

**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> _____	

<b>ACCESSIONS AND SECURITY DIVISION</b>			
<b>ITEM</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>1. Cadet Accession Files (USACC Reg 145-9 and USACC Circular 601-16-1)</b>			
a. Are accession files in CCIMS ready for annual accession boards (October Selection and Branching) relatively error free for the current FY XX COHORTS? Note: COHORTS FY is defined as 1 Jul 20XX – 30 Jun 20XX.			
b. Is there a Brigade level review of accession files prior to boards? (USACC Cir and PMS Checklist )			
c. Does Brigade review the Accessions Management Sheets/pg 1 PMS comments for accuracy and completeness?			
d. Are ECP/MJC Cadets identified correctly? Are the Junior College GPAs calculated and entered into CCIMS Accession File IAW USACC Cir?			
e. Does Brigade assist PMSs in ensuring that Cadets selected for Reserve Forces Duty seek positions in the correct component?			
<b>2. Delay Entry on to Active Duty and Follow up Procedures (USACC Reg 145-9, USACC Circular 601-16-1, and AR 601-25)</b>			
a. Are Brigades familiar with Army Regulations governing Delay in Reporting for an Exemption from Active Duty, Initial Active Duty for Training, and Reserve Forces Duty?			
b. Do Brigades have working knowledge of Cadet Command regulatory and procedural guidance on how Cadets apply to compete for Education Delay? (USACC Cir 601-16-1)			
c. Are Brigades providing any technical assistance to schools regarding application process and requirements?			
d. Does the S1 have a designated POC to monitor Ed Delay Board selected Cadets?			
e. Does the S1 track and assist in the follow-up of each Ed Delay Selectee to ensure the officer has enrolled in the applicable post graduate degree within the deadline? What is the method?			
f. Does Brigade have a method of oversight to ensure schools are submitting 201 files and DA Form 591s to USACC G1 ASD in a timely and complete status? What is the method?			
<b>3. Cadet Evaluations (USACC Reg 145-9 and USACC Circular (601-16-1)</b>			
a. Accession Management Sheet (AMS) - <i>This is an evaluation report that the DA ROTC Selection and Branching Board may see if the Cadet is branched by the DA Branching Model (DABM).</i> Does the Brigade provide any assistance to schools/PMSs for monitoring			

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the accuracy and quality of AMSs?			
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<b>ITEM</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
b. Does the Brigade have a oversight process for 218-Rs?			
<b>4. Security Clearances (AR 380-67 para 3-7d and USACC Circular 601-16-1)</b>			
a. Does the Brigade have a working knowledge of USACC Circular 601-16-1 para 2-9? What method is used to maintain current knowledge of regulations and policies?			
b. Does the Brigade have an oversight process to ensure all contracted Cadets have an initiated SF 86 within 60 days of contracting ( <i>or upon commitment</i> )? <i>Interim clearance requests must be initiated IAW Para 2-9c for internships and commissioning.</i>			
c. Does the Brigade have an oversight process to ensure fingerprints are obtained IAW OPORD 13-01-D, Live Scan (LS) Fingerprinting of US Army Cadet Command (USACC) Personnel at US Army Recruiting Command (USAREC) Recruiting Battalions Bde			
d. Does the Brigade know when, how, and to whom unfavorable information is to be reported? Are they aware of the (13) adjudicative guidelines?			
e. Does Brigade notify the USACC G1 Security Branch of any known creditable derogatory information, personnel flagging actions, and incidents that may impact security clearances?			
f. Does the Brigade assist schools with follow-up on all Cadets branched MI and OD-EOD for top secret security clearance requirements?			
<b>5. Commission Eligibility Requirements (AR 145-1 para 6-8 and USACC Reg 145-9)</b>			
a. Does the Brigade provide oversight in this area to ensure erroneous commissions are avoided?			
b. Does the Brigade ensure that PMSs verify eligibility requirements for appointments outlined in AR 145-1, paragraphs 6-8, 6-12, 6-13?			
<b>6. Cadet Personnel Actions – ASD (USACC Circular 601-16-1 Appendix T)</b>			
a. Does the Brigade have a process to review actions for format, justification for request (meets guidelines), and completeness?			

