

IG CHECKLIST
(AG Admin & Pers – Unit Manning Report (UMR))

Proponent/Phone No:	Adjutant General/2-3007	
Functional Area:	Administration & Personnel	
Program/Activity Topic:	Unit Manning Report (UMR)	
Date of Revision:	10 September 1999	
Management Control Checklist Applied:	<input type="checkbox"/> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> NA	
Unit Inspected:	Date Inspected:	
Inspector's Name:	Phone No:	
1. References.		
a. AR 614-200, 31 Oct 97, Selection of Enlisted Soldiers for Training and Assignment.		
b. DA Pam 600-8, 1 Aug 86, Management and Administrative Procedures.		
2. Discussion. This section contains information concerning the proper utilization of enlisted personnel.		
3. Questions.	YES	NO
a. Are the following publications on hand?		
AR 614-200		
DA Pam 600-8		
b. Are arrivals and departures posted on the UMR?		
c. Are bonus recipients properly slotted?		
d. Are soldiers double slotted?		
e. Are all soldiers utilized in their PMOS?		
f. Are DMOS submitted for all soldiers assigned?		
g. Has the appropriate SIDPERS transaction been done?		
h. Are 90 day losses slotted as 9990s?		
4. REMARKS:		