

IG CHECKLIST
(AG Admin & Pers - Leaves)

Proponent/Phone No:	Adjutant General/2-3007	
Functional Area:	Administration & Personnel	
Program/Activity Topic:	Leaves	
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 600-8-10, 1 Jul 94, Leave and Passes.		
2. Discussion. DA Forms 31 (Request And Authority for Leave) are used to record leave taken by soldiers under the commander's annual leave program.		
3. Questions.	YES	NO
a. Is AR 600-8-10, 1 Jul 94, on hand?		
b. Does the BNS1 have a continuity book or SOP with the appropriate messages and policy letters?		
c. Is the person who processes the leave different from the person who authenticate the leave?		
d. Does the leave clerk understand what is considered as chargeable leave?		
e. Is the leave control log properly maintained for the current fiscal year?		
f. Are leaves recorded on the control log and does information on the leave forms match the control log?		
g. Upon receipt of the Unit Transmittal Report (UTR), has the leave clerk updated the leave control log?		
h. Has the necessary action been taken to reconcile any discrepancies in the UTR?		
i. Are void leave forms annotated with a diagonal line with the word "void" through the line, and the adjutant, personnel sergeant, or unit commander's signature in block 17?		
j. Has the commander established an Annual Leave Program?		
k. Are requests for Advance Leave or Permissive Temporary Duty processed IAW table 4-3 and 5-6?		
l. Leaves forms are filed in numerical sequence and IAW AR 25-400-2?		
4. REMARKS:		