KSARNG OIP

Command and Staff

Organizational Inspection Program

Adjutant General's Department
Joint Forces Headquarters – Kansas
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Command and Staff

By Order of The Adjutant General:

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History. This is the first of this publication.

Summary. This OIP is state-wide standardization of organizational inspection program in the Kansas Army National Guard (KSARNG) while providing procedural guidance on inspections to senior commands. Additionally, it is designed to identify responsibilities of key stakeholder with respect to training management.

Suggested Improvements.

The proponent of this publication is the G3, KSARNG. Users are invited to send comments and suggested improvement to The Adjutant General's Department, ATTN: G3, 2800 Topeka Blvd, Topeka, KS 66611

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1. PURPOSE. This regulation prescribes the responsibilities and policies for the planning and conduct of inspections and staff visits in the KSARNG.

2. APPLICABILITY. This regulation applies to all battalion level and higher commanders responsible for exercising command supervision of subordinate units.

3. REFERENCES.

a. AR 1-201, Army Inspection Policy.
b. AR 20-1, Inspector General Activities and Procedures.
c. FORSCOM/ARNG. 350-2, Reserve Component Training.
d. FM 25-100, Training the Force.
e. U.S. Army Inspector General Agency, The Inspections Guide

4. RESPONSIBILITIES.

a. The Deputy Commander Kansas Army National Guard will:
(1) Serve as the Organizational Inspection Program (OIP) Director
(2) Coordinate with JFHQ IG on all regulatory policies and mandate the conduct of any inspection.
(3) Ensure maximum consolidation for all internal and external inspections is planned and implemented as is intended in FORSCOM/ARNG Reg. 350-2.
(4) Establish staff assistance visit program policy that does emphasize assistance to subordinate echelons of the commands rather than pure inspection procedures.
(5) Develop a tracking/monitoring program that depicts all inspections/visits (external and internal) conducted for the command (possibly on a semiannual basis).

b. The JFHQ IG will:
(1) Be the command's proponent for broad inspection policy.
(2) Review and advise JFHQ-LC Commander on regulatory guidance that mandates any inspection.
(3) Be prepared to conduct any type of inspection directed by the Commander, KSARNG.
(4) Advise commanders on inspection techniques and teach/train any inspection team members on "how to inspect" principles upon request.
(5) Keep the Commander, apprised of the effectiveness of the OIP and OAP within the KSARNG.

c. Commanders battalion level and above will:
(1) Establish OIPs that incorporate staff assistance visits; provide for maximum consolidation of all inspections; and utilize the commanders, principle staff members and full-time staff in complementary rather than duplicative efforts.
(2) Utilize the current KANSAS ARMY NATIONAL GUARD Organizational and Command Inspection Guide.
(3) Ensure no more than one MUTA-4 per year is consumed by a formal inspection (command and staff) conducted by their command. Monitor all inspection conducted within their command to include external inspections.
(4) Designated a point of contact (normally XO) for the OIP.
(5) Provide a copy of any command inspection report to the JFHQ IG within 60 days after an inspection.
(6) Inform through the command chain to the Deputy Commander JFHQ, all inspections/staff visits (external and internal) programmed and conducted on a scheduled basis (possibly semiannually)

d. Staff elements at all levels will:
(1) Ensure that required staff inspections and visits are coordinated with the unit/subordinate command OIP point of contact for inclusion in the appropriate command level OIP.
(2) Monitor their functional areas within their subordinate units.
(3) Conduct command directed staff inspections, to include follow up.
(4) Be prepared to provide training and assistance in proponency area to subordinate units and to inspection team members if applicable.
(5) Conduct actual assistance visits for the purpose of providing assistance rather than solely staff inspecting.

5. INSPECTION POLICIES. The following policies apply to all JFHQ/MSC inspections.

a. The overall intent of this OIP is to ensure all requirements for the reserve components are being addressed and attempts at all levels are being made to comply with the prescribed standards. However, strong emphasis is placed on elimination of overzealous inspection activities, which can severely interfere with unit operations and training.

b. Inspections are a command responsibility. This responsibility encompasses all inspections conducted by the command (JFHQ/MSC) and its subordinate headquarters. All command and staff inspections will be conducted with the commanders and principle staffs present or they should not be conducted. This means hard decisions must be made to realistically schedule and conduct command and staff inspections, possibly on a less frequent basis. Commanders and principle staffs have responsibilities to other equally important facets of command and control in addition to inspections, which also require expenditures of precious time. Consolidation and frequency are key ingredients to inspections success in the KSARNG.

c. The person in charge determines the category of an inspection, the inspection objectives, the method to achieve them and the inspection team composition.

d. The requirement for written response to inspections should be judiciously applied to eliminate administrative burdens to inspection units that are already overly tasked with administrative work.

e. Resources in the JFHQ (time, money and inspection expertise) can affect the support of inspections conducted by M-Day personnel. It is no secret that the full time staff normally had inherent to it the expertise in the areas of proponency. However, utilizing only full time personnel to inspect should be avoided so that M-Day personnel expand their experience and further develop their expertise. The M-Day personnel are normally the principal staff and they should be able to teach/train the subordinates. However, unless the inspections process allows the M-Day personnel to be actively involved, the teaching and training process will never materialize.

f. Inspections will be held to a minimum . Inspections of units during non-IDT time will not be allowed without total understanding by all players at all echelons as to whom is the proponent and who are the responsible individuals. This is a reemphasis of the role of the commander and the principle staff.

g. Commanders at each level will attempt to consolidate certain unit requirements into the realm of required staff inspections where appropriate. This may not always be possible. But some performance-oriented activities, as noted below, can be included umbrella inspections. All intended objectives can met if prior planning and cooperation are maximized. Be creative.

h. Examples of performance-oriented activities are:
(1) Annual reviews of MPRJs, SIDPERS, or POM data. If scheduled properly, these activities could serve as a valid G-1/S-1 staff inspection, with the G-1/S-1 performing in an over-the-shoulder method to observe and assist.
(2) Weapons qualifications and AWT. If properly coordinated and observe by the G-3/S-3, these exercises could serve as a valid training inspection.

6. COMMAND INSPECTIONS.

a. The commander and principle staff of the inspecting headquarters will conduct the Initial Command Inspection (ICI).

b. The ICI is a formal inspection and will be conducted NLT 90 days after assumption of command. The 180-day window addressed in AR 1-201 will be allowed when short notice of a change of a commander occurs. However, time is precious in the KSARNG. Therefore, the necessity to apprise new commanders of the status of their units expeditiously is even more crucial for the KSARNG than in the AC.

c. The ICI will be conducted utilizing the KANSAS ARMY NATIONAL GUARD Organizational and Command Inspection Guide.

d. A formal one-on-one period between rater and new commander will be helpful for all level ICIs to address the goals and objectives for the new command. There should also be a similar type session between the CSM and the 1SG regardless of the tenure of either in their positions.

e. The ICI is non-attributable to the new commander but instead it is a snapshot look at the unit's state of readiness. Any weak points will be addressed during the out briefing. The new commander will direct emphasis in those areas with the full support of the higher headquarters staff.

f. If necessary, a follow up to the ICI will be conducted during an IDT period within 90 days and will not exceed four hours in duration.

g. The next higher commander and principle staff will conduct the ICI for a battalion commander briefing (i.e. the quarterly command brief to the Commander, Army Guard) to include at least:

(1) Review of all subordinate unit USRs and inspection reports.
(2) All inspection reports (external and internal) within the previous commander's tenure or previous three years as a minimum.
(3) Detailed mobilization briefing to ensure clarity at all echelons.
(4) METLs for each subordinate unit and headquarters.
(5) A synopsized report prepared by the JFHQ IG of key trends regarding requested for assistance within the JFHQ. That does not require the IG's presence but can be shared with the new commander.

h. The intent to conduct additional Command Inspections by the next higher commander is not realistic. There is no requirement to adhere to any type of annual or 18-month inspection cycle. A more realistic cycle of two years, to coincide with the normal command tenure, will be used. In cases where command tenure is extended, so too will be the cycle. Staff visits will occur to assist the units. Regulatory inspection (CSDPs, CLRTs, ARMs, COMETs, etc.) from JFHQ or external commands/agencies will be conducted during the command tenure. The intent to restrict inspections to one MUTA-4 per year will be observed closely for all inspections to ensure maximum adherence to the restriction.

7. STAFF INSPECTIONS.

a. Staff inspections normally focus narrowly on a single function or a few related functions. The official directing the inspection determines the inspection depth based on available resources and the inspection's complexity and priority.

b. Commanders are strongly encouraged to make staff inspections a portion of the command inspections as much as possible. Examples of this are:

(1) In lieu of conducting of SCI and a CSDP, allow the CSDP to serve as a G-4/S-4 portion of what would constitute an SCI.
(2) In lieu of the G-3/S-3 portion of an SCI, conduct an unannounced IDT training evaluation from an external headquarters (i.e., CONUSA or TNG BDE).
(3) In lieu of the G-2/S-2 portion of an SCI, conduct a physical security inspection by the Anti-terrorism Force Protection Officer.

The constant need of staff personnel at all levels of command to consolidate inspections to the maximum cannot be emphasized enough. Commanders at all levels with ensure this happens.

c. Whenever possible, if a staff inspection occurs from a higher headquarters, the next lower headquarters should have representatives present, ensure collection of any date (reports) at the time of that inspection and utilize that data to assist in staff assistance as appropriate to subordinate units. An example of this is a CONUSA conducts a training evaluation of a JFHQ unit at the company level. A representative from battalion, brigade or possibly JFHQ should attempt to be present and gather data in an over-the-shoulder method for use as valid information gathering to assist that company in achievement of higher headquarters inspection or visit and even more importantly, elimination of duplicate inspections might prevail. This is not always possible as some inspection can occur with insufficient notification time through the chain of command to inspected units.

8. INSPECTOR GENERAL INSPECTIONS.

a. The development and conduct of IG in sections are specifically governed by AR 20-1. Inspectors General are prohibited from participating in command and staff inspections.

b. The JFHQ IG will normally conduct inspections for the Commander, KSARNG that focus on systems rather than strictly organizations with the JFHQ.

c. The IG will concentrate efforts in the follow up of weak areas identified in previous command, staff or IG inspections. The IG staffing of the JFHQ IG office does not allow for an extensive inspections schedule. Therefore, issues that affect the entire command will remain the focal point for IG inspections. An example of the IG's involvement could be to periodically review the effectiveness of the JFHQ OIP through follow up visits.

9. ADDITIONAL GUIDANCE.

a. The Deputy Commander JFHQ will resolve conflicts caused by inspection scheduling. However, the JFHQ IG and the lowest level commander down to battalion or equivalent will be consulted and will have input.

b. All inspections within the JFHQ will abide by the intent to consolidate inspections and will be annotated.

c. External inspections to be conducted will require thorough analysis on the part of the Deputy Commander JFHQ and proper coordination by the commands and staffs affected to determine compliance with the interned policy of the MUTA-4 restriction previously defined.

d. As a rule, to the maximum extent possible, schedule all inspections on the Yearly Training Calendar. This will reduce the need for excess preparation time, which can detract from training and portray a false snapshot at inspection time. Exceptions to this rule will apply where external no-notice inspections occur. No-notice internal inspections may be conducted but must have the Commander, KSARNG approval.

e. Inspection reports will be provided to the inspected unit NLT 30 days following the inspection. Replies By Endorsement (RBE) will not be automatic. The normal procedure will be to require an RBE only if previously identified deficiencies are noted during a follow up inspection of any type.

f. All inspections will entail a follow up within 90 days following the inspected units receipt of the inspection report.

SECTION 01.01 – PERSONNEL QUALIFICATIONS
COMMAND INSPECTION CHECKLIST CO LEVEL

UNIT DESIGNATION AND LOCATION _____
INSPECTION TEAM CHIEF _____ DATE _____
C010100 - Personnel Qualification
References: NGR 600-200, NGR 600-5, DA PAM 611-21, AR 71-32, NG PAM 25-10

		GO	NO GO	N/A
C010101	Is the unit below the 5% variance of "M" and "P" for mobilized personnel? (NGR 600-200; NGR 600-5) Evaluated Item: UMR, Request for Fills (RFF)			
C010102	Do 90% of available strength personnel meet the skill qualification and education requirements of their slot?(NGR 600-200; DA PAM 611-21) Evaluated Item: UMR			
C010103	Are excesses coded IAW NG PAM 25-10? Evaluated Item: UMR			
C010104	Are 85% (Including RSP Soldiers) or 96% (not including RSP Soldiers) of all assigned personnel DMOS qualified? (NGR 600-200) Evaluated Item: UMR			
C010105	Do all assigned Soldiers have a valid Army MOS? (NGR 600-200) Evaluated Item: UMR			
C010106	Are all eligible non-DMOSQ officers/warrant officers in schools/training, scheduled or requested to attend schools/training? Total non-DMOSQ _____ Total eligible Non-DMOSQ _____ Total scheduled/in-school _____ Total not programmed for school _____ (AR 611-100) Evaluated Item: UMR			
C010107	Are all eligible non-DMOSQ enlisted Soldiers in schools/training, scheduled or requested to attend schools/training? Total non-DMOSQ _____ Total eligible Non-DMOSQ _____ Total scheduled/in-school _____ Total not programmed for school _____ (AR 611-21) Evaluated Item: UMR			
C010108	Do all personnel have the required security clearance or a pending application submitted through JPAS for their assigned position? (NGR 600-200, para 2-2j; DA PAM 611-21) Evaluated Item: UMR			
	Personnel Qualifications Totals:			

COMMENTS:

SECTION 01.02 – Personnel Mobilization/Deployment Readiness (Records)
COMMAND INSPECTION CHECKLIST CO LEVEL

C010200 – Personnel Mobilization/Deployment Readiness (Records)
References:

		GO	NO GO	N/A
C010201	Is DD Form 93 (Record of Emergency Data) reviewed and updated annually? (AR 600-8-1, para 11-5a, d-g and table 11-1) Evaluated Item: DD Form 93 (Jan 2008), Unit Personnel Files (iPERMS)			
C010202	Are new DD Form 93s prepared as needed or every 5 years IAW AR 600-8-1?			
C010203	Are VA Form SGLV- 8286s (Service Members Group Life Insurance Election and Certificate) reviewed and updated annually? (AR 600-8-1, para 12-21f) Evaluated Item: VA Form SGLV 8286, Unit Personnel Files (iPERMS)			
C010204	Are the DD Form 93 and SGLV 8286 processed thru EMILPO? (MILPER Message #11-023) Evaluated Item: EMILPO, iPERMS			
C010205	Does a Family Care Plan (DA Form 5305-R) with attachments exist on file for all personnel who require them? (AR 600-20, para 5-5b) Evaluated Item: DA Form 5304-R, DA Form 5841 (Power of Attorney), DA Form 5840-R (Certification of Acceptance as Guardians Escorts), DD Form 2558 (Authorization to start, stop, or change an allotment for Active Duty or Retired Personnel)(All listed forms must be present and properly filled out)			
C010206	Are 100% of Family Care Plans recertified annually? (AR 600-20, 5-5k(2)(c)) Evaluated Item: DA Form 5305			
C010207	Is the 1379 being properly maintained IAW AR 25-400-2? (One copy maintained at unit with supporting documents, one copy forward to higher headquarters, one copy forward to MPMP/G1 RPAM) (NGR 680-1, para 2-12)			
C010208	Are AGKS Form 680-1s being prepared and maintained for all Soldiers who SUTA out of drill? (NGR 680-1)			
	Personnel Mobilization/Deployment Readiness (Records) Totals:			

COMMENTS:

SECTION 01.03 – PERSONNEL ADMINISTRATION
COMMAND INSPECTION CHECKLIST CO LEVEL

C010300 – Personnel Administration
References:

		GO	NO GO	N/A
C010301	Is unit submitting E2-E4 promotion documents within 30 days of effective promotion date? (AR 600-8-19, Chap 2) Evaluated Items: Eligible Roster, DA Form 4187, Orders			
C010302	Is unit submitting all pay related documents within 5 days of effective date of document? Evaluated Items: iPERMS			
C010303	Is unit monitoring data for accuracy when compared with SIDPERs daily SI0880 output records? Evaluated Items: iPERMS			
C010304	Is a transferrable flag initiated when an individual either fails the APFT or fails to take the APFT within the required period? (AR 600-8-2, para 13c; AR 350-1, para 1-24e(5)) Evaluated Items: APFT results and corresponding flags			
C010305	Are flagging actions initiated for Soldiers in a weight control program? (AR 600-8-2, para 2-3c; AR 600-9, para 3-2) Evaluated Items: HGT/WGT results with corresponding flags			
C010306	Are Soldiers flagging actions being removed as soon as standards are met? (AR 600-8-2, para 2-9b(18)			
C010307	Are there currently any OERs over 90 days out of date? (AR 623-3, para 3-37h)			
C010308	Are Officer Evaluation Reports completed and sent to G1-Officer Personnel within 5 days of the signature date of the rated Soldier? (AR 623-3, para 3-37h)			
C010309	Are there currently any NCOERS over 90 days out of date? (AR 623-3, para 3-37h)			
C010310	Are NCO Evaluation Reports completed and input into IPERMS within 90 days of the ending date of the evaluation? (AR 623-3, para 3-37h)			
C010311	Does the unit have OER/NCOER Rating Schemes in place IAW with AR 623-3, para 3-37h?			
C010312	Are units ensuring annual birth reviews are being completed by each Soldier IAW AR 600-8-104, para 1-19a-c?			
C010313	Is the unit NOVAL percentage below the NGB 1% requirement?			
C010314	Are actions initiated to extend/discharge all expired ETS Soldiers?			
C010315	Are property clearance requests being completed by the S4 prior to ETS?			
	Personnel Administration Totals:			

COMMENTS:

SECTION 01.04 – PERSONNEL MEDICAL MANAGEMENT
COMMAND INSPECTION CHECKLIST CO LEVEL

C010400 – Medical Administration
References:

C010401	Are PHA screenings current (within 1 year) for every Soldier? (AR 40-501, para 8-20a(1)? Evaluated Item: MEDPROS			
C010402	Are Dental screenings current (within 1 year) for every Soldier? (AR 40-501, para 9-14a? Evaluated Item: MEDPROS			
C010403	Are actions initiated to determine retainability/deployability of all P3/P4 profiles (e.g., referral to medical authorities for possible board actions)? (Ref: AR 635-40, AR 135-175, AR 135-78, AR 40-501, NGR 635-100, NGR 600-200) Evaluated Item: PQR/MEDPROS			
C010404	Are HIV screenings current (within 2 years for every Soldier)? (AR 600-110, para 5-2b, 5-4) Evaluated Item: MEDPROS			
C010405	Does each assigned Soldier possess a Panograph? (Panorex) (AR 40-66, Ch 5, Fig 5-3 & Msg 13 Nov 96 ASA (M & RA)) Evaluated Item: MEDPROS			
C010406	Is the unit initiating/completing LOD's IAW AR 600-8-4 para 3-6a-e ?			
C010407	Does the Commander have access to the LOD module?			
C010408	Are LOD's being loaded and processed in the LOD module within the specified time limits directed in AR 600-8-4 para 3-6 , Table 3-1?			
	Personnel Medical Management Totals:			

COMMENTS:

