

428 <sup>th</sup> Field Artillery Brigade ORGANIZATION INSPECTION PROGRAM CHECKLIST		DATE OF INSPECTION			
FUNCTIONAL AREA/SUBORDINATE AREA: FAMILY READINESS GROUP		RATING	CHECKLIST EFF DATE:	PAGE 1 OF 2	
INSPECTION OFFICE/AGENCY BDE FRSA	UNIT	INSPECTOR'S NAME & PHONE NUMBER			
ITEM			YES	NO	NA
1. Does the FRG have current documents AR 608-1 Appendix J, AR 600-20 Para 6-10a and FS 608-2 on file and available for reference?					
2. Has Battalion/Battery published a FRG SOP?					
3. Is there a Command appointment letter for FRG volunteers?					
4. Does the FRG have a current contact roster?					
5. Does the FRG disseminate info about the unit's activities?					
6. Does the FRG meet on a regular basis?					
7. Are FRG meetings scheduled and published two weeks or more in advance?					
8. Does the FRG have a method for tracking hours and recognizing volunteer ?					
9. Do the Commander and / or 1SG meet regularly with the FRG Leader(s) to discuss FRG issues and family readiness?					
10. Does the Commander and/or 1SG attend FRG meetings regularly?					
11. Do the Battery Commander and FRG Leader attend Battalion Steering Committee Meetings?					
12. Do the FRG Leader and key volunteers have access to a working computer, phone with long distance access, printer, and copier?					
13. Does the FRG have an established method for welcoming incoming soldiers and their families within one month of arrival at the unit?					
15. Have the FRG volunteers taken available training ?					
16. Are copies of FRG volunteer training certificates on file?					
17. Does the FRG have a bank account?					

