

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY FIELD ARTILLERY CENTER AND FORT SILL
FORT SILL, OKLAHOMA 73503

USAFACFS Pamphlet
No. 1-1

7 April 2000

Administration
STAFF ASSISTANCE GUIDE

1. PURPOSE. This pamphlet provides commanders, directorates and staff a compilation of checklists for use during inspections and staff assistance visits.

2. REFERENCES. Each checklist lists references in paragraph one. For most current publications, check DA Pam 25-30 or call installation proponent.

3. SCOPE. This pamphlet applies to units, installation staff, and activities under the command or supervision of Cdr, USAFACFS.

4. GENERAL.

a. The checklists are intended to help improve combat readiness by showing commanders the peacetime sustainment tasks they should monitor. The checklists are references, not directives. They do not replace or supplement existing regulations. Where conflict exists between checklists in this document and regulations or other directives, consult your commander or the appropriate installation staff proponent indicated on the checklists. The different checklists are indicated in appendix A.

b. This pamphlet does not tell commanders what to inspect during command inspections. Commanders may use it to help decide what areas to inspect. Other factors commanders should use include priorities, results of previous inspections, and requests from the inspected unit.

5. RESPONSIBILITIES.

a. Commanders.

(1) Use the checklists in this pamphlet as guides when doing command and staff inspections.

*Supersedes USAFACFS Pam 1-1, 8 July 1992, Staff Assistance Guide

(2) Give feedback on conflicts or suggestions for improvement to the installation proponent as indicated on each checklist.

b. Installation directorates, special staff, and other checklist proponents will--

(1) Resolve discrepancies between inspection checklists and guidance from other directives or regulations.

(2) Use checklists as guides during staff assistance visits to teach, train, and assist.

(3) Keep checklist data current.

(4) Merge Internal Control Checklists where appropriate.

(5) Provide the Inspector General (IG) with checklist updates as changes occur. At a minimum, review your checklists annually and submit either change or negative change reports on the anniversary date of this pamphlet to the IG.

c. IG will--

(1) Semiannually, solicit recommended changes from staff proponents.

(2) Collect and act as focal point for recommended changes to the checklists. Update checklists when notified of changes.

(3) Publish this pamphlet on an as-needed basis with updated checklists.

APPENDIX A

**ADMINISTRATION
STAFF ASSISTANCE GUIDE**

PROPONENT	TOPIC	PAGE
AG	Awards	5
AG	AWOL/DFR	6
AG	FLAGS	8
AG	In & Outprocessing	9
AG	Leave Control	10
AG	Meal Card Control	11
AG	NCOERs	12
AG	Promotion & Advancements	13
AG	Reassignment	15
AG	SIDPERS	16
AG	Unit Manning Report	18
AG	Weight Control	19
Chaplain	Religious Support	21
Command Retention	Reenlistment	29
DEQ	Environmental Affects of Army Actions	30
DEQ	Environmental Protection & Enhancement	31
DMPO	Basic Allowance Subsistence (BAS)	32
DMPO	Financial Services	33
DMPO	In & Outprocessing	35
DMPO	Leave	37
DMPO	Unit Commander Financial Report	39
DMPO	Unit Transmittal Letters	41
DOC	Solicitation, Evaluation, Award	42
DOIM	Information Management Operations	43
DOIM	Records Management	45
DOIM	Publications	47
DOL	Supply Operations	49

PROPONENT	TOPIC	PAGE
DPS	Access/Restricted Area Control	50
DPS	Administration	52
DPS	Aircraft & Aircraft Components	54
DPS	Alarm Management	56
DPS	Arms, Ammunition & Explosive Storage	58
DPS	Crime Prevention	64
DPS	Dining Facilities & Subsistence Items	67
DPS	Key/Lock/Safe/Seal Control	69
DPS	Mainframe Computer Facilities	72
DPS	Medical Supplies & Equipment	74
DPS	Motor Pool, Vehicle, & Related Equipment	76
DPS	Supplies, Equipment & Material	79
DPTM	Foreign Disclosure	81
DPTM	Industrial Security	83
DPTM	Information Security	91
DPTM	OPSEC	96
DPTM	Personnel Security	97
DPTM	SAEDA	100
DPTM	Technical Security	102
DPTM	Terrorism Counteraction Program	106
DRM	Banking Services	107
DRM	Budget Execution	108
DRM	Management Controls	109
DRM	Purchase Card Program	110
DRM	Temporary Duty travel (TDY)	111
EO	Leader Involvement, Training, & Assessments	112
EO	Staffing, Complaint Processing, & Affirmative Action	114
IG	Intelligence Oversight	116
IG	Post/Corp Level Intelligence Oversight	117
MEDDAC	Preventive Medicine	119
SJA	Legal NCO	120

Proponent/Phone No:	Adjutant General/2-3007			
Functional Area:	Administration & Personnel			
Program/Activity Topic:	Awards			
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 600-8-22, 22 Feb 95, Military Awards.				
b. AR 600-8-105, 28 Oct 94, Military Orders.				
2. Discussion. This section provides information on processing awards at unit level.				
3. Questions.			YES	NO
a. Are the following publications on hand?				
AR 600-8-22				
AR 600-8-105				
b. Does the BNS1 have a continuity book or SOP with the appropriate messages and policy letters?				
c. Does the battalion have a tool designed to identify soldiers leaving to allow for timely submission of awards? (i.e. a 90 day loss report/roster)				
d. Are AAMs and ARCOMs submitted within the Bde policy timeline?				
e. Are MSMs forwarded to the AG Awards section NLT 30 days prior to presentation date for processing?				
f. Are original DA Form 638 filed in numerical order in file number 600-8-105c?				
g. Are copies of DA Forms 638 and certificates filed in alphabetical order in file number 600-8-22b?				
h. Are citations typed IAW AR 600-8-22, para 3-20c?				
i. Does the S1 have procedures to track awards forwarded to brigade?				
j. Are award recommendations checked against the AAA-095 report for eligibility?				
k. Are eligible soldiers identified and presented the Army Good Conduct Medal Per AAA-199 report?				
l. Is the AAA-199 report properly annotated and signed by the unit commander?				

4. REMARKS:

Proponent/Phone No:	Adjutant General/2-3007		
Functional Area:	Administration & Personnel		
Program/Activity Topic:	AWOL/DFR		
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 630-10, 10 Jun 92, Absence Without Leave, Desertion, and Administration of Personnel Involved in Civilian Court Proceedings.			
b. DA PAM 600-8, 25 Feb 86, Management and Administrative Procedures.			
c. AR 600-8-1, 1 Mar 89, Casualty Operations.			
d. AR 190-30, 1 Jun 78, Military Police Investigations.			
e. AR 700-84, 15 May 83, Issue and Sale of Personal Clothing.			
f. AR 190-9, 24 Jun 92, Absentee Deserter Apprehension Program and Surrender of Military Personnel to Civilian.			
2. Discussion. This section provides basic information on the processing of AWOL and DFR packets.			
3. Questions.			YES
			NO
a. Are the following publications on hand?			
AR 630-10			
DA Pam 600-8			
AR 600-8-1			
AR 190-30			
AR 700-84			
AR 190-9			
b. Is there a copy of the DFR packet and is it IAW the prescribed regulations?			
c. Are duty status changes submitted on DA Forms 4187? Completed within 24 hrs of changes, and the appropriate SIDPERS transactions submitted to PAB?			
d. Are DA Forms 4187 submitted to finance on UTL within 72 hrs?			
e. Are soldiers DFR'd at 0001 on the 31st day of AWOL?			

USAFACFS Pam 1-1, 7 April 2000

	YES	NO
f. Does the completed packet consist of the following? (S1 will keep a copy) (NOTE: Complete a-d below correctly and forward to the Records Section for processing within 48 hrs of the soldier's DFR date)		
Original DD Form 458 (Charge Sheet)		
Original DD Form 4384 (Cdr Rpt of Inquiry/Unauthorized Absence)		
Original DA Form 4187 (AWOL/DFR)?		
Original DD Form 553 (Deserter/Absentee Wanted by the Armed Forces)		
Copy of DD Form 137 (Installation Clearance Record)		
Copy of DA Form 268 (FLAG)		
Copy of Notification Letter for the next of kin (AWOL/DFR)		
Copy of Inventories of Clothing and Military/Personal Property		
Memorandum from S2 revoking security clearance		
g. Completed S1 packet forward to AG within 72 hrs after effective date of DFR?		
4. REMARKS:		

Proponent/Phone No:	Adjutant General/2-3007		
Program/Activity Topic:	Administration & Personnel		
Functional Area:	Suspension of Favorable Personnel Actions		
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. Reference. AR 600-8-2, 30 Oct 97, Suspension of Favorable Personnel Actions (Flags).			
2. Discussion. This section provides basic guidelines for accurate and timely submission of flagging actions.			
3. Questions.	YES	NO	
a. Is AR 600-8-2 on hand?			
b. Does the Bn S1 have a continuity book with the appropriate messages and policy letters?			
c. Are DA Forms 268 prepared immediately after a soldier's status changes from favorable to unfavorable?			
d. Are DA Forms 268 signed by the proper authority?			
e. Are original copies of the final DA Forms 268 maintained IAW AR 25-400-2?			
f. Is the S1 notifying S2 of FLAGS for adverse actions?			
g. Is the AAA-095 annotated with deletions and additions in writing until it is updated on the new AAA-095?			
h. Are personnel in the punishment phase identified with the code "HA" on the AAA-095?			
i. Does the AAA-095 have any "AA" codes older than 60 days, if so, are they justified?			
4. REMARKS:			

Proponent/Phone No:	Adjutant General/2-3007			
Functional Area:	Administration & Personnel			
Program/Activity Topic:	In and Out Processing			
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 600-8-101, 12 Dec 89, Personnel Processing.				
b. AR 25-400-2, 26 Feb 93, The Modern Army Recordkeeping System (MARKS).				
2. Discussion. This section contains basic information on in and out processing procedures at unit level.				
3. Questions.			YES	NO
a. Are the following publications on hand?				
AR 600-8-101				
AR 25-400-2				
b. Are sponsors assigned to incoming personnel to assist with inprocessing at the unit level?				
c. Are in and out processing checksheets utilized?				
d. Does the checksheet include a Family Care Plan Inquiry?				
e. Are inprocessing sheets returned to the S1 upon completion?				
f. Are instruction published and available to duty personnel on how to sign a person in and out on DA Form 647?				
g. Are DA Forms 137 (Installation Clearance Record) on file for all soldiers who have out processed? (Maintain IAW AR 25-400-2)				
h. Is there documentation showing that the soldier was considered for an award?				
4. REMARKS:				

Proponent/Phone No:	Adjutant General/2-3007		
Functional Area:	Administration & Personnel		
Program/Activity Topic:	Leaves		
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. Reference. AR 600-8-10, 1 Jul 94, Leave and Passes.			
2. Discussion. DA Forms 31 (Request And Authority for Leave) are used to record leave taken by soldiers under the commander's annual leave program.			
3. Questions.	YES	NO	
a. Is AR 600-8-10, 1 Jul 94, on hand?			
b. Does the BNS1 have a continuity book or SOP with the appropriate messages and policy letters?			
c. Is the person who processes the leave different from the person who authenticate the leave?			
d. Does the leave clerk understand what is considered as chargeable leave?			
e. Is the leave control log properly maintained for the current fiscal year?			
f. Are leaves recorded on the control log and does information on the leave forms match the control log?			
g. Upon receipt of the Unit Transmittal Report (UTR), has the leave clerk updated the leave control log?			
h. Has the necessary action been taken to reconcile any discrepancies in the UTR?			
i. Are void leave forms annotated with a diagonal line with the word "void" through the line, and the adjutant, personnel sergeant, or unit commander's signature in block 17?			
j. Has the commander established an Annual Leave Program?			
k. Are requests for Advance Leave or Permissive Temporary Duty processed IAW table 4-3 and 5-6?			
l. Leaves forms are filed in numerical sequence and IAW AR 25-400-2?			

4. REMARKS:

Proponent/Phone No:	Adjutant General/2-3007		
Functional Area:	Administration & Personnel		
Program/Activity Topic:	Meal Card Control		
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. Reference. AR 600-38, 11 Mar 88, The Meal Card Management System.			
2. Discussion. Meal Card Management is a tool used by commanders to ensure meal cards are properly accounted for and controlled.			
3. Questions.	YES	NO	
a. Is AR 600-38 on hand?			
b. Does the Bn S1 have a continuity book or SOP with the appropriate messages and policy letters?			
c. Are Meal Cards laminated after recipient's sign their card?			
d. Are blank cards signed by the Meal Card Control Officer (MCCO) for issue by the Meal Card Controller (MCC) During the absence of the MCCO?			
e. Are meal cards issued for use in the field annotated "FLD" and signed by the MCCO?			
f. Does the Active Meal Card Control Binder contain the current and last MCCO (SFC or SSG filling in a SFC position or higher) and MCC appointment orders?			
g. Is DA Form 4809-R filed alphabetically by the soldier's last name for meal cards issued on a permanent basis and numerically for meal cards issued on a temporary basis?			
h. Are closed out DA Forms 4809-R filed numerically by meal card number in the Inactive Meal Card Control Binder?			
i. Is the MCCO personally supervising the destruction of cards and making appropriate entries on DA Forms 4809-R?			
j. Are DA Forms 4187 prepared for recoupment within 3 days after field duty and forwarded to finance?			
k. Does the battalion have at lease one or more MCC appointed in writing?			

4. REMARKS:

Proponent/Phone No:	Adjutant General/2-3007		
Functional Area:	Administration & Personnel		
Program/Activity Topic:	Noncommissioned Officer Evaluation Reports (NCOER)		
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. Reference. AR 623-205, 31 Mar 92, Noncommissioned Officer Evaluation Reporting System.			
2. Discussion. The NCOER is a tool used by leaders to properly document noncommissioned officers' performances.			
3. Questions.	YES	NO	
a. Is AR 623-205 on hand?			
b. Does the Bn S1 have a continuity book or SOP with the appropriate messages and policy letters?			
c. Are published rating schemes on hand, updated at least quarterly, signed by each battery commander, and do they include effective dates for each rating official?			
d. Are initial counselings performed within the first 30 days of the rating?			
e. Is the DA Form 2166-7 completed correctly and in a timely manner?			
f. Do you have a suspense system to ensure evaluations are processed in a timely manner? (Evaluation Reports must arrive at AG Evaluation Section NLT 30 days after the report's ending date)			
g. Is the Bn and Bde complying with new SIDPERS-3 procedures @ http://www.perscom.army.mil/tagd/sidpers3/page1.htm			
4. REMARKS:			

Proponent/Phone No:	Adjutant General/2-3007	
Functional Area:	Administration & Personnel	
Program/Activity Topic:	Promotions and Advancements	
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 600-8-19, 1 Nov 91, Enlisted Promotions and Reductions.		
b. MILPER MSG 95-126, Guidance Clarification Concerning Promotion to SGT/SSG.		
c. MILPER MSG 96-103, Strength Mgmt and Guidance Concerning Advancement to SPC.		
d. MILPER MSG 96-213, Procedural Changes to AR 600-8-19.		
e. MILPER MSG 99-162, 25 May 99, Procedural Changes to AR 600-8-19.		
2. Discussion. Accurate and timely submission of actions is vital to processing promotions actions.		
3. Questions.	YES	NO
a. Are the following publications on hand?		
AR 600-8-19		
MILPER MSG 95-126		
MILPER MSG 96-103		
MILPER MSG 96-213		
MILPER MSG 99-162		
b. Does the BNS1 have a continuity book or SOP with the appropriate messages and policy letters?		
SGT/SSG PROMOTIONS		
c. Are Promotion Boards held between the 1st and 15th of every month?		
d. Are procedures in place to ensure soldiers who are eligible for promotion without waiver, but not recommended are counseled in writing?		
e. Is the promotion clerk identifying soldiers with 699 promotion points or less and notifying the soldiers that they will be removed from the list if they don't validate their points within 24 months from their last action		

	YES	NO
f. Are soldiers who are not recommended by the board or who failed to maintain minimum standing promotion points, counseled by an official designated, in writing, by the President of the Board?		
g. Are promotion board members properly appointed?		
h. Are promotion board proceedings IAW AR 600-8-19, para 3-18?		
i. Are the original Promotion Board Proceedings on hand for the current and past 2 years?		
j. Are EDAS C10s on hand for the current and three previous months?		
k. Are the battery commanders annotating "Yes or No" and signing Part 4 of the AAA-117 report?		
l. Are batteries posting the most current EDAS C10s on their bulletin boards with SSNs blocked out?		
m. Is the EDAS C10 annotated to reflect newly recommended soldiers by the board for the current month, newly assigned promotable soldiers, and are copies forwarded to the batteries for posting on battery bulletin boards?		
PV2-SPC ADVANCEMENTS		
n. Does annotations on the AAA-117 clearly indicate who is and who is not to be advanced to the next higher grade (except specialists with waiver), and are they, initialed and signed by the battery commander?		
o. Is the Battalion Commander initialing all advancements with waiver to specialist and signing the AAA-117?		
p. Is a DA Form 4187E prepared for PV2s who were denied advancement previously?		
q. Is a DA Form 4187E prepared for PV2 advanced with waiver?		
r. Is a DA Form 4187E prepared correctly for soldiers being advanced or denied advancement to the next grade?		
s. Are computations for the number of waivers for advancement IAW HQDA guidance?		
t. Are the grade change transactions submitted in a timely manner (simultaneously done By generating the DA Form 4187E)?		