SECTION 01.05 – RETENTION ADMINISTRATION
COMMAND INSPECTION CHECKLIST CO LEVEL

C010500 – Retention Administration
References:

C010501	Does the Commander have a Sponsorship Policy/Program? (NGR 600-5, para 2-7, AR 600-8-8, para 2-8a, 211b) Evaluated Item: Unit Retention Binder			
C010502	Is the Retention SOP on file? Evaluated Item: Unit Retention Binder			
C010503	Are retention goals clearly stated in the retention SOP? Evaluated Item: Unit Retention Binder			
C010504	Is the Unit Retention NCO on additional duty orders?			
C010505	Is the Unit meeting its 1% HR-79A Rate?			
C010506	Is the Sponsorship Program being utilized?			
C010507	Are the sponsorship checklists filed with the retention plan?			
C010508	Is the unit loss rate 18% or less?			
C010509	Is the Unit drill attendance IDT at 85%?			
C010510	Is the unit extension rate at 85%?			
C010511	Is the retention data card on file for each enlisted member in the unit?			
C010512	Are the retention interviews /counseling's being conducted as required?			
C010513	Are the Retention data cards being posted and returned to the file after each interview/counseling session?			
C010514	Are the monthly commander information briefing accomplished and documented on the unit training schedule?			
C010515	Is the oath of extension being executed NGB-ARH Policy Memo #09-026, dated 13 August 2009			
C010516	Are the previous retention checklists maintained with the retention SOP?			
C010517	Has the unit conducted a survey like a unit climate profile or strength maintenance assessment module?			
C010518	Has the unit followed procedures to document unexcused absences? (AR 135-91, Chapter 4& 6, AGO KAN Form 602-14) Evaluated Item: AWOL Binder			
C010519	Has the unit identified UNSAT participants? (AR 135-91, Chapter 4& 6, AGO KAN Form 602-14)			

	Evaluated Item: AWOL Binder			
C010520	Are measures taken to resolve the UNSAT participants' status? (AR 135-91, Chapter 4& 6, AGO KAN Form 602-14) Evaluated Item: AWOL Binder			
C010521	Is the unit tracking all potential losses?			
C010522	Has the unit identified all Soldiers with 20 years of service?			
C010523	Has the unit verified all 20 year Soldiers have received a Notice of Eligibility for Retirement Pay (NOE)?			
	Retention Administration Totals:			

COMMENTS:

SECTION 01.06 – PERSONNEL MANAGEMENT
COMMAND INSPECTION CHECKLIST CO LEVEL

C010600 - Personnel Management Total

		GO	NO GO	N/A
C010601	Personnel Qualifications Summary			
C010602	Personnel Mobilization/Deployment Readiness (Records) Summary			
C010603	Personnel Administration Summary			
C010604	Personnel Medical Management			
C010605	Retention Administration Summary			
	Section 1 – Personnel Management Totals			

COMMENTS:

SECTION 01.07 – PERSONNEL MANAGEMENT
COMMAND INSPECTION CHECKLIST HQ LEVEL

H010700 - Personnel Management
References: NGR 600-200, NGR 600-5, DA PAM 611-21, AR 71-32, NG PAM 25-10

		GO	NO GO	N/A
H010701	Is the HQ conducting Personnel Management Inspections on subordinate elements IAW KS ARNG SOP 1-201 Para 6b?			
H010702	Does the HQ have a copy of the last OIP conducted on all subordinate elements? Evaluated Item: HQ/CO level OIP checklists			
H010703	Has the HQ implemented changes or actions to rectify deficiencies noted in last OIP?			
H010704	Is the HQ tracking all E7/E8 vacancies and have requests been submitted for each vacancy?			
H010705	Is the HQ tracking all overdue PHA/Dental/HIV?			
H010706	Is the HQ tracking all overdue P3/P4 Profiles and ensuring MEB/PEB processes are being initiated/completed?			
H010707	Is the HQ tracking the completion of LOD's IAW AR 600-8-4, para 3-6?			
H010708	Is the HQ tracking all overdue OER/NCOERs?			
H010709	Is the HQ verifying each subordinate element has an OER/NCOER Rating Scheme in place IAW NGR 623-3?			
H010710	Is the HQ tracking the retention plans and rates for subordinate elements?			
H010711	Are staff assistance visits being conducted?			
H010712	Is the HQ tracking subordinate elements to ensure all Soldiers are programmed for DMOS, NCOES and other schools as needed?			
H010713	Does the HQ have a process for ensuring proper flagging actions are performed IAW AR 600-8-2?			
H010714	Is the HQ tracking potential losses of subordinate elements?			
H010715	Has the HQ ensured that the Family Programs Checklist has been completed on each subordinate element?			
	Personnel Management Totals:			

COMMENTS:

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SECTION 02.01 – INFORMATION SECURITY CHECKLIST

COMMAND INSPECTION CHECKLIST (CO)

UNIT DESIGNATION AND LOCATION _____

INSPECTION TEAM CHIEF _____ DATE _____

C020100 - INFORMATION SECURITY

References: AR 380-5, FORSCOM Supplement 1 to AR 380-5, Draft IMA Supplement 1 to AR 380-5.

Note: If no classified information is stored at location check N/A for the question.

		GO	NO GO	N/A
C020101	A commissioned officer, warrant officer, or senior noncommissioned officer has been formally appointed in writing as the Designated Unit Security Manager **(FORSCOM Supplement 1 to AR 380-5, paragraph 1-6e(2)/Draft IMA Supplement 1 to AR 380-5, paragraph 1-6e(2)1.**			
C020102	The written appointment indicates that the Security Manager has been appointed IAW Chap 1, sect. 1-6(e) of AR 380-5 and that he/she is responsible for administration of the Information Security Program for that unit/activity **(FORSCOM Supplement 1 to AR 380-5, paragraph 1-6e(3)**			
C020103	A classified document custodian and alternate have been appointed in writing. Note: **(AR 380-5, para 6-10, a)**			
C020104	The written classified document appointment indicates that the individual was briefed by the Security Manager and is knowledgeable of his/her responsibilities. **(AR 380-5, para 6-10, a)**			
C020105	Unit procedures for handling classified material require that the classified document custodian be advised of all material placed in or withdrawn from storage in the security container. **(AR 380-5, paragraph 6-10a/FORSCOM Supplement 1 to AR 380-5, paragraphs 6-10b, 6-10d)**			
C020106	The Security Manager prepared a written SOP prescribing unit/activity implementation of the Information Security Program policies and procedures. **(AR 380-5, paragraph 1-6a)**			
C020107	Administrative sanctions have been imposed against military and civilian personnel for violating provisions of AR 380-5, subsection 14-101. **(AR 380-5, paragraph 10-10)**			
C020108	Violations are properly reported to BN/BDE Security Manager when required. **(AR 380-5, paragraph 10-7)**			
C020109	The required security precautions are taken before conferences or other meetings in which classified information is to be discussed or disclosed. **(AR 380-5, paragraph 6-18/FORSCOM Supplement 1 to AR 380-5 paragraph 6-18a,e,f/Draft IMA Supplement 1 to AR 380-5 paragraph 6-18a(1)**			
	INFORMATION SECURITY Totals:			

COMMENTS:

SECTION 02.01 – INFORMATION SECURITY CHECKLIST
COMMAND INSPECTION CHECKLIST (BN/BDE/DIV)

Note: If the BN/BDE headquarters company is collocated with the BN/BDE command element, then the security manager assignment of the two elements can be maintained by one individual. If they are NOT collocated, then the headquarter company and command element must each have a security manager assigned.

H020100 - INFORMATION SECURITY
References: AR 380-5, FORSCOM Supplement 1 to AR 380-5, Draft IMA Supplement 1 to AR 380-5.
Note: If no classified information is stored at location check N/A for the question.

		GO	NO GO	N/A
H020101	A commissioned officer, warrant officer, or senior noncommissioned officer has been formally appointed in writing as the Designated Unit Security Manager **(FORSCOM Supplement 1 to AR 380-5, paragraph 1-6e(2)/Draft IMA Supplement 1 to AR 380-5, paragraph 1-6e(2)1.**			
H020102	The written appointment indicates that the Security Manager has been appointed IAW Chap 1, sect. 1-6(e) of AR 380-5 and that he/she is responsible for administration of the Information Security Program for that unit/activity **(FORSCOM Supplement 1 to AR 380-5, paragraph 1-6e(3)**			
H020103	A classified document custodian and alternate have been appointed in writing. **(AR 380-5, para 6-10, a)**:			
H020104	The written classified document appointment indicates that the individual was briefed by the Security Manager and is knowledgeable of his/her responsibilities. **(AR 380-5, para 6-10, a)**			
H020105	Unit procedures for handling classified material require that the classified document custodian be advised of all material placed in or withdrawn from storage in the security container. **(AR 380-5, paragraph 6-10a/FORSCOM Supplement 1 to AR 380-5, paragraphs 6-10b, 6-10d)**			
H020106	The Security Manager prepared a written SOP prescribing unit/activity implementation of the Information Security Program policies and procedures. **(AR 380-5, paragraph 1-6a)**			
H020107	Administrative sanctions have been imposed against military and civilian personnel for violating provisions of AR 380-5, subsection 14-101. **(AR 380-5, paragraph 10-10)**			
H020108	Violations are properly reported to KSNG J2 as required. **(AR 380-5, paragraph 10-7)**			
H020109	The required security precautions are taken before conferences or other meetings in which classified information is to be discussed or disclosed. **(AR 380-5, paragraph 6-18/FORSCOM Supplement 1 to AR 380-5 paragraph 6-18a,e,f/Draft IMA Supplement 1 to AR 380-5 paragraph 6-18a(1)**			
	INFORMATION SECURITY Totals:			

COMMENTS:

SECTION 02.02 – INFORMATION SECURITY CHECKLIST
COMMAND INSPECTION CHECKLIST (CO)

C020200 - CLASSIFIED STORAGE

References: AR 380-5, FORSCOM Supplement 1 to AR 380-5, Draft IMA Supplement 1 to AR 380-5.

Note: If no classified information is stored at location check N/A for the question.

		GO	NO GO	N/A
C020201	The Security Management SOP outlines protective measures for classified materials when removed from storage for working purposes **(AR 380-5 paragraph 6-24/FORSCOM Supplement 1 to AR 380-5 paragraph 6-24 a, b)**			
C020202	The Security Management SOP outlines procedures for notification when a security container is found unlocked and unattended **(AR 380-5, paragraph 6-10d,e/FORSCOM Supplement 1 to AR 380-5 paragraph 6-10d)**			
C020203	The Security Management SOP outlines procedures to ensure only appropriately cleared personnel determine the contents of mail **(AR 380-5 paragraph 8-1/FORSCOM Supplement 1 to AR 380-5 paragraph 8-1)**			
C020204	Classified document cover sheets (SF703, 704, and 705) are placed on classified documents or files not in security storage **(Ref: AR 380-5, para 6-10)**			
C020205	Controlled Unclassified Information (CUI) is protected in order to prevent damage to national security **(AR 380-5, paragraph 5-1)**			
C020206	Information, which has been determined to qualify for FOUO status is indicated by markings when included in documents and similar material **(AR 380-5, paragraph 5-2)**			
C020207	During working hours, reasonable steps are taken to minimize risk of access by unauthorized personnel **(AR 380-5, paragraph 5-5a)**			
C020208	After working hours, FOUO information is stored in approved methods outlined in paragraph 5-5 **(AR 380-5, paragraph 5-5)**			
C020209	Sensitive But Unclassified (SBU) information is protected as that required for FOUO information **(AR 380-5, paragraph 5-10)**			
C020210	Proper procedures are followed when a possible compromise in security has occurred **(AR 380-5, paragraph 10-1/FORSCOM Supplement 1 to AR 380-5 paragraph 10-1d/Draft IMA Supplement 1 to AR 380-5 paragraph 10-1d)**			
C020211	Personnel who have their access suspended are immediately removed from all copies of the unit access roster and BN/BDE Security Manager is notified.**(AR 380-5 paragraph 6-4)**			
C020212	The Security Manager has conducted periodic spot checks on compliance with AR 380-5 and other security regulations and directives. **(AR 380-5 paragraph 1-7i)**			
C020213	* The classified information is properly guarded or stored in approved General Services Administration (GSA) containers. **(AR 380-5, paragraph 5-102 and FORSCOM Supplement 1 to AR 380-5, paragraph 7-4)**			
C020214	Combinations to security containers are changed at least annually and/or as otherwise required. **(AR 380-5, paragraph 7-8/FORSCOM Supplement 1 to AR 380-5 paragraph 7-8g-l/Draft IMA Supplement 1 to AR 380-5 paragraph7-8)**			
C020215	The current and workable Emergency Removal Plan is Affixed to or near the container of vault. **(AR 380-5 paragraph 6-12/FORSCOM Supplement 1 to AR 380-5, paragraph 6-12a,b/Draft IMA Supplement 1 To AR 380-5 paragraph 6-12a,b,c)**			

C020216	The Emergency Removal Plan provides for the protection of classified material in a manner that will minimize the risk of injury or loss of life of personnel.			
C020217	The Emergency Removal Plan assigns a priority for emergency evacuation or destruction based on the type of classified material being stored.			
C020218	The records of combinations are assigned a security classification equal to the highest category of classified material authorized to be stored in the containers.**(AR 380-5, paragraph 7-8c(3)**			
C020219	SF 700 (Security Container Information) is maintained for each container used for storing classified information. **(AR 380-5, paragraph 7-8c/FORSCOM Supplement 1 to AR 380-5 paragraph 7-8g-l/Draft IMA Supplement 1 to AR 380-5 paragraph 7-8a,c,c(1)**			
C020220	Personnel who are listed on SF 700 have the appropriate clearance for access to the container. **(AR 380-5, para 7-8e)**			
C020221	Containers used for the storage of classified information or material are properly designated with a number or symbol affixed to each container. **(AR 380-5, para 7-8)** Note: There are no external markings on the container revealing the level of classification.			
C020222	Is part 2 of the SF 700 is marked with the highest classification maintained in the safe? **(Reference as above)**			
C020223	Is part 2 **(combination envelope)** of the SF 700 is stored in a central location? **(Reference as above)**			
C020224	The SM maintains a list of all personnel authorized access to the container with security clearance status noted. **(Ref: AR 380-5, para 1-7)**			
C020225	Personnel are aware of their responsibilities in the event of an actual or possible compromise. **(AR 380-5, paragraph 10-1,2,3/FORSCOM Supplement 1 to AR 380-5 paragraph 10-1d, 10-3g, 3l/Draft IMA Supplement 1 to AR 380-5 paragraph 10-1d, 10-2b, 10-3a,g,h,i)**			
C020226	The restriction, procedures and authorization requirements concerning escort and hand carry of classified are observed. **(AR 380-5, paragraph 8-12/ FORSCOM Supplement 1 to AR 380-5 paragraph 8-12a)**			
	CLASSIFIED STORAGE Totals:			

COMMENTS:

SECTION 02.02 – INFORMATION SECURITY CHECKLIST
COMMAND INSPECTION CHECKLIST (BN/BDE/DIV)

H020200 - CLASSIFIED STORAGE

References: AR 380-5, FORSCOM Supplement 1 to AR 380-5, Draft IMA Supplement 1 to AR 380-5.
Note: If no classified information is stored at location check N/A for the question.

		GO	NO GO	N/A
H020201	The Security Management SOP outlines protective measures for classified materials when removed from storage for working purposes **(AR 380-5 paragraph 6-24/FORSCOM Supplement 1 to AR 380-5 paragraph 6-24 a, b)**			
H020202	The Security Management SOP outlines procedures for notification when a security container is found unlocked and unattended **(AR 380-5, paragraph 6-10d,e/FORSCOM Supplement 1 to AR 380-5 paragraph 6-10d)**			
H020203	The Security Management SOP outlines procedures to ensure only appropriately cleared personnel determine the contents of mail **(AR 380-5 paragraph 8-1/FORSCOM Supplement 1 to AR 380-5 paragraph 8-1)**			
H020204	Classified document cover sheets (SF703, 704, and 705) are placed on classified documents or files not in security storage **(Ref: AR 380-5, para 6-10)**			
H020205	Controlled Unclassified Information (CUI) is protected in order to prevent damage to national security **(AR 380-5, paragraph 5-1)**			
H020206	Information, which has been determined to qualify for FOUO status is indicated by markings when included in documents and similar material **(AR 380-5, paragraph 5-2)**			
H020207	During working hours, reasonable steps are taken to minimize risk of access by unauthorized personnel **(AR 380-5, paragraph 5-5a)**			
H020208	After working hours, FOUO information is stored in approved methods outlined in paragraph 5-5 **(AR 380-5, paragraph 5-5)**			
H020209	Sensitive But Unclassified (SBU) information is protected as that required for FOUO information **(AR 380-5, paragraph 5-10)**			
H020210	Proper procedures are followed when a possible compromise in security has occurred **(AR 380-5, paragraph 10-1/FORSCOM Supplement 1 to AR 380-5 paragraph 10-1d/Draft IMA Supplement 1 to AR 380-5 paragraph 10-1d)**			
H020211	Personnel who have their access suspended are immediately removed from all copies of the unit access roster and KSNG J2 is notified. **(AR 380-5 paragraph 6-4)**			
H020212	The Security Manager has conducted periodic spot checks on compliance with AR 380-5 and other security regulations and directives. **(AR 380-5 paragraph 1-7i)**			
H020213	* The classified information is properly guarded or stored in approved General Services Administration (GSA) containers. **(AR 380-5, paragraph 5-102 and FORSCOM Supplement 1 to AR 380-5, paragraph 7-4)**			
H020214	Combinations to security containers are changed at least annually and/or as otherwise required. **(AR 380-5, paragraph 7-8/FORSCOM Supplement 1 to AR 380-5 paragraph 7-8g-l/Draft IMA Supplement 1 to AR 380-5 paragraph7-8)**			
H020215	The current and workable Emergency Removal Plan is Affixed to or near the container of vault. **(AR 380-5 paragraph 6-12/FORSCOM Supplement 1 to AR 380-5, paragraph 6-12a,b/Draft IMA Supplement 1 To AR 380-5**			

	paragraph 6-12a,b,c)			
H020216	The Emergency Removal Plan provides for the protection of classified material in a manner that will minimize the risk of injury or loss of life of personnel.			
H020217	The Emergency Removal Plan assigns a priority for emergency evacuation or destruction based on the type of classified material being stored.			
H020218	The records of combinations are assigned a security classification equal to the highest category of classified material authorized to be stored in the containers.**(AR 380-5, paragraph 7-8c(3)**			
H020219	SF 700 (Security Container Information) is maintained for each container used for storing classified information. **(AR 380-5, paragraph 7-8c/FORSCOM Supplement 1 to AR 380-5 paragraph 7-8g-l/Draft IMA Supplement 1 to AR 380-5 paragraph 7-8a,c,c(1)**			
H020220	Personnel who are listed on SF 700 have the appropriate clearance for access to the container. **(AR 380-5, para 7-8e)**			
H020221	Containers used for the storage of classified information or material are properly designated with a number or symbol affixed to each container.. **(AR 380-5, para 7-8)** Note: There are no external markings on the container revealing the level of classification			
H020222	Is part 2 of the SF 700 marked with the highest classification maintained in the safe? **(Reference as above)**			
H020223	Is part 2 **(combination envelope)** of the SF 700 is stored in a central location? **(Reference as above)**			
H020224	The SM maintains a list of all personnel authorized access to the container with security clearance status noted. **(Ref: AR 380-5, para 1-7)**			
H020225	Personnel are aware of their responsibilities in the event of an actual or possible compromise. **(AR 380-5, paragraph 10-1,2,3/FORSCOM Supplement 1 to AR 380-5 paragraph 10-1d, 10-3g, 3l/Draft IMA Supplement 1 to AR 380-5 paragraph 10-1d, 10-2b, 10-3a,g,h,i)**			
H020226	The restriction, procedures and authorization requirements concerning escort and hand carry of classified are observed. **(AR 380-5, paragraph 8-12/ FORSCOM Supplement 1 to AR 380-5 paragraph 8-12a)**			
	CLASSIFIED STORAGE Totals:			

COMMENTS:

SECTION 02.03 – INFORMATION SECURITY CHECKLIST
COMMAND INSPECTION CHECKLIST (CO)

C020300 - SECURITY PROGRAMS
References: AR 380-5, FORSCOM Supplement 1 to AR 380-5, Draft IMA Supplement 1 to AR 380-5.
Note: If no classified information is stored at location check N/A for the question.

