

21 April 2005

Administration

EIGHTH UNITED STATES ARMY COMMAND INSPECTION PROGRAM CHECKLISTS

***This regulation supersedes Eighth Army Pamphlet 1-201, 6 June 2002**

For the Commanding General:

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Official:



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Summary. This pamphlet provides functional area checklists for use during the execution of the Eighth United States Army (EUSA) Command Inspection Checklist Program (CIP).

Summary of Change. This publication has been substantially changed. A full review of its content is required.

Applicability. This pamphlet applies to all major subordinate command (MSC) commanders, staff elements, assigned and attached units, and units under the operational control of EUSA.

Supplementation. Supplementation of this pamphlet and establishment of command and local forms are prohibited unless prior approval is obtained from the Commander, EUSA G4 (EAGD-P-PR), Unit #15236, APO AP 96205-5236.

Forms. AK forms are available at <http://8tharmy.korea.army.mil/>.

Records Management. Records created as a result of processes prescribed by the pamphlet must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and

descriptions are available on the Army Records Information Management System website at <https://www.arims.army.mil>.

Suggested Improvements. The proponent of this regulation is the EUSA G4 (EAGD-P-PR). Users may suggest improvements to this pamphlet by sending DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the EUSA (EAGD-P-PR), Unit 15236, APO AP 96205-5236.

Distribution. Electronic Media Only (EMO)

CONTENTS

SECTION I INTRODUCTION

1. Purpose
2. References
3. Explanation of Abbreviations
4. Responsibilities
5. Procedures

APPENDIXES

- A. Command Inspection Checklist Table of Contents
- B. Personnel Management/Administration (G1)
- C. Intelligence and Security (G2)
- D. Training, Plans, and Operations (G3)
- E. Logistics (G4)
- F. Civil-Military Operations (G5)
- G. Information Management (G6)
- H. Religious Activity Programs (CHAP)
- I. Engineer Plans, Operations and Services (ENG)
- J. Command Information (PAO)
- K. Physical Security and Crime Prevention (PMO)
- L. Resource Management (G8)
- M. Occupational Health and Safety
- N. Equal Employment Opportunity (EEO)
- O. Equal Opportunity (EO)
- P. Deputy Chief of Staff Medical
- Q. Organizational Command Inspection Program

GLOSSARY

Abbreviations

SECTION I INTRODUCTION

1. PURPOSE. This pamphlet provides functional area checklists for use during the execution of the EUSA CIP.

2. REFERENCES. Each checklist includes references for its particular functional area. The EUSA staff proponents will ensure references are current and will monitor additional sources of information published by the Department of the Army (DA) and EUSA to ensure the latest information is used during the Command Inspection. The following are related publications:

- a. AR 1-201 (Army Inspection Policy).
- b. Eighth U.S. Army Reg 1-201 (Eighth United States Army Inspection Policy).

3. EXPLANATION OF ABBREVIATIONS. Abbreviations used in this pamphlet (less the checklists) are explained in the glossary.

4. RESPONSIBILITIES.

- a. The EUSA Inspector General (IG)--

- (1) Is the proponent for inspection policy within EUSA.

- (2) Is **not** the proponent for CIP checklists.

- b. The G4 is the executive agent and overall coordinator for the EUSA CIP. The G4 will coordinate, compile, and publish checklists updated by the staff proponents.

- c. The G3 will publish and provide the IG and G4 the CIP inspection schedule, not later than (NLT) 1 October for the upcoming fiscal year. Required information is: the unit or agency to be inspected; and dates of the inspection.

- d. The EUSA staff proponents will update their inspection checklists as necessary and provide inspection teams as required.

5. PROCEDURES.

- a. Checklists for use by inspection team members during command inspections are contained in appendixes B through Q. Proponent for checklists is designated in the appendices.

- b. The CIP checklists are intended for use as guides to ensure compliance with regulatory requirements. Generally, all checklists will apply to most MSCs. When this is not the case, each MSC must coordinate with its EUSA staff counterpart to clarify the relevancy of a functional or subfunctional inspection area.

- c. Functional areas and each of their subfunctional areas will be inspected during the CIP. The staff element will determine the assessment methodology. The results will be summarized, and will identify specific strengths and weaknesses on the final assessment summary.

d. These checklists may not be all-inclusive since policy and guidance changes occur periodically. If there is a discrepancy that cannot be resolved at the inspector level, it will first be raised to the proponent team chief and next, if necessary, to the senior evaluator.

APPENDIX A

COMMAND INSPECTION CHECKLIST TABLE OF CONTENTS

<u>APP</u>	<u>FUNCTIONAL AREA</u>	<u>STAFF ELEMENT</u>
B	PERSONNEL MANAGEMENT/ADMINISTRATION Alcohol and Substance Abuse Program U.S. Non-Appropriated Funds (NAF) Labor Relations Employee Relations Classification US Recruitment and Benefits Korean National Recruitment and Benefits Civilian Training Personnel Service Support Evaluation Reports Officer Evaluation Reports Officer Promotions Reassignment Processing E-1 / E-4 Advancements SGT / SSG Promotion Suspension of Favorable Personnel Actions AWOL and DFR Control Leave Control Awards Recognition Program Meal Card Management CSB/REDUX PERSTEMPO Emergency Leave Sponsorship Voting Assistance Military Pay TDY Records Management The Army Publishing Program	G1
C	INTELLIGENCE AND SECURITY Information Security Personnel Security Intelligence Oversight	G2
D	TRAINING, PLANS, AND OPERATIONS Training Management Collective Training Mandatory Training Weapons Training Physical Fitness Training NCODP/Code of Conduct/SERE/CTT Training Ammunition Management	G3

<u>APP</u>	<u>FUNCTIONAL AREA</u>	<u>STAFF ELEMENT</u>
D	Training Nuclear, Biological, and Chemical (NBC) Non-combatant Evacuation Ops (NEO) Base Defense OPSEC Force Protection/Anti-Terrorism Manpower	G3
E	LOGISTICS Ammunition Management Battery Management Food Service Maintenance Management Test Measurement and Diagnostic Equipment (TMDE) Petroleum, Oils, and Lubricants (POL) Supply Management Water Supply Wartime Host Nation Support (WHNS) Small Arms Repair Parts Maintenance Transportation Unit Movement Operations	G4
F	CIVIL-MILITARY OPERATIONS Good Neighbor Program CA/CMO Maneuver Damage Cultural Awareness	G5
G	INFORMATION MANAGEMENT Policy Automation Software Management General Resources Management System Telecommunications Frequency Management	G6
H	RELIGIOUS ACTIVITY PROGRAM Administration Command Master Religious Program (CMRP) Training Worship Programs Supervision Religious Support Coverage	CHAPLAIN

<u>APP</u>	<u>FUNCTIONAL AREA</u>	<u>STAFF ELEMENT</u>
I	ENGINEER PLANS, OPERATIONS, AND SERVICES Engineer Operational Planning Facilities Planning and Utilization Global Geospatial Information & Services (GGIS) Fire Prevention/Fire Safety Environmental Compliance	ENGR
J	COMMAND INFORMATION Command Newsletter or Newspaper Publications other than Newspapers Electronic Media Public Affairs Planning Commander's Call Audience Research Command Information (CI) Assistance Visits Public Affairs Organization and Operations Community Relations (CR) Command Information Hometown News Release (HTNR) Program DOD Web Site Administration, Policy and Procedures (25 Nov 98)	PAO
K	PHYSICAL SECURITY AND CRIME PREVENTION General Physical Security Plan Security and Accountability of Arms, Ammunition & Explosives (AA&E) AA&E Training Program Physical Security Inspections, Surveys, and Audits Security of Unclassified Army Property (Sensitive and Nonsensitive) Crime Prevention Key Control	PMO
L	RESOURCE MANAGEMENT Management Control Process Budget Government Travel Charge Card	G8
M	OCCUPATIONAL HEALTH AND SAFETY Command Factors Organizational Structure and Training Accident Prevention Program Plan Accident Reporting and Investigation Explosives and Range Safety Driver Training Radiological Protection	SAFETY

<u>APP</u>	<u>FUNCTIONAL AREA</u>	<u>STAFF ELEMENT</u>
N	EQUAL EMPLOYMENT OPPORTUNITY Command Responsibilities Affirmative Employment Program Special Emphasis Programs (SEP) Training	EEO
O	EQUAL OPPORTUNITY EO Program Administration EO/POSH/CO2 Training Sexual Assault Prevention and Response Program	EO
P	Deputy Chief of Staff Medical 91W Certification/Sustainment Anthrax Vaccination Immunization Combat Lifesaver Field Sanitation Dental Readiness Decentralized Storage of Medical Biological Material	DCSMED
Q	ORGANIZATION COMMAND INSPECTION PROGRAM Overall Policy Regulations and Policies Corrective Action Program Coordination Scheduling Inspector Training Inspection Reports	CIP

APPENDIX B

PERSONNEL MANAGEMENT/ADMINISTRATION

<u>Sub function</u>	<u>Page</u>
Alcohol and Substance Abuse Program	B-2
Personnel Service Support	B-6
Evaluation Reports	B-9
Officer Evaluation Reports	B-10
Officer Promotions	B-12
Reassignment Processing	B-13
E1-E4 Advancements	B-15
SGT/SSG Promotions	B-17
Suspension of Favorable Actions	B-19
AWOL/DFR Control	B-20
Leave Control	B-22
Awards Recommendation Program	B-24
Meal Card Management	B-26
CSB Redux Notification, Counseling, and Procedure	B-29
PERSTEMPO	B-31
Sponsorship	B-33
Voting Assistance Program	B-35
Military Pay and Procedures	B-36
Command Sponsorship Program	B-38
Unit Status Reporting (USR)	B-39
Records Management Program	B-41
Army Records Information Management System (ARIMS)	B-43
Correspondence	B-45
Army Publishing Program	B-47
Prostitution and Human Trafficking	B-50

Primary Inspector Sign and Date: _____

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

Primary Inspector Sign and Date: _____

- | | | | |
|---|-------|-------|-------|
| 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? | _____ | _____ | _____ |

Primary Inspector Sign and Date: _____

- | | | | |
|--|-------|-------|-------|
| 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? | _____ | _____ | _____ |

Primary Inspector Sign and Date: _____

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.

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

Primary Inspector Sign and Date: _____

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)	_____	_____	_____

Primary Inspector Sign and Date: _____

- 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? _____

Primary Inspector Sign and Date: _____

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?

Primary Inspector Sign and Date: _____

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?	_____	_____	_____

Primary Inspector Sign and Date: _____

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:

Primary Inspector Sign and Date: _____

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*

Primary Inspector Sign and Date: _____

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?	_____	_____	_____

Primary Inspector Sign and Date: _____

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?	_____	_____	_____

Primary Inspector Sign and Date: _____

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)?

Primary Inspector Sign and Date: _____

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?	_____	_____	_____

Primary Inspector Sign and Date: _____

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)?

Primary Inspector Sign and Date: _____

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	_____	_____	_____

Primary Inspector Sign and Date: _____

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?

Primary Inspector Sign and Date: _____

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? _____

Primary Inspector Sign and Date: _____

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?	_____	_____	_____

Primary Inspector Sign and Date: _____

- 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))	_____	_____	_____

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- 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)?	_____	_____	_____

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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 UTLs?	_____	_____	_____
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?	_____	_____	_____

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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?	_____	_____	_____

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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)	_____	_____	_____

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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)

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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)	_____	_____	_____

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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: _____

Appendix C

INTELLIGENCE AND SECURITY

STAFF ELEMENT: G2
SUB FUNCTION: INFOSEC

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
1. A security manager is appointed on orders? (Para 1-6e)	_____	_____	_____
2. Copy of appointment orders provided to Information and Personnel Security, G2? (Para 1-6e)	_____	_____	_____
3. A Top Secret Control Officer (TSCO) is appointed on orders? (Para 6-21a) Note: TSCO will not be appointed when no TS material is processed or held.	_____	_____	_____
4. Reproduction authority for Top Secret is appointed on orders? (Para 6-26)	_____	_____	_____
5. An information security Standard Operating Procedure (SOP) was written? (Para 1-6a)	_____	_____	_____
6. Unit possesses current, readily accessible copies of AR380-5? (Chapter 1)	_____	_____	_____
7. The MSC security manager conducts announced inspections of subordinate units and staff. (Para 1-24)	_____	_____	_____
8. The MSC security manager conducts unannounced inspections in assigned units. (Para 1-24)	_____	_____	_____
9. Inspection results are maintained. (Para 1-24)	_____	_____	_____
10. Personnel are aware of procedures for reporting security violations/compromises. (Para 10-2b)	_____	_____	_____
11. Did the unit report any compromises or security violations during the past year? (Chapter 10)	_____	_____	_____
a. Were incidents reported to Eighth US Army within 24 hours of occurrence/report of occurrence? (Chapter 1 and Chapter 10)	_____	_____	_____
b. Was a preliminary inquiry officer appointed on orders? (Chapter 10)	_____	_____	_____
c. Was a preliminary inquiry written and a copy forwarded through unit commander to EAGB-S-IPS within 10 working days? (Chapter 1 and Chapter 10)	_____	_____	_____

Primary Inspector Sign and Date: _____

SUB FUNCTION: INFOSEC

INSPECTION ITEM AND REFERENCE

COMPLY NON-COMPLY N/A

12. If appropriate, original/derivative classification documents are periodically reviewed by the security manager for proper classification. (Para 1-7f)

13. Classified holdings are properly marked. (Para 1-7f)

14. The activity has an original classification authority (OCA). (Para 2-3)

15. The building/room that stored classified material meets minimum construction standards. (Para 7-13)

16. The activity has open storage?

a. The open storage has been approved by Eighth US Army? (Para 7-4)

b. The approval is still valid (3 years). (See reference above)

c. No renovations or procedural changes occurred since approval. (See reference above)

17. The activity maintains Top Secret documents. (Ch. 6)

a. The two-person rule has been implemented. (Para 6-29a)

b. Top Secret accountability registers and access rosters are maintained. (Para 6-21b)

c. Ten percent of Top Secret documents are inventoried monthly. (Para 6-21d)

d. A continuous chain of receipts is initiated for all Top Secret documents. (Para 6-21b)

18. Classified material is stored in GSA approved containers. (Para 7-4)

a. Each container has posted a SF 700, Security Container Information, on the interior combination drawer. (Para 7-8c)

b. The combination to the container is changed at least annually, or upon departure of the individual having access to the container. (Para 7-8b)

Primary Inspector Sign and Date: _____

SUB FUNCTION: INFOSEC

INSPECTION ITEM AND REFERENCE

COMPLY NON-COMPLY N/A

<p>c. Part 2 of the SF 700 is marked with the highest classification maintained in the safe. (Para 7-8c(3))</p>	_____	_____	_____
<p>d. Part 2A (combination envelope) of the SF 700 is stored in a central location. (Para 7-8)</p>	_____	_____	_____
<p>e. Each classified container possesses SF 702, Security Container Check Sheet. (Para 7-8a)</p>	_____	_____	_____
<p>f. The SF 702 is properly annotated daily. (Para 6-10b)</p>	_____	_____	_____
<p>19. All offices possessing a classified container have an EA Form 815-1, Security Manager Identification, posted. (Chapter 6 and Chapter 10)</p>	_____	_____	_____
<p>20. The SF 701, Activity Security Checklist, is posted near office/building doors and properly annotated. (Para 6-11)</p>	_____	_____	_____
<p>21. An emergency evacuation and destruction plan has been written and removal/destruction of Sensitive But Unclassified (SBU) Information is included and submitted to 8th US Army Security Office for review. (Para 6-12)</p>	_____	_____	_____
<p>g. It adequately addresses procedures. (See above reference)</p>	_____	_____	_____
<p>h. It details how destruction will be accomplished. (See above reference)</p>	_____	_____	_____
<p>i. It describes the location and quantity of devices need in event of destruction. (See reference Material to be evacuated identified. (See reference above)</p>	_____	_____	_____
<p>j. A copy of the plan is readily available but not posted on the security container. (Para 7-8a)</p>	_____	_____	_____
<p>k. The plan is tested annually, recorded and maintained. (Para 6-12)</p>	_____	_____	_____
<p>22. Classified or unclassified typewriter ribbon cartridges have the appropriate label affixed. (Para 3-16c)</p>	_____	_____	_____
<p>23. Security is practiced in telephone conversations on none secure communication telephone. (Para 6-13)</p>	_____	_____	_____

Primary Inspector Sign and Date: _____

SUB FUNCTION: INFOSEC

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
24. The activity possesses a facsimile machine and EA Poster 380-11 is posted near the unclassified facsimile machine. (Chapter 10)	_____	_____	_____
25. Procedures have been implemented for issuance, control, and accountability of DD Form 2501, Courier Authorization Card. (Para 8-13)	_____	_____	_____
a. Responsible official will provide a written statement to individuals escorting classified material authorizing such transmission. (Para 8-13a)	_____	_____	_____
b. The individual has a recurrent need to Handcarry classified information. (Para 8-13b(1))	_____	_____	_____
c. The form is signed by an appropriate official in the individual's security office. (Para 8-13b(2))	_____	_____	_____
d. Stocks of the form are controlled to preclude unauthorized use. (Para 8-13b(3))	_____	_____	_____
e. The form is issued for no more than two years at a time. (Para 8-13b(4))	_____	_____	_____
l. The requirement for authorization to handcarry will be reevaluated and/or revalidated at least biennial basis, and a new form issued, if appropriate. (Para 8-13b(4))	_____	_____	_____
26. Procedures have been implemented for hand carrying documents from one activity to another. (Para 8-13)	_____	_____	_____
27. Procedures have been implemented for mailing classified material. (Chapter 8)	_____	_____	_____
28. The US classified material is protected against unauthorized access by foreign nationals, including ROK military and civilian personnel employed by the US Government. (Para 6-9)	_____	_____	_____
29. In areas where US and ROK military have access to caveat ROKUS and RELROK material, US only classified documents are stored in separate containers. (Para 7-7)	_____	_____	_____

Primary Inspector Sign and Date: _____

SUB FUNCTION: INFOSEC

INSPECTION ITEM AND REFERENCE

COMPLY NON-COMPLY N/A

30. Reproduction machines authorized to reproduce classified material have USFK Poster 380-2, Authorized for classified copy, displayed near the machine. (Chapter 10)

a. An EA 815-1, Security Manager Identification, sign is posted. (Chapter 10)

b. A USFK Poster 380-3, STOP, Do not use for Classified reproduction, is displayed on reproduction machine not authorized to reproduce classified information. (Chapter 10)

c. The machine and area are checked after reproduction of classified material. (Para 6-25)

d. Three blank copies are run through the machine Upon completion of reproduction. (Chapter 6)

e. A security representative is present when the machine is serviced. (Chapter 6)

31. The activity uses approved methods of destruction. (Para 3-13)

a. If a shredder is used, it complies with the width standards. (Para 3-15b)

b. If documents are burned, the burn facility Complies with standards. (Para 3-15a)

c. During annual clean-out week (first week in November), the activity destroys classified that is obsolete or no longer needed for operational use. (Chapter 6)

32. The Security Manager periodically checks destruction methods and procedures. (Para 6-28)

33. Unclassified papers, manuals, and plastic slides are shredded or burned. (Chapter 6)

a. Security education programs have been established to meet the objectives of AR 380-5. (Chapter 9)

Primary Inspector Sign and Date: _____

SUB FUNCTION: INFOSEC

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
b. A briefing on responsibilities is given to all personnel authorized, or expected to be authorized access to classified information. (Chapter 9)	_____	_____	_____
c. A periodic security refresher training is provided. (Chapter 9)	_____	_____	_____
34. Training attendance are recorded and maintained. (Chapter 9)	_____	_____	_____
35. Is DA Form 2962, Security Termination Statement, is used to debrief transferring personnel and "Transfer to another command", annotated at the top of the form. (Para 6-5c)	_____	_____	_____
36. DA Form 2962, Security Termination Statement, is maintained for 2 years. (Chapter 6)	_____	_____	_____
37. Administrative sanctions have been imposed on personnel for repeated security violations/deliberate compromises. (Chapter 10)	_____	_____	_____
38. The security maintains a file of all Eighth US Army Security Grams. (Chapter 9)	_____	_____	_____
39. The security manager receives mandatory security training 30 days after appointment. (Chapter 9)	_____	_____	_____
40. The Security Manager has direct access to appointing authority. (Chapter 9)	_____	_____	_____
41. The activity maintains security posters to enhance security awareness. (Chapter 10)	_____	_____	_____
42. The inspection found no work habits or other conditions detrimental to good security awareness. (Chapter 9)	_____	_____	_____
43. The security manager devotes an ample amount of time per week to INFOSEC. (Chapter 9)	_____	_____	_____

NOTE: Except where specifically listed, all subjects are discussed in AR380-5. Questions contained in this checklist are not all inclusive of the governing policies and regulations, and may generate additional questions. Posters cited may be obtained by accessing the EUSA Intranet at: <https://www-eusa.korea.army.mil>. Users are advised that the questions are general and reflect the regulations only in a broad sense. For a complete understanding of the

requirements, users should review pertinent regulations and acquaint themselves with the standards to better evaluate the security posture of an organization, activity, or unit.

PRIMARY INSPECTOR SIGN AND DATE: _____

SUB-FUNCTION: Personnel Security
INSPECTION ITEM AND REFERENCE

COMPLY NON-COMPLY N/A

<p>1. The Security Manager retains on files extract information from DA Form 873 or the printout from the DCII on all individuals who require access to classified information based on their MOS or duty position. (Eighth U.S. Army Suppl 1 to AR 380-67, para 7-102)</p>	<p>_____</p>	<p>_____</p>	<p>_____</p>
<p>2. The security manager maintains a personnel security policy file. (Eighth U.S. Army Suppl to AR 380-67, para 11-101).</p>	<p>_____</p>	<p>_____</p>	<p>_____</p>
<p>3. Appropriate local files checks are being made prior to granting security accesses when the subject has been in-country over 30 days and when requesting security clearances or investigations. (Eighth U.S. Army Suppl 1 to AR 380-67, para 7-102)</p>	<p>_____</p>	<p>_____</p>	<p>_____</p>
<p>4. Procedures have been established within the unit whereby the security manager is provided adverse information as listed below. (AR 380-67, para 2-200, chapter 8 and app I)</p>	<p>_____</p>	<p>_____</p>	<p>_____</p>
<p> a. Serious Incident Reports with the exception of non-alcohol related traffic accidents. (Reference as above)</p>	<p>_____</p>	<p>_____</p>	<p>_____</p>
<p> b. Incidents pending UCMJ action for offenses. (Reference as above)</p>	<p>_____</p>	<p>_____</p>	<p>_____</p>
<p> c. Individuals pending elimination action. (Reference as above)</p>	<p>_____</p>	<p>_____</p>	<p>_____</p>
<p> d. Letters of indebtedness and repeated (more than one) writing of bad checks. (Reference as above)</p>	<p>_____</p>	<p>_____</p>	<p>_____</p>
<p>5. The security manager verified that instructors and other persons involved with education or orientation of military personnel had a favorable NAC prior to assignment of such duties. (AR 380-67, para 3-611)</p>	<p>_____</p>	<p>_____</p>	<p>_____</p>
<p>6. Executed original SF 312s (Non-Disclosure Agreement) are on file for all personnel having access to classified material. (AR 380-5, para 10-102/103)</p>	<p>_____</p>	<p>_____</p>	<p>_____</p>
<p>7. A completed local security briefing is documented and</p>	<p>_____</p>	<p>_____</p>	<p>_____</p>

on file for all personnel with access to classified material.
(AR 380-5, para 9-201)

___ ___ ___

8. The activity has a Personnel Security SOP. (AR 380-5, para 13-304)

___ ___ ___

9. Local access authorized is commensurate with that
authorized for the duty position. (AR 380-67, para 7-102)

___ ___ ___

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Personnel Security
INSPECTION ITEM AND REFERENCE

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

10. The security manager maintains a compartmented "Access Roster," listing names, rank/grade, SSN, para and line number, type of investigation and date completed, and mission required access level authorized based on "need to know". (Eighth U.S. Army Suppl 1 to AR 380-67, para 7-102)

___ ___ ___

11. Top Secret security clearances for soldiers/civilians whose investigations are over five years old are downgraded to Secret as required by DOD Security clearance policy. (AR 308-67, para 7-103)

___ ___ ___

12. Copies of current AR 380-67, and Eighth U.S. Army Suppl 1 to AR 380-67 are on hand and utilized. (Eighth U.S. Army Suppl 1 to AR 380-67, para 11-101)

___ ___ ___

13. Sufficient copies of the following blank forms are on hand: Electronic Personnel Security Questionnaire (EPSQ) FD 258; SF 312. (Eighth U.S. Army Suppl 1 to AR 380-67, app S)

___ ___ ___

14. The security manager purges their files when access is no longer required or when the subject has departed the command. (AR 380-67, para 10-104)

___ ___ ___

15. Appropriate investigations are conducted on Korean employees in sensitive positions. (AR 340-67, para 3-403)

___ ___ ___

16. Procedures are in place to prevent Korean and other foreign nationals from accessing U.S. classified material. (AR 340-67, para 3-403)

___ ___ ___

17. The security manager/assistant security manager attended the most recent USFK/Eighth U.S. Army Annual Security Manager's Conference. (Eighth U.S. Army Suppl 1 to AR 380-67, app S)

___ ___ ___

18. Inspection results, to include findings, recommendations, and corrective actions, are retained on file until the next comparable inspection, and are made available to command security inspections during the annual inspection or staff assistance visit. (Eighth U.S. Army Suppl 1 to AR 380-67, para 11-101h)

___ ___ ___

19. A security screening will be conducted on every individual

prior to accepting the DA Form 873 to determine the absence of derogatory information.(AR 380-67, CH 7 par 7-102 (b))

___ ___ ___

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Intelligence Oversight
INSPECTION ITEM AND REFERENCE

COMPLY NON-COMPLY N/A

1. Have previous intelligence oversight inspections been conducted? Review report, if available. Follow through on any significant findings. (Eighth U.S. Army CIP Pam)

___ ___ ___

2. Have any other intelligence inspections/audits been conducted in the preceding 12 months? Review results. (Eighth U.S. Army CIP Pam)

___ ___ ___

a. Intelligence Contingency Funds.

___ ___ ___

b. Inspector General.

___ ___ ___

c. Intelligence Property.

___ ___ ___

3. Is there an Intelligence Oversight Officer appointed? (USFK IO Policy, 22 Dec 98)

___ ___ ___

a. Appointment Orders/Memo.

___ ___ ___

b. Reflected in job description/OER support form.

___ ___ ___

4. Does the Intelligence Oversight Officer maintain files? (USCINCPACINST 3800.11A, para 7e.)

___ ___ ___

a. Basic documentation, and policy and procedures files.

___ ___ ___

b. Appropriate regulations(s).

___ ___ ___

c. Records of cases, inspections, and training.

___ ___ ___

5. Has the unit conducted AR 381-10 training for their personnel within the past 12 months? (USCINCPACINST 3800.11A, para 7e)

___ ___ ___

a. Training schedule.

___ ___ ___

- | | | | |
|---|-----|-----|-----|
| b. Record of those who attended/training records. | ___ | ___ | ___ |
| c. Sample unit personnel for understanding of the provisions of AR 381-10. | ___ | ___ | ___ |
| 6. Is the unit conducting any intelligence operational requiring special collection techniques? (Procedure 1, para A-1) | ___ | ___ | ___ |
| a. Review documentation/OPLANS. | ___ | ___ | ___ |
| b. Approval process. | ___ | ___ | ___ |
| c. Review conduct of operational activity. | ___ | ___ | ___ |
| 7. Excluding information pertaining to personnel assigned to the unit, do automated files, operational intelligence files, or working files contain information about U.S. persons? (Procedure 1)
If yes, check mission/authorization. | ___ | ___ | ___ |

Primary Inspector Sign and Date: _____

<u>SUB-FUNCTION: Intelligence Oversight</u>			
<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
8. If applicable, is information gathered based on a function assigned to the intelligence component? (Procedure 1)	___	___	___
9. Is the unit authorized to actively collect information about U.S. persons? (Procedure 2) If yes, complete checklist A.	___	___	___
10. Is the unit involved in electronic surveillance activities? (Procedure 5, Part 1, para A) If yes, complete checklist B.	___	___	___
11. Is the unit authorized to conduct physical searches of U.S. personnel? (If yes, answer attached checklist C.)	___	___	___
12. Is the unit authorized to conduct mail searches? (If yes, answer attached checklist D.)	___	___	___
13. Is the unit authorized to conduct physical surveillance? (Procedure 9) (If yes, answer attached checklist E.)	___	___	___
14. Are intelligence personnel participating any U.S. organization for the purpose of accomplishing a military intelligence mission? If so, is the participation disclosed to an appropriate official? (Procedure 10, para C2)	___	___	___
15. Does the unit comply with the guidelines in Procedure 11; para B, for contracts with academic institutions, commercial organizations, companies, private institutions or individuals?	___	___	___
16. Is cooperation with law enforcement authorities consistent with the limitations in DOD 5525.5, and for the purpose of investigating or preventing clandestine activities, protecting DOD employees, information, property and	___	___	___

facilities; or preventing, detecting or investigating other violations of law? (Procedure 12, para B1)	___	___	___
17. Is the unit authorized to conduct human experimentation on behalf of a DOD intelligence component? (Procedure 13, para C1)	___	___	___
18. If applicable, is approval for human experimentation received from the Secretary or Deputy Secretary of Defense? (Procedure 13, para C2)	___	___	___
19. Does the unit familiarize its personnel with the provisions of Executive Order 12333, AR 381-10 and any other applicable DOD directives? (Procedure 14, para B2)	___	___	___
20. Has the unit ever reported any questionable activities IAW DOD 5525.5? (If yes, answer attached Checklist F.)	___	___	___
21. Does the unit have an active CIP including subject matter from Intelligence Oversight? (Eighth U.S. Army/USFK IO Policy letter, dtd 28 Dec 99)	___	___	___

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Intelligence Oversight
INSPECTION ITEM AND REFERENCE COMPLY NON-COMPLY N/A

Checklist A: Basic Information Collection & Retention

1. Is information collected about U.S. persons in compliance with Procedure 2, para C?	___	___	___
2. Is the unit authorized to retain information about U.S. persons? (Procedure 3, para B)	___	___	___
3. Is access to retained information controlled? (Procedure 3, para D)	___	___	___
4. Is retained information reviewed and destroyed, if necessary, at least annually? (Procedure 3, para D2)	___	___	___

Checklist B: Electronic Surveillance

1. Is electronic surveillance conducted on U.S. persons located outside the U.S. approved by the Attorney General, except in emergency situations? (Procedure 5, Part 1, para C3)	___	___	___
2. If applicable, do all requests for authorization of electronic surveillance meets the case approval standards outlined in Procedure 5, Part 4, para C4?	___	___	___
3. If applicable, are approvals for electronic surveillance on non-U.S. personnel granted for no more than 90 days? (Procedure 5, Part 2, para F3)	___	___	___
4. If information is inadvertently intercepted on U.S. persons			

during an electronic surveillance directed against a non-U.S. person, is the approval of the Secretary or Under Secretary of the Army obtained before the information is used, refined, or disseminated? (Procedure 5, Part 2, para F4)

5. Are nonpublic communications of U.S. persons obtained without their consent by means of technical surveillance countermeasures? (Procedure 5, Part 4, para C4)

6. Are all personnel, including operators and supervisors in the operation of electronic communications and surveillance equipment, trained on the requirements and restrictions of the Foreign Intelligence Surveillance Act of 1978 and Executive Order 12333? (Procedure 5, Part 6)

7. If applicable, is vulnerability and hear ability surveys conducted with the consent of the Director, NSA or his designee? (Procedure 5, part 7)

8. If applicable, is monitoring conducted only on a DOD facility? (Procedure 6, subpara C1a)

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Intelligence Oversight
INSPECTION ITEM AND REFERENCE

COMPLY NON-COMPLY N/A

9. If applicable, was coordination conducted with the host country official prior to monitoring non-DOD facilities outside the U.S.? (Procedure 6, subpara C1b)

10. If applicable, is all electronic surveillance information acquired through Army intelligence operations or cooperating (liaison) sources, reviewed expeditiously for relevance to the investigation, upon receipt? (Procedure 3, para E2)

11. If applicable, is access to electronic surveillance information controlled by the commander, with procedures established to ensure authorized access? (Procedure 3, para E2)

12. Is the information disseminated only to organizations that require it for official duties and then only when authorized? (Procedure 3, para 6D)

13. If applicable, is each document, message, report, or file that contains electronic surveillance information, which identifies any person or organization, conspicuously marked with "Contents Include Electronic Surveillance Information, Handle IAW AR 381-10"? (Procedure 3, para E3)

Checklist C: Un-consented Searches

1. Are no-consent physical searches of military personnel

authorized by a military judge, or a military commander empowered to approve searches? (Procedure 7, subpara C1a)	___	___	___
2. Are no-consent searches of military personnel based on probable cause? (Procedure 7, subpara C1a)	___	___	___
3. Are no-consent physical searches of U.S. persons located outside the U.S. approved by the Attorney General? (Procedure 7, subpara C2b)	___	___	___

Checklist D: Mail Searches

1. Is the unit familiar with procedures outlined in DOD 4525.6-M, for searches of mail within and outside U.S. postal channels? (Procedure 8, subpara C1a)	___	___	___
2. If applicable, is the unit familiar with applicable regulations for mail cover? (AR 65-75, U.S. Postal Service Domestic Mail Manual, DOD 4525.6-M, Procedure 8, para C3)	___	___	___

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Intelligence Oversight
INSPECTION ITEM AND REFERENCE

COMPLY NON-COMPLY N/A

Checklist E: Physical Surveillance

1. If applicable, was physical surveillance conducted only against present or former DOD affiliated personnel? (Procedure 9, para C1)	___	___	___
2. If applicable, was physical surveillance conducted on non-DOD affiliated personnel for identification purposes only? (Procedure 9, para C1)	___	___	___
3. If applicable, was physical surveillance conducted on DOD affiliated personnel overseas coordinated with the host government? (Procedure 9, para C2)	___	___	___

Checklist F: Questionable Activities

1. Are questionable activities reported by electrical message through command channels to HQDA (DAMI-CI) no later than five days after receipt of information? (Procedure 15, subpara C1a)	___	___	___
2. Was a final report sent 30 days after the initial report? (Procedure 15, subpara C2a)	___	___	___

3. If the investigation was not completed within 30 days, were status reports submitted every 30 days until the investigation was completed? (Procedure 15, subpara C2a)

Primary Inspector Sign and Date: _____

APPENDIX D

TRAINING, PLANS, AND OPERATIONS

STAFF ELEMENT: G3

SUB-FUNCTION: Training Management

INSPECTION ITEM AND REFERENCE

COMPLY NON-COMPLY N/A

1. The MSC commander developed a Mission Essential Task List (METL) from wartime missions and OPLANs (FM 7-0).

2. The METL includes only training related tasks that apply to the entire organization and does not include tasks to be executed by subordinates. (FM 7-0)

3. The training plan is based on the METL and current unit proficiency. (AR 350-1)

4. The commander has identified battle tasks from the subordinate units' METLs and uses these tasks to focus unit collective training. (FM 7-1)

5. The MSC commander has published an annual training guidance 8 months prior to the start of the FY. (AR 350-1, FM 7-1)

6. The training guidance includes the updated METL assessment, training philosophy, training strategy and long-range calendar. (AR 350-1)

7. The commander's METL assessment is based on the standards established in the appropriate Mission Training Plan.

8. The commander has established long range and short-range training calendars in order to concentrate training detractors and create prime time training periods. (AR 350-1)

SUB-FUNCTION: Collective Training

The MSC has conducted the following Eighth U.S. Army-directed training requirements IAW Appendix K, Eighth U.S. Army Reg 350-41:

1. Annual EXEVAL of subordinate elements.

2. Command and control exercise of subordinate units during an FTX (Annual for MSCs, Semiannual for MSC subordinate units).

SUB-FUNCTION: Collective Training

3. Annual (or as necessary) Command Post Exercise, battalion through MSC.

4. Semiannual Tactical Exercise With out Troops (TEWT) or MSC Command Field Exercise.

5. Live Fire Exercise (LFX) (Combat Arms units only).

6. Fire Coordination Exercise (FCX) as a combined arms exercise (Combat Arms units only).

SUB-FUNCTION: Mandatory Training

The MSC and subordinate units conduct the following common military training IAW Appendices G, K, L, M, and N of Eighth U.S. Army Reg 350-41:

1. Weapons Training.

2. Physical Fitness Training (PT).

3. Noncommissioned Officer Development Program.

4. Code of Conduct/Survival, Evasion, Resistance and Escape Training.

5. Common Task Training.

6. Sergeant's Time Training

7. Vehicle/Convoy Commander Certification

SUB-FUNCTION: Mandatory Training (Weapons Training)

1. Weapons Training

a. Individual Qualification/Familiarization.

(1) Each soldier qualifies with individual assigned weapon IAW DA Pam 350-38, para 5-9.

(2) Live Fire Exercises (LFX) are conducted IAW DA Pam 350-38 and include routine firing while in MOPP 4 night firing whenever possible.

SUB-FUNCTION: Mandatory Training (Weapons Training)

INSPECTION ITEM AND REFERENCE

COMPLY

NON-COMPLY

N/A

b. Crew-served Qualification/Familiarization

(1) Regular qualification and sustainment programs are established within the unit to maintain each soldier's proficiency IAW DA Pam 350-38.

(2) Each machine gun has a crew assigned, trained, and qualified on that weapon.

(3) Anti-armor training is enhanced through training in related subjects, such as: Barrier And Obstacle Emplacement; Expedient Anti-Armor Techniques (e.g. flame, satchel charges); Armor Vehicle Vulnerabilities; Armor/Anti-Armor Ops During MOUT; Tactics of NK Armor Warfare; Offensive Anti-Armor Training; Defensive Anti-Armor Training (Includes Range Card Preparation); Threat Armor Identification.

SUB-FUNCTION: Mandatory Training (Physical Fitness Training)

1. Physical Fitness Training (PT)

a. MSC command guidance published to assist units in maintaining an effective physical fitness program IAW Eighth U.S. Army Reg 350-41, app E.

b. Commander's guidance addresses the policy for APFT failures.

c. At least 95% of unit strength is APFT qualified.

d. Unit conducts PT a minimum of three times per week, 45 minutes per session.

e. Physical Fitness Badges awarded for APFT scores of 290+ (soldier must meet height/weight standards outlined in AR 600-9).

f. Soldiers over 40 years of age are screened IAW AR 40-501.

g. PT program developed for pregnant soldiers IAW 121st General Hospital's PSPTP and FM 21-20.

SUB-FUNCTION: Mandatory Training Noncommissioned Officer Development Program (NCODP), Code of Conduct/ SERE, Common Task Training and Sergeants' Time Training.

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
Noncommissioned Officer Development Program			
1. NCODP is addressed in the commander's training guidance.	___	___	___
2. NCODP established in all battalion/separate company-sized units.	___	___	___
3. NCODP is scheduled and reflected on unit training schedules.	___	___	___
4. NCODP is conducted IAW Eighth U.S. Army Reg 350-41 (Code of Conduct/Survival, Evasion, Resistance and Escape Training).	___	___	___
a. Code of Conduct training provided during unit training.	___	___	___
b. Practical application of Code of Conduct/SERE training integrated into unit training programs and FTXs.	___	___	___
5. Common Task Training			
a. CTT test administered to all skill level 1-4 soldiers each fiscal year regardless of MOS/duty assignment.	___	___	___
b. Unit-level individual and collective task proficiency fully integrated into other training such as NBC training, METL task training, range firing, FTXs, and CPXs.	___	___	___
c. METL task performance evaluated under NBC conditions.	___	___	___
6. Sergeant's Time Training			
a. Is Sergeant's Time Training reflected on Training schedule?	___	___	___
b. Sergeant's Time Training established in all Battalion/separate company-sized units.	___	___	___
c. Sergeant's Time Training is conducted IAW FM 7-1, FM 7-0, and Eighth U.S. Army Policy #13.	___	___	___
7. Vehicle/Convoy Commander Certification			
a. MSCs ensure that their subordinate units are conducting vehicle/convoy commander certification IAW EUSA 350-4.	___	___	___

SUB-FUNCTION: Mandatory Training Noncommissioned Officer Development Program (NCODP), Code of Conduct/ SERE, Common Task Training and Sergeants' Time Training.

