

MEMORANDUM FOR TROOP COMMAND, BROOKE ARMY MEDICAL CENTER (BAMC),
PERSONNEL, FORT SAM HOUSTON, TX 78234-6200

SUBJECT: Command Inspection Program (Policy Memorandum # 43)

1. Purpose: To establish a formal Command Inspection Program (CIP) for Brooke Army Medical Center (BAMC), Troop Command.
2. Scope: This policy memorandum applies to the medical companies of BAMC Troop Command.
3. References: See Enclosure 1.
4. Procedure:

Command inspections are formal, scheduled inspections conducted by the Troop Commander and an inspection team composed of members he/she designates. The purpose of the CIP is to ensure compliance with Army regulations and policies, to allow the commander to determine the training, discipline and welfare of the command, and to identify systemic problems for corrective action.

b. Each newly assigned Company Commander will receive an initial command inspection (ICI) within 90 days of assuming command; the ICI will appear on the training schedule. The ICI ensures the new commander understands the unit's strengths and weaknesses in relation to the Troop Commander's goals, standards and priorities. However, the ICI will not be used to evaluate the commander's performance since assuming command.

c. Only the inspected commander, the Troop Commander and the Chief of Security, Plans and Operations Division will receive the specific results of the ICI. The ICI results will be used as the basis for a goal-setting session between the Troop Commander and the inspected commander, with the objective of improving unit readiness. These inspection results may generate refinement in the inspected commander's Officer Evaluation Report Support Form (DA Form 67-9-1). The results of the inspection will not be used to compare units. The BAMC Inspector General may request the results of ICIs, and may use them (without unit attribution) for the purpose of analyzing trends.

d. Subsequent command inspections (SCIs) are scheduled at the discretion of the Troop Commander, and are used to reinforce the goals, standards and priorities established during the ICI. These inspections are often focused inspections that only look at specific areas and are not necessarily complete re-inspections of the entire unit. The BAMC Inspector General may request the results of SCIs, and may use them (without unit attribution) for the purpose of analyzing trends.

MCHE-TC

SUBJECT: Command Inspection Program (Policy Memorandum # 43)

e. The Green, Amber, Red scoring system will be used. The color score will be determined using the following scale: Green: 90-100%; Amber: 75-89%; Red: 74% and below.

5. Responsibilities:

a. The Troop Commander has the responsibility to ensure that the CIP is implemented and conducted in accordance with (IAW) AR 1-201, Army Inspection Policy, and will:

(1) Actively conduct part of the inspections, closely supervise the inspections, and set the overall standard for the conduct of the inspections.

(2) Attend inspection in-briefings and out-briefings.

(3) Designate an inspection team (see Enclosure 2).

(4) Provide results of command inspections to the unit commander, in writing and/or verbally. The objective is to clearly set or restate goals, standards and priorities.

(5) Conduct an initial command inspection within the first 90 days of a new commander's assumption of command.

(6) Schedule at least one SCI after each ICI. This SCI will be a compliance-oriented inspection, and may be conducted in one or more specific areas rather than a comprehensive inspection. It may include an in-ranks or stand-by inspection of soldiers.

b. Chief of Security, Plans and Operations Division will:

(1) Serve as the proponent for the CIP, and will coordinate initial and subsequent command inspections.

(2) Schedule initial command inspections and subsequent command inspections on the training schedule, specifying the scope and/or areas of concentration, as directed by the Troop Commander.

(3) Maintain a record of inspections and make them available to the BAMC Inspector General, upon request.

c. Company Commanders will:

MCHE-TC

SUBJECT: Command Inspection Program (Policy Memorandum # 43)

- (1) Ensure areas are prepared for inspection.
 - (2) Establish unit goals, standards and priorities in accordance with Army Regulations, Troop Command Regulations and the Troop Commander's guidance.
 - (3) Ensure accountability of all soldiers present or not present for the inspection.
 - (4) Implement appropriate directives and take corrective action as required on inspection results.
- d. The inspection team will:
- (1) Conduct the inspection as scheduled by the Chief, Security, Plans and Operations Division, and IAW the CIP checklists (Enclosures 3 through 16).
 - (2) Conduct an in-brief and out-brief with the Troop Commander.
 - (3) Conduct a critique of the inspection with the inspected commander and his staff, as directed by the Troop Commander.
 - (4) The Troop Command inspection team will be composed of the members as indicated in Enclosure 2. The Troop Commander will coordinate for inspection augmentation from outside the Troop Command, as required, which may include, for example, the BAMC Chief of Logistics, Chief of Information Management, etc.
6. The POCs for this policy memorandum are Major Schreckhise and SGM Hughes, Security, Plans and Operations, 916-9066/9764.

16 ENCLS

JAMES A. MUNDY
COL, MS
Commanding

REFERENCES

1. AR 1-201, Army Inspection Policy, 12 Jan 04
2. AR 25-50, Preparing and Managing Correspondence, 3 Jun 02
3. AR 25-400-2, Army Records Information Management System (ARIMS) 18 Mar 03
4. AR 27-10, Military Justice, 8 Aug 94 C901, 20 Aug 99
5. AR 190-13, The Army Physical Security Program, 30 Sep 93
6. AR 220-45, Duty Rosters, 15 Nov 75
7. AR 350-1, Army Training and Education, 9 Apr 03.
8. AR 350-17, Non-commissioned Officer Development Program, 31 May 91
9. AR 380-5 Department of the Army Information Security Program, 29 Sep 00.
10. AR 381-12, SAEDA, 15 Jan 93; C901, 1 Sep 93
11. AR 385-10, Army Safety Program, 29 Feb 00
12. AR 600-8-1, Army Casualty Operations/Assistance/Insurance, 20 Oct 94
13. AR 600-8-2, Suspension of Favorable Personnel Actions (Flags), 30 Oct 87; C901, 15 Apr 94
14. AR 600-8-14, Identification Cards for Members of the Uniformed Services, their Eligible Family Members, and other Eligible Personnel, 20 Jan 02
15. AR 600-8-19, Enlisted Promotions and Reductions, 20 Jan 04
16. AR 600-9, The Army Weight Control Program, 10 Jun 87 (Reprinted w/Basic Encl CI-2); C901, 4 Mar 94.
17. AR 600-20, Army Command Policy, 13 May 02
18. AR 600-85, Army Substance Abuse Program (ASAP), 1 Oct 01
19. AR 601-280, Army Retention Program, 31 Mar 99 (Reprinted w/Basic Encl CI-15)
20. AR 611-1, Military Occupational Classification Structure Development and Implementation, 30 Sep 97

REFERENCES (CONT)

21. AR 614-30, Overseas Service, 30 Aug 01
22. AR 614-200, Enlisted Assignments and Utilization , 30 Apr 03
23. AR 623-205, Non-Commissioned Officer Evaluation Reporting System, 15 May 02
24. AR 630-10, Absence Without Leave, Desertion, and Administration of Personnel Involved in Civilian Court Proceedings, 22 Dec 03
25. AR 635-200, Active Duty Enlisted Administrative Separations, 19 Dec 03
26. AR 670-1, Wear and Appearance of Army Uniforms and Insignia, 5 Sep 03
27. DA Pam 25-30, Consolidated Index of Army Publications & Blank Forms, 1 Oct 97
28. DA Pam 25-40, Army Publishing: Action Officer's Guide, 29 Dec 03
29. DA Pam 351-4, USA Formal Schools Catalog, 30 Oct 95
30. DA Pam 350-59, Army Correspondence Course Program Catalog, 1 Oct 02
31. DA Pam 600-8, Management and Administrative Procedures, 1 Aug 86.
32. DA Pam 600-8-1, SIDPERS Battalion S1 Unit Level Procedures, 1 Mar 89 (Reprinted w/Basic Encl CI-2)
33. TC 22-6, US Army Noncommissioned Officer Guide, 23 Nov 90
34. MEDCOM Reg 190-1, Key & Lock Control and Physical Security Standards, 29 Oct 99
35. MEDCOM Reg 350-4, Readiness Training Requirements, 12 Feb 98.
36. MEDCOM Supplement 1 to AR 385-10, Army Safety Program, 5 Mar 90
37. MEDCOM Pam 25-30, Preparation of Administrative Publications, 3 May 99
38. MEDCOM Pam 25-30-1, Index of HSC MEDCOM Forms, Over Prints, Labels, and Posters, 22 Oct 99
39. MEDCOM Pam 25-31, Index of Command Administrative Publications, 25 Sep 00
40. FM 3-21.5, Drill and Ceremonies, 7 July 03
41. FM 7-0, Training the Force, 22 Oct 02

REFERENCES (CONT)

42. FM 7-1, Battle Focused Training, 15 Sep 03
43. FM 21-20, Physical Fitness Training, 30 Sep 92
44. FM 22-100, Military Leadership, 31 Aug 99
45. FM 22-101, Leadership Counseling, 3 Jun 85
46. FM 22-102, Soldier Team Development, 2 Mar 87
47. FM 22-103, Leadership and Command at Senior Levels, 21 Jun 87
48. FM 27-1, Legal Guide for Commanders, 13 Jan 92
49. FM 27-14, Legal Guide for Soldiers, 16 Apr 91
50. STP 21-1, Soldiers Manual of Common Tasks, 1 Oct 94
51. STP 21-24-SMCT, Soldiers Manual of Common Tasks, Oct 92
52. Manual for Courts-Martial, United States, 1 July 2000

DESIGNATED TROOP COMMAND INSPECTORS AND INSPECTION AREAS

The below listed personnel are designated as responsible for inspecting the indicated area(s). The Troop Commander is a member of the inspection team, and will conduct inspections of areas as he/she determines.