		GO	NO GO	N/A
C020301	The Security Manager has posted FORSCOM Poster 93-R on or near all equipment not authorized for reproduction of classified material. **(FORSCOM Supplement 1 to AR 380-5, paragraph 6-25c/Draft IMA Supplement 1 to AR 380-5 paragraph 6-25c)**			
C020302	Within each separate unit, the Security Manager has posted FORSCOM Form 102-R stating he is the Security Manager. **(FORSCOM Supplement 1, AR 380-5, paragraph 6-10d/Draft IMA Supplement 1 to AR 380-5 paragraph 1-7)**			
C020303	A SF 701 (Activity Security Checklist) has been posted and checked where classified information is accessed, processed, or stored. This will be initialed at the close of each work day. **(AR 380-5, paragraph 6-11/FORSCOM Supplement 1 to AR 380-5 paragraph 6-11a(1,2)/Draft IMA Supplement 1 to AR 380-5 paragraph 6-11a)** If no classified information is stored at location check N/A.			
C020304	SF 702 (Security Container Check Sheet) is displayed conspicuously on all containers and vaults used to store classified material. **(AR 380-5, paragraph 6-10b/FORSCOM Supplement 1 to AR 380-5 paragraph 6-10b, d/Draft IMA Supplement 1 to AR 380-5 paragraph 6-10b)** If no classified information is stored at location check N/A.			
C020305	The Security Manager has ensured that all incoming personnel received a security orientation briefing. Note: Copies of the briefings are on file for all individuals listed on the access roster. **(AR 380-5, paragraph 9-3/FORSCOM Supplement 1 to AR 380-5 paragraph 9-3/Draft IMA Supplement 1 to AR 380-5 paragraph 9-3)**			
C020306	Personnel are given annual security briefings or orientations for continued access. **(Ref: AR 380-5, para 9-7**			
C020307	The activity has copies of AR 380-5, FORSCOM Supplement 1 AR 380-5, and Draft IMA Supplement 1 to AR 380-5. **(AR 380-5, Appendix A)**			
C020308	Annual Security education programs have been established to meet the objective of improving the protection of information as required. **(AR 380-5, paragraph 9-1, para 9-7)**			
C020309	Personnel who have had access to classified information are given foreign travel briefings when required. **(AR 380-5, paragraph 9-8)**			
C020310	Travel is reported to BN/BDE Security Manager.			
	SECURITY PROGRAMS Totals:			

COMMENTS:

INFORMATION SECURITY CHECKLIST TOTALS
COMMAND INSPECTION CHECKLIST (CO)

		GO	NO GO	N/A
100	**INFORMATION SECURITY**			
200	**CLASSIFIED STORAGE**			
300	**SECURITY PROGRAMS**			
	INFORMATION SECURITY CHECKLIST TOTALS:			

COMMENTS:

SECTION 02.03 – INFORMATION SECURITY CHECKLIST
COMMAND INSPECTION CHECKLIST (BN/BDE/DIV)

H020300 - SECURITY PROGRAMS
References: AR 380-5, FORSCOM Supplement 1 to AR 380-5, Draft IMA Supplement 1 to AR 380-5.
Note: If no classified information is stored at location check N/A for the question.

		GO	NO GO	N/A
H020301	The Security Manager has posted FORSCOM Poster 93-R on or near all equipment not authorized for reproduction of classified material. **(FORSCOM Supplement 1 to AR 380-5, paragraph 6-25c/Draft IMA Supplement 1 to AR 380-5 paragraph 6-25c)**			
H020302	Within each separate unit, the Security Manager has posted FORSCOM Form 102-R stating he is the Security Manager. **(FORSCOM Supplement 1, AR 380-5, paragraph 6-10d/Draft IMA Supplement 1 to AR 380-5 paragraph 1-7)**			
H020303	A SF 701 (Activity Security Checklist) has been posted and checked where classified information is accessed, processed, or stored. This will be initialed at the close of each work day. **(AR 380-5, paragraph 6-11/FORSCOM Supplement 1 to AR 380-5 paragraph 6-11a(1,2)/Draft IMA Supplement 1 to AR 380-5 paragraph 6-11a)**			
H020304	SF 702 (Security Container Check Sheet) is displayed conspicuously on all containers and vaults used to store classified material. **(AR 380-5, paragraph 6-10b/FORSCOM Supplement 1 to AR 380-5 paragraph 6-10b, d/Draft IMA Supplement 1 to AR 380-5 paragraph 6-10b)**			
H020305	The Security Manager has ensured that all incoming personnel received a security orientation briefing. Note: Copies of the briefings are on file for all individuals listed on the access roster. **(AR 380-5, paragraph 9-3/FORSCOM Supplement 1 to AR 380-5 paragraph 9-3/Draft IMA Supplement 1 to AR 380-5 paragraph 9-3)**			
H020306	Personnel are given annual security briefings or orientations for continued access. **(Ref: AR 380-5, para 9-7**			
H020307	The activity has copies of AR 380-5, FORSCOM Supplement 1 AR 380-5, and Draft IMA Supplement 1 to AR 380-5. **(AR 380-5, Appendix A)**			
H020308	Annual Security education programs have been established to meet the objective of improving the protection of information as required. **(AR 380-5, paragraph 9-1, para 9-7)**			
H020309	Personnel who have access to classified information are given foreign travel briefings when required. **(AR 380-5, paragraph 9-8)**			
H020310	Travel is reported to the JFHQ-KS J2 office.			
	SECURITY PROGRAMS Totals:			

COMMENTS:

SECTION 02.04 – INFORMATION SECURITY CHECKLIST
COMMAND INSPECTION CHECKLIST (BN/BDE/DIV)

H020400 - DOWNGRADING/DESTRUCTION
References: AR 380-5, FORSCOM Supplement 1 to AR 380-5, Draft IMA Supplement 1 to AR 380-5.
Note: If no classified information is stored at location check N/A for the question.

		GO	NO GO	N/A
H020401	Classified documents and other material are retained only if they are required for effective and efficient operation of the command or if their retention is required by law or regulation. **(Ref: AR 380-5, para 6-27)**			
H020402	Approved methods of destruction are used. **(outlined in SOP) (AR 380-5, paragraph 6-28)**			
H020403	Records of destruction are maintained for TOP SECRET material for 5 years. **(AR 380-5, paragraph 6-29/FORSCOM Supplement 1 to AR 380-5 paragraph 6-29b, c)**			
	DOWNGRADING/DESTRUCTION Totals:			

COMMENTS:

SECTION 02.05– INFORMATION SECURITY CHECKLIST
COMMAND INSPECTION CHECKLIST (BN/BDE/DIV)

H020500 - REPRODUCTION/MARKING
References: AR 380-5, FORSCOM Supplement 1 to AR 380-5, Draft IMA Supplement 1 to AR 380-5.
Note: If no classified information is stored at location check N/A for the question.

		GO	NO GO	N/A
H020501	Where classified material is processed and/or stored, the Security Manager has conducted an annual security inspection and the report of security inspection is filed at the unit **(AR 380-5, paragraph 1-24/FORSCOM Supplement 1 to AR 380-5 paragraphs 1-24a,b/Draft IMA Supplement 1 to AR 380-5 paragraph 1-24, FORSCOM Supplement 1 to AR 380-5, Appendix J)**			
H020502	The Security Manager has designated a self service copier machine for making 25 or less copies per original of CLASSIFIED information. **(AR 380-5 paragraph 6-19/FORSCOM Supplement 1 to AR 380-5 paragraph 6-19/Draft IMA Supplement 1 to AR 380-5 paragraph 6-19a (1-4)**			
H020503	A receipt is being obtained for all classified material/information hand carried or forwarded by mail. **(DA Form 3964) (FORSCOM Supplement 1 to AR 380-5 paragraph 6-22a /Draft IMA Supplement 1 to AR 380-5 paragraph 6-22)**			
H020504	DA Form 3964 is retained in a suspense file until original is signed and returned.			
H020505	Classified documents have been properly marked IAW AR 380-5. **(AR 380-5, Chapter 4/FORSCOM Supplement 1 to AR 380-5/Draft IMA Supplement 1 to AR 380-5.)**			
H020506	Electronically transmitted messages are properly marked. **(AR 380-5, paragraph 4-20)**			
H020507	The preparation of classified material for transmission or shipment meets minimum requirements. Note: Appropriate receipt systems are used. **(AR 380-5, paragraph 8-9/ FORSCOM Supplement 1 to AR 380-5 paragraph 8-9a)**			
	REPRODUCTION/MARKING Totals:			

COMMENTS:

SECTION 02.06 – INFORMATION SECURITY CHECKLIST
COMMAND INSPECTION CHECKLIST (BN/BDE/DIV)

H020600 - OPEN STORAGE
References: AR 380-5, FORSCOM Supplement 1 to AR 380-5, Draft IMA Supplement 1 to AR 380-5.
Note: If no classified information is stored at location check N/A for the question.

		GO	NO GO	N/A
H020601	Do facilities used for open storage meet structural standards? **(AR 380-5, para 5-12 and appendix H)**			
H020602	Are a copy of approval for open storage on file in the area and a copy kept by the security manager for all areas being used for open storage of classified information?			
H020603	In open storage areas, are items too large to be placed in a security container covered when not in use? **(AR 380-5, para 5-12)**			
H020604	Has an open storage approval been renewed each time there is a structural change that degrades the security integrity of the room? **(AR 380-5 para 12)**			
H020605	In open storage areas, are security containers being used to maximum extent possible?			
	OPEN STORAGE Totals:			

COMMENTS:

INFORMATION SECURITY CHECKLIST TOTALS
COMMAND INSPECTION CHECKLIST (BN/BDE/DIV)

		GO	NO GO	N/A
100	**INFORMATION SECURITY**			
200	**CLASSIFIED STORAGE**			
300	**SECURITY PROGRAMS**			
400	**DOWNGRADING/DESTRUCTION**			
500	**REPRODUCTION/MARKING**			
600	**OPEN STORAGE**			
	INFORMATION SECURITY CHECKLIST TOTALS:			

COMMENTS:

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SECTION 03.01 – UNIT TRAINING MANAGEMENT
COMMAND INSPECTION CHECKLIST

UNIT DESIGNATION AND LOCATION _____

INSPECTION TEAM CHIEF _____ DATE _____

C030100 – METL Development and Assessment
References:

		GO	NO GO	N/A
C030101	Has the company/battery prepared a METL IAW ATN? (Detachments have a copy of parent unit METL)? KSARNG PAM 350-1			
C030102	Has the METL been submitted to METL approving authority IAW KSARNG PAM 350-1? (N/A for Detachments)			
C030103	Have leaders established the following IAW UTM/CATS IAW KSARNG PAM 350-1(all 3 required for a GO)? a. Supporting conditions and standards for each Mission Essential Task (MET) b. Supporting collective tasks c. Supporting Leader and Soldier individual tasks			
C030104	Does the company/battery have a validated restated mission statement? KSARNG PAM 350-1			
C030105	Are commanders using DTMS to assess training and updating the METL assessment? KSARNG PAM 350-1			
	METL Development and Assessment Totals:			

COMMENTS:

SECTION 03.01 – UNIT TRAINING MANAGEMENT (HQ)
COMMAND INSPECTION CHECKLIST

H030100 – METL Development and Assessment
References:

		GO	NO GO	N/A
H030101	Has the unit prepared a METL IAW ATN?			
H030102	Has the METL been submitted to METL approving authority IAW KSARNG PAM 350-1?			
H030103	Has each primary staff section developed a staff METL IAW ATN?			
H030104	Have leaders established the following IAW UTM/CATS IAW KSARNG PAM 350-1 (all 3 required for a GO)? a. Supporting conditions and standards for each MET (Mission Essential Task) b. Supporting collective and staff collective tasks c. Supporting Leader and Soldier individual tasks			
H030105	Does the unit have a validated restated mission statement? KSARNG PAM 350-1			
H030106	Are commanders using DTMS to assess training and updating the METL assessment? KSARNG PAM 350-1			
	METL Development and Assessment Totals:			

COMMENTS:

SECTION 03.02 – UNIT TRAINING MANAGEMENT
COMMAND INSPECTION CHECKLIST

C030200 - Execution Matrix and Training Schedule Development
References:

		GO	NO GO	N/A
C030201	Has the company/battery planned training in accordance with its position within the ARFORGEN model (AR 525-29, KSARNG PAM 350-1)?			
C030202	Does the Company/Battery Execution Matrix contain the following: a. Specific drill dates and UTA tracking? b. Annual training dates (not required for year round AT)? c. Scheduled dates for APFT, and semi-annual weigh-ins d. Scheduled dates for weapons qualification? e. Is PMI scheduled in the month(s) preceding IWQ? f. Scheduled dates for monthly training meetings? g. Scheduled PHA and make-ups? h. Allocated resources required for training? Note: All items required for a GO			
C030203	Does the unit's signed and published training schedules demonstrate the following: a. Correlation with the Execution Matrix b. List of needed resources to accomplish effective training c. Work plans are utilized to document section training d. Published and signed 90-days in advance in DTMS e. Posted for the current month and the next two months f. Specifics of when, who, what, where for tasks to be performed g. Opportunity training available for leaders h. Tasks annotated to reflect level of completion i. Tasks not accomplished are rescheduled as necessary j. PMCS, equipment services, and command maintenance programs listed on the training schedule k. Accountability formation held at beginning and ending of each drill day Note: All items required for a GO			
C030204	Training schedule format contains the following: a. Cover sheet with an order statement b. Training Year, Quarter, As of Date, and Page of / Total Number of Pages c. Applicable CATS and references for tasks d. Number of UTAs and a block for the uniform e. Trainers by name and tasks with title and number f. Attached Composite Risk Management for the training period Note: All items required for a GO			
C030205	Is the Commander annotating his/her assessment of training on the training schedule or in another manner? ADP 7-0, KS PAM 350-1			
C030206	Does the Company/Battery use Training and Evaluation Outlines from the appropriate CATS to plan and evaluate training?			
	Execution Matrix and Training Schedule Development Totals:			

COMMENTS:

SECTION 03.02 – UNIT TRAINING MANAGEMENT
COMMAND INSPECTION CHECKLIST

H030200 – Execution Matrix and Training Schedule Development
References:

		GO	NO GO	N/A
H030201	Does the BN/BDE/DIV have a 5 year Execution Matrix developed IAW KSARNG PAM 350-1?			
H030202	Does the Unit's Execution Matrix contain the following: a. Subordinate element (1 level down) planned Annual Training dates and location? b. ARFORGEN cycle/status is reflected? c. Significant METL driven training events/exercises? d. Operational Deployments? e. External Evaluations? f. Participation in an ODT, SPP, IRT or similar event? Note: All applicable items required for a GO			
H030203	Does the BN/BDE have a Short Range Execution Matrix (1 year) that reflects Subordinate elements (1 level down) IDT dates, major training events, IWQ, etc.?			
H030204	Does the BN/BDE have a process to ensure IDT training schedules are digitally signed by BN CDRs 90 days prior to drill?			
H030205	Are Risk Management worksheets approved at the appropriate level?			
H030206	Do the staff sections use Training and Evaluation Outlines from the appropriate CATS to plan and evaluate training?			
	Execution Matrix and Training Schedule Development Totals:			

COMMENTS:

SECTION 03.03 – UNIT TRAINING MANAGEMENT
COMMAND INSPECTION CHECKLIST

C030300 - Individual Training Management
References:

		GO	NO GO	N/A
C030301	Does the Company/Battery have an NCO Development Program? AR 350-1			
C030302	Does the unit have a Leader Training / Leader Development (LT/LD) Program for officers? AR 350-1			
C030303	Has the unit created a Soldier Development Plan for every Soldier, identifying, at a minimum, school and/or training needs to meet DMOSQ and professional development standards? AR 350-1, ATAG YTG			
C030304	Are LT/LD Action Plans developed for all leaders (NCOs and Officers)? AR 350-1, ATAG YTG			
C030305	Are the requirements for the Virtual IDT Policy being met in regards to: - training documentation being maintained? - no less than 8 hours of training conducted per UTA? - are courses authorized IAW the Virtual IDT Policy or written approval obtained from KSARNG G3? Note: All items required for a GO			
C030306	Do 70% of the unit's NCOs meet the PME requirements for promotion to the next level: # ASSN# QUAL# ENR % (Qual ÷ Enroll Assigned) WLC E5 _____ _____ _____ _____% ALC E6 _____ _____ _____ _____% SLC E7 _____ _____ _____ _____% Totals: _____ _____ _____ _____%			
C030307	Has the unit developed an OML or other method to prioritize school attendance within the unit?			
	Individual Training Management Totals:			

COMMENTS:

SECTION 03.03 – UNIT TRAINING MANAGEMENT
COMMAND INSPECTION CHECKLIST

H030300 - Individual Training Management
References:

		GO	NO GO	N/A
H030301	Did the CDR provide guidance to subordinate elements regarding the creation and management of Officer Professional Development?			
H030302	Did the CSM provide guidance to subordinate elements regarding the creation and management of the NCO Development Program?			
H030303	Are Leader Training / Leader Development Action Plans developed for all staff NCOs and Officers? AR 350-1, ATAG YTG			
H030304	If applicable, is the BN/BDE providing oversight of subordinate elements utilizing the Virtual IDT Policy?			
H030305	Do 70% of the unit's NCOs meet the PME requirements for promotion to the next level: # ASSN# QUAL# ENR % (Qual + Enroll / Assigned) WLC E5 _____ _____ _____ _____% ALC E6 _____ _____ _____ _____% SLC E7 _____ _____ _____ _____% Totals: _____ _____ _____ _____%			
H030306	Has the BN/BDE developed an OML or other method to prioritize school attendance within the organization?			
	Individual Training Management Totals:			

COMMENTS:

SECTION 03.04 – UNIT TRAINING MANAGEMENT

COMMAND INSPECTION CHECKLIST

C030400 - Training Records Compliance
References:

		GO	NO GO	N/A
C030401	Has the unit conducted a scheduled APFT within the last 12 months?			
C030402	Have 100% of eligible Soldiers taken an APFT within the last 12 months? # Soldiers Assigned: ____ # Soldiers who took APFT: ____ # IET/RSP: -____ # Eligible: ____ # Profiles / Not Cleared: -____ Percent Taken: ____ # Eligible to take APFT: ____			
C030403	Have 80% of eligible Soldiers passed an APFT within the last 12 months? # Soldiers who passed APFT: ____ # Eligible to take APFT: ____ Percent Passed: ____			
C030404	Is DTMS utilized to record AWT / Battle Drill completion for each Soldier? Review [redacted]			
C030405	Have current fiscal year AWT notices and implementation instructions been distributed to and on hand at the unit?			
C030406	Has the unit conducted a scheduled IWQ within the last 12 months?			
C030407	Have 100% of eligible Soldiers fired their individual weapon within the last 12 months? # Soldiers Assigned: ____ # Soldiers who fired: ____ # IET/RSP: -____ # Eligible to fire: ____ # Not Eligible to Fire: -____ Percent Fired: ____ # Eligible to Fire: ____			
C030408	Have at least 80% of eligible Soldiers qualified with their individual weapon within the last 12 months? # Soldiers who qualified: ____ # Eligible to fire: ____ Percent Qualified: ____			
C030409	Did the unit conduct Night Qualification and/or CBRNE Qualification in conjunction with Weapons Qualification? NOTE: Answer is not tabulated as part of overall grade	YES	NO	
C030410	Has the unit scheduled crew served weapons familiarization during the current training year? NOTE: Answer is not tabulated as part of overall grade	YES	NO	
	Training Records Compliance Totals:			

COMMENTS:

SECTION 03.04 – UNIT TRAINING MANAGEMENT
COMMAND INSPECTION CHECKLIST

H030400 – Training Records Compliance
References:

		GO	NO GO	N/A
H030401	Does the BN/BDE ensure APFT data is input into the program of record within 30 days of execution?			
H030402	Does the BN/BDE ensure Weapons Qualification data is input into the program of record within 30 days of execution?			
H030403	Does the BN/BDE have a process to ensure individual training data is input into DTMS within 30 days of execution?			
H030404	Has the BN/BDE ensured current fiscal year AWT notices and implementation instructions have been distributed to subordinate elements?			
	3HQ400 - Training Record Compliance Totals:			

COMMENTS:

SECTION 03.05 – UNIT AMMUNITION MANAGEMENT
COMMAND INSPECTION CHECKLIST

H030400 – Training Records Compliance
References: AR 5-13, AR 710-2, AR 190-11, DA PAM 710-2-1

		GO	NO GO	N/A
C030501	Is the Unit forecasting training ammunition properly?			
C030502	Is the Unit using TAMIS to manage ammunition?			
C030503	Are the Unit TAMIS users properly certified?			
C030504	Is the Unit computing training ammunition requirements?			
C030505	Has the Unit forecasted the next FY's training ammunition prior to 1 July to avoid the 1st Quarter lock out period?			
C030506	Has the Unit Commander determined the reliability and trustworthiness of personnel before they are assigned duties involving control or movement of ammunition and explosives?			
C030507	Has the Unit provided Higher HQ and the ASP with DA form 1687 and Assumption of Command designating personnel to draw ammunition and explosives?			
C030508	Is the Unit posting issue, turn-ins, and reconciliation of ammunition documents to the DA form 2064 and filing completed hard copy e581s with all associated documents in the Unit voucher file?			
C030509	Is the Unit reconciling all training ammunition transactions within the required time frame at the ASP?			
C030510	Is the Unit preparing a DA form 5811-R for all damaged ammunition and residue shortages?			
C030511	Are operational loads accounted for properly?			
C030512	Are operational loads being inventoried properly?			
	C030500 - Training Ammunition Management Totals:			

COMMENTS:

SECTION 03.06 – UNIT TRAINING MANAGEMENT

COMMAND INSPECTION CHECKLIST

		GO	NO GO	N/A
C030601	METL Development and Assessment			
C030602	Execution Matrix and Training Schedule Development			
C030603	Individual Training Management			
C030604	Training Records Compliance			
C030605	Training Ammunition Management			
	SECTION 3 – UNIT TRAINING MANAGEMENT TOTALS:			
COMMENTS:				

SECTION 03.06 – UNIT TRAINING MANAGEMENT

COMMAND INSPECTION CHECKLIST

		GO	NO GO	N/A
H030601	METL Development and Assessment Summary			
H030602	Execution Matrix and Training Schedule Development Summary			
H030603	Individual Training Management Summary			
H030604	Training Record Compliance Summary			
	SECTION 3 HQ – UNIT TRAINING MANAGEMENT TOTALS:			
COMMENTS:				

SECTION 03.06 – PHYSICAL SECURITY
COMMAND INSPECTION CHECKLIST

C030600 – General Physical Security
References: AR 190-11, AR 190-13, AR 190-51, DA PAM 190-51, AR 25-400-2

		GO	NO GO	N/A
C030601	Does the BN/BDE have a physical security binder? (Example for this can be found on the shared drive under the "Physical Security" file)			
C030602	Has the commander appointed, in writing, a Physical Security Officer? AR 190-13, para 1-23b(1)			
C030603	Has the unit developed a physical security plan/SOP? AR 190-11, para 3-5, AR 190-13, para 1-23b(3) and AR 190-51, para 1-4e(5)			
C030604	Has a representative, i.e. physical security officer, commander or someone appointed by the commander to do so, from the unit reviewed the plan within the last year? AR 190-11, para 3-5a			
C030605	Does the unit have a copy of the Physical Security Survey Report, DA Form 2806-R on file? AR 190-13, para 2-10d(2)			
C030606	Is the Physical Security Survey Report current within 3 years or 24 months with facilities storing AA&E. AR 190-13, para 2-10b(3) and 2-10b(4)(c)			
C030607	Does the unit have a copy of their last physical security inspection on file? This will be the official report completed by the state security specialist. AR 190-13, para 2-11e(1) and 2-12 **Date of last inspection from report:**			
C030608	Did the unit receive an "Adequate" on the inspection?			
C030609	If the unit has a "Not Adequate" inspection has the unit completed the commander's response of corrective action and sent that memorandum to the State Security Specialist?			
	70100 – General Physical Security Totals:			

COMMENTS:

SECTION 03.06 – PHYSICAL SECURITY
COMMAND INSPECTION CHECKLIST

H030600 – General Physical Security
References: AR 190-11, AR 190-13, AR 190-51, DA PAM 190-51, AR 25-400-2

		GO	NO GO	N/A
H030601	Does the BN/BDE have a physical security binder? (Example for this can be found on the shared drive under the "Physical Security" file)			
H030602	Has the commander appointed, in writing, a Physical Security Officer? AR 190-13, para 1-23b(1)			
H030603	Has the BN/BDE developed a physical security plan/SOP? AR 190-11, para 3-5, AR 190-13, para 1-23b(3) and AR 190-51, para 1-4e(5)			
H030604	Has a representative, ie physical security officer, commander or someone appointed by the commander to do so, from the BN/BDE reviewed the plan within the last year? AR 190-11, para 3-5a			
H030605	Has the BN/BDE provided physical security support to subordinate units in the form of training, assistance visits and annual inspections. These should be documented on MFRs, Physical security check lists or inspection reports (2806-R-1).			
	7HQ100 – General Physical Security Totals:			

COMMENTS:

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SECTION 04.01 - SUPPLY MANAGEMENT UNIT LEVEL
COMMAND INSPECTION CHECKLIST

UNIT DESIGNATION AND LOCATION _____

INSPECTION TEAM CHIEF _____ DATE _____

C040100 - Administrative Data

References: AR 710-2 (B-8d3b), AR 25-400-2 (5-10a), AR 25-400-2 (6-2a), AR 25-400-2 (7-1a-c), (Table 7-1), AR 25-30 (1-28d)

		GO	NO GO	N/A
C040101	Authorized Strength for Unit Identification Code (UIC) (By MTOE):_____ **(NOT EVALUATED)**			
C040102	Are all personnel serving in unit supply sergeant positions by Unit Manning Roster (UMR). AR 710-2 Appendix B-8d3b			
C040103	Have all personnel not serving in Unit Supply SGT positions by UMR, but performing the duties of a full-time supply sergeant. (CLRT Checklist)			
C040104	Is the unit utilizing the published BDE Office Record List (ORL) AR 25-400-2 Para 5-10a			
C040105	Does the unit have properly labeled files IAW the Army Records Information Management System (ARIMS)? AR 25-400-2 Para 6-2a			
C040106	Is the unit maintaining records for the specified retention period? For Example: Check for inventory lists going back six (6) years. AR 25-400-2 Para 7-1a-c, Table 7-1			
C040107	Does the unit have a printed copy of their current publications listing. AR 25-30 Para 1-28d			
C040108	Is the overall appearance of the supply room clean, neat and orderly?			
C040109	Can the unit account for the number of weapons listed on the property book versus the on-hand (O/H) quantity in the vault?			
	AUTH OH			
	M16A2 / M16A4 / M4 _____/_____			
	Pistol M9 9MM _____/_____			
	M203 _____/_____			
	SAW's M249 _____/_____			
	Machine Gun M240 _____/_____			
	M2 50 CAL _____/_____			
	MK 19 _____/_____			
	Shot Guns _____/_____			
	Marksmanship _____/_____			
	Ammunition _____/_____			

C040110	Are all work orders current and valid?			
	40100 - Administrative Data Totals:			

COMMENTS:

SECTION 04.01 - SUPPLY MANAGEMENT UNIT LEVEL
COMMAND INSPECTION CHECKLIST

C040100 - Command Supply Discipline Program (CSDP) Inventories
References: AR 735-5 Para 11-6d2b

		GO	NO GO	N/A
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	40200 - CSDP Inventories Totals:			

COMMENTS:

SECTION 04.01 - SUPPLY MANAGEMENT UNIT LEVEL
COMMAND INSPECTION CHECKLIST

C040100 - Property Book Responsibility
References: AR 710-2 (2-5), DA PAM 25-33 (3-2)

		GO	NO GO	N/A
C040111	Is all authorized equipment and components on hand or on request? AR 710-2 Para 2-5			
C040112	Do end item component checklists match the PBUSE component checklists in order to balance the differences?			
C040113	Has the unit subscribed to publications in sufficient quantities to support operations? For Example: Check for subscriptions of one each -10 level Technical Manual per item authorized. FMS's should have 2 copies of -20 level publications or higher. DA PAM 25-33 Para 3-2			
	Property Book Responsibility Totals:			

COMMENTS:

SECTION 04.01 - SUPPLY MANAGEMENT UNIT LEVEL
COMMAND INSPECTION CHECKLIST

UNIT DESIGNATION AND LOCATION _____

INSPECTION TEAM CHIEF _____ DATE _____

C040100 - Disposition of Property
References:

		GO	NO GO	N/A
C040117	Has the unit requested disposition of all excess property?			
C040118	If question 1 is a NO-GO, has the unit commander or supply sergeant requested an exception to keep the equipment thru property management?			
C040119	Does the unit have any late suspense for turn-ins or lateral transfers?			
	Disposition of Property TOTALS:			

COMMENTS:

SECTION 04.01 - SUPPLY MANAGEMENT UNIT LEVEL
COMMAND INSPECTION CHECKLIST

C040100 - Supply Accountability
References: AR 710-2 (2-37), AR 735-5 (7-7)

		GO	NO GO	N/A
C040114	Is the organization current with all monthly fuel reports to the USPFO Class III Manager? AR 710-2 Para 2-37			
C040115	Has a copy of the annual review of durable property conducted by each subordinate commander or his designated representative, and / or a Memorandum for Record (MFR), been kept on file for two years? AR 735-5 Para 7-7			
C040116	Has the Commander ensured all unit and section property is assigned direct responsibility (is equipment property hand-receipted down to the user level)?			
	Supply Accountability TOTALS:			
COMMENTS:				

SECTION 04.01 - SUPPLY MANAGEMENT UNIT LEVEL
COMMAND INSPECTION CHECKLIST

UNIT DESIGNATION AND LOCATION _____

INSPECTION TEAM CHIEF _____ DATE _____

C040100 - Individual Clothing and Organizational Clothing and Individual Equipment (OCIE)
References:

		GO	NO GO	N/A
C040120	Does the organization maintain a clothing document register?			
C040121	Was the clothing document register closed out at the end of the previous calendar year?			
C040122	When Central Clothing Distribution Facilities (CCDF) orders are received, are they properly closed out on the CCDF website?			
C040123	Is the unit using the correct DA 4886 (clothing record)?			
C040124	Are Common Table of Allowances (CTA) authorizations current on DA 4886s?			
	OCIE TOTALS:			
COMMENTS:				

SECTION 04.01 - SUPPLY MANAGEMENT UNIT LEVEL
COMMAND INSPECTION CHECKLIST

C040100 - Lost, Damaged or Destroyed Property
References: AR 710-2 (2-37j), AR 735-5 (14-22)

		GO	NO GO	N/A
C040125	If the organization can store bulk fuel, are they monitoring adjustments to monthly bulk fuel records? AR 710-2 Para 2-37j			
C040126	Is the organization utilizing the Key Inventory Reporting System (KIRS)?			
	Lost, Damaged or Destroyed Property TOTALS:			

COMMENTS:

SECTION 04.01 - SUPPLY MANAGEMENT UNIT LEVEL
COMMAND INSPECTION CHECKLIST

UNIT DESIGNATION AND LOCATION _____

INSPECTION TEAM CHIEF _____ DATE _____

C040100 - Inventories
References: AR 735-5 (2-6f), AR 710-2 (2-12d)

		GO	NO GO	N/A
C040127	Does the organization ensure that any additional, directed inventories are completed? AR 735-5 Para 2-6f			
C040128	Does the Commander ensure proper controlled items, weapons and ammunition inventories occur by the 28th of each month? AR 710-2 Para 2-12d			
	Inventories TOTALS:			

COMMENTS:

SECTION 04.01 - SUPPLY MANAGEMENT UNIT LEVEL
COMMAND INSPECTION CHECKLIST

		GO	NO GO	N/A
	Administrative Data Summary			
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	Property Book Responsibility Summary			
	Disposition of Property Summary			
	Supply Accountability Summary			
	Individual clothing and Organizational Clothing (OCIE) Summary			
	Lost, Damaged or Destroyed Property Summary			
	Inventories Summary			
	SECTION 4 - Supply Management Unit Level TOTALS:			

COMMENTS:

SECTION 04.01 - SUPPLY MANAGEMENT BATTALION/BRIGADE LEVEL
COMMAND INSPECTION CHECKLIST

H040100 - Administrative Data
References: AR 25-400-2 (5-10a), AR 25-400-2 (6-2a), AR 25-400-2 (7-1a-c), (Table 7-1)

		GO	NO GO	N/A	
H040101	Has the Higher Headquarters (HHQ) verified completion of the Unit Supply Course (PEC-ILE) for personnel not serving in Unit Supply SGT positions by UMR, but performing the duties of a full-time supply sergeant. (CLRT Checklist)				
H040102	Has the HHQ published an Office Record List (ORL) to subordinate units? AR 25-400-2 (5-10a)				
H040103	Has HHQ verified the unit has properly labeled files generated by the Army Records Information Management System (ARIMS)? AR 25-400-2 (6-2a)				
H040104	Has HHQ verified that the unit is maintaining records for the specified retention period? AR 25-400-2 (7-1a-c), (Table 7-1)				
	Administrative Data Totals:				

COMMENTS:

SECTION 04.01 - SUPPLY MANAGEMENT BATTALION/BRIGADE LEVEL
COMMAND INSPECTION CHECKLIST

H040100 - Command Supply Discipline Program (CSDP) Inventories
References: AR 735-5 (11-6d2b)

		GO	NO GO	N/A
H040105	Has CSDP training been provided to subordinate units (including detachments) during the previous training year? For example: Is it planned for the current year? Has it been documented in a training schedule, Operations Order (OPORD), After Action Review (AAR), or other document? NGB EXORD 259-10			
H040106	What sustainment training is provided for supply sergeants? NGB EXORD 259-10			
H040107	Does the organization maintain a method for tracking suspenses to their subordinates?			
H040108	Are copies of the last two CSDP results for the Headquarters and all subordinate units being retained on file (current year + one)? AR 735-5 Para 11-6d2b			
H040109	Has the HHQ conducted CSDP on all subordinate units and established a get well date for deficiencies? AR 710-2 ParaXXX			
	- CSDP Inventories Totals:			

COMMENTS:

SECTION 04.01 - SUPPLY MANAGEMENT BATTALION/BRIGADE LEVEL
COMMAND INSPECTION CHECKLIST

H040100 - Property Book Responsibility
References: AR 710-2 (2-5)

		GO	NO GO	N/A
H040110	Is the HHQ verifying all authorized equipment and components are on-hand or on-request for all its subordinate units? AR 710-2 Para 2-5			
H040111	Is the HHQ verifying end item component checklists are being compared to PBUSE component check lists in order to balance the differences? AR 710-2 Para 2-10i			
	Property Book Responsibility Totals:			

COMMENTS:

SECTION 04.01 - SUPPLY MANAGEMENT BATTALION/BRIGADE LEVEL
COMMAND INSPECTION CHECKLIST

UNIT DESIGNATION AND LOCATION _____

INSPECTION TEAM CHIEF _____ DATE _____

H040100 - Disposition of Property
References: AR 710-2 (2-13a), AR 710-2 (2-13)

		GO	NO GO	N/A
H040112	Does the Battalion/Brigade cross-level equipment within the command to maximize readiness? AR 710-2 Para 2-13a			
H040113	Does the Battalion/Brigade ensure that major end items are being turned in complete with all components, basic issue items, and DA Form 2407s (Maintenance Request) from the supporting maintenance facility listing the functionality code of equipment? AR 710-2 Para 2-13			
	Disposition of Property TOTALS:			

COMMENTS:

SECTION 04.01 - SUPPLY MANAGEMENT BATTALION/BRIGADE LEVEL
COMMAND INSPECTION CHECKLIST

H040100 - Supply Accountability

References: KSARNG Food Service Letter of Instruction dtd: 01 October 2006, TB 750-25 (3-10a (6))

		GO	NO GO	N/A
H040114	Is the organization ensuring subordinate units are requesting rations to the USPFO Class I Manager 60-days in advance for all training events? DA Form: 5913, 3294, 3953 and Menu. KSARNG Food Service Letter of Instruction dtd: 01 October 2006			
H040115	Is the organization ensuring subordinate units are turning in subsistence reports (DA Form 5913, 5914, 3234, and invoices and receipts) to state within 5 days following training events? . KSARNG Food Service Letter of Instruction dtd: 01 October 2006			
H040116	Is the calibration delinquent items list being reviewed and corrective action being monitored? TB 750-25 (3-10a (6))			
H040117	Does the Headquarters have a process ensuring that tools ordered from the Montana Tool Program are filling valid shortages?			
H040118	Is the HHQ ensuring all unit and section property is assigned direct responsibility (is equipment property hand-receipted down to the user level)?			
	Supply Accountability TOTALS:			

COMMENTS:

SECTION 04.01 - SUPPLY MANAGEMENT BATTALION/BRIGADE LEVEL
COMMAND INSPECTION CHECKLIST

H040100 - Individual Clothing and Organizational Clothing and Individual Equipment (OCIE)
References:

