

APPENDIX B

PERSONNEL MANAGEMENT/ADMINISTRATION

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STAFF ELEMENT: Eighth Army G1

SUB-FUNCTION: Alcohol and Substance Abuse Program

Major Subordinate Command (MSC) level	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
1. Does the MSC have an ASAP (Army Substance Abuse Program) that provides a full range of counseling, education and drug testing services IAW AR 600-85 chapter 1-14d?	_____	_____	_____
2. Does the MSC have Alcohol and Drug Control Officer(s) IAW AR 600-85, chapter 1-15a?	_____	_____	_____
3. Are ASAP services available to and accessible by all eligible populations within the MSC's service area IAW AR 600-85, chapter 1-16a?	_____	_____	_____
4. Does the MSC ASAP inspect subordinate units at least once per year IAW the appropriate inspection item checklist IAW AR 600-85, chapter 1-14b?	_____	_____	_____
5. Does the ADCO monitor unit-level program performance in the D&A education, missed appointments, and alcohol and drug related misconduct IAW AR 600-85, chapter 17f?	_____	_____	_____
6. Does the ADCO have a forum for regular reporting of program performance to the Commander IAW AR 600-85, chapter 1-16d?	_____	_____	_____
7. Is ASAP resourced adequately to meet its service requirements in the following areas?	_____	_____	_____
a. Staffing	_____	_____	_____
b. Counseling Facilities	_____	_____	_____
c. Classroom Facilities	_____	_____	_____
d. Automation Equipment	_____	_____	_____
e. Education Supplies	_____	_____	_____
f. Drug Testing Supplies	_____	_____	_____
g. Operating Budget	_____	_____	_____
8. Does the ASAP maintain continuity documents including regulatory publications, standing operating procedures, and continuity files sufficient in scope to guide and standardize its activities IAW AR 600-85, chapter 1-17c?	_____	_____	_____
9. Are ASAP Counselors licensed, certified and credentialed IAW established DA and MEDCOM guidelines IAW AR 600-85 chapter 1-20g?	_____	_____	_____

Brigade Level

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|---|-------|-------|-------|
| 1. Does the BDE have an officer or NCO on orders as the Unit Prevention Leader IAW AR 600-85, chapter 1-25b? | _____ | _____ | _____ |
| 2. Has the UPL attended the qualification training conducted by the Alcohol and Drug Control Office IAW AR 600-85 chapter 1-25b? | _____ | _____ | _____ |
| 3. Does the brigade ensure subordinate units have a Unit Prevention Leader (UPL) appointed on orders, IAW AR 600-85, chapter 1-26a? | _____ | _____ | _____ |
| 4. Are UPLs properly trained and certified IAW AR 600-85 chapter 1-26a? | _____ | _____ | _____ |
| 5. Are the following references on hand with current changes, or on valid requisition IAW EA Pam 1-201? | _____ | _____ | _____ |
| a. DA PAM 600-85 | _____ | _____ | _____ |
| b. AR 600-85 | _____ | _____ | _____ |
| c. USFK Reg 600-40 | _____ | _____ | _____ |
| d. Eighth US Army Command Policy # 11 – Substance Abuse Prevention and Deterrence. | _____ | _____ | _____ |

Battalion Level

- | | | | |
|--|-------|-------|-------|
| 1. Does the battalion have an officer or NCO on orders as UPL IAW AR 600-85 chapter 1-25b? | _____ | _____ | _____ |
| 2. Has the battalion UPL ensured that each company has a UPL trained and on special duty appointment orders IAW AR 600-85 chapter 1-25a? | _____ | _____ | _____ |
| 3. Are the certificates of training of each company UPL kept in the battalion SOP book IAW AR 600-85 chapter 1-25a? | _____ | _____ | _____ |
| 4. Are the following references on hand with current changes, or on valid requisition IAW EA Pam 1-201? | _____ | _____ | _____ |
| a. DA PAM 600-85 | _____ | _____ | _____ |
| b. AR 600-85 | _____ | _____ | _____ |
| c. USFK Reg 600-40 | _____ | _____ | _____ |
| d. Eighth US Army Command Policy # 11 – Substance Abuse Prevention and Deterrence | _____ | _____ | _____ |

Company Level

- | | | | |
|--|-------|-------|-------|
| 1. Is the commander familiar with the identification, referral and rehabilitation methods of the ASAP IAW AR 600-85 chapter 3? | _____ | _____ | _____ |
| 2. Has the commander appointed on orders at least one UPL IAW AR 600-85 chapter 1-26a? | _____ | _____ | _____ |

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|--|-------|-------|-------|
| 3. Does the commander publicize the fact that the abuse of alcohol or other drugs will not be condoned in the unit IAW AR 600-85 chapter 1-26d? | _____ | _____ | _____ |
| 4. Does the commander attend Rehab Team Meetings, IAW AR 600-85 chapter 4-4? | _____ | _____ | _____ |
| 5. Is the commander familiar with the legal and administrative aspects of the ASAP as they relate to promotions, re-enlistments, and separations IAW AR 600-85 chapter 5? | _____ | _____ | _____ |
| 6. Does the commander conduct newcomers' briefings, IAW AR 600-85 chapter 1-26d? | _____ | _____ | _____ |
| 7. Does the commander have a written policy on consuming and storing alcohol in the barracks, IAW USFK Reg 600-40? | _____ | _____ | _____ |
| 8. Does UPL have appointment orders and Certificates of Training (DA Form 87) for each UPL and alternate IAW AR 600-85 chapter 1-26a? | _____ | _____ | _____ |
| 9. Does the unit conduct urine drug tests and alcohol breath tests IAW AR 600-85 chapter 8-2b & Appendix E? | _____ | _____ | _____ |
| 10. Is random testing accomplished by procedures that avoid pre-selection and by means that are unpredictable IAW AR 600-85 chapter 8-3? | _____ | _____ | _____ |
| 11. Does the UPL develop, coordinate, and deliver education and preventive training on alcohol and drug abuse at a minimum of 4 hours annually IAW AR 600-85 chapter 2-6a? | _____ | _____ | _____ |
| 12. Does UPL forward written reports to the ADCO which include date of training, instructor's name, number of soldiers trained, and number assigned IAW AR 600-85 chapter 1-27a? | _____ | _____ | _____ |
| 13. Are all soldiers, previously identified as abusers of alcohol or drugs by either law enforcement, medical or biochemical means, referred to the servicing Community Counseling Center IAW AR 600-85 chapter 3? | _____ | _____ | _____ |
| 15. Does the UPL maintain urinalysis-testing records that include the following IAW AR 600-85 chapter 8-2b and Appendix E? | _____ | _____ | _____ |
| a. Name, Rank, SSN | _____ | _____ | _____ |
| b. Date of Test | _____ | _____ | _____ |
| c. Test Code Used | _____ | _____ | _____ |
| d. Test Result | _____ | _____ | _____ |
| 16. Is the above information marked "For Official Use Only" (FOUO), and kept in a locked container with access kept to a minimum IAW AR 600-85 chapter 8-2b and Appendix E? | _____ | _____ | _____ |

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17. Are the following references on hand with current changes, or on valid requisition IAW EA Pam 1-201?

a. DA PAM 600-85

b. USFK Reg 600-40

c. Eighth US Army Command Policy # 11.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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STAFF ELEMENT: Eighth Army G1

SUB-FUNCTION: Personnel Service Support

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
1. REFERENCE MATERIAL.	_____	_____	_____
a. Are the following reference materials on hand?	_____	_____	_____
DA Pam 600-8-31	_____	_____	_____
AR 600-8-6	_____	_____	_____
AR 600-8-11	_____	_____	_____
AR 600-8-101	_____	_____	_____
AR 600-8-105	_____	_____	_____
AR 614-100	_____	_____	_____
AR 614-200	_____	_____	_____
E-Milpo Functional Guide dtd 17 Jun 03	_____	_____	_____
E-Milpo User manual dtd 20 Jun 05	_____	_____	_____
2. ACCOUNT MANAGEMENT	_____	_____	_____
a. Do all assigned clerks have active E-Milpo accounts? (User's Manual Para 7, pg 13)	_____	_____	_____
b. Do at least 2 clerks have active E-Portfolio accounts? (User's Manual Para 7, pg 13)	_____	_____	_____
c. Have accounts been requested on newly assigned soldiers? (User's Manual Para 7, pg 13)	_____	_____	_____
d. Are clerks familiar with timeout E-Milpo procedures? (User's Manual Para 7, pg 13)	_____	_____	_____
e. Do clerks have access to all assigned UICs through E-Milpo? (User's Manual Para 7, pg 13)	_____	_____	_____
3. UNIT PERSONNEL ACCOUNTABILITY (AAA-162) Ref: eMilpo Functional Guidance pg 223-225)	_____	_____	_____

