JFHQ-TN Regulation 1-201

Administration

Tennessee National Guard Inspection Policy

Joint Force Headquarters
Nashville, TN
30 June 2008

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***JFHQ-TN Regulation 1-201**

Effective 30 June 2008

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History. This document replaces Tennessee Army National Guard Regulation 1-201, 1 October 2000.

Summary. This regulation prescribes the responsibilities and policies for the planning and conducting of inspections in Tennessee National Guard Organizations. This regulation includes policies on command, staff, and inspector general inspections; in addition, this regulation prescribes policies for the integration of inspections into an Organizational Inspection Program. This regulation is primarily for Army units within the Tennessee National Guard. Air Force inspections are conducted by MAJCOM IGs in accordance with AFPD 90-2 and AFI 90-201.

Applicability. This regulation is applicable to all TNNG units.

Proponent and Exception Authority. The proponent of this regulation is The Office of the Inspector General, TNNG, JFHQ-TN-IG. The Inspector General has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation.

Suggested Improvements. Users may send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to JFHQ-TN-IG, Houston Barracks, P.O.Box 41502, Nashville, TN 37204-1502.

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*This regulation supersedes TNARNG 1-201, dated 1 October 2000.

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Glossary

Chapter 1
Introduction

1-1. Purpose
This regulation outlines responsibilities and prescribes policies for planning, conducting, and coordinating inspections in the Tennessee National Guard (TNNG). This regulation complements and expands on the policies established in AR 1-201, AFI 90-201 and AFPD 90-2.

1-2. References
Required and related publications and referenced forms are listed in Appendix A.

1-3. Explanation of abbreviations and terms
Abbreviations and terms used in this regulation are explained in the glossary.

1-4. Responsibilities
a. The Adjutant General (TAG) will -
(1) Establish inspection policy for all State commands consistent with AR 1-201 and AFPD 90-2.
(2) Establish Organizational Inspection Programs (OIPs) designed to ensure that inspections complement rather than duplicate each other.
(3) Use the Inspector General primarily to inspect systemic issues while reserving compliance inspections principally for command and staff inspection programs.
b. JFHQ-TN Director of Joint Staff (DJS) will -
(1) Manage the Staff Assistance Visitation (SAV) program within the TNNG.
(2) Assist the responsible staff section in submitting issues identified during inspections that could not be resolved at the state level to the appropriate higher authority.
(3). Manage the staff coordination for execution of all inspections within the Tennessee National Guard (TNNG) and task the respective units and staff proponents to implement the approved recommendations found in all IG (and lower-echelon) reports.
c. JFHQ-TN-J3 will -
(1) Designate an OIP coordinator to coordinate and manage the OIP.
(2) Monitor and coordinate all internal and external inspection activities to eliminate redundancy, minimize disruption of training activities, and ensure units have adequate time for corrective action.
(3) Schedule and post inspections and audits on long-range training calendars and ensure that inspections are briefed, approved, and locked in during annual, semiannual, and quarterly training briefings. Produce and maintain a long-range inspection training calendar.
(4) Submit issues identified during inspections that could not be resolved at the state level to the appropriate higher authority.
(5) Plan inspections with adequate time to perform corrective actions and conduct follow-up inspections or activities according to appropriate regulations.
(6) Direct follow-on inspections as appropriate.
d. Army Staff Elements at all levels will -
(1) Monitor their functional areas within subordinate organizations.
(2) Conduct staff inspections as directed by TAG/Commander.
(3) Conduct SAVs as directed by TAG/Commander to teach and train units on goals and standards, (SAVs will complement, not duplicate other inspections).
(4) Plan inspections with time to perform corrective actions and conduct follow-up activities according to regulation.
(5) Review previous inspection reports and results prior to developing new inspection plans.
(6) Adhere to the five inspection principles outlined in chapter two, section two of this regulation, when performing inspection duties.
(7) Ensure that inspectors are trained Subject Matter Experts (SMEs) in the areas assigned to inspect.
e. Commanders, program managers and directors at the Major Subordinate Commands (MSC) and battalion will -
(1) Establish inspection policy for subordinate levels of command consistent with this regulation.
(2) Establish Organizational Inspection Programs (OIPs) designed to ensure that inspections complement rather than duplicate each other.

(3) Designate an OIP coordinator to coordinate and manage the OIP.

(4) Schedule and post inspections and audits on long-range training calendars and ensure that inspections are briefed, approved, and locked in during annual, semiannual, and quarterly training briefings.

(5) Monitor the conduct of inspections and ensure that inspections are conducted in accordance with this regulation.

(6) Apply the training management cycle outlined in FM 7-0 to plan inspections with adequate time to perform corrective actions and conduct follow-up inspections or activities.

(7) Use their inspector generals (if assigned) primarily to inspect systemic issues while reserving compliance inspections principally for command and staff inspection programs.

(8) Ensure that inspectors are trained on Army inspection policy and the Army's inspection principles.

(9) Direct follow-on inspections as appropriate.

f. Air Force National Guard Commanders, Staff and IGs will-

(1) Execute inspections in accordance with AFI 90-201 and AFPD 90-2.

(2) Provide TAG, COS, and JFHQ-IG situational awareness of all MAJCOM inspections.

g. OIP Coordinators will –

(1) Develop a written OIP for the command that captures the key elements outlined in this regulation.

(2) Develop and maintain a schedule that captures all relevant inspections that occur within the unit or command. The best coordination schedule is an annual timeline that lays out all command inspections, staff inspections, IG inspections, audits, external inspections, and major training events. Quarterly schedules are good for the short term, but the OIP Coordinator should base these quarterly schedules on long-term, or annual, calendars. The purpose of these schedules is to prevent conflicts with major training events or other inspections and to avoid redundant or duplicate inspections. In other words, these schedules ensure that inspections do not interfere with major training events and enable the OIP Coordinator to develop and monitor a cohesive program that focuses on command objectives.

(3) Coordinate for the use of outside inspection assets on behalf of unit commanders. These inspection assets may include Command Evaluation Teams (COMET), Installation Environmental Office inspectors, and Equal Opportunity officers to conduct Command Climate Sensing Sessions.

(4) Routinely participate in training meetings and briefings to address inspection schedules and plans as necessary and to discuss and apply lessons learned when scheduling future inspections.

h. The Inspector General will –

(1) Serve as the proponent for JFHQ-TN Regulation 1-201.

(2) Advise commanders and staff on inspection policies. Monitor inspection activities and provide advice to commanders and staff to eliminate redundancy, minimize disruption of training activities, and ensure units have time for corrective actions between inspections.

(3) Advise and assist commanders and staff on inspection techniques.

(4) Advise TAG and commanders on the effectiveness of the OIP and its impact on mission readiness.

(5) Conduct general and special inspections as directed by the Adjutant General.

(6) Serve as the point of contact for inspections originating from outside headquarters such as First Army, National Guard Bureau, Forces Command, Department of the Army, or Department of the Air Force.

(7) Receive the yearly inspection schedule from JFHQ-TN-J3.

(8) Spot-check company-level initial command inspections throughout the command.

(9) Conduct inspections training as requested by commanders and staff agencies.

(10) Conduct IG inspections in accordance with this regulation, AR 1-201 and AR 20-1

(11) Liaise with Air Force IGs during Air Force inspections.

i. Individuals conducting Army inspections will -

(1) Report to commanders all deficiencies involving breaches of integrity, security, procurement practices, and criminality when discovered. Commanders must consult with the servicing staff judge advocate when these cases arise.

(2) Be technically qualified to inspect the subject matter at hand.

(3) Be prepared to provide recommendations to units or conduct teaching and training to help correct any problem identified during an inspection.

(4) Record inspection results.

(5) Attend inspection training to understand the basic elements and concepts of Army inspections.

Chapter 2
Principles of Army Inspections

2–1. Inspection overview
The Inspector General (TIG) has identified five principles that apply to all Army inspections. These principles guide commanders, staff principals, IGs, and all Army inspectors in the conduct of all Army inspections.

2–2. Principles of Army inspections
Army inspections follow five basic principles. Army inspections must be:

a. Purposeful. Inspections must have a specific purpose that the commander approves. For an inspection to be purposeful, an inspection must be:

(1) Related to mission accomplishment.

(2) Tailored to meet the commander's needs while remaining relevant and responsive. Inspections must provide practical and accurate feedback that allows the commander to make informed decisions in a timely manner.

(3) Performance oriented and start with an evaluation against a recognized standard to identify compliance with that standard.

b. Coordinated. The proper coordination of inspections precludes inspection redundancies, complements other inspection activities, and minimizes the inspection burden on subordinate organizations. Inspection planning will follow the doctrine of training management outlined in FM 7–0. Short-notice inspections must be the exception and remain at the commander's discretion. To ensure the proper coordination of inspections, an annual review of all scheduled inspections must occur that answers the following three questions:

(1) *Can this inspection be canceled or combined with another inspection?* Inspections must be consolidated, when appropriate, to ensure the efficient use of inspection resources. However, when combining inspections, unity of effort must remain. If inspectors from several agencies combine their efforts into one inspection, one person must coordinate and lead their activities.

(2) *Does this inspection duplicate or complement another inspection?* An inspection by any headquarters that is more than one echelon above the inspected organization must complement the inspections conducted by the organization's immediate headquarters. For example, higher headquarters should conduct inspections that capitalize on expertise not available at the intermediate headquarters.

(3) *Do inspection reports from other agencies or other echelons of command exist that can assist in the conduct of an inspection?* Inspection plans must use reports of this nature to the maximum extent possible to reduce the number and duration of inspections.

c. Focused on feedback. Inspections are critical because they provide TAG/commander with accurate and timely feedback and a written record of the results. Feedback may be verbal or in written form; however, a written report is the preferred method because a record of that inspection's results will be available to others who may also benefit from the results. Inspection results can be provided at the end of an inspection or be released as the inspection progresses. Inspection results include:

(1) *The identification of root causes.* Deviation from an established standard demands an examination to determine whether the deviation is the result of training deficiencies, lack of resources, misunderstood requirements, or a lack of motivation. The inspector must determine where the root cause lies in the overall functional process or organizational structure.

(2) *The identification of strengths and weaknesses.* Every inspection will bring shortcomings to the attention of those who can correct them. But inspections must also identify strengths as well as weaknesses if the inspection is to remain effective. Sustaining strengths is an important aspect of commanding, leading, and managing. Formally recognizing excellence helps motivate soldiers and civilians to maintain high standards of performance.

(3) *The implementation of corrective actions.* The ultimate purpose of all inspections is to help commanders correct problems. Every inspection must bring recommended solutions directly to the attention of those individuals or agencies that can correct them.

(4) *The sharing of inspection results.* Inspections can generate widespread improvement by evaluating successful techniques and providing feedback to units beyond the ones already inspected. This spirit of sharing and cooperation strengthens the Army.

d. Instructive. Teaching and training is an essential element of all inspections and is the overarching purpose of SAVs. No inspection is complete if the units or agencies inspected have not learned about goals and standards and how to achieve them.

e. Followed up. Inspections expend valuable resources and are not complete unless the inspecting unit or agency develops and executes a follow-up inspection or plan to ensure the implementation of corrective actions. Likewise, the inspected unit must develop and execute a corrective-action plan that fixes those problem areas identified during an inspection. Follow-up actions can include re-inspections, telephone calls, visits to units or proponents to check on the progress of corrective actions, or a request for a formal response from a unit or proponent that attests to the completion of the corrective action. To reduce the administrative burden on inspected units, a formal response to an inspection report is optional unless specifically requested.

Chapter 3
Air Force Inspection Program Elements

3-1. General Guidelines

Independent inspections are conducted by Major Commands (MAJCOM) IGs, Air Force Inspection Agency (AFIA), and functional staffs to provide the SECAF, CSAF, and MAJCOM/CCs status reports on unit efficiency, effectiveness, combat readiness, and nuclear surety. In this regard, MAJCOMs will establish inspection programs consistent with MAJCOM mission requirements to inspect unit readiness, compliance, nuclear surety and other inspection program elements outlined in this chapter. They will develop applicable guidelines, procedures, and criteria for conducting Operational Readiness Inspections (ORI's), Unit Compliance Inspections (UCI), Site Assessment Visits (SAV), and Air Force Audit Agency Visits.

a. Inspection Footprint. It is Air Force policy to minimize the inspection footprint to the maximum extent practical. The use of sampling techniques (using standard mathematically valid statistical models), combined inspections, credit for unit activity in conjunction with exercises and contingencies, and other measures of sustained performance may be accomplished as deemed appropriate by individual MAJCOMs. Whenever practical, IG teams may deploy to forward locations and headquarters during exercises and contingency operations to evaluate processes and performance. Inspectors may observe, but will not interfere with real world activities, unless a serious situation dictates or when input has been thoroughly coordinated with host base and affected unit commanders.

b. Inspection Alignment with AEF Rotations. In order to ensure inspection programs adapt to the current AEF environment, MAJCOMs will, when possible, align inspection schedules with the AEF flow. Inspection schedules will be coordinated/deconflicted with known major AEF deployments (more than 20 percent of a wing's assigned personnel deployed). Unless requested by the commander, units will not be inspected within 90 days of a major AEF deployment or within 90 days after their return. MAJCOMs will submit a Quarterly AEF Alignment Report when unit inspections are conducted during a unit's AEF window. Reporting of inspection alignment need only be done by exception. Additionally, if a MAJCOM must conduct a "non-aligned" inspection, notify SAF/IGI by email with a brief explanation of why the inspection was performed during a unit's AEF window encompassing an AEF deployment.

c. Inspection Guides. MAJCOM functional staffs will develop inspection checklist items (with references) for use by command IG teams and installation exercise evaluation teams. MAJCOM IGs will ensure critical items requiring direct IG evaluation are clearly annotated. Inspection guides may be published to a web site or included in a formal MAJCOM Sup to AFI 90-201. Whatever the choice of publication, guides will be current within 90 days of the publication of the last AFI or MAJCOM supplement--whichever comes later. The MAJCOM IG will coordinate with staff functionals and post the location of the current guide with its effective date.

d. Grading System. Inspection team chiefs may assign ratings that accurately reflect observed performance regardless of statistical outcomes. Specific criteria are designed as a guide and are not a substitute for the judgment of the inspector. However, when ratings differ significantly from established criteria, the rationale should be explained.

e. Validation. Each MAJCOM will establish a validation process and ensure all inspectors are aware of MAJCOM procedures and expectations regarding validation. Confirming initial observations, deficiencies, and conclusions gives the inspected unit an opportunity to clarify and/or rebut those observations, thereby avoiding misunderstandings and improving accuracy. Validation is most effective when initiated at the inspector level. Policy interpretation will be resolved by the appropriate MAJCOM functional office of primary responsibility. Once deficiencies are validated, they become "findings."

Chapter 4
Army Inspections

4–1. Organizational Inspection Program

a. Inspections are a command responsibility, and the OIP is the commander's/TAG's program to manage all inspections within the command. The OIP is a comprehensive, written plan that addresses all inspections and audits conducted by the command and its subordinate elements as well as those inspections and audits scheduled by outside agencies see figure 4-1 for OIP overview. The purpose of the OIP is to coordinate inspections and audits into a single, cohesive program focused on command objectives. Depending upon the echelon and type of organization, the OIP will comprise command inspections, staff inspections, IG inspections (including intelligence

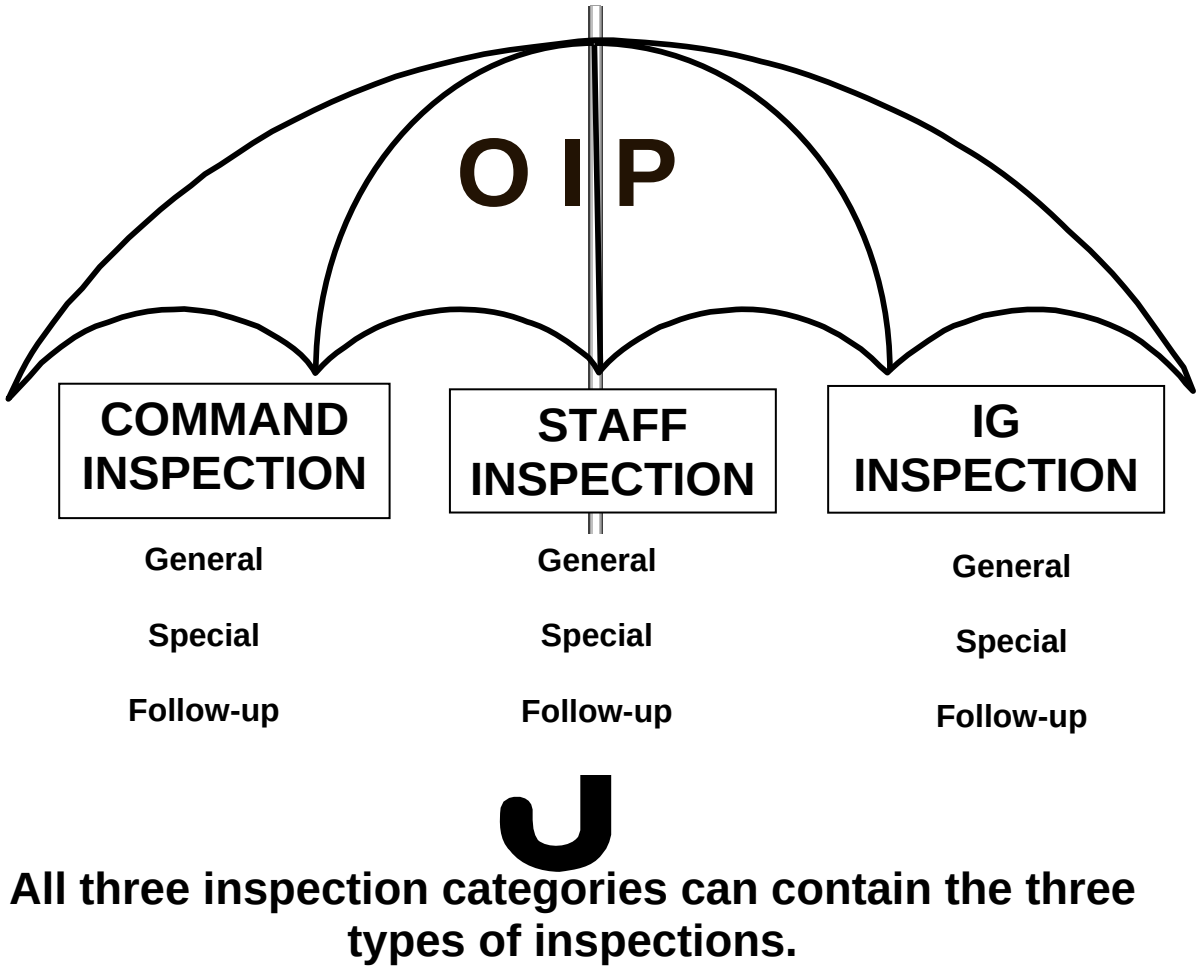

Figure 4-1 OIP Overview

oversight inspections), SAVs, audits, and external inspections. An effective OIP allows a commander to use these inspections to identify, prevent, or eliminate problem areas within the command. Commanders should also use the OIP to complement and reinforce other sources of evaluation information when determining or assessing readiness.

b. The OIP provides the commander with an organized management tool to identify, prevent, or eliminate problem areas. All inspections conducted as part of an OIP must adhere to the Army inspection principles outlined in chapter two. The OIP will contain command guidance on the conduct of inspections. The OIP must also include the command's priorities and goals, explain the mechanism for scheduling and executing inspections, assign responsibility for scheduling and monitoring inspections, provide standards for inspectors, and discuss a way to track feedback and corrective action. A sample battalion OIP memorandum is included in appendix B.

c. The battalion (or similarly sized organization) OIP includes command inspections by the battalion commander and staff inspections or SAVs by the battalion staff as well as external inspections and audits. The battalion commander must add visits and inspections by higher headquarters and agencies to the OIP—especially in areas where the battalion staff lacks experience or expertise. The battalion OIP forms the basic building block for inspections, and the OIP of higher commands must complement the battalion-level programs. The battalion OIP will focus on those areas that immediately impact readiness and reinforce goals and standards. Additionally, command inspections will articulate standards and assist in teaching correctly the processes at work within the battalion. Teaching, training, and mentoring will be a goal of all inspections—especially company-level initial command inspections.

d. The brigade (or similarly sized organization) OIP includes command inspections, staff inspections, and SAVs as well as external inspections and audits. The brigade OIP can focus on units or functional areas, or both. At a minimum, the Brigade OIP will include guidance on command inspections of the brigade headquarters and headquarters company (HHC), staff inspections, and SAVs. The OIP must be flexible and focus on one or more subordinate organizations, a part of those organizations, or a functional area over several subordinate organizations.

e. The OIP at JFHQ primarily involves staff inspections, SAVs, and IG inspections as well as external inspections and audits. The JFHQ OIP must establish guidance and a framework within which the brigade and battalions can develop their own OIPs. Command inspections at this level must include, at a minimum, command inspections of the JFHQ HHD. The focus of the OIP will be on the JFHQ's ability to execute plans and policy. At a minimum, the OIP must verify the effectiveness of inspections at subordinate levels, protect subordinate commanders from being over inspected, and disseminate lessons learned throughout the command. In addition, JFHQ's OIP must address the IG's intelligence oversight responsibilities and requirements as outlined in AR 20–1, paragraphs 1–4*b*(8) and 6–9 through 6–11.

f. Within the TNNG commanders, principal staff officers, full-time staff members, and IGs must pay particular attention to the time-distance factors and the compressed training time available in the TNNG when establishing inspection policies and procedures. The OIP must strive to ensure that inspections do not consume valuable training time that should be devoted to mission-essential task list efforts. In addition to time-distance factors electronic document review is the preferred method of review for inspections.

4-2. Command inspections

a. Command inspections. Command inspections ensure unit compliance with Army regulations and policies and allow commanders to hold leaders at all levels accountable for this compliance. Command inspections allow the commander to evaluate the training effectiveness, discipline, and welfare of the command and are so important that the commander must be personally involved. In addition, command inspections help commanders identify systemic problems within their units or commands and identify or reverse trends as necessary.

b. Commander of the inspecting headquarters. The commander of the inspecting headquarters must participate for an inspection to be a command inspection. By participating, the inspecting commander sets the overall standard for the conduct of the inspection and closely supervises and engages in the inspection. This involvement allows the commander to gain first-hand knowledge of the strengths and weaknesses in key areas of concern and assists in developing realistic action plans to improve those weaknesses. At a minimum, the commander must attend the in-briefings and out-briefings, actively conduct part of the inspection, and provide the inspected commander with an assessment of strengths and weaknesses upon completion. Command inspections can occur at all echelons (such as JFHQ inspecting a MSC or a program executive office inspecting a program management office) and are not limited to inspections of companies, batteries, troops, or detachments. In addition to designating an OIP coordinator, the commander must designate an individual or staff proponent to plan, coordinate, and execute the command inspection portion of the OIP.

c. Initial command inspections.

(1) A new company (or similarly sized organization) commander will receive an initial command inspection (ICI) from his or her rater. The initial command inspection for a company will occur within 180 days of the assumption of command. A sample ICI is included in appendix B.

(2) The ICI ensures that the new commander understands the unit's strengths and weaknesses in relation to higher headquarters' goals and all established standards. The ICI will appear on the training schedule and will serve to evaluate the condition of the unit. The ICI will not, however, evaluate the commander's performance since assuming command.

(3) Only the inspected commander and that commander's rater will receive the specific results of the initial inspection. These results will serve as the basis for a goal-setting session between the incoming commander and his

or her rater that will establish realistic goals to improve unit readiness. The incoming commander should receive a clear picture of the goals, standards, and priorities for the unit. These inspection results help set goals and may cause refinement in the DA (Department of the Army) Form 67–9–1 (Officer Evaluation Report Support Form). Commanders will not use the results of ICIs to compare units. IGs may also request from subordinate commands the results of ICIs (without unit attribution) for the purpose of analyzing trends.

d. Subsequent command inspections (SCIs). SCIs measure progress and reinforce the goals and standards established during the initial command inspection. Commanders will conduct SCIs following all initial command inspections at a frequency determined by the commander. At a minimum, commanders will be given one Individual Duty Training (IDT) training weekend to correct deficiencies. These inspections are often focused inspections that only look at specific areas and are not necessarily complete re-inspections of the entire unit.

4-3. Staff inspections

a. Staff inspections provide the commander with specific, compliance-oriented feedback on functional areas or programs within the command. The commander directs staff principals and staff members to conduct staff inspections that can stand alone or that can complement ongoing command and IG inspections.

b. Staff inspections are compliance oriented and focus on a single functional area or a few related areas. The staff inspections for the TNNG are included at annex D, all staff inspections at a minimum will included a completed compliance checklist and a inspection report that contains the following at a minimum (appendix B contains inspection report format):

(1) Heading
(2) Summary
(3) Findings
(4) Observations
(5) Root Cause
(6) Recommendation

c. The lowest-level staff member technically qualified in the functional area normally conducts the inspection.

d. SAVs are not inspections but are teaching and training opportunities that support staff inspections. Staff sections conduct SAVs to assist, teach, and train subordinate staff sections on how to meet the standards required to operate effectively within a particular functional area. SAVs can occur at the discretion of the commander, or a staff principal at any level can request a SAV from the next higher staff echelon. SAVs can prepare staff sections for upcoming inspections or train staff sections on new concepts, technologies, or operating techniques. SAVs do not produce reports but instead provide feedback only to the staff section receiving the assistance. SAVs can also be conducted as teleconferences or video-teleconferences. SAV checklists are included in appendix D.

4-4. Inspector general inspections

a. IG inspections focus principally on issues that are systemic in nature and that affect many units throughout the command. IG inspections examine and recommend solutions for problems that command and staff inspections cannot solve at the local level.

b. AR 20–1 governs the development and conduct of IG inspections.

c. IGs tailor inspections to meet the commander's needs. IG inspections may also focus on units, functional areas, or both.

d. IGs are exposed to a wider range of units than most other inspectors. IGs are trained to—

(1) Identify substandard performance, determine the magnitude of the deficiency, and seek the reason (root cause) for the substandard performance or deficiency.
(2) Identify systemic issues and refer them for resolution.
(3) Teach systems, processes, and procedures.
(4) Identify responsibility for corrective actions.
(5) Spread innovative ideas.

4-5. Inspections and the Army Force Generation (ARFORGEN) Model

The TNNG's OIP is now more important than ever in helping commanders maintain readiness, especially when applied to the Army Force Generation model's three phases: reset and train, ready, and available. Applying the OIP to the ARFORGEN model requires careful planning and a clear understanding of what commanders at all levels want to achieve through inspections. Commanders establish the scope and purpose of these inspections and focus their inspection efforts on high-payoff readiness issues. A unit's position in the ARFORGEN model further informs commanders about what inspection priorities to consider.

a. Reset/train phase (one to three years). Command, staff, and IG inspections would be extremely effective in this phase by focusing on the general readiness of a unit (command inspection), the capabilities and functionality of staff sections (staff inspections), and systemic issues that are adversely affecting multiple units within a command (IG inspections).

b. Ready phase (fourth year). Command inspections are more difficult to perform during this phase; but initial and subsequent command inspections are still critical to the new unit commanders and must occur. ICIs will be tailored in scope to concentrate on high-payoff readiness areas so the new commander can tailor training to enhance areas that require improvements. Staff inspections and IG inspections will constitute the commander's greatest inspection efforts by focusing on key readiness indicators and the appearance of previously unidentified issues.

c. Available phase (fifth year). ICIs and SCIs are critical for incoming commanders that take command during deployment, but the senior commander must use these inspections to target mission-critical areas within the unit that demand immediate assessment and correction. During this phase staff assistance visits are more applicable than staff inspections.

Chapter 5
Inspections Process

5-1. Inspection Process Overview

The TNNG Inspections Process is a sequential planning process and management tool that inspectors use to plan and conduct inspections. The TNNG inspection process is derived from Army Regulation 20-1, Inspector General Activities and Procedures, The TNNG inspection process consists of the following three phases: preparation, execution, and completion.

5-2. Preparation Phase

a. Commander approves the concept. Most inspection within the TNNG will receive commander's approval with the publication of the inspection calendar.

b. Plan in detail. Once an inspection is scheduled the inspection team must ensure that the inspected unit is fully aware of the inspection date and the requirements for the inspection. During this step the inspection team must ensure that all logistical and transportation concerns are addressed.

c. Train up. This step allows the individual inspectors to develop their information-gathering tools and conduct low-level rehearsals. This step also allows inspectors to ensure that have the latest information for their inspection.

d. Pre-inspection visits. If possible a member of inspection team will conduct a pre-inspection to deconflict and issues and address any questions that the inspected unit may have.

5-3. Execution Phase

a. Visit units. The inspection team visits the selected units in accordance with the inspection plan and inspects the items listed in the applicable inspection. The inspection team will always conduct an in-briefing for the commander or the key leader that is responsible for the inspected unit that offers background on the inspection. An out-briefing will also be conducted that leaves the commander with basic feedback that will prove useful.

b. In-process review (IPR). For complex and lengthy inspections IPRs are a useful tool for the inspection team. The main purpose of the IPR is to share information with and among the inspection team members. The team will normally conduct a brief IPR at the end of each inspection to produce an out-briefing. The inspection team may conduct additional IPRs at different points in the process as required.

c. Updating the commander. The inspection team should always ask if the commander wants an update during the inspection. The update will most likely occur if key issues are identified that should be addressed prior to the out-brief or if the commander is able to correct the situation on the spot.

d. Analyzing results and crosswalking. Inspection team will always analyze their results to identify best practices and good news stories for compliance and the root cause of non-compliance see section 5-5. By analyzing results the inspection team can provide the commander with useful information that will enhance the readiness of the unit. Crosswalking is nothing more than an inspection team's attempt to verify what he or she saw, read, or heard during the inspection. The final output of this step is a draft version of the inspection report (see appendix B).

e. Out-briefing the proponents. Proponents are those individuals that the inspection team identifies in the inspection report to resolve problems in their respective areas of responsibility. With each finding comes a recommendation, and the inspection team must select the appropriate proponent to implement the recommended solution. The inspection team briefs proponents on the findings and recommendations that apply to them as a professional courtesy prior to briefing the commander. By briefing the proponents, the inspection team may also learn more about the issue and glean fresh ideas about how best to approach the solution. For this reason, out-briefing the proponents is still part of the execution phase since the inspection team may still gather additional information for the report and final out-brief to the commander.

5-4. Completion Phase

a. Out-briefing the commander. The inspection team presents the results of the inspection to the commander during this step. The inspection team will brief the commander on the findings and recommendations contained in the inspection report. The inspection team must invite key staff members and the proponents identified in the report to attend.

b. Taskers. Once the commander applies the recommendations they become taskers. Taskers are way to ensure that identified issues are addressed.

c. Inspection report. The inspection report will contain at a minimum a subject area, summary, findings, observations, and recommendations (see appendix B).

d. Handoff. Handoff is the process of transferring a verified finding that is beyond the ability or authority of the command to correct. Handoff should occur through command channels.

e. Distributing the inspection report. The inspection team will distribute the results of the inspection report as applicable by the inspection. The inspection team will disseminate the final report to ensure that all elements of the command are aware of the inspection results and can apply corrective action where appropriate — even though not all members of the command participated in, or contributed to, the inspection. At a minimum, the commander, the proponents, the staff, and the units inspected will receive a copy of the inspection report.

f. Scheduling follow up. The inspection is not complete until follow up occurs. Follow up can take many forms; the inspection team can call or visit the proponents to check on their progress or conduct a complete re-inspection of the same topic. Follow up closes the loop with all concerned, identifies what tasks are complete and those that are not (and the reasons why), and provides the commander with feedback.

5-5. Root Cause Analysis Model

Inspection procedures should allow for the identification of the root cause of a deviation and for determination of where in the overall functional process or organizational structure the root cause lies. Every problem has a root cause(s); some are systemic and some are local. Figure 5-1 provides a Root Cause Analysis Model to assist in determining why noncompliance exists.

a. Systemic Root Causes. When the problem is widespread and presents a pattern, it is likely to be systemic. Often such problems can be traced back to a regulation, policy, or other standard that is confusing, overly ambitious, or in conflict with another standard. These problems are best taken to proponent that wrote the standard.

b. Local Root Causes. When the problem is localized and does not reveal itself in a number of units or does not present a pattern of noncompliance, then it is likely to be unit specific. That is, the cause (and hence the fix) lies in the local (smaller) organization itself. It could be related to a particular person's decisions, demeanor, or statements. In any case, findings that relate to the organization alone should be left to the organization to fix.

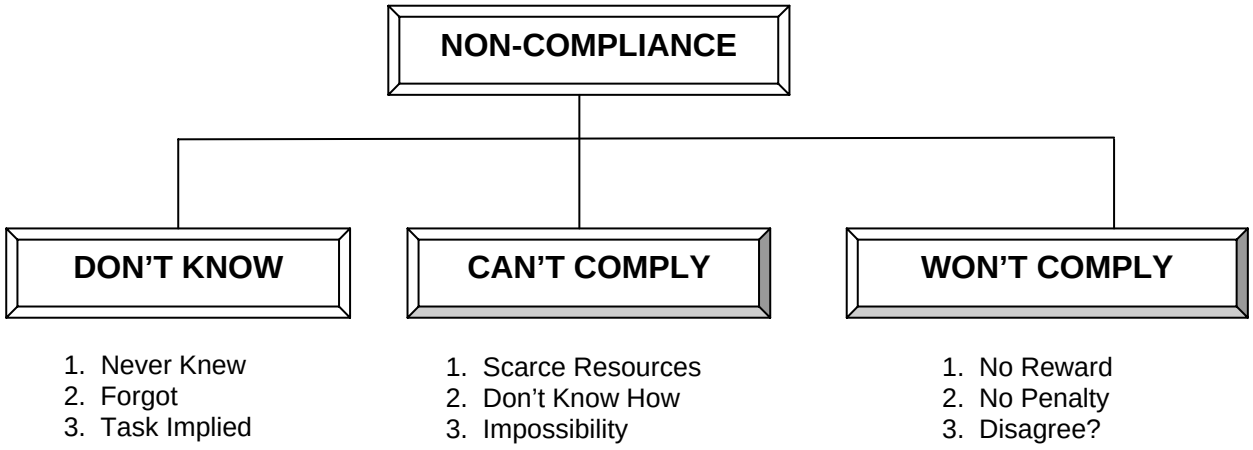

Figure 5-1: Root Cause Analysis Model: To assist in determining why non-compliance exists.

c. Using the Model: The Root Cause Analysis Model has three major headings: "Don't Know", "Can't Comply", and "Won't Comply". Each heading includes three categories that the inspector can pose as questions. The inspector should start with the heading "Don't Know" and then ask questions one through three in sequence. For example, under the heading "Don't Know", the inspector should ask, "Did the person or unit ever know about the requirement?" The information that the inspector gathered from interviews, sensing sessions, observation, and document reviews should lead him or her to a particular answer. The inspector should not stop upon finding an answer to a question. More than one reason may exist for compliance or non-compliance, so the inspector should follow the model all the way through to completion.

(1) Don't Know.

(a) Never Knew: Did the person or unit ever know about the requirement? A positive answer to this question usually means that some organization at some echelon failed to get the information down to the required level.

(b) Forgot: Did the person or unit forget about the requirement? A positive answer to this question usually suggests a local -- or personal -- problem and not a systemic problem.

(c) Task Implied: Was the task implied but the unit or person lacked the knowledge or experience to recognize the requirement? In organizations whose members are highly experienced, identifying and accomplishing implied tasks is second nature. But in organizations that suffer from rapid turnover and varying levels of experience, the leadership should compensate by providing more explicit guidance.

(2) Can't comply.

(a) Scarce Resources: Did the person or unit have the resources to accomplish the requirement? Many units often lack the resources to accomplish many of their assigned missions. Part of the problem may be a conscious decision that a leader made concerning priorities. Before an inspector challenges a unit's priorities, the inspector must view and understand the bigger picture. The priorities the leader selected may be the right ones, but that fact does not mean that the inspector cannot question the decision.

(b) Don't Know How: Did the person or unit know how to meet the requirement? A negative response to this question might suggest a lack of training or experience. The resources may be available, but the unit or person simply lacked the knowledge to perform the task -- even if the unit or person knew about the requirement.

(c) Impossibility: Was the requirement impossible for the unit or person to perform? A positive response to this question suggests that training, resources, and knowledge of the requirement were there, but the unit or person found the task impossible to accomplish. A number of potential reasons may surface. Perhaps the task was overly ambitious and incredibly difficult to perform under any circumstances.

(3) Won't Comply.

(a) No reward: Would the person or unit be rewarded for completing the requirement? Some people consciously decide not to comply with requirements that do not benefit them or their unit -- or are "dumb" in their estimation. Some people simply avoid difficult tasks. A disciplinary penalty may be involved in decisions of this nature.

(b) No Penalty: Would the person or unit suffer a penalty by failing to complete the requirement? Some units or individuals choose not to comply with what they deem to be "unsavory" tasks because no one will punish them for their non-compliance. Some people focus only on what keeps them out of trouble. Once again, a disciplinary penalty may be involved in a decision of this nature.

(c) Disagree: Did the person or unit disagree with the requirement? In some rare instances, individuals refuse to comply with a requirement that they think is invalid. Sometimes they are correct, and sometimes they are not. Once again, a disciplinary penalty may be involved.

d. Teaching. Teaching is an essential element of all inspections and is the major purpose of all staff assistance visits. No inspection can be considered complete if those inspected have not been taught the goals and standards and how to achieve them.

e. Corrective Action: The ultimate purpose of all inspections is to help commanders correct problems. While inspections alone do not always fix deficiencies, every inspection will bring shortcomings to the attention of those who can correct them.

Appendix A
References

Section I
Required Publications

AR 1-201
Army Inspection Policy (Cited in para 1-4, and in Appendix B, under "References" in the example BN OIP)

AR 20-1
Inspector General Activities and Procedures (Cited in para 5-1.)

The Inspections Guide
The Inspections Guide (Cited in para 11of the example BN OIP) (Available at the U.S. Army Inspector General School (SAIG–TR), 5500 21st Street, Suite 2305, Fort Belvoir, VA 22060–5935 or (http://tigs-online.ignet.army.mil/tigu_online/references.htm.)

Section II
Related Publications

FORSCOM Regulation 220-2
Army National Guard and Army Reserve: Reserve Component Training Assessment

Air Force Policy Directive 90-2
Inspector General- The Inspection System

AF Instruction 90-201
Inspector General Activities

Section III
Prescribed Forms
This section contains no entries.

Section IV
Referenced Forms
This section contains no entries.

Appendix B
Battalion Organizational Inspection Program Memorandum and Associated Products

This appendix contains a sample battalion Organizational Inspection Program (OIP). Remember, the OIP is the commander's program that manages all inspections within the command. The inspections covered in the OIP include command inspections, staff inspections, IG inspections, audits and external inspections. The overarching purpose for developing an OIP is to allow a commander to capture in one written document all inspections within the command so that everyone within that command is aware of all inspection requirements and can schedule these requirements in accordance with the training execution model outlined in FM 7-1, Battle Focused Training. Since the battalion is the basic building block of the OIP, all higher OIPs should complement and support the battalion level.

B. Sample battalion organizational inspection program memorandum

(See fig B.) This sample battalion OIP represents a typical inspection program at the battalion level. The same concept also applies to OIPs above the battalion level.

DEPARTMENT OF THE ARMY
Battalion Letterhead

XX-XXXX 1 June XXXX

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Battalion Organizational Inspection Program (OIP)

1. **REFERENCES:**

a. AR 1-201, Army Inspection Policy (04APR08).

b. JFHQ-TN Regulation 1-201, TNNG Inspection Policy (30JUN08).

c. JFHQ-TN Organizational Inspection Program (OIP) (dated __)

d. Brigade/MSC Organizational Inspection Program (OIP) (dated __)

e. DAIG Inspections Guide (February 2007)

f. FM 7.0, Training the Force

g. Battalion Yearly Training Guidance, FY__

2. **PURPOSE**: To prescribe procedures for the conduct of the battalion Organizational Inspection Program (OIP).

3. **OBJECTIVE**: battalion-level inspections are integral components of my Organizational Assessment Program (OAP) and of the Brigade/MSC/JFHQ-TN Organizational Inspection Program (OIP). I consider them an important tool to assess the combat readiness of each of our units, identify areas that require additional training, and highlight problems that require resolution. We will coordinate a comprehensive battalion inspection program to ensure that we are prepared to conduct our mission while complementing other training. It is my intent to keep a streamlined, focused approach to inspections and use the OIP to coordinate internal and external inspections and audits into a single, cohesive tool to improve the readiness of all my units.

4. **GENERAL**: The Battalion OIP consists of command and staff Inspections.

a. The battalion will conduct all inspections in accordance with the inspection principles outlined in AR 1-201 and JFHQ-TN Regulation 1-201.

b. Inspections are training events, and inspectors have the responsibility to ensure that units have the knowledge and ability to fix any identified deficiency. On-the-spot corrections should be made whenever possible and annotated in reports as appropriate.

c. Commendable performances by individuals or creative/unique programs that enhance readiness deserve recognition and acknowledgement in reports.

Figure B. Sample memorandum used to develop a battalion-level OIP

d. The battalion S3 is responsible for scheduling all inspections. The S3 will keep an updated inspection schedule. If an outside agency wishes to inspect a unit within the battalion, forward the request immediately to the S3 to ensure that the inspection can fit both on the training schedule and with the battalion's priorities. We will not schedule requested inspections that do not support the battalion's priorities, goals and objectives. We will highlight inspections during training meetings and treat them just like other training events.

e. The battalion XO is the overall OIP coordinator and is responsible for monitoring follow-up inspections on all battalion-level and higher inspection results to ensure that the recommended corrections occur in a timely manner. At the completion of each inspection conducted by an outside agency, a copy of the inspection report will go to the battalion XO.

5. **INSPECTION PRIORITIES**:

a. Taking care of our soldiers and families (safety, pay and administration, and family care).

b. Commander's intent is to improve command readiness. I intend to improve individual soldier readiness by prioritizing the soldier readiness process. Subordinate commanders will review their units' Mobilization Plan Data Viewer- (MPDV-II) status monthly. This readiness tool must be updated on a continual basis and inspected by commanders.

c. Correcting problems identified in the AAR from our last NTC rotation (for example, ensuring that SINCGARS-operator training is current, maintenance and parts replacement requests are processed properly, and that we are accounting for our personnel accurately).

d. Other key areas of command concern that focus on standards and improving readiness.

6. **COMMAND INSPECTIONS**:

a. The battalion commander conducts command inspections to assess unit strengths and weaknesses, determine readiness, and measure improvement toward goals and objectives. Goals from command inspections will be annotated on the inspected unit commander's OER.

b. Command Inspections come in two forms: The Initial Command Inspection (ICI) and the Subsequent Command Inspection (SCI). These inspections differ in two ways. The ICI is comprehensive and will not be used to measure a new commander's progress since taking command, but will be used to develop goals and objectives. These goals and objectives should be the foundation of a commander's OER support form. By contrast, the SCI may be tailored and will measure the unit commander's progress since the ICI. Results of an SCI can/should be used to quantify a commander's significant contribution on his OER support form.

c. The term Command Inspection (CI) as used in this document encompasses both the ICI and SCI.

d. Initial Command Inspection (ICI).

(1) Unit commanders will receive an Initial Command Inspection within 180 days after assuming command.

(2) The ICI will allow new unit commanders to understand readily their units' strengths and weaknesses. I will personally take part in the inspection, and I expect the staff to make this inspection a

Figure B. Sample memorandum used to develop a battalion-level OIP – Continued

priority as well. I expect all inspectors to conduct a detailed inspection that not only documents problems but also teaches solutions and assists the unit with corrective actions. I will discuss the results of the ICI with the inspected unit commander and help set goals and priorities for his or her command tenure. This discussion will occur after we have completed the ICI with the appropriate entries made to the OER Support Form (DA Form 67-9-1).

(3) The ICI inspection schedule is at Annex A.

(4) Areas inspected during the ICI are in Annex B.

e. Subsequent Command Inspection (SCI).

(1) I will select key areas to follow up with Subsequent Command Inspections based on the ICI results and other indicators. At a minimum, I will inspect a part of each unit annually.

(2) The SCI will enable unit commanders and me to measure the progress of their units. I will provide guidance as necessary to help each unit commander strengthen his or her unit's performance.

(3) SCI inspection areas will be chosen from Annex B, but the annual SCI may not be as comprehensive as the ICI. Tailoring SCIs will reflect my concerns at the time of inspection as well as resource constraints. The tailoring decision will be mine alone.

f. Implementation of command inspections.

(1) Command inspections will be planned carefully. Subordinate units will receive a notice of inspection which will include the inspection concept and the inspection plan. Units will be able to plan for CI's in their YTP. The ICI inspection will begin with an in-briefing conducted by the battalion staff. The purpose of this in-briefing will be to confirm the inspection plan, present a clear view of the activities during the inspection and address any last-minute questions. The unit commander, first sergeant, unit commodity area chiefs, and battalion inspectors will attend.