		GO	NO GO	N/A
H040119	Has the organization conducted or verified that annual clothing record validations have been completed?			
H040120	Does the organization review the Central Clothing Distribution Facilities (CCDF) document registers of subordinate units to ensure they are being properly maintained and orders are for authorized recipients of the program?			
H040121	Does the organization monitor subordinate units CIF-ISM accounts for unconfirmed records, pending turn-in reports, pending loss reports, and discharge reports?			
	OCIE TOTALS:			

COMMENTS:

SECTION 04.01 - SUPPLY MANAGEMENT BATTALION/BRIGADE LEVEL
COMMAND INSPECTION CHECKLIST

H040100 - Lost, Damaged or Destroyed Property
References: AR 735-5 (14-19), AR 735-5 (chapter13), AR 735-5 (13-14c), AR 710-2 (2-37j), AR 735-5 (14-22)

		GO	NO GO	N/A
H040122	Does the organization ensure subordinate units do not abuse the durable hand-tool loss process? AR 735-5 Para 14-19			
H040123	Does the organization monitor subordinate units for timely initiation and completion of FLIPLs? AR 735-5 Para 13-14c			
H040124	If a subordinate organization stores bulk fuel, does the Headquarters monitor adjustments to monthly bulk fuel records? AR 710-2 Para 2-37j			
H040125	Is the organization utilizing the Key Inventory Reporting System (KIRS)? KS SOP 190-11 Para 5-3 b and c			
H040126	Does the organization track subordinate units to ensure they are holding soldiers liable for all associated costs related to the loss of keys when the loss is through negligence or willful misconduct? AR 735-5 Para 14-22			
	Lost, Damaged or Destroyed Property TOTALS:			

COMMENTS:

SECTION 04.01 - SUPPLY MANAGEMENT BATTALION/BRIGADE LEVEL
COMMAND INSPECTION CHECKLIST

H040100 - Inventories
References: AR 735-5 (2-6f), AR 1-201 (3-3c), AR 1-201 (3-3d), AR 710-2 (2-12d)

		GO	NO GO	N/A
H040127	Does the organization ensure that additional inventories are completed when directed? AR 735-5 (2-6f)			
H040128	Have subordinate Commanders received an Initial Command Inspection (ICI) within the first 180-days of the assumption of command? AR 1-201 (3-3c)			
H040129	Has the follow-up, Subsequent Command Inspection (SCI) been completed? AR 1-201 (3-3d)			
H040130	Has the Commander ensured proper controlled item, weapons and ammunition inventories are occurring? AR 710-2 (2-12d)			
	Inventories TOTALS:			

COMMENTS:

SECTION 04.01 - SUPPLY MANAGEMENT BATTALION/BRIGADE LEVEL
COMMAND INSPECTION CHECKLIST

		GO	NO GO	N/A
	Administrative Data Summary			
	Command Supply Discipline Program (CSDP) Inventories Summary			
	Property Book Responsibility Summary			
	Disposition of Property Summary			
	Supply Accountability Summary			
	Individual clothing and Organizational Clothing (OCIE) Summary			
	Lost, Damaged or Destroyed Property Summary			
	Inventories Summary			
SECTION 4 - SUPPLY MANAGEMENT BATTALION/BRIGADE TOTALS:				

COMMENTS:

SECTION 04.02 - FOOD SERVICE MANAGEMENT UNIT LEVEL
COMMAND INSPECTION CHECKLIST

C040200 - Food Service Management
References: DA PAM 30-22, Appendix 7, Chap 1. Para 1-5, Para 2,b,

		GO	NO GO	N/A
C040201	Are dining facility records being maintained in file folders and do they have appropriate Army Records Information Management Systems (ARIMS) file labels? DA PAM 30-22, Appendix 7, Chap 1. Para 1-5, Para 2,b			
	41100 - Food Service Totals:			

COMMENTS:

SECTION 04.02 - FOOD SERVICE MANAGEMENT UNIT LEVEL
COMMAND INSPECTION CHECKLIST

UNIT DESIGNATION AND LOCATION _____

INSPECTION TEAM CHIEF _____ DATE _____

C040200 - On Hand Subsistence, MRE's and Meal Kits
References: DA PAM 30-22, Para 4-6, DA PAM 30-22 Appendix F-6

		GO	NO GO	N/A
C040202	Does the unit have a DA form 5914 (Ration Control Sheet) for MREs, shelf stable meal kits, or other operational rations issued by the prime vendor or Troop Issue Subsistence Activity (TISA)? DA PAM 30-22, Para 4-6			
C040203	If the unit is being supported by assigned/attached 92G personnel, does the unit have DA Form 3234s (Inventory Control Sheets) for all on-hand subsistence items? DA PAM 30-22 Appendix F-6			
	41200 - On Hand Subsistence, MRE's and Meal Kits Totals:			

COMMENTS:

SECTION 04.02 - FOOD SERVICE MANAGEMENT UNIT LEVEL
COMMAND INSPECTION CHECKLIST

C040200- Cash Meal Payment (DD Form 1544)
References: DA PAM 30-22, Para 3-27c, AR 30-22, Para 3-27b

		GO	NO GO	N/A
C040204	Is a DA Form 3546 (Control Record for DD Form 1544) being utilized to issue out DD Form 1544s (cash sheets/books) to the head counter? DA PAM 30-22, Para 3-27,c			
C040205	Is a DD Form 1544 and cash collected being properly accounted for and secured in a safe? AR 30-22, Para 3-27,b			
	41300 - Cash Meal Payment Totals:			

COMMENTS:

SECTION 04.02 - FOOD SERVICE MANAGEMENT UNIT LEVEL
COMMAND INSPECTION CHECKLIST

UNIT DESIGNATION AND LOCATION _____

INSPECTION TEAM CHIEF _____ DATE _____

C040200 - Food Service Training
References:

		GO	NO GO	N/A
C040206	Is it evident the unit has an ongoing, food service training program? TB Med 530, Para 2-19, a and c			
C040207	Has the food operations sergeant conducted a 4-hour sanitation refresher training class annually for all assigned cooks? TB Med 530, Para 2-19, a and c			
C040208	Has the food service NCO received the 16-hour food service sanitation class within 4 years and is the certificate on file? TB Med 530, Para 2-18a			
	41400 - Food Service Training Totals:			

COMMENTS:

SECTION 04.02 - FOOD SERVICE MANAGEMENT UNIT LEVEL
COMMAND INSPECTION CHECKLIST

C040200 - Armory Kitchen Equipment
References: DA PAM 30-22, Fig 5-2, Chapter 5, 4a, AR 30-22, Para 3-45

		GO	NO GO	N/A
C040209	Is a current DA form 3988 (Equipment Replacement Record) on file and being updated and submitted at least yearly (and/or whenever a piece of equipment becomes dead lined or is replaced)? DA PAM 30-22, Fig 5-2, Chapter 5, 4a, AR 30-22, Para 3-45			
	41500 - Armory Kitchen Equipment Totals:			

COMMENTS:

SECTION 04.02 - FOOD SERVICE MANAGEMENT UNIT LEVEL
COMMAND INSPECTION CHECKLIST

C040200 - Commander Responsibilities
References: AR 40-5, Para 14-3, FM 21-10-1, AR 30-22, Para 3-19a, DA PAM 30-22, Para 3-36, AR 30-22, Para 3-19

		GO	NO GO	N/A
C040212	Has the commander appointed a field sanitation team (only required if the unit has assigned cooks)? AR 40-5, Para 14-3, FM 21-10-1			
C040213	Has the commander appointed a food service officer? AR 30-22, Para 3-19a, DA PAM 30-22, Para 3-36			
C040214	Is the unit being supported by assigned food service personnel during IDT/AT? AR 30-22, Para 3-19			
C040215	Does the unit conduct food service operations IAW TAG Policy #22 dated 17 November 2011?			
	41600 - Commander Responsibilities Totals:			

COMMENTS:

SECTION 04.02 - FOOD SERVICE MANAGEMENT UNIT LEVEL
COMMAND INSPECTION CHECKLIST

C040200 - Food Safety Temperature Logs (Risk Management)
References: DA PAM 30-22, Para 3-7(1),a

		GO	NO GO	N/A
C040210	Is the food operations sergeant completing DA Form 7459s (Risk Management Data Log-Hot or Cold Serving) for breakfast, lunch and dinner meals? DA PAM 30-22, Para 3-7(1),a			
C040211	Is the food operations sergeant completing DA Form 7458s (Risk Management Data Log-Cooking) for breakfast, lunch and dinner meals? DA PAM 30-22, Para 3-7(1),a			
	41700 - Food Safety Temperature Logs Totals:			

COMMENTS:

SECTION 04.02 - FOOD SERVICE MANAGEMENT UNIT LEVEL
COMMAND INSPECTION CHECKLIST

		GO	NO GO	N/A
41100	Food Service Management Summary			
41200	On Hand Subsistence, MRE's Meal Kits Summary			
41300	Cash Meal Payment (DD Form 1544) Summary			
41400	Food Service Training Summary			X
41500	Armory Kitchen Equipment Summary			
41600	Commander Responsibilities Summary			
41700	Food Safety Temperature Logs (Risk Management) Summary			
41800	Major Command Food Advisory Personnel Summary			X
	SECTION 4.1 - FOOD SERVICE MANAGEMENT UNIT LEVEL TOTALS:			

COMMENTS:

SECTION 04.02 - FOOD SERVICE MANAGEMENT BATTALION/BRIGADE LEVEL
COMMAND INSPECTION CHECKLIST

H040200 - Cash Meal Payment (DD Form 1544)
References: DA PAM 30-22, Para 3-27c, AR 30-22, Para 3-27,b

		GO	NO GO	N/A
H040201	Is DA Form 3546 (Control Record for DD Form 1544) being utilized to issue out DD Form 1544 (Cash Sheet/Book) to the unit representative? DA PAM 30-22, Para 3-27,c			
H040202	Is DD Form 1544 and cash collected being properly safe guarded, accounted for and turned in quarterly? AR 30-22, Para 3-27,b			
	41300 - Cash Meal Payment Totals:			

COMMENTS:

SECTION 04.02 - FOOD SERVICE MANAGEMENT BATTALION/BRIGADE LEVEL
COMMAND INSPECTION CHECKLIST

H040200 - Food Service Training
References: TB Med 530, Para 2-19, a and c

		GO	NO GO	N/A
H040203	Is it evident the unit has an ongoing, food service training program? TB Med 530, Para 2-19, a and c			
H040204	Has the food operations sergeant conducted a 4-hour sanitation refresher training class annually for all assigned cooks? TB Med 530, Para 2-19, a and c			
	41400 - Food Service Training Totals:			

COMMENTS:

SECTION 04.02 - FOOD SERVICE MANAGEMENT BATTALION/BRIGADE LEVEL
COMMAND INSPECTION CHECKLIST

H040200 - Armory Kitchen Equipment
References: DA PAM 30-22, Fig 5-2, Chapter 5, 4a, AR 30-22, Para 3-45

		GO	NO GO	N/A
H040205	Is the higher headquarters ensuring a current DA Form 3988 (Equipment Replacement Record) is on file, being regularly updated, and submitted at least annually (and/or whenever a piece of equipment becomes dead lined or replaced) for all units that maintain equipment? DA PAM 30-22, Fig 5-2, Chapter 5, 4a, AR 30-22, Para 3-45			
	41500 - Armory Kitchen Equipment Totals:			

COMMENTS:

SECTION 04.02 - FOOD SERVICE MANAGEMENT BATTALION/BRIGADE LEVEL
COMMAND INSPECTION CHECKLIST

H040200 - Major Command Food Advisory Personnel
References: AR 30-22, Para 3-14c, KSARNG Food Program LOI, dated 1 Feb 12, KSARNG Food Program LOI, dated 1 Feb 12, Page 8, Para 7, KSARNG Food Program LOI, dated 1 Feb 12, Page 14, Para 11, AR 30-22, Para 3-46,(3)(a), DA PAM 30-22, Para 3-65,d(2)

		GO	NO GO	N/A
H040206	Has the food service advisor from the supporting Major Subordinate Command (MSC) annually reviewed dining facility records for IDT/AT? AR 30-22, Para 3-14c; KSARNG Food Program LOI dated 1 Feb 12			
H040207	Has a yearly food service action plan been submitted by the MSC food advisor? KSARNG Food Program LOI dated 1 Feb 12, Page 8, Para 7			
H040208	Has the supporting MSC food advisor conducted a Phillip A. Connelly Program evaluation on all subordinate units that have assigned cooks and field food service equipment, and selected a Brigade winner to be evaluated at the state-level on an annual basis? KSARNG Food Program LOI, dated 1 Feb 12, Page 14, Para 11; AR 30-22, Para 3-46,(3)(a); DA PAM 30-22, Para 3-65,d(2)			
	41800 - Major Command Food Advisory Personnel Totals:			

COMMENTS:

SECTION 04.02 - FOOD SERVICE MANAGEMENT BATTALION/BRIGADE LEVEL

COMMAND INSPECTION CHECKLIST

		GO	NO GO	N/A
	Food Service Management Summary			
	On Hand Subsistence, MRE's Meal Kits Summary			
	Cash Meal Payment (DD Form 1544) Summary			
	Food Service Training Summary			
	Armory Kitchen Equipment Summary			
	Commander Responsibilities Summary			
	Food Safety Temperature Logs (Risk Management) Summary			X
	Major Command Food Advisory Personnel Summary			
SECTION 4 - FOOD SERVICE MANAGEMENT BATTALION/BRIGADE LEVEL TOTALS:				

COMMENTS:

SECTION 04.03 - MOBILIZATION MANAGEMENT UNIT LEVEL
COMMAND INSPECTION CHECKLIST

C040300 - Mobilization Management
References: FORSCOM/ARNG Regulation 55-1, DOD 4500-9R Chap 204 (D) (2), 49CFR 172.704 Para (a) (1) AR 600-55, AR 385-55, FORSCOM/ARNG Regulation 55-2, AR 55-162, FORSCOM (FORMDEPS) 500-3-3

		GO	NO GO	N/A
C040301	Does the unit maintain the appointment memorandum of the Unit Movement Officer (UMO) and alternate? FORSCOM/ARNG Regulation 55-1, chapter 4-3 (b) (4)			
C040302	Does the unit have a trained UMO and alternate? FORSCOM/ARNG Regulation 55-1, chapter 2-12,a and Appendix K-2,a			
C040303	Does the UMO and alternate have at least 1 year retainability and possess at least a SECRET security clearance? FORSCOM/ARNG Regulation 55-1, chapter 2-12,a			
C040304	Does the company UMO maintain unit movement binders IAW FORSCOM 55-1 figure 4-1 on page 19? FM 4.01.011, 1-14 & Appendix H; FORSCOM/ARNG Regulation 55-1, Appendix B & H			
C040305	Does the unit have at least one trained personnel available and appointed in writing by the commander to certify hazardous material? FORSCOM/ARNG Regulation 55-1, chapter 2-12,l and Appendix K-4,a			
C040306	Do soldiers that handle/transport ammunition possess certification from the Ammo Handlers Course? DOD 4500-9R Chap 204 (D) (2), (49CFR 172.704, Para. (a) (1), FORSCOM/ARNG Reg. 55-1 Appendix K-5			
C040307	Do soldiers that handle/transport POL possess certification from the LTC-012 and LTC 013 courses? DOD 4500-9R Chap 204 (D) (2), (49CFR 172.704, Para. (a) (1); FORSCOM/ARNG Reg. 55-1 Appendix K-5			
C040308	Have HAZMAT transporters completed the proper level of HAZMAT training (LEVEL II-D-HAZCOM, Ammo 45, Ammo 64 and Ammo 67), or other specified training based upon cargo? * Check 10% of assigned personnel; all assigned fuel transporters (92F) must have this training on record. * Class Code SD Hazardous Cargo Qualification will be annotated on the soldier's OF 346 (U.S. Government Motor Vehicle Operator Identification Card) and DA 348 (Equipment Operators Qualification Record). * Copies of certificates from function-specific training should be accessible for Soldiers handling HAZMAT, transporting ammo or POL. FORSCOM/ARNG Reg. 55-1 appendix K-4b; AR 600-55 4-9DOD 4500-9.R Chap204d, 49 CFR 172.702 2; AR 385-55; NGR 385-64 Chap 4.			
C040309	Does the unit update the Operational Equipment List (OEL) annually or upon significant changes in unit transportation requirements? *Applies to all AA, MTOE units. FORSCOM/ARNG Regulation 55-2, chapter 3, Para 3-3			
C040310	Is the unit maintaining a current copy of its OEL on file? FORSCOM/ARNG 55-1, chapter 4-3 (b) (4)			
C040311	Does the unit submit DD Form 1265 (Request for Convoy Clearances) and DD 1266 (Request for Special Hauling Permits) to arrive at the DMC NLT 45 days			

	prior to convoy movement date? * Check requests 10 months prior to and 2 months after inspection date 90% NLT 60 days equals a GO FORSCOM/ARNG Regulation 55-1, chapter 4-3 (e) (8); AR 55-162, Para 10 (a) (1) (c)			
C040312	Does the UMO maintain a copy of the Unit Movement Plan (UMP) and provide the DMC a copy? FORSCOM/ARNG 55-1, chapter 4-3 (b) (4), 4-8 h.			
C040313	Has the unit provided a copy of the UMO and alternate UMO appointment memorandum to Defense Movement Coordinator (DMC) for each approved UMP? FORSCOM/ARNG 55-1, chapter 4-3 (b) (4)			
C040314	Is the unit maintaining the letter of approval from the DMC for their UMP? FORSCOM/ARNG Regulation 55-1, chapter 4-3			
C040315	Has the commander designated Unit Load Teams in writing? FORSCOM/ARNG 55-1, chapter 2-12; FM 4.01.011, 1-23			
C040316	Has the unit prepared and tested a ULP (load cards)? * Validate by training schedule and load cards. FORSCOM 500-3-3 4-l-7			
	43100 - Mobilization Management Totals:			
C040300	Mobilization Management Summary			
	SECTION 4.3 - Mobilization Management TOTALS:			

COMMENTS:

SECTION 04.03 - MOBILIZATION MANAGEMENT BATTALION/BRIGADE LEVEL
COMMAND INSPECTION CHECKLIST

H040300 - Mobilization Management

References: FORSCOM/ARNG Regulation 55-1, DOD 4500-9R Chap 204 (D) (2), 49CFR 172.704 Para (a) (1) AR 600-55, AR 385-55, FORSCOM/ARNG Regulation 55-2, AR 55-162, FORSCOM (FORMDEPS) 500-3-3

