

INFORMATION PAPER

AFZC-JA-AL
29 September 2003

SUBJECT: Use of Appropriated Funds for Publishing by Family Readiness Groups

1. Purpose. To describe the legal restrictions on the use of appropriated funds (APFs) and government equipment for mailings and publishing by Family Readiness Groups (FRGs).
2. Reference. Army Regulation 608-47, *A Guide to Establishing Family Support Groups*, 16 August 1993; 7th Infantry Division and Fort Carson Regulation 608-47, *Family Readiness Groups on Fort Carson*, 28 August 2000.
3. Discussion.

a. FRGs can use APFs and government equipment, as approved by the unit commander, to publish official information. Use the following guidelines to determine if information, included in a FRG newsletter or other materials, is official or unofficial:

(1) Information related to unit mission and readiness, including family readiness is official (e.g., information about training schedules, upcoming deployments, unit points of contact and chain of concern, etc.).

(2) Information which is educational in nature, designed to promote self-reliant service members and families is official (e.g., information regarding the military community, how to budget, where to find medical care or legal assistance, how to prepare for emergencies, etc.).

(3) Information regarding service members and families which promotes unit cohesion and helps strengthen the ongoing esprit among family members within the unit is official (e.g., significant accomplishments by soldiers or family members).

(4) Non-mission related information, such as personal and social information and information regarding private organizations, fund raising, and commercial ventures is unofficial (e.g. announcing FRG bake sales, listing "For Sale" items, recipes, recaps of recent private parties, etc.).

b. FRG Publishing and Mailings.

(1) FRG newsletters or other materials containing only official information may be published and mailed, subject to the unit commander's approval, using APFs and government equipment.

(2) FRG newsletters or other materials containing primarily official information and incidental unofficial information (excluding commercial ventures) may be published, subject to the commander's approval, using APFs and government equipment. But, any FRG newsletter or other materials containing any incidental unofficial information must be mailed using nonappropriated (NAFs) or FRG funds, not APFs.

(3) FRG newsletters or other materials containing primarily unofficial information must be published and mailed using only NAFs or FRG funds, not APFs. FRG newsletters or other materials must be published in black ink only and limited to a maximum of sixteen pages. Finally, the FRG newsletter or other materials must state whether they contain official or unofficial information or both.

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