(2) Following the inspection in-briefing, the CSM and I will conduct an in-ranks inspection. We will each inspect one platoon at a minimum. However, all platoons should be prepared for the inspection. Allow approximately one hour for the in-ranks inspection. I expect the unit commander and unit 1SG to accompany the CSM and me.

(3) Following the in-ranks inspection, the unit commander and I will conduct a general walk-through of the unit area, to include the administrative areas, outside facilities, motor pool, and supply areas. Simultaneously, the battalion XO and staff principles will inspect their respective areas of concern.

(4) Staff OICs/NCOICs will consolidate and brief their respective inspection results to me at the end of DAY ONE and DAY TWO during the inspector meetings. Each unit will receive an informal out-briefing at the conclusion of each day.

(5) The unit commander and unit leadership will receive a formal out-briefing from me and from each staff OIC NLT the next IDT after the conduct of the inspection. The battalion XO will coordinate the date and time of the out-briefing following DAY TWO of the inspection.

(6) Specific staff and unit implementation instructions are outlined in paragraph 13, RESPONSIBILITIES.

Figure B. Sample memorandum used to develop a battalion-level OIP – Continued

(7) Since SCIs usually require less time to conduct, we will use a modified ICI schedule for SCIs. I will state the SCI focus well in advance to ensure adequate unit preparation time.

(8) We will conduct follow-up inspections NLT 180 days after all command and staff inspections to ensure that the appropriate action has occurred to correct deficiencies identified during the inspection. The battalion XO will monitor the progress of these follow-up inspections.

7. **STAFF INSPECTIONS**: Staff inspections normally will focus on a single function. The intent is to find the root cause of a problem area that is within my ability to fix. For example:

1) PT program
2) Inventory procedures
3) Awards program
4) Maintenance operations
5) NCOERs/ OERs
6) LOD's
7) Promotion Packets

a. If problems require assistance/resources above my level to fix, I will request that assistance and notify the MACOM staff if necessary.

b. Staff inspections will follow up previous command or staff inspections. Their primary focus will be areas of concern from the previous inspections.

8. **MSC INSPECTIONS:** The MSC will also conduct inspections of the battalion. The inspection will focus on the staff sections, but will affect each of the companies to some degree. For example, the Brigade commander will want to review the COMET inspection in one company, an in-ranks inspection in another company, and so on. The battalion XO -- as the battalion OIP coordinator -- will coordinate with the MACOM XO and then our battalion S3 to establish dates for this command inspection. Once the brigade publishes the inspection's Memorandum of Instruction (MOI), the battalion XO will publish battalion-level MOI assigning inspection responsibilities for the companies and staff sections. The brigade inspection will closely resemble the battalion command inspections in content and execution.

9. **EXTERNAL INSPECTIONS:** The battalion must currently undergo two annual inspections conducted by members of the JFHQ's or NGB. Those inspections are as follows:

a. Hazardous Materials Inspection of the Motor Pool. The JFHQs Environmental Office will conduct an inspection of each motor pool once a year to determine the battalion's compliance with regulations governing the amount of Class III and POL Packaged Products that the battalion can maintain on hand. The battalion point of contact for this inspection is the battalion HAZMAT officer, who will work with each company HAZMAT officer to ensure compliance with the standards. If this is not in conjunction with a scheduled CI, the OIP coordinator will request that it be done during a time that is not scheduled at a unit training assembly, to minimize unit training distracters.

b. Physical Security Inspection. The Group or MACOM HQs will conduct an annual inspection of the battalion's arms rooms and armories to ensure compliance with Army physical security requirements. The battalion will conduct physical security inspections for subordinate units and forward the inspection results through the chain of command to the JFHQ-J5/7. The AO is the battalion point of contact for this inspection and will work with the company RNCOs and 1SG to ensure compliance with the

Figure B. Sample memorandum used to develop a battalion-level OIP – Continued

standards. The AO must also coordinate through the battalion XO and with the battalion S3 to schedule this annual requirement. If this is not in conjunction with a scheduled CI, the OIP coordinator will request that it be done during a time that is not scheduled at a unit training assembly, to minimize unit training distracters.

10. **INSPECTOR PREPARATION:**

a. All inspectors will prepare thoroughly to inspect their respective areas. Each inspector must have a thorough understanding of all applicable regulations, policies, and SOPs. Inspectors must understand the inspection concept and inspection plan. The inspection team should rehearse the inspection to some degree to ensure that all inspectors are familiar with their assigned duties.

b. New inspectors should orient first on battalion policies pertaining to their inspection area. When they become familiar with these policies, they should study the MACOM, and DA policies or regulations. This study method will help prevent new inspectors from becoming overwhelmed with stacks of references and checklists.

11. **USE OF THE INSPECTOR GENERAL:**

a. The JFHQ Inspector General has offered to train battalion and unit inspectors in inspection techniques and inspection planning. The basis of their training is The Inspections Guide published by the Department of Army Inspector General Agency. I encourage all Company commanders and staff inspectors to read this document, which is available through the JFHQ-TN-IG or online at: (http://tigs-online.ignet.army.mil/tigu_online/references.htm). Staff principals and unit commanders should arrange for further training through the S3.

b. The IG system tracks problems down to their root cause and can resolve issues that are beyond the battalion's ability to correct such as conflicting guidance in Army regulations. Therefore, we will often inform the IG of issues that we cannot resolve so that he or she can assist to resolve them. Such issues will go forward in writing under my signature.

12. **ANNOUNCED AND UNANNOUNCED INSPECTIONS:**

a. As indicated, the ICIs and SCIs are announced inspections that we will incorporate into the yearly training plan.

b. Unannounced inspections are a valid way of determining the current status of unit activities. However, these inspections can be highly disruptive to training and other necessary activities. Therefore, no unannounced inspection will occur without my personal approval. This approval includes both internal and external inspections.

c. We will also coordinate announced inspections by agencies outside the battalion and include them on the training schedule. The OIP coordinator will deconflict any scheduling issues that apply to inspections within the battalion.

13. **RESPONSIBILITIES:**

a. The battalion training officer will:

Figure B. Sample memorandum used to develop a battalion-level OIP – Continued

(1) Serve as the battalion OIP coordinator.

(2) Coordinate and consolidate inspection-visit results, facilitate inspector meetings, and ensure the completion and distribution of all inspection reports. Copies will also go to the MACOM S3/ JFHQ- J3.

(3) Resolve any discrepancies between the inspected unit and the battalion inspectors.

(4) Schedule formal out-briefings the next IDT after completing all command and staff inspections.

(5) Submit issues that you cannot resolve at the battalion level to the next higher headquarters.

(6) Develop the battalion-level MOI for all brigade command inspections.

b. The CSM will:

(1) Participate in all command inspections and certain staff inspections as appropriate.

(2) Attend command inspection in-briefings, inspector meetings, and out-briefings.

(3) During command inspections, inspect at least one platoon; review the APFT SOP and MOSQ status.

(4) Inspect the NCOER program to ensure that counseling is occurring properly.

c. The S1 will:

(1) Provide inspectors for all S1 areas of responsibility as outlined in Annex B. Additionally, annotate the names of staff personnel responsible for the various inspection areas in the appropriate column on Annex B and return a copy of the annex to the XO NLT 10 days prior to DAY ONE of a scheduled command inspection.

(2) Attend command inspection in-briefings, inspector meetings, and out-briefings.

(3) Be prepared to conduct staff inspections for any issues appropriate to the S1's area of responsibility.

d. The S2 will:

(1) Provide inspectors for all S2 areas of responsibility as outlined in Annex B. Additionally, annotate the names of staff personnel responsible for the various inspection areas in the appropriate column on Annex B and return a copy of the annex to the XO NLT 10 days prior to DAY ONE of a scheduled command inspection.

(2) Attend command inspection in-briefings, inspector meetings, and out-briefings.

(3) Be prepared to conduct staff inspections for any issues appropriate to the S2's areas of responsibility.

Figure B. Sample memorandum used to develop a battalion-level OIP – Continued

e. The S3 will:

(1) Annotate scheduled command inspection dates on the battalion LRPC.

(2) Schedule/coordinate the use of any non-battalion facilities that any inspections may require.

(3) Provide inspectors for S3 areas of responsibility as outlined at Annex B. Additionally, annotate the names of staff personnel responsible for the various inspection areas in the appropriate column on Annex B and return a copy of the annex to the XO NLT 10 days prior to DAY ONE of a scheduled command inspection.

(4) Evaluate the conduct of the APFT during the ICIs.

(5) Publish a listing of CTT and NBC tasks NLT 10 days prior to day one to be evaluated and then assess one platoon on each set of the CTT and NBC tasks during the command inspection.

(6) Attend command inspection in-briefings, inspector meetings, and out-briefings.

(7) Be prepared to conduct staff inspections for any issues appropriate to the S3's area of responsibility.

(8) Coordinate the training of all inspectors and evaluators.

(9) Schedule outside agencies for assistance as necessary.

f. The S4 will:

(1) Provide inspectors for S4 areas of responsibility as outlined in Annex B. Additionally, annotate the names of staff personnel responsible for the various inspection areas in the appropriate column on Annex B and return a copy of the annex to the XO NLT 10 days prior to DAY ONE of a scheduled command inspection.

(2) Conduct a 10-percent property-accountability inspection of one platoon during each ICI.

(3) Inspect the motor sergeant, supply sergeant, and armorer hand receipts, at a minimum, to check ULLS S4 during each ICI.

(4) Attend command inspection in-briefings, inspector meetings, and out-briefings.

(5) Be prepared to conduct staff inspections for any issues appropriate to the S4's area of responsibility.

g. The battalion motor officer will:

(1) Provide inspectors for the maintenance area of responsibility as outlined in Annex B. Additionally, annotate the names of staff personnel responsible for the various inspection areas in the appropriate column on Annex B and return a copy of the annex to the XO NLT 10 days prior to DAY ONE of a scheduled command inspection.

(2) Attend all command inspection in-briefings, inspector meetings, and out-briefings

Figure B. Sample memorandum used to develop a battalion-level OIP – Continued

(3) In coordination and conjunction with the battalion communications-electronics officer, conduct a maintenance inspection of one platoon during each ICI.

(4) Be prepared to conduct staff inspections on any issues appropriate to the maintenance area of responsibility.

h. The battalion communications-electronics officer will:

(1) Provide inspectors for the communications area of responsibility as outlined at Annex B. Additionally, annotate the names of staff personnel responsible for the various inspection areas in the appropriate column on Annex B and return a copy of the annex to the XO NLT 10 days prior to DAY ONE of a scheduled command inspection.

(2) Attend all command inspection in-briefings, inspector meetings, and out-briefings.

(3) In coordination and conjunction with the battalion Motor Officer, conduct a Communications and Electronics and COMSEC maintenance inspection of one platoon during each ICI.

(4) Be prepared to conduct staff inspections on any issues appropriate to the communications area of responsibility.

i. Unit commanders will:

(1) Annotate the names of unit POCs and guides responsible for the various inspection areas in the appropriate column on Annex B and return a copy of the annex to the XO NLT 10 days prior to DAY ONE of a scheduled command inspection.

(2) Designate the specific platoons to participate in the special evaluation and assistance visit for the areas detailed below. Furthermore, notify the appropriate staff section OIC of the selected platoons NLT seven days prior to DAY ONE of a scheduled command inspection.

(a) Battalion Commander	In-ranks (DAY ONE, 0800-0900)
(b) S3	APFT (DAY TWO, 0800-0900)
(c) S3	NBC evaluation (DAY TWO AM)
(d) S3	CTT evaluation (DAY TWO PM)
(e) BMO / CEO	Maintenance evaluation (DAY TWO AM)
(f) S4	10-percent inventory (DAY TWO PM)

(3) Designate one point of contact (such as the XO or 1SG) to monitor, coordinate, and de-conflict inspection activities; provide the name of this POC to the battalion XO NLT 10 days prior to DAY ONE of a scheduled ICI or SCI.

(4) Be prepared to assist any staff area during the conduct of any staff inspection conducted under my direction. This assistance may take on several different forms from guides to hands-on participants.

14. **BATTALION COMMAND INSPECTION REPORTS:**

a. Staff section OICs will submit verbal reports at the daily ICI/SCI staff meeting.

Figure B. Sample memorandum used to develop a battalion-level OIP – Continued

b. Staff section OICs will submit three copies of the final written report using the format detailed at Annex C and three copies of all completed inspection-visit checklists to the battalion XO NLT three working days after the inspection.

c. Staff section OICs will brief their final command inspection report to the unit commander and assembled unit leadership at the formal out-briefing.

d. All inspection reports will highlight recurring deficiencies noted during previous inspections, evaluations, or visits conducted by any level of command.

e. The unit commander will receive a copy of each staff section's final report and all inspection-visit checklists at the final command inspection out-briefing.

f. Staff inspection reports will follow the same format outlined in Annex C. Each staff section will complete the inspection reports NLT 30 days after the conduct of any inspection.

15. **PROPONENT/SUGGESTIONS FOR IMPROVEMENT**: The proponent for this SOP is the battalion XO. Any member of this battalion may suggest changes directly to the battalion XO.

BATTALION COMMANDER
LTC, XX
Commanding

Annexes:
A - Standard ICI Schedule
B - ICI Inspection Areas
C - Report Format

DISTRIBUTION: A

Figure B. Sample memorandum used to develop a battalion-level OIP – Continued

ANNEX A (Standard ICI Schedule) to Battalion Organizational Inspection Program (OIP)

DAY ONE

TIME	EVENT	WHO	LOCATION
0800-0900	Inspection In-briefing	Bn Cdr / Staff Unit Cdr / Staff	Unit Area
0830-0900	In-ranks	Bn Cdr / CSM	Unit Area
0930-1200	Staff / section review of ICI Bn Cdr walk-thru	Bn inspectors Bn inspectors Unit Guides	Functional Area Unit Area
1200-1300	Lunch	All	Designated Area
1300-1330	Inspector Prep	All	Designated Bn Area
1330-1630	Continue Staff / section review of ICI	Bn inspectors Bn inspectors	Functional Areas
1630-1700	Inspector Prep	All	Designated Bn Area
1700-1800	Staff Meeting	Bn XO Bn Inspectors	Designated Bn Area
1800-1830	Unit Cdr Informal Out-briefing	Bn CO Unit CO	Designated Bn Area
1830	Follow up Inspector Preparation/ research	BN inspectors	Designated Bn Area

A-1

Figure B. Sample memorandum used to develop a battalion-level OIP – Continued

ANNEX A (Standard ICI Schedule) to Battalion Organizational Inspection Program (OIP)

DAY TWO

TIME	EVENT	WHO	LOCATION
0800-0900	Evaluate Conduct of APFT	S3 Evaluators Unit Personnel	Unit Area
0900-0930	Personal Hygiene	All	Designated Areas
0930-1200	Complete staff/ section review of functional areas Evaluate NBC	Bn Inspectors Unit Guides	Unit Area
1200-1300	Lunch	All	Designated Area
1300-1330	Inspector Prep	All	Designated Bn Area
1330-1630	Complete staff/ section review of functional areas **Evaluate CTT	Bn Inspectors Unit Guides	Unit Area
1630-1700	Re-group from Inspection Visits	All	Designated Bn Area
1700-1800	Staff Meeting Coordination	Bn XO Staff	Designated Bn Area
1800-1830	Unit Cdr Informal Out-briefing	Bn Cdr / Staff Unit CO	Designated Bn Area

** NOTE: Unit commanders may designate specific platoons to participate in the special evaluation areas (APFT, NBC, and CTT) but will not routinely select the same platoon for the same evaluation area on subsequent inspections. Also, unit commanders will refrain from "stacking" or adjusting a specific platoon's manning situation to manipulate results.

NLT ONE WEEK AFTER THE INSPECTION VISIT

TIME	EVENT	WHO	LOCATION
TBD	Formal Out-briefing	Bn Cdr / Staff Unit CO / leaders determined by CO	Bn Conf Rm

A-2

Figure B. Sample memorandum used to develop a battalion-level OIP – Continued

ANNEX B (ICI Inspection Areas) to Battalion Organizational Inspection Program (OIP)

Inspection Area	**Bn Staff Proponent**	**Bn Staff Inspector**	**POC**	**Remarks**
Drug and Alcohol	S1			
Equal Opportunity	S1			
Family Care Plans	S1			
Recognition / farewell to Departing soldiers	S1			
Weight control	S1			
Awards	S1			
Reenlistment	REUP			
NCOERs / OERs	S1			
Promotions	S1			
Enlisted Reassignment	S1			
Flags	S1			
Military Sponsorship	S1			
Timeliness of Admin Eliminations	S1			
SIDPERS Operations	S1			
Use of Enlisted Personnel	S1			
Finance Administration	S1			
Finance Services	S1			
General Legal Services	S1			
Courts Martial	S1			

B-1

Figure B. Sample memorandum used to develop a battalion-level OIP – Continued

ANNEX B ICI Inspection Areas - Battalion Organizational Inspection Program (OIP)

Inspection Area	Bn Staff Proponent	Bn Staff Inspector	POC	Remarks
Non-judicial Punishment	S1			
Enlisted Separations	S1			
Suspension of Favorable Personnel Actions	S1			
Medical Services/ MMRBs and LODs	S1			
Public Affairs	S1			
Physical Security	S2			
Crime Prevention	S2			
Safety	S1			
Information Security	S2			
Personnel Security	S2			
Computer Security Program	S2			
Intelligence Oversight	S2			
Training and Operations	S3			
NBC Program	S3			
COMSEC	BCESO			
Financial Management	S3			
Supply Management	S4			

B-2

Figure B. Sample memorandum used to develop a battalion-level OIP – Continued

ANNEX B ICI Inspection Areas - Battalion Organizational Inspection Program (OIP)

Inspection Area	Bn Staff Proponent	Bn Staff Inspector	POC	Remarks
Dining Facilities	S4			
Maintenance Management	BMO			
Movement Planning	S3			
In-Ranks Inspection	CSM			
Billets	CSM			
Clothing, PCIE & OCIE	CSM			
Leadership	CSM			
Fire Prevention	S1			
Environmental Compliance	S4			
Records Management	S1			
Physical Training	CDR			

NOTE: The tables listed above represent an only sample of the many functional inspection areas that comprise inspections at the battalion level.

B-3

Figure B. Sample memorandum used to develop a battalion-level OIP – Continued

ANNEX C JFHQ-TN-Inspection Report Format

HEADING:

UNIT: _____DATE INSPECTED: _____
INSPECTOR: _____UNIT POC: _____

++

SUBJECT AREA: This section should coincide with the major appendix heading in the battalion inspection Areas list. When a sub-element of that heading falls under a different staff proponent (for example, FIRE PREVENTION is an S1 responsibility, but ENGINEERING and HOUSING is a S4 responsibility), the appropriate staff member will prepare a separate report for that sub-element.

++

SUMMARY: This section should consist of a brief description of the sub-elements inspected within the major appendix heading. Each sub-element will include a rating of SATISFACTORY, NEEDS IMPROVEMENT, or UNSATISFACTORY. Inspectors must ensure that their standards are consistent from one inspection to the next and from one unit to another.

++

FINDINGS: This section should highlight areas of such significance (either strengths or weaknesses) that demonstrate that the unit is either surpassing or not following the overall intent of the regulatory guidance or requirement. Comments in this section should be consistent with the rating in the SUMMARY section. Consistency from one inspection to the next and from one unit to another is absolutely essential.

++

OBSERVATIONS: This section should (a) identify potential problem areas that have not yet become issues, (b) highlight areas where the inspector suspects but cannot verify a problem, or (c) indicate where the inspectors believe that the unit is not complying with the "spirit of the law." Once again, comments in this section should be consistent with the rating in the SUMMARY section.

++

RECOMMENDATIONS: This section should provide specific guidance or suggestions on how an individual, unit, or staff section can correct a noted deficiency. An essential element of every recommendation is naming an individual, unit, or staff section charged with fixing the problem. Additionally, use this section to recommend individuals for outstanding performance.

C-1

Figure B. Sample memorandum used to develop a battalion-level OIP – Continued

ANNEX C JFHQ-TN-Inspection Report Format

EXAMPLE

++

UNIT: XXX Battalion DATE INSPECTED: 22-24 June XXXX
INSPECTOR: MSG Inspector, Brigade S1 NCOIC UNIT POC: CPT Inspected

SUBJECT AREA: BATTALION ADMINISTRATION

SUMMARY:

1. AWARDS - UNSATISFACTORY
2. REENLISTMENT - NEEDS IMPROVEMENT
3. NCO-ERs - SATISFACTORY

FINDINGS:

1. AWARDS. Human resources personnel do not monitor the awards program, and soldiers often receive awards well after their departure from the unit.

OBSERVATIONS:

1. REENLISTMENT. Unit commanders are not interviewing soldiers within 11 to 12 months of the soldier's ETS.

2. NCO-ERs. All NCOs are being counseled on their performance, and this counseling is documented on their NCO-ERs.

RECOMMENDATIONS:

1. AWARDS. The S1 should establish a tracking system that identifies departing soldiers and requires the soldier's chain of command to forward a recommendation for an award or to indicate that the soldier will not receive an award for a specific reason.

2. REENLISTMENT.

a. The S1 should establish a tracking system to remind commanders to interview soldiers 11 to 12 months prior to their ETS.

b. Unit commanders should conduct these interviews on time.

3. NCO-ERs. The unit commander should acknowledge the outstanding job that his leaders are doing in NCO counseling.

C-2

Figure B. Sample memorandum used to develop a battalion-level OIP – Continued

Appendix C
Staff Inspections

This appendix contains JFHQ staff inspection checklists which specify items subject to inspection. JFHQ staff inspections are conducted at Brigade level. It is recommended that all Brigade level units utilize these checklists when creating their OIPs.

DCSAV INSPECTION CHECKLIST

Deputy Chief of Staff Aviation (DCSAV) will review the FORSCOM Bi-Annual ARMS inspection for compliance as a part of the OIP or conduct command directed inspections on subordinate aviation units and/or Army Aviation Support Facilities (AASF) using part of or all of the Aviation Resource Management Survey (ARMS) inspections criteria/check list as part of the overall Organizational Inspection Program.

In the absence of a DCSAV OIP the FORSCOM ARMS inspection does meet the OIP requirements listed in the TNG 1-201 and AR 1-201. Upon request, assist commanders and staffs throughout JFHQ-TN in aviation related matters. Serve as Subject Matter Expert to the JFHQ-TN staff on employment, maintenance, training and resourcing of Army aviation. DCSAV will inspect as directed subordinate units using Army aviation specific inspectable items and associated standards that are found in the FORSCOM's G3 AV, ARMS GUIDE, which is located on FORSCOM G3 Web page:

https://freddie.forscom.army.mil/sites/G3-AVN/2006Guide/2006GuideHome.aspx

The following areas are covered by the FORSCOM ARMS inspection.

A-Operations
B-Standardizations
C-Tac-Ops
D-Night Vision Devices
E-Supply
F-Maintenance
G-Safety
H-Command Support Programs
I-Aviation Life Support Equipment
J-Aviation Medicine
K-Air Traffic Service
L-Training
M-Petroleum Readiness

1.

ESGR INSPECTION CHECKLIST

	TASK	GO	NO GO	N/A	COMMENTS
1.	Are Soldiers/Airmen being provided letter/memorandum/Orders with IDT/AT/ADSW/ADT dates for use with employers? Ref: DODI 1205.12				
2.	Are employer contacts being identified and worked by local ESGR Military Outreach Coornidator? Ref: DODI 1205.22				
3.	Are Soldiers/Airmen and Units entering and updating Civilian Employer Informaton (CEI) Data Website? Ref: DOD Instruction 7730.54				
4.	Is ESGR/ TN Department of Labor contact information posted/updated? Ref: Title 38 U.S. Code, Chap 43				
5.	Is initial, annual and recurring employer relations/USERRA training conducted? Ref: DODI 1205..12, 6.1.2.-DODI 1205.224.2.3				
6.	Has the Commander/Unit established a Employer Relations Program? Ref: DODI 1205.22, 5.1				

MILITARY DEPARTMENT
STATION COMMANDER'S UPKEEP AND MAINTENANCE FUND

STATION/UNIT:
REVIEW PERIOD:
REVIEWER:
DATE:

GENERAL CHECKLIST

1. **Are file folders created appropriately based on the state fiscal year?**

2. **Are file folders labeled appropriately?**

3. **Are the prior two (2) years' records along with the current year's records maintained?**

4. **Has a reference file been established according to guidelines?**

5. **Has an administrative file been established according to guidelines?**

6. **Has a transaction file been established according to guidelines?**

7. **Are files maintained in a neat and orderly manner?**

8. **Are fund purchases for allowable purposes?**

9. **Were audit results discussed with the Station Commander or his/her designee?**

10. **Are employee earnings records maintained to facilitate the preparation of W-2 forms for IRS purposes?**

11. **Was a copy of the SCUMF procedures present?**

12. **Was a copy of State Rule (Chapter 0930-1-1) present?**

13. **Were ethical acknowledgements present from all individuals authorized to make purchases and take bids?**

13. Was a copy of the Ethics and Conflicts of Interest Policy present in file?

14. Was a schedule of armory rental fees present?

15. Was a record of inspection from the station's next highest headquarters present?

16. Are higher headquarters' inspections conducted on an annual basis?

17. Was a record of inspection from the Nashville Central Headquarters present?

18. Was a copy of the Station Commander's assignment order or designation order present?

19. Was a copy of the certificate of fund transfer between Custodians present?

20. Was a copy of the Fund Custodian's delegation or assignment order present?

21. Was a copy of the letter to the bank for transferring the funds between custodians present?

22. Are contracts established for vending machines?

23. Were vending machine contracts present?

24. Is a record of all vending machines maintained?

25. Are vending machine contracts current (annual)?

26. Has the Deputy Chief of Staff, Engineers (DCSEN) been provided with a listing of all vending machines located at the station, the ownership status of each, and a copy of all contracts for same?

27. If vending machines are not owned by the SCUMF, were competitive bids obtained?

28. Are all vending machine proceeds deposited to the station commander's fund?

29. Are all vending machine lights disconnected?

30. **Is an inventory of equipment purchased present?**

31. **Are bank accounts reconciled monthly?**

32. **Were copies of monthly reconciliation reports present?**

33. **Were copies of bank statements present?**

34. **Were imaged checks present, if applicable?**

35. **Are checks signed by the designated individual- fund custodian/ station commander?**

36. **Is the checkbook and inventory of blank checks secured in a locked cabinet when not in use?**

ADMINISTRATIVE FILE

1. **Is a copy of the station's quarterly report present?**

2. **Are copies of requests for reimbursement present?**

3. **Are copies of job orders and work orders present?**

TRANSACTION FILE – (INCOME/ REVENUE)

1. **Are copies of the quarterly income logs present?**

2. **Are quarterly income logs current and complete?**

3. **Are pre-numbered receipts utilized for all monies received?**

4. **Are receipt numbers recorded on quarterly income log?**

5. **Are the "yellow copy" receipts attached to credit vouchers?**

6. **Are credit vouchers present?**

7. **Is all revenue/checks "restrictively" endorsed and marked "For Deposit Only?"**

8. **Are all funds received deposited in accordance with state policy?**
   $500 or greater (deposit within 24 hours)
   Over $100 but less than $500 (deposit within 5 working days)
   Less than or equal to $100 (deposit at least once a month)

9. **Were deposits made for the total amount of the receipt?**

10. **Are funds secured under lock and key?**

11. **Are validated deposit tickets/ deposit records present?**

12. **Are checks always written for refunds?**

13. **Are refund checks properly cross-referenced and the reason for the refund documented? (armory rental contract/license number should be written in the memo portion of the check)**

14. **Are monitor/janitorial / repair fees charged for all armory rentals?**

15. **Are utilities and janitorial supply fees computed and charged for <u>all</u> rental contracts?**

<u>TRANSACTION FILE</u> – (CONTRACTS)

1. **Are contracts executed for each rental?**

2. **Are all contracts properly numbered?**
   (by fiscal year and contract number, i.e. 99-01)

3. **Are contract logs present?**

4. **Are all contracts properly recorded on the contract log?**

5. **Are all original rental contracts present?**

6. **If multiple use contracts are used, is the dates of expected use "specific" in the contract?**

7. a) If a rental fee is waived for a non-profit organization, was a copy of their charter obtained from the Secretary of State's office to verify the non-profit status?

   b) Was a copy of the charter present in file?

8. If contract is long term (more than 5 days in length or more than $1000 in annual revenue or expenditures), was it submitted to the Deputy Chief of Staff, Engineers for approval?

9. If yes to question 9, was prior approval received from DCSEN?

TRANSACTION FILE – (EXPENDITURES)

1. Are copies of the quarterly expenditure logs present?

2. Are all expenditures for maintenance, repair, upkeep, equipment, security, armory facility or area improvement included on the logs?

3. Are debit vouchers present?

4. Are invoices/receipts attached to their respective debit vouchers?

5. Are cancelled checks attached to debit vouchers?

6. Are voided checks attached to debit vouchers?

7. Are three (3) competitive bids obtained for all purchases over $2000?

8. Were appropriate bid forms used and copies present in file?

9. Was prior approval received from the Deputy Chief of Staff, Engineers for purchases over $2000?

10. Are copies of approvals for purchases over $2000 present?

11. Do any purchases exceed $5000?
    (Like items can not exceed $500 in a 30 day period)

12. If yes to question 11 above, were appropriate approvals received?

13. **Were written confirmations obtained from the successful bidder (vendor) on purchases of over $2000?**

14. **Was there any evidence of "invoice splitting"?**

15. **Are copies of approved job and work orders present?**

Tennessee Army National Guard
Family Readiness Group Operations
Inspection Checklist

Task Area	Task Description	Reference
Concept	Establish and Charter FRG	TN FRG Handbook "Purple Book" Appendix J-1-a AR 608-1 (Page 40)
Concept	Appoint FRG Leaders -in writing for specific period -appointed by Commander	TN FRG Handbook "Purple Book" Appendix J-1-f AR 608-1 (Page 40)
Roles/ Functions	FRG accomplish following missions: -Provide mutual support -Act as extension of unit -Conduct regular FRG meetings -Newsletters -Telephone Trees / email lists -Social Activities -Serve on Commander's Staff -Provide Internal/External Resources	Appendix J-2-(a,d) AR 608-1 (Page 41) TN FRG Handbook "Purple Book"
Resources	Commander supports FRG mission-essential activities by providing: -Office Space -Office Equipment -Paper and Printing -Official Mail and Postage	Appendix J-3 (a-c) (Page 41) AR 608-1
Volunteers	Funding for Volunteer Support -Training and Travel Expenses -Reimbursement of Incidental Expenses -Awards, Recognition, and mementos	Appendix J-4 (Page 42) AR 608-1 AR 215-1 (NAF Funding) FP Training Memos

Task Area	Task Description	Reference
Informal Funds	Authorize one informal fund	Appendix J-7-a AR 608-1 (Page 43)
Informal Funds	Appointment of Fund Custodian (Treasurer)	Appendix J-7-b AR 608-1 (Page 43) FP Handbook "Purple Book"
Informal Funds	Informal Fund Annual Report -Submitted to first 06 (Colonel) in the Chain of Command each year.	Appendix J-7-b AR 608-1 (Page 43)
Informal Funds	Develop FRG Informal Fund SOP	Appendix J-7-c AR 608-1 (Page 44) FP Handbook "Purple Book"
Informal Funds	Internal and External Fundraising -All internal fundraising approved by Commander in writing. -All external fundraising approved by Commander and Ethics Counselor in writing.	Appendix J-7-d AR 608-1 (Page 44)
Informal Funds	Informal Fund Cap (Annual) -Does not exceed annual gross receipt (income) cap of $5,000 -Funds raised for specific purpose	Appendix J-7-e AR 608-1 (Page 44)
FP State Support	FRG Direct and Indirect Resources - CDR/FRG utilize Regional Volunteer Coordinator (RVC) / State Volunteer Coordinator (SVC) for training and mentoring. -CDR/FRG utilize Full-Time civilian contractors for direct/ indirect support and referrals	AR 608-1 FP Handbook

Equal Opportunity Program Assessment

Organization Conducting Assessment: _____

Evaluator Name: _____ Evaluator Phone No.:_____

Unit Evaluated: _____ Date of Visit: _____

Unit Representative: _____ Unit Phone No.:_____

COMMAND INSPECTION CRITERIA	GO	NO GO	COMMENTS
Battalion and Lower Command			
1. One or more soldiers in the rank of E-5 or above is appointed as additional duty as Equal Opportunity Leader(s) (EOLs). NGR 600-21, Para 2-2.g. and Para 2-10.c.			
2. Assigned EOL has received at least 60 hours of mandatory EOL certification training from certified Equal Opportunity Advisor. AR 600-20, Para 6-3.a.			
MACOM / Brigade / O-6 Equivalent Command			
3. One soldier of minimum rank **CPT** or **SFC** is appointed as **primary duty** Equal Opportunity Advisor (EOA). NGR 600-21, Para 2-2.a.(1&2)			
4. EOA is not assigned collateral duties that interfere with EO duties. NGR 600-21, Para 2-2.a.			
5. EOA is assigned to commander's special staff and has access to the Commander at all times. NGR 600-21, Para 2-2.c			
6. EOA is DEOMI certified and holds ASI 5T (officer) or SQI Q (enlisted.) NGR 600-21, Para 2-10.c.(2)			
7. EOA has access to a private office, near the commander, to conduct EO business. NGR 600-21, Para 2-2.c			
8. EOA developed and/or assisted the commander in development and preparation of Affirmative Action plan. NGR 600-21, Para 2-6.a., and NGR 600-21, Para 1-4.h.(2) and Para 2-2.f.(6)			
9. AAP copy provided to next higher level command (i.e. JFHQ-HR/EO) NGR 600-21, Para 2-6 c.			
10. EOA submits all mandatory and requested reports to JFHQ-EO in a timely manner. NGR 600-21, Para 1-4.h.(4)			

MACOM / Brigade / O-6 Equivalent Command (Cont'd)			
11. EOA keeps JFHQ-EO informed of EO matters within their respective units. NGR 600-21, Para 1-4.h.(4)			
12. EOA conducts training sessions pertaining to equal opportunity, discrimination, and prevention of sexual harassment. NGR 600-21, Para 2-2.f.(8)			
13. EOA ensures compliance, and conducts when necessary, 60-hour EOL training requirement for all assigned EOLs in subordinate units. NGR 600-21, Para 2-2.f.(7), NGR 600-21, Para 1-4.h.(8)			
14. EOA assesses indicators of institutional and individual discrimination in organizations (i.e. analysis of reports, unit interviews and assessments, personnel actions, awards, promotions, reenlistment, misconduct punishments rendered, and complaint trends.) NGR 600-21, Para 2-2.f.(2)			
All Command Levels			
15. Commander conducted a unit assessment within 180 days of assuming command. NGR 600-21, Para 1-4.f.(3)			
16. Commander conducted unit assessment every year following assumption of command. NGR 600-21, Para 1-4.f.(3)			
17. Commander ensured EO Policy and Complaint Procedures are in writing and prominently displayed where all unit members have access to them. NGR 600-21, Para 1-4.f.(3)			
18. Commander assesses and recognizes indicators of institutional and individual discrimination (i.e. analysis of reports, unit interviews and assessments, personnel actions, awards, promotions, reenlistment, misconduct punishments rendered, and complaint trends.) NGR 600-21, Para 1-4.f.(3) & (7)			
19. Commander established and/or maintains a viable Consideration of Others program. NGR 600-21, Para 2-10.b.			
20. Personnel receive at least one hour of Prevention of Sexual Harassment training annually. NGR 600-21, Para 2-10.a.(1)			
21. Personnel receive at least one hour of Equal Opportunity training annually. NGR 600-21, Para 2-10.a.(1)			
22. Command documents training on the schedule and maintains a sign-in roster accounting for who attended the training, when it was done, and the lesson plan. NGR-600-21, Para 2-10.a.(3)			
23. Command forwards training data to JFHQ-EO upon completion of training. NGR 600-21, Para 1-4.h.(4)			

INSPECTION CHECKLIST FOR PROJECT FOUNDRY

Question Number	Broad Category	Sub Category	Question	References	Results	Remarks
T000	DEPUTY CHIEF OF STAFF, OPERATIONS					
	INTELLIGENCE					
T160		***PROJECT FOUNDRY (FORMERLY KNOWN AS REDTRAIN) MANAGEMENT***				
T160.01			IS A PROJECT FOUNDRY MANAGER DESIGNATED IN WRITING?	AR 350-3, PARA 2-1A		
T160.02			IS A CURRENT ROSTER OF UNIT PROJECT FOUNDRY MANAGERS MAINTAINED?	AR 350-3, PARA 2-1E		
T160.03			DO ALL PROJECT FOUNDRY UNIT MANAGERS HAVE A CURRENT COPY OF AR 350-3, THE DA PROGRAM ADMINISTRATOR'S HANDBOOK, & FUNDING DOCUMENTATION?	AR 350-3, PARA 2-1E		
T160.04			DOES THE PROJECT FOUNDRY MANAGER'S JOB STANDARDS/OER SUPPORT FORM DOCUMENT THE RESPONSIBILITY FOR ACCOUNTING FOR FUNDS/RESOURCES?	AR 350-3, AR 11-2, PG 5		
T160.05			HAS THE ANNUAL UNIT PROJECT FOUNDRY PLAN BEEN DEVELOPED PER GUIDANCE INCLUDED IN THE DA PROGRAM ADMINISTRATOR'S FY XX PROJECT FOUNDRY ANNUAL PLAN INSTRUCTIONS?	AR 350-3, PARA 2-5A		
T160.06			HAS UNIT PROJECT FOUNDRY PLAN BEEN RETURNED TO THE DA PROGRAM ADMINISTRATOR BY THE ESTABLISHED SUSPENSE?	AR 350-3, PARA 2-5B		
T160.07			IS THE COMMAND SUBMITTING PROJECT FOUNDRY STATUS REPORTS TO THE DA PROGRAM ADMINISTRATOR WITHIN THE ESTABLISHED SUSPENSE?	AR 350-3, PARA 2-6		
T160.08			IS THE COMMAND SUBMITTING ANNUAL PROJECT FOUNDRY REPORT(S) TO THE NGB AND DA PROGRAM ADMINISTRATOR?	AR 350-3, PARA 2-7		
T160.09			HAS THE COMMAND PROJECT FOUNDRY MANAGER ESTABLISHED INTERNAL FISCAL CONTROLS (ANNUAL PLAN;PERIODIC REPORTS)?	AR 350-3, PARA 2-1A F		
T160.10			HAS AN ACCOUNT PROCESSING CODE BEEN ESTABLISHED FOR PROJECT FOUNDRY & IS IT BEING USED?	AR 350-3, PARA 2-3D		
T160.11			ARE EXPENDED FUNDS DOCUMENTED?	AR 350-3, PARA 1-4D(11)		
T160.12			IS THE ACCOUNTABILITY STRUCTURE FOR FUNDS ADEQUATE?	AR 350-3, PARA 2-1F		
T160.13			DOES THE INTERNAL BUDGET APPARATUS ESTABLISHED BY THE PROJECT FOUNDRY MANAGER FULLY ACCOUNT FOR FUNDS?	AR 350-3, PARA 2-8A&B		
T160.14			WERE FUNDS EXPENDED NOT MERELY TO MEET THE REQUIREMENTS OF THE PROJECT FOUNDRY PLAN?	AR 350-3, PARA 2-3A		
T160.15			WERE PROJECT FOUNDRY FUNDS USED FOR IDENTIFIED PROJECT FOUNDRY PROGRAMS?	AR 350-3, PARA 3-3A,B,C,D		
T160.16			WERE PROJECT FOUNDRY FUNDS EXPENDED IAW ESTABLISHED RESTRICTIONS?	AR 350-3, CHAP 3, PARA 3-3A,B,C,D		
T160.17			ARE PROJECT FOUNDRY INSPECTIONS CONDUCTED YEARLY?	AR 350-3, PARA 4-3A		
T160.18			ARE RESULTS OF PROJECT FOUNDRY INSPECTIONS MAINTAINED FOR TWO YEARS?	AR 350-3, PARA 4-3D		
T160.19			HAVE PENALTIES BEEN IMPOSED IN CASES OF MISAPPLICATION OF PROJECT FOUNDRY FUNDS WHERE APPROPRIATE?	AR 350-3, PARA 4-3C		
T160.20			ARE REQUESTS FOR EXCEPTION TO POLICY INVESTIGATED PRIOR TO APPROVAL?	AR 350-3, PARA 3-6B		
T160.21			ARE EXCEPTIONS CERTIFIED BY APPROPRIATE AUTHORITY AND MAINTAINED ON FILE?	AR 350-3, PARA 3-6D		

INSPECTION CHECKLIST FOR INTELLIGENCE OVERSIGHT

Question Number	Broad Category	Sub Category	Question	References	Results	Remarks
T000	DEPUTY CHIEF OF STAFF, OPERATIONS					
	INTELLIGENCE					
T170		***INTELLIGENCE OVERSIGHT***				
T170.01			DOES THE COMMAND HAVE THE REQUIRED PUBLICATIONS ON HAND:			
T170.01.01			DOD DIRECTIVE 5240.1, "PROCEDURES OF DOD INTELLIGENCE ACTIVITIES"?	NGR 20-1/ANGI 14-101, APP A & C		
T170.01.02			NGR 381-10, "US ARMY INTELLIGENCE ACTIVITIES"?	NGR 20-1/ANGI 14-101, APP A & C		
T170.01.03			NGR 20-10, "INSPECTOR GENERAL INTELLIGENCE OVERSIGHT PROCEDURE"?	NGR 20-1/ANGI 14-101, APP A & C		
T170.02			ARE INTEL OVERSIGHT PROCEDURES MAINTAINED ON FILE IN THE UNIT?	NGR 381-10/AF 200-19, PARA 5		
T170.03			HAVE PRIMARY & ALTERNATE INTEL OVERSIGHT MONITORS BEEN APPOINTED ON ADDITIONAL DUTY ORDERS?	NGR 20-1/ANGI 14-101, PARA 3-1A		
T170.04			IS THE MOST RECENT INTEL OVERSIGHT INSPECTION ON FILE AT THE UNIT?	NGR 381-10/AF 200-19, PARA 5-B		
T170.05			HAS THE UNIT RECEIVED A COMMAND INSPECTION WITHIN THE PAST 12 MONTHS IN WHICH INTEL OVERSIGHT HAS BEEN ADDRESSED?	NGR 20-1/ANGI 14-101		
T170.06			HAS THE ANNUAL FIELD REVIEW BEEN CONDUCTED?	NGR 381-10, PARA 5-A		
T170.07			ARE UNIT PERSONNEL RECEIVING NGR 381-10 TRAINING WHICH IS BEING DOCUMENTED AT THE UNIT?	NGR 20-10/ANGI 14-101, PARA 3-1C		
T170.08			ARE PROCEDURAL REPORTING RESPONSIBILITIES BEING CARRIED OUT?	NGR 380-10, PARA 5-D & 6-A,B,C		
T170.09			ARE PERSONNEL KNOWLEDGEABLE ABOUT THEIR RESPONSIBILITIES ON REPORTING QUESTIONABLE ACTIVITIES & VIOLATIONS OF FEDERAL CRIMINAL STATUTES?	NGR 20-10/ANGI 14-101, PARA 3-2		
T170.10			ARE PERSONNEL KNOWLEDGEABLE OF WHAT CONSTITUTES A US PERSON?	AR 381-10, A-3-27(A)(1),(2),(3),(4)		
T170.11			IF THE UNIT RECEIVES DA FORMS 5248-R, "REPORT OF UNFAVORABLE INFORMATION FOR SECURITY CLEARANCE DETERMINATION" WHICH INDICATES CRIMINAL/QUESTIONABLE INTEL ACTIVITY, IS THIS INFORMATION APPROPRIATELY REPORTED?	NGR 20-10/ANGI 14-101, PARA 3-2		
T170.12			DOES THE UNIT MAINTAIN APPROPRIATE RECORDS FOR ALL RELEASES OF INFORMATION ON US PERSONS?	AR 340-21, PARA 3-4		

