

IG CHECKLIST
(DMPO Financial Svcs – Financial Svcs)

Proponent/Phone No:	Defense Military Pay Office/2-3303	
Functional Area:	Financial Services	
Program/Activity Topic:	Financial Services	
Date of revision:	1 August 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 37-104-4, 30 Sep 94, Military Pay and Allowances Policy and Procedures - Active Component.		
b. DA Pam 600-8, 25 Feb 86, Management and Administration Procedures.		
c. AR 600-8-10, 1 Jul 94, Leaves and Passes.		
d. DOD 7000.14-R, 22 Jul 96, Department of Defense Financial Management Regulation (DODFMR), Volume 7A.		
e. USAFACFS Regulation 612-1, 26 Apr 89, Inprocessing/Outprocessing of Permanent Party Personnel.		
f. MILPER Memorandum Number 97-004 (In reference to the Unit Commander's Financial Report (UCFR)).		
g. Unit Standard Operating Procedures (SOP).		
h. Soldiers' Leave and Earning Statement (LES).		
2. Discussion. Commanders may use the following items to evaluate the personnel sergeant performance in the processing of pay related documents. These questions will also assist the personnel sergeant in the timely and accurate preparation and submission of these documents and provide answers to procedural questions. Documents should be prepared immediately upon change in pay status (e.g., marriage, residing off-post, article 15, etc.).		
3. Questions.	YES	NO
a. Does the unit/PAC have a pay administration program that allows the soldier a chance to initiate desired pay changes and answer all questions pertaining to pay entitlements?		
b. Does the unit/PAC have a system of forwarding documents to the finance office that accounts for them?		
c. Does the unit/PAC follow up on all documents that are returned from the finance office to determine why? Do they correct and resubmit these documents within 3 working days?		
d. Is the commander continuously checking the flow of documents to ensure timely submissions and prevention of unnecessary late pay?		
e. Does the unit/PAC have a written SOP pertaining to the procedures and processing of finance documents?		
f. Are the references listed in paragraph 1 available?		
4. REMARKS.		