

North Atlantic Regional Medical Command
Assistant Chief of Staff for Personnel
6900 Georgia NW Bldg 11 Rm 1-76
Washington, DC 20307

BANK OF AMERICA CREDIT CARD
(As of 13 Oct 05)

MTF: _____
MTF POC: _____
DATE: _____

1. Are the following references on hand or easily accessible?
 - a. DoD 7000.14-R, Finance Management Reg, Vol 9, Travel Policies and Procedures YES NO N/A
 - b. DA Memorandum: Policies, Procedures & Responsibilities for the Army Travel Charge Card Program YES NO N/A
 - c. Newsblast - the Bank of America bi-weekly Government Card Services newsletter YES NO N/A
2. Is there an appointed MTF APC? YES NO N/A
3. Does the unit APC monitor the monthly MEDCOM delinquency list? YES NO N/A
4. Are those individuals with delinquent accounts counseled appropriately? YES NO N/A
5. Are those delinquent accounts over 60 days suspended? YES NO N/A
6. Are those delinquent accounts over 90 days closed? YES NO N/A
7. Are accounts activated only when an individual goes TDY? YES NO N/A
8. Are those accounts deemed essential activated at all times and the supervisor's approval memorandum on file? YES NO N/A

REMARKS: _____

ACSPER Representative: _____

North Atlantic Regional Medical Command
Assistant Chief of Staff for Personnel
6900 Georgia NW Bldg 11 Rm 1-76
Washington, DC 20307

SUSPENSION OF FAVORABLE PERSONNEL ACTIONS & WEIGHT CONTROL
(As of 5 Oct 05)

MTF: _____

MTF POC: _____

DATE: _____

1. Are the following references on hand or easily accessible?

a. AR 600-9	YES	NO	N/A
b. AR 600-37	YES	NO	N/A
c. AR 340-7	YES	NO	N/A
d. AR 600-8-2	YES	NO	N/A
e. DA PAM 600-8	YES	NO	N/A

2. Was E-MILPO Flag Transaction with Group Code Transaction submitted for all DA Form 268s?

	YES	NO	N/A
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3. Did Section V, DA Form 268 reflect that the Soldier was given a copy of the Flagging Report?

	YES	NO	N/A
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4. Were final reports submitted and E-MILPO transactions completed immediately after actions were completed?

	YES	NO	N/A
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5. Are DA Form 268 properly completed?

	YES	NO	N/A
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6. Is a Flag and Bar Roster maintained and reviewed monthly for accuracy? YES NO N/A

REMARKS:

ACSPER Representative: _____

North Atlantic Regional Medical Command
Assistant Chief of Staff for Personnel (ACSPER)
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Washington, DC 20307

HUMAN RESOURCES: AWARDS

(As of 5 October 2005)

MTF: _____

MTF POC: _____

DATE: _____

1. Are the following references on hand or easily accessible?

a. AR 600-8-22 (25 Feb 95)	YES	NO	N/A
b. MEDCOM Pam 600-8-22, 1 Mar 00	YES	NO	N/A
c. AR 672-20, Incentive Awards	YES	NO	N/A

2. Are all award recommendations processed electronically?

	YES	NO	N/A
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3. Is a special awards file maintained?
(i.e. Unit Citations, MSC Award of Excellence, etc.)

	YES	NO	N/A
--	-----	----	-----

4. Are approved award recommendations and orders log maintained IAW appropriate regulations?

	YES	NO	N/A
--	-----	----	-----

5. Are permanent orders numbered correctly?

	YES	NO	N/A
--	-----	----	-----

6. Are files retired to the Records Holding Area?

	YES	NO	N/A
--	-----	----	-----

7. Are award recommendations submitted to the approval authority IAW an internal suspense system?
(AAM - 30 days, ARCOM - 45 days, MSM - 90 days)

	YES	NO	N/A
--	-----	----	-----

8. Does the unit utilize a suspense system that ensures awards are processed 60 days prior to a soldier's departure?
(AR 600-8-22, 3-2 (j))