INSPECTION CHECKLIST FOR COMMAND LANGUAGE PROGRAM

Question Number	Broad Category	Sub Category	Question	References	Results	Remarks
T000	DEPUTY CHIEF OF STAFF, OPERATIONS					
	INTELLIGENCE					
T180		***COMMAND LANGUAGE PROGRAM INSPECTION***				
		COMMAND LEVEL CONSIDERATIONS				
T180.01			IS THE COMMANDER ACCOUNTABLE FOR LINGUIST PROFICIENCY?	AR 11-6, PARA 8-5A		
T180.02			DOES THE COMMANDER'S JOB DESCRIPTION CONTAIN SPECIFIC FUNCTIONS AND RESPONSIBILITIES REGARDING THE CLP?	AR 11-6, PARA 8-5A		
T180.03			DOES THE COMMANDER RECEIVE REGULARLY SCHEDULED BRIEFINGS AND OTHER REPORTS ON THE CLP?	AR 11-6, PARA 8-5A		
T180.04			WHEN PROBLEMS ARISE IN THE CLP, IS THE COMMANDER RECEPTIVE TO THE ISSUES AND WILLING TO PROVIDE NEEDED SUPPORT?	AR 11-6, PARA 8-5A		
T180.05			ARE THERE IDENTIFIABLE GAPS WITHIN THE CHAIN OF COMMAND THAT AFFECT THE NATURE OF LEVEL OF CLP SUPPORT?	AR 11-6, PARA 8-5A		
T180.06			DOES THE COMMANDER REQUIRE ALL LINGUISTS TO PARTICIPATE IN THE CLP AND ALLOW AND ENCOURAGE LINGUISTS TO PROVIDE INPUT INTO CURRICULUM DEVELOPMENT OR INSTRUCTION?	AR 11-6, PARA 8-5A		
T180.07			LANGUAGE COUNCIL--NO REQUIREMENT DUE TO NO UNIT HAVING OVER 50 ASSIGNED LINGUISTS	AR 11-6, PARA 8-5D		
		COMMAND LANGUAGE PROGRAM MANAGER				
T180.08			DOES THE CLPM HAVE SOME ACADEMIC BACKGROUND AND/OR EXPERIENCE IN FOREIGN LANGUAGE EDUCATION OR RELATED AREAS?	AR 11-6, PARA 8-5C		
T180.09			HAS THE CLPM ATTENDED DLIFLC'S CLPM COURSE AND ANNUAL SEMINAR?	AR 11-6, PARA 8-5A		
T180.10			DOES THE CLPM TAKE PART IN COMMAND MONTHLY/ QUARTERLY/ANNUAL TRAINING BRIEFS?	AR 11-6, PARA 8-5A		
T180.11			IS THE CLPM'S CONTINUOUS TENURE ASSURED FOR AT LEAST A YEAR, PREFERABLY LONGER?	AR 11-6, PARA 8-5A		
T180.12			HAVE ALL SUBSTANTIVE FUNCTIONS OF THE CLPM BEEN ADEQUATELY DOCUMENTED THROUGH JOB DESCRIPTIONS, SOPS, OR OTHER MEANS?	AR 11-6, PARA 8-5A		
		LINGUIST RECORD-KEEPING AND TRACKING				
T180.13			DOES THE CLPM ENSURE THE THE MAINTENANCE OF THE DATABASE OF RECORD(SIDPERS) FOR LINGUIST SPECIFIC DATA (DLPT TAKEN, TEST DATE, SCORE)	AR 11-6, PARA 8-5E (3)		
T180.14			DOES THE CLPM MAINTAIN THE REQUIRED TESTING DATES TO PREVENT EXPIRATION OF FLPP?	AR 11-6, PARA 8-5E (4)		
T180.15			DOES THE CLPM MAINTAIN INDIVIDUAL TRAINING PLANS (ITPs) INCLUDING LANGUAGE MAINTENANCE/ IMPROVEMENT OBJECTIVES DRIVEN BY THE REQUIREMENTS OF THE PERSONNEL/MANNING TABLES/AUTHORIZATIONS?	AR 11-6, PARA 8-5E (2)		
T180.16			DOES CLPM MAINTAIN COPIES OF EXCEPTION TO POLICY OR WAIVERS THAT HAVE BEEN GRANTED?	AR 11-6, PARA 8-5E (2)		
T180.17			ARE PROCEDURES INN PLACE TO INSURE THAT SIDPERS DATA REMAINS CURRENT AND ACTIVE?	AR 11-6, PARA 8-5E (2)		
T180.18			IS A HISTORICAL DATABSE MAINTAINED AS A POINT OF REFERENCE FOR MEASURING CHANGES IN OVERALL LINGUIST PROFICIENCY FROM YEAR TO YEAR AND FOR ASSESSING THE EFFECTIVENESS OF THE CLP?	AR 11-6, PARA 8-5E (3)		
		LINGUIST RETENTION AND INCENTIVE				
T180.19			WHAT PERCENTAGE OF THE UNIT'S LINGUISTS ARE ELIGIBLE FOR FLPP?	AR 11-6, PARA 8-5A		
T180.20			HAS THE UNIT ESTABLISHED A SPECIFIC TARGET PERCENTAGE OF LINGUISTS WHO WILL QUALIFY FOR FLPP?	AR 11-6, PARA 8-5A		

INSPECTION CHECKLIST FOR COMMAND LANGUAGE PROGRAM

Question Number	Broad Category	Sub Category	Question	References	Results	Remarks
T180.21			IS A LINGUIST INCENTIVES AND AWARDS PROGRAM IN PLACE THAT CARRIES PROMOTION POINTS OR OTHER TANGIBLE BENFITS, FOR EXAMPLE, LINGUIST OF THE QUARTER/YEAR?	AR 11-6, PARA 8-5A		
		STANDARD OPERATING PROCEDURES (SOP)				
T180.22			IS THE CLP SELF EXPLANATORY?	AR 11-6, PARA 8-5A AND DLIFLC Pamphlets 350–9 and 351–1		
T180.23			IS IT SPECIFIC IN TASK ASSIGNEMENTS?	AR 11-6, PARA 8-5A AND DLIFLC Pamphlets 350–9 and 351–1		
T180.24			DOES IT EXPLAIN THE RATIONALE FOR THE PROGRAM, AS WELL AS OUTLINE PROCEDURES?	AR 11-6, PARA 8-5A AND DLIFLC Pamphlets 350–9 and 351–1		
T180.25			DOES IT SPECIFY POINT-OF-CONTACT ISSUES NOT SPECIFICALLY ADDRESSED?	AR 11-6, PARA 8-5A AND DLIFLC Pamphlets 350–9 and 351–1		
T180.26			IS IT UPDATED ON A REGUALR BASIS TO REFLECT CHANGES IN MISSION, PERSONNEL, PROCEDURES, ETC?	AR 11-6, PARA 8-5A AND DLIFLC Pamphlets 350–9 and 351–1		
T180.27			IS IT AN INTEGRAL COMPONENT OF THE UNIT/COMMAND SOP?	AR 11-6, PARA 8-5A AND DLIFLC Pamphlets 350–9 and 351–1		
		ADEQUATE TRAINING				
T180.28			ARE CLP BUDGET NEEDS ADEQUATELY IDENTIFIED AND DOCUMENTED ON A ROUTINE BASIS?	AR 11-6, PARA 8-5A AND DLIFLC Pamphlets 350–9 and 351–1		
T180.29			ARE CLP FUNDING REQUIREMENTS EXPLICITLY ADDRESSED IN ANNUAL BUDGET PLANNING?	AR 11-6, PARA 8-5A AND DLIFLC Pamphlets 350–9 and 351–1		
T180.30			IS THE CLPM KNOWLEDGEABLE ABOUT PROCEDURES TO OBTAIN NEEDED CLP FUNDING?	AR 11-6, PARA 8-5A AND DLIFLC Pamphlets 350–9 and 351–1		
T180.31			IS THE CLP INVOLVED WITH AND ADEQUATELY REPRESENTED IN LONG RANGE BUDGET PLANNING?	AR 11-6, PARA 8-5A AND DLIFLC Pamphlets 350–9 and 351–1		
T180.32			ARE CLP FUNDING REQUIREMENTS SEPARATE FROM OTHER TRAINING BUDGETS?	AR 11-6, PARA 8-5A AND DLIFLC Pamphlets 350–9 and 351–1		
		ACCESS TO CURRENT REGULATIONS				
T180.33			ARE THE APPROPRIATE REGULATIONS AND INFORMATION PAMPHLETS READILY AVAILABLE?	AR 11-6, PARA 8-5E (1)		
T180.34			IS IT CLEAR WHERE ADDITIONAL OR UPDATED REGUALTIONS CAN BE OBTAINED?	AR 11-6, PARA 8-5E (1)		
T180.35			DOES THE UNIT REGULARLY RECEIVE THE DLIFLC NONRESIDENT TRAINING NEWSLETTER? IF NOT CONTACT THE DEAN, NONRESIDENT TRAINING DIVISION AT THE FOLLOWING ADDRESS: COMMANDANT, DLIFLC, ATTN: ATFL-SCE-FS, PRESIDIO OF MONTEREY, CA 93944-5006	AR 11-6, PARA 8-5E (1)		
		DEDICATED INSTRUCTIONAL TIME				
T180.36			IS LANGUAGE TRAINING TIME DESIGNATED REGULARLY ON THE UNIT TRAINING SCHEDULE?	DLIFLC Pamphlets 350–9 and 351–1		
T180.37			DOES THE CLPM ACTIVELY PARTICIPATE IN PREPARATION OF THE TRAINIING SCHEDULE?	DLIFLC Pamphlets 350–9 and 351–1		
T180.38			DOES THE SCHEDULED LANGUAGE TRAINING TAKE PRIORITY OVER COMPETING UNSCHEDULED TRAINING?	DLIFLC Pamphlets 350–9 and 351–1		
T180.39			IS THE AMOUNT OF DEDICATED TIME ON TASK SUFFICIENT FOR MEASUREABLE PROFICIENCY IMPROVEMENT?	DLIFLC Pamphlets 350–9 and 351–1		

INSPECTION CHECKLIST FOR COMMAND LANGUAGE PROGRAM

Question Number	Broad Category	Sub Category	Question	References	Results	Remarks
		DEDICATED SPACE AND OTHER TRAINING PROGRAM RESOURCES				
T180.40			DOES THE UNIT HAVE ADEQUATE, DEDICATED SPACE FOR LANGUAGE TRAINING ACTIVITIES?	DLIFLC Pamphlets 350–9 and 351–1		
T180.41			IF THE CURRENT LANGUAGE TRAINING FACILITY IS NOT ADEQUATE, ARE THERE SPECIFIC PLANS TO UPGRADE IT?	DLIFLC Pamphlets 350–9 and 351–1		
T180.42			IS THE TRAINING FACILITY CONDUCIVE TO LEARNING (QUIET, WELL LIT, COMFORTABLE, KEPT AT PREPER TEMPERATURE, MAGAZINES AND OTHER RESOURCES AVAILABLE IN THE TRAINING FACILITY?	DLIFLC Pamphlets 350–9 and 351–1		
T180.43			IS IT CLEAR AS TO WHERE THE TRAINING MATERIALS CAN BE OBTAINED?	DLIFLC Pamphlets 350–9 and 351–1		
T180.44			IS THE FURNITURE AND EQUIPMENT ADEQUATE FOR CLASSROOM INSTRUCTION AND SELF-STUDY?	DLIFLC Pamphlets 350–9 and 351–1		
T180.45			DOES THE LANGUAGE TRAINING FACILITY HAVE SPACE AND EQUIPMENT FOR INDIVIDUAL LISTENING, REVIEWING, AND STUDYING?	DLIFLC Pamphlets 350–9 and 351–1		
		UTILIZATION OF OPTIONS				
T180.46			IS THERE A PROGRAM OF IN-UNIT REFRESHER MAINTENANCE PLATFORM FOREIGN LANGUAGE INSTRUCTION?	AR 11-6, PARA 8-5 AND DLIFLC Pamphlets 350–9 and 351–1		
T180.47			IS THE USE OF SELF-STUDY MATERIALS ENCOURAGED?	AR 11-6, PARA 8-5 AND DLIFLC Pamphlets 350–9 and 351–1		
T180.48			CAN LINGUISTS CHECK OUT SELF STUDY MATERIALS TO USE DURING OFF DUTY HOURS?	AR 11-6, PARA 8-5 AND DLIFLC Pamphlets 350–9 and 351–1		
T180.49			DOES THE CLPM REGULARLY AFFORD LINGUISTS OPPORTUNITIES FOR OPERATIONAL READINESS TRAINING AS PART OF THE CLP, I.E. FORWARD AREA TRAINING (FAT), LIVE ENVIRONMENT TRAINING (let), AND CRYPTOLOGIC TRAINING AND EVALUATION TRAINING PROGRAM (CTEP)?	AR 11-6, PARA 8-5 AND DLIFLC Pamphlets 350–9 and 351–1		
T180.50			DOES THE CLPM REGULARLY REQUEST ENROLLMENT IN THE DLIFLC INTERMEDIATE AND ADVANCED COURSES FOR THE LINGUISTS?	AR 11-6, PARA 8-5 AND DLIFLC Pamphlets 350–9 and 351–1		
T180.51			DOES THE CLPM KNOW WHAT REFRESHER/ENHANCEMENT COURSES ARE AVAILABLE?	AR 11-6, PARA 8-5 AND DLIFLC Pamphlets 350–9 and 351–1		
T180.52			SIGINT ONLY: DOES THE UNIT HAVE A TROJAN SYSTEM? ARE THE LINGUISTS REGULARLY SCHEDULED TO WORK WITH IT?	AR 11-6, PARA 8-5 AND DLIFLC Pamphlets 350–9 and 351–1		
		ADMINISTRATIVE				
T180.53			ARE SOLDIERS ASSIGNED TO AN AUTHORIZED LANGUAGE-CODED POSITION?	AR 11-6, PARA 8-5 AND DLIFLC Pamphlets 350–9 and 351–1		
T180.54			ARE ORDERS PUBLISHED TO START, TERMINATE OR REINSTATE FLPP BEEN KEPT ON FILE?	AR 11-6, PARA 8-5 AND DLIFLC Pamphlets 350–9 and 351–1		
T180.55			HAS UNIT PROVIDED FACILITIES, FUNDING, AND MANPOWER TO SUPPORT CONDUCT OF REFRESHER/MAINTENANCE TRAINING?	AR 11-6, PARA 8-5 AND DLIFLC Pamphlets 350–9 and 351–1		
T180.56			HAVE SUBSTANDARD (BELOW 2/2) SOLDIERS BEEN COUNSELED BY THE COMMANDER?	AR 11-6, PARA 8-5 AND DLIFLC Pamphlets 350–9 and 351–1		
T180.57			IS LANGUAGE PROFICIENCY ADDRESSED ON NCOERS AND OERS FOR SODLIERS IN LANGUAGE DEPENDENT SPECIALITIES, 97E, 98G, 351M, 352P?	AR 11-6, PARA 8-5 AND DLIFLC Pamphlets 350–9 and 351–1		
T180.58			UPON COMPLETION OF LANGUAGE TRAINING, ARE SOLDIERS BEING ASSIGNED AGAINST THE LINGUIST REQUIREMENTS FOR WHICH THEY WERE TRAINED?	AR 11-6, PARA 8-5 AND DLIFLC Pamphlets 350–9 and 351–1		

INSPECTION CHECKLIST FOR COMMAND LANGUAGE PROGRAM

Question Number	Broad Category	Sub Category	Question	References	Results	Remarks
T180.59			HAVE SUB 2/2 LINGUISTS WITH EXPIRED REMEDIATION PERIODS BEEN RECLASSIFIED OR OBTAINED WAIVER APPROVING RETENTION?	AR 11-6, PARA 8-5 AND DLIFLC Pamphlets 350–9 and 351–1		
T180.60			DOES THE COMMANDER AND OTHERS IN THE CHAIN OF COMMAND HAVE AN ACCURATE PICTURE OF THE LANGUAGE-MISSION REQUIREMENTS OF THE PERSONNEL UNDER THEIR COMMAND?	AR 11-6, PARA 8-5 AND DLIFLC Pamphlets 350–9 and 351–1		

TRAINING INSPECTION CHECKLIST

UNIT: **DATE:**

Question Number	Broad Category	Sub Category	Question	References	Results	Remarks
	TRAINING					
		TRAINING MANAGEMENT				
T1			HAS THE UNIT PREPARED A METL IAW FM 7-0 and 7-1?	AR 350-1, CHAP 4; FM 7-1, PARA 3-1; FM 7-0, PARA 3-1		
T2			HAS THE UNIT METL BEEN SUBMITTED TO THE METL APPROVING AUTHORITY FOR APPROVAL?	FM 7-0, PARA 3-5; FM 7-1, PARA 3-61; FORSCOM REG 350-2, PARA 2-5; FORSCOM REG 350-4, PARA 3-8		
T3			HAS THE METL APPROVING AUTHORITY APPROVED THE UNIT METL?	FM 7-0, PARA 3-5; FM 7-1, PARA 3-61; FORSCOM REG 350-2, PARA 2-6; FORSCOM REG 350-4, PARA 3-8		
T4			IS THE METL BASED ON MISSION, WAR PLANS, & EXTERNAL GUIDANCE, AND COMBAT CAPABILITIES?	FM 7-0, CHAP 3; FM 7-1, CHAP 3; FORSCOM REG 220-2, CHAP 3 & 4		
T5			HAS THE UNIT SELECTED ALL NECESSARY COLLECTIVE TASKS TO SUPPORT THE METL?	FM 7-0, CHAP 3; FM 7-1, CHAP 3; FORSCOM REG 220-2, CHAP 3 & 4		
T6			ARE LEADER & SOLDIER TASKS IDENTIFIED AT PLATOON/SQUAD/SECTION LEVEL TO SUPPORT ESSENTIAL TASKS?	FM 7-0, CHAP 3; FM 7-1, CHAP 3; FORSCOM REG 220-2, CHAP 3 & 4		
T7			HAVE LEADERS IDENTIFIED OR REFERENCED THE CONDITIONS OR STANDARDS FOUND IN THE ARTEP/MTPs?	FM 7-0, CHAP 3; FM 7-1, CHAP 3; FORSCOM REG 220-2, CHAP 3 & 4		
T8			IF NECESSARY, HAVE LEADERS IDENTIFIED AND ESTABLISHED UNIQUE CONDITIONS & STANDARDS FOR EACH METL SUPPORTING COLLECTIVE AND INDIVIDUAL TASK?	FM 7-0, CHAP 3; FM 7-1, CHAP 3; FORSCOM REG 220-2, CHAP 3 & 4		
T9			DO UNIT LEADERS HAVE A METHOD TO TRACK & EVALUATE SOLDIERS' TRAINING STATUS & PROFICIENCY ON ESSENTIAL SOLDIER TASKS (MOS, STP, SMCT)?	FM 7-1, CHAP 4; AR 350-1, PARA 4-4		
T10			HAVE CONDITIONS & STANDARDS BEEN ESTABLISHED FOR TASKS NOT COVERED IN MTPs/SMs? (CS&CSS)	FM 7-1, CHAP 4; AR 350-1, PARA 4-4		
T11			ARE TRAINING PRIORITIES ESTABLISHED BASED ON AN ASSESSMENT OF THE UNIT METL?	FM 7-0, CHAP 6; FM 7-1, CHAP 6; AR 350-1, PARA 4-3; FORSCOM REG 220-2, CHAP 5		
T12			DOES THE YTC REFLECT INDIVIDUAL, LEADER & COLLECTIVE TASKS THAT SUPPORT THE PERFORMANCE OF METL TASKS?	FM 7-0, CHAP 4; FM 7-1, CHAP 4		
T13			HAS THE UNIT RECEIVED HIGHER HQ COMMAND AND YEARLY TNG GUIDANCE & WAS IT PUBLISHED IAW APPROPRIATE REGS?	FM 7-0, CHAP 4; FM 7-1, CHAP 4		
T14			DOES HIGHER HQ TNG GUIDANCE PROVIDE SPECIFIC GOALS & TNG OBJECTIVES?	FM 7-0, CHAP 4; FM 7-1, CHAP 4		
T15			DOES UNIT TNG GUIDANCE PROVIDE SPECIFIC PLANNING & TRAINING OBJECTIVES?	FM 7-0, CHAP 4; FM 7-1, CHAP 4		
T16			ARE TNG OBJECTIVES ESTABLISHED FOR SCHEDULED TNG EXERCISES (FTX, CPX)?	FM 7-0, PARA 4-6; FM 7-1, CHAP 4		
T17			ARE TNG OBJECTIVES ESTABLISHED FOR INDIVIDUAL TNG (MOS, STP, SMCT)?	FM 7-0, PARA 4-6; FM 7-1, CHAP 4		
T18			ARE RISK ASSESSMENTS BEING CONDUCTED FOR ALL TRAINING EXERCISES & EVENTS?	AR 350-1, PARA 1-13		
T19			IS THE COMMANDER'S TRAINING ASSESSMENT UPDATED QUARTERLY & AT OTHER TIMES AS DIRECTED BY THE COMMANDER TO REFLECT THE CURRENT TNG ASSESSMENT?	FORSCOM REG 220-2, CHAP 5; AR 350-1, PARA 4-3; FM 7-1, PARA 4-7		
T20			IS A CURRENT TACSOP BEING USED BY THE UNIT?	FM 5-0, G-13		
T21			ARE TNG SCHEDULES PUBLISHED THREE MONTHS PRIOR TO SCHEDULED UNIT TNG ASSEMBLIES & SIGNED BY THE UNIT COMMANDER?	FM 7-1, PARA 4-166		
T22			ARE TNG SCHEDULES APPROVED BY THE BATTALION COMMANDER OR NEXT HIGHER HQ?	FM 7-1, PARA 4-167		
T23			DO TNG SCHEDULES CORRELATE TO THE YEARLY TNG GUIDANCE & YEARLY TNG CALENDAR?	FM 7-1, CHAP 4		
T24			ARE AT TNG SCHEDULES FINALIZED, PUBLISHED, & FURNISHED TO INSTRUCTORS/TRAINERS?	FM 7-1, PARA 4-165; FM 7-0, PARA 4-10		
T25			ARE TNG SUBJECTS (INDIVIDUAL, LEADER, & COLLECTIVE TASKS) SPECIFIED ON THE UNIT'S TNG SCHEDULE?	FM 7-1, PARA 4-165; FM 7-0, PARA 4-10		
T26			DO TNG SCHEDULES REFLECT NEEDED RESOURCES & REFERENCES?	FM 7-1, PARA 4-165; FM 7-0, PARA 4-10		

Question Number	Broad Category	Sub Category	Question	References	Results	Remarks
T27			ARE PMCS & SCEHDULED MAINT SERVICES OF VEHICLES, WEAPONS, NBC EQPT, FOOD SERVICE, AND OTHER ORGANIZATIONAL EQPT ON THE UNIT TRAINING SCHEDULE?	AR 350-1, CHAP 4		
T28			DO TNG SCHEDULES INCLUDE DRIVERS' TNG OR OTHER COMMAND MAINTENANCE PROGRAMS?	AR 350-1, CHAP 4		
T29			ARE TNG MEETINGS SCHEDULED & CONDUCTED?	FM 7-1, PARA 4-158; FM 7-0, PARA 4-10		
T30			ARE SOLDIERS TO BE TRAINED SPECIFIED ON THE TNG SCHEDULE TO ENSURE THEY KNOW WHERE & WHEN TO ATTEND TRAINING?	FM 7-1, PARA 4-165; FM 7-0, PARA 4-10		
T31			HAS UNIT PLANNED FOR NBC INTEGRATION INTO COLLECTIVE TRAINING?	AR 350-1, PARA 4-11		
T32			HAS UNIT TRAINED & SCHEDULED TRAINING IN HASTY DECON (YTC, YTG, TNG SCHEDULES)?	AR 350-1, PARA 4-11		
T33			ARE PERSONNEL IDENTIFIED & TRAINED TO OPERATE & MAINTAIN ASSIGNED NBC DEFENSE EQUIPMENT?	AR 350-1, PARA 4-11		
T34			HAS THE UNIT APPOINTED A SCHOOL-TRAINED NBC DEFENSE OFFICER, NCO, & ENLISTED ALTERNATE?	AR 350-1, PARA 4-11		
T35			HAS THE UNIT DEMONSTRATED PROFICIENCY IN PERFORMING ITS METL TASKS UNDER NBC CONDITIONS?	AR 350-1, PARA 4-11		
T36			DOES THE UNIT HAVE A LEADER DEVELOPMENT PROGRAM WHICH IS METL-BASED FOR OFFICERS & NCOs?	AR 350-1, PARA 4-7; FM 7-1, APP A		
T37			DOES THE COMMANDER HAVE A METHOD TO PRIORITIZE SOLDIERS FOR ATTENDANCE AT SCHOOLS?	STARC PUBLISHED EPPS LIST		
T38			HAS THE UNIT CONDUCTED AWT ON A TWO-YEAR INTERVAL FOR ALL ASSIGNED SOLDIERS E-7 & BELOW?	AR 350-1, PARA 4-5		
T39			DOES THE UNIT USE DTMS TO MONITOR 100% COMPLETION OF AWT EVERY TWO YEARS?	AR 350-1, PARA 4-5		
T40			DO SOLDIERS TRANSFERRING INTO THE UNIT HAVE PROOF OF COMPLETION OF THE AWT IN THE REQUIRED TIME OR, IF NOT, ARE THEY SCHEDULED FOR AWT?	AR 350-1, PARA 4-5		
T41			HAVE UNIT MEMBERS MET INDIVIDUAL WEAPONS QUALIFICATION STANDARDS?	DA PAM 350-38; AR 350-1, PARA 4-10		
T42			HAVE CREW-SERVED MEMBERS MET QUALIFICATION STANDARDS?	DA PAM 350-38; AR 350-1, PARA 4-10		
		ATTENDANCE MANAGEMENT				
T43			DO 90% OR MORE OF THE UNIT ATTTEND AT OR ARE AUTHORIZED CONSTRUCTIVE ATTENDANCE?	AR 350-1		
T44			DID ARNG TECHNICIANS & AGRs ATTEND AT WITH THE UNIT?	NGR(AR) 350-1 PARA 2-2 D(7)		
		INACTIVE DUTY TRAINING				
T45			HAVE CERTIFICATES OF PERFORMANCE (TRAINING CERTIFICATES) BEEN ACCOMPLISHED FOR ALL ASSEMBLIES PERFORMED OUTSIDE THE BASE IDT (EQUIVALENT TRAINING OR SPLIT UNIT TRAINING ASSEMBLIES), EITHER IN A MANUALLY GENERATED OR RFO/IDT PAY PROGRAM AUTOMATED FORMAT?	NGR 680-1 (28 FEB 91), PARA 2-7A, FIG 2-1		
T46			ARE ET/SUTA TNG SCHEDULES PREPARED IN ADVANCE OF THE CONDUCT OF THE ET/SUTA?	NGR 350-1 (3 JUN 91), PARA 2-1C(1) & NGR (AR) 680-1 (28 FEB 91), PARA 2-7A		
T47			ARE ET/SUTA AUTHORIZATION & PERFORMANCE CERTIFICATES ATTACHED TO THE DA 1379?	NGR (AR) 680-1 (28 FEB 91), PARA 2-7D		
T48			HAS APPROVAL BEEN OBTAINED FROM J3 TNG FOR MUTAs OF MORE THAN 4 PERIODS?	NGB AND JFHQ-TN-J3 FUNDING MEMO, 1 OCT 07		
T49			ARE ET/SUTA ELEMENTS SCHEDULED WITHIN THE REQUIRED 90 DAY WINDOW?	NGB MEMO		
T50			DO IDT PERIODS MEET THE REQUIREMENT FOR TRAVEL NOT TO EXCEED 25% OF TRAINING TIME IN EACH IDT PERIOD?	FORSCOM 350-2		
T51			HAVE RMAs/ATAs BEEN USED PROPERLY (NO CONFERENCE ATTENDANCE OR TRAVEL)?	NGB AND JFHQ-TN-J3 FUNDING MEMO, 1 OCT 07		
T52			DID THE UNIT MEET THE REQUIREMENT NOT TO ALLOW ATA/RMA PERFORMANCE ON THE SAME DAY AS A SCHEDULED UTA/MUTA?	NGR(AR) 350-1 , PARA 2-1A(3)		
T53			HAVE ATA/RMA PERFORMANCE CERTIFICATES BEEN ACCOMPLISHED, EITHER IN A MANUALLY GENERATED OR RFO/IDT PAY PROGRAM AUTOMATED FORMAT?	NGR(AR) 680-1, PARA 2-7A, FIG 2-1		
T54			ARE RMA/ATA TNG SCHEDULES PREPARED IN ADVANCE OF THE CONDUCT OF THE RMA/ATA?	NGR(AR) 350-1, PARA 2-1C(1) & NGR (AR) 680-1		
T55			ARE ATA/RMA AUTHORIZATION & PERFORMANCE CERTIFICATES ATTACHED TO DA FORM1379?	NGB AND JFHQ-TN-J3 FUNDING MEMO, 1 OCT 07		
T56			DOES THE UNIT MEET THE REQUIREMENT FOR AFTP AS TO NOT EXCEED THE AUTHORIZED AMOUNT WITHOUT SPECIFIC AUTHORITY?	NGB AND JFHQ-TN-J3 FUNDING MEMO, 1 OCT 07		

Question Number	Broad Category	Sub Category	Question	References	Results	Remarks
		TRAINING AND READINESS OVERSIGHT				
T57			DOES THE UNIT HAVE A HIGHER HQ'S WITH TRAINING AND READINESS OVERSIGHT (TRO)?	MODULARITY/ARFORGEN		
T58			HAS THE UNIT COMMANDER COORDINATED DIRECTLY WITH THE GAINING COMMANDER FOR MISSION GUIDANCE?	MODULARITY/ARFORGEN		
T59			HAS THE GAINING UNIT PROVIDED COORDINATION AT LEAST 18 MONTHS OUT FOR CPXS OR OTHER EVENTS?	MODULARITY/ARFORGEN		
		OVERSEAS TRAVEL				
T60			ARE REQUESTS FOR OCONUS TDY TRAVEL SCREENED IAW DOD 4500.54-G TO DETERMINE IF AN OVERSEAS TRAVEL CLEARANCE IS REQUIRED?	AR 55-46 AND DOD 4500.54-G		
T61			HAVE ALL SOLDIERS CONDUCTED OVERSEAS DRIVERS TNG WITHIN 90 DAYS PRIOR TO DEPLOYMENT?	AR 600-55 AND AER 190-1		
T62			ARE TRAVEL CLEARANCE REQUESTS PREPARED AND SENT TO THE OVERSEAS COMMAND FOR APPROVAL AT LEAST 30 DAYS PRIOR TO THE PROJECTED TARVEL DATE?	AR 55-46 AND DOD 4500.54-G		
T63			DO TRAVEL CLEARANCE MANAGERS IMMEDIATELY NOTIFY THE OFFICE OF THE UNDER SECRETARY OF DEFENSE (POLICY), OUSD(P), WHEN A TRAVELER'S ITINERARY INVOLVES CONTACTS OR MEETINGS WITH FOREIGN GOVERNMENT OFFICIALS TO DISCUSS MATTERS OF FOREIGN POLICY OR IF THE TRAVELER(S) REQUIRE BRIEFINGS/SUPPORT FROM THE US EMBASSY OR CONSULAR PERSONNEL?	AR 55-46 AND DOD 4500.54-G		
T64			DO TRAVELERS INVOLVED IN TRAVEL TO HIGH RISK AREAS RECEIVE A PRE-TRAVEL SECURITY BRIEFING?	AR 55-46 AND DOD 4500.54-G		
T64			ARE BRIEFINGS COVERING ANTI-TERRORISM, OPSEC, SERE, PROFILE, AND SAEDA GIVEN TO TROOPS DEPLOYING OVERSEAS FOR TRAINING?	AR 350-9, CHAP 3		
		LANGUAGE TRAINING				
T65			HAS THE UNIT IDENTIFIED SOLDIERS WITH SPECIAL LANGUAGE SKILLS?	AR 350-20, PARA 2-2A		
T66			HAVE SOLDIERS WITH SPECIAL LANGUAGE SKILLS TAKEN THE DPLT?	AR 350-20, PARA 4-2B		
		MEDICAL TRAINING				
T67			DOES THE UNIT HAVE A ROSTER SHOWING THE TRAINING LEVEL/STATUS OF ASSIGNED MEDICAL PERSONNEL IAW AR 351-3?	AR 351-3		
T68			DOES THE UNIT TRACK CERTIFICATION/RECERTIFICATION STATUS?	AR 351-3		
		PHYSICAL TRAINING				
T69			IS PT CONDUCTED AT LEAST ONCE DURING A WEEKEND DRILL?	AR 350-1, PARA 4-9		
T70			DOES THE UNIT USE ALTERNATE EVENTS FOR PERMANTLY PROFILED PERSONNEL?	AR 350-1, PARA 4-9		

MOBILIZATION READINESS INSPECTION CHECKLIST

Question Number	Broad Category	Sub Category	Question	References	Results
T300	*MOBILIZATION*				
T310		GENERAL			
T310.01			DOES THE UNIT MAINTAIN A MOB AND LOGISTICS FILE THAT IS TABBED & ORGANIZED?	FORSCOM REG 500-3-3, CHAP 3 and CHAP 4, TASK 3-I-1-a and TASK 4-I-2, PG 39 and PG 47	
T310.02			DOES THE UNIT MOB FILE CONTAIN THE MOB FILE OF THE NEXT HIGHER HQ? (TAB B, UMF)	`	
T310.03			HAS THE MOBILIZATION FILE BEEN INSPECTED & REVIEWED BY THE UNIT'S CHAIN OF COMMAND WITHIN THE PAST 12 MONTHS? (TAB C, UNIT MOBILIZATION FILE (UMF))	FORSCOM REG 500-3-3, TASK 3-I-2, PG 39; FORSCOM REG 220-2, FIGURE 3-2, SECT V, PG 6	
T310.04			DOES THE MOB FILE CONTAIN UNIT COMMANDER'S MOB CHECKLIST WITH PHASE I TASKS ANNOTATED AS ASSIGNED, COMPLETED AND VERIFIED? (TAB D, UMF)	FORSCOM REG 500-3-3, ANNEX E; CHAP 3, PHASE I, TASK 3-I-1-b-(5), PG 39	
T310.05			DOES THE MOB FILE CONTAIN DOCUMENTATION OF THE LAST LIAISON VISIT WITH MOB STATION (INITIAL OR TRIENNIAL)? (TAB E, UMF)	FORSCOM REG 500-3-3, CHAP 3, PHASE I, TASK 3-I-6, PG 40	
T320		*PERSONNEL*			
T320.01			DOES THE UNIT CONDUCT AN ANNUAL PRE-MOB BRIEFING? (TAB F, UMF)	AR 530-1; FORSCOM REG 500-3-3, CHAP 3, TASK 3-I-8 PAGE 40 AND ANNEX C	
T320.02			DOES THE MOB FILE CONTAIN AN UPDATED NOTIFICATION ROSTER? (TAB G, UMF) (* NOTE * CRITICAL AREA)	FORSCOM REG 500-3-3, ANNEX A, PG 85	
T320.03			HAS THE ROSTER BEEN VERIFIED QUARTERLY? (TAB G, UMF)	FORSCOM REG 500-3-3, ANNEX A, PG 85	
T320.04			IS A STRIP MAP PREPARED FOR EACH MEMBER WITHOUT AN EASILY IDENTIFIABLE STREET ADDRESS? NO P. O. BOXES. (TAB G, UMF)	FORSCOM REG 500-3-3, ANNEX A, PG 85	
T320.05			HAS THE UNIT CONDUCTED AN ANNUAL TEST OF THE ALERT ROSTER & DOCUMENTED THE RESULTS? (TAB G, UMF) (* NOTE * CRITICAL AREA)	FORSCOM REG 500-3-3; CHAP 3, PHASE I, TASK 3-I-5, PG 40	
T320.06			DOES THE UNIT MOB FILE CONTAIN A LIST OF KEY PERSONNEL BY POSITION & NAME TO BE ORDERED TO DUTY IN ADVANCE OF THE UNIT? (TAB H, UMF)	FORSCOM REG 500-3-3, CHAP 3, PHASE I, TASK 3-I-7, PG 40	
T320.07			HAS EACH LISTED PERSON INITIALED TO INDICATE AWARENESS OF THE POSSIBILITY OF AN EARLY CALL? (TAB H, UMF)	FORSCOM REG 500-3-3, CHAP 3, TASK 3-I-7, PG 40	
T320.08			DOES THE UNIT HAVE A MOVEMENT OFFICER & ALTERNATE ASSIGNED ON ORDERS? (TAB U, UMF)	FORSCOM REG 55-1, PG 10,CHAP 2 PARA 2-11	
T320.09			IS THE UMO OR NCO E-6 OR ABOVE?	FORSCOM REG 55-1, CHAP 2, PARA 2-11, PAGE 10	
T320.10			DOES THE UMO POSSESS A SECRET CLEARANCE?	FORSCOM REG 55-1, CHAP 2, PARA 2-11, PAGE 10	
T320.11			HAVE THE UMO & ALTERNATE BEEN TRAINED & IS THE TRAINING DOCUMENTED?	FORSCOM REG 55-1, CHAP 4 AND APP K	
T320.12			DOES THE MOB FILE CONTAIN APPOINTMENT ORDERS FOR A MOB OFFICER/NCO?	TARNGR, 500-5, STARC MOB PLAN, PARA 3.b.(1)(b)2. PAGE 5	
			Does the Alert Notification Roster contain disposition and privacy act statements?	FORSCOM REG 500-3-3, CHAP 3, PHASE I, TASK 3-I-5, PG 40, ANNEX A	
			Does the Alert Notification Roster list all members (including ING)?	FORSCOM REG 500-3-3, CHAP 3, PHASE I, TASK 3-I-5, PG 40, ANNEX A	
			Have all individuals been briefed about their responsibilites in the alert system?	FORSCOM REG 500-3-3, CHAP 3, PHASE I, TASK 3-I-5, PG 40, ANNEX A	
			Has the Alert Notification Roster been updated as changes occur?	FORSCOM REG 500-3-3, CHAP 3, PHASE I, TASK 3-I-1b3 and TASK 3-I-7, PG 40, ANNEX E	
			Has the unit identified Advance Party Members, by position, and listed each member's function they are to perform at the MS?	FORSCOM REG 500-3-3, CHAP 3, PHASE I, TASK 3-I-10, PG 40, ANNEX G	
			Has the unit provided Pre-Mobilization Legal Counseling every two years?	FORSCOM REG 500-3-3, CHAP 2, PHASE I, TASK 2-I-10 Table 2-3 and App 1, PG 38, ANNEX Q, FR 500-3-1	
			Has the unit prepared applicable Appointment Orders, signature cards, etc?	FORSCOM REG 500-3-3, CHAP 2, PHASE I, TASK 2-I-24, PG 20	

Question Number	Broad Category	Sub Category	Question	References	Results
			Has the unit completed Family Care Plans for applicable members requiring them?	FORSCOM REG 500-3-3, CHAP 2, PHASE I, TASK 2-I-6, PG 14-15	
			Has the unit established a Family Support Group?	FORSCOM REG 500-3-3, CHAP 2, PHASE I, TASK 2-I-21 and 600-20 and DA PAM 608-47, PG 18	
			Has the unit prepared a roster of the individual Medical Practioner Credential Files for each health care provider assigned to the unit and updated annually?	FORSCOM REG 500-3-3, CHAP 2, PHASE I, TASK 2-I-22, PG 19	
			Have the Security Clearances been requested IAW AR 380-67 for required personnel IAW unit structure documents (MTOE) and have these positions been documented on a copy of the Unit Manning Roster?	FORSCOM REG 500-3-3, CHAP 2, PHASE I, TASK 2-I-9, PG 15	
T330		*OPERATIONS AND TRAINING*			
T330.01			DOES THE MOB FILE CONTAIN AN ALERT & ASSEMBLY PLAN? (TAB O, UMF) (* NOTE * CRITICAL AREA)	FORSCOM REG 500-3-3, CHAP 3, TASK 3-I-1-b-(2), PG 39	
T330.02			DOES THE UNIT HAVE A PHYSICAL SECURITY PLAN FOR PRIMARY & ALTERNATE ASSEMBLY AREAS? (TAB O, UMF)	FORSCOM REG 500-3-3, ANNEX A, P91	
T330.03			DOES THE FILE CONTAIN A MAP OF THE ALTERNATE ASSEMBLY AREA & DOCUMENTATION OF COORDINATION WITH PROPERTY OWNER & LOCAL EMERGENCY SERVICES DIRECTOR? (TAB O, UMF)	FORSCOM REG 500-3-3, ANNEX A, PG 91 AND TARNGR 500-5, PG 6, PARA 3b(1)(b)(16) AND ANNEX A	
T330.04			HAS THE UNIT DEVELOPED A POST-MOB TRAINING PLAN? (TAB P,UMF) (* NOTE * CRITICAL AREA)	FORSCOM REG 500-3-3, CHAP 3, TASK 3-I-3, PG 39; FORSCOM/ARNG REG 350-2, CHAP 6 & 7;	
T330.05			HAS THE CDR IDENTIFIED INDIVIDUAL & COLLECTIVE TASKS TO BE TRAINED PRE- & POST-MOB ON THE TRAINING ASSESSMENT MODEL (TAM) & ANNOTATED EACH WITH AN ASSESSMENT OF LEVEL OF PROFICIENCY? (TAB P, UMF)	FORSCOM REG 500-3-3, CHAP 3, TASK3-I-3,PG 39; FORSCOM/ARNG REG 350-2, CHAP 6 & 7;	
T330.06			DOES THE UNIT HAVE A CURRENT POST-MOBILIZATION TRAINING & SUPPORT REQUIREMENTS (PTSR)? (TAB P, UMF)	FORSCOM REG 500-3-3, CHAP 3, TASK 3-I-3 PG 39, ANNEX D FORSCOM/ARNG REG 350-2, CHAP 6 & 7	
T330.07			DOES THE PTSR REFLECT SUPPORT FOR ADMINISTRATIVE LOGISTICAL, & COLLECTIVE & INDIVIDUAL TNG REQUIREMENTS DEFERRED TO POST-MOB? (TAB P, UMF)	FORSCOM REG 500-3-3, ANNEX D; FORSCOM/ARNG REG 350-2, CHAP 6 & 7	
T330.08			HAS THE PTSR BEEN REVIEWED TO SUPPORT DEMONSTRATED PROFICIENCY ON COLLECTIVE & COMMON UNIT FUNCTIONAL TASKS? (TAB P, UMF)	FORSCOM REG 500-3-3, TASK 3-I-3d, PG 39	
T330.09			HAS THE UNIT DEVELOPED A HOME STATION ACTIVITY PLAN WHICH ADDRESSES ACTIVITIES TO BE ACCOMPLISHED AT HOME STATION DURING PHASES II & III OF MOBILIZATION? (TAB R, UMF)	FORSCOM REG 500-3-3, CHAP 3, PHASE I, TASK 3-I-4, PG 39 AND ANNEX E	
T340		*LOGISTICS*			
T340.01			DOES THE MOB FILE CONTAIN INSTRUCTIONS/ RESTRICTIONS / APPOINTMENT OF PERSON TO ACT AS IMPAC CREDIT CARD AUTHORITY ILO MOB PURCHASE AUTHORITY? (TAB S, UMF)	AGTN-MR MEMORANDUM DATED 1 SEP 97 AND TARNGR 715-3	
T340.02			DOES THE MOB FILE CONTAIN THE FOLLOWING:		
T340.02.1			HOME STATION LODGING PLAN? (TAB T, UMF)	FORSCOM REG 500-3-3, CHAP 4, PHASE I, TASK 4-I-1, PG 47	
T340.02.2			HOME STATION SUBSISTENCE PLAN? (TAB T,UMF)	FORSCOM REG 500-3-3, CHAP 4, PHASE I, TASK 4-I-2, PG 47	
T340.02.3			IDENTIFICATION OF CONTRACTING REQUIREMENTS TO USPFO FOR TENNESSEE? (TAB T, UMF)	FORSCOM REG 500-3-3, CHAP 4, PHASE I, TASK 4-I-3, PG 47	
T340.03			HAS THE UNIT MOVEMENT PLAN BEEN APPROVED BY JFHQ WITHIN THE PAST 2 YEARS? (TAB U, UMF) (* NOTE * CRITICAL AREA)	FORSCOM REG 55-1, CHAP 5, PARA 5-3e, PAGE 20	
T340.04			DOES THE UNIT HAVE LOAD PLANS FOR ALL UNIT EQUIPMENT? (TAB U, UMF)	FORSCOM REG 500-3-3, CHAP 4, PHASE I, TASK 4-I-7, PG 48	
T340.04.1			DOES THE UNIT LOAD PLAN IDENTIFY EQUIPMENT TO BE MOVED COMMERCIALLY? (TAB U, UMF)	FORSCOM REG 55-1, PG 88, ANNEX H.	