Administrative (Encl 3) – [HRM - NCOIC](#)

Personnel Actions (Encl 4) - [HRM - NCOIC](#)

Army Substance Abuse Program (Encl 5) – [ASAP NCO](#)

Information Management (Encl 6) – [Ch, IMD](#)

Troop Command Supply (Encl 7) – [Trp Cmd Supply NCOIC](#)

Operations, Readiness and Training (Encl 8) – [Ops NCOs](#)

Physical Security/Crime Prevention (Encl 9) – [Provost Marshall](#)

Command Sergeant Major (Encl 10) – [Trp Cmd CSM](#)

Fire and Safety (Encl 11) – [Safety/Fire Marshall](#)

Equal Opportunity (Encl 12) – [EO NCO](#)

Retention/Reenlistment (Encl 13) – [Retention NCO](#)

Army Awards Program (Encl 14) – [Ch, HRM](#)

Family Advocacy Program (FAP) (Encl 15) –[FAPM Representative](#)

Command-Directed Mental Health Evaluations (Encl 16) – [NCO](#)

ADMINISTRATIVE

1. DUTY ROSTERS (DA FORM 6)

Is Auto Duty Pro utilized to create Duty Rosters? (Note – Auto Duty Pro is not compatible with MS Office XP; unit must have manual back-up when using automated method). G__A__R__NA__

Are duty rosters (DA Form 6) prepared alphabetically by rank IAW AR 220-45? G__A__R__NA__

Is a file maintained of duties already performed as well as those scheduled? G__A__R__NA__

Are weekends and holidays appropriately designated on duty Rosters IAW AR 220-45? G__A__R__NA__

Was the last number change entered in the first column of the new DA Form 6 along with the letter "A" when this letter is carried over from the old to the new duty roster? G__A__R__NA__

Are appropriate notations entered on the reverse side of DA Form 6 when authorized absences preclude performance of scheduled duty? (AR 220-45) G__A__R__NA__

Are copies of the appropriate regulations readily available? (AR 220-45). G__A__R__NA__

2. PUBLICATIONS:

Are publications necessary to perform unit functions on hand or readily available? (AR 25-1 & AR 25-30). G__A__R__NA__

Is there access to the USAPA website and do soldiers know how to find it on the intranet using BAMC's website? G__A__R__NA__

Are sufficient blank forms available to perform necessary functions? G__A__R__NA__

Is AMEDD Forms Flow installed on computers and are soldiers knowledgeable of how the program works? G__A__R__NA__

e. Is there an excess of blank forms present? (i.e. over 60 days) G__A__R__NA__

ADMINISTRATIVE (CONT)

- f. Are unauthorized blank forms in use? G__A__R__NA__
- g. Is there a DA Form 12 present that shows review by the unit? G__A__R__NA__
- h. Is there an Office SOP established? G__A__R__NA__
- i. Are SOP contents clear, concise, appropriate and free of extraneous information? G__A__R__NA__

3. UNIT ADMINISTRATIVE PROCEDURES:

- Is there a system set up and followed for in-processing soldiers during duty hours and after duty hours? G__A__R__NA__
- Is an inventory of soldier's personal clothing and effects conducted IAW AR 700-84 and AR 735-5? G__A__R__NA__
- Is the BAMC smoking policy enforced? G__A__R__NA__
- Are copies of BAMC Troop Command Policy Letters on hand or accessible on the BAMC intranet? G__A__R__NA__
- e. Are command values, goals, objectives and policy announcements clearly defined and posted on unit bulletin boards? G__A__R__NA__
- f. Are soldiers given a formal in-briefing by the Company Commander and 1SG? G__A__R__NA__
- g. Is pregnancy counseling conducted and are maternity uniforms made available to the soldier? G__A__R__NA__

4. SDNCO/CQ INSTRUCTION BOOK:

- Is the SDNCO/CQ Instruction Book neat, indexed and free of loose material? G__A__R__NA__
- Is there any indication/documentation that shows the SDNCO/CQ book has been reviewed or checked on a regular basis by the Company Commander/1SG? G__A__R__NA__
- c. Is there a summary of other documents that outlines the tasks/duties of the SDNCO/CQ? G__A__R__NA__

ADMINISTRATIVE (CONT)

d. Do other duty personnel (i.e., DRO/ACQ, Duty Driver, etc.) have written instructions? G__A__R__NA__

Are emergency numbers available, are they correct, and are they consolidated? (I.e., MP/CID/Fire/Hospital) G__A__R__NA__

f. Does the SDNCO book contain the following?

(1) Company Roster G__A__R__NA__

(2) Telephone Alert/Recall Plan G__A__R__NA__

(3) Instructions for Alerting Barracks Personnel G__A__R__NA__

(4) Visitation Instructions/Control Procedures G__A__R__NA__

(5) Bomb Threat/Serious Incident Reporting G__A__R__NA__

(6) Fire/Safety Instructions G__A__R__NA__

(7) Prohibited Activities & Off Limits Areas G__A__R__NA__

(8) Common Use Area Instructions G__A__R__NA__

(9) Fraternalization reports G__A__R__NA__

(10) Energy Conservation G__A__R__NA__

(11) Detained/Imprisoned Personnel (notify/pick-up). Is there a list of On Call Qualified Escorts for the unit? G__A__R__NA__

5. SOLDIER READINESS:

a. Is AKO utilized among soldiers to check personal info? Check 10 random Soldiers throughout hospital for verification. G__A__R__NA__

b. Are Soldiers aware that their ERB/ORB/OMPF/ASK/DA Photo can be located on AKO? Check 10 random Soldiers throughout hospital for verification. G__A__R__NA__

j. Does the unit have an established Family Readiness Group? Is there a Family Readiness Group SOP available? G__A__R__NA__

ADMINISTRATIVE (CONT)

Is there a Unit Roster, FRG Membership Roster, and FRG Volunteer Roster available to the FSG?

G__A__R__NA__
G__A__R__NA__

d. Is there a signed DA Form 4187, and a notice of Delegation of Authority for the Unit Fund Manager? Is a fund ledger control properly maintained?

G__A__R__NA__
G__A__R__NA__

Company Inspected: _____

INSPECTOR COMMENTS: _____

OVERALL STATUS (circle one): GREEN AMBER RED

REINSPECTION RECOMMENDED (circle one): YES NO

INSPECTOR'S NAME (PRINT)

SIGNATURE

DATE

PERSONNEL ACTIONS

1. WEIGHT CONTROL PROGRAM - Does the Commander/Unit:

- a. Maintain data on soldiers entered into the program?
(IAW AR 600-9 CH 17c/TC Policy #37, para 3) G__A__R__NA__
- b. Conduct monthly weigh-ins?
(IAW AR 600-9 CH 21e(1)/TC Policy #37, para 6) G__A__R__NA__
- c. Maintain data on soldiers separated because of weight?
(IAW AR 600-9 CH 17b) G__A__R__NA__
- d. Maintain data on soldiers previously enrolled who make weight?
(IAW AR 600-9 CH 17b(2)) G__A__R__NA__
- e. Notify soldier when standards are not met?
(IAW AR 600-9 CH 20a, 21b/TC Policy #37 para 3) G__A__R__NA__
- f. Enroll soldiers in an exercise program?
(IAW AR 600-9 CH 20, b(2)b/TC Policy #37, para 5) G__A__R__NA__
- g. Send soldiers for nutritional counseling?
(IAW AR 600-9 CH 20, b(1)/TC Policy #37 para 5 & Appx C) G__A__R__NA__
- h. Separate soldiers on the program that do not show progress?
(IAW 600-9 CH 18, c(4), CH 21, e (2)a, b/TC Policy #37, para 10) G__A__R__NA__
- i. Counsel soldiers after 6 months and request medical evaluation if
required? (IAW AR 600-9 CH 21g/TC Policy #37, para 7) G__A__R__NA__
- j. Maintain remedial PT accountability? G__A__R__NA__
- k. Initiate flagging actions on soldiers on the Weight Control
Program? (IAW AR 600-9) G__A__R__NA__

2. FAMILY CARE PLANS/READINESS

- a. Does each soldier who require a Family Care Plan have a plan
on file IAW AR 600-20 5-5a (13)? G__A__R__NA__
- b. Does each plan contain all required attachments, and is
each up-to-date?

