

**Company Commander
Family Readiness Group Azimuth Check**

FRG Leader	YES	NO
Have you appointed an FRG Leader for your company?		
FRG Leader Name: _____		
Is the FRG Leader on appointment orders?		
Is a copy of the appointment order on file? Location: _____		
Has your FRG Leader taken FRG Leader training?		
Is a copy of the training certificate on file? Location: _____		
GOALS for the FRG		
Have you established goals for your FRG?		
Have you shared these goals in writing with your FRG Leader?		
Do you have an FRG SOP on file? Location: _____		
COMMUNICATION		
Do you communicate regularly with your FRG Leader?		
By email?		
By telephone?		
By conference/meeting?		
Do you contribute a regular update for the FRG newsletter?		
PERSONNEL		
Do you maintain a current company FRG roster?		
Does your FRG Leader have the most current FRG roster information?		
Is the FRG roster on file? LOCATION: _____		
Do you have an established procedure for updating the FRG roster?		
MEETINGS		
Does your FRG host monthly FRG meetings?		
Are these meetings on your training calendar?		
Do you contribute information to the FRG Leader for these meetings?		
Do you attend/participate/support these meetings?		
FRG FUNDS		
Does your FRG maintain FRG Informal Funds?		
Do you have one appointed Treasurer to manage these funds?		
Is the Treasurer on appointment orders?		
Is a copy of the appointment orders on file? Location: _____		
Do you conduct monthly audits of the FRG Informal Funds Account?		
Do you sign monthly FRG Informal Fund Audits?		
Do you have current copies of account balance and information? Location: _____		
Do you have access to the FRG Bank Account?		
Do you have access to the FRG Account checkbook?		
Are the signatures for the FRG Bank Account and checkbook current?		
FUND BOX: Have you counted the total cash amount & had a second person verify?		
RULES AND REGULATIONS		
Do you have a copy of the most recent Appendix J of AR 608-1?		
Does your FRG Leader have a copy of the most recent regulations?		
WEBSITE/vFRG INFORMATION		
Does your company have a vFRG or other website?		
Is this website within the Army/Installation/Brigade/Battalion guidelines?		
Do you have an appointed webmaster/website administrator?		
Is your website kept current? Does it list the next FRG meeting and other events?		
Does the website list a current POC with contact information?		