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- a. Is the S1 printing AAA-162 report weekly? _____
- b. Does the unit annotate this report daily with newly arriving or departing personnel? _____
- c. Is the report properly used to measure unit strength and database accuracy? _____
- d. Does the unit conduct at least twice a month reconciliation with PSD of the AAA-162, AAA-165, and AAA-342? (EOM & USR) _____
- e. Are all intra-unit assignment DA form 4187s completed along with intra-unit moves prior to reconciliations with PSD? _____
- f. Does the unit forward a copy of the reconciled and signed EOM AAA-162 report to PAS? Does the unit retain a copy for records? _____
- g. Does the unit conduct a PAI whenever a change of command occurs? Is it forwarded to the PSD for review? _____
- h. Are reports retained and compared to prior EOM report to ensure all assigned personnel are listed? _____

4. UNIT PERSONNEL ACCOUNTABILITY NOTICES (AAA-165) RECONCILIATION Ref: eMilpo Functional Guidance Pg 229-230

- a. Is the AAA-165 report printed daily? _____
- b. Are all discrepancies researched and fixed in a timely manner or turned over to the PSD to fix? _____
- c. Is the report retained and disposed of properly? _____

UNIT MANNING REPORT (AAA-161) Ref: eMilpo Functional Guidance pg 131-132

- a. Is the UMR maintained IAW 600-8-5 Chap 3 procedure 3-35? _____
- b. Does the unit annotate the Unit Manning Report daily with newly arrived and departed personnel? _____
- c. Are newly assigned personnel assigned in position number 9992 beyond seven days after arrival to the unit? _____
- d. Are soldiers double slotted or assigned to position number 9999? _____

6. UNIT ALPHA ROSTER (AAA-342) Ref: eMilpo Functional Guidance PG 246-247

- a. Is the AAA-165 report printed weekly and maintained properly? _____
- b. Is the Alpha Roster viewed weekly to determine the RSC code is correct? _____
- c. Are RSC Codes "TRA" resolved within the S1? _____

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d. Are AAA-342 being screened weekly along with AAA-162?

7. FILE MAINTENANCE

a. Are all files/reports maintained IAW AR 25-400-2?

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STAFF ELEMENT: Eighth Army G1

SUB-FUNCTION: Evaluation Reports

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
1. RATING SCHEMES: AR 623-205			
a. Does the S-1/orderly room maintain rating scheme and update as needed IAW AR 623-205, 1-4b(c)?	_____	_____	_____
b. Are rating officials qualified IAW AR 623-205. 2-4 thru 2-6.	_____	_____	_____
c. Do rating schemes contain all required data (AR 623-205, 1-4b (1) (c))?	_____	_____	_____
d. Are rating schemes published and distributed to the soldiers and each member of the rating chain IAW AR 623-205, 1-4b(c)?	_____	_____	_____
2. CONTROL OF PROCESSING EVALUATION REPORTS:			
a. Does the clerk understand the processing requirements/procedures for all types of reports IAW AR 623-205, 3-29 thru 3-35 and Table 3-10?	_____	_____	_____
b. Is anything prepared to identify soldiers due Annual & PCS/Change of Rater evaluations IAW AR 623-205, Figure 3-16?	_____	_____	_____
c. Are procedures in place to ensure raters/senior raters are notified in the event they change due to PCS or change of duty position IAW AR 623-205, Table 3-6 & 3-7?	_____	_____	_____
d. Are tracking logs used to assist with monitoring a soldier's evaluation from date of initiation to submission to PSD IAW AR 623-205 Table 3-7, Step 2/3?	_____	_____	_____
e. Are there any late reports still outstanding?	_____	_____	_____
f. Are procedures in place to ensure raters/senior raters are notified in the event the rated soldier is eligible for a Complete the Record evaluation IAW AR 623-205, Table 3-6 & Figure 3-11/12?	_____	_____	_____
3. QUALITY ASSURANCE:			
a. Does the S-1 clerk/PSNCO review completed evaluation reports prior to forwarding to PSD IAW AR 623-205, Table 3-7, Step 5?	_____	_____	_____
b. Does the S-1/orderly room understand the appeal procedures IAW AR 623-205, 6-6 & Appendix F?	_____	_____	_____

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Staff Section: Eighth Army G1

SUB-FUNCTION: Officer Evaluation Reports

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
1. RATING SCHEMES: AR 623-105			
a. Does the S-1 Section maintain a copy of the officer rating chain and update as needed? IAW AR 623-105, Table 2-2?	_____	_____	_____
b. Are rating officials qualified IAW AR 623-105 , Table 2-1, para 2-4 thru 2-6?	_____	_____	_____
c. Do rating schemes contain all required data IAW AR 623-105, para 2-3?	_____	_____	_____
d. Are rating chains published at least quarterly and given to the Bn Cdr for approval/authentication IAW AR 623-105, table 2-2?	_____	_____	_____
2. CONTROL OF PROCESSING EVALUATION REPORTS:			
a. Does the clerk understand the processing requirements/procedures for all types of reports IAW AR 623-105, para 3-39 thru 3-56?	_____	_____	_____
b. Is a query prepared to identify soldiers due Annual & PCS evaluations IAW local policy?	_____	_____	_____
c. Are procedures in place to ensure raters/senior raters are notified in the event they change due to PCS or change of duty position IAW AR 623-105, table 3-7 & 3-8?	_____	_____	_____
d. Are tracking logs used to assist with monitoring a soldier's evaluation from date of initiation to submission to PSD? Are reports mailed to DA and annotated on tracking log IAW AR 623-105, Table 3-7 thru 3-9?	_____	_____	_____
e. Is a copy of the completed report given to the rated officer prior to forwarding to HQDA IAW AR 623-105, para 3-34?	_____	_____	_____
f. Are there any late reports still outstanding?	_____	_____	_____
g. Are procedures in place to ensure the rated officer and rater/senior rater are notified in the event the rated soldier is eligible for a Complete the Record or Senior Rater Option evaluation report IAW AR 623-105, para 3-53/54 & Table 3-7/3-8?	_____	_____	_____

3. QUALITY ASSURANCE:

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b. Does the S-1 clerk/PSNCO understand the procedures for referred evaluation report IAW AR 623-105, para 3-32?

c. Does the S-1/orderly room understand the appeal procedures IAW AR 623-105, chapter 6?

d. Does the S-1/orderly room keep copies of evaluation reports IAW AR 623-105, para 3-34?

**Non-Comply = UNSAT and re-inspection required*

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SUB-FUNCTION: Officer Promotions

	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
1. REQUIRED REFERENCES (AVAILABILITY):			
a. AR 600-8-29?	_____	_____	_____
b. PSD/Unit MOIs?	_____	_____	_____
c. Section SOP?	_____	_____	_____
2. CONTROL/PROCESSING PROMOTION REQUESTS:			
a. Are tracking systems established to monitor Promotion Recommendation's chapter 3?	_____	_____	_____
b. (DA 78-R-E) receipt from the PSD, date sent to the unit for approval, submission to the PSD, and monitor it's progress until the order and certificate is returned back to the S1/Soldier?	_____	_____	_____
c. Upon receipt of the DA 78-R-E from the PSD, does the S1 verify officer's eligibility for promotion?	_____	_____	_____
d. Upon verification that an officer is ineligible for promotion, does the S1 follow the procedures outlined in AR 600-8-29, para 3-5g to process final determination procedures?	_____	_____	_____
e. Are there any late promotions still outstanding IAW 3-5 Table 3-4?	_____	_____	_____
3. QUALITY ASSURANCE:			
a. Does the S-1/PSNCO review completed Promotion Recommendation (DA Form 78-R-E) prior to forwarding to PSD?	_____	_____	_____
b. Does the S-1/PSNCO understand the procedures that must be followed when an officer's promotion is disapproved?	_____	_____	_____

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SUB-FUNCTION: Reassignment Processing

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
1. ARE THE FOLLOWING REFERENCES AVAILABLE?			
a. AR 600-8-11 (Reassignment) & Update to CH 7	_____	_____	_____
b. AR 600-8-105	_____	_____	_____
c. AR 614-30 (Overseas Service)	_____	_____	_____
d. AR 614-100 (Officer Assignment Policies, Details and Transfers)	_____	_____	_____
e. AR 614-200 (Selection of Enlisted Soldiers for Training and Assignment)	_____	_____	_____
f. Does each clerk have a desktop SOP?	_____	_____	_____
2. REASSIGNMENT PROCESSING:			
a. Does the clerk have access to E-MILPO/E-Portfolio along with their own ID and password IAW EMILPO and E-Portfolio?	_____	_____	_____
b. Does the clerk print the E-Portfolio 120 day DEROS report weekly to determine who must complete levy online briefings?	_____	_____	_____
c. Is the clerk printing the E-MILPO Reassignment Notices (Memorandum, AAA-231) weekly and distributing to the soldier in a timely manner IAW EMILPO?	_____	_____	_____
d. Does the BN S1 screen the notice for special processing requirements and schedule the BN S1 Interview?	_____	_____	_____
e. Does the S-1/orderly room ensure that Soldiers complete their levy online briefing?	_____	_____	_____
f. Does the BN S1 ensure that all documentation and requirements for the Soldier's AI are completed & forwarded to	_____	_____	_____
g. Are orders received from PSD at least 90 days prior to soldiers' DEROS?	_____	_____	_____
h. Is the S1 notifying the PSD of all soldiers within 120 days of DEROS without AI on the E-Portfolio 120 day DEROS report IAW E-Portfolio?	_____	_____	_____

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i. Is E-Portfolio used to identify soldiers who lack gaining assignment information in E-MILPO and provided to Redeployment for resolution IAW E-Portfolio.