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
b. Battalions are certifying convoy commanders IAW EUSA 350-4.	___	___	___
(1) Units ensure that eligible NCOs/officers receive the proper classes for certification.	___	___	___
(2) Units submit the proper paperwork to higher headquarters.	___	___	___
c. Companies/batteries/troops are certifying vehicle commanders IAW EUSA 350-4.	___	___	___
(1) Units ensure that eligible soldiers/NCOs receive the proper classes for certification.	___	___	___
(2) Units submit the proper paperwork to higher headquarters.	___	___	___

SUB-FUNCTION: Korean Augmentation to the United States Army (KATUSA) Program Management

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
1. Is the Commander aware of the KATUSA Soldier utilization policy IAW AK Reg. 600-2, Subparagraphs 1-11e (1) and (2)?	___	___	___
2. Is the Commander ensuring that KATUSA Soldiers are allocated billet space equally as their U.S counterparts IAW AK Reg.600-2, Subparagraphs 1-11 e (4)?	___	___	___
3. Is Unit conducting semi-annual KATUSA Soldiers Program Integration Officer and NCO Professional Development Classes Semi-annually IAW AK Reg. 600-2, Subparagraphs 1-12, m, (12) (b)?	___	___	___
4. Are KATUSA Soldiers being tested on Common Tasks Test IAW AK Reg. 600-2, Subparagraphs 5-6, a?	___	___	___
5. Are KATUSA Soldiers being tested on APFT and meeting height/ weight standards IAW AK Reg. 600-2, Subparagraphs 5-6, b, and AK Reg. 350-41?	___	___	___
6. Are KATUSA Soldiers qualifying with their assigned individual weapon IAW AK Reg. 600-2, Subparagraphs 5-6, b, and AK Reg. 350-41?	___	___	___
7. Are Unit Commanders maintaining records of English Language Training for assigned KATUSA Soldiers IAW AK Reg. 600-2, Subparagraphs 5-6, d?	___	___	___
8. Is the unit conducting and documenting twelve (12) hours of informal English conversation training per month for all KATUSA Soldiers IAW. AK Reg 600-2, Subparagraphs 5-6, d?	___	___	___
9. Does the unit allocate two (2) hours per week for ROKA directed training monthly on the training schedule IAW AK Reg. 600-2, Subparagraphs 5-5, a?	___	___	___
10. If ROKA directed training is missed, is the training being make-up training being conducted within 10 days IAW AK Reg. 600-2, Subparagraphs 5-5, b?	___	___	___
11. Are ROKA personnel including KATUSA Soldiers receiving an orientation briefing at their new unit by the chain of command NLT one (1) week after arrival IAW AK Reg. 600-2, Subparagraphs 1-12,m?	___	___	___
12. Are KATUSA Soldiers undergoing ROKA ETS training prior to being separated and relieved two (2) weeks prior to their ETS IAW AK Reg. 600-2, Subparagraphs 5-7?	___	___	___
13. Are KATUSA NCOs included in the unit NCODP IAW AK Reg. 600-2, Subparagraphs 5-6, c?	___	___	___
14. Does the unit maintain an OML for attendance at PLDC that includes KATUSA Soldiers IAW AK Reg. 600-2, Subparagraphs 5-8, b (4)?	___	___	___

SUB-FUNCTION: Korean Augmentation to the United States Army (KATUSA) Program Management

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
15. Is the unit submitting unit monthly strength report (UMR) for the KATUSA Soldiers IAW AK Reg. 600-2, Subparagraphs 2-12, b?	___	___	___
16. Is a U.S Officer or NCO appointed in writing as the KATUSA Soldier Welfare Fund Custodian IAW AK Reg. 600-2, Subparagraphs 4-9c (1)?	___	___	___
17. Is the unit maintaining a file of all KATUSA Soldier Welfare Fund Transaction IAW AK Reg. 600-2, Subparagraphs 4-9c (2)?	___	___	___
18. Does the unit S4 or supply maintain a record file of DA Form 3078 for initial issue IAW AK Reg. 600-2, Subparagraphs 6-4c?	___	___	___
19. Does the unit S4 or supply maintain a record file of EA Form 333-R-E listing current CMAS credits IAW AK Reg. 600-2, Subparagraphs 6-4c (4)	___	___	___
20. Are KATUSA Soldier Comfort Kits being ordered based on assigned KATUSA Soldier strength IAW AK Reg. 600-2, Subparagraphs 6-13?	___	___	___
21. Does the unit S4 or supply maintain a KATUSA Soldier Program Continuity Binder as outlined in, IAW AK Reg. 600-2, Subparagraphs 6-18	___	___	___

SUB-FUNCTION: Training Ammunition Management

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
*1. Unit training ammunition manager has been appointed on orders to perform as Unit Ammo Manager. (Eighth U.S. Army Regulation 700-3)	___	___	___
*2. Is the designated training ammunition manager trained to perform his/her duties IAW Eighth U.S. Army Reg 700-3?	___	___	___
*3. The training ammunition manager has the required ammunition management regulations on hand IAW Eighth U.S. Army Regs 350-41 and 700-3.	___	___	___
*4. The Unit Commander has established an SOP or appropriate guidance to manage training ammunition. (Eighth U.S. Army Reg 350-41 and 700-3)	___	___	___
* 5. The ammunition manager can determine the fiscal year ammunition requirements for a type weapon. (Eighth U.S. Army Reg 350-41 and 700-3)	___	___	___
6. Training ammunition manager has on-hand and is able to explain DA Form 5515-R (Training Ammunition Control Document), DA Form 2064 (Document Register for Supply Action), and DA Form 5203 (DODIC Master/Lot Locator Record) use. (Eighth U.S. Army Reg 350-41)	___	___	___
7. The Training Ammunition Manager can properly prepare DA Form 581 (Request for Issue and Turn-in of Ammunition) IAW Eighth U.S. Army Reg 700-3. (Eighth U.S. Army Reg 350-41)	___	___	___
8. The unit ammunition manager can correctly forecast the quantity of ammunition required to accomplish a training event. (Eighth U.S. Army Reg 350-41)	___	___	___
9. Forecasting for ammunition is accomplished timely and accurately IAW Eighth U.S.. Army Reg 350-41/700-3. (Training/Opload)	___	___	___
10. Has an operational load been established for guards and/or recurring operational requirements IAW Eighth U.S. Army Reg 700-3?	___	___	___
11. The ammunition manager can properly manage and account for AMA/DDI and operational loads. (Eighth U.S. Army Reg 350-41/700-3)	___	___	___
12. AMA operational load and DDI ammunition accounted for on DA Form 5203 (Eighth U.S. Army Reg 700-3)	___	___	___
13. AMA operational load (maintained on-hand) and DDI ammunition accounted for on unit property book (Eighth U.S. Army Reg 700-3)	___	___	___
*14. Is training ammunition kept on-hand for more than 30 days? (Eighth U.S. Army Reg 700-3).	___	___	___

SUB-FUNCTION: Training Ammunition Management

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>NA</u>
*15. Does training ammunition that is maintained on-hand over 30 days have an approved request for extension? (Eighth U.S. Army Reg 700-3)	___	___	___
*16. AHA meets Net Explosive Weight limits to store both ABL and training ammunition, and/or has an approved waiver(s). (AR 385-64)	___	___	___
17. Training ammunition managers have established an effective training program for their subordinate unit managers. (Eighth U.S. Army Reg 700	___	___	___
*18. Ammunition inventories are being conducted IAW AR 710-2.	___	___	___
19. Ammunition Light boxes are marked by the servicing ordnance company. (Eighth U.S. Army Reg 700-3)	___	___	___
20. Magazine Data Cards are maintained IAW Eighth U.S. Army Reg 700-3.	___	___	___
21. Does unit have DA Form 581s for all issues and turn-ins for the past two (2) years? (AR 25-400-2)	___	___	___
22. Does the unit keep on-hand an inactive document register for two (2) years? (AR 25-400-2)	___	___	___
23. Does the unit have a copy of their Quarterly Forecast Report? (DA Pam 710-2-1, EUSA 700-3)	___	___	___
*24. Does the unit have a current DA Form 1687 (Notice of Delegation of Authority/Receipt for Supplies) and attached assumption of command or appointment orders? (DA Pam 710-2-1)	___	___	___
*25. Does the unit have on file a DA Form 7281-R for each individual on the DA Form 1687? (AR 190-11)	___	___	___
*26. Is the MSC ammo manager on a DA Form 1687 authorizing them to approve the DA Form 581? (DA Pam 710-2-1)	___	___	___
27. DA Form 5515-R (Training Ammunition Control Document) attached to each issue DA Form 581. (Eighth U.S. Army Reg 700-3/DA Pam 710-2-1)	___	___	___
28. Training ammunition authorizations accurately accounted for on DA Form 5203 (DODIC MASTER/LOT Locator Record). (Eighth U.S. Army Reg 700-3)	___	___	___
29. Can unit ammunition manager locate any DA Form 581 from his files given a document number out of the document register? (DA Pam 710-2-1)	___	___	___

SUB-FUNCTION: Training Ammunition Management

INSPECTION ITEM AND REFERENCE

COMPLY NON-COMPLY

NA

*30. Training Ammunition Management Information System-Redesigned (TAMIS-R). (Eighth U.S. Army Reg 700-3)

- | | | | |
|---|-----|-----|-----|
| a. Command guidance established that defines the duties and responsibilities for accessing and maintaining TAMIS-R. | ___ | ___ | ___ |
| b. Can users access TAMIS-R? | ___ | ___ | ___ |
| c. Does the unit have the required two (2) users that have access to the TAMIS-R system? | ___ | ___ | ___ |
| d. Is the command's training ammunition sub-authorized to subordinate units and accurately input to TAMIS-R? (Eighth U.S. Army Reg 700-3) | ___ | ___ | ___ |
| e. Procedures established to track DA Form 581s that have been input to TAMIS-R. (Eighth U.S. Army Reg 700-3) | ___ | ___ | ___ |

OVER ALL EVALUATION: COMMENDABLE SATISFACTORY UNSATISFACTORY

INSPECTOR _____ DATE _____

COMMENTS:

NOTE:

1. * - Critical areas, a failure in a critical area will result in an over all unsatisfactory rating.
2. To receive a commendable rating, you must have a satisfactory in all areas.

Sub-Function: Chemical, Biological, Radiological, Nuclear (CBRN) (8th Army) EUSA
Pam 1-201, MSC CIP

Unit Inspected _____ Inspection Date(s) _____

Unit OIC/NCOIC & Phone No. _____

8th Army Inspector & Phone No. _____

SECTION I:	CBRN ADMINISTRATION
SECTION II:	CBRN LOGISTICS
SECTION III:	CBRN MAINTENANCE
SECTION IV:	CBRN RADIOACTIVE MATERIAL AND EQUIPMENT
SECTION V:	HAZARDOUS MATERIAL AND WASTE
SECTION VI:	CBRN TRAINING AND TRAINING MANAGEMENT

NOTE:

-Pass/Fail Standards: Receiving a **NON-COMPLY** on a **BOLD** printed question followed by an * denotes critical task and will result in the unit failing that section.

**Sub-Function: Chemical, Biological, Radiological, Nuclear (CBRN) (8th Army)
EUSA Pam 1-201, MSC CIP**

INSPECTION ITEM AND REFERENCE,

Comply Non-Comply N/A

**Section I: CBRN Administration
(EUSA REG 725-360, AR 40-63)**

- | | | | |
|---|-----|-----|-----|
| 1. Do CBRN personnel have required publications on hand or on valid requisition (EUSA Reg 725-360, EUSA Reg 350-41, EUSA TACSOP, EUSA CBRN IG Inspection, FM 3 Series, USFK 525-30 CBRN Warning and Reporting, Access to OPLANs 50xx and USFK CBRN Readiness Action Plan)? | ___ | ___ | ___ |
| 2. Has the MSC implemented an effective optical insert program that tracks unit status? | ___ | ___ | ___ |
| 3. Does the MSC have a CBRN Garrison/Armistice SOP? | ___ | ___ | ___ |
| 4. Does the MSC have a tactical SOP? | ___ | ___ | ___ |
| 5. Does the MSC have a Readiness SOP? | ___ | ___ | ___ |
| 6. Does the MSC have next higher CBRN SOPs? | ___ | ___ | ___ |
| 7. Is the CBRN portion of the OPLAN current? *
(Annexes, Armistice, Trans-War, Base Cluster) | ___ | ___ | ___ |

**Section II: CBRN Logistics
(EUSA Reg 725-360, EUSA FFPI OPLAN, APP C- DA Pam 690-47)**

- | | | | |
|---|-----|-----|-----|
| 1. Is the last MSC CDE report on file, signed, dated by the commander, and accurate? * | ___ | ___ | ___ |
| 2. Does the MSC have on hand all subordinate CDE reports for the last year? | ___ | ___ | ___ |
| 3. Does the MSC facilitate the cross leveling of CDE and have shortages on order? Are document numbers tracked and validated monthly? * | ___ | ___ | ___ |

Primary Inspector Sign and Date: _____

**Sub-Function: Chemical, Biological, Radiological, Nuclear (CBRN)(8th Army)
EUSA Pam 1-201, MSC CIP**

Comply Non-Comply N/A

- | | | | |
|--|-------|-------|-------|
| 4. Does the MSC facilitate turn in of CBRN equipment replaced by Forced Modernization and has required change documents been submitted to reflect this on unit requirement documents (MTOE/TDA)? | _____ | _____ | _____ |
| 5. Does the MSC conduct a physical random inspection of Individual Protective Equipment (IPE) bags on subordinate units? | _____ | _____ | _____ |
| 6. Does MSC track subordinate units CDE on the Mobile Inventory Control Accountability System (MICAS)? Are units visible on the on the MSCs MICAS? | _____ | _____ | _____ |
| 7. Are Emergency Essential Civilians (EEC) issued IPE? | _____ | _____ | _____ |
| 8. Does the MSC monitor Force and Family Protection Initiative (FFPI) accountability status and conduct required training? | _____ | _____ | _____ |
| 9. Is the unit's second set of IPE gear packed and stored properly? | _____ | _____ | _____ |

Section III: CBRN Maintenance (Update 13, DA PAM 738-750)

- | | | | |
|---|-------|-------|-------|
| 1. Has the MSC implemented a viable maintenance program and how does it monitor subordinate unit equipment readiness? (ULLS Tracking, Maintenance Scheduled, Services etc.) | _____ | _____ | _____ |
|---|-------|-------|-------|

Section IV: CBRN Radioactive Material and Equipment (AR 11-9, AR 385-10, EUSA Reg 725-360).

- | | | | |
|--|-------|-------|-------|
| 1. Does the MSC have a Radiation Safety Officer (RSO) and Alternate Radiation Safety Officer (ARSO) appointed on orders? | _____ | _____ | _____ |
| 2. Are the RSO and ARSO school trained and are certificates on hand? | _____ | _____ | _____ |

Primary Inspector Sign and Date: _____

**Sub-Function: Chemical, Biological, Radiological, Nuclear (CBRN)(8th Army)
EUSA Pam 1-201, MSC CIP**

Comply Non-Comply N/A

- | | | | |
|---|-----|-----|-----|
| 3. Has the commander reviewed and signed the Radiation Safety SOP in the last 12 months? | ___ | ___ | ___ |
| 4. Does the MSC maintain subordinate radioactive commodity reports and insure copies are furnished to the local Fire Department and Environmental Office? | ___ | ___ | ___ |

Section V: Hazardous Material and Hazardous Waste (EUSA Reg 725-360)

- | | | | |
|--|-----|-----|-----|
| 1. Is there an updated hazardous material inventory list of all HM/HW stored in subordinate units? | ___ | ___ | ___ |
| 2. Does the MSC keep on hand Material Safety Data Sheets (MSDS) for all HM/HW on the inventory? | ___ | ___ | ___ |

Section VI: CBRN Training and Training Management (AR 350-1, EUSA REG 350-41, EUSA REG 725-360, EUSA, and MSC Policy Guidance)

- | | | | |
|--|-----|-----|-----|
| 1. Does the MSC conduct and document collective CBRN training(Tng schedules, sign in rosters, OPORD's, etc)? * | ___ | ___ | ___ |
| 2. Is Emergency Essential Civilian (EEC) training being conducted and documented? | ___ | ___ | ___ |
| 3. Does the MSC command inspections of subordinate units and are records on-hand? | ___ | ___ | ___ |
| 4. Are the subordinate units trained in MOPP IV (training Schedules and sign in rosters on hand)? | ___ | ___ | ___ |
| 5. Are the subordinate units (Military, KATUSA, EEC, MEC), assigned or attached to MSC trained and are individuals proficient on CBRN tasks IAW applicable references. | ___ | ___ | ___ |
| 6. Is there CBRN training included in the quarterly/annually training guidance? * | ___ | ___ | ___ |
| 7. Has the MSC corrected deficiencies identified during past inspections? | ___ | ___ | ___ |

Primary Inspector Sign and Date:_____

Sub-Function: Chemical, Biological, Radiological, Nuclear (CBRN)(8th Army)
EUSA Pam 1-201, MSC CIP

Comply Non-Comply N/A

8. Have the unit's organic decontamination assets been employed in the past six months? _____

9. Has the unit deployed CBRN alarms in the past 6 months? (Used in training or deployment status) _____

Primary Inspector Signature & Date: _____

REMARKS:

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Chemical Biological Radiological Nuclear (CBRN) (8th Army) EUSA
Pam 1-201 BDE/BN/Company CIP

Unit Inspected _____ Inspection Date(s) _____

Unit OIC/NCOIC & Phone No. _____

8th Army Inspector & Phone No. _____

SECTION I: CBRN Operations:

CBRN Organization
Chemical Operations

SECTION II: CBRN Administration:

Publications
SOP's

SECTION III: CBRN Logistics:

Chemical Defense Equipment
CBRN Shelf Life Program
Individual Protective Equipment
Radioactive Material and Equipment
Hazardous Material and Hazardous Waste
Optical Insert Program

SECTION IV: CBRN Maintenance:

SECTION V: CBRN Defense Training:

CBRN Training Management
CBRN Equipment Operator Proficiency
CBRN Collective Proficiency
Chemical Officer / NCO Utilization

Primary Inspector Sign and Date: _____

**SUB-FUNCTION: Chemical Biological Radiological Nuclear (CBRN) (8th Army) EUSA
Pam 1-201 BDE/BN/Company CIP**

Inspection Item and Reference **COMPLY NON-COMPLY N/A**

Section I: CBRN Operations

CBRN Organization (FM 3-3 and AR 350-1) YES NO N/A

- | | | | |
|---|-----|-----|-----|
| 1. Is the CBRN control element appointed on orders, and have they received appropriate training? (Additional Duty Appointed Personnel) | ___ | ___ | ___ |
| 2. Are CBRN equipment operators on orders, and can they properly operate the equipment? (Operator Appointment Orders) | ___ | ___ | ___ |

Chemical Operations (AR 350-1, FM 3-100)

- | | | | |
|--|-----|-----|-----|
| 1. Does the Chemical Battle Staff (CBS) know and understand the unit's mission and Does the CBS know how the unit's mission fits with the mission of the next higher headquarters? | ___ | ___ | ___ |
| 2. Does the CBS know what resources are available to help the unit accomplish the mission and who reports directly to them? | ___ | ___ | ___ |
| 3. Is the CBS knowledgeable in or can reference the following areas? | | | |
| a. How the CBRN section operates. | ___ | ___ | ___ |
| b. The units authorization documents (TOE, MTOE, TDA, AUG TDA). | ___ | ___ | ___ |
| d. Unit war plans and tactical standing operating procedures (TACSOP). | ___ | ___ | ___ |
| e. How existing plans define unit missions staff coordination and information flow. | ___ | ___ | ___ |
| f. Communication process and system with CBS members of adjacent and higher units HQ | ___ | ___ | ___ |
| 4. Has the CBS assessed the readiness in subordinate commands (for BDE and BN) by conducting and documenting evaluations during training: | | | |
| a. Plans, policies, SOPs. | ___ | ___ | ___ |
| b. Training/Personnel. | ___ | ___ | ___ |
| c. Material. | ___ | ___ | ___ |
| 5. Has the CBS developed and monitored a corrective actions management plan? Key supervisory actions are: | | | |
| a. Inspect operational, maintenance, and historical records. | ___ | ___ | ___ |
| b. Inspect unit training records for CBRN training. | ___ | ___ | ___ |
| c. Supervise unit load plans to ensure CBRN defense items are on hand or on order. | ___ | ___ | ___ |
| d. Monitor the preparation of unit operations plans to ensure they include CBRN. | ___ | ___ | ___ |
| e. Conduct spot-checks (e.g., operator and crew maintenance and training). | ___ | ___ | ___ |
| f. Monitor storage of CBRN equipment. | ___ | ___ | ___ |

Primary Inspector Sign and Date: _____

**SUB-FUNCTION: Chemical Biological Radiological Nuclear (CBRN) (8th Army) EUSA
Pam 1-201 BDE/BN/Company CIP**

**Section II: CBRN Administration
(AR 40-63, AR 220-1, EUSA Reg 725-360, FM 3-101)**

Publications (EUSA Reg 725-360)

- | | | | |
|---|-----|-----|-----|
| 1. Are required publications on hand or on valid requisition with all required changes posted? | ___ | ___ | ___ |
| 2. Does the unit have a minimum of one copy of the appropriate manuals for each piece of equipment? | ___ | ___ | ___ |
| 3. Does the unit maintain a copy or have access to the USR? | ___ | ___ | ___ |
| 4. Are the last two CDE reports on file? Is the Mobility Inventory Control Accountability System (MICAS) used to track CDE? | ___ | ___ | ___ |

CBRN SOPs (EUSA IG Inspection, EUSA Reg 350-41 and/or the next higher headquarters SOP)

- | | | | |
|--|-----|-----|-----|
| 1. Does the unit have current garrison and field SOPs, or supplements from higher headquarters SOPs? Do supplements reflect conditions unique to the unit which are not addressed in the higher headquarters' SOP? | ___ | ___ | ___ |
| 2. Does the unit have a Readiness SOP? | ___ | ___ | ___ |
| 3. Is the CBRN portion of the OPLAN current? | ___ | ___ | ___ |
| 4. Does the SOP reflect the current unit organization? As a minimum, SOPs should address the following: | | | |
| a. Duties and responsibilities for CBRN personnel and operators of CBRN equipment organic to the unit. | ___ | ___ | ___ |
| b. Warning and alarm procedures . | ___ | ___ | ___ |
| c. Actions before, during, and after a CBRN attack based upon the unit's mission and/or equipment. | ___ | ___ | ___ |
| d. Automatic masking procedures and communications procedures for reporting CBRN attacks. | ___ | ___ | ___ |
| e. First aid procedures in the event of a CBRN attack or CBRN hazard exposure. | ___ | ___ | ___ |
| f. Operational or thorough decon responsibilities and decon priorities. | ___ | ___ | ___ |
| g. Decontamination and evacuation procedures for a contaminated casualty. | ___ | ___ | ___ |
| h. Designation of who wears tactical dosimetry equipment and reports radiation exposure. | ___ | ___ | ___ |
| i. Detailed procedures in obtaining CBRN defense equipment prior to deployment (i.e., if contingency stocks are stored at installation level, who requests release and how). | ___ | ___ | ___ |
| j. Feasible method(s) of storage and deployment (upload) of CBRN equipment during wartime/real world contingency. | ___ | ___ | ___ |
| k. Procedures for operating in a CBRN environment (unmasking procedures, | ___ | ___ | ___ |

Primary Inspector Sign and Date: _____

crossing a contaminated area).

**SUB-FUNCTION: Chemical Biological Radiological Nuclear (CBRN) (8th Army) EUSA
Pam 1-201 BDE/BN/Company CIP**

- l. Procedures for increasing or decreasing CBRN protective gear levels. _____
 - m. Procedures for identifying/marketing contaminated equipment, terrain, obstacles, including host nation warning markers). _____
 - n. Procedure for replacement of mask filters and training items during transition to war. _____
 - o. Procedures for deploying and issuing CBRN medical items (NAAK, CANA and NAPP). _____
 - p. Recovery procedures for IPE Bags and CBRN equipment down to the platoon/section level. _____
 - q. Procedures for responding to a radiation accident or incident. _____
5. Has the SOP been reviewed and signed by the current unit commander? _____

Section III: CBRN Logistics (AR 11-9, AR 40-63, AR 40-61, AR 190-51, EUSA 725-360, FM 3-3, FM 3-3-1, FM 3-4)

Chemical Defense Equipment (CDE)

- 1. Are the last two CDE reports on file? Is the Mobility Inventory Control Accountability System (MICAS) used to track CDE? _____
- 2. Are CBRN hand receipts (CBRN NCO) current and accurate? Are hand receipts signed and dated within 6 months? _____
- 3. Does the unit have procedures for identifying CDE items for training and contingency? Are adequate stocks maintained to meet deployment requirements? _____
- 4. Are shortages of CDE equipment on order (copy of requisitions on hand)? _____
- 5. Are medical chemical defense material items adequately monitored? _____
- 6. Are Nerve Agent Antidote Kits (NAAKs), CANA, and Nerve Agent Pretreatment Pills (NAPPs) medical shortages on requisition? _____
- 7. Does the unit have excess CDE? _____
- 8. Does the unit have documented procedures to turn-in or cross-level unserviceable and/or excess CDE items? _____

Decentralized storage of Medical/Biological/Chemical Defense Material (MBCDM)

- 1. Nerve Agent Antidote Kit (NAAK): NSN 6505-01-174-9919
Convulsant Antidote, Nerve Agent (CANA): NSN 6505-01-274-0951
Ciprofloxacin 500mg (CIPRO): NSN 6505-01-491-6143 (10s) or 6505-01-491-2834 (30s)
Doxycycline 500mg (DOXY): NSN 6505-01-491-5504 (10Ss) or 6505-01-491-5506 (30s)

Primary Inspector Sign and Date: _____

a. Are the above items stored at room temperature between 59 and 86 degrees Fahrenheit or between 15 and 30 degrees Celsius in a **locked** container per AR 190-51 Chapter 1 and FM 3-4. CANAs and NAAKs must be stored in a safe or vault with limited access because they are considered (Controlled Substances)?

**SUB-FUNCTION: Chemical Biological Radiological Nuclear (CBRN) (8th Army) EUSA
Pam 1-201 BDE/BN/Company CIP**

b. Material Safety Data Sheets (MSDS) should be on hand for NAAKs and CANAs in the storage container.

2. Pyridostigmine Bromide (PB) tablets: NSN 6505-01-178-7903

a. Are PB tablets refrigerated between 35 and 46 degrees Fahrenheit or 2 and 8 degrees Celsius?

b. Does the refrigeration have an operational chart recorder and is the paper replaced at least monthly and on file?

3. When this material is removed from storage is a log on file that indicates the date and time the material was removed from and returned to the storage area and the reason it was removed?

Inventory

1. Is MBCDM inventoried monthly by a disinterested officer (E-7 and above). Is documentation on file? IAW AR 40-61, Para 3-27 and 8th Army Pam 1-201

2. Is DA Form 1296 (Stock Accounting Record) on hand for CANA gains and Losses and an inventory listing on hand for NAAK, PB, DOXY, CIPRO?

3. Are copies of all DD Form 1348-1a (Single Line Item Release/Receipt Document) and copies of DA Form 3161 (Issue/Turn-in) on file for NAAK, DOXY, CANA, PB, and CIPRO, where applicable?.

4. Has the unit provided the appropriate Medical Logistics unit with the type of expired material by NSN, nomenclature, lot#, expiration date, quantity (by lot#), and unit of issue?

5. Expired material is segregated, labeled, and accounted for, an appointment made for turn-in and requisitions submitted 6 months prior to expiration.

6. Is a copy of the monthly inventory submitted to 8th Army (DCSMED)? PSC 303 Box 57 APO AP 96204. FAX: 723-4439. POC: Support Operations Officer, 723-4429, or Plans NCO, 723-4529. Are documents on file?

7. Has any MBCDM been lost or unaccounted for? If yes, have the following procedures been conducted?

- a. Incident reported through the unit's Chain of Command
- b. 15-6 Investigation initiated
- c. Investigating officer reports findings to DCSMED who informs 8th Army G-3

Primary Inspector Sign and Date: _____

CBRN, 18th MEDCOM, DCSLOG, 16th MEDLOG, and USAMMA.

CBRN Shelf Life Program

1. Does the unit have procedures for maintaining accountability and records for all shelf life items? ___ ___ ___

SUB-FUNCTION: Chemical Biological Radiological Nuclear (CBRN) (8th Army) EUSA Pam 1-201 BDE/BN/Company CIP

2. Are items reordered far enough in advance (6 months) to replace expired items? (Items other than MBCDM) ___ ___ ___

5. Does the unit maintain messages and documentation of extending the shelf life of CDE items? ___ ___ ___

6. Does the unit have procedures for disposal of expired items? ___ ___ ___

Individual Protective Equipment (IPE) Bags (EUSA Reg 725-360)

1. Does the unit have procedures for maintaining accountability of IPE bags (i.e., hand receipts; quarterly inspections scheduled and conducted)? ___ ___ ___

2. Does the unit have procedures for ensuring administrative data is correct, accurate, and updated on the IPE Bags (i.e., name, section, BDOs, gloves, overboots, and all CDE lot numbers)? ___ ___ ___

3. Are IPE Bags included in unit load plans or SOPs? ___ ___ ___

4. Does the unit have procedures for hauling, storing, identifying, and recovery of IPE Bags? ___ ___ ___

CBRN Radioactive Material and Equipment (AR 11-19, EUSA Reg 725-360)

1. Does the unit have a Radiation Safety Officer (RSO) and an Alternate Radiation Safety Officer (ARSO) on appointment orders? ___ ___ ___

2. Does the RSO/ARSO meet the minimum qualifications (school trained)? ___ ___ ___

3. Does the commander have a formal Radiation Safety (RS) SOP? ___ ___ ___

4. Has the commander reviewed the RS SOP in the last 12 months? ___ ___ ___

5. Does the unit properly store Chemical Agent Alarms (CAAs) and Improved Chemical Agent Monitors (ICAMs)? ___ ___ ___

6. Are current wipe tests maintained for CAAs, ICAMs? ___ ___ ___

7. In areas and containers where CAAs, ICAMs are stored, does the unit have radiation hazard signs and NRC Form 3 posted? ___ ___ ___

8. Does the unit have the most current copy of the radioactive items inventory ___ ___ ___

Primary Inspector Sign and Date: _____

report?

Hazardous Material and Hazardous Waste

- 1. Is there an updated hazardous material inventory list of all HM/HW stored? ___ ___ ___
- 2. Does the unit have on hand a copy of the Material Safety Data Sheet (MSDS) of each hazardous item listed on the inventory? ___ ___ ___

SUB-FUNCTION: Chemical Biological Radiological Nuclear (CBRN) (8th Army) EUSA Pam 1-201 BDE/BN/Company CIP

- 3. Have the CBRN personnel received HM/HW training and certificates on file? ___ ___ ___

Optical Inserts Program

- 1. Does the unit have an optical insert plan to include the HALO (How does the unit track status)? ___ ___ ___
- 2. Does the CBRN NCO maintain a copy of eye exams? ___ ___ ___

Section IV: CBRN Maintenance

Organizational Maintenance (EUSA Reg 725-360)

- 1. How does the BDE ensure unit services are being performed on all CBRN equipment within the scheduled variance on DD Forms 314 or ULLS equivalent? ___ ___ ___
- 2. Do subordinate units have DA Forms 2404/5988-E on hand for each item or group of like items documenting the last company level service performed? ___ ___ ___
- 3. Do subordinate units have one DA Form 2404/5988-E for each deadline piece of equipment? ___ ___ ___
- 4. Is unserviceable equipment identified and corrective action taken to repair or turn in the item? ___ ___ ___
- 5. Are PLL/ASL items on hand or requisition? ___ ___ ___
- 6. Does unit training schedules reflect CBRN equipment maintenance? ___ ___ ___

Section V: CBRN Training (AR 350-1, EUSA 350-41, EUSA 725-360)

CBRN Training Management

- 1. Does the unit monitor mandatory CTT CBRN related training tasks? ___ ___ ___
- 2. Does the unit conduct collective CBRN training? ___ ___ ___
- 3. Are emergency essential civilian training being conducted and is there a record kept on file? ___ ___ ___

Primary Inspector Sign and Date: _____

4. Does the unit have results of their last ARTEP or EXEVAL? _____
5. Does the unit have procedures to forecast CBRN training requirements based on identified CBRN weaknesses (i.e., EXEVAL, CTT, METL, SOPs, CDR's Guidance, Training Plans, Training Schedules, etc.)? _____
7. Is CBRN Defense Training included as part of training guidance and plans? _____
8. Does the unit maintain records of unit training indicating CBRN integration as a battlefield condition? _____
9. Are training aids and simulators utilized for CBRN training? _____

**SUB-FUNCTION: Chemical Biological Radiological Nuclear (CBRN) (8th Army) EUSA
Pam 1-201 BDE/BN/Company CIP**

10. Does the Brigade/Battalion CBRN Officer/NCO inspect or visit units? _____
11. Does the unit maintain CBRN training inspection records to show they have been supporting their subordinate units? _____
12. Does the unit conduct and maintain records of Officer/NCO professional development (OPD/NCODP), CBRN threat Briefings tailored to the unit's mission, or "train-the-trainer", classes on relevant CBRN topics ? _____
13. Do personnel, upon initial assignment, fit and test their protective mask with either CS, iso-amyl-acetate (banana oil) or with the M41 Protection Assessment Test System (for M40 masks) within 15 days? (A school trained CBRN defense soldier, or SSG or above, must supervise the fitting.) _____
14. Do newly assigned personnel receive necessary training and an evaluation on CBRN unit equipment the soldier is responsible to operate within 30 days, to include IPE? _____

CBRN Equipment Operator Proficiency (EUSA Reg 350-41)

Does the unit have operators or teams trained to place into operation the following equipment:

- M20 Simplified Collective Protection Equipment (SCPE). _____
- KARCHER Multi-Purpose Decontaminating System (MPDS). _____
- M22 Automatic Chemical Agent Detector Alarm (ACADA). _____
- AN/VDR-2 Radiacmeter. _____
- Improved Chemical Agent Monitor (ICAM). _____
- UDR-13 Radiacmeter _____

*** Prior to the event, coordination will be made with the unit CBRN NCO.**

CBRN Individual Proficiency (EUSA Reg 350-41)

A team or section to include officers, one (01s, 02s and an 03), NCOs, one each (E5, E6 and E7), one EEC and at least four (E1-4 and KATUSAs) are required for testing.

Prior coordination to the event is necessary with the CBRN NCO. All tasks will come from STP 21-1-SMCT, STP 21-24-SMCT, and STP 21-II-MQS.

Primary Inspector Sign and Date: _____

- 1. Are unit personnel proficient with CBRN tasks specified in STP 21-1-SMCT? ___ ___ ___
- 2. Are unit leaders (officer/NCOs) proficient in CBRN tasks specified in STP 21-24-SMCT and STP 21-II-MQS? ___ ___ ___

CBRN Collective Proficiency (EUSA Reg 350-41, FM 3-3, FM 3-5)

The unit will receive a grade based on its ability to properly set up and/or perform one of the following:

- 1. MOPP Gear Exchange. ___ ___ ___
- 2. Thorough Troop Decon Operation. ___ ___ ___

SUB-FUNCTION: Chemical Biological Radiological Nuclear (CBRN) (8th Army) EUSA Pam 1-201 BDE/BN/Company CIP

- 3. Can the unit properly place their CPS into operation? ___ ___ ___
- 4. Can unit personnel properly enter and exit the M20 Simplified Collective Protection Equipment (SCPE)? ___ ___ ___
- 5. Conduct Unmasking Procedures. ___ ___ ___

**** The evaluator will coordinate with the CBRN NCO prior to the event.**

Chemical Officer/NCO Utilization

- 1. How many/what types of additional duties do the Chemical Officer/NCO currently have?

Officer: _____

NCO: _____

- 2. Estimate the number of hours per week Chemical officer/NCO work on CBRN issues:

Officer: _____

NCO: _____

Primary Inspector Sign and Date: _____

SUB FUNCTION: Noncombatant Evacuation and Operations

UNIT NEO REPRESENTATIVE REQUIREMENTS

1. Is the unit NEO representative appointed in writing?
(USFK Pam 600-300-1)

___ ___ ___

INSPECTION ITEM AND REFERENCE

COMPLY NON-COMPLY N/A

2. Does the unit have a NEO SOP? (USFK Pam 600-300-1)

___ ___ ___

3. Are monthly NCE reports submitted to the Area Commander?
(USFK Pam 600-300-1)

___ ___ ___

4. Is NEO Warden training included in the unit-training program?
(USFK Pam 600-300-1)

___ ___ ___

5. Is NEO part of the unit in/out-processing requirement?
(USFK Pam 600-300-1)

___ ___ ___

6. Does the unit conduct NEO inspections of subordinate organizations? (USFK Pam 600-300-1)

___ ___ ___

7. Does the NEO Representative have a battle book?
(USFK Pam 600-300-1)

___ ___ ___

8. Does the unit have documented in writing that all NEO wardens are appointed in writing and have been provided NEO Warden Orientation Training? (USFK Pam 600-300-1)

___ ___ ___

UNIT NEO WARDEN REQUIREMENTS

1. Is the unit NEO warden appointed in writing?
(USFK Pam 600-300-1)

___ ___ ___

2. Did the NEO warden have at least 180 days of retainability when he/she was selected as NEO warden? (USFK Pam 600-300-1)

___ ___ ___

3. Is the NEO warden military or an emergency essential civilian (EEC)? (USFK Pam 600-300-1)

___ ___ ___

4. Is NEO the primary duty during a contingency?
(USFK Pam 600-300-1)

___ ___ ___

5. Was the NEO warden trained within 30 days of appointment?
(USFK Pam 600-300-1)

___ ___ ___

6. Does the NEO warden have a battle book?
(USFK Pam 600-300-1)

___ ___ ___

7. Is the NEO warden's battle book set up in accordance with USFK 600-300-1 guidelines?

___ ___ ___

SUB FUNCTION: Noncombatant Evacuation and Operations

Primary Inspector Sign and Date: _____

INSPECTION ITEM AND REFERENCE

COMPLY

NON-COMPLY

N/A

8. Does the NEO warden provide a monthly NCE report to the unit NEO representative? (USFK Pam 600-300-1)

9. Does the NEO warden have a copy of USFK Pams 600-300-1 and 600-300?

10. Has the NEO warden notified, in writing, through sponsors, and made personal contact with all noncombatants, within his/her area of jurisdiction? (USFK Pam 600-300-1)

11. Does the NEO warden and alternate have a current roster of all noncombatants and pets? (USFK Pam 600-300-1)

12. Does the NEO warden have the strip maps of all noncombatants' off post residences? (USFK Pam 600-300-1)

13. Do the strip maps contain noncombatants' name, address, phone number, and brief description of the route to the quarters? (USFK Pam 600-300-1)

14. Has NEO warden and alternate conducted a recon to the noncombatants off post quarters using the strip maps? (USFK Pam 600-300-1)

15. Is the NEO warden conducting the semi-annual inspections (not in conjunction with the Courageous Channel exercises) of NEO packets/kits? (USFK Pam 600-300-1)

16. Are NEO Data Cards (USFK Form 178-R) filled out properly on all noncombatants? (USFK Pam 600-300-1)

17. Are noncombatants briefed on NEO within 30 days of arrival in the Republic of Korea? (USFK Pam 600-300-1)

18. Is the NEO warden reporting the status of his/her noncombatants to the commander on a monthly basis? (USFK Pam 600-300-1)

19. Are the NEO Warden placards posted throughout the NEO warden's area of jurisdiction? (USFK Pam 600-300-1)

20. Does the NEO warden have a unit SOP? (USFK Pam 600-300-1)

21. Is the NEO warden responsible for 15 or fewer families? (USFK Pam 600-300-1)

Primary Inspector Sign and Date:_____

SUB FUNCTION: Noncombatant Evacuation and Operations

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
22. Of the required documents for noncombatants, are there any items missing? (USFK Pam 600-300-1)	___	___	___
23. If the answer to item 22 is yes, has action been taken to ensure sponsors acquire missing items? (USFK Pam 600-300-1)	___	___	___
24. Are there any sponsors in the unit that have noncombatants located outside the unit's area of responsibility? (USFK Pam 600-300-1)	___	___	___
25. If the answer to item 24 is yes, have arrangements been made to ensure accountability is made for those noncombatants? (USFK Pam 600-300-1)	___	___	___
26. Does the unit have educational/orientation material to assist noncombatants during periodic visits? (USFK Pam 600-300-1)	___	___	___
27. Does the unit have any dual military, EEC or single parents? (USFK Pam 600-300-1)	___	___	___
28. Has the NEO warden annotated on the NEO Data Card the guardian's information from the family care plan? (USFK Pam 600-300-1)	___	___	___

CONTINGENCY OPERATIONS

1. Other than NEO warden support to Area Commanders, does the MSC have an additional NEO mission as defined in Eighth U.S. Army and/or USFK NEO OPLAN? (IF THE ANSWER IS NO DO NOT COMPLETE THE REST OF THIS SECTION)	___	___	___
2. Does the unit have a NEO supporting plan to the Eighth U.S. Army and/or USFK NEO OPLAN?	___	___	___
3. Can the unit adequately support the NEO requirements as directed by Eighth U.S. Army and/or USFK NEO OPLANS?	___	___	___
4. Has the unit identified and take appropriate steps to resolve any short fall to accomplishing the assigned NEO mission?	___	___	___

AREA AND COMPONENT CONTINGENCY OPERATIONS

1. Have sourced, dedicated and documented transportation requirements to ensure movement of noncombatants been identified?	___	___	___
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Primary Inspector Sign and Date: _____

INSPECTION ITEM AND REFERENCE

COMPLY

NON-COMPLY

N/A

2. Have all levels of NEO planners been briefed to understand the importance of WMP?

SUB FUNCTION: Noncombatant Evacuation and Operations

3. Does the unit have on hand procedures to gain access to the COBs, if required?

4. Does the unit have a copy of completed plans developed to support Eighth U.S. Army and USFK NEO OPLANS?

5. Has the unit identified and planned to accommodate other factors that may impact NEO operations?

6. Does the area, component or MSC representatives have an established NEO single point of contact at each level of organization?

