

**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

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

Revised date: 1 Sep 2015

**IN/OUT-PROCESSING**

ITEM	YES	NO	N/A
<b>IN/OUT-PROCESSING:</b> The Total Army Sponsorship Program, Leaves and Passes, Reassignment, Enlisted Evaluation Reporting System, and Army Casualty Program (AR 600-8-8, AR 600-8-11, AR 623-3, AR 638-8)			
Are proper In/Out-processing procedures followed?			
Is an In/Out-processing checklist provided to assist Soldiers? (Chapter 5, AR 600-8-11)			
Is a sponsor appointed to assist Soldiers during In-processing? (Chapter 2, AR 600-8-8)			
Has S-1 conducted an internal review of In/Out-processing functional area with a copy retained on file?			
Are Soldiers given enough time to properly out-process (no more than 10 duty days)?			
Are Soldiers reviewing and updating DD Form 93 and SGLV in accordance with (IAW) AR 638-8, para 8-4?			
Are Email Distribution Lists updated/maintained ensuring departing personnel are removed?			
Does checklist identify Soldiers in the Exceptional Family Member Program (EFMP)?			
Does checklist identify Soldiers needing Family Care Counseling/Plans (FCP)?			
Is a tracking system in place to ensure Soldiers complete the Out-processing brief on time? (Chapter 2, Table 2-6, AR 600-8-11)			
Is a tracking system in place to identify Soldiers requiring final or transfer Flagging actions prior to departure from their units?			
Does Out-processing checklist require the brigade commander or designated representative to verify height and weight compliance?			
Are In-processing packets submitted to G1 within 72 working hours of Soldier's arrival?			
Are Out-processing packets submitted to G1 within 72 working hours of Soldier's departure?			