

**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

REASSIGNMENTS

REASSIGNMENTS	YES	NO	N/A
Does the clerk complete Part II of the Reassignment Notification, print, and complete Part II of DA Form 5118?			
Does S1 conduct Soldier interviews to ensure the Soldier completes Part III of the DA Form 5118?			
Does the unit ensure Soldiers attend scheduled Levy briefs? (Fort Knox only)			
Does S1 ensure all documentation and requirements for the Soldier's Assignment Instructions (AI) are completed and forwarded to the Reassignments Section for orders issuance?			
If review reveals disqualifying factors, are procedures in place to process deletions or deferments?			
Is S1 knowledgeable of AI deletion and deferment policies and procedures?			
Does S1 ensure deletion/deferment requests are submitted within 30 days from the EDAS cycle date? If a situation arises after the initial 30 day period, does S1 ensure requests are submitted within 72 hours?			
Does S1 have PERNET and EDAS access?			
Does S1 counsel Soldiers concerning policies and procedures for requesting deletion/deferment from AI and assist Soldiers with the application?			
Does S1 maintain a current list of Soldiers on AI to keep commanders informed of known losses?			
Does S1 ensure Soldiers extend or reenlist in order to meet remaining service requirements or decline to extend or reenlist within 30 days of EDAS cycle?			
Is S1 familiar knowledgeable of procedures to process a DA Form 4991-R (Declination of Continued Service Statement)?			
Are Soldiers counseled IAW AR 635-200 Chapter 12 for enlisted and AR 600-8-24 for Officers concerning Retirement in lieu of PCS?			
Are Retirements submitted within the proper timeframe? Do late submissions include letters of lateness?			
Are QMP/QSP packets being processed in a timely manner?			