		GO	NO GO	N/A
H040301	Does the unit maintain the Appointment Memorandum of the Intermediate Command-Unit Movement Officer (IC-UMO) and alternate IC-UMO in the rank of SSG or above? FORSCOM/ARNG Regulation 55-1, chapter 4-3 (b) (4)			
H040302	Does the unit have a trained IC-UMO and an alternate IC-UMO? FORSCOM REG 55-1 PG 98			
H040303	Does the BN/BDE maintain the UMO and alternate appointment memorandums for subordinate units? FORSCOM/ARNG Regulation 55-1, chapter 4-3 (b) (4)			
H040304	Do subordinate units have a trained UMO and an alternate IC-UMO? FORSCOM REG 55-1 PG 98-99			
H040305	Do subordinate unit UMOs and alternate UMOs have at least 1 year retainability and possess at least a SECRET security clearance? FORSCOM/ARNG Regulation 55-1, chapter 2-12,a			
H040306	Does the IC-UMO and alternate IC-UMO prepare and maintain command-level movement plans that incorporate their subordinate units' movement requirements? FORSCOM/ARNG Regulation 55-1, chapter 4-5,d			
H040307	Has the IC-UMO/Alternate IC-UMO reviewed and evaluated the effectiveness of subordinate-level movement plans? FORSCOM/ARNG Regulation 55-1, chapter 4-5,b			
H040308	Has the IC-UMO/Alternate IC-UMO provided training covering duties and responsibilities of movement planning for subordinate UMOs? FORSCOM/ARNG Regulation 55-1, chapter 4-5,f			
H040309	Has the IC-UMO/Alternate IC-UMO ensured subordinate unit load plans are tested at least every two years? FORSCOM/ARNG Regulation 55-1, chapter 4-5,g			
H040310	Does the IC-UMO prepared and maintained a command level movement plan that incorporates subordinate level movement requirements? FORSCOM (FORMDEPS) 500-3-3 FORSCOM/ARNG Regulation 55-1, chapter 4-5 d			
	4HQ100 - Mobilization Management Totals:			

COMMENTS:

SECTION 04.03 - MOBILIZATION MANAGEMENT BATTALION/BRIGADE LEVEL
COMMAND INSPECTION CHECKLIST

		GO	NO GO	N/A
H040300	Mobilization Management Summary			
	SECTION 4HQ - Mobilization Management TOTALS:			

COMMENTS:

SECTION 04.04 - MAINTENANCE MANAGEMENT UNIT LEVEL
COMMAND INSPECTION CHECKLIST

C040400 - Additional Duty Appointment Orders (Supplemental info: DA PAM 750-8, para 1-9a(6)(d))
References: AR 750-43; AR 750-1; AR 710-2; AR 710-2-1; AR 700-138; AR 600-20; AR 600-55; AR 220-1; DA PAM 750-8; DA PAM 750-1; DA PAM 750-3; NGR 750-51; TB 750-25; TB 43-021; SB 700-20; AR 71-32

		GO	NO GO	N/A
C040401	Commander AR 600-20, para 2-5d (Assumption of Command Letter) Name: _____ Appt Date: _____			
C040402	Maintenance Officer AR 750-1, para 3-7a Name: _____ Appt Date: _____			
C040403	Test Measurement and Diagnostic Equipment (TMDE) Coordinator AR 750-43, para 6-4 Name: _____ Appt Date: _____			
C040404	License Qualifying Official AR 600-55, para 6-1b Name: _____ Appt Date: _____			
C040405	Dispatcher/SAMS-1E Operator DA PAM 750-8, para 2-2b; DA PAM 750-3, para 3-3 Name: _____ Appt Date: _____			
C040406	Logistics Readiness Officer AR 750-1, para 2-20b(4); AR 700-138, para 1-18d Name: _____ Appt Date: _____			
C040407	Army Oil Analysis Program (AOAP) Monitor AR 750-1, para 2-17a, para 24, a-f Name: _____ Appt Date: _____			
C040408	High Priority Certifying Official AR 710-2-1, Para 2-3 Name: _____ Appt Date: _____			
	50100 - **Additional Duty Appointment Orders** Totals:			

COMMENTS:

SECTION 04.04 - MAINTENANCE MANAGEMENT UNIT LEVEL
COMMAND INSPECTION CHECKLIST

C040400 - Maintenance Standing Operating Procedures (SOPs)
References: DA PAM 750-1, para 3-2; DA PAM 750-3, App. B Table B-2

		GO	NO GO	N/A
C040409	FSC Internal/External Maintenance SOP (If Applicable) DA PAM 750-1, para 3-2 Date: _____			
C040410	FMS/UTES/MATES/CSMS External Maintenance SOP (If Applicable) DA PAM 750-1, para 3-2 Date: _____			
C040411	Next Higher HQ's Maintenance SOP/guidance DA PAM 750-3, App. B Table B-2 Date: _____			
C040412	Is a copy of the FY13 Maintenance Strategy Action Plan (MSAP) on hand in the maintenance section or with the Company Commander?			
	50200 - **Maintenance Standing Operating Procedures (SOPs)** Totals:			

COMMENTS:

SECTION 04.04 - MAINTENANCE MANAGEMENT UNIT LEVEL
COMMAND INSPECTION CHECKLIST

C040400 - Unit Maintenance Standing Operating Procedures (SOP)
References: DA PAM 750-3, para 2-2; DA Pam 750-3, para 2-3

		GO	NO GO	N/A
C040413	Has the Commander reviewed and signed the Unit Maintenance SOP at least annually or upon regulation/policy changes? DA PAM 750-3, para 2-2			
C040414	Does the Unit Maintenance SOP include all 55 areas listed in DA Pam 750-3, para 2-3?			
C040415	Does the Unit Maintenance SOP provide enough detail to give recently assigned personnel proper guidance on how maintenance is to be accomplished in the unit? DA PAM 750-3, para 2-2			
	50300 - **Unit Maintenance Standing Operating Procedures (SOP)**Totals:			
COMMENTS:				

SECTION 04.04 - MAINTENANCE MANAGEMENT UNIT LEVEL
COMMAND INSPECTION CHECKLIST

UNIT DESIGNATION AND LOCATION _____

INSPECTION TEAM CHIEF _____ DATE _____

C040400 - TMDE Accountability
References: TB 750-25, para 3-9; AR 750-43, para 6-1c; TB 750-25, para 3-10; TB 750-25, para 2-7

		GO	NO GO	N/A
C040416	Is the TMDE Coordinator trained? TB 750-25, para 3-9			
C040417	Is the Company TMDE delinquency rate 2% or below? AR 750-43, para 6-1c; TIMMS Delinquency Report Delinquency Rate %: _____			
C040418	Does the TMDE Coordinator have the required training and certifications? TB 750-25, para 3-10			
C040419	Are Calibrate Before Use (CBU) items in administrative storage in serviceable/operational condition? TB 750-25, para 2-7			
	50400 - **TMDE Accountability** Totals:			
COMMENTS:				

SECTION 04.04 - MAINTENANCE MANAGEMENT UNIT LEVEL
COMMAND INSPECTION CHECKLIST

C040400 - Command Maintenance Evaluation Team (COMET) NGR 750-51, Eligible ARNG units will receive COMET 24-30 month intervals.
References: NGR 750-51, para 2-2h; NGR 750-51, para 2-2h (5)

		GO	NO GO	N/A
C040420	Latest state assessment. Rating: _____ Date: _____			
C040421	Has the Commander submitted the required written response to the SMM within 30-days for an unsatisfactory rating, including corrective action plans? NGR 750-51, para 2-2h			
C040422	Are COMET records retained for four years? NGR 750-51, para 2-2h(5)			
	50500 - **Command Maintenance Evaluation Team (COMET)** Totals:			

COMMENTS:

SECTION 04.04 - MAINTENANCE MANAGEMENT UNIT LEVEL
COMMAND INSPECTION CHECKLIST

C040400 - Training Schedules
References: DA PAM 750-8

		GO	NO GO	N/A
C040423	Does the unit have sufficient time blocked out for unit-level PMCS in the unit's training schedules for IDT and annual training? FY 13 Maintenance Strategy Action Plan (MSAP)			
C040424	Are scheduled services to be performed annotated on the training schedule or an attached service schedule report? It should include all items requiring servicing IAW their respective TMs. This includes, but is not limited to: (1) Vehicle services by admin number, DODAAC, date range, or NSN? (DA PAM 750-8)			
	(2) Weapons quarterly service? (TM 9-1005-319-23&P)			
	(3) Masks semiannual service? (TM 3-4240-346-23&P)			
	(4) Communication Equipment & Night Vision Goggles as required by respective TM? (TM 11- 5855-262-23&P-2)			
	(5) Food Service Equipment as required by respective TM?			
	50600 - **Training Schedules** Totals:			

COMMENTS:

SECTION 04.04 - MAINTENANCE MANAGEMENT UNIT LEVEL
COMMAND INSPECTION CHECKLIST

C040400 - Army Oil Analysis Program (AOAP)
References: AR 750-1 8-2a; DA Pam 750-8 4-3; TB 43-0211; DA Pam 750-8 4-5; DA Pam 750-8 4-6

		GO	NO GO	N/A
C040425	Is all required equipment enrolled in the AOAP program? AR 750-1 8-2a; DA Pam 750-8 4-3; TB 43-0211			
C040426	Are samples being taken within the variance? DA Pam 750-8 4-5			
C040427	Are laboratory recommendations being followed? DA Pam 750-8 4-6			
	50700 - **Army Oil Analysis Program (AOAP)** Totals:			
COMMENTS:				

SECTION 04.04 - MAINTENANCE MANAGEMENT UNIT LEVEL
COMMAND INSPECTION CHECKLIST

C040400 - Publications
References: AR 710-2 para 2-4a; DA PAM 750-3 para 3-5; DA PAM 750-3 para 3-5e; DA PAM 750-1 para 6-4

		GO	NO GO	N/A
C040428	Is the current FEDLOG on-hand?			
C040429	Is Form 12-R updated annually? AR 710-2 para 2-4a; DA PAM 750-3 para 3-5			
C040430	Are current Supply and Maintenance Publications on-hand, to include a -10 TM and -20 TM for every type of equipment the unit has on hand? DA PAM 750-3 para 3-5e			
C040431	Is an Electronic Technical Manual (ETM) library established with readers available? DA PAM 750-1 para 6-4			
	50800 - **Publications** Totals:			
COMMENTS:				

SECTION 04.04 - MAINTENANCE MANAGEMENT UNIT LEVEL
COMMAND INSPECTION CHECKLIST

C040400 - Drivers Training
References: AR 600-55 para 1-4h(1) para 3-2; Appendix B-3; AR 600-55 para 4-1b(2); DA PAM 750-8 para 2-1c; NGB Policy Memorandum, Subject: Equipment Operator's Qualification Record (DA Form 348) Dated: 15OCT2010 ; AR 600-55 para 4-1b; AR 600-55 para 4-1b(5-6); AR 600-55 para 5-1d

		GO	NO GO	N/A
C040432	Has the Commander or an authorized representative conducted driver's interviews? AR 600-55 para 1-4h(1) para 3-2; Appendix B-3			
C040433	Is a DA Form 348 being maintained on every person who operates a vehicle or equipment owned or leased by the U.S. Army? AR 600-55 para 4-1b(2); DA PAM 750-8 para 2-1c; NGB Policy Memorandum, Subject: Equipment Operator's Qualification Record (DA Form 348) Dated: 15OCT2010			
C040434	Is all training for vehicles and equipment which require licensing documented on DA Form 348s? AR 600-55 para 4-1b			
C040435	Have the unit's DA Form 348s been reviewed annually? AR 600-55 para 4-1b(5-6)			
C040436	Is an updated drivers licensing ledger being used to keep unit personnel in the SAMS-1E box up-to-date, and deleting personnel no longer on the unit's DA Form 1379? AR 600-55 para 5-1d			
C040437	Is there an established driver/operator program directive from HHQ, and is it being used?			
	50900 - **Drivers Training** Totals:			

COMMENTS:

SECTION 04.04 - MAINTENANCE MANAGEMENT UNIT LEVEL
COMMAND INSPECTION CHECKLIST

C040400 - Dispatch Control Log DA Form 5982-E
References: DA PAM 750-3 para 2-2a&b 3-3; DA PAM 750-8 para 2-2; 2-3; 2-10; 2-12; AR 700-138, para 1-22d

		GO	NO GO	N/A
C040438	Are only authorized personnel dispatching equipment? DA PAM 750-3 para 2-2a&b; 3-3			
C040439	Are only authorized, licensed drivers dispatched equipment? DA PAM 750-8 para 2-2; 2-3; 2-10; 2-12			
C040440	Are vehicles turned in and logbooks updated before the end of period report Army Material Status System (AMSS) is run? AR 700-138, para 1-22d			
	51000 - **Dispatch Control Log DA Form 5982-E** Totals:			

COMMENTS:

SECTION 04.04 - MAINTENANCE MANAGEMENT UNIT LEVEL
COMMAND INSPECTION CHECKLIST

C040400 - Preventive Maintenance Checks and Services (PMCS)
References: DA PAM 750-3 para 3-2,d(3); DA PAM 750-8 para 3-10f(2)(3); DA PAM 750-1 para 1-4f; 3-4; 5-1

		GO	NO GO	N/A
C040441	Are PMCS and scheduled services performed and documented on DA Form 5988Es and/or DA 2404s? Are they properly filled out and kept on file? DA PAM 750-3 Para 3-2,d(3); DA PAM 750-8 para 3-10f(2)(3) DA PAM 750-1 para 1-4f;3-4;5-1			
C040442	(1) Vehicles, Generators, Trailers, and other like-type equipment?			
	(2) Weapons?			
	(3) Protective masks?			
	(4) Communication equipment (radios, reels, phones)?			
	(5) NBC equipment (alarms, wipe tests, measuring devices)?			
	(6) Food Service Equipment (Mobile Kitchen Trailer [MKT], Containerized Kitchen [CK], Modern Burner Unit [MBU])?			
	(7) Night Vision Goggles			
	51100 - **Preventive Maintenance Checks and Services (PMCS)** Totals:			

COMMENTS:

SECTION 04.04 - MAINTENANCE MANAGEMENT UNIT LEVEL
COMMAND INSPECTION CHECKLIST

C040400 - Standard Army Maintenance System Enhanced (SAMS-1E) Database Administration
References: AR 750-1 para 3-2 (6) 4-2; DA PAM 750-8 para 3-1d,f,h & 3-9; DA PAM 750-8 para 2-4e (4); DA Pam 750-1 para 1-4f

		GO	NO GO	N/A
C040443	Are all major end items requiring dispatch, scheduled services or other maintenance (to include PMCS) entered in the SAMS-1E box, with proper services scheduled as required by the appropriate TM? AR 750-1 para 3-2 (6);4-2; DA PAM 750-8 para 3-1d,f,h & 3-9			
C040444	(1) Vehicles, Generators, Trailers, etc.?			
	(2) Weapons?			
	(3) Protective masks?			
	(4) Communication equipment (radios, reels, phones)?			
	(5) NBC equipment (alarms, wipe tests, measuring devices)?			
	(6) Food Service Equipment (MKT/CK, MBU)?			
	(7) Night Vision Goggles			
C040445	Is the unit properly identifying and administratively dead-lining equipment that is more that 10 percent overdue service by days or usage? DA PAM 750-8 para 2-4e (4); DA Pam 750-1 para 1-4f			
	51200 - **SAMS-1E Database Administration** Totals:			

COMMENTS:

SECTION 04.04 - MAINTENANCE MANAGEMENT UNIT LEVEL
COMMAND INSPECTION CHECKLIST

C040400 - Army Material Status System (AMSS) Reporting
References: DA PAM 750-8 para 5-6c; SB 700-20; AR 71-32; AR 220-1 para 9-3,a(1); DA PAM 750-8; AR 700-138 para 1-20

		GO	NO GO	N/A
C040446	Does the SAMS-1E data match the Commander's hand receipt and the unit's MTOE? DA PAM 750-8 para 5-6c			
C040447	Are substitute LINs properly identified? SB 700-20			
C040448	Do excess items have an approved DA Form 4610-R on file? Do they meet a valid need? AR 71-32			
C040449	Are Equipment Readiness Codes (ERCs) entered properly A or P? AR 220-1 para 9-3,a(1); DA PAM 750-8			
C040450	What is the Organizational Readiness Rate (ORR) for the unit? AR 700-138 para 1-20 **OR%:** _____ **PACE%:** _____			
	51300 - **AMSS Reporting** Totals:			

COMMENTS:

SECTION 04.04 - MAINTENANCE MANAGEMENT UNIT LEVEL
COMMAND INSPECTION CHECKLIST

C040400 - PMCS Spot Check of Unit Equipment
References: **AR 750-1, para 2-20g; 3-1; 3-2, DA Pam 750-1, para 2-5; 2-6**
All applicable TMs, Modification Work Orders (MWOs), Lube Orders (Los)

		GO	NO GO	N/A
C040451	Masks, NBC, communications equipment clean and correctly assembled? MASK NBC COMM **GO NO GO GO NO GO GO NO GO**			
C040452	Weapons check: M16/M4: **GO NO GO** M9: **GO NO GO** Crew served weapons (M249, M240, M2, MK19): **GO NO GO**			
C040453	Vehicles check: (1) Admin#: Mileage: Fault: **GO / NO GO** (2) Admin#: Mileage: Fault: **GO / NO GO** (3) Admin#: Mileage: Fault: **GO / NO GO** (4) Admin#: Mileage: Fault: **GO / NO GO** (5) Admin#: Mileage: Fault: **GO / NO GO** (6) Admin#: Mileage: Fault: **GO / NO GO**			
51400 - **PMCS Spot Check of Unit Equipment** Totals:				

COMMENTS:

SECTION 04.04 - MAINTENANCE MANAGEMENT UNIT LEVEL
COMMAND INSPECTION CHECKLIST

		GO	NO GO	N/A
	Additional Duty Appointment Orders Summary			
	Maintenance Standing Operating Procedures (SOPs) Summary			
	Unit Maintenance Standing Operating Procedures (SOP) Summary			
	TMDE Accountability Summary			
	Command Maintenance Evaluation Team (COMET) Summary			
	Training Schedules Summary			
	Army Oil Analysis Program (AOAP) Summary			
	Publications Summary			
	Drivers Training Summary			
	Dispatch Control Log DA Form 5982-E Summary			
	Preventive Maintenance Checks and Services (PMCS) Summary			
	Standard Army Maintenance System Enhanced (SAMS-1E) Database Administration Summary			
	Army Material Status System (AMSS) Reporting Summary			
	PMCS Spot Check of Unit Equipment Summary			
	SECTION 5 - **Unit Maintenance Management** TOTALS:			

COMMENTS:

SECTION 04.04 - MAINTENANCE MANAGEMENT BATTALION/BRIGADE LEVEL
COMMAND INSPECTION CHECKLIST

H040400 - Unit Additional Duty Appointment Orders
References: AR 600-20, AR 750-1, AR 600-55, DA PAM 750-8, AR 710-2-1

		GO	NO GO	N/A
H040401	Commander AR 600-20 para 2-5d (Assumption of Command Letter)			
H040402	Maintenance Officer AR 750-1 para 3-7a			
H040403	TMDE Coordinator AR 750-43 para 6-4			
H040404	License Qualifying Official AR 600-55 para 6-1b			
H040405	Dispatcher/SAMS-1E Operator DA PAM 750-8 para 2-2b; DA PAM 750-3 para 3-3			
H040406	Logistics Readiness Officer AR 750-1 para 2-20b(4); AR 700-138 para 1-18d			
H040407	AOAP Monitor AR 750-1 para 2-17a para 24, a-f			
H040408	High Priority Certifying Official AR 710-2-1 para 2-3			
	Unit Additional Duty Appointment Orders Totals:			