	YES	NO
u. Does the AAA-117 reflect the correct grades for those previously advanced or reduced?		
v. Is the AAA-117 filed properly IAW AR 25-400-2?		
w. Is the DA Form 4187 signed by the appropriate authority?		
4. REMARKS:		

Proponent/Phone No:	Adjutant General/2-3007		
Functional Area:	Administration & Personnel		
Program/Activity Topic:	Reassignment		
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. AR 600-8-11, 1 Oct 90, Reassignment.			
2. Discussion. This section provides basic information on reassignment processing.			
3. Questions.			YES
a. Are the following publications on hand?			NO
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?			
4. REMARKS:			

Proponent/Phone No:	Adjutant General/2-3007	
Functional Area:	Administration & Personnel	
Program/Activity Topic:	SIDPERS	
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 680-29, 1 Mar 89, Military Personnel- Organization and Type of Transaction Codes.		
b. AR 600-8-6, 20 May 94, Personnel Accounting and Strength Reporting.		
c. DA Pam 600-8-1, 1 Aug 86, Standard Installation/Division Personnel System (SIDPERS) Battalion S1 Level Procedures.		
d. DA Pam 600-8, 25 Feb 86, Management and Administrative Procedures.		
e. Workcenter Supervisor (WCS) Book, Edition IV.		
f. Error Resolution Handbook (most recent version).		
g. Published MOIs from PAB.		
i. Internal SOP.		
2. Discussion. Everyone in the U.S. Army has a key role in the success of the SIDPERS System.		
3. Questions.	YES	NO
a. Are the following publications on hand?		
DA Pam 600-8-1		
DA Pam 600-8		
AR 680-29		
AR 600-8-6		
Workcenter Supervisor (WCS) Book, Edition IV		
Error Resolution Handbook(most recent version)		
DA Pam 600-8-31 (DRAFT)		
Published MOIs from PAB		
Internal SOP		
b. Has the Bde or unit submitted a AAA-162 validated by the Cdr or Adjutant IAW the published Memorandum of Instruction MOI?		
c. Is the AAA-162 annotated with new arrivals and departures?		

	YES	NO
d. Is AAA-342 monitored for Record Status Changes?		
e. Does the WCS know how to create, reset, and delete SIDPERS 3 accounts?		
f. Does the WCS know how to clear the back up and input transaction queues?		
g. Does the WCS retire accounts on departing soldiers?		
h. Are system maintenance logs cleaned weekly?		
i. Are local system tables populated?		
j. Can the clerk execute personnel procedures using SIDPERS-3?		
k. Does the unit meet the standard of forwarding transactions to PAB 90% of operational days?		
l. Did the S1 create a MIT Cut after the last change packet and is it on hand along with the system Configuration Report (AAA-996)?		
m. Do SIDPERS 3 workstations have "SIDPERS Help" as a shortcut?		
n. Does the S1 monitor the SIDPERS 3 Web Site (www.perscom.army.mil/tagd/sidpers3/page1.htm)?		
o. Are the following SIDPERS reports or files on hand, and do they have the correct filing label?		
AAA-001 Personnel Requirement Report		
AAA-095 Suspension of Favorable Personnel Action Report		
AAA-117 Unit Enlistment Advancement Report		
AAA-119 Waiver Allocation Report		
AAA-160 Report of AWOL by Name		
AAA-161 Unit Manning Report		
AAA-162 Unit Personnel Accountability Report		
AAA-165 Unit Personnel Accountability Notices		
AAA-242 E5/E6 Recommendation List for Promotion		
AAA-256 Personnel Summary Recap		
AAA-342 Alpha Roster		
4. REMARKS:		

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
a. Are the following publications on hand?			NO
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:			

Proponent/Phone No:	Adjutant General/2-3007			
Functional Area:	Administration & Personnel			
Program/Activity Topic:	Weight Control Program			
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 600-9, 1 Sep 86, The Army Weight Control Program.				
b. AR 635-200, 5 Jul 84, Enlisted Personnel.				
2. Discussion. Weight Control is a battery level responsibility; however, the program may be inspected at the BNS1.7				
3. Questions.			YES	NO
a. Are the following publications on hand?				
AR 600-9				
AR 635-200				
b. Are weigh-ins conducted at least semiannually?				
c. Are body fat determinations made for soldiers who exceed the screening table weight? (DA Form 5500-R male; DA Form 5502-R female)				
d. Are flagging actions initiated for soldiers who are entered into the weight control program?				
e. Are soldiers in the program given medical evaluations and nutrition (weight loss) counseling by medical authorities?				
f. Are soldier's progress monitored and are counseling conducted?				
g. Are FLAGS lifted when soldiers meet body fat standard and removed from the overweight control program?				
h. If no medical condition exists, separation proceedings for soldiers who do not make satisfactory progress in the program after a period of 6 months may be initiated, unless the responsible commander chooses to impose a bar to reenlistment per AR 601-280?				
i. Are separation actions initiated for soldiers who exceed body fat standard within 12 months after removal from the weight control program?				

	YES	NO
j. Are separation action initiated for soldiers who exceed body fat standard between 12 to 36 months after removal from the weight control program and fail to achieve body fat standard within 90 days?		
k. Are appropriate weight control endorsements completed for each soldier enrolled or previously enrolled in the Weigh Control Program?		
4. REMARKS:		

Proponent/Phone No:	Chaplain/442-5690
Functional Area:	Religious Activities
Program/Activity Topic:	UMT, Office Management, Training, Religious Support
Date of Revision:	3 March 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 165-1, 27 Feb 98, Chaplain Activities in the United States Army.	
b. AR 215-1, 25 Oct 98, Morale, Recreation and Welfare Activities and Nonappropriated Fund Instrumentalities.	
c. AR 11-2, 1 Aug 94, Management Control.	
d. AR 310-50, 15 Aug 95, Authorized Abbreviations and Brevity Codes.	
e. AR 25-400-2, 26 Feb 93, The Modern Army Record Keeping System (MARKS).	
f. AR 25-50, 21 Nov 88, Preparing and Managing Correspondence.	
g. AR 420-90, 10 Sep 97, Fire and Emergency Services.	
h. AR 600-9, 1 Sep 86, The Army Weight Control Program.	
i. AR 600-20, 30 Mar 88, Army Command Policy.	
j. AR 600-85, 3 Nov 86, Alcohol and Drug Abuse Prevention and Control Program.	
k. AR 623-105, 1 Oct 97, Officer Evaluation Reporting System.	
l. AR 735-5, 31 Jan 98, Policies and Procedures for Property Accountability.	
m. DA Pam 600-3, 1 Oct 98, Commissioned Officer Development and Career Management.	
n. RESC/Pam 310-1, 31 Dec 86, Consolidated Index of Army Pubs and Blank Forms.	
o. FM 16-1, 26 May 95, Religious Support.	
p. CTA 50-900, 1 Sep 94, Clothing and Individual Equipment.	
q. CTA 50-909, 1 Aug 93, Field and Garrison Furnishings and Equipment.	

r. CTA 50-970, 21 Sep 90, Expendable/Durable Items (except: Medical, Class V, Repair Parts, and Heraldic Items).		
s. TM 9-2320-289-10, 4 Aug 86, Operators Manual for M1008, M1008A1, and M1009.		
2. Discussion. The mission of the Post Chaplain is to ensure the maximum opportunity for the free exercise of religious faith for the entire Fort Sill Army Family; provide a comprehensive program of tactical, professional, and technical development for all members of the Fort Sill Unit Ministry Team (UMT). All UMT's provide religious support to their assigned units and assist the command in the development and implementation of religious programs and activities. The focus will be on the following areas:		
a. Religious Services.		
b. Administration and Training.		
c. Vehicles and Equipment.		
d. Suicide Prevention Classes		
e. Family Support		
3. Questions.	YES	NO
a. Unit Ministry Team (UMT) Bde UMT METL.		
Is there a current UMT METL based on the unit's wartime mission?		
Does the Unit Commander approve it?		
b. Religious Support Annex.		
(1) Is there a Religious Support Annex (RSA) to the units TACSOP?		
(2) Is a Religious Support Plan (RSP) derived from the RSA?		
(3) Is/does the RSP:		
(a) Approved by Unit Commander?		
(b) Published for each exercise?		
(c) Include location of UMT for each phase of Operation?		
(d) Include coordination with higher and lower Echelons?		
(e) Include Direct and General religious support requirements?		
Include logistic and resupply support?		
(f) Define a clear reporting system for all UMT's to report in field/war operations?		

	YES	NO
c. Security.		
Does the UMT have current security clearances?		
(1) Is the UMT on the S2 access roster?		
(2) Does the chaplain carry a Geneva Convention card?		
Is the UMT on the current alert roster in the unit?		
d. Transportation.		
(1) Does the UMT have current tactical driver's licenses?		
(2) Is the UMT signed for an operational tactical Vehicle?		
(3) Does the UMT perform PMCS on a regular basis?		
e. Deployment Supplies.		
(1) Does the UMT maintain at least a thirty (30) day supply of religious items (grape juice wafers, altar wine, Bibles/religious literature, extra linen, etc)?		
(2) Is a deployment checklist used?		
(3) Does the UMT hand receipt holder sign for and maintain MTOE equipment and BII for vehicle?		
f. Communication Equipment		
(1) Does the UMT have an operational means of communicating with higher/lower echelons during tactical operations?		
(2) Does the UMT maintain a SOI during tactical operations?		
g. Office Management		
(1) Is there a separate office for the Chaplain and the Chaplain Assistant?		
(2) Are the offices clean, organized, inviting, and securable?		
(3) Is there adequate work space and chairs for counselees in both offices?		
(4) Is there adequate phone service?		
(5) Is there a telephone answering device?		
(6) Is there a telephone answering device?		
(7) Is there an operational typewriter maintained in the office?		

	YES	NO
(8) Is there a computer processing unit with current approved software applications?		
(9) Is the UMT trained on the computer system?		
(10) Does the UMT maintain or have access to the following current publications:		
(11) AR 11-2, Management Control		
(12) AR 25-50, Preparing and Managing Correspondence		
(13) AR 25-400-2, MARKS		
(14) AR 165-1, Chaplain Activities in the U.S. Army		
(15) AR 310-50, Authorized Abbreviations and Brevity Codes		
(16) AR 600-30, Chaplain Support Activities		
(17) AR 600-50, Standards of Conduct for DA Personnel		
(18) AR 608-1, ACS Program		
(19) AR 670-1, Wear and Appearance of Army Uniforms and Insignia		
(20) DA PAM 600-67, Effective Writing for Army Leaders		
(21) DA PAM 600-75, Accommodating Religious Practices		
(22) DA PAM 623-205, The NCOER System "In Brief"		
(23) FM 16-1, Religious Support		
(24) FM 22-100, Military Leadership		
(26) FM 22-101, Leadership Counseling		
(25) FM 22-102, Soldier Team Development		
(26) FM 25-100 Training the Force		
(27) FM 25-101, Battle Focused Training		
(28) FM 100-5, Operations		
(29) STP 16-71M-SM Skill Level I Soldier Manual		
(30) STP 16-71M25-SM-TG, Soldier's Manual Skill Level 2/3/4/5		
(31) STP 21-1-SMCT, Soldier's Manual of Common Task		
(32) STP 21-24-SMCT, Soldier's Manual of Common Tasks Skill Level		
(33) Book of Worship for U.S. Forces		
(34) Book of Worship for Jewish Personnel of the Armed Force		

	YES	NO
(35) The Koran		
(36) Fort Sill Chaplain SOP for Funds and Supplies		
(37) Fort Sill Installation Chaplain Wedding SOP		
(38) Fort Sill Installation Chaplain Funeral SOP		
(39) Chapel SOP (UMT assigned chapel)		
(40) Dictionary		
(41) Policy Letters (Fort Sill; FATC; III ACA) - (as required)		
h. Does the UMT have Forms Engines or Forms Flow installed on the office computer?		
(1) Are the following forms on hand:		
(2) FS Form 833 Transportation Request)		
(3) FS Form 974 (Request for Supplies and Equipment)		
(4) FS Form 1095 (Statement of Service)		
(5) FS Form 1401 (Printing/Repo Graphic Request)		
(6) Command Staff Inspection Checklist		
(7) Chapel of the Quarter Checklist		
i. Filing System		
(1) Is an approved list of file numbers used and maintained in the current files drawer?		
(2) Are the files maintained IAW AR 25-400-2?		
(3) Are the Chaplain's confidential files secured in a separate locked location?		
(4) Are files maintained in a neat and orderly manner?		
j. Standing Operating Procedures (SOP)		
(1) Is there a current Bde/Bn TACSOP maintained in the Bde/Bn UMT Section?		
(2) Is there a current Garrison SOP maintained in the UMT Office?		
(3) Does the Garrison SOP include the following:		
(a) Suspense control		
(b) Physical security		
(c) Maintenance of chapel office/equipment		

	YES	NO
(d) Fire and safety procedures		
(e) Scheduling procedures		
(f) Preparation of services activities in the chapel		
Are suspenses being met on time and in a professional manner?		
(g) Is there an Internal Control SOP that includes the following:		
(h) Key Control		
(i) Classified document handling		
(j) Chapel offerings safeguards		
(h) List person authorized to maintain keys to the chapel facilities		
(i) Hand receipts of equipment (Issue/Turn In)		
(j) Ordering and use of expendable supplies		
(k) Risk management plan		
k. Training		
Collective Training		
(1) Does the UMT train regularly with the unit?		
(2) Does the UMT participate in UMT Training once a month?		
(3) Does the unit commander have a UMT Training plan?		
(4) Do Chaplains assistants train collectively with the post UMT Chief on MOS Tasks?		
(5) Do Chaplains attend collective chaplains training?		
(6) Does the Bde NCO train Bn chaplain assistants on MOS/Chapel tasks?		
(7) Does the chaplain conduct suicide prevention training at battery/battalion level?		
Individual Training		
(8) Have the chaplain assistants qualified within the past year with assigned weapon?		
(9) Has the UMT passed the semi-annual APFT?		
(10) Have the qualified chaplain assistants attended PLDC or BNCOC?		
(11) Are qualified chaplain assistants on an order of merit list for PLDC?		
(12) Are qualified chaplain assistants scheduled to attend BNCOC?		

	YES	NO
(13) Are chaplains Phase III tested?		
(14) Are chaplains CAS3 graduates or projected to attend?		
(17) Are chaplains trained in Suicide Prevention?		
(18) Are chaplains trained in Sexual Harassment?		
(19) Has chaplain attended the Cadre Training Course (FATC only)?		
(20) Religious Support		
Worship Services/Sacraments/Rites		
(21) Does the UMT address the multi-faith needs of the soldiers and family with the commander?		
(a) Is a religious information bulletin board maintained in the unit area?		
(b) Does the UMT provide the command with direct, personally verified information concerning morale and the moral and ethical climate of the Cmd?		
(c) Is a current roster of referral agencies maintained?		
(d) Is the unit informed of all chapel/chaplain services available?		
(e) Does the UMT conduct or provide for services, religious sacraments, rites and ordinances?		
(f) Are chapel facilities in a state of readiness for worship and inspections?		
(g) *-Are chapel offerings properly accounted for, verified, and safeguarded IAW AR 165-1?		
(h) *-Is an Army-approved safe on the grounds to secure the offering in during services?		
Soldier and Family Outreach		
(22) Does the UMT provide outreach in the following areas:		
Marriage/Single Soldier Retreats?		
Prayer Breakfast? (how often?__)		
Bible Studies?		
Barracks/workplace visitation?		
Hospital visitation?		

	YES	NO
Predeployment briefing?		
Moral/Ethical Leadership?		
Stress Management?		
Suicide Prevention Briefing?		
Newcomer orientations?		
Other _____		
Are these programs part of the Commanders Religious Program?		
Counseling		
(23) Does the SDNCO/CQ log book contain instructions for contacting the UMT for emergencies?		
(24) Is the UMT counseled quarterly during their rating periods?		
(25) Are written counseling statements properly maintained?		
Commander's Master Religious Program (CMRP)		
(26) Does the UMT have a CMRP approved by the commander?		
(27) Does the CMRP provide a wide range of religious services/programs?		
(28) Are Master Religious Program Calendar events reflected in the unit training schedule?		
(29) Is a 90 day calendar maintained in the UMT Office?		
(30) Are Fund Council requests on time and IAW CMRP approved monies?		
j. Family Support Groups		
(1) Does the unit have Family Support Groups organized down to company/battery level?		
(2) Has the Commander published a Family Support Group Standard Operating Procedure or policy memorandum?		
(3) Do the Family Support Groups meet on a regular, scheduled basis?		
(4) Does the Family Support Group seem to have a balanced schedule of activities that includes training, information, recreation and team-building?		
(5) Does the Unit Chaplain function in an advisory capacity to the Family Support Group leaders?		
(6) Does the unit have a Family Support Group fund?		

(7) Has the Commander received an Annual Financial Report from the Family Support Group leader?		
4. REMARKS:		

Proponent/Phone No:	Command Retention Office/2-3100
Functional Area:	Reenlistment
Program/Activity Topic:	Reenlistment
Date of revision:	26 March 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. Reference. AR 601-280, 29 Sep 95, Army Retention Program.	
2. Discussion. AR 601-280, paragraph 2-1.a. The Army Retention Program is a Commander's program.	
a. The program requires active involvement, support, and interest at all levels of command, including the senior Noncommissioned Officer (NCO) Corps.	
b. Commanders must utilize their career counselors (PMOS 79S) or reenlistment NCOs to manage their programs to the fullest. Unit/btry must talk with each soldier to determine the soldier's needs, wants, desires, and what can be done to ensure the majority of our qualified soldiers stay in the Army. This should be accomplished no later than 15 months from the soldier's ETS date.	
c. Commanders must give their career counselors (PMOS 79S) or Reenlistment NCOs adequate time to perform their reenlistment duties and receive the required training necessary to perform this most important function.	
d. Each commander will be briefed by his/her career counselor (PMOS 79S) or reenlistment concerning the reenlistment inspection checklist provided by their major command. At this time they will be informed of any processing procedures or changes in reenlistment program that is unique to their major command.	
e. Commanders must ensure their soldiers are treated professionally, with an honest care and concern for the soldier and his/her family from the first day the soldier enters the unit. If this is performed, the commanders' reenlistment program will always be successful with the maximum number of qualified soldiers reenlisting.	
Questions. (See appropriate MACOM reenlistment inspection checklist).	
4. REMARKS:	

Proponent/Phone No:	Directorate of Environmental Quality/2-2715
Functional Area:	Environmental
Program/Activity Topic:	Environmental Affects of Army Actions
Date of revision:	5 October 1998
* See Management Control Checklist in DA Circular 11-90-2, 28 Sep 98.	

