DEPARTMENT OF THE ARMY

(Name of Battalion)

(Name of Brigade)

Fort Sam Houston TX 78234

Office symbol Date

MEMORANDUM FOR Mobilization and Deployment Program, Military and Family Readiness (Army Community Services) 3060 Stanley Road, STE. 95 Bldg 2797, Fort Sam Houston, Tx 78234

SUBJECT: Family Readiness Group Registration

1. Request Registration for (name of FRG). The Family Readiness Group has been established in pursuant to AR 600-20 and AR 608-1, App J.
2. The activities of the organization and its funds will be conducted IAW the provisions of

 AR 600-20, AR 608-1 and the Joint Ethics Regulation.

1. The purpose of the organization is to help family members meet the challenges of the military life by providing a communication link for the information and referral, by planning special events and programs, and generating small amounts of funds to support these activities.
2. The Officers are:
3. FRG Leader: (name) (email) (phone#)
4. Co-Leader:
5. Treasurer:
6. Co-Treasurer:
7. FRL:
8. Secretary:
9. POC for this memorandum is the undersigned at (phone#)/(email):

Signature Block