deirdre Hogue, SFRG and IF Liaison, at DSN 541-9079, CIV 0611-143-541-9079 or Email: [usarmy.rheinland-pfalz.id-europe.mbx.dfmwr-unit-funds@mail.mil](mailto:usarmy.rheinland-pfalz.id-europe.mbx.dfmwr-unit-funds@mail.mil).



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