3. PROCESSING DEL/DEF/FSTE & COTs:

a. Is the S-1/orderly room aware of policies and procedures for requesting deletion or deferment of AI and counsels/assists soldiers with applications?

b. Is the S-1/orderly room ensuring requests for deletion/deferment are submitted within 30 calendar days from the EDAS cycle date, or if situation arises after the initial 30 day period, the request is submitted within 72 hours?

c. Is the Bn S1 aware of procedures for processing request for Consecutive Overseas Tour (COT)?

d. Is the Ban S1 aware of procedures for processing request for curtailment of Foreign Service Tour (FSTE)?

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SUB-FUNCTION: E1 – E4 Advancements (600-8-19)

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
1. Is the current AAA-117 report reconciled against the previous months report to determine if previous actions have processed IAW Para 2-5 (a)?	_____	_____	_____
2. Does S1 screen AAA-117 report for additions/deletions/grade discrepancies, and are the reports annotated with current data? If changes are made, are they then transferred to a query IAW Para 2-5 (a)?	_____	_____	_____
3. Does the unit use a battalion roll-up to compute E4 waiver allocations using AUTHORIZED E4 strength only? Are allocations computed correctly IAW Para 2-5 (b)?	_____	_____	_____
4. Is a memorandum prepared notifying each unit commander of the number of waiver allocations available?	_____	_____	_____
5. Do commanders review the AAA-117 report to determine advancement potential of each soldier by indicating "YES/NO" next to the soldier's name and initialing? Does the commander sign the report? Does the battalion commander review and sign the report for all Specialist advancements IAW Table 2-1?	_____	_____	_____
6. Is DA Form 4187 denying automatic advancement to PV2-SPC prepared and signed prior to the 20 th of the month preceding the month of promotion IAW Para 2-3 (d)?	_____	_____	_____
7. Is a Flag Transaction submitted NLT the 20 th of the month to stop an automatic promotion and removed NLT the second working day when soldier would have been promoted IAW Para 2-3 (f)?	_____	_____	_____
8. Are erroneous advancements corrected in E-MILPO prior to forwarding the signed report to the PSD IAW Para 2-7?	_____	_____	_____
9. Is DA Form 4187 prepared for all soldiers advanced with waiver IAW Para 2-3 (i)?	_____	_____	_____
10. Is a copy of the AAA-117 report forwarded to the PSD after completion and verification along with waiver computation worksheet, ADHOC query, and two copies of DA Form 4187 on each soldier selected for advancement by the 20 th of the month IAW PSB SOP?	_____	_____	_____

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11. Is one copy of the AAA-117 report, waiver computation worksheet (AAA-119), ADHOC query and copy of promotion orders filed in accordance with AR 25-400-2?

12. Are there any illegal promotions IAW Chapter 2?

13. Are advancement certificates (DA Form 4874) prepared for those soldiers advanced to SPC?

14. Are grade changes being submitted in E-MILPO for SPC and below that are being reduced (in ranks) IAW Table 2-1?

15. Are soldiers that are advanced/denied receiving the correct pay for their new rank IAW Para 2-3(b)?

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SUB-FUNCTION: SGT/SSG Promotion (AR 600-8-19)

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
1. Does the commander use the Enlisted Promotion Report (AAA-294) to identify soldiers eligible for promotion to SGT/SSG para 3-11?	_____	_____	_____
2. Does the commander review the AAA-294 report for <u>remarks</u> that would place a soldier in a non-promotable status to ensure the remarks are still valid IAW Para 3-11(f)?	_____	_____	_____
3. Does the commander complete the DA Form 3355 Section A for those soldiers recommended for promotion IAW Para 3-11(h)?	_____	_____	_____
4. Does the promotion authority complete DA Form 3355, Section A by entering the signature block, signature and checking approval or disapproval IAW Para 3-11(h)?	_____	_____	_____
5. Is the promotion board properly appointed by the promotion authority IAW Para 3-15 (d)?	_____	_____	_____
6. Does the S-1/orderly room promotion clerk review the DA Form 3355 with the soldier to determine accuracy and completeness IAW Table 3-6?	_____	_____	_____
7. Is soldier's signature obtained on the worksheet? Are promotion boards convened prior to the 15th of the month Para-15 (a)?	_____	_____	_____
8. Does promotion authority convene a promotion board and, after the board adjourns, review the report of board proceedings, either personally approve or disapprove the report within 3 working days Para-17(c)?	_____	_____	_____
9. Are the original report of board proceeding, DA FM 3356 and DA FM 3357 filed by the promotion authority IAW Para-17(l)?	_____	_____	_____
10. Are tracking systems established to monitor Reevaluations, Point Adjustments, Initials and the 24-month revalidation process to the PSD? Is the progress monitored through completion until returned back to the S1/Soldier?	_____	_____	_____
11. Are soldiers identified for removal from the Promotion Standing List and are requests for removal forwarded to the PSD IAW Para 3-28?	_____	_____	_____
12. Are copies of the AAA-095 report authenticated by the unit commander and forwarded to the PSD by the established suspense date?	_____	_____	_____
14. Does the S-1/orderly room ensure that the latest and most accurate scores are posted on the EDAS C-10 report along with recommended soldier's initials? Are EDAS C-10s posted and SSNs	_____	_____	_____

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omitted IAW Table 3-8?

15. Does promotion clerk notify the PSD of reductions involving SGT/SSG personnel IAW AR 27-10 para 3-37(e)?

16. Is DA Form 3355 filled out correctly for all soldiers "not recommended" and does it include the Unit Commander and Promotion Authority signature IAW para 3-17 (k)?

17. Is DA Form 3355, initial and quarterly counseling filed at the Promotion Authority Level BN S1 for soldiers "not recommended IAW para 3-11(i)?

18. Are Unit Commanders providing BN S1 with copies of counseling (quarterly) for the Promotion Authority review IAW Para-11(h)?

19. Does the S-1/orderly room issue promotion certificates to soldiers who are advanced or promoted IAW Para 1-23 (d)?

20. Are files maintained IAW AR 25-400-2?

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SUB-FUNCTION: Suspension of Favorable Actions

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
1. Is the DA form 268 reviewed and authenticated by the S-1 or commander?	_____	_____	_____
2. Does the S-1/separate company orderly room furnish a copy of AAA-O95 report and DA Form 268 to S-2 as required by regulation?	_____	_____	_____
3. Is a copy of DA Form 268 forwarded to the servicing PSD on a monthly basis as required?	_____	_____	_____
4. Does the S-1/separate company orderly room update and annotate the AAA-O95 report?	_____	_____	_____
5. Is the S-1/separate company orderly room sending the AAA-O95 report to the unit for review and unit commander signature?	_____	_____	_____
6. Is a copy of DA Form 268 forwarded to the Reenlistment NCO for submission of the ERUP code through the RETAIN system?	_____	_____	_____
7. Is the S-1/separate company orderly room retaining the final copy of DA Form 268 in a separate folder for one year?	_____	_____	_____
8. Is the AAA-160 Roster reviewed to ensure all soldiers are listed on the AAA-095 Roster?	_____	_____	_____
9. Are EMILPO transactions initiated to change a FLAG Code from "AA" to "HA" to identify soldiers undergoing the punishment phase of UCMJ action?	_____	_____	_____
10. Are SIDPERS transactions to initiate and remove FLAG submitted with the correct effective date?	_____	_____	_____
11. Is the S1 printing the FLAG Reports from E-Portfolio to ensure the correct ERUP codes are in the database?	_____	_____	_____

Primary Inspector Sign and Date: _____

SUB-FUNCTION: AWOL and DFR Control (AR630-10)

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
1. Whenever a soldier is absent without authorized leave, does the commander conduct an immediate inquiry to determine the soldier's true status IAW Para 2-2 (b)	_____	_____	_____
2. Based on the latest AAA- 162 report, is there any soldier listed in an AWOL/DFR duty status?	_____	_____	_____
3. Does the S-1/separate company unit clerk prepare a DA Form 4187 for submission to PSB and FAO upon notification that soldier is AWOL (24 hours after scheduled return date) IAW Para 2-2 (d)?	_____	_____	_____
4. Does the S-1/separate company notify the local Provost Marshal within 24 hours of soldier's absence and provide information, which could lead to early apprehension IAW Para 2-2 (c)?	_____	_____	_____
5. Does S-1/unit commander initiate Suspense of Favorable Actions (FLAG) utilizing EMILPO immediately upon determination that a soldier is AWOL IAW DA PAM 600-8 Table 9-12?	_____	_____	_____
6. Does S-1/unit commander initiate action regarding reporting of derogatory information and suspense of access? Is DA Form 5248-R submitted to S-2 IAW DA PAM 600-8 Table 9-34?	_____	_____	_____
7. Is a signed copy of the personal property inventory retained by the S-1/separate company for inclusion in the DFR packet IAW DA PAM 600-8 Table 9-6?	_____	_____	_____
8. Does the S-1/separate company prepare a letter notifying absentee's next of kin by 10th day of absence IAW Para 2-2 (e)?	_____	_____	_____
9. Does the S-1/separate company drop individual from the rolls from the unit at 0001 hours on the 31st consecutive day of AWOL IAW Para 5-7 (a) 1-b?	_____	_____	_____
10. Does the S-1/separate company prepare memorandum revoking security clearance?	_____	_____	_____
11. Does S-1/separate company prepare DA form 4187 for DFR IAW Para 5-7 (a) 6b?	_____	_____	_____
12. Does S-1submit the DFR E-MILPO transactions IAW Para 4-5 (c)?	_____	_____	_____
13. Does the unit commander complete DD Form 553 and forward a copy to the local provost marshal office IAW Para 3-1(a,3)?	_____	_____	_____