Proponent/Phone No:	Directorate of Environmental Quality/2-2715
Functional Area:	Environmental
Program/Activity Topic:	Environmental Protection and Enhancement
Date of revision:	5 October 1998
* See Management Control Checklist in DA Circular 11-90-2, 28 Sep 90.	

Proponent/Phone No:	Defense Military Pay Office/2-3303	
Functional Area:	Financial Services	
Program/Activity Topic:	Basic Allowance for Subsistence (BAS)/Field Rations	
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. Reference. DOD 7000.14-R, 22 Jul 96, Department of Defense Financial Management Regulation, VOL 7A (Part 3, Chapter 25).		
2. Discussion. Basic Allowance for Subsistence (BAS) is an allowance for soldiers to defray dining expenses when the use of government dining facilities are not available or deemed impractical. The purpose of this section is to ensure that this entitlement is afforded to all soldiers that meet the criteria. Soldiers may be authorized BAS for the following (DA Cir 210-90-1, para 6).		
Soldier is not residing in the barracks.		
Religious reasons.		
Medical reasons.		
Soldier's duty hours (shift work when no dining facility is open).		
Commander's discretion		
*The request for BAS for enlisted personnel should be submitted on DA Form 4187 signed by the unit commander. SFC and above are automatically authorized BAS. The request for BAS should be forwarded on UTL to the Finance Office immediately.		
3. Questions.	YES	NO
a. Are all commanders in compliance with local policies concerning authorization of BAS for enlisted soldiers?		
b. Does the commander ensure soldiers do not have a meal card and receive BAS at the same time?		
c. Does the commander authorize a prorated subsistence allowance for soldiers who occasionally miss eating meals in the government dining facility?		
d. Does the unit and PAC ensure that DA Forms 4187 are submitted to collect rations on enlisted soldiers during periods of field duty?		
e. Does the unit and PAC ensure that a DA Form 4187 (identifying the # of meals) is submitted to collect rations from officers during periods of field duty?		

4. REMARKS.

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?		

	YES	NO
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.		

Proponent/Phone No:	Defense Military Pay Office/2-3303	
Functional Area:	Financial Services	
Program/Activity Topic:	In/Outprocessing	
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. USAFACFS Reg 612-1, 26 Apr 89, Inprocessing/Outprocessing of Permanent Party Personnel.		
b. Unit Standard Operating Procedures (SOP).		
2. Discussion. This section provides information for the inprocessing and outprocessing of personnel. Its objective is to ensure that the unit/BN S1 adequately prepares personnel for arriving or departing the unit.		
a. Inprocessing. To process incoming personnel correctly, the unit/BN S1 should do the following.		
Obtain current LES if soldier was in transit.		
Determine if soldier seeks advance pay or casual pay.		
Ensure soldier's travel claim is settled.		
Advise soldier of pay options available.		
Make any necessary appointments for the soldier.		
Ensure soldier is receiving the correct entitlements.		
b. Outprocessing. To process outgoing personnel correctly, the unit/PAC should do the following.		
Ensure soldier receives clearance papers.		
Advise soldier of advance pays available (advance pay, advance travel, and advance dislocation allowances).		
Make any necessary appointments for the soldier.		
3. Questions.	YES	NO
a. Does the unit/PAC have an inprocessing procedure for newly assigned personnel, which includes review and verification of pay entitlements?		
b. Does the unit/PAC have an outprocessing checklist for all personnel leaving the unit that includes pay administration and finance office requirements for outprocessing?		
c. Are newly assigned personnel informed that "Sure Pay" is mandatory and that allotments are now required to be sent via Electronic Fund Transfer (EFT)?		

	YES	NO
d. Are newly assigned personnel given the name and location of the unit's command financial advisor?		
e. Are on-post reassignment orders received and forwarded to finance?		
4. REMARKS:		

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?		

	YES	NO
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:		

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:	
<p>1. References. MILPER Memorandum Number 97-0004, 26 Sep 97, Unit Commander Finance Report.</p>		
<p>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.</p>		
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:

Proponent/Phone No:	Defense Military Pay Office/2-3303	
Functional Area:	Financial Services	
Program/Activity Topic:	Unit Transmittal Letters	
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:	
<p>1. References. DA Pam 600-8, 1 Aug 86, Management and Administration Procedures</p>		
<p>2. Discussion: The unit transmittal letter (UTL) is the primary control document prepared by the unit/PAC. Its purpose is to account for all personnel and pay related documents sent to the finance office. UTLs assist the BN S1 in determining the number of documents sent to the finance office during a given period and they serve as a device for the BN S1 to track those documents to ensure timely input. The UTL also ensures the commander that documents flow smoothly from the unit to its destination. UTL maintenance is essential to control unit pay documents and the primary reference between the finance office, and unit/BN S1, and the commander.</p>		
3. Questions.	YES	NO
a. Are UTLs consecutively numbered and forwarded from unit/BN S1 to finance daily, with all documents received from the prior day of business?		
b. Does the first numbered UTL of a new calendar month begin with number 01 (e.g., 01-01, 02-01), and each additional UTL contain the next number (e.g., 06-02, 07-02)?		
c. Is the two-digit unit source code assigned by the local finance office written on the top right hand corner of each document attached to the UTL?		
d. Are all entries on the UTL clearly identifiable and do they contain the soldier's last name and last four digits of his/her social security number?		
e. Are the UTLs kept in a suspense file until they are completely reconciled with the Daily Report of Transactions (DROT) received from finance?		
4. REMARKS:		

Proponent/Phone No:	Directorate of Contracting/2-6162
Functional Area:	Contracting
Program/Activity Topic:	Solicitation, Evaluation, Award, and Administration
Date of Revision:	23 September 1998
<p>*See Management Control Checklist in Army Federal Acquisition Regulation Supplement (AFARS), appendix DD (http://www.sarda.army.mil/librarymain.htm)</p>	

Proponent/Phone No:	Information Management/2-1944	
Functional Area:	Information Management	
Program/Activity Topic:	Information Management Operations	
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 25-1, 25 Mar 97, The Army Information Resources Management Program.		
b. AR 380-19, 27 Feb 98, Information Systems Security.		
c. USAFACFS Memo 25-72, 22 Jun 98, ADPE Procurement Security.		
2. Discussion: The purpose of this checklist is to identify to commanders/directors specific critical management areas of the information mission area function. It is further used as a uniform tool to assess the efficiency of the management of the information mission area at unit level.		
3. Questions.	YES	NO
a. Has commander/director appointed in writing one central point of contact to interact with DOIM on all IMA matters?		
b. Has commander/director appointed in writing an Information Systems Security Official (ISSO) (may be same as POC both must have separate duty appointment as ISSO)?		
c. Has commander/director appointed in writing an Activity Records Manager (may be same as POC but must have separate duty appointment as RMA)?		
Has commander/director required units/offices to turn in required records to the Records Holding Area?		
Has commander/director required units/offices to prepare and submit a files list to DOIM for approval?		
d. Has commander/director appointed in writing a Printing Control POC (may be same as POC but must have a separate duty appointment as Print Control POC)?		

	YES	NO
e. Has commander/director appointed in writing an Official Mail Control Officer (OMCO) (may be same as POC but must have a separate duty appointment as OMCO)?		
f. Has commander/director appointed in writing a Publications POC (may be same as POC but must have separate duty appointment as publications POC)?		
g. Has commander/director appointed in writing a telephone control officer (may be same as POC but must have separate duty appointment as TCO)?		
h. Has commander/director assigned responsibility for--		
Completion of risk assessments for ADPE.		
Equipment accountability and physical security.		
Site license and copyright integrity for software.		
i. Has commander/director required that subordinates thoroughly justify the need to use privately-owned hardware or software?		
j. Has commander/director restricted the use of personally-owned equipment for processing of unclassified material only?		
k. Has commander/director restricted the processing of classified material to equipment having an approved formal risk assessment from the appropriate accreditation authority?		
l. Has commander/director required that classified data be stored either on approved government-owned hard disks in areas approved by DPTM for open storage at the same level as the data being processed or on removable media?		
m. Has commander/director restricted the use of software utility packages to designated POCs or supervisors who are responsible for protection against copyright infringements?		
n. Has the commander/director ensured no games are present on government computers?		
o. Has commander/director developed, implemented, and maintained procedures to strictly control usage of site licensed software for which they are licensed and adhered to control procedures for site licensed software obtained from another licensee?		

	YES	NO
p. Has commander/director required subordinates to use only freeware/shareware obtained from appropriated sources (i.e., U.S. Log Center, Navy Research and Development Automation Center (NARDAC), and the Information Systems Command Information Systems Engineering Center (ICS-ISEC))?		
q. Have commander/director established procedures to ensure the physical safeguarding of all automation equipment (i.e., notebooks, computers, printers, etc.)?		
4. REMARKS:		

Proponent/Phone No:	Information Management/2-3907		
Functional Area:	Plans & Operations Division		
Program/Activity Topic:	Records Management		
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. Reference. AR 25-400-2, 26 Feb 93, The Modern Army Recordkeeping System (MARKS).			
2. Discussion. This section provides basic information on recordkeeping.			
3. Questions.	YES	NO	
a. Are the following publications on hand?			
AR 25-400-2			
USAFACFS Cir 25-99-4			
b. Has an individual been appointed to manage the unit's Records Management Program?			
c. Does the RMO survey and appraise the unit's program within each staff, HQ, and subordinate office or unit at least once every year?			
d. Were personnel trained to use the Modern Army Recordkeeping System (MARKS)?			
e. Were personnel aware that MARKS contains the only legal authorities for destruction of nonpermanent Army Records?			
f. Were personnel aware of the criminal and civil sanctions which may be imposed for violating provisions of MARKS?			
g. Were unidentified files brought to the attention of the records management official for evaluation?			
h. Were individuals aware of differences between the way official Army records and personal papers are handled?			
i. Are Army Records (all classifications) paper or electronic copies maintained IAW AR 25-400-2?			
j. Are "For Official Use Only" records and those subject to the Privacy Act destroyed in such a way to preclude reconstruction?			
k. Were Army records filed under MARKS?			

	YES	NO
l. Are files located as conveniently as practical in relation to personnel or office they service?		
m. Were file folders labeled IAW 25-400-2, para 6-2?		
n. Are guide cards used to divide files and to identify subdivisions?		
o. Are bulky materials being filed separately (cross reference will be used to show location of material out of regular files)?		
p. Are file binders labeled IAW AR 25-400-2, para 6-2 and Fig 6-4?		
q. Are file drawers labeled IAW AR 25-400-2, para 6-2 and Fig 6-4?		
r. Is a current list of file numbers available?		
s. Did the Installation Records Manager, DOIM, approve the list?		
t. Were electronic files created?		
u. Are floppy diskettes labeled?		
v. Was documentation on file indicating files maintained on host computer or personnel computer hard drives instead of paper and how to retrieve such files?		
w. Are floppy diskettes labeled with correct retention period information?		
x. Did the office or unit terminate files, which specify "COFF" at year's end and create new files for the current year?		
y. Was file number 1g established to maintain SFs 135 as a record of files transferred to the Records Holding Area (RHA).		
z. How many years back were 135s maintained?		
(aa) Were all records scheduled for transfer being sent to the RHA?		
(ab) Were records assembled, fastened, and marked correctly with file numbers prior to filing?		

	YES	NO
(ac) Is file number 1jj being used to retain reference publications?		
(ad) Are Article 15s posted on Bulletin Boards? If so, are the names and SSNs removed prior to posting?		
(ae) Are blank forms approved by DOIM?		
4. REMARKS:		

Proponent/Phone No:	Information Management/2-3907	
Functional Area:	Plans & Operations Division	
Program/Activity Topic:	Publications	
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. DA Pam 25-30, CD ROM (most recent version)		
b. AR 25-30, 28 Feb 89, Preparing and Managing Correspondence.		
c. DA Pam 25-33, 5 Sep 96, The Standard Army Publication System, (STARPUBS).		
d. DA PAM 25-40, 1 Oct 97, Administrative Publications: Action Officers Guide.		
2. Discussion. An accurate publication account is a key element used in ensuring your office has the required publications.		
3. Questions.	YES	NO
a. Are the following publications on hand?		
DA Pam 25-30, CD ROM (most recent version)		
AR 25-30		
DA Pam 25-33		
DA Pam 25-40		
b. Is there a Publications Account established?		
c. Does the account have a current publications officer listed on the DA Form 12 with a copy forwarded to St Louis?		
d. Is the Publication Plan complete with a listing of each publication, and do quantities match the number of sub-account recipients?		
e. Is an E-mail account established for publication purpose only?		
f. Is the Publication Officer and Forms Management Officer appointed in writing?		
g. Are sub-account publication clerks appointed in writing?		
h. Is the DA Form 17 properly annotated and used to track resupply requests?		
i. Is the 12-series completed and filed properly under 1p?		

	YES	NO
j. Does the publication clerk have a copy of the current MTOE?		
k. Is there a sub-account established?		
l. Is the Initial Distribution Record (FS Form 61) used to determine initial distribution requirements and maintained under file 25-30kk?		
m. Are Daily Activity Reports printed off the Internet to show what was ordered?		
n. If not using the Internet, are DA Forms 4569-E used to order publications through DOIM to St Louis?		
o. Does the unit have procedures for ordering publications on the internet and is it included in the SOP?		
p. Does the unit have a 60-day supply of blank forms on hand?		
q. Are accountable and sensitive forms stored as prescribed for CONFIDENTIAL material?		
4. REMARKS:		

Proponent/Phone No:	Directorate of Logistics/2-3701
Functional Area:	Supply and Services
Program/Activity Topic:	Supply Operations
Date of Revision:	24 March 1999
*See Command Supply Discipline Program (CSDP) Checklist in Unit Supply Update 14, AR 710-2, table B-1 (User Level), and table B-2 (Property Book Officer Level).	

Proponent/Phone No:	Directorate of Public Safety/2-3145	
Functional Area:	Physical Security	
Program/Activity Topic:	Access/Restricted Area Control	
Date of Revision:	19 February 1999	
Management Control Checklist Applied:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> NA	
Unit Inspected:	Date Inspected:	
Inspector's Name:	Phone No:	
1. References.		
a. AR 190-11, 30 Sep 93, Physical Security of Arms, Ammunition and Explosives.		
b. AR 190-12, 30 Sep 93, Military Police Working Dogs.		
c. AR 190-13, 30 Sep 93, The Army Physical Security Program.		
d. AR 190-51, 30 Sep 93, Security of Unclassified Property.		
e. AR 710-2, 31 Oct 97, Supply Policy Below the Wholesale Level.		
f. AR 380-19, 1 Aug 90, Information Security Systems.		
g. AR 380-5, 25 Feb 88, Department of the Army Information Security w/FORSCOM/TRADOC Supplements.		
h. AR 735-5, 31 Jan 98, Policies and Procedures for Property Accountability.		
i. DA Pam 710-2-1, 31 Dec 97, Using Unit Supply System Manual Procedures.		
j. DA Pam 190-51, 30 Sep 93, Risk Analysis for Army Property.		
k. USAFACFS Reg 190-1, 24 Feb 97, Installation Physical Security and Crime Prevention.		
l. FM 19-30, 1 Mar 79, Physical Security.		
2. Discussion. Physical security and crime prevention are proactive measures to safeguard people; prevent unauthorized access to equipment, property, facilities and information; and safeguard them against espionage, sabotage, damage or theft. Crime prevention is aimed at reducing or eliminating crime, the potential for crime or crime conducive conditions.		
3. Questions. (Note: "♦" indicates questions that should be answered no.)	YES	NO

	YES	NO
a. Is access to critical areas controlled (e.g., escort/monitor visitors, minimize entrances/exits) IAW USAFACFS Reg 190-1?		
b. Is SF Form 701 (Activity Security Checklist) used to record end of day security checks IAW USAFACFS Reg 190-1?		
c. Are security checks conducted IAW USAFACFS Reg 190-1?		
d. Are "restricted area" designations requested, approved and posted IAW AR 190-13 and USAFACFS Reg 190-1?		
e. Are the following areas designated and posted as "restricted areas" IAW AR 190-11 and 190-51:		
Arms, ammunition or explosives storage areas?		
Airfields?		
Installation industrial and utility equipment?		
Note R, Q or C medical storage areas and pharmacies?		
Do restricted areas meet minimum storage structure standards IAW USAFACFS Reg 190-1?		
4. REMARKS:		

Proponent/Phone No:	Directorate of Public Safety/2-3145	
Functional Area:	Physical Security	
Program/Activity Topic:	Administration	
Date of Revision:	19 February 1999	
Management Control Checklist Applied:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> NA	
Unit Inspected:	Date Inspected:	
Inspector's Name:	Phone No:	
1. References.		
a. AR 190-11, 30 Sep 93, Physical Security of Arms, Ammunition and Explosives.		
b. AR 190-12, 30 Sep 93, Military Police Working Dogs.		
c. AR 190-13, 30 Sep 93, The Army Physical Security Program.		
d. AR 190-51, 30 Sep 93, Security of Unclassified Property.		
e. AR 710-2, 31 Oct 97, Supply Policy Below the Wholesale Level.		
f. AR 380-19, 1 Aug 90, Information Security Systems.		
g. AR 380-5, 25 Feb 88, Department of the Army Information Security w/FORSCOM/TRADOC Supplements.		
h. AR 735-5, 31 Jan 98, Policies and Procedures for Property Accountability.		
i. DA Pam 710-2-1, 31 Dec 97, Using Unit Supply System Manual Procedures.		
j. DA Pam 190-51, 30 Sep 93, Risk Analysis for Army Property.		
k. USAFACFS Reg 190-1, 24 Feb 97, Installation Physical Security and Crime Prevention.		
l. FM 19-30, 1 Mar 79, Physical Security.		
2. Discussion. Physical security and crime prevention are proactive measures to safeguard people; prevent unauthorized access to equipment, property, facilities and information; and safeguard them against espionage, sabotage, damage or theft. Crime prevention is aimed at reducing or eliminating crime, the potential for crime or crime conducive conditions.		
3. Questions. (Note: "♦" indicates questions that should be answered no.)	YES	NO
a. Is a physical security officer appointed in writing IAW USAFACFS Reg 190-1?		