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b. Are timelines followed?			
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**7. Branching Aviation (Active Component)**

**ACCESSIONS AND SECURITY DIVISION** PAGE 3

b. Flight Physical Command Policy. Are schools advising ALL Cadets to take flight physicals even if they do not want to branch Aviation?			
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c. Are Aviation Selection Instrument for Training (SIFT) tests and flight physicals taken IAW Command Policy and regulatory guidance? USACC Cir 601-16-1.			
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**8. iPERMS – Uploading Appointment and Commissioning Documents**

a. ASD - Does Brigade have oversight process to verify <u>commissioning documents</u> are uploaded into iPERMS in accordance with USACC Circular 601-16-1 (Pre-Commissioning & Post Commissioning) and AR 600-8-104?			
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b. CASD – Does Brigade have oversight process to verify <u>appointment documents</u> are uploaded into iPERMS prior to commissioning?			
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<b>REMARKS</b>			

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**CADET ACTIONS AND STANDARDS**

ITEM	YES	NO	N/A
<b>1. Cadet Asset Inventory and "F Status" Report</b>			
a. Is the CAI conducted IAW USACC 145-12 Chapter 3? (Two times in a school year 15 October and 15 February)			
b. What schools if any did <u>NOT</u> complete the CAI? Why?			
c. Has the brigade provided HQ Cadet Command, G1 with an update of the CAI completion status IAW CCR 145-12?			
d. Does the Brigade have any battalions with Cadets pending disenrollment (F Status) for 6 months or longer? How many Cadets have been in F status more than 180 days?			
e. If "d" is yes, is the Brigade taking positive action to assist the ROTC program(s) concerned in resolving those that are out of tolerance?			
<b>2. Are Cadet actions reviewed IAW the criteria established in AR 145-1 and USACC Pam 145-4, including Leaves of Absence (LOA) Requests? (AR 145-1, para 3-38, 3-48; and USACC Pam 145-4, Section II Chp 4-4)</b>			
a. Verify that LOA requests contain proper supporting documentation IAW CC Pam 145-4, Chp 04 and routed IAW "Support Documentation for Cadet Actions Matrix."			
b. When approving an LOA, does the Brigade Commander ensure the statutory age requirement (scholarship Cadets must not be 31 on the last day of year of commission) is met because of delay in the commissioning date? Or that an age waiver has been submitted to CG, USACC for approval, if appropriate, for non-scholarship Cadets?			
c. Has Brigade Commander exceeded his/her authority to authorize an LOA not to exceed 2 years for students enrolled in internship, off-campus studies (to include study abroad), or other academic studies required by the academic institution to obtain a baccalaureate degree?			
d. Are the beginning and ending dates of the LOA clearly stated in the request?			
e. Are the beginning and ending dates reflected accurately on the CRB?			
<b>3. Probation Requests (USACC Pam 145-4, para 4-5 and App B).</b>			

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a. Verify that Probation requests contain proper supporting documentation IAW USACC Pam 145-4 para 4-5, and routed IAW "Support Documentation for Cadet Actions Matrix"			
b. If the request for probation was disapproved, did the return endorsement to the battalion contain instructions to initiate termination of the scholarship or disenrollment, as appropriate?			

**CADET ACTIONS AND STANDARDS**

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ITEM	YES	NO	N/A
c. Are Brigades monitoring battalions to ensure CCIMM 2.0 is updated on Cadets actioned on at their level?			

**4. Cadet Actions (Waivers and ETPs)**

a. Are all actions being submitted as early as possible to enable a timely decision (Usually within 30 days after gathering all source documents)?			
b. Brigades will provide waivers completed during the last quarter. Are any of these actions late?			
c. Are Brigade S1s submitting the Quarterly Brigade Summary to Cadet Command Headquarters, Cadet Action Approvals/Disapproval by Brigade?			