J3 - MOBILIZATION READINESS CHECKLIST

Question Number	Broad Category	Sub Category	Question	References	Results
T340.05			DOES UNIT LOAD PLAN REFLECT EQUIPMENT TO BE LOADED IN ORGANIC ASSETS? (TAB U, UMF)	FORSCOM REG 55-1, PG 86, ANNEX H.	
T340.06			HAVE LOAD PLANS BEEN TESTED WITHIN THE LAST 2 YEARS? (TAB U, UMF)	FORSCOM REG 55-1, PARA 5-5, PG 28, STEP 6d	
T340.07			ARE VEHICLE LOAD CARDS PREPARED IAW FORSCOM REG 55-1?	FORSCOM REG 55-1 (1 JUN 2006), PARA 5-3b, PAGE 25	
T340.08			DOES THE UNIT HAVE A CURRENT (ANNUAL) AMMO BASIC LOAD LISTING? (TAB V, UMF)	FORSCOM REG 500-3-3, CHAP 4, PHASE I, TASK 4-I-4, PG 47	
T340.09			DOES THE UNIT HAVE AN AUTOMATED UNIT EQUIPMENT LIST (AUEL)? (TAB V, UMF)	FORSCOM REG 500-3-3, TASK 4-I-8 PAGE 48	
T340.10			DOES UNIT HAVE A CURRENT RETRIEVAL PLAN? (TAB W, UMF)	FORSCOM REG 500-3-3, CHAP 4, PHASE I, TASK 4-I-9, PG 48	
			Does the unit have phone number of the next higher alert and movement headquarter?	FORSCOM REG 500-3-3, CHAP 3, PHASE I, TASK 3-I-1b1, PG 39	
			Does the unit have the most recent copy of the RC Unit Commander's Handbook with changes properly posted?		
			Does the MOB file contain an MS information packet provided by the MS.	FORSCOM REG 500-3-3, CHAP 3, PHASE I, TASK 3-I-1b7, PG 39	
			Does the MOB file contain a completed initial MS checklist?	FORSCOM REG 500-3-3, CHAP 3, PHASE I, TASK 3-I-1b7, PG 39	
			Does the file contain an MS Requirement Checklist?	FORSCOM REG 500-3-3, CHAP 3, PHASE I, TASK 3-I-1b10, PG 39	
			Have operational and logistical requirements to support the Unit Movement Plan been coordinated with JFHQTN J4 UMC and USPFOTN	FORSCOM REG 500-3-3, CHAP 4, Phase I, TASK 4-I-6, and FR 55-1, PG 48	
			Have the BBPCT requirements that cannot be procured at the HS been updated annually and identified to the JFHQTN J4 UMC, USPFOTN and MS?	FORSCOM REG 500-3-3, CHAP 4, Phase I, TASK 4-I-6, and FR 55-1, PG 48	
			Has the Class V ABL listing been reviewed annually or has the unit prepared FORSCOM Form 149-R IAW FORSCOM REG 700-3?	FORSCOM REG 500-3-3, CHAP 4, Phase I, TASK 4-I-4, PG 47, and FR 700-3, CHAP 2-1, PG 3	
			Has the unit prepared DA Form 581 for ABL?	FORSCOM REG 500-3-3, CHAP 4, Phase I, TASK 4-I-4, PG 47, and FR 700-3, CHAP 2-1, PG 3	
			Has the unit forwarded a completed DA Form 581 through JFHQ TN J3-MR to the MS?	FORSCOM REG 500-3-3, CHAP 4, Phase I, TASK 4-I-4, PG 47, and FR 700-3, CHAP 2-1, PG 3	
			Does the unit have a duplicate of the document register file copy of the DA Form 581 and acknowledgement of receipt by the MS with a copy of the ABL authorization listing?	FORSCOM REG 500-3-3, CHAP 4, Phase I, TASK 4-I-4d, PG 47, and FR 700-3, CHAP 2-1, PG 3	
			Has the unit prepared a list of Class VIII Medical Requirements required for post mobilization but not authorized during peacetime?	FORSCOM REG 500-3-3, CHAP 4, Phase I, TASK 4-I-5, PG 47-48	
			Have applicable Unit Equipment Retrieval Plans been developed, coordinated, and on file?	FORSCOM REG 500-3-3, CHAP 4, Phase I, TASK 4-I-9, PG 48	
			Does the logistics data identify property to be left at HS?	FORSCOM REG 500-3-3, CHAP 4, Phase I, TASK 4-I-10, PG 48	
			Does the logistics data file contain a plan for the transfer of facilities that will be vacated?	FORSCOM REG 500-3-3, CHAP 4, Phase I, TASK 4-I-10, PG 49	

CSDP INSPECTION CHECKLIST

UNIT: **DATE:**

Question Number	Question	References	Comply	Non-Comply	N/A	Remarks
L000						
L100	**SUPPLY MANAGEMENT**					
L110	***SUPPLY ADMINISTRATION***					
L110.01	HAS THE NEXT HIGHER LEVEL APPOINTED, IN WRITING, A CSDP MONITOR?	AR 710-2, PARA 1-10, f (3)				
L110.02	DOES THE ORGANIZATION HAVE A CSDP ESTABLISHED AT USER LEVEL?	AR 710-2, APP B; AR 735-5, 11-4.g.				
L110.03	IS CSDP BEING INCORPORATED INTO THE COMMAND'S EVALUATION PLANS AND PROCEDURES?	AR 710-2, B-7 & B-8				
L110.04	HAS THE HIGHER LEVEL COMMAND CONDUCTED A CSDP ASSESSMENT OF THE ORGANIZATION ANNUALLY?	AR 710-2, APP B, TABLE B-7				
L110.05	HAS A HAZARDOUS MATERIALS MANAGEMENT PROGRAM BEEN IMPLEMENTED?	AR 710-2, PARA 1-28, AR 200-1				
L110.06	ARE ALL REQUIRED PROPERTY AUTHORIZATION DOCUMENTS(MTOE/TDA), REGULATIONS, SUPPLY CATALOGS AND CHECKLISTS CURRENT, ON-HAND, OR ON VALID REQUISITION?	AR 710-2, PARA 2-4; AR 71-13, PARA 2-3; DA PAM 25-30				
L110.07	HAVE PROPERTY BOOK ALLOWANCES BEEN RECONCILED ANNUALLY WITH AUTHORIZATION DOCUMENTS?	AR 710-2, PARA 2-4b				
L110.08	HAS THE COMMANDER,OR DESIGNATED REP FOR WHOM THE PROPERTY BOOK IS MAINTAINED PERSONALLY ACKNOWLEDGED THE RECONCILIATION IN WRITING? HAS A COPY BEEN FILED IN FRONT OF THE PROPERTY BOOK?	AR 710-2, PARA 2-4b				
L110.09	HAS SUPPLY DISCIPLINE TRAINING BEEN INCORPORATED INTO THE COMMAND/UNIT TRAINING PROGRAM? (EXAMPLE: HAND RECEIPT PROCEDURES AND INVENTORY TECHNIQUES!)	AR 710-2, APP B,PARA B-14				
L110.10	ARE SCHOOL TRAINED SUPPLY PERSONNEL ASSIGNED TO, AND WORKING IN SUPPLY POSITIONS?	AR 710-2, APP B, PARA B-8.d.(3)(b)				
L110.11	ARE LOGISTICAL FILES MAINTAINED USING THE "ARIMS" SYSTEM?	AR 25-400-2 (ARIMS)				
L110.12	DOES THE UNIT HAVE CURRENT COPIES OF INTERNAL AND EXTERNAL SOPs?	AR 710-2, FM 10-27-4				
L115	***REQUESTING & RECEIVING SUPPLIES***					
L115.01	HAS THE COMMANDER OR DESIGNATED REPRESENTATIVE REVIEWED ALL REQUESTS WITH UND "A" OR "B" PRIOR TO SENDING TO USPFO?	AR 710-2, PARA 2-6.d				
L115.02	HAS A DA FORM 1687 (SIGNATURE CARD) BEEN PREPARED PROPERLY AND FORWARDED TO USPFO DESIGNATING AUTHORIZED REPRESENTATIVES TO RECEIPT FOR SUPPLIES?	DA PAM 710-2-1, PARA 2-32				
L115.03	ARE SUPPLY REQUESTS SUBMITTED TO THE USPFO ON THE SAME DAY AS THE DOCUMENT NUMBER DATE?	AR 710-2. PARA 2-6I				
L115.04	DO OPEN REQUEST PLUS ASSETS ON HAND EXCEED AUTHORIZED ALLOWANCES?	AR 710-2, PARA 4-23 c (2)				
L115.05	DOES THE PBO MAINTAIN A DOCUMENT REGISTER FOR PROPERTY BOOK ITEMS AND NON-EXPENDABLE ITEMS?	AR 710-2, PARA 2-6 (h)				
L115.06	HAS THE PBO DESIGNATED ORGANIZATIONAL ELEMENTS WHICH ARE AUTHORIZED TO MAINTAIN DURABLE AND EXPENDABLE DOCUMENT REGISTERS?	AR 710-2, PARA 2-6.h(2)				
L115.07	DOES ONLY THE COMMANDER, PBO, OR DESIGNATED REPRESENTATIVE RECEIPT FOR SUPPLIES?	AR 710-2, PARA 2-8a; AIS Manual GCSS-A/T PBUSE EM, para 8.1g				
L115.08	UPON RECEIPT OF SUPPLIES ARE THEY COUNTED BY QUANTITY AND COMPARED TO RECEIPT DOCUMENTS?	AR 710-2, PARA 2-8c; AIS Manual GCSS-A/T PBUSE EM, para 8.1g				
L115.09	IF DISCREPANCIES ARE NOTED ARE THEY DOCUMENTED AND REPORTED TO THE USPFO WITHIN (3) WORK DAYS?	AR 710-2, PARA 2-8c; AIS Manual GCSS-A/T PBUSE EM, para 8.1g				
L115.10	ARE OPEN SUPPLY REQUESTS RECONCILED AND VALIDATED WITH THE USPFO QUARTERLY?	AR 710-2, PARA 2-7.d.				
L115.11	ARE TOTAL PACKAGE FIELDING ITEMS PROCESSED PROPERLY?	A/T PBUSE EM, para 9.15 &9.16				

Question Number	Question	References	Comply	Non-Comply	N/A	Remarks
L115.12	RECONCILIATION PROCEDURES FOR MILSTRIP TRANSACTIONS CONDUCTED PROPERLY?	SECT IV; AIS Manual GCSS-A/T				
L115.13	ARE ALL DOCUMENT REGISTERS MAINTAINED PROPERLY?	AR 710-2, PARA 2-6.h,l,j.				
L120	***DISPOSITION OF PROPERTY***					
L120.01	ARE LATERAL TRANSFERS APPROVED BY, OR DIRECTED BY THE LOWEST LEVEL CDR HAVING JURISDICTION OVER BOTH UNITS INVOLVED OR BY USPFO/DCSLOG?	DA PAM 710-2-1, PARA 3-18				
L120.02	HAS UNIT DETERMINED AND REPORTED EXCESS THROUGH PROPER CHANNELS	AR 710-2 PARA 2-13				
L120.03	ARE TURN-IN ACTIONS INITIATED WITHIN TEN (10) CALENDAR DAYS FOR PROPERTY DETERMINED TO BE EXCESS?	AR 710-2, PARA 2-13.b.(2)(a)				
L120.04	DOES UNIT HAVE WRITTEN AUTHORIZATION TO RETAIN EXCESS EQUIPMENT?	AR 710-2 PARA 2-13				
L120.05	ARE TURN-IN DOCUMENTS, FOR PROPERTY REQUIRING SERVICEABILITY CHECKS, SUPPORTED WITH MAINTENANCE REQUESTS VERIFYING CONDITION OF ITEMS BEING TURNED-IN?	AR 710-2, PARA 2-13.b(2)				
L120.06	ARE UNSERVICEABLE REPAIRABLE ITEMS TURNED-IN TO USPFO USING DA FORM 2765-1?	AR 710-2, PARA 2-13.b.(2); DA Pam 710-2, Fig. 6-2				
L120.07	ARE COMPONENT SHORTAGES VALIDATED ON A HAND RECEIPT ANNEX PRIOR TO TURN-IN?	AR 710-2, PARA 2-13.b,2d.				
L120.08	IF AN END ITEM IS NOT COMPLETE WITH ALL COMPONENTS AND BASIC ISSUE ITEMS (II) WHEN TURNED-IN HAS THE COMMANDER OR PBO ATTACHED A SHORTAGE LIST TO THE DOCUMENT INDICATING SHORTAGES? REPORT OF REPORT OF SURVEY, STATEMENT OF CHARGES/CASH COLLECTION VOUCHER?	AR 710-2, PARA 2-13b				
L120.09	HAS ACCOUNTABILITY BEEN ESTABLISHED FOR "FOUND ON INSTALLATION" PROPERTY? (Unit Responsible to initiate turn-in.)	AR 710-2, PARA 2-13.d.				
L120.10	ARE SERIAL NUMBERS INCLUDED ON TURN-IN DOCUMENTS FOR ITEMS REQUIRING SERIAL NUMBER ACCOUNTING?	AR 710-2, PARA 2-13.b.(2)				
L130	***PROPERTY ACCOUNTABILITY / RESPONSIBILITY***					
L130.01	HAS A PROPERTY BOOK OFFICER BEEN APPOINTED , IN WRITING, FOR EACH PROPERTY BOOK?	AR 710-2, PARA 2-5.g.				
L130.02	DOES THE APPOINTING DOCUMENT IDENTIFY THE PROPERTY BOOK BY UNIT IDENTIFICATION CODE (UIC)?	AR 710-2, PARA 2-5g (1)				
L130.03	HAS THE PBO BEEN RE-APPOINTED, UPON CHANGE OF APPOINTING AUTHORITY?	AR 710-2, PARA 2-5g (1)				
L130.04	HAS THE INDIVIDUAL ASSUMING ACCOUNTABILITY SIGNED THE APPROPRIATE STATEMENT AND IS IT FILED WITH THE PROPERTY BOOK?	AR 710-2, PARA 2-5h				
L130.05	ARE ESSENTIAL ELEMENTS INCLUDING AUTHORIZATION, IDENTIFICATION, ACCOUNTING AND MANAGEMENT DATA, RECORDED ON PROPERTY RECORDS FOR ITEMS AUTHORIZED AND ON HAND?	AR 710-2, PARA 2-5k (1-4)				
L130.06	ARE PROPERTY BOOKS DIVIDED INTO SECTION FOR ORGANIZATION AND INSTALLATION PROPERTY?	AR 710-2, PARA 2-5. i.; AIS Manual GCSS-A/T PBUSE EM, para 8.1c & d				
L130.07	ARE RECEIPTS POSTED TO PROPERTY BOOK RECORDS FOR PROPERTY LISTED IN AR 710-2, PARA 2-5?	AR 710-2, PARA 2-5 a.b				
L130.08	IS ALL PROPERTY IDENTIFIED AS "REQUIRED" AND/OR "AUTHORIZED" ACCOUNTED FOR ON PROPERTY BOOK RECORDS?	AR 710-2, PARA 2-5a (1)				
L130.09	IS ALL AUTHORIZED PROPERTY ON HAND OR ON REQUEST?	AR 710-2, PARA 2-6.				
L130.10	ARE RECEIPT DOCUMENTS FOR PROPERTY BOOK ITEMS POSTED TO THE PROPERTY BOOK WITHIN (3) WORK DAYS OF THE RECEIPT DATE?	AR 710-2, PARA 2-8.h; DA PAM 710-2-1, PARA 4-9				
L130.11	DO PROPERTY BOOK RECORDS CONTAIN THE SERIAL NUMBERS OF ITEMS REQUIRING ACCOUNTING BY SERIAL NUMBER?	AR 710-2, PARA 2-5L (3), DA PAM 710-2-1, PARA 4-7E				

Question Number	Question	References	Comply	Non-Comply	N/A	Remarks
L130.12	IS DA FORM 4949 (ADMINISTRATIVE ADJUSTMENT REPORT) USED AS A SUPPORT DOCUMENT TO MAKE MINOR PROPERTY BOOK ADJUSTMENTS WHEN THERE IS NO ACTUAL GAIN OR LOSS OF PROPERTY?	AR 710-2, PARA 2-5o; AIS Manual GCSS-A/T PBUSE EM, para 7.3				
L130.13	DOES THE SUPPORTING DOCUMENT FILE CONTAIN ALL COMPLETED DOCUMENTS THAT SUPPORT ENTRIES ON THE NON-EXPENDABLE DOCUMENT REGISTER?	AR 710-2, PARA 2-5r				
L130.14	WHEN A SUPPORTING DOCUMENT IS MISSING, DOES THE PBO PREPARE AND SIGN A STATEMENT OF EXPLANATION, TO INCLUDE INFORMATION FROM THE DOCUMENT REGISTER, TO SUBSTITUTE FOR THE MISSING SUPPORTED DOCUMENT?	AR 710-2, PARA 2-5r				
L130.15	HAS THE CDR/PBO/PHR HOLDER ACCEPTED, IN WRITING, DIRECT RESPONSIBILITY FOR ALL UNIT PROPERTY?	AR 710-2, PARA 2-5.h. & 2-10.d.; AIS Manual GCSS-A/T PBUSE EM, para 8.3				
L130.16	ARE COMPONENTS OF END ITEMS, AND SETS, KITS, AND OUTFITS (SKO) BEING ACCOUNTED FOR/CONTROLLED IAW AR 710-2, PARA 2-10i?	AR 710-2, PARA 2-10i				
L130.17	ARE PERMANENT HAND RECEIPTS CURRENT AND UPDATED IAW AR 710-2, PARA 2-10g	AR 710-2, PARA 2-10g; DA Pam 710-2-1, para 5-3.d.				
L130.18	ARE TEMPORARY HAND RECEIPTS USED TO ISSUE OR LOAN PROPERTY FOR PERIODS NOT EXCEEDING 30 CALENDAR DAYS?	AR 710-2, PARA 2-10h (3)				
L130.19	ARE INVENTORY LISTINGS BEING USED WHEN ASSIGNING INDIVIDUAL RESPONSIBILITY IS DETERMINED TO BE IMPRACTICAL?	AR 710-2, PARA 2-10.h.(4)				
L130.20	HAS THE COMMANDER, OR PRIMARY HAND RECEIPT HOLDER, DELEGATED RESPONSIBILITY FOR ALL UNIT/SECTION/ACTIVITY PROPERTY BY PERMANENT OR TEMPORARY HAND RECEIPTS?	AR 710-2, PARA 2-10.h.				
L130.21	ARE TEMPORARY HAND RECEIPTS CHANGED TO PERMANENT HAND RECEIPTS WHEN PROPERTY IS NOT RETURNED AFTER 30 DAYS?	AR 710-2, PARA 2-10.h.(3)				
L130.22	HAS PERSONAL RESPONSIBILITY BEEN ASSIGNED FOR PROPERTY ISSUED FOR PERSONAL USE (OCIE)?	AR 710-2, PARA 2-10.h(1)				
L130.23	WERE ALL REQUESTS WITH UND "A" OR "B" REVIEWED FOR PRIORITY ABUSE?	AR 710-2, PARA 2-6d				
L130.24	ARE SHORTAGES RECORDED ON DA FORM 2062 (HAND RECEIPT ANNEX)?	AR 710-2, PARA 2-10.i.(3)				
L130.25	ARE HAND RECEIPT ANNEXES KEPT CURRENT BY POSTING CHANGES AS THEY OCCUR OR BY USING DA FORM 3161(CHANGE DOCUMENT)?	AR 710-2, PARA 2-10 i (7); DA PAM 710-2-1, PARA 6-1.d.				
L130.26	HAVE SHORTAGES BEEN VALIDATED BY THE INDIVIDUAL RESPONSIBLE FOR KEEPING THE DOCUMENT REGISTER?	DA PAM 710-2-1, PARA 6-1.b				
L130.27	ARE THE SHORTAGES RECORDED ON HAND RECEIPT ANNEXES, REFLECTED AS REQUESTS ON THE DA FORM 2064(DOCUMENT REGISTER)?	DA PAM 710-2-1, PARA 6-1.b.				
L140	***OCIE & PERSONAL CLOTHING***					
L140.01	ARE ALL OCIE RECORDS FOR ALL UNIT PERSONNEL MAINTAINED AND ON FILE?	AR 710-2, PARA 2-14.i.(3)(a)				
L140.02	IS DA FORM 3645 PROPERLY COMPLETED, IN THAT ITEMS ARE RECORDED AND THE INDIVIDUAL HAS SIGNED AND DATED THE FORM?	AR 710-2, PARA 2-10.h.(1); DA PAM 710-2-1, CHAP 10				
L140.03	ARE THE RESULTS OF ANNUAL SHOWDOWN INSPECTIONS RECORDED ON DA FORMS 3645/3645-1?	AR 710-2, PARA 2-17j (2)				
L140.04	HAS EACH SOLDIER BEEN INFORMED OF HIS/HER RESPONSIBILITIES TOWARD SAFEGUARDING AND UTILIZATION OF GOVERNMENT PROPERTY?	AR 710-2, PARA 2-17.b.(1); AR 735-5, para 2-1.a				
L140.05	ARE DA FORMS 4886 (ACCOUNTING FOR PERSONAL CLOTHING ISSUED TO INDIVIDUALS) KEPT ON FILE?	AR 700-84, PARA 15-8				
L140.06	HAS THE COMMANDER CONDUCTED AN INSPECTION, ANNUALLY, TO ENSURE THAT ALL ISSUED PERSONAL CLOTHING IS ON HAND AND SERVICEABLE?	AR 700-84, PARA 15-8b				
L150	***INVENTORIES***					

Question Number	Question	References	Comply	Non-Comply	N/A	Remarks
L150.01	WAS A CHANGE OF PBO VALIDATION AND INVENTORY COMPLETED PRIOR TO APPOINTMENT OF CURRENT PBO?	DA PAM 710-2-1, PARA 9-13				
L150.02	WAS A CHANGE OF HAND RECEIPT HOLDER INVENTORY CONDUCTED PRIOR TO ASSIGNMENT OF CURRENT PRIMARY AND/OR SUB HAND RECEIPT HOLDER?	AR 710-2, APP. F & TABLE 2-2; DA PAM 710-2-1, PARA 9-3				
L150.03	IS ALL UNIT PROPERTY INVENTORIED ANNUALLY?	AR 710-2, TABLE 2-2; DA PAM 710-2-1, PARA 9-6				
L150.04	IS AN ANNUAL PROPERTY BOOK INVENTORY CONDUCTED WHEN PROPERTY BOOKS ARE KEPT AT OTHER THAN THE USING UNIT LEVEL?	DA PAM 710-2-1, PARA 9-8,				
L150.05	DOES THE UNIT HAVE ON FILE A COPY OF MEMORANDUM STATING 100% ANNUAL INVENTORY WAS COMPLETED?	AR 710-2, APP F-3; DA PAM 710-2-1, PARA 9-6b.(11)				
L150.06	ARE COMPLETE INVENTORIES CONDUCTED PRIOR TO RECEIPT, ISSUE, AND TURN-IN OF PROPERTY?	AR 710-2, TABLE 2-2f				
L150.07	ARE SENSITIVE ITEMS INVENTORIED QUARTERLY BY SERIAL NUMBER?	AR 710-2, PARA 2-12 & TABLE 2-2; DA PAM 710-2-1, CHAP. 9				
L150.08	ARE WEAPONS AND AMMUNITION INVENTORIES BEING CONDUCTED MONTHLY (PHYSICAL COUNT) AND QUARTERLY BY SERIAL NUMBER?	AR 710-2, PARA 2-12 & TABLE 2-2j				
L150.09	ARE WEAPONS AND AMMUNITION INVENTORIES BEING CONDUCTED BY THE COMMANDER OR DESIGNATED REPRESENTATIVE (NOT UNIT ARMORER)? SAME SOLDIER WILL NOT DO THIS INVENTORY CONSECUTIVELY.	AR 710-2, TABLE 2-2j (b)				
L160	***PROPERTY BOOK UNIT SUPPLY ENHANCED (PBUSE)***					
L160.01	ARE PBUSE COMPUTERS ACCOUNTED FOR PROPERLY? ARE COMPONENTS ACCOUNTED FOR ON PROPERTY BOOK BY SERIAL NUMBERS?	DA PAM 710-2-1, PARA 4-39				
L160.03	ARE PBUS COMPUTERS LOADED WITH ONLY THE AUTHORIZED STAMIS SOFTWARE?	AIS Manual GCSS-A/T PBUSE EM, para 2.2.2				
L160.04	ARE PASSWORD CONTROLS ADEQUATE FOR PBUSE COMPUTERS?	AIS Manual GCSS-A/T PBUSE EM, para 3.1.2; TNARNG 380-19, PARA 2-8				
L160.05	HAS A USER ID AND PASSWORD BEEN ASSIGNED TO EACH TERMINAL OPERATOR?	AIS Manual GCSS-A/T PBUSE EM, para 3.1.2				
L160.06	ARE ONLY CURRENTLY ASSIGNED PROPERTY BOOK PERSONNEL AUTHORIZED ACCESS TO THE PBUSE SYSTEM?	AIS Manual GCSS-A/T PBUSE EM, para 3.1.2				
L160.09	DOES THE UNIT PERFORM THE "DAILY" PROCESS A MINIMUM OF WEEKLY?	EXTERNAL SOP-PBUSE, SECTION 9-A				
L160.10	DOES THE UNIT FORWARD DOCUMENTS AND DISKS TO PFO-PROPERTY MGMT, TO ARRIVE NLT TUESDAY OF THE FOLLOWING WEEK?	EXTERNAL SOP-PBUSE, SECTION 9-A				
L160.11	IS A NEGATIVE ACTIVITY REPORT SUBMITTED BY E-MAIL TO USPFO-PMB WEEKLY/OR AS REQUIRED?	EXTERNAL SOP-PBUSE, SECTION 9-A				
L160.12	IS ALL PROPERTY IDENTIFIED BY THE CORRECT PROPERTY BOOK IDENTIFICATION CODE(PBIC)?	AR 710-2, PARA 2-5.b.				
L170	***ADJUSTMENT - LOST OR DESTROYED PROPERTY***					
L170.01	HAS APPROPRIATE ACTION BEEN TAKEN TO RESOLVE RESPONSIBILITY FOR PROPERTY WHICH WAS LOST, DAMAGED, OR DESTROYED OTHER THAN THRU FAIR WEAR AND TEAR?	AR 700-84, CHAP. 15 - 8b; AR 735-5,PARA 12.1 ©				
L172	***FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS PROCESSING***					
L170.02	ARE FINANCIAL LIABLITY INVESTIGATION OF PROPERTY LOSS BEEN PREPARED PROPERLY?	AR 735-5, PARA 13-9/10 & FIGURE 13-1/2				

Question Number	Question	References	Comply	Non-Comply	N/A	Remarks
L170.03	ARE FINANCIAL LIABLITY INVESTIGATION OF PROPERTY LOSS INITIATED AND PROCESSED WITHIN THE REQUIRED TIME FRAMES?	AR 735-5, PARA 13-8 (c) & FIGURES 13-1/13-2				
L170.04	Has the DA Form 7531 been prepared	Ref AR 735-5, para 13-9b & fig 13-3				
L170.05	Has the DD Form 200 been attached to the DA Form 7531	Ref AR 735-5, para 13-9b & fig 13-				
L170.06	Has the unit made attempts to recover loss property?					
L175	***FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS REPORT***					
L175.01	Is the appointing and approving authority are on orders, appointed by the TAG	AR 735-5 figure 13-10a				
L175.02	Is the approving authority numbering the FLIPL register serially	Ref AR 735-5, fig 13-11				
L175.03	Is the approving authority using a unique numbering system to allow identification of FLIPL from different commands	Ref AR 735-5, fig 13-11				
L175.04	Do the "inquiry/investigation numbers" on the FLIPL Register match those recorded in Block 2 of the individual FLIPL (DD Form 200)	AR 735-5 figure 13-10b 3c3				
L175.05	Is the FLIPL Register maintained at the headquarters of the approving authority	Ref AR 735-5, fig 13-11 & para 13-20a(6				
L175.06	Is the following required data being entered on the FLIPL Register	Ref AR 735-5, fig 13-11 and para 13-20a(6)				
L175.07	Date of discovery of loss from Block 3 on DD Form 200					
L175.08	Initiating time in days (difference in days between Block 1 and Block 3 of DD Form 200)					
L175.09	Dollar amount of loss from block 15b, DD Form 200					
L175.10	Is the FLIPL Register (DA Form 1659) in sync with the FLIPL filing system					
L175.11	the State or FLIPL manager have a clearly defined and published methodology for computing individual FLIPL time segments					
L175.12	Is the total average processing time from initiation through adjudication (cumulative days) less than or equal to the ARNG goal of 240 days					
L175.13	Average initiation time less than or equal to of 75 days					
L175.14	Average investigation & recommendation time less than or equal to 85 days					
L175.15	Average adjudication time less than or equal to 80 days					
L175.16	Has the Appointing Authority made a check to determine if all pertinent instructions have been followed by completing Section F of DA Form 7531	Ref AR 735-5, para 13-36b				
L175.17	Has the Approving Authority made a check to determine if all pertinent instructions have been followed by completing Section G of DA form 7531					
L175.18	Are the various types of FLIPL being completed					
L175.19	AR 15-6 investigations	Ref AR 735-5, para 13-25				
L175.20	Central Issue Facility for OCIE	Ref AR 735-5, para 14-27b				
L175.21	Short Financial Liability Investigation of Property Loss	Ref AR 735-5, para(s) 13-22 & 23				
L175.22	Other types of mandatory initiation of FLIPL	Ref AR 735-5, para(s) 13-3, 14-17, 14-32 & Tables 12-1 & 12-2				
L175.23	Is a legal opinion concerning legal sufficiency attached to the FLIPL involving the potential/actual assessment of financial liability	Ref AR 735-5, para 13-38(b)				
L175.24	Is Block 14a and b annotated properly on the FLIPLs where the Approving Authority relieves all concerned of financial liability	AR 735-5, para 13-40d				

Question Number	Question	References	Comply	Non-Comply	N/A	Remarks
L175.25	Are the correct number of copies of the FLIPL being kept on file	Ref AR 735-5, para 13-9a & 13-11				
L175.26	Are notices of relief from responsibility to respondents being documented and a copy attached to the FLIPL	Ref AR 735-5, para(s) 13-22a & 13-23a				
L175.27	Is the FLIPL Register (DA Form 1659) used as a constructive tool to aid and positively influence logistics management and readiness					
L180	***PETROLEUM MANAGEMENT***					
L180.01	ARE GOVERNMENT NATIONAL CREDIT CARDS STORED IN LOCKED CONTAINERS WITH RESTRICTED ACCESS?	DA PAM 710-2-1, PARA 12-7				
L180.02	ARE GOVERNMENT CREDIT CARDS CONTROLLED THROUGH THE USE OF DA FORM 5830-R (POL CREDIT CARD/AV FUEL IDENTAPLATE CONTROL LOG)?	DA PAM 710-2-1, PARA 12-7				
L180.03	IS A RESPONSIBLE INDIVIDUAL DESIGNATED, IN WRITING, TO MAINTAIN CONTROL OF ALL FUELS AND TO PROVIDE AN AUDIT TRAIL?	DA PAM 710-2-1, PARA 12-13				
L180.04	HAS A DOCUMENT REGISTER (DA FORM 2064) BEEN ESTABLISHED AND USED FOR POSTING AND CONTROLLING PETROLEUM DOCUMENTS?	DA PAM 710-2-1, PARA 12-20				
L180.05	ARE ALL RECEIPTS, ISSUES, AND TRANSFERS RECORDED ON DA FORM 3643 (DAILY ISSUES OF PETROLEUM PRODUCTS) REGARDLESS OF THE CONTAINER?	DA PAM 710-2-1, PARA 12-15				
L180.06	ARE ALL ISSUES AND RECEIPTS FROM DA FORM 3643 POSTED DAILY TO DA FORM 3644 (MONTHLY ABSTRACT OF ISSUES OF PETROLEUM PRODUCTS AND OPERATING SUPPLIES)?	DA PAM 710-2-1, PARA 12-16				
L185	***PETROLEUM INVENTORIES***					
L185.01	ARE BULK FUEL STORAGE TANKS AND CONTAINERS INVENTORIED IAW ESTABLISHED PROCEDURES?	DA PAM 710-2-1, PARA 12-21				
L185.02	ARE MONTHLY PHYSICAL INVENTORIES PERFORMED FOR EACH GRADE OF BULK FUEL ON HAND?	DA PAM 710-2-1, PARA 12-21. (C)				
L185.03	IS MONTHLY INVENTORY DATA DOCUMENTED ON DA FORM 4702-R (MONTHLY BULK PETROLEUM ACCOUNTING SUMMARY)?	DA PAM 710-2-1, PARA 12-19				
L190	***MATERIAL STORAGE***					
L190.01	IS MATERIAL IN STORAGE MAINTAINED IAW REFERENCES LISTED IN AR 710-2, PARA 2-11?	AR 710-2, PARA 2-11				
L190.02	HAS THE PBO SAFEGUARDED PROPERTY THAT IS NOT ISSUED ON HAND RECEIPT?	AR 710-2, PARA 2-10; AR 11-2				
L190.03	ARE INTERNAL CONTROL PROCEDURES IAW AR 11-2 IN PLACE?	AR 710-2, PARA 2-10; AR 11-2				
L195	***MEDICAL LOGISTICS***					
L195.01	DOES THE UNIT COMMANDER HAVE AN ANNUAL REVIEW PROGRAM FOR DURABLE MEDICAL MATERIALS?	AR 40-61, PARA 3-65 (a)				
L195.02	HAS THE UNIT TURNED IN ALL MEDICAL SUPPLIES FOR DISPOSAL AND/OR DESTRUCTION?	AR 40-61, PARA 2-23 & 2-24				
L195.03	ARE ALL SYRINGES AND NEEDLES THAT ARE COMPONENTS OF ANY SET, KIT OR OUTFIT STORED IN A SEPARATE SECURE CONTAINER SEPARATE FROM THE SET, KIT OR OUTFIT?	APP B TO AR 190-50, PARA 3-14B (3)				
L195.04	HAS THE QUARTERLY INVENTORY OF SYRINGES AND NEEDLES BEEN CONDUCTED BY A DISINTERESTED PARTY AND RECORDED ON DA FORM 1296?	APP B TO AR 190-50, PARA 3-14B (3)				
L195.05	HAS THE UNIT COMMANDER ESTABLISHED A MEDICAL MATERIAL SURVEILLANCE PROGRAM?	AR 40-61, PARA 2-17				
L195.06	DOES THE UNIT HAVE, OR DO THEY OPERATE WITH, AN APPROVED PHARMACEUTICAL FORMULARY?	SB 8-75-510, PARA 4-4				
L195.07	ARE MEDICAL SETS, KITS, AND OUTFITS INVENTORIED ANNUALLY AGAINST THE CURRENT MEDIAL ASSEMBLAGE LIST AND CURRENT CHECKLIST, AND IS THE INVENTORY DOCUMENTED? SHORTAGES NOTED AND ON ORDER?	AR 40-61, PARA 5-6A (2); DA PAM 710-2-1, PARA 4-34				
L195.08	ARE CONTROLLED SUBSTANCES INVENTORIED MONTHLY AND ACCOUNTED FOR ON DA FORM 3862 OR DA FORM 1296?	SB 8-75-510, PARA 4-5				
L195.09	ARE PRESCRIPTION FORMS AVAILABLE TO SUPPORT ENTRIES ON THE DA FORM 3862 FOR EXPENDITURES OF CONTROLLED SUBSTANCES?	AR 40-61				
L195.10	ARE PRESCRIPTION FILES MAINTAINED FOR TWO (2) YEARS BY THE UNIT OR FACILITY FILLING THE PRESCRIPTION?	AR 25-400-2				

Question Number	Question	References	Comply	Non-Comply	N/A	Remarks
L195.11	IS THE CALIBRATION/VERIFICATION LABEL DD FORM 2163 CORRECTED AND ATTACHED TO THE PROPER ITEM?	AR 40-61, PARA 6-6				
L195.12	IS UNAUTHORIZED DURABLE MEDICAL EQUIPMENT AND/OR PHARMACEUTICALS STOCKED AT THE UNIT?	AR 40-61				
L195.13	DOES THE UNIT MAINTAIN A DA FORM 1296 FOR ALL EXPECTED DEMANDS FOR EXPENDABLE/DURABLE ITEMS?	AR 40-61, PARA5-6 (3) A				
L195.14	DOES THE UNIT COMMANDER HAVE A DOCUMENTED PMCS PROGRAM FOR ALL MEDICAL EQUIPMENT?	AR 40-61, PARA 6-2, 6-4				
L195.15	ARE EXPENDABLE/DURABLE COMPONENTS/ITEMS RECORDED ON A QUALITY CONTROL AND SURVEILLANCE RECORD FOR TOE MEDICAL ASSEMBLAGE (DA FORM 4998-R) TO MANAGE QUALITY CONTROL AND INFORMAL ACCOUNTABILITY FOR MANUAL PROCEDURES?	AR 40-61, PARA 5-6A (2)				
L195.16	HAS THE MEDICAL ASSEMBLAGE COMPONENTS, INCLUDING THOSE WITH ARC OF X OR D (EXPENDABLE OR DURABLE) BEEN INVENTORIED AT LEAST ONCE EVERY 12 MONTHS?	AR 40-61, PARA 5-6A (2)				
L195.17	ARE SHORTAGES OF MEDICAL ASSEMBLAGES (EXCEPT CONTROLLED SUBSTANCES, SUBSTANCE SHELF-LIFE AND REFRIGERATED ITEM(S) ON VALID REQUISITION?	AR 40-61, PARA 3 & 5-5, AR 710-2, PARA 2-3				
L195.18	ARE EXCESS MEDICAL EQUIPMENT AND/OR COMPONENTS OF MEDICAL ASSEMBLAGES REPORTED TO THE MUSARC/USP&FO FOR TURN-IN?	AR 40-61, PARA 3-42				
L195.19	HAVE HAND RECEIPT SHORTAGE ANNEXES DOCUMENTING SHORTAGES (REMOVED FROM MEDICAL ASSEMBLAGES IAW AR 40-61 BEEN ESTABLISHED FOR NARCOTIC AND CONTROLLED DRUGS?	AR 40-61, PARA-5E (5), DA PAM 710-2-1, PARA 4-34, DA PAM 710-2-1				
L195.20	ARE MEDICAL BOOK SETS KEPT CURRENT ON AN ANNUAL BASIS IAW REVISED COMPONENT MEDICAL BOOKS PUBLISHED IN SB 8-75-SERIES?	AR 40-61, PARA 3-64 (2)				

COMET CHECKLIST

(Reference NGR 750-51, dated 15 August 2003)

UNIT _____ DATE _____

LOCATION _____

TEAM CHIEF _____ RECORDER _____

MAINTENANCE MANAGEMENT

(R) ARMY EQUIPMENT RECORDS PROCEDURES (DA PAM 750-8).

1. (R) Equipment Record Folder: _____

	GO	NO-GO	NA
a. Have folders been established for each piece of equipment? (DA PAM 750-8, p 8, para 2-8)	☐	☐	☐
b. Are required forms in folder? (DA PAM 750-8, p 8, para 2-8)	☐	☐	☐

2. (R) SAMS-E DA Form 5987-E/DD Form 1970

a. Is a DA 5987-E /DD Form 1970 present for each piece of dispatched equipment? (DA PAM 750-8, p 8, para 2-10 2-11 and 21tru 32)	☐	☐	☐
b. Are required entries posted (IAW DA PAM 750-8 p8 and p20-23	☐	☐	☐
c. Is fuel and oil usage properly annotated? (DA PAM 750-8 p9, para 2-10(3))	☐	☐	☐
d. Is mileage or hour meter reading properly annotated? (DA PAM 750-8 p 9, para 2-10(3))	☐	☐	☐
e. Do fuel usage reports reflect actual unit usage? (DA PAM 750-8 p 9, para 2-10)	☐	☐	☐

3. (R) SAMS-E DA Form 5982-E/DA Form 2401

a. Is the DA Form 2401 established or maintained IAW (DA PAM 750-8 p 10, para 2-12)	☐	☐	☐
b. Is the form retained for one month after last entry? (DA PAM 750-8 p 10 and p 35, para 2-12(c))	☐	☐	☐
c. Are only authorized personnel dispatching equipment? (DA PAM 750-8 p 5, para 2-2 (b)	☐	☐	☐

4. (R) SAMS-E DA Form 5986-E/DD Form 314

a. Are the forms established as required?(DA PAM 750-8 p 39, para 3-b) (i.e. weapons, NVGs, Kitchen Equipment) (p 42, para (e))	☐	☐	☐
b. Are all required services scheduled and preformed IAW current directives? (TNARNGR 750-1, p 13, para 5-2)	☐	☐	☐

	GO	NO-GO	NA
c. Are services being performed within 10% variance IAW (DA PAM 750-8) (p 39, para h 1) for those units that have maint capabilities	☐	☐	☐
d. Is warranty information on hand? (DA PAM 750-8 p 49, para 3-16)	☐	☐	☐
5. (R) <u>SAMS-E DA Form 5988-E / DA Form 2408-14 (DA PAM 750-8)</u>			
a. Has the form been established when uncorrected faults exist? (p 43-45, 3-10-b3 & p 77-80)	☐	☐	☐
b. Are all NMC items listed on form? (p 43-45 & p 86-89)	☐	☐	☐
6. (R) <u>DA Form 2408-4 (Weapon Record Data)</u>			
a. Is the form completed IAW DA PAM 750-8? (p 131 para 5-3)	☐	☐	☐
b. Has the form been forwarded to AGTN-SMM by 10 October each year? (p 131, para 5-3 j)	☐	☐	☐
c. Are the number of rounds fired recorded? (p 132, para 5-3 g)	☐	☐	☐
d. Is borescoping, gauging, velocity, pullover, and exercise Information recorded? (p 132, para 5-3)	☐	☐	☐
7. (R) <u>SAMS-E DA Form 5990-E/ DA Form 2407/5504 (DA PAM 750-8)</u>			
a. Has commander or designated representative signed the PD authentication Block for high priorities and is correct PD present (p 100, fig 3-36)?	☐	☐	☐
b. Form retained for 90 days after DS Faults are repaired. (p 46, para 3-13 b (2))	☐	☐	☐
c. Does the unit have current status on support work orders? (DA PAM 750-8, p 219)	☐	☐	☐
8. (R) <u>SAMS-E DA Form 5988-E /DA Form 2404 (DA PAM 750-8)</u>			
a. Has form been retained on NMC equipment until fault has been input thru Maintenance Fault Update Process or repaired? (p 42, 3-10 (f) 1)	☐	☐	☐
b. Is the scheduled service form properly completed, signed, and kept on file until the next service is performed? (p 42, para 3-10 (f) 1)	☐	☐	☐
c. Has maintenance personnel taken timely actions on operator identified faults. (NGR 750-51 & AR 750-1)	☐	☐	☐
e. Is DA Form 2404 and DD 314 on hand for equipment not in ULLS-G? (p 42, para 3-10 e (3))	☐	☐	☐
f. Is form properly completed to include required publications data? (DA PAM 750-8, p 42 para 3-10 (a) 6)	☐	☐	☐

	GO	NO-GO	NA
9. (R) PUBLICATIONS (DA PAM 25-30, AR 25-400-2 & DA PAM 750-35)			
a. Has a publication library been established IAW guidelines set forth in (DA PAM 25-33 p 1, 2-2)	☐	☐	☐
b. Is the technical library maintained and are references properly cataloged for easy access?	☐	☐	☐
c. Has the maintenance section publication requirements been identified on the supporting DA Form 12-series?	☐	☐	☐
d. Are manuals current and posted with the latest changes?	☐	☐	☐
e. Are current maintenance bulletins on-hand and available to maintenance personnel?	☐	☐	☐
f. Are the publications account being reviewed annually?	☐	☐	☐
g. Are current publications or ETM's on hand or on order for all equipment?	☐	☐	☐
h. Does the unit have CDROM readers to utilize electronic TMs?	☐	☐	☐
10. (R) ARMY OIL ANALYSIS PROGRAM (AOAP) (DA PAM 750-8)			
a. Are all required equipment enrolled in the AOAP Program? (p 125, para 4 -4)	☐	☐	☐
b. Are samples being taken within variances? (p 125, para 4-5)	☐	☐	☐
c. Are laboratory recommendations being followed? (p 125, para 4-6)	☐	☐	☐
d. Are sampling valves installed on all equipment requiring AOAP samples? (AR 750-1, p 68, para E-8)	☐	☐	☐
e. Is there an adequate stock of sampling supplies? (TB 43-0211 p 31)	☐	☐	☐
11. (TC) SAFETY (AR 385-10, TNARNGR 385-1)			
a. Is the Safety SOP available and complete? (AR 385-10, para 2-2)	☐	☐	☐
b. Are flammable liquids stored properly? (TARNGR 385-1, p D-3, para 16)	☐	☐	☐
c. Does shop/unit safety procedures comply with AR 385-1) TARNGR 385-1)	☐	☐	☐
d. Are "No Smoking" signs posted? (AR 385-55, para 2-12c (3), TARNGR 385-1)	☐	☐	☐
e. Are fire extinguishers mounted and maintained IAW TB 5-4200-200-10? (TARNGR 385-1, p G-1 AR 385-55)	☐	☐	☐
f. Are first aid kits readily available and complete for sections? (TARNGR 385-1, p C-2 15)	☐	☐	☐
g. Are air and other gas compressors scheduled, inspected and tested (IAW TB 43-0151 p 5)	☐	☐	☐