Primary Inspector Sign and Date: _____

- 14. Does the unit commander complete DD Form 458 and forward along with DFR packet to PSD IAW Para 3-1 a,4? _____
- 15. Does the unit forward a copy of the DA form 4187 AWOL, DA Form 4187 DFR along with the DD Form 553 with in 7 days IAW Para 1-4 (j,1)? _____
- 16. Does the unit forward the original copy of the DFR packet within 48 hours after the soldier has been placed in a DFR status IAW Para 3-1 a,5? _____
- 17. Are files maintained IAW AR 25-400-2? _____

Primary Inspector Sign and Date: _____

STAFF ELEMENT: Eighth Army G1

SUB-FUNCTION: Leave Control

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
1. REFERENCES:			
a. Does unit have AR 600-8-6 (Personnel Accounting & Strength Reporting) readily available?	_____	_____	_____
b. Does unit have AR 600-8-10 (Leaves and Passes) readily available?	_____	_____	_____
2. LEAVE PROCESSING:			
a. Is written guidance/local SOP available pertaining for leave processing procedures?	_____	_____	_____
b. Is the leave log and control numbers initialized at the beginning of the fiscal year IAW AR 600-8-10 para 11-7 (TACCS) & para 12-1 (Manual)?	_____	_____	_____
c. Is the Leave Control Log updated and leaves "closed out" by ensuring leave is sent to the Finance Accounting Officer (FAO), chargeable days are annotated, and receipt of JUMPS Automated Coding System Report 7 is received from FAO IAW AR 600-8-10 para 11-13 (TACCS) & para 12-1 & table 12-4 (Manual)?	_____	_____	_____
d. Does the unit leave clerk properly enter the leave data into Leave Control Log IAW AR 600-8-10 table 12-14?	_____	_____	_____
e. Does the unit leave clerk attach original of the DA Form 31 to the unit transmittal letter (UTL) and forward to the servicing finance office within 3 days after the Soldier completes leave IAW AR 600-8-10 para 12-7a?	_____	_____	_____
f. Does the unit leave clerk maintain a file suspense copy of the UTL and organization copy DA Form 31 IAW AR 600-8-10 para 12-7b?	_____	_____	_____
g. Does the leave clerk properly VOID leaves when dates change or leave is canceled IAW AR 600-8-10 para 11-15 & table 11-7 (TACCS) & para 12-5 & table 12-3 (Manual)?	_____	_____	_____
3. EMERGENCY LEAVE PROCESSING:			
a. Eligibility for emergency leave is determined IAW AR 600-8-10	_____	_____	_____

Primary Inspector Sign and Date: _____

chapter 6-1?

b. If loco parentis, does a copy of the local parentis memorandum accompanied with the DA Form 31 to the servicing PSD IAW AR 600-8-10 para 6-1d?

4. SIGN-IN/OUT PROCEDURES:

a. Are procedures established for maintaining the Personnel Register and designate a place where it will be located, during and after duty hours IAW AR 600-8-6, para 2-9.d.?

b. Are there instructions on how to complete the DA Form 647 and DA Form 31 posted in the immediate vicinity of the register, easily accessible to individuals signing in or out IAW AR 600-8-6, para 2-9.d.(1)?

c. Is the DA Form 647 used until all spaces are filled? Are individuals closing out the DA Form 647 at 2400 hours daily IAW AR 600-8-6, para 2-9.d.(5)?

d. Is the "PCS" block being checked for Soldiers departing on transition leave and the number of days' leave being entered in the remarks block of the DA Form 647 IAW AR 600-8-6, para 2-9.d.(10)?

5. FILE MAINTENANCE: Are files maintained IAW AR 25-400-2 (FN 600-38a)?

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Awards Recognition Program

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
1. Are required references available (AR 600-8-22 & AR 600-8-105)?	_____	_____	_____
2. AWARDS FOR ACHIEVEMENT OR SERVICE:	_____	_____	_____
a. Is there a command awards program IAW AR 600-8-22 page 1, para 1-1?	_____	_____	_____
b. Are soldiers being identified for consideration for award using a loss roster or adhoc query prior to DEROS/ETS/RET IAW AR 600-8-22, page 3, para 1-21?	_____	_____	_____
c. Is the PSNCO/awards clerk ensuring basic qualifications for awarding of the Driver/Mechanic's Badge are met (IAW AR 600-8-22, para 8-28d)?	_____	_____	_____
d. Are orders (Driver/Mechanic's Badge) being published IAW AR 600-8-105?	_____	_____	_____
e. Are award recommendations (AAM, ARCM, etc.) processed IAW AR 600-8-22 IAW Para 3-16&17 pg20?	_____	_____	_____
f. Are award files being maintained IAW AR 25-400-2?	_____	_____	_____
g. Are permanent orders filed IAW AR 25-400-2 & AR 600-8-105?	_____	_____	_____
3. AWARD OF THE ARMY GOOD CONDUCT MEDAL:			
a. Is the award clerk familiar with the qualification criteria for award of the Army Good Conduct Medal IAW AR 600-8-22, para 4-5, page 30?	_____	_____	_____
b. Does the award clerk print the EPortfolio query to identify soldiers eligible for the award of the AGCM? Are blank/overdue data resolved with the PSD IAW AR 600-8-22, pag 31 table 4-2?	_____	_____	_____
c. Does the award clerk verify that all soldiers on the query are currently in the unit and advise the PSD of any problems with the query IAW AR 600-8-22, table 4-2 (5) page 31 para 4-13?	_____	_____	_____
d. Does the clerk ensure all processing actions are accomplished and forwarded to the PSB IAW AR 600-8-22 table 4-2 page 32 para 4-13?	_____	_____	_____
e. For soldiers NOT qualified for award of the Army Good Conduct Medal, is a disqualification statement by the commander and statement from the soldier sent to the PSD for posting to the soldier's record and	_____	_____	_____
Primary Inspector Sign and Date: _____			

forwarded to USAEREC for posting to the OMPF IAW AR 600-8-22 para 4-8 page 30?

f. Are files maintained IAW AR 25-400-2 (FN 600-8-22b) IAW AR 600-8-22 page 9, para 1-50? _____

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Meal Card Management

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
1. REFERENCES:			
a. Does unit have AR 600-38 (Meal Card Management System) readily available?	_____	_____	_____
b. Does unit have Eighth Army Suppl 1 to AR 600-38 readily available?	_____	_____	_____
2. APPOINTMENT ORDERS: Are the following duty appointment memorandums available?			
a. Meal Card Verification Officer (MCVO) IAW AR 600-38 para 2-3h	_____	_____	_____
b. Meal Card Control Officer (MCCO) IAW AR 600-38 para 2-3a	_____	_____	_____
c. Meal Card Controller (MCC) IAW AR 600-38 para 2-3b	_____	_____	_____
3. MEAL CARD ISSUING PROCEDURES:			
a. Does the MCCO request Meal Card Control Book(s) from the BCO using DA Form 3161 IAW AR 600-38 para 3-3(c)?	_____	_____	_____
b. Does the MCCO issue Meal Card Control Book(s) using DA Form 3161 or DA Form 410 and is the completion of control and transfer located in front of the book(s) IAW AR 600-38 para 3-3c?	_____	_____	_____
c. Does the unit issue meal cards using DD Form 714 IAW AR 600-38 para 3-7?	_____	_____	_____
d. Does unit properly maintain DA Form 4809-R (Meal Card Control Register) IAW AR 600-38 table 3-2?	_____	_____	_____
e. Does unit maintain one or more three ring binders containing active DA Form 4809-Rs for each meal card issued per AR 600-38 para 3-6?	_____	_____	_____
f. Does unit maintain a binder(s) containing inactive DA Form 4809-Rs IAW AR 600-38 para 3-6?	_____	_____	_____
g. Are DA Form 4809-Rs filed alphabetically by last name for meal cards issued on a permanent basis (Active Binders) IAW AR 600-38 para 3-6b(1)?	_____	_____	_____
h. Are DA Form 4809-Rs filed numerically by meal card sequence	_____	_____	_____

Primary Inspector Sign and Date: _____

number (Inactive Binders) IAW AR 600-38 para 3-6c(2)?

i. Are meal cards signed by the authorizing official or by the Meal Card Control Officer IAW AR 600-38 para 3-7b? _____