	YES	NO	N/A
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9. Does the unit present the approved award prior to the soldier's departure? (AR 600-8-22, 3-2 (j)) YES NO N/A

a. If the soldier departs prior to presentation of award, does the unit have a system to ensure the award is forwarded to the gaining command or to the soldier, if retired, as soon as possible? YES NO N/A

b. Does the command monitors which awards have not been presented to the soldier? YES NO N/A

10. Is the DA FORM 638 forwarded by the recommender to the unit personnel office for verification of eligibility? (AR 600-8-22, Table 3-4, step 17) YES NO N/A

11. When recommending disapproval of an award, does the approval authority commander state specific reasons for his decision? (AR 600-8-22, 3-2 (p)) YES NO N/A

12. Are approved awards tracked by grade of awardees (reported to EO NCO quarterly)? YES NO N/A

13. Is the type of award approved consistent throughout the grade structure of the organization? YES NO N/A

14. Does the MTF personnel office receive a Good Conduct Medal Suspense roster from the servicing personnel services unit for soldiers that are eligible for the next 90 days(C-24) (AR 600-8-22, 4-12(b)) YES NO N/A

15. Does the MTF personnel office follow proper procedures for approval of Good Conduct Medals. (AR 600-8-22, chap 4)) YES NO N/A

16. Are soldiers denied Good Conduct Medals counseled by the commander and a letter of rationale forwarded to the personnel services unit for processing? (AR 600-8-22, chap 4-12 (e)) YES NO N/A

17. Does the MTF personnel office prepare a certificate for the 1st Award of Good Conduct Medal? (AR 600-8-22, 4-10(i)) YES NO N/A

18. Is a copy of the transmittal letter on file to verify an approved award was forwarded to USAEREC and to the personnel

services unit for filing in the soldier's permanent records and
to update the ORB/ERB? (AR 600-8-22) YES NO N/A

COMBAT ACTION BADGES

1. Does the MTF maintain a copy of the following references?

(a) HQDA Letter 600-05-1, dtd 3 June 2005, SUBJECT: Changes
to the CIB and CMB and Establishment of the CAB. YES NO N/A

(b) MILPER Message No. 05-164, 1 July 2005, SUBJECT:
Promotion Points Awarded for CAB. YES NO N/A

2. Are the appropriate verifying documents included in the
request packet to substantiate eligibility for the CAB/CIB/CMB?
YES NO N/A

3. Does the MTF maintain a historical file on approved
CABs to meet the recurring reporting requirement(s) of the
MEDCOM CAB report? YES NO N/A

4. Does the MTF maintain an inventory of requisitioned badges
for presentation to soldiers upon receipt of permanent orders?
YES NO N/A

CIVILIAN HONORARY AWARDS

1. Are civilian honorary awards being submitted to HQ, NARMC
for review and approval? YES NO N/A

2. Are final civilian honorary awards being submitted, at the
least, prior to retirement of eligible DA civilians?
YES NO N/A

3. Are civilian honorary awards being submitted in conjunction
with annual appraisals and/or evaluations as a supplemental
recognition when eligible? YES NO N/A

4. Is a copy of the DA civilian's prior award history report
being included in the honorary awards packet prior to forwarding
to HQ, NARMC for boarding and approval IAW AR 672-20?
YES NO N/A

REMARKS:

ACSPER Representative: _____

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FINANCIAL MANAGEMENT

(As of 5 October 2005)

MTF: _____

MTF POC: _____

DATE: _____

Are the most current edition(s) of the following references on hand or easily accessible?

- | | | | |
|--|-----|----|-----|
| a. AR 600-8-10, 31 July 2003 | YES | NO | N/A |
| b. MEDCOM Memorandum, SUBJECT Special Leave Accrual, dated 29 September 2003 | YES | NO | N/A |

LEAVES AND PASSES.

