

**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) _____	

Revision Date: 26 Jun 15

SOLDIER AND FAMILY PROGRAMS DIVISION

ITEM	YES	NO	N/A
1. Drug Testing Program (AR 600-85 & USACC Regulation 600-85)			
a. Is the brigade conducting random testing of 10% of the unit's strength monthly?			
b. Is the brigade conducting 100% testing of cadets 90 days prior to commissioning?			
c. Does the brigade have identified Brigade Prevention Leaders (BPL) and Unit Prevention Leaders (UPL) on appointment orders? Are identified BPLs and UPLs certified to administer urinalysis testing?			
d. Are the brigade and schools using the appropriate Base Area Codes for drug testing?			
e. Are all Soldiers and Civilians receiving required annual training on drug and alcohol prevention, 4 hours for Soldiers and 2 hours for DA Civilians? (AR 600-85)			
2. Master Resilience Training (MRT)			
a. Does the brigade have the required 2 certified Level 1 MRTs, (1 Officer and 1 Enlisted) and 1 certified Level 1 MRT at each host location?			
b. Are all 14 modules of Master Resilience Training (MRT) being conducted annually in a sequential manner and documented in DTMS?			
c. Does the brigade have a current Order of Merit List for MRTs?			
3. Sponsorship Program (AR600-8-8)			
a. Does the brigade have an established Sponsorship Program?			
b. Does the brigade have at least 2 trained personnel with brigade coordinator access to the Army Career Tracker (ACT) portal?			
c. Does the brigade send each incoming personnel a Welcome Letter?			
d. Is each incoming person Rank Private to Colonel assigned a Sponsor to assist with the transition into USACC? Have all identified Sponsors completed the required Sponsorship training? (AR 600-8-8)			
4. vFRG / FRG			
a. Does the brigade have an active vFRG site or have another method of supporting FRG activities?			
5. Ready and Resilient Campaign (R2C) Plan			
a. Does the brigade have a representative appointed to attend quarterly Command Health Promotion Council meetings?			
b. Does the brigade develop action plans for using CRRD and Risk reduction tools to positively improve or increase readiness and resilience			
c. Does the brigade incorporate Ready and Resilient training objectives into training schedules, calendars, and risk assessments?			
d. Does the brigade Commander use climate surveys to establish a plan to address concerns from the field?			
e. Does the brigade submit accurate and timely Serious Incident Reports?			

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