	GO	NO-GO	NA
h. Are lifting devices scheduled, tested, and inspected (IAW TB 43-0142/TB 9-352) (Cranes, recovery vehicles, HEMTT cranes, forklifts, etc.)	☐	☐	☐
i. Are safety boots and other PCE issued to mechanics? (AR 385-10, p 6-7)	☐	☐	☐
j. Are vehicles chocked when parked on an incline or whenever maintenance is being performed IAW (AR 385-55 para 2-16 i)?	☐	☐	☐
12. (TC) MAINTENANCE FACILITIES (TNARNGR 750-1)			
a. Does unit use its supporting FMS during M-day IDT/AT to reduce Field level maintenance backlog?	☐	☐	☐
b. Has the unit communicated maintenance/support requirements to the supporting (FMS/UTES)	☐	☐	☐
13. (TC) TOOLS AND SHOP EQUIPMENT (DA PAM 710-2-1, chapter 6-3)			
a. Does the unit have tools and shop equipment to perform equipment services?	☐	☐	☐
b. Are tools and shop equipment serviceable and maintained properly?	☐	☐	☐
c. Are special tools on-hand or placed on valid requisition?	☐	☐	☐
d. Is there a Tool Sign Out Log maintained using DA Form 5519-R or a ledger?	☐	☐	☐
14. (TC) TEST MEASUREMENTS AND DIAGNOSTIC EQUIPMENT (TMDE) (AR 750-43)			
a. Are unit personnel trained to use and maintain test measurement and diagnostic equipment?	☐	☐	☐
b. Are TMDE items affixed with a current DA Label 80? (para 6-14)	☐	☐	☐
15. (TC) CALIBRATION PROCEDURES (AR 750-43, TB 750-25, TB 43-180)			
a. Are calibration procedures being followed?	☐	☐	☐
b. Are all TMDE items entered on the Master Listing?	☐	☐	☐
c. Is there a current TMDE Master Listing on Hand?	☐	☐	☐
d. Is the unit using equipment that is past due for calibration?	☐	☐	☐
e. Is a copy of AR 750-43 and TB 750-25 (located in DA PAM 25-30) and EM001 and TB-43-180 (located in EM0022) on hand or order?	☐	☐	☐

	GO	NO-GO	NA
16. (TC) APPOINTMENT ORDERS			
Are the following duties assigned and are personnel on current orders?			
a. Maintenance Officer (TARNGR 750-1)	☐	☐	☐
b. AOAP Monitor (TARNGR 750-1)	☐	☐	☐
c. Unit TMDE Support Coordinator (AR 750-43 P 14)	☐	☐	☐
d. Primary Dispatcher (when not MTOE assigned) (DA PAM 750-8 P. 2-2b, 2-3b)	☐	☐	☐
e. Logistic Readiness Officer (AR 700-138, p. 2 1-4 n4)	☐	☐	☐
f. Qualifying Official (Drivers Exam) (AR 600-55 p. 11 ch 6, 61b)	☐	☐	☐
g. License Issuing Authority (AR 600-55 p. 11, 6-1a)	☐	☐	☐
h. Environmental Compliance Officer (AR 200-1 p. 5, 1-32f)	☐	☐	☐
i. Safety Officer/NCO (NGR 385-10 p. 1-2 1-4f)	☐	☐	☐
j. NBC NCOIC (NGR 750-51)	☐	☐	☐
k. ULLS Unit Administrator/Operator (TNARNG 750-1)	☐	☐	☐
l. Assumption of Command	☐	☐	☐
m. High-Priority Certifying Official (AR 710-2-1)	☐	☐	☐
17. (TC) MEDICAL			
a. Is the proper calibration/verification label form 2163 corrected and attached to the proper item? (AR 40-61, para 6-6, SB 8-75-S10 para 3-3)	☐	☐	☐
b. Is unauthorized durable medical equipment stocked at the unit? (AR 40-61, para 3-65)	☐	☐	☐
c. Does the unit commander have a documented PMCS program for all medical equipment? (AR 40-61, para 6-2, 6-4)	☐	☐	☐
d. Are excess medical equipment and/or components of medical Assemblages reported to the MUSARC/USP&FO for turn-in? (AR 40-61, para 5-5F)	☐	☐	☐
18. (R) STAMIS SYSTEMS			
a. Have the applicable STAMIS systems been entered in the SAMS-E? (Those systems are identified in Table B1 AR-700-138)	☐	☐	☐
b. Is PMCS being performed on the STAMIS Systems monthly? (SAMS-E) Leader's Guide)	☐	☐	☐

	GO	NO-GO	NA
c. Is there a system file backup and data base backup on hand at the unit? (SMAS-E Leader's Guide)	☐	☐	☐
d. Are passwords being assigned by the commander or his representative? (TARNGR 750-1 p 64)	☐	☐	☐
19. (R) ADMINSTRATIVE STORAGE OF EQUIP/EQUIP PRESERVATION (AR 750-1 p 99 para 8-11)			
a. Does the unit have any equipment in authorized equipment preservation?	☐	☐	☐
b. Is required maintenance performed on equipment in preservation status?	☐	☐	☐
c. If the unit has equipment in preservation status, do they have an equipment Rotation plan?	☐	☐	☐
d. Is equipment properly preserved?	☐	☐	☐
20. (ALL) GENERAL OBSERVATIONS			
a. Is the overall appearance of the equipment on hand satisfactory? (NGR 750-51)	☐	☐	☐
b. Does TAMMS/SAMS-E data show recent excessive entries (30 days) just prior to COMET evaluation? (NGR 750-51)	☐	☐	☐
c. Does the unit show excessive recurring faults from the last COMET? (NGR 750-51)	☐	☐	☐
d. Does the unit have a copy of the last COMET Inspection? (NGR 750-51)	☐	☐	☐
e. Is unit commander's required written response to unsat rating on-hand? (NGR 750-51)	☐	☐	☐

CHIEF'S COMMENTS:

SCORE: _____ Number SAT (GO)
_____ Number UNSAT (NO-GO)
_____ Number NA

TOTAL QUESTIONS:

MAINTENANCE MANAGEMENT (80% EVALUATION GOAL) SAT _____ UNSAT _____

TNML FORM 750-51 dated 23MARCH 2007; All previous editions are obsolete

AMSS DATA MANAGEMENT

	# Evaluated	GO	NO-GO
1. (ADC) AMSS DATA MANAGEMENT (DA PAM 750-8, AR 700-138)			
a. Are substitute LINs correctly entered in SAMS-E as substitutes?	_____	_____	_____
b. Are ERC codes correctly entered, including Multi-ERC LINs?	_____	_____	_____
c. Are authorized and on hand quantities correctly entered?	_____	_____	_____
d. Are equipment serial numbers correctly entered?	_____	_____	_____
e. Are all reportable LINs being reported?	_____	_____	_____
f. Are all reportable systems properly configured for AMSS reporting?	_____	_____	_____
g. Does SAMS-E data match odometer and hour meter readings? (A variance of 10 miles or 2 hours is acceptable)	_____	_____	_____
h. Does SAMS-E data match PBUSE, (ALV-151) and MTOE?	_____	_____	_____
i. Is all reportable equipment listed on 2715 and filled out? (IAW AR 700-138)	_____	_____	_____

AMSS DATA Totals:

Total # Evaluated _____

Number Correct _____

Percent Correct _____

2. (ADC) RECURRING FAULTS

a. Does unit show excessive recurring faults from last COMET evaluation?	☐	☐	☐

Where is the SAMS-E computer kept functionally? UNIT ☐ OMS ☐

CHIEFS COMMENTS:

SCORE: _____ Number SAT (GO)
_____ Number UNSAT (NO-GO)
_____ Number NA

AMSS Data Management (90% EVALUATION GOAL) SAT _____ UNSAT ____

TNML FORM 750-51 dated 23MARCH 2007; All previous editions are obsolete

MAINTENANCE SUSTAINABILITY

	GO	NO-GO	N/A
1. (R) TRAINING OF OPERATORS			
a. Does the unit have a documented equipment/operator training and licensing program supported by BN, IAW AR 600-55? (Chp 1, p 1, para 1-4g (3))	☐	☐	☐
b. Have operators completed required training prior to being licensed and properly documented IAW AR 600-55? (ch 7 and AR 385-55 and to SUPP 1 to TNARNGR 600-55)	☐	☐	☐
c. Have biennial performance tests based on equipment critical tasks conducted and recorded on operator qualification records IAW AR 600-55? (p 7, para 4-4)	☐	☐	☐
d. Is a ledger of permits issued, maintained IAW Manual/Automated system? (AR 600-55, p 11, chapter 5-1d)	☐	☐	☐
e. Is operator training shown on the section work plan with supporting documentation? (Lesson Plans, tests, etc.) (NGR 750-51)	☐	☐	☐
f. Does operator OJT or other training have proper supporting documentation?	☐	☐	☐
g. Are fuel transporters trained in HAZMAT, certified as drivers (by completing the HM 62/67 course) and noted on the operator qualification record? (TNARNGR Supplement 1 to AR 600-55, p 7, para 4-9)	☐	☐	☐
h. Are night vision goggles on hand and operators trained, certified and noted in the operator qualification record? (AR 600-55, p 15 8-4d)	☐	☐	☐
I. Is there expired license or personnel on ledger that are no longer in unit? (verify with DA Form 1379)	☐	☐	☐
j. Are DA Forms 5983 or DA Forms 348-E maintained IAW appropriate Regulations? (AR 600-55 para 1-4 H –3)	☐	☐	☐
2. (TC) MAINTENANCE PERSONNEL & UNIT TRAINING (AR 750-1, TARNGR 750-1, CLRT Checklist)			
a. Does the unit devote 25% training time annually to training/performing operator/crew maintenance on unit equipment and is noted on training schedule? (TARNGR 750-1)	☐	☐	☐
b. Are unit level maintenance personnel performing scheduled services and spending 50% of available time in MOS training per (TARNGR 750-1 NGR 750-51)	☐	☐	☐
c. Are scheduled services listed by admin number on IDT/AT training schedules? (TARNGR 750-1)	☐	☐	☐

MAINTENANCE SUSTAINABILITY (CONT)

	GO	NO-GO	NA
d. Are SAMS-E reports use to generate scheduled services reflected on the Monthly Training Shedule/YTC?	☐	☐	☐
e. .Are SAMS-E reports utilized to assist the Commander during AARs after IDT/AT for Maintenance training and planning of future events?	☐	☐	☐
f. Is PMCS scheduled both before and after unit movements?	☐	☐	☐

3. (TC) MAINTENANCE PERSONNEL QUALIFICATIONS (NGR 750-51)

a. Are unqualified personnel scheduled for school or in another MOS Qualifying program?	☐	☐	☐
b. Does the unit Manning Roster correctly reflect maintenance personnel? MOSQ status?	☐	☐	☐

c. Number of Authorized Unit Level Mechanics _____.

d. Number of Unit Level Mechanics On-Hand _____.

e. % of Fill for Authorized Mechanics _____.

4. (TC) MAINTENANCE STANDING OPERATING PROCEDURES
(DA PAM 750-35, p 8, para 5-1, CLRT Checklist)

a. Does the unit have a current unit maintenance SOP?	☐	☐	☐
b. Does the unit Maintenance SOP include sections on SAMS-E, Class IX, weapons, mess, commo, and tactical operations?	☐	☐	☐
c. Has the unit Maintenance SOP been reviewed within the last 18 months to ensure it is correct and been signed by the commander?	☐	☐	☐
d. Does the unit follow their SOP? Does the unit have a current copy of FMS & CSMS SOP?	☐	☐	☐
e. Does the unit have their next higher HQ's Maintenance SOP?	☐	☐	☐

5. (TC) BASIC ISSUE ITEMS (BII) TOOL AND EQUIPMENT

a. Is BII on-hand or on-order? (AR 750-1, p 11, para 3-2)	☐	☐	☐
b. Is BII being maintained? (AR 750-1, p 11, para 3-2)	☐	☐	☐
c. Has BII been inventoried within the past 12 months? (DA PAM 710-2-1, p 113, para 9-6)	☐	☐	☐

MAINTENANCE SUSTAINABILITY (CONT)

6. (TC) SUPERVISION OF UNIT MAINTENANCE PROGRAM (AR 750-1)

	GO	NO-GO	NA
a. Is the unit's maintenance program properly supervised by supervisors/leaders? (para 3-9 (b)	☐	☐	☐
b. Are maintenance supervisors trained? (MOSQ) (DA PAM 750-35, para 4-4 & 4-5)	☐	☐	☐
c. Is there evidence of any unauthorized cannibalization/controlled exchange being performed? (AR 750-1 page 39-40, para 4-9 and 4-10)	☐	☐	☐

7. (R) EXCESS EQUIPMENT

a. Does the unit have excess equipment?	☐	☐	☐
b. Is on hand excess equipment being maintained?	☐	☐	☐
c. Is excess equipment on property book maintained IAW disposition instructions for USPFO (i.e. 10-20 for out of state transfer, FMC for in-state transfer or as is/completed for DRMO/Rebuild)	☐	☐	☐
d. Does excess items have an approved DA Form 4610-R on file and meet a valid need?	☐	☐	☐

e. List excess equipment belonging to USPFO:

MODEL	# of PIECES	DATE ACCEPTED BY USPF&O

8. (R) **RECURING FAULTS**

a. Does the unit show excessive recurring faults from last COMET evalution?	☐	☐	☐

MAINTENANCE SUSTAINABILITY (CONT)

CHIEF'S COMMENTS:

SCORE: _____ Number SAT (GO)
_____ Number UNSAT (NO-GO)
_____ Number NA
TOTAL QUESTIONS:

MAINTENANCE SUSTAINABILITY (80% EVALUATION GOAL) SAT _____ UNSAT _____

CLASS IX REPAIR PARTS MANAGEMENT
(SHOP STOCK/BENCH STOCK)

1. (TC) AUTHORIZATION	**GO**	**NO-GO**	**NA**
a. Does the unit have the appropriate Class IX shop stock established when authorized and is it maintained at the appropriate level?	☐	☐	☐
2. (R) SHOP STOCK/BENCH STOCK MANAGEMENT			
a. Is the open document register properly maintained and the most current status posted? (AR 710-2, para 2-6h)	☐	☐	☐
b. Is there a current FEDLOG available?	☐	☐	☐
c. Are catalog updates being conducted upon receipt of new FEDLOG?	☐	☐	☐
d. Are requisitions submitted IAW time standards? (AR 710-2, Table 1-1 page 9)	☐	☐	☐
e. Are requisitions over 90 days with no status present? (AR 710-2, para 2-7d)	☐	☐	☐
f. Is the Commander's Exception Report on file and retained for 2 years? (SAMS-E Leader's Guide)	☐	☐	☐
g. Is the Inactive Document Control Register on file and retained for 2 years? (SAMS-E Leader's Guide,)	☐	☐	☐
h. Are reconciliations being conducted quarterly? (AR 710-2, para 2-7d)	☐	☐	☐
i. Is demand anyalysis being run every 180 days in conjunction with the commander's review? (TARNGR 750-1 p 37)	☐	☐	☐
j. Is the commander or a designated representative reviewing the shop stock demand analysis and approving shop stockage? (AR 710-2 Table 2-II & TARNGR 750-1 p 37)	☐	☐	☐

3. (TC) QUANTITIES

a. Are non-demand supported lines limited to 10% of demand supported lines approved by the Commander IAW DA and NGB policy? (TARNGR 750-1 p 37) ☐ ☐ ☐

b. Are excess items managed IAW current DA and NGB policies? (i.e. weapon parts) (TARNGR 750-1 p 37) ☐ ☐ ☐

4. (TC) INVENTORIES

a. Are zero balance Shop Stock lines on order? (DA PAM 710-2-1,) ☐ ☐ ☐

b. Are correct priorities being used? (DA PAM 710-2-1, para 2-21 (3e) (UND B for Zero balance; UND C for initial stockage and other than Zero balance) ☐ ☐ ☐

c. Has inventory been conducted every 180 days? (TARNGR 750-1 p 37) ☐ ☐ ☐

e. Are correct stockage codes being utilized? (DA PAM 710-2-1, page 118) ☐ ☐ ☐

f. Are sensitive Shop Stock items inventoried quarterly and quantity of stock match stock record IAW (AR 710-2, Table 2-1) ☐ ☐ ☐

g. Is causative research conducted for adjustments to the on hand balance of Sensitive items and items with an extended line item value of $500 IAW (AR 710-2, para 3-29 & TARNGR 750-1 p 37) ☐ ☐ ☐

5. (TC) LOCATIONS AND STORAGE (10% INVENTORY)

a. Are unit repair parts properly stored and secured? (AR 710-2, table 2-1) ☐ ☐ ☐

b. Are small arms repair parts properly secured? (Physical Security Update) ☐ ☐ ☐

c. Do location/quantities match pertinent records? (95% accuracy IAW AR 710-2, Table 1-1) ☐ ☐ ☐

d. If Risk Anyalysis is Level II, are pilferable items segregated from general stockage and provided additional barrier of protection? (Physical Security Update), (AR 190-11) ☐ ☐ ☐

6. (TC) CONDITION

a. Are repair parts serviceable IAW 710-2, Table 2-1-I? (not rusty, dirty, Mildew, etc.) ☐ ☐ ☐

7. (TC) SHOP STOCK, BENCH STOCK, & CONSUMABLES

a. Is shop stock managed IAW 710-2, para 3-16, and NGB Policy? ☐ ☐ ☐

b. Is bench stock managed IAW 710-2, para 3-17, and NGB Policy? ☐ ☐ ☐

c. Are consumables managed IAW NGB Policy? (TARNGR 750-1 p 37) ☐ ☐ ☐

8. (TC) <u>RECURRING FAULTS</u>

a. Does unit show excessive recurring faults from last COMET evaluation? ☐ ☐ ☐

CHIEF COMMENTS:

SCORE: _____ Number SAT (GO)
_____ Number UNSAT (NO-GO)
_____ Number NA
TOTAL QUESTIONS: 31

CL IX REPAIR PARTS MANAGEMENT (80% EVALUATION GOAL) SAT _____ UNSAT _____

COMET CONSOLIDATION SHEET

UNIT _____ **DATE:** _____

AREAS	**NUMBER CHECKED**	RAW **SAT**	RAW **UNSAT**	RAW **%**	ADJUSTED **SAT**	ADJUSTED **UNSAT**	ADJUSTED **%**
1. MAINTENANCE MANAGEMENT							

CHIEF'S COMMENTS

A SCORE OF 80% MUST BE ATTAINED TO RECEIVE A **"SATISFACTORY"**

	NUMBER CHECKED	**SAT**	**UNSAT**	**%**	**SAT**	**UNSAT**	**%**
2. AMSS DATA MANAGEMENT							

CHIEF'S COMMENTS

A SCORE OF 90% MUST BE ATTAINED TO RECEIVE A **"SATISFACTORY"**

3. MAINTENANCE SUSTAINABILITY							

CHIEF'S COMMENTS

A SCORE OF 80% MUST BE ATTAINED TO RECEIVE A **"SATISFACTORY"**

4. PRESCRIBED LOAD LIST (PLL)							

CHIEF'S COMMENTS

A SCORE OF 80% MUST BE ATTAINED TO RECEIVE A **"SATISFACTORY"**

	NUMBER CHECKED	RAW **SAT**	RAW **UNSAT**	RAW **%**	ADJUSTED **SAT**	ADJUSTED **UNSAT**	ADJUSTED **%**
5. MISSION ESSENTIAL/PWE							

CHIEF'S COMMENTS

A SCORE OF 90% MUST BE ATTAINED TO RECEIVE A **"SATISFACTORY"**

TNML FORM 750-51 dated 1 October 2003; All previous editions are obsolete

COMET CONSOLIDATION SHEET CONTINUED

AREAS	NUMBER CHECKED	RAW SAT	RAW UNSAT	RAW %	ADJUSTED SAT	ADJUSTED UNSAT	ADJUSTED %
6. MATERIAL GENERAL							
COMBAT VEHICLES							
TACTICAL VEHICLES							
TRLS AND SEMI TRLS							
NONTACTICAL VEHICLES							
COMM/ELECTRONICS							
NBC							
WEAPON/SMALL ARMS							
PWR GEN & AIR COMPRESSORS							
MAT HANDLING EQUIP							
INSTRUMENTS & FIRE CONTROL							
DINING FAC EQUIP							
CONSTRUCTION EQUIP							
WATER CRAFT							
ALL OTHER							
TOTAL							
AVERAGE							
CHIEF'S COMMENTS							

AN AVERAGE ADJUSTED SCORE OF 90% MUST BE ATTAINED TO RECEIVE A **"SATISFACTORY"**

TO RECEIVE AN OVERALL "SATISFACTORY" RATING, A UNIT MUST RECEIVE A **"SATISFACTORY"** IN AREAS **1, 2, 4,** AND **5** AND A **"SATISFACTORY"** IN EITHER AREA **3** OR **6**.

OVERAL UNIT RATING **SAT** **UNSAT**

SIGNATURE OF TEAM CHIEF

SIGNATURE OF UNIT COMMANDER

SIGNATURE OF GRADER

UNIT MAINTENANCE MANAGEMENT CHECKLIST

FY 08 CHECKLIST

1. Additional Duty Appointment Orders.

    a. Commander Yes__ No__ Date_____
    AR 600-20, Paragraph 2-5 d (Assumption of Command Letter)

    b. Maintenance Officer Yes__ No__ Date_____
    AR 750-1, paragraph 3-7 a

    c. TMDE Coordinator Yes__ No__ Date_____
    AR 750-43, paragraph 6-4

    d. License Qualifying Official Yes__ No__ Date_____
    AR 600-55, paragraph 6-1 b

    e. Dispatcher/ULLS-G Operator Yes__ No__ Date_____
    DA PAM 750-8, paragraph 2-2 b
    DA PAM 750-3, paragraph 3-3

    f. STAMIS Training Yes__ No__ Date_____
    ULLS-G End Users Manual
    SAMS-1E End Users Manual, section 11.3

2. Does the unit have the following Maintenance SOPs on hand with reviewer's signature on signature block?

    a. Unit Maintenance SOP
    DA PAM 750-3, paragraph 2-2 Yes__ No__ Date_____

    b. ULLS-G/SAMS-1E SOP Yes__ No__ Date_____
    ULLS-G End Users Manual
    SAMS-1E End Users Manual, section 7.2

    c. FSC/FMC/SMC
    INT/EX Maintenance SOP Yes__ No__ Date_____

    d. Next Higher HQ's
    Maintenance SOP Yes__ No__ Date_____

    e. FMS/CSMS
    External Maintenance SOP Yes__ No__ Date_____

3. Unit Maintenance Standard Operating Procedures (SOP):

a. Include all areas listed in DA Pam 750-3, paragraph 2-3?

(1). Maintenance related duties and responsibilities for key unit personnel?
Yes__ No__

(2). How the unit's (or FMS) field maintenance platoon/section is organized?
Yes__ No__

(3). The Army Maintenance Management System (TAMMS)
Yes__ No__

a. Dispatch procedures for unit equipment
Yes__ No__

b. Standard Army Maintenance System-Enhanced/Unit Level Logistics System (SAMS-E/ULLS) Operations/Automation Enablers as follows
Yes__ No__

1. Routine transaction/report requirements
Yes__ No__

2. Connectivity
Yes__ No__

3. Logistics Information Warehouse (LIW)-LIDB, (DA Form 2408-9 (Equipment Control Record), requisition status, asset visibility, usage verification, and publication listings)
Yes__ No__

4. LIW (portion that was formerly Integrated Logistics Analysis Program (ILAP)), Excessive Defense Articles (EDA)), requisition status, and so forth)
Yes__ No__

5. Army electronic product support (APES) (Modification Work Order (MWO),

Modification Management Information System (MMIS) Safety of Use Message (SOUM), Product Quality Deficiency Report (PQDR) submissions online, Weapons Data Management online, and so forth)
Yes__ No__

6. Quality control procedures for maintenance/dispatching equipment
Yes__ No__

(4). Preventive maintenance checks and services (PMCS)
Yes__ No__

a. Procedures to be followed by personnel during scheduled Field PMCS periods
Yes__ No__

b. Procedures to be followed by all unit personnel associated with Field PMCS (scheduled services)
Yes__ No__

1. Fault recording/correction procedures
Yes__ No__

2. Support provided to operators for PMCS by field maintenance activity
Yes__ No__

c. Army Oil Analysis Program (AOAP)
Yes__ No__

d. Calibration of tools and Test, Measurement, and Diagnostic Equipment (TMDE)
Yes__ No__

(5). Tool accountability and control procedures
Yes__ No__

(6). Safety requirements as follows
Yes__ No__

a. All applicable safety guidance associated with equipment maintenance
Yes__ No__

b. SOP/SOUM
Yes__ No__

c. Environmental/proper handling and disposal of hazardous chemicals (HAZMAT)
Yes__ No__

d. Lifting and holding devices servicing
Yes__ No__

e. Arc welding/cutting
Yes__ No__

f. Chemical Agent Resistant Coating (CARC)
Yes__ No__

(7). Unit maintenance training
Yes__ No__

a. Unit’s program for operator/crew and mechanic sustainment training
Yes__ No__

b. Procedures to obtain a Government equipment operator’s license (DA Form 5984-E (Operator’s Permit Record/OF 346 (U.S. Government Motor Vehicles Operator’s Identification Card)
Yes__ No__

c. Unit driver/mechanic awards program
Yes__ No__

d. Single-/multi-piece rims and wheels training
Yes__ No__

(8). Motor pool security
Yes__ No__

(9). Readiness reporting
Yes__ No__

(10). Publication
Yes__ No__

(11). Work order management
Yes__ No__

a. Maintenance priorities/task management
Yes__ No__

b. Controlled exchanged procedures/requirements
Yes__ No__

c. Manhour accounting
Yes__ No__

d. Maintenance evacuation requirements and procedures
Yes__ No__

(12). Equipment classifications
Yes__ No__

a. End item/component classification
Yes__ No__

b. Estimated/Actual Cost of Damage (ECOD/ACOD) preparation procedures
Yes__ No__

c. Maintenance expenditure limit (MEL)
Yes__ No__

(13). Battlefield damage assessment and repair/recovery (BDAR/R)
Yes__ No__

(14). Repair parts (Class IX) management
Yes__ No__

a. Product Quality Deficiency Report (QDR) preparation/reporting
Yes__ No__

b. Involvement in equipment dispatch, scheduled services, command inspections
Yes__ No__

c. Development of Shop Supply List (SSL)/Authorized Stockage List (ASL)
Yes__ No__

d. Battery management program
Yes__ No__

e. Recoverables management
Yes__ No__

f. Scrap material management (non-HAZMAT)
Yes__ No__

g. Tire/track/road/wheel management
Yes__ No__

(15). Warranty Management Program
Yes__ No__

(16). Army Record Information Management System (ARIMS) filing system
Yes__ No__

(17). Equipment winterization/extreme climate program
Yes__ No__

b. Unit leaders are encouraged to become familiar with the types of support obtainable from support organizations on their installations or otherwise available to provide support. These organizations typically publish EX-SOPs, for use by organizations requiring service. EX-SOPS are often the best source of information.
DA PAM 750-1, paragraph 3-2

4. Command Maintenance Evaluation Team (COMET) NGR 750-51, ARNG units will receive COMET visit at 18 to 24 month intervals

a. Latest state assessment Rating:_____ Date:_____

b. Has the Commander submitted the required written response for an unsatisfactory rating within 90 days to the SMM?
NGR 750-51, paragraph 1-4 c (5)
Yes__ No__

c. Does the response include corrective actions taken and an action plan to ensure that deficiencies do not reoccur?

NGR 750-51, paragraph 1-7 e (1)
Yes__ No__

d. Has the Unit been reevaluated within 180 by the higher headquarters?
NGR 750-51, paragraph 1-7 e (4)
Yes__ No__

(1). Does the unit have a copy of the follow-up inspection?
NGR 750-51, paragraph 1-7 e (3), (4)
Yes__ No__

5. Training Schedules
DA PAM 750-3, paragraph 3-1 b (2), (3), (4)
FY 06 Maintenance Strategy Action Plan (MSAP), paragraph 13 d

a. Does Unit have sufficient time blocked in the unit's training schedule on IDT and AT training specifically for the performance of unit level PMCS?
FY 06 Maintenance Strategy Action Plan (MSAP)
Yes__ No__

b. Are scheduled services to be performed on the training schedule or attached service schedule report:

(1) Vehicle services by admin number, DODAAC, date range, or NSN?
DA PAM 750-8, paragraph 3-7 b
Yes__ No__

(2) Weapons quarterly service?
TM 9-1005-319-23&P, paragraph 2-7
Yes__ No__

(3) Masks semiannual service?
TM 3-4240-346-20&P, page 2-39, paragraph 2-11
Yes__ No__

(4) Communication Equipment as required by respective TM?
Yes__ No__

6. Publications.

   a. Current FEDLOG is on hand?
      Yes__ No__

   b. Form 12-R updated annually?
      AR 710-2, paragraph 2-4 a,
      DA PAM 750-3, paragraph 3-5
      Yes__ No__

   c. Current Supply and Maintenance Publications on hand to include a -10 TM and -20 TM for every type of equipment unit has on hand?
      DA PAM 750-3, paragraph 3-5 e
      Yes__ No__

   d. ETM library established with readers available?
      DA PAM 750-1, paragraph 6-4
      Yes__ No__

7. PMCS and Scheduled Services performed, documented, and maintained.

   a. PMCS and Scheduled Services performed and documented on DA Form 5988E/DA 2404 are properly filled out and keep on file.
      DA PAM 750-8, paragraph 3-10 f (2), (3)
      DA PAM 750-1, paragraph 5-1

      (1). Vehicles, Generators, Trailers, etc.?
           Yes__ No__

      (2). Weapons?
           Yes__ No__

      (3). Protective masks?
           Yes__ No__

      (4). Communication equipment (radios, reels, and phones)?
           Yes__ No__

      (5). NBC equipment (alarms, wipe tests, measuring devices)?
           Yes__ No__

8. ULLS-G/SAMS-1E Database Administration.

   a. All major end items requiring dispatch, scheduled services or other maintenance are entered in the ULLS-G/SAMS-1E box with proper service schedule required by appropriate TM?
      DA PAM 750-8, paragraph 3-1 d

      (1). Vehicles, generators, Trailers, etc.?
           Yes__ No__

      (2). Weapons (individual or by rack)?
           Yes__ No__

      (3). Protective masks (size or by admin number)?
           Yes__ No__

      (4). Communication equipment (radios, reels, and phones)?
           Yes__ No__

      (5). NBC Equipment (alarms, wipe tests, measuring devices)?
           Yes__ No__

   b. ULLS-G/SAMS-1E data matches Commander’s Hand receipt and unit’s MTOE?
      DA PAM 750-8, paragraph 5-6 c
      Yes__ No__

   c. Reportable LINs and Systems properly identified and configured?
      AR 700-138 and MMDF
      Yes__ No__

   d. Substitute LINs properly identified?
      SB 700-20
      Yes__ No__

   e. Excess items have <u>approved</u> DA Form 4610-R on file and meet a valid need?
      AR 71-32
      Yes__ No__

9. Dispatch Control Log DA Form 5982-E.

   a. Only authorized personnel are dispatching

equipment?
DA PAM 750-3, paragraph 3-3
Yes__ No__

b. Only authorized licensed drivers are dispatched equipment?
Yes__ No__

c. Dispatch Control Log matches returned dispatches including any extended dispatches?
Yes__ No__

d. Vehicles are turned in and log updated before end of period report AMSS is run?
Yes__ No__

10. Automated System (ULLS-G)

a. Does the Company Commander review and sign the PLL Inventory List report every month?
Yes__ No__

b. Is an updated drivers licensing ledger being used to keep unit personnel in the ULLS-G box up to date and deleting personnel no longer on the unit’s DA Form 1379?
DA PAM 750-8, paragraph 2-1 c
Yes__ No__

c. Does the SDI Report, AWCX500, Maintenance Fault File, show old uncorrected organizational faults? How old are the oldest faults and are they a Class IX issue or a maintenance issue?
Yes__ No__

d. Does the SDI Report “Scheduled Services Due” show back log of equipment over due for service? Does this report include weapons, masks, NBC equipment, food service equipment, and any miscellaneous equipment requiring a scheduled service? Is there a Class IX issue or a maintenance issue?
Yes__ No__

e. Is the Unit properly identifying and administratively deadlining equipment that is more than 10 percent overdue service by days or usage?

DA PAM 750-8, paragraph 2-4 e
Yes__ No__

f. Does the SDI Report AMSS “Non Mission Capable Report” list all equipment that is deadlined from the last AMSS reporting period? For the Organization and Direct Support levels, are the percentages for supply issues or for maintenance issues?
Yes__ No__

g. What is the Organizational Readiness Rate for the unit? DA Form 2715 Army Material Status System (AMSS) consist of seven pages, the third page is The PERRY Report that shows the “PERCENTAGE OF ON HAND EQUIPMENT MISSION CAPABLE” AND “PERCENTAGE OF PACING ITEMS ON HAND MISSION CAPABLE”?
AR 700-138, paragraph 1-20
Yes__ No__

h. Does the Company Commander review these ULLS-G Generated SDI reports monthly to establish a Command Climate of unit maintenance? Does he use them in projecting required maintenance training and scheduled services to be performed specified in the FY 06 Maintenance Strategy Action Plan (MSAP) Training Policy Guidance? Is a copy of this guidance on hand in the maintenance section or with the Company Commander?
Yes__ No__

i. Has the commander appointed a representative to authenticate/sign some forms and records?
DA PAM 750-8, paragraph 1-9 a (6) d
Yes__ No__

11. Automated System (SAMS-1E)

a. 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
DA PAM 750-8, paragraph 2-1 c
Yes__ No__

b. Does the adhoc query “MAINTENANCEFAULT” show old uncorrected faults?
Yes__ No__

(1). How old are the oldest faults. Are the faults a Class IX issue or a maintenance issue?

c. Does the adhoc query “SERVICESDUE” show back log of equipment overdue?
Yes__ No__

(1). Does this report include weapons, masks, NBC equipment, food service equipment, and any miscellaneous equipment requiring a scheduled service?
Yes__ No__

(2). Is there a Class IX issue or a maintenance issue?
Yes__ No__

d. Is the unit properly identifying and administratively deadlining equipment that is more that 10 percent overdue service by days or usage?
DA PAM 750-8, paragraph 2-4 e
Yes__ No__

e. Does the adhoc query “ASSETCONTOLRPT” list all equipment that is deadlined from the last AMSS reporting period?
Yes__ No__

(1). Are the percentages for supply issues of maintenance issues?

f. What is the Organizational Readiness Rate for the unit? DA Form 2715 Feeder reports are five reports. This is a stand alone one page report called Summary Report.
SAMS-1E End Users Manual, section 7.3.2
AR 700-138, paragraph 1-20
OR_____%
PACE_____%

g. Does the Company commander review these SAMS-1E ADHOC QUERY reports monthly to establish a Command Climate of unit maintenance?
YES__ NO__

(1). Does the Commander use the reports in projecting required maintenance training and scheduled services to be performed specified in the FY 06 Maintenance Strategy Action Plan (MSAP) Training Policy Guidance? Is a copy of this guidance on hand in the maintenance section or with the Company Commander?
Yes__ No__

h. Has the commander appointed a representative to authenticate/sign some forms and records?
DA PAM 750-8, paragraph 1-9 a (6) d
Yes__ No__

12. PMCS Spot check of unit equipment.

a. Weapons, masks, NBC, and communications equipment clean and correctly assembled?
Yes__ No__

b. Print DA Form 5988-E with inspection “I” for a cross section of equipment in motor pool. Verify vehicle serial number or USA number, odometer reading for OPTEMPO, service data for proper service schedule, deficiencies requiring ordering parts and the status, and for any faults found during spot check to be annotated on DA Form 5988-E or for faults needing to be removed?
Yes__ No__

INSPECTION CHECKLIST FOR PHYSICAL SECURITY

	TASK	GO	NO GO	N/A	COMMENTS
1.	Physical Security Officer appointed in writing AR 190-13, para 1-23.				
2.	Key custodian appointed in writing AR 190-11, para 3-8 and AR 190-51, App D.				
3.	Unit has a Physical Security Plan AR 190-13, para 1-23.				
4.	Physical Security Plan / SOP been reviewd in the last year AR 190-11, para 3-5.				
5.	Tool Control Officer (TCO) appointed in writing AR710-2, Para 2-10 J				
6.	Physical Security Plan/SOP contains all needed annexes: A: Installation Threat Statement (Local) B. Terrorism Counteraction Plan C. Bomb Threat Plan D. Installation Closure Plan E. Natural Disaster Plan F. Civil Disturbance Plan G. Resource Plan H. Communications Plan I. Designated Restricted Areas List J. MEVA List				
7.	Risk Analysis been conducted for Army Property, AR 190-51, Para 2-2(4)				
8.	Risk Analysis recorded on DA Form 7278-R, AR 190-51, Para 2-3(b)				
9.	Risk Anaylsis been reviewed and up-dated every three years, AR 190-51, Para 2-2(4).				
10.	Has the physical security inventory been conducted by the responsible office on all property book items not issued on hand receipts within the last year by one of the following methods?				
	A. Annually				
	B. Cyclic				
	C. Assumption of Command DA PAM 710-2-1, Para 9-6				
11.	Has a memorandum been prepared and signed by the property book officer stating the inventory was conducted, DA PAM 710-2-1, Para 9-9(9)?				
12.	Were shortages identified and corrective action taken, DA PAM 710-2-1, Para 9-9?				
13.	Has Physical Security Officer attended formal physical security training?				
14.	Has Physical Security Plan/SOPs been approved by Physical Security Office ?				

KEY AND LOCK CHECKLIST (ADMINISTRATIVE KEYS)

	TASK	GO	NO GO	N/A	COMMENTS
1.	Is a primary/alternate key and lock custodian appointed in writing to issue, received and account for keys, AR 190-51, App D, Para D-2a & b				
2.	Is a key access roster maintained, AR 190-51, App D, Para 2d				
3.	Is a key control register (DA Fomr 5513-R) being utilized, AR 190-51, App D, Para D-2c				
4.	Is the key control register maintained in a locked container with access controlled when not in use, AR 190-51, App D, Para D-3				
5.	Tool Control Officer (TCO) appointed in writing AR 710-2, Para 2-10 J				
6.	Is the key depository made of at least 26 gauge stell AR 190-51, App D, Para D-4a				
7.	Is a tumbler type locking device used to secure the key depository, AR 190-51, App D, Para D-4a				
8.	Is the key depository pemantenyl affixed to the structure (wall), AR 190-51, App D, Para D-4a				
9.	Are Us Government, key operated, tumbler type padlocks or key operated pin locking deadbolt locks which project at least 1 inch into the door frame				
10.	Are master key (keyed alike) padlock sets being used, AR 190-51, App D, Para D-5a				
11.	Are padlocks and their keys, when not in use, kept in a locked container with access controlled, AR 190-51, App D, Para D-5a				
12.	Are keys checked at the end of each duty day? Are differences between on-hand keys and key control register reconciled, AR 190-51, App Dd, Para D-6a				
13.	Are all locks and their keys inventoried by serial number semianually, AR 190-51, App D, Para D-6b				
14.	Is a copy of the key/lock inventory retained in the unit/activity file until the next inventory is conducted, AR 190-51, App D, Para D-6b				
15.	Are locks replaced when it is determined that a key is missing, AR 190-51, App D, Para D-6c				
16.	Is the key/lock inventory being maintained in the key depository and list the following items, AR 190-51, App D, para D-6d.(1)-(6)				
	A. All keys/locks				
	B. Serial number of all keys/locks				
	C. Location of locks				
	D. Total Number of keys to each lock				
17.	Are keys/locks which do not have serial numbers given one (inscribed on lock/key as appropriate, AR 190-51-App D, Para D-6e				

NATIONAL GUARD ARMS ROOM CHECKLIST

	TASK	GO	NO GO	N/A	COMMENTS
1.	Has a qualified facility engineer verified the structure and composition of the AA&E Storage and Facility, and prepared a DA Form 4604-R, Security Construction Statement, AR 190-11, Para 2-2d?				
2.	Does the Engineer Construction Statement indicate the highest category of arms, ammunition and explosives which can be stored in the facility, AR 190-11, Para 2-2d?				
3.	Has the storage facility for arms, ammunition and explosives been structurally verified by qualified engineer personnel within the past five years, AR 190-11, Para 2-2d?				
4.	Are request for physical security waivers or exceptions coordinated with POMSO, TAG and Security Office, AR 190-11, Para 2-4g?				
5.	If a waiver/exception is required, has the request been submitted? (NOTE: ENSURE SPECIFIC REQUIREMENTS STATED IN WAIVER/EXCEPTION ARE BEING COMPLIED WITH) AR 190-11, Para 2-4f				
6.	Are required enclosires attached to the granted waiver/exception as outlined under the provision of AR 190-11, Para 2-4?				
7.	Does the unit have a Physical Security SOP for the arms room, AR 190-13, Para 1-23b.(3)?				
8.	Does the unit SOP cover security of weapons during emergency evacuation of personnel from the field AR 190-11, Para 4-1b.(1)?				
9	Does the unit maintain a current unaccompanied access roster for the arms room storage facility, AR 190 11, Para 4-19a?				
10	Has a command security screening check been conducted on individuals autorized unaccompanied access to the AA&E or in control of keys for the AA&E facilities? Is DA Form 7281-r used, AR 190-11, Para 2-11a				
11	Does the security screening checks include at a minimum a personnel interview of the individual conducted by his/her immediate commander; a request for medical file check of active duty personnel; a record check of the Provost Marshal or Security Office and a records check of local civilian law enforcement agencies in the are of the person's residence if permitted by state or local laws, AR 190-11, Para 2-11c.(1) - (5)?				
12	Has the security screening chscks been a matter of record, retained on file, and repeated every 3 years, AR 190-11, Para 2-11 a. & e?				
13	If the arms room is a consolidated arms room, are arms identified by unit, AR 190-11, Para 4-4?				
14	If the arms room is a consolidated arms room, is there a letter of agreement between all commanders concerend, AR 190-11, Para 4-4 & DA PAM 710-2-1, Parqa 5-5d(9)?				
15	Are procedures for the operations of a consolidated arms room established in the unit SOP, AR 190-11, Para 4-4 & DA PAM 710-2-1, Para 5-5d.(9)?				
16	If more than one unit uses the arms room vault, has one commander been designated in writing having overall responsibilty for th arms vault, AR 190-11, Para 4-4, and DA PAM 710-2-1, Para 5-5d.(9)?				
17	Is there a primary and alternate, AA&E key/Lock Custodian appointed in writing, AR 190-11, Para 3-8c?				
18	Are AA&E keys left unattended or unsecure, AR 190-11, Para 3-8b.(1)?				
19	Is a separate key control register 9DA Fm 5513-R) maintained for AA&E keys, AR 190-11, Para 3-8 a				
20	Are keys to AA&E storage, buildings, rooms, racks, containers, and IDS maintained sepaately from other keys and accessible only to individuals wose official duties require access to them? (NOTE: Separating rack, cabinet and chain keys on different rings by purpose or use is encouraged, AR 190-11, Para 3-8				
21	Is the IDS key and day gate key kept on a separate ring or similar device from other AA&E keys, AR 190-11, Para 3-8b.				
22	Is there a separate AA&E key roster signed by the designated official, which contains the names of those individuals authorized to receive AA&E keys from the key custodian, AR 190-11, Para 3-8a, and AR 190-51, App D-7?				
23	Are AA&E keys issued only to Commander the the key custodian to those individuals on the key access roster AR 190-11, Para 3-8c?				
24	Is the AA&E key roster protected from public view AR 190-11, Para 3-8c?				
25	Are AA&E keys secured in containers of at least 20 gauge steel, or of equivalent strenght, which is away from the arms room, AR 190-11, Para 3-8b(2)?				
26	Are AA&E key containers weighing less than 500 pounds fastenend or chained to the facility using secondary padlocks, AR 290-11, Para 3-8c?				
27	Does the key custodian/alternate maintain the AA&E key depository in such a manner that continuous accountability is ensured at all times AR 190-11, Para 308c?				
28	When combination locks are used, is the combination changed annually or upon change of custodian, armorer, or other person having knowledge of combination, AR 190-11, Para 3-8g?				
29	Are keys to arms storage buildings, rooms racks, IDS, or container removed from the installation, AR 190 11, Para 3-8a?				
30	Are padlocks locked to the staple or hasp when the container or door is openend to prevent loss, theft, or substitution, AR 190-11, Para 3-8b(3)?				
31	Are locks and/or cores replaced immediately when AA&E keys are lost, misplaced, or stolen, AR 190-11, Para 3-8b(3)?				

