

**BRIGADE HEADQUARTERS
ORGANIZATIONAL INSPECTION PROGRAM
PERSONNEL AND ADMINISTRATION DIRECTORATE CHECKLIST**

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

BRIGADE _____	DATE _____
BRIGADE REPRESENTATIVE(S) _____	
INSPECTOR(S) _____	

Revised Date: 1 Sep 15

CIVILIAN PERSONNEL

ITEM	YES	NO	N/A
1. Civilian Awards and Decorations (AR 672-20, Chapters 5 and 8)			
a. Are civilian awards submitted to higher headquarters in a timely manner (within 30 days of period being recognized)?			
b. Are all awards presented prior to recipient's departure?			
c. Are annual performance awards (if appropriate) submitted in a timely manner (within 30 days of the ending date)?			
2. Civilian Evaluation Forms (AR 690-400, Chapter 4302)			
a. Is there a suspense system in place? Are battalions sent suspense rosters for evaluation due dates?			
b. Are civilian evaluations completed in a timely manner (within 45 days of the end date)?			
c. Are appropriate initial counselings (within 30 days of the beginning of the rating period) and mid-year counselings occurring?			
d. Are standard rating schemes in place?			
3. Civilian Timekeeping (DOD FMR Vol 8)			
a. Are procedures in place for submitting ATAAPS and/or changes to ATAAPS to the HQ USACC timekeeper?			
b. Is ATAAPS concurred properly by employees (i.e., using appropriate labor codes and concurring by suspense date)?			
c. Is ATAAPS reviewed for accuracy and certified properly by supervisors?			
d. Is there a system in place to ensure overtime is properly documented and authenticated in advance? Is the proper form used (HQ TRADOC Form 13, Nov 79)?			
e. Do timekeepers monitor employee concurrence and supervisor certification to ensure completion by suspense date?			