7. Can NEO operations throughout the area be operated on a 24-hour basis?

8. Have the Areas provided USFK NEO and ARFOR with a POC that can be contacted 24 hours a day to activate the area NOC?

9. Have Assembly Points and Relocation Centers in sufficient quantity, size and location to effectively process noncombatants been identified?

10. Have installation transportation capabilities to support full-scale relocation and/or evacuation operations been evaluated by the:

a. Area NOC?

b. ARFOR?

11. Has NEO planning and operations been identified, integrated and evaluated with medical evacuation planning and operations?

12. Have knowledgeable personnel been tasked to fill the contingency positions required at the Area NOC's Assembly Points and Relocation Centers?

13. Has adequate security been identified and planned to support NEO for each NEO site?

14. Have predetermined secure and unsecured communications requirements and resources been identified and tested?

Primary Inspector Sign and Date: _____

INSPECTION ITEM AND REFERENCE

COMPLY

NON-COMPLY

N/A

15. Are units prepared to give the NEO briefing to noncombatants in English and Hangul?

16. Have units with ECC/RC/APOE/SPOE designated a parking location for the transportation used to move NCEs?

17.
Have units designated a parking lot for privately owned vehicles of NCEs?

SUB FUNCTION: Noncombatant Evacuation and Operations

18. Have written instructions been prepared for the security personnel to know who is allowed access to NEO processing?

19. Do the units with ECC, RC, and A/SPOE responsibilities understand the requirements involved in submitting an Alpha and Bravo report?

20. Have NEO wardens been trained on the NEO Tracking System?

Primary Inspector Sign and Date:_____

SUB-FUNCTION: Base Defense

Rating Criteria:

(Note: Major Areas are items considered critical during this evaluation, and are identified by the asterisk [*] on this checklist.)

STRENGTHS: Indicated by all major areas checked "YES" which show efforts above and beyond the minimum required, with no on-the-spot corrections.

WEAKNESSES: Major areas checked "NO" that require corrective action. If a major area has sub-areas marked "NO", that major area cannot be rated a strength.

MAJOR FINDINGS: Major areas that are recurring deficiencies and indicate serious systemic problems or negligence. (Items not marked with an asterisk that shows strengths or weaknesses can be summarized in a "Findings" section.)

Inspection Report will:

- Cite or refer to specific standards related to each finding.
- Clearly identify the specific noncompliance with a standard.
- Indicate the systemic problems and root causes.
- RECOMMEND by whom, and how deficiencies should be corrected.
- Note and track recurring deficiencies.

INSPECTION ITEM AND REFERENCE

COMPLY NON-COMPLY N/A

NOTE: Evaluators using this checklist are encouraged to note areas not specifically covered, but which may need future attention. Such notes will not be used as a basis for determining the unit rating.

Note circumstances for all items Corrected on the Spot (CotS)

*1. Does the activity have the following regulations on hand?

a. (U) Joint Pub 3-10.1, Joint Tactics, Techniques, and Procedures for Base Defense.

___ ___ ___

b. (S-R) CFC PUB 3-3, Rear Operations, Korea.

___ ___ ___

c. (U) Tab C to Appendix 15 to Annex C to Eighth U.S. Army OPLAN 5027-98.

___ ___ ___

*2. Does the MSC have a Base Defense Plan in Joint Operation Order (OPORD) Format? (App E to Joint Pub 3-10.1)

___ ___ ___

a. Does the OPLAN/SOP specifically spell out the rear battle mission of each installation tenant unit(s)? (Does it answer the questions: who, what, where, when why?)

___ ___ ___

b. Does the MSC maintain a copy of all Base Defense Plans from installations within its area of responsibility?

___ ___ ___

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Base Defense

*3. Does the U.S. installation have a copy of the ROK external security plan?	___	___	___
a. Has it been translated?	___	___	___
b. Has it been added as an appendix to the U.S. plan?	___	___	___
*4. Does the OPLAN specifically spell out the ROK external security force mission? (Does it answer the questions: who, what, where, when and why?)	___	___	___
*5. Are all ROK external security forces properly identified?	___	___	___
*6. Does the OPLAN/SOP contain detailed instructions for contacting the ROK external security force? (Personnel responsible, commo assets used, etc?)	___	___	___
7. Are all installation security forces properly identified by position and specifically tasked to go to the designated location with specific equipment?	___	___	___

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
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*8. Does the base defense OPLAN contain adequate maps with graphics that portray:			
a. Unit sectors?	___	___	___
b. Crew served weapons positions?	___	___	___
c. Critical facilities?	___	___	___
d. Fields of fire?	___	___	___
e. Coordination points?	___	___	___
f. Specific designation of who will man each sector/position?	___	___	___
g. Does ROKA external security force have a copy of the installation graphics?	___	___	___
h. Do the graphics also contain ROK external security force positions, crew-served weapons, etc?	___	___	___
*9. Does the base defense OPLAN identify necessary commo assets for: (Joint Pub 3-10.1, Chapter III)	___	___	___
a. Emergency Operations Center (EOC)?	___	___	___
b. Tenant units (especially on perimeter)?	___	___	___
c. Interface with ROK external security forces?	___	___	___

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Base Defense

- d. Quick Reaction Force?
- e. Higher headquarters?
- 10. Does the plan identify key terrain both internal and external to the installation?
- 11. Does the base defense OPLAN, plan for the integration of transient forces into Zone III base defense plans? (CFC 3-3, Chapter III)
- *12. Does the OPLAN specifically identify missions of the response force/quick reaction force (QRF)?
- a. Does it answer the questions: who, what, where, when and why? (Joint Pub 3-10.1 Chapter II)

INSPECTION ITEM AND REFERENCE COMPLY NON-COMPLY N/A

- b. Has the activity designated vehicles for response force/QRF uses?
- c. Is required equipment for response force/QRF mission Identified?
- 13. Are Military Police assets properly tasked without mission conflict?
- *14. Does the base defense OPLAN identify and prioritize the critical targets within the installations as to defense, reinforcement, etc.? (Specify who will secure what, when.)
- 15. Does the MSC Rear Battle Officer/NCO make and document periodic visits to subordinate units/installations?
- 16. Do the Area Damage Control (ADC) teams have the necessary equipment available to perform their mission? (Where do they get it, who controls issues?)
- 17. Can a new soldier read the plan and understand who does what, when, where, and why?
- *18. Does the MSC conduct installation base defense exercises?
- a. Are all tenant units involved in the exercise?
- b. Is the plan executable?
- c. Are ROKA units involved in base defense exercises?
- 19. Overall Policy: Does Unit have current Commander's (his own or higher) Guidance, Policy, or Plan? Periodic reviews scheduled and briefed to the Commander/Staff?
- a. Published guidance, policies, and implementing plans?

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Base Defense

- b. All governing regulations or standards cited and on hand? ___ ___ ___
- 20. Base Defense NBC Measures:
 - a. Does the inspected unit NBC Officer have a complete and current NBC Annex to the unit's war plans IAW Eighth U.S. Army Reg 725-360? ___ ___ ___
 - b. Does the annex include the NBC threat during Base Defense? (Including a Base Defense Contingency plan for NBC attack or NBC exposure?) ___ ___ ___

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
--------------------------------------	---------------	-------------------	------------

- | | | | |
|--|-----|-----|-----|
| 21. Does the NBC Plan Identify: | | | |
| a. NBC decontamination site for Base Defense Operations? | ___ | ___ | ___ |
| b. NBC decontamination supplies and resupply for Base Defense Operations? | ___ | ___ | ___ |
| c. Procedures for treatment and evacuation of contaminated casualties? | ___ | ___ | ___ |
| d. Does the NBC Plan include contingencies for decontamination of Base Defense equipment/supplies, food and water? | ___ | ___ | ___ |
| 22. Does Base Defense NBC mission require any additional assistance, resources or manpower to complete the Mission? (List needs) | ___ | ___ | ___ |
| 23. Has Unit furnished a copy to higher headquarters for review/approval? | ___ | ___ | ___ |
| *24. Base Defense, Exercise, or Inspection Records – IAW Eighth U.S. Army Pam 1-201: | | | |
| a. Are Base Defense and ATPF inspected or evaluated under the unit's CIP program? (JB 3-10.1) 2 | ___ | ___ | ___ |
| b. Can unit provide copy of most recent results (USFK Reg 525-13)? | ___ | ___ | ___ |
| 25. Does the MSC base defense plan identify security measures for APODs and SPODs in its area of operations? | ___ | ___ | ___ |
| 26. Does the OPLAN specifically identify how the units will provide security for APODs and SPODs in its area of operations? | ___ | ___ | ___ |
| 27. Does the defense plan provide coordinated and integrated security for convoy movement operations on MSRs with SROKA? | ___ | ___ | ___ |

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Base Defense

28. Does the MSC provide an internal security plan for convoys on SROKA
MSRs? _____

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Operations Security (OPSEC)

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
References:			
a. AR 530-1, OPSEC	___	___	___
b. 8 th US Army Reg 530 –1	___	___	___
c. Respective MSC/Installation OPSEC Program	___	___	___
1. Has the unit developed and implemented an OPSEC Program? (8 th Army Reg 530-1, para 1-5a)	___	___	___
2. Does unit's OPSEC Program comply with minimal requirements established in 8 th Army Reg 530-1?	___	___	___
a. Commander has designated an OPSEC Officer in writing.	___	___	___
b. Specifies requirement to plan for & implement OPSEC prior to and during exercises/operations/activities.	___	___	___
c. Requires use of analytic OPSEC techniques.	___	___	___
d. Articulates unit OPSEC training program.	___	___	___
e. Establishes requirement for annual review of OPSEC procedures.	___	___	___
f. Makes provision for cross-command support and cooperation.	___	___	___
<i>(NOTE: Any "No" results in "No" for item #2..)</i>			
3. Are OPSEC Plans/Annexes/Appendixes routinely developed in preparation for unit operations, exercises, and activities? (8 th Army Reg 530-1, para 2-2 c (4))	___	___	___
4. Is the unit OPSEC Officer familiar with the 5-step OPSEC process? (AR 530-1, Sec II, pgs 2-4)	___	___	___
5. Do all newly assigned personnel receive OPSEC Orientation Training within 90 days of arrival? (8 th Army Reg Appendix F-2)	___	___	___
6. Have at least 80% of assigned personnel received annual OPSEC Awareness Training? (8 th Army Reg Appendix F-2b)	___	___	___
7. Did the unit prepare and submit an annual OPSEC Report for the previous FY? (AR 530-1, 3-2e)	___	___	___
8. Does MSC review subordinate units' compliance with unit OPSEC program through MSC CIP? (AR 530-1, 2-2)	___	___	___
9. Has OPSEC Survey or Assessment been conducted by unit during past FY? (AR 530-1 Chapter 4; 8 th Army Reg 530-1, Chapter 5)	___	___	___

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Operations Security (OPSEC)

INSPECTION ITEM AND REFERENCE

COMPLY

NON-COMPLY N/A

10. Is MSC OPSEC Officer aware of names of subordinate units' OPSEC Officers?

—

—

—

11. Is EEFI widely disseminated amongst subordinates? (AR 530-1, para 3-4)

—

—

—

12. Is the MSC actively attempting to heighten sensitivity to OPSEC? (Posters, articles, Web pages, etc.)

—

—

—

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Force Protection

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
SUB FUNCTION: <u>Establish an AT Program</u>	_____	_____	_____
1. Has an AT officer been designated (formally on orders), within operational channels (S-3 / G3) for all battalion and higher HQs, to manage the AT Program?	_____	_____	_____
2. Are all designated ATOs formally trained?	_____	_____	_____
3. Has a formal AT plan been established in writing?	_____	_____	_____
4. Is the AT plan in compliance with Eighth Army OPOD 57-03?	_____	_____	_____
(a). Are appropriate references on hand? (at a minimum, AR 525-13 and Eighth Army OPOD 57-03(AT), the base cluster's AT plan, DoDI 2000.16, Eighth Army OPOD 20-03 (FP)	_____	_____	_____
(b). Does the Commander incorporate and document AT information into the Command Information Program?	_____	_____	_____
(c). Have appropriate HPTs / HRTs been formally designated?	_____	_____	_____
(d). Has the HPT/HRT information been forwarded to the base cluster?	_____	_____	_____
(e). Does the plan provide information regarding coordination with base cluster assets? (This can be logistical or C2 coordination. It can serve as a simple POC in order to complete the plan or receive/deliver an item)	_____	_____	_____
5. Has the commander reviewed the AT plan at least once annually?	_____	_____	_____
SUB FUNCTION: <u>Collection, analysis, and dissemination of threat information</u>			
1. Are procedures in place to disseminate terrorist threat information and intelligence products during both duty and non-duty hours?	_____	_____	_____
b. Is AT information being disseminated to all soldiers and family members?	_____	_____	_____
c. Is the Base Cluster terrorist threat assessment on file?	_____	_____	_____

Primary Inspector Sign and Date: _____

SUB FUNCTION: Assess and reduce critical vulnerabilities
(conduct AT Assessments)

1. Has a vulnerability assessment been conducted within the past year? _____
- (a). * Is the current vulnerability assessment on hand and properly stored in accordance with it's classification? _____
- (b). Does the ATO have the current copy of the installation vulnerability assessment on file? In a secured location? _____
- (c). Are all vulnerabilities documented and addressed in the AT, physical security or other supporting security plans? _____
- (d). Are the results of all vulnerability assessments disseminated to affected organizations? _____
2. Have vulnerabilities that can be mitigated by funding been addressed in the current schedule 75? _____

SUB FUNCTION: Increase antiterrorism awareness
in every soldier, civilian and family member

1. Does the AT plan provide implementing guidance to ensure all personnel are provided with AT awareness training? (Level I) _____
2. Is there a tracking system in place for military personnel? (Level 1) _____
3. Is there a tracking system in place for DA Civilians/Contractors? (Level 1) _____
4. Is there a tracking system in place for family members? _____
5. Is there a tracking system in place to insure individuals assigned in country over one year are retrained annually in Level I awareness training? _____
6. Is there a tracking process to ensure AT Awareness training is accomplished (upon arrival if not documented), for OCONUS travel and for any deployments? _____
7. Is there a formal training program for the AT augmentation tasks? See 8th Army OPORD 57-03, Annex F, App 2, Tabs A and B (Vehicle search, and checkpoint procedures) _____

Primary Inspector Sign and Date: _____

SUB FUNCTION: Anti-Terrorism Training conducted
in accordance with OPORD 57-03?

- 1. Are Bomb threat response procedures training conducted and briefed at QTB/SATB? _____
- 2. Is Veh/Personnel Inspection procedures training conducted IAW Tab B, Appendix 2, Annex F to OPORD 57-03 and briefed At the QTB/SATB? _____
- 3. Is QRF Employment training conducted and briefed at QTB/SATB? _____

SUB FUNCTION: Conduct exercises and evaluate/assess AT plans

- 1. Is an HPT/HRT Evacuation exercise conducted and documented quarterly? _____
- 2. Is a Bomb threat exercise conducted and documented quarterly? _____
- 3. Is a QRF Employment exercise conducted and documented quarterly? _____
- 4. Are all necessary staff agencies exercised? _____

SUB FUNCTION: Terrorist threat/incident response planning

- 1. Are appropriate measures employed to protect HPTs / HRTs at various FPCONS? _____
- 2. Does the command have a response plan to deal with terrorist threats and incidents? _____
- 3. Is there an HRT/HPT list? _____
- 4. Is there a commander's risk analysis for the HRT/HPTs? _____
- 5. Is there an AWS that is used? _____
- 6. Are personnel trained in the AWS? _____

Overall Rating: Commendable – Satisfactory – Unsatisfactory
(Circle One)

Unit Inspected: _____

Date: _____

ATO: _____

Inspected By: _____

Phone: _____

Phone: _____

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Manpower Management

1. Are position management, organization, and position management policies prescribed by HQDA being followed? (AR 570-4, Chap 3, para 3-2 and 3-3) ___
2. Are requirements based on validated workload and arrived at by the approved Eighth US Army manpower requirements determination process? (AR 570-4, Chap 4) ___
3. Is civilian manpower execution within the approved Full-Time Equivalent (FTE) target allotted for the execution year? If not, have overages been coordinated with the appropriate MACOM staffs.(AR 570-4, Chap 6, para 6-1) ___
4. Are civilian manpower being executed in the programs and budgets approved for the execution year? (AR 570-4, Chap 6, para 6-2) ___
5. Permanent and Local National reappointee (one year or more) civilian positions are not filled unless there is a recognized requirement. (AR 570-4, Chap 6, para 6-3 and 6-4) ___
6. Are temporary and part-time personnel used to accomplish essential, seasonal, emergency, or otherwise truly temporary workloads? The only restrictions are that the Commander ensures that the work must be done, that he/she must have additional civilians to do it and that he/she has the money to pay for it. (AR 570-4, Chap 6, para 6-3) ___
7. Are measures in place to monitor authorizations that have not been filled for 2 or more years in order to determine the possible reallocation of spaces and to effectively manage hire lag? (AR 570-4 Chap 8, para 8-5). ___
8. Are management headquarters functions accounted for in AMHA and not assigned or transferred to non-AMHA elements? (MACOM staff elements only-Chap 9) ___
9. Are items of equipment identified as excess during the latest equipment survey turned in and or transferred? (AR 570-7, Chap 2, para 2-11) ___
10. Does the major subordinate command (MSC) (appropriate personnel) have access to WEBTAADS? ___
11. Has all the units under your MSC had an equipment survey (Desk side if applicable) in the last 4/5 years? (AR 570-7) ___
12. If the Equipment Survey identified excess equipment to be turned in, Has it been done within 90 days from the date of the Equipment Survey Excess Item Memorandum or is a Letter of Retention (LOR) approved? ___

Primary Inspector Sign and Date: _____

**APPENDIX E
LOGISTICS**

STAFF ELEMENT: G4
SUB-FUNCTION: Ammunition Management

INSPECTION ITEM AND REFERENCE COMPLY NON-COMPLY N/A

Required Publications

1. Company Level and above: All unit, activities, and organizations that handle or maintain ammunition for ABL.

- | | | | |
|---|-----|-----|-----|
| a. DOD 5100.76M, 12 Aug 00 | ___ | ___ | ___ |
| b. AR 75-1, 23 Apr 01 | ___ | ___ | ___ |
| c. AR 190-11, 12 Feb 98 | ___ | ___ | ___ |
| d. AR 385-40, 1 Nov 94 | ___ | ___ | ___ |
| e. AR 385-64, 1 Feb 00 | ___ | ___ | ___ |
| f. AR 710-2, 25 Feb 04 | ___ | ___ | ___ |
| g. AR 735-5, 10 Jun 02 | ___ | ___ | ___ |
| h. DA Pam 710-2-1, Update 14, 31 Dec 97 | ___ | ___ | ___ |
| i. Eighth U.S. Army Reg 700-3 (13 Aug 02) | ___ | ___ | ___ |
| j. Eighth U.S. Army Reg 742-2 (5 Nov 02) | ___ | ___ | ___ |
| k. FM 4-30.13, 1 Mar 01 | ___ | ___ | ___ |

Major Subordinate Command (MSC)

- | | | | |
|--|-----|-----|-----|
| 1. Are there appointment orders for the MSC Ammunition Basic Load (ABL) manager? | ___ | ___ | ___ |
| 2. Does MSC have approved ABL letter of authorization for required ammunition? | ___ | ___ | ___ |
| 3. Are required munitions on hand, in approved storage or on order? | ___ | ___ | ___ |
| 4. Has MSC ABL manager authenticated all basic load transactions in block 14 of DA Form 581? | ___ | ___ | ___ |

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Ammunition Management

INSPECTION ITEM AND REFERENCE

COMPLY NON-COMPLY N/A

5. Does MSC have a Stored Basic Load Retrieval Plans for the retrieval and distribution of ammunition?	___	___	___
6. Are subordinate units practicing retrieval plans semi-annually?	___	___	___
7. Are custodians of consolidated Ammunition Holding Areas (AHA) hand receipted for all ABL using DA Form 2062?	___	___	___
8. Does MSC ABL manager have DA Form 1687 signed by MSC commander giving authority to approve DA Form 581?	___	___	___
9. Are SOPs developed concerning ABL management and responsibilities for the following areas:			
a. Receipt	___	___	___
b. Issue/turn-in	___	___	___
c. Storage	___	___	___
d. Security	___	___	___
e. Accountability	___	___	___
f. Alternate Storage	___	___	___
10. Does MSC have copies of unit ammunition load plans?	___	___	___
11. Do personnel handling ammunition have the required HAZMAT training?	___	___	___

Property Book

1. Has copies of the subordinate unit's CL V property book being maintained by the MSC ABL manager?	___	___	___
2. Is ABL recorded in the unit organization property book and in agreement with authorization types and quantities? Are there excess or shortages?	___	___	___
3. Has property book been screened for suspensions and/or restrictions?	___	___	___

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Ammunition Management

INSPECTION ITEM AND REFERENCE

COMPLY NON-COMPLY N/A

Storage and Handling

1. Are ABL storage areas separated from building, facilities, and operations IAW the quantity distance requirements in DA PAM 385-64?	___	___	___
2. Does MSC have a copy of the approved license for structures that store ammunition?	___	___	___
3. Is license up to date? What period of time does it cover?	___	___	___
4. Is there a copy of all approved or submitted waivers on hand?	___	___	___
5. Are all waivers limited to one year?	___	___	___
6. If waiver request is for more than one year, is the waiver being or has it been reviewed annually by the Installation of Activity Commander to ensure that circumstances requiring the waiver(s) have not changed?	___	___	___
7. Have all lighting protection systems for munitions storage areas been visually inspected within the last 7 months?	___	___	___
8. Does the unit have the most recent results of the last visual (7 months) inspection on hand?	___	___	___
9. Is the lighting protection system been electrically tested within the last 24 months?	___	___	___
10. Does the unit have the most recent results of the last 14-month "electrical" testing on hand?	___	___	___
11. Do all ammunition storage structures display the appropriate fire symbol placard?	___	___	___
12. Are "No Smoking Within 50 Feet" signs posted that are readily visible? Are they bilingual when/where necessary?	___	___	___
13. Are storage areas marked as restricted area readily visible and bilingual?	___	___	___
14. Is the area free of trash, and is the grass cut to prevent spread of fires should a fire happen?	___	___	___
15. Are adequate key and lock control of ammunition storage structures being maintained?	___	___	___

Primary Inspector Sign and Date: _____
 SUB-FUNCTION: Ammunition Management

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
16. Is adequate air circulation by use of dunnage, pallets and proper stacking being applied?	___	___	___
17. Is training ammunition and basic load/ mission loads properly separated and marked?	___	___	___
18. Are stacks stable, with no mixing of lots within stacks?	___	___	___
15. Is packing serviceable? Are there any broken boxes, wet boxes, or chemical ammunition leaks?	___	___	___
16. Is suspended or restricted ammunition properly marked and identified on property records and reports?	___	___	___
17. Has proper disposition on unserviceable items been accomplished by the unit?	___	___	___
18. Is ammunition stored IAW current compatibility charts consistent with combat readiness requirements?	___	___	___
19. Are projectiles free from rust?	___	___	___
20. Do quantities agree with records?	___	___	___
21. Are only dry materials for barricades within storage areas being used by the unit?	___	___	___
22. Are rockets/missiles facing away doors of igloo and all pointing in the same direction?	___	___	___
23. Is excess dunnage removed from the bunker?	___	___	___
24. Are bands and seals intact?	___	___	___
25. Is loose ammunition assigned to the unit and not in banded containers, physically counted monthly?	___	___	___
26. Does the unit fire plan cover all storage sites containing ammunition and storage structures?	___	___	___
27. Is there and adequate firebreak area? (i.e. 50 ft, 5 ft maintained on both sides of fences)	___	___	___
28. Is proper fire fighting equipment available, based on known hazards (for example, no water used on Group D ammunition)?	___	___	___

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Ammunition Management

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
29. Is ammunition protected from the elements?	___	___	___
30. Is ammunition stacked with lot numbers and nomenclature easily visible?	___	___	___
31. Is the interior of the magazine clean and dry?	___	___	___
32. Are DA Forms 3020-R properly completed and placed on each lot or stack of ammunition?	___	___	___
33. Is ammunition properly packaged?	___	___	___
34. Are blasting caps, dynamite, and all other types of ammunitions properly separated?	___	___	___
35. Do personnel handling ammunition have the required HAZMAT Training?	___	___	___

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Battery Management

INSPECTION ITEM AND REFERENCE

COMPLY NON-COMPLY N/A

General

- | | | | |
|--|-----|-----|-----|
| 1. Has the MSC established a Battery Management Program IAW Eighth U.S. Army Command Policy Letter #41 dated 19 March 1997? | ___ | ___ | ___ |
| 2. Has the MSC commander established MSC objectives for cost savings as part of the Battery Management Program? | ___ | ___ | ___ |
| 3. Has the MSC commander established milestones for the implementation of mandatory and optional initiatives as outlined in the Eighth U.S. Army Battery Management Program MOI dated 10 April 1997? | ___ | ___ | ___ |
| 4. Is Battery Management included in all Command Inspections of subordinate units? | ___ | ___ | ___ |
| 5. Does the unit have a Battery Management SOP as directed by the Battery Management MOI dated 10 April 1997? | ___ | ___ | ___ |

Mandatory Initiatives

- | | | | |
|--|-----|-----|-----|
| 1. Has the MSC integrated semi annual battery management training into operator training on all vehicles and generators? | ___ | ___ | ___ |
| 2. Does the unit operator training utilize the video, TVT 9-315? (Battery Maintenance for Operator's and Unit Maintenance Personnel) | ___ | ___ | ___ |
| 3. Does the battery shop personnel training program include the video, TVT 9-314 (Running a Battery Shop in Today's Army)? | ___ | ___ | ___ |
| 4. Does the unit have hand held load testers on hand for use by operators and unit maintenance personnel during PMCS? | ___ | ___ | ___ |
| 5. Are unit personnel installing battery mat in the battery boxes of all vehicles and generators that use lead-acid batteries? | ___ | ___ | ___ |
| 6. Is the unit using rechargeable batteries for garrison and training activities and Operations Other than War (OOTW)? | ___ | ___ | ___ |
| 7. Is the unit ordering and using maintenance free vehicle batteries to replace older batteries as needed? | ___ | ___ | ___ |
| 8. Are DS battery shops using the Midtronics battery tester on all batteries turned in for service? | ___ | ___ | ___ |

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Battery Management

INSPECTION ITEM AND REFERENCE

COMPLY NON-COMPLY N/A

Battery Management SOP

- | | | | |
|--|-----|-----|-----|
| 1. Does the unit Battery Management SOP identify the purpose and scope of the program? | ___ | ___ | ___ |
| 2. Does it list all the applicable references? | ___ | ___ | ___ |
| 3. Are general and specific responsibilities assigned and clearly defined? | ___ | ___ | ___ |
| 4. Does the unit Battery Management SOP include forecasting and requisitioning procedures? | ___ | ___ | ___ |
| 5. Does it address proper handling and disposal of batteries IAW TB 43-0134? | ___ | ___ | ___ |
| 6. Are hazardous materiel handling considerations included in the unit Battery Management SOP? | ___ | ___ | ___ |
| 7. Does the unit Battery Management SOP address proper shelf life and storage procedures? | ___ | ___ | ___ |
| 8. Is Safety included in the unit Battery Management SOP? | ___ | ___ | ___ |

Performance Tracking

- | | | | |
|--|-----|-----|-----|
| 1. Is the unit reporting progress on mandatory initiatives at the Monthly Materiel Readiness Review (MMRR)? | ___ | ___ | ___ |
| 2. Is the unit tracking battery expenditures by quarters, comparing current fiscal year to previous fiscal year? | ___ | ___ | ___ |
| 3. Is the unit reporting status of Battery Management Training at the Semi-Annual Training Brief (SATB)? | ___ | ___ | ___ |

Publications

- | | | | |
|--|-----|-----|-----|
| 1. Are the following publications on-hand and current? | | | |
| a. AR 710-2 - Supply Policy Below the Wholesale Level | ___ | ___ | ___ |
| b. AR 735-5 - Policies and Procedures for Property Accountability | ___ | ___ | ___ |
| c. AR 200-1 - Environmental Protection and Enhancement | ___ | ___ | ___ |
| d. Supply Bulletin (SB) 11-6 - FSC Class 6135, Primary Battery Supply and Management | ___ | ___ | ___ |

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Battery Management

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
e. Technical Bulletin (TB) 43-0134 - Battery Disposition and Disposal	___	___	___
f. Technical Manual (TM) 9-6140-200-14, Operator's, Unit, Direct Support, and General Support Maintenance Manual for Lead-Acid Storage Batteries	___	___	___
g. DA Pam 738-750 - Functional User's Manual for the Army Maintenance Management System (TAMMS)	___	___	___
h. DA Pam 750-34 - Preventive Maintenance of Lead-Acid Batteries	___	___	___
i. Current Ground Precautionary Messages (GPMs)	___	___	___
j. Current Technical Manuals (TMs) for all assigned equipment	___	___	___
k. Eighth U.S. Army Command Policy Letter #41, Battery Management	___	___	___
l. Eighth U.S. Army Battery Management MOI	___	___	___

Baseline Requirements Computation

1. Has the unit identified their baseline requirements by NSN for one day of supply (DOS) in primary batteries?	___	___	___
2. Has the unit identified where recharging stations will be located (i.e. TOC, combat trains, field trains)?	___	___	___
3. Has the unit identified the number of chargers required to provide an uninterrupted supply of rechargeable batteries for training and garrison activities and OOTW?	___	___	___
4. Has the unit identified their baseline requirements by NSN for rechargeable batteries?	___	___	___

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Food Service

INSPECTION ITEM AND REFERENCE

COMPLY NON-COMPLY N/A

General

- | | | | |
|---|------------|------------|------------|
| <p>1. Commanders ensure that Food Advisors, technicians, and Food Operations Management NCOs assist the FSO and FOS to include advising their command on all matters related to dining facility management, food preparation, equipment, facilities, training, and personnel. (AR 30-22, para 3-12)</p> | <p>___</p> | <p>___</p> | <p>___</p> |
| <p>2. The MSC commanders exercise command supervision and operational management of appropriated fund food service activities. (AR 30-22, para 3-19)</p> | <p>___</p> | <p>___</p> | <p>___</p> |
| <p>3. The MSC establish regulatory guidance and policy concerning responsibilities in support of mobilization. The MSC have a go to war feeding plan. (AR 30-22, para 3-10)</p> | <p>___</p> | <p>___</p> | <p>___</p> |
| <p>4. The MSC conducts unannounced dining facility visits, are findings on file. (AR 30-22, para 3-19)</p> | <p>___</p> | <p>___</p> | <p>___</p> |
| <p>5. The MSC commanders establish inspection programs for both garrison and MTOE equipment, are inspections on file. (AR 30-22, para 3-19; FM 10-23, ch 5 and 9)</p> | <p>___</p> | <p>___</p> | <p>___</p> |
| <p>6. Are action plans conducted by food service personnel at brigade/MSc level and maintained on file and one copy forwarded to next higher headquarters to include the IFPM? (AR 30-22, para 3-13)</p> | <p>___</p> | <p>___</p> | <p>___</p> |
| <p>7. The MSC conducting operational reviews as required, are findings maintained on file. (DA Pam 30-22, para 3-9, Appendix C)</p> | <p>___</p> | <p>___</p> | <p>___</p> |
| <p>8. The MSC providing food advisory support during field training exercises, are findings on file. (AR 30-22, para 4-3)</p> | <p>___</p> | <p>___</p> | <p>___</p> |
| <p>9. The MSC review field kitchen records upon completion of field training, are findings on file. (AR 30-22, para 4-10)</p> | <p>___</p> | <p>___</p> | <p>___</p> |
| <p>10. The MSC monitors BAS recoupement and field meal card procedures. (AR 600-38 para 4-3 /4-7)</p> | <p>___</p> | <p>___</p> | <p>___</p> |
| <p>11. The MSC staffing and personnel status reports are on file. (AR 30-22, para 3-12, 3-19, and table 2-1)</p> | <p>___</p> | <p>___</p> | <p>___</p> |
| <p>12. The MSC has an effective energy conservation program. (AR 30-22, para 3-50)</p> | <p>___</p> | <p>___</p> | <p>___</p> |
| <p>13. The MSC review dining facility account status. If account is out of tolerance is corrective action document on file. (AR 30-22, para 3-45 and food flasher 01-3)</p> | <p>___</p> | <p>___</p> | <p>___</p> |

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Food Service

INSPECTION ITEM AND REFERENCE

COMPLY NON-COMPLY N/A

14. The MSC has a preventive medicine program, and monitors sanitation inspection to include self-evaluations. (TB MED 530 para 1-5; AR 30-22, para 3-19; DA Pam 30-22, table 2-1)

___ ___ ___

15. The MSC conducting food risk management audits monthly and are reports on file. (DA Pam 30-22, para 3-7, table 3-1)

___ ___ ___

16. The MSC have KORO/Eighth US Army food management board minutes on file.

___ ___ ___

17. Does MSC have MOAs for consolidation food service operations on file?

___ ___ ___

Equipment and Maintenance

1. The MSC establish procedures for monitoring DA Form 2405 (Maintenance Request Register) and identifying requirements to the IFPM. (DA Pam 30-22, para 3-63)

___ ___ ___

2. The MSC provide assistance on maintenance backlog and working with DPW to complete work orders in a timely manner.

___ ___ ___

3. The MSC establish procedures for operation, maintenance and care of field food service equipment.

___ ___ ___

4. The MSC establish procedures for submitting a SF 368 (Quality Deficiency Report) on equipment that has design defects or does not work as intended. (AR 702-7 and DA Pam 738-750)

___ ___ ___

Programs

1. The MSC establish a food service recognition program (i.e. P.A. Connelly, Cook of Qtr) (AR 30-22, para 1-5 and 3-46)

___ ___ ___

2. The MSC establish regulatory guidance and policy that assigned personnel are properly trained and proficient in their applicable skill level (i.e. OJT). (FM 10-23-2, pages 6-5 thru 6-11, Appendix A)

___ ___ ___

3. The MSC supports/promotes food service improvement initiative programs (e.g. FSO course, refresher courses). (AR 30-22, para 3-19; FM 10-23-2, ch 6)

___ ___ ___

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Food Service

INSPECTION ITEM AND REFERENCE

COMPLY NON-COMPLY N/A

Field Feeding Equipment

The purpose of this sub-function area is to ensure that Unit Commanders are administering their program within the guidelines established by AR 30-22, DA Pam 30-22, FM 10-23, and applicable equipment TMs.

Also, it will provide the commander with reasonable assurances that existing guidance and procedures are adequate and implemented and provide the commander written recommended corrective actions to improve food service operations.

1. Is field food service equipment properly maintained, stored, complete, and serviceable IAW applicable TMs.

- | | | | |
|---|-----|-----|-----|
| a. Immersion Heaters (12 Nov 96) | ___ | ___ | ___ |
| b. Food Sanitation Centers (30 May 91) | ___ | ___ | ___ |
| c. Mobile Kitchen Trailers (31 Mar 02) | ___ | ___ | ___ |
| d. Containerized Kitchens (1 Aug 01) | ___ | ___ | ___ |
| e. Field Range (8 Jul 83) | ___ | ___ | ___ |
| f. KCLFF/KCLFF-E (10 Apr 87) | ___ | ___ | ___ |
| g. MBU/2KW GEN (31 Jul 04/15 Sep 02) | ___ | ___ | ___ |
| h. Water Trailer (Jul 91) | ___ | ___ | ___ |
| i. *Insulated Food Container (9 Sep 91) | ___ | ___ | ___ |
| j. *Beverage Dispenser (9 Sep 91) | ___ | ___ | ___ |

*TM 10-7360-208-13&P

2. Are required documents properly prepared for each piece of equipment (DD Form 314, DA Form 2404, DA Form 2407, DA Form 2408-14). (AR 728-750)

___ ___ ___

3. Are hand receipts current, to include sub-component hand receipts.

___ ___ ___

4. Are shortage annexes on hand and current.

___ ___ ___

5. Are field SOPS on hand and approved by MSC. (FM 10-23, ch 1, 4 and Appendix B)

___ ___ ___

6. Is load plan available. (FM 10-23, ch 5)

___ ___ ___

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Food Service

INSPECTION ITEM AND REFERENCE

COMPLY NON-COMPLY N/A

7. Is a continuity book maintained and updated.	___	___	___
8. Are all food service personnel licensed on all fuel-fired food service equipment and training documented on the DA 348 and corresponding with license issued. (FM 10-23, ch 11)	___	___	___
9. Are field Class I account files properly maintained to include summary of evaluation by higher headquarters. (FM 10-23, ch 5)	___	___	___
10. Are required publications on hand specifically:			
a. AR 25-400-2 (ARIMS, 15 Nov 04)	___	___	___
b. AR 30-22 (Army Food Program, 30 Aug 02)	___	___	___
c. AR 600-38 (Meal Card Mgt System, 11 Mar 88)	___	___	___
d. DA Pam 30-22 (Op Proc Army Fd Pm, 30 Aug 02)	___	___	___
e. DA Pam 738-750 (TAMMS, 1 Aug 94)	___	___	___
f. FM 10-16 (Gen Fabric Repair, 24 May 00)	___	___	___
g. FM 10-23 (Army Field Feeding, 18 Apr 96)	___	___	___
h. FM 10-23-2 (TTP for Garrison Food Prep, 30 Sep 93)	___	___	___
i. FM 20-3 (Camouflage, 30 Aug 99)	___	___	___
j. FM 21-10 (Field Hygiene & Sanitation, 21 Jun 00)	___	___	___
k. TB Med 530 (Food Sanitation, 30 Oct 02)	___	___	___
l. TM 10-412 (Armed Forces Recipe Card)	___	___	___
m. TMs for authorized field equipment	___	___	___
n. Field food preparation SOP	___	___	___

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Food Service

INSPECTION ITEM AND REFERENCE

COMPLY NON-COMPLY N/A

Dining Facility Operations

The purpose of this sub-function area is to ensure that the Unit Commanders are administering their program within the guidelines established by AR 30-22, DA Pam 30-22, TB Med 530, and FM 10-23-2.

Also, it will provide the commander with reasonable assurances that existing guidance and procedures are adequate and being implemented and provide the commander written recommended corrective actions to improve food service incentive programs.