J5/7 PHYSICAL SECURITY ARMS ROOM

	TASK	GO	NO GO	N/A	COMMENTS
32	Replacement or resereve locks, cores and keys secured to preclude accessiblity to unauthorized individuals, AR 190-11, para 3-8b(3)?				
33	Does the key contol register contain the following:				
	A. Serial Number or other identifying information of the key(s)				
	B. Date and hour of issue				
	C. Printed name and signature of the person issuing the keus(s)				
	D. Printed name and signature of the individual receiving the keys(s)				
	E. Date ad hour key(s) were returned				
	F. Printed name and signature of individual receiving key(s) back, AR 190-51, Para 3-8a?				
34	Is the arms room key control register, when not in use, kept in a locked container which access is controlled, AR 190-11, Para 3-8a and AR 190-51, App D, Para D-3?				
35	Is the arm room key control register maintained properly and retained in unit files for a minimum of 90 days, AR 190-11, Para 3-8a				
36	Are serial number inventories of arms room keys conducted and recorded on the key control register prior to change of custody, AR 190-11, Para 3-8c?				
37	Are arms room key/lock inventories conducted semianually and retained for at least on year, AR 190-11, Para 3-8e?				
38	Are alternate sets of AA&E keys secured? Are alternate set(s) of keys inventoried semiannually, AR 190 11, Para 3-8e?				
39	Is the arms vault posted as a RESTRICTED AREA, AR 190-11, Para 4-15 and AR 190-13, Para 6-4 c?				
40	Is the arms room protected by IDS 9AR 190-11, Para 4-2(1)?				
41	Does the IDS have an operational, electrically supervised, dedicated transmission line, AR 190-11, Para 3-6g?				
42	Is there an instrusion dection system (IDS) with 2 types of sensors with different methods of activation (Balanced magnetic switch on door and perimeter sensor), AR 190-11, Para 3-6g?				
43	Does IDS installed in arms storage facilities include a diress-signaling component (hold-up alarm), AR 190-11, Para 3-6a?				
44	Are the IDS signs posted at the facility, AR 190-11, Para 3-6b?				
45	Are the IDS signs at eye level, AR 190-11, Para 3-6b?				
46	Is a hazards classification sign (fire control measures) posted for facilities storing operational ammunition, AR 190-11, Para 4-15?				
47	Is there a predetermined challenge and response duress code established to enable the monitor to determine if the individual accessing the protected area is an authorized entrant and to ensure the individual is not under duress. If not, has the monitoring station declined in writing, AR 190-11, Para 3-6b?				
48	Are all 9IDS) components tested in accordance with memorandum dtd 14 SEP 1994 (Intrusion Detection System 9IDS) Operator Test Procedures, Department of the Army. Office of the Deputy Chief of Staff for Operationss and Plans				
49	Is the IDS being tested with the monitoring station monthly AR 190-11, Para 3-6g				
50	Are the IDS checks recorded and maintained on file for 1 year AR 190-11, Para 3-6g				
51	Are keys required for maintenance and repair of IDS kept separate from operational IDS keys and access permited only to authorized maintenance personnel, AR 190-11, Para 3-8b				
52	Is there a written coordination with the local law enforcement agency regarding alarm response, AR 190-11, Para 3-6d(2)				
53	Has liaison with local police agencies for periodic surveillance been established, AR 190-11, Para 3-7f				
54	Are combinations to locks on vault doors or class 5/6 security containers changed annually or upon change of custodian, armorer, or other person having knowledge of the combination, or when the combination has been subject to possible compromise, AR 190-11				
55	Is Standard Form 700 (Security Container Information) used to record the combinations to locks on vault doors and class 5 weapons storage container AR 190-11, Para 3-8g				
56	is the 1st copy of the SF 700 posted to the inside of the vault, out of view when the vault door is openend, and to the inside of container, AR 190-11, Para 3-8b				
57	Does the SF 700 have the names of persons to be notified if the vault or container is found in a comprised, unsecure position, AR 190-11, Para 3-8b				
58	Is the ocmbination recorded, sealed in an envelope, and stored in an authorized safe, AR 190-11, Para 3 8g				
59	Is SF 702 (Security Container Check Sheet) used to record entry/secure/check of arms vault and weapons container, AR 190-11- Para 3-8g				
60	Is the most secure door of the arms room secured with high security padlock and hasp (DA or DOD approved, AR 190-11, Para 4-2e(1) (Not applicable if the door is a vault-type door wth a built in combination lock)				
61	Are weapons secured in an approved rack or container and meet security specifications, AR 190-11, Para 4-2c(1)				
62	Are locally fabricated arms racks or containers certified by the local engineer AR 190-11, Para 4-2c(3)				
63	Are racks so constructed that weapons cannot be removed by partiall disassembly of weapon or rack, AR 190-11, Para 4-2c(3)				

J5/7 PHYSICAL SECURITY ARMS ROOM

	TASK	GO	NO GO	N/A	COMMENTS
64	Are arms racks and containers secured with a series 200 or 5200 secondary padlock, AR 190-11, Para 4 2c(2) and AR 190-51, App D, Para D-1b & D-5a				
65	Are racks or containers under 500 lbs secured to the structure or together, AR 190-11, Para 4-2c(2)				
66	Are privately owned weapons (POW) ammunition secured in locked containers separated from military AA&E AR 190-11, Para 4-5a(1)				
67	Is DA Form 3749 issued to individuals who are storing privately owned weapons in the arms room, AR 190-11, Para 4-5a(2)(a)				
68	Has the unit established limits on the quantity and type of privately owned ammunition strored in the arms room based on space and availability and safety, AR 190-11, Para 4-5a(2)(c)				
69	Are privately owned weapons inventoried in the same manner as military AA&E, AR 190-11, 4-5a(2)(b)				
70	Are privately owned weapons stored in the arms room withdrawn only upon approval of commander of his/her designated representative, AR 190-11, Para 4-5b(4)				
71	Are there abandoned privately owned weapons in the arms room, AR 190-11, Para 6-7				
72	Are the applicable state and local law data on the ownership, registration and possession of privately owned weapons posted on the unit bulletin board, AR 190-11, Para 4-5a(3)				
73	Does the unit armor maintain a current Master Authorized List (MAL) on personnel in the unit authorized to be issued weapons, DA PAM 710-2-1, Para 5-6d(1)				
74	Does the MAL contain the name, unit and receipt number of soldiers eligible to receive issues, DA PAM 710-2-1, Para 5-6d(1)				
75	Are unit personnel issued DA Form 37449 (Equipment Receipt), DA PAM 710-2-1, Para 5-6b				
76	Is a weapon log used when weapons are isssued for more than 24 hours, DA PAM 710-2-1, Para5-6d(3)				
77	Do the weapon control sheets or logs contain the date, time of issue, nomenclature and serial number of weapon issued, signature of the soldier receiving the weapon, initials of the individual accepting return of the weapon and the date and time of the weapon's return, DA PAM 710-2-1, Para 5-6d(3) and (4)				
78	Upon weapons turn-in, is the weapon log closed out, DA PAM 710-2-1, Para 5-6d(4)				
79	Are weapons control logs kept in unit files completion of the next serial number inventory, DA PAM 710-2 1, Para 5-6d(4)				
80	Are Hand Receipts required for issue of other than assigned weapons, or cleaning, DA PAM 710-2-1, Para 5-6d(7)				
81	Is DA Form 3749 used when a single weapon is issued to more than one soldier, DA PAM 710-2-1, Para 5-6d(6)				
82	Are crew serveed weapons and other weapons which will not fir into standard issue racks secured in metal containers or cabinets that are standard issue, commerically or locally metal fabricated, AR 190-11, Para 4-2c(1)				
83	Do the hinged locking bars or racks have the hinge pins welded or otherwise secured to prevent easy removal, AR 190-11, Para 4-2c(3)				
84	Is ammunition ahtorized for storage stored in containers, AR 190-11, Para 5-8c(1)(a)				
85	Does the quanity of ammunition stored for armed guard duties exceed five times the per guard allowances listed in Table 62, CTA 50-909, AR 190-11, Para 5-8c(1)(a)				
86	If training ammunition is stored, has it been there more than nintey days? Has the commander auhtorized its storage in writing, AR 190-11, Para 5-8c(1))a)				
87	Are ammunition containers weighing less than 500 lbs, firmly secure to the structure or other containers AR 190-11, Para 5-8c(19)(a)				
88	Are tools/equipment, i.e bolt cutters, cutting torches, power tools, drills, etc, which could be used to defeat security measures properly seccured/locked in containers, AR 190-11, Para 4-18a.				
89	Is the armorer's toolbox within the arms storage facility, when not in use, secured with a key-operated tumbler padlock? AR 190-51, Para 3-20b.				
90	If marksmanship weapons are stored in the arms room, are they inventoried IAW DA PAM 710-2-1, Para 9-11b?				
91	Is there evidence that marksmanship weapons and ammunition are not being stored properly? AR 190-11, Para 4-6 a. & c.				
92	Has the commander authorized the storage of sensitive items in the arms room in writing? AR 190-11, Para 4-18b.				
93	Is lighting provided over the entrance door of the arms room? AR 190-11, Para 4-2d(2).				
94	Are switches for exterior lights installed so that they are not accessible to unauthorized individuals? AR 190-11, Para 5-4a(2).				
95	Are the exterior lights of the arms room covered with wire mesh screens or other material providing the same degree of security? AR 190-11, Para 5-4a(3).				
96	Is a physical inventory (visual count) being conducted on a monthly basis or when anyone accesses the arms room and are the results recorded on a DA Form 2062? DA PAM 710-2-1, Para 9-10.				
97	Are these inventories kept until the next quarterly serial number inventory? DA PAM 710-2-1, Para 9-10a.(2).				
98	Are sensitive item inventories being conducted on a quarterly basis IAW AR 710-2 and SPBS-R Users Manual? AR 190-11, Para 6-2 b. 1.				

J5/7 PHYSICAL SECURITY ARMS ROOM

	TASK	GO	NO GO	N/A	COMMENTS
99	Are the serial number inventories (weapons/ammunition) kept for a minimum of 2 years (4 years if discrepancies are found? AR 190-11, Para 6-2 b. 1. and DA PAM 710-2-1, Para 9-10b(1-5).				
100	Are serial number inventories conducted by an NCO, Officer, Warrant Officer or DOD civilian appointed by the responsible Officer (not the armor) with no successive inventories conducted by the same individual? DA PAM 710-2-1, Para 9-10b.				
101	Are joint physical inventories (physical count) of weapons and ammunition conducted by both parties when responsibility for the custody of the arms storage facility keys is transferred between authorized persons, and is it recorded on DA Form 2062? AR 1				
102	Is the change of custody of arms room keys recorded on a key control register? AR 190-11, Para 3-8a.				
103	Are Cat II arms which are stored in facilities located outside a military installation stored in GSA approved Class 5 security containers or vaults which do not contain classified documents? AR 190-11, Para 4-2b(3).				
104	Are inert and expended launcher tubes, inert mines and inert rocket launchers, training devices and practice rockets clearly marked to prevent accidental turn in or turn in as live fire residue or items that can be converted to operable weapons? AR 190-11, Para 5-2b.(4) and DA PAM 710-2-1, Para 11-18c.				
105	Are monthly physical count inventories kept on file for two years? AR 190-11, Para 6-2b(2)(b)1				

NATIONAL GUARD MOTOR POOL CHECKLIST

	TASK	GO	NO GO	N/A	COMMENTS
1	Is the motor pool protected by a perimeter fence or dedicated guards? AR 190-51, Para 3-5d.				
2	Does the motor pool have protective lighting installed? AR 190-51, Para 3-5e(7)(b).				
3	Is the motor pool protected by a perimeter fence or dedicated guards? AR 190-51, Para 3-5d.				
4	Is entry/exit to the motor pool controlled leaving only the minimum number of gates open for efficient operation? AR 190-51, Para 3-5f.(2)(b).				
5	Are privately owned vehicles prohibited in the motor pool? AR 190-51, Para 3-5f.(1) (c.)				
6	Are military vehicles parked in military motor pool when not in use? AR 190-51, Para3-5d.				
7	Are vehicles secured with a locking mechanism when parked and not attended? AR 190-51, Para 3-5e.(1).				
8	Is the steering wheel of other army vehicles, M1008, M1009, M1010 series, secured and immobilized with a chain and 200 or 5200 series padlock? AR 190-51, Para 3-5e.(1) (c.). and TB 43-001-39-7.				
9	Are vehicles particularly vulnerable to theft, misappropriation or damage segregated in motor pool where guards can keep vehicles under easy surveillance? AR 190-51, Para 3-5f.(2) (c.).				
10	Are M880 series vehicles secured by engaging installed door and ignition locking devices and immobilizing each steering wheel with a chain and padlock? AR 190-51, Para 3-5e.(1)(b). and TB 9-2300-422-20.				
11	Are Material Handling Equipment and other vehicles not equipped with manufacture installed locking devices secured by immobilizing the steering mechanism or transmission lever locked in neutral position? AR 190-51, Para 3-5e.(1)(d).				
12	Are items that can be used to defeat security measures; i.e.: bolt cutters, hacksaw, axes, steel rods or bars secured; not left lying around motor pool? AR 190-51, Para 3-5e.(6).				
13	Are accessible and easy removable components vulnerable to theft due to value or utility, provided additional security IAW AR 190-51, Para 3-5e.(3)(a) - (d).				
14	Are fuel pods on vehicles and fuel vehicle tanks secured with approved padlocks, as specified in AR 190-13, when the vehicle or tanks are carrying fuel and not under the surveillance of the operator. AR 190-51, Para 3-14b.				
15	Are POL pumps locked and the electrical power turned off when not in use or under the surveillance of personnel authorized to dispense products? AR 190-51, Para 3-13b.(1)(b).				
16	Are written instructions provided to POL dispensing personnel that include procedures for determining if patrons entering the facility are authorized and military vehicles have a valid dispatch? AR 190-51, Para 3-13c.(1)(a).				
17	Are all issues of fuel adequately supervised by the facility attendants? AR 190-51, Para 3-13c.(1)(e).				
18	Are hoses or other devices to siphon fuel and containers that can be used to carry fuel secured? AR 190-51, Para 3-13c.(1)(f).				
19	Are POL credit cards controlled by a custodian and are credit cards secured in a locked container with restricted access? AR 190-51, Para 3-13c.(1) (c.)				
20	Are tool sets/kits secured with key operated tumbler type padlocks? AR 190-51, Para 3-22b.				
21	Are portable hand tools, tool sets/kits and shop equipment, when not in use or under surveillance, stored in a secured location? AR 190-51, Para 3-22c.				
22	Are common tools and portable shop equipment not on hand receipt or subhand receipt controlled through a locally devised receipt, sign in/out log or exchangeable tag system? AR 190-51, Para 3-22d and DA Pam 710-2-1, Para 6-3.				
23	Is access to tools and shop equipment controlled to the maximum extent practical? AR 190-51, Para 3-22e and DA Pam 710-2-1, Para 6-3.				
24	Is there a current listing of those personnel who are authorized to withdraw tools from the tool room? DA Pam 710-2-1, Para 6-3(1)(d).				
25	Does the log/temporary hand receipt contain the NSN and Noun Nomenclature of the tool, quantity issued, date of issue, signature of the individual receiving the tool and the initials of the tool room custodian? DA Pam 710-2-1, Para 6-3a(1).				
26	Does the tool room custodian ensure that all tools not hand receipted for more than one day are returned to the tool room at the end of each work day/shift? DA Pam 710-2-1, Para 6-3a.(1).				
27	Is a key control/accountability system established? AR 190-51, App D, Para D-2c.				
28	Are master keyed lock sets being used in the motor pool? AR 190-51, Para 3-5e(4).				
29	Is a clear zone maintained around the perimeter fence? AR 190-51, Para 3-5d & FM 19-30, Chap 5-12b (1-3).				

J5/7 PHYSICAL SECURITY MOTOR POOL

	TASK	GO	NO GO	N/A	COMMENTS
30	Is the perimeter fence free of washout areas? AR 190-51, Para 3-5d & FM 19-30, Chap 5-4a.				
31	Is the top guard securely fastened to the perimeter fence? AR 190-51, Para 3-5d & FM 19-30, Chap 5, Para 5-4e.				
32	Is there a request in writing for local law enforcement agencies to check the security of the motor pool as frequently as possible when the facility is not operational? AR 190-51, Para 3-5f.(1)(b).				
33	Is the motor pool bounded by a perimeter fence at least 6' high with an 18" topguard? The topguard must lean outward (unless precluded by local ordinance) and must be taut and not mounted on springs. AR 190-51, Para 3-5d and FM 19-30, Chap 5, Para 5-4a & e.				
34	Are repair part stocks stored in a single area that is accessible to maintenance or supply personnel? AR 190-51, Para 3-12b.				
35	Are nonportable repair parts secured by storing them in a building with doors and windows locked during hours facility is nonoperational? AR 190-51, Para 3-11c.(2).				
36	Are keys and locks protecting repair part storage areas stringently controlled? AR 190-51, Para 3-11f(1) & App D.				
37	Are portable pilferage coded items separated from other stock and stored in a separate room or container with controlled access? AR 190-51, Para 3-11d.(2).				
38	Is the repair part activity posted with "OFF LIMITS TO UNAUTHORIZED PERSONNEL" sign? AR 190-51, Para 3-11c.(3).				

SUPPLY ROOM CHECKLIST

	TASK	GO	NO GO	N/A	COMMENTS
1	Are walls, floors and ceilings constructed of at least ½ inch plywood, 1 inch tongue-in-groove wall boards or equivalent? AR 190-51, App B-2c.(1) & d.(1).				
2	Are door hinge mounting screws or hinge pins that are exposed to the exterior of the facility spot welded, covered or filled with material in a way to prevent easy removal? AR 190-51, App B-2a.(1)(a) & (b).				
3	Are door hinges mounted with nails? AR 190-51, App B-2a.(1)(a).				
4	Are doors to the exterior locked from the inside and secured with a deadbolt locking device, crossbar or similar locking device resistant to jimmying and manipulation from the outside as opposed to a latch style door lock? AR 190-51, App B-2a.(1)©.				
5	Do windows have individual locking devices with security screening on windows? AR 190-51, App B.				
6	Are all first floor openings (except doors) more than 96 square inches, located less than 12 feet from ground level, barred, grilled or covered with chain link material in a way to preclude easy removal? (Long narrow openings with the shortest distance less than 6 inches are exempt).AR 190-51, App B-2b.				
7	Do doors securing from the outside have hasps that are of a size and strength to provide proper security? AR 190-51, App D-1b.				
8	Are sensitive items, hazardous items and explosives identified with a security risk pilferage code CIIC serial number inventoried monthly? AR 710-2, Para 2-12d and DA PAM 710-2-1, Para 9-9 a.&b.				
9	Is an "OFF LIMITS TO UNAUTHORIZED PERSONNEL" sign posted at the entrance to the supply room? AR 190-51, Para 3-7b.(1)(b).				
10	Are tool sets and kits with lockable tool boxes secured with key operated tumbler type padlocks? AR 190-51, Para 3-22b.				
11	Are stocks of unissued, expendable and consumable items secured? AR 190-51, Para 3-23d.(1).				
12	Are Self Service Supply Center (SSSC) account cards or plastic credit cards when not in use, stored in a locked container with controlled access? AR 190-51, Para 3-23d.(2).				
13	Has a complete inventory of items recorded on the unit property books been conducted within 12 months or upon change of responsible officer, whichever comes first? DA Pam 710-2-1 Para 9-6a. and 9-8.				
14	Are housekeeping and administrative supplies and equipment properly secured? AR 190-51, Para 3-23.				
15	Are protective seals when not in use secured in a locked metal container? AR 190-51, App D-10b.(6).				
16	Is access to protective seals limited to the designated seal custodian/alternate? AR 190-51, App D-10b.(6).				
17	Are protective seals inventoried monthly and a record of inventories maintained? AR 190-51, App D-10b.(6).				
18	Does the unit/activity maintain a record log for disposition of protective seals? AR 190-51, App D-10f.(1).				
19	Are Night Vision Devices properly secured and accounted for IAW FORSCOM MSG 230915z JUL 87 and 061630z AUG 87? (In summary, under double barrier in very secure containers, or arms vault; keys controlled as arms keys; devices inventoried same as arms.)				
20	Are padlocks when not in use secured in a locked container along with their keys and access to the container controlled? AR 190-51, App D-5c.				
21	Are authorized padlocks used to secure Army supplies and equipment? AR 190-51, App D.				

STORAGE BUILDING CHECKLIST

	TASK	GO	NO GO	N/A	COMMENTS
1	Do doors provide a degree of security comparable to that provided by the walls of the basic structure? AR 190-51, App B.				
2	Are walls, floors and ceilings constructed of at least ½ inch plywood, 1 inch tongue-in-groove wall boards or equivalent? AR 190-51, App B-2c.(1) and d.(1).				
3	Are door hinge mounting screws or hinge pins that are exposed to the exterior of the facility spot welded, covered or filled with material in a way to prevent easy removal? AR 190-51, App B-2a.(1)(a) and (b).				
4	Are door hinges mounted with nails? AR 190-51, App B-2a.(1)(a).				
5	Are doors to the exterior locked from the inside and secured with a deadbolt locking device, crossbar or similar locking device resistant to jimmying and manipulation from the outside as opposed to a latch style door lock? AR 190-51, App B-2a.(1)c				
6	Do windows have individual locking devices with security screening on windows? AR 190-51, App B.				
7	Are all first floor openings (except doors) more than 96 square inches, located less than 12 feet from ground level, barred, grilled or covered with chain link material in a way to preclude each removal? (Long narrow openings with the shortest distance less than 6 inches are exempt).AR 190-51, App B-2b.				
8	Do doors securing from the outside have hasps that are of a size and strength to provide proper security? AR 190-51, App D-1b.				
9	Are unclassified, nonsensitive Army supplies and equipment secured with a US Government, key operated, pin locking deadbolt which projects at least one (1) inch into the door frame? AR 190-51, App D-5b.				
10	Is the use of padlocks based on the value of items protected mission essential and vulnerable to criminal attack? AR 190-51, App D-5.				
11	Are the chains used to secure equipment and supplies a minimum of ¼ inch in diameter? AR 190-51, App D-1b.				
12	Are buildings, rooms and offices in which office machines are located secured whenever an individual permanently assigned to the activity is not present? (As a minimum, the doors and windows are closed and locked.) AR 190-51, Para 3-23c.(1).				

COMMO CHECKLIST

	TASK	GO	NO GO	N/A	COMMENTS
1	Has an ADP System Security Officer (ISSO) been appointed in writing for each ADP System on site? AR 380-19, Para 1-6d.(3).				
2	Are computers located in an office which is locked during nonduty hours or otherwise secured? AR 380-19, Para 2-13c.				
3	Are audiovisual equipment and portable, high value subcaliber devices and training aids separated from other equipment and stored in a secure, separate container, room/building with controlled access per the security standards of Appendix B.? AR 190-51				
4	Are training devices that can be used to fire a projectile or explosive protected according to AR 190-11?AR 190-51, Para 3-16b. & b.(1). And App B.				
5	Are test, measurement and diagnostic equipment (TMDE) and other high value precision equipment and components provided double barrier protection? AR 190-51, Para 3-6b.(1)(a) - (e) and App's B and D.				

MISCELLANEOUS AREAS CHECKLIST

	TASK	GO	NO GO	N/A	COMMENTS
1	Has an ADP System Security Officer (ISSO) been appointed in writing for each ADP System on site? AR 380-19, Para 1-6d.(3).				
2	Are computers located in an office which is locked during nonduty hours or otherwise secured? AR 380-19, Para 2-13c.				
3	Are audiovisual equipment and portable, high value subcaliber devices and training aids separated from other equipment and stored in a secure, separate container, room/building with controlled access per the security standards of Appendix B.? AR 190-51,				
4	Are training devices that can be used to fire a projectile or explosive protected according to AR 190-11? AR 190-51, Para 3-16b. & b.(1). and App B.				
5	Are test, measurement and diagnostic equipment (TMDE) and other high value precision equipment and components provided double barrier protection? AR 190-51, Para 3-6b.(1)(a) - (e) and App's B and D.				
6	Is the furniture located in dayroom or similar common areas which are commonly used during nonduty hours protected by controlling access to these areas? AR 190-51, Para 3-23b(2).				
7	Are buildings, rooms and offices in which office machines are located secured whenever responsible personnel are not present? AR 190-51, Para 3-23c(1).				
8	Are small office machines (hand-held calculators, etc) further secured by locking in a desk or cabinet? AR 190-51, Para 3-23c(3).				
9	Are Night Vision Devices properly secured and accounted for IAW FORSCOM MSG 230915Z JULY 87 AND 061630Z AUG 87? YES NO NA (In summary, under double barrier in very secure containers or in the arms vault; keys controlled as arms keys; devices inventoried as arms would be inventoried.) AR 190-51, Para 3-6				

PHARMACY STORAGE CHECKLIST

BULK STORAGE FACILITIES, PHARMACY STORAGE, MEDICAL TREATMENT FACILITIES AND RESEARCH, DEVELOPMENT, TEST AND EVALUATION (RDT&E) LABORATORY FACILITIES CHECKLIST					
	TASK	**GO**	**NO GO**	**N/A**	**COMMENTS**
1	Are Pharmacy Note R items stored in an approved safe? AR 190-51, Para 4-15a & Para 4-7.				
2	As a minimum, are Pharmacy Note Q items stored in a locked metal container in the facility? AR 190-51, Para 4-15b				
3	Is the Pharmacy designated as a restricted area? AR 190-51, Para 4-16a.				
4	Are controlled medical substances or sensitive items considered by the facility commander for storage in secure storage structures or in locked containers? AR 190-51, Para 4-10 & App B.				
5	Are security checks performed prior to departure from rooms/facilities in which Notes R, Q & C items and other controlled substances and sensitive medical items are stored and documented daily on SF 701? AR 190-51, Para 4-11				
6	Are containers storing Note R, Q and C items locked and checked properly with such action recorded on SF 702 (Security Container Check Sheet)? AR 190-51, Para 4-11a.(2).				
7	Are lock and key control security procedures in place? AR 190-51, Para 4-16b & Para 4-14; App D.				
8	Is there a key control custodian/alternate appointed in writing? AR 190-51, Para 4-14 and App D, Para D-2a.				
9	Is there a current roster of names of individuals authorized access to keys maintained? AR 190-51, Para 4-14 and App D, Para D-2.				
10	Is a Physical Security Officer appointed in writing? AR 190-51, Para 1-4h.(6).				
11	Are keys signed out to authorized personnel on a key control register? AR 190-51, Para 4-14 and App D, Para D-2.				
12	Does the key control register contain the serial no. of key, date and time of issuance, printed name and signature of individual receiving the returned key? AR 190-51, Para 4-14 and App D, Para D-3.				
13	Are key control registers kept for at least 90 days from date of last entry? AR 190-51, App D, Para D-7d.(2)©.				
14	Are inventories of keys/locks conducted semiannually? AR 190-51, App D, Para D-6b.				
15	Are inventory records kept until the next inventory is conducted? AR 190-51, App D, Para D-6b.				
16	Is a master key system in place? AR 190-51, App D, Para D-5a.				
17	Are pharmacies and storage areas, containing controlled substances, equipped with both interior and exterior lighting? AR				
18	Is the pharmacy equipped with adequate IDS consisting of at least two types of intrusion sensors? AR 190-51, Para 4-16d and Para 4-13a.				
19	Is there a duress switch provided in a hidden location to permit pharmacy personnel to notify supporting police agency from which an armed response force can be dispatched? AR 190-51				
20	Is the IDS tested with the installation police at intervals not to exceed 90 days? AR 190-51, Para 4-16d.				
21	Have designated personnel requiring access to controlled medical substances and sensitive items undergone a local file check?				
22	Are maintenance personnel or other authorized visitors escorted as they pass through controlled item storage areas?				
23	Has a Category 2 Serious Incident Report been submitted per AR 190-40 for theft, loss, recovery or mismanagement of controlled medical substances and other medically sensitive items? AR 190-51, Para 4-2b.				
24	Are unused needles, syringes and other medically sensitive items stored in a locked container? AR 190-51, Para 4-20a.				
25	Are used and unused syringes stored in separate containers? AR 190-51, Para 4-20b.				
26	Are used needles and syringes temporarily stored in a closed one-way puncture resistant receptacle which is securely fastened to the building structure or located in a room or area which is locked or under continuous visual surveillance of ward or clinic ?				

DEPLOYMENT ARMS ROOM CHECKLIST

	TASK	GO	NO GO	N/A	COMMENTS
1	Prior to deploying, was a 100% serial number inventory conducted of arms, ammunition and explosives, and recorded on an informal memorandum?				
2	After the unit's property is uploaded, does a responsible Officer/NCO of the deploying unit and a responsible Officer/NCO of the rear detachment conduct a joint, serial numbered inventory of all items remaining in the arms room? The inventory is recorded.				
3	Upon return of the deployed unit, is a joint serial number inventory of all items in the arms room conducted prior to the deployed equipment being returned to the arms room?				

AIRCRAFT AND COMPONENT CHECKLIST

	TASK	GO	NO GO	N/A	COMMENTS
1	Is there a written physical security plan for the Aviation Facility? AR 190-51, Para 3-3f.(1)(a).				
2	Is coordination with local law enforcement agencies part of the physical security plan? AR 190-51, Para 3-3f(1)(a).				
3	Is there a written agreement with local law enforcement agency to include the aviation facility and parking area for patrol area checks? AR 190-51, Para 3-3f.(1)(d).				
4	Is there an aviation facility physical security officer appointed? AR 190-51, Para 3-3f(1)(b).				
5	Are aircraft parked whenever practical at a Government airfield or civilian airport having an active security program? AR 190-51, Para 3-4a.				
6	Are aircraft on the flight line checked at least once each day be a crew member for tampering, sabotage and loss/damage? AR 190-51, Para 3-4b.				
7	Are aircraft components to include crew member equipment, placed in secure hangars or structures when not in use? AR 190-51, Para 3-3e(1)©.				
8	Are aircraft secured with manufacturer installed or modification work order approved ignition and door locking security devices when not in use?				
9	Are keys to locking devices and ignitions stringently controlled and key lock issue procedures included in the aviation facility security plan?				
10	Are aircraft keys issued as personal retention? AR 190-51, Para 3-3e(1)(b).				
11	Are duplicate keys used as operational keys at the facility? AR 190-51, Para 3-3e(1)(b).				
12	Is access to aircraft and components controlled at all times and is the personnel identification and movement control system included in the aviation facility security plan? AR 190-51, Para 3-3f(1)(e). (The airfield will be designated as a restricted area per AR 190-13.)				
13	Are privately owned vehicles prohibited from the vicinity of the flight line or other area where aircraft are parked? AR 190-51, Para 3-3f(1)(f).				
14	Are aviation facility auxiliary power units for starting aircraft, forklifts, vehicle tugs, aircraft boarding ladders and other items that might be used to circumvent exiting security measures, secured during nonduty hours to prevent unauthorized use? AR 190-51, Para 3-3f(1)(g).				
15	Do aircraft located at the airfield have on board weapons systems and are they secured IAW AR 190-51, Para 3-3b and AR 190-11, Para 5-8c(4)?				

MAINFRAME COMPUTER EQUIPMENT ROOM CHECKLIST

	TASK	GO	NO GO	N/A	COMMENTS
1	Is the mainframe computer equipment in a room with 4 solid, windowless walls which extend from true floor to true ceiling? AR 380-19, Para 2-12.				
2	Is the building constructed of non-combustible material (brick, hardened poured concrete, cement block and steel)? AR 380-19, Para 2-11b				
3	Are all doors accessing the computer equipment room solid core wood or metal, windowless, fire rated with a 1 inch throw deadbolt lock and a heavy duty pneumatic door closer or are the doors accessing the computer equipment room comparable in strength to the security provided by exterior walls? AR 380-19, Para 2-12c.				
4	Are door hinges mounted on inside or are hinges pinned or brazed to hinder removal? AR 380-19, Para 2-11f.				
5	Is computer complex doors, other than doors used for primary access, devoid of external locking hardware? (Emergency doors will have internal emergency release panic bars.) AR 380-19, Para 2-11f.				
6	Are unnecessary openings into computer equipment room sealed with a fire rated material? AR 380-19, Para 2-12b.				
7	Are heating and cooling vents/ducts protected by mechanical fire and smoke dampers? AR 380-19, Para 2-12b.				
8	Is this building designated as mission essential or vulnerable area (MEVA)? AR 380-19, Para 2-12e; AR 380-5; AR 381-14.				
9	Is there a visitor control log in effect? AR 380-19, Para 2-12g.				
10	If MEVA designated, are entrances protected by a minimum of two independent barriers or other security systems? AR 380-19, Para 2-12 e & f.				
11	What is the level of accreditation? AR 380-19, Chap 3.				
12	Is there an accreditation statement on record? AR 380-19, Chapter 3.				

COMSEC Checklist	Yes	No	N/A
1. Does the organization require use of Communications Security (COMSEC) material? lAW AR 380-40, Paragraph 2-1 (a)			
2. Does the organization have a COMSEC account? lAW AR 380-40, Paragraph 2-1 (a)			
3. Has a COMSEC Custodian and the appropriate number of Alternate COMSEC Custodians been appointed? IAW AR 380-40, Para 2-2 and TB 380-41, Paragraph 2.7.1			
4. For manual accounts, has the COMSEC Custodian and Alternate been trained and certified through the Standardized COMSEC Custodian Course(SCCC)? IAW AR 380-40, Para 1-4 (h)(2) and TB 380-41, Para 2.7.1c(1)			
5. For Automated accounts, have at least two personnel been formally trained through the SCCC and on the Local COMSEC Management Software (LCMS)? lAW AR 380-40, Paragraph 1-4 (h)(3) and TB 380-41, Para 2.7.1c(2)			
6. Does the organization have a copy of the last Command Inspection on hand? IAW AR 380-40, Para 6-2			
7. Is the organization a COMSEC hand receipt holder? IAW AR 380-40, Paragraph 2-12			
8. Does the organization follow COMSEC hand receipt procedures? IAW AR 380-40, Para 2-12			
9. Is COMSEC equipment stored properly? IAW AR 380-40, Para 2-16 and TB 380-41, Para 5.10.4			
10. Are Security Container Checksheets (SF702) being used? IAW 380-5, Para 6-10b			
11. Has the Combination Change Envelope (SF700) been properly prepaired and posted? IAW AR 380-5, Para 7-8c			

Information Assurance Checklist

		YES	NO	N/A
1	**Has an Information Assurance Security Officer (IASO) been appointed in writing?** AR 25-2, Para 3-2.			
2	**Do users participate in annual Information Assurance (IA) training?** AR 25-2, Para 3-3			
3	**Do users mark and safeguard files, output products, and storage media per the classification level and disseminate them only to individuals authorized to receive them and with a valid need to know?** AR 25-2, Para 3-3			
4	**Do users protect Information Systems (IS) and IS peripherals located in their respective areas in accordance with physical security and data protection requirements?** AR 25-2, Para 3-3			
5	**Do users practice safe network and Internet operating principles and take no actions that threaten the integrity of the system or network?** AR 25-2, Para 3-3			
6	**Do users safeguard and report any unexpected or unrecognizable output products?** **AR 25-2, Para 3-3**			
7	**Do users report the receipt of any media (for example, CD-ROM, floppy disk) received to the IAM or IASO, as appropriate, for authorization to use?** AR 25-2, Para 3-3			
8	**Do users use anti-virus (AV) products on all files, attachments, and media before opening or introducing them into the IS?** **AR 25-2, Para 3-3**			
9	**Do users report all known or suspected security incidents, spam, chain letters, and violations of acceptable use to the SA, IAM, or IASO?** **AR 25-2, Para 3-3**			
10	**Do users immediately report suspicious, erratic, or anomalous IS operations, and missing or added files, services, or programs to the SA in accordance with local policy and cease operations on the affected IS?** **AR 25-2, Para 3-3**			
11	**Do users comply with password or pass-phrase policy directives and protect passwords from disclosure?** **AR 25-2, Para 3-3**			
12	**Do users logoff ISs at the end of each workday?** **AR 25-2, Para 3-3**			
13	**Do users access only that data, control information, software, hardware, and firmware for which they are authorized access and have a need to know, and assume only authorized roles and privileges?** **AR 25-2, Para 3-3**			

14	**Does the IASO disseminate and ensure implementation of IA policy, guidance, and training requirements?** **AR 25-2, Para 3-2.**			
15	**Does the IASO ensure all users meet the requisite favorable security investigations, clearances, authorization, need-to-know, and security responsibilities before granting access to the IS?** **AR 25-2, Para 3-2.**			
16	**Does the IASO ensure personnel receive system-specific and annual IA awareness training?** **AR 25-2, Para 3-2.**			
17	**Does the IASO prepare, distribute, and maintain plans, instructions, and SOPs concerning system security?** **AR 25-2, Para 3-2.**			
18	**Does the IASO ensure that all ISs within their area of responsibility are accredited. Develop or coordinate the development and support of C&A requirements, and initiate re-accreditation as required?** **AR 25-2, Para 3-2.**			
19	**Does the IASO report security violations and incidents to the State IA personnel?** **AR 25-2, Para 3-2.**			
20	**Does the IASO possess a valid security clearance?** **AR 25-2, Para 4-14**			
21	**Does the IASO enforce the prohibition on use of employee owned information systems?** **AR 25-2, Para 4-30**			

DCSPER, G-1 INSPECTION CHECKLIST

AGR OFFICE

	TASK	GO	NO GO	N/A	COMMENTS
1.	Is the AGR Leave and Pass Program administrated IAW AR 600-8-10				

EDUCATION SERVICES

	TASK	GO	NO GO	N/A	COMMENTS
1.	Where are Education memorandums posted for all Soldiers access? (Federal Tuition Assistance, Montgomery GI-Bill, DANTES and APT Testing Services, Civilian Education Transcripts, Tuition Recoupment Requirements)				
2.	How are Soldiers updated on changes that come out with regard to their education benefits? (Federal Tuition Assistance, Montgomery GI-Bill, DANTES and APT Testing Services, Civilian Education Transcripts, Tuition Recoupment Requirements)				
3.	How many times in this fiscal year has anyone from the Education Services Office or the Bonus and Incentives Office come out to brief the Soldiers in the unit?				
4.	How is information on Bonuses and Incentives posted so that all Soldiers have access to their Selected Reserve Incentive Program (SRIP) benefits? Student Loan Repayment Program, Tri-Care Reserve Select, Tax refunds for Deployed Soldiers, Enlisted and Officer Bonuses.				

ENLISTED ACTIONS

	TASK	GO	NO GO	N/A	COMMENTS
1.	Does unit meet Required Strength percentage per ARFORGEN Cycle requirement (J5 % per ARFORGEN)				
2.	Conduct of 100% retention counseling for all Soldiers who are AMBER / RED. Complete all extensions and submit PAR through MILPO Orders and supporting documentation through iPERMS (ETS Report (G1 Reports))				
3.	All Soldiers who are RED are scheduled for appropriate school through ATRRS and have been counseled (in writing). (NCOES/OES Report (G1 Reports))				
4.	Complete all NCOERs/OERs for Soldiers who are RED / BLACK (within MSC responsibility). Units will identify all NCOERs/OERs that belong to another MSC and forward information through channels to MSC. MSC will consolidate list and forward to G1. (NCOER/OER Report (G1 Reports))				
5.	Civilian Employeer Information (CEI): All Soldiers in the NCARNG will update CEI information annually. Delinquent CEI information sent to MSC's monthly from JFHQ-J1-G1-Aps, Current Employer Information must be on file at unit. Link provided to update pers (Functional proponent NGB-ARP / Title 38 U.S. Code, Chapter 43)				
6.	All Soldiers who are RED are scheduled for appropriate school through ATRRS and have been counseled (in writing). (ETS Report (G1 Reports))				
7.	Ensure SBP counseling is completed within 90 days for Soldiers receiving a 20 Year Letter. (AR 135-180)				
8.	Does the unit have a verifiable and functioning Awards program that recognizes deserving individuals for their achievements and service? (AR 600-8-22 / OTANG 600-8-22 / NGR 672-1, 672-3, 672-5)				
9.	How many soldiers have a Security clearance IAW with UMR DPOS requirements? All Soldiers who are AMBER / RED / BLACK will have verification of request for Security Clearance or Re-investigation submitted through J1 - PSM. (Security Clearance report & Mission 200# Battalion Retention Roster (JFHQ Reports))				

MEDICAL(HEALTH SERVICES)

	TASK	GO	NO GO	N/A	COMMENTS
1.	Periodic Physical Exams or PHAs are current (AR 40-501, PHA - Policy) GOAL >90%				
2.	Cardiovascular Screening has been accomplished IAW AR 40-501 and as determined by reviewing provider and documented in HREC, (AR 40-501) GOAL >90%.				
3.	Physical-permanent profiles of 3 & 4 have been reviewed (FFDE board) and referred to MOS Med. Retention Board (MMRB), IAW Chap 10, AR 40-501, (AR 40-501, AR 600-60) GOAL 100%.				
4.	HIV screening is current (within 5 years), (AR 600-110) GOAL >90%				
5.	DNA screening (MEDPROS), (AR 40-501) GOAL >90%				
6.	Immunizations (basic adult series of Td & Hep A are current, (AR 40-562) GOAL >90%				
7.	PDHRA completed IWA SEC DEF directive.				
8.	Dental Exam, Class 1 or 2, recorded in DREC and MEDPROS (AR 40-35) and AR/NGR 600-63 (DA Form 2813 can substitute for SF 603) (AR 40-35 and AR/NGR 600-63) GOAL >90%				
9.	Panorex Dental X-Ray is on file in DREC . (AR 40-35)				
10.	All Soldiers (100%) have dental screening/exam (SF 603 or civilian form DD Form 2813) within 1 year (AR 40-35)				

OFFICER PERSONNEL

	TASK	GO	NO GO	N/A	COMMENTS
1	Are all OER's current? Do you have a tracking system for OER's? Is the rating scheme current and available to officers/warrant officers? (AR/DA Pam 623-3/ GKO reports)				
2	Are all of your officers/warrant officers qualified? If not has paperwork been submitted to correct this? (AR/NGR 600-100 and AR/NGR 600-101)				
3	Have all officers/warrant officers reviewed their entire iPERMS file? (G1 Report)				

PERSONNEL SERVICES BRANCH

DEERS/RAPIDS OPNS

	TASK	GO	NO GO	N/A	COMMENTS
1	How many assigned Soldiers have a valid Common Access Card (CAC)? Soldiers scheduled through an ID card facility.				
2	2 Site Security Managers (SSM) assigned with certification on hand for SSMs and Verifying Officials (VO), (RAPIDS Training Guide, v. 6.4, Para 3.5)				
3	Have user accounts been deleted when a user transfers and no longer needs access? (RAPIDS Security SOP, Appendix S, Para 7.4.1)				
4	Expired/failed cardstock returned to DMDC on a bi-monthly schedule or sooner if needed, (DMDC Site Security Assessment Visit, dated 25-26 July 2007)				
5	Unused CAC and Teslin card stock is stored in a locked area, (RAPIDS Security SOP, Appendix S, RAPIDS Security Checklist)				
6	All SSMs possess a minimum of Secret security clearance				
7	All VOs posses a minumum of a NAC				
8	RAPIDS equipment is secured in a locked facility/area after duty hours, (RAPIDS Security SOP, Appendix S, RAPIDS Security Checklist)				
9	Audit Trail Report reviewed and retained for 6 months days, (RAPIDS Security SOP, Appendix S, and DMDC Site Security Assessment Visit, dated 25-26 July 2007)				
10	Verifies identification and eligibility documents presented by customer to prevent unauthorized persons from gaining ID cards and associated benefits, (RAPIDS Security SOP, Appendix S, Para 5.2)				
11	When RAPIDS equipment is processing, transmitting, receiving, or printing sensitive material, the VO is in attendance to monitor the equipment, (RAPIDS Security SOP, Appendix S, Para 6.1)				
12	Disposition of used ribbon/transfer film, DMDCs recommended method is shredding, (DMDC Site Security Visit, dated 25-26 July 2007)				
13	Expired/failed cardstock returned to DMDC on a bi-monthly schedule or sooner if needed, (DMDC Site Security Visit, dated 25-26 July 2007)				

UNIT DISPOSITION OF SOLDIER MEDICAL RECORDS

	TASK	GO	NO GO	N/A	COMMENTS
1	Proper disposition of medical files upon Soldier's discharge or transfer, (JFHQ Memo, SUBJECT: Disposition of Medical Records, dtd 20Nov06; JFHQ Memo, SUBJECT Submission of Medical Documentation to Veterans Organizations, dtd 23Oct07; and JFHQ Memo, SUBJECT: Medical Documentation and Medical/Dental Records, dtd 6Nov07)				
2	Medical/Dental records are forwarded to JFHQ-TN-PER-PSB within 15 days of Soldier's discharge order, (JFHQ Memo , SUBJECT: Disposition of Medical Records, dtd 20Nov06; JFHQ Memo, SUBJECT Submission of Medical Documentation to Veterans Organizations, dtd 23Oct07; and JFHQ Memo, SUBJECT: Medical Documentation and Medical/Dental Records, dtd 6Nov07)				

RECRUITING AND RETENTION

	TASK	GO	NO GO	N/A	COMMENTS
1.	Does the unit have an Absentee/AWOL Recovery program in place to track soldiers who have missed drill before being placed on the NOVAL Roster? (Unit SOP/NGR 601-1)				
2.	Is the Unit Attrition/Retention NCO placed on Additional Duty Orders? (NGR 601-1, Para 2-4d/NG Pam 601-1, Para 1-8c.)				
3.	Has the unit implemented a Unit Lead Referral Program to ensure that leads (potential new enlistees) are provded to RRC personnel? (NG PAM 601-1, Para 1-8e.)				
4.	Does the unit have a Sponsorship Program in place and are all incoming soldiers assinged a sponsor? (NGR 601-1, Para 2-4e, 2-6b, NG PAM 601-1 Para 1-10b, 1-11b, 1-12i)				
5.	Has the unit implemented a Unit Retention Interview Program? (NG PAM 601-1, Para 4-4, 4-11)				
6.	Does the Unit Retention NCO maintain a Unit Retention Binder? (NG PAM 601-1 Para 4-4b, 4-88.)				
7.	Does the unit maintain retention interview cards in the unit retention binder IAW NG PAM 601-1, Para 4-11d.				
8.	Has the unit implemented a retention training calendar IAW NG Pam 601-1, Par 4-9?				
9.	Is an updated list of available Prior Service/Non-Prior Service and Extension Bonuses posted? (Unit RRNCO)				
10.	Is every soldier interviewed to determine career opportunities for which they may be qualified and eligible? (NG Pam 601-1, Para 1-8i)				
11.	Does the unit conduct Re-enlistment/Extension Ceremonies for each soldier IAW NG 601-1, Para 2-6f, NG PAM 601-1, Para 1-10e.				
12.	Does the unit ensure that unsatisfactory participants who are qualified for continued service in the ARNG are provided every opportunity for rehabilitation (if necessary) and are encouraged to return to active participation? (NG Pam 601-1, Para 1-8k)				
13.	Does the unit ensure that Soldiers who have been transferred to the ING are contacted regularly for the pupose of bringing them back to an active drilling status? (NGR 601-1, Para 2-6g, 2-8e, NG PAM 601-1, Para 1-8m, 1-12e)				
14.	Is the Unit Recruiter, Retention NCO and BN Career Counselor Contact Information Posted?				
15.	Is an Information Board posted with NG Recruiting Programs, Incentives and Information? NG Pam 601-1				
16.	Are new enlistments from the Recruit Sustainment Program (RSP) being received by unit personnel in a timely manner IAW the Battle Handoff Policy from RRB?				
17.	Does the unit have a Strength Maintenance Program in affect and is it up-tp-date?				
18.	Is the current list of unit G-RAP Assistants posted with contact information?				
19	Are unit vacancies posted and filled within regulatory guidance?				
20	Are units actively promoting soldiers and NCOs based on the current published Standing Promotion List?				