4. TURN-IN/TRANSFER OF MEAL CARD CONTROL BOOKS:

a. Are used Meal Card Control Books turned into the BCO/MCCO using DA Form 3161 and next unused transfer control receipt from front of book IAW AR 600-38 para 3-4? _____

b. Are used Meal Card Control Books turned into the BCO/MCCO within 5 duty days after the book becomes inactive or when the last card has been issued IAW AR 600-38 paras 2-5e, 2-6d & 3-4? _____

c. Is change over memorandums being prepared whenever a new MCCO is appointed? Does the memorandum contain all supporting items as outlined in AR 600-38 para 3-4? _____

5. MEAL CARD ACCOUNTABILITY:

*a. Are meal cards safeguarded against theft IAW AR 600-38 para 2-2c(4)? _____

*b. Is the MCCO conducting an audit of meal card accountability as of 31 Dec of each year, and are results reported in a letter format? Is this report forwarded to the BCO for review IAW AR 600-38 para 3-8c(5) & para 3-10? _____

c. Are audit deficiencies corrected by the MCCO within 30 days and the appropriate commander notified in writing IAW AR 600-38 para 3-10? _____

6. ISSUING FIELD MEAL CARDS/BAS RECOUPMENT/SUSPENSION:

a. Are commanders initiating BAS recoupment when unit field exercises are 1-14 days in length using DA Form 4187 IAW AR 600-38 para 4-3a? _____

b. Are requests for BAS recoupment submitted and forwarded to FAO within 3 working days from the termination of the field exercise IAW AR 600-38 para 4-3a? _____

c. Are commanders initiating written action to suspend BAS when unit field exercises are over 14 days in length using DA Form 4187 IAW AR 600-38 para 4-3b? _____

d. Are requests for BAS suspension submitted and forwarded to FAO within 3 working days (prior to and after completion) the field exercise IAW AR 600-38 para 4-3b? _____

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e. Are copies of each request (DA Form 4187s) being placed in a suspense file to ensure that reinstatement of BAS occurs IAW AR 600-38 para 4-3b?

7. **FILE MAINTENANCE:** Are files maintained IAW AR 25-400-2 (FN 600-38a)?

**Non-Comply = UNSAT and re-inspection required*

Primary Inspector Sign and Date: _____

SUB-FUNCTION: CSB/REDUX Notification, Counseling and Procedure

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
1. REFERENCES:			
a. Does the unit have access to the following websites?	_____	_____	_____
(1) http://www.armyg1.army.mil/rso/mission.asp	_____	_____	_____
(2) http://www.dod.mil/militarypay/	_____	_____	_____
(3) https://www.hrc.army.mil/site/reserve/	_____	_____	_____
(4) http://tsp.gov/index.html	_____	_____	_____
b. Does the unit maintain a copy of the Instruction for Notification, Counseling, and Election of the Career Status Bonus (CSB/REDUX) Retired Pay Option memorandum dated 15 AUG 01?	_____	_____	_____
c. Does the unit maintain a copy of the MILPER MSG 01-143?	_____	_____	_____
2. DA FORM 2839 COMPLETION:			
a. Is section III, IV, and V of the DA 2839 properly completed by the Soldier IAW MILPER MSG 01-143 para 5A?	_____	_____	_____
b. Is the statement "I understand that if I receive the CSB in error, I must repay the full, before tax bonus amount" annotated in block 12A of the DA Form 2839 IAW MILPER MSG 01-143 para 5A?	_____	_____	_____
c. If Soldier elects CSB/REDUX (Section IV), does the first LTC/05 in the Soldier's chain of command or designee (assumption of command orders) signature appear in Section VI IAW MILPER MSG 01-143 para 5A?	_____	_____	_____
d. Is the DA Form 2839 signed by the Soldier in section 13 IAW MILPER MSG 01-143 para 5?	_____	_____	_____
3. CSB/REDUX PROCESSING:			
a. Are unit Commanders notifying the Soldiers at their 14½ year mark of AFS, about their eligibility for the CSB/REDUX election IAW MILPER MSG 01-143 para 4?	_____	_____	_____
b. Are notification packets provided to the Soldiers to assist with their election decision IAW MILPER MSG 01-143 para 4A.?	_____	_____	_____

Primary Inspector Sign and Date: _____

c. Has the DIEM date been verified with the proper source document IAW MILPER MSG 01-143 para 4A(2)(A)? _____

d. Does the cover memorandum include the appropriate information IAW MILPER MSG 01-143 para 4A(2)? _____

e. Is the complete packet turned into the local Finance and Accounting Office not more than 10 days before the election effective date IAW MILPER MSG 01-143 para 5D(1)? _____

f. Is a copy maintained on file in the unit PAC and forwarded to the PSD for filing in the MPRJ IAW MILPER MSG 01-143 para 5D(2)? _____

g. Has the e-MILPO "Special Pay" field been updated by the servicing PSD IAW MILPER MSG 01-143 para 5C? _____

4. FILE MAINTENANCE: Are files maintained IAW AR 25-400-2 (FN 600-38a)? _____

Primary Inspector Sign and Date: _____

SUB-FUNCTION: PERSTEMPO

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
1. REFERENCE MATERIAL.			
a. Are the following reference materials on hand?			
• PERSTEMPO Business Rules (latest version)?	_____	_____	_____
• Local command policy?	_____	_____	_____
• Latest DA Messages and guidance?	_____	_____	_____
2. INSTALLATION LEVEL:			
a. Is there published guidance to subordinate commands? (i.e., MOI on GO Management/Approval; Current Version of Business Rules for special requirements; Chain of Support/POCs; SOP; PERSTEMPO In/Out Processing Procedures) Ref: Web Site, Current Version Business Rules, Users and Contact Data?	_____	_____	_____
b. Is periodic training scheduled for new PERSTEMPO clerks/managers?	_____	_____	_____
c. Are there procedures in place to ensure that PERSTEMPO accounts are cancelled when soldiers rotate? (i.e., DEROS; DLOS)	_____	_____	_____
d. Are procedures in place to manage high deployers at the installation level?	_____	_____	_____
e. Are requests to exceed thresholds processed IAW PERSTEMPO business rules?	_____	_____	_____
f. Is the installation PERSTEMPO Manager conducting periodic checks to ensure units are entering creditable events into the system? (i.e. Usage Report/time lines; Regular PERSTEMPO Inspection Program/Sampling; Maintenance of appropriate training records to support Individual PERSTEMPO Events)?	_____	_____	_____
3. UNIT LEVEL:			
a. Have units appointed primary and alternate PERSTEMPO clerks?	_____	_____	_____
b. Have primary and alternate PERSTEMPO clerks received training via the train the trainer program or from the web based training? Ref: https://perstempowbt.ahrs.army.mil	_____	_____	_____
c. Do the primary and alternate clerks have valid individual PERSTEMPO accounts?	_____	_____	_____
d. Are clerks knowledgeable on how to log into AKO and PERSTEMPO and enter PERSTEMPO data?	_____	_____	_____
e. Does the unit ensure departing clerks PERSTEMPO accounts are terminated?	_____	_____	_____

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- f. Are source documents maintained for each creditable event entered into the system? _____
- g. Are high deployers managed IAW PERSTEMPO Business Rules and/or latest guidance? _____
- h. Are Threshold Management and Pay Approval letters prepared and forwarded IAW the procedures and time line specified in the Business Rules? _____
- i. Is the unit commander informed of potential high deployers? _____
- j. Is PERSTEMPO included as part of in-processing and out-processing procedures? _____
- k. Is command performing periodic inspections/samplings on a regular basis? _____

Primary Inspector Sign and Date: _____

STAFF ELEMENT: Eighth Army G1

SUB-FUNCTION: Sponsorship

	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
1. The unit has and uses the following references:			
a. AR 600-8-8, The Total Army Sponsorship Program, 21 October 2004	_____	_____	_____
b. AR 600-8-11, Reassignment, 1 October 1990	_____	_____	_____
c. AR 600-8-101, Personnel Processing, 18 July 2003	_____	_____	_____
d. AR 608-1, Army Community Service Center, 22 December 2003	_____	_____	_____
e. Eighth Army Policy Letter #18, 5 May 2004	_____	_____	_____
f. A current Brigade / Battalion Sponsorship SOP	_____	_____	_____

STANDARDS OF SERVICE (para 1-8, AR 600-8-8)

1. Does the Battalion Commander send a welcome letter to incoming officers within 10 calendar days after notification of assignment? (1-8.c)	_____	_____	_____
2. Does the Battalion Command Sergeant Major send a welcome letter to incoming enlisted Soldiers within 10 calendar days after notification of assignment? (1-8.c)	_____	_____	_____

SPONSORSHIP PROGRAM (Chapter 2, AR 600-8-8)

