

IG INSPECTION

Indicator Code	Rating	Indicator Description
0100000	***	<input type="checkbox"/> PERSONNEL Comments:
0101000	**	<input type="checkbox"/> PERSONNEL MANAGEMENT Comments:
0101040	+	<input type="checkbox"/> PROMOTIONS (AR 140-158) Comments:
0101042	=	<input type="checkbox"/> Commanders counsel their soldiers who are in grades E4 and E5, who are within the zone of consideration but not recommended for promotion. (AR 140-158, para 3-10) Comments:
0101043	=	<input type="checkbox"/> The custodian of the soldier's MPRJ prepared/completed DA Form 3355-1 or Determined administrative points properly. (AR 140-158, para 3-12) Comments:
0101044	=	<input type="checkbox"/> The unit has a copy of the USARC MSC's centralized permanent promotion recommended list, without social security numbers, prominently displayed. (AR 140-158, para 3-16) Comments:
0101045	=	<input type="checkbox"/> Personnel officers and NCOs ensure that the records/packets are correct and forwarded for all eligible soldiers in grades E6-E8. (AR 140-158, para 3-32) Comments:
0103000	**	<input type="checkbox"/> OFFICER EVALUATION REPORTS (OERs) Comments:
0103010	+	<input type="checkbox"/> OER SUBMISSION and ADMINISTRATION (AR 623-105) Comments:
01030101	=	<input type="checkbox"/> Completed Active Component (AC) Officer Evaluation Reports (OERs) are processed and submitted to arrive at HQ DA not later than 90 calendar days, after the "Thru" date of the report. (AR 623-105, paras 1-4b(1)(k) and 3-34c(3)) Comments:
01030102	=	<input type="checkbox"/> Completed Active Guard Reserve (AGR) Officer Evaluation Reports (OERs) are processed and submitted to arrive at AR-PERSCOM not later than 90 calendar days, after the "Thru" date of the report. (AR 623-105, paras 1-4b(1)(k), 3-34c(3), and 4-7e(7)) Comments:
01030103	=	<input type="checkbox"/> Completed Troop Program Unit (TPU) Officer Evaluation Reports (OERs) are processed and submitted to arrive at AR-PERSCOM not later than 120 calendar days, after the "Thru" date of the report. (AR 623-105, para 4-2b(1)) Comments:

NONCOMPLIANCE INDICATOR CODES: (Select one for each item rated "U")

Don't Know - Never Knew
Don't Know - Forgot
Don't Know - Task Implied

Can't Comply - Scarce Resources
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Won't Comply - No Reward
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01030104 =	<input type="checkbox"/>	All rated officers and rating officials have access to AR 623-105, Officer Evaluation Reporting System and DA Pam 623-105, The Officer Evaluation reporting System "In Brief." (AR 623-105, para 1-4b(1)(a)). Comments:
01030106 =	<input type="checkbox"/>	The rated officer signs the OER after it has been completed by the rater, intermediate rater (if any), and senior rater. (AR 623-105, paras 1-8c(4)(e), 2-15h, and 3-17c(3) and 4-3c and e). Comments:
01030107 =	<input type="checkbox"/>	Each rated officer is given a copy of his or her completed OER. (AR 623-105, paras 3-34b and para 4-8b, and table 3-9, Steps 3 and 4) Comments:
01030111 =	<input type="checkbox"/>	Completed OERs are reviewed for administrative accuracy before forwarding IAW local established procedures. (AR 623-105, paras 3-34f, and 4-11, and table 3-8) Comments:
01030112 =	<input type="checkbox"/>	A copy of completed OERs is kept for 120 days after submission to MILPO, Fort McPherson, or AR-PERSCOM, in case the rated officer does not receive the mailed copy, and destroyed after 120 days if no request is made. (AR 623-105, para 4-8(b)(1) and table Comments:
01030200 +	<input type="checkbox"/>	OFFICER PERFORMANCE and COUNSELING SUPPORT FORMS Comments:
01030201 =	<input type="checkbox"/>	Within the first 30-days after the beginning of the rating period, the rater conducts an initial face-to-face counseling. For TPU personnel this discussion will be held at the first available drill or as soon as possible after reporting for ADT, TTAD, AD Comments:
01030202 =	<input type="checkbox"/>	The rater briefs the rating chain to the rated officer. (AR 623-105, para 3-7 and 4-3a). Comments:
01030205 =	<input type="checkbox"/>	Lieutenants and Warrant Officers are counseled quarterly. (AR 623-105, para 3-4c(2), and 4-3 and DA Pam 623-105). Comments:
01030214 =	<input type="checkbox"/>	The JODSF is developed after the initial face-to-face counseling. (AR 623-105, para 3-10c(1)(b) and DA Pam 623-105) Comments:
01030215 =	<input type="checkbox"/>	Raters of LTs/WOI ensure rater counseling requirements, for the DA Form 67-9-1a, are included in the rater's major performance objectives. (AR 623-105, para 3-7f(3)) Comments:
01030300 +	<input type="checkbox"/>	OER RATER QUALIFICATION and RESPONSIBILITIES Comments:

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01030302	=	<input type="checkbox"/> The rater is senior to the rated officer in grade or date of rank. Exceptions of AR 623-105, paras 2-4d(1) thru (5) apply. (AR 623-105, paras 2-4d and 4-4) Comments:
01030303	=	<input type="checkbox"/> The rater for an AC or AGR officer has been designated to serve in that official capacity for a minimum of 90 calendar days. (AR 623-105, paras 2-10b) Comments:
01030400	+	<input type="checkbox"/> OER SENIOR RATER QUALIFICATION and RESPONSIBILITIES Comments:
01030401	=	<input type="checkbox"/> Senior rater for an AC or AGR officer has served in the rating official capacity for a minimum of 60 days. (AR 623-105, para 2-14b(1)). Comments:
01030402	=	<input type="checkbox"/> Senior rater for a TPU officer has served in the rating official capacity for a minimum of 90 days. (AR 623-105, para 4-5b(2)). Comments:
01040000	**	<input type="checkbox"/> NONCOMMISSIONED OFFICER (NCO) EVALUATION REPORTS Comments:
01040100	+	<input type="checkbox"/> NCOER SUBMISSION and ADMINISTRATION (AR 623-205) Comments:
01040101	=	<input type="checkbox"/> Completed Active Component NCO-ERs are processed and submitted to arrive at MPD, Fort McPherson, GA, not later than 30 days after the end month of the report. (AR 623-205, paras 1-4b(1)(j), and app B) Comments:
01040102	=	<input type="checkbox"/> Completed Active Guard Reserve (AGR) NCO-ERs are processed and submitted to arrive at AR-PERSCOM not later than 60 days after the end month of the report. [AR 623-205, paras 1-8b, 1-8b(2), 1-4b(1)(j), and 3-36h, and app B) Comments:
01040103	=	<input type="checkbox"/> Completed USAR (TPU/IRR/IMA) NCO-ERs are processed and submitted to arrive at AR-PERSCOM not later than 90 days after the end month of the report. (AR 623-205, para 3-36h) Comments:
01040104	=	<input type="checkbox"/> All NCOs and rating officials have access to AR 623-205. (AR 623-205, para 1-4b(1)). Comments:
01040105	=	<input type="checkbox"/> The NCO Support channel Command Sergeant Major (CSM), Sergeant Major (SGM) is charged with the responsibility for quality control of the NCO-ERs, to include ensuring that reports are accurate and submitted on time. (AR 623-205, para 1-4b(3); USARC Pamphl Comments:

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01040106	=	<input type="checkbox"/> The rated NCO is provided a copy of his or her completed evaluation report, including any authorized enclosures. (AR 623-205, para 3-36f) Comments:
01040200	+	<input type="checkbox"/> NCO PERFORMANCE COUNSELING'S and COUNSELING CHECKLIST Comments:
01040202	=	<input type="checkbox"/> Rater conducts initial performance counseling within the first 30 days of the rating period or IAW para 5-9 for IRR/IMA NCOs. (AR 623-205, para 1-4b(1)(f), 2-9a) Comments:
01040204	=	<input type="checkbox"/> Rater conducts counseling sessions at least quarterly for Active Component NCOs. (AR 623-205, para 2-29b, and Comments:
01040205	=	<input type="checkbox"/> Rater conducts counseling sessions at least quarterly for Active Guard/Reserve NCOs. (AR 623-205, para 2-9b, and 3-4c). Comments:
01040206	=	<input type="checkbox"/> Rater conducts counseling sessions at least semi-annually for USAR TPU NCOs. (AR 623-205, para 2-9b and 3-4c). Comments:
01040208	=	<input type="checkbox"/> During the initial counseling the rater shows the rated NCO the rating chain, and a complete duty description. (AR 623-205, para 3-4c) Comments:
01040209	=	<input type="checkbox"/> During the quarterly or semi-annual counseling's the rater tells the rated NCO how well he or she is doing, what was done well, and what could be done better; based on observed action and demonstrated behavior and results. (AR 623-205, para 3-4c) Comments:
01040210	=	<input type="checkbox"/> After each counseling, the rater records key points discussed and obtains the rated NCOs initials on page 2 of the DA Form 2166-7-1. (AR 623-205, para 3-4c; USARC Pamphlet 600-1, para 2-17b(5), and 2-16d(10)) Comments:
01040212	=	<input type="checkbox"/> Rater maintains DA Form 2166-7 (NCO Counseling Checklist/Record) for each rated NCO until after the NCO-ER for that rating period is approved and submitted to the MPD, Fort McPherson, GA, or AR-PERSCOM. (AR 623-205, para 2-9b and 3-4c) Comments:
01040300	+	<input type="checkbox"/> NCOER RATER QUALIFICATIONS and RESPONSIBILITIES Comments:
01040301	=	<input type="checkbox"/> For AC or AGR NCOs the rater is the rated NCO's immediate supervisor and is designated as the rater for a minimum period of 90 days. (Excluding Relief for Cause evaluations and evaluations for IRR and IMA NCOs) (AR 623-205, para 2-4a) Comments:

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01040302	=	<input type="checkbox"/> For TPU NCOs the rater is the rated NCO's immediate supervisor and is designated as their rater for a minimum of 90 days. (AR 623-205, para 4-11a) Comments:
01040304	=	<input type="checkbox"/> The rater is a sergeant or higher, if military and senior to the rated NCO by either pay grade or date of rank. (AR 623-205, para 3-4a(2) and para 5-12a(2)) Comments:
01040400	+	<input type="checkbox"/> NCOER SENIOR RATER QUALIFICATIONS and RESPONSIBILITIES Comments:
01040401	=	<input type="checkbox"/> The Senior Rater is in the direct line of supervision of the rated NCO and is designated as the Senior Rater for a minimum of 60 days. (Excluding Relief for Cause evaluations). (AR 623-205, para 2-5a(1)) Comments:
01040402	=	<input type="checkbox"/> The Senior Rater is senior to the rater by either pay grade or date of rank. (AR 623-205, para 2-5a(2)) Comments:
01040500	+	<input type="checkbox"/> NCOER REVIEWER QUALIFICATIONS and RESPONSIBILITIES Comments:
01040501	=	<input type="checkbox"/> The Reviewer is a commissioned officer, warrant officer, CSM, or SGM in the direct line of supervision and senior in pay grade or date of rank to the senior rater. (AR 623-205, para 2-6a) Comments:
01040502	=	<input type="checkbox"/> Reviewer ensures the proper rater and senior rater complete the report. (AR 623-205, para 2-13a). Comments:
01040503	=	<input type="checkbox"/> Reviewer indicates concurrence or non-concurrence with rater and/or senior rater by annotating the appropriate box. (AR 623-205, para 2-13c). Comments:
01040506	=	<input type="checkbox"/> The Review ensures the timely submission of an accurate NCOER. (AR 623-205, para 3-8c(3)) Comments:
01050000	**	<input type="checkbox"/> RATING CHAINS Comments:
01050100	+	<input type="checkbox"/> RATING SCHEMES Comments:

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01050101	= <input type="checkbox"/>	Rating chains are established by name, given effective dates, published, and distributed to each rated officer and each member of the chain. Include the date on which each ring official was designated. (AR 623-105, para 1-4b(1)(d) and table 2-2)
01050102	= <input type="checkbox"/>	<p>Comments: Rating schemes are posted in the unit so that all NCOs know their, rater, senior rater, and reviewer. (AR 623-205, para 1-4b(1)(a))</p> <p>Comments:</p>
01050103	= <input type="checkbox"/>	Any changes to the rating chains are published and distributed. No changes may be retroactive. (AR 623-105, para 1-4b(1)(d) and table 2-2; AR 623-205, para 1-4b(1)(a))
01050105	= <input type="checkbox"/>	<p>Comments: Military Technicians (MTs) are not designated as civilian rating officials where grade inversions exist. (AR 623-105, para 4-4a).</p> <p>Comments:</p>
05000000	** * <input type="checkbox"/>	TRAINING
05010000	** <input type="checkbox"/>	INDIVIDUAL TRAINING
05010400	+ <input type="checkbox"/>	MOS QUALIFICATION
05010401	* <input type="checkbox"/>	Personnel not DMOSQ are enrolled or scheduled to attend appropriate MOS schooling. (FORSCOM/ARNG 350-2, para 4-1)
05010402	& <input type="checkbox"/>	Unit leaders have a written training plan for each non-DMOSQ soldier assigned. (FORSCOM/ARNG Reg 350-2; FORSCOM Reg 220-3 Appendix H; Memorandum HQ USARC, ARFC-OPT, Dated: 13 Sep 2000, Subject: Non- Duty Military Occupational Specialty Qualified DMOSQ Sol
05010405	* <input type="checkbox"/>	<p>Comments: Short-term requirements exceeding available quotas are addressed and staffed for appropriate action. Staffing decisions should request and assist in the conduct of additional classes if effect on readiness outweighs additional resourcing. (FORSCOM/ARNG Reg 350-2, para 4-1)</p> <p>Comments:</p>
05020200	+ <input type="checkbox"/>	ITRRS-GIS
05020201	& <input type="checkbox"/>	Unit uses ITRRS-GIS.
		Comments:

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05020202	&	<input type="checkbox"/>	The unit print a list of non-DMOSQ soldiers. Comments:
06000000	***	<input type="checkbox"/>	MOBILIZATION Comments:
06010000	**	<input type="checkbox"/>	MOBILIZATION READINESS Comments:
06010100	+	<input type="checkbox"/>	PREMOBILIZATION AND POSTMOBILIZATION TRAINING Comments:
06010105	&	<input type="checkbox"/>	There is a unit retrieval plan to retrieve equipment and/or supplies from the AMSA, ECS, other training, maintenance, or storage sites, and for equipment on hand receipt to other units. (FORSCOM/ARNG Reg 55-1, para 2-11c and Annex G to Appendix H; and F Comments:
06010107	&	<input type="checkbox"/>	The unit retrieval plan is included in Annex G of the Mobilization Movement Plan. Comments:
06010200	+	<input type="checkbox"/>	UNIT MOVEMENT PLAN Comments:
06010201	&	<input type="checkbox"/>	The unit has prepared a movement plan (FORSCOM/ARNG Reg 55-1, para 2-11, 4-6, 5-1, Figure 5-1, and Appendix H; and FORSCOM Reg 500-3-3, Task 4-1-6) Comments:
06010202	&	<input type="checkbox"/>	The unit movement plan identifies personnel to be moved by commercial transportation to the mobilization station. (FORSCOM/ARNG Reg 55-1, para 5-2, 5-3, and 5-5, Step 6; and FORSCOM Reg 500-3-3, Task 4-1-8c) Comments:
06010203	&	<input type="checkbox"/>	The movement plan identifies equipment to be moved. Comments:
06010204	&	<input type="checkbox"/>	The movement plan identifies personnel to be moved. Comments:
06010205	&	<input type="checkbox"/>	The unit movement plan is approved, in writing, every 2 years by the RSC or MSC. (FORSCOM/ARNG Reg 55-1, para 2-5, 2-6a, and 5-3e; and FORSCOM Reg 500-3-3, Task 4-1-6) (HH) Comments:

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06010206 &	<input type="checkbox"/>	A written record of the review of the movement plan results is maintained in the mobilization file. Comments:
06010300 +	<input type="checkbox"/>	UNIT MOVEMENT OFFICER (UMO) APPOINTMENTS Comments:
06010301 &	<input type="checkbox"/>	A unit movement officer and an alternate (may be Military Technician/dual status technician), are appointed to conduct unit movement planning. (FORSCOM/ARNG Reg 55-1, para 2-11a and K-2; and FORSCOM Reg 500-3-3, Task Comments:
06010303 &	<input type="checkbox"/>	Individuals appointed to unit movement officer (or NCO) duties hold at least a secret clearance. (FORSCOM Reg 55-1, para 2-5a) Comments:
06010304 &	<input type="checkbox"/>	Individuals appointed to unit movement officer (or NCO) duties have at least one year retainability in the unit assigned. (FORSCOM Reg 55-1, para 2-5a) Comments:
06010305 =	<input type="checkbox"/>	A coordination list of agencies to provide enroute emergency logistical assistance is properly prepared. (FORSCOM Reg 55-1, app H, annex K) Comments:
06010306 =	<input type="checkbox"/>	Property to remain at home station is properly identified. (FORSCOM Reg 500-3-3, task 4-I-10) Comments:
06010400 +	<input type="checkbox"/>	UNIT MOVEMENT OFFICER TRAINING Comments:
06010401 &	<input type="checkbox"/>	The Unit Movement Officer(UMO) and alternate UMO receive required training. (FORSCOM Reg 55-1, para 2-11a, and app K) Comments:
06010500 +	<input type="checkbox"/>	HOME STATION EQUIPMENT and CENTER MANAGEMENT Comments:
06010501 =	<input type="checkbox"/>	The USAR center commander's plan to transfer equipment, facilities, and center management responsibilities is properly prepared. (FORSCOM Reg 500-3-3, task 4-I-11) Comments:
06010502 =	<input type="checkbox"/>	The signature card for the mobilization purchasing agent is authenticated. (FORSCOM Reg 500-3-3, Annex B) Comments:

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06010503	*	<input type="checkbox"/> The convoy movement and convoy commander's guide/checklist (FORSCOM Form 285-2-R) is on hand. (FORSCOM Reg 55-1, app H, fig H-1) Comments:
06010600	+	<input type="checkbox"/> HOME STATION/SUSTAINMENT PLANNING (LOGISTICS) Comments:
06010601	*	<input type="checkbox"/> The requirement to requisition all shortages of authorized equipment upon mobilization is identified. (FORSCOM Reg 500-3-3, task 4-I-7) Comments:
06010605	=	<input type="checkbox"/> The class V ABL requirement is prepared in accordance with FORSCOM Reg 700-3, or a completed DA Form 581 is on hand. (FORSCOM Reg 500-3-3, task 4-I-4) Comments:
06010606	=	<input type="checkbox"/> Requisitions for exempted medical supplies are on hand. (FORSCOM Reg 500-3-3, task 4-I-5) Comments:
06010608	=	<input type="checkbox"/> The unit's Ammunition Basic Load (ABL) is adjusted to accomodate changes resulting from new or displaced equipment fielding. (FORSCOM Reg 700-3, para 2-2a) Comments:
06010610	=	<input type="checkbox"/> The unit identifies requirements for lodging and subsistence of personnel while at home station and enroute to the mobilization station. (FORSCOM Reg 500-3-3, tasks 4-I-1 and 4-I-2) Comments:
06010611	=	<input type="checkbox"/> The unit identifies POL requirements for home stations and movement to the mobilization station. (FORSCOM Reg 500-3-3, task 4-I-3) Comments:
06010800	+	<input type="checkbox"/> MOVEMENT PLANNING (LOGISTICS) Comments:
06010801	*	<input type="checkbox"/> The unit commander maintains a unit movement plan in five paragraph order. (FORSCOM Reg 55-1, para 5-5, step 10, app H) Comments:
06010815	&	<input type="checkbox"/> Has the unit developed a postmobilization training plan to support collective and individual training requirements during postmobilization? (FORSCOM Reg 500-3-3, Task 3-I-3. The postmobilization training plan under survival kits on the ARRTC home page i Comments:
06020000	**	<input type="checkbox"/> MOBILIZATION PLANNING Comments:

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06020100	+	<input type="checkbox"/> PERSONNEL and ADMINISTRATION Comments:
06020101	&c	<input type="checkbox"/> The unit commander has appointed a mobilization officer or NCO. (FORSCOM Reg 500-3-3, page 5, Applicability) Comments:
06020102	&c	<input type="checkbox"/> The mobilization officer or NCO completed the RC Unit Mobilization Planners Course? Comments:
06020104	=	<input type="checkbox"/> A Soldier Readiness Processing (SRP) check is conducted annually. (FORSCOM Reg 500-3-3, task 2-I-2) Comments:
06020105	=	<input type="checkbox"/> Personnel Mobilization Packets are initiated, completed, and reviewed annually. (FORSCOM Reg 500-3-3, task 2-I-3 and table 2-3) Comments:
06020106	=	<input type="checkbox"/> The unit takes action to ensure that all assigned personnel receive pre-mobilization legal counseling. (FORSCOM Reg 500-3-3, task 2-I-4 and table 2-5) Comments:
06020107	=	<input type="checkbox"/> Personnel security clearance requirements are identified on a copy of the unit-manning roster showing the level of access needed to perform the duties of each MTOE/TDA position and action taken to obtain individual clearances. (FORSCOM Reg 500-3-3, task 2-I-9) Comments:
06020108	=	<input type="checkbox"/> Personnel not available for mobilization or deployment are identified. (FORSCOM Reg 500-3-3, Task 2-I-5) Comments:
06020112	=	<input type="checkbox"/> The unit's Regional Level Application Software (RLAS) data accurately reflect DA 201 file data. This task is assessed through random sample of 201 file information when compared with CLAS data output. Comments:
06020200	+	<input type="checkbox"/> OPERATIONS and TRAINING Comments:
06020201	=	<input type="checkbox"/> The unit has a copy of the most recent FORMDEPS, Vol III, Reserve Component Unit Commander's Handbook. (FORSCOM Reg 500-3-3) Comments:
06020202	&	<input type="checkbox"/> The unit (AA level) properly prepares and maintains a unit mobilization file in a notebook, binder, or folder which is clearly labeled, logically organized, indexed, and tabbed. (FORSCOM Reg 500-3-3, task 3-I-1) Comments:

