

DEPARTMENT OF THE ARMY
Organization Name
Organization Address
City, State, Zip

(Office Symbol)

(Date)

MEMORANDUM FOR **(NAME OF UNIT)** SOLDIER & FAMILY READINESS GROUP

SUBJECT: Soldier & Family Readiness Group (SFRG) Newsletter
Standard Operating Procedures (SOP)

1. References:

a. AR 215-1, Morale, Welfare, and Recreation Activities and
Non-appropriated Fund Instrumentalities, date

b. AR 608-1, Army Community Service, date

c. DOD 4525.8-M, DOD Official Mail Manual, date

d. USAR 608-1, Army Reserve Family Programs, 15 May 10

e. (Command policies regarding mail)

f. (Unit or Reserve Center policies regarding mail)

2. Purpose. Provide procedures for the preparation, printing
and distribution of the unit SFRG newsletter.

3. Summary. The SFRG newsletter is an important means of
timely and accurate information, and are essential to unit and
command communication with Families.

4. Scope. This SOP applies to the (name of unit) Soldier &
Family Readiness Group which is comprised of all Soldiers,
civilian employees, Family members and volunteers assigned to
the unit.

5. Responsibilities.

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a. Commander/Rear Detachment Commander.

(1) Designates an SFRG Newsletter Editor in writing.

(2) Provides input and guidance regarding the content and format of the newsletter.

(3) Reviews and approves newsletter content prior to publication.

b. Command Family Readiness Representative (CFRR).

(1) Ensure Commander/Rear Detachment Commander has visibility and provide final approval of newsletter before dissemination.

(2) Provides assistance for the publication of the newsletter.

(3) Provide administrative support to the SFRG in gathering information regarding benefits and entitlements, upcoming events, or unit information for inclusion in newsletter.

(4) Provide administrative also includes formatting or proofreading newsletter before presenting to Commander.

c. SFRG Newsletter Editor.

(1) Works with Commander, CFRR, SFRG leader, and SFRG members to solicit/identify information to be contained in newsletter.

(2) Submits newsletter to commander for approval prior to publication.

6. Procedures.

a. Frequency of Publication: The newsletter is to be

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published (at least quarterly) during periods of deployment, and
(at least monthly) during periods of non-deployment.

b. Content.

(1) The newsletter must contain a disclaimer statement, i.e. "The opinions expressed are not necessarily those of the Department of the Army".

(2) "Official" information is defined as that which is related to unit mission and combat readiness, including Family readiness, in support of field exercise, mobilizations, and deployments; educational information (e.g. Army Family Team Building, Child and Youth Services, Operation READY); information regarding activities for service members and Families that promote unit cohesion and help strengthen the ongoing esprit among Family members within the unit such as command-sponsored organization day activities.

(3) "Unofficial" information is defined as information that is purely social or personal in nature (e.g. birthdays, birth announcements, anniversaries, etc.)

(4) Each newsletter must contain one of the following statements: "This newsletter contains official information only" or "This newsletter contains official and unofficial information. The inclusion of unofficial information in this SFRG newsletter has not increased the costs to the Government, in accordance with DOD 4525.8-M."

(5) SFRG fundraisers cannot be advertised in an official newsletter mailed by the unit with appropriated funds.

(6) Personal and social information, as well as information concerning private organizations, fundraisers for private organizations, and commercial ventures are prohibited.

(7) Copyrighted materials (reprints of articles, etc.) to include artwork must be accompanied by a copyright release, in writing from the author or artist.

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(8) A commander's column and signature block should be used to inform Soldiers and Families of issues that impact military Families.

(9) An official newsletter will include a heading, publication date,

c. Format.

(1) The newsletter will be typed.

(2) (This section should outline the desired format and sections to be included in the newsletter)

d. Approval. The newsletter requires the unit commander's or his/her designee's approval prior to publication.

e. Printing/Publication. When publishing the newsletter, it will be:

(1) Printed in black and white. If to be sent electronically or posted virtually, it may publish in multiple colors.

(2) Printed on any available paper stock of any color, preferably low-cost, recycled copy paper.

(3) Limited to a maximum of 10 pages (5 pages front and back).

(4) (This section should outline the procedure for the actual printing/duplication of the newsletter, e.g. whether it is to be printed using a printing service, via a copier at the unit, etc.)

f. Distribution. The newsletter should be provided to all unit and SFRG members. (This section should identify anybody who should receive a copy of the newsletter, ex: higher level

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Command Team members and CFRR, etc.)

e. Mailing. (This section should outline how newsletters will be mailed, e.g. electronic mail, official mail, etc. This section should outline the proper format for addressing and preparing the newsletters, how and where the newsletters are to be mailed, etc.)

(1) Official SFRG newsletters are authorized for mailing at government expense. Newsletters containing more than 20% unofficial information must be mailed using non-appropriated funds or SFRG-generated informal funds.

(2) The words "Official information" should be included under the unit's return address.

(3) Third Class mail is used for mailing 200 copies or more of a newsletter. The newsletters must be counted, sorted, and bundled by zip code.

(4) First Class Mail is used for mailing less than 200 copies of a newsletter. Newsletters must be placed in regular U.S. Army envelopes with the unit address in the upper left-hand corner. One unsealed copy must be provided to the Postal Manager at time of mailing. Envelopes are metered at DOIM Postal Branch, if applicable.

8. Files. Hard and digital copies of the Newsletters will be maintained by the Commander, CFRR, SFRG Leader and/or SFRG Newsletter Editor.

9. The point of contact for this SOP is (POC Name), (Title), (Phone number), (email address).

COMMANDER'S NAME
Rank, Branch
Commanding