1. Does the Sponsor meet the Soldier (and family, if applicable) upon arrival at the reception center? (para 2-1.d)	_____	_____	_____
2. Do all sponsors complete SMS Sponsorship training before the unit appoints them as a Sponsor? (para 2-3.b)	_____	_____	_____
3. Does the unit appoint a Sponsor for each incoming Soldier within ten calendar days of assignment notification? (para 2-8.a)	_____	_____	_____
4. Sponsors are:			
a. of equal or higher grade of the incoming Soldier. (para 2-8.c.(1))	_____	_____	_____
b.. the same gender, marital status, and MOS, when feasible. (para 2-8.c.(1))	_____	_____	_____

Primary Inspector Sign and Date: _____

- c. familiar with the unit. (para 2-8.c.(1)) _____
- d. not being replaced by the incoming Soldier. (para 2-8.c.(1)) _____
- e. not within 60 days of PCS. (para 2-8.c.(1)) _____
- 5. The unit gives Sponsors reasonable duty time and administrative support to perform their sponsorship duties. (para 2-11.a) _____
- 6. Sponsors forward a welcome letter or email to the incoming Soldier within ten calendar days of appointment. (para 2-11.c) _____
- 7. Welcome letters from sponsor contain a work address, email address, and telephone number to contact the sponsor.** _____
- 8. Sponsors answer follow-up correspondence from the incoming Soldier within ten working days of receipt of correspondence. (para 2-11.e) _____
- 9. The unit appoints a reactionary sponsor to unexpected arrivals. (para 2-13) _____
- 10. Commanders provide the new arrival with adequate time for inprocessing. (para 2-15.b) _____
- Units must comply with items in **BOLD** print to pass. _____

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Voting Assistance Program

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
1. REFERENCES:			
a. Does unit have AR 608-20 (Army Voting Assistance Program) readily available?	_____	_____	_____
b. Does unit have Eighth Army Suppl 1 to AR 608-20 (Army Voting Assistance Program) readily available?	_____	_____	_____
c. Does unit have Applicable Voting Assistance Guide readily available?	_____	_____	_____
2. APPOINTMENT ORDERS: Has the Commander appointed a Voting Assistance Officer (VAO) in writing IAW AR 608-20 para 6a?	_____	_____	_____
3. UNIT PROGRAM:			
a. Is the VAO expected to remain throughout the year IAW AR 608-20 para 6a(1)(a)?	_____	_____	_____
b. Is VAO trained IAW DA Pam 360-503 - Voting Assistance Guide?	_____	_____	_____
c. Does Unit VAOs have a SOP/Continuity book for the voter assistance program?	_____	_____	_____
4. MONITORING SUBORDINATES:			
a. Are subordinates monitored to ensure Commander's have appointed a VAO IAW Eighth Army Suppl 1 to AR 608-20 para 2-8h(4)?	_____	_____	_____
b. Are subordinates monitored to ensure they have sufficient SF 76s (Post card Registration and Absentee Ballot) on hand IAW AR 608-20 para 6b(4)? (Rule of thumb is two forms per eligible voter)	_____	_____	_____
c. Are subordinates monitored to ensure VINs are sent to the lowest level IAW AR 608-20 Para 6b(2)?	_____	_____	_____
d. Does the VAO have a record of all VINs being disseminated to subordinates IAW AR 608-20 para 6b(2)?	_____	_____	_____
5. VOTER CONTACT: Has VAO made an effort to conduct all voters in command (email, memorandum, etc)?	_____	_____	_____

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Military Pay and Procedures

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
Unit Personnel Assistance Centers			
A. FUNCTION: The function covered by this checklist is military pay procedures for the unit (S1) and the PAC			
B. PURPOSE: The purpose of this checklist is to assist the specific managers designated by the headquarters staff in evaluating the key management controls listed.			
<u>Daily Record of Transactions (DROT) IAW AR 600-8-103 para01-13 (d)(10)(g) pg 3</u>			
1. Are PAC personnel knowledgeable concerning the DROT?	_____	_____	_____
2. Are DROT's being properly maintained? (Current month plus two previous months)	_____	_____	_____
3. Are DROT's being crosschecked against the documents submitted on UTL's?	_____	_____	_____
4. Do PAC personnel know what to do for transactions that are rejected or recycled? (i.e., PAC must check future DROT's to see if the rejects were re-input and if recycled transactions resulted in rejection or acceptance.)	_____	_____	_____
5. Does the PAC know what to do if a document submitted by UTL does not appear on any DROT? (i.e., PAC must contact the Processing Section of the finance office.)	_____	_____	_____
<u>Leave Control Processing IAW AR 600-8-103 para 1-13 (c)(1)(j) pg2 para 1-13 (d)(10)(a-m) pg3</u>			
1. If the PAC has the automated leave control log available, is it being used as required? Is DA Form 31 forwarded to finance within 72 hours of leave completion? (Use is not required if the automated log is inoperative for an extended period of time.)	_____	_____	_____
2. Is the automated leave control log properly annotated, and a daily backup performed?	_____	_____	_____
3. If the manual leave control log is being used, is it being kept on file for twelve months?	_____	_____	_____
4. Are voided leave request signed by (original) approval authority and maintained for one year?	_____	_____	_____
5. Is chargeable leave properly annotated on the DA Form 31?	_____	_____	_____

Primary Inspector Sign and Date: _____

Pay Inquiry Processing IAW AR 600-8-103 para 1-13 (d)(35)(e) pg5

- 1. Is there emphasis being placed on resolving inquiries at the lowest level by using the soldier's chain of command? _____
- 2. When necessary are pay inquiries signed by the appropriate level of authority for the action requested? _____
- 3. Are pay inquiries being used for pay problems only or are they being used to accomplish action that should be done by another means? (i.e., a normal BAS start is submitted on a DA Form 2142 as opposed to a DA Form 4187). _____
- 4. Are procedures in place to ensure the soldier receives the response from Finance? _____

Allotments/Pay Options IAW AR 600-8-103 para 1-13 (d)(35)(b) pg5

- 1. Is the Finance Handbook present and being used by the PAC personnel? _____
- 2. Does the PAC/Finance Clerk frequently assist the soldier in preparing allotments and pay options? _____
- 3. Are direct deposit forms (SF 1199A) always submitted with a pay option change form? _____
- 4. Are new soldiers (from AIT) establishing sure pay/direct deposit within sixty days of arrival? _____
- 5. Do all soldiers assigned to the unit have sure pay/direct deposit? Verified using UCFR? _____
- 6. Does PAC/Finance Clerk verify the allotment form is completed correctly prior to submission to finance? _____

Unit commander's Finance Report (UCFR) AR 37-104-4 para 1-4 (g)(2) pg1

- 1. Are UCFRs certified by the unit commanders with the following statement "I certify that I reviewed the accountability and duty status for the personnel contained on this UCFR, and they are assigned or attached to my unit? To the best of my knowledge this information is corrected on this report." MILPERCEN MSG 95-225, 10 AUG 95. _____
- 2. Are UCFRs returned to Finance within 5-10 days with all substantiating documents? _____
- 3. Are UCFR and substantiating documents for correction maintained for 1 year? _____

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Command Sponsorship Program

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
1. REFERENCES:			
a. Does unit have USFK Reg 614-1 (Military Command Sponsorship Program) readily available?	_____	_____	_____
b. Does unit have Eighth Army Suppl 1 to USFK Reg 614-1 (Military Command Sponsorship Program) readily available?	_____	_____	_____
c. Does unit have access to the CSP web page at https://pimsk.korea.army.mil/csp ?	_____	_____	_____
2. APPOINTMENT ORDERS: Does the unit have a CSP monitor appointed in writing IAW USFK Reg 614-1 para 5f(1)?	_____	_____	_____
3. PROGRAM EXECUTION:			
a. Does the CSP monitor maintain the accuracy of the CSP data base IAW USFK Reg 614-1 para 5h and para 11b?	_____	_____	_____
b. Does the CSP monitor ensure that temporary CSPs are not extended IAW USFK Reg 614-1 para 5f(3)?	_____	_____	_____
c. Individuals are not double slotted on the CSPL for periods exceeding 3 months IAW USFK Reg 614-1 para 6m?	_____	_____	_____
4. FILE MAINTENANCE: Are files maintained IAW AR 25-400-2 (FN 600-38a)?	_____	_____	_____

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Unit Status Reporting (USR)