USAFACFS Pam 1-1, 7 April 2000

	YES	NO
b. Does the physical security officer:		
(1) Monitor offense reports and adjustment documents in which loss occurred IAW USAFACFS Reg 190-1?		
(2) Evaluate access authorization for individuals apprehended/convicted by military/civilian authorities IAW USAFACFS Reg 190-1?		
(3) Report losses (actual or suspected) of arms, ammunition, Explosives (AA&E), to include major weapons parts, night vision devices and global positioning devices to the Military Police IAW USAFACFS Reg 190-1?		
(4) Retain a copy of the most recent physical security Inspection IAW AR 25-400-2?		
c. Are risk analysis conducted IAW DA Pam 190-51?		
d. Are risk analysis results recorded on DA Form 7278-R IAW DA Pam 190-51?		
e. Is a physical security SOP on file and does it include required information IAW USAFACFS Reg 190-1?		
f. Is the SOP updated annually IAW USAFACFS Reg 190-1?		
g. Does SOP outline physical security (key control standards)?		
h. Are physical security self-inspections conducted and recorded IAW USAFACFS Reg 190-1?		
i. Are security related work orders coordinated IAW USAFACFS Reg 190-1?		
4. REMARKS:		

Proponent/Phone No:	Directorate of Public Safety/2-3145	
Functional Area:	Physical Security	
Program/Activity Topic:	Aircraft and Aircraft Components	
Date of Revision:	19 February 1999	
Management Control Checklist Applied:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> NA	
Unit Inspected:	Date Inspected:	
Inspector's Name:	Phone No:	
1. References.		
a. AR 190-11, 30 Sep 93, Physical Security of Arms, Ammunition and Explosives.		
b. AR 190-12, 30 Sep 93, Military Police Working Dogs.		
c. AR 190-13, 30 Sep 93, The Army Physical Security Program.		
d. AR 190-51, 30 Sep 93, Security of Unclassified Property.		
e. AR 710-2, 31 Oct 97, Supply Policy Below the Wholesale Level.		
f. AR 380-19, 1 Aug 90, Information Security Systems.		
g. AR 380-5, 25 Feb 88, Department of the Army Information Security w/FORSCOM/TRADOC Supplements.		
h. AR 735-5, 31 Jan 98, Policies and Procedures for Property Accountability.		
i. DA Pam 710-2-1, 31 Dec 97, Using Unit Supply System Manual Procedures.		
j. DA Pam 190-51, 30 Sep 93, Risk Analysis for Army Property.		
k. USAFACFS Reg 190-1, 24 Feb 97, Installation Physical Security and Crime Prevention.		
l. FM 19-30, 1 Mar 79, Physical Security.		
2. Discussion. Physical security and crime prevention are proactive measures to safeguard people; prevent unauthorized access to equipment, property, facilities and information; and safeguard them against espionage, sabotage, damage or theft. Crime prevention is aimed at reducing or eliminating crime, the potential for crime or crime conductive conditions.		
3. Questions. (Note: "♦" indicates questions that should be answered no.)	YES	NO

	YES	NO
a. When not in use, are aircrafts, aircraft components and crewmember equipment secured in hangers or other structures and protected by a perimeter fence IAW AR 190-51?		
b. When hanger space is not available, are aircrafts parked together and away from perimeter parking areas IAW AR 190-51?		
c. Are aircrafts secured with locking devices IAW AR 190-51?		
◆d. Are duplicate aircraft keys used as operational keys by the maintenance activity in violation of AR 190-51?		
e. Are aircraft checked every four hours and is access to the area controlled IAW AR 190-51?		
f. Are accessible and easily removable aircraft components secured IAW AR 190-51?		
4. REMARKS:		

Proponent/Phone No:	Directorate of Public Safety/2-3145	
Functional Area:	Physical Security	
Program/Activity Topic:	Alarm Management	
Date of Revision:	19 February 1999	
Management Control Checklist Applied:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> NA	
Unit Inspected:	Date Inspected:	
Inspector's Name:	Phone No:	
1. References.		
a. AR 190-11, 30 Sep 93, Physical Security of Arms, Ammunition and Explosives.		
b. AR 190-12, 30 Sep 93, Military Police Working Dogs.		
c. AR 190-13, 30 Sep 93, The Army Physical Security Program.		
d. AR 190-51, 30 Sep 93, Security of Unclassified Property.		
e. AR 710-2, 31 Oct 97, Supply Policy Below the Wholesale Level.		
f. AR 380-19, 1 Aug 90, Information Security Systems.		
g. AR 380-5, 25 Feb 88, Department of the Army Information Security w/FORSCOM/TRADOC Supplements.		
h. AR 735-5, 31 Jan 98, Policies and Procedures for Property Accountability.		
i. DA Pam 710-2-1, 31 Dec 97, Using Unit Supply System Manual Procedures.		
j. DA Pam 190-51, 30 Sep 93, Risk Analysis for Army Property.		
k. USAFACFS Reg 190-1, 24 Feb 97, Installation Physical Security and Crime Prevention.		
l. FM 19-30, 1 Mar 79, Physical Security.		
2. Discussion. Physical security and crime prevention are proactive measures to safeguard people; prevent unauthorized access to equipment, property, facilities and information; and safeguard them against espionage, sabotage, damage or theft. Crime prevention is aimed at reducing or eliminating crime, the potential for crime or crime conducive conditions.		
3. Questions. (Note: "♦" indicates questions that should be answered no.)	YES	NO

	YES	NO
◆a. Is alarm equipment installed, modified or disconnected without proper approval in violation of USAFACFS Reg 190-1?		
b. Is an immediate means of communication provided between the monitoring station and the alarmed area IAW AR 190-11?		
c. IAW USAFACFS Reg 190-1, are alarmed area access rosters:		
(1) Hand carried to LEC, PSB at least 48 hours prior to the effective date?		
(2) Updated as personnel changes occur?		
(3) Contain all required information?		
d. Are persons on the access roster familiar with access and securing procedures IAW USAFACFS Reg 190-1?		
e. Are alarm warning signs posted adjacent to entrances of alarmed areas IAW USAFACFS Reg 190-1?		
◆f. Are alarm warning signs or notices posted on facilities without alarm systems in violation of USAFACFS Reg 190-1?		
g. Does the SOP contain a section outlining armed guards procedures for the alarmed facility IAW USAFACFS Reg 190-1?		
4. REMARKS:		

Proponent/Phone No:	Directorate of Public Safety/2-3145	
Functional Area:	Physical Security	
Program/Activity Topic:	Arms, Ammunition, and Explosives Storage	
Date of Revision:	19 February 1999	
Management Control Checklist Applied:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> NA	
Unit Inspected:	Date Inspected:	
Inspector's Name:	Phone No:	
1. References.		
a. AR 190-11, 30 Sep 93, Physical Security of Arms, Ammunition and Explosives.		
b. AR 190-12, 30 Sep 93, Military Police Working Dogs.		
c. AR 190-13, 30 Sep 93, The Army Physical Security Program.		
d. AR 190-51, 30 Sep 93, Security of Unclassified Property.		
e. AR 710-2, 31 Oct 97, Supply Policy Below the Wholesale Level.		
f. AR 380-19, 1 Aug 90, Information Security Systems.		
g. AR 380-5, 25 Feb 88, Department of the Army Information Security w/FORSCOM/TRADOC Supplements.		
h. AR 735-5, 31 Jan 98, Policies and Procedures for Property Accountability.		
i. DA Pam 710-2-1, 31 Dec 97, Using Unit Supply System Manual Procedures.		
j. DA Pam 190-51, 30 Sep 93, Risk Analysis for Army Property.		
k. USAFACFS Reg 190-1, 24 Feb 97, Installation Physical Security and Crime Prevention.		
l. FM 19-30, 1 Mar 79, Physical Security.		
2. Discussion. Physical security and crime prevention are proactive measures to safeguard people; prevent unauthorized access to equipment, property, facilities and information; and safeguard them against espionage, sabotage, damage or theft. Crime prevention is aimed at reducing or eliminating crime, the potential for crime or crime conducive conditions.		
3. Questions. (Note: "♦" indicates questions that should be answered no.)	YES	NO
a. Is interior and exterior lighting adequate and is it posted IAW AR 190-11?		

	YES	NO
b. Are light switches adequately protected IAW AR 190-11?		
c. Are alarm warnings, "Restricted Area", fire priority symbols and "No Smoking" signs posted IAW AR 190-11 and TM 9-1300-206?		
d. Are doors secured with approved locking devices IAW AR 190-11 and USAFACFS Reg 190-1?		
e. Is the facility structurally certified for the category of weapons stored or is an approved exception on file IAW AR 190-11 and compensatory measures met?		
f. Is the structural certification (DA Form 4604-R, Security Construction Statement) valid (reissued every 5 years or when changes to the structure are made) IAW AR 190-11?		
g. Are weapons, ammunition, sensitive and high value items secured in racks or containers IAW AR 190-11 and USAFACFS Reg 190-1?		
h. Are wall lockers properly modified IAW USAFACFS Reg 190-1?		
i. Are racks/containers weighing less than 500 lbs (unpacked weight) secured to the structure IAW AR 190-11?		
(1) Are racks/containers secured with proper locking devices IAW AR 190-11 and USAFACFS Reg 190-1?		
(2) Are racks/containers inspected during serial number inventories for cracked welds or other structural problems and is immediate action taken to correct problems IAW USAFACFS Reg 190-1?		
j. Are sensitive, high value and privately owned items protected the same as government weapons IAW USAFACFS Reg 190-1?		
k. Are privately owned weapons stored separately from government weapons IAW AR 190-11 and USAFACFS Reg 190-1?		
◆l. Do racks, containers or other furniture interfere with alarm operational effectiveness in violation of USAFACFS Reg 190-1?		

	YES	NO
m. Is the alarm activated and are doors secured whenever the arms room is not occupied or guarded IAW AR 190-11 and USAFACFS Reg 190-1?		
n. Is the AA&E storage area guarded until repairs are completed when the alarm system is non-operational or malfunctioning IAW USAFACFS Reg 190-1?		
o. Are serial numbered seals applied so that serial numbers are visible but contents cannot be removed without breaking the seal IAW AR 190-51?		
p. Are bayonets, blank pistols, starter guns, expended light anti-tank weapons (LAWs), LAW tubes, sub-caliber devices and inserts, M136 AT4s, night vision devices and global positioning devices (including commercially procured ones) stored in the arms room IAW USAFACFS Reg 190-1?		
q. Are weapon parts adequately protected and stored in the arms room IAW AR 190-11?		
r. Are LAWs marked/drilled IAW DA Pam 710-2-1 and USAFACFS Reg 190-1?		
s. Are aircraft and vehicles with weapons, ammunition or classified equipment or information on board protected IAW AR 190-11?		
t. Is the amount of ammunition permanently stored in the arms room under 500 rounds IAW USAFACFS Reg 190-1?		
(1) Is ammunition safeguarded IAW USAFACFS Reg 190-1?		
(2) Is ammunition included on all inventories IAW USAFACFS Reg 190-1?		
(3) Is ammunition stored separately from weapons IAW AR 190-11 and USAFACFS Reg 190-1?		
u. Is privately-owned ammunition stored separately from government ammunition IAW USAFACFS Reg 190-1?		
v. If an ammunition amnesty/contraband box is maintained, is it:		
(1) Locked and constructed of at least 20 gauge metal IAW USAFACFS Reg 190-1?		
(2) Chained or bolted to a permanent structure and are keys to the box retained by the commander/director IAW USAFACFS Reg 190-1?		

USAFACFS Pam 1-1, 7 April 2000

	YES	NO
(3) Equipped with a baffle plate or other device to prevent unauthorized removal of property IAW USAFACFS Reg 190-1?		
w. Is a memorandum published for unaccompanied and key access IAW AR 190-11 and USAFACFS Reg 190-1?		
x. Have persons listed on the unaccompanied access roster undergone required background screening IAW AR 190-11?		
y. Is a record of the background screening documented on DA Form 7821-R IAW AR 190-13 and USAFACFS Reg 190-1?		
z. Have responsibility directives been signed and DA 3749 (Equipment Receipt) issued for all persons authorized the receipt of a weapon IAW AR 190-11, USAFACFS Reg 190-1 and DA Pam 710-2-1?		
aa. Do directives contain required information IAW AR 190-11 and USAFACFS Reg 190-1?		
ab. Are DA Forms 3749 reissued when there is a change of command in violation of DA Pam 710-2-1?		
ac. Are individually assigned weapons issued for more than 24 hours signed out on FS Form 93 with exchange of a DA Form 3749 IAW DA Pam 710-2-1 and USAFACFS Reg 190-1?		
ad. Are crew served and non-individually assigned weapons issued on FS Form 93 and DA Form 2062 IAW USAFACFS Reg 190-1 and DA Pam 710-2-1? (also applies to persons unable to provide DA Form 3749 in exchange for individually assigned weapons)		
ae. Are sensitive and high value items issued on DA Form 2062 when removed from the arms room IAW USAFACFS Reg 190-1?		
af. Are sensitive, high value and privately owned items (other than government firearms) authorized for arms room storage, in writing, by the commander IAW AR 190-11 and USAFACFS Reg 190-1?		
ag. Are these requirements met for privately-owned weapons IAW USAFACFS Reg 190-1?		
(1) Are weapons accepted from the owner on DA Form 2062 and is a copy retained in the arms room?		
(2) Is a DA Form 3749 issued to the owner?		

	YES	NO
(3) Is the weapon added to the Master Authorization List?		
(4) Is storage/issue authorized in writing by the commander?		
(5) When issued, is DA Form 3749 turned in and a DA Form 2062 completed in exchange for the weapon?		
ah. Do all inventories include all sensitive, high value and privately-owned items authorized for arms room storage IAW USAFACFS Reg 190-1?		
ai. Is a memorandum on file for sealed containers IAW AR 190-51 and USAFACFS Reg 190-1 and does it reflect the:		
(1) Contents?		
(2) Seal serial number(s)?		
(3) Date the seal was applied?		
(4) Names and signatures of the person responsible for arms room contents (i.e., armorer) and witness (e.g., supply sergeant or arms room officer) verifying the contents when the seal was applied?		
aj. Do all inventories include seal serial numbers and the type/quantity of item sealed IAW USAFACFS Reg 190-1?		
ak. Are monthly serial number inventories conducted and recorded IAW AR 710-2 and DA Pam 710-2-1 and retained IAW AR 25-400-2?		
(1) Are they compared against serial numbers and quantities recorded on the property book or master hand receipt?		
(2) Are they conducted by an authorized person?		
◆(3) Are they conducted by the same person two consecutive months in a row in violation of regulation?		
al. Are serial number inventories conducted upon completion of field exercises or when AA&E is lost or stolen IAW USAFACFS Reg 190-1?		
am. Are change of custody inventories conducted when arms room keys are transferred IAW DA Pam 710-2-1 and USAFACFS Reg 190-1 are they--		
(1) Recorded on DA Form 2062?		
(2) Signed by two persons?		
(3) Retained on file IAW AR 25-400-2?		

	YES	NO
an. Are visual count (physical) inventories conducted and Recorded each day the arms room is opened but, at a minimum, not less than once per week IAW USAFACFS Reg 190-1 and--		
(1) Are they conducted immediately upon opening?		
(2) Are they recorded on DA Form 2062?		
(3) Do they include all items physically present and legally issued?		
(4) Are they retained on file IAW AR 25-400-2?		
ao. Is a landlord/tenant agreement established and signed by each occupant in consolidated arms storage facilities IAW DA Pam 710-2-1 and USAFACFS Reg 190-1?		
ap. Is a key and alternate custodian appointed, in writing, IAW AR 190-11?		
aq. Are AA&E keys stored separately from other keys IAW AR 190-11?		
ar. Are primary and alternate keys issued on DA Form 5513-R to the person (e.g., armorer) responsible for contents of the arms room IAW AR 190-11 and USAFACFS Reg 190-1?		
as. Are key registers retained on file IAW AR 25-400-2?		
at. When not in use, are keys stored in a 20 gauge metal container IAW AR 190-11?		
au. Is the sealed envelope or container containing alternate keys issued to the responsible person at the next higher headquarters on DA Form 2062 IAW AR 190-11 and USAFACFS Reg 190-1?		
av. When not in use, are primary keys sealed in an envelope/container and stored in a 20 gauge metal container IAW AR 190-11 and USAFACFS Reg 190-1? As an alternate keys may be placed in a 20 gauge container and the key or combination to the container may be placed in a sealed envelope.		
◆aw. Are AA&E keys removed from the installation in violation of AR 190-11?		
◆ax. Are door and alarm keys removed from the immediate unit/facility area in violation of USFACFS Reg 190-1?		
ay. Are combinations recorded on SF Form 700 and changed as required IAW AR 190-11?		

