

**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 15**

**PERSONNEL ACCOUNTING STRENGTH REPORTING (eMILPO)**

| <b>PERSONNEL ACCOUNTING STRENGTH REPORTING (PASR)</b>   | <b>YES</b> | <b>NO</b> | <b>N/A</b> |
|---|------------|-----------|------------|
| Are In-processing packets forwarded to BDE within 24 hours of Soldier's arrival and to Cadet Command within 72 hours? (AR 600-8-101)    |            |           |            |
| Is the DA Form 647 maintained IAW AR 600-8-6?   |            |           |            |
| Does S1 ensure Soldiers sign out on the DA Form 647 (for PCS departures)?   |            |           |            |
| Are Out-processing packets forwarded to BDE within 24 hours of Soldier's departure and to Cadet Command within 72 hours? (AR 600-8-101) |            |           |            |
| Does the unit commander authenticate the End of Month report (AAA-162)?   |            |           |            |
| Does the BDE maintain the AAA-162 report for the current year and transfer historical copies to the RHA?                                |            |           |            |
| Are the AAA-162 reports filed IAW ARIMS under File number 600-8c and retained for the current year, plus 1 year in an inactive file?    |            |           |            |
| Does S1 review duty status accuracy on the AAA-162 Report? Are supporting documents provided for personnel annotated other than PDY?    |            |           |            |
| Does S1 research and resolve notices (i.e. Failure to Gain/AWOL more than 25 days) on the AAA-165?                                      |            |           |            |
| Does S1 file the current AAA-165 IAW ARIMS?   |            |           |            |
| Does S1 submit Duty Status transactions to update eMILPO, as required?  |            |           |            |
| Does S1 check for Soldiers AWOL more than 30 days and take action to DFR the Soldier?   |            |           |            |
| Does S1 have the required systems to perform HR duties (ie. eMILPO, DATASTORE)?   |            |           |            |