**5. Age Waivers**

Is the Brigade Commander reviewing and submitting for approval by CG USACC age waivers (If Applicable) for non-scholarship applicants between 35 and 39 years old at projected time of commissioning?			
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**6. Civil Conviction Waivers**

a. Is Brigade Commander approving minor non-traffic civil conviction waivers where the fine is more than \$250?			
b. Is Brigade Commander approving minor traffic civil conviction waivers when the fine is more than \$250?			

**7. Medical Waivers**

a. Is the Brigade Commander endorsing medical waivers in accordance with the Commanding General's directive?			
b. Does the medical waivers contain a USACC-131 and endorsement from the PMS?			

**8. Medical Determinations**

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a. Is the Brigade requesting a medical leave of absence for Cadets in accordance with AR 145-1, if applicable?			
b. Is the Brigade Commander endorsing medical determinations in accordance with the Commanding General's directive?			
c. Does the medical determinations contain a USACC-131 and endorsement from the PMS?			

**CADET ACTIONS AND STANDARDS**

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ITEM	YES	NO	N/A
<b>9. Disenrollments</b>			
a. Is the S1 reviewing disenrollment actions to ensure compliance with AR 145-1 and USACC Pam 145-4?			
b. Is the S1 submitting disenrollment actions to DCS, G1 through ACA as early as possible to enable a timely decision?			
c. Is the brigade S1 utilizing Blackboard to access ACA training modules to assist ROTC programs in processing disenrollment actions?			
d. Is the S1 tracking and ensuring the Battalion HRAs are resubmitting actions that have been returned for deficiencies?			
<b>10. Miscellaneous</b>			
a. Is the S1 ensuring compliance with the Army Directive 2015-15 (Professional Development Training for Senior Reserve Officers' Training Corps Cadets)?			
b. Successful completion of CPDT that cadets have voluntarily accepted an assignment to is a prerequisite for commissioning. Is the S1 ensuring that ROTC programs identify those Cadets who have not completed the required training for possible waiver or disenrollment?			
c. Within 60 days of contracting, all contracted SROTC Cadets will have a security investigation initiated and possess a CAC card prior to attending Cadet Summer Training (CST). Is the Bde S1 taking steps to ensure ROTC programs are in compliance with USACC OPOD 14-05-015 – Issuance of Common Access Cards (CAC) for Contracted Senior Reserve Officer Training Corps (SROTC) Cadets? What Steps are they taking? (remarks required)			
d. Are Brigade S1s ensuring that ALL Cadre (military and civilian) personnel responsible for recruiting and training as well as applicants/Cadets/trainees sign appropriate Department of Defense Acknowledgment forms (DD Form 2982 or DD Form 2983) protecting against inappropriate relationships and prohibited activities?			

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**REMARKS:**

**CIVILIAN PERSONNEL**

ITEM	YES	NO	N/A
<b>1. Civilian Awards and Decorations (AR 672-20, Chapters 5 and 8)</b>			
a. Are civilian awards submitted to higher headquarters in a timely manner (within 30 days of period being recognized)?			
b. Are all awards presented prior to recipient's departure?			
<b>2. Civilian Evaluation Forms (AR 690-400, Chapter 4302)</b>			
a. Is there a suspense system in place? Are battalions sent suspense rosters for evaluation due dates?			
b. Are civilian evaluations completed in a timely manner (within 45 days of the end date)?			
c. Are appropriate initial counseling (within 30 days of the beginning of the rating period) and mid-year counseling occurring?			
d. Are standard rating schemes in place?			
<b>3. Civilian Timekeeping (DOD FMR Vol 8)</b>			
a. Are procedures in place for submitting ATAAPS and/or changes to ATAAPS to the HQ USACC timekeeper?			
b. Is ATAAPS concurred properly by employees (i.e., using appropriate labor codes and concurring by suspense date)?			
c. Is ATAAPS reviewed for accuracy and certified properly by supervisors?			

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d. Is there a system in place to ensure overtime is properly documented and authenticated in advance? Is the proper form used (HQ TRADOC Form 13, Nov 79)?			
e. Do timekeepers monitor employee concurrence and supervisor certification to ensure completion by suspense date?			



