

**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

LEAVE AND FINANCE

LEAVE AND FINANCE (AR 600-8-10)	YES	NO	N/A
Does the brigade have an established leave program to manage and allow the use of authorized leave to the maximum extent possible?			
Does the unit commander approve ordinary leave requests? (Designee approval authority not authorized)			
Is Permissive/Temporary Duty (PTDY) approval/disapproval authority properly processed? (Approved by LTC or higher)			
Is leave charged for the date of return (with the exception of Soldiers who worked more than half of a regularly scheduled duty day or returned on a regularly scheduled non-duty day)?			
Are chargeable leave dates entered on the DA Form 31, block 17? Are dates of departure and return properly determined as a chargeable or non-chargeable day?			
Are DA Forms 31 voided when leave is withdrawn, not taken, or beginning before approved start date?			
Do voided DA Forms 31 reflect a diagonal line drawn through the form with "VOID" written through the line and the S1 or commander's signature in block 17? Are originals maintained on file for 6 months?			
Are original DA Forms 31 forwarded to G8 within 3 working days after leave completion?			
Are organizational copies of the DA Forms 31 (to include voided DA Forms 31) filed in the brigade functional file for 6 months?			
Is the Leave Control Log (DA Form 4179) maintained and retained for 1 year after the end of the fiscal year?			
Does the leave control log begin with the control number 0001, with the first leave of the fiscal year?			
Does the data on the leave control log match the data on the DA 31?			
Are extensions requests properly processed?			
Does the organization maintain an effective leave suspense system?			
Are leave forms filed and maintained IAW AR 600-810 and ARIMS?			
Are discrepancies between the leave control log and leave transaction report reconciled within 3 working days?			
Does the commander review the UCFR on a monthly basis and report identified discrepancies to the DMPO immediately?			
Are absent personnel reported to the G8 office within 48 hours of the commander's inquiry confirming no legitimate reason for the Soldier's absence?			
Does S1 verify travel clearance requirements for OCONUS travel or travel outside the territory or foreign country of current assignment?			