

**IG CHECKLIST**  
**(AG Admin & Pers – Reassignment)**

<b>Proponent/Phone No:</b>	Adjutant General/2-3007	
<b>Functional Area:</b>	Administration & Personnel	
<b>Program/Activity Topic:</b>	Reassignment	
<b>Date of Revision:</b>	10 September 1999	
<b>Management Control Checklist Applied:</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> NA	
<b>Unit Inspected:</b>	<b>Date Inspected:</b>	
<b>Inspector's Name:</b>	<b>Phone No:</b>	
<b>1. References.</b>		
a. AR 614-200, 31 Oct 97, Selection of Enlisted Soldiers for Training and Assignment.		
b. AR 600-8-11, 1 Oct 90, Reassignment.		
<b>2. Discussion.</b> This section provides basic information on reassignment processing.		
<b>3. Questions.</b>	<b>YES</b>	<b>NO</b>
a. Are the following publications on hand?		
AR 614-200		
AR 600-8-11, 1 Oct 90		
b. Does the BNS1 have a continuity book or SOP with the appropriate messages and policy letters?		
c. Are soldiers attending their scheduled mandatory reassignment briefing IAW AG Reassignment Section suspense dates? (Must attend a reassignment briefing within 30 days of EDAS cycle date).		
d. Are the units processing requests for deletion and deferment within the 45 day window to AG? (Request must be submitted so that the request reaches HQDA prior to 60 days after the date of the EDAS cycle date).		
e. What systems are in place to monitor soldiers on levy and any pending action?		
<b>4. REMARKS:</b>		