COMMENTS:

SECTION 04.04 - MAINTENANCE MANAGEMENT BATTALION/BRIGADE LEVEL
COMMAND INSPECTION CHECKLIST

H040400– HHQ Maintenance Standing Operating Procedures (SOPs)
References:

		GO	NO GO	N/A
H040409	Has the battalion or brigade issued HHQ Maintenance SOPs?			
H040410	Is a copy of the FY13 Maintenance Strategy Action Plan (MSAP) on-hand?			
	Maintenance Standing Operating Procedures (SOP)Totals:			

COMMENTS:

SECTION 04.04 - MAINTENANCE MANAGEMENT BATTALION/BRIGADE LEVEL
COMMAND INSPECTION CHECKLIST

H040400- Unit Maintenance SOPs
References:

		GO	NO GO	N/A
H040411	Has the battalion or brigade ensured all subordinate units have a valid Unit Maintenance SOP?			
	Unit Maintenance SOP Totals:			

COMMENTS:

SECTION 04.04 - MAINTENANCE MANAGEMENT BATTALION/BRIGADE LEVEL
COMMAND INSPECTION CHECKLIST

H040400- TMDE Accountability
References: AR 750-43

		GO	NO GO	N/A
H040412	Has the battalion or brigade ensured all subordinate units have a TMDE Program in place?			
H040413	Is the battalion or brigade TMDE delinquency rate 2% or below? AR 750-43 para 6-1c; TIMMS Delinquency Report Delinquincy Rate %: _____			
	TMDE Accountability Totals:			
COMMENTS:				

SECTION 04.04 - MAINTENANCE MANAGEMENT BATTALION/BRIGADE LEVEL
COMMAND INSPECTION CHECKLIST

H040400- Command Maintenance Evaluation Team (COMET)
References: NGR 750-51

		GO	NO GO	N/A
H040414	Has the battalion or brigade ensured all subordinate units have an effective COMET program in place?			
H040415	Latest state assessment Rating: _____ Date: _____			
H040416	Has the battalion or MSC ensured subordinate Commanders have submitted the required written response to the SMM within 30-days for an unsatisfactory rating, including corrective action plans? NGR 750-51 para 2-2h			
H040417	Are COMET inspection results retained for four years? NGR 750-51 para 2-2h(5)			
	Command Maintenance Evaluation Team (COMET) Totals:			
COMMENTS:				

SECTION 04.04 - MAINTENANCE MANAGEMENT BATTALION/BRIGADE LEVEL
COMMAND INSPECTION CHECKLIST

H040400- Training Schedules
References:

		GO	NO GO	N/A
H040418	Has the battalion or brigade ensured subordinate units have sufficient time blocked out for unit-level PMCS in their training schedules for IDT and annual training? FY 13 Maintenance Strategy Action Plan (MSAP)			
	Training Schedules Totals:			

COMMENTS:

SECTION 04.04 - MAINTENANCE MANAGEMENT BATTALION/BRIGADE LEVEL
COMMAND INSPECTION CHECKLIST

H040400- Army Oil Analysis Program (AOAP)
References: AR 750-1

		GO	NO GO	N/A
H040419	Has the battalion or brigade validated that all subordinate unit's required equipment is enrolled in the Army Oil Analysis Program (AOAP)? AR 750-1 8-2a; DA Pam 750-8 4-3; TB 43-0211			
	Army Oil Analysis Program (AOAP)Totals:			

COMMENTS:

SECTION 04.04 - MAINTENANCE MANAGEMENT BATTALION/BRIGADE LEVEL
COMMAND INSPECTION CHECKLIST

H040400- Publications
References: AR 710-2, DA PAM 750-3

		GO	NO GO	N/A
H040420	Has the battalion or brigade ensured all subordinate units have the current FEDLOG on-hand?			
H040421	Has the battalion or brigade ensured that all subordinate units have an adequate supply and maintenance publications library, to include a completed DA Form 12-R on file and a 12-R series account? AR 710-2 para 2-4a; DA PAM 750-3 para 3-5			
	Publications Totals:			

COMMENTS:

SECTION 04.04 - MAINTENANCE MANAGEMENT BATTALION/BRIGADE LEVEL
COMMAND INSPECTION CHECKLIST

H040400- Drivers Training
References:

		GO	NO GO	N/A
H040422	Has the battalion or brigade directed the units to establish a driver/operator training program, and is it being used?			
	Drivers Training Totals:			

COMMENTS:

SECTION 04.04 - MAINTENANCE MANAGEMENT BATTALION/BRIGADE LEVEL
COMMAND INSPECTION CHECKLIST

H040400- Preventative Maintenance Checks and Services (PMCS)
References:

		GO	NO GO	N/A
H040423	Has the battalion or brigade ensured subordinate units have an effective PMCS and scheduled services program in place?			
	Preventative Maintenance Checks and Services (PMCS) Totals:			
COMMENTS:				

SECTION 04.04 - MAINTENANCE MANAGEMENT BATTALION/BRIGADE LEVEL
COMMAND INSPECTION CHECKLIST

H040400- Standard Army Maintenance System- Enhanced (SAMS-1E) Database Administration
References: AR 750-1, DA PAM 750-8, DA Pam 750-1

		GO	NO GO	N/A
H040424	Is the battalion or brigade ensuring subordinate units are entering all major end items requiring dispatch, scheduled services or other maintenance (to include PMCS) in the SAMS-1E box, with proper services scheduled as required by the appropriate TM? AR 750-1 para 3-2 (6), 4-2; DA PAM 750-8 para 3-1d,f,h & 3-9			
H040425	Has the battalion or brigade validated that subordinate units are properly identifying and administratively dead-lining equipment that is more than 10% overdue on service by days or usage? DA PAM 750-8 para 2-4e (4); DA Pam 750-1 Para 1-4f			
	Standard Army Maintenance System- Enhanced (SAMS-1E) Database Administration Totals:			
COMMENTS:				

SECTION 04.04 - MAINTENANCE MANAGEMENT BATTALION/BRIGADE LEVEL
COMMAND INSPECTION CHECKLIST

H040400- Army Material Status System (AMSS) Reporting
References: DA PAM 750-8, AR 700-138

		GO	NO GO	N/A
H040426	Has the battalion or brigade validated that the subordinate unit's SAMS-1E data matches the Commander's hand receipt and the unit's MTOE? DA PAM 750-8 para 5-6c			
H040427	What are the Organizational Readiness Rates (ORR) for subordinate units? AR 700-138 para 1-20 **Unit:** _____ **OR%:** _____ **PACE%:** _____ **Unit:** _____ **OR%:** _____ **PACE%:** _____ **Unit:** _____ **OR%:** _____ **PACE%:** _____ **Unit:** _____ **OR%:** _____ **PACE%:** _____ **Unit:** _____ **OR%:** _____ **PACE%:** _____ **Unit:** _____ **OR%:** _____ **PACE%:** _____			
	Army Material Status System (AMSS) Reporting Totals:			

COMMENTS:

SECTION 04.04 - MAINTENANCE MANAGEMENT BATTALION/BRIGADE LEVEL
COMMAND INSPECTION CHECKLIST

		GO	NO GO	N/A
	Unit Additional Duty Appointment Orders			
	Maintenance Standing Operating Procedures (SOP)			
	Unit Maintenance SOP			
	TMDE Accountability			
	Command Maintenance Evaluation Team (COMET)			
	Training Schedules			
	Army Oil Analysis Program			
	Publications			
	Drivers Training			
	Preventative Maintenance Checks and Services (PMCS)			
	Standard Army Maintenance System- Enhanced (SAMS-1E) Database Administration			
	Army Material Status System (AMSS) Reporting			
	Totals:			

COMMENTS:

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SECTION 05.01 – COMMAND AND STAFF
COMMAND INSPECTION CHECKLIST

UNIT DESIGNATION AND LOCATION _____

INSPECTION TEAM CHIEF _____ DATE _____

C050100 – ADMINISTRATIVE - SAFETY
References: AR 385-10, NGR 385-10, DA Pam 385-10, JFKS SOP 385-10, CFR 1960.30.

		GO	NO GO	N/A
C050101	Has the unit developed Standard Operating Procedures (SOP) or (Safety Annex) that establishes unit safety practices? AR 385-10, Table 1-1, NGR 385-10, Para. 2-15 (e).			
C050102	Is the Commanders Safety Philosophy letter published that incorporates Risk Management and the units mission essential task list posted on the safety bulletin board? (Each unit will post **their commanders** and two levels up. Company post their CDR's plus BN and BDE, etc.) NGR 385-10, Para. 2-13 i., NGR 385-10, Para. 13-4 c. (1).			
H050103	Has the Commander appointed a Safety Officer/NCO **or** Additional Duty Safety Officer (ADSO) to maintain the safety program for the unit and its facilities? AR 385-10, Para. 2-7 g., NGR 385-10, Para. 2-13 g.			
H050104	Has the unit Safety Officer/NCO completed the ADSO course with a certificate on file? AR 385-10, Para. 10-8 a., NGR 385-10, Para. 2-14 i. https://safety.army.mil/			
H050105	Has the unit Commander completed the Commanders Safety Course with a certificate on file? AR 385-10, Para. 10-6 a., NGR 385-10, Para. 2-13 h. https://safety.army.mil/			
H050106	Is a Command Safety Council established that meets at least quarterly? AR 385-10, Para. 15-4, NGR 385-10, Para. 4-5 (d), JFKS SOP 385-10, Para. 1-4 (b). (DIV, BDE, BN)			
H050107	Is the Commander the chairman of the Safety Council? JFKS SOP 385-10, Para. 1-4 (b). (DIV, BDE, BN)			
C050108	Are the most recent Safety Council minutes posted on the unit safety board? (Company post BN, BN post their minutes and BDE) NGR 385-10, Para. 13-4, JFKS SOP 385-10, Para. 3-4.			
H050109	Does the unit ensure that internal safety inspections are conducted and documented at least annually using the inspection checklist listed in JFKS SOP 385-10, Appendix D? AR 385-10, Para. 17-5 (b), NGR 385-10, Para. 2-14 h., JFKS SOP 385-10, Para. 3-1 (a).			
C050110	Have corrective actions been taken for hazards identified during inspections? (Example: Work Order #, Purchase Order, etc.) AR 385-10, Para. 17-3 d., AR 385-10, Para. 17-7, 29 CFR 1960.30 a.- c.			

C050111	Does the unit have properly maintained records of written reports of violations for hazards identified (DA Form 4754, Violation Inventory Log) during safety inspections for the previous year if violations were noted? DA Pam 385-10, Para. 8-5., DA Pam 385-10, Appendix G.			
H050112	Does the unit have a pre-accident notification plan to be used in the event of an accident? AR 385-10, Para. 1-6 j., NGR 385-10, Para. 6-3.			
H050113	Does the unit have an Emergency Action Plan for the Armory? NGR 385-10, Para. 8-3 z., JFHQ SOP 385-10, Para. 1-4 h.			
H050114	Does the unit properly document and record accident and injury cases that are investigated and reported using DA Form 285-AB-R (AGAR)? (Compare LOD Injury Report with total AGAR's completed) AR 385-10, Para. 3-8 b., NGR 385-10, Para. 6-2. JFKS SOP 385-10, Para. 2-4.			
	Administrative Totals:			

COMMENTS:

SECTION 05.01 – COMMAND AND STAFF
COMMAND INSPECTION CHECKLIST

H050100 – SAFETY RISK MANAGEMENT
References: AR 385-10, NGR 385-10, DA Pam 385-10, JFKS SOP 385-10, FM 5-19.

		GO	NO GO	N/A
H050115	Does the unit ensure that Risk Management Controls are integrated into SOP's, written and verbal orders, mission briefings and staff estimates? AR 385-10, Para. 13-1, FM 5-19, Para. 1-36.			
H050116	Does the unit have properly maintained and fully completed (all blocks filled out) records of Risk Management assessments and controls that were integrated into written orders, mission briefings, and staff estimates for the previous calendar year? AR 385-10, Para. 13-1, FM 5-19, Para. 1-36.			
H050117	Have units established a process for all personnel to complete the Risk Management Basic Course and is training documented in DTMS during the Soldiers first year of assignment? AR 385-10, Para. 10-2, NGR 385-10, Para. 5-3. JFKS SOP 385-10, Para. 4-2.			
H050118	Does the Commander use DA Form 7566 or electronic equivalent to assist in risk level assessment and management? NGR 385-10, Appendix G-8, NGR 385-10, Para. 2-13 (c).			
H050119	Is the Risk Decision Authority correct for the Overall Risk Level after controls are implemented? DA Pam 385-30, Para. 5-2 a., FM 5-19, Para. 1-44. JFKS SOP 385-10, Para. 5-7.			
	Risk Management Totals:			

COMMENTS:

SECTION 05.01 – COMMAND AND STAFF
COMMAND INSPECTION CHECKLIST

H050100 – SAFETY TRAINING
References: AR 385-10, NGR 385-10, JFKS SOP 385-10.

		GO	NO GO	N/A
H050120	Has the Commander established a safety education program (of at least eight hours annually) that ensures safety training is being conducted and documented in DTMS? AR 385-10, Para. 10-4 (b), NGR 385-10, Para. 2-13. JFKS SOP 385-10, Para. 4-2. KS SOP 350-1.			
H050121	Is a system in place and implemented to make up missed safety training? JFKS SOP 385-10, Para. 4-2.			
C050122	Is training and use of ground guides included in unit SOP's? AR 385-10, Para. 11-4 h.			
H050123	Have all unit personnel required to drive Army motor vehicles completed the Army Accident Avoidance training course? AR 385-10, Para. 11-7 a. (5), NGR 385-10, Para. 11-6 d. https://safety.army.mil/			
C050124	Does the Commander ensure that unit personnel operating a motorcycle on the installation complete a MSF based rider safety course? AR 385-10, Para. 11-9 b. (1), NGR 385-10, Para. 11-8 a. TAG Policy Letter #23.			
H050125	Does the unit utilize the safety awards program to include individuals who maintain outstanding driving records as a motivation to improve and/or sustain safety awareness? AR 385-10, Para. 8-2, NGR 385-10, Para. 11-6 f.			
	TRAINING Totals:			

COMMENTS:

SECTION 05.02 – COMMAND AND STAFF
COMMAND INSPECTION CHECKLIST

H050200 – GPC/IMPAC

GPC/IMPAC CARD OIP Checklist				
	Administrative Functions	GO	No Go	N/A
H050201	Has the LPC been delegated in writing by the commander or director? DoDFMR Vol 9, Chap 3, 030208, 0307, Review appointment letter			
H050202	Have the duties and responsibilities of the LPC been firmly established? DoDFMR Vol 9, Chap 3, 030208, 0307, Review appointment letter			
H050203	Has the LPC been trained within 90 days of assignment? (JFHQ-KS SOP 37-112)			
H050204	Is an alternate LPC appointed to ensure continuity, program management, and cardholder support in the absence of the primary LPC? FORSCOM PII, Chap 3, 3-29; Chap 5, 5-2, 5-3; DoDFMR Vol 9, Chap 3, 030701B			
H050205	Are there BN/Unit policies and procedures to educate travelers in regards to prompt filing of travel settlement vouchers, split disbursement, and guidance for long term TDY? (JFHQ-KS SOP 37-112)			
H050206	Are there Brigade/Battalion policies/MOI's regarding the use and responsibilities associated with the government travel charge card? (JFHQ-KS SOP 37-112)			
H050207	Does BN commander stress the importance of the government travel card program, including requiring the LPC to run reports, analyze transactions, and allowing the LPC sufficient time to conduct the program? (JFHQ-KS SOP 37-112)			
H050208	Has the command developed procedures for identifying in-processing cardholders transferring from other agencies or components? (DoDFMR Vol 9, Chap 3, 030701C, 030706, Determine and review process established)			
H050209	Are the responses of supervisors monitored to ensure that effective, timely corrective action is taken? DoDFMR Vol 9, Chap 3, 030901C-F; Ann 2,3,4, eview files for evidence of supervisory interaction			
COMMENTS:				
	ADMINISTRATIVE FUNCTIONS SUMMARY:			

#	Account Maintenance	GO	No Go	N/A
H050210	Does the LPC maintain an up-to date listing of cardholders? (JFHQ-KS SOP 37-112)			
H050211	Does a file exist for each cardholder contain a copy of the training certificate, the application, the cardholder statement of understanding and any documentation/correspondence regarding counseling for abuse or misuse if required as a minimum? (JFHQ-KS SOP 37-112)			
H050212	Are there Statements of Understanding (SoU) on file for all cardholders? (DoDFMR Vol 9, Chap 3, 030602-06, 030701A and Ann1, Review files and statements against current GTCC account listing)			
H050213	Does the LPC obtain a cardholder Statement of Understanding (SoU) at the time of application or inprocessing? (DoDFMR Vol 9, Chap 3, 030602-06, 030701A and Ann1, Review files and statements against current GTCC account listing)			
H050214	Is the SoU accurate and complete? (SoU may be on file at state level, but remain responsibility of sponsoring unit)(DoDFMR Vol 9, Chap 3, 030602-06, 030701A and Ann1, Review files and statements against current GTCC account listing)			
H050215	Do applicants who refuse to permit a credit check complete DD Form 2883 (Creditworthiness Evaluation) to document self-certification of creditworthiness? (JFHQ-KS SOP 37-112)			
H050216	Has each cardholder completed the mandatory DTMO Travel Card 101 on-line training or locally developed training program prior to application processing? (JFHQ-KS SOP 37-112)			
H050217	Have all cardholders been instructed to access the CitiBank website to view statements and correct/updated addresses and phone numbers? (JFHQ-KS SOP 37-112)			
H050218	Have cardholder's completed biennial refresher training? (JFHQ-KS SOP 37-112)			
H050219	Is the applicant informed of the process to follow in order to be reimbursed for the fee charged by Bank of America for expedited card processing? DoDFMR Vol 9, Chap 3, 030604, Review information to train/counsel cardholders			
COMMENTS:				
	ACCOUNT MAINTENANCE SUMMARY:			

#	Account Activities	GO	No Go	N/A
H050220	Does the command meet the DoD delinquency goal of less the 2%? (JFHQ-KS SOP 37-112)			
H050221	Do all cardholders file their DTS travel voucher within five days of completing travel? (JFHQ-KS SOP 37-112)			
H050222	Do all cardholders utilize mandatory split disbursement or default disbursement as appropriate? (JFHQ-KS SOP 37-112)			
H050223	Does the LPC run the pre-suspension report monthly and take action to inform commanders or supervisors of pending problems? Is report annotated and filed? DoDFMR Vol 9, Chap 3, 030901C, 031003D, EAGLS user manual; DoD METL			
H050224	Does the LPC run the monthly delinquency report immediately after the cycle date (approximately 12th of each month)? Is there evidence that the report has been researched, delinquent individuals contacted, and resolution reached? Is report annotated and filed? DoDFMR Vol 9, Chap 3, 0310; 031003C, DoD METL			
H050225	Are periodic internal control reviews conducted on processing of travel claims as it directly relates to delinquency issues associated with the travel card? (JFHQ-KS SOP 37-112)			
H050226	Does the LPC monthly review the Airline Exceptions Report to identify unauthorized charges? (DoDFMR Vol 9, Chap 3, 0310; 031003B, DoD METL)			
H050227	Does the LPC review the Authorization/Declines Report to identify unauthorized charges, abuse and misuse? (DoDFMR Vol 9, Chap 3, 0310; 031003B, DoD METL)			
H050228	Does the LPC review the Non-Travel Activity Exceptions Report or the Transaction Activity Report to identify unauthorized charge, abuse and misuse? (JFHQ-KS SOP 37-112)			
H050229	Does the LPC review, at a minimum, the transactions of 10% of all active accounts on a monthly basis for fraud or abuse? (JFHQ-KS SOP 37-112)			
COMMENTS:				
	ACCOUNT ACTIVITIES SUMMARY:			