- | | | | |
|--|-------|-------|-------|
| 1. Commanders appoint a FSO and alternate(s) in writing for the purpose administering duties as specified in the regulation. (AR 30-22, para 3-19) | _____ | _____ | _____ |
| 2. Commanders ensure that assigned food service personnel are working in their primary MOS to accomplish the mission. (AR 30-22, para 3-19) | _____ | _____ | _____ |
| 3. Commanders enforce measures to conserve, safeguard, and account for all subsistence supplies purchased, issued, prepared, and served. (AR 30-22, para 3-19) | _____ | _____ | _____ |
| 4. Commanders conducting unannounced visits to the dining facility to observe actual operation. (AR 30-22, para 3-19) | _____ | _____ | _____ |
| 5. Commanders ensure that correct accounting procedures are implemented and maintained. (AR 30-22, para 3-19) | _____ | _____ | _____ |
| 6. Commanders establish a customer comment program. (AR 30-22, para 3-19) | _____ | _____ | _____ |
| 7. Commanders ensure that separate seating or personal services are not used for officer, BAS, or civilians. (AR 30-22, para 3-19) | _____ | _____ | _____ |
| 8. Commanders ensure that reimbursement for meals furnished to BAS personnel during field training is completed. (DA Pam 30-22, para H-2) | _____ | _____ | _____ |
| 9. Commanders ensure that dining facility accounts ends the FY at zero or underspent. (AR 30-22, para 3-19) | _____ | _____ | _____ |
| 10. Commanders ensure that unannounced verification and cash counts are conducted quarterly. (AR 30-22, para 3-27) | _____ | _____ | _____ |
| 11. Commanders ensure that meal card verification is completed as required. (AR 600-38, ch 5) | _____ | _____ | _____ |

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Food Service

INSPECTION ITEM AND REFERENCE

COMPLY NON-COMPLY N/A

12. Commander ensure that all food service personnel are in the prescribed uniform, uniforms are clean, and personal hygiene standards are maintained. (AR 670-1; TB Med 530, para 2-13)

___ ___ ___

13. Are internal reviews (requisition, receiving, security, subsistence nutrition) on hand. (DA Pam 30-22, para 3-9, Appendix C)

___ ___ ___

14. Are action plans conducted by the appropriate food advisor maintained on file. (AR 30-22, para 3-13)

___ ___ ___

Programs

1. Commanders establish regulatory guidance and policy that assigned personnel are properly trained and proficient in their applicable skill level (e.g., OJT Program). (FM 10-23-2, pages 6-5 thru 6-12, and appendix A)

___ ___ ___

2. Commanders establish food service recognition initiative programs. (AR 30-22, para 1-5 and 3-46)

___ ___ ___

3. Commanders ensure that dining facility operations conforms to highest attainable standards in food preparation, service, atmosphere, and sanitation. (AR 30-22, para 3-19; TB Med 530)

___ ___ ___

4. Commanders ensure accessible information regarding nutrition to food service personnel and promote nutrition education for the troops. (AR 30-22, para 3-19)

___ ___ ___

5. Commanders ensure that Food Service Supervisors have completed formal sanitation training, new food service personnel have received introductory training and that all records/certificates are on file. (TB Med 530, para 2-18 and 2-19)

___ ___ ___

6. Commanders ensure that an Enlisted Dining Facility Advisory Council is established and minutes retained on file and posted in the dining facility. (DA Pam 30-22, para 3-15)

___ ___ ___

Administration

1. Are required publications (see below), directives, AFMIS Manuals and SOPs on hand. Is the Food Preparation SOP approved by the Food Advisor. (DA Pam 30-22, appendix A; FM 10-23-2)

a. AR 25-400-2 (ARIMS, 15 Nov 04)

___ ___ ___

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Food Service

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
b. AR 30-22 (Army Food Program, 30 Aug 02)	___	___	___
c. AR 40-25 (Nutrition Stds and Ed, 15 Jun 01)	___	___	___
d. AR 40-657 (Vet/Med Food Safety, 21 Jan 05)	___	___	___
e. AR 600-38 (Meal Card Mgt System, 11 Mar 88)	___	___	___
f. AR 735-5 (Property Accounting, 10 Jun 02)	___	___	___
g. DA Pam 30-22 (Op Proc Army Fd Pm, 30 Aug 02)	___	___	___
h. FM 10-23 (Army Field Feeding, 18 Apr 96)	___	___	___
i. FM 10-23-2 (TTP for Garrison Food Prep, 30 Sep 93)	___	___	___
j. TB Med 530 (Food Sanitation, 30 Oct 02)	___	___	___
k. TM 10-412 (Armed Forces Recipe Card)	___	___	___
l. SOPs (Food Prep, Security, Safety, etc.)	___	___	___
2. Are files properly maintained. (AR 25-400-2)	___	___	___
3. Are production schedules properly prepared to include proper annotation of leftovers. (DA Pam 30-22, para 3-23 and figure 3-7)	___	___	___
4. Is DA Form 1687 current for the FSO to receive DD Form 1544. (DA Pam 30-22, para 3-36)	___	___	___
5. Are headcount instructions on hand and current? (DA Pam 30-22, para 3-25 and Appendix D)	___	___	___
6. Are headcount forms (DA Form 3032 and DD Form 1544) properly completed. (DA Pam 30-22, para 3-25, figure 3-9, para 3-27, figure 3-10)	___	___	___
7. Are the security, maintenance, and turn-in procedures for Cash and Payment books (DD Form 1544) maintained. (DA Pam 30-22, para 3-29, 3-32, 3-33, 3-34)	___	___	___
8. Is DA Form 3546-R properly maintained. (DA Pam 30-22, figure 3-11)	___	___	___
9. Are DD Form 577 and Memorandum (Receipt for Supplies) current for request and receipt of subsistence. (DA Pam 30-22, para 3-14)	___	___	___

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Food Service

INSPECTION ITEM AND REFERENCE

COMPLY NON-COMPLY N/A

10. Has the facility account been in an overspent status for the previous 3 months. Is so, is a corrective action plan on hand.
(AR 30-22, para 3-15; DA Pam 30-22, para 3-45)

___ ___ ___

11. Is the proper accounting for all meals furnished supported.
(AR 30-22, para 3-36)

___ ___ ___

12. Is the Operational Ration/Box Lunch Control Sheet (DD Form 5914-R) Properly maintained. (DA Pam 30-22, para 3-52 and 3-54)

___ ___ ___

Subsistence Storage/Management

1. Is refrigeration equipment maintained, cleaned, and sanitized. Are thermometers in use and temperatures maintained.
(TB Med 530, para 3-5, 3-15, 4-31, 4-40)

___ ___ ___

2. Is food properly inspected for quality, quantity and condition.
(FM 10-23-2, ch 13)

___ ___ ___

3. Is storeroom security, arrangement, and sanitation adequate.
(FM 10-23-2, ch 13 and TB Med 530, para 3-31)

___ ___ ___

4. Is inventory controlled, kitchen requisitions used, weekly and end of month inventories conducted. (DA Pam 30-22, para 3-20, 3-24)

___ ___ ___

5. Are food items properly stored. Is First-In First-Out rule applied.
(FM 10-23-2, ch 13; TB Med 530, ch 3)

___ ___ ___

Facility and Sanitation

1. Is the facility property kept free of debris and litter.
(FM 10-23-2, ch 9 and TB Med 530, para 6-24)

___ ___ ___

2. Are windows, walls, ceilings, lights, screens, doors, floors, drains, etc. properly maintained. (TB Med 530, ch 6)

___ ___ ___

3. Do hand wash facilities contain towels, soap, waste containers and are signs posted. (TB Med 530, ch 5)

___ ___ ___

4. Are condition and cleanliness of eating utensils, chinaware, pots and pans satisfactory and properly maintained. (TB Med 530, ch 4)

___ ___ ___

5. Are bilingual signs posted (no smoking, hand wash, etc.).
(TB Med 530, ch 5)

___ ___ ___

6. Are kitchen, food preparation areas, equipment maintained, cleaned and sanitized. (FM 10-23-2, ch 9 and TB Med 530, ch 5)

___ ___ ___

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Food Service

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
7. Are cleaning/disinfectant chemicals stored in a place separated from food storage/preparation. (FM 10-23-2, ch 9 and TB Med 530, ch 11)	___	___	___
8. Is dishwasher temperature, maintenance, and cleanliness properly maintained. (TB Med 530, para 4-46)	___	___	___
9. Are dining rooms cleaned to include tables, chairs, dispensers. (TB Med 530, ch 6)	___	___	___
10. Is sanitation solution available and properly used. (TB Med 530, para 4-43)	___	___	___
11. Are mops and brooms properly marked and maintained. (TB Med 530, para 6-16)	___	___	___
12. Is the pot & pan wash sinks properly maintained. Is a chemical sanitizer available to include test kit. (FM 10-23-2, ch 9 and TB Med 530)	___	___	___
13. Is a safety SOP on hand. Are fire exits marked. Are fire extinguishers properly maintained. (FM 10-23-2 ch 8)	___	___	___
14. Are first-aid for choking posters posted with emergency phone numbers. (TB Med 530, ch 11)	___	___	___
15. Are Material Safety Data Sheets maintained on hand for all chemicals used in the facility. (TB Med 530, ch 11)	___	___	___
Food Preparation and Serving			
1. Are regulatory menu standards maintained. (DA Pam 30-22,para 3-70)	___	___	___
2. Does meal served correspond to the production schedule and outside menu. (FM 10-23-2 ch 10)	___	___	___
3. Are cooking and preparation times correct and followed by personnel. (DA Pam 30-22, para 3-23 and figure 3-7; FM 10-23-2, ch 16)	___	___	___
4. Are leftovers and PHFs served within 24 hours. (TB Med 530; para 3-57; FM 10-23-2, ch 16)	___	___	___
5. Are recipe cards available and used. Are final products desirable. (FM 10-23-2, ch 1 and 16)	___	___	___
6. Are food items properly prepared to include made to order items. (TB Med 530 and FM 10-23-2, ch 27)	___	___	___

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Food Service

INSPECTION ITEM AND REFERENCE

COMPLY NON-COMPLY N/A

7. Is progressive cookery used when possible. (FM 10-23-2, ch 16 and 29)	___	___	___
8. Are scales, measuring cups and spoons available and used. (FM 10-23-2, ch 16)	___	___	___
9. Is food waste prevented to the maximum extent possible. (FM 10-23-2, ch 29)	___	___	___
10. Is garnish appropriate and complimentary. (FM 10-23-2, ch 16)	___	___	___
11. Are food items maintained at the proper serving temperature. (TB Med 530, ch 3 and FM 10-23-2, ch 16)	___	___	___
12. Is the serving line kept clean and replenished. (TB Med 530 and FM 10-23-2, ch 16 and 29)	___	___	___
13. Are cooks courteous and do they demonstrate a desire to please diners. (FM 10-23-2, ch 29)	___	___	___
14. Are thermometers available and used (deep fryer, grill, oven, individual). (TB Med 530, ch 4 and FM 10-23-2, ch 16)	___	___	___
15. Is ice properly dispensed. Are utensils properly stored. (TB Med 530, para 3-23)	___	___	___
16. Are disposable gloves or utensils utilized when excess handling of food is unavoidable. (TB Med 530, para 3-28)	___	___	___
17. Are food items, leftovers, PHFs properly protected, labeled, stored and utilized. (TB Med 530 para 3-57 and FM 10-23-2, ch 16)	___	___	___

Nutrition

1. Is nutrition education material available. (AR 30-22, para 3-19)	___	___	___
2. Are 500 calorie menus posted for each meal. (FM 10-23-2, ch 10)	___	___	___
3. Are servers aware of the 500 calorie menu and portions to offer.	___	___	___
4. Are low-calorie/special dietary items available for diners. (AR 30-22, para 3-22)	___	___	___

Equipment Use and Maintenance

1. Is a Equipment Replacement Record (3988-R) on hand and current. (DA Pam 30-22, para 3-62, figure 3-17)	___	___	___
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Primary Inspector Sign and Date: _____

SUB-FUNCTION: Food Service

INSPECTION ITEM AND REFERENCE

COMPLY NON-COMPLY N/A

2. Is authorized equipment on hand or requisition. Is unserviceable equipment coded and scheduled for turn-in. (DA Pam 30-22, para 3-62)

___ ___ ___

3. Is user maintenance, care, cleaning and sanitation conducted. (DA Pam 30-22, para 3-64 and manufacturer instructions)

___ ___ ___

4. Is maintenance request register (DA Form 2405) properly maintained. (DA Pam 30-22, para 3-64)

___ ___ ___

5. Are knives, can openers, etc. clean, sanitized and stored. (TB Med 530 and FM 10-23-2, ch 9)

___ ___ ___

Eighth U.S. Army G4 CP Dining Facility Checklist

a. Food Service Officer and alternate appointed to sign for DD Form 1544.

___ ___ ___

b. Unannounced cash counts.

___ ___ ___

c. FSO Review/Memorandum Report of Requisition, Receiving and Physical Security Procedures.

___ ___ ___

d. FSO Monthly Subsistence Accountability/Memo Report.

___ ___ ___

e. Personnel status, cooks' work schedule, and KN time sheet.

___ ___ ___

f. Equipment inventory report DA Form 3988-R.

___ ___ ___

g. DA Form 2405 (work order log).

___ ___ ___

h. Dining Facility Evaluations.

___ ___ ___

i. On-The-Job training (OJT).

___ ___ ___

j. Dining Facility Nutrition Program.

___ ___ ___

k. DD Form 577 (Signature Cards) and memo.

___ ___ ___

l. Meal Card verifications (DA Form 4550-R) and memo.

___ ___ ___

m. FA Action Plan.

___ ___ ___

n. Preventive Medicine Inspections.

___ ___ ___

o. Sanitation Training Files.

___ ___ ___

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Food Service

INSPECTION ITEM AND REFERENCE

COMPLY NON-COMPLY N/A

p. Current Account Status/Account Card.	___	___	___
q. OPRAT/Box Lunch Control Sheet (DA Form 5914-R)	___	___	___

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Maintenance Management

General

- 1. Has the MSC established an internal inspection program (i.e. Command Supply Discipline Program or Command Inspection Program) IAW AR 710-2 Appendix B and AR 1-201, para 1-4 (C-1)? ___ ___ ___
- 2. Is there a sound, comprehensive SOP on hand signed by the commander and followed IAW AR 750-1. ___ ___ ___
- 3. Is a program established that calls for staff visit to subordinate units and customer units? (AR 750-1, para 2-17) ___ ___ ___

Command Knowledge/Interest

- 1. Has the Commander developed a clearly defined set of goals and objectives, providing guidance to the command Maintenance Program IAW AR 750-1, ch 3. ___ ___ ___
- 2. Does the Commander emphasize the importance of maintenance and ensure that subordinates are held accountable for the conduct of maintenance operations IAW AR 750-1, ch 3. ___ ___ ___
- 3. Does the commander provide leadership, technical supervision, and management control of materiel maintenance programs of subordinate commands and activities IAW AR 750-1, ch 3? ___ ___ ___
- 4. The command promptly complies with requirements dictated by safety-of-use messages IAW AR 750-1, para 8-17? ___ ___ ___
- 5. Is there a system in place to track compliance and completion of SOUM's IAW AR 750-1, para 8-17? ___ ___ ___

Maintenance Operations

- 1. Is the maintenance standing operating procedure (SOP) current, complete, and understandable IAW AR 750-1, ch 4? ___ ___ ___
- 2. Are all the minimum areas listed in the SOP covered, in addition to accident reporting, recovery operations, warranty, materiel readiness reporting, CARC painting, PLL/TAMMS IAW AR 750-1? ___ ___ ___
- 3. Is a system in place to track Org/DS/GS level MWO COMPLETION? IAW AR 750-10? ___ ___ ___
- 4. Is there a list maintained on the current ORF authorizations of Eighth U.S. Army ORF accounts IAW AR 750-1, para 8-7? ___ ___ ___

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Maintenance Management

INSPECTION ITEM AND REFERENCE

COMPLY NON-COMPLY N/A

5. Is the readiness and the use of ORF assets tracked (G-4 / S-4/ SPO) IAW AR 750-1, para 8-7?	___	___	___
6. Is there a POC at the MSC for the GSRP program operated by the Support Center IAW 19th TSC Circular 750-06-1?	___	___	___
7. Is the MSC monitoring the GSRP to ensure induction schedules and turn-in of equipment is conducted as required IAW 19th TSC Circular 750-06-1(17 May 06)?	___	___	___
8. Is a program in place to monitor the Army Warranty Program and is there a Warranty Coordinator for the MSC designated in writing IAW AR 700-139?	___	___	___
9. Is the MSC monitoring subordinate unit ULLS-generated Army Materiel Status System (AMSS) reports (i.e., Rollups, CL IX Failure Data, Non-Mission Capable Report, System Status Summary, Equipment Exception Reports, and PCN 026 Print) IAW AR 220-1?	___	___	___
10. Is the MSC holding a periodic Materiel Readiness Review Command Logistics Conference to monitor and intercede with strategies affecting materiel readiness IAW EACG, memo, dated 4 Nov 96, subject: Eighth U.S. Army Monthly Materiel Readiness Review?	___	___	___

Maintenance Training

1. Are maintenance personnel (CMF 63) being used in positions that fully employ their skills and training IAW TC 43-4?	___	___	___
2. Is a program/system in place to monitor ULLS Certification training in accordance with Eighth U.S. Army G4 memo dated 22 Jan 97, subject: MOI ULLS/TAMMS/PLL Certification?	___	___	___

Publications

1. Are the following publications on hand, and current, with the latest change correctly posted?	___	___	___
a. TC 43-4, Maintenance Management, 8 May 1996.	___	___	___
b. AR 700-138, Army Logistics Readiness and Sustainability, 26 FEB 2004.	___	___	___

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Maintenance Management

INSPECTION ITEM AND REFERENCE

COMPLY NON-COMPLY N/A

c. AR 700-139, Army Warranty Program Concept and Policies,
7 OCT 2005

d. AR 220-1, Unit Status Reporting, 12 JAN 2004.

e. AR 750-1, Army Materiel Maintenance Policies and
Retail Management Operations, 5 SEP 2006.

f. AR 710-2, Supply Policy Below The National Level, 8 July 2005

g. 19th TSC Circular 750-06-1, Maintenance of Supplies and
Equipment General Support Repair Program, 23 NOV 2004.

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Test Measurement and Diagnostic Equipment (TMDE)

INSPECTION ITEM AND REFERENCE COMPLY NON-COMPLY N/A

TMDE Program Documentation

1. Has the unit commander designated a TMDE Support Coordinator to serve as the central point of contact between the Major Subordinate Command (MSC), its subordinate units, and TMDE support providers IAW AR 750-43?	_____	_____	_____
2. Does the MSC TMDE Coordinator maintain the following references IAW AR 750-43 and TB 750-25?	_____	_____	_____
a. AR 750-1, Army Materiel Maintenance Policies.	_____	_____	_____
b. AR 750-43, Test program Set Procedures.	_____	_____	_____
c. TB 750-25, The Army TMDE Calibration and Repair Support Program.	_____	_____	_____
d. TB 43-180, TMDE Calibration and Repair Requirements.	_____	_____	_____
e. DA Pam 738-750, The Army Maintenance Management System (TAMMS).	_____	_____	_____
f. MSC Unit Maintenance SOP.	_____	_____	_____
g. 61st Maintenance Company (TMDE) External Operating SOP and/or Customer Handbook.	_____	_____	_____
3. Is a TMDE Program Continuity Book maintained by the MSC TMDE Coordinator IAW AR 750-43 and TB 750-25?	_____	_____	_____
4. Does the MSC TMDE Coordinator maintain current assumption of command orders for two level down subordinate unit commanders that own/submit TMDE for support IAW TB 750-25?	_____	_____	_____
5. Has the MSC calibration coordinator alternates attended formal TMDE coordinator training provided by the 61st Maintenance Company (TMDE) and the Eighth U.S. Army G4 TMDE Coordinator IAW AR 750-43 and TB 750-25? Training should have occurred within 45 days of assumption of duty.	_____	_____	_____
6. Does the MSC maintain records of formal TMDE Coordinator/Alternate training attended by its' subordinate unit one level down for TMDE Coordinators? Training should have occurred within 45 days of assumption of duty.	_____	_____	_____
7. Are TMDE Coordinator Appointment Orders maintained by the MSC TMDE Coordinator for one level down subordinate units IAW AR 750-43 and TB 750-25?	_____	_____	_____

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Test Measurement and Diagnostic Equipment (TMDE)

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
8. Have Unit Property Books and Major Hand Receipts been reviewed by the MSC one level down to determine calibration and repair support requirements of organic TMDE IAW TB 750-25?	___	___	___
Calibration and Repair Services/MSC TMDE Coordination Duties			
1. Does the MSC TMDE Coordinator review for accuracy and maintain the TMDE Management Reports provided by the 61st Maintenance Company (TMDE) IAW AR 750-43 and TB 750-25? (Automated listings should be retained for a minimum of 2 reporting periods to facilitate trend analysis.)	___	___	___
2. Are "Special" TMDE Management Reports routinely requested from the 61st Maintenance Company (TMDE) IAW TB 750-25 and their External SOP?	___	___	___
3. Are significant TMDE changes of subordinate units, i.e. large-scale additions/deletions (defined as plus or minus ten percent or more of a unit's TMDE Density) pre-coordinated with the MSC TMDE Coordinator and the 61st Maintenance Company (TMDE)?	___	___	___
4. Does the MSC TMDE Coordinator ensure that subordinate units submit TMDE for service IAW AR 750-43, TB 43-180, and TB 750-25?	___	___	___
5. Is TB 43-180 used to establish and verify TMDE Calibration and Repair Requirements and to determine the proper calibration interval?	___	___	___
6. Is TMDE used with ERC A End Items also identified as ERC A on the unit's Instrument Master Record File (IMRF)?	___	___	___
Command Involvement			
1. Does the MSC's Unit Maintenance SOP address operator/organizational Maintenance Responsibilities for organic TMDE IAW AR 750-1, TB 750-43, and TB 750-25?	___	___	___
2. Has the Unit Commander identified and documented those items of TMDE that he/she considers to be "Critical", "Mission-Essential" or deserving of "Priority Calibration Support" (i.e. "Mission Stoppers") IAW 61st Maintenance Company (TMDE) External Operating Procedures SOP?	___	___	___
3. Is the Unit Commander aware of his current TMDE Readiness and Delinquency rates? (MSC TMDE Coordinators should brief or provide summarized TMDE Reports to Unit Commanders on a monthly basis).	___	___	___

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Test Measurement and Diagnostic Equipment (TMDE)

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
4. Are Unit TMDE Readiness Rates at or above the DA Standard of 95 percent Readiness IAW AR 750-43?	___	___	___
5. Are Unit TMDE Delinquency Rates at or below two percent of TMDE Density IAW AR 750-43?	___	___	___
6. Are periodic (semi-annual) physical inventories conducted to verify the types and quantities of TMDE on-hand IAW TB 750-25?	___	___	___
7. Are subordinate unit Delinquency Lists reviewed periodically and corrective action taken IAW TB 750-25?	___	___	___
8. Are the types of TMDE authorized by the unit TOE/TDA adequate to perform the unit's mission IAW AR 750-43?	___	___	___
9. Are Unit TMDE Operators and Technicians sufficiently trained in the use and performance of required maintenance of unit TMDE IAW AR 750-43?	___	___	___
10. Does the MSC Unit Maintenance SOP specifically address the identification, submission, and control of TMDE requiring calibration, repair or both IAW TB 43-180 and TB 750-25?	___	___	___
11. Is command emphasis placed to ensure that excess or unserviceable TMDE is processed promptly through supply channels once it has been condition coded or purged through TEMOD?	___	___	___

Primary Inspector Sign and Sate: _____

SUB-FUNCTION: Petroleum, Oil, and Lubricants (POL)

INSPECTION ITEM AND REFERENCE

COMPLY NON-COMPLY N/A

1. HEADQUARTERS SOP: Does the MSC Headquarters have a current SOP for petroleum operations, and are the following areas covered in the SOP; IAW AR 710-2, chapter 2 and Eighth U.S. Army Reg 700-1:

a. Accountability procedures for petroleum products to include bulk fuel (DA Pam 710-2-1/FM 10-416, Chapter 8)?

___ ___ ___

b. Safety requirements for issuing, receiving, and storing of petroleum products? (FM 10-67-1, Chapter 2, pages 2-2 through 2-5)?

___ ___ ___

c. Procedures to clean up and report fuel spills (FM 10-67-1, Chapter 1, pages 1-1 through 1-4/ FM 10-416 Appendix A)?

___ ___ ___

d. Pilferage control program (USFK Reg 703-1).

___ ___ ___

e. Waste and slop oil program (DA Pam 710-2-1, USFK Reg 703-1, page 9)?

___ ___ ___

f. Procedures to report Replacement In Kind (RIK) issues and receipts, IAW Eighth U.S. Army Reg 700-1.

___ ___ ___

g. Training and licensing of Fuel Handlers. (FM 10-67-1, Chapter 2, page 2-1)

___ ___ ___

2. REFERENCES: Are the Following List Of Publications On Hand And Available For Reference:

a. AR 200-1 (Environmental Protection and Enhancement; Dated: Feb 97)

___ ___ ___

b. AR 703-1 (Coal and Petroleum Products Supply and Management Activities; Dated: Sept 93)

___ ___ ___

c. AR 710-2 (Inventory Management Supply Policy below wholesale level; Dated: FEB 04)

___ ___ ___

d. AR 710-3 (Asset and Transaction Reporting System; Dated 31 Mar 98)

___ ___ ___

e. AR 725-50 (Requisitioning, Receipt, and Issue System; Dated: Nov 95)

___ ___ ___

f. DA Pam 710-2-1 (Using Unit Supply System, Manual Procedures; Dated; Dec 97)

___ ___ ___

g. DOD Pam 4140.25 (DOD Management of Bulk Petroleum Products, Natural Gas, and Coal; Dated: June 94)

___ ___ ___

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Petroleum, Oil, and Lubricants (POL)

INSPECTION ITEM AND REFERENCE

COMPLY NON-COMPLY N/A

h. USFK Reg 703-1 (Bulk Petroleum Management
Dated: Sept 93)

___ ___ ___

i. Eighth U.S. Army Reg 700-1 (Energy Management;
Dated: Nov 94)

___ ___ ___

j. FM 5-482 (Military Petroleum Pipeline Systems;
Dated: Aug 94)

___ ___ ___

k. FM 10-67 (Petroleum Supply in Theaters of Operations;
Dated: Oct 85)

___ ___ ___

l. FM 10-67-1 (Concepts and Equipment of Petroleum Operations;
Dated: Apr 98)

___ ___ ___

m. FM 10-416 (Petroleum Pipeline and Terminal Operating
Units, Dated: May 98)

___ ___ ___

3. REPORTING:

a. Has the MSC submitted an annual Mobility Fuels Forecast IAW
USFK Reg 703-1 Appendix C and Eighth U.S. Army Reg 700-1?

___ ___ ___

b. Does the MSC submit monthly Mobility Fuels Consumption Reports,
IAW USFK Reg 703-1 Appendix C, and Eighth U.S. Army Reg 700-1?

___ ___ ___

c. Does the MSC submit a copy of their Monthly Bulk Petroleum
Accounting Summary report. (DA 4702-R) with its monthly Mobility
Fuels Consumption Report IAW (AR 710-2 para 2-35 and
Eighth U.S. Army Reg 700-1)?

___ ___ ___

d. Does the MSC submit copies of monthly Replacement In Kind
(RIK) Receipts with its Monthly Mobility Fuel Consumption Report.
(Eighth U.S. Army Reg 700-1)?

___ ___ ___

e. Does the MSC Headquarters inspect subordinate units to
determine that subordinate units are submitting accurate monthly
Fuel Mobility Reports IAW Eighth U.S. Army Reg 700-1,
AR 710-2, and DA Pam 710-2?

___ ___ ___

f. Does the MSC inspect subordinate units to determine accuracy
of DA Forms 4702-R, 3644 IAW AR710-2 and
Eighth U.S. Army Reg 700-1?

___ ___ ___

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Petroleum, Oil, and Lubricants (POL)

INSPECTION ITEM AND REFERENCE

COMPLY NON-COMPLY N/A

4. Gauging: Does the MSC Headquarters inspect subordinate units to insure the below-listed procedures are being followed IAW AR 710-2, chapters 2 & 3, and Eighth U.S. Army Reg 700-1:

a. Is the proper equipment and material available to conduct accurate gauging: water finding paste, fuel finding paste, and innage tape and bob (FM 10-67-1, Chapter 3, pages 3-7 through 3-12)?

___ ___ ___

b. Are innage gauge measurements taken to the nearest 1/8 inch (FM 10-67-1, Chapter 3, page 3-13)?

___ ___ ___

c. Are gauge readings repeated until two readings are identical (FM 10-67-1, Chapter 3, page 3-13)?

___ ___ ___

5. Temperature Measurement: Does the MSC Headquarters inspect subordinate units at least annually to insure the below listed procedures are being followed IAW AR 710-2 and Eighth U.S. Army Reg 700-1.

a. Is a cup-case thermometer on hand (FM 10-67-1, Chapter 3, page 3-20)?

___ ___ ___

b. Are cup-case thermometers examined for separation in the mercury columns (FM 10-67-1, Chapter 3, page 3-20)?

___ ___ ___

c. Are precautions taken to reduce temperature changes caused by the wind or atmosphere (FM 10-67-1, Chapter 3, page 3-20)?

___ ___ ___

d. When gauging large amounts of product, are several temperature readings taken at various depths (FM 10-67-1, Chapter 3, page 3-19 & 3-20)?

___ ___ ___

6. Volume Conversion: Does the MSC Headquarters inspect subordinate units at least annually to insure below listed procedures are being followed IAW AR 710-2 and Eighth U.S. Army Reg 700-1.

a. Are appropriate hydrometers on hand to measure product stored (FM 10-67-1, Appendix I, pages I-1 through I-4)?

___ ___ ___

b. Is the API gravity and temperature measured at the time of gauging (FM 10-67-1, Appendix I, pages I-1 through I-4)?

___ ___ ___

c. Are certified capacity tables for each storage tank and ASTM tables 5B and 6B available (FM 10-67-1 Appendix B, pages B-1 through B-4, Appendix I, pages I-1 through I-4 / DA Pam 710-2-1)

___ ___ ___

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Petroleum, Oil, and Lubricants (POL)

INSPECTION ITEM AND REFERENCE

COMPLY NON-COMPLY N/A

d. Are API gravity readings converted to API at 60 degrees Fahrenheit when volumes exceed 3,500 gallons (FM 10-67-1, Appendix 1, page 1-3)?

___ ___ ___

e. Is the volume of bottom sediment and water subtracted from the tank readings (FM 10-67-1, Appendix B, pages B-1 through B-4)? (FM 10-67-1, Appendix I, pages I-3 through I-4)?

___ ___ ___

7. Receiving Product: Does the MSC Headquarters inspect subordinate units at least annually to insure the below listed bulk petroleum receipt procedures are followed IAW Eighth U.S. Army Reg 700-1.

a. Are hoses pumps, filters separators, valves, and fittings inspected prior to receiving product?

___ ___ ___

b. Are receiving tanks gauged prior to receipt?

___ ___ ___

c. Are serviceable fire extinguishers deployed?

___ ___ ___

d. Are transporters positioned on level terrain?

___ ___ ___

e. Are transporters grounded and bonded prior to initiation of receipt operation?

___ ___ ___

f. Are seals and documentation checked?

___ ___ ___

g. Is the transporter gauged and sampled prior to receipt?

___ ___ ___

h. Are valves properly manifold for the particular receipt operation?

___ ___ ___

i. Are fire extinguishers properly positioned?

___ ___ ___

j. Are flammable materials such as matches and lighters collected prior to receipt operations?

___ ___ ___

8. ISSUING PRODUCT: Does the Headquarters inspect subordinate units at least annually to insure:

a. Hoses, pumps, filter separators, valves, and fittings are inspected prior to issuing product?

___ ___ ___

b. Issuing tanks are gauged and sampled prior to issue?

___ ___ ___

c. Filter separators are drained of water and pressure differential indicators checked prior to issue?

___ ___ ___

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Petroleum, Oil, and Lubricants (POL)

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
d. Fire extinguishers are inspected and positioned prior to issue.	___	___	___
e. Flammable materials such as matches and lighters have been collected prior to issue?	___	___	___
f. "NO SMOKING" signs are posted? (English and Hangul)	___	___	___
9. <u>Accountability</u> : Does the MSC Headquarters inspect subordinate units at least annually to insure accountability procedures are being followed IAW AR 710-2 and Eighth U.S. Army Reg 700-1.			
a. Has an accountable officer been appointed in writing by the unit commander (DA Pam 710-2-1, FM 10-416, Chapter 8)?	___	___	___
b. Has a property book been established by the accountable officer (DA Pam 710-2-1, FM 10-416, Chapter 8)?	___	___	___
c. Are stock record accounts and property books maintained for all bulk petroleum products (DA Pam 710-2-1, FM 10-67-1, Chapter 3, page 3-1, FM 10-416, Chapter 8)?	___	___	___
d. Are bulk petroleum receipts assigned document numbers and posted daily to the applicable accountable records (DA Pam 710-2-1, FM 10-416, Chapter 8)?	___	___	___
e. Are bulk issues recorded on DA Form 2765-1 or 1348-1 series document (FM 10-67-1, Chapter 3, page 3-1, FM 10-416, Chapter 8)?	___	___	___
f. Are retail issues recorded on DA Form 3643 or 3644 (DA Pam 710-2-1, FM 10-67-1, Chapter 3, page 3-1, FM 10-416, Chapter 8)?	___	___	___
g. Are tank gauges recorded on DA Form 3853-1 (DA Pam 710-2-1, FM 10-67-1, Chapter 3, page 3-1, FM 10-416, Chapter 8)?	___	___	___
h. Is DA Form 4702-R used to adjust accountable records (DA Pam 710-2-1, FM 10-67-1, Chapter 3, page 3-1, FM 10-416, Chapter 8)?	___	___	___
i. Are reports of survey initiated when losses exceed the allowable loss or \$500.00 (DA Pam 710-2-1, FM 10-67-1, Chapter 3, page 3-7, FM 10-416, Chapter 8)?	___	___	___

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Petroleum, Oil, and Lubricants (POL)

INSPECTION ITEM AND REFERENCE

COMPLY NON-COMPLY N/A

j. Are petroleum personnel authorized to request and receive products (DA Pam 710-2-1, FM 10-416, Chapter 8)? ___

k. Is DA Form 1296 or DA Form 3-8 being maintained to keep day-by-day stock/property records to show where and how much of each product is on hand at a storage facility (FM 10-67-1, Chapter 3, page 3-1, FM 10-416, Chapter 8)? ___

l. Do subordinate units submit monthly copies of their Replacement In Kind Receipts with the Monthly Mobility Fuel Consumption Report IAW Eighth U.S. Army Reg 700-1? ___

m. Do subordinate units maintain fuel consumption records to validate and verify the Monthly Fuel Mobility Report IAW Eighth U.S. Army Reg 700-1? ___

n. Does each subordinate unit maintain accurate accountability on all fuel in accordance with IAW DA Pam 710-2? ___

10. Aircraft Refueling: Does the Headquarters inspect subordinate units at least annually to insure the below procedures are being followed:

a. Does the Headquarters have and also inspect subordinate units at least annually to insure procedures are being followed IAW AR 710-2 and Eighth U.S. Army Reg 700-1. ___

b. Are Aqua – Glo tests performed daily prior to refueling aircraft FM 10-67-1, Chapter 13, page 13-4 and Appendix E, pages E-1 through E-7)? ___

c. Are subordinate units submitting fuel samples from all petroleum equipment to a petroleum lab each month for filter effectiveness? (AR 710-2-1, page 191, para 12-28, FM 10-67-1, Chapter 13, page 13-4 and Chapter 21, page 21-1) ___

d. Are DA Forms 1804 (Sample Tags) used when submitting samples (AR 710-2-1, page 191, FM 10-67-1, Chapter 3, pages 3-29 & 3-32)? ___

e. Is a logbook maintained to track samples sent to the lab and to record lab results (AR 710-2 Appendix C, FM 10-67-1, Chapter 3, page 3-29)? ___

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Petroleum, Oil, and Lubricants (POL)

INSPECTION ITEM AND REFERENCE

COMPLY NON-COMPLY N/A

11. Safety: Does the Headquarters inspect subordinate units at least annually to insure:

a. Are assigned personnel licensed on each piece of equipment they operate (AR 600-55, Chapter 2, page 2, para 2-1)?

___ ___ ___

b. Are eye, hearing, uniform, safety shoes, and hand protection used during petroleum operations, IAW FM 10-67-1?

___ ___ ___

c. Is fire fighting equipment serviceable and inspected regular basis (FM 10-67-1, Chapter 2, page 2-14)?

___ ___ ___

d. Are "No Smoking within 50 FT" signs posted where petroleum operations are performed (FM 10-67-1, Chapter 2, page 2-2)?

___ ___ ___

e. Are fuel meters calibrated every 6 months for accuracy (TB 43-180; Dated: July 93)?

___ ___ ___

f. Are grounding points tested every 5 years or when needed due to broken ground rods or cracks for OHM's and properly marked, (i.e. yellow circle 18 inches in diameter with a 2" black border surrounding it, should encircle each rod that is installed in a hard surface or semi-permanently) (FM 10-67-1, Chapter 2, pages 2-10 & 2-11, Appendix F, pages F-1)?

___ ___ ___

g. Is PMCS conducted daily on equipment using DA 2404s (FM 10-67-1, Appendix D, page D-1)?

___ ___ ___

Petroleum Laboratory

1. Are the following available for reference?

a. AR 750-25 Army TMDC Calibration & Repair Program

___ ___ ___

b. ISO 10012-1 & 10012

___ ___ ___

c. MIL-C-45662 Calibration and Repair Requirements

___ ___ ___

d. TB43-180 Calibration and Repair Requirements

___ ___ ___

e. TB 750-25 Army Metrology & Calibration System

___ ___ ___

f. American Society for Testing and Material Tables, ASTM E-100 Specification for ASTM Hydrometers

___ ___ ___

g. ASTM E-77 Verification and Calibration of Liquid-in Glass Thermometers

___ ___ ___

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Petroleum, Oil, and Lubricants (POL)

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
h. FM 10-67-2 (Inspecting and Testing Petroleum Products)	___	___	___
i. MIL-STD-3004, Quality Surveillance Handbook for Fuel Lubricant and Related Products	___	___	___
j. TM 10-6640-262-13&P, Petroleum Quality Analysis System	___	___	___
2. Does the lab have Spill Prevention, Control, and Countermeasure plan IAW AR 200-1?	___	___	___
3. Are equipment calibration requirements being met?	___	___	___
4. Has the Command established a sampling schedule IAW the guidelines of MIL-HDBK 200. (AR 710-2, Appendix C)?	___	___	___
5. Does the lab retain a record of sample test results? AR 710-2, para C-4?	___	___	___
6. Does the lab have a plan to test all filter separators every 30 days? (AR 710-2, para C-4)	___	___	___
7. Does the Command report sample test failures to Eighth U.S. Army G4? (AR 710-2, para C-4 and Eighth U.S. Army Reg 700-1)	___	___	___
8. Does the MSC have a current Petroleum Laboratory SOP, IAW AR 710-2 and Eighth U.S. Army Reg 700-1 and FM10-67-1?	___	___	___

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Supply Management

INSPECTION ITEM AND REFERENCE

COMPLY NON-COMPLY N/A

General

- | | | | |
|--|-----|-----|-----|
| 1. Has the MSC established an internal inspection program (e.g. Command Supply Discipline Program or Command Inspection Program) IAW AR 710-2, appendix B? | ___ | ___ | ___ |
| 2. Has the MSC appointed a Command Supply Discipline Program coordinator on orders IAW AR 710-2, appendix B? | ___ | ___ | ___ |
| 3. Are command supply inspections conducted, and at what frequency? (IAW AR 710-2, appendix B) | ___ | ___ | ___ |
| 4. Does the MSC request regulatory clarification and guidance through higher headquarters IAW AR 710-2, paragraph 1-7a? | ___ | ___ | ___ |
| 5. Are repeat findings identified during internal inspections placed on internal control checklists to ensure proper command emphasis is in place to eliminate repeat findings IAW AR 710-2, appendix B? | ___ | ___ | ___ |
| 6. Has the MSC appointed a Department of Defense Activity Accounting Code (DODAAC) coordinator IAW AR 710-2, para 1-24? | ___ | ___ | ___ |
| 7. Has the MSC implemented a Hazardous Materials Management Handling Program IAW AR 710-2, subpara 1-29a-e, AR 200-1, paragraph 6 and AR 700-141? | ___ | ___ | ___ |
| 8. Have internal operating procedures been updated within the last change of Army Regulations or MACOM supplements? | ___ | ___ | ___ |

Property Accountability

- | | | | |
|--|-----|-----|-----|
| 1. Has the MSC ensured subordinate Property Book allowances were reconciled annually with authorization documents the past IAW AR 710-2, paragraph 2-4b? | ___ | ___ | ___ |
| 2. Have subordinate commanders acknowledged in writing that Property Book reconciliations were completed IAW AR 710-2, paragraph 2-4b? | ___ | ___ | ___ |
| 3. Has the MSC validated subordinate change of inventories and followed up administratively on report of discrepancies IAW AR 710-2, paragraph 2-12? | ___ | ___ | ___ |
| 4. Has the MSC appointed a representative in writing to monitor the class VII excess shortage program IAW AR 710-2? | ___ | ___ | ___ |

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Supply Management

INSPECTION ITEM AND REFERENCE

COMPLY NON-COMPLY N/A

5. Does the MSC request MACOM approval on lateral transfers outside their command IAW AR 710-2, paragraph 2-13a(1)?

6. Has the MSC ensured all primary hand receipt holders completed a 100% inventory of property issued on hand receipt during the year IAW AR 710-2, subparagraph 2-12d?

