

IG CHECKLIST
(DMPO Financial Svcs – Unit Commander’s Finance Report (UCFR))

Proponent/Phone No:	Defense Military Pay Office/2-3303	
Functional Area:	Financial Services	
Program/Activity Topic:	Unit Commander's Finance Report (UCFR)	
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. MILPER Memorandum Number 97-0004, 26 Sep 97, Unit Commander Finance Report.		
2. Discussion: The unit commander's finance report (UCFR) is an extremely valuable management tool provided to unit commanders once a month. The report provides the unit commander a one line roll-up of a soldier's pay status, making it easier to review the soldier's pay. All available documents in the battalion S1 or unit PAC should be used to verify data on the UCFR (e.g., unit rosters, AAA162 report, SIDPERS roster, DA Forms 4187, AWOL files, and article 15 files). The commander or his/her representative is required to review the UCFR for accountability of soldiers, authorized/unauthorized entitlements, correct duty status and pay option. Upon completion of the review, the commander will sign the UCFR and return to finance with corrections before the suspense date set by finance.		
3. Questions.	YES	NO
a. Does the unit/PAC keep the original signed and annotated copy of the UCFR IAW AR 25-400-2?		
b. Does the unit commander ensure that all soldiers assigned to the unit reflected on the UCFR?		
c. Does the unit commander ensure that the soldiers listed on the UCFR have the correct pay grade, entitlements, ETS date, duty status; and are the supporting documents submitted to finance if there are corrections needed to be made?		
d. Is the UCFR returned to finance before the suspense date set by finance, with the commander's signature, corrections, supporting documents, and the following statement: "I certify that I have reviewed the accountability and duty status of the personnel contained on the UCFR and they are assigned/attached to my unit. To the best of my knowledge, this information is correct or has been corrected within this report."		
4. REMARKS:		