

**11D PAM 1-201  
COMMAND INSPECTION CHECKLIST**

FUNCTIONAL AREA: Security	CHAPTER: 8 SECTION: H	DATE OF REVISION: 1 SEP 02
PROPONENT/PHONE NO: G2/CI 350-6118	PROGRAM/ACTIVITY/TOPIC (PAT)  REDTRAIN	UNIT INSPECTED/DATE:

ITEM	GO	NO-GO
<p><b>PROGRAM ADMINISTRATION:</b></p> <p>1. REDTRAIN Program Administration</p> <p>a. Is the unit REDTRAIN manager designated in writing? (AR 350-3, 30 Aug 95, para 2-1a, appen B-4a)</p> <p>b. Is a current roster of all REDTRAIN unit managers maintained? (AR 350-3, 30 Aug 95, para 2-1e, appen B-4b)</p> <p>c. Does REDTRAIN manager have current copies of AR 350-3, REDTRAIN HANDBOOK and funding authorization documentation? (AR 350-3, 30 Aug 95, para 2-1e, appen B-4c)</p> <p>d. Is REDTRAIN manager knowledgeable of REDTRAIN policies, regulatory guidance, resource management procedures, and inspection criteria: (AR 350-3, 30 Aug 95, para 2-1b)</p> <p>e. Does the REDTRAIN manager job standards, OER support form, or NCOER duty description reflect REDTRAIN duties, funds accountability and resource accountability? (AR 350-3, 30 Aug 95, appen B-4d)</p> <p>f. Are REDTRAIN files maintained IAW basic record keeping requirements? (AR 350-3, 30 Aug 95, para 2-1 d-g, appen A, sec V)</p> <p>g. Does the REDTRAIN manager maintain detailed reports/records in support of the REDTRAIN program? (AR 350-3, 30 Aug 95, para 2-8)</p> <p>h. Does the REDTRAIN Manager maintain the required After Action Reports (AARs) for all REDTRAIN training events? (MSG, HQ, INSCOM, 161200ZMAR01, subj: REDTRAIN Implementing Policy Guidance)</p> <p>i. Does the command's REDTRAIN records reflect utilization of the following programs? If so, complete the section indicated</p> <p>1) In Unit Training (IUT) Program (AR 350-3, 30 Aug 95, para 3-3a)</p> <p>2) Mobile Training Teams (MTT) Program (AR 350-3, 30 Aug 95, para 3-3b)</p> <p>3) Live Environment Training (LET) Opportunities (AR 350-3, 30 Aug 95, para 3-3c)</p> <p>4) Off Site Training (OST) Program (AR 350-3, 30 Aug 95, para 3-3d)</p> <p>5) Supporting Programs (AR 350-3, 30 Aug 95, para 3-4)</p>		

6) REDTRAIN Initiatives (RI) Program (AR 350-3, 30 Aug 95, para 3-2b)

2. In Unit Training (IUT) Program

a. Does In Unit Training program meet regulatory intent (MOS-related, collective skills) & funding criteria? (AR 350-3, 30 Aug 95, para 3-3a.)

b. If REDTRAIN funds have been used to train non-target personnel, have these personnel been trained without increased cost? (AR 350-3, 30 Aug 95, para 3-3a(3))

3. Mobile Training Team (MTT)

a. Does MTT program meet regulatory intent (MOS-related & collective skills) criteria? (AR 350-3, 30 Aug 95, para 3-3b)

b. Does command's MTT meet funding criteria? (AR 350-3, 30 Aug 95, para 3-3b)

c. Have non-target personnel been trained without increased cost? (AR 350-3, 30 Aug 95, para 3-3b(2))

4. Live Environment Training (LET)

a. Does the command currently host and/or sponsor LET activities? (AR 350-3, 30 Aug 95, para 3-3c)

b. Have command sponsored LETs been recognized and validated by the REDTRAIN program administrator? (AR 350-3, 30 Aug 95, para 3-3 c (2))

c. Has the command evaluated/surveyed the LET's quality of training? (AR 350-3, 30 Aug 95, para 2-1c)

5. Off Site Training (OST)

a. Does command currently manage/host or review OST programs? (AR 350-3, 30 Aug 95, para 3-3d(1))

b. Are OST programs directly applicable to primary MOS skills? (AR 350-3, 30 Aug 95, para 3-3d(1)-(2))

c. Have workshops dealt exclusively with intelligence or language training/issue? (AR 350-3, 30 Aug 95, para 3-3d(2a); MSG, HQ, INSCOM, 161200ZMAR01, subj: REDTRAIN Implementing Policy Guidance)

d. Have "Train the Trainer" opportunities materially improved the quality of MOS-related training programs? (AR 350-3, 30 Aug 95, para 3-3d(2d))

e. Has the command participated in military exercises, deployments, or similar events utilizing REDTRAIN funds? (AR 350-3, 30 Aug 95, para 3-3d(2c))

