

IG CHECKLIST
(AG Admin & Pers - Suspension of Favorable Personnel Actions)

Proponent/Phone No:	Adjutant General/2-3007	
Program/Activity Topic:	Administration & Personnel	
Functional Area:	Suspension of Favorable Personnel Actions	
Date of Revision:	10 September 1999	
Management Control Checklist Applied:	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA	
Unit Inspected:	Date Inspected:	
Inspector's Name:	Phone No:	
1. Reference. AR 600-8-2, 30 Oct 97, Suspension of Favorable Personnel Actions (Flags).		
2. Discussion. This section provides basic guidelines for accurate and timely submission of flagging actions.		
3. Questions.	YES	NO
a. Is AR 600-8-2 on hand?		
b. Does the Bn S1 have a continuity book with the appropriate messages and policy letters?		
c. Are DA Forms 268 prepared immediately after a soldier's status changes from favorable to unfavorable?		
d. Are DA Forms 268 signed by the proper authority?		
e. Are original copies of the final DA Forms 268 maintained IAW AR 25-400-2?		
f. Is the S1 notifying S2 of FLAGS for adverse actions?		
g. Is the AAA-095 annotated with deletions and additions in writing until it is updated on the new AAA-095?		
h. Are personnel in the punishment phase identified with the code "HA" on the AAA-095?		
i. Does the AAA-095 have any "AA" codes older then 60 days, if so, are they justified?		
4. REMARKS:		