BRIGADE HEADQUARTERS
ORGANIZATIONAL INSPECTION PROGRAM
PERSONNEL AND ADMINISTRATION DIRECTORATE CHECKLIST
For use of this form, see Cadet Command Regulation 145-8-4; the proponent agency is ATCC-PA

BRIGADE _____ DATE _____

BRIGADE REPRESENTATIVE(S)_____

INSPECTOR(S)_____

Revision Date: 10 Aug 15 *Accessions and Security Division*

ITEM	YES	NO	N/A
1. Cadet Accession Files (CC Reg 145-9 and CC Circular 601-XX-1)			
a. Are accession files in CCIMS ready for annual accession boards (October Selection and Branching, EOCC) relatively error free?			
b. Is there a Brigade level review of accession files prior to boards? (CC Cir and PMS Checklist)			
c. Does Brigade review the Accessions Management Sheets/pg 1 PMS comments for accuracy and completeness?			
e. Are ECP/MJC Cadets identified correctly? Are the Junior College GPAs calculated and entered into CCIMS Accession File IAW CC Cir?			
f. Does Brigade assist PMSs in ensuring that Cadets selected for Reserve Forces Duty seek positions in the correct component?			
2. Delay Entry on to Active Duty and Follow up Procedures (CC Reg 145-9, CC Circular 601-XX-1, and AR 601-25)			
a. Are Brigades familiar with Army Regulations governing Delay in Reporting for an Exemption from Active Duty, Initial Active Duty for Training, and Reserve Forces Duty?			
b. Do Brigades have working knowledge of Cadet Command regulatory and procedural guidance on how Cadets apply to compete for Education Delay? (CC Cir 601-XX-1)			
c. Are Brigades providing any technical assistance to schools regarding application process and requirements?			
d. Does the S1 have a designated POC to monitor Ed Delay Board selected Cadets?			
e. Does the S1 track and assist in the follow-up of each Ed Delay Selectee to ensure the officer has enrolled in the applicable post graduate degree within the deadline? What is the method?			
f. Does Brigade have a method of oversight to ensure schools are submitting 201 files and DA Form 591s to USACC G1 ASD in a timely and complete status? What is the method?			
3. Cadet Evaluations (CC Reg 145-9 and CC Circular (601-XX-1)			
a. Accession Management Sheet (AMS) - *This is an evaluation report that the DA ROTC Selection and Branching Board may see if the Cadet is branched by the DABM.* Does the Brigade provide any assistance to schools/PMSs for monitoring the accuracy and quality of AMSs?			
b. Does the Brigade have a oversight process for 218-Rs?			
4. Security Clearances AR 380-67 para 3-7d and CC Circular 601-XX-1			
a. Does the Brigade have a working knowledge of CC Circular 601-xx-1 para 2-9? What method is used to maintain current knowledge of regulations and policies?			
b. Does the Brigade have an oversight process to ensure all contracted Cadets have an initiated SF 86 within 60 days of contracting *(or upon commitment)? Interim clearance requests must be initiated IAW Para 2-9c for internships and commissioning.*			
c. Does the Brigade have an oversight process to ensure fingerprints are obtained IAW OPORD 13-01-D, Live Scan (LS) Fingerprinting of US Army Cadet Command (USACC) Personnel at US Army Recruiting Command (USAREC) Recruiting Battalions			

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d. Does the Brigade know when, how, and to whom unfavorable information is to be reported? Are they aware of the (13) adjudicative guidelines?			
e. Does Brigade notify the USACC G1 Security Branch of any known creditable derogatory information, personnel flagging actions, and incidents that may impact security clearances?			
f. Does the Brigade assist schools with follow-up on all Cadets branched MI and OD-EOD for top secret security clearance requirements?			
5. Commission Eligibility Requirements (AR 145-1 para 6-8 and CC Reg 145-9)			
a. Does the Brigade provide oversight in this area to ensure erroneous commissions are avoided?			
b. Does the Brigade ensure that PMSs verify eligibility requirements for appointments outlined in AR 145-1, paragraphs 6-8, 6-12, 6-13?			
6. Cadet Personnel Actions – ASD (CC Circular 601-XX-1 Appendix T)			
a. Does the Brigade have a process to review actions for format, justification for request (meets guidelines),and completeness?			
b. Are timelines followed?			
7. Branching Aviation (Active Component)			
a. Does Brigade track or monitor how schools counsel Cadets regarding aviation branch **pre-qualification requirements**?			
b. WF Flight Physical Command Policy. Are schools advising ALL Cadets to take flight physicals even if they do not want to branch Aviation?			
c. Are Aviation SIFT tests and flight physicals taken IAW Command Policy and regulatory guidance? CC Cir 601-XX-1.			
8. iPERMS – Uploading Appointment and Commissioning Documents			
a. ASD - Does Brigade have oversight process to verify commissioning documents are uploaded into iPERMS in accordance with CC Circular 601-XX-1 (Pre-Commissioning & Post Commissioning) and AR 600-8-104?			
b. *CASD – Does Brigade have oversight process to verify appointment documents are uploaded into iPERMS prior to commissioning?*			