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
1. Are unit commanders maintaining the highest unit status level possible with the resources provided? (AR 220-1, Ch 1-4, Section G-2)	_____	_____	_____
2. Are unit commanders reviewing the status reports of subordinate units for accuracy and for compliance with applicable requirements?(AR 220-1, Ch 1-4, Section G-2)	_____	_____	_____
3. Are unit commanders distributing unit equipment and resources against mission-essential requirements on a priority basis? (AR 220-1, Ch 1-4, Section G-3)	_____	_____	_____
4. Are unit commanders training to the highest level possible with the resources that are provided? (AR 220-1, Ch 1-4, Section G-4)	_____	_____	_____
5. Are unit commanders submitting changes to unit status levels between regular reports, as required? AR 220-1, Ch 1-4, Section G-5)	_____	_____	_____
6. Are unit commanders ensuring that the unit has the necessary computer hardware, software, and trained personnel to process and submit the USR and related ASORTS reports? (AR 220-1, Ch 1-4, Section G-6)	_____	_____	_____
7. Are units submitting their unit status reports that are converted to U.S. message text format (MTF) at the installation/division level and forwarded through the chain of command to the G1/AG? (AR 220-1, Ch 2-5, Section A)	_____	_____	_____
8. Is file transfer protocol (FTP), secure e-mail, or courier used to submit USR data to G1/AG? (AR 220-1, Ch 2-5, Section G)	_____	_____	_____
9. Are unit status reports retained on file for no less than 6 months at individual reporting units? (AR 220-1, Ch 2-8, Section A)	_____	_____	_____
10. Are units submitting a list of critical MOS's, determined by the commander, and are essential to the ability of the unit to perform its wartime or primary mission? (AR 220-1, Ch 4-10, Section B-1)	_____	_____	_____
11. Are units submitting a non-available report, both on the MTF, and a separate report to the G1/AG? (AR 220-1, Ch 4-10, Section E)	_____	_____	_____
12. Are units submitting their critical MOS's in slide format to the G1/AG, to include PMOS/SL, Title, Authorized Strength, Assigned Strength, Assigned Percentage, EUSA Percentage, ARMY Percentage, and 30/60/90 day Gains and Losses?	_____	_____	_____

Primary Inspector Sign and Date: _____

13. Are units submitting commanders slides to the G1/AG, to include Current Readiness, KATUSA MOS Skill Level Fill, KATUSA MOS Gains and Losses, Crew Qualifications, and Commanders Significant Comments?

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Records Management Program

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
Record Management Program			
1. Are Army Regulations 25-1, 25-59, and 25-400-2, DA Pam 25-403 and AK Pam 25-68 on hand or does the Records Manager/Coordinator demonstrate knowledge of how to access publications through the electronic media?	_____	_____	_____
2. Is the Records Manager/Coordinator appointed in writing? (IAW AR 25-1, para 8-2g(4)(a))	_____	_____	_____
3. Has the Records Manager approved Office Record Lists for the organization's units? (IAW AR 25-1, para 8-2g(4)(b))	_____	_____	_____
4. Has the Records Manager surveyed and appraised the organization's records management program at least once every 3 years and prescribed, ensured, that necessary corrective action has been taken? (IAW AR 25-1, para 8-2g(4)(e))	_____	_____	_____
5. Are records properly arranged and packed prior to movement from the organization to a records center? (IAW AR 25-1, para 8-2g(4)(h))	_____	_____	_____
6. Are records transmittal and receipts consolidated and maintained by the Records Manager after transferal of the records? (IAW AR 25-400-2, para 9-3b)	_____	_____	_____
7. Has the Records Manger provided training for records management personnel? (IAW AR 25-1, para 8-2g(4)(i))	_____	_____	_____
8. Does the activity have a written contingency plan that provides for the withdrawal or destruction of records in hostile or unstable areas for those having elements in overseas areas? (IAW AR 25-1, para 2-16o and AR 25-400-2, para 1-4e(2))	_____	_____	_____
9. Have office symbols been properly developed and constructed correctly and are office symbols proposed and forwarded to higher headquarters for approval? (IAW AR 25-59, para 4c(1) & (2))	_____	_____	_____

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Records Management Program

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
10. Has the MSC records manager added approved office symbols and correct mailing addresses to the U.S. Army Addresses and Symbols database at https://www2.arims.army.mil/aa0/mainpage.asp ? (AK Reg 25-59, para 4-d)	_____	_____	_____
11. Has a Freedom of Information Act (FOIA)/Privacy Act (PA) Program Manager been designated in writing by the commander/Agency Head and a copy of the designated document been provided to: Commander, Eighth U.S. Army, EAGA-PPR (FOIA), Unit #15236, APO AP 96205-5236? (IAW Eighth U.S. Army Pam 25-1, para 8-1a)	_____	_____	_____
12. If there are locally-produced forms that request personal information (i.e., DOB, SSN, Home Address, etc. or any other information that is not a matter of public record), is there a current Privacy Act Statement available? (IAW AR 340-21, para 4-2)	_____	_____	_____
13. Do "Recall/Exercise" rosters have appropriate Privacy Act Warning Statements? (IAW AR 340-21, Eighth U.S. Army Suppl 1)	_____	_____	_____

Primary Inspector Sign and Date: _____

Sub-Function: The Army Records Information Management System (ARIMS)

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
1. Are AR 25-1 and AR 25-400-2, DA Pam 25-403 and AK Pam 25-68 on hand or does the individual demonstrate knowledge of how to access these publications through electronic media?	_____	_____	_____
2. Is an individual appointed for ARIMS responsibilities? (IAW AR 25-1, para 8-2g(4)(a))	_____	_____	_____
3. Is an Office Record List maintained and prepared using the Records Manager Assist (RM-Assist) on the ARIMS website? (IAW AR 25-400-2, para 5-10a & c)	_____	_____	_____
4. Have personnel tasked with ARIMS management responsibilities been adequately trained? (IAW AR 25-1, para 8-2g(4)(i))	_____	_____	_____
5. Is ARIMS established throughout the organization? (IAW AR 25-400-2, para 1-1)	_____	_____	_____
6. Is a contingency plan on hand for the withdrawal or destruction of records? (IAW AR 25-1, para 2-16o and AR 25-400-2, para 1-4e(2))	_____	_____	_____
7. Have transfer (T) records been transferred or retired RHA in shipping boxes (NSN 8115-00-117-8249) or electronic T records been transferred via records indexing on ARIMS website and are SF 135 (Records Transmittal and Receipt) and receipts of electronic transferred records prepared and maintained in the current records area (under RN 1g of Housekeeping Records)? (IAW AR 25-400-2, para 9-1 thru 3)	_____	_____	_____
8. Do file label contain correct entries (i.e., disposition code record number, title, year of accumulation, Privacy Act number if applicable, and disposition instructions (including "guide folders"))? (IAW AR 25-400-2, para 6-2b)	_____	_____	_____
9. Are dummy folders utilized when there are several folders under one record number? (IAW AR 25-400-2, para 5-4a)	_____	_____	_____
10. Are guide dividers used properly to divide records, identify subdivisions, and ease filing and retrieval? (IAW AR 25-400-2, para 5-4a)	_____	_____	_____
11. Are ACTIVE (event/open) and INACTIVE (time/closed) records established when required? (IAW AR 25-400-2, para 7-1b)	_____	_____	_____
12. Are record drawers, binders, and other record containers properly labeled? (IAW AR 25-400-2, para 6-2c)	_____	_____	_____

Primary Inspector Sign and Date: _____

INSPECTION ITEM AND REFERENCE

COMPLY **NON-**
COMPLY **N/A**

13. Are classified documents, operational records (for moving to alternate sites in an emergency situation) and valuable records (for transferring to RHA in an emergency situation) filed in a separate drawer? (IAW AR 25-400-2, para 5-6a)

Primary Inspector Sign and Date: _____

Sub-Function: Correspondence

<u>INSPECTION ITEM AND REFERENCE</u>	<u>NON-COMPLY</u>	<u>N/A</u>	<u>COMPLY</u>
1. Is AR 25-50 on hand or does the person inspected demonstrate a knowledge of how to access this publication through electronic media?	_____	_____	_____
2. Is a Correspondence Control Record used to control unclassified outgoing correspondence? (IAW AR 25-50, para 7-8)	_____	_____	_____
3. Is the identification of the writer and point of contact information used and placed correctly on correspondence? (IAW 25-50, para 1-25 & 2-4b(1)(e))	_____	_____	_____
4. Is the suspense date indicated correctly when required on correspondence? (IAW AR 25-50, para 1-29)	_____	_____	_____
5. Has all correspondence been dated? (IAW AR 25-50, para 2-4a(2)(a-d))	_____	_____	_____
6. Are references correctly listed and numbered in order of appearance in correspondence? (IAW AR 25-50, para 1-31)	_____	_____	_____
7. Have enclosures been listed correctly on correspondence? (IAW AR 25-50, para 2-4c(3))	_____	_____	_____
8. Has the abbreviation of the word enclosure ("Encl") and the number written in pencil at the lower right hand corner before making any required copies? (IAW AR 25-50, para 4-2d)	_____	_____	_____
9. Has all correspondence been correctly assembled? (IAW AR 25-50, para 4-5)	_____	_____	_____
10. Has all correspondence been addressed properly, using the correct originator and addressee(s) designation? (IAW AR 25-50, para 1-18 & 2-4a(4))	_____	_____	_____
11. Is correspondence generally free of errors in grammar, mechanics, format and content? (IAW AR 25-50, para 1-10)	_____	_____	_____
12. Is the correct medium used, i.e., formal/informal memorandum or letter? (IAW AR 25-50, para 2-2, 2-3, 3-2 & 3-6)	_____	_____	_____
13. Is all correspondence properly formatted? (IAW AR 25-50, para 2-4 & 3-7)	_____	_____	_____

Primary Inspector Sign and Date: _____

INSPECTION ITEM AND REFERENCE

COMPLY **NON-**
COMPLY **N/A**

14. Are numbers and times expressed correctly? (IAW AR 25-50, para 2-4b(4) & 1-28) _____

15. Are abbreviations, brevity codes, and acronyms used correctly in correspondence? (IAW AR 25-50, para 1-16 & 1-17) _____