4. REMARKS:

Proponent/Phone No:	Directorate of Public Safety/2-3145	
Functional Area:	Physical Security	
Program/Activity Topic:	Crime Prevention	
Date of Revision:	19 February 1999	
Management Control Checklist Applied:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> NA	
Unit Inspected:	Date Inspected:	
Inspector's Name:	Phone No:	
1. References.		
a. AR 190-11, 30 Sep 93, Physical Security of Arms, Ammunition and Explosives.		
b. AR 190-12, 30 Sep 93, Military Police Working Dogs.		
c. AR 190-13, 30 Sep 93, The Army Physical Security Program.		
d. AR 190-51, 30 Sep 93, Security of Unclassified Property.		
e. AR 710-2, 31 Oct 97, Supply Policy Below the Wholesale Level.		
f. AR 380-19, 1 Aug 90, Information Security Systems.		
g. AR 380-5, 25 Feb 88, Department of the Army Information Security w/FORSCOM/TRADOC Supplements.		
h. AR 735-5, 31 Jan 98, Policies and Procedures for Property Accountability.		
i. DA Pam 710-2-1, 31 Dec 97, Using Unit Supply System Manual Procedures.		
j. DA Pam 190-51, 30 Sep 93, Risk Analysis for Army Property.		
k. USAFACFS Reg 190-1, 24 Feb 97, Installation Physical Security and Crime Prevention.		
l. FM 19-30, 1 Mar 79, Physical Security.		
2. Discussion. Physical security and crime prevention are proactive measures to safeguard people; prevent unauthorized access to equipment, property, facilities and information; and safeguard them against espionage, sabotage, damage or theft. Crime prevention is aimed at reducing or eliminating crime, the potential for crime or crime conducive conditions.		
3. Questions. (Note: "♦" indicates questions that should be answered no.)	YES	NO
a. Is a crime prevention (CP) SOP developed and does it address required information IAW USAFACFS Reg 190-1?		

	YES	NO
b. Are persons briefed on the SOP and USAFACFS Reg 190-1 within 5 days of assignment and annually thereafter IAW USAFACFS Reg 190-1?		
c. Is a record of annual CP training conducted IAW USAFACFS Reg 190-1 and retained IAW AR 25-400-2?		
d. Are CP inspections conducted and results recorded IAW USAFACFS Reg 190-1 and retained IAW AR 25-400-2?		
e. During inspections, are these items reviewed IAW USAFACFS Reg 190-1?		
(1) Staff duty and charge of quarters journals?		
(2) Adjustment documents in which loss occurred as a result of criminal activity or improper security?		
f. Are valuable portable personal items secured in locked containers when not in use IAW USAFACFS Reg 190-1?		
g. Are troop billet rooms secured when unattended IAW USAFACFS Reg 190-1?		
h. Are serial numbers and descriptions of high value personal property recorded IAW USAFACFS Reg 190-1?		
i. Is a safe available to temporarily store personal cash/valuables IAW USAFACFS Reg 190-1?		
j. Is the safe's combination properly recorded, safeguarded and changed IAW USAFACFS Reg 190-1?		
k. Is the safe secured to the structure (less than 500 lbs) and are openings, closings and checks properly recorded IAW USAFACFS Reg 190-1?		
l. Is property in troop billets properly inventoried/ safeguarded when persons are AWOL, on leave, TDY or hospitalized IAW USAFACFS Reg 190-1?		
m. Are privately-owned vehicles secured when unattended IAW USAFACFS Reg 190-1?		
n. Is a separate area in the unit parking lot designated for motorcycle parking IAW USAFACFS Reg 190-1?		
o. Are security checks conducted once before and after 2400 after hours (or more frequently as determined by crime rates or regulatory requirements) IAW USAFACFS Reg 190-1?		

	YES	NO
p. Do instructions include these items IAW USAFACFS Reg 190-1?		
(1) A list of areas/items requiring checks and the frequency of checks?		
(2) Actions required when a security violation is identified?		
(3) Reporting instructions for actual or suspected criminal activity?		
(4) Visitor policy and identification requirements?		
q. Are padlocks retained for locking areas found unsecured IAW USAFACFS Reg 190-1?		
r. Are periodic spot inspections conducted of battery/company CQs by battalion SDO; or battalion SDOs by brigade SDOs IAW USAFACFS Reg 190-1?		
4. REMARKS:		

Proponent/Phone No:	Directorate of Public Safety/2-3145	
Functional Area:	Physical Security	
Program/Activity Topic:	Dining Facilities and Subsistence Items	
Date of Revision:	19 February 1999	
Management Control Checklist Applied:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> NA	
Unit Inspected:	Date Inspected:	
Inspector's Name:	Phone No:	
1. References.		
a. AR 190-11, 30 Sep 93, Physical Security of Arms, Ammunition and Explosives.		
b. AR 190-12, 30 Sep 93, Military Police Working Dogs.		
c. AR 190-13, 30 Sep 93, The Army Physical Security Program.		
d. AR 190-51, 30 Sep 93, Security of Unclassified Property.		
e. AR 710-2, 31 Oct 97, Supply Policy Below the Wholesale Level.		
f. AR 380-19, 1 Aug 90, Information Security Systems.		
g. AR 380-5, 25 Feb 88, Department of the Army Information Security w/FORSCOM/TRADOC Supplements.		
h. AR 735-5, 31 Jan 98, Policies and Procedures for Property Accountability.		
i. DA Pam 710-2-1, 31 Dec 97, Using Unit Supply System Manual Procedures.		
j. DA Pam 190-51, 30 Sep 93, Risk Analysis for Army Property.		
k. USAFACFS Reg 190-1, 24 Feb 97, Installation Physical Security and Crime Prevention.		
l. FM 19-30, 1 Mar 79, Physical Security.		
2. Discussion. Physical security and crime prevention are proactive measures to safeguard people; prevent unauthorized access to equipment, property, facilities and information; and safeguard them against espionage, sabotage, damage or theft. Crime prevention is aimed at reducing or eliminating crime, the potential for crime or crime conducive conditions.		
3. Questions. (Note: "♦" indicates questions that should be answered no.)	YES	NO

	YES	NO
a. Are privately-owned vehicles prohibited from parking in or near engineer supply and construction storage areas IAW AR 190-51?		
b. Is industrial and utility equipment secured in a building or protected in a fenced area IAW AR 190-51?		
c. Are supplies issued only to persons authorized on DA Form 1687 IAW AR 190-51?		
d. Are incoming supplies checked upon receipt IAW AR 190-51?		
e. Are outside storage areas enclosed by a perimeter fence IAW AR 190-51?		
4. REMARKS:		

Proponent/Phone No:	Directorate of Public Safety/2-3145	
Functional Area:	Physical Security	
Program/Activity Topic:	Key/Lock/Safe/Seal Control	
Date of Revision:	19 February 1999	
Management Control Checklist Applied:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> NA	
Unit Inspected:	Date Inspected:	
Inspector's Name:	Phone No:	
1. References.		
a. AR 190-11, 30 Sep 93, Physical Security of Arms, Ammunition and Explosives.		
b. AR 190-12, 30 Sep 93, Military Police Working Dogs.		
c. AR 190-13, 30 Sep 93, The Army Physical Security Program.		
d. AR 190-51, 30 Sep 93, Security of Unclassified Property.		
e. AR 710-2, 31 Oct 97, Supply Policy Below the Wholesale Level.		
f. AR 380-19, 1 Aug 90, Information Security Systems.		
g. AR 380-5, 25 Feb 88, Department of the Army Information Security w/FORSCOM/TRADOC Supplements.		
h. AR 735-5, 31 Jan 98, Policies and Procedures for Property Accountability.		
i. DA Pam 710-2-1, 31 Dec 97, Using Unit Supply System Manual Procedures.		
j. DA Pam 190-51, 30 Sep 93, Risk Analysis for Army Property.		
k. USAFACFS Reg 190-1, 24 Feb 97, Installation Physical Security and Crime Prevention.		
l. FM 19-30, 1 Mar 79, Physical Security.		
2. Discussion. Physical security and crime prevention are proactive measures to safeguard people; prevent unauthorized access to equipment, property, facilities and information; and safeguard them against espionage, sabotage, damage or theft. Crime prevention is aimed at reducing or eliminating crime, the potential for crime or crime conducive conditions.		
3. Questions. (Note: "♦" indicates questions that should be answered no.)	YES	NO
a. Are security containers 500 pounds or less secured IAW USAFACFS Reg 190-1?		
b. Are combinations changed IAW USAFACFS Reg 190-1?		

	YES	NO
c. Are personal and government items stored in separate containers IAW USAFACFS Reg 190-1?		
d. Is SF Form 702 maintained IAW USAFACFS Reg 190-1?		
e. Are combinations recorded on SF Form 700 and posted/safeguarded IAW USAFACFS Reg 190-1?		
f. Is a memorandum on file listing additional persons with combinations IAW USAFACFS Reg 190-1? (applies only if all names are not listed on SF Form 700).		
g. Is a key custodian and alternate appointed in writing IAW AR 190-51?		
h. Are persons designated by access roster to issue, receive and account for keys in the key custodian's absence IAW AR 190-51 and USAFACFS Reg 190-1?		
i. Is the key container constructed IAW AR 190-51?		
j. Are key containers secured except when conducting transactions IAW AR 190-51 and USAFACFS Reg 190-1?		
k. Are key box/container keys retained by an individual(s) on the key access roster IAW USAFACFS Reg 190-1?		
l. Are new key/locks hand receipted from supply to the key custodian IAW USAFACFS Reg 190-1?		
m. Are authorized locks used to secure property, equipment and facilities IAW AR 190-51 and USAFACFS Reg 190-1?		
◆n. Are master (keyed-alike) lock sets or brass locks used in violation of AR 190-15 and USAFACFS Reg 190-1? Exclusions are listed in USAFACFS Reg 190-1.		
o. Are at least two keys maintained for each lock and is at least one retained in safekeeping IAW USAFACFS Reg 190-1?		
p. Are duplicate keys marked to distinguish them from primary keys IAW USAFACFS Reg 190-1?		
q. Is an accurate key inventory list developed containing required information IAW AR 190-51 and USAFACFS Reg 190-1?		
r. Are keys issued on DA Form 5513-R or 5513-R-E and is the form completed properly IAW AR 190-51 and USAFACFS Reg 190-1?		

USAFACFS Pam 1-1, 7 April 2000

	YES	NO
s. Are serial number inventories conducted/recorded semiannually IAW AR 190-51 and USAFACFS Reg 190-1?		
t. Are bolt cutter control procedures established (access, issue and storage) IAW USAFACFS Reg 190-1?		
u. Are locks secured to the hasp when not used IAW USAFACFS Reg 190-1?		
v. Are locks used, where installed IAW USAFACFS Reg 190-1?		
w. Is a seal custodian appointed in writing IAW AR 190-51?		
x. Is a seal log book retained and does it contain required information IAW AR 190-51 and USAFACFS Reg 190-1?		
y. Are seals secured, issued, and destroyed IAW AR 190-51?		
z. Are seal serial numbers verified and inspected for tampering during inventories IAW USAFACFS Reg 190-1?		
aa. Are monthly seal serial number inventories conducted/recorded IAW AR 190-51 and USAFACFS Reg 190-1?		
ab. Are seals broken and the contents inventoried when tampering is suspected or upon change of property book/hand receipt holder IAW USAFACFS Reg 190-1?		
4. REMARKS:		

Proponent/Phone No:	Directorate of Public Safety/2-3145	
Functional Area:	Physical Security	
Program/Activity Topic:	Mainframe Computer Facilities	
Date of Revision:	19 February 1999	
Management Control Checklist Applied:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> NA	
Unit Inspected:	Date Inspected:	
Inspector's Name:	Phone No:	
1. References.		
a. AR 190-11, 30 Sep 93, Physical Security of Arms, Ammunition and Explosives.		
b. AR 190-12, 30 Sep 93, Military Police Working Dogs.		
c. AR 190-13, 30 Sep 93, The Army Physical Security Program.		
d. AR 190-51, 30 Sep 93, Security of Unclassified Property.		
e. AR 710-2, 31 Oct 97, Supply Policy Below the Wholesale Level.		
f. AR 380-19, 1 Aug 90, Information Security Systems.		
g. AR 380-5, 25 Feb 88, Department of the Army Information Security w/FORSCOM/TRADOC Supplements.		
h. AR 735-5, 31 Jan 98, Policies and Procedures for Property Accountability.		
i. DA Pam 710-2-1, 31 Dec 97, Using Unit Supply System Manual Procedures.		
j. DA Pam 190-51, 30 Sep 93, Risk Analysis for Army Property.		
k. USAFACFS Reg 190-1, 24 Feb 97, Installation Physical Security and Crime Prevention.		
l. FM 19-30, 1 Mar 79, Physical Security.		
2. Discussion. Physical security and crime prevention are proactive measures to safeguard people; prevent unauthorized access to equipment, property, facilities and information; and safeguard them against espionage, sabotage, damage or theft. Crime prevention is aimed at reducing or eliminating crime, the potential for crime or crime conducive conditions.		
3. Questions. (Note: "♦" indicates questions that should be answered no.)	YES	NO
a. Are mainframe computer facilities (MCF) properly constructed (including environmental and utilities protection) IAW AR 190-51?		

	YES	NO
b. Is access to MCFs controlled during operational hours and is the facility secured after hours IAW AR 380-19?		
c. Are data storage libraries for MCFs protected IAW AR 380-19?		
4. REMARKS:		

Proponent/Phone No:	Directorate of Public Safety/2-3145	
Functional Area:	Physical Security	
Program/Activity Topic:	Medical Supplies and Equipment	
Date of Revision:	19 February 1999	
Management Control Checklist Applied:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> NA	
Unit Inspected:	Date Inspected:	
Inspector's Name:	Phone No:	
1. References.		
a. AR 190-11, 30 Sep 93, Physical Security of Arms, Ammunition and Explosives.		
b. AR 190-12, 30 Sep 93, Military Police Working Dogs.		
c. AR 190-13, 30 Sep 93, The Army Physical Security Program.		
d. AR 190-51, 30 Sep 93, Security of Unclassified Property.		
e. AR 710-2, 31 Oct 97, Supply Policy Below the Wholesale Level.		
f. AR 380-19, 1 Aug 90, Information Security Systems.		
g. AR 380-5, 25 Feb 88, Department of the Army Information Security w/FORSCOM/TRADOC Supplements.		
h. AR 735-5, 31 Jan 98, Policies and Procedures for Property Accountability.		
i. DA Pam 710-2-1, 31 Dec 97, Using Unit Supply System Manual Procedures.		
j. DA Pam 190-51, 30 Sep 93, Risk Analysis for Army Property.		
k. USAFACFS Reg 190-1, 24 Feb 97, Installation Physical Security and Crime Prevention.		
l. FM 19-30, 1 Mar 79, Physical Security.		
2. Discussion. Physical security and crime prevention are proactive measures to safeguard people; prevent unauthorized access to equipment, property, facilities and information; and safeguard them against espionage, sabotage, damage or theft. Crime prevention is aimed at reducing or eliminating crime, the potential for crime or crime conducive conditions.		
3. Questions. (Note: "♦" indicates questions that should be answered no.)	YES	NO

	YES	NO
a. Do Note R, Q and C medical items storage structures meet specifications of AR 190-51?		
b. Is interior and exterior lighting on during the hours of darkness for Note R, Q and C storage structures IAW AR 190-51?		
c. Are pharmacies checked every 4 hours during nonoperational hours IAW AR 190-51?		
d. Is access to Note R, Q and C medical items storage areas controlled IAW AR 190-51?		
e. Are containers locked at all times except during restocking, inventory or dispensing operations IAW AR 190-51?		
f. Are facilities within the hospital checked by duty officers or other duty, medical or unit personnel and are checks recorded and retained on file for 90 days IAW AR 190-51?		
g. Are unit dose carts containing controlled substances kept in secured areas when not in use IAW AR 190-51?		
h. Are unused needles, syringes and other medically sensitive items stored in a locked container IAW AR 190-51?		
i. Are used and unused needles and syringes stored in separate cabinets IAW AR 190-51?		
j. Pending final destruction, are used needles stored in "Sharps" containers and are containers properly secured IAW AR 190-51?		
4. REMARKS:		

Proponent/Phone No:	Directorate of Public Safety/2-3145	
Functional Area:	Physical Security	
Program/Activity Topic:	Motor Pool, Vehicles and Related Equipment	
Date of Revision:	19 February 1999	
Management Control Checklist Applied:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> NA	
Unit Inspected:	Date Inspected:	
Inspector's Name:	Phone No:	
1. References.		
a. AR 190-11, 30 Sep 93, Physical Security of Arms, Ammunition and Explosives.		
b. AR 190-12, 30 Sep 93, Military Police Working Dogs.		
c. AR 190-13, 30 Sep 93, The Army Physical Security Program.		
d. AR 190-51, 30 Sep 93, Security of Unclassified Property.		
e. AR 710-2, 31 Oct 97, Supply Policy Below the Wholesale Level.		
f. AR 380-19, 1 Aug 90, Information Security Systems.		
g. AR 380-5, 25 Feb 88, Department of the Army Information Security w/FORSCOM/TRADOC Supplements.		
h. AR 735-5, 31 Jan 98, Policies and Procedures for Property Accountability.		
i. DA Pam 710-2-1, 31 Dec 97, Using Unit Supply System Manual Procedures.		
j. DA Pam 190-51, 30 Sep 93, Risk Analysis for Army Property.		
k. USAFACFS Reg 190-1, 24 Feb 97, Installation Physical Security and Crime Prevention.		
l. FM 19-30, 1 Mar 79, Physical Security.		
2. Discussion. Physical security and crime prevention are proactive measures to safeguard people; prevent unauthorized access to equipment, property, facilities and information; and safeguard them against espionage, sabotage, damage or theft. Crime prevention is aimed at reducing or eliminating crime, the potential for crime or crime conducive conditions.		
3. Questions. (Note: "♦" indicates questions that should be answered no.)	YES	NO

	YES	NO
a. Is the motor pool protected by an adequate perimeter fence and equipped with adequate lighting IAW AR 190-51 and FM 19-30?		
b. Are vehicles and trailers parked away from the fence line and is a 20 ft clear zone established IAW AR 190-51?		
c. Are entrances posted "Off Limits to Unauthorized Personnel" IAW AR 190-51?		
d. Are POVs prohibited from entering the motor pool IAW AR 190-51?		
e. Are security checks of the motor pool performed IAW AR 190-51?		
f. Are vehicles equipped/secured by adequate locking devices IAW AR 190-51?		
g. Are accessible and easily removable vehicle components (spare tires, OVM, radios, etc.) secured IAW AR 190-51?		
h. Is tactical communications equipment remaining on vehicles secured to the vehicle with a medium security padlock IAW AR 190-51?		
i. Are tool rooms constructed and secured IAW AR 190-51?		
j. When not in use, are portable tools, toolboxes and tool kits/sets and shop equipment secured IAW AR 190-51?		
k. Are common tools issued IAW AR 190-51?		
l. Are tools aboard vehicles secured IAW AR 190-51?		
m. Are tools inventoried IAW AR 190-51 and AR 710-2?		
n. Is a special accountability system (e.g., increased inventories) used for controlling hand tools with a nonmilitary application to prevent improper use IAW AR 190-51?		
o. Are portable/nonportable repair parts secured IAW AR 190-51?		
p. Are used parts processed, protected and disposed of IAW AR 190-51?		
q. Is the storage area posted "Off Limits to Unauthorized Personnel" IAW AR 190-51?		

