

# BRIGADE HEADQUARTERS

## ORGANIZATIONAL INSPECTION PROGRAM G8 RESOURCE MANAGEMENT CHECKLIST

*For use of this form, see Cadet Command Regulation 145-8-4; the proponent agency is ATCC-RM*

<b>BRIGADE</b> _____	<b>DATE</b> _____
<b>BRIGADE REPRESENTATIVE(S)</b>	
<b>INSPECTOR(S)</b>	

### BRIGADE HEADQUARTERS RESOURCE MANAGEMENT

**Revision Date:** 8/9//2012

ITEM	YES	NO	N/A
<b>BUDGET</b>			
<b>General Administration</b>			
1. Are the following reference documents maintained and reviewed? (Note: Electronic access to publications is authorized.)			
a. Is the current fiscal year Cadet Command budget guidance on hand and being followed .			
b. AR 37-47, Representation of Funds of the Secretary of the Army?			
c. AR 215-1, Non Appropriated Fund Instrumentalities and Morale, Welfare, and Recreation Activities?			
d. Copies of all Cadet Command Regulations relating to Budget issues? (i.e. CCR 145-1,)			
2. <b>Brigade Controls</b>			
a. Is the Brigade personally involved in the school budget process?			
b. Does the Brigade maintain copies of the monthly status of funds report? ( CCBG para 2-2b.)			
c. Is the Brigade monitoring pay problem being forwarded to HQCC, Pay Operations Division in a timely manner?			
d. Does the Brigade have a spending plan?			
e. Is the spending within 5% of the planned execution at the EOM cut off?			
f. Does the Brigade have a system for monitoring spend plan execution?			
g. Does the Brigade account for re occurring contracts in their spend plan?			

# BRIGADE HEADQUARTERS

## ORGANIZATIONAL INSPECTION PROGRAM G8 RESOURCE MANAGEMENT CHECKLIST

*For use of this form, see Cadet Command Regulation 145-8-4; the proponent agency is ATCC-RM*

<b>BRIGADE</b> _____ <b>DATE</b> _____
<b>BRIGADE REPRESENTATIVE(S)</b>
<b>INSPECTOR(S)</b>

ITEM	YES	NO	N/A
<b>3. Travel</b>			
a. Have all travel vouchers been filed in the Defense Travel System (DTS) within the required time limit. (5 days) DOD FMR Volume 9, Chapter 8.			
b. Has the AO/CO completed certifying Officers Legislation (COL) training (IAW PL 104-106)?			
c. Is there a current DD Form 577 on file to validate that the AO is appointed in writing?			
d. Does the AO/CO understand the following regulations and policies that govern the performance of his/her duties:  JFTR, Appendix O Travel For Uniformed Members, JTR Appendix O – Civilian travel, DTS Travel DOD FMR, Volume 9, Chapter 2			
e. Does the AO/CO ensure that local business rules for DTS are documented and distributed? Is there monitoring of subordinates to assure procedures are followed in accordance to regulations (above)			
f. Is funding verification being provided prior to approval of payments?			
<b>4. Civilian Pay Awards</b>			
Is the Brigade managing the civilian awards program to ensure the dollar limit is not exceeded based on funding from CCRM.			