

IG CHECKLIST
(DMPO Financial Svcs – Request and Authority for Leave)

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| Proponent/Phone No: | Defense Military Pay Office/2-3303 | |
| Functional Area: | Financial Services | |
| Program/Activity Topic: | Request and Authority for Leave | |
| 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 600-8-10, 1 Jul 94, Leaves and Passes. | | |
| b. DA Pam 600-8, 1 Aug 86, Management and Administration Procedures | | |
| 2. Discussion: DA Forms 31 (Request and Authority for Leave) account for actual leave time taken by an individual soldier. The objective is to ensure that unit/BN S1's DA Form 31 (logs) coincide with the documents submitted to the finance office. | | |
| 3. Questions. | YES | NO |
| a. Once the DA Form 31 has been prepared and approved, is the control number assigned (block 5) and placed in the leave control log (DA Form 4179-R)? | | |
| b. When extension of leave is granted, does the unit immediately notify finance? | | |
| c. Is the original copy of the DA Form 31 forwarded to finance by UTL within 3 day after a soldier's return from leave status? | | |
| d. Does the unit PAC immediately forward the original DA Form 31 accompanied by a DA Form 4187 when the soldier has entered an AWOL status? | | |
| e. Is the UIC entered in the top right hand corner of all DA Forms 31? | | |
| f. Is the Standard Installation/Division Personnel System (SIDPERS III) used, when available, to update the leave control log? | | |
| g. Is the manual leave control log (DA Form 3179-R) used when the automatic log is not available or if the automated leave log is inoperative for an extended period of time? | | |
| h. Are the organization copies of the DA Form 31 on file in the unit PAC by control number sequence for a period of 6 months? | | |
| i. Is the unit utilizing a DA Form 31 for ordinary and special passes? | | |
| j. Are DA Forms 31 voided when circumstances listed in AR 600-9-10, para 12-5 occur? | | |
| k. Are DA Forms 31 prepared correctly? | | |
| 4. REMARKS: | | |
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