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<b>MILITARY PERSONNEL DIVISION            FLAGS AR 600-8-2</b>			
<b>ITEMS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Are universities/schools promptly notifying S1 when a Soldier requires a flagging action or removal?			
2. Are flag transactions promptly submitted with the corresponding transaction code?			
3. Is S1 coordinating flagging actions with the RMID/Security Manager?			
4. If flagged Soldiers are on a HQDA selection list, is S1 sending a copy of the final flag to HQDA?			
5. Is the DA Form 268 authenticated by the appropriate officials?			
6. Is the Suspension of Favorable Personnel Actions Roster (AAA-095) posted with changes?			
7. Are final flags filed in accordance with (IAW) ARIMS and AR 600-8-2?			
8. Is the S1 sending the AAA-095 to the BDE Commander for review, verification, and correction for flags over 6 months?			
9. Are "initial" and "removal" flag transactions submitted with the correct effective date?			
<b>REMARKS:</b>			

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

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<b>MILITARY PERSONNEL DIVISION</b>	page 3		
<b>LEAVE AND FINANCE (AR 600-8-10)</b>			
<b>ITEMS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Does the brigade have an established leave program to manage and allow the use of authorized leave to the maximum extent possible?			
2. Does the unit commander approve ordinary leave requests? (Designee approval authority not authorized)			
3. Is Permissive/Temporary Duty (PTDY) approval/disapproval authority properly processed? (Approved by LTC or higher)			
4. 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)?			
5. 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?			
6. Are DA Forms 31 voided when leave is withdrawn, not taken, or beginning before approved start date?			
7. 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?			
8. Are original DA Forms 31 forwarded to G8 within 3 working days after leave completion?			
9. Are organizational copies of the DA Forms 31 (to include voided DA Forms 31) filed in the brigade functional file for 6 months?			
10. Is the Leave Control Log (DA Form 4179) maintained and retained for 1 year after the end of the fiscal year?			
11. Does the leave control log begin with the control number 0001, with the first leave of the fiscal year?			
12. Does the data on the leave control log match the data on the DA 31?			
13. Are extensions requests properly processed?			



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<b>ITEM</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>MILITARY PERSONNEL DIVISION</b> <span style="float: right;">page 5</span>			
<b>PERSONNEL ACCOUNTING STRENGTH REPORTING / eMILPO</b>			
1. 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)			
2. Is the DA Form 647 maintained IAW AR 600-8-6?			
3. Does S1 ensure Soldiers sign out on the DA Form 647 (for PCS departures)?			
4. 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)			
5. Does the unit commander authenticate the End of Month report (AAA-162)?			
6. Does the BDE maintain the AAA-162 report for the current year and transfer historical copies to the RHA?			
7. 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?			
8. Does S1 review duty status accuracy on the AAA-162 Report? Are supporting documents provided for personnel annotated other than PDY?			
9. Does S1 research and resolve notices (i.e. Failure to Gain/AWOL more than 25 days) on the AAA-165?			
10. Does S1 file the current AAA-165 IAW ARIMS?			
11. Does S1 submit Duty Status transactions to update eMILPO, as required?			
12. Does S1 check for Soldiers AWOL more than 30 days and take action to DFR the Soldier?			
13. Does S1 have the required systems to perform HR duties (ie. eMILPO, DATASTORE)?			
<b>REMARKS</b>			

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<b>MILITARY PERSONNEL DIVISION REASSIGNMENTS</b>	page 6
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ITEMS	YES	NO	N/A
1. Does the clerk complete Part II of the Reassignment Notification, print, and complete Part II of DA Form 5118?			
2. Does S1 conduct Soldier interviews to ensure the Soldier completes Part III of the DA Form 5118?			
3. Does the unit ensure Soldiers attend scheduled Levy briefs? (Fort Knox only)			
4. 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?			
5. If review reveals disqualifying factors, are procedures in place to process deletions or deferments?			
6. Is S1 knowledgeable of AI deletion and deferment policies and procedures?			
7. 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?			
8. Does S1 have PERNET and EDAS access?			
9. Does S1 counsel Soldiers concerning policies and procedures for requesting deletion/deferment from AI and assist Soldiers with the application?			
10. Does S1 maintain a current list of Soldiers on AI to keep commanders informed of known losses?			
11. 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?			
12. Is S1 familiar knowledgeable of procedures to process a DA Form 4991-R (Declination of Continued Service Statement)?			
13. Are Soldiers counseled IAW AR 635-200 Chapter 12 for enlisted and AR 600-8-24 for Officers concerning Retirement in lieu of PCS?			
14. Are Retirements submitted within the proper timeframe? Do late submissions include letters of lateness?			
15. Are QMP/QSP packets being processed in a timely manner?			
<b>REMARKS</b>			

