

11D PAM 1-201
COMMAND INSPECTION CHECKLIST

FUNCTIONAL AREA: G1/AG	CHAPTER: 1 SECTION: F	DATE OF REVISION: 1 May 03
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PROPONENT/PHONE NO: G1/AG 350-6357/7336	PROGRAM/ACTIVITY/TOPIC (PAT) Finance	UNIT INSPECTED/DATE:
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ITEM	GO	NO-GO
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<p>A. Discussion: The intent of inspecting this area is to ensure that commanders and S1 section personnel understand the fundamentals of initiating and tracking finance actions through the military pay system.</p> <p>B. References:</p> <ol style="list-style-type: none"> 1. Army Regulation 37-104-4, Military Pay and Allowances, Policy and Procedures, Active Components 30 Sep 94 2. DoDFMR, Volume 7A (Military Pay, Policy and Procedures for Active Duty) <p>C. Specific questions:</p> <ol style="list-style-type: none"> 1. Is the commander using the Unit Commander Finance Report (UCFR) to track unit personnel entitlements, promotions, and other pay actions? 2. Is the UCFR signed by the Commander and returned to finance by the established suspense date? (Normally the 10th of each month) 3. If discrepancies occur, does the unit coordinate with the servicing finance detachment to resolve these issues? 4. Does the commander establish regular (i.e., weekly) meetings with the local finance office to resolve pay problems? 5. Do PAC personnel attend the monthly meetings for LES handout and do they bring copies of their AAA-162 report? (Unit Manning Report) 6. Is a training program established with finance clerks to train S1 personnel on local finance procedures? 7. Does the S1 section maintain a file of memorandums of instructions (MOI) and standing operating procedures (SOP) from the local finance office? 8. Do S1 personnel reconcile the Daily Register of Transactions (DROT) against the unit transmittal letter (UTL) to identify outstanding finance issues/problems and concerns of soldiers? 		
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ITEM	GO	NO GO
<p>9. Do there appear to be recurring problems in the areas of leaves, pay inquiries, and allotment authorizations?</p> <p>10. Does the S1 section have a suspense file/system for tracking pay inquiries?</p> <p>11. Are Leave and Earnings Statements (LES) processed and distributed to the soldiers of the unit in a timely manner?</p> <p>*12. Aviation Service of Rated Army Officers</p> <p>a. Is a monthly review conducted to ensure that:</p> <ol style="list-style-type: none"> 1. Only fully qualified soldiers are receiving flight pay? 2. Aviator has current flight physical? 3. Aviator is in a documented flight position? 4. Aviator is receiving correct rate of pay based on gate status and years of service? 5. If an Aviator has failed a gate, has entitlement to continuous aviation career incentive pay (ACIP) been terminated? 6. Aviator meets all requirements for award of senior or master army aviator/flight surgeon designation? <p>b. Is there a Unit SOP established and maintained to manage ACIP IAW AR 600 – 105?</p>		
<p>Rating standard (PAT: Finance)</p> <ul style="list-style-type: none"> • Commendable – 90% of all items receive a “GO” rating. • Satisfactory – 75%-89% of all items receive a “GO” rating. • Needs Improvement – 74% and below of all items receive a “GO” rating; program automatically receives a “Needs Improvement” rating if question 1 receives a “NO GO” rating <p>*INDICATES MCP QUESTIONS</p> <hr/> <p>Inspector’s comments mandatory for all “NO GO” items. (Attach additional sheets if necessary.)</p>		
<p>NOTES:</p>		

VERIFICATION

X _____
Unit POC’s Signature, Name Rank, Date

X _____
Inspector’s Signature, Name Rank, Date