7. Has the MSC ensured the Commander (or designated representative) completes monthly sensitive item and serial number item inventories IAW AR 710-2, paragraph 2-12d?

Asset Reporting

1. Has the MSC ensured subordinate elements maintained equipment on the property book and reported CBS-X assets IAW AR 710-3, chapter 7?

2. Does the MSC maintain a database of serial numbers and report CCI, GMLR, and small arm serial numbers to higher HQ IAW AR 710-3, chapter 4, paragraph 4-1?

3. Does the MSC ensure quarterly and semi-annual serial number reconciliations are conducted and discrepancies are resolved IAW AR 710-3, chapter 4, para 4-1?

Publications

1. Are the following publications on-hand and current, IAW DA Pam 25-30/USFK Pam 25-30?

a. AR 710-2 (Jul 05)

b. AR 710-3 (Mar 98)

c. AR 735-5 (FEB 05)

d. DA Pam 710-2-1 (Dec 97)

e. DA Pam 710-2-2 (Sep 98)

f. Physical Security Update (AR 190-11{Feb 98}; AR 190-13{Sep 93})

g. AR 25-400-2 (ARIMS) (NOV 04)

h. AR 220-1 (Jun 03)

i. AR 725-50 (Nov 95)

j. AR 840-10 (Nov 98)

k. CTA 50-900

n. CTA 50-909

o. CTA 50-970

p. Eighth U.S. Army Reg 600-2

Financial Liability Investigation of Property Loss

1. Are completed Financial Liability Investigation of Property Loss (DD form 200), along with all supporting documents, properly filled out? (AR 735-5)

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Supply Management

INSPECTION ITEM AND REFERENCE

COMPLY NON-COMPLY N/A

2. Are Financial Liability Investigation of Property Loss registers (DA Form 1659) being maintained at the approving authority level and properly filled out? (AR 735-5)

___ ___ ___

3. Are Financial Liability Investigation of Property Loss (DD form 200) completed within 75 days? (AR 735-5)

___ ___ ___

IMPAC Credit Card

1. Are IMPAC approving officials/cardholders appointed by commanders, directors, or office chiefs? (Sec IIa)

___ ___ ___

2. Are approving officials in the grade of O-3 or E-7/GS-11 or higher? (Sec IIa)

___ ___ ___

3. Are cardholders in the grade of E-5/GS-7 or higher? If not, are exceptions to this policy approved in writing? (Sec IIa)

___ ___ ___

4. Have approving officials/cardholders attended a mandatory training period prior to being appointed by the commander, director, or office chief?

___ ___ ___

5. Have cardholders who make purchases that exceed \$2500 at any one time, or \$100,000 in a 12-month period, received mandatory annual ethics training by SJA ethics counselors, and file OGE Form 450 (Confidential Financial Disclosure Report)? (Sec IIb)

___ ___ ___

6. Are activity/unit internal control procedures established and published? (Sec I, para 6n)

___ ___ ___

7. Has the approving official ensured all monthly account reconciliation are initiated, completed, certified, and delivered to the designated billing office? (Sec I, para 6p)

___ ___ ___

8. Has approving official maintained all cardholder and unit records/documents related to the IMPAC program for a minimum of 6 years and 3 months per Sec I, para 6)?

___ ___ ___

9. Are single purchases exceeding \$2500? (Sec III, para 1a)

___ ___ ___

10. Are IMPAC cards used to purchase items that are available through the supply system and are standard, stocked items?

___ ___ ___

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Supply Management

INSPECTION ITEM AND REFERENCE

COMPLY NON-COMPLY N/A

11. Are cardholders maintaining a log of charges? (e.g., USACCK or self-designed log format and a detailed transaction log in CARE Sec III, para 4e)

12. Are IMPAC cards used for restricted purchases as defined in Sec III, para 6?

13. Are cardholders retaining telephone credit card orders until submission to the approving official, after charges post on monthly SOA? (Sec III, para 8b)

14. Is property accountability being maintained for property book items purchased with the IMPAC card? (Sec III, para 7)

15. Has the approving official examined the cardholder's records and charge slips by signature at the bottom of the last page of the Business Account Summary, R-090? (Sec III, para 9e(4))

16. Has approving official added his/her signature to the file copy of the summary that was executed by the alternate approving official, upon return from absence?

17. If the card is lost or stolen, have the cardholder and approving official reported it promptly IAW Sec III, para 11?

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Water Supply

INSPECTION ITEM AND REFERENCE

1. Are the following publications available for reference?

a. TB MED 577, Sanitary Control and Surveillance of Water Supplies (Dated Nov 96)

___ ___ ___

b. FM 10-52, Water Supply in the Theaters of Operations (Dated 11 Jul 90)

___ ___ ___

c. FM 10-52-1, Water Treatment, Storage and distribution System (Dated 18 Jun 91)

___ ___ ___

d. TM 5-4320-301-13&P, Operation of the FAWPSS (Dated 6 Jan 86)

___ ___ ___

e. TM 10-4610-239-10, Water Purification Unit Reverse Osmosis ROWPU, 600 GPH Trailer Mounted, Flatbed Cargo, 5 Ton 4 Wheel Tandem, Model 0996109001, (Dated 5 Mar 91), together with TM 10-4610-215-10 Model 600-1 and Model 600-3, (Dated 5 Mar 91) and TM 10-4610-240-10 Model WPES-1 and Model WPES-3 (Dated 5 Mar 91) or TM 10-4610-241-10, Models WPES-10, H-9518-1, WPES-20, H-9518-2, WPES-30, and H-9518-3 (Dated 15 Sep 92)

___ ___ ___

f. TM 10-8110-202-13&P, Operation of the 500-Gallon Collapsible Drum (Dated 15 Dec 87)

___ ___ ___

g. TM 5-5430-213-13&P, Operation of the 3000 Gallon SMFT (Dated 27 Oct 86)

___ ___ ___

h. TM 5-5430-225-12&P, Operation of the 3000 Gallon Collapsible Tank for Model 90028, (Dated 18 Aug 88) or TM 10-5430-233-12&P for Model 90074 (Dated 29 Oct 93)

___ ___ ___

i. AR 40-5, Preventive Medicine (Dated 15 Oct 90)

___ ___ ___

j. Standardization Agreement 2885 Procedures for Treatment, Acceptance and Provisions of Potable Water Systems (Dated 27 Oct 82)

___ ___ ___

k. TM 5-4610-232-12, Water Purification Unit ROWPU 3000 GPH Trailer Mounted, Flatbed Cargo 22-1/2 Ton 8 Wheel Tandem Model WTA-060 and ROWPU-1 (Dated Jun 91)

___ ___ ___

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Water Supply

INSPECTION ITEM AND REFERENCE

COMPLY NON-COMPLY N/A

l. TM 5-5430-212-13&P, Tank 5000 Gallon Fabric, Collapsible, Potable Water, Semi-Trailer Mounted (Dated 15 Sep 86)

___ ___ ___

m. TM 10-6630-246-12&P, Water Quality Analysis Set: Purification, Model WQAS-1 (Dated 1 Feb 94) or TM 5-6630-215-12 for Model: Engineer (Dated 9 Jul 81)

___ ___ ___

n. TM 10-4320-325-14, Pump Unit, Centrifugal Diesel-Driven, Self-Priming, Introduction 1-1, 125 GPM Water, Class III (Dated 25 Sep 92)

___ ___ ___

o. TM 10-4610-239-10, Water Purification Unit ROWPU, 600 GPH Trailer-mounted, Flatbed Cargo 5-ton, 4-wheel Tandem (Dated 5 Mar 91)

___ ___ ___

p. TM 5-4320-301-13&P, Operator's, Organizational and Direct Support Maintenance Manual (Including Repair Parts and Special Tools List) Forward Area Water Point Supply System, Model WPSS100, Model 9095-91 {TM 08936A-13&P/1} (Dated 1 Jun 86)

___ ___ ___

Safety

1. Does the command have a safety program?
(AR 420-90, para 3-3, 10 Sep 94)

___ ___ ___

2. Does the command ensure hazardous chemicals are being properly stored & used by the subordinate units?
(AR 200-1, Chap 4, Para 4-3)

___ ___ ___

3. Does the command ensure all proper safety equipment is on hand and serviceable at the subordinate unit?
(AR 40-5, Chap 5, para 5-25)

___ ___ ___

4. Does the headquarters inspect subordinate units (at least annually) to ensure water production, storage, and distribution equipment are being maintained IAW appropriate TMs?
(AR 750-1, Chap 3, Sec 3.1 & 3.9)

___ ___ ___

Plans

1. Does the unit maintain a current Eighth U.S. Army G4 Water SOP?

___ ___ ___

2. Does the unit maintain a current unit Water SOP?

___ ___ ___

3. Does the unit coordinate with Eighth U.S. Army Engineers prior to establishing a field operation site?

___ ___ ___

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Water Supply

INSPECTION ITEM AND REFERENCE

COMPLY NON-COMPLY N/A

- | | | | |
|--|-----|-----|-----|
| 4. Does the unit coordinate with Eighth U.S. Army PM prior to establishing a field operation site? | ___ | ___ | ___ |
| 5. Does the command ensure that subordinate units maintain a sufficient supply of chemicals on hand? | ___ | ___ | ___ |
| 6. Are the following forms maintained by units HQ's for 1 year after each water exercise: (AR 350-41): | ___ | ___ | ___ |
| a. Use of DA Form 1712-R, May 91 (Water Reconnaissance Report) (page 2-5, FM 10-52-1). | ___ | ___ | ___ |
| b. Use of DA Form 1713-R, May 91 (Daily Water Production Log) (600 GPH ROWPU, page 4-15-16, FM 10-2-1) | ___ | ___ | ___ |
| c. Use of DA Form 1714-R, May 91 (Daily Water Issue Log) (page 6-18, FM 10-52-1) | ___ | ___ | ___ |
| d. Use of DA Form 1714-1-R, May 91 (Daily Water Distribution Log) (page 6-20, FM 10-52-1)? | ___ | ___ | ___ |
| 7. Is the command ensuring water purification units are testing produced water with the Water Quality Analysis Set Engineer (WQAS-E) kit prior to issuing water, IAW TB MED 577, 1 May 99? | ___ | ___ | ___ |

Maintenance

- | | | | |
|---|-----|-----|-----|
| 1. Is the command ensuring ROWPUs are maintained IAW appropriate TMs? | ___ | ___ | ___ |
| 2. Is the unit maintaining required maintenance reports for one year, e.g., DA 2406 and Equipment Deadline Reports? | ___ | ___ | ___ |
| 3. Are all water personnel operating ROWPUs currently ROWPU-trained and certified? (AR 600-55, chapter 7, page 15) | ___ | ___ | ___ |
| 4. Is the command ensuring collapsible tanks are maintained IAW appropriate TMs? | ___ | ___ | ___ |
| 5. Is water production, storage and distribution equipment included in the command's inspection program? (AR 1-201, Chap 3, Para 3-2) | ___ | ___ | ___ |
| 6. Does the command ensure the subordinate unit maintains water-training records? (AR 350-41, Chap 5, Sec 5-6) | ___ | ___ | ___ |

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Wartime Host Nation Support

Reference: USFK Reg 550-52.

- | | | | |
|--|-----|-----|-----|
| 1. Has a WHNS POC been appointed? | ___ | ___ | ___ |
| 2. Has WHNS training been provided to subordinate units? | ___ | ___ | ___ |
| 3. MSCs have FAPs appointed for each of the twelve functional areas? | ___ | ___ | ___ |
| 4. Are submissions from subordinate units reviewed and validated for accuracy? | ___ | ___ | ___ |
| 5. Does the unit maintain a database with WHNS requirements and submissions? | ___ | ___ | ___ |
| 6. Does the unit have a current ROK and U.S. POC for each requirement? | ___ | ___ | ___ |
| 7. Are copies of the previous three years WHNS submissions available for review? | ___ | ___ | ___ |
| 8. Are computations used to validate requirements available for review? | ___ | ___ | ___ |
| 9. Does documentation reflect contact with the ROK Counterpart quarterly? | ___ | ___ | ___ |
| 10. Does the unit have the current TPFDL? | ___ | ___ | ___ |
| 11. Have all units on the TPFDL been considered while determining WHNS? | ___ | ___ | ___ |
| 12. Are delivery procedures available for each WHNS approved requirement? | ___ | ___ | ___ |
| 13. Does the unit review and validate WHNS requirements annually? | ___ | ___ | ___ |
| 14. Does the unit have a plan for WHNS testing during each major exercise? | ___ | ___ | ___ |
| 15. Does the unit maintain a continuity folder? | ___ | ___ | ___ |
| 16. Is a local WHNS SOP is available? | ___ | ___ | ___ |
| 17. Are WHNS reliability assessments for the functional areas available? | ___ | ___ | ___ |
| 18. MSC provides a WHNS MOA status report to G4 WHNS Coordinator semi-annually. | ___ | ___ | ___ |

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Wartime Host Nation Support

INSPECTION ITEM AND REFERENCE

COMPLY NON-COMPLY N/A

19. Unit maintains a bilingual copy of each concluded MOA and the applicable "Certificate of Authenticity" in a file to ensure the MOA is not destroyed or transferred to a records holding area.

20. Has the unit provided a copy of their POC roster to the Eighth U.S. Army WHNS Coordinator with name, rank, assigned office, telephone, and FAX and rotation date?

21. USFK Reg 550-52 (1 Jul 99) on hand?

22. Does the unit have the most current copy of the ROK WHNS Provisional Support Plan?

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Small Arms Repair Parts Management (DS/GS)

DS/GS Procedures

- | | | | |
|---|-----|-----|-----|
| 1. Are MSCs managing small arms repair parts within their support maintenance element shop stocks/bench stocks within policy directives and security guidance? (AR 190-51 and AR 710-2) | ___ | ___ | ___ |
| 2. Do managers review requests for small arms repair parts to determine the validity of their need? | ___ | ___ | ___ |
| 3. Do armament section repair personnel have access to both bench stock supplies of parts and the accounting system, which controls their use? | ___ | ___ | ___ |
| 4. Are repairs made at the authorized level of the maintenance system? | ___ | ___ | ___ |
| 5. Are items retained as bench stock: authorized; properly accounted for; maintained with retention guidance; and properly secured? | ___ | ___ | ___ |
| 6. Are adequate physical security measures employed to prevent theft of small arms repair parts? | ___ | ___ | ___ |
| 7. Are Standard Army Management Information Systems (STAMIS) access control systems and procedures effective? | ___ | ___ | ___ |
| 8. Are SSAs using the correct demilitarization procedures for small arms repair parts turn-in to DROM? | ___ | ___ | ___ |

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Transportation Unit Movement Operations

INSPECTION ITEM AND REFERENCE

COMPLY NON-COMPLY N/A

1. Purpose: To obtain an overall assessment of the unit's ability to conduct unit movement operations ICW unit movement plans.

Required References

2. Does the unit have on-hand, in any format, or know where to view, web-based manuals, bulletins, and references?

- | | | | |
|---|-----|-----|-----|
| a. FM 4-01.011, Unit Movement Operations, 31 Oct 02 | ___ | ___ | ___ |
| b. FM 4-01.40, Army Rail Operations, 12 Dec 03 | ___ | ___ | ___ |
| c. FM 55-12, Movement of Units in Air Force Aircraft | ___ | ___ | ___ |
| d. FM 55-15, Transportation Reference Data, 27 Oct 97 | ___ | ___ | ___ |
| e. FM 55-80, Army Container Operations, 13 Aug 97 | ___ | ___ | ___ |
| f. FM 100-17, Mob, Deployment, Redeployment, Demob, 28 Feb 92 | ___ | ___ | ___ |
| g. FM 100-17-3, Reception, Staging, Onward Movement, & Integration, 17 Mar 99 | ___ | ___ | ___ |
| h. TM 38-250, Preparing HAZMAT for Military Air Shipments, 01 Mar 97 | ___ | ___ | ___ |
| i. TB 55-46-1, Std Characteristics for Trans of Military Veh & Equip | ___ | ___ | ___ |
| j. USFK Reg. 55-355, (Korea Traffic Management) | ___ | ___ | ___ |
| k. USFK Reg. 55-2, Requests for Mobilized ROK Commercial | ___ | ___ | ___ |
| l. AK Reg. 55-26, Unit Movement Planning | ___ | ___ | ___ |

3. Does the unit have the following pamphlets on hand?

- | | | | |
|--|-----|-----|-----|
| a. TEA PAM 55-19, Tiedown Handbook for Rail Movements, Sep 03 | ___ | ___ | ___ |
| b. TEA PAM 55-20, Tiedown Handbook for Truck Movement, Jul 01 | ___ | ___ | ___ |
| c. TEA PAM 55-21, Lifting and Tiedown Handbook for Rotary Wing, Jun 02 | ___ | ___ | ___ |
| d. TEA PAM 55-22, Lashing Guidance, Oct 96 | ___ | ___ | ___ |
| e. TEA PAM 55-22, Lifting Guidance, Oct 96 | ___ | ___ | ___ |

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Transportation Unit Movement Operations

INSPECTION ITEM AND REFERENCE

COMPLY NON-COMPLY N/A

f. TEA PAM 55-23, Tiedown Handbook for Containerized Movement, Sep 03	___	___	___
g. TEA PAM 55-24, Vehicle Preparation Handbook Jul 99	___	___	___
4. Does the unit have the following forms on hand?			
a. DD FORMS:			
(1) DD FORM 836 Shippers Declaration for Dangerous Goods, Jan 01	___	___	___
(2) DD FORM 1387 Military Shipping Label, Jul 99	___	___	___
(3) DD FORM 1265 Request for Convoy Clearance (CHCR), Sep 98	___	___	___
(4) DD FORM 1266 Request for Special Hauling, (CMR) Sep 98	___	___	___
(5) DD FORM 1750 Packing List, Sep 70	___	___	___
(6) DD FORM 1970 EK-E Motor Equipment Utilization Record	___	___	___
b. USFK FORMS			
(1) USFK FORM 79-4-1EK Request for Line Haul Movement	___	___	___
(2) USFK FORM 79-4-2EK Request for Rail Movement	___	___	___
(3) USFK FORM 79-4-3EK-E Highway Clearance report	___	___	___
(4) USFK FORM 79-4-4EK-E Commercial Bus report	___	___	___
(5) USFK FORM 79-4-5EK-E Military Line Haul commitment	___	___	___
(6) USFK FORM 79-4EK-E Request for Movement	___	___	___
c. DA FORMS:			
(1) DA FORM 2940-R Unit Load Inventory and Checklist, Dec 75	___	___	___
(2) DA FORM 2941-R Unit Vehicle Loading Plan Worksheet, Mar 65	___	___	___
5. Administrative Requirements			
a. Does unit have a movement plan or SOP with a detailed description of required actions and up to date information needed to facilitate preparation for movement and actual deployment?	___	___	___

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Transportation Operations

INSPECTION ITEM AND REFERENCE	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
b. Is the unit movement plan or SOP signed by the commander?	___	___	___
c. Does unit have current (within 6 months) Organizational Equipment List (OEL) in its possession?	___	___	___
d. Are entries shown in reduced configuration as shown in TB 55-46-1?	___	___	___
e. Has unit included ASL, PLL, Class I and V basic loads, accompanying supplies and personal baggage?	___	___	___
f. Does unit have appointment orders for current Hazardous Cargo Certifier?	___	___	___
g. Does unit have appointment orders for the Unit Movement Officer (UMO) and Unit Movement NCO (UMNCO)?	___	___	___
h. Has UMO/UMNCO attended a UMO course?	___	___	___
i. Does unit have an AALPS certified planner?	___	___	___
j. Does the unit have a listing outlining what external lift requirements are required to move the unit?	___	___	___

Primary Inspector Sign and Date: _____

**APPENDIX F
CIVIL-MILITARY OPERATIONS**

STAFF ELEMENT: G9

SUB-FUNCTION: Good Neighbor Program

INSPECTION ITEM AND REFERENCE

COMPLY NON-COMPLY N/A

Specific Unit Requirements for: All MSCs

- | | | | |
|--|-------|-------|-------|
| 1. Does the unit have a copy of EUSA Good Neighbor Program OPORD and Annexes?
(Reference(s): (EUSA OPORD 38-03-Good Neighbor Program) | _____ | _____ | _____ |
| 2. Do all subordinate commands have an adopt a school Program? | _____ | _____ | _____ |
| 3. Do all subordinate commands have a ROK Army partnership program? | _____ | _____ | _____ |
| 4. Does the unit have a GNP Calendar of events that align with specified tasks in the GNP OPORD 38--03? | _____ | _____ | _____ |
| 5. Did unit submit a packet for the DA COMREL Award for the last fiscal year? | _____ | _____ | _____ |
| 6. Does the unit have a copy of USFK Reg 360-4?
(Public Affairs Community Relations) | _____ | _____ | _____ |
| 7. Does the unit have a COMREL/GNP Officer designated and on orders. | _____ | _____ | _____ |

SUB-FUNCTION: CA/CMO Annex

INSPECTION ITEM AND REFERENCE

COMPLY NON-COMPLY N/A

Specific Unit Requirements for: All MSCs

- | | | | |
|--|-------|-------|-------|
| 1. Is there a current civil affairs annex in the unit's OPLANs (Reference: FM 41-10, appendix F) | _____ | _____ | _____ |
| 2. Does the unit's civil affairs reflect the information Contained in the Annex published by the unit's higher Headquarters? (References: Eighth U.S. Army OPLAN 5027-XX, Annex G (S/R)) | _____ | _____ | _____ |
| 3. Does the unit's TACSOP contain the required Civil Affairs reports in the prescribed formats? (Reference: Eighth U.S. Army TACSOP Chapter 5 & 18-B-5). | _____ | _____ | _____ |

SUB-FUNCTION: Cultural Awareness Program

INSPECTION ITEM AND REFERENCE

COMPLY

NON-COMPLY

N/A

Specific Unit Requirements for: All MSCs

1. Does the MSC ensure that subordinate units conduct cultural awareness training biannually?

2. Does the MSC representative have handouts, videos, and other cultural awareness materials on hand in order to facilitate training?

3. Has the unit conducted a "New Horizons Day" previously and is the unit representative familiar with the program?

**APPENDIX G
INFORMATION MANAGEMENT**

STAFF ELEMENT: G6
SUB-FUNCTION: Policy

INSPECTION ITEM AND REFERENCE

COMPLY NON-COMPLY N/A

<p>1. Has the commander established and maintained an organization IMO, and submitted a memorandum identifying the IMO to the ACofS, IM and the servicing DOIM? (AR 25-1, page 24 & 34, Eighth U.S. Army Pam 25-50, page 3)</p>	—	—	—
<p>2. Is a process in place for acquiring IT systems and ensuring all required licensing and registration is accomplished? (AR 25-1, Appendix B)</p>	—	—	—
<p>3. Has the organization developed the appropriate architecture to comply with the Army Enterprise Architecture? (AR 25-1, page 36 & 37)</p>	—	—	—
<p>4. Has the unit conducted a formal information requirements study? (Eighth U.S. Army Pam 25-50, page 1 & 3)</p>	—	—	—
<p>5. Has a strategic plan been developed to form a basis for resource requests, identifying the organizational vision, core mission, goals and priorities? (AR 25-1, page 28)</p>	—	—	—
<p>6. Are performance measures linked to management level goals, objectives, and measures? (AR 25-1, Appendix B)</p>	—	—	—
<p>7. Has the organization analyzed its mission and revised mission-related and administrative work processes before making significant IT investments. (AR 25-1, Appendix B)</p>	—	—	—
<p>8. Does the organization have a strategic plan that is linked to their mission? Is it periodically updated? (AR 25-1, Appendix B)</p>	—	—	—
<p>9. Does the organization have a clearly defined process for submitting and screening new IT investment proposals for management consideration? (AR 25-1, Appendix B)</p>	—	—	—
<p>10. Does the IT investment screening process include addressing the following questions and resolving all issues prior to making an IT investment and initiating any process analysis or improvement? (AR 25-1, App B)</p>	—	—	—

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Policy

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
a. Does the process support core/priority mission functions?	___	___	___
b. Can the process be eliminated?	___	___	___
c. Can the process be accomplished more effectively, efficiently, and at less cost by another government source, e.g., another MACOM or Federal organization, or the private sector?	___	___	___
11. Does the IT investment process clearly establish who in the organization has the responsibility and authority for making final IT-related investment decisions? (AR 25-1, Appendix B)	___	___	___
12. Does the organization have a process in place to conduct periodic reviews (in-house or via outside consultant/expert) of its current IT investment portfolio to assess alignment with mission needs, priorities, strategic direction, or major process reengineering? (AR 25-1, Appendix B)	___	___	___
13. Does the unit have a valid plan for submitting IM requirements for next year funding? (Eighth U.S. Army Pam 25-50, page 3)	___	___	___
14. Are continuity of operations plans and procedures documented and distributed? (AR 25-1, pg 44 & Appendix B, AR 500-3)	___	___	___
15. Does the unit IMO provide guidance for IMA planning to subordinate units or activities? (Eighth U.S. Army Pam 25-50, page 2)	___	___	___
16. Are government telephone systems, e-mail and other systems (including the Internet) limited to the conduct of official business or other authorized uses? (AR 25-1, page 45)	___	___	___
17. Has employee-owned IT hardware or software at the work site been approved by the commander or his designated official, after technical review and approval by the systems administrator? (AR 25-1, page 47)	___	___	___
18. Has the IMO established priorities for approved IT initiatives? (Eighth U.S. Army Pam 25-50, page 2)	___	___	___

Primary Inspector Sign and Date:_____

SUB-FUNCTION: Policy

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
19. Does the IMO validate Capability Requests (CAPRs) prior to submission to the Area DOIM? (Eighth U.S. Army Pam 25-50, page 2)	___	___	___
20. Does the IMO ensure configurations are consistent with the submitted approved requirements prior to preparing DA Form 3953 PR&C? (Eighth U.S. Army Pam 25-50, page 2)	___	___	___
21. Does the IMO validate Electronic Mail (e-mail)/Terminal Server Access Control System (TSACS) requests and accomplish a monthly reconciliation to delete expired accounts? (Eighth U.S. Army Pam 25-50, page 2 & 3)	___	___	___

SUB-FUNCTION: Automation, Software Management

1. Are there controls in place to ensure accountability of commercial software or proprietary software to prevent damage loss, abuse, or unauthorized use? (AR 25-1, pg. 52, and DA Pam 710-2-1)	___	___	___
2. Has the organization established procedures to ensure all software is checked for viruses before being loaded? (AR 25-1, Appendix B)	___	___	___
3. Is there a procedure in place to ensure that software is properly registered? (Eighth U.S. Army Pam 25-50, page 7)	___	___	___
4. Are periodic reviews performed on government owned microcomputers and personal computer hard disks to identify undocumented/unauthorized copies of software being used? (AR 380-19).	___	___	___
5. Is written approval provided prior to installing non-government software on government owned equipment? (Eighth U.S. Army Pam 25-50, page 3 & 7)	___	___	___
6. Have all users of government computer systems read and signed the Statement of Understanding for Users of Commercial Software before accessing a government computer system? (Eighth U.S. Army Pam 25-50, page 8)	___	___	___
7. Are users ensuring appropriate backup of data files? (Eighth U.S. Army Pam 25-50, page 8)	___	___	___

Primary Inspector Sign and Date:_____

SUB-FUNCTION: Automation, Software Management

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
8. Is there a Unit Emergency, Disaster and Recovery Plan developed? (Eighth U.S. Army Pam 25-50, page 8)	___	___	___
9. Do safeguards exist to ensure that computer users do not acquire, reproduce, or transmit software in violation of applicable copyright laws? (AR 25-1, Appendix B)	___	___	___

SUB-FUNCTION: Automation, General

1. Has the unit established a property book standard operating procedure to account for all IT resources IAW the appropriate accountability procedures? (AR 25-1, page 52).	___	___	___
2. Is all ADPE raised above floor level to prevent contamination from debris and dust, and to prevent accidental damage from occurring? (Eighth U.S. Army Pam 25-50)	___	___	___
3. Has the Commander established a policy prohibiting all equipment users from eating and/or drinking in the near vicinity of ADPE? (Eighth U.S. Army Pam 25-50)	___	___	___
4. Are users properly cleaning all exterior surfaces of ADPE a minimum of once every two weeks? (Eighth U.S. Army Pam 25-50)	___	___	___

SUB-FUNCTION: Automation, Resources Management System

1. Has the Commander validated the information on the FIP Inventory at least annually NLT 31 August? (Eighth U.S. Army Pam 25-50, page 5).	___	___	___
2. Does the IMO understand the FIP Organization Tree and ensure subordinate units update their FIP property? (Eighth U.S. Army Pam 25-40, Appendix A)	___	___	___
3. Is the IMO entering/updating all data elements correctly into FIP Inventory? (Eighth U.S. Army Pam 25-40, para 5d)	___	___	___
4. Is the IMO deleting all FIP property when transferred to another unit or disposed to DRMO? (Eighth U.S. Army Pam 25-40, para 5d and para 6d(4)(d))	___	___	___

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Automation, Resources Management System

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
5. Has the IMO obtained approval for lateral transfer of property from the ACofS, IM (EAIM-C-C4)? (Eighth U.S. Army Pam 25-40, para 6f)	___	___	___
6. Has the IMO forwarded a copy of DRMO turn-in documentation to ACofS, IM (EAIM-C-4), Excess Manager? (Eighth U.S. Army Pam 25-40, para 6d(4)(e))	___	___	___
7. Is all FIP property, other than that purchased with the IMPAC, (user level, government owned property applicable desk size personal computers microcomputers, laptop computers, word processing equipment, and printers) received through PSA, Korea, 1 st SIG Bde? (Eighth U.S. Army Pam 25-50)	___	___	___
8. Is written designation on file establishing IMO Account Numbers and FMS Login and Password for all primary, alternate and as required, any maintenance IMO? (Eighth U.S. Army Pam 25-50, page 2)	___	___	___

SUB-FUNCTION: Telecommunications

1. Does the TCO maintain diagrams identifying the location of all telecommunications instruments within the Unit? (Eighth U.S. Army Pam 25-60, para 13-4(a))	___	___	___
2. Does the TCO review the justification and validate requirements for each identified service? (Eighth U.S. Army Pam 25-60, para 13-4(b))	___	___	___
3. Does the TCO conduct periodic walk-throughs and monitor services to evaluate if and how each service is used? (Eighth U.S. Army Pam 25-60, para 13-4(c))	___	___	___
4. Does the TCO share and review all procedures and current records with new personnel in order to ensure understanding and control? (Eighth U.S. Army Pam 25-60, para 13-4(d))	___	___	___
5. Does the TCO conduct monthly reviews and understand each component of their bill? (Eighth U.S. Army Pam 25-60, para 13-5(a))	___	___	___

SUB-FUNCTION: Telecommunications

INSPECTION ITEM AND REFERENCE

COMPLY NON-COMPLY N/A

6. Does the TCO ensure the billing conforms to valid services within their unit? (Eighth U.S. Army Pam 25-60, para 13-5(b))	___	___	___
7. Does the TCO report corrections to Eighth U.S. Army, G6 and track all actions to ensure corrections are completed and credits are received, if applicable? (Eighth U.S. Army Pam 25-60, para 13-5(c))	___	___	___
8. Does the TCO review long distance calls and investigate for possible abuse? (Eighth U.S. Army Pam 25-60, para 13-5(d))	___	___	___
9. Does the TCO forward monthly telephone bills to department managers and subordinated units? (Eighth U.S. Army Pam 25-60, para 13-5(e))	___	___	___
10. Does the TCO compare monthly costs to previous monthly figures to determine if any major changes occurs, if so then investigates the disparity? (Eighth U.S. Army Pam 25-60, para 13-5(f))	___	___	___
11. Does the TCO understand the procedures for downloading monthly telephone data from the Eighth U.S. Army, G6 Telephone Server? (EAIM-F Memo, dtd 6 Apr 99, subject: Payment for DSN Telephone Services)	___	___	___
12. Does the TCO understand classes of service, DSN Usage Rates per minute and what metropolitan area they belong to? (EAIM-F Memo, dtd 6 Apr 99, subject: Payment for DSN Telephone Services.)	___	___	___
13. Does the TCO understand the procedures for requesting DSN service? (Eighth U.S. Army Pam 25-60, para 2-6)	___	___	___
14. Does the TCO understand the procedures for requesting DSN support during exercise periods? (Eighth U.S. Army Pam 25-60, para 2-7)	___	___	___

SUB-FUNCTION: Telecommunications

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
15. Does the TCO understand the procedures for requesting commercial telephone service? (Eighth U.S. Army Pam 25-60, para 3-6)	___	___	___
16. Does the TCO understand the procedures for requesting cellular telephone service? (Eighth U.S. Army Pam 25-60, para 4-4)	___	___	___
17. Are there criteria established for justifying and approving the acquisition of cellular phones and pagers? (AR 25-1, Appendix B)	___	___	___
18. Has guidance been provided to review and revalidate cellular telephones and pagers every two years? (AR 25-1, Appendix B)	___	___	___
19. Do procedures require the establishment of a reutilization program to identify and turn-in cellular phones and pagers that are no longer required or seldom used? (AR 25-1, Appendix B)	___	___	___
20. Is there a requirement for cellular phones and pagers to be recorded in the property book? (AR 25-1, Appendix B)	___	___	___
21. Has local guidance been provided to certify monthly cellular telephone and pager bills? (AR 25-1, Appendix B)	___	___	___
22. Does the TCO understand the procedures for requesting commercial circuits? (Eighth U.S. Army Pam 25-60, para 5-5 & AR 25-1, Appendix B)	___	___	___
23. Does the TCO understand the procedures for requesting dedicated circuits and trunks? (Eighth U.S. Army Pam 25-60, para 6-5)	___	___	___
24. Does the TCO understand the procedures for placing HMW calls? (Eighth U.S. Army Pam 25-60, para 7-5)	___	___	___

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Frequency Management

	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
1. Does the IMO process all requests for new frequencies? (AR 5-12, Chapter 5, Eighth U.S. Army Pam 25-60)	___	___	___
2. Does the IMO insure frequency users in the unit are aware of Army frequency management procedures, doctrine and policy? (AR 5-12, para 2-17, Eighth U.S. Army Pam 25-60)	___	___	___
3. Does the IMO perform limited technical analysis as related to frequency management responsibilities? (AR 5-12, para 2-17, Eighth U.S. Army Pam 25-60)	___	___	___
4. Does the IMO report and/or resolve interference problems IAW the Army Interference Resolution Program (AIRP)? (AR 5-12, para 2-17 and Appendix C, Eighth U.S. Army Pam 25-60)	___	___	___
5. Does the IMO validate new frequency requirements for the unit? (AR 5-12, para 2-17, Eighth U.S. Army Pam 25-60)	___	___	___
6. Does the IMO, through appropriate channels, identify and budget for automation hardware and software needed to perform unit level frequency management functions? (AR 5-12, para 2-17, Eighth U.S. Army Pam 25-60)	___	___	___
7. Does the IMO determine the unit's peace and wartime communications equipment requirements and obtain sufficient frequencies to support these systems? (AR 5-12, para 2-17, Eighth U.S. Army Pam 25-60)	___	___	___
8. Does the IMO coordinate with the JFMO to ensure all frequency dependent equipment being developed, procured or used by the unit is fully supportable? (AR 5-12, para 2-17, Eighth U.S. Army Pam 25-60)	___	___	___
9. Does the IMO ensure the frequencies used by the unit are valid? (AR 5-12, para 2-17, Eighth U.S. Army Pam 25-60)	___	___	___
10. Does the IMO ensure the frequency dependent equipment used by the unit operates within the geographical and technical parameters assigned? (AR 5-12, para 2-17, Eighth U.S. Army Pam 25-60)	___	___	___

SUB-FUNCTION: Frequency Management

	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
11. Does the IMO serve as the unit's single point of contact for all frequency related issues? (AR 5-12, para 2-17, Eighth U.S. Army Pam 25-60)	___	___	___
12. Does the IMO maintain records on the types and locations of all frequency dependent equipment within the unit? (AR 5-12, para 2-17, Eighth U.S. Army Pam 25-60)	___	___	___
13. Does the IMO process requests for temporary frequency assignments for requirements that cannot be met from authorized resources? (AR 5-12, para 2-17, Eighth U.S. Army Pam 25-60)	___	___	___
14. Does the IMO review all the unit frequency assignment records annually? (AR 5-12, para 2-17, Eighth U.S. Army Pam 25-60)	___	___	___

Primary Inspector Sign and Date: _____

APPENDIX H

RELIGIOUS ACTIVITY PROGRAM

STAFF ELEMENT: Chaplain
SUB-FUNCTION: ADMINISTRATION

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
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RELIGIOUS SUPPORT PLAN

1. The Unit Ministry Team (UMT) has copies of approved wartime Religious Support OPLAN Annexes for all areas under its supervision (AR 165-1; FM 1-05) Remarks: _____ _____	_____	_____	_____
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FACILITIES, PROPERTY, AND EQUIPMENT

2. The UMT has on hand or accounted for all MTOE equipment (AR 165-1). Remarks: _____ _____	_____	_____	_____
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3. The UMT has adequate office space available to counsel soldiers and is suitable for privileged information to be discussed (AR 165-1) Remarks: _____ _____	_____	_____	_____
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COMMAND MASTER RELIGIOUS PROGRAM (CMRP)

4. The Unit Ministry Team (UMT) has on record copies of its approved CMRP, as well as those for its subordinate units. (AR 165-1) REMARKS: _____ _____	_____	_____	_____
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5. CMRPs provide equitable support for all faith groups. (AR 165-1) REMARKS: _____ _____	_____	_____	_____
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6. All programs and activities are documented in the CMRP. (AR 165-1, USFK Command Chaplain Policy Memo #5) REMARKS: _____ _____	_____	_____	_____
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STAFF ELEMENT: Chaplain
 SUB-FUNCTION: Command Master Religious Program (CMRP)

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
1. The UMT has on record approvals by the USFK Command Chaplain for all contracts for civilian clergy, parish and/or religious education coordinators. (AR 165-1, USFK Command Chaplain Policy Memo #6) REMARKS: _____ _____	_____	_____	_____
2. All UMT programs and activities are documented in the CMRP (AR 165-1, and USFK Command Chaplain Policy Letter #5. Development of the CMRP) REMARKS: _____ _____	_____	_____	_____
3. The CMRP shows primary support for worship programs comes from appropriated funds. (AR 165-1) REMARK: _____ _____	_____	_____	_____
4. The NAF clerks and managers are trained and certified by U.S. Army Chaplain Center and School (USACHCS). (AR 165-1) REMARKS: _____ _____	_____	_____	_____