#	Delinquency Management	GO	No Go	N/A
H050230	Has the LPC sent delinquency email notifications to the cardholder and the cardholders' supervisor/commander for all accounts with balances greater than 30 days past due? (JFHQ-KS SOP 37-112)			
H050231	Has the Chain of Command counseled in writing all cardholders with delinquent balances or instances of misuse/abuse? (JFHQ-KS SOP 37-112)			
H050232	By what method are cardholders and their respective supervisor/commander notified of the delinquency of the cardholder account? DoDFMR Vol 9, Chap 3, 030901C-F; Ann 2,3,4			
H050233	Does the Chain of Command initiate reduction in spending limits, deactivation of card privileges, or account closure when card misuse is identified? (JFHQ-KS SOP 37-112)			
H050234	Do leaders and manages take corrective action to ensure cardholders executing unauthorized transactions are counseled or disciplined to prevent future cardholder abuse? (JFHQ-KS SOP 37-112)			
H050235	Does the Chain of Command refer GTCC abuse and delinquency to the Security Manager, who will in turn refer the matter to the Central Clearance Facility for a determination on whether removal of the security clearance is warranted? (JFHQ-KS SOP 37-112)			
H050236	Does the Chain of Command take appropriate adverse/disciplinary actions in accordance with the UCMJ, KCMJ, state revised statutes or local union bargaining agreements as applicable when a cardholder is delinquent or has abused the GTCC? (JFHQ-KS SOP 37-112)			
H050237	In instances where supervisory action is not taken or is not effective is the issue/problem elevated up the chain of command? DoDFMR Vol 9, Chap 3, 030901C-F; Ann 2,3,4			
COMMENTS:				
	DELINQUENCY MANAGEMENT SUMMARY:			

#	Deactivation Actions	GO	No Go	N/A
H050238	Are out processing personnel identified to the state APC to ensure that individual access to the card provider's electronic access system are terminated or modified as appropriate upon transfer of the individual? (JFHQ-KS SOP 37-112)			
H050239	Does the LPC notify the responsible APC of GTCC account holders that have retired, separated, or transferred to other units, states or Services? (JFHQ-KS SOP 37-112)			
H050240	Has the command incorporated procedures to notify the state APC of all separated, retired or deceased personnel to ensure that those accounts are closed? (DoDFMR Vol 9, Chap 3, 030701C, 030702, 030703, 030706)			
H050241	Are all cards for mobilized soldiers deactivated upon mobilization? (JFHQ-KS SOP 37-112)			
H050242	Are mobilizing soldiers briefed on the procedures to obtain access to their government travel card when deployed? (JFHQ-KS SOP 37-112)			
COMMENTS:				
	DEACTIVATION ACTIONS SUMMARY:			

#	GTC INSPECTION SUMMARY	GO	No Go	N/A	% GO
1	Administrative Functions				
2	Account Maintenance				
3	Account Activities				
4	Delinquency Management				
5	Deactivation Actions				
	TOTALS:				
COMMENTS:					

SECTION 05.03 – COMMAND AND STAFF
COMMAND INSPECTION CHECKLIST

H050300 – COMMAND CLIMATE

		GO	No Go	N/A
H050301	Was proper military courtesy displayed by members of the unit? (AR 600-20, Para 5-3; AR 600-25, Chap 4)			
H050302	Were administration of the OER and NCOER programs established and properly administered? (AR 623-3)			
H050303	Were soldiers familiar with their rights to present complaints to an Inspector General?			
H050304	Has the commander implemented the Army Weight Control Program, including the evaluation of the weight and military appearance of all soldiers within his jurisdiction? (AR 600-9, para 17a)			
H050305	Are the records of soldiers on the unit weight control program flagged?			
H050306	Has the Commander denied favorable personnel action to soldiers on the weight control program?			
H050307	When soldiers are removed from the unit weight control program are their progress records retained for one year?			
COMMENTS:				
	COMMAND CLIMATE SUMMARY:			

SECTION 05.04 – COMMAND AND STAFF
COMMAND INSPECTION CHECKLIST

H050400 – ARMY EQUAL OPPORTUNITY

		GO	No Go	N/A
H050401	**Commanders will publish and post written command policy statements down to company, troop or battery level.** Post unit Commander's policy to include NGB CSMA Poster 94-170 (Discrimination Complaints Procedures), NGB-EO Poster 99-001 (Sexual Harassment), NGB-EO Poster 96-002 (Human Goals), NGB EO Poster 2001-160 (EO Hotline), and AGKS Policy #1 on unit bulletin boards. (The Commander's policy will reaffirm the AGKS Policy #1 commitment and that Discrimination and Sexual Harassment will not be tolerated. This statement will also explain how and where to file complaints and shall include the fact that all complainants will be protected from threats of reprisal.) This IAW para 6-2g(11), AR 600-20, dtd 15 Jul 99 and para 1-4f(5), NGR 600-21.			
	Were written command policy statements posted? (to include TAG policy letter)			
	Was NGB CSMA Poster 94-170 posted?			
	Was NGB-EO Poster 99-001 posted?			
	Was NGB-EO Poster 2001-160 EO Hotline posted?			
H050402	**Company level commanders will conduct a unit climate assessment within 180 days of assuming command and annually thereafter.** Information on conducting this assessment may be found at appendix F of AR 600-20. Commanders should supplement any survey efforts with individuals and group interviews, the analysis of unit records and statistical information (i.e. awards, promotions, reenlistment, misconduct) and with complaint reports. This assessment will provide a baseline for the commanders to develop action plans and implement program initiatives. Brigade EOA or STARC EOA can assist commanders in conducting their climate assessments. IAW AR 600-20, para 6-2g(12) and NGR 600-21, para 2-9.			
	Was climate assessment conducted within 180 days of command? (NGR 600-21, para 2-10a)			
	Was climate assessment conducted annually thereafter?			
H050403	**Affirmative Action Plans (AAPs).** Each MACOM, installation, separate unit, agency, and activity down to and including brigade-level or equivalent will develop and implement AAPs. Commanders will provide a copy of their AAP to the next higher commander. The use of the State Headquarters AAP may be utilized and/or altered to fit each brigade/unit. IAW AR 600-20, para 6-13 and NGR 600-21, chapter 5 and AGKS AAP. Unit AAPs will be written IAW DA Pam 600-26.			
	Did unit have an AAP or was unit utilizing an AAP?			
H050404	**Authorized EO staff positions.** EOA positions filled at Brigade level and above and EOA DEOMI trained or scheduled for training. IAW AR 600-20, para 6-4 and NGR 600-21, para 2-2a.			
	Were EOA positions filled (Brigade level only)?			
	Was the EOA scheduled for DEOMI training or already DEOMI trained?			
H050405	**Appointment of EORs.** Commanders must appoint (duty appointment) EORs in their units to include battery/detachment levels who are members of their chain of command. Recommended rank of SSG through 1LT. EORs are to be trained annually by the higher HQs EOA. IAW AR 600-20, para 6-2i and NGR 600-21, para 2-2g.			
	Were duty appointments on file?			
	Was EOR trained?			

H050406	**Training.** Unit EO training must be scheduled on the Yearly Training Plan (YTP) and conducted twice a year. This semi-annual training will include Prevention of Sexual Harassment (POSH) and any other type of EO training (i.e. "Consideration of Others, Special Observances, Discrimination, etc). Example of Training documented on YTP: (03 Mar 01, 0900-0930 hrs, Unit EO Training, 0930-1000 hrs, POSH training; 03 Sep 01, 0800-0830 POSH training, 0830-0900 hrs, Unit EO Training). Training roster file must be maintained with the following information: type of training, instructor, date, time and length of training, roster of attendees. IAW AR 600-20, para 6-14(2) and NGR 600-21, para 2-10a(2).			
	Was EO Training on the YTP?			
	Was Training conducted twice a year?			
	Prevention of Sexual Harassment:			
	EO Training:			
	Were training rosters with appropriate information on file:			
H050407	Reference Material. In order to maintain an effective EO program the following reference material must be maintained in each unit library:			
	AR 600-20, Army Command Policy, dtd 15 Jul 99			
	NGR 600-21, Equal Opportunity Program in the NG, dtd 14 Sep 01			
	NGR 600-22, NG Military Discrimination Complaint System, dtd 30 Mar 01			
	DA PAM 350-20, Unit Equal Opportunity Training Guide, dtd 30 Aug 93			
	DA Pam 600-69, Unit Climate Profile, Commander's Handbook, dtd 1 Oct 88			
	FM 22-100, Military Leadership, dtd 31 Aug 99			

COMMENTS:

EQUAL OPPORTUNITY SUMMARY:			

SECTION 05.05 – COMMAND AND STAFF
COMMAND INSPECTION CHECKLIST

H050500 – SUBSTANCE ABUSE PREVENTION PROGRAM

		GO	No Go	N/A
H050501	Has the Unit CDR appointed a Unit Prevention Leader or (UPL) (E5 or above), & has a unit test team been appointed (E5 of above)? (KSSOP 600-85, Para 2-5a)			
H050502	Is the Unit CDR placing command emphasis on alcohol and drug abuse prevention? (KSSOP 600-85, Para 2-5c)			
H050503	Is the Unit CDR confronting & counseling unit members who are suspected of abusing alcohol or drugs and encouraging them to seek rehabilitation? (KSSOP 600-85, Para 2-5d)			
H050504	Is the Unit Commander providing the necessary support to the UPL to allow drug urinalysis testing to be conducted and completed? (KSSOP 600-85, Para 2-5e)			
H050505	Is the Unit Commander counseling unit member's who test positive on drug urinalysis testing concerning rehabilitation options? (KSSOP 600-85, Para 2-5f)			
H050506	Is the Unit CDR requesting separation for soldiers who tested positive during drug urinalysis? IAW guidelines in para 6-7, KSSOP 600-85? (KSSOP 600-85, Para 2-5f & Para 6-7)			
H050507	Has the unit conducted 2 hours of alcohol and drug abuse prevention education training for all unit members, annually? (KSSOP 600-85, Para 3-7 & Para 3-9)			
H050508	Have new unit members received an alcohol & drug abuse prevention policy briefing? This must be conducted within the new members first three IDT weekends and must be annotated on their sponsorship checklist. (KSSOP 600-85, Para 3-8)			

COMMENTS:

SUBSTANCE ABUSE PREVENTION PROGRAM SUMMARY:			

SECTION 05.06 – COMMAND AND STAFF
COMMAND INSPECTION CHECKLIST

H050600 – ORGANIZATIONAL INSPECTION PROGRAM

		GO	No Go	N/A
H050601	Did the commander publish his inspection policy for subordinate levels of command to include command, staff, and where appropriate, IG inspections? (AR 1-201, Para 5c) (Battalion level and above)			
H050602	Did newly assigned commanders receive an initial assessment within 180 days of assumption of command or within the days specified by the appropriate command publication? (AR 1-201, para 8c)			
H050603	Was the OER Support Form (DA Form 67-8-1) for new commanders reviewed in conjunction with the initial assessment? (AR 1-201, Para 8c)			
H050604	Did the Commander conduct an effective command inspection? (AR 1-201, Para 7)			
H050605	Were operational inspection reports adequately coordinated within the staff and/or headquarters to ensure that appropriate personnel were aware of problem areas?			
H050606	Has the Commander conducted Staff visits and follow-up inspections to ensure corrective action is implemented? (AR 1-201, para 2-2,n)			
COMMENTS:				
	ORGANIZATIONAL INSPECTION PROGRAM SUMMARY:			

SECTION 05.07 – COMMAND AND STAFF
COMMAND INSPECTION CHECKLIST

H050700 – EVALUATED AREAS

		GO	No Go	N/A
H050701	Command Climate			
H050702	Army Equal Opportunity – Unit level			
H050703	Army Equal Opportunity – Brigade level and above			
H050704	Alcohol and Drug Abuse and Control Program			
H050705	Command Inspection Program			
COMMENTS:				
	SUMMARY:			

SECTION 05.08 – COMMAND AND STAFF
COMMAND INSPECTION CHECKLIST

H050800 – FACILITIES MANAGEMENT

	FACILITY OPERATION	GO	NO GO	N/A
H050801	Is a Building Manager and an Assistant appointed? Has a copy of the appointment been forwarded to DOFE? Is the Certificate displayed in the facility? (KS-SOP 420-8, 1-3a)			
H050802	Did the Building Manager take action to ensure that facility deficiencies, especially (fire, safety and health), were corrected by self-help or submission of a Work Request through DOFE? (KS-SOP 420-8, 7-1)			
H050803	Is the building manager maintaining a status file for work requests? (KS-SOP 420-8, 3-1)			
H050804	Have self-help projects been approved prior to being accomplished? (KS-SOP 420-8, 3-6)			
H050805	Is the building manager maintaining a Historic Maintenance Log? Is the maintenance and service of real property being performed? (KS-SOP 420-8, 8)			
H050806	Are the facility and grounds clean and well maintained? 420-8, 7)			
H050807	Are Electronic Security Systems being tested on a monthly basis and a log of the test dates maintained? (KS-SOP 420-8, 13-4)			
	B. FACILITY EQUIPMENT			
H050808	Is State equipment (mowers, weed eaters, etc.) being maintained and serviced?			
H050809	Is a State Hand receipt holder appointed in writing by the Commander?			
H050810	Is all State property accounted for?			
	C. FACILITY ENERGY			
H050811	Have appropriate energy conservation measures been implemented? (AR 420-1, 22-12)			
H050812	Are temperatures in occupied facilities during the heating season set at the proper levels (72°F +/- 2°F during duty hours; 60°F +/- 5°F during non-duty hours)? (AR 420-1, 22-12b(1))			

H050813	Are temperatures in occupied facilities (wherever mechanical cooling is authorized) during the cooling season set at the proper levels (74°F +/- 2°F during duty hours; 85°F +/- 5°F during non-duty hours)? (AR 420-1, 22-12b(1))			
H050814	Are temperatures in warehouses, storage buildings, maintenance bays, and similar spaces set at the proper levels during heating season (55°F +/- 5°F during duty hours; 45°F +/- 5°F during non-duty hours)? (AR 420-1, 22-12b(1))			
H050815	Is the hot water temperature no greater than 110°F at non-food service facilities? (AR 420-1, 22-12b(3))			
H050816	Are appliances (such as fans, coffee pots, etc), computer monitors, and peripherals (such as speakers) turned off when not in use? (AR 420-1, 22-12d(3))			
H050817	Is general purpose office equipment (such as copiers, printers, fax machines, and similar equipment) turned off at the end of every business day? (AR 420-1, 22-12d(6))			
H050818	Are windows and doors closed when the HVAC system is operational? (AR 420-1, 22-12a(2))			
	D. FACILITY ENVIRONMENTAL			
H050819	Does the facility have an Environmental Compliance Officer (ECO) on order? (KS 200-1, 6-1)			
H050820	Is the ECO trained? (KS 200-1, 6-4)			
H050821	Does the facility have an EMS poster and video? (AR 200-1, para 15-3b, 15-3g)			
H050822	Is there documentation of the facility EMS briefing? (AR 200-1, para 15-3b, 15-3g)			
H050823	Do new soldiers view the EMS video as orientation? (AR 200-1, para 15-3b, 15-3g)			
H050824	Is the TAG's recycling MOI implemented? (KS 200-19-6)			
H050825	Is paper recycled? (KS 200-1, 9-6b)			
H050826	What other products are recycled? (KS 200-1, 9-6)			
H050827	Does anyone on site apply pesticides? (KS 200-1 8-3a)			
H050828	If yes, list the pesticides and who is applying them? (KS 200-1, 8-3a)			
H050829	Is anyone on site a certified pesticide applicator? (KS 200-1, 8-3b)			

H050830	Is there a contract for pesticide application on site? (KS 200-1, 8-10a)			
H050831	Do on-site personnel maintain their own refrigeration/air conditioning systems, including vehicle air conditioners? (KS 200-1, 2-3)			
H050832	Are on-site personnel certified/trained to work with CFCs/halons? (KS 200-1, 2-3)			
H050833	Is the freon/halon recovery equipment certified to meet EPA's minimum requirements ? (KS 200-1, 2-3)			
H050834	What is the hazardous waste generator status? (KS 200-1, 10-14)			
H050835	Does the facility generate less than (<55 lbs) fifty-five pounds of hazardous waste per month? (KS 200-1, 10-14a)			
H050836	Does the facility maintain an EPA ID Number? (KS 200-1, 10-15b)			
H050837	Are hazardous wastes/materials stored and handled properly? (KS 200-1, 12-7)			
H050838	Does the unit have an inventory of hazardous materials (updated within six months)? (KS 200-1, 12-4a)			
H050839	Are all containers labeled appropriately? (KS SOP 200-1, 10-13a)			
H050840	Are Material Safety Data Sheets (MSDSs) available for each of the materials listed on the hazardous materials inventory? (KS 200-1, 12-5)			
H050841	Are flammable materials stored in flammable cabinets? (KS 200-1, 12-7c)			
H050842	Is adequate spill response equipment available for the materials being stored? (KS SOP 200-1, 12-6)			
H050843	Does the site contain a Mobile Fuel Tanker? (NGB MFT Policy Memo Date [Revised October 2007]			
H050844	If YES, is it parked on secondary containment? (NGB MFT Policy Memo Date [Revised October 2007]			
H050845	b. If YES, are ARNG Oil Spill Prevention and Contingency Plans available in each Mobile Fuel Tanker (MFT)? (NGB MFT Policy Memo Date [Revised October 2007]			
H050846	If, YES, does the MFT contain an on-board spill response kit? (NGB MFT Policy Memo Date [Revised October 2007]			
H050847	Are parts cleaners used on site? (KS 200-1, 10-19e)			
H050848	If yes, name the number at your facility and the type of solvent. (KS 200-1, 10-19e)			
	E. LOCAL TRAINING AREA (LTA) MANAGEMENT			
H050849	Does the unit/facility use any Local Training Areas (LTAs)?			
H050850	Has the Local Training Area agreement form been completed (including being			

	signed by all parties), approved by DOFE, G3, and JAG, and a copy maintained?			
H050851	Are signed copies of the KSARNG Environmental Checklist (including Records of Environmental Consideration) for all Local Training Areas maintained on site?			
H050852	Are Local Training Area agreement forms less than three years old?			
	FACILITIES MANAGEMENT AREAS EVALUATED	**GO**	**NO GO**	**% GO**
A.	FACILITY OPERATION			
B	FACILITY EQUIPMENT			
C.	FACILITY ENERGY			
D.	FACILITY ENVIRONMENTAL			
E.	LOCAL TRAINING AREA MANAGEMENT			
	TOTAL			

COMMENTS:

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