6. Supporting Programs

a. Has command submitted equipment requests to the DA REDTRAIN Manager and do

they meet minimum REDTRAIN standards? (AR 350-3, 30 Aug 95, para 3-4a-d; MSG, HQ, INSCOM, 161200ZMAR01, subj: REDTRAIN Implementing Policy Guidance)

b. Has TOE/TDA or operational equipment been purchased with REDTRAIN funds? (AR 350-3, 30 Aug 95, para 3-4a(4))

c. Have routine supply requests been purchased with REDTRAIN funds? (AR 350-3, 30 Aug 95, para 3-4a(2))

d. Can REDTRAIN Manager identify/account for REDTRAIN equipment, materials and their locations? (AR 350-3, 30 Aug 95, para 3-4a(5))

e. Have REDTRAIN management expenses been disbursed only on activities that are clearly REDTRAIN events? (AR 350-3, 30 Aug 95, para 3-4c(1))

f. Has command received or requested DA RI funds? (AR 350-3, 30 Aug 95, para 3-2b)

g. If so, has command prepared or developed a method for measuring the RI effectiveness? (AR 350-3, 30 Aug 95, para 3-2b6)

## **PROGRAM PLANNING/REPORTING**

### **1. Planning**

a. Has the unit prepared and submitted a REDTRAIN Annual Plan (RAP) per the established suspense date? (AR 350-3, 30 Aug 95, para 2-5, appen B-4f)

b. Does the REDTRAIN Annual Plan provide for: AR 350-3, 30 Aug 95, para 2-5)

1) In Unit Training programs?

2) Off Site Training programs?

3) REDTRAIN Initiatives programs?

4) Mobile Training Teams programs?

5) Live Environment Training programs?

6) Supporting programs?

7) Equipment purchases?

8) Publication/Software acquisitions?

c. Does the REDTRAIN Annual Plan accurately reflect the command's tactical intelligence training needs, mission, and support requirements? (AR 350-3, 30 Aug 95, para 2-5, para 1-1b)

### **2. Reporting**

a. Has the command submitted timely, accurate, and complete REDTRAIN Status Reports (RSR) per established suspense dates? (AR 350-3, 30 Aug 95, para 2-6b-c, appen B-4g)

b. Has the command submitted a timely, accurate, and complete Annual REDTRAIN Report (ARR)? (AR 350-3, 30 Aug 95, para 2-7b, appen B-4h)

c. Has command provided participants or support to a REDTRAIN Opportunity activity? (AR 350-3, 30 Aug 95, para 3-2a)

d. If so, was a RO Feedback Report prepared/submitted? (AR 350-3, 30 Aug 95, para 3-2a(1); REDTRAIN Handbook, pages 10-13)

## **FUNDS MANAGEMENT**

### **1. Funds Management**

a. Have REDTRAIN funds been expended IAW projected requirements set forth in the unit's REDTRAIN plan? (AR 350-3, 30 Aug 95, para 1-4d(1), appen B-4m)

b. Has command allocated REDTRAIN funds/resources in an equitable and fair manner among MI assets/specialties? (AR 350-3, 30 Aug 95, para 1-4d(2-3))

c. Has command documented the expenditure/disbursement of allocated REDTRAIN funds? Are accountability structures adequate? (AR 350-3, 30 Aug 95, para 2-1f, appen B-4k)

d. Have REDTRAIN funds been spent in support of tactical intelligence missions? (AR 350-3, 30 Aug 95, para 1-1b; 1-4d(11))

e. Were REDTRAIN funds used for identified REDTRAIN programs? Were funds spent IAW restrictions of chapter 3, AR 350-3? (AR 350-3, 30 Aug 95, para 3, appen B-4n)

f. Have the REDTRAIN priorities and goals of the command been met? (AR 350-3, 30 Aug 95, para 1-1a, b)

g. Has an Account Processing Code (APC) been established for REDTRAIN? Is it used to monitor execution of REDTRAIN funds? (AR 350-3, 30 Aug 95, para 2-3d, appen B-4j)

h. Does the internal budget apparatus established by the REDTRAIN manager fully account for REDTRAIN funds? (AR 350-3, 30 Aug 95, appen B-4l)

### **2. Exception to Policy**

a. Has the DA ODSICINT approved all exceptions to policy requests? (MSG, HQ, INSCOM, 161200ZMAR01, subj: REDTRAIN Implementing Policy Guidance)

b. Are requests for exception policy investigated prior to approval or denial? (AR 350-3, 30 Aug 95, appen B-4q)

c. Has the command complied with exception to policy guidelines? (AR 350-3, 30 Aug 95, para 3-6b,c)

d. Has the command expended funds on prohibited items? (AR 350-3, 30 Aug 95, para 3-5a)

**Rating standard (PAT: Information Security)**

- Commendable – Go on 16 or more questions.
- Satisfactory – GO on 12-15 questions.
- Needs Improvement – A GO on fewer than 12 questions

Inspector's comments mandatory for all "NO GO" items. (Attach additional sheets if necessary.

**NOTES:**

VERIFICATION

X \_\_\_\_\_  
Unit POC's Signature, Name Rank, Date

X \_\_\_\_\_  
Inspector's Signature, Name Rank, Date