Primary Inspector: _____

Inspection: _____ Dates: _____

STAFF ELEMENT: Chaplain
SUB-FUNCTION: Training

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
1. Records of Moral Leadership Development training conducted by the UMT is on hand. (AR 165-1)H-1 Eighth US Army Pam REMARKS: _____ _____	_____	_____	_____
2. Records of Suicide Prevention/Awareness training conducted by the UMT is on hand. (AR 600-63, USFK Reg 600-30) REMARKS: _____ _____	_____	_____	_____
3. Requirements for Officer participation in Officer Professional Development (OPD) are on record. (FM 7-0, 7-1, EUSA Reg 350-41) REMARKS: _____ _____	_____	_____	_____
4. All enlisted service members are attending weekly Sergeants Time training. (EUSA Cdr's policy) REMARKS: _____ _____	_____	_____	_____
5. Training records for all UMT members are on file. (FM 7-0) REMARKS: _____ _____	_____	_____	_____
6. An effective UMT deployment plan is on file that identifies personnel and equipment movement requirements. (UNC/CFC/USFK Reg 500-1) REMARKS: _____ _____	_____	_____	_____
7. A load list and load plan identifying transportation needs is on file. (FM 55-65)	_____	_____	_____
8. Telephonic and non-telephonic notification procedures are on file. (UNC/CFC/USFK Reg 500-1) REMARKS: _____ _____	_____	_____	_____

Primary Inspector: _____
Inspection: _____ Dates: _____

STAFF ELEMENT: Chaplain
SUB-FUNCTION: Worship Programs

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
1. All chaplains are conducting worship or religious education classes. (Title 10, U.S. Code) REMARKS: _____ _____	_____	_____	_____
2. UMT publicizes all available religious support programs to include worship services and schedules events. (Title 10, U.S. Code) REMARKS: _____ _____	_____	_____	_____
3. The UMT has on file copies of USFK Command Chaplain's approval for each Denominational Service Leader in its area of responsibility. (AR 165-1) REMARKS: _____ _____	_____	_____	_____
4. The UMT has copies of its Religious Support Estimate to transition to War for themselves and subordinate UMTs (FM 1-05) REMARKS: _____ _____	_____	_____	_____

Primary Inspector: CH (LTC) Howell/SGM Bolanos

Inspection: _____ Dates: _____

STAFF ELEMENT: Chaplain
SUB-FUNCTION: Supervision

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
1. An up-to-date rating scheme for Officers and NCOs is on file (AR 623-205) REMARKS: _____ _____	_____	_____	_____
2. Each UMT member has a written job description. (AR 623-205) REMARKS: _____ _____	_____	_____	_____
3. Copies of development counseling (integration/reception, performance, event oriented, and professional development) are on file. (AR 623-205) REMARKS: _____ _____	_____	_____	_____
4. UMT staff METL supports and compliments higher command's wartime mission (AR 350-1)	_____	_____	_____
5. Assigned and subordinate UMT members know Armistice and Wartime ROE	_____	_____	_____
6. The UMT has on record Command Inspection results for its subordinate UMTs. (EUSA Reg 1-201) REMARKS: _____ _____	_____	_____	_____
7. The UMT made follow up visits to ensure recommendations for change were implemented. (EUSA Reg 1-201) REMARKS: _____ _____	_____	_____	_____

Primary Inspector: _____

Inspection: _____ Dates: _____

STAFF ELEMENT: Chaplain
SUB-FUNCTION: Religious Support Coverage

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
1. Unit has a point of contact identified to coordinate religious support requirements. (AR 165-1) REMARKS: _____ _____	_____	_____	_____
2. Unit has published information on available services and programs for soldiers and family members. (AR 165-1) REMARKS: _____ _____	_____	_____	_____
3. Unit has a copy of the religious support appendix to include the area coverage plan. (FM 1-05) REMARKS: _____ _____	_____	_____	_____
4. Unit knows the UMT assigned as their coverage in accordance with the installation and transition to war coverage plans for religious support. (FM 1-05) REMARKS: _____ _____	_____	_____	_____

Primary Inspector: _____

Inspection: _____ Dates: _____

**APPENDIX I
ENGINEER PLANS, OPERATIONS, AND SERVICES**

STAFF ELEMENT: Engineer
SUB-FUNCTION: Engineer Operational Planning

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
--------------------------------------	---------------	-------------------	------------

1-3 Division Level Commands Only:

- | | | | |
|---|-----|-----|-----|
| 1. Does the MSC Engineer have a copy of the latest version of the Eighth U.S. Army OPLAN 5027? (USFK OPLAN 5027-98, Eighth U.S. Army OPLAN 5027-98, dated 1 Dec 99) | ___ | ___ | ___ |
| 2. Is the MSC Engineer familiar with the Engineer Annex in the Eighth U.S. Army OPLAN 5027? (Respective higher HQ OPLAN 5027, Annex D, N or Q, M, with Tabs and Appendices) | ___ | ___ | ___ |
| 3. Does MSC OPLAN 5027 contain the Engineer Annex to support the concept of operations? (Higher HQ OPLAN 5027 Annex D, Q or N, & M) | ___ | ___ | ___ |

All commands:

- | | | | |
|--|-----|-----|-----|
| 4. Has the MSC Engineer: | | | |
| a. Identified critical construction requirements?
(Eighth U.S. Army OPLAN 5027, Civil Engineer Support Plan) | ___ | ___ | ___ |
| b. Identified facility and infrastructure shortfalls? (Eighth U.S. Army OPLAN 5027, Civil Engineer Support Plan) | ___ | ___ | ___ |
| c. Understand how to report facility damage? (Eighth U.S. Army OPLAN 5027, Annex D; Eighth U.S. Army Logistics Policies & Procedures (LP&P)) | ___ | ___ | ___ |

SUB-FUNCTION: Facilities Planning and Utilization

- | | | | |
|---|-----|-----|-----|
| 1. Facility planning. (ARs 5-18, 210-20, and 415-15; DA Pam 5-18; TM 5-800-3; USFK Reg 405-7; USFK Circular 405-98-1) | | | |
| a. Does the MSC actively support and provide input to the Theater Master Plan (TMP) process? | ___ | ___ | ___ |
| b. Does the MSC provide an annual update for the Army Stationing and Installation Plan (ASIP)? | ___ | ___ | ___ |

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Global Geospatial Information & Services (GGIS)

INSPECTION ITEM AND REFERENCE COMPLY NON-COMPLY N/A

1-11 Pertains to all levels of command. In addition, commands will also be evaluated on their oversight of the below tasks within their command's inspection program.

1. Are the following references on hand at the unit?			
a. Army Topography, AR 115-11, dated 10 DEC 2001.	___	___	___
b. Defense Logistics Agency: Catalog of Maps Charts and Related Products, (currently monthly edition on CD-ROM).	___	___	___
c. Catalog of Geospatial Information and services (GI&S) Products, YML (Yongsan Map Library)	___	___	___
2. Does the unit have a procedure to determine the command's needs and requirements?	___	___	___
3. Does the command review their requirements annually or during significant changes, such as the command's OPLANs, CONPLANs?	___	___	___
4. Has a unit map custodian been appointed on orders (i.e. authorized by the commander to request and receive maps and map products, IAW AR 710-2)?	___	___	___
5. Has the unit received its basic load of maps?	___	___	___
6. Is the basic load properly stored and maintained?	___	___	___
7. Is the basic load organized to facilitate easy distribution?	___	___	___
8. Is the basic load inventoried annually, and a copy of the inventory maintained on file? (AR 115-11ra 2-10c)	___	___	___
10. Is the unit familiar with map ordering procedures? (Replenishing stocks IAW reference b., chapter 4, USFK Catalog)	___	___	___
11. Does the unit have an map account setup with DLA (DLA Form 1832)? (www.dscr.dla.mil/PC9)	___	___	___
12. Does the unit have an Automatic Initial Distribution (AID) Account? (IAW reference b. chapter 4, USFK Catalog)	___	___	___

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Fire Prevention/Fire Safety

Inspectable Items are pertinent to all levels of Command. In addition, commands will also be evaluated on their oversight of the below tasks within their command's inspection program.

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
1. Has the Commander formulated a fire prevention program for all facilities under his control IAW AR 420-90, and NFPA Standard 1, Fire Prevention Code? (AR 420-90, paragraph 6-1)	_____	_____	_____
2. Are area Fire Marshal/Subordinate Fire Marshals appointed on orders at each level of command down to battalion and separate company levels? Has a copy been forwarded to the Fire and Emergency Services Department? (EUSA Pam 420-1, Appendix C)	_____	_____	_____
3. Have the Organization/Activity Fire Marshal and facility managers attended fire prevention orientation given by the Fire and Emergency Services Department? (EUSA Pam 420-1, Appendix C)	_____	_____	_____
4. Have necessary regulations (unit fire plan or standard operating procedure) been developed to meet the fire prevention needs of the organization or activity? (EUSA Pam 420-1, Appendix C)	_____	_____	_____
5. Are these regulations posted in each building and special operational areas? (EUSA Pam 420-1, Appendix C)	_____	_____	_____
6. Does the Unit Fire Marshal have a comprehensive fire prevention program for unit facilities? (AR 420-90, Para 6-1)	_____	_____	_____
7. Do organization/activity facility managers, unit commanders, and activity supervisors conduct frequent briefings to ensure all personnel observe all fire regulations? (EUSA Pam 420-1, Appendix C)	_____	_____	_____
8. Do facility managers ensure their employees are trained and understand their fire prevention responsibilities, fire reporting, evacuation, and first aid firefighting procedures? (EUSA Pam 420-1, Section I, para 5e)	_____	_____	_____
9. Do facility managers ensure daily inspections are conducted to detect hazardous conditions and are they initiating immediate corrective action? (EUSA Pam 420-1, Appendix C)	_____	_____	_____
10. Are fire deficiencies being identified, monitored, and corrected in a timely manner? (AR 420-90, Para 6-9d)	_____	_____	_____

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
11. Are out of service fire alarm, detection, and suppression systems being reported to the DPW or Fire and Emergency Services offices for corrective action? (AR 420-90, Para 6-2b)	_____	_____	_____
12. Does the Facility Manager ensure the self-adhesive DA Label 179, (Fire/Police/Ambulance Telephone Number Decal) is applied to each telephone? (AR 420-90, paragraph 6-2)	_____	_____	_____
13. Has an evacuation coordinator system been organized in each organization or activity building? (EUSA Pam 420-1, Appendix C)	_____	_____	_____
14. Do facility managers maintain a fire prevention file folder that contains records of past fire inspections, fire and life safety related work requests, evacuation drills conducted, and fire prevention training conducted? (EUSA Pam 420-1, Section I, para 5d)	_____	_____	_____
15. Are emergency contact names and phone numbers posted at the main entrance of all buildings? (EUSA Pam 420-1, Section I, para 5h)	_____	_____	_____
16. Are emergency evacuation drills conducted regularly so personnel are familiar with procedures? Are records maintained in the facility folder for these drills? (EUSA Pam 420-1, Section I, para 5k)	_____	_____	_____
17. Are facility managers inspecting all fire extinguishers within their area of responsibility on a monthly basis? Are these inspections documented in the facility fire prevention file folder? (EUSA Pam 420-1, Section II, para 3.a.)	_____	_____	_____
2. Electrical:			
18. Is all wiring free of any defect, fraying, splicing, or any other type of damage? (EUSA Pam 420-1, Appendix C)	_____	_____	_____
19. Is wiring installed in a proper manner, not nailed or affixed to walls, ceilings, or floors? (EUSA Pam 420-1, Appendix C)	_____	_____	_____
20. Are protective covers placed on all electrical outlets, switches, and junction boxes? (EUSA Pam 420-1, Appendix C)	_____	_____	_____

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
21. Are fuse and switch boxes kept closed and unobstructed? (EUSA Pam 420-1, Appendix C)	_____	_____	_____
22. Are only the proper size fuses or breakers installed? (EUSA Pam 420-1, Appendix C)	_____	_____	_____
23. Are devices that interfere with the normal operation of a circuit breaker or fuse prohibited from use? (EUSA Pam 420-1, Section II, para 14.e.)	_____	_____	_____
24. Is all unnecessary electrical equipment unplugged when not in use? (EUSA Pam 420-1, Appendix C)	_____	_____	_____
25. Are only electrical extension cords approved by UL or KIS in use? (EUSA Pam 420-1, Section II, para 14.g.)	_____	_____	_____
26. Are the use of multi-outlet electrical sockets and multi-outlet extension cords limited to a maximum total of 660 watts? (EUSA Pam 420-1, Section II, para 14.g.)	_____	_____	_____
27. Are multi-outlets and multi-outlet extension cords prohibited from being ganged together? (EUSA Pam 420-1, Section II, para 14.g.)	_____	_____	_____
28. Are extension cords of sufficient rating (wattage and amperage) for the loads they are to carry? (EUSA Pam 420-1, Section II, para 14.g.)	_____	_____	_____
29. Are extension cords not used as fixed wiring, nailed, tacked, or stapled to walls or ceilings, draped over pipes, or run through doors or under rugs? (EUSA Pam 420-1, Section II, para 14.g.)	_____	_____	_____
30. Are extension cords used only as a temporary medium? Are work requests available to indicate the required outlets/circuits will be added to the electrical system? (EUSA Pam 420-1, Section II, para 14.g.)	_____	_____	_____
3. Exits:			
31. Are all fire exit doors working properly? (EUSA Pam 420-1, Appendix C)	_____	_____	_____

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
32. Are all fire exit doors and routes to exits unobstructed? (EUSA Pam 420-1, Appendix C)	_____	_____	_____
33. Are all fire exit doors unlocked and unlatched when facility is occupied? (EUSA Pam 420-1, Appendix C)	_____	_____	_____
34. Are all exit lights operational? (EUSA Pam 420-1, Section II, para 1.d.)	_____	_____	_____
35. Are restrictive hardware, such as padlocks and hasps, throw-bolts, and crossbars prohibited on any exit door? (EUSA Pam 420-1, Section II, para 1.b.)	_____	_____	_____
4. Heaters:			
36. Do portable space heaters have written approval of the DPW prior to use? (EUSA Pam 420-1, Section II, para 7.c.)	_____	_____	_____
37. Is the use of un-vented hydrocarbon-fueled heating appliances inside sleeping quarters strictly prohibited? Hydrocarbon fuels include natural gas, gasoline, fuel oil, alcohol and petroleum based oils and kerosene. (EUSA Pam 420-1, Section II, para 7.a.)	_____	_____	_____
38. Are duct-type portable gasoline-fired heaters (e.g., Herman Nelson or similar models) prohibited from use without prior approval of the Installation Fire Department? (EUSA Pam 420-1, Section II, para 7.a.)	_____	_____	_____
39. Are space heaters located a minimum of 3 feet from all combustible material? Is clothing prohibited from being dried/placed over heaters? (EUSA Pam 420-1, Section II, para 7.g.)	_____	_____	_____
40. Are portable heaters equipped with a tilt switch, (a switch that turns the heater off when it is tipped over)? (EUSA Pam 420-1, Appendix C)	_____	_____	_____
5. Smoking Practices:			
41. Are safe smoking practices being enforced? (EUSA Pam 420-1, Appendix C)	_____	_____	_____

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
42. Is smoking confined to supervised smoking areas outside of facilities? (EUSA Pam 420-1, Appendix C)	_____	_____	_____
43. Are sufficient, suitable, ashtrays and butt cans provided for all authorized smoking areas? (EUSA Pam 420-1, Appendix C)	_____	_____	_____
44. Are all butt cans saturated and emptied into the outside dumpsters at least daily? (EUSA Pam 420-1, Appendix C)	_____	_____	_____
45. Is "No Smoking" being enforced in hazardous areas? (EUSA Pam 420-1, Appendix C)	_____	_____	_____
46. Have adequate signs or other types of notification which prohibit smoking while in bed been posted? (EUSA Pam 420-1, Appendix C)	_____	_____	_____
6. Storage:			
47. Are good housekeeping practices being followed throughout the facility? (EUSA Pam 420-1, Appendix C)	_____	_____	_____
48. Are all janitor closets and storage rooms maintained in a neat and orderly fashion? (EUSA Pam 420-1, Appendix C)	_____	_____	_____
49. Is a clearance of at least 18 inches being maintained between stored materials/stock and roofs, rafter beams, fire extinguishers, fire protection equipment, fire sprinkler heads, around lighting and heating fixtures, and fire walls? (EUSA Pam 420-1, Section III, para 5.b.)	_____	_____	_____
50. Is combustible material prohibited from being stored in mechanical rooms, under stairways, in attic crawl spaces, against building exteriors, or in other hazardous areas? (EUSA Pam 420-1, Section II, para 6.a.)	_____	_____	_____
51. Are buildings and areas where munitions and hazardous material are stored marked with the appropriate fire and hazard symbols? (EUSA Pam 420-1, Section II, para 10.a.)	_____	_____	_____

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
52. Are hallways, corridors, stairways, and vestibules leading to exits, attics, and spaces under stairs not used for storage or as workspaces? (EUSA Pam 420-1, Section II, para 1.k.)	_____	_____	_____

7. Flammable Storage:

53. Are flammable materials being stored in labeled metal storage cabinets used solely for that purpose? Approved metal storage cabinets are commercial flammable and combustible liquid storage containers that will contain the liquid and fire inside the container. (EUSA Pam 420-1, Section II, para 9.b.)	_____	_____	_____
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54. Are flammable storage lockers approved in writing by Fire and Emergency Services Department personnel? (EUSA Pam 420-1, Appendix C)	_____	_____	_____
---	-------	-------	-------

55. Are all flammable storage areas kept clean and orderly? (EUSA Pam 420-1, Appendix C)	_____	_____	_____
--	-------	-------	-------

56. Are flammable storage areas being safeguarded against smoking and open flames? (EUSA Pam 420-1, Appendix C)	_____	_____	_____
---	-------	-------	-------

57. Are only approved containers being used for handling and storage of flammable liquids? (EUSA Pam 420-1, Appendix C)	_____	_____	_____
---	-------	-------	-------

58. Are gasoline, paints, and other flammable liquids, prohibited from being stored in barracks, office supply rooms, or other buildings not specifically designated for such storage unless authorized by the Fire and Emergency Services Department? (EUSA Pam 420-1, Section II, para 9.b.)	_____	_____	_____
--	-------	-------	-------

8. Waste Containers:

59. Are only noncombustible containers (no wire mesh) being used? (EUSA Pam 420-1, Appendix C)	_____	_____	_____
--	-------	-------	-------

60. Are all waste containers emptied at least daily or more often if needed? (EUSA Pam 420-1, Appendix C)	_____	_____	_____
---	-------	-------	-------

YES NO N/A

9. Fire Extinguishers:

61. Are all fire extinguishers in their proper location and are they adequately pressurized? (EUSA Pam 420-1, Appendix C)

62. Are all fire extinguishers readily accessible and unobstructed at all times? (EUSA Pam 420-1, Appendix C)

63. Are assigned personnel knowledgeable of the proper use and operation of fire extinguishers? (EUSA Pam 420-1, Appendix C)

10. Employees Knowledge:

64. Do all employees know how to report a fire and initiate the facilities fire alarm system? (EUSA Pam 420-1, Appendix C)

65. Do all employees know the proper evacuation procedures? (EUSA Pam 420-1, Appendix C)

66. Do all employees know the location of all fire extinguishers and exits within the facility? (EUSA Pam 420-1, Appendix C)

11. General:

67. Are exterior waste receptacles located at least 10 feet from buildings? (EUSA Pam 420-1, Appendix C)

68. Have adequate signs or other types of notification which prohibit smoking while in bed been posted? (EUSA Pam 420-1, Appendix C)

69. Are mops that are used for dusting, waxing, or polishing hung at least six inches above the floor? (EUSA Pam 420-1, Appendix C)

70. Are cleaning rags stored in metal containers with metal lids? (EUSA Pam 420-1, Appendix C)

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
71. Are smoke detectors installed in all sleeping rooms of the barracks, unaccompanied enlisted personnel housing or unaccompanied officers personnel housing, and are they maintained in an operable condition at all times? (EUSA Pam 420-1, Appendix C)	_____	_____	_____
72. Are housekeeping employees and their work areas closely monitored for the elimination of electrical, fire, and shock hazards and excessive accumulations of paper and cardboard? (EUSA Pam 420-1, Appendix C)	_____	_____	_____
73. Are personnel prohibited from locking open, blocking, or other wise obstructing the normal operation of fire doors, smoke doors or fire shutters? (EUSA Pam 420-1, Section II, para 1.f.)	_____	_____	_____
74. Is cooking prohibited in any facility that does not have a domestic type kitchen? EUSA Pam 420-1, Section II, para 8.b.)	_____	_____	_____
75. Is cooking on a hot plate, electric frying pan or gas stove in areas where no kitchen exists, i.e., barracks rooms, warehouses, offices, concessionaire facilities, shops, etc. strictly prohibited? (EUSA Pam 420-1, Section II, para 8.b.)	_____	_____	_____
76. Are "personal" liquefied petroleum gas (propane or butane) fueled devices used for heating, cooking, or lighting, prohibited from use? (EUSA Pam 420-1, Section II, para 8.d.)	_____	_____	_____
77. Is the use of candles for other than religious purposes in chapels and table decorations in public assembly facilities prohibited? (EUSA Pam 420-1, Section III, para 4.a.)	_____	_____	_____
78. Are facilities that are being used for shop operations involving hot work (open flames and arc welding or cutting devices) approved by the Fire and Emergency Services Department and posted (DA Form 5383-R)?	_____	_____	_____
79. Are fuel powered equipment or devices being stored within facilities (other than garages, flammable liquid warehouses, or motor repair shops) without approval from the Fire and Emergency Services Department?	_____	_____	_____

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Environmental Compliance

INSPECTION ITEM AND REFERENCE

COMPLY

NON-COMPLY

N/A

UNIT OPERATIONS CHECKLIST: This section applies to all units and activities within Eighth U.S. Army. In addition, commands will also be evaluated on their oversight of the below tasks within their command's inspection program. Where not otherwise referenced, this checklist is based on Appendix C, HQDA TC 5-400, Unit Leaders' Handbook for Environmental Stewardship. Refer to the handbook for further guidance.

Management

- | | | | |
|--|-----|-----|-----|
| 1. Is an environmental compliance officer or hazardous waste coordinator appointed in writing? | ___ | ___ | ___ |
| 2. Is an environmental compliance officer or hazardous waste coordinator properly trained within 30 days of assigned duty? | ___ | ___ | ___ |
| 3. Does the environmental compliance officer or hazardous waste coordinator maintain a file of applicable references, appointment orders, and inspection records for the last 24 months? | ___ | ___ | ___ |
| 4. Does the unit/command representative regularly participate in the installation's environmental quality control committee? | ___ | ___ | ___ |
| 5. Does the unit/command provide information on all of its environmental requirements to the host installation environmental office? | ___ | ___ | ___ |
| 6. Is an environmental awareness-training program available for unit/command personnel? | ___ | ___ | ___ |
| 7. Are most unit/command personnel trained in environmental awareness? | ___ | ___ | ___ |
| 8. Does the unit/command SOP cover unit spill prevention and response? | ___ | ___ | ___ |
| 9. Does the unit/command SOP cover hazard communication (HAZCOM) program? | ___ | ___ | ___ |
| 10. Does the unit/command have or support installation's pollution prevention/hazardous waste minimization (HAZMIN) program? | ___ | ___ | ___ |
| 11. Does the unit/command have or support installation's recycling program? | ___ | ___ | ___ |

Primary Inspector Sign and Date:_____

SUB-FUNCTION: Environmental Compliance

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
12. Does the unit/command have or support installation's hazardous material management program?	___	___	___
13. Does the unit/command have or support installation's hazardous waste management program?	___	___	___
14. Does the unit/command use "Unit Leader's Handbook for Environmental Stewardship" (TC 5-400) to effectively integrate environmental consideration into its operations?	___	___	___
15. Are work orders for environmental services on file?	___	___	___
16. Does the unit/command inspect its subordinate units for environmental compliance using this or similar checklist?	___	___	___

Waste Oil Storage

1. Are there adequate dikes or secondary containment catchments around waste POL storage facilities?	___	___	___
2. Are waste oil or other possible pollutants always stored in authorized containers?	___	___	___
3. Are waste-oil tanks monitored and pumped out when full?	___	___	___

Hazardous Material/Hazardous Waste

1. Is only the amount of HM needed on hand (no stockpiling of HM)?	___	___	___
2. Is excess HM being turned back into supply system (HAZMART if available)?	___	___	___
3. Is the unit HM/HW inventory (quantity and location) up-to-date?	___	___	___
4. Is HW collected and stored in authorized collection points?	___	___	___
5. Is HM/HW disposed of according to directives (DRMO HM/HW Turn-in Guidance, Mar 98 and USFK Pam 200-1)?	___	___	___
6. Are containers labeled according to directives (DRMO HM/HW Turn-in Guidance, Mar 98 and USFK Pam 200-1)?	___	___	___
7. Are containers in good condition and closed when not used?	___	___	___
8. Are containers handled properly (drum dolly/bung wrench on hand)?	___	___	___

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Environmental Compliance

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
9. Are ignitable/flammable drums grounded?	___	___	___
10. Are there accumulation start dates on each HW container?	___	___	___
11. Is facility secured from unauthorized entry?	___	___	___
12. Are fire extinguishers present and inspected monthly?	___	___	___
13. Are spill control supplies on hand (such as vermiculite)?	___	___	___
14. Is housekeeping adequate (no evidence of spillage, trash policed water puddles mopped)?	___	___	___
15. Is an SPCC plan on-hand?	___	___	___
16. Are waste oil accumulation tanks used for collecting HW and other pollutants (antifreeze, GAA, oil, and so forth)?	___	___	___
17. Are danger and warning signs conspicuously placed?	___	___	___
18. Are personnel trained in the proper handling, collection, storage, or transportation of HM/HW?	___	___	___
19. Are used POL cans and drums being disposed of properly?	___	___	___
20. Are asbestos-containing parts (brake shoes, clutch plates, and equipment insulation) being removed, collected and disposed of properly?	___	___	___
21. Are tires and batteries properly turned in for recycling?	___	___	___
22. Does the unit have a current hazardous waste SOP?	___	___	___
23. Are turn-in document copies for DRMO (DD Form 1348-1) on file?	___	___	___
24. Are Material Safety Data Sheets (MSDS) available?	___	___	___
25. If required, are laboratory analysis of POL and hazardous wastes on file?	___	___	___
26. Has the unit been inducted into HAZMART through the HSMS database?	___	___	___

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Environmental Compliance

INSPECTION ITEM AND REFERENCE COMPLY NON-COMPLY N/A

Solid Waste Management

- 1. Are procedures to reduce production of solid waste enforced?
- 2. Are product separation and recycling efforts in effect?
- 3. Are source reduction practices enforced?
- 4. Is the unit requisitioning only supplies needed (not stockpiling excessive materials)?
- 5. Are personnel ensuring that water; soap, kitchen grease, or food waste is never discharged into street, storm drainage systems, or groundwater source while washing garbage cans and field kitchen equipment?

Spill Prevention

- 1. Are oil, fuel, or other hazardous pollutant spills (over 5 gals volume or 100 square feet in area) reported properly? (A written report is required if exceeded.)
- 2. Are creek/drainage channels free of pollution?
- 3. Are personnel ensuring that pollutants are never discharged into storm or washrack drains on the ground or along fence lines? (Common pollutants are oil, solvent, soap, diesel, gasoline, battery acid, chemicals, waste antifreeze, paint, and grease.)
- 4. Are small oil spills cleaned up in a timely manner?
- 5. Are drip pans used under vehicles/equipment and POL product barrels, where spills are likely to occur?

Recycling Program

- 1. Are all qualified hazardous materials (solvents, antifreeze, used oil) being collected and recycled according to directives?
- 2. Is the unit delivering material to the installation recycling center?
- 3. Are recyclable material sources separated?
- 4. Is contaminated material separated from recyclables?

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Environmental Compliance

INSPECTION ITEM AND REFERENCE COMPLY NON-COMPLY N/A

5. Is the unit recycling the following materials:

Computer printouts.	___	___	___
Newspaper	___	___	___
Aluminum Cans	___	___	___
High-grade paper	___	___	___
Steel cans	___	___	___
Cardboard	___	___	___
Glass	___	___	___
Plastics.	___	___	___

6. Are dumpsters free of recyclable items? ___

7. Are used cleaning solvents being recycled/collected properly? ___

Washracks

1. Are vehicles or equipment washed only in authorized washracks? ___

2. Is steam cleaning equipment used only in authorized washracks? ___

3. Are washracks and vicinity around them free of contaminated soil, sand, or silt? ___

4. Are signs that indicate whether solvents or soap may be used present? ___

5. Are metal gratings or baffles present and in good condition at washrack oil interceptor, catch basins, or floor drains? ___

6. Is washrack area free of oil and/or fuel spills? ___

7. Are containment devices (oil and grease interceptors, catch basins, collection ponds, drains, tanks, and so forth) properly maintained and serviced? ___

8. Is washrack area free of oily rags and trash? ___

9. Are faucets and/or backflow preventors in good operating condition? ___

10. Are only authorized soap, solvent, or chemicals used with steam cleaning equipment? ___

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Environmental Compliance

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
11. Is oil/water separator in good working condition?	___	___	___
12. Is vehicle/equipment/aircraft wastewater discharged into the installation wastewater treatment system?	___	___	___
Land Management			
1. Are the vehicles parked or driven only in authorized areas?	___	___	___
2. Are surface areas and curbs free of vehicular damage?	___	___	___
3. Is the area free of litter?	___	___	___
4. Is gravel used only in authorized areas and in an authorized manner?	___	___	___
5. Are archeological or historical sites safeguarded?	___	___	___
6. Are live or dead trees or limbs felled, removed, or used only with appropriate approval (range control/DPW)?	___	___	___
7. Are personnel ensuring that garbage, refuse, and rubbish are never burned or buried on the range area? (The generating unit is to deliver all solid waste items to approved collection sites.)	___	___	___
8. Are storm water ditches in vicinity of motor pools free of POL or other HM/HW?	___	___	___
9. Are detention ponds, waste and sump collection points, and vehicle inspection points functional and being serviced properly?	___	___	___
10. Are paint spray, battery, and radiation repair operations being operated properly and coordinated with the EMO, safety, and preventive medicine officers?	___	___	___
11. Are collection points established with proper containers and servicing for all maintenance generated wastes?	___	___	___
12. Does the unit observe fording sites and fording operational procedures?	___	___	___
13. Does the unit cover all the fighting positions after an exercise?	___	___	___

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Environmental Compliance

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
14. Does the unit have designated refueling points?	___	___	___
15. Do refueling operations SOPs address practices to minimize spills (e.g., provision of portable or field-constructed secondary containment)?	___	___	___
16. Is material on hand to clean up a spill?	___	___	___
17. Do fuel handlers know how to report a spill?	___	___	___
18. Does the unit properly conduct smoke operations according to appropriate Army and installation regulations?	___	___	___

SUB-FUNCTION: Base Operations Checklist

This section applies to the 19th TSC ONLY. Where not otherwise referenced, this checklist is based on USFK Pam 200-1, Environmental Governing Standards (EGS).

Program Management

1. Has the command established in-house environmental programs (monitored via the Command Inspection Program), and does it support installation environmental compliance programs in the following areas, as applicable? (USFK Pam 200-1, Environmental Governing Standards (EGS))	___	___	___
a. Air Emissions	___	___	___
b. Drinking Water	___	___	___
c. Wastewater	___	___	___
d. Hazardous Material	___	___	___
e. Hazardous Waste	___	___	___
f. Solid Waste	___	___	___
g. Medical Waste	___	___	___
h. Petroleum, Oil and Lubricant	___	___	___
i. Noise	___	___	___
j. Pesticides	___	___	___
k. Historic and Cultural Resources	___	___	___
l. Endangered Species and Natural Resources	___	___	___
m. Polychlorinated Biphenyls	___	___	___
n. Asbestos	___	___	___
o. Radon	___	___	___
p. Environmental Effects Abroad of Major Federal Actions	___	___	___
q. Spill Prevention and Response Planning	___	___	___
r. Underground Storage Tanks	___	___	___

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Environmental Compliance

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
s. Lead Hazard	___	___	___
t. Pollution Prevention (AR 200-1, para 14-5)	___	___	___
u. Solid Waste Recycling (DODI 4715.4, para F2)	___	___	___
v. Hazardous Material Inventory Management and Control (DODI 4715.4, F2)	___	___	___
2. Does the command or installation have environmental training programs to instruct all personnel in the environmental aspect of their jobs? (USFK Pam 200-1, para 1-9c)	___	___	___
3. Does the command or installation have an Environmental Quality Control Committee established and meet regularly? (USFK Pam 200-1, para 1-9c; AR 200-1 para 1-27a(6))	___	___	___
4. Does the command or installation have internal environmental compliance auditing/inspection program? (USFK Pam 200-1, para 1-9c; AR 200-1 para 1-27a(21))	___	___	___
5. Does the command or installation have environmental impacts of proposed actions reviewed and integrated into decision-making? (USFK Pam 200-1, para 17-3a)	___	___	___
6. Does the command or installation have the Environmental Program Requirements Report updated regularly? (AR 200-1, para 15-9b)	___	___	___
7. Does the command or installation have corrective action plan developed and track progress of corrective actions for ECAS? (AR 200-1, para 15-9b)	___	___	___
8. Does the command or installation follow up on Inspector General findings and recommendations for corrective actions (Good Management Practice)?	___	___	___
9. Does the command or installation follow HQDA's guidance on environmental funds programming and execution? (Policy and Guidance for Identifying U.S. Army Environmental Program Requirements)	___	___	___
10. Are environmental criteria are incorporated into all new and existing construction projects? (AR 200-1, para 1-27a(22))	___	___	___

Primary Inspector Sign and Date: _____

**APPENDIX J
COMMAND INFORMATION**

STAFF ELEMENT: PAO
SUB-FUNCTION: Command Newsletter or Newspaper

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
1. Does a valid requirement exist? (AR 360-1, subpara 3-5a) (If no, go to next sub-function)	___	___	___
2. Have the commander and Eighth U.S. Army PAO determined a newspaper is the most cost-effective means to fulfill the command information requirement? (AR 360-1, subpara 3-5a)	___	___	___
3. Has the Eighth U.S. Army PAO granted approval? (AR 360-1, subpara 3-5a)	___	___	___
4. Does the publication contain mission-essential information? (AR 360-1, para 13-1)	___	___	___
5. Does the publication contain feedback? (AR 360-1, subpara 13-1a and c)	___	___	___
6. Does the publication contain unit news, feature stories, and personal recognition? (AR 360-1, subpara 13-1a and c)	___	___	___
7. Does the publication support the CG's themes? (AR 360-1, subpara 13-1)	___	___	___
8. Does the publication facilitate mission accomplishment? (AR 360-1, para 3-5 and 13-1)	___	___	___
9. Does the publication exhibit high journalistic quality? (AR 360-1, subpara 13-1b)	___	___	___
10. Does the publication employ appropriate design principles? (AR 360-1, subparagraph 13-1b(8), (9) and (10))	___	___	___
11. Does the publication conform to pertinent, relevant policy guidance? (AR 360-1, para 13-1b(10))	___	___	___
12. Does the PAO actively and directly supervise the newspaper? Are news items and editorials supporting internal information objectives included? (AR 360-1, subpara 13-1)	___	___	___
13. Does the newspaper carry the required statement in its masthead in type no smaller than 6 points? (AR 360-1, para 13-8 and appendix C)	___	___	___

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Command Newsletter or Newspaper

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
14. Does the PAO maintain a current written contract with the publisher of a commercial enterprise (C-E) newspaper? Has a copy of the contract been forwarded to the Eighth U.S. Army PAO (EAPA-CI)? (AR 360-1, subpara 4-8b)	___	___	___
15. Is the contract for the commercial enterprise newspaper signed by the contracting officer? Is the contract limited to one year, with options for up to five annual renewals? (AR 360-1, subpara 4-8b)	___	___	___
16. Are newspaper copies distributed to all required addressees (SAPA-CI, EAPA-CI, etc.)? (AR 360-1, subpara 3-5t-q)	___	___	___
17. Does the editor review and adjust (as necessary) all submitted columns? (AR 360-1, subpara 13-1)	___	___	___
18. Is the Army-funded publication free of commercial advertising? (AR 360-1, subpara 4-9c)	___	___	___
19. Are newspaper editorial personnel excused from extra duties that interferes with production schedules? (AR 360-1, subpara 13-1a)	___	___	___
20. Does the newspaper contain an appropriate balance of Army-wide, command, and local military community news? (AR 360-1, subpara 13-1)	___	___	___
21. Does the Eighth U.S. Army critique its newspapers at least quarterly? Is there evidence of improvement as a result? (AR 360-1 Eighth U.S. Army PAO Evaluation Checklist Review*)	___	___	___
22. Does the PAO use the Associated Press Style book or equivalent as the primary guide for editing materials? (AR 360-1, subpara 13-12)	___	___	___
23. Are outside sources (Army News Service, American Forces Press Service, policy letters, etc.) localized whenever possible? (AR 360-1*)	___	___	___

SUB-FUNCTION: Publications other than Newspapers

1. Are any CI publications, other than newspapers, produced by the command? (Unit/base guides, maps, informational updates, etc.) (AR 360-1, subpara 13-11 & 3-5c)	___	___	___
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Primary Inspector Sign and Date: _____

SUB-FUNCTION: Publications other than Newspapers

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
2. Is distribution of non-DOD publications coordinated with SJA & other responsible agencies, in order to advise the commander on approving or denying the request? (AR 360-1, subpara 3-8)	___	___	___
3. Are additional CE publications limited to guides, maps, publications limited to guides, maps, supplements and inserts? (AR 360-1, subpara 3-5e)	___	___	___

SUB-FUNCTION: Electronic Media

1. Has the PAO included AFKN and/or any available closed circuit or cable television systems in the Command Information Program? (AR 360-1, subpara 13-1a & 2-4f)	___	___	___
2. Does the PAO know the resources available to develop products to meet the commander's PA needs? (AR 360-1, subpara 2-4k)	___	___	___
3. Does the installation have a cable television system? Has a channel been reserved for Command Information? (AR 360-1, subpara 2-4f)	___	___	___
4. Does the PAO know how to use the commander's access channel, mini-TV, and other AFRTS/TASA programs to improve the entertainment and command information efforts in remote locations? (AR 360-1, subpara 2-4f)	___	___	___

SUB-FUNCTION: Public Affairs Planning

1. Has a person been designated to perform planning functions? (Eighth U.S. Army OPLAN 5027, Annex F)	___	___	___
2. Does the PA representative understand PA capabilities and PA command & control in the Korean theater of operations? (Eighth U.S. Army OPLAN 5027, Annex F)	___	___	___
3. Is the unit PA plan coordinated with higher and lower headquarters? (Eighth U.S. Army OPLAN 5027, Annex F)	___	___	___
4. Is the PA plan integrated with higher & lower HQ to complement PA contingency operations? (Eighth U.S. Army OPLAN 5027, Annex F)	___	___	___
5. Are unit operations plans and orders, as well as programming plans, systematically reviewed to determine need and currency of PA annexes? (Eighth U.S. Army OPLAN 5027, Annex F)	___	___	___

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Public Affairs Planning

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
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6. Has the PAO prepared and kept a current continuity book? (Eighth U.S. Army PA policy)	___	___	___
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SUB-FUNCTION: Commander's Call

1. Are Commander's Calls conducted at least quarterly? (AR 360-1, subpara 5-6a & b(1))	___	___	___
---	-----	-----	-----

2. Has the PAO provided material to local commanders for the Command Information Program? (AR 360-1, para 13-1)	___	___	___
--	-----	-----	-----

3. Has the PAO incorporated Eighth U.S. Army/USFK materials into the local Command Information Program? (AR 360-1, para 13-1)	___	___	___
--	-----	-----	-----

4. Has the PAO kept a file of requests received to determine local needs and interests? (AR 360-1*)	___	___	___
--	-----	-----	-----

5. Is Commander's Call attendance encouraged for all assigned personnel, including officers, enlisted, KATUSAs and DAC/KGS civilians? (AR 360-1, subpara 5-6c(6))	___	___	___
---	-----	-----	-----

6. Does the PAO monitor unit Commander's Calls to determine areas where help may be needed? (AR 360-1, para 5-6)	___	___	___
---	-----	-----	-----

7. Does the PAO submit story ideas to the Eighth U.S. Army PA staff based on issues raised at Commander's Calls? (AR 360-1, para 5-6)	___	___	___
---	-----	-----	-----

SUB-FUNCTION: Audience Research

1. Does the PAO conduct audience surveys at least once every 2 years? (AR 360-1, para 9-5)	___	___	___
---	-----	-----	-----

2. Do the audience survey methods reflect the spirit, intent and methods IAW AR 360-1, para 9-5?	___	___	___
---	-----	-----	-----

3. Does the PAO implement changes based upon information obtained through audience surveys? (AR 360-1, para 9-5)	___	___	___
---	-----	-----	-----

4. Does the PAO forward survey findings to the commander with the raw figures, analysis, and recommendations? (AR 360-1, para 9-5)	___	___	___
--	-----	-----	-----

5. Does the PAO forward all results through the Eighth U.S. Army PAO (EAPA-CI)? (AR 360-1, para 9-6)	___	___	___
---	-----	-----	-----

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Audience Research

INSPECTION ITEM AND REFERENCE

COMPLY NON-COMPLY N/A

6. Are distribution points surveyed to ensure that the distribution plan is updated IAW base and unit realignments? (AR 360-1, para 9-6)

___ ___ ___

SUB-FUNCTION: Command Information (CI) Assistance Visits

1. Is the PAO conducting CI assistance visits to subordinate elements? (AR 360-1, subpara 2-4h)

___ ___ ___

2. Have visited units/agencies incorporated recommendations into their operations? (AR 360-1, para 2)

___ ___ ___

3. Does the PAO have a CI distribution plan in place to support the CI missions of subordinate elements? (AR 360-1, para 3-5 & 3-6)

___ ___ ___

SUB-FUNCTION: PA Organization and Operations

1. Is a PAO or full-time PA specialist assigned to the command, and if not, has an individual been designated in writing as the unit PA representative? (AR 360-1, para 2-3 & 2-4)

___ ___ ___

2. Is the information contained in the duty appointment still valid and has a copy been forwarded to the Eighth U.S. Army PAO? (EAPA-CI) (AR 360-1, para 2-3 & 2-4)

___ ___ ___

3. Does the PAO representative ensure information released is accurate, unclassified, timely, coordinated and cleared through the proper channels? (AR 360-1, para 2-3 & 2-4)

___ ___ ___

4. Are procedures followed to properly process media requests for information? (AR 360-1*)

___ ___ ___

5. Are unit fact sheets up-to-date and photos on hand? (AR 360-1*)

___ ___ ___

6. Does the PAO maintain professional relations with local media representatives? (AR 360-1*)

___ ___ ___

7. Are the PAO and other unit personnel familiar with PA procedures concerning accidents and serious incidents? (AR 360-1, para 5-19 and 5-20)

___ ___ ___

8. Are procedures to handle disasters and accidents adequate and current? (AR 360-1, para 5-47)

___ ___ ___

Primary Inspector Sign and Date: _____

SUB-FUNCTION: PA Organization and Operations

INSPECTION ITEM AND REFERENCE

COMPLY NON-COMPLY N/A

9. Are PA assets and personnel properly utilized IAW AR 360-1 in relation to local photo coverage and publicity campaigns? (AR 360-1, para 5-9 and 5-11)

___ ___ ___

SUB-FUNCTION: Community Relations (CR)

1. Has the unit analyzed or conducted a survey of government, civic, economic, social, educational, religious, and other organizations and its key officials to determine functions of organizations and centers of power and influence? (AR 360-1 para 9-5 & subpara 8-1e)

___ ___ ___

2. Does the unit have a CR plan or program to promote mutual understanding, respect and harmony with adjacent communities? (AR 360-1, subpara 8-1e)

___ ___ ___

3. Are existing and potential troop-community problems identified and PA actions taken to resolve and/or avoid such problems? (AR 360-1, para 8)

___ ___ ___

4. Does the unit have access to and use .0012 funds for CR purposes? (AR 360-1, para 10-1 & subpara 4-1b)

___ ___ ___

5. Are vehicles used to support CR within appropriate guidelines? (AR 360-1, para 10-1*)

___ ___ ___

6. Does the unit co-sponsor or participate in the Korean-American Friendship Council program IAW the provisions of USFK Reg 360-4, paragraph 7?