16. Is the delegation of signature authority on hand for all personnel authorized to sign "FOR THE COMMANDER"? (IAW AR 25-50, para 6-1b(1)) _____

17. Is the required information included in the written delegation of signature authority? (IAW AR 25-50, para 6-1b(1) & (2)) _____

Primary Inspector Sign and Date: _____

ARMY PUBLISHING PROGRAM

SUB-FUNCTION: Publications Management

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
1. Is a Publications Management Officer designated? (AR 25-30, para 1-28)	_____	_____	_____
2. Are the following publications on hand or did the Publications Officer demonstrate knowledge of how to access publications on the Internet/Intranet?			
a. AR 25-30 (The Army Integrated Publishing and Printing Program)	_____	_____	_____
b. DA Pam 25-30 (Consolidated Index of Army Publications and Forms)	_____	_____	_____
c. DA Pam 25-33 (The Standard Army Publications System (STARPUBS) Revision of the DA 12-Series Forms, Usage and Procedures)	_____	_____	_____
d. DA Pam 25-40 (Administrative Publications-Action Officers Guide)	_____	_____	_____
e. USFK Pam 25-30 (Index of Administrative Publications and Blank Forms)	_____	_____	_____
f. Eighth U.S. Army Pam 25-1 (Records Management Procedures Guide)	_____	_____	_____
g. Eighth U.S. Army Pam 25-50 (Information Management Officer Handbook)	_____	_____	_____
h. Eighth U.S. Army Pam 25-60 (Communications Services Procedures Guide)	_____	_____	_____
3. Are Publications Management Coordinators properly trained to perform publications management duties? (DA Pam 25-33, chap 3 & 4)	_____	_____	_____
4. Does the DA Form 12-R reflect current information and changes (i.e., mailing address, unit status, account classification and publications officer)? (DA Pam 25-33, para 5-8)	_____	_____	_____
5. The Initial Distribution (12-Series) reflect correct quantities and type of publications for the activity. (AR 25-30, para 1-28)	_____	_____	_____

Primary Inspector Sign and Date: _____

INSPECTION ITEM AND REFERENCE

COMPLY **NON-**
COMPLY **N/A**

6. Are Initial Distribution (12-Series) requirements reviewed at least every 18 months? (DA Pam 25-33, chap 3)

7. Is the electronic version of DA Form 12-99-R being used to update changes on the Initial Distribution (12-Series)? (DA Pam 25-33, chap 3-3)

8. If the unit maintains a reference file, are superseded and rescinded publications removed? (DA Pam 25-40)

SUB-FUNCTION: FORMS MANAGEMENT

9. Is a Forms Management Officer designated? (IAW AR 25-30, para 1-23d)

10. Is a DA Form 4815, Forms Control Register, maintained or an automated system? (IAW AR 25-30, para 4-6a(1))

11. Are DD Forms 67 maintained for management and historical purposes? (IAW AR 25-30, para 4-1a(3))

12. Is there enough information on the DD Forms 67 to prepare printing specifications? (IAW DA Pam 25-31, figure 1-6)

13. Have forms been prescribed in official publications? (IAW AR 25-30, para 4-2b)

14. Does item 14d on DD Form 67 indicate approval by the Information Management Control Officer (IMCO), ACS G1, for the form to contain a Requirement Control Symbol (RCS) number? (IAW AR 25-30, para 4-3b)

15. Are higher echelon forms used in lieu of creating local forms for the same purpose? (IAW AR 25-30, para 4-2a)

16. Have all approved forms been reviewed for required form elements? (IAW AR 25-30, para 1-23d and 4-6a(2))

17. Does the FMO review all implementing directives to ensure all references to forms and edition dates are correct before they are published? (IAW AR 25-30, para 4-6b)

18. Are forms checked for Privacy Act Statements, as required, when used to collect personal data directly from the individual? (IAW AR 25-30, 25-30, para 4-5 and DA Pam 25-31, para 3-21)

19. Is item 14a of all prepared DD Forms 67 checked and signed by the Privacy Act Coordinator? (IAW AR 25-30, para 4-5a(2))

Primary Inspector Sign and Date: _____

INSPECTION ITEM AND REFERENCE

COMPLY **NON-**
COMPLY **N/A**

- 20. Are functional and numerical forms files maintained? (IAW AR 25-30, para 1-23d(2) and DA Pam 25-31, para 2-3 and 2-4) _____
- 21. Are edition dates correctly assigned when new and/or revised forms are used? (IAW DA Pam 25-31, para 3-15) _____
- 22. Did the prescribing publication contain the form number, title, and source of supply? (IAW AR 25-30, para 1-23d(4) and 4-2(b)) _____
- 23. Is the rescission notice properly worded, clear, and informative? (IAW DA Pam 25-31, para 3-16) _____
- 24. Are procedures implemented to maintain an inventory and index of forms issued at least once a year? (IAW AR 25-30, para 1-23d(6)) _____
- 25. Is a program to encourage the design and use of electronically generated forms in place? (IAW AR 25-30, para 4-2e) _____

SUB-FUNCTION: OFFICIAL COPIER PROGRAM

- 26. Are office copier approval document(s) on file under number 25-30zz? _____
- 27. Is EA Label 13, Copying Regulations, attached to or posted next to the office copier? (IAW Eighth U.S. Army Pam 25-1) _____
- 28. Is USFK Poster 380-2 or USFK Poster 380-3 posted next to the office copier? (IAW DOD 5100.1R) _____
- 29. Are EA Labels 31 EK utilized? (IAW Eighth U.S. Army Pam 25-1) _____
- 30. Are meter readings taken and verified by the Copier Monitor? _____
- 31. Is a Copier Monitor/Manager designated? (IAW Eight U.S. Army Pam 25-1) _____
- 32. Is EA Form 501-R used to record all machine breakdowns? (IAW Eighth U.S. Army Pam 25-1) _____
- 33. Is the user aware that only the contractor is authorized to move the copier? (IAW Eighth U.S. Army Pam 25-1) _____
- 34. Is the Copier Monitor/Manager fully aware of his/her duties and responsibilities? (IAW Eighth U.S. Army Pam 25-1) _____
- 35. Are all copiers accounted for on the Unit Property Book? (IAW AR 710-2, para 2-5a(10)) _____

Primary Inspector Sign and Date: _____

FUNCTION: PERSONNEL MANAGEMENT/ADMINISTRATION

STAFF ELEMENT: Eighth Army G1

SUB-FUNCTION: Prostitution and Human Trafficking (P&HT)

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
1. REFERENCES:			
a. Does the unit have Deputy Secretary of Defense Memorandum, <i>Combating Trafficking in Persons in the Department of Defense</i> , 30 January 2004 readily available?	_____	_____	_____
b. Does the unit have Under Secretary of Defense Memorandum, <i>Awareness Training for Combating Trafficking in Persons</i> , 17 November 2004 readily available?	_____	_____	_____
c. Does the unit have a current copy of USFK Regulation 190-2, <i>Off Limits Areas and Establishments</i> , readily available?	_____	_____	_____
d. Does the unit have a current copy of USFK Regulation 27-5, <i>Individual Conduct and Appearance</i> , readily available?	_____	_____	_____
e. Does the unit have a current copy of USFK Regulation 614-2, <i>Inprocessing Orientation Program</i> , readily available?	_____	_____	_____
f. Does the unit have a current copy of USFK Regulation 350-2, <i>Theater Specific Required Training for Arriving Personnel and Units Assigned to, Rotating to, or in Temporary Duty Status to USFK</i> , readily available?	_____	_____	_____
g. Does the unit have a current copy of the United States Army in Korea Standards Handbook, readily available?	_____	_____	_____
h. Does the unit have a current copy of USFK Command Policy #12, <i>Prostitution and Human Trafficking (P&HT)</i> readily available?	_____	_____	_____
2. AWARENESS:			
a. Have Soldiers completed training to recognize the indicators of P&HT IAW USFK Command Policy #12 and USFK Regulation 350-2?	_____	_____	_____
b. Is P&HT refresher training being conducted within 12 months of initial training IAW USFK Regulation 350-2?	_____	_____	_____
c. Are P&HT training certificates for each Soldier being maintained on file?	_____	_____	_____

Primary Inspector Sign and Date: _____

FUNCTION: PERSONNEL MANAGEMENT/ADMINISTRATION

STAFF ELEMENT: Eighth Army G1

SUB-FUNCTION: Prostitution and Human Trafficking (P&HT) cont.

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
d. Are Soldiers familiar with the reporting requirements for suspected incidents of P&HT IAW USFK Command Policy #12 and the United States Army in Korea Standards Handbook?	_____	_____	_____
e. Does the unit display USFK approved posters in combating P&HT?	_____	_____	_____
f. Does unit newcomers get briefed on off-limits areas and on the issues of P&HT IAW USFK Regulation 614-2?	_____	_____	_____
g. Does the unit have a current copy of the Area Off-Limits List?	_____	_____	_____

Primary Inspector Sign and Date: _____