- | | | | |
|--|-----|----|-----|
| 1. Are leaves being processed IAW AR 600-8-10? | YES | NO | N/A |
| 2. Are leave days identified as chargeable IAW 600-8-10? | YES | NO | N/A |
| 3. Does the DA 31 contain the following? | | | |
| a. Item 6, Leave Address - contain the complete address and phone number where an individual will be residing while on leave in CONUS or OCONUS? | YES | NO | N/A |
| b. Item 7, indicate the correct type of leave? | YES | NO | N/A |
| c. Did the commander and/or the travel clearance manger (for OCONUS leaves) ensure compliance of all requirements in AR 600-8-10 prior to approval in item 13? | YES | NO | N/A |
| d. Item 17 | | | |

(1) Contain a list of all countries to be visited or traveled through while on absence OCONUS? YES NO N/A

(2) Contain appropriate statements required by specific types of leaves or passes IAW AR 600-8-10? YES NO N/A

4. Are written instructions attached to DA Form 31 concerning country(ies) being visited IAW AR 600-8-10, para 8-5 and Table 8-3? (for OCONUS absences) YES NO N/A

5. Do disapproved leaves/passes contain specific reason(s) for disapproval? YES NO N/A

6. Are requests for special leave accrual prepared IAW MILPER Message 04-298, 28 Oct 04 and MEDCOM guidance from MEDCOM Memorandum, SUBJECT: Special Leave Accrual Policy Memo, 29 September 2003? YES NO N/A

SPECIAL PAY.

1. Are those individuals entitled to special pay identified during in-processing? YES NO N/A

2. Is current contract software being used to initiate new contracts? YES NO N/A

3. Are officer's previous special pay contracts or agreements reviewed and screened prior to initiating new contracts? YES NO N/A

4. Are contracts initiated within 30-60 days prior to effective date? YES NO N/A

5. Are copies of the officer's board documentation, valid state license with expiration date, or an applicable waiver issued under the provisions of AR 40-68 maintained/filed? YES NO N/A

6. After officers sign their special pay contracts and approved by the unit commander, is the relevant information entered in MODS for final payment? YES NO N/A

UNIT TRANSMITTAL LETTER (UTL).

1. Is the Unit Commander's Finance Report (UCFR) reconciled monthly with the leave control log, E-MILPO AAA-162, authenticated, and maintained on file? YES NO N/A

2. Are individual pay problems adequately researched and resolved in a timely manner? YES NO N/A

3. Are Unit Transmittal Letters (UTLs) prepared in duplicate and numbered consecutively?(DA Pam 600-8, para 8-11(a)1) YES NO N/A

4. Is a copy of the UTL retained in a suspense file pending receipt of the original from finance? (DA Pam 600-8, para 8-3 c. (3) YES NO N/A

5. Is the first numbered UTL prepared in a new month contain a notation in the uppermost part of the memo identifying the last UTL prepared for the previous month. (DA Pam 600-8, Para 8-11(a)1b) YES NO N/A

REMARKS:

ACSPER Representative: _____

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EVALUATION SYSTEM (REPORTS AND COUNSELINGS)

(As of 5 October 2005)

MTF: _____

MTF POC: _____

DATE: _____

1. Are the most current published editions of the following references available or easily accessible?

- | | | | |
|---|-----|----|-----|
| a. AR 623-105, Officer Evaluations | YES | NO | N/A |
| b. AR 623-205, NCO Evaluations | YES | NO | N/A |
| c. AR 690-400, Total Army Personnel Evaluation System (TAPES) | YES | NO | N/A |

2. Are officer and NCO rating chains approved during the in-processing procedures and posted to the working rating scheme?

YES NO N/A

a. Are noncommissioned officer rating schemes, including the effective date, published, by name, and posted in the unit?

YES NO N/A

b. Are officer rating chains prepared by name, given effective dates, published, and distributed to each rated officer and each rating official?

YES NO N/A

3. Is there an approved official rating scheme for both officers and NCOs?

YES NO N/A

a. Are the rules for designating the rater, intermediate rater, and senior rater understood and followed?

YES NO N/A

b. Are the qualifications for being designated a rater, senior rater, and reviewer understood and adhered to?