(1) DA Form 5305-R (Family Care Plan) 5-5f? G__A__R__NA__

PERSONNEL ACTIONS (CONT)

- (2) DA Form 5841-R (Power of Attorney) or equivalent delegation of legal control unsigned until deployment)? G__A__R__NA__
- (3) DA Form 5840-R (Certificate of Acceptance as Guardian or Escort)? G__A__R__NA__
- (4) DD Form 1172 (Application for Uniformed Svc, ID/DEERS)? G__A__R__NA__
- (5) DD Form 2558 (Authorization to start, stop, or change an Allotment for Active Duty Personnel) or other proof of financial Support arrangements? G__A__R__NA__
- (6) A letter of instruction to the guardian/escort (DA Form 5304-R)? G__A__R__NA__
- c. Have all soldiers been counseled using DA Form 5304-R (5-5a)? G__A__R__NA__
- d. Have all pregnant soldiers been counseled IAW the appropriate AR, not later than 90 days prior to expected date of delivery (5-5f(4))? G__A__R__NA__
- e. Has the unit commander approved the Family Care Plan within 60 days from date of counseling (5-5g(3))? G__A__R__NA__
- f. Has a DA Form 5304-R been initiated/signed by both members of the dual military couple & their respective cdrs (5-5k)? G__A__R__NA__
- g. Have both the cdrs signed DA Form 5305-R within 30 days of counseling date and recertified DA Form 5305-R at least annually on soldier's birth month or after any change of circumstances or deployment? G__A__R__NA__

3. FLAGGING ACTIONS

- a. Is the reference AR 600-8-2 on hand? G__A__R__NA__
- b. Does the unit commander sign DA Forms 268, IAW 600-8-2, Chapter 2? G__A__R__NA__
- c. If a soldier is being considered for action under Article 15, UCMJ, Is the soldier flagged IAW AR 600-8-2, para 2-1b? G__A__R__NA__
- d. Are flags being initiated in a timely manner and lifted upon completion of the punishment IAW AR 600-8-2 para 2-1c? G__A__R__NA__

PERSONNEL ACTIONS (CONT)

- e. Does the unit inform the reenlistment officer of all flagging and lifting actions? G__A__R__NA__
- f. Is a weekly check of all disciplinary cases conducted to ensure current status of flags is correct and AAA-095 report is updated? G__A__R__NA__
- g. Is the DA Form 268 properly authenticated and AAA-095 authenticated and filed? G__A__R__NA__

4. OFF DUTY EMPLOYMENT:

- a. Does the unit have Policy Memo 8 dated 10 Aug 98 and MEDCOM Reg. 600-3 on hand? G__A__R__NA__
- b. Are personnel enrolled in the ODE program being screened against the FLAG roster to ensure proper compliance with the policy? G__A__R__NA__
- c. Are work hours being reported on a monthly basis to ensure soldiers are not exceeding the 16 hrs/wk maximum allowable time? G__A__R__NA__
- d. Are exceptions to policies being approved by the Company Cdr on soldiers exceeding the maximum allowable works hours? G__A__R__NA__

5. NONCOMMISSIONED OFFICER EVALUATION REPORT (NCO-ER):

- a. Are rating schemes maintained on all NCOs IAW AR 623-205? G__A__R__NA__
- b. Are rating schemes posted on unit or section bulletin boards? G__A__R__NA__
- c. Is face-to-face counseling being conducted IAW para 3-3 and 3-6, AR 623-205? G__A__R__NA__
- d. Are civilians appointed as raters and senior raters when military supervisors are not available? (para 3-5 and 3-7, AR 623-205) G__A__R__NA__
- e. Is DA Form 2166-8-1 being used by raters when counseling all NCOs, corporals and above? G__A__R__NA__
- e. Are initial counselings conducted within the first 30 days of the rating period or effective date of lateral appointment to corporal or promoted to sergeant? G__A__R__NA__

PERSONNEL ACTIONS (CONT)

- h. Is the DA Form 2166-8-1 being used in conjunction with a working copy of the NCOER (DA Form 2166-8) when conducting performance counseling? G__A__R__NA__
- i. Has the rated NCO initialed the counseling session on DA Form 2166-7-1? G__A__R__NA__
- j. Are completed NCOERs being submitted to the Personnel Administration Center before the period covered through date (para 6-9h, AR 623-205)? G__A__R__NA__
- k. Is Part I of the DA Form 2166-8 prepared by the Personnel Service Center (para 6-9, AR 623-105) G__A__R__NA__
- l. Does unit maintain a tracking system for NCOERs? G__A__R__NA__

6. OFFICER EVALUATION REPORT (OER)

- a. Are rating schemes maintained on all officers IAW AR 623-105? G__A__R__NA__
- b. Is DA Form 67-9-1a, Junior Officer Development Support Form maintained on all LTs Warrant Officers Ones (W01)? G__A__R__NA__
- c. Do junior officers receive regular follow-up (quarterly) performance and development counselings, and are dates recorded on DA Form 67-9-1a? G__A__R__NA__
- d. Do rated officers complete a draft copy of their DA Form 67-9-1 IAW AR 623-105, para 3-6 and maintain a working copy? G__A__R__NA__
- d. Are raters and senior raters reviewing and initialing the DA Form 67-9-7 IAW AR 623-105, para 3-7? G__A__R__NA__
- f. Are OERs submitted timely IAW AR 623-105, para 3-34? G__A__R__NA__

ARMY SUBSTANCE ABUSE PROGRAM (ASAP)

- a. Does the unit have AR 600-85 with interim changes? G__A__R__NA__
- b. Does the unit have a Primary Unit Prevention Leader (UPL) and Secondary UPL on orders? Are they certified? G__A__R__NA__
G__A__R__NA__
- c. Are the UPLs attending the refresher courses? G__A__R__NA__
- d. Does the UPL maintain a correct urinalysis ledger? Are the survey reports attached to the ledger? G__A__R__NA__
G__A__R__NA__
- e. Is the unit using correct procedures for observation of urine testing and chain of custody, IAW AR 600-85? G__A__R__NA__
- f. Is the chain of command knowledgeable of ASAP referral and enrollment procedures? (AR 600-85, CH 3) G__A__R__NA__
- g. Are the UPLs and chain of command aware of the status of the unit soldiers referred/enrolled in ASAP? G__A__R__NA__
- h. Is the unit conducting an overall ASAP orientation to incoming personnel within seven days of arrival? G__A__R__NA__
- i. Is the unit taking steps to prevent drug abuse: in barracks after duty hours, health/welfare inspections, and unit education? G__A__R__NA__
- j. Are commanders and 1SG's visiting members of the unit during the Level 2.5 program? G__A__R__NA__
- k. Are family members informed of availability of ASAP services? G__A__R__NA__

Company Inspected: _____

INSPECTOR COMMENTS: _____

ARMY SUBSTANCE ABUSE PROGRAM (ASAP) (Cont)

INSPECTOR COMMENTS (Cont): _____

OVERALL STATUS (circle one): GREEN AMBER RED

REINSPECTION RECOMMENDED (circle one): YES NO

INSPECTOR'S NAME (PRINT)

SIGNATURE

DATE

INFORMATION MANAGEMENT

1. Is a Command Security Manager (CSM) appointed on an additional duty appointment order IAW AR 380-5, para 1-6e? G__A__R__NA__
2. Is the staff familiar with information security and do they know to whom information security issues are reported? G__A__R__NA__
3. Is the staff familiar with the fact that all IT equipment is for official use only and is there evidence of supervisor oversight? G__A__R__NA__
4. Does the staff know how to report computer, telephone, copier, and visual information problems? G__A__R__NA__
5. Do users and supervisors know how to back up their key data? G__A__R__NA__
6. Do computer systems have unregistered, unlicensed or unauthorized software installed? G__A__R__NA__

NOTE: “Shareware” or personally owned software is not freeware and must be distributed and licensed IAW the author’s conditions and with the permission of IMD.

