

**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

FLAGS

FLAGS (AR 600-8-2)	YES	NO	N/A
Are universities/schools promptly notifying S1 when a Soldier requires a flagging action or removal?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are flag transactions promptly submitted with the corresponding transaction code?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is S1 coordinating flagging actions with the RMID/Security Manager?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If flagged Soldiers are on a HQDA selection list, is S1 sending a copy of the final flag to HQDA?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the DA Form 268 authenticated by the appropriate officials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the Suspension of Favorable Personnel Actions Roster (AAA-095) posted with changes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are final flags filed in accordance with (IAW) ARIMS and AR 600-8-2?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the S1 sending the AAA-095 to the BDE Commander for review, verification, and correction for flags over 6 months?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are "initial" and "removal" flag transactions submitted with the correct effective date?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>