YES NO N/A

4. Is the official rating scheme updated and published quarterly? YES NO N/A

5. Is the official rating scheme distributed to each officer and NCO or posted where they have immediate access? YES NO N/A

6. Shortly after assuming his/her duties, is the rated officer/NCO given a copy of the rater's and senior rater's most recent DA Form 67-9-1 and DA Form 66-8-1? YES NO N/A

a. Is face-to-face discussion conducted by the appropriate individuals for the rated officer/NCO within the first 30 days? YES NO N/A

b. After the discussion, are the support forms initialed by the rater and rated officer and forwarded to the senior rater for approval/initials? Are junior officers (1LTs and WO1s) provided Junior Officer Developmental Support Form (JODSF), which is completed and initialed? YES NO N/A

c. Is periodic developmental counseling conducted for all junior NCOs and officers using the appropriate forms IAW AR 635-105 and AR 635-200? YES NO N/A

7. Is there an internal suspense system which allows the personnel office to track the status of evaluations? YES NO N/A

8. Are reports initiated far enough in advance to include rating scheme notification and suspense dates established which allow rating official's sufficient time for completion? (AR 623-105, Chapter 1-4e [1k]) YES NO N/A

9. Does the unit ensure non-rated periods and reasons are entered on the completed report, if applicable? (Figure E-1, AR 623-305) YES NO N/A

10. Are reports completed and turned in to the servicing personnel services unit not later than 30 days following the ending month of the report period? (DA PAM 600-8) YES NO N/A

11. Is an administrative review of all evaluation reports conducted prior to submission to the installation personnel services unit/HQDA? (AR 623-105/205) YES NO N/A

12. Is there an immediate follow-up on late suspense reports conducted? (AR 623-105/205, Appendix) YES NO N/A

13. Is letter, or letters, signed by the Company Commander on all reports submitted to the installation personnel services unit after their suspense date? YES NO N/A

14. Does the rated soldier receive a copy of their evaluation IAW AR 623-105 and AR 623-205? YES NO N/A

16. Are APFT and height and weight date entered on evaluations correctly? YES NO N/A

17. Are Profile statements included as a bullet statement, if needed? YES NO N/A

18. Are all personnel who supervise civilian employees identified? YES NO N/A

a. Has each of these supervisors attended training on supervisory responsibilities unique to civilian employees? YES NO N/A

b. Is this training documented? YES NO N/A

19. Are all civilian employees receiving counseling IAW AR 690-400, Chapter 4302? YES NO N/A

20. Are civilian performance appraisals completed by the designated due date?
Standard: 100% on time completion. YES NO N/A

REMARKS:

ACSPER Representative: _____

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Washington, DC 20307

DATABASE UTILIZATION

(As of 5 October 2005)

MTF: _____

MTF POC: _____

DATE: _____

DA-LEVEL DATABASES.

1. EDAS.

- a. Does the MTF have access to EDAS? YES NO N/A
- b. Is EDAS utilized for enlisted gain/loss information?
YES NO N/A
- c. Is EDAS utilized for MTF enlisted strength information?
YES NO N/A

2. TOPMIS:

- a. Does the MTF have access to TOPMIS? YES NO N/A
- b. Is TOPMIS utilized for officer gain/loss information?
YES NO N/A
- c. Is TOPMIS utilized for MTF officer strength information?
YES NO N/A
- d. Does the MTF have access to Citrix TOPMIS II?
YES NO N/A
- e. Can the MTF PERS staff execute simple TOPMIS II queries?
YES NO N/A

3. MODS:

- a. Does the MTF have access to MODS? YES NO N/A
- b. Does the MTF have access to the Personnel Homepage?
YES NO N/A

c. Does the MTF have access to MODS ODP? YES NO N/A

d. Does the MTF have a working knowledge of the ODP process and the fields of data that comprise the ODP module in MODS?
YES NO N/A

e. Does the MTF conduct recurring and frequent data screening to ensure the accuracy of data in MODS? YES NO N/A

f. Are the duty position(s) and AOC/MOS information for assigned military personnel correct as displayed in MODS?
YES NO N/A

4. **HOMELAND SECURITY PROGRAM (HSP)**

a. Is input into the HSP module accomplished within 24 hours of the event requiring input or update? YES NO N/A

b. Does the MTF reconcile the SITREP weekly?
YES NO N/A

c. Does the MTF have access to the 91W Transition page?
YES NO N/A

d. Does the MTF have access to the MEDPROS page?
YES NO N/A

5. **HUMAN RESOURCES COMMAND (HRC) ONLINE:**

a. Does the MTF access HRC online daily? YES NO N/A

b. Does the MTF check for current MILPER Messages daily?
YES NO N/A

c. Does the MTF utilize HRC online to answer any personnel related questions? YES NO N/A

d. Does the MTF have access to S1 Net? YES NO N/A

6. **AKO:**

a. Are all eligible soldiers/civilians registered for an AKO account? YES NO N/A

b. Does the MTF utilize the collaboration pages at the AKO homepage? YES NO N/A

7. **E-MILPO:**

a. Do all MTF personnel office employees have access to
E-MILPO? YES NO N/A

b. Are the monthly strength reports reconciled and filed
IAW appropriate regulations? YES NO N/A

c. Has a Personnel Asset Inventory (PAI) been conducted
during the last change of command or in the last 12 months?
YES NO N/A

8. **NON-DEPLOYABLE REPORTING:**

a. Does the MTF have access to the PROFIS Web Reporting
module within MODS? YES NO N/A

b. Is non-deployable information on personnel recorded in
the quarterly report reflected accurately in MODS?
YES NO N/A

c. Is the Soldier's deployability status changed within 48-
72 hours from unit notification? YES NO N/A

REMARKS:

ACSPER Representative: _____

PERSTEMPO Checklist

(As of 11 Oct 05)

Name, Rank:

E-Mail Address:

SECTION:

***Note:** This is only a "Job Aid" for basic PERSTEMPO considerations designed to help leaders develop a PERSTEMPO management program. All areas that require management consideration may not be addressed. Maintain this in the "Personnel Readiness Files" (Marks #: 220-1b).

AREAS	YES	NO	REMARKS
1. INSTALLATION LEVEL			
a. Is there published guidance to subordinate commands? (ie., MOI on GO Management/Approval; Current Version of Business Rules for special requirements; Chain of Support/POCs; SOP; PERSTEMPO In/Out Processing Procedures) Ref: Web Site, Current Version Business Rules, Users and Contact Data			
b. Is periodic training scheduled for new PERSTEMPO clerks/managers?			
c. Are there procedures in place to ensure that PERSTEMPO accounts are cancelled when soldiers rotate? (ie., DEROS; DLOS)			
d. Are procedures in place to manage high deployers at the installation level?			
e. Are requests to exceed thresholds processed IAW PERSTEMPO business rules?			
f. Is the installation PERSTEMPO Manager conducting periodic checks to ensure units are entering creditable events into the system? (ie. Usage Report/time lines; Regular PERSTEMPO Inspection Program/Sampling; Maintenance of appropriate training records to support Individual PERSTEMPO Events)			
g. Does the "losing" unit have a requirement on the Installation Clearing Record (DA Form 137-2R) for the soldier to obtain an "Out Processing" Report before departure?			
h. Is the "losing" unit maintaining a copy of the soldier's "Out Processing" Report, along with source documentation and appropriate unit training files (Marks, AR-25-400-2, File Number 350-41b) for 6 months following the date of a soldier's departure as per the PERSTEMPO Business Rules (Ver 4.2 under 8.(2)e.)?			

PERSTEMPO Checklist

Name, Rank:

E-Mail Address:

SECTION:

***Note:** This is only a "Job Aid" for basic PERSTEMPO considerations designed to help leaders develop a PERSTEMPO management program. All areas that require management consideration may not be addressed.

AREAS	YES	NO	REMARKS
1. INSTALLATION LEVEL (Cont.)			
i. Does the "losing" unit provide the soldier with a copy of the "Out Processing" Report signed by BOTH the reviewing official and the soldier upon departure as per the PERSTEMPO Business Rules (Version 4.2 under 8.(2)e.)?			
j. Is the "gaining" unit obtaining a copy of the soldier's PERSTEMPO "Out Processing" Report that has been signed by the previous command's reviewing official and the soldier?			
2. UNIT LEVEL			
a. Have units appointed primary and alternate PERSTEMPO clerks?			
b. Have primary and alternate PERSTEMPO clerks received training via the train the trainer program or from the web based training? Ref: https://perstempowbt.ahrs.army.mil			
c. Are the following references on hand automated or hard copy:			
(1) Local command policy?			
(2) PERSTEMPO User's Manual (latest version)?			
(3) PERSTEMPO Business Rules (latest version)?			
(4) Latest DA Messages and and guidance?			
d. Do the primary and alternate clerks have valid individual PERSTEMPO accounts?			
e. Are clerks knowledgeable on how to log into AKO and PERSTEMPO and enter PERSTEMPO data?			
f. Does the unit ensure departing clerks PERSTEMPO accounts are terminated?			
g. Are clerks verifying that soldiers are accounted under their correct permanent duty station UIC?			