7. Are computer system operators proficient in the use of software programs available on their computer systems? G__A__R__NA__
8. Do users need access to programs not on computer systems? G__A__R__NA__
9. Is classified information stored on computer systems? G__A__R__NA__
10. Are computers left on with the users logged off each night and/or at the completion of each duty day? G__A__R__NA__
11. Have all users completed appropriate computer security/HIPAA courses with documentation in respective CDF/Human Resource Folder? G__A__R__NA__

Do hand receipts reflect the correct ECN and serial number on all assigned IT equipment? G__A__R__NA__

Is there evidence that supervisors are reviewing and approving usage of assigned cell phones? G__A__R__NA__

14. Are computer systems plugged into surge protectors? G__A__R__NA__

Company Inspected: _____

INFORMATION MANAGEMENT (CONT)

INSPECTOR COMMENTS: _____

OVERALL STATUS (circle one): GREEN AMBER RED

REINSPECTION RECOMMENDED (circle one): YES NO

INSPECTOR'S NAME (PRINT)

SIGNATURE

DATE

TROOP COMMAND SUPPLY

1. PROCEDURES:

- a. Does the unit supply room present a neat & orderly appearance? G__A__R__NA__
- b. Are the following publications on hand or readily accessible?
- 1) AR 210-130, 15 Mar 02, Laundry & Dry Cleaning Opns? G__A__R__NA__
 - 2) AR 700-84, 28 Feb 94, Issue and Sale of Personal Clothing? G__A__R__NA__
 - 3) AR 710-2, 25 Feb 04, Supply Policy Below the Nat'l Level? G__A__R__NA__
 - 4) DA Pam 710-2-1, 31 Dec 97, Using Unit Supply System:
Manual Procedures ? G__A__R__NA__
 - 5) DA Pam 710-2-2, 30 Sep 98, Supply Support Activity Supply
System: Manual Procedures? G__A__R__NA__
 - 6) CTA 50-900? G__A__R__NA__
- c. Are soldier issue files maintained on all individuals in the unit,
including officers and civilians, who are issued OCIE?
(DA Pam 710-2-1, para 10-8) G__A__R__NA__
- d. Do soldier issue files contain, at a minimum, the following documents:
- 1) E4 and Below: A DA Form 3078 reflecting the annual
Inventory of personal clothing and equipment,
IAW AR 700-84, para 1-4g, and DA Pam 710-2-2, para 10-8? G__A__R__NA__
 - 2) E5 through E9: A statement, signed by the individual,
indicating all personal clothing is on hand and serviceable,
per AR 700-84, para 1-4g and DA Pam 710-2-2, para 10-8? G__A__R__NA__
 - 3) A copy of DA Form 3078 for any soldier issued the
AG maternity uniform in the past 3 years,
IAW AR 700-84, para 4-9 and DA Pam 710-2-2, para 10-9? G__A__R__NA__
- e. Is the unit aware of, and complying with, the policy that unit patches,
crests, etc., may be issued only to enlisted members,
per CTA 50-900, Table 4? G__A__R__NA__
- f. Are appropriate stockage levels (i.e. whites, rank insignia, unit crests)
established and posted, and do files support the established levels?
(DA Pam 710-2-1) G__A__R__NA__
- g. Are furnishings used in the billets sub-hand receipted to the
occupants, IAW DA Pam 710-2-1, para 5-3b? G__A__R__NA__

TROOP COMMAND SUPPLY (CONT)

- h. Are sub-hand receipts inventoried and updated at least annually, IAW AR 710-2, para 2-12d and Table 2-1b? G__A__R__NA__

- i. Have procedures been developed to inventory and secure clothing of absentees, hospitalized soldiers, and newly arriving soldiers? (AR 700-84, Para. 1-4g(4), 12-12, and 12-14) G__A__R__NA__

- j. Is the personal and government property of service members in an AWOL status being secured and safeguarded? G__A__R__NA__

- k. Is personal property belonging to soldiers on leave, TDY or in the hospital stored/secured? G__A__R__NA__

- l. Are sub-hand receipts, which are used to account for billet furnishings, kept current? (DA Pam 710-2-1, Para 5-3d) G__A__R__NA__

- m. Do DA Forms 3645/3645-1 reflect all OCIE issued to the individual? (AR 710-2-1, Para 2-12 (n)) G__A__R__NA__

- n. Is a letter being sent to an individual's last unit requesting a copy of DA Forms 3645/3645-1? (DA Pam 710-2-1)
Are copies being sent to the custodian of the soldier's personnel records when in-processing? (DA Pam 710-2-1) G__A__R__NA__
G__A__R__NA__

- o. Are copies of DA Forms 3645 & 3645-1 being sent to the custodian of the soldier's personnel records when out-processing? (DA Pam 710-2-1) G__A__R__NA__

- p. Is a copy of DA Forms 3645 & 3645-1 being retained for 6 months after the individual's PCS? (MEDCOM Reg 700-7) G__A__R__NA__

- Are OCIE records reconciled quarterly with unit PROFIS personnel roster to determine if soldiers have departed without clearing the OCIE issue point? (DA Pam 710-2-1) G__A__R__NA__

- r. Are procedures in place to ensure that soldiers have the required number of uniforms? (MEDCOM Reg 40-15) G__A__R__NA__

- s. Are durable items controlled through the use of hand receipts? (AR 735-5) G__A__R__NA__

- t. Is excess property being accounted for and disposed of IAW DA Pam 710-2-1? G__A__R__NA__

TROOP COMMAND SUPPLY (CONT)

2. INVENTORY MANAGEMENT:

- a. Has a complete physical inventory of all property issued on hand receipts or sub-hand receipts been conducted within the last 12 months? G__A__R__NA__

- b. Are sensitive items inventoried monthly? G__A__R__NA__

- c. Are maintenance procedures in place for all NBC equipment on hand? G__A__R__NA__

- d. Have sensitive item inventory results been recorded on a memorandum prepared for the signature of the responsible officer? G__A__R__NA__

- e. Are complete inventories being conducted upon change of hand receipt or sub-hand receipt holder? G__A__R__NA__

Company Inspected: _____

INSPECTOR COMMENTS: _____

OVERALL STATUS (circle one): GREEN AMBER RED

REINSPECTION RECOMMENDED (circle one): YES NO

INSPECTOR'S NAME (PRINT) SIGNATURE DATE

OPERATIONS, READINESS & TRAINING

1. OPERATIONS, READINESS AND TRAINING PUBLICATIONS: Are the following publications available for the use by the commander, training NCO, and key personnel:

- a. DA Pam 350-38, Standards in Weapons Training, 1 Oct 02 (FY04-STRAC Website)? G__A__R__NA__
- b. AR 350-1, Army Training and Education, 09 Apr 03? G__A__R__NA__
- c. DA Pam 700-19 Procedures for the United States Army Munitions Reporting System, 16 Apr 93? G__A__R__NA__
- d. FM 7-0, Training the Force, 22 Oct 2002? G__A__R__NA__
- e. FM 7-1, Battle Focused Training, 15 Sep 03? G__A__R__NA__
- f. STP 21-1, Soldier's Manual of Common Tasks? G__A__R__NA__
- g. STP 21-24, Soldier's Manual of Common Tasks? G__A__R__NA__
- h. MEDCOM Reg 350-4, Readiness Training Requirements, 12 Feb 98? G__A__R__NA__
- i. FM 3-22.9 (FM 23-9), Rifle Marksmanship, 24 Apr 03? G__A__R__NA__
- j. FM 3-23.35 (FM 23-25), Combat Training with Pistols, 25 Jun 03? G__A__R__NA__

2. TRAINING REQUIREMENTS:

- a. Are mandatory training requirements incorporated into training slides / schedule? G__A__R__NA__
- b. Does the company maintain a copy of Troop Command training guidance? G__A__R__NA__
- c. Does the company maintain a copy of GPRMC training guidance? G__A__R__NA__
- d. Has the company cross-walked its METL to the Troop Cmd METL? G__A__R__NA__
- e. Does the company enforce locking in training calendar events? G__A__R__NA__
- f. Is the company conducting a weekly training meeting to identify and project upcoming training events? G__A__R__NA__

OPERATIONS, READINESS & TRAINING (CONT)

- g. Is the company performing a risk assessment prior to training events? G__A__R__NA__