SIDPERS

	TASK	GO	NO GO	N/A	COMMENTS
1.	Is the unit flagging and IPERM'ing the DA 268 for soldiers who fail to meet APFT and weight standards? (AR 600-8-2)				
2.	Is the unit removing the flag and IPERM'ing the DA 268 after the soldier has met standards? (AR 600-8-2)				
3.	Are the unit readiness NCO's trained on how to fill out the DA 4836 correctly IAW NGR 600-200?				
4.	What is the regulation for enlisted promotions and reductions? AR 600-8-19 dated 080320				
5.	What chapter of the AR 600-8-19 can you find the requirements for E-2-E-4 advancements? (Ch 2-3 & 7-7)				
6	How is a NPS soldier's TIS computed for their first advancement after completion of IADT? (AR 600-8-19, 7-7 (b))				
7	How is a NPS soldier's TIS computed for their second and third advancement (up to E-4) after completion of IADT? (AR 600-8-19)				
8	When does the soldier receive their old DOR when reduced? (AR 600-8-19, 1-13)				
9	Is the MACOM reviewing duty position moves to ensure that the proper soldier is coded excess on the UMR and making sure the excess code is annotated on the 0584 before sending it to SIDPERS?				
10	Are the units having all soldiers update their Civilian Employment Information (CEI) annually?				
11	What is the unit's plan in order to ensure compliance with CEI?				
12	Are the units having the CDR notify spouses if a married soldier elects someone other than their spouse as the beneficiary or less than 400K coverage on the SGLV 8286?				
13	Is the CDR annotating the bottom of the SGLV 8286 that the spouse has been notified of the election?				
14	Are the units filling out the SGLV 8286 properly IAW the instructions attached to the document?				
15	Are the witnesses of the SGLV 8286 signing the document along with the soldier?				
16	Are the readiness NCO's complying with the Advancement Consideration Reports (ACR) in a timely manner? (Date on cover letter of ACR)				
17	Are the units accomplishing and IPERM'ING a DA 4187 when a soldier is denied promotion? (AR 600-8-19, 2-3 (d); ACR cover letter)				
18	When filling out the DD 93 are the witnessess making sure that block 13 contains next of kin and disposition of remains information to include name, relationship, and valid phone number?				
19	Are the units maintaining and updating IPERM's logs on batches that were IPERM'ed?				
20	Are the units correcting rejected batches in IPERM's in a timely manner?				

AASF SAFETY INSPECTION CHECKLIST			3/08
UNIT:			
UNIT UIC:			
DATE:			
INSPECTED BY:			
UNIT SAFETY OFFICER/NCO:			
1 AVIATION GROUND SAFETY MANAGEMENT	**RAC**	**YES**	**NO**
Has the commander / supervisor delegated authority for specific aviation accident prevention to applicable staff members? AR 385-95, 1-6a (10)	4		
Is there an ASO (formally trained) assigned to the TDA/TOE/MTOE authorized full-time position? AR 385-95, 1-4j (2)	4		
Is there a safety school trained NCO appointed to assist the ASO? R 385-95, 1-4 (j) (3)(c)	4		
Has the ASO conducted a hazard analysis, ranked hazards in terms of severity and accident probability, and advised the chain of command?	4		
Does the ASO maintain a safety bulletin board? FSC Reg 385-1			
Does the ASO maintain a safety bulletin board? FSC Reg 385-1 FSC Reg 385-1	4		
Does the ASO maintain a current library of safety regulations, accident prevention directives, and instructional material? AR 385-95, 1-6d(6)(h)	4		
Does the ASO maintain current unit functional files? FSC Reg 385-1	4		
Does the commander have a written Commander's Accident Prevention Program Plan that is compatible with the mission and function of the unit, independent of and implemented by the unit's SOP? FSC Reg 385-1	4		
Is an aviation safety council established? The aviation safety council includes the appropriate membership. The ASO is the recorder of the council. AR 385-95, 3-4 (a)	4		
Are the required semiannual accident prevention surveys performed? Follow up action is taken to correct deficiencies noted on aircraft accident prevention surveys. Copies of previous safety surveys are maintained on file for 5 years. Summary of discrepancies, which could not be completed by the unit, is forwarded to higher headquarters. AR 385-95, 3-2 (a)	4		
Is an aviation safety council established? The aviation safety council includes the appropriate membership. The ASO is the recorder of the council. Ar385-95, 3-4 (a)	4		
Minutes of the Aviation Safety Council meetings are published with action officers and suspense assigned to action items. Ar385-95, 3-4 (e)	4		
Aviation Safety Council meeting minutes are forwarded to higher headquarters for review. FSC Reg 385-1	4		
An enlisted safety council is established. Ar385-95, 3-4 (d)	4		
The enlisted safety council meets at least quarterly. FSC Reg 385-1	4		
Minutes of enlisted safety council meetings are published with action personnel and suspense assigned to action items. AR385-95 3-4 (e)	4		
Is the senior NCO / First sergeant the chairperson for the Enlisted Safety Council? 385-95, 3-4 (d)	4		
Safety Council minutes are posted on the safety bulletin board. r385-95, 3-4 (e)	4		
The ASO has established an education program. AR 385-95, 3-5	4		
Aviation safety meetings are conducted quarterly and are mandatory for all aircrew members and aviation maintenance personnel. FSC Reg 385-1	4		
A system is in place to make up missed safety meetings. AR 385-95, 3-5©	4		
The ASO has the safety training meeting topics for the current year, and a record of the previous year training topics. FSC Reg 385-1	4		
All personnel receive quarterly safety briefings. FSC Reg 385-1	4		
Records of safety meetings are maintained which include summaries and attendance rosters. FSC Reg 385-1	4		
There is an active aviation safety awards program. The awards program addresses impact awards. The ASO manages the Aviation Safety Awards Program. AR 385-95, 3-7 (a)	4		
AAAR messages are submitted for all applicable aircraft mishaps. AAARs are submitted within 10 calendar days of the mishap. AR 385-40 Ch3	4		
Files are maintained for 5 years on all AAAR and AGAR messages submitted. AR 385-40 Ch3	4		
A complete accident investigation kit is available. All equipment in the accident investigation kit is clean and operable. FSC Reg 385-1	4		
The command encourages the reporting of hazards, near accidents, unsafe shop practices, and unhealthy working conditions. Blank OHRs (DA Form 2696-R) are readily available. Follow up action is taken on OHRs. The commander reviews and signs OHRs. AR 385-40 Ch5	4		

Has a pre-accident plan been developed? Is the pre-accident plan rehearsed and reviewed quarterly? pre-accident plan rehearsed and reviewed quarterly AR 385-95, 1-6 d(6 (e)	4		
Has the commander developed a Foreign Object damage (FOD) program that focuses on finding and correcting potential hazards and to eliminate the causes of FOD? Has the commander appointed an officer or NCO as an FOD Prevention Officer? Has the unit developed a checklist that is proactive and aggressive to eliminate FOD? AR 385-95, 2-2	4		
2 PERSONAL PROTECTIVE EQUIPMENT	**RAC**	**YES**	**NO**
Are first aid kits near proximity in the workplace with adequate supplies available, periodically inspected and replenished as needed. 1910.151/(b)	3		
Is protective clothing and equipment (I.e. eye and ear protection) available for visitors when entering a work hazard area? AR 385-10, 2-2j(5)	3		
Is approved protective eye and face equipment provided to personnel who work in designated eye hazard areas? AR 385-10	3		
Is approved safety-toe footwear provided to personnel who work in areas where hazards exist which could result in foot and toe injuries? AR 385-10, 1-4p(3) 1910.136/(a)	3		
Is approved hearing protection provided to personnel exposed to areas which have been identified as noise hazardous? AR385-10, 1-4p(3)	2		
Are acid proof protective gloves, aprons, rubber boots (with non-slip soles), face shields and acid splash proof goggles provided at all battery handling operations? AR 385-10, 1-4p(3)	3		
If a fixed quick drenching facility for flushing eyes and body is provided for, is it inspected weekly? Are portable eye washes inspected IAW manufacturers' specification? (29 CFR 1910.151, ANSI Z358.1-2004) (AU) 1910.151/(c)	3		
Are personnel working on welding, cutting or forging operations provided with gloves, aprons, or jackets constructed of leather or other approved material adequate to protect them from sparks, molten metal or hot slag? AR 385-10, 1-4p(3)	4		
Are respirators provided to personnel working in areas contaminated with harmful dust, fogs, fumes, mists, gases, smokes, sprays, vapors or oxygen deficient environments? AR 395-10, 1-4p(3)	2		
Are first aid kits near proximity in the workplace with adequate supplies available, periodically inspected and replenished as needed? 1910.151/(b)	3		
3 GENERAL ENVIRONMENTAL CONTROLS	**RAC**	**YES**	**NO**
Are all sweepings, solid or liquid wastes, refuse, and garbage removed in such a manner and as often as necessary so as to avoid a menace to health? 1910.22/(a)(1)	4		
Are washing facilities maintained in a sanitary condition? 1910.141/(d)(1)	4		
Are foods or beverages stored in rooms or in an area exposed to toxic or caustic materials? 1910.141/(g)(4)	2		
Are air filters changed and air vents cleaned periodically on heating, ventilation, and air conditioning systems to reduce health AR 385-10	3		
4 WALKING AND WORKING SURFACES	**RAC**	**YES**	**NO**
Are all aisles and passageways kept in good repair at all times with no obstructions across or in the aisles? 1910.22/(b)(1)	3		
Are passageways, storerooms, and service rooms kept in a clean, orderly and sanitary condition? 1910.22/(a)(1)	3		
Are floor load limits posted for occupancy and/or load limits? 1910.22	3		
Are floors maintained free of water, grease, and other liquids which would create a slipping hazard? 1910.22	3		
5 MEANS OF EGRESS	**RAC**	**YES**	**NO**
Are all exits prohibited from being locked or fastened and kept free and unobstructed when the building is occupied? 1910.36/(d)	1		
Is each building exit marked with a visible exit sign with letters not less than six inches high and 3/4 inches wide and giving illumination by a reliable light source of a value of not less than five (5) foot candles on the illuminating surface? 1910.37/(b)(2)	3		
Is emergency lighting installed to provide illumination not less than one (1) foot candle throughout the means of egress for a period of 1/2 hours in the event of failure of the normal lighting? NFPA 101(5-8.1.3)	3		
Are furnishings, decorations, or other objects obstructing exits, access there to, egress there from, or visibility thereof? NFPA 101	3		
Can all exits be reached without going through a kitchen, storeroom, rest room, closet, or similar space subject to being locked? 1910.37/(b)(5)	3		
Are doors, as a required means of egress, equipped with panic hardware (quick release bar in any area having an occupant load of 100 or more persons? 1910.37(b)(5)	3		
When exit doors are locked, can the door be unlocked from the inside without the use of a key, specific knowledge, or effort? 1910.37/(b)(5)	1		

Can any door, passage or stairway be mistaken for an exit, which is neither an exit nor a way of exit, properly marked "NOT AN EXIT"? (In one story buildings where the exit is clearly visible, it is not necessary to mark doors to small closets). 1910.37/(b)(5)	3		
There shall be no smoking or open flames in State or Federal buildings. 1903.1	3		
6 FIRE PROTECTION	**RAC**	**YES**	**NO**
Has the commander / supervisor appointed on orders a responsible person as their fire marshal? Has the fire marshal designated subordinate personnel in each building or facility as a building or unit fire warden? AR 420-90, 6-2a	4		
Has the commander / supervisor provided an educational program to familiarize all personnel with the general principles of fire extinguisher use and the hazards involved with incipient stage of fire fighting? Has the training been conducted upon initial 1910.157	3		
Is each portable fire extinguisher (including vehicle fire extinguishers) visually inspected monthly and a record of the inspection maintained? 1910.157/(e)(2)	3		
Is each portable fire extinguisher subjected to an annual maintenance check? Is a record of the inspection maintained and kept for one (1) year after the last entry or for the life of the shell, whichever is earlier? 1910.157/(e)(3)	3		
Have fire extinguishers and hose assemblies been hydrostatically tested and have results, date of test, test pressure used, and the person or agency performing the test been recorded? 1910.157/(f)(2)	3		
Have CO2 fire extinguisher hoses been subject to an annual conductivity test? Does the hose have the appropriate destructible tag indicating the text? FM 10-67-1, CHAP 2	3		
7 FLAMMABLE AND COMBUSTIBLE	**RAC**	**YES**	**NO**
Are only approved containers and portable tanks used in the storage of flammable and combustible liquids? 1910.106/(d)(2)(i)	4		
Are flammable and combustible liquids maintained in the immediate work area stored in OSHA approved storage cabinets? 1910.106	2		
Are approved storage cabinets used to store flammable and combustible liquids labeled "FLAMMABLE - KEEP FIRE AWAY"? 1910.106/(d)(3)(ii)	4		
Is there at least one clear aisle not less than three (3) feet wide maintained at all times in the inside storage rooms for storing flammable and combustible liquids? 1910.22	3		
Is there a portable fire extinguisher located outside of, (inside or outside storage) but not more than 10 feet from the door opening into any room or building used for storage of flammable and combustible liquids? 1910.106/(d)(7)(i)(b)	2		
Are "open flames", "spark producing", and/or "smoking prohibited" signs posted in flammable and combustible liquids storage areas? 1910.106/(d)(7)(iii)	3		
Are corrosive materials prohibited from being stored (inside or outside storage) in the same room with flammable and combustible liquids? 1910.106/(d)(7)(iv)	3		
Are flammable and combustible liquids spills present that have not been promptly and properly cleaned up? 1910.106	3		
Are there provisions to contain flammable and/or combustible liquids in the event of spillage (the storage area shall be graded to divert possible spills away from buildings or other exposures (environment) or shall be surrounded by a curb at least six (6) 1910.106/(d)(6)(iii)	3		
A combustible waste must be stored in a covered metal container and emptied daily [Ref: NFPA 30.5-5.3.3]. 1910.106	3		
Is there a properly functioning oil/water separator installed on vehicle wash racks? 1910	3		
8 POL FACILITIES AND OPERATIONS	**RAC**	**YES**	**NO**
Are POL facilities marked "NO SMOKING" within fifty (50) feet? FM 10-67-1, CHAP 2	3		
Are POL vehicles parked: 1. With enough space between fuelers so that they can be driven out quickly in an emergency?, 2. Are vehicles grounded?, 3. To allow fire control personnel and equipment to get to each refueler?, 4. To keep fuel that leaks out of a tank vehicle from draining toward any nearby buildings? %. At least 25 feet between each refuelers and the nearest building that has windows or doors on the side that faces the vehicle park. FM 10-67-1. Ch 24	2		
Are serviceable fire extinguishers available in the POL vehicle parking areas? FM 10-67-1, CHAP 2	3		
Are contents of tanks for petroleum products properly marked? FM 10-67-1, CHAP 2	3		
Are dispensing units serviceable and free of fuel leaks? FM 10-67-1, CHAP 2	3		
9 MATERIALS HANDLING AND STORAGE	**RAC**	**YES**	**NO**
Are storage areas kept free from accumulation of materials that constitute hazards from tripping, fire, explosion or peat harborage? 1910.176 (c)	2		
Is vegetation controlled in and around outside storage areas? 1910.176(c)	3		

Is protection provided at all openings when the opening is not used for handling materials (i.e. are guard chains, straps, etc.) in place four (4) feet above the floor level at loading docks when door is open to prevent personnel from walking out into opening)? 1910.23/(b)(1)	3		
10 POWERED INDUSTRIAL TRUCKS	**RAC**	**YES**	**NO**
Are periodic inspections of forklifts conducted? Is the date of the next inspection and load rating stenciled on the mast to operators left? TB 43-0142 Para 6f(3)	3		
Are powered industrial trucks in need of repair, defective, or unsafe in any way taken out of service until they are restored to a safe operating condition? 1910.179/(p)	1		
11 LIFTING DEVICES	**RAC**	**YES**	**NO**
Is the rated load of the crane / hoist plainly marked on each side and clearly legible from the ground? TB 43-042 Para 6f(1)	3		
Are only designated and properly trained personnel permitted to operate overhead cranes? TB 43-0142 Para 6B	2		
Are stops provided at the limits of travel of the trolley and are bumpers capable of stopping the crane / hoist provided where required? 1910.179/(e)(1)(i)	3		
Are frequent (daily to monthly) and periodic (one to twelve months) inspections performed on lifting devices? Is a checklist used for these inspections and records kept? TB 43-0142 APP A	2		
Are hooks removed from service when throat opening exceeds more than 15% of normal allowance, hook shows more than a 10 degree twist from the plane of the unbent hook, or shows signs of cracks? 1910.180/(d)(3)(v)	2		
Are safety closure latches properly positioned and functional on the hooks? TB 43-0142, APP A-3F	3		
Do hooks have all paint removed prior to being placed in service? TB 43-0142, APP A-3F	3		
Is the load rating and current date of the next periodic inspection stenciled on A-frames, shop floor cranes, hoist booms, jacks (All not required, inspect and maintain IAW operators manual), and jack stands? 1910.244/(a)(1)(ii)	3		
12 COMPRESSED GAS CYLINDERS	**RAC**	**YES**	**NO**
Are full cylinders protected against an excessive rise in temperature, direct rays of the sun, or other sources of heat? 1910.253/(b)(2)(i)	3		
Are "NO SMOKING" signs posted prohibiting smoking within 50 feet of compressed gas storage areas? AR 700-68, Para 5-10	3		
When cylinders are stored inside of buildings, are they stored in well protected, well ventilated, dry location, at least 20 feet from highly combustible material such as oil or excelsior? 1910.253/(b)(2)(ii)	4		
Are oxygen cylinders in storage separated from acetylene cylinders or other combustible material by a minimum of 20 feet or separated by an approved firewall 5 feet high having a fire resistant rating of at least 1/2 hour? 1910.253/(b)(2)(ii)	3		
When cylinders are not in use, are valves closed tightly and the valve protector caps installed? 1910.253/(b)(2)(iv)	3		
Cylinders shall be stored above ground on a raised concrete slab or by other means that protect their contact with the ground. Are they protected from continuous dampness and not stored near salt or other corrosive chemicals or fumes? AR 700-68, Para 5-8	3		
When cylinders are standing upright during use or storage, have precautions been taken to prevent accidental upsetting or falling (chained or strapped to structure)? 1910.212/(a)(1)	2		
13 MACHINERY AND MACHINE GUARDING	**RAC**	**YES**	**NO**
Are machine guards provided to protect the operator and other employees in the machine area from hazards such as those created by point of operation, in going nip points, rotating parts, flying chips, and sparks? 1910-212 (a) (1)			
Are machines designed for a fixed location securely anchored to prevent "walking" or moving? 1910.212/(b)	4		
Are work rests on abrasive wheel machinery kept adjusted close to the wheel with a maximum opening of 1/8 inch? 1910.215/(a)(4)	2		
Are tongue guards, located on the top of abrasive wheel machinery, adjusted close to the wheel with a maximum opening of not more than 1/4 inch? 1910.215/(b)(9)	2		
14 TIRE SERVICING EQUIPMENT FOR MULTI-PIECE RIM WHEEL	**RAC**	**YES**	**NO**
Does the facility utilize a 10 ft air hose with clip on chuck to connect to the tire valve stem? 1910.177/(d)(4)	2		
Does the facility have a program to train all employees who service rim wheels in the hazards involved and the safety procedures to be followed? 1910.177/(c)(1)(i)	2		
Does the facility have on hand a serviceable approved safety cage that will accommodate all multi-piece rim wheels? 1910.177/(d)(1)	1		

15 HAND AND PORTABLE POWERED TOOLS AND OTHER MAINTENANCE	RAC	YES	NO
Is compressed air used for cleaning purposes reduced to less than 30 psi? 1910.242/(b)	2		
Have air compressors and components been inspected and tested at 12 month intervals? Are compressors stenciled or a metal tag applied to show the current date of inspection and next scheduled inspection? 1910.177/(c)(1)(i)	3		
Are military vehicles equipped with a pair of chock blocks and used properly when a vehicle is parked on an incline or wherever maintenance is being performed? AR385-55, Para 2-16	3		
Are portable ladders properly maintained? 1910.25/(d)(1)(i)	2		
16 LOCKOUT / TAG OUT	**RAC**	**YES**	**NO**
Are lockout / tag out devices provided and used for controlling hazardous energy (electrical, hydraulic, etc.) when servicing and / or performing maintenance on machinery and equipment? 1910.147(a)	3		
17 ELECTRICAL	**RAC**	**YES**	**NO**
Are live parts of electrical equipment, operating at 50 volts or more, guarded against accidental contact by being enclosed in approved cabinets or other approved enclosures? 1910.303/(g)(2)(i)	1		
Is a minimum working space provided in front of electrical service equipment and electrical control panels where there are live parts normally exposed (3 ft in front and a minimum headroom provided not less than 6 ft 3 in)? 1910.303/(g)(1)(i)	4		
Does each electrical outlet box, pull box, junction box, and cabinet have an installed faceplate, cover, or canopy cover? Are unused openings in cabinets or boxes closed properly? 1910.305/(b)(1)	2		
Are box covers, face plates, receptacles, or electrical plugs kept safe and unbroken? 1910.305/(b)(2)	3		
Is water or moisture prevented from entering and accumulating within electrical cabinets, panel boards and junction boxes? 1910.305/(e)	1		
Is each service, feeder, and branch circuit, at it's disconnecting means or over current device, properly marked to indicate it's purpose/associated circuit (e.g. legends marked on inside door of circuit panel box, etc.)? 1910.303/(f)	2		
Are flexible cords and cables prohibited from use as a substitute for permanent wiring of a structure, and from being run through doorways, windows, similar openings; or holes in walls, ceilings, and floors? 1910.305/(g)(1)(iii)(A)	3		
Are electrical boxes / conduit securely fastened? 1910.305/(a)(1)(i)	3		
Are power cords on portable power tools and equipment free from cracks, cuts, or swelling? 1910.334/(a)(2)(ii)	3		
Are Outlets in damp/wet location properly grounded with a ground fault circuit interrupter. 1910.304/(f)(5)(v)(C)(v)	4		
Relocatable Power Tap (RPT)ie...Power strips daisy chained. 29CFR1910.303(b)(2)	2		
18 BATTERY CHARGING OPERATIONS	**RAC**	**YES**	**NO**
Is the ventilation system interlocked with the battery charger to ensure the ventilation system is operating while the batteries are charging? NFPA 410, Para 2-2.14	3		
Is area under the deluge shower and around the eye lavages maintained free and clear of clutter and equipment storage? NFPA 410	3		
19 MISC	**RAC**	**YES**	**NO**
Statement: Hazards are not permitted that cause or are likely to cause death or serious physical harm to workplace employees? 1903.1	3		
Are there any maintenance/safety issues that have not been addressed? 1903.1	3		
Evaluator comments and suggestions: Items not covered in the inspection checklist but pertinent to safety operations 1903.1	4		

REMARKS/COMMENTS
THIS INSPECTION CHECKLIST MAY BE USED AS THE VIOLATION LOG FOR THE INSPECTED UNIT.
UNIT IS RESPONSIBLE FOR THE ABATEMENT PLAN AND COMPLETING WORK ORDERS.
GIVE INSPECTED UNIT A COPY OF THE INSPECTION.

AMMO SAFETY INSPECTION CHECKLIST			**3/08**
UNIT:			
UNIT UIC:			
DATE:			
INSPECTED BY:			
UNIT SATETY OFFICER/NCO:			
Email - Commanders	**1SGT**		
1 FIRE SYMBOL & ADMIN	**RAC**	**YES**	**NO**
Is the correct fire symbol posted at arms-room entrance? (Fire symbol #4 for HC 1.4, fire symbol #2 for HC 1.3.)			
What is the issuance date of their Explosive License?			
Does the armory/armorer have their Explosive License IAW DA Memo dated 13 Sep 99 & DA PAM 385-64?			
Is there a current SOP or LOI covering ammunition storage & handling IAW DA PAM 385-64, Para 2-3?			
2 PHYSICAL SECURITY	**RAC**	**YES**	**NO**
Is there a DA Form 4604-R Security Const.Stat?			
What date does the Physical Security Construction Statement reflect?			
Does the armory have documentation regarding the Physical Security Risk Assessment IAW DA Memo dated 13 Sep 99 & DA PAM 385-64?			
What date does the Physical Security Risk Assessment reflect?			
Based on questions regarding Licensing, Physical Security Construction Statement & the Risk Assessment, has the Unit Commander provided authorization, either written or verbal, for storage of ammunition IAW DA Memo dated 12SEP99 or DA PAM 385-64 Para 1-5?			
Are all sweepings, solid or liquid wastes, refuse, and garbage removed in such a manner and as often as necessary so as to avoid a menace to health?			
3 AMMUNITION, STORAGE AND HANDLING	**RAC**	**YES**	**NO**
Does the Unit Arms Room Library contain AR 190-11?			
Does the Unit Arms Room AR 190-11 incorporate all changes?			
Does the Unit Arms Room Library contain AR 710-2?			
Does the Unit Arms Room AR 710-2 incorporate all changes?			
Does the Unit Arms Room Library contain DA Pam 385-64?			
Does the Unit Arms Room DA Pam 385-64 incorporate all changes?			
Does the Unit Arms Room Library contain DA PAM 710-2-1?			
Does the Unit Arms Room DA PAM 710-2-1 incorporate all changes?			
4 FIRE PREVENTION	**RAC**	**YES**	**NO**
Is fire fighting equipment readily available IAW DA PAM 385-64, Para 3-8a, 3-8b2, 3-10?			
Are a minimum of 2 fire extinguishers on hand for ammunition stored in the arms room (at least 10 BC) IAW DA PAM 385-64 Para 3-8a,3-8b2 & 3-10?			
Are "No Smoking" signs posted IAW DA PAM 385-64, Para 3-2.2.g?			
Are "No Smoking" signs clearly visible at all times IAW DA PAM 385-64, Para 3-2.2.g?			
5 AMMO STORAGE PROCEDURES	**RAC**	**YES**	**NO**
Are personnel properly trained in handling ammunition IAW DA PAM 385-64 Para 2-2?			
Is the Unit maintaining a suspension / restriction file IAW SB 742-1 Para 8-3e? If the unit does not maintain a suspension / restriction file, the unit must notify ASP every month to report DODIC and Lots on hand & maintain a hard copy of notification.			
Is there a record of monthly inventories on hand IAW AR 190-11 Para 6-2.I?			
Do the supporting documents (Property Book, hand receipt, DA Form 581), match the quantities and lots of ammunition on hand IAW DA PAM 710-2-1 Para 9-3.b.1?			
Are ammunition containers stored in the unit arms, in locked class 5 container(s) or locally fabricated container of at least 20 gauge steel IAW AR 190-11, Para 3-8a(2)?			
Are containers storing ammunition attached in such a way that they cannot be removed IAW AR 190-11, Para 3-8a(2)?			
Is ammunition stored at other locations listed on the property book or hand receipt IAW AR 710-2, Para 2-11?			
Is storage of ammunition and/or explosives IAW AR 190-11?			
Are all ammunition containers marked correctly (DODAC, Nomenclature, Lot, Qty) IAW SB 742-1 Para 7-2.k.1?			
Is ammunition separated by lot number IAW DA PAM 385-64, Para 13-1b?			
Is ammunition separated by lot number IAW DA PAM 385-64, Para 13-1b?			
Is there adequate ventilation throughout the ammunition stacks IAW DA PAM 385-64, Para 13-1b?			

Has the lot lost identity IAW SB 742-1? (If lot has lost identity, then ammunition is unserviceable.)			
Is the ammunition serviceable IAW SB 742-1?			
Is the ammunition serviceable IAW SB 742-1?			
Are seals present on the ammunition containers IAW DA PAM 710-2-1, Para 9-10.b.4?			
Is housekeeping up to standards IAW DA PAM 385-64, Para 2-6?			
Is there a minimum of 18 inches between the ammunition and any heat source IAW DA PAM 385-64, Para 13-1b?			
6 MISC	**RAC**	**YES**	**NO**
Statement: Hazards are not permitted that cause or are likely to cause death or serious physical harm to workplace employees?			
Are there any maintenance/safety issues that have not been addressed?			
Evaluator comments and suggestions: Items not covered in the inspection checklist but pertinent to safety operations			

REMARKS/COMMENTS
THIS INSPECTION CHECKLIST MAY BE USED AS THE VIOLATION LOG FOR THE INSPECTED UNIT.
UNIT IS RESPONSIBLE FOR THE ABATEMENT PLAN AND COMPLETING WORK ORDERS.

ARMORY SAFETY INSPECTION CHECKLIST			3/08
UNIT:			
UNIT UIC:			
DATE:			
INSPECTED BY:			
UNIT SAFETY OFFICER/NCO:			
Email Commanders 1SGT			
1 ADMINISTRATION	**RAC**	**YES**	**NO**
Has a full time Safety Officer/NCO been appointed in writing or a M-day Safety Officer/NCO been appointed. BN level or higher must be an Officer. Co level must be E6 or higher. AR 385-10 Para 2-7 (g) 1-8	3		
Have all managers and supervisors receive formal OSHA training? See AR 385-10 Para 10-6	4		
Has the appointed Safety Officer/NCO completed the ADSO Course and does he/she conduct safety training in the activity and is it documented? (AR385-10 para 10-8)	4		
Has a safety and occupational health council (SOHC) been appointed in writing? AR 385-10, 2-1k	4		
Are material safety data sheets (MSDS), for each hazardous chemical, maintained and readily accessible in the work place for all personnel to view? 1910.1200/(g)(8)	4		
Has initial hazard communications training been conducted for all personnel? Has training been documented? The record of this training must be kept for the duration of employment / enlistment plus 30 years. 1910.1200/(h)(1)	4		
Is annual refresher Hazard Communication training conducted and has it been documented? 1910.1200/(h)(1)	4		
Does each activity maintain an up to date inventory of all hazardous chemicals in the workplace? Have all personnel reviewed the hazardous chemical list annually, signed and dated the roster? New personnel will review the hazardous chemical list, and sign and date the roster prior to performing any task within the workplace 1910.1200/(e)(1)(i)	4		
Have the newly assigned personnel received a safety orientation briefing (training) initially and annually thereafter on safety and health programs of the organization and has the training / briefing been documented? AR 385-10,2-1h	4		
Does the facility have a Fire Prevention Plan? 1910.39	3		
Does the Facility have a published Emergency action Plan? 1910.38	3		
Is the Facility Emergency Action Plan, and Fire Prevention Plan tested annually	3		
2 PERSONAL PROTECTIVE EQUIPMENT	**RAC**	**YES**	**NO**
Are first aid kits near proximity in the workplace with adequate supplies available, periodically inspected and replenished as needed. 1910.151/(b)	3		
3 GENERAL ENVIRONMENTAL CONTROLS	**RAC**	**YES**	**NO**
Are all sweepings, solid or liquid wastes, refuse, and garbage removed in such a manner and as often as necessary so as to avoid a menace to health? 1910.22/(a)(1)	4		
Are washing facilities maintained in a sanitary condition? 1910.141/(d)(1)	4		
Are foods or beverages stored in rooms or in an area exposed to toxic or caustic materials? 1910.141/(g)(4)	2		
Are air filters changed and air vents cleaned periodically on heating, ventilation, and air conditioning systems to reduce health	3		
4 WALKING AND WORKING SURFACES	**RAC**	**YES**	**NO**
Are all aisles and passageways kept in good repair at all times with no obstructions across or in the aisles? 1910.22/(b)(1)	3		
Are passageways, storerooms, and service rooms kept in a clean, orderly and sanitary condition?1910.22/(a)(1)	3		
Are floor load limits posted for occupancy and/or load limits? 1910.22/(d)(1)	3		
5 MEANS OF EGRESS	**RAC**	**YES**	**NO**
Are all exits prohibited from being locked or fastened and kept free and unobstructed when the building is occupied? 1910.36/(d)	1		
Is each building exit marked with a visible exit sign with letters not less than six inches high and 3/4 inches wide and giving illumination by a reliable light source of a value of not less than five (5) foot candles on the illuminating surface? 1910.37/(b)(7)	3		
Is emergency lighting installed to provide illumination not less than one (1) foot candle throughout the means of egress for a period of 1/2 hours in the event of failure of the normal lighting? NFPA 101(5-8.1.3)	3		
Are furnishings, decorations, or other objects obstructing exits, access there to, egress there from, or visibility thereof? 1910.37/(a)(3)	3		
Can all exits be reached without going through a kitchen, storeroom, rest room, closet, or similar space subject to being locked? 1910.37/(a)(3)	2		
Are doors, as a required means of egress, equipped with panic hardware (quick release bar in any area having an occupant load of 100 or more persons? NFPA 101, Para 12.2.2.2.2.3	3		
When exit doors are locked, can the door be unlocked from the inside without the use of a key, specific	1		

knowledge, or effort? NFPA 101, Para 7.2.1.5.2			
Can any door, passage or stairway be mistaken for an exit, which is neither an exit nor a way of exit, properly marked "NOT AN EXIT"? (In one story buildings where the exit is clearly visible, it is not necessary to mark doors to small closets). 1910.37/(b)(5)	3		
There shall be no smoking or open flames in State or Federal buildings. 1903.1	2		
6 FIRE PROTECTION	**RAC**	**YES**	**NO**
Has the commander / supervisor appointed on orders a responsible person as their fire marshal? Has the fire marshal designated subordinate personnel in each building or facility as a building or unit fire warden? AR 420-90, 6-2a	4		
Has the commander / supervisor provided an educational program to familiarize all personnel with the general principles of fire extinguisher use and the hazards involved with incipient stage of fire fighting? Has the training been conducted upon initial employment / enlistment and annually thereafter? Is it documented? 1910.157/(g)(1)	3		
Is each portable fire extinguisher (including vehicle fire extinguishers) visually inspected monthly and a record of the inspection maintained? 1910.157/(e)(2)	3		
Is each portable fire extinguisher subjected to an annual maintenance check? Is a record of the inspection maintained and kept for one (1) year after the last entry or for the life of the shell, whichever is earlier? 1910.157/(e)(3)	3		
Have fire extinguishers and hose assemblies been hydrostatically tested and have results, date of test, test pressure used, and the person or agency performing the test been recorded? 1910.157/(f)(2)	3		
Are operational range exhaust hoods, with an exhaust fan, installed over kitchen ranges? NFPA 96 (1-3.1)	3		
Are grease filters installed in each kitchen range exhaust hood and maintained free of dirt, dust, and grease? NFPA 96 (4-1)	3		
Have installed fire alarms been tested in the buildings? 1910.37/(e)	3		
7 FLAMMABLE AND COMBUSTIBLE	**RAC**	**YES**	**NO**
Are flammable and combustible liquids maintained in the immediate work area stored in OSHA approved storage cabinets?	2		
Are approved storage cabinets used to store flammable and combustible liquids labeled "FLAMMABLE - KEEP FIRE AWAY"? 1910.106/(d)(3)(ii)	4		
Is there at least one clear aisle not less than three (3) feet wide maintained at all times in the inside storage rooms for storing flammable and combustible liquids? 1910.106/(d)(4)(v)	4		
Is there a portable fire extinguisher located outside of, (inside or outside storage) but not more than 10 feet from the door opening into any room or building used for storage of flammable and combustible liquids? 1910.106/(d)(7)(i)(b)	3		
Are "open flames", "spark producing", and/or "smoking prohibited" signs posted in flammable and combustible liquids storage areas? 1910.106/(d)(7)(iii)	2		
Are flammable and combustible liquids spills present that have not been promptly and properly cleaned up?	3		
Are there provisions to contain flammable and/or combustible liquids in the event of spillage (the storage area shall be graded to divert possible spills away from buildings or other exposures (environment) or shall be surrounded by a curb at least six (6) inches high at or in the outside storage building? 1910.106/(d)(6)(iii)	3		
A combustible waste must be stored in a covered metal container and emptied daily [Ref: NFPA 30.5-5.3.3].	2		
8 POL FACILITIES AND OPERATIONS	**RAC**	**YES**	**NO**
Are POL facilities marked "NO SMOKING" within fifty (50) feet? FM 10-67-1, CH2	3		
Are serviceable fire extinguishers available in the POL vehicle parking areas? FM 10-67-1, CH 2	3		
Are dispensing units serviceable and free of fuel leaks? FM 10-67-1, CH 2	3		
9 MATERIALS HANDLING AND STORAGE	**RAC**	**YES**	**NO**
Are storage areas kept free from accumulation of materials that constitute hazards from tripping, fire, explosion or peat harborage? 1910.176/(c)	2		
Is vegetation controlled in and around outside storage areas? 1910.176/(c)	3		
10 ELECTRICAL	**RAC**	**YES**	**NO**
Are live parts of electrical equipment, operating at 50 volts or more, guarded against accidental contact by being enclosed in approved cabinets or other approved enclosures? 1910.303/(g)(2)(i)	1		
Is a minimum working space provided in front of electrical service equipment and electrical control panels where there are live parts normally exposed (3 ft in front and a minimum headroom provided not less than 6 ft 3 in)? 1910.303/(g)(1)(i)	4		
Does each electrical outlet box, pull box, junction box, and cabinet have an installed faceplate, cover, or canopy cover? Are unused openings in cabinets or boxes closed properly? 1910.305/(b)(1)	2		
Are box covers, face plates, receptacles, or electrical plugs kept safe and unbroken? 1910.305/(b)(2)	3		
Is water or moisture prevented from entering and accumulating within electrical cabinets, panel boards and junction boxes? 1910.305/(e)	1		
Is motor operated equipment (I.e. hand held motor operated tools, portable hand lamps, refrigerators, air conditioners, water coolers, freezers, clothes washer / dryer, etc.) properly grounded with a three prong plug and cord (appliances protected by an approved system of double insulation need not be grounded)? 1910.304/(f)(5)(v)	3		

Are flexible cords and cables prohibited from use as a substitute for permanent wiring of a structure, and from being run through doorways, windows, similar openings; or holes in walls, ceilings, and floors? 1910.305/(g)(1)(iii)(A)	3		
Are electrical boxes / conduit securely fastened? 1910.305/(a)(1)(i)	3		
Are power cords on portable power tools and equipment free from cracks, cuts, or swelling? 1903.1	3		
Are Outlets in damp/wet location properly grounded with a ground fault circuit interrupter. 1910.304/(f)(5)(v)(C)(v)	4		
Relocatable Power Tap (RPT) ie...Power strips daisy chained. 29CFR1910.303(b)(2)	2		
11 MISC	**RAC**	**YES**	**NO**
Statement: Hazards are not permitted that cause or are likely to cause death or serious physical harm to workplace employees? 1903.1	3		
Are there any maintenance/safety issues that have not been addressed? 1903.1	3		
Evaluator comments and suggestions: Items not covered in the inspection checklist but pertinent to safety operations 1903.1	4		

REMARKS/COMMENTS
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GIVE INSPECTED UNIT A COPY OF THE INSPECTION.

