DEPARTMENT OF THE NAVY
COMMANDER, NAVY INSTALLATIONS COMMAND
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CNICINST 1754.2
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JUL 8 2011

CNIC INSTRUCTION 1754.2

From: Commander, Navy Installations Command

Subj: FAMILY READINESS GROUPS

Ref: (a) OPNAVINST 1754.5B
(b) U.S. Navy Family Readiness Group Handbook 2011
(c) DoD 5500.7-R, Joint Ethics Regulation, of 23 May 2006
(d) DoD Instruction 1000.15 of 24 October 2008
(e) OPNAVINST 5380.1A

1. Purpose. To implement policy provided in reference (a) within Commander, Navy Installations Command (CNIC).

2. Background. Reference (a) established the Navy's policy on Family Readiness Groups.

3. Policy. Family Readiness Group (FRG) policy, established in reference (a), addresses the nature and structure of FRGs and provides guidance for command support of FRGs. Further guidance and details on FRG procedures are contained in reference (b). Reference (b) is available for download from Commander, Navy Installations Command Web site at https://www.cnic.navy.mil/navycni/groups/public/@hq/@ffr/documents/document/cnicp_a197800.pdf.

4. Responsibilities

a. CNIC is responsible for:

(1) Providing standardized training to commands and FRG leadership through local Fleet and Family Support Centers (FFSCs).

(2) Maintaining and updating the FRG Handbook (reference (b)) and other materials to standardize execution of the FRG program.

b. Installation Commanding Officers (COs) are responsible for:

(1) Implementing the provisions of reference (a).

(2) Overseeing approved FRG operations and providing support and available resources while adhering to applicable fiscal laws.

(3) Ensuring FRG official volunteers and board members attend FRG training offered by the local FFSCs.

(4) Ensuring FRG leadership training is offered and documented for FRG leaders and members through servicing FFSCs.

5. Action

a. Installation COs and operational unit COs shall:

(1) Designate an official command liaison to the FRG.

(2) Approve by-laws or charter prior to FRG operating on the installation and prior to permitting use of the command name.

(3) Provide logistical support that does not impact mission performance. Support could include use of command spaces for meetings/events, use of word processing equipment, and availability of command representatives/speakers for permissible FRG events.

(4) Obtain written consent from command members before releasing personal information to an FRG.

(5) Accept voluntary services from FRG members, in accordance with reference (e).

(6) Authorize reimbursement of qualifying expenses for official volunteers, per reference (e).

(7) Ensure off-base FRG fundraisers are not endorsed when solicitations are made to non-command members or their dependents. Additionally, FRG fundraisers cannot be endorsed when the proceeds benefit anyone other than the command members and their dependents. For example, the CO will not endorse FRG solicitation of local businesses and will not endorse an FRG fundraiser to benefit a charity of the FRG's choosing.

(8) Not solicit or accept gifts on behalf of an FRG.

(9) Not directly manage or control an FRG, per section 3-202 of reference (c).

(10) Revoke FRG permission to use the command name, deny requests to endorse or otherwise support FRG events or fundraisers, and decline to accept gifts or services from the FRG in those instances where FRGs are not complying with applicable rules or conditions for continued support. Any such action will be communicated to the Installation CO.

b. Installation COs shall:

(1) Review the input of the operational unit CO, when analyzing whether to provide support to an FRG.

(2) Authorize or provide support for permissible FRG events on the installation, to include access to appropriate installation spaces and use of equipment, consistent with references (c) and (d), and available resources.

(3) Act as the approval authority for all FRG fundraising events on the installation when they are not conducted within affiliated command spaces.

c. Operational unit COs will provide input to their Installation COs to assist in analyzing whether to provide support to a unit FRG.

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