3. QUARTERLY TRAINING BRIEF / MEDICAL READINESS REPORT:

- a. Are the company commander and 1SG involved in the QTB/MRR process? G__A__R__NA__
- b. Is the company maintaining on file a copy of the QTB/MRR presentation for the current fiscal year? G__A__R__NA__
- c. Can company operations personnel explain the QTB/MRR reporting procedure? G__A__R__NA__
- d. Does the company verify accuracy of statistics before reporting? G__A__R__NA__

4. ARMY PHYSICAL FITNESS PROGRAM:

- a. Are company APFT results forwarded to the S-3/SPO and maintained for upcoming reports? G__A__R__NA__
- b. Are assigned personnel conducting the APFT twice per year? G__A__R__NA__
- c. Does the company possess a written remedial PT program for individuals who fail the APFT? G__A__R__NA__
- d. Are APFT failures flagged and enrolled in a remedial PT program? G__A__R__NA__
- e. Are personnel not meeting height/weight standards flagged? G__A__R__NA__
- f. Does the organization maintain current, accurate DA 705's (APFT Card) with height, weight, and body fat data? G__A__R__NA__
- g. Is the company enforcing administrative action for APFT failures and those not meeting height/weight standards? G__A__R__NA__

5. WEAPONS QUALIFICATION:

- a. Does the company maintain a record of all weapons qualification/familiarization? G__A__R__NA__
- b. Are PROFIS, CT PROFIS and AC/RC personnel qualifying IAW MEDCOM / CG guidance? G__A__R__NA__

OPERATIONS, READINESS & TRAINING (CONT)

- c. Does the company maintain a weapons qualification program for soldiers' promotion points and schools requiring weapons qualification?

G__A__R__NA__

6. COMMON TASKS TRAINING:

- a. Does the company maintain a current copy of the FY CCT notice?

G__A__R__NA__

- b. Does the company maintain a current copy of the FY manual for administration of CTT?

G__A__R__NA__

- c. Does the company maintain a current copy of the Task list for CTT testing?

G__A__R__NA__

- d. Does the company maintain current FY CTT score sheets in assigned personnel training folders?

G__A__R__NA__

7. ANTI-TERRORISM / FORCE PROTECTION:

- a. Is the company completing annual AT / FP training for all assigned military and civilian personnel?

G__A__R__NA__

- b. Is the company maintaining documentation of completed AT / FP training on each soldier and civilian assigned?

G__A__R__NA__

- c. What is the company AT / FP training status?

G__A__R__NA__

8. PROFIS:

- a. Have all PROFIS personnel completed an SRP within the last year?

G__A__R__NA__

- b. Are all PROFIS personnel attending field training annually?

G__A__R__NA__

- c. Are all PROFIS / CT PROFIS / AC/RC PROFIS personnel qualified with assigned weapon, per MEDCOM or CG guidance?

G__A__R__NA__

- d. Are all PROFIS positions in the company filled?

G__A__R__NA__

- e. Is a non-deployable PROFIS Roster forwarded to the MILPO PROFIS manager on a weekly basis?

G__A__R__NA__

OPERATIONS, READINESS & TRAINING (CONT)

9. DEPLETED URANIUM:

- a. Is the company completing TIER 1 training as a CTT testing task? G__A__R__NA__
- b. Is the company completing TIER III training for all specific Medical AOC's/MOS's assigned? G__A__R__NA__
- c. Does the company maintain and use the DU TIER III training video? G__A__R__NA__
- d. Is the company maintaining a roster of all personnel completing TIER I and TIER III training? G__A__R__NA__

10. LEADERSHIP DEVELOPMENT TRAINING:

- a. Does the company conduct Sgt's time IAW GPRMC tng guidance? G__A__R__NA__
- b. Is the company maintaining an OML for PLDC? G__A__R__NA__
- c. Does the company have preparatory training and sponsorship for school attendees? G__A__R__NA__
- d. Is NCOOP and ODP attendance being maintained? G__A__R__NA__

11. UNIT TRAINING / OPERATIONS:

- a. Does the company plan and conduct training IAW FM 7-1, Battle Focused Training? G__A__R__NA__
- b. Does the company commander / ISG conduct training meetings? G__A__R__NA__
- c. Is commander's approval required prior to cancellation of training? G__A__R__NA__
- d. Are after action reports (AARs) submitted following all training events? G__A__R__NA__
- e. Are problem areas identified in AARs and followed up for improvement? G__A__R__NA__
- f. Are taskings being forwarded in a timely manner? G__A__R__NA__
- g. Are taskings being logged and maintained for future reference? G__A__R__NA__

OPERATIONS, READINESS & TRAINING (CONT)

Company Inspected: _____

INSPECTOR COMMENTS: _____

OVERALL STATUS (circle one): GREEN AMBER RED

REINSPECTION RECOMMENDED (circle one): YES NO

INSPECTOR'S NAME (PRINT)

SIGNATURE

DATE

PHYSICAL SECURITY/CRIME PREVENTION

1. PHYSICAL SECURITY:

- a. Is there a Physical Security Plan tailored to the needs of the unit?
(AR 190-13) G__A__R__NA__
- Does the Physical Security Plan include specific procedures
for bomb threats? (AR 190-13) G__A__R__NA__
- Does the Physical Security Plan include specific procedures
for terrorist activities? (AR 190-13) G__A__R__NA__
- Does the unit have a contingency/emergency notification plan?
(AR 190-13) G__A__R__NA__
- Does the Physical Security Plan have specific procedures
for a natural disaster? (AR 190-13) G__A__R__NA__

2. CRIME PREVENTION:

- a. Are electrostatic markers available at the unit for personnel to
engrave government and personal property? (AR 190-13) G__A__R__NA__
- b. Are quarterly crime prevention education briefings being conducted?
(MEDCOM Reg 190-6)
- c. Are crime prevention posters being displayed throughout the unit
in a conspicuous location? G__A__R__NA__
- c. Are unit/personal funds (\$50.00 and over) being secured in a
safe with appropriate locking devices? G__A__R__NA__
- d. Are wall lockers and rooms equipped with serviceable
locking devices, which are locked when not in use? G__A__R__NA__
- e. Does the parking lot adjacent to buildings have adequate lighting
to deter vandalism and theft? G__A__R__NA__
- f. Is the SDNCO being provided with additional locks or a storage
area to secure found/unsecured private or government property? G__A__R__NA__
- g. Is personal or government property properly secured in rooms? G__A__R__NA__

PHYSICAL SECURITY/CRIME PREVENTION (CONT)

3. SECURITY:

- a. Are unannounced checks made of the unit areas? G__A__R__NA__
- b. Do SDNCO instructions require spot inspections of unit areas? G__A__R__NA__

4. KEY CONTROL:

- a. Is there a key control officer appointed in writing? G__A__R__NA__
- b. Is there a key control SOP? G__A__R__NA__
- c. Are monthly inventories being conducted? G__A__R__NA__
- d. Are keys properly accounted for? G__A__R__NA__
- f. Are all keys locked in a sturdy container that is secured to a permanent fixture of the building? G__A__R__NA__
- g. Are all keys issued/received on DA Form 5513-R? G__A__R__NA__
- h. Are padlocks and their keys inventoried by serial number semi-annually? G__A__R__NA__
- i. Are key control access rosters current? G__A__R__NA__
- j. Have access rosters been submitted to the Provost Marshal? G__A__R__NA__

5. BILLETS:

- a. Are rooms secured when individuals are asleep or not present? G__A__R__NA__
- b. Are occupants properly securing their valuable items? G__A__R__NA__
- c. Are crime prevention posters displayed for maximum visibility? G__A__R__NA__

Company Inspected:_____

INSPECTOR COMMENTS:_____

PHYSICAL SECURITY/CRIME PREVENTION (CONT)

INSPECTOR COMMENTS (Cont): _____

OVERALL STATUS (circle one): GREEN AMBER RED

REINSPECTION RECOMMENDED (circle one): YES NO

INSPECTOR'S NAME (PRINT)

SIGNATURE

DATE

COMMAND SERGEANT MAJOR

1. IN-RANKS INSPECTION:

- a. Did company perform an inspection IAW FM 22-5? G__A__R__NA__
- b. Does company present a military presence? G__A__R__NA__
- c. Do uniforms fit properly IAW AR 670-1? G__A__R__NA__
- d. Is hair neatly groomed (males) and above the collar in a style
Appropriate for military service (female) IAW AR 670-1? G__A__R__NA__
- e. Is footgear clean and serviceable? G__A__R__NA__
- f. Are medals, badges, nameplates, patches and rank properly
placed on uniform IAW AR 670-1? G__A__R__NA__

2. BARRACKS INSPECTION:

- a. Does unit have a barracks SOP? G__A__R__NA__
- b. Are rooms arranged to facilitate escape in case of fire? G__A__R__NA__
- c. Do rooms present an overall clean and organized appearance? G__A__R__NA__
- Are floors thoroughly clean to include corners and areas
covered by furniture? G__A__R__NA__
- If refrigerators are present, are seals clean, and free
of food particles? G__A__R__NA__
- Is the latrine clean to include mirrors, floors, showers, sinks,
and toilets with no mildew and/or soap film? G__A__R__NA__
- Are top of wall lockers IAW billets SOP? G__A__R__NA__
- h. Are trash cans empty and clean? G__A__R__NA__
- i. Are windows clean and are window seals/tracks free of dust
and dirt? G__A__R__NA__
- j. Are windows serviceable with no broken glass? G__A__R__NA__

COMMAND SERGEANT MAJOR

- k. Are work order numbers present for existing maintenance problems? G__A__R__NA__
- l. Is there a safety and energy conservation manager?
- m. Are procedures established and enforced for safety and energy conservation? G__A__R__NA__
- n. Are dayrooms and common areas properly maintained? G__A__R__NA__
- o. Are bulletin boards in common areas orderly and free of clutter? G__A__R__NA__
- p. Are curtains/blinds serviceable? G__A__R__NA__
- q. Are room ventilation filters clean? G__A__R__NA__

3. BUILDINGS AND GROUNDS

BUILDINGS:

- a. Are windows clean and aligned? G__A__R__NA__
- b. Are cobwebs removed? G__A__R__NA__
- c. Are bird/wasp nests removed? G__A__R__NA__
- d. Are lint vents clean? G__A__R__NA__
- e. Is the building properly painted? G__A__R__NA__
- f. Are laundry rooms clean and all equipment working? G__A__R__NA__

GROUNDS:

- a. Is the grass cut? G__A__R__NA__
- b. Are grass edges trimmed? G__A__R__NA__
- c. Are weeds removed from walkways? G__A__R__NA__
- d. Are walkways swept? G__A__R__NA__
- e. Are shrubs trimmed? G__A__R__NA__

COMMAND SERGEANT MAJOR

- f. Are leaves raked/removed? G__A__R__NA__
- g. Are butt cans in the break areas clean? G__A__R__NA__
- h. Are tables and benches in break areas in good condition? G__A__R__NA__
- i. Is all trash removed from unit police area? G__A__R__NA__
- j. Is overall grounds appearance presentable? G__A__R__NA__

Company Inspected: _____

INSPECTOR COMMENTS: _____

OVERALL STATUS (circle one): GREEN AMBER RED

REINSPECTION RECOMMENDED (circle one): YES NO

INSPECTOR'S NAME (PRINT)

SIGNATURE

DATE

FIRE AND SAFETY

1. Has a facility Safety Officer been appointed in writing?
(AR 385-10 para 2-1f) G__A__R__NA__

2. Does unit have a fire and safety SOP, IAW AR 385-10, and
BAMC Reg 385-1, page 3, para f? G__A__R__NA__

- Have safety personnel attended safety workshops or other
formal safety training? (AR 385-10 para 2-1f(4)) G__A__R__NA__

- Has a facility Safety and Occupational Health council been
appointed in writing? (AR 385-10 para 2-1k) G__A__R__NA__

5. Does the council meet quarterly? (DA Pam 385-1 para 50d) G__A__R__NA__

6. Are written minutes of the meeting provided to council members
and maintained on file in the facility? (DA Pam 385-1 para 50f) G__A__R__NA__

7. Is the Commander or Facility Safety Officer a member of the council?
(AR 385-10 para 2-1k) G__A__R__NA__

8. Are council minutes sent to the next higher Command Safety Council
for review and possible resolution of problems beyond local capability?
(DA Pam 385-1 para 50f) G__A__R__NA__

9. Does the facility maintain ready reference files of safety regulations,
pamphlets, bulletins, letters, and safety promotional material?
(AR 385-10 para 2-3, 5-2 DA Pam 385-1 appendix B) G__A__R__NA__

10. Does the facility receive safety publications, letters, and safety grams
through distribution? (AR 385-10 para 5-2v) G__A__R__NA__

11. Are accidents promptly investigated and reported on DA Form 285
and BAMC Form 889 /or DOL Form CA-1? (AR 385-40 para 3-1a, and
BAMC Reg. 385-1, page 6, para 7) G__A__R__NA__

12. Are personnel properly trained and licensed to operate equipment? G__A__R__NA__

13. Does the facility maintain accident related records, directives,
and statistics IAW AR 385-40 Chapter 3? G__A__R__NA__

14. Is there a program in effect to encourage the reporting of hazards,
near accidents, unsafe shop practices, and unhealthy working conditions? G__A__R__NA__

FIRE AND SAFETY

(AR 385-10 para 2-3b, and BAMC Reg 385-1, page 4, para e)

- 15. Are placement, periodic, and termination surveillance exams provided to potentially exposed personnel? (DODI 6055.5) G__A__R__NA__
- Does the facility have a file evidence of the annual noise survey (DD Form 2214)? (TB MED 501 para 5(a)(4)) G__A__R__NA__
- Does the facility have a written accident prevention plan? (DA Pam 385-10 para 34b and BAMC Reg 385-1, page, para 7) G__A__R__NA__
- 18. Is the accident prevention plan compatible with the functions of the facility? G__A__R__NA__
- 19. Do employee performance standards include the requirement to utilize all personal protective equipment provided? (AR 385-10-para 1-5f) G__A__R__NA__
- Are fire extinguishers mounted, sealed, inspected, and operational? (BAMC Memo 420-3, page 5, para 8) G__A__R__NA__
- 21. Is the fire evacuation plan posted on all floors in barracks and unit work areas? (BAMC Memo 420-3, page 14, para 15) G__A__R__NA__
- 22. Are primary and alternate fire extinguisher operators posted? G__A__R__NA__
- 23. Are all firelights operational? G__A__R__NA__
- 24. Are all exit lights operational? G__A__R__NA__
- 25. Are rooms organized so as not to block exit routes in case of a fire? G__A__R__NA__
- 26. Are flammables and combustibles stored properly? G__A__R__NA__
- 27. Are extension cords equipped with grounding electrodes, and are they used so as not to create a trip wire effect? (BAMC Reg 385-1, pg 7, para 9) G__A__R__NA__
- 28. Are extension cords in serviceable condition? (BAMC Reg 385-1, pg 7, para 9) G__A__R__NA__
- 29. Does each wall locker have a minimum of 18 inches of clearance between the ceiling and the top of the wall locker? G__A__R__NA__
- 30. Have smoke detector or fire alarm devices been tampered with? G__A__R__NA__

FIRE AND SAFETY

31. Has a non-clinical electrical equipment inspection list been completed IAW BAMC Reg 385-10? G__A__R__NA__

32. Are hot plates or hot surface cooking appliances in use? (Cooking is prohibited in barracks IAW FSH Reg 420-5, page 19, para 9-8) G__A__R__NA__

33. Are exhaust hoses connected to clothes dryers in laundry rooms? G__A__R__NA__

34. Are candles and incense used? (FSH Reg 420-5, Chapter 14 Misc., page 27, para 14-1 (b)) G__A__R__NA__

Do exit doors operate properly (doors do not bind, levers open doors, doors latch and self-close)? G__A__R__NA__

Company Inspected: _____

INSPECTOR COMMENTS: _____

OVERALL STATUS (circle one): GREEN AMBER RED

REINSPECTION RECOMMENDED (circle one): YES NO

INSPECTOR'S NAME (PRINT) SIGNATURE DATE

EQUAL OPPORTUNITY

1. RESPONSIBILITIES:

Is the chain of command aware of documented responsibilities for the EO Program IAW AR 600-20?

G__A__R__NA__

Are soldiers aware of how to identify, correct and report sexual harassment problems?

G__A__R__NA__

c. Has the EO Representative been appointed on orders?

G__A__R__NA__

d. Are the EO Representatives fully indoctrinated into their duties and responsibilities, to include the required EO training?

G__A__R__NA__

Are soldiers aware of the Commander's complaint procedures for redress of a grievance or complaint?

G__A__R__NA__

Has the Commander established a plan to access and report the status of the EO Program?

