

IG CHECKLIST
(AG Admin & Pers - In and Outprocessing)

Proponent/Phone No:	Adjutant General/2-3007	
Functional Area:	Administration & Personnel	
Program/Activity Topic:	In and Out Processing	
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. References.		
a. AR 600-8-101, 12 Dec 89, Personnel Processing.		
b. AR 25-400-2, 26 Feb 93, The Modern Army Recordkeeping System (MARKS).		
2. Discussion. This section contains basic information on in and out processing procedures at unit level.		
3. Questions.	YES	NO
a. Are the following publications on hand?		
AR 600-8-101		
AR 25-400-2		
b. Are sponsors assigned to incoming personnel to assist with inprocessing at the unit level?		
c. Are in and out processing checksheets utilized?		
d. Does the checksheet include a Family Care Plan Inquiry?		
e. Are inprocessing sheets returned to the S1 upon completion?		
f. Are instruction published and available to duty personnel on how to sign a person in and out on DA Form 647?		
g. Are DA Forms 137 (Installation Clearance Record) on file for all soldiers who have out processed? (Maintain IAW AR 25-400-2)		
h. Is there documentation showing that the soldier was considered for an award?		
4. REMARKS:		