CSMS SAFETY INSPECTION CHECKLIST			3/08
UNIT:			
UNIT UIC:			
DATE:			
INSPECTED BY:			
UNIT SAFETY OFFICER/NCO:			
1 ADMINISTRATION	**RAC**	**YES**	**NO**
Has a full time Safety Officer/NCO been appointed in writing or a M-day Safety Officer/NCO been appointed. BN level or higher must be an Officer. Co level must be E6 or higher. AR 385-10 Para 2-7 (g) 1-8	3		
Have all managers and supervisors receive formal OSHA training? See AR 385-10 Para 10-6	4		
Has the appointed Safety Officer/NCO completed the ADSO Course and does he/she conduct safety training in the activity and is it documented? (AR385-10 para 10-8)	4		
Has a safety and occupational health council (SOHC) been appointed in writing? AR 385-10, 2-1k	4		
Are material safety data sheets (MSDS), for each hazardous chemical, maintained and readily accessible in the work place for all personnel to view? 1910.1200/(g)(8)	4		
Has initial hazard communications training been conducted for all personnel? Has training been documented? The record of this training must be kept for the duration of employment / enlistment plus 30 years. 1910.1200/(h)(1)	4		
Is annual refresher Hazard Communication training conducted and has it been documented? 1910.1200/(h)(1)	4		
Does each activity maintain an up to date inventory of all hazardous chemicals in the workplace? Have all personnel reviewed the hazardous chemical list annually, signed and dated the roster? New personnel will review the hazardous chemical list, and sign. 1910.1200/(e)(1)(i)	4		
Have the newly assigned personnel received a safety orientation briefing (training) initially and annually thereafter on safety and health programs of the organization and has the training / briefing been documented? AR 385-10,2-1h	4		
Does the facility have a Fire Prevention Plan? 1910.39/(b)	3		
Does the Facility have a published Emergency action Plan? 1910.39/(b)	3		
Is the Facility Emergency Action Plan, and Fire Prevention Plan tested annually. 1910.38/(b)	3		
2 PERSONAL PROTECTIVE EQUIPMENT	**RAC**	**YES**	**NO**
Are first aid kits near proximity in the workplace with adequate supplies available, periodically inspected and replenished as needed. 1910.151/(b)	3		
Is protective clothing and equipment (I.e. eye and ear protection) available for visitors when entering a work hazard area? AR 385-10, 2-2(j)(5)	3		
Is approved protective eye and face equipment provided to personnel who work in designated eye hazard areas? AR 385-10	3		
Is approved safety-toe footwear provided to personnel who work in areas where hazards exist which could result in foot and toe injuries? AR 385-10, 1-4p(3) 1910.136/(a)	3		
Is approved hearing protection provided to personnel exposed to areas which have been identified as noise hazardous? AR385-10, 1-4p(3)	2		
Are acid proof protective gloves, aprons, rubber boots (with non-slip soles), face shields and acid splash proof goggles provided at all battery handling operations? AR 385-10, 1-4p(3)	3		
If a fixed quick drenching facility for flushing eyes and body is provided for, is it inspected weekly? Are portable eye washes inspected IAW manufacturers' specification? (29 CFR 1910.151, ANSI Z358.1-2004) (AU) 1910.151/(c)	3		
Are personnel working on welding, cutting or forging operations provided with gloves, aprons, or jackets constructed of leather or other approved material adequate to protect them from sparks, molten metal or hot slag? AR 385-10, 1-4p(3)	4		
Are respirators provided to personnel working in areas contaminated with harmful dust, fogs, fumes, mists, gases, smokes, sprays, vapors or oxygen deficient environments? AR 395-10, 1-4p(3)	2		
Are first aid kits near proximity in the workplace with adequate supplies available, periodically inspected and replenished as needed? 1910.151/(b)	3		
3 GENERAL ENVIRONMENTAL CONTROLS	**RAC**	**YES**	**NO**
Are all sweepings, solid or liquid wastes, refuse, and garbage removed in such a manner and as often as necessary so as to avoid a menace to health? 1910.22/(a)(1)	4		
Are washing facilities maintained in a sanitary condition? 1910.141/(d)(1)	4		
Are foods or beverages stored in rooms or in an area exposed to toxic or caustic materials? 1910.141/(g)(4)	2		
Are air filters changed and air vents cleaned periodically on heating, ventilation, and air conditioning systems to reduce health AR 385-10	3		
4 WALKING AND WORKING SURFACES	**RAC**	**YES**	**NO**
Are all aisles and passageways kept in good repair at all times with no obstructions across or in the aisles? 1910.22/(b)(1)	3		
Are passageways, storerooms, and service rooms kept in a clean, orderly and sanitary condition? 1910.22/(a)(1)	3		
Are floor load limits posted for occupancy and/or load limits? 1910.22	3		
Are floors maintained free of water, grease, and other liquids which would create a slipping hazard? 1910.22	3		

5 MEANS OF EGRESS	RAC	YES	NO
Are all exits prohibited from being locked or fastened and kept free and unobstructed when the building is occupied? 1910.36/(d)	1		
Is each building exit marked with a visible exit sign with letters not less than six inches high and 3/4 inches wide and giving illumination by a reliable light source of a value of not less than five (5) foot candles on the illuminating surface? 1910.37	3		
Is emergency lighting installed to provide illumination not less than one (1) foot candle throughout the means of egress for a period of 1/2 hours in the event of failure of the normal lighting? NFPA 101(5-8.1.3)	3		
Are furnishings, decorations, or other objects obstructing exits, access there to, egress there from, or visibility thereof? NFPA 101	3		
Can all exits be reached without going through a kitchen, storeroom, rest room, closet, or similar space subject to being locked? 1910.37/(b)(5)	3		
Are doors, as a required means of egress, equipped with panic hardware (quick release bar in any area having an occupant load of 100 or more persons? 1910.37(b)(5)	3		
When exit doors are locked, can the door be unlocked from the inside without the use of a key, specific knowledge, or effort? 1910.37/(b)(5)	1		
Can any door, passage or stairway be mistaken for an exit, which is neither an exit nor a way of exit, properly marked "NOT AN EXIT"? (In one story buildings where the exit is clearly visible, it is not necessary to mark doors to small closets). 1910.37	3		
There shall be no smoking or open flames in State or Federal buildings. 1903.1	3		
6 FIRE PROTECTION	**RAC**	**YES**	**NO**
Has the commander / supervisor appointed on orders a responsible person as their fire marshal? Has the fire marshal designated subordinate personnel in each building or facility as a building or unit fire warden? AR 420-90, 6-2a	4		
Has the commander / supervisor provided an educational program to familiarize all personnel with the general principles of fire extinguisher use and the hazards involved with incipient stage of fire fighting? Has the training been conducted upon initial 1910.157	3		
Is each portable fire extinguisher (including vehicle fire extinguishers) visually inspected monthly and a record of the inspection maintained? 1910.157/(e)(2)	3		
Is each portable fire extinguisher subjected to an annual maintenance check? Is a record of the inspection maintained and kept for one (1) year after the last entry or for the life of the shell, whichever is earlier? 1910.157/(e)(3)	3		
Have fire extinguishers and hose assemblies been hydrostatically tested and have results, date of test, test pressure used, and the person or agency performing the test been recorded? 1910.157/(f)(2)	3		
Have CO2 fire extinguisher hoses been subject to an annual conductivity test? Does the hose have the appropriate destructible tag indicating the text? FM 10-67-1, CHAP 2	3		
7 FLAMMABLE AND COMBUSTIBLE	**RAC**	**YES**	**NO**
Are only approved containers and portable tanks used in the storage of flammable and combustible liquids? 1910.106/(d)(2)(i)	4		
Are flammable and combustible liquids maintained in the immediate work area stored in OSHA approved storage cabinets? 1910.106	2		
Are approved storage cabinets used to store flammable and combustible liquids labeled "FLAMMABLE - KEEP FIRE AWAY"? 1910.106/(d)(3)(ii)	4		
Is there at least one clear aisle not less than three (3) feet wide maintained at all times in the inside storage rooms for storing flammable and combustible liquids? 1910.22	3		
Is there a portable fire extinguisher located outside of, (inside or outside storage) but not more than 10 feet from the door opening into any room or building used for storage of flammable and combustible liquids? 1910.106/(d)(7)(i)(b)	2		
Are "open flames", "spark producing", and/or "smoking prohibited" signs posted in flammable and combustible liquids storage areas? 1910.106/(d)(7)(iii)	3		
Are corrosive materials prohibited from being stored (inside or outside storage) in the same room with flammable and combustible liquids? 1910.106/(d)(7)(iv)	3		
Are flammable and combustible liquids spills present that have not been promptly and properly cleaned up? 1910.106	3		
Are there provisions to contain flammable and/or combustible liquids in the event of spillage (the storage area shall be graded to divert possible spills away from buildings or other exposures (environment) or shall be surrounded by a curb at least six (6) 1910.106/(d)(6)(iii)	3		
A combustible waste must be stored in a covered metal container and emptied daily [Ref: NFPA 30.5-5.3.3]. 1910.106	3		
Is there a properly functioning oil/water separator installed on vehicle wash racks? 1910	3		
8 POL FACILITIES AND OPERATIONS	**RAC**	**YES**	**NO**
Are POL facilities marked "NO SMOKING" within fifty (50) feet? FM 10-67-1, CHAP 2	3		
Are POL vehicles parked: 1. With enough space between fuelers so that they can be driven out quickly in an emergency?, 2. Are vehicles grounded?, 3. To allow fire control personnel and equipment to get to each refueler?, 4. To keep fuel that leaks out of a tank vehicle from draining toward any nearby buildings?, 5. At least 25 feet between each refueler and the nearest building that has windows or doors on the side that faces the vehicle park. FM 10-67-1, CHAP 24			
Are serviceable fire extinguishers available in the POL vehicle parking areas? FM 10-67-1, CHAP 2	3		
Are contents of tanks for petroleum products properly marked? FM 10-67-1, CHAP 2	3		
Are dispensing units serviceable and free of fuel leaks? FM 10-67-1, CHAP 2	3		

9 MATERIALS HANDLING AND STORAGE	RAC	YES	NO
Are storage areas kept free from accumulation of materials that constitute hazards from tripping, fire, explosion or peat harborage? 1910.176/(c)	2		
Is vegetation controlled in and around outside storage areas? 1910.176/(c)	3		
Is protection provided at all openings when the opening is not used for handling materials (i.e. are guard chains, straps, etc.) in place four (4) feet above the floor level at loading docks when door is open to prevent personnel from walking out into opening)? 1910.23/(b)(1)	3		
10 POWERED INDUSTRIAL TRUCKS	**RAC**	**YES**	**NO**
Are periodic inspections of forklifts conducted? Is the date of the next inspection and load rating stenciled on the mast to operators left? TB 43-0142 Para 6f(3)	3		
Are powered industrial trucks in need of repair, defective, or unsafe in any way taken out of service until they are restored to a safe operating condition? 1910.179/(p)	1		
11 LIFTING DEVICES	**RAC**	**YES**	**NO**
Is the rated load of the crane / hoist plainly marked on each side and clearly legible from the ground? TB 43-042 Para 6f(1)	3		
Are only designated and properly trained personnel permitted to operate overhead cranes? TB 43-0142 Para 6B	2		
Are stops provided at the limits of travel of the trolley and are bumpers capable of stopping the crane / hoist provided where required? 1910.179/(e)(1)(i)	3		
Are frequent (daily to monthly) and periodic (one to twelve months) inspections performed on lifting devices? Is a checklist used for these inspections and records kept? TB 43-0142 APP A	2		
Are hooks removed from service when throat opening exceeds more than 15% of normal allowance, hook shows more than a 10 degree twist from the plane of the unbent hook, or shows signs of cracks? 1910.180/(d)(3)(v)	2		
Are safety closure latches properly positioned and functional on the hooks? TB 43-0142, APP A-3F	3		
Do hooks have all paint removed prior to being placed in service? TB 43-0142, APP A-3F	3		
Is the load rating and current date of the next periodic inspection stenciled on A-frames, shop floor cranes, hoist booms, jacks (All not required, inspect and maintain IAW operators manual), and jack stands? 1910.244/(a)(1)(ii)	3		
12 COMPRESSED GAS CYLINDERS	**RAC**	**YES**	**NO**
Are full cylinders protected against an excessive rise in temperature, direct rays of the sun, or other sources of heat? 1910.253/(b)(2)(i)	3		
Are "NO SMOKING" signs posted prohibiting smoking within 50 feet of compressed gas storage areas? AR 700-68, Para 5-10	3		
When cylinders are stored inside of buildings, are they stored in well protected, well ventilated, dry location, at least 20 feet from highly combustible material such as oil or excelsior? 1910.253/(b)(2)(ii)	4		
Are oxygen cylinders in storage separated from acetylene cylinders or other combustible material by a minimum of 20 feet or separated by an approved firewall 5 feet high having a fire resistant rating of at least 1/2 hour? 1910.253/(b)(2)(ii)	3		
When cylinders are not in use, are valves closed tightly and the valve protector caps installed? 1910.253/(b)(2)(iv)	3		
Cylinders shall be stored above ground on a raised concrete slab or by other means that protect their contact with the ground. Are they protected from continuous dampness and not stored near salt or other corrosive chemicals or fumes? AR 700-68, Para 5-8	3		
When cylinders are standing upright during use or storage, have precautions been taken to prevent accidental upsetting or falling (chained or strapped to structure)? 1910.212/(a)(1)	2		
13 MACHINERY AND MACHINE GUARDING	**RAC**	**YES**	**NO**
Are machine guards provided to protect the operator and other employees in the machine area from hazards such as those created by point of operation, in going nip points, rotating parts, flying chips, and sparks?			
Are machines designed for a fixed location securely anchored to prevent "walking" or moving? 1910.212/(b)	4		
Are work rests on abrasive wheel machinery kept adjusted close to the wheel with a maximum opening of 1/8 inch? 1910.215/(a)(4)	2		
Are tongue guards, located on the top of abrasive wheel machinery, adjusted close to the wheel with a maximum opening of not more than 1/4 inch? 1910.215/(b)(9)	2		
14 TIRE SERVICING EQUIPMENT FOR MULTI-PIECE RIM WHEEL	**RAC**	**YES**	**NO**
Does the facility utilize a 10 ft air hose with clip on chuck to connect to the tire valve stem? 1910.177/(d)(4)	2		
Does the facility have a program to train all employees who service rim wheels in the hazards involved and the safety procedures to be followed? 1910.177/(c)(1)(i)	2		
Does the facility have on hand a serviceable approved safety cage that will accommodate all multi-piece rim wheels? 1910.177/(d)(1)	1		

15 HAND AND PORTABLE POWERED TOOLS AND OTHER MAINTENANCE	RAC	YES	NO
Is compressed air used for cleaning purposes reduced to less than 30 psi? 1910.242/(b)	2		
Have air compressors and components been inspected and tested at 12 month intervals? Are compressors stenciled or a metal tag applied to show the current date of inspection and next scheduled inspection? 1910.177/(c)(1)(i)	3		
Are military vehicles equipped with a pair of chock blocks and used properly when a vehicle is parked on an incline or wherever maintenance is being performed? AR385-55, Para 2-16	3		
Are portable ladders properly maintained? 1910.25/(d)(1)(i)	2		
16 LOCKOUT / TAG OUT	**RAC**	**YES**	**NO**
Are lockout / tag out devices provided and used for controlling hazardous energy (electrical, hydraulic, etc.) when servicing and / or performing maintenance on machinery and equipment? 1910.147(a)	3		
17 ELECTRICAL	**RAC**	**YES**	**NO**
Are live parts of electrical equipment, operating at 50 volts or more, guarded against accidental contact by being enclosed in approved cabinets or other approved enclosures? 1910.303/(g)(2)(i)	1		
Is a minimum working space provided in front of electrical service equipment and electrical control panels where there are live parts normally exposed (3 ft in front and a minimum headroom provided not less than 6 ft 3 in)? 1910.303/(g)(1)(i)	4		
Does each electrical outlet box, pull box, junction box, and cabinet have an installed faceplate, cover, or canopy cover? Are unused openings in cabinets or boxes closed properly? 1910.305/(b)(1)	2		
Are box covers, face plates, receptacles, or electrical plugs kept safe and unbroken? 1910.305/(b)(2)	3		
Is water or moisture prevented from entering and accumulating within electrical cabinets, panel boards and junction boxes? 1910.305/(e)	1		
Is each service, feeder, and branch circuit, at it's disconnecting means or over current device, properly marked to indicate it's purpose/associated circuit (e.g. legends marked on inside door of circuit panel box, etc.)? 1910.303/(f)	3		
Is each service, feeder, and branch circuit, at it's disconnecting means or over current device, properly marked to indicate it's purpose/associated circuit (e.g. legends marked on inside door of circuit panel box, etc.)? 1910.303/(f)	2		
Are flexible cords and cables prohibited from use as a substitute for permanent wiring of a structure, and from being run through doorways, windows, similar openings; or holes in walls, ceilings, and floors? 1910.305/(g)(1)(iii)(A)	3		
Are electrical boxes / conduit securely fastened? 1910.305/(a)(1)(i)	3		
Are power cords on portable power tools and equipment free from cracks, cuts, or swelling? 1910.334/(a)(2)(ii)	3		
Are Outlets in damp/wet location properly grounded with a ground fault circuit interrupter. 1910.304/(f)(5)(v)(C)(v)	4		
Relocatable Power Tap (RPT)ie...Power strips daisy chained. 29CFR1910.303(b)(2)	2		
18 SPRAY PAINTING OPERATIONS	**RAC**	**YES**	**NO**
Is the spray booth equipped with visible gauges, an audible alarm, or pressure activated devices to indicate or insure the required air velocity is maintained? 1910.107(b)(5)(i)	3		
Is a clear space (not less than three (3) feet on all sides of the spray booth) kept free from storage or combustible construction to provide ready access for cleaning? 1910.107(b)(9)	4		
Are open flames or spark producing equipment prohibited in any spraying area, or within 20 ft thereof, unless separated by a partition? 1910.107(c)(2)	1		
Is electrical wiring and equipment, to include lighting of explosion proof type, approved for Class I, Group D locations? Are electrical lamps totally enclosed and protected from mechanical damage by suitable guards to prevent the falling of hot particles? 1910.107(c)(6)	1		
Is the exhaust duct system of the spray booth independent and discharging to the exterior of the building? 1910.107(d)(3)	2		
Is the quantity of flammable and / or combustible liquids, kept in the vicinity of spraying operations, limited to a one day or one shift supply? 1910.107(e)(2)	2		
Is an adequate supply of suitable, portable fire extinguishers installed near all spraying operations? 1910.107(f)(4)	3		
Are painters provided with and required to wear airline respirators, coveralls, and loose fitting hoods as personal protective equipment when painting with Chemical Agent Resistant Coating (CARC) paint? AEHA Study #55-62-0259-87	2		
Are approved metal waste cans (with a self closing lid) being used for the storage / disposal of chemical soaked and / or flammable material soaked rags? 1910.107(g)(3)	3		
Are filters changed periodically to help regulate the air in spray painting operations? 1910.107(b)(5)(i)	2		
19 BATTERY CHARGING OPERATIONS	**RAC**	**YES**	**NO**
Is the ventilation system interlocked with the battery charger to ensure the ventilation system is operating while the batteries are charging? NFPA 410, Para 2-2.14	3		
Is area under the deluge shower and around the eye lavages maintained free and clear of clutter and equipment storage? NFPA 410	3		
20 MISC	**RAC**	**YES**	**NO**
Statement: Hazards are not permitted that cause or are likely to cause death or serious physical harm to workplace employees? 1903.1	3		

Are there any maintenance/safety issues that have not been addressed? 1903.1	3		
Evaluator comments and suggestions: Items not covered in the inspection checklist but pertinent to safety operations 1903.1	4		

REMARKS/COMMENTS
THIS INSPECTION CHECKLIST MAY BE USED AS THE VIOLATION LOG FOR THE INSPECTED UNIT.
UNIT IS RESPONSIBLE FOR THE ABATEMENT PLAN AND COMPLETING WORK ORDERS.
GIVE INSPECTED UNIT A COPY OF THE INSPECTION.

FMS SAFETY INSPECTION CHECKLIST			3/08
UNIT:			
UNIT UIC:			
DATE:			
INSPECTED BY:			
UNIT SAFETY OFFICER/NCO:			
1 ADMINISTRATION	**RAC**	**YES**	**NO**
Has a full time Safety Officer/NCO been appointed in writing or a M-day Safety Officer/NCO been appointed. BN level or higher must be an Officer. Co level must be E6 or higher. AR 385-10 Para 2-7 (g) 1-8	3		
Have all managers and supervisors receive formal OSHA training? See AR 385-10 Para 10-6	4		
Has the appointed Safety Officer/NCO completed the ADSO Course and does he/she conduct safety training in the activity and is it documented? (AR385-10 para 10-8)	4		
Has a safety and occupational health council (SOHC) been appointed in writing? AR 385-10, 2-1k	4		
Are material safety data sheets (MSDS), for each hazardous chemical, maintained and readily accessible in the work place for all personnel to view? 1910.1200/(g)(8)	4		
Has initial hazard communications training been conducted for all personnel? Has training been documented? The record of this training must be kept for the duration of employment / enlistment plus 30 years. 1910.1200/(h)(1)	4		
Is annual refresher Hazard Communication training conducted and has it been documented? 1910.1200/(h)(1)	4		
Does each activity maintain an up to date inventory of all hazardous chemicals in the workplace? Have all personnel reviewed the hazardous chemical list annually, signed and dated the roster? New personnel will review the hazardous chemical list, and sign. 1910.1200/(e)(1)(i)	4		
Have the newly assigned personnel received a safety orientation briefing (training) initially and annually thereafter on safety and health programs of the organization and has the training / briefing been documented? AR 385-10,2-1h	4		
Does the facility have a Fire Prevention Plan? 1910.39/(b)	3		
Does the Facility have a published Emergency action Plan? 1910.39/(b)	3		
Is the Facility Emergency Action Plan, and Fire Prevention Plan tested annually. 1910.38/(b)	3		
2 PERSONAL PROTECTIVE EQUIPMENT	**RAC**	**YES**	**NO**
Are first aid kits near proximity in the workplace with adequate supplies available, periodically inspected and replenished as needed. 1910.151/(b)	3		
Is protective clothing and equipment (I.e. eye and ear protection) available for visitors when entering a work hazard area? AR 385-10, 2-2j(5)	3		
Is approved protective eye and face equipment provided to personnel who work in designated eye hazard areas? AR 385-10	3		
Is approved safety-toe footwear provided to personnel who work in areas where hazards exist which could result in foot and toe injuries? AR 385-10, 1-4p(3) 1910.136/(a)	3		
Is approved hearing protection provided to personnel exposed to areas which have been identified as noise hazardous? AR385-10, 1-4p(3)	2		
Are acid proof protective gloves, aprons, rubber boots (with non-slip soles), face shields and acid splash proof goggles provided at all battery handling operations? AR 385-10, 1-4p(3)	3		
If a fixed quick drenching facility for flushing eyes and body is provided for, is it inspected weekly? Are portable eye washes inspected IAW manufacturers' specification? (29 CFR 1910.151, ANSI Z358.1-2004) (AU) 1910.151/(c)	3		
Are personnel working on welding, cutting or forging operations provided with gloves, aprons, or jackets constructed of leather or other approved material adequate to protect them from sparks, molten metal or hot slag? AR 385-10, 1-4p(3)	4		
Are respirators provided to personnel working in areas contaminated with harmful dust, fogs, fumes, mists, gases, smokes, sprays, vapors or oxygen deficient environments? AR 395-10, 1-4p(3)	2		
Are first aid kits near proximity in the workplace with adequate supplies available, periodically inspected and replenished as needed? 1910.151/(b)	3		
3 GENERAL ENVIRONMENTAL CONTROLS	**RAC**	**YES**	**NO**
Are all sweepings, solid or liquid wastes, refuse, and garbage removed in such a manner and as often as necessary so as to avoid a menace to health? 1910.22/(a)(1)	4		
Are washing facilities maintained in a sanitary condition? 1910.141/(d)(1)	4		
Are foods or beverages stored in rooms or in an area exposed to toxic or caustic materials? 1910.141/(g)(4)	2		
Are air filters changed and air vents cleaned periodically on heating, ventilation, and air conditioning systems to reduce health AR 385-10	3		

4 WALKING AND WORKING SURFACES	RAC	YES	NO
Are all aisles and passageways kept in good repair at all times with no obstructions across or in the aisles? 1910.22/(b)(1)	3		
Are passageways, storerooms, and service rooms kept in a clean, orderly and sanitary condition? 1910.22/(a)(1)	3		
Are floor load limits posted for occupancy and/or load limits? 1910.22	3		
Are floors maintained free of water, grease, and other liquids which would create a slipping hazard? 1910.22	3		
5 MEANS OF EGRESS	**RAC**	**YES**	**NO**
Are all exits prohibited from being locked or fastened and kept free and unobstructed when the building is occupied? 1910.36/(d)	1		
Is each building exit marked with a visible exit sign with letters not less than six inches high and 3/4 inches wide and giving illumination by a reliable light source of a value of not less than five (5) foot candles on the illuminating surface? 1910.37/(b)(2)	3		
Is emergency lighting installed to provide illumination not less than one (1) foot candle throughout the means of egress for a period of 1/2 hours in the event of failure of the normal lighting? NFPA 101(5-8.1.3)	3		
Are furnishings, decorations, or other objects obstructing exits, access there to, egress there from, or visibility thereof? NFPA 101	3		
Can all exits be reached without going through a kitchen, storeroom, rest room, closet, or similar space subject to being locked? 1910.37/(b)(5)	3		
Are doors, as a required means of egress, equipped with panic hardware (quick release bar in any area having an occupant load of 100 or more persons? 1910.37(b)(5)	3		
When exit doors are locked, can the door be unlocked from the inside without the use of a key, specific knowledge, or effort? 1910.37/(b)(5)	1		
Can any door, passage or stairway be mistaken for an exit, which is neither an exit nor a way of exit, properly marked "NOT AN EXIT"? (In one story buildings where the exit is clearly visible, it is not necessary to mark doors to small closets). 1910.37/(b)(5)	3		
There shall be no smoking or open flames in State or Federal buildings. 1903.1	3		
6 FIRE PROTECTION	**RAC**	**YES**	**NO**
Has the commander / supervisor appointed on orders a responsible person as their fire marshal? Has the fire marshal designated subordinate personnel in each building or facility as a building or unit fire warden? AR 420-90, 6-2a	4		
Has the commander / supervisor provided an educational program to familiarize all personnel with the general principles of fire extinguisher use and the hazards involved with incipient stage of fire fighting? Has the training been conducted upon initial 1910.157	3		
Is each portable fire extinguisher (including vehicle fire extinguishers) visually inspected monthly and a record of the inspection maintained? 1910.157/(e)(2)	3		
Is each portable fire extinguisher subjected to an annual maintenance check? Is a record of the inspection maintained and kept for one (1) year after the last entry or for the life of the shell, whichever is earlier? 1910.157/(e)(3)	3		
Have fire extinguishers and hose assemblies been hydrostatically tested and have results, date of test, test pressure used, and the person or agency performing the test been recorded? 1910.157/(f)(2)	3		
Have CO2 fire extinguisher hoses been subject to an annual conductivity test? Does the hose have the appropriate destructible tag indicating the text? FM 10-67-1, CHAP 2	3		
7 FLAMMABLE AND COMBUSTIBLE	**RAC**	**YES**	**NO**
Are only approved containers and portable tanks used in the storage of flammable and combustible liquids? 1910.106/(d)(2)(i)	4		
Are flammable and combustible liquids maintained in the immediate work area stored in OSHA approved storage cabinets? 1910.106	2		
Are approved storage cabinets used to store flammable and combustible liquids labeled "FLAMMABLE - KEEP FIRE AWAY"? 1910.106/(d)(3)(ii)	4		
Is there at least one clear aisle not less than three (3) feet wide maintained at all times in the inside storage rooms for storing flammable and combustible liquids? 1910.22	3		
Is there a portable fire extinguisher located outside of, (inside or outside storage) but not more than 10 feet from the door opening into any room or building used for storage of flammable and combustible liquids? 1910.106/(d)(7)(i)(b)	2		
Are "open flames", "spark producing", and/or "smoking prohibited" signs posted in flammable and combustible liquids storage areas? 1910.106/(d)(7)(iii)	3		
Are corrosive materials prohibited from being stored (inside or outside storage) in the same room with flammable and combustible liquids? 1910.106/(d)(7)(iv)	3		
Are flammable and combustible liquids spills present that have not been promptly and properly cleaned up? 1910.106	3		

Are there provisions to contain flammable and/or combustible liquids in the event of spillage (the storage area shall be graded to divert possible spills away from buildings or other exposures (environment) or shall be surrounded by a curb at least six (6) 1910.106/(d)(6)(iii)	3		
A combustible waste must be stored in a covered metal container and emptied daily [Ref: NFPA 30.5-5.3.3]. 1910.106	3		
Is there a properly functioning oil/water separator installed on vehicle wash racks? 1910	3		
8 POL FACILITIES AND OPERATIONS	**RAC**	**YES**	**NO**
Are POL facilities marked "NO SMOKING" within fifty (50) feet? FM 10-67-1, CHAP 2	3		
Are POL vehicles parked: 1. With enough space between fuelers so that they can be driven out quickly in an emergency?, 2. Are vehicles grounded?, 3. To allow fire control personnel and equipment to get to each refueler?, 4. To keep fuel that leaks out of a tank vehicle from draining toward any nearby buildings?, 5. At least 25 feet between each refueler and the nearest building that has windows or doors on the side that faces the vehicle park. FM 10-67-1, CHAP 24	2		
Are serviceable fire extinguishers available in the POL vehicle parking areas? FM 10-67-1, CHAP 2	3		
Are contents of tanks for petroleum products properly marked? FM 10-67-1, CHAP 2	3		
Are dispensing units serviceable and free of fuel leaks? FM 10-67-1, CHAP 2	3		
9 MATERIALS HANDLING AND STORAGE	**RAC**	**YES**	**NO**
Are storage areas kept free from accumulation of materials that constitute hazards from tripping, fire, explosion or peat harborage? 1910.176/(c)	2		
Is vegetation controlled in and around outside storage areas? 1910.176/(c)	3		
Is protection provided at all openings when the opening is not used for handling materials (i.e. are guard chains, straps, etc.) in place four (4) feet above the floor level at loading docks when door is open to prevent personnel from walking out into opening)? 1910.23/(b)(1)	3		
10 POWERED INDUSTRIAL TRUCKS	**RAC**	**YES**	**NO**
Are periodic inspections of forklifts conducted? Is the date of the next inspection and load rating stenciled on the mast to operators left? TB 43-0142 Para 6f(3)	3		
Are powered industrial trucks in need of repair, defective, or unsafe in any way taken out of service until they are restored to a safe operating condition? 1910.179/(p)	1		
11 LIFTING DEVICES	**RAC**	**YES**	**NO**
Is the rated load of the crane / hoist plainly marked on each side and clearly legible from the ground? TB 43-042 Para 6f(1)	3		
Are only designated and properly trained personnel permitted to operate overhead cranes? TB 43-0142 Para 6B	2		
Are stops provided at the limits of travel of the trolley and are bumpers capable of stopping the crane / hoist provided where required? 1910.179/(e)(1)(i)	3		
Are frequent (daily to monthly) and periodic (one to twelve months) inspections performed on lifting devices? Is a checklist used for these inspections and records kept? TB 43-0142 APP A	2		
Are hooks removed from service when throat opening exceeds more than 15% of normal allowance, hook shows more than a 10 degree twist from the plane of the unbent hook, or shows signs of cracks? 1910.180/(d)(3)(v)	2		
Are safety closure latches properly positioned and functional on the hooks? TB 43-0142, APP A-3F	3		
Do hooks have all paint removed prior to being placed in service? TB 43-0142, APP A-3F	3		
Is the load rating and current date of the next periodic inspection stenciled on A-frames, shop floor cranes, hoist booms, jacks (All not required, inspect and maintain IAW operators manual), and jack stands? 1910.244/(a)(1)(ii)	3		
12 COMPRESSED GAS CYLINDERS	**RAC**	**YES**	**NO**
Are full cylinders protected against an excessive rise in temperature, direct rays of the sun, or other sources of heat? 1910.253/(b)(2)(i)	3		
Are "NO SMOKING" signs posted prohibiting smoking within 50 feet of compressed gas storage areas? AR 700-68, Para 5-10	3		
When cylinders are stored inside of buildings, are they stored in well protected, well ventilated, dry location, at least 20 feet from highly combustible material such as oil or excelsior? 1910.253/(b)(2)(ii)	4		
Are oxygen cylinders in storage separated from acetylene cylinders or other combustible material by a minimum of 20 feet or separated by an approved firewall 5 feet high having a fire resistant rating of at least 1/2 hour? 1910.253/(b)(2)(ii)	3		
When cylinders are not in use, are valves closed tightly and the valve protector caps installed? 1910.253/(b)(2)(iv)	3		
Cylinders shall be stored above ground on a raised concrete slab or by other means that protect their contact with the ground. Are they protected from continuous dampness and not stored near salt or other corrosive chemicals or fumes? AR 700-68, Para 5-8	3		
When cylinders are standing upright during use or storage, have precautions been taken to prevent accidental upsetting or falling (chained or strapped to structure)? 1910.212/(a)(1)	2		

13 MACHINERY AND MACHINE GUARDING	RAC	YES	NO
Are machine guards provided to protect the operator and other employees in the machine area from hazards such as those created by point of operation, in going nip points, rotating parts, flying chips, and sparks? 1910-212 (a) (1)	2		
Are machines designed for a fixed location securely anchored to prevent "walking" or moving? 1910.212/(b)	4		
Are work rests on abrasive wheel machinery kept adjusted close to the wheel with a maximum opening of 1/8 inch? 1910.215/(a)(4)	2		
Are tongue guards, located on the top of abrasive wheel machinery, adjusted close to the wheel with a maximum opening of not more than 1/4 inch? 1910.215/(b)(9)	2		
14 TIRE SERVICING EQUIPMENT FOR MULTI-PIECE RIM WHEEL	**RAC**	**YES**	**NO**
Does the facility utilize a 10 ft air hose with clip on chuck to connect to the tire valve stem? 1910.177/(d)(4)	2		
Does the facility have a program to train all employees who service rim wheels in the hazards involved and the safety procedures to be followed? 1910.177/(c)(1)(i)	2		
Does the facility have on hand a serviceable approved safety cage that will accommodate all multi-piece rim wheels? 1910.177/(d)(1)	1		
15 HAND AND PORTABLE POWERED TOOLS AND OTHER MAINTENANCE	**RAC**	**YES**	**NO**
Is compressed air used for cleaning purposes reduced to less than 30 psi? 1910.242/(b)	2		
Have air compressors and components been inspected and tested at 12 month intervals? Are compressors stenciled or a metal tag applied to show the current date of inspection and next scheduled inspection? 1910.177/(c)(1)(i)	3		
Are military vehicles equipped with a pair of chock blocks and used properly when a vehicle is parked on an incline or wherever maintenance is being performed? AR385-55, Para 2-16	3		
Are portable ladders properly maintained? 1910.25/(d)(1)(i)	2		
16 LOCKOUT / TAG OUT	**RAC**	**YES**	**NO**
Are lockout / tag out devices provided and used for controlling hazardous energy (electrical, hydraulic, etc.) when servicing and / or performing maintenance on machinery and equipment? 1910.147(a)	3		
17 ELECTRICAL	**RAC**	**YES**	**NO**
Are live parts of electrical equipment, operating at 50 volts or more, guarded against accidental contact by being enclosed in approved cabinets or other approved enclosures? 1910.303/(g)(2)(i)	1		
Is a minimum working space provided in front of electrical service equipment and electrical control panels where there are live parts normally exposed (3 ft in front and a minimum headroom provided not less than 6 ft 3 in)? 1910.303/(g)(1)(i)	4		
Does each electrical outlet box, pull box, junction box, and cabinet have an installed faceplate, cover, or canopy cover? Are unused openings in cabinets or boxes closed properly? 1910.305/(b)(1)	2		
Are box covers, face plates, receptacles, or electrical plugs kept safe and unbroken? 1910.305/(b)(2)	3		
Is water or moisture prevented from entering and accumulating within electrical cabinets, panel boards and junction boxes? 1910.305/(e)	1		
Is each service, feeder, and branch circuit, at it's disconnecting means or over current device, properly marked to indicate it's purpose/associated circuit (e.g. legends marked on inside door of circuit panel box, etc.)? 1910.303/(f)	2		
Are flexible cords and cables prohibited from use as a substitute for permanent wiring of a structure, and from being run through doorways, windows, similar openings; or holes in walls, ceilings, and floors? 1910.305/(g)(1)(iii)(A)	3		
Are electrical boxes / conduit securely fastened? 1910.305/(a)(1)(i)	3		
Are power cords on portable power tools and equipment free from cracks, cuts, or swelling? 1910.334/(a)(2)(ii)	3		
Are Outlets in damp/wet location properly grounded with a ground fault circuit interrupter. 1910.304/(f)(5)(v)(C)(v)	4		
Relocatable Power Tap (RPT) ie...Power strips daisy chained. 29CFR1910.303(b)(2)	2		
18 BATTERY CHARGING OPERATIONS	**RAC**	**YES**	**NO**
Is the ventilation system interlocked with the battery charger to ensure the ventilation system is operating while the batteries are charging? NFPA 410, Para 2-2.14	3		
Is area under the deluge shower and around the eye lavages maintained free and clear of clutter and equipment storage? NFPA 410	3		
19 MISC	**RAC**	**YES**	**NO**
Statement: Hazards are not permitted that cause or are likely to cause death or serious physical harm to workplace employees? 1903.1	3		
Are there any maintenance/safety issues that have not been addressed? 1903.1	3		
Evaluator comments and suggestions: Items not covered in the inspection checklist but pertinent to safety operations 1903.1	4		

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RANGE SAFETY INSPECTION CHECKLIST			3/08
LOCATION:			
DATE:			
INSPECTED BY:			
RANGE SAFETY INSPECTION CHECKLIST	**RAC**	**YES**	**NO**
Has the Commander designated an OIC and RSO for each firing exercise as designated in DA Pam 385-63 1-6 (g) (q)	**3**		
Has the Commander completed a Risk Management analysis for Range qualification? DA Pam 385-63 1-6 (e) (3)	**3**		
Has an officer in charge (OIC) completed a range safety certification program? Pam 385-63 1-6 (f) (5)	2		
Before occupying any range, does the OIC ensure that: A current copy of the technical manual for the weapon (s) is being fired is on hand? DA Pam 385-63 1-6 (f) (1)	3		
Does the unit have a Range Safety SOP ?DA Pam 385-63 1-6 (f) (1)	3		
Before occupying any range, does the OIC ensure that Radio (FM band) and telephone communications have been established with range control?. DA Pam 385-63 1-6 (g) (2)	2		
Before occupying any range, does the OIC ensure that Medical personnel with vehicle and equipment (aid bag, litter) are present and briefed as to the best route to the nearest hospital? DA Pam 385-63 1-6 (g) (i)	2		
Before occupying any range, does the OIC ensure that all personnel wear the proper hearing and eye protection? DA Pam 385-63 1-6 (h) (b) (5)	3		
Before occupying any range, does the OIC ensure that A red range flag (day) or red blinking light (night) is attached to the top of the range flagpole, and a red light is hung on left and right range limit markers at night? DA Pam 385-63 2(2)(i)	3		
While using/firing any range, does the OIC ensure that: Permission to fire has been received from range control? DA Pam 385-63 1-6 (g) (e)	2		
While using/firing any range, does the OIC ensure that: Required safety measures are observed, and effective firing control is maintained? DA Pam 385-63 1-6 (g) (2) (a)	2		
While using/firing any range, does the OIC ensure that: Radio communications are maintained at all times and checked hourly with range control? DA Pam 385-63 1-6 (g) (2) (g)	2		
Before occupying any range, does the OIC ensure that Emergency telephone numbers/medevac cards are in vehicles? DA Pam 385-63 1-6 (h) (c) (g)	3		
Range Safety Officer's orientation to all firing members that anyone who observes a condition which makes firing dangerous will immediately command "CEASE FIRE". VTS SOP	2		
A cease fire is ordered when: (1) Communication with range control is lost? (2) A weapon or ammunition malfunction occurs? (3) A safety violation, accident, or incident occurs? (4) A fire is started? (5) Rounds land or detonate or are suspected of landing or detonating outside the impact area or safety limits? (6) When range control directs a cease fire? DA Pam 385-63 1-6 (h) (c) (g)	2		
After using any range facility, do the OIC and safety officers ensure that: Weapons are cleared of ammunition? DA Pam 385-63 1-6 (h) (c) (g)	2		
Is preliminary marksmanship training being accomplished prior to conduct of firing ranges? [AR 350-1, Para 4-10]	4		
Inspecting weapons for safe operation prior to the "commence fire" order being given. VTS SOP	2		
Insuring that hearing protection is worn by all personnel at or near the firing line during all range firing. VTS SOP	3		
Ensure the safe handling of ammunition in accordance with provisions of applicable directives. VTS SOP	3		
The RSO verifies, upon completion of firing or firing order, to the oic that all weapons and weapons system are clear and safe before removal of weapons from the firing area. DA Pam 385-63 1-6 (h) (c) (g)	3		
The RSO will have no other duties assigned during range firing. VTS SOP	2		
2 Range Control	**RAC**	**YES**	**NO**
Does Range Control ensure that: Inspecting weapons for safe operation prior to the "commence fire" order being given? VTS SOP			
Does Range Control have a copy of the Commander completed a Risk Management analysis for Range qualification. DA Pam 385-63 1-6 (e) (3)	**3**		
Does Range Control ensure that: A current copy of the technical manual for the weapon(s) being fired is on hand? DA Pam 385-63 1-6 (f) (1)	**3**		
Does Range Control ensure that the unit has a Range Safety SOP?DA Pam 385-63 1-6 (f) (1)	**3**		
Does Range Control ensure that that Radio (FM band) and telephone communications have been established with range control?. DA Pam 385-63 1-6 (g) (2)	**2**		

SAFETY – RANGE INSPECTION CHECKLIST

Does Range Control ensure that Emergency telephone numbers are posted. DA Pam 385-63 1-6 (h) (c) (g)	**3**		
Does Range Control ensure that: The Range Safety Officer's safety orientation brief has been given "that anyone who observes a condition which makes firing dangerous will immediately command "CEASE FIRE"? VTS SOP	**3**		
Does Range Control ensures that: After using any range facility, does the OIC and safety officers ensure that: Weapons are cleared of ammunition? DA Pam 385-63 1-6 (h) (c) (g)	**2**		
Does Range Control ensure that: Unit provide hearing protection and is worn by all personnel at or near the firing line during all range firing. VTS SOP			
Has Range Control determined when the range is safe for firing and authorizing opening and closing of each range?	**2**		
Range Safety Officer verifies, upon completion of firing or firing order, to the oic that all weapons and weapons system are clear and safe before removal of weapons from the firing area. DA Pam 385-63 1-6 (h) (c) (g)	**3**		
Has Range Control designate danger areas and ensure that there are barriers, signs or guards at all entrances to prohibit entry into a danger zone at the firing site. VTS SOP	**2**		
Does Range Control maintain clearance of ranges in terms of police and sanitation?	**3**		
Does Range Control staff regardless of rank assume charge of all matters concerning range operations and safety? No officer or NCO of higher rank may disregard any lawful order by range control personnel or supersede a check-fire called by range control personnel. VTS SOP	**2**		
3 GENERAL ENVIRONMENTAL CONTROLS	**RAC**	**YES**	**NO**
Are all sweepings, solid or liquid wastes, refuse, and garbage removed in such a manner and as often as necessary so as to avoid a menace to health? 1910.22(a)(1)	3		
Are washing facilities maintained in a sanitary condition? 1910.14(d)(4)	3		
4 MISC	**RAC**	**YES**	**NO**
Statement: Hazards are not permitted that cause or are likely to cause death or serious physical harm to workplace employees? 1903-1	3		
Are there any maintenance/safety issues that have not been addressed? 1903-1	3		
Evaluator comments and suggestions: Items not covered in the inspection checklist but pertinent to safety operations. 1903-1	3		

REMARKS/COMMENTS
THIS INSPECTION CHECKLIST MAY BE USED AS THE VIOLATION LOG FOR THE INSPECTED UNIT.
UNIT IS RESPONSIBLE FOR THE ABATEMENT PLAN AND COMPLETING WORK ORDERS.
GIVE INSPECTED UNIT A COPY OF THE INSPECTION.

Appendix D
Staff Assistance Visit Program

Staff Assistance Visits (SAV) are not inspections but fall within the realm of Staff Inspections. Staff sections conduct SAVs to assist, teach, and train subordinate staff sections on how to meet the standards required to operate effectively within a particular functional area. SAVs can occur at the discretion of the commander, or a staff principal at any level can request a SAV from the next higher staff echelon. SAVs can prepare staff sections for upcoming inspections or train staff sections on new concepts, technologies, or operating techniques. SAVs do not produce reports but instead provide feedback only to the staff section receiving the assistance.

Staff Assistance Visit Topics DCSPER-G1

1. Current Assigned Strength Percentage – O/WO/Enl measured against ARFORGEN goal

2. Current Available Strength Percentage – O/WO/Enl measured against ARFORGEN goal

3. Officer Shortages by grade – what is the plan to get well?

4. NCO (E-7 and higher) Shortages – what is the plan to get well? EPS fill requests submitted?

5. Family Program Coordinator – who is it? Are they active?

6. Strength Maintenance Team – CDR/1SG/RdyNCO/RRNCO/Fam Prog Coord – Are they active?

7. NOVAL Pay Analysis – How many? Does unit have paperwork? What is the plan?

8. Is Civilian Employer Information on file for each Soldier in the unit? Does the unit FTM Staff know how to update information?

9. RSP Soldiers – How many? Where do they drill? Has unit made contact?

10. BONUS Pay Roster – Last certification date? Any issues?

11. FTUS Personnel – What is their level of training? Have they attended PEC SME Course?

12. Does the unit have any legal issues? Lautenburgs? POA/Wills?

13. Check of UMR – Any mal-assignments? NDMOSQ? Plan to get well?

14. Status of Soldiers on MED HOLD?

15. Are there any unit/Soldier issues for G1?

Staff Assistance Visit Topics ESGR

1. Is Civilian Employer Information on file for each Soldier in the unit? Does the unit FTM staff know how to update CEI Database?

2. Is ESGR contact information posted/updated?

3. Is annual USERRA briefing conducted?

4. Has unit conducted any Employer Relations Programs (Briefing, Awards)?

5. Does member have any USERRA issue pending?

6. Has Employer Relations Coordinator been appointed by unit?

7. Is ESGR/USERRA information available to unit members?

Glossary

Section I
Abbreviations

AEF
Air Expeditionary Force

AFI
Air Force Instruction

AFIA
Air Force Inspection Agency

ARNG
Army National Guard

ANG
Air National Guard

DA
Department of the Army

DAIG
Department of the Army Inspector General

DOD
Department of Defense

ICI
Initial Command Inspection

IG
Inspector General

JFHQ
Joint Forces Headquarters

MSC
Major Subordinate Command

OIP
Organizational Inspection Program

RC
Reserve component

SCI
Subsequent Command Inspection

TAG
The Adjutant General

TIG
The Inspector General

Section II
Terms

Command inspection
An inspection of an organization conducted by a commander in the chain of command of the inspected activity. Command Inspections tend to be compliance oriented and are designed to determine the status of an organization's adherence to established law, regulations, policies, procedures, and directives. The commander/TAG conducting the inspection determines the areas of interest and the scope of inspections as well as the composition of any inspection team. See the definition of compliance inspection.

Compliance inspection
An inspection that focuses solely on a unit's or organization's compliance with a specified standard or series of standards. This inspection approach presumes that the established standards are correct but does not preclude the inspector from determining the root causes of non-compliance—even if those root causes are matters that exceed the unit's or organization's ability to correct at the local level. Command and staff inspections are generally compliance inspections by nature.

Followup
Action taken to determine whether or not deficiencies found during a previous inspection or audit have been corrected or if corrective actions have been implemented.

IG inspection
A command-directed inspection focusing primarily on systemic issues that are widespread in nature and that affect many units throughout the command. IG inspections may also focus on functional areas or units. All IG inspections identify substandard performance, determine the magnitude of the deficiency, and seek the root cause for the substandard performance or deficiency. IGs focus principally on systemic issues and then develop recommended solutions or improvements as appropriate. IG Inspections also teach systems, processes, and procedures; identify responsibility for corrective actions; and share innovative ideas.

Inspection
An evaluation that measures performance against a standard and that should identify the cause of any deviation. All inspections start with compliance against a standard. Commanders tailor inspections to their needs.

Organizational Inspection Program (OIP)
A comprehensive, written plan that addresses all inspections and audits conducted by the command and its subordinate elements as well as those inspections and audits scheduled by outside agencies. The purpose of the OIP is to coordinate inspections and audits into a single, cohesive program focused on command objectives.

Staff assistance visit (SAV)
A visit by staff members of a particular staff section designed to assist, teach, and train subordinate staff sections on how to meet the standards required to operate effectively within a particular functional area.

Staff inspection
An inspection, other than a command or IG inspection, conducted by staff principals or members responsible for the functional area being inspected. See the definition of compliance inspection.

Section III
Special Abbreviations and Terms
This section contains no entries.