G__A__R__NA__

2. EQUAL OPPORTUNITY TRAINING:

a. Are four (4) hours of EO training being conducted annually, and is it documented IAW AR 600-20?

G__A__R__NA__

b. Is there a system to record mandatory attendance of EO training sessions?

G__A__R__NA__

c. Are training sessions monitored as to subject, content, qualifications of trainer, duration of sessions, and feedback from participants?

G__A__R__NA__

d. Is the chain of command or designated EO Representative conducting and participating in EO training?

G__A__R__NA__

e. Consideration of Others:

(1) Does the company maintain CO2 training attendance records?

G__A__R__NA__

(2) Does company post CO2 training on the training slides/schedule?

G__A__R__NA__

(3) Does the company maintain facilitators for CO2 training?

G__A__R__NA__

(4) Is CO2 training conducted in small discussion groups

EQUAL OPPORTUNITY

by a trained facilitator?

G__A__R__NA__

(5) What is the status of the company’s CO2 training?

G__A__R__NA__

3. EQUAL OPPORTUNITY DIRECTIVES – Are the following on-hand or accessible in the unit:

a. AR 600-20 (Army Command Policy)?

G__A__R__NA__

b. DA Pam 350-20 (Unit EO Training Guide)?

G__A__R__NA__

c. TC 26-6 (Commander’s EO Handbook)?

G__A__R__NA__

4. OFFICIAL BULLETIN BOARDS – Are the following posted:

The Commander’s policy statement on the EO Program,
and does it include the EO policy statement of all upper echelons?

G__A__R__NA__

b. Commander’s complaint procedures for redress of
grievances and EO complaints?

G__A__R__NA__

Commander’s policy letter on POSH to include POSH
policy letter of all upper echelons?

G__A__R__NA__

Name of EO Representative posted throughout the organization?

G__A__R__NA__

Name of EO Advisor posted throughout the organization?

G__A__R__NA__

Company Inspected:_____

INSPECTOR COMMENTS:_____

EQUAL OPPORTUNITY

OVERALL STATUS (circle one): GREEN AMBER RED

REINSPECTION RECOMMENDED (circle one): YES NO

INSPECTOR'S NAME (PRINT)

SIGNATURE

DATE

RETENTION/REENLISTMENT

1. ADMINISTRATIVE:

- a. Is the retention office an informal and friendly atmosphere, which provides for interviews and counseling to take place in privacy? G__A__R__NA__
- b. Are there sufficient signs throughout the command to identify the location of the unit's retention office? (AR 601-280, Ch 2-2) G__A__R__NA__
- c. Is the retention office centrally located and convenient for the majority of the personnel? (AR 601-280, Appendix C) G__A__R__NA__
- d. Is the unit Reenlistment NCO appointed in writing on an additional duty appointment order by the current commander? G__A__R__NA__
- e. Does the unit Reenlistment NCO meet the standards prescribed by AR 601-280? G__A__R__NA__
- f. Does the retention program reflect command involvement/support? G__A__R__NA__
- g. Are Army Retention Program policies, procedures and regulation changes being forwarded to all officers and NCOs in the command? G__A__R__NA__
- h. Are retention regulations current and all changes posted (to include the MEDCOM Cir 601-1)? G__A__R__NA__
- i. Are soldiers not desiring to reenlist referred to the Reserve Component Career Counselor? G__A__R__NA__
- j. Are retention statistics, objectives and eligibility rosters Being maintained for previous and current FYs? G__A__R__NA__

2. UNIT RETENTION PUBLICITY:

- a. Has a reenlistment incentive program been announced in writing and implemented by the current commander? G__A__R__NA__
- b. Does the unit have retention publicity items (RPI's)? G__A__R__NA__

3. UNIT REENLISTMENT NCO:

- a. Is the unit reenlistment NCO familiar with the basic qualifications for retention under the provisions of AR 601-280, Chapter 3, para 3-8? G__A__R__NA__

RETENTION/REENLISTMENT

- b. Does the unit reenlistment NCO understand the reenlistment options outlined in AR 601-280, Appendix E? G__A__R__NA__

- c. Is the unit reenlistment NCO familiar with the procedures involving the following:
 - (1) Lost Time? Yes__ No__
 - (2) Overweight? Yes__ No__
 - (3) Extensions? Yes__ No__
 - (4) Reenlistment/Transition Interview? Yes__ No__
 - (5) The Bonus Extension and Retraining Program (BEAR)? Yes__ No__
 - (6) Bar to Reenlistment? Yes__ No__
 - (7) The Selective Reenlistment Bonus Program (SRB) and Targeted Selective Reenlistment Bonus Program (TSRB)? Yes__ No__
 - (8) Declination of Continued Service Statement (DCSS)? Yes__ No__
 - (9) Indefinite Reenlistment? Yes__ No__
 - (10) Reserve Component Programs Available? Yes__ No__
 - (11) Officer Counseling Program? Yes__ No__

- d. Does the commander use DA Form 4591 to implement prescribed counseling procedures? G__A__R__NA__

4. REENLISTMENT DA 4591 DATA BINDER(s) FILE:

- a. Is the reenlistment DA 4591 Data Binder established in accordance with AR 601-280? G__A__R__NA__

- b. Is there a "Status of DA Form 4591s Data Binder" form on file and is it up-to-date? G__A__R__NA__

- c. Has the "Record of Inspections" form on file in the reenlistment data card file box been properly annotated for all inspections? G__A__R__NA__

- d. Is DA Form 4591 maintained on all soldiers, SSG and below (with the exception of interviews)? G__A__R__NA__

- e. Are the interviews conducted as prescribed by AR 601-280, Appendix C? G__A__R__NA__

- f. Are soldiers who refuse to take action to meet a service remaining requirement, counseled regarding the impact of the refusal? G__A__R__NA__

- g. Does the commander review and update the reenlistment DA 4591 Data Binder file monthly? G__A__R__NA__

RETENTION/REENLISTMENT

Company Inspected: _____

INSPECTOR COMMENTS: _____

OVERALL STATUS (circle one): GREEN AMBER RED

REINSPECTION RECOMMENDED (circle one): YES NO

INSPECTOR'S NAME (PRINT)

SIGNATURE

DATE

ARMY AWARDS PROGRAM

1. REFERENCES – does the unit have the following on hand:

- | | |
|---|---------------|
| a. AR 600-8-105, Military Orders? | G__A__R__NA__ |
| b. AR 600-8-22, Military Awards? | G__A__R__NA__ |
| c. AR 1-201, Chapters 2 & 3? | G__A__R__NA__ |
| d. AR 25-400-2, Modern Army Recordkeeping System? | G__A__R__NA__ |

2. INSPECTION QUESTIONS:

- | | |
|--|---------------|
| a. Does the unit have a functional system to identify soldiers scheduled to depart – a loss roster? | G__A__R__NA__ |
| b. Does the unit maintain a log to ensure adequate control of award recommendations and final outcome? (AR 600-8-22) | G__A__R__NA__ |

Are award recommendations monitored to ensure that soldiers that are flagged are not recommended for an award? (AR 600-8-22, para 1-16a(1))	G__A__R__NA__
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Has the PAC supervisor or Adjutant conducted an annual written internal review of the unit's Army Awards Program? Is a copy maintained on file? (AR 1-201, Chapters 2 & 3)	G__A__R__NA__ G__A__R__NA__
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Are recommendations for awards submitted in a timely manner so that the soldier can be recognized before departing? (AR 600-8-22, para 1-9e)	G__A__R__NA__
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f. Are awards recommendations processed in a timely manner? (AR 600-8-22, para 3-18j)	G__A__R__NA__
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g. Are DA Forms 638 properly prepared? (AR 600-8-22, Table 3-4)	G__A__R__NA__
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h. Is a one page narrative submitted with the award recommendation for awards other than AAM, AOM and MSM, to include LOM? (AR 600-8-22, para 3-18r)	G__A__R__NA__
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i. If the award recommendation is disapproved, is a reason stated for the disapproval? (AR 600-8-22, para 3-18p)	G__A__R__NA__
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k. Is the recommending official notified of the action taken on an award recommendation? (AR 600-8-22, Table 3-4)	G__A__R__NA__
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ARMY AWARDS PROGRAM

- l. Are awards case files properly maintained?
(AR 600-8-22, para 1-50 / AR 25-400-2) G__A__R__NA__
- m. Are awards case file numbers current and correct?
(AR 25-400-2, para 6-1) G__A__R__NA__
- n. Are file labels correct, current and serviceable?
(AR 25-400-2, para 6-2) G__A__R__NA__
- n. Are files neat and orderly? (AR 25-400-2, para 5-19) G__A__R__NA__
- o. Does the Troop Command and separate company have a
policy memorandum pertaining to awards? G__A__R__NA__
- p. Does the Troop Command retain file copies of the
Awards Annual Statistical Reports? (AR 600-8-22, para 1-49) G__A__R__NA__
- q. Are soldiers properly recognized at an Awards Ceremony?
(AR 600-8-22, para 1-31) G__A__R__NA__

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FAMILY ADVOCACY PROGRAM (FAP)

1. REFERENCES – does the unit have the following on hand:

- a. AR 608-1, Army Community Service Center? G__A__R__NA__
- b. AR 608-18, The Army Family Advocacy Program? G__A__R__NA__
- c. AR 1-201, Chapters 2 & 3? G__A__R__NA__

2. INSPECTION QUESTIONS:

- a. Does the Installation Family Advocacy Program Manager (FAPM) provide ongoing training to ensure each unit commander and his or her senior enlisted adviser are briefed on the FAP within 45 days prior to or following assumption of command?
(AR 608-18, para 1-8e) G__A__R__NA__
- b. Does the FAPM identify at-risk family members and provide information on the availability of prevention and treatment services
(AR 608-18, para 1-8e) G__A__R__NA__
- c. Has the unit commander attended the spouse and child abuse commander education program required within 45 days of assuming command?
(AR 608-18, para 1-8b(1)) G__A__R__NA__
- d. Does the unit commander schedule time for soldiers to attend troop awareness briefings presented by FAP personnel?
(AR 608-18, para 1-8b(2)) G__A__R__NA__
- e. Is the unit commander familiar with rehabilitative, administrative, and disciplinary procedures relating to spouse and child abuse?
(AR 608-18, para 1-8b(3)) G__A__R__NA__
- f. Does the unit commander report suspected spouse and child abuse to the designated report point of contact (RPOC) on the installation and provide all relevant information to those investigating the report, including law enforcement agencies and child protective services (CPS)? (AR 608-18, para 1-8b(4)) G__A__R__NA__
- g. Does the unit commander direct the soldier suspected of spouse and/or child abuse to participate in assessment by FAP staff?
(AR 608-18, para 1-8b(5)) G__A__R__NA__
- h. Does the unit commander attend case review committee (CRC) case presentations pertaining to soldiers in their command?

FAMILY ADVOCACY PROGRAM (FAP)

(AR 608-18, para 1-8b(6))

G ___ A ___ R ___ NA ___

- i. Does the unit commander ensure that soldiers involved in allegations of child and/or spouse abuse, are properly advised Article 31 rights with the use of DA Form 3881 (Rights Warning Procedure/Waiver Certificate)? (AR 608-18, para 1-8b(7)) G ___ A ___ R ___ NA ___
- j. Does the unit commander encourage soldiers suspected of child and/or spouse abuse to cooperate with FAP personnel to the maximum extent possible, from initial report to case closure? This includes participation in individual and family interviews or examinations by appropriate social services, medical, and law enforcement personnel? (AR 608-18, para 1-8b(7)) G ___ A ___ R ___ NA ___
- k. Does the unit commander provide written military no-contact orders, as appropriate; counsel soldiers; and take other actions, as appropriate, regarding compliance with civilian orders of protection for victims of spouse abuse? (AR 608-18, Ch 3) G ___ A ___ R ___ NA ___
- l. Does the unit commander support and comply with CRC treatment recommendations to the maximum extent possible, but when he/she non-concurs, provides non-concurrence in writing through the chain of command to the MTF commander? (AR 608-18, para 1-8b(9)) G ___ A ___ R ___ NA ___
- m. Does the unit commander notify the CRC chairperson when reassigning soldiers or moving family members who are involved in treatment for spouse or child abuse; provide notification when reassignment notification is made to the command? (AR 608-18, para 1-8b(11)) G ___ A ___ R ___ NA ___
- n. Does the unit commander encourage the participation of civilian family members in treatment programs? (AR 608-18, para 1-8b(12)) G ___ A ___ R ___ NA ___
- o. Does the unit commander provide a unit escort in accordance with the Joint Travel Regulations when a child is OCONUS, when the authorized transportation is to/from a medical facility for required medical attention that is not available locally, when the child cannot travel alone, and when a CRC representative is unavailable to perform this function? (AR 608-18, para 1-8b(13)) G ___ A ___ R ___ NA ___

NOTE: The Lautenberg Amendment addresses domestic violence and firearms. As such, this amendment may or may not apply to certain cases under this regulation. In appropriate cases, commanders and law enforcement authorities should consult (AR 608-18, para 1-8b(14))

FAMILY ADVOCACY PROGRAM (FAP)

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COMMAND-DIRECTED MENTAL HEALTH EVALUATIONS

1. REFERENCES - Does the unit have the following on hand:

- a. MEDCOM Regulation 40-38, Command-Directed Mental Health Evaluations, 1 Sep 01? G__A__R__NA__
- b. AR 15-6, Procedures for Investigating Officers and Boards of Officers, 30 Sep 96? G__A__R__NA__
- c. AR 20-1, Inspector General Activities and Procedures, 29 Mar 02? G__A__R__NA__
- d. AR 40-68, Quality Assurance Administration, 26 Feb 04? G__A__R__NA__
- e. AR 135-178, Separation of Enlisted Personnel, 26 Mar 04? G__A__R__NA__
- f. AR 380-67, Department of the Army Personnel Security Program, 9 Sep 88? G__A__R__NA__
- g. AR 635-200, Enlisted Personnel, 19 Dec 03? G__A__R__NA__
- h. Department of Defense Directive (DoDD) 1332.18, Separation or Retirement for Physical Disability, 4 Nov 96? G__A__R__NA__
- i. DoDD 6490.1, Mental Health Evaluations of Members of the Armed Forces, 1 Oct 1997? G__A__R__NA__
- j. DoDD 7050.6, Military Whistleblower Protection, 12 Aug 95? G__A__R__NA__
- k. Department of Defense Instruction (DoDI) 6490.4, Requirements for Mental Health Evaluations of Members of the Armed Forces, 28 August 1997? G__A__R__NA__
- l. Manual for Courts-Martial, United States, 1 July 2000? G__A__R__NA__

2. INSPECTION QUESTIONS:

- a. Has the unit established written procedures for referring Service Members (SMs) for mental health evaluations according to references delineated in MEDCOM Reg 40-38, paras 1a through 1d? (MEDCOM Reg 40-38, para 6c(6)) G__A__R__NA__
- b. Does the unit commander consult with the appropriate mental health care

COMMAND-DIRECTED MENTAL HEALTH EVALUATIONS

Provider before referring SMs for non-emergent mental health evaluations that are not exempted by the applicability statement of MEDCOM Reg 40-38? (MEDCOM Reg 40-38, para 6c(6))

G__A__R__NA__

c. For non-emergency referral, does the unit commander use the referral form in Appendix B to MEDCOM Reg 40-38?

G__A__R__NA__

d. Does the unit commander use the notification form in Appendix G, MEDCOM Reg 40-38 to notify SMs of commanding officer referral for a non-emergency mental health evaluation?

G__A__R__NA__

e. Does the unit commander refer SMs for mental health evaluation as soon as practicable, whenever a SM indicates an intent to cause serious injury to himself or others, and he/she believes that the SM may be suffering from a mental disorder? (MEDCOM Reg 40-38, para 8b(1))

G__A__R__NA__

f. Does the unit commander, prior to transporting a SM for an emergency evaluation (or shortly thereafter if the time and nature of the emergency does not permit), consult directly with a mental health care provider (or other health care provider if a mental health care provider is not available) at the MTF? (MEDCOM Reg 40-38, para 8b(2))

G__A__R__NA__

g. Following transport of a SM for emergency evaluation, does the unit commander forward to the mental health care provider he/she previously consulted, a memorandum documenting the information discussed? (MEDCOM Reg 40-38, para 8b(2))

G__A__R__NA__

h. When the unit commander declines a mental health care provider's recommendation to separate a SM of his command, does he/she forward a memorandum to his immediate commander within 2 business days with a copy furnished to the involved mental health care provider explaining the decision to retain the SM against medical advice? (MEDCOM Reg 40-38, para 8h)

G__A__R__NA__

Unit Inspected:_____

COMMAND-DIRECTED MENTAL HEALTH EVALUATIONS

INSPECTOR COMMENTS: _____

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REINSPECTION RECOMMENDED (circle one): YES NO

INSPECTOR'S NAME (PRINT)

SIGNATURE

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