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06020203	= <input type="checkbox"/>	The Alert and Assembly Plan and documentation of the result of the last annual test/exercise of the plan is present in the unit mobilization file. (FORSCOM Reg 500-3-3, task 3-I-1 and annex A) Comments:
06020204	= <input type="checkbox"/>	A list of key personnel (by position) to be ordered to duty prior to unit activation is present in the mobilization file. Each member on the list has initialed by his/her name indicating awareness of the possibility of early call to active duty (Annual update or as changes occur). (FORSCOM Reg 500-3-3, Tasks 3-I-1 and 3-I-7) Comments:
06020218	= <input type="checkbox"/>	Post Mobilization Training Plan is developed and updated annually. (FORSCOM Reg 500-3-3, tasks 3-I-1 and 3-I-4, and Annex E) Comments:
06020219	& <input type="checkbox"/>	The unit has a current postmobilization training and support Requirements (PTSR) report, (FORSCOM Reg 500-3-3, Task 3-I-3; and Annex D) Comments:
06020220	& <input type="checkbox"/>	The PTSR reflects support for collective and individual training requirements to be conducted at the MS. (FORSCOM Reg 500-3-3, Task 3-I-3; and Annex D) Comments:
06020221	= <input type="checkbox"/>	Copy of the latest Post Mobilization Training and Support Requirements (PTSR) (FORSCOM Form 319-R or automated copy). The unit verifies the accuracy of the PTSR and a copy is furnished to the mobilization station with information copies to the chain of command. (FORSCOM Reg 500-3-3, tasks 3-I-1 and 3-I-5, and Annex E) (As Comments:
06020228	= <input type="checkbox"/>	The unit conducts an annual mobilization status briefing on the unit's mobilization mission. (FORSCOM Reg 500-3-3, task 3-I-10) Comments:
06020230	& <input type="checkbox"/>	The unit has developed a home station (HS) unit activity plan to accomplish critical administrative and logistical requirements, and training if time permits. (FORSCOM Reg 500-3-3, Tasks 3-I-4, 3-I-7. Annex E and ARRTC Mobilization Workshop POI 934, Han Comments:
06020233	= <input type="checkbox"/>	Advance party members are identified by position. Each member's function, at the mobilization station, is listed. (FORSCOM Reg 500-3-3, Task 3-I-10 and Annex G) Comments:
06020234	= <input type="checkbox"/>	Organic unit (derivative UIC), which is not collocated with parent unit, has an alert and assembly plan, movement plan to join up with parent unit, and data required by parent command. (FORSCOM Reg 500-3-3, task 3-I-1) Comments:
06020300	+ <input type="checkbox"/>	ALERT and ASSEMBLY PLAN Comments:
06020302	= <input type="checkbox"/>	The plan addresses the alert order, method for transmission and authentication, and prioritized list of key personnel authorized to receive the alert. (FORSCOM Reg 500-3-3, tasks 2-I-27 and 3-I-1, and Annex A) Comments:

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 Don't Know - Task Implied

Can't Comply - Scarce Resources
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 Can't Comply - Impossible

Won't Comply - No Reward
 Won't Comply - No Penalty
 Won't Comply - Disagree

IG INSPECTION

Indicator Code	Rating	Indicator Description
06020305 =	<input type="checkbox"/>	The primary and alternate assembly areas are designated (not required if home station is mobilization station). (FORSCOM Reg 500-3-3, tasks 2-I-27 and 3-I-1, and Annex A)
		Comments:
06020306 =	<input type="checkbox"/>	A strip map indicating the location of the alternate assembly area is available. (FORSCOM Reg 500-3-3, tasks 2-I-27 and 3-I-1, and Annex A)
		Comments:
06020312 &	<input type="checkbox"/>	The alert notification roster lists all assigned members, to include those pending transfer, and is updated and verified quarterly (pen and ink changes with a dated signature). (FORSCOM Reg 500-3-3, para A-3b-c)
		Comments:
06020318 &	<input type="checkbox"/>	A strip map is affixed as a secondary means of notification for members not having an easily identifiable street address. (FORSCOM Reg 500-3-3, tasks 2-I-27 and 3-I-1, and Annex A)
		Comments:
06020319 =	<input type="checkbox"/>	The unit alert notification roster establishes an alert notification chain and has been exercised within the past year. (FORSCOM Reg 500-3-3, tasks 2-I-27 and 3-I-1, and Annex A)
		Comments:
06020322 &	<input type="checkbox"/>	The unit has documented the annual test/exercise alert and retained the documentation in the mobilization file.
		Comments:
06020323 &	<input type="checkbox"/>	Subordinate derivative unit identification codes (UICs) not co-located with the parent command maintain an alert and assembly plan, load plan, movement plan, and other data as required by the parent unit to ensure join-up with the parent command. (FORSCO)
		Comments:
09000000 ***	<input type="checkbox"/>	SPECIAL STAFF
		Comments:
09010000 **	<input type="checkbox"/>	SPECIAL PROGRAMS
		Comments:
09010500 +	<input type="checkbox"/>	UNIT FAMILY READINESS PROGRAM
		Comments:
09010501 &	<input type="checkbox"/>	The unit has completed all required Family Care Plans and the care plans are current. (AR 600-20)
		Comments:
09010502 &	<input type="checkbox"/>	All soldiers requiring a FCP have been identified. (para 5-5b)
		Comments:

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09010503 &	<input type="checkbox"/>	The unit has established a 60 day suspense date on the DA Form 5340-R for TPU soldiers and a 30 day for AGR soldiers for completion of the FCP packet. (para 5-5g(3)) Comments:
09010504 &	<input type="checkbox"/>	The DA Form 5305-R is completed correctly, including the commander's signature. Comments:
09010505 &	<input type="checkbox"/>	The DA Form 5305-R is recertified annually. Comments:
09010506 &	<input type="checkbox"/>	The DA Form 5840-R, Certificate of Acceptance as Guardian/Escorts completed correctly. (para 5-5a &n) Comments:
09010507 &	<input type="checkbox"/>	The DA Form 5841-R, Power of Attorney, or equivalent delegation of legal control (unsigned until deployment) is completed correctly. Comments:
09010508 &	<input type="checkbox"/>	The DD Form 1172, Application for Uniformed Service Identification Card DEERS Enrollment (for each dependent family member) present.(Note: AR 600-8-14 directs that ID cards will be issued for children under age 10 who reside with a single parent or dual Comments:
09010509 &	<input type="checkbox"/>	There is proof of financial support arrangements or DD Form 2558, Authority to Start, Stop, or Change an Allotment for Active Duty or Retired Personnel (unsigned until deployment), (para 5-5a & n) Comments:
09010511 =	<input type="checkbox"/>	Each soldier assigned to the unit has a copy of Annex C, pages 99-113, FORMDEPS, Vol III. (FORSCOM Reg 500-3-3, task 2-1-1) Comments:
09010513 =	<input type="checkbox"/>	FCPs are tested during mobilization exercises and Annual Training. (AR 600-20) Comments:
09010515 =	<input type="checkbox"/>	Annual mobilization briefing for soldiers and family members is conducted. (FORSCOM Reg 500-3-3, Annex C, task 2-1-21e) Comments:
09010516 =	<input type="checkbox"/>	There is a family readiness plan in the unit. (DA Pam 608-47, para 1-6a and USARC Reg 608-1, chap 2) Comments:
09010517 *	<input type="checkbox"/>	Sanction letter is prepared and distributed approving a unit liaison officer and acknowledging the family readiness group leaders and key volunteers. (DA Pam 608-47, para 2-2b; AR 600-20, para 5-10b(6)(b)and USARC Reg 608-1, chap 2) Comments:

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09010518	&	<input type="checkbox"/>	The unit has a Family Readiness Group (FRG). (USARC Reg 608-1, AR 600-20) Comments:
09010520	&	<input type="checkbox"/>	The FRL has completed 12 hours of Family Program Academy instruction within 12 months of appointment. (USARC Reg 608-1, para 2-7i) Comments:
09010522	&	<input type="checkbox"/>	The unit has a Family Readiness Group (FRG) Telephone Tree to contact family members. Comments:
09010523	&	<input type="checkbox"/>	The unit has a Family Member Sponsorship and Outreach Program. Comments:
09010524	&	<input type="checkbox"/>	The unit has a listing of military organizations, veterans associations, and social service agencies available to serve military families. Comments:
09010525	&	<input type="checkbox"/>	The unit has a recruitment program for family member FRG volunteers. USARC Reg 608-1, chap 5) Comments:
09010526	&	<input type="checkbox"/>	The unit publishes a FRG Newsletter on a quarterly basis. Comments:
09010527	&	<input type="checkbox"/>	Family Readiness Volunteers (e.g., Volunteers for the Family Support Group, Army Family Team Building) are completing DA Form 4712-R for volunteer hours worked. DA Form 4162-R, Army Community Service Volunteer Service Record is maintained for each volunteer. (USARC Form 106-R, Volunteer Service Record is maintained for each volunteer. DD Form 2793, Volunteer Agreement, is maintained on each unit volunteer.) (AR 608-1, para 4-3a and 4-15) Comments:
09010528	=	<input type="checkbox"/>	A unit roster is made available to the Family Readiness Group. (DA Pam 608-47, paras 3-2a, 3-2b, 3-2c, and 3-2d) Comments:
09010529	=	<input type="checkbox"/>	The unit maintains a written job description on each volunteer (e.g., Family Readiness Group and Army Family Team Building Volunteers.) (AR 608-1, para 4-3c; DA Pam 608-47, para 4-2e, and USARC Reg 608-1, Chap 3) Comments:
09010530	=	<input type="checkbox"/>	Commanders ensure that an ongoing system of volunteer recognition is developed and implemented. (AR 608-1, para 4-6b and USARC Reg 608-1, chap5) Comments:
09010531	=	<input type="checkbox"/>	All volunteers receive training. (AR 608-1, para 4-13 and USARC Reg 608-1, chap7) Comments:

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Indicator Code	Rating	Indicator Description
1000000	***	<input type="checkbox"/> COMPTROLLER Comments:
1001000	**	<input type="checkbox"/> PAY ADMINISTRATION Comments:
1001010	+	<input type="checkbox"/> PAY ADMINISTRATION Comments:
1001011	*	<input type="checkbox"/> Commander takes appropriate action to resolve pay inquiries/problems in a timely manner. (USARC Pam 37-1, Chap 5) Comments:
1001015	*	<input type="checkbox"/> Unit reviews the DJMS-RC account of newly assigned soldiers and submits appropriate documents through TAPDB-R or the RCPSO, as required to update the account. (USARC Pam 37-1, para 1-12 and 2-1) Comments:
1001016	=	<input type="checkbox"/> The UH022-2405 Master Military Pay account (MMPA) History Report is reviewed monthly for accuracy. (USARC Pam 37-1, app G-3) Comments:
1001018	=	<input type="checkbox"/> Pay documentation is forwarded to the RCPSO on consecutively numbered transmittal letters. (AR 37-104-10, para 7-5) Comments:
1001019	=	<input type="checkbox"/> Commander ensures all soldiers are enrolled in Sure Pay or has a command approved waiver. Comments:
1001012	&	<input type="checkbox"/> The unit is properly annotating the Unit Commander's Pay Management Report. (USARC Pam 37-1, App 1, para I-2) Comments:
1001013	&	<input type="checkbox"/> The commander verifies and signs the drill attendance roster. (USARC 37-1, App J, para J-19) Comments:
1001014	=	<input type="checkbox"/> Commander ensures a duplicate copy of the transmittal letter, with all substantiating documents are maintained in MARKS file 37-ACTION. (AR 25-400-2) Comments:
1001016	=	<input type="checkbox"/> Unit maintains required functional files for Reserve Pay Administration. (USARC Pam 37-1, App G, and AR 25-400-2/ARIMS) Comments:

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Indicator Code	Rating	Indicator Description
10010200	+	<input type="checkbox"/> INDIVIDUAL ACTIVE DUTY Comments:
10010201	*	<input type="checkbox"/> Individual active duty performance is properly certified by the soldier and someone with knowledge of duty performance. (USARC Pam 37-1, para 3-5) Comments:
10010202	=	<input type="checkbox"/> Individual active duty for 7 days or less is submitted within 1 working day following receipt of the Certification of Performance. (USARC 37-1, para 3-6a) Comments:
10010203	=	<input type="checkbox"/> Individual Active Duty of 8 days or more is submitted to arrive at the RCPSO 10 days prior to the first day of duty. (USARC Pam 37-1, para 3-6b) Comments:
10010204	=	<input type="checkbox"/> Certification of performance for duty of 8 days or more submitted to the RCPSO prior to the first day of duty is submitted to the RCPSO within 10 days after completion of the duty. (USARC Pam 37-1, para 3-6c) Comments:
10010900	+	<input type="checkbox"/> ANNUAL TRAINING Comments:
10010901	*	<input type="checkbox"/> The unit Annual Training orders/annexes were properly prepared and submitted with all required supporting documents to arrive at the RCPSO NLT 10 days prior to the unit AT start date. (USARC Pam 37-1, para 3-7) Comments:
10010904	=	<input type="checkbox"/> Unit Commander ensure soldier were paid correctly and corrective action is taken as needed. (USARC Pam 37-1, para 3-6 and para 3-9) Comments:
10011000	+	<input type="checkbox"/> RADARS Comments:
14000000	***	<input type="checkbox"/> RETENTION Comments:
14010000	**	<input type="checkbox"/> RETENTION AND TRANSITION DIVISION (RTD) Comments:
14010100	+	<input type="checkbox"/> RETENTION and TRANSITION Comments:

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Indicator Code	Rating	Indicator Description
14010101 &	<input type="checkbox"/>	The unit has access to current retention directives and publications. (USARC Reg 140-6, USARC Pam 140-1) Comments:
14010200 +	<input type="checkbox"/>	RETENTION FUNCTIONS Comments:
14010202 &	<input type="checkbox"/>	The unit has a Retention and Transition Standard Operating Procedure (SOP). (USARC Reg 140-6, para 1-10b; USARC Pam 140-1, Appendix H) Comments:
14010203 &	<input type="checkbox"/>	The Unit Commander is conducting required Initial Retention Interviews with all new soldiers during their first drill. (USARC Reg 140-6, para 3-8d and USARC Poster 6-R) Comments:
14010204 &	<input type="checkbox"/>	Units are conducting required Annual Retention Interviews. (AR 140-111, para 1-26d(3); USARC Reg 140-6, para 1-10c(5); and USARC Poster 6-R) Comments:
14010205 =	<input type="checkbox"/>	The commander ensures assigned Duty Appointed Retention NCOs are fully trained, supported, specifically used to support the Retention and Transition Program, and provided access to transportation, private office space, and necessary equipment. (USARC Reg 146, para 1-10a) Comments:
14010207 &	<input type="checkbox"/>	The unit has as AGR Retention and Transition NCO (RTNCO), MOS 79V, available to support the unit. (USARC Reg 140-5, para 1-13b/c) Comments:
14010214 &	<input type="checkbox"/>	The soldier identified for duty appointment completed the ARRTC's Duty Appointment NCO Course (DARN) conducted by the MSC Retention NCO within 12 months of appointment. (USARC Reg 140-6, para 1-14c and 1-15d) Comments:
14010215 &	<input type="checkbox"/>	The unit has the required number of Duty Appointed Retention NCOs (DARN). (USARC Reg 140-6, para 1-10a) Comments:
14010225 *	<input type="checkbox"/>	Unit commander meets with soldiers 6-12 months from ETS to attempt to secure a favorable reenlistment decision. (AR 140-111, para 1-25; USARC Reg 140-6, para 1-10c; and USARC Poster 6-R) Comments:
14010226 *	<input type="checkbox"/>	RTNCO meets with soldiers four months from ETS to confirm reenlistment decision and initiate paperwork. (AR 140-111, para 1-25; USARC Reg 140-6, para 1-10c; USARC Pam 140-1, para 2-6h(1)(4); and USARC Poster 6-R) Comments:
14010300 +	<input type="checkbox"/>	TECHNICAL WARRANT OFFICER ACCESSIONING PROGRAM Comments:

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14010500	+	<input type="checkbox"/> MISSION Comments:
14010501	*	<input type="checkbox"/> The commander encourages maximum use of the Unit Referral System (URS). (USARC Reg 140-6, para 5-5a) Comments:
14010504	*	<input type="checkbox"/> The commanders are submitting qualified Warrant Officer candidate packets annually, according to the CG's published objectives. (USARC Reg 140-6, para 2-4) Comments:
14010600	+	<input type="checkbox"/> SPONSORSHIP Comments:
14010601	*	<input type="checkbox"/> The commander meets the USARC standard of 100% sponsorship of new soldiers (TPU, AGR, and civilian employees). (USARC Reg 140-6, para 3-3a) Comments:
14010602	&	<input type="checkbox"/> The unit sends welcome letters to all incoming soldiers. (USARC Pam 140-1) Comments:
14010604	&	<input type="checkbox"/> The following items or information included in the welcome letter? A strip map to the unit, An upcoming unit drill schedule, A listing of key unit personnel & telephone numbers, An Annual Training (AT) schedule, if , The name of the assigned sponsor. Comments:
14010605	&	<input type="checkbox"/> The unit is completing a Sponsor's Guide & In-Processing Checklist, USARC Form 62-R, on each newly assigned soldier and maintaining it on file for 1 year. (USARC Reg 140-6) Comments:
14010613	&	<input type="checkbox"/> The unit is reviewing and updating reserved, verified, and canceled vacancies listed on the UVREPORT on a weekly basis. (USARC Reg 140-6, para 5-3a) Comments:
14010615	*	<input type="checkbox"/> The unit commander establishes and implements a unit Initial Entry Training (IET) program to ensure that all soldiers returning from IET are accounted for and attend the next scheduled unit assembly. (USARC Reg 140-6, para 2-16) Comments:
14010616	*	<input type="checkbox"/> The First Sergeant/Senior NCO personally manages the unit's Sponsorship Program. (USARC Reg 140-6, para 2-12a) Comments:
14010618	*	<input type="checkbox"/> The First Sergeant/Senior NCO ensures the new Soldier Sponsorship Log, USARC Form 62-2,R is maintained for newly assigned soldiers. (USARC Reg 140-6, para 2-12e) Comments:

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Indicator Code	Rating	Indicator Description
14010619	*	<input type="checkbox"/> The First Sergeant/Senior NCO ensures that soldiers sign DA Form 5435-R, Statement of Understanding, Selected Reserve Education Assistance Program. (USARC Reg 140-6, para 2-12i) Comments:
14010620	*	<input type="checkbox"/> The commander and NCO (at all levels) ensures the first-line leader will contact the soldier during the drill period and completed a DA Form 4856, if a soldier is absent from drill without a known reason. (USARC Reg 140-6, para 2-16a) Comments:
14010622	*	<input type="checkbox"/> The commander contacts the soldier telephonically prior to submitting a request for transfer/separation for unsatisfactory participation, voluntary reassignment to IRR, Expiration of Term of Service, or other cogent personnel reasons. (USARC Reg 140-6, para 2-16b) Comments:
14010623	&	<input type="checkbox"/> The unit has initiated transfer or separation action on soldiers declared an unsatisfactory participant after nine or more unexcused absences from scheduled IDT periods. (AR 140-10, para 4-15; AR 135-178, para 13-1; & AR 135-91, para 4-14) Comments:
14010700	+	<input type="checkbox"/> INCENTIVES and EDUCATION PROGRAMS Comments:
14010701	&	<input type="checkbox"/> The unit maintains a Retention and Transition Bulletin Board displaying all required items, which can be viewed by all unit soldiers. (USARC Reg 140-6, para 2-29) Comments:
14010702	&	<input type="checkbox"/> The unit has a Retention and Transition Bulletin Board available to all unit soldiers. Comments:
14010703	&	<input type="checkbox"/> Current HQDA Selective Reserve Incentive Program (SRIP) list. Comments:
14010704	&	<input type="checkbox"/> Duty appointment notification of unit DARNs and their location. Comments:
14010705	&	<input type="checkbox"/> Employer Support of the Guard and Reserve (ESGR) information. Comments:
14010706	&	<input type="checkbox"/> Education and Montgomery GI Bill (MGIB) information. Comments:
14010707	&	<input type="checkbox"/> DANTES testing information and a list showing where testing is available. Comments:

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14010708 &	<input type="checkbox"/>	Relocation information and procedures. Comments:
14010709 &	<input type="checkbox"/>	Interview schedules for current and upcoming month's IDT periods. Comments:
14010710 &	<input type="checkbox"/>	Warrant Officer Candidate Program eligibility. Comments:
14010711 &	<input type="checkbox"/>	Vacancy information. Comments:
14010800 +	<input type="checkbox"/>	RETENTION AND TRANSITION PROGRAM Comments:
14010900 +	<input type="checkbox"/>	MISSION PROCESS Comments:
14011100 +	<input type="checkbox"/>	SPONSORSHIP Comments:
14011102 *	<input type="checkbox"/>	The First Sgt/senior NCO has ensured that there are assigned soldiers capable of performing sponsorship duties. (USARC Reg 140-6, para 2-11c and 2-12b) Comments:
14011108 &	<input type="checkbox"/>	The 1SG/Senior NCO conducted a personal interview with each soldier and documented it on the USARC Form 62-R, Sponsor's Guide & In-Processing Checklist. (USARC Reg 140-6, para 2-12g) Comments:
14011110 &	<input type="checkbox"/>	First Line Leaders (FLL) completed initial interviews with new soldiers during the first training assembly. (USARC Reg 140-6, para 2-14e) Comments:

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