___ ___ ___

7. Does the commander support and participate in a KAFC and maintain continual liaison with key persons and organizations? (AR 360-1, para 8-1a, c & e; USFK 360-4, para 7c)

___ ___ ___

8. Does the CRO monitor local news sources to determine if items of CR interest are being reported? (AR 360-1, subpara 8-1d)

___ ___ ___

9. Does the installation organize and/or publicize and encourage personnel to participate in cultural events and programs such as tours and concerts? (AR 360-1, para 8-1)

___ ___ ___

10. Does the commander or other key personnel accept public speaking engagements? If so, are speeches cleared for security, policy, and propriety? (AR 360-1, para 6-1)

___ ___ ___

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Community Relations (CR)

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
11. Are queries/complaints from the local community addressed in good faith in a timely manner? (AR 360-1, para 8-1)	___	___	___
12. Are military and civilian assigned personnel and family members encouraged to participate as private individuals in activities of local schools, churches, fraternal, social and civic organizations, as well as sports and recreation programs? (AR 360-1, subpara 8-1b)	___	___	___
13. Does the CRO maintain a file or biographical data on key community leaders? (AR 360-1, subpara 8-1d(3))	___	___	___

SUB-FUNCTION: Command Information (CI)

1. Does the commander's CI program allow for an effective two-way communication between himself, employees and soldiers? (AR 360-1, subpara 13-1a)	___	___	___
2. Does the commander's CI program reach the internal audience, including soldiers, DACs and KGS employees? (AR 360-1, subpara 13-1b)	___	___	___
3. Does the commander's CI program include a newcomer's program explain the role of PA and the individual's rights and responsibilities as they pertain to the media and PA? (AR 360-1, subpara 13-11b)	___	___	___
4. Are CI materials timely, accurate and well prepared? (AR 360-1, subpara 13-1b)	___	___	___
5. Do command publications enhance local CI? (AR 360-1, subpara 13-1a)	___	___	___
6. Are news releases made or requested on a regular basis to publicize news items and events of interest? (AR 360-1, para 13)	___	___	___
7. Do releases for and local publications meet the standards and requirements contained in AR 360-1, paragraph 13?	___	___	___
8. Do installation publications offer private organizations a fair opportunity to have material considered for publication? (AR 360-1, subpara 13-1a and para 13-2)	___	___	___
9. Does fund raising news coverage meet required standards? (AR 360-1, para 13-15)	___	___	___

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Command Information (CI)

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
10. Does the commander have a newcomer's guide? (AR 360-1, para 13-11)	___	___	___

SUB-FUNCTION: Hometown News Release (HTNR) Program

1. Is an established HTNR program implemented and operational IAW AR 360-1, paragraph 8-8 and DA Pam 360-3?	___	___	___
2. Is a screening process for DD Forms 2266 implemented within the program? (AR 360-1, para 8-8 & DA Pam 360-3)	___	___	___
3. Does the unit PAO have a continuing orientation program in effect for units subordinate to him/her? (AR 360-1, para 8-8 & DA Pam 360-3)	___	___	___
4. Is there an information sheet being provided to the commander? (AR 360-1, para 8-8 & DA Pam 360-3)	___	___	___

SUB-FUNCTION: DOD Web Site Administration, Policy and Procedures (25 Nov 98)

1. Is there an Internet command home page? (If no, inspection is complete) (Part I, para 4)	___	___	___
2. Is Internet information provided or updated through the Eighth U.S. Army PAO? (Part II, para 3, subpara 3.5)	___	___	___
3. If there's home page maintained locally, has the contents been cleared IAW DOD, DA, and Eighth U.S. Army regulatory and policy guidance? (Part II, para 3, subpara 3.5)	___	___	___
4. Does the web page design and contents comply with DOD, DA, and Eighth U.S. Army regulatory and policy guidance governing web sites? (Part II, para 3 & 11)	___	___	___
5. Is the home page registered with Government Information Locator Service (GILS)? (Part II, para 6)	___	___	___

Primary Inspector Sign and Date: _____

**APPENDIX K
PHYSICAL SECURITY AND CRIME PREVENTION**

Comply Non-Comply N/A

STAFF ELEMENT: PMO
SUB-FUNCTION: General

INSPECTION ITEM AND REFERENCE

- | | | | |
|--|-------|-------|-------|
| 1. Does the MSC have a physical security SOP?
(AR 190-13, paragraph 1-24) | _____ | _____ | _____ |
| 2. Has the MSC forwarded a copy of their physical security SOP to the installation commander, to be included as an annex to the installation physical security plan? (AR 190-13, paragraph 1-24a (5)) | _____ | _____ | _____ |
| 3. Has the tenant commander (MSC) designated their MEVAs in writing, and forwarded this list to the installation commander for consideration to be included as MEVA's in the installation physical security plan? (AR 190-13, paragraph 1-24a (4)) | _____ | _____ | _____ |

SUB-FUNCTION: Installation Physical Security Plan (Host Unit Only)

INSPECTION ITEM AND REFERENCE

- | | | | |
|--|-------|-------|-------|
| 1. Has an installation physical security officer been appointed in writing?
(AR 190-13, paragraph 1-23b (1)) | _____ | _____ | _____ |
| 2. Has an installation security threat statement been developed?
(AR 190-13, paragraph 1-23b (2)) | _____ | _____ | _____ |
| 3. Has an installation physical security plan been developed and does the include all required annexes IAW regulatory guidelines?
(AR 190-13, paragraphs 1-23(3), 2-9 and FM 3.19.30, appendix F) | _____ | _____ | _____ |
| 4. Is physical security included as part of the OPSEC annex?
(AR 190-13, paragraph 1-23b (4)) | _____ | _____ | _____ |
| 5. Have tenant activities forwarded a copy of their physical security plan/sop to the installation commander, to be included as an annex to the installation physical security plan?
(AR 190-13, paragraph 1-24a (5)) | _____ | _____ | _____ |
| 6. Have tenant commanders designated their Mission Essential Vulnerable Areas (MEVA) in writing, and forward this listing to the installation commander for consideration to be included as MEVA's in the installation physical security plan?
(AR 190-13, paragraph 1-24a (4)) | _____ | _____ | _____ |

**APPENDIX K
PHYSICAL SECURITY AND CRIME PREVENTION**

Comply Non-Comply N/A

SUB FUNCTION: Security and Accountability of AA&E

INSPECTION ITEM AND REFERENCE

1. Are procedures in place to insure subordinate commander's are in compliance with AR 190-11? (AR 190-11, paragraph 1-10)	_____	_____	_____
2. Does the SOP provide guidance for the following?			
a. Access control. (AR 190-11, paragraph 2-11)	_____	_____	_____
b. AA&E key control. (AR 190-11, paragraph 3-8)	_____	_____	_____
c. Storage and supplemental controls for AA&E. (AR 190-11, paragraph 4-2)	_____	_____	_____
d. Licensing requirements for storage of ammunition. (AR 385-64, paragraph 6-3 and 6-4)	_____	_____	_____
e. Certification of locally fabricated AA&E racks and or containers. (DA Msg. RU 181334Z)	_____	_____	_____
f. Ownership, registration, storage and inventory of privately owned weapons (POWs). (USFK 190-8 and AR 190-11, paragraph 4-5)	_____	_____	_____
g. Storage of tools and other high value/sensitive items. (AR 190-11, paragraph 4-18)	_____	_____	_____
h. Procedures for intrusion detection system (IDS) operation and testing. (AR 190-11, paragraph 3-5 and Appendix K)	_____	_____	_____
i. Accountability and inventory of AA&E. (AR 190-11, paragraph 2-6 and 6-2, AR 710-2, paragraph 2-12 and Table 2-1)	_____	_____	_____
j. Security forces. (AR 190-13, paragraph 3-7 and AR 190-13, Chapter 8)	_____	_____	_____

SUB-FUNCTION: AA&E Training Program

**APPENDIX K
PHYSICAL SECURITY AND CRIME PREVENTION**

Comply Non-Comply N/A

INSPECTION ITEM AND REFERENCE

- | | | | |
|---|--------------|--------------|--------------|
| <p>1. Does the SOP establish procedures to train personnel responsible for the security, inventory and accountability of AA&E? (AR 190-11, paragraph 2-10)</p> | <p>_____</p> | <p>_____</p> | <p>_____</p> |
| <p>2. Does the SOP require subordinate commanders to take continuing action through annual update refresher briefings to ensure all personnel are aware of their responsibilities for the control and safeguarding of AA&E? (AR 190-11, paragraph 2-10)</p> | <p>_____</p> | <p>_____</p> | <p>_____</p> |
| <p>3. Does the SOP establish requirements for the training of unit personnel detailing specific instructions for the accountability, handling and disposition of AA&E amnesty items? (AR 710-2, paragraph 2-43 and DA Pam 710-2-1, paragraph 11-19)</p> | <p>_____</p> | <p>_____</p> | <p>_____</p> |

SUB-FUNCTION: Physical Security Inspections, Surveys and Audits

INSPECTION ITEM AND REFERENCE

- | | | | |
|--|--------------|--------------|--------------|
| <p>1. Is there an inspection program in place to insure that subordinate units are complying with the MSCs SOP for the protection and accountability of AA&E and other Army assets? (AR 190-11, paragraph 1-10, 1-12, 2-6 and AR 190-51, Chapter 1 thru 4)</p> | <p>_____</p> | <p>_____</p> | <p>_____</p> |
| <p>2. Are physical security inspections of AA&E deployed in the field for training and operations being conducted? (AR 190-11, paragraph 2-6)</p> | <p>_____</p> | <p>_____</p> | <p>_____</p> |
| <p>3. Are corrective action reports for both physical security inspections and survey's submitted as required? (AR 190-13, paragraph 2-12)</p> | <p>_____</p> | <p>_____</p> | <p>_____</p> |

SUB-FUNCTION: Security of Unclassified Army Property (Sensitive and Non-sensitive)

INSPECTION ITEM AND REFERENCE

**APPENDIX K
PHYSICAL SECURITY AND CRIME PREVENTION**

Comply Non-Comply N/A

- | | | | |
|---|-------|-------|-------|
| 1. Does the physical security SOP provide guidance for the security of high value/sensitive and non-sensitive items; to include Night Vision Devices.
(AR 190-51, Chapters 2 thru 4) | _____ | _____ | _____ |
| 2. Are the guidelines for the security, control and accountability of assets properly disseminated? (AR 190-51, paragraph 1-4e (5)) | _____ | _____ | _____ |
| 3. Does the SOP outline the use of risk analysis for assets identified by the commander to determine the type and minimum level of protection required?
(AR 190-51, paragraph 2-1a) | _____ | _____ | _____ |

SUB-FUNCTION: Crime Prevention

INSPECTION ITEM AND REFERENCE

- | | | | |
|---|-------|-------|-------|
| 1. Is there a Crime Prevention Officer and NCO in the rank of SSG or above, or civilian equivalent appointed in writing?
(AR 190-13, paragraph 2-2 and EUSA Reg. 190-31, paragraph 5a) | _____ | _____ | _____ |
| 2. Has a Crime Prevention SOP been developed?
(AR 190-13, paragraph 2-2c and EUSA Reg. 190-31, paragraph 5c) | _____ | _____ | _____ |
| 3. Are annual crime prevention inspections conducted?
(EUSA Reg. 190-31, paragraph 5f (17)) | _____ | _____ | _____ |

SUB-FUNCTION: Administrative Key Control

INSPECTION ITEM AND REFERENCE

- | | | | |
|--|-------|-------|-------|
| 1. Does the SOP establish guidance for key control?
(AR 190-51, Appendix D-1) | _____ | _____ | _____ |
| 2. Does the SOP outline procedures for the use and control of protective seals. (AR 190-51, Appendix D-10) | _____ | _____ | _____ |

Signature of Primary Inspector and Date: _____

APPENDIX L
G8

STAFF ELEMENT: G8
 SUB-FUNCTION: Management Control Process

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
1. The Assessable Unit Manager (AUM) has designated in writing a Management Control Coordinator (MCC) and provided a copy of the designation to the Eighth U.S. Army Management Control Administrator (ACofS, G-8, EAG8-M). (Eighth U.S. Army Pam 11-1, para 5c(2))	___	___	___
2. The MCC maintains a Management Control Program (MCP) continuity book. (Eighth U.S. Army Pam 11-1, para 5d(9))	___	___	___
3. AUMs and Functional Managers (FMs) have been notified of their designation and management control responsibilities. (Eighth U.S. Army Pam 11-1, para 5c(4) & 5e(6) and AR 11-2, para 1-14, 1-15, and para 2-1b)	___	___	___
4. The MCC keeps the AUM and FMs informed on management control matters. (Eighth U.S. Army Pam 11-1, para 5d(1)-5d(3))	___	___	___
5. The MCC has identified training requirements and provided annual training to AUMs and FMs. (Eighth U.S. Army Pam 11-1, para 5d(4))	___	___	___
6. The AUM, MCC and FMs have received annual training, and understand their management control responsibilities. (Eighth U.S. Army Pam 11-1, para 5c(4) & 5d(4) and AR 11-2, para 2-1.b)	___	___	___
7. Management Control responsibilities are explicitly stated in supports forms of military and civilians in positions of AUMs, MCCs, managers and FMs responsible for the execution and/or oversight of effective management controls. (Eighth U.S. Army Pam 11-1, para 5c(3) and AR 11-2, para 2-10)	___	___	___
8. An MCP is established and maintained to describe what and how key management controls will be evaluated. (Eighth U.S. Army Pam 11-1, para 5c(5), 5d(5) and AR 11-2, para 1-14b.(2))	___	___	___

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Management Control Process

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
9. Management control evaluations have been conducted in accordance with the MCP. (Eighth U.S. Army Pam 11-1, para 5d(6))	___	___	___
10. Key management controls are evaluated by testing them and documenting the results of the evaluations. As a minimum, supporting documentation indicates who conducted the evaluation, date the evaluation was conducted, what methods were used to test key management controls (i.e., direct observation, file/document analysis, sampling or simulation), what management control weaknesses (if any) were detected, and what corrective actions were taken. (Eighth U.S. Army Pam 11-1, para 5e(1) and AR 11-2, para 2-4a)	___	___	___
11. Material weaknesses in management controls have been reported through the chain of command; plans to correct weakness in a timely manner have been established and implemented; and progress has been tracked in executing those plans until the weaknesses have been closed. (Eighth U.S. Army Pam 11-1, para 5d(8) and 5e(2))	___	___	___
12. Required documentation on each completed management control evaluation has been retained by the FM and the MCC for 3 years. (filing IAW AR 25-400-2). (Eighth U.S. Army Pam 11-1, para 5e(3) - (5))	___	___	___
13. AUMs certified the results of required management control evaluations on DA Form 11-2-R (Management Control Evaluation Certification Statement). (Eighth U.S. Army Pam 11-1, para 5c(6))	___	___	___
14. All locally developed alternative evaluation methods have been submitted to ACoS, G-8 (EAG8-M) for approval; and integrated in the unit's MCP. (Eighth U.S. Army Pam 11-1, para 5d(5)(b) and 6e(4)(a))	___	___	___
15. Local management control guidance that defines management control responsibilities and required actions are on hand and readily available for use. (Eighth U.S. Army Pam 11-1, para 5d(10))	___	___	___

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Management Control Process

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
16. The AUM's annual statement of assurance is supported by an audit trail demonstrating assurance that functional managers reviewed and adhered to Government Accountability Office standards; used checklists in accordance with the Eighth U.S. Army MCP; and reported, monitored and corrected material weaknesses. (AR 11-2, para 2-9b and Eighth U.S. Army Pam 11-1, para 5c(7), 5d(7) & 5d(12))	—	—	—

SUB-FUNCTION: Budget

Fund Controls

1. References: DFAS Regulation 37-1, DODFMR Volume 14, DFAS Regulation 37-100-**, AR 11-2, AR 34-47, AR 37-49, Eighth U.S. Army 37-1, Eighth U.S. Army RM Budget Execution Guidance (BEG) and other locally published guidance/policy that may be applicable to this checklist.

a. Incoming/Outgoing Obligation Targets (OTs) are properly prepared and on file?	—	—	—
b. Is there a fund control system in place to track fund distribution to subordinate organizations?	—	—	—
c. OT's processed by the OTR's for subordinate organizations match Eighth U.S. Army OT's by Annual Funding Target, Allowance, and Sub Activity Group (SAG)?	—	—	—

Document Controls

a. Is there a log for cost transfers?	—	—	—
b. Is there a log for incoming/outgoing Military Interdepartmental Purchase Requests (MIPRs)?	—	—	—

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Budget

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
c. Have MIPR earnings been applied in a timely manner?	___	___	___
d. Are unused funds returned in a timely manner, instead of waiting until YEC (MIPRs are closed promptly)?	___	___	___
e. Are controls in place reference creation/clearance of Miscellaneous Obligation Documents (MODs)?	___	___	___
f. Is each MOD supported by appropriate backup?	___	___	___
g. Are the MODs deobligated or removed in a timely manner from Standard Finance System (STANFINS)?	___	___	___
External Controls			
a. Are commitment ledgers in place?	___	___	___
b. Is there a system in place to identify and monitor Reimbursable and Direct funding?	___	___	___
c. Are management controls in place to ensure that funds are available prior to fund certification for travel orders, local purchase requests, etc., and prior to processing supply requisitions via SARSS/ULLS?	___	___	___
d. Are published Standing Operating Procedures (SOPs) on file?	___	___	___
PMOPs			
a. Are the OTRs executing their AFT at PMOP detail (by APPN, AMS6, and MDEP?)	___	___	___
b. Are the PMOP lines of detail in balance with the designated AFT?	___	___	___
c. Did the OTR provide a Monthly Deviation Report explaining variances of +/- 5% of actual vs planned to Eighth U.S. Army RM, Program and Budget Division, Budget Execution Branch?	___	___	___
d. Is the OTR maintaining copies of the Monthly Deviation Report(s)?	___	___	___

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Budget

INSPECTION ITEM AND REFERENCE COMPLY NON-COMPLY N/A

UFRs (Unfinanced Requirements)

- a. Does OTR have valid UFR(s) that can be executed in the current FY? ___
- b. Are the UFRs loaded in Eighth Army Command Operating Budget (EACOBBS)? ___
- c. If the UFR was funded, were the funds executed for the purpose of the UFR? ___
- d. Did the OTR return any excess/unused UFR funds to Eighth U.S. Army RM? ___

Publishing Guidance

- a. Did the OTR publish Budget Execution Guidance to subordinate units? Is the guidance on file? Is the guidance current? ___
- b. Did the OTR publish Year-End Close Guidance for their subordinate units? ___
- c. Did the OTR receive any Limitations Funds .0012/.0017 (Official Representation Funds respectively)? ___
- d. If so, are management controls in place to ensure compliance with applicable regulation? (Reference AR 37-47) ___
- e. Are Fund Certification memos current and on file for each individual that has certification authority? ___

Budget Execution/Formulation

- a. Did the OTR notify Eighth U.S. Army RM, Program and Budget Div, Budget Execution Branch of the over-obligation? ___
- b. Are written procedures in place to take corrective actions if over-obligation occurs? ___
- c. Are management controls in place to ensure that all year-end cutoff dates and milestones are met IAW DFAS 37-1, Eighth U.S. Army Regulation 37-1 and Eighth U.S. Army YEC Guidance? ___
- d. Did the OTR conduct periodic reviews with subordinate units (at least quarterly) to review and analyze budget execution? ___

Primary Inspector Sign and Date:_____

SUB-FUNCTION: Budget

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
e. Is EACOBBS (Eighth U.S. Army Command Operating Budget System) fully operational?	___	___	___
f. Are Monthly Reconciliation of Supply Document Registers (SPBS and ULLS), along with dbCAS obligation reports, conducted; and are they on file?	___	___	___
g. Are Non-Stock Fund Orders and Payable reports from 175th CPA reviewed and reconciled IAW DFAS 37-1 current and prior years?	___	___	___
h. Did the OTR maintain a copy of the last NSFOP reconciliation report?	___	___	___
i. Was OTR's Joint Review performed within 120 days of scheduled CIP Inspection?	___	___	___

SUB-FUNCTION: Government Travel Charge Card

1. Is the current primary/alternate APCs/POCs appointed in writing? Are the appointment orders signed by the commander? Retain documentation.	___	___	___
2. Does the Agency Program Coordinator (APC) ensure that travel card applications and transferal forms are accurate and complete and that a copy of each application/form is retained on file?	___	___	___
3. Does the APC ensure that the DOD Statement of Understanding is accurate and complete, that it is signed and initialed by the cardholder and sign by their supervisor (civilians)/commander (military)? Is it retained on file?	___	___	___
4. Does the chain of command stress the importance of the program, to include proper use of the card and prompt payment of account balances? How does the chain of command support this evidenced (e.g., memoranda, command policy directives/ memorandums, updates to the command group, agenda item at commanders' conferences, command publicity medias, etc.).	___	___	___
5. Are APCs fully trained to perform their tasks, to include proficiency in the use of Electronic Account Government Ledger System (EAGLS) and it's various reports, to effectively manage the program and monitor card use?	___	___	___

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Government Travel Charge Card

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
6. Does the APC ensure that cardholders are provided initial training on proper use of the travel card at card issuance and refresher training at least annually thereafter?	___	___	___
7. Are procedures in place to ensure that cardholders in/out-process with the gaining/losing APC? Does the APC ensure that accounts are cancelled and travel cards recovered for individuals separating or terminating employment with the DoD. Provide copies of your unit's in/out processing checklist. Was cardholder provided guidance as to procedures to properly in-process with the gaining APC? To properly out-process with losing APC? NOTE: Does the APC have a military loss roster to verify if cardholders are departing? Retain documentation.	___	___	___
8. Is the account listing of cardholders kept up-to-date (i.e., accounts of departed cardholders transferred or canceled, newly arrived cardholders picked up)?	___	___	___
9. Does the APC take prompt action to transfer (push-out) departed cardholders to their new hierarchy? Is a copy of the cardholder's PCS orders on file?	___	___	___
10. Does the APC maintain a file of cardholders transferring to the command in a delinquent status? Retain documentation.	___	___	___
11. Do the APCs (primary/alternate) have a user id and password to the Electronic Accounts General Ledger System (EAGLS)? Does the APC use EAGLS in administering and managing the travel card program daily?	___	___	___
12. Does the APC use EAGLS exception reports to detect inappropriate/unauthorized ATM cash withdrawals and incidents of non-sufficient fund (NSF) checks? Does the APC notify cardholder's supervisor in a timely manner of suspected inappropriate/unauthorized ATM cash withdrawals and NSF checks, and retain documentation of that notification?	___	___	___
13. Does the APC use EAGLS transaction activity, and exception reports to review, on a monthly basis, at least 10 percent of accounts with activity to detect inappropriate/unauthorized charges? Does the APC notify the cardholder's supervisor in a timely manner of suspected inappropriate/unauthorized charges, and retain documentation of the notification?	___	___	___

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Government Travel Charge Card

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
14. Does the APC review the monthly delinquency report to identify delinquent cardholders? Has action been taken to notify the cardholder/supervisor? Retain documentation of notification.	___	___	___
15. Are the current commanders, managers, and POCs trained in, and do they understand the program? Retain documentation.	___	___	___
16. Identify and document the command's corrective actions to reduce overall account delinquencies to no more than 3 percent and delinquent dollars to 4.5 percent of cardholders. Retain documentation.	___	___	___
17. Are all restricted accounts in a deactivation status?	___	___	___
18. Are all accounts (standard/restricted) travel and ATM limits set at respective DA or MACOM amounts?	___	___	___
19. Item references:			
a. DFMR, Volume 9, Chapter 3, dtd Aug 2003.	___	___	___
b. HQDA Memo, subject: Final Guidance to Implementation of TTRA, dtd 27 Apr 2000.	___	___	___
c. HQ, Eighth U.S. Army Memo, subject: Final Guidance to Implementation of TTRA, 20 Feb 2001.	___	___	___
d. SECARMY Memo, subject: Army Charge Card Program, 28 Jan 2003	___	___	___
e. ASA-FM Memo, subject: Policies, Procedures, and Responsibilities for the Army Travel Charge Card Program, 21 Feb 2003	___	___	___
20. Does the APC maintain a Government Travel Charge Card Continuity book with current APC appointment orders, EAGLS ID request forms and POC forms to include deletion request for previous APCs?	___	___	___

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Government Travel Charge Card

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
21. Does the APC have a file containing the Previous 6 months documentation for the following reports and actions:			
a. Delinquency notification letters/e-mails for accounts beginning at 30 days past due along with responses and further engagements to resolution.	___	___	___
b. Abusive transaction audit to include 10% transaction review conducted by APC or the MACOM 100% transaction review with responses and actions.	___	___	___
c. Denied transaction reports and applicable e-mail inquiring about any potential abusive transaction attempts.	___	___	___
d. Has the APC pulled the exceptions report – especially the NSF report each month and maintained documentation of any action from start to resolution?	___	___	___
e. Does the APC pull account listings for all open accounts and review credit limits, cash limits, activation status, and PCS moves?	___	___	___
22. Does the MSC comply with AR380-67, Chap 8, para 2-200?			
a. Has a DA 5248 been filed on all cases of Non-sufficient Funds (NSF)?	___	___	___
b. Has a DA 5248 been filed on all cases of delinquency where account reaches 120 days?	___	___	___
c. Has a DA5248 been filed on all cases of abusive transactions?	___	___	___

Primary Inspector Sign and Date:_____

**APPENDIX M
OCCUPATIONAL HEALTH AND SAFETY**

STAFF ELEMENT: Safety
SUB-FUNCTION: Command Factors

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>NA</u>
1. Are safety performance goals and objectives, established by the MACOM for the MSC, being met? (EASF Safety Performance memo for the current FY)	_____	_____	_____
2. Do MSC Commanders hold Commanders and civilian managers accountable for safety through efficiency reports and performance appraisals? (AR 385-10, subpara 1-5f)	_____	_____	_____
3. Has the MSC commander developed specific plans to assure continuity of safety and occupational health program services during tactical operations or mobilization? (AR 385-10, subpara 2-2g)	_____	_____	_____
4. Has the MSC Commander established a safety and occupational health advisory council? (AR 385-10, subpara 2-1k)	_____	_____	_____
5. Does the Commander or the commander's designee chair the MSC's occupational health advisory council? (AR 385-10, subpara 2-1k(1))	_____	_____	_____
6. Are the MSC's occupational health advisory council meetings recorded and the minutes disseminated to subordinate commanders. (AR 385-10, para 2-1k (2))	_____	_____	_____
7. Has the MSC commander allocated the safety and occupational health manager sufficient funds and other resources to assure safety program effectiveness? (AR 385-10, subpara 2-1e)	_____	_____	_____
8. Has the MSC commander established a risk management program that integrates the risk management process into their safety and occupational health program? (AR 385-10, subpara 1-4o)	_____	_____	_____
SUB-FUNCTION: <u>Organizational Structure And Training</u>			
1. Is the MSC Command Safety Office organized in a modular, standard organizational structure? (AR 385-10, subpara 2-1d)	_____	_____	_____
2. Has the MSC commander designated a SOH Manager? (AR 385-10, subpara 2-1a)	_____	_____	_____

Primary Inspector Sign and Date:

SUB-FUNCTION: Organizational Structure And Training

COMPLY NON-COMPLY NA

INSPECTION ITEM AND REFERENCE

- | | | | |
|---|-------|-------|-------|
| 3. Do MSC SOH managers meets Office of Personnel Management qualification standards? (AR 385-10, subpara 2-1c) | _____ | _____ | _____ |
| 4. Is the MSC's SOH manager a member of the commander's special staff, reporting directly to the commander? (AR 385-10, subpara 2-1b) Remarks: | _____ | _____ | _____ |
| 5. Are Additional Duty Safety Officers(ADSO)appointed for each subordinate battalion? (AR 385-10, subpara 2-1f(1)) | _____ | _____ | _____ |
| 6. Is adequate safety training is provided for ADSOs? (AR 385-10, subpara 2-1h) Remarks: | _____ | _____ | _____ |
| 7. Does the MSC Safety Office maintain functional safety files? (AR 25-400-2) Remarks: | _____ | _____ | _____ |

SUB-FUNCTION: Accident Prevention Program Plan

- | | | | |
|---|-------|-------|-------|
| 1. Do MSC Safety Officers conduct safety program evaluations of each MSC annually? (AR 385-10, subpara 2-2h) | _____ | _____ | _____ |
| 2. Are safety program management deficiencies, noted during annual evaluations, documented on a hazard inventory log (DA Form 4754), and corrective actions implemented in a timely manner? (AR 385-10, para 4-1) | _____ | _____ | _____ |
| 3. Has the MSC commander established a system to collect employee reports of Unsafe or Unhealthy Working Conditions notices (DA Form 4753)? (AR 385-10, para 2-3b and 4-4) | _____ | _____ | _____ |
| 4. Do MSC Commanders have a comprehensive safety program document that incorporates procedures, policies, and rules to minimize accident risks for all operations. (AR 385-10, subpara 2-2b) Remarks: | _____ | _____ | _____ |
| 5. MSC Commander has established a Hazard Communication (HAZCOM) Program. (29CFR1910.1200) | _____ | _____ | _____ |
| 6. Have Commanders completed the Commanders Safety Course? (CofS Army's directive) | _____ | _____ | _____ |
| • How many Commanders are assigned? _____ | | | |
| • How many Commanders have completed training? _____ | | | |
| 7. Have Collateral Duty Safety Officers (CDSO) completed the Collateral Duty Safety Officer Course? (CofS 8 th US Army) | _____ | _____ | _____ |
| • How many CDSOs assigned? _____ | | | |
| • How many CDSOs have completed the course? _____ | | | |

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Accident Prevention Program Plan

COMPLY NON-COMPLY NA

INSPECTION ITEM AND REFERENCE

8. Does the unit maintain Safety of Use Messages (SOUMs)?
(AR 750-6, para 2-3)

SUB-FUNCTION: Accident Reporting and Investigation

1. Are accidents reported within the specified time frame? (AR 385-40, para 3-1 thru 3-4)

2. Are the composition of accident investigation boards IAW approved structured guidelines? (AR 385-40, CH3)

4. Do MSC Commanders and reviewing officials, of accident investigation reports, state how and when corrective actions are to be accomplished? (AR 385-40, subpara 5-11b)

5. Do MSC Commanders report Category II Equipment Improvement Records (EIR) or Quality Deficiency Reports (QDR)? (AR 385-40, subpara 1-6b)

6. Do MSC Commander report Category I EIRs by message? (AR 385-40, subpara 4-10)

7. Does the MSC ensure safety personnel are not involved in handling, tracking, or reviewing collateral investigation reports? (AR 385-40, subpara 1-8b)

8. Do MSC Commanders ensure information collected and compiled in safety accident investigation reports are used for accident prevention purposes only? (AR 385-40, subpara 1-7a(4)(c))

SUB-FUNCTION: Explosives and Range Safety

1. Has the MSC Commander published guidance for implementation of ammunition and explosives safety standards including responsibilities for subordinate commanders? (AR 385-10, subpara 2-2k)

2. Do MSC Commanders require the MSC SOH manager, or the installation/area safety office, to review status and accuracy of ammunition storage waivers and licenses? (AR 385-10, subpara 2-2k(4))

3. Is the MSC Commander provided essential explosives safety risk information, regarding exposure of personnel and equipment, within the approved quantity distance of stored munitions and explosives? (AR 385-10, subpara 2-2k(4))

Primary Inspector Sign and Date:

SUB-FUNCTION: Explosives and Range Safety

COMPLY NON-COMPLY NA

INSPECTION ITEM AND REFERENCE

- | | | | |
|--|-------|-------|-------|
| 4. Are MSC ammunition storage waivers and licenses current and on file at the MSC safety office? (AR 385-64 para 6-4b and DA Pam 385-64) | _____ | _____ | _____ |
| 5. Have ammunition storage facilities been inspected and found in compliance with the approved storage plan? (AR 385-64 para 6-4b and DA Pam 385-64) | _____ | _____ | _____ |
| 6. Have operational ranges been inspected and found in compliance with the approved safety standards. (AR 385-63) | _____ | _____ | _____ |

SUB-FUNCTION: Driver Training

- | | | | |
|--|-------|-------|-------|
| 1. Has the MSC Commander established driver-training programs at battalion level or higher? (AR 600-55, para 1-4 g (3)) | _____ | _____ | _____ |
| 2. Has the MSC Commander established a driver improvement/education program? (AR 600-55 para 4-5) | _____ | _____ | _____ |
| 3. Do MSC Commanders require Army motor vehicle drivers to be evaluated annually? (AR 600-55, para 4-4a) | _____ | _____ | _____ |
| 4. Do MSC Commanders require additional training for emergency vehicle operators? (AR 600-55, para 4-8) | _____ | _____ | _____ |
| 5. Do MSC Commanders assure Army Motor Vehicle (AMV) qualifying and licensing officials meet approved standards and are designated in writing? (AR 600-55, para 5-3) | _____ | _____ | _____ |
| 6. Has the MSC Commander established a driver safety awards program? (AR 672-74, para 3-5) | _____ | _____ | _____ |

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Radiological Protection

COMPLY NON-COMPLY NA

INSPECTION ITEM AND REFERENCE

- | | | | |
|---|-------|-------|-------|
| 1. Does the organization have a formal radiation safety program? (AR 11-9, para 1-4k, (2) thru (5)) | _____ | _____ | _____ |
| 2. Has the commander designated Radiation Safety Officer (RSO) in writing? (AR 11-9, subpara 1-4 k(1)) | _____ | _____ | _____ |
| 3. Has the RSO received training commensurate with his/her assigned duties? (AR 40-5, subpara 9-4b) and (AR 11-9, para 1-4 k(3)) | _____ | _____ | _____ |
| 4. Is a current inventory of radiological equipment maintained? (AR 11-9, subpara 1-4, k(4)) | _____ | _____ | _____ |
| 5. Does the organization have a written radiation safety policy/sop? (AR 11-9 para 1-4k(2a)) | _____ | _____ | _____ |
| 6. Does the unit RSO inspect/evaluate subordinate units' radiation safety program and is the evaluation documented? (AR 11-9 para 1-4k(2b)) | _____ | _____ | _____ |

Primary Inspector Sign and Date:

**APPENDIX N
EQUAL EMPLOYMENT OPPORTUNITY (EEO)**

STAFF ELEMENT: EEO
SUB-FUNCTION: Command Responsibilities

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
1. Is there a current EEO policy statement in support of EEO and affirmative action? (AR 690-12, para 1-4e(3))	___	___	___
2. Is there a current Prevention of Sexual Harassment policy statement? (AR 690-12, paragraph 1-7(h), Eighth U.S. Army Affirmative Employment Plan and DOD Directive 1400.1, 5.2.12)	___	___	___
3. Does the supported commander express support for the EEO Program by providing adequate resources for accomplishment of assigned program responsibilities? (AR 690-12, para 1-4e(2))	___	___	___
4. Is the EEO Office staffed in accordance with approved manpower surveys and/or workload requirements? (AR 690-12, para 1-4e(2))	___	___	___
5. Are facilities adequate for the conduct of counseling, training and investigations? (AR 690-12, para 1-4e(2))	___	___	___
6. Does the EEO Officer have direct access to the supported commander? (AR 690-12, para 1-7a)	___	___	___
7. Is EEO input obtained on actions, policy, and program plans and goals, to the extent necessary to properly implement the EEO program? (AR 690-12, para 1-7a)	___	___	___
8. Does the EEO Officer serve as a key advisor to the supported commander on EEO matters? (AR 690-12, para 1-4f)	___	___	___
9. Does the EEO Officer have input into the rating of managers/supervisors on their performance in EEO? (AR 690-12, para 1-4e(7))	___	___	___
10. Are managers/supervisors recognized for their significant accomplishments in EEO? (AR 690-12, para 1-7f)	___	___	___
11. Does the command publicize and/or have complaint procedures for U.S. civilians posted in such a manner as to be readily available to all employees and applicants for employments? (AR 690-12, para 1-7j)	___	___	___

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Affirmative Employment Program

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
1. Does the command/installation have an Affirmative Employment Plan (AEP)? (AR 690-12, para 2-2d)	___	___	___
2. Is the Affirmative Employment Plan reviewed and updated annually? (AR 690-12, para 2-3d)	___	___	___
3. Are minorities and women equitably represented in all grade levels at or above their representation in the work force? (AR 690-12, para 2-1(a)(c) and Eighth U.S. Army AEP Accomplishment Report for FY 1999)	___	___	___
4. Are minorities and women equitably represented in all occupational categories in proportion to the appropriate civilian labor force? (AR 690-12, para 2-1a - c)	___	___	___
5. Have goals been established for hiring and promoting minorities and women in GS grades 13 and above? (EEOC Memorandum, 2 Oct 00, Eighth U.S. Army Memorandum, 30 Oct 00 and ASA&MRA Memorandum, 10 Mar 97)	___	___	___
6. Commander and staff are aware of requirements to implement the Eighth U.S. Army Affirmative Employment Plan. (EEOC Memorandum, 2 Oct 00, Eighth U.S. Army Memorandum, 30 Oct 00, ASA&MRA 10 Mar 97 Memorandum and AR 690-12, para 2-2f)	___	___	___
7. Do support forms for managers/supervisors have meaningful objectives, which support the approved Affirmative Employment Plan? (AR 690-400, para 1-5 and AR 690-12, para 1-4e(7))	___	___	___
8. Is an AEP monitoring and assessment program in operation? (AR 690-12, para 2-1a)	___	___	___
9. Are programmed goals contained in the AEP assessed and their status reported to the supported commander? (AR 690-12, para 2-2e)	___	___	___

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Special Emphasis Programs (SEP)

INSPECTION ITEM AND REFERENCE

COMPLY NON-COMPLY N/A

1. Does the command/installation have a standing SEP/EEO Committee? (AR 690-12, para 1-7(i) and Eighth U.S. Army Memorandum, 29 Nov 00)

2. Are command funds available to support SEP/EEO management and employee program training? (AR 690-12, para1-4e(2))

SUB-FUNCTION: Training

1. Have civilian/military managers and supervisors of U.S. employees attended EEO and prevention of sexual harassment training? (AR 690-12, para 1-7 (h) and DOD Directive 1400.1, 5.2.12)

2. Have U.S. non-supervisory employees received EEO and prevention of sexual harassment training? (AR 690-12, para 1-7 (h) and DOD Directive 1400.1, 5.2.12)

3. Are EEO officials fully trained in the planning, development, and management of the EEO program for which they have responsibility?