	YES	NO
r. Are fuel pumps secured with approved locks and electrical switches turned off when they are not in use and attended IAW AR 190-51?		
s. Are hoses to fuel pumps secured when not in use IAW AR 190-51?		
t. Are hatch covers and manifold access doors locked or sealed on fuel tank trucks containing fuel IAW AR 190-51 and USAFACFS Reg 190-1?		
u. Are brass locks used to secure fuel pods containing fuel IAW AR 190-51 and USAFACFS Reg 190-1?		
v. Are packaged POL products secured IAW AR 190-51?		
w. Are large POL packages (e.g., 55 gallon drums) stored to preclude their use as hiding places for pilfered items IAW AR 190-51?		
x. Are POL credit cards and identification plates centrally controlled, properly issued and adequately protected IAW AR 190-51?		
y. Are all issues accounted for and supervised by authorized persons IAW AR 190-51?		
z. Are all containers that can be use to carry fuel properly secured IAW AR 190-51?		
aa. Are containers storing used POL marked and separately stored IAW AR 190-51?		
4. REMARKS:		

Proponent/Phone No:	Directorate of Public Safety/2-3145	
Functional Area:	Physical Security	
Program/Activity Topic:	Supplies, Equipment, & Materials	
Date of Revision:	19 February 1999	
Management Control Checklist Applied:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> NA	
Unit Inspected:	Date Inspected:	
Inspector's Name:	Phone No:	
1. References.		
a. AR 190-11, 30 Sep 93, Physical Security of Arms, Ammunition and Explosives.		
b. AR 190-12, 30 Sep 93, Military Police Working Dogs.		
c. AR 190-13, 30 Sep 93, The Army Physical Security Program.		
d. AR 190-51, 30 Sep 93, Security of Unclassified Property.		
e. AR 710-2, 31 Oct 97, Supply Policy Below the Wholesale Level.		
f. AR 380-19, 1 Aug 90, Information Security Systems.		
g. AR 380-5, 25 Feb 88, Department of the Army Information Security w/FORSCOM/TRADOC Supplements.		
h. AR 735-5, 31 Jan 98, Policies and Procedures for Property Accountability.		
i. DA Pam 710-2-1, 31 Dec 97, Using Unit Supply System Manual Procedures.		
j. DA Pam 190-51, 30 Sep 93, Risk Analysis for Army Property.		
k. USAFACFS Reg 190-1, 24 Feb 97, Installation Physical Security and Crime Prevention.		
l. FM 19-30, 1 Mar 79, Physical Security.		
2. Discussion. Physical security and crime prevention are proactive measures to safeguard people; prevent unauthorized access to equipment, property, facilities and information; and safeguard them against espionage, sabotage, damage or theft. Crime prevention is aimed at reducing or eliminating crime, the potential for crime or crime conductive conditions.		
3. Questions. (Note: "♦" indicates questions that should be answered no.)	YES	NO

	YES	NO
a. Are supply rooms and storage facilities constructed and secured IAW AR 190-51?		
b. Is the proper level of protection provided for supplies and equipment according to the risk analysis results and IAW AR 190-51 and USAFACFS Reg 190-1?		
c. Are periodic command directed inventories conducted, as required, IAW AR 190-51?		
d. Are storage facilities designated "Off Limits to Unauthorized Personnel" IAW AR 190-51?		
e. Is adequate lighting provided for storage areas IAW USAFACFS Reg 190-1?		
f. Is organizational clothing and individual equipment of persons in troop billets secured IAW AR 190-51?		
g. Are work buildings or rooms secured when unattended IAW AR 190-51?		
h. Are expendable supplies centrally stored in secure cabinets, containers or rooms IAW AR 190-51?		
i. Are credit cards stored in locked containers with limited and controlled access IAW AR 190-51?		
j. Are portable communications and electronics items secured under double barrier protection IAW AR 190-51?		
k. Is communications and electronic equipment located in the interior of the facility as far from the exterior as possible IAW AR 190-51?		
l. Are audiovisual equipment and training aids secured IAW AR 190-51?		
m. Are simulated weapons stored in a locked metal container with controlled access IAW USAFACFS Reg 190-1?		
4. REMARKS:		

Proponent/Phone No:	Directorate of Plans, Training, and Mobilization/2-5207	
Functional Area:	Security	
Program/Activity Topic:	Foreign Disclosure	
Date of Revision:	23 October 1998	
Management Control Checklist Applied:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> NA	
Unit Inspected:	Date Inspected:	
Inspector's Name:	Phone No:	
<p>1. References. AR 380-10, 30 Dec 94, Technology Transfer, Disclosure of Information and Contracts with Foreign Representatives.</p>		
<p>2. Discussion. Terrorism Counteraction Program apply to all military and civilian members of the active Army, Army National Guard (ARNG), U.S. Army Reserve and Contractor personnel. This program is designed to protect soldiers, civilian employees, family members, facilities, and equipment. A critical aspect of the program is the S2 Security Manager's ability to apply good judgement and managerial skills in the development and maintenance of regulatory procedures.</p>		
3. Questions.	YES	NO
a. Are procedures established for the release of Classified Military Information (CMI), and control of Unclassified Information (CUI) to foreign governments?		
b. Are procedures established for handling request for information from local allied liaison officers and Personnel Exchange Officers (PEO)?		
c. Are procedures established for determining the releasability of unclassified and classified briefings?		
d. Is a request for foreign disclosure submitted to DPTM, Security Division before oral and visual CMI/CUI is disclosed to Allied Liaison Officers or (ALO) Personnel Exchange Program (PEP) Officers?		
e. Are procedures established for timely processing of all foreign requests for information?		

	YES	NO
f. Are procedures in place to ensure that the terms of the proposed extended visit provide the foreign national access only to that CMI or CUI which is releasable to the parent government and for which a valid need-to-know is established?		
g. Is a U.S. Army Contact Officer for ALO and Personnel Exchange Officer identified in the Delegation of Disclosure Authority Letter (DDL)?		
h. Is the U.S. Army contact officer physically accessible and have daily contact with the ALO/PEP?		
i. Does the U.S. Army contact officer brief newly assigned PEP officers on the following?		
(1) Terms of extended visit		
(2) Procedures for release of CMI/CUI information		
j. Are procedures established to process all foreign visits?		
k. Are records/logs maintained on all foreign visits?		
l. Are all visits staffed through DPTM, Security Division, for proper authority determination?		
4. REMARKS:		

Proponent/Phone No:	Directorate of Plans, Training, and Mobilization/2-5207	
Functional Area:	Security	
Program/Activity Topic:	Industrial Security	
Date of Revision:	23 October 1998	
Management Control Checklist Applied:	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA	
Unit Inspected:	Date Inspected:	
Inspector's Name:	Phone No:	
1. References.		
a. National Industrial Security Program (NISP), undated.		
b. National Industrial Security Operating Manual (NISPOM), undated.		
2. Discussion. The National Industrial Security Program applies to all executive branch departments and agencies and to all cleared contractor facilities located within the United States, its trust territories and possessions. It will be used to safeguard classified information released during all phases of the contracting, licensing, and grants process, including bidding, negotiation award performance, and termination.		
3. Questions. * If there is not a publication listed before the paragraph, refer to NISPOM.	YES	NO
a. Are the required reports, reported to the FBI or Cognizant Security Agency (CSA)/ Cognizant Security Officer (CSO)?		
(1) Has the election to have Letter of Clearances (LOC) issued to the Home Office Facility (HOF) or Principle Management Facility (PMF) been included in the Standard Practice Procedures (SPP) and approved by the cognizant CSO? (para 2-200c)		
(2) Are the SPP required by the CSO? (para 1-202)		

	YES	NO
(3) Is there a Parent Subsidiary Relationship, and is there a separate Facility Clearance (FCL)? (para 2-109)		
b. Are DD Forms 254 (Contract Security Classification Specification (CSCS)) prepared by the prime contractor and Incorporated into each subcontract, and furnished to the subcontractors? (para 7-103)		
(1) Are DD Forms 254 incorporated as clauses in a classified contract, and provided to the contractor by the Government Contracting Agency (GCA)? (para 4-103)		
(2) Is retention of classified information by contractors approved by the GCA? (para 4-103c)		
c. Is positive identification of visitors required and number of classified visitors held to a minimum? (para 6-101 & 105)		
(1) Has action been taken to determine that the visiting contractor has been granted the appropriate FCL? (para 6-103)		
(2) Are visitor records maintained, and do they contain required information? (para 6-107)		
(3) Are visitors escorted as required? (para 6-106)		
(4) Does the facility have long-term visitors? (If so, list by company those abiding by the host SPP? (para 6-108)		
(5) Are requests submitted in advance of visits? (para 6-101)		
(6) Is immediate notification regarding any change of individual or facility clearance status furnished to those activities which have received current visit requests? (para 6-104)		
d. Is the facility furnished adequate classification guidance and notification of periodic review? (para 4-103)		
(1) Are security classifications, including downgrading and declassification instructions, applied to information in accordance with the applicable classification guidance? (chap 4, sec 2)		

	YES	NO
(2) Does the contractor challenge classification and marking guidance believed by him or her to be inadequate or erroneous? (para 4-104)		
(3) Is security classification marking by the contractor supported by adequate records? (chap 4, sec 2)		
(4) Are downgrading and declassification actions taken in accordance with established requirement? (para 4-107 and 4-208)		
(5) Are briefings given as required, and briefing forms retained for the required period of time? (chap 3,)		
e. Are containers kept locked when not under direct and continuous surveillance by an authorized person? (para 5-308)		
(1) Are the number of persons possessing knowledge of the combinations or having access to contents of containers held to a minimum? (para 5-308)		
(2) When combinations to classified containers are placed in written form, are they properly marked, stored, and accounted for? (para 5-308)		
(3) Are combinations changed by an authorized person? (para 5-308)		
(4) Are combination padlocks properly protected when the container is open? (para 5-308)		
(5) Are adequate supplemental controls established where required? (Completely describe supplemental controls in effect at the time of inspection. Fully identify those controls that are established for security containers and those established for controlled areas. (para 5-312)		
(6) Are vaults and strong rooms properly constructed? (chap 5, sec 8)		
f. Is classified waste properly protected? (para 5-708)		
(1) Are security checks performed to ensure that classified material is protected at all times? (chap 5, sec 1)		

	YES	NO
(2) Does the CSO have inspection responsibility for all classified material and areas? (If not, give particulars as to how the CSO was relieved of inspection responsibility and for what specific areas.) (para 1-104)		
(3) Are classified hardware and documents properly marked? (chap 4, sec 2)		
(4) Is the date of origin, name, and address of facility placed on documents? (para 4-202)		
(5) Are portions of classified documents properly marked? (para 4-206)		
(6) Are all additional markings applied as required? (para 4-206 thru 4-219)		
g. Is foreign classified information marked with U.S. equivalent classification marking? (para 4-206)		
(1) Are documents marked as required? (para 4-210)		
(2) Are downgrading/declassification notations properly assigned and completed? (para 4-208)		
h. Is classified information properly prepared and transmitted outside and within the facility? (para(s) 5-402, 5-403, 5-404, 5-406, and 5-407)		
(1) Are couriers that handle classified material properly cleared and briefed? (para 5-410)		
(2) Are procedures established and implemented for the proper receipt of classified material by the facility? (para 5-401)		
(3) Is written authorization for the transmittal of TOP SECRET information obtained from the GCA? (para 5-402)		
(4) Is export of U.S. classified material in compliance with applicable U.S. laws and regulations? (chap 5, sec 5)		
(5) Is the transmittal of classified information outside the U.S., Puerto Rico, or a U.S. possession or trust territory properly accomplished? (para 5-405)		
(6) Are classified shipments made only in accordance with the chap 5, sec 4?		

	YES	NO
(7) Is consignee given advance notice of classified shipment? (para 5-418d)		
(8) Is the CSO notified of overdue classified shipments? (para 5-407)		
(9) Is classified information, which is hand-carried in connection with visits, properly approved in advance, accounted for, and stored? (para 5-410)		
(10) Is a suspense system maintained of receipts for classified transmittals, and is adequate follow-up action taken, if receipts are not returned? (para 5-401)		
(11) Are procedures established for the hand carrying of classified materials, for example, by commercial aircraft? (para 5-411)		
(12) Are procedures established for records, accountability, reporting, inventories, control, and access for classified material. Have control stations been established? (chap 5, sec 2)		
(13) Are complete records kept for classified material received and dispatched outside the facility? (para 5-202)		
i. Is accountability maintained for all TOP SECRET, SECRET, and CRYPTO materials, including documents, hardware, and mock-ups, to permit their prompt location? (chap 5, sec 2)		
(1) Are accountability, receipt, and dispatch records retained for the required time? (para 5-202)		
(2) Are procedures established to ensure prompt reporting to the Facility Security Officer (FSO) and investigation of each loss, compromise, or suspected compromise of classified material and other security violations? (para 1-300)		
(3) How many occurrences since last inspection?		
(4) Is annual inventory and accounting made of TOP SECRET material? Indicate date of last inventory. (para 5-203)		
(5) Are TOP SECRET documents controlled by access records, continuous receipt system, number series, and copy numbers? (para 5-203)		

	YES	NO
j. Is access to classified material controlled on a need-to-know basis? (chap 5)		
k. Are adequate procedures implemented to fully ensure the safeguarding of classified material during its use? (chap 5)		
l. Are closed areas properly constructed? (para 5-801)		
(1) Are areas properly posted and approved by the CSO? (para 5-306)		
(2) Are area entrances properly controlled, and is admittance granted on a need-to-know basis? (para 5-306)		
(3) Are employees assigned to areas instructed to challenge unknown persons in areas? (para 5-306)		
(4) Are visitors to areas properly controlled? (para 5-306)		
m. Are supplanting electromechanical access control devices properly regulated? (para 5-314)		
(1) Are guard patrols or supplanting alarm systems adequate for closed areas during non-working hours? (para 5-306)		
(2) Do subcontractors and their employees who operate and maintain alarm systems have required personnel clearances? List subcontractors. (para 5-903)		
(3) Are alarm dispatch records properly executed and maintained for 30 days? (para 5-902)		
(4) Is the response time to an activated alarm 15 minutes or less? (para 5-903b)		
n. Does material, equipment, and installation meet federal and/or Underwriter Lab's specifications? (para 5-901)		
o. If key-operated padlocks are used, have adequate procedures been established for control of keys and locks? (para 5-310)		
p. Is a program established for the reduction of classified holdings? (chap 5, sec 7)		
(1) Is classified material (including waste) destroyed as soon as practical? (chap 5, sec 7)		

	YES	NO
(2) Is classified material properly destroyed? (That is, does destruction process preclude reconstruction; see para 5-705)		
(3) Is burning the only approved method of destruction used by the facility? (List methods of destruction, other than burning, which have been approved by CSO; see para 5-706)		
(6) Is destruction performed and witnessed by appropriately cleared personnel who are knowledgeable of their responsibilities? (para 7-706)		
(4) Are destruction records and certificates maintained as required? (chap 5, sec 7)		
(5) Is destruction authority obtained when required? (para 5-704)		
q. Is retention authority requested on final delivery of goods or services or on complete termination of contract? (Explain how procedures are verified and how facility accomplishes this; see para 5-702.)		
(1) Is reproduction held to the minimum required? Are reproduction facilities properly designated, identified, and controlled? (chap 5, sec 6)		
(2) Is reproduction authorization obtained when required? (para 5-601)		
(3) Are reproduction records properly maintained? (para 5-603)		
r. Are meetings sponsored when required? (para 6-200)		
(1) Is attendance of foreign nationals or Representative of Foreign Interest (RFIs) approved by Government Agency sponsoring activity? (para 6-201)		
(2) Are classified meetings held at approved locations? (para 6-201)		
s. Has the contractor developed complete security procedures for the safeguarding of classified material at the meeting? (para 6-201)		
(1) Have the security procedures been submitted to the sponsoring activity for approval? (para 6-201)		

	YES	NO
(2) Is attendance limited to persons properly cleared and having a need-to-know? (para 6-201)		
(3) Is disclosure authority obtained from the contracting officer when required, and is disclosure authority furnished to sponsoring activity? (chap 5, sec 5)		
(4) Is a copy of the classified presentation furnished to government agency having jurisdiction over the information for approval? (para 6-201)		
t. Are requests to attend meetings properly certified and submitted to contracting officer User Agency (UA) activity for certification of the employee's need-to-know? (para 6-105)		
u. Are contractors adhering to Department of the Army requirements for Automated Data Processing? (Automated Systems Checklist)		
v. Are all classified contracts sent to the DPTM Security Division for review? (AR 380-5, para 7-101)		
w. Are unclassified contracts sent to the DPTM Security Division for review before solicitation?		
x. Have contracting officers appointed person(s) to serve as interface with industrial security manager or to act on industrial security matters in coordination with the industrial security manager? Identify by name, grade, and position. (AR 380-49, para 7b)		
(1) Are procedures established regarding control of dissemination of classified intelligence/release of such data to U.S. Contractors? (AR 380-49, para 8, and AR 381-1) Are personnel Aware of the procedures?		
(2) Are procedures established to report adverse information concerning contractors? (AR 380-49, para 2-320, NISR and B-17)		
y. Are there any contractor activities on the installation? (NISR, para 1-108)		

	YES	NO
(1) Does Defense Investigative Service (DIS) have security cognizance?		
(2) If the installation retains security cognizance, are all aspects of the NISR being complied with?		
(3) Have there been any unsatisfactory security inspections or possible security compromises?		
(4) Was the appropriate DIS region notified?		
(5) Was prompt remedial action taken? (Obtain a copy.)		
(6) Have DD Forms 254 been prepared for all classified contracts? (NISR, paragraph 7-102, and AR 380-49, para g) (Obtain copies).		
(7) Do DD Forms 254 contain adequate security classification guidance? (NISR, appendix D)		
(8) Is there coordination between the security office and contracting activity in preparation of DD Forms 254?		
4. REMARKS:		

Proponent/Phone No:	Directorate of Plans, Training, and Mobilization/2-5207	
Functional Area:	Security	
Program/Activity Topic:	Information Security	
Date of Revision:	23 October 1998	
Management Control Checklist Applied:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> NA	
Unit Inspected:	Date Inspected:	
Inspector's Name:	Phone No:	
1. References.		
a. AR 380-5, 25 Feb 88, DA Information Security Program.		
b. USAFACFS Supplement 1 to AR 380-5 w/change 1.		
c. FORSCOM Supplement 1 to 380-5, 15 May 89.		
d. DOD Directive 5200-R, Jan 97, Personnel Security Program.		
e. AR 380-67, 9 Sep 88, Personnel Security Program.		
2. Discussion. DOD Directive 5200.1, DOD Information Security Program, and AR 380-5, DA Information Security Program, apply to all military and civilian members of the active Army, Army National Guard (ARNG), U.S. Army Reserve and Contractor personnel. Any violation of requirements set forth in the above may subject soldiers to disciplinary action under Article 92, Uniform Code of Military Justice (UCMJ); civilian personnel may be subject to adverse action under Civilian Personnel Regulations (CPRS). An effective Security Program provides the protection of U.S. interests. It ranges from the security of all forms of classified and sensitive defense information, to the protection of installation families from possible harassment and embarrassment while traveling. A critical aspect of the program is the S2 Security Manager's ability to apply good judgement and managerial skills in the development and maintenance of regulatory procedures.		
3. Questions.	YES	NO
a. Classification (AR 380-5, chapter 4). Does the unit/activity have established procedures for challenging classification?		
b. Markings (AR 380-5, chapter 4).		
(1) Are documents properly marked with the overall classification?		
(2) Are all pages of documents properly marked?		

	YES	NO
(3) Are subjects, titles, and paragraphs of classified documents properly marked?		
(4) Are charts, maps, and drawings marked with the highest classification of the overall information?		
(5) Are charts, maps, or drawings folded or rolled so that the classification markings are covered, and are additional markings stamped on each item?		
(6) Are slides kept in containers which bear conspicuous classification and downgrading markings?		
(7) Are removable ADP and word processing storage media marked with the proper classification. (e.g. SF 706 TS; 707 S; 708 C; 710 U.)?		
(8) Are the interior pages of fan-folded computer printouts hand or machine marked with the proper classification?		
c. Safeguarding and Storage (AR 380-5, chapter 5)		
(1) Does the security manager and document custodian know the proper procedure for changing combinations to security containers?		
(2) Does the security manager and document custodian know the proper procedure for the repair of damaged or locked-out security containers?		
(3) Have General Services Administration (GSA) approved vaults or security containers used for storage of classified information or material been designated and a number or symbol affixed to each container?		
(4) Are combinations to GSA approved containers changed at least annually or as otherwise required?		
(5) Does the unit/activity have a SF 700 posted in all approved security containers used to store classified information?		

	YES	NO
(6) Is copy two of the master security container hand carried to the next higher headquarters or other authorized storing activity on the installation?		
(7) Are classified documents/material properly stored in GSA approved containers?		
(8) Are vaults, security containers, and areas designated for storage of classified information or material free of cash, narcotics, and weapons?		
(9) Has a properly cleared commissioned officer, warrant officer, NCO (E5 or above) or a DA civilian (GS4 or above) been designated in writing as Document Custodian and Alternate Document Custodian?		
(10) Are procedures established for the controlled removal of classified material from the physical confines of the building?		
(11) Are carbon and plastic typewriter/printer ribbons and carbon paper used in the production of classified information properly marked with the highest classification of information processed and stored properly?		
(12) Is SF 701 being used for the end-of-day security checks?		
(13) Is SF 702 being used and properly annotated for all security containers?		
(14) Have emergency destruction and evacuation plans been developed?		
(15) Are appropriate security precautions taken before conferences or other meetings in which classified information is to be discussed or disclosed?		
(16) Are cover sheets for TOP SECRET, SECRET, and CONFIDENTIAL material (SFs 703, 704, and 705) used when material is removed from security containers?		
d. Compromise Of Classified Information (AR 380-5, chapter 6)		

	YES	NO
(1) Are personnel aware of their responsibilities in the event of an actual or possible compromise?		
(2) Has a program been established for reporting AWOLS or unexplained failure to report for work by civilians who have access to COMSEC, SECRET or higher information?		
(3) Are actions taken under AR 380-67 for persons who have had access to classified information and attempt or commits suicide?		
e. Access, Dissemination, and Accountability: (AR 380-5, chapter 7)		
(1) Have proper procedures been established for dissemination of classified material?		
(2) Are working papers marked, protected, and destroyed IAW the classification level of the material?		
(3) Has specific reproduction equipment been designated for the reproduction of classified information?		
(a) Is the approval letter from DPTM Security Division posted on or near the machine?		
(b) Are security precautions for reproduction of classified material or information posted on or near the reproduction machine?		
(c) Are Fort Sill posters identified for classified and unclassified use and posted in a conspicuous place near the reproduction machine?		
(d) Is Fort Sill Poster 380-5-6(c) posted near fax machines not approved for classified transmission?		
(e) Is an approved machine used to transmit classified material approved?		
(f) Are classified document distribution lists reviewed?		
(g) Are procedures in place to protect incoming mail and items delivered by messenger until determination is made whether classified information is contained therein?		
f. Transporting Classified Material: (AR 380-5, chapter 8)		

	YES	NO
(1) Is an appropriately cleared individual authorized in writing by the Security Manager to escort or hand-carry classified material between duty stations or activities to be visited?		
(2) Are proper procedures being used in carrying classified material between buildings?		
(3) Have individuals authorized to hand-carry or escort classified material signed a statement that they are aware of the provisions of AR 380-5, chapter 8?		
g. Disposal and Destruction: (AR 380-5, chapter 9)		
(1) Are destruction of records maintained for TOP SECRET material and for SECRET material when required?		
(2) Is classified material destroyed in the presence of two witnesses for TOP SECRET and one witness for SECRET material when required?		
(3) Are records of destruction maintained on file for 5 years when required?		
(4) Does the unit/activity store classified waste on a temporary basis separate from other classified material?		
(5) Annual "Clean Out Day": (AR 380-5) Does the unit/activity have a day designated as an annual clean out day for destruction of classified material?		
h. Security Education (AR 380-5c, chapter 10)		
(1) Are personnel given an initial indoctrination briefing when first assigned to the unit/activity?		
(2) Does the security manager maintain copies of the Classified Nondisclosure Agreement Form (SF 312)?		
(3) Is the security manager for the unit/activity conducting as a minimum an annual security refresher briefing for all personnel and is a record of this briefing and of all personnel briefed kept on file?		
(4) Are personnel given a foreign travel briefing to remind them of their security responsibilities prior to such travel?		

	YES	NO
(5) Is the Security Termination Statement and Debriefing Certificate (DA Form 2962) executed for those cleared military and civilian personnel who terminate their employment, retire, ETS, or contemplate absence from duty or employment for 60 days or more and kept on file for 2 years?		
(6) Are personnel who have access to classified information given a security briefing prior to traveling through or to a communist controlled country listed in ar 380-5, appendix H and are copies of such briefings kept on file for 1 or 5 years, whichever applies?		
i. Program Management: (AR 380-5 chapter 13)		
(1) Does the unit/activity have the current Editions of AR 380-5 with USAFACFS Suppl 1, and FORSCOM Suppl 1?		
(2) Is the unit/activity security SOP current and consistent with requirements of AR 380-5 and USAFACFS Suppl 1?		
(3) Are assistance visits or inspections of subordinate units/activities conducted?		
(4) Has a properly cleared commissioned officer, warrant officer, noncommissioned officer (E6 or above) or a DA civilian (GS6 or above) been designated in writing as the Security Manager?		
(5) Has the security manager been given a desk side briefing by DPTM, Security Division concerning his/her responsibilities as Security Manager upon appointment?		
4. REMARKS:		

Proponent/Phone No:	Directorate of Plans, Training, and Mobilization/2-5207
Functional Area:	Security
Program/Activity Topic:	OPSEC
Date of Revision:	23 October 1998
Management Control Checklist Applied:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
Unit Inspected:	Date Inspected:
Inspector's Name:	Phone No:
1. References.	
* See Management Control Checklists in DA Circular 11-878-1, 5 May 87	

Proponent/Phone No:	Directorate of Plans, Training and Mobilization/2-1816	
Functional Area:	Security	
Program/Activity Topic:	Personnel Security	
Date of Revision:	23 October 1998	
Management Control Checklist Applied:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> NA	
Unit Inspected:	Date Inspected:	
Inspector's Name:	Phone No:	
1. References.		
a. DOD 5200.2-R, Jan 87, Personnel Security Program.		
b. DOD 5200.2-R, 1 Nov 95, Personnel Security Program.		
c. AR 380-67, 9 Sep 88, Personnel Security Program.		
d. Message, HQ DA, 271804Z Mar 85, Personnel Security.		
e. Message, HQ DA, 131945Z Oct 98, Personnel Security.		
f. AR 600-8-10, 1 Jul 94, Leaves and Passes.		
g. AR 680-29, 1 Apr 89, Military Personal Action Military and Type Transaction Codes.		
2. Discussion. The intent of a unit personnel security program is the establishment and implementation of regulatory policies and procedures to ensure that granting an individual access to classified information is clearly consistent with the interests of national security.		
3. Questions.	YES	NO
a. Is there a current edition of AR 380-67?		
b. Is there a system maintained for determining which personnel, positions, or duties require access to classified information?		
c. Does the security manger verify that a person needs a clearance before initiating a Personnel Security Investigation (PSI) request?		
d. Are only U.S. citizens granted access to classified information?		
e. Does the security manager review actual proof of citizenship documents before requests for investigations or clearances are initiated?		
f. Is a Field Determined Personnel Security Status (FDPSS) assigned to each person? Are FDPSS entries for soldiers made in SIDPERS?		
g. Does the security manger review personnel security data and submit changes to correct the SIDPERS data base?		

	YES	NO
h. Does the security manager give the Privacy Act notification to personnel prior to initiation of a PSI?		
i. Does the security manager brief unit personnel on the requirements for handling classified information before access is granted?		
j. Does the security manager give periodic refresher briefings to personnel with continuing access to classified information?		
k. Does the security manager debrief personnel upon--		
(1) Termination of employment?		
(2) Administrative withdrawal of security clearance?		
(3) Revocation of security clearance?		
(4) Contemplated absence from duty or employment for 60 or more days?		
(5) Employment for 60 days or more?		
l. Does the security manager retain DA Forms 2962 (Security Determination Statements) for 2 years after the debrief?		
m. Does the security manager have a unit or organization security clearance and access roster?		
n. Is the security manager's security clearance and access roster current?		
o. Does the security manager maintain a suspense file for keeping track of security clearance and PSI actions and requirements?		
p. Does the security manager identify those who need a (SSBI) to ensure each is updated every 5 years?		
q. When requesting a SSBI, or (PR), do commanders or immediate supervisors personally review the DD Form 398 (Personnel Security Questionnaire) to determine if they are aware of any adverse information which was omitted from the form?		
r. Is the security manager notified of levy requirements for unit personnel and what security clearance requirements apply to the new assignment? If so, how?		
s. Is the security manager familiar with the "Catch-em-in-CONUS" program?		
t. Are civilian positions properly sensitized and held to a minimum consistent with mission requirements?		

	YES	NO
u. Is the security manager familiar with the procedures and requirements to get an exception to policy on the hire of civilians or the issuance of an interim clearance before their NACI is completed?		
v. Does the security manager require all personnel possessing a security clearance to report all personal foreign travel in advance of the travel being performed?		
(1) Does the security manager give a foreign travel briefing to personnel with a clearance before travel to a designated country?		
(2) Does the security manager maintain records of all personal foreign travel for 5 years?		
(3) Does the security manager have a program to ensure that supervisory personnel are familiar with their special responsibilities in matters pertaining to personnel security?		
(4) Does your security program provide practical guidance for indicators that may signal matters of personnel security concern?		
(5) Does the security manager identify and process derogatory information on your personnel as required by chapter 8, AR 380-67?		
w. Do commanders and supervisors take prompt action to suspend access or assignment to sensitive duties if so warranted?		
x. Is the security manager and the commanders or supervisors familiar with the administrative procedures for denying or revoking security clearances?		
y. Does the security manager identify and update NAC, ENTNAC, or NACI investigations that are 15 years, or older?		
4. REMARKS:		

Proponent/Phone No:	Directorate of Plans, Training, and Mobilization/2-5207	
Functional Area:	Security	
Program/Activity Topic:	Subversion and Espionage Directed Against the U.S. Army (SAEDA)	
Date of Revision:	23 October 1998	
Management Control Checklist Applied:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> NA	
Unit Inspected:	Date Inspected:	
Inspector's Name:	Phone No:	
1. References.		
a. AR 381-12, 15 Jan 93, Subversion and Espionage Directed Against the U.S. Army (SAEDA).		
2. Discussion. AR 381-12, Subversion and Espionage Directed Against the U.S. Army (SAEDA) applies to all military and civilian members of the active Army, Army National Guard (ARNG), U.S. Army Reserve and Contractor personnel. Any violation of requirements set forth in the above may subject soldiers to disciplinary action under Article 92, Uniform Code of Military Justice (UCMJ); civilian personnel may be subject to adverse action under Civilian Personnel Regulations (CPRS) or by applicable provision of the United States Code. The knowledge, awareness, and participation of all DA personnel is essential to the success of the Army's SAEDA program, to the effort to counter foreign intelligence activities, and to the protection of our national security. A critical aspect of the program is the S2 Security Manager's ability to apply good judgement and managerial skills in the development and maintenance of regulatory procedures.		
3. Questions.	YES	NO
a. Does the unit/activity conduct annual SAEDA training? (para 2-1)		
b. When was the last briefing conducted? Date:		
c. Who conducted it? Rank/Name.		
d. Is a record of all personnel briefed kept on file?		
e. Is the security manager aware of the requirement for a special SAEDA briefing?		

	YES	NO
f. Are security managers aware of procedures for reporting known or suspected SAEDA incidents?		
g. Has the unit/activity established a system to make sure all personnel receive an annual SAEDA briefing?		
h. Are security managers aware of the penalties under the Uniform Code of Military Justice and/or Federal Statutes classified or unclassified military information?		
4. REMARKS:		

Proponent/Phone No:	Directorate of Plans, Training, and Mobilization/2-2914	
Functional Area:	Security	
Program/Activity Topic:	Technical Security	
Date of Revision:	23 October 1998	
Management Control Checklist Applied:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> NA	
Unit Inspected:	Date Inspected:	
Inspector's Name:	Phone No:	
1. References.		
a. AR 380-19, 27 Feb 98, Information Systems Security.		
b. AR 380-5, 25 Feb 98, Department of the Army Information Security Program.		
c. AR 380-53, 29 Apr 98, Information Systems Security Monitoring.		
d. AR 380-67, 9 Sep 98, Personnel Security Program.		
e. AR 25-1, 25 Mar 97, The Army Information Resources Management Program.		
f. TRADOC Pam 380-1, 10 Feb 89, STU-III Security Procedures.		
g. USAFACFS Reg 380-1, 24 Feb 98, Internet Security.		
2. Discussion. This checklist applies to U.S. Army systems under the cognizance of AR 380-19.		
3. Questions.	YES	NO
a. Information Systems Security (General Questions).		
(1) Has an Information System Security Officer been appointed for each Automated Information System (AIS) or group of AIS?		
(2) Has the Information System Security Officer (ISSO) attended the training program through Security Division?		
(3) If a network exists, is there a Systems Administrator (SA) appointed?		
(4) Does the ISSO ensure systems are operated and maintained according to AR 380-19 (explain)?		
(5) Does the ISSO ensure users have the required security clearances, authorizations, and need-to-know to access the information or systems?		
(6) Has training in Information Systems Security (ISS) principles and techniques been integrated into unit operations?		
(7) Are all personnel who manage, design, develop, maintain, or operate AISs included in an ISS training and awareness program?		