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<b>SOLDIER AND FAMILY PROGRAMS DIVISION</b>			
<b>ITEM</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>1. Drug Testing Program (AR 600-85 &amp; USACC Regulation 600-85, DA PAM 600-85)</b>			
a. Does the Brigade conducting random testing of 10% of the unit's strength monthly?			
b. Does 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 (BAC) 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)			
f. Are the Brigade and schools using the appropriate designated Drug Testing Funds for supply orders and TDY travel related to Drug Testing?			
g. Has the Brigade identified all civilians in Testing Designated Positions (TDP) which require random drug testing?			
h. Does the Brigade have signed DA 5019 forms on all civilians in TDPs on file and a copy forwarded to HQ Civilian Personnel Division (CPD)?			
j. Does the Brigade work with the Drug Testing Coordinator at HQ to ensure DA Civilians in TDP's are randomly tested (50% of USACC total strength yearly) IAW regulation?			
<b>2. Master Resilience Training (MRT)</b>			
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 program?			
b. Are all 14 modules of MRT being conducted annually in a sequential manner and documented in DTMS?			

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c. Does the Brigade have a current Order of Merit List (OML) for MRTs?			

**3. Sponsorship Program (AR 600-8-8)**

a. Does the brigade have an established Sponsorship Program?			
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ITEM	YES	NO	N/A
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b. Does every incoming person receive a Welcome Letter and/or Welcome Packet?			
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c. Is every incoming person rank Private to Colonel assigned a Sponsor in Army Career Tracker (ACT)?			
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d. Have all identified Soldiers and sponsors completed the required Sponsorship Training via eSAT and ATTRS)? Are completion certificates on file?			
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**4. vFRG / FRG**

Does the brigade have an active vFRG site or have another method of supporting FRG activities?			
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**5. Ready and Resilient Campaign (R2C) Plan**

a. Does the Brigade Commander attend quarterly Command Health Promotion Council meetings?			
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b. Does the Brigade incorporate Ready and Resilient training objectives into training schedules, calendars, and risk assessments?			
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c. Does the Brigade Commander use climate surveys to establish a plan to address concerns from the field?			
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d. Does the Brigade develop action plans for using CCRD and Risk Reduction tools to positively improve or increase readiness and resilience?			
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e. Does the Brigade submit accurate and timely Serious Incident Reports?			
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**6. Sponsorship Program (AR 600-8-8)**

a. Does the brigade have an established Sponsorship Program?			
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b. Does every incoming person receive a Welcome Letter signed by the CG and/or			
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**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> _____	

Welcome Packet from the BDE?			
c. Is every incoming person rank Private to Colonel assigned a Sponsor in Army Career Tracker (ACT)?			
d. Does the Brigade have at least 2 trained personnel with Brigade Coordinator Access to the Army Career Tracker (ACT) portal?			
<b>SOLDIER AND FAMILY PROGRAMS DIVISION</b>		page 3	
<b>7. Miscellaneous</b>			
e. Have all identified Soldiers and sponsors completed the required Sponsorship Training via eSAT and ATTRS)? Are completion certificates on file?			
a. Are mandatory Suicide Prevention, SHARP, EO, Ethics and ASAP Training being conducted and documented in DTMS?			
b. If selected, has the Brigade designated a POC for the annual BAH Data Collection? Has the POC completed the training and met all suspense dates per the USACC BAH OPORD?			
<b>REMARKS</b>			

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