Primary Inspector Sign and Date: _____

Appendix O

Equal Opportunity Program Inspection Checklist

STAFF ELEMENT: Equal Opportunity

All aspects of the Commander's Equal Opportunity program are subject to inspection. The Eighth Army Equal Opportunity Office has selected questions in the following Two Sections that are key factors in this program. The Two Sections are: EO Program Administration and EO Program Functions. EO Program Administration has Seven Areas and EO Program Functions has Eight Areas.

Each one of the areas is graded on a Comply/Non-comply system with an overall rating of COMMENDABLE, SATISFACTORY, or UNSATISFACTORY. A COMMENDABLE Rating is awarded if a unit receives ALL Complies or N/As applicable to that area. A SATISFACTORY Rating is awarded if a unit receives Complies on at least 80% of the sub-areas applicable in that area. An UNSATISFACTORY Rating is awarded if that applicable area does not meet the SATISFACTORY requirements.

SECTION I- EO PROGRAM ADMINISTRATION

INSPECTION ITEM AND REFERENCE

COMPLY NON-COMPLY NA

AREA I. REQUIRED REFERENCES

(Note: all references must be the most current with changes if applicable)

1. AR 600-20, Army Command Policy	_____	_____	_____
2. DA PAM 600-26, DA Affirmative Action Plan	_____	_____	_____
3. DA PAM 350-20, Unit EO Training Guide	_____	_____	_____
4. AR 15-6, Procedures for Investigating Officer and Boards	_____	_____	_____
5. AR 25-50, Preparing and Managing Correspondence	_____	_____	_____
6. AR 25-400-2, The Army Records Information Management System (ARIMS)	_____	_____	_____
7. Army in Korea Supplement 1 to AR 600-20	_____	_____	_____
8. Command Equal Opportunity Action Plan	_____	_____	_____
9. Equal Opportunity Continuity Book	_____	_____	_____
10. US Army in Korea Standards Handbook	_____	_____	_____
11. TC 26-6 Commander's Equal Opportunity Handbook	_____	_____	_____
12. EUSA 600-2, Republic of Korea Army Personnel with the United States Army	_____	_____	_____
13. DA Consideration of Others Handbook	_____	_____	_____

RATING FOR AREA I (COMMENDABLE, SATISFACTORY, OR UNSATISFACTORY)

A Satisfactory rating is awarded if you score a "COMPLY" in a minimum of 11 sub-areas.

SECTION I: EO PROGRAM ADMINISTRATION

INSPECTION ITEM AND REFERENCE

COMPLY NON-COMPLY NA

AREA II. MSC/BRIGADE/GROUP BULLETIN BOARD

1. Eighth Army Policy Letter #1: EO Policy Letter AR 600-20, 6-3i (11)	_____	_____	_____
2. Eighth Army Policy Letter #4: EO/Sexual Harassment Complaint Procedures AR 600-20, 6-3i (11)	_____	_____	_____
3. Eighth Army Policy Letter #6: EO/EEO Prevention of Sexual Harassment (POSH) AR 600-20, 6-3i (11) and 7-2b)	_____	_____	_____
4. Eighth Army Policy Letter #15: Consideration of Others Program Guidance. EUSA Policy Letter #15, 3b	_____	_____	_____
5. MSC/Brigade/Group EO Policy Letter: Must include an overview of the command's commitment to the EO program, reaffirm that unlawful discrimination and sexual harassment will not be practiced, condoned, or tolerated, how and where to file a complaint along with complainant's protection from acts or threats of reprisal. Must be in English and Hangul AR 600-20, 6-3i (11) and AK Supplement 1 to AR 600-20	_____	_____	_____
6. MSC/Brigade/Group POSH Policy Letter: Must include an overview of the command's commitment to the EO program, reaffirm that unlawful discrimination and sexual harassment will not be practiced, condoned, or tolerated, how and where to file a complaint along with complainant's protection from acts or threats of reprisal. Must be in English and Hangul. AR 600-20, 6-3i (11) & 7-2b and AK Supplement 1 to AR 600-20	_____	_____	_____
7. MSC/Brigade/Group EO/Sexual Harassment Complaint Procedures Policy Letter: Must include an overview of the command's commitment to the EO program, reaffirm that unlawful discrimination and sexual harassment will not be practiced, condoned, or tolerated, how and where to file a complaint along with complainant's protection from acts or threats of reprisal. Must be in English and Hangul. AR 600-20, 6-3i (11) and AK Supplement 1 to AR 600-20	_____	_____	_____
8. MSC/Brigade/Group Consideration of Others Policy Letter. EUSA Policy Letter #15, 3b	_____	_____	_____
9. Name/Phone Number/Photo of Brigade/Group EOA	_____	_____	_____

RATING FOR AREA II (COMMENDABLE, SATISFACTORY, OR UNSATISFACTORY)

A Satisfactory rating is awarded if you score a "COMPLY" in a minimum of 7 sub-areas

SECTION I: EO PROGRAM ADMINISTRATION

INSPECTION ITEM AND REFERENCE

COMPLY NON-COMPLY NA

AREA III. BATTALION BULLETIN BOARD

1. Brigade/Group EO Policy Letters. AR 600-20, 6-3i (11)	_____	_____	_____
2. Brigade/Group Prevention of Sexual Harassment (POSH). AR 600-20, 6-3i (11) and 7-2b	_____	_____	_____
3. Brigade/Group EO/Sexual Harassment Complaint Procedures and Flow Charts. AR 600-20, 6-3i (11)	_____	_____	_____
4. Brigade/Group Consideration of Others Policy Letter. EUSA Policy Letter #15, 3b	_____	_____	_____
5. Battalion EO Policy Letter: Must include an overview of the command's commitment to the EO program, reaffirm that unlawful discrimination and sexual harassment will not be practiced, condoned, or tolerated, how and where to file a complaint along with complainant's protection from acts or threats of reprisal. Must be in English and Hangul. AR 600-20, 6-3i (11) and AK Supplement 1 to AR 600-20	_____	_____	_____
6. Battalion Prevention of Sexual Harassment Policy Letter: Must include an overview of the command's commitment to the EO program, reaffirm that unlawful discrimination and sexual Harassment will not be practiced, condoned, or tolerated, how and where to file a complaint along with complainant's protection from acts or threats of reprisal. Must be in English and Hangul. AR 600-20, 6-3i (11) & 7-2b and AK Supplement 1 to AR 600-20	_____	_____	_____
7. Battalion Consideration of Others Policy Letter. EUSA Policy Letter #15, 3b	_____	_____	_____
8. Battalion EO/Sexual Harassment Complaint Procedures and Flowchart . Must include an overview of the command's commitment to the EO program, reaffirm that unlawful discrimination and sexual harassment will not be practiced, condoned, or tolerated, how and where to file a complaint along with complainant's protection from acts or threats of reprisal. Must be in English and Hangul AR 600-20, 6-3i (11) and AK Supplement 1 to AR 600-20	_____	_____	_____
9. Name/Phone Number/Picture of Brigade/Group EOA	_____	_____	_____
10. Name/Phone Number of Battalion Primary EORs	_____	_____	_____

RATING FOR AREA III (COMMENDABLE, SATISFACTORY, OR UNSATISFACTORY)

A Satisfactory rating is awarded if you score a "COMPLY" in a minimum of 8 sub-areas

SECTION I: EO PROGRAM ADMINISTRATION

INSPECTION ITEM AND REFERENCE

COMPLY NON-COMPLY NA

AREA IV. COMPANY BULLETIN BOARD

1. Battalion EO Policy Letters. AR 600-20, 6-3i (11)	_____	_____	_____
2. Battalion Prevention of Sexual Harassment (POSH) Policy Letter. AR 600-20, 6-3i (11) and 7-2b	_____	_____	_____
3. Battalion EO/Sexual Harassment Complaint Procedures and Flow Charts. AR 600-20, 6-3i (11)	_____	_____	_____
4. Battalion Consideration of Others Policy Letter. EUSA Policy Letter #15, 3b	_____	_____	_____
5. Company EO Policy Letter: Must include an overview of the command's commitment to the EO program, reaffirm that unlawful discrimination and sexual harassment will not be practiced, condoned, or tolerated, how and where to file a complaint along with complainant's protection from acts or threats of reprisal. Must be in English and Hangul. AR 600-20, 6-3i (11) and AK Supplement 1 to AR 600-20	_____	_____	_____
6. Company Prevention of Sexual Harassment Policy Letter: Must include an overview of the command's commitment to the EO program, reaffirm that unlawful discrimination and sexual harassment will not be practiced, condoned, or tolerated, how and where to file a complaint along with complainant's protection from acts or threats of reprisal. Must be in English and Hangul. AR 600-20, 6-3i (11) and 7-2b and AK Supplement 1 to AR 600-20	_____	_____	_____
7. Company Consideration of Others Policy Letter. EUSA Policy Letter #15, 3b	_____	_____	_____
8. Company EO/Sexual Harassment Complaint Procedures and Flowchart . Must include an overview of the command's commitment to the EO program, reaffirm that unlawful discrimination and sexual harassment will not be practiced, condoned, or tolerated, how and where to file a complaint along with complainant's protection from acts or threats of reprisal. Must be in English and Hangul. AR 600-20, 6-3i (11) and AK Supplement 1 to AR 600-20	_____	_____	_____
9. Name/Phone Number/Picture of Brigade/Group EOA. AK Supplement 1 to AR 600-20	_____	_____	_____
10. Name/Phone Number of Battalion and Company Primary EORs. AK Supplement 1 to AR 600-20	_____	_____	_____

RATING FOR AREA IV (COMMENDABLE, SATISFACTORY, OR UNSATISFACTORY)
 A Satisfactory rating is awarded if you score a "COMPLY" in a minimum of 8 sub-areas

SECTION I: EO PROGRAM ADMINISTRATION

INSPECTION ITEM AND REFERENCE

COMPLY NON-COMPLY NA

AREA V. REPORTS

- | | | | |
|---|-------|-------|-------|
| 1. Was the Quarterly Narrative and Statistical Report (QNSR) submitted to the Eighth Army EO Office no later than the 15 th day of the new quarter? AR 600-20, 6-3i (23) | _____ | _____ | _____ |
| 2. Did the unit submit their Annual Narrative and Statistical Reports (ANSR) to the Eighth Army EO Office no later than the 30 th of the new fiscal year? AK Supplement 1 to AR 600-20 | _____ | _____ | _____ |
| 3. Does the unit maintain Quarterly Narrative and Statistical reports on file? AR 600-20, 6-3i (23) | _____ | _____ | _____ |
| 4. Is the Command Profile DA EO Database updated on a quarterly basis? DA mandated | _____ | _____ | _____ |
| 5. Is the Monthly Reporting DA EO Database updated on a monthly basis? DA mandated | _____ | _____ | _____ |
| 6. Is the EO Representatives DA Reports Database updated when required? DA mandated | _____ | _____ | _____ |
| 7. Is the Training Assessment DA EO Database updated at a minimum quarterly? DA mandated | _____ | _____ | _____ |

RATING FOR AREA V (COMMENDABLE, SATISFACTORY, OR UNSATISFACTORY)

A Satisfactory rating is awarded if you score a "COMPLY" in a minimum of 6 sub-areas

AREA VI. EQUAL OPPORTUNITY ADVISOR

- | | | | |
|---|-------|-------|-------|
| 1. Is the EO Advisor assigned to the personal or special staff of the supported commander? AR 600-20, 6-3i (6) | _____ | _____ | _____ |
| 2. Does the EOA have an area to conduct private interviews? AK Supplement 1 to AR 600-20 | _____ | _____ | _____ |
| 3. Is the EO Advisor included in staff meetings and deployments in order to accomplish the Human Relations' mission? AR 600-20, 6-3i (6) | _____ | _____ | _____ |
| 4. Is the supported commander in the EO Advisor's rating scheme? AR 600-20, 6-3i (7) | _____ | _____ | _____ |
| 5. Has the unit established a Human Relations/ EO Budget or allocated funding to carry out the command's Human Relations/ EO programs? AR 600-20, 6-3i (21) | _____ | _____ | _____ |
| 6. Does the EOA conduct SAVs of subordinate units on an annual basis? AR 600-20, 6-3i (24) | _____ | _____ | _____ |

SECTION I: EO PROGRAM ADMINISTRATION

INSPECTION ITEM AND REFERENCE

COMPLY NON-COMPLY NA

7. Does the EOA conduct CIPs of subordinate units on an annual basis? AK Supplement 1 to AR 600-20 _____

RATING FOR AREA VI (COMMENDABLE, SATISFACTORY, OR UNSATISFACTORY)

A Satisfactory rating is awarded if you score a "COMPLY" in a minimum of 6 sub-areas

AREA VII. BATTALION AND UNIT EQUAL OPPORTUNITY REPRESENTATIVES

1. Has the Commander appointed an EOR in the rank of SGT (P) through 1LT for the Company/Staff? AR 600-20, 6-3I and AK Supplement 1 to AR 600-20 _____

2. Does the Brigade/Group EO office have a copy of the EORC graduation certificate of training for the Battalion & Company EORs? AK Supplement 1 to AR 600-20 _____

3. Are EORs school trained within 60 days of appointment? AK Supplement 1 to AR 600-20 _____

4. Does the Battalion EOR have a copy of the Company/Staff EORs appointment orders? AK Supplement 1 to AR 600-20 _____

RATING FOR AREA VII (COMMENDABLE, SATISFACTORY, OR UNSATISFACTORY)

A Satisfactory rating is awarded if you score a "COMPLY" in a minimum of 3 sub-areas

SECTION II: EO PROGRAM FUNCTIONS

INSPECTION ITEM AND REFERENCE

COMPLY NON-COMPLY NA

AREA I. EQUAL OPPORTUNITY COMPLAINTS

1. Are memorandum for records (MFRs) prepared for informal complaints? AR 600-20, D-1a (1) _____

2. Is the MFR currently on file and include information indicating nature of complaint and identifying pertinent information to assist in the identification of unit's command climate? AR 600-20, D-1a (1) _____

3. Are informal complaints tracked at the MSC level and annotated in DA EO data base. AK Supplement 1 to AR 600-20 _____

4. Were formal complaints processed IAW Appendix D, AR 600-20? AR 600-20, D-1b _____

5. Were formal complaints sworn in writing on DA 7279? AR-600-20, D-2 _____

SECTION II: EO PROGRAM FUNCTIONS

INSPECTION ITEM AND REFERENCE

COMPLY NON-COMPLY NA

6. Was the complaint reported within 3 calendar days to the first General Courts Martial Convening Authority (GCMA) in the chain of command? AR 600-20, D-4a	_____	_____	_____
7. Did the commander establish and implement a plan to protect the complainant, any named witnesses, and the alleged perpetrator from acts of reprisal? AR 600-20, D-4c	_____	_____	_____
8. Was the formal complaint investigation and DA Form 7279 completed within 14 calendar days or was there an authorized extension? AR 600-20, D-5	_____	_____	_____
9. Did the commander provide a progress report to the GCMCA authority 21 days after the date on which the investigation commenced and 14 days thereafter until completion? AR 600-20, D-4a	_____	_____	_____
10. Was the complainant and alleged offender briefed on the results of the investigation and given the opportunity to appeal if applicable? AR 600-20, App D-7 thru D-8	_____	_____	_____
11. Was an appeal presented within seven calendar days? AR 600-20, D-8a	_____	_____	_____
12. Was the appeal forwarded to the next higher level Commander within 3 calendar days of receipt? AR 600-20, D-8b	_____	_____	_____
13. Did the Appellate authority review, act, and provide written feedback, consistent with the Privacy Act and FOIA limitations, to the complainant of the appeal results within 14 calendar days ? AR 600-20, D-8c	_____	_____	_____
14. Did the EOA conduct a follow-up within 30-45 calendar days? AR 600-20, D-10)	_____	_____	_____
15. Did the EOA advise or assist the commander and Investigating Officer throughout the complaints inquiry/investigation? AR 600-20, D-6d	_____	_____	_____
16. Is the complaint logged and updated in DA EO database? AK Supplement 1 to AR 600-20	_____	_____	_____
17. Is a copy of the complaint filed and maintained by the Brigade Equal Opportunity Advisor for 2 years? AR 600-20, D-11	_____	_____	_____

RATING FOR AREA I (COMMENDABLE, SATISFACTORY, OR UNSATISFACTORY)

A Satisfactory rating is awarded if you score a "COMPLY" in a minimum of 14 sub-areas

SECTION II: EO PROGRAM FUNCTIONS

INSPECTION ITEM AND REFERENCE

COMPLY NON-COMPLY NA

AREA II. FORMAL EO COMPLAINT PACKET

1. Orders of appointment on investigating officer. AR 600-20, D-6k (1)	_____	_____	_____
2. Copy of the completed DA 7279 with attached continuation sheets? AR 600-20, D-6k (2)	_____	_____	_____
3. Copy of the completed/initialed Commander's Plan to prevent reprisals. AR 600-20, D-6k (3)	_____	_____	_____
4. List of questions developed with assistance of the EOA. AR 600-20, D-6k (4)	_____	_____	_____
5. Statements/synopses of interviews with complainant(s), named witness (es), subject(s), and relevant members of the chain(s) of command. AR 600-20, D-6k (5)	_____	_____	_____
6. Copies of supporting documents if applicable. AR 600-20, D-6k (6)	_____	_____	_____
7. Description/assessment of unit policies, procedures that may have contributed to perceptions of unlawful discrimination or sexual harassment within the unit. AR 600-20, D-6k (7)	_____	_____	_____
8. Written approval from higher echelon commander for any approved extensions. AR 600-20, D-6k (8)	_____	_____	_____
9. Written explanation of extenuating circumstances that prevented the investigating officer from interviewing any named witness (es), complainant(s), or subject(s). AR 600-20, D-6k (9)	_____	_____	_____
10. Does each packet contain a written review by the EOA? AR 600-20, D-6j	_____	_____	_____
11. Does the packet contain a legal review? AR 600-20, D-7	_____	_____	_____

RATING FOR AREA II (COMMENDABLE, SATISFACTORY, OR UNSATISFACTORY)

A Satisfactory rating is awarded if you score a "COMPLY" in a minimum of 9 sub-areas

AREA III. UNIT CLIMATE ASSESSMENTS

1. Did the Company Commander complete a Command Climate Survey within 90 days after assuming command? AR 600-20, E-1	_____	_____	_____
2. Are Command Climate Surveys done annually? AR 600-20, E-1	_____	_____	_____

SECTION II: EO PROGRAM FUNCTIONS

INSPECTION ITEM AND REFERENCE

COMPLY NON-COMPLY NA

- | | | | |
|--|-------|-------|-------|
| 3. Are results of the Command Climate Survey on file for inspection? AR 600-20, E-3 | _____ | _____ | _____ |
| 4. Are surveys being supplemented by group interviews, analysis of records, and review of complaint reports? AR 600-20, 6-3i (13) | _____ | _____ | _____ |
| 5. Are Command Climate Surveys being annotated on the QNSR and logged into DA EO database? AR 600-20, E-3 and AK Supplement 1 to AR 600-20 | _____ | _____ | _____ |
| 6. Did the Commander provide feedback to the Soldiers in a timely manner? AR 600-20, E-2 | _____ | _____ | _____ |

RATING FOR AREA III (COMMENDABLE, SATISFACTORY, OR UNSATISFACTORY)

A Satisfactory rating is awarded if you score a "COMPLY" in a minimum of 5 sub-areas

AREA IV. SPECIAL COMMEMORATIONS/ETHIC OBSERVANCES

- | | | | |
|--|-------|-------|-------|
| 1. Does the unit plan and conduct ethnic observances/special commemorations? AR 600-20, 6-19 | _____ | _____ | _____ |
| 2. Is there a standing committee to plan special/ethnic observances? AR 600-20, 6-19e | _____ | _____ | _____ |
| 3. Are the special/ethnic observances conducted during the prescribed dates and has funding been designated for them? AR 600-20, 6-19h-i | _____ | _____ | _____ |
| 4. Are Soldiers notified of observances and events prior to their start? AR 600-20, 6-19d | _____ | _____ | _____ |

RATING FOR AREA IV (COMMENDABLE, SATISFACTORY, OR UNSATISFACTORY)

A Satisfactory rating is awarded if you score a "COMPLY" in a minimum of 3 sub-areas

AREA V. PREVENTION OF SEXUAL HARASSMENT (POSH)

- | | | | |
|---|-------|-------|-------|
| 1. Is the unit conducting progressive, interactive small group POSH training twice a year? AR 600-20, 7-8 | _____ | _____ | _____ |
| 2. Is POSH training documented on the unit-training schedule? AR 600-20, 6-15a (2) | _____ | _____ | _____ |
| 3. Are members of the chain of command and other leaders (Commander, Command Sergeant Major, First Sergeant, Civilian Supervisors, and others) present and participating in POSH training? AR 600-20, 6-15, a (3) | _____ | _____ | _____ |

SECTION II: EO PROGRAM FUNCTIONS

INSPECTION ITEM AND REFERENCE

COMPLY NON-COMPLY NA

4. Are Brigade and higher conducting annual Senior Leader/Executive-level Seminar POSH training? Must be small group, interactive, and discussion based. AR 600-20, 6-15a (4) _____

5. Is POSH training documented to include type of training, facilitator, date, time, length of training, signed attendance rosters by all attendees, and issues covered in the session? AR 600-20, 6-15a (2) _____

RATING FOR AREA V (COMMENDABLE, SATISFACTORY, OR UNSATISFACTORY)
 A Satisfactory rating is awarded if you score a "COMPLY" in a minimum of 4 sub-areas

AREA VI. EQUAL OPPORTUNITY (EO) TRAINING

1. Is the unit conducting progressive, interactive, small group EO training twice a year? AR 600-20, 6-15a (2) _____

2. Is EO training documented on the unit-training schedule? AR 600-20, 6-15a (2) _____

3. Are members of the chain of command and other leaders (Commander, Command Sergeant Major, First Sergeant, Civilian Supervisors, and others) present and participate in EO training? AR 600-20, 6-15, a (3) _____

4. Are Brigade and higher conducting annual Senior Leader/Executive-level Seminar EO training? Must be small group, interactive, and discussion based. AR 600-20, 6-15a (4) _____

5. Is EO training documented to include type of training, facilitator, date, time, length of training, signed attendance rosters by all attendees, and issues covered in the session? AR 600-20, 6-15a (2) _____

RATING FOR AREA VI (COMMENDABLE, SATISFACTORY, OR UNSATISFACTORY)
 A Satisfactory rating is awarded if you score a "COMPLY" in a minimum of 4 sub-areas

AREA VII. Consideration of Others Training (CO2)

1. Is the unit conducting 2 hours of CO2 quarterly? EUSA Policy Letter #15, 3b _____

2. Is CO2 training documented on the unit-training schedule? EUSA Policy Letter #15, 3b _____

3. Are members of the chain of command and other leaders (Commander, Command Sergeant Major, First Sergeant, Civilian Supervisors, and others) present and participate in CO2 training? EUSA Policy Letter #15, 3c _____

SECTION II: EO PROGRAM FUNCTIONS

INSPECTION ITEM AND REFERENCE

COMPLY NON-COMPLY NA

4. Are Brigade and higher conducting annual Senior Leader/Executive-level Seminar EO training utilizing the CO2 format- small group, interactive, and discussion based?
AR 600-20, 6-15a (4) _____

5. Is CO2 training documented to include type of training, facilitator, date, time, length of training, signed attendance rosters by all attendees, and issues covered in the session?
AR 600-20, 6-15a (2) _____

RATING FOR AREA VII (COMMENDABLE, SATISFACTORY, OR UNSATISFACTORY)

A Satisfactory rating is awarded if you score a "COMPLY" in a minimum of 4 sub-areas

AREA VIII. QUARTERLY AND YEARLY TRAINING BRIEFS

1. Did the unit brief the type and date of human relations training conducted by the unit since the last QTB/YTB?
AR 600-20, 6-15a (1) (a) _____

2. Did the unit brief the type and date of human relations training scheduled before the next QTB?
AR 600-20, 6-15a (1) (b) _____

3. Did the unit brief the number of EOAs/EORs required, authorized, or on hand and the training they have completed or scheduled prior to the next QTB/YTB? AR 600-20, 6-15a (1) (c) _____

4. Did the Commander brief the date the last command climate survey was conducted and date the next command climate survey is scheduled.
AR 600-20, 6-15a (1) (d) _____

RATING FOR AREA VII (COMMENDABLE, SATISFACTORY, OR UNSATISFACTORY)

A Satisfactory rating is awarded if you score a "COMPLY" in a minimum of 3 sub-areas

RATING SUMMARY:

SECTION 1 (EO PROGRAM ADMINISTRATION)

NUMBER OF SUB-AREAS INSPECTED: _____

NUMBER OF SUB-AREAS RATED COMMENDABLE: _____

NUMBER OF SUB-AREAS RATED SATISFACTORY: _____

NUMBER OF SUB-AREAS RATED UNSATISFACTORY: _____

OVERALL RATING: COMMENDABLE SATISFACTORY UNSATISFACTORY

SECTION 2 (EO PROGRAM FUNCTIONS)

NUMBER OF SUB-AREAS INSPECTED: _____

NUMBER OF SUB-AREAS RATED COMMENDABLE: _____

NUMBER OF SUB-AREAS RATED SATISFACTORY: _____

NUMBER OF SUB-AREAS RATED UNSATISFACTORY: _____

OVERALL RATING: COMMENDABLE SATISFACTORY UNSATISFACTORY

OVERALL RATING FOR THE EO PROGRAM:

OVERALL RATING: COMMENDABLE SATISFACTORY UNSATISFACTORY

SIGNATURE/DATE OF INSPECTOR: _____

SIGNATURE/DATE OF UNIT POC: _____

**APPENDIX P
DEPUTY CHIEF OF STAFF MEDICAL**

STAFF ELEMENT: DCSMED
SUB-FUNCTION: 68W Certification/Sustainment

Reference:

MOS Smartbook
AR 40-68 (26 FEB 04)
TC 8-800 (AUG 06)

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
Major Subordinate Command (MSC) level			
1. Does organization have a written 68W sustainment program?	_____	_____	_____
2. Are personnel records of Emergency Medical Technician (EMT), Pre-Hospital Trauma Life Support (PHTLS) or Basic Trauma Life Support (BTLS) or Combat Medic Advanced Skills Training (CMAST) and Cardio Pulmonary Resuscitation (CPR) certification maintained?	_____	_____	_____
3. Does unit track National Registry of Emergency Medical Technicians (NREMT) failures?	_____	_____	_____
4. Is the training documented in Medical Operational Data System (MODS) for each individual soldier and each 68W registered for a personal MODS account?	_____	_____	_____
5. Is there training system for personnel to acquire their 48hrs of Continued Education Units (CEUs) for EMT recertification?	_____	_____	_____
6. Does organization have a written Annual Combat Medic Skills Validation Test (ACMS-VT) policy?	_____	_____	_____
7. Are personnel records maintained for ACMS-VT semi-annual certification?	_____	_____	_____
8. Is training annotated in MODS?	_____	_____	_____

Primary Inspection Sign and Date: _____

SUB-FUNCTION: Anthrax Vaccination Immunization Program for Medical Units

Reference:

TBD

<u>INSPECTION ITEM</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
1. Does the unit maintain a Anthrax program?	___	___	___
2. Is 90% or more of the unit up to date in MEDPROS for compliance with the anthrax immunization?	___	___	___
3. Are Emergency Essential Civilian (EEC)employees receiving the anthrax vaccination?	___	___	___
4. Do unit personnel know how to obtain information about the anthrax vaccination?	___	___	___
5. If a soldier refuses the anthrax immunization, the soldier is counseled and afforded due process under the UCMJ?	___	___	___
6. If EEC personnel refuse to take the anthrax immunization, is the Eighth U.S. Army G1 (Civilian Personnel branch) being contacted to provide assistance and guidance?	___	___	___
7. Does the unit commander (or designated unit personnel) know how to access the MEDPROS Web based immunization-tracking system to check on unit statistics for compliance with the anthrax vaccination immunization schedule?	___	___	___
Following verified at the servicing MTF:			
8. Are immunizations being recorded in Department of Health and Human Services Form PHS 731 (Shot Record), and the SF 601 (Immunization Record) and/or MEDPROS?	___	___	___
9. Are immunizations annotated on MEDCOM Form 700-R (Anthrax Vaccination Record), and placed in the soldier's medical record?	___	___	___
10. If a soldier or civilian has an adverse reaction to the anthrax vaccine, is it reported through the proper channels through completion of a Vaccine Adverse Event Reporting System(VAERS) and forwarded to the 121 st General Hospital Pharmacy IAW 18 th MEDCOM Policy #49, VAERS	___	___	___
11. Are personnel who are administratively or medically exempt from the anthrax immunization being annotated in MEDPROS?	___	___	___

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Combat Lifesaver Training Program

Reference:

AR 350-1 (13 JAN 06)
DA PAM 350-9 (3 SEP 02)
DA PAM 351-4 (30 OCT 95)
AR 600-8-104 (22 JUN 04)

<u>INSPECTION ITEM</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
1. Does the unit maintain a CLS program?	_____	_____	_____
2. Does the unit have a hard copy or disk of the following:	_____	_____	_____
a. AR 350-1	_____	_____	_____
b. DA PAM 351-4 (enrollment for CLS)	_____	_____	_____
3. Does the unit validate certification for CLS every 12 month's?	_____	_____	_____
4. Does the unit monitor that certification/re-certification is maintained in the soldiers personnel records in accordance to AR 600-8-104?	_____	_____	_____
5. Does the unit monitor how many CLS's are assigned and require CLS program compliance?	_____	_____	_____
6. Is a compliance inspection conducted annually for subordinate units?	_____	_____	_____
7. Does the CLS program inspect if the CLS bags are stored correctly?	_____	_____	_____
8. Does the CLS program inspection check to ensure expiration dates? and storage conditions are assured?	_____	_____	_____
9. Does the CLS program inspection check to ensure the CLS bags components: Atropine and CANA are separated, accounted for and stored according to AR 40-61, Ch.9-7, (2) (d) and AR 190-51, Ch.4?	_____	_____	_____
10. Does the unit correct deficiencies within 90 days?	_____	_____	_____

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Dental Readiness Program

Reference:

AR 40-3 (3 APR 06)
AR 40-35 (2 AUG 04)

<u>INSPECTION ITEM</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
1. Unit has identified a unit level dental readiness NCO and alternate with access to MEDPROS to check on unit statistics for compliance?	___	___	___
2. Has the unit maintained a system that manages the monthly dental readiness report?	___	___	___
3. Does unit maintain a management system for in-processing soldiers?	___	___	___
4. Has the dental readiness NCO maintained a record of soldiers missing dental records? Has a copy been provided to unit commanders?	___	___	___
5. Are 95% of the units dental records accounted for in the dental clinic?	___	___	___
6. Does 95% of the units dental records have up to date annual dental examinations?	___	___	___
7. Is 90% or more of the unit up to date in MEDPROS for compliance with the dental readiness program?	___	___	___
8. Any dental record that is reported missing over two consecutive monthly reports is automatically classified as a Class IV. What is the total number of missing records for the two month period?	___	___	___

OVERALL RATING:

RECOMMENDATION/COMMENTS:

Primary Inspector Sign and Date _____

SUB-FUNCTION: Field Sanitation Program

Reference:

AR 40-5 (22 JUL 05)
AR 600-8-104 (22 JUN 04)
FM 4-02.17 (28 AUG 00)
FM 4-25.12 (25 JAN 02)
TB MED 507
TB MED 508
TB MED 530

<u>INSPECTION ITEM</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
1. Does the unit maintain a Field Sanitation program?	_____	_____	_____
2. Does the unit monitor if personnel are identified and Field Sanitation certified?	_____	_____	_____
3. Is one of the Field Sanitation members an NCO and one Specialist or below IAW AR 40-5?	_____	_____	_____
4. Does the unit monitor that certifications are maintained in the soldier's records in accordance to AR 600-8-104?	_____	_____	_____
5. Does the Field Sanitation program inspection check if required supplies are on hand, is there an active supply requisition?	_____	_____	_____
6. Does the Field Sanitation program check if subordinate units are inspecting water containers?	_____	_____	_____
7. Are water containers inspected 72 hours prior to any employments/re-deployments?	_____	_____	_____
8. Does the Field Sanitation program check pesticide usage and was it recorded on DD Form 1532-1?	_____	_____	_____
9. Does the Field Sanitation program check if pesticides are stored IAW DOD 4150.7-5?	_____	_____	_____
10. Does the unit have hard copy or disk of the following references? AR 40-5, FM 4-25.12, TB MED 508, TB MED 507 and TB MED 530?	_____	_____	_____
11. Is a compliance inspection check of subordinate units conducted annually?	_____	_____	_____
12. Does the unit correct deficiencies within 90 days?	_____	_____	_____

Primary Inspector Sign and Dates: _____

**APPENDIX Q
ORGANIZATION COMMAND INSPECTION PROGRAM**

STAFF ELEMENT: Command Group
SUB-FUNCTION: Overall Policy

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
1. Does the Commander have his own current OIP Guidance or Policy published IAW AR 1-201 and Eighth U.S. Army Reg 1-201 that:	___	___	___
a. Adhere to Principles of Inspections IAW AR 1-201, para 2-2?	___	___	___
b. Reflects or includes the OIP Policy of higher headquarters?	___	___	___
c. Has been provided to higher headquarters for review/approval?	___	___	___
2. Is the Unit OIP an established program with the following?			
a. A central OIC/NCOIC on current Additional Duty Orders?	___	___	___
b. Inspections and IPR's planned and scheduled IAW FM 25-100, para 3-5?	___	___	___
c. Scheduled Periodic Reviews of the Program (including briefings to Commander/Staff)?	___	___	___
d. Schedule and coordinate all external, subordinate units and inspections by higher command?	___	___	___
e. Use external or recent inspection results to avoid inspection duplication and redundancy?	___	___	___
f. Centrally track all external inspections of subordinate units?	___	___	___
g. Centrally track internal inspections from higher headquarters?	___	___	___
h. Centrally track all external inspections from outside agencies?	___	___	___
i. Authorize use of external/recent inspection results for CIP?	___	___	___
j. Policy to avoid inspection duplication and redundancy?	___	___	___

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Overall Policy

INSPECTION ITEM AND REFERENCE

COMPLY

NON-COMPLY

N/A

SUB-FUNCTION: Regulations and Policies

1. Are the following regulations on-hand*:

- | | | | |
|---|-----|-----|-----|
| a. AR 1-201, Army Inspection Policy, 17 MAY 93? | ___ | ___ | ___ |
| b. Eighth U.S. Army Reg. 1-201, Eighth United States Army Inspection Policy? | ___ | ___ | ___ |
| c. Eighth U.S. Army Pam 1-201, Eighth United States Army Command Inspection Program Checklists? | ___ | ___ | ___ |
| d. Most recent USFK and Eighth U.S. Army Organizational Inspection Program (OIP)? | ___ | ___ | ___ |
| e. CIP Policy of higher headquarters? | ___ | ___ | ___ |

**Note: "on-hand" can be Defined as (a) "Hardcopy in hand, clearly labeled, readily available OR (b) an Electronic copy with site locations or access instructions printed and equally accessible to each applicable command member. (Ideally listed in the continuity book.)*

SUB-FUNCTION: Corrective Action

1. Does the Commander's CIP/OIP Policy include a well-defined and effective corrective action plan IAW AR 1-201, para 2-2j that:

- | | | | |
|--|-----|-----|-----|
| a. Requires analysis & identification of root causes & systemic problems? | ___ | ___ | ___ |
| b. Requires recommendations for corrective action? | ___ | ___ | ___ |
| c. Identifies of the staff element or person responsible for the correction? | ___ | ___ | ___ |
| d. Identifies deficiencies from previous inspection findings? | ___ | ___ | ___ |
| e. Tracks continually recurring deficiencies beyond subsequent inspections. | ___ | ___ | ___ |

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Program Coordination

Are all subordinate units directed to continually update their OIPs, coordinate them with both higher and subordinated headquarters, and use them to prevent conflicts, redundancy, and duplication?

SUB-FUNCTION: Scheduling

Are Commander's initial assessment CIPs scheduled and executed within required time IAW AR 1-201 and Eighth U.S. Army Reg 1-201? (Company within 90 days; BN and BDE 120 days)

SUB-FUNCTION: Inspector Training

1. Does the Unit have an Inspector Training program to insure inspectors are adequately trained and certified including--

a. Understand the MOI for conduct of the actual inspection?

b. Provide an example inspection result format for inspectors.

c. Know duties, chain of authority, and OIC of inspection team?

d. Fully trained SME, qualified in area to inspect?

e. Senior or equal in rank to the staff members they are inspecting?

SUB-FUNCTION: Inspection Reports

1. Does each inspected area have an Inspection Report or cover sheet with essential elements to enable Commanders to properly evaluate units? Does the report:

a. Cite or refer to specific standards related to each finding?

b. Clearly identify the specific noncompliance with a standard?

c. Indicate the systemic problems and root causes?

d. Recommend by whom, and how deficiencies can be corrected?

e. Note and track recurrent deficiencies?

Primary Inspector Sign and Date: _____

Glossary
ABBREVIATIONS

AA&E	Arms, Ammunition, and Explosives
ADAPCP	Alcohol and Drug Abuse Prevention and Control Program
ADCO	Alcohol and Drug Control Officer
CIP	Command Inspection Program
CMRP	Command Master Religion Program
COMSEC	Communications Security
COO	Consideration of Others
DA	Department of the Army
DOD	Department of Defense
EEO	Equal Employment Opportunity
EO	Equal Opportunity
GGIS	Global Geospatial Information and Services
IDS	Intrusion Detection System
IG	Inspector General
ISSO	Information Systems Security Officer
KATUSA	Korean Augmentation to the United States Army
MACOM	Major Command
MSC	Major Subordinate Command
NAF	Non-Appropriated Fund
NBC	Nuclear, Biological and Chemical
NEO	Noncombatant Evacuation Operations
OPLAN	Operations Plan
PAO	Public Affairs Office
PLL	Prescribed Load List
POL	Petroleum, Oil, and Lubricants
ROK	Republic of Korea
SOP	Standard Operating Procedures
TELECOMSEC	Telecommunication Security
TEMPEST	Control of Compromising Emanations
TISA	Troop Issue Subsistence Activity
TISO	Troop Issue Subsistence Officer
TMDE	Test Measurement and Diagnostic Equipment
UMT	Unit Ministry Team
US	United States of America
WHNS	Wartime Host Nation Support