	YES	NO
(8) Are security incidents, technical vulnerabilities, attempts to gain unauthorized access, system failures or suspected defects reported to the Information Systems Security Manager (ISSM)?		
(9) Does the ISSO have originally signed FS Forms 116 (User Agreement for account access) for all account holders in the organization?		
(10) Does the ISSO have control of all passwords for accounts, systems and files in the organization?		
(11) Are passwords for classified and unclassified systems changed every three and six months respectively?		
(12) Does a password-protected screensaver activate after 3 minutes of inactivity?		
(13) Is there a modem and a Fort Sill WAN connection on the computer?		
(14) Is there an exemption to Fort Sill policy permitting dual connectivity?		
(15) Are there laptops in the organization?		
(a) Does the risk assessment address laptop-specific vulnerabilities?		
(b) Are the laptops taken TDY or home?		
(c) Does the SOP address taking the computer TDY or home?		
b. Accreditation Process.		
(1) Does the ISSO maintain accreditation statements?		
(2) Have all AISs been accredited prior to operation?		
(3) Is there an access control policy for AIS?		
(4) Has an SOP been published and distributed?		
(5) Is there a threat and vulnerability assessment for the organization (if government computers have been authorized by the Designated Approving Authority (DAA) to be taken home, have they also been assessed)?		
(6) Is there a contingency plan in place?		
(7) Is there a DAA identified/appointed for all AIS or networks in the activity?		
(8) Does the DAA meet the qualifications to hold this position?		

	YES	NO
(9) Do accreditation statements reflect the proper sensitivity designation?		
(10) Do accreditation statements reflect the correct security processing mode of operation?		
(11) Do accreditations reflect each operational environment of the AIS?		
(12) Has the computer been through the certification process (optional for small computers)?		
(13) Has any of the following occurred with any of the accredited AIS?		
(a) Addition/replacement of major component?		
(b) Change in sensitivity designation, mode of operation, or operating system?		
(c) Breach of security, violation of system integrity, or any other incident which invalidates the accreditation?		
(d) Significant change in the physical structure housing the AIS which may affect its operation?		
(e) Passage of three (3) years since last being accredited?		
(f) Significant change to the threat to Army AIS?		
(g) Significant change to the availability to safeguards?		
(h) Significant change to the user population?		
(i) Did the change occur more than 3 months ago? If so, has a new accreditation been submitted?		
(15) Are privately owned computers present in the workplace? Are they accredited?		
c. Classified Systems.		
(1) Is any classified data processed? If so, are diskettes marked/labeled with SF 706 (TOP SECRET), SF 707 (SECRET), SF 708 (CONFIDENTIAL), SF 711 (DATA DESCRIPTOR) or SF 712 (SCI)?		
(2) If classified and unclassified diskettes are stored, transmitted, or intermingled, are unclassified diskettes marked/labeled with SF 710 (UNCLASSIFIED)?		
(3) Is classified data processed on non-removable media? If yes, is it IAW para 2-21?		

	YES	NO
(4) Are media cleared, purged, declassified or destroyed IAW para 2-20?		
(5) Does output reflect the sensitivity markings of the information (i.e. Security Classifications and For Official Use Only)		
d. Software.		
(1) Is the most current version of the Army-contracted Antivirus software (currently McAfee or Symantec Norton) installed on each system? (DA Antivirus Policy)		
(2) Is only software that has been specifically developed or approved for use, or has been purchased or leased by an authorized U.S. Government representative, being used?		
(3) If public domain, share-ware, or other privately purchased software is being used, has it been approved locally under AR 25-1?		
(4) Are originals/master copies of software safeguarded and never used for actual production operations?		
(5) Are only legal copies of software running on the computer? (By this, it is meant one copy of the software running on only one machine.)		
e. Communications Security.		
(1) Is Sensitive But Unclassified (SBU) information (i.e., Privacy Act or FOUO) ever transmitted through the AIS? If so, is the transmission protected or has the DAA waived the requirement?		
(2) On start-up, does the Consent to Monitoring banner appear on the screen prior to access being granted to the computer?		
(3) Is there a Protected Distribution System (PDS) in use?		
(4) Has the PDS been approved for use by the appropriate MACOM?		
(5) Are DD Form 2056 applied to all standard telephones?		
(6) Are all new personnel given an initial briefing concerning their use of DOD telecommunications systems and understand they are consenting to COMSEC monitoring?		

	YES	NO
(7) Are STU-III CIK kept in a security container in the same area as the STU-III, in any locked container in a different area, or with an authorized individual?		
(8) Is there a log showing the holder/user or usual location of each CIK and it's associated STU-III?		
(9) Are STU-IIIs installed at least 39 inches from nonsecure telephones and 2 inches from computers?		
4. REMARKS:		

Proponent/Phone No:	Directorate of Plans, Training, and Mobilization/2-5207	
Functional Area:	Security	
Program/Activity Topic:	Terrorism Counteraction Program	
Date of Revision:	23 October 1998	
Management Control Checklist Applied:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> NA	
Unit Inspected:	Date Inspected:	
Inspector's Name:	Phone No:	
1. References.		
a. AR 525-13, 26 Jun 92, Terrorism Counteraction Program.		
b. TRADOC Regulation 525-13, 19 May 97, Terrorism Counteraction Program.		
2. Discussion. Terrorism Counteraction Programs apply to all military and civilian members of the active Army, Army National Guard (ARNG), U.S. Army Reserve and Contractor personnel. This program is designed to protect soldiers, civilian employees, family members, facilities, and equipment. A critical aspect of the program is the S2 Security Manager's ability to apply good judgement and managerial skills in the development and maintenance of regulatory procedures.		
3. Questions.	YES	NO
Travel Briefings (AR 525-13)		
a. Are procedures in effect to notify security manager in the event personnel intend to travel overseas?		
b. Are personnel traveling overseas receiving Antiterrorist/Force Protection (AT/FP) Level I briefings prior to travel/deployment?		
c. Is AT/FP Level I training reflected in the individual's training record?		
4. REMARKS.		

Proponent/Phone No:	Directorate of Resource Management/2-3100
Functional Area:	Financial Management
Program/Activity Topic:	Banking Services
Date of Revision:	19 August 1999
Management Control Checklist Applied:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
Unit Inspected:	Date Inspected:
Inspector's Name:	Phone No:
1. References.	
* See Management Control Checklist @ http://www./mc/amcec/inventory.htm	

Proponent/Phone No:	Directorate of Resource Management/ 2-3100
Functional Area:	Financial Management
Program/Activity Topic:	Budget Execution
Date of Revision:	19 August 1999
Management Control Checklist Applied:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
Unit Inspected:	Date Inspected:
Inspector's Name:	Phone No:
<p>* See Management Control Checklist @ http://www./mc/amcec/inventory.htm</p>	

Proponent/Phone No:	Directorate of Resource Management/2-3202
Functional Area:	Financial Management
Program/Activity Topic:	Management Controls
Date of Revision:	19 August 1999
Management Control Checklist Applied:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
Unit Inspected:	Date Inspected:
Inspector's Name:	Phone No:
1. References.	
* See Management Control Checklist @ http://www./mc/amcec/inventory.htm	

Proponent/Phone No:	Directorate of Resource Management/2-4850
Functional Area:	Financial Management
Program/Activity Topic:	Purchase Card Program
Date of Revision:	19 August 1999
Management Control Checklist Applied:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
Unit Inspected:	Date Inspected:
Inspector's Name:	Phone No:
1. References.	
* See Management Control Checklist @ http://www./mc/amcec/inventory.htm	

Proponent/Phone No:	Directorate of Resource Management/2-3202
Functional Area:	Financial Management
Program/Activity Topic:	Temporary Duty (TDY) Travel
Date of Revision:	19 August 1999
Management Control Checklist Applied:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
Unit Inspected:	Date Inspected:
Inspector's Name:	Phone No:
1. References.	
* See Management Control Checklist @ http://www./mc/amcec/inventory.htm	

Proponent/Phone No:	Equal Opportunity Office/2-4108		
Functional Area:	Equal Opportunity		
Program/Activity Topic:	Leader involvement, Training, and Assessments		
Date of Revision:	1 October 1998		
Management Control Checklist Applied:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> NA		
Unit Inspected:	Date Inspected:		
Inspector's Name:	Phone No:		
1. References. Jul 97, Equal Opportunity Field Handbook.			
2. Discussion. The purpose of this checklist is to provide commanders with a tool that will promote a positive and healthy climate.			
3. Questions.		YES	NO
a. Leader involvement.			
(1) Do soldiers and leaders respect all religions, cultures, and gender differences?			
(2) Are soldiers treated in a fair and equitable manner?			
(3) Is a unit policy letter on equal opportunity published, posted, and up-to-date?			
(4) Is a unit policy letter on sexual harassment published, posted, and up-to-date?			
(5) Do EOA and EOR(s) have direct access to the commander?			
(6) Do all soldiers possess either a Soldier's or Leader's Handbook on the Prevention of Sexual Harassment?			
(7) Are newly assigned personnel (during in-processing) provided a copy of the unit's policy letters on equal opportunity and prevention of sexual harassment?			

	YES	NO
(8) Does the commander include equal opportunity and prevention of sexual harassment during the newcomers orientation?		
(9) Are unit leaders using consistent and appropriate standards for their soldiers?		
(10) Are leaders and soldiers held accountable for their actions?		
(11) Is the installation EO hotline telephone number posted?		
b. Training.		
(1) Is EO training conducted at least twice each fiscal year?		
(2) Is POSH training conducted at least twice each fiscal year?		
(3) Is extremism training conducted at least once a year?		
(4) Do you and subordinate leaders attend EO, POSH, and extremism training?		
c. Assessments.		
(1) Was a Command Climate Survey conducted within 90 days of assuming command and annually thereafter?		
(2) Are other methods used to assess the climate of the unit?		
(3) Is feedback being provided to the soldiers?		
4. REMARKS:		

Proponent/Phone No:	Equal Opportunity Office/2-4108	
Functional Area:	Equal Opportunity	
Program/Activity Topic:	Staffing, Complaint processing, Affirmative Action, Ethnic and Special Observation	
Date of Revision:	1 October 1998	
Management Control Checklist Applied:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> NA	
Unit Inspected:	Date Inspected:	
Inspector's Name:	Phone No:	
1. References. Jul 97, Equal Opportunity Field Handbook.		
2. Discussion. The purpose of this checklist is to provide commanders with a tool that will promote a positive and healthy climate.		
3. Questions.	YES	NO
a. Staffing.		
(1) Have EORs been appointed and trained?		
(2) Are EORs appointed based on unit demographics?		
b. Complaint Processing.		
(1) Is a unit policy letter on complaint procedures published, posted, and up-to-date?		
(2) Are complaints processed within established time frames?		
(3) Do officers conducting AR 15-6 investigations on EO complaints meet with the EOA prior to conducting the investigation?		
(4) Are officers conducting AR 15-6 investigations on EO complaints obtaining recommendations from the EOA prior to submitting report?		
(5) Are steps in place to prevent reprisals, intimidation, or harassment for soldiers who submit complaints?		
(6) Are appeals processed within established time frames?		
c. Affirmative Action. Are AAPs reviewed periodically to determine if changes need to be made to the plan?		
d. Ethnic and Special Observances.		

	YES	NO
(1) Is a unit policy letter on ethnic and special observances published, posted, and up-to-date?		
(2) Do you encourage participation at ethnic or special observances?		
(3) Is the unit EOR involved in conducting ethnic and special observances?		
(4) Is funding programmed for conducting ethnic and special observances?		
4. REMARKS:		

Proponent/Phone No:	Inspector General/2-3109	
Functional Area:	Intelligence Oversight	
Program/Activity Topic:	Intelligence Oversight	
Date of Revision:	1 November 1999	
Management Control Checklist Applied:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> NA	
Unit Inspected:	Date Inspected:	
Inspector's Name:	Phone No:	
1. References.		
a. AR 20-1, 15 Mar 94, Inspector General Activities and Procedures.		
b. AR 381-10, 1 Jul 84, U.S. Army Intelligence Activities.		
c. DoD 5148.11, 1 Jul 94, "The Assistant to the Secretary of the Defense for Intelligence Oversight" (ATSD (IO)).		
d. DoD 5240.1R, 7 Dec 82, Procedures Governing the activities of DoD intelligence components that affect United States persons.		
e. Executive Order 12333, 4 Dec 81, United States intelligence Activities.		
f. Department of the Army Inspector General Agency, Intelligence Oversight Guide.		
2. Discussion. This checklist provides commanders a tool to help conduct assessments of their Intelligence Oversight Programs.		
3. Questions.	YES	NO
a. Have you read AR 381-10?		
b. If not, have you read procedures 1-4, 14 and 15?		
c. Do you understand the restrictions and limitations outlined in those procedures?		
d. How often are you required to review AR 381-10?		
e. Have you had formal instruction concerning AR 381-10 and the collection, retention, and dissemination of intelligence on US citizens?		
f. Does your section have a mission requiring collection of information on U.S. citizens?		
g. What are acceptable means of gathering information about U.S. citizens?		
h. Under what circumstances may you retain information on U.S. citizens?		
i. Do you know your responsibility to report, and how to report a suspected violation of AR 381-10?		

4. REMARKS:

Proponent/Phone No:	Inspector General/2-3109	
Functional Area:	Intelligence Oversight	
Program/Activity Topic:	Post/Corps Level Intelligence Oversight	
Date of Revision:	1 November 1999	
Management Control Checklist Applied:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> NA	
Unit Inspected:	Date Inspected:	
Inspector's Name:	Phone No:	
1. References.		
a. AR 20-1, 15 Mar 94, Inspector General Activities and Procedures.		
b. AR 381-10, 1 Jul 84, U.S. Army Intelligence Activities.		
c. DoD 5148.11, 1 Jul 94, "The Assistant to the Secretary of the Defense for Intelligence Oversight" (ATSD (IO)).		
d. DoD 5240.1R, 7 Dec 82, Procedures Governing the activities of DoD intelligence components that affect United States persons.		
e. Executive Order 12333, 4 Dec 81, United States intelligence Activities.		
f. Department of the Army Inspector General Agency, Intelligence Oversight Guide.		
2. Discussion. This checklist provides commanders a tool to help conduct assessments of their Intelligence Oversight Programs.		
3. Questions.	YES	NO
a. What is your unit's or activity's mission?		
b. Do you have intelligence gathering functions? If so, what are they?		
c. What geographic area do you cover?		
d. How is your unit or activity structured? Is there an intelligence staff or security officer?		
e. If applicable, who is your intelligence and security sections tasking authority?		
f. What type of personnel files are maintained in the intelligence and security sections?		

	YES	NO
g. Are you familiar with the collection, retention, and dissemination of intelligence on U.S. citizens per AR 381-10?		
h. What type of training do you conduct and how often, to insure your personnel understand procedures 1-4, 14, and 15 outlined in AR 381-10?		
4. REMARKS:		

Proponent/Phone No:	Medical Department Activity/8-3000	
Functional Area:	Medical	
Program/Activity Topic:	Preventive Medicine	
Date of Revision:	29 October 1998	
Management Control Checklist Applied:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> NA	
Unit Inspected:	Date Inspected:	
Inspector's Name:	Phone No:	
1. References. AR 40-5, 15 Oct 90, Preventive Medicine.		
2. Discussion. Provide level one support in order to conserve the fighting strength by controlling preventable diseases and injury through command oriented occupational, environmental, and personal protection.		
3. Questions.	YES	NO
a. Are all preventive medicine references cited in AR 40-5, appendix A, on hand or available for the respective sections: Occupational Health, Industrial Hygiene, Community Health Nursing, Environmental Health, and Radiological Health?		
b. Is there an effective preventive medicine program established to also include, field sanitation, hearing conservation, and immunization status review and updating?		
4. REMARKS:		

Proponent/Phone No:	Staff Judge Advocate/2-3311	
Functional Area:	S1	
Program/Activity Topic:	Legal Services	
Date of Revision:	22 April 1999	
Management Control Checklist Applied:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> NA	
Unit Inspected:	Date Inspected:	
Inspector's Name:	Phone No:	
1. References.		
a. AR 15-6, 11 May 86, Procedures for Investigating Officers and Boards of Officers.		
b. AR 27-10, 24 Jun 96, Military Justice.		
c. Enlisted Ranks (Personnel Update), 10 Oct 90.		
d. DA PAM 27-17, 16 Sep 90, Procedural Guide for Article 32(b) Investigating Officer.		
e. Manual for Courts-Martial, (MCM, 1998), U. S., 1 Jul 99.		
f. AR 27-55, 10 Apr 97, Notarial Services.		
2. Discussion. A properly functioning Brigade Legal Section prepares/reviews actions pertaining to courts-martial proceedings, line-of-duty investigations, nonjudicial punishment actions, and other criminal law and legal matters. The Brigade Legal NCO assists both the Brigade Commander and the soldier in obtaining advice on legal issues and services.		
3. Questions.	YES	NO
a. Does the Brigade Legal NCO know the status of all investigations and board actions pending within the Brigade?		
b. Does the Brigade Legal NCO know the status of all courts-martial and Article 15s pending within the Brigade?		
c. Does the Brigade Legal NCO demonstrate a thorough knowledge in the preparation and processing of administrative separations?		
d. Does the Brigade Legal NCO ensure that all separations actions comply with paragraph 1-18, AR 635-200 (Counseling and Rehabilitative Requirements) (Please explain measures taken to Accomplish in the remarks section below)		

	YES	NO
e. Does the Brigade Legal NCO maintain a reconciliation log for applicable imposed Article 15s?		
f. Does the Brigade Legal NCO verify forfeitures and reductions using the Commander's Finance Report and daily register of transactions?		
g. Is the Brigade Legal NCO aware of the services provided by Legal Assistance and it's location?		
h. Is the Brigade Legal NCO aware of the services provided by the Claims Office and it's location?		
i. Is the Brigade Legal NCO aware of the services provided by Trial Defense Service (TDS) and it's location?		
j. Does the Brigade Legal NCO have the resources to perform the mission in garrison and field?		
k. Does the Brigade Legal NCO conduct specific MOS training?		
l. Is the Brigade Legal NCO (E6 and above) certified and trained by Legal Assistance to perform the duties of a Notary?		
4. REMARKS:		

(ATZR-I)

FOR THE COMMANDER:

OFFICIAL:

DAVID C. RALSON
COL, FA
Chief of Staff

/signed/
PHYLLIS R. BACON
Director of Information
Management

DISTRIBUTION:
Fort Sill Internet