PERSTEMPO Checklist

Name, Rank:

E-Mail Address:

SECTION:

***Note:** This is only a "Job Aid" for basic PERSTEMPO considerations designed to help leaders develop a PERSTEMPO management program. All areas that require management consideration may not be addressed.

AREAS	YES	NO	REMARKS
2. UNIT LEVEL (Cont.)			
h. Do PERSTEMPO clerks maintain and update a current list of all personnel assigned or attached to subordinate UICs with a signature by the acting unit commander on a regular basis?			
i. Are source documents maintained for each creditable event entered into the system? (Unit Training Files Marks #350-41b)			
j. Are high deployers managed IAW PERSTEMPO Business Rules and/or latest guidance?			
k. Are Threshold Management and Pay Approval letters prepared and forwarded IAW the procedures and time line specified in the Business Rules?			
l. Is the commander informed of potential high deployers?			
m. Is PERSTEMPO included as part of in-processing and out-processing procedures?			
n. Is command performing periodic inspections/samplings on a regular basis?			

PROFIS STAFF ASSISTANCE VISIT Checklist

Name, Rank:	E-Mail Address:	SECTION:
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***Note:** This is only to assist unit in the development of a Dynamic PROFIS Program. All areas that require management consideration may not be addressed.

AREAS	YES	NO	REMARKS
1. MTF LEVEL Required References			
a. Is there a current copy of AR 601-142, Army Medical Department Professional Filler System on hand?			
b. Is there a current copy of AR 600-8-101, Personnel Processing (In and Out Mobilization Processing) on hand?			
c. Does the MTF have a copy of AR 220-1, Unit Status Reporting on hand?			
d. Does the MTF have a copy of AR 600-8-105 Military Orders on hand?			
2. MTF LEVEL PROFIS Management			
a. Does the MTF have a dedicated PROFIS manager appointed or designated?			
b. Does the MTF have a AKO/MODS PROFIS account and do they access and/use the system when necessary?			
c. Does the MTF have a trained primary and alternate PROFIS system users appointed?			
d. As a subjective evaluation, is the PROFIS program monitored and given command emphasis as a critical important readiness program by the unit			
3. MTF LEVEL PROFIS User Execution			
a. Is the unit below the NARMC average for level of fill (95%)?			
b. Are the PROFIS requirements being filled with 07 days of receipt?			

PROFIS STAFF ASSISTANCE VISIT Checklist

Name, Rank:	E-Mail Address:	SECTION:
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***Note:** This is only to assist unit in the development of a Dynamic PROFIS Program. All areas that require management consideration may not be addressed.

AREAS	YES	NO	REMARKS
c. Do the PROFIS fillers meet substitutability criteria, if applicable, in Table 1 of AR 601-142?			
d. Is the decision matrix in AR 220-1, Unit Status Reporting, Table D-1 being used for annotating non-deployable personnel in the MODS PROFIS module?			
e. Is the MTF returning PROFIS requirements to NARMC within 07 working days, when no anticipated replacement is projected to arrive within 90 days?			
f. Is the RMC redistributing returned requirements within their MTF?			
g. Do fillers possess the appropriate additional skill identifier (ASI) for the requirement, when required?			

PDS MODULE GUIDANCE

1. Tier 1 positions will follow the soldier as long as they are reporting to another MEDCOM unit.
2. Must maintain a 100% fill rate at all times for: STANDBY and 180 REPLACEMENT.
3. All changes in PDS Tier I and II requires a Memorandum/Reclamma forward to the NARMC ACSPER for approval through MEDCOM.
4. There is a new substitution criterion that has replaced the substitution table in AR 601-142, contact your RMC for a copy.
5. If you need access to the PDS Modules contact your RMC manager.
6. The regional consultants and OTSG Consultants provide guidance on what MTF will fill a PDS requirement.
7. There will be additional training scheduled in November 2005 at the next PROFIS conference.
8. There must be 100% notification of soldiers filling requirements under the PDS module at all times.
9. *Standby Personnel can be assigned to non-PDS PROFIS positions.*

NARMC SAFETY ASSISTANCE VISIT CHECKLIST

Name, Rank: _____ E-Mail Address: _____ Section: _____

Note: This is only to assist unit in the development of a Dynamic SAFETY Program. All areas that require management consideration may not be addressed.

STAFF ELEMENT: SAFETY

SUB-FUNCTION: Command Factors

INSPECTION ITEM:	YES	NO	REMARKS
1. Are safety performance goals and objectives established by NARMC for the MTF being met?	_____	_____	_____
2. Does the MTF commander hold's commanders and civilian manager's accountable for safety through efficiency report's and performance appraisals?	_____	_____	_____
3. The MTF commander has developed specific plans to assure continuity of safety and occupational health program services during operations or mobilization.	_____	_____	_____
4. Have the MTF commander established a safety and occupational health advisory council?	_____	_____	_____
5. The commander or the commander's designee chairs the MTF's occupational health advisory council.	_____	_____	_____
6. The MTF's occupational health advisory council meetings are recorded and minutes are disseminated to subordinate commanders.	_____	_____	_____
7. The MTF commander has allocated the safety and occupational health manager sufficient funds and other resources to assure safety program effectiveness.	_____	_____	_____

SUB-FUNCTION: Organizational Structure and Training, SOP's

INSPECTION ITEM	YES	NO	REMARKS
1. The MTF Command Safety Office is organized in a modular, standard organizational structure.	_____	_____	_____
2. The MTF Commander has designated a SOH manager.	_____	_____	_____
3. The MTF safety manager meets Office of Personnel Management qualification standards.	_____	_____	_____
4. The MTF's safety manager is a member of the commander's special staff reporting directly to the commander.	_____	_____	_____
5. Additional duty safety commissioned officers are appointed for each subordinate unit.	_____	_____	_____
6. Additional safety officers must take the Commanders Safety Course as required by MEDCOM.	_____	_____	_____
7. The MTF Safety Office maintains functional safety files.	_____	_____	_____

SUB-FUNCTION: Accident Prevention Program Plan

INSPECTION ITEM:	YES	NO	REMARKS
1. The MTF Safety Officer conducts safety program inspections/evaluations of each clinic annually or semiannually?	_____	_____	_____
2. Safety program management deficiencies noted during annual evaluations and inspections are documented, and corrective actions are implemented in a timely manner?	_____	_____	_____
3. Hazards identified as risk assessed in terms of severity and probability?	_____	_____	_____
4. Operational hazards are assigned Risk Assessment Codes commensurate with the level of risk assessed, and Eliminated on a worst first basis?	_____	_____	_____

5. The MTF commander has a system to collect employee Report's of unsafe or unhealthy working conditions? _____

6. The MTF Safety Office reviews construction plans and Contract's to ensure safety compliance? _____

7. The MTF commander has a comprehensive program that incorporated procedures, policies, and rule's to minimize accident risks for all operations? _____

SUB-FUNCTION: Accident Reporting and Investigation

INSPECTION ITEM:	YES	NO	REMARKS
1. Accidents are reported within the specified period?	_____	_____	_____
2. Accidents are investigated to determine surface and root causes?	_____	_____	_____
3. Accident reports are submitted within the specified timeframe?	_____	_____	_____
4. The composition of accidents investigation boards are IAW approved structure guidelines?	_____	_____	_____
5. The MTF commander reports Category II Equipment Improvement Records on Quality Deficiency Reports?	_____	_____	_____
6. The MTF commander and reviewing officials for accident's investigation reports states how and when corrective actions are to be accomplished?	_____	_____	_____
7. The MTF commander reports Category I EIRs by message to regional manager?	_____	_____	_____
8. The MTF safety personnel are involved in, handling tracking, and reviewing collateral investigation reports?	_____	_____	_____
9. Information collected and compiled in Safety accident investigation reports are used for accident prevention purposes only?	_____	_____	_____

SUB-FUNCTION: Motor Vehicle Safety

INSPECTION ITEM:	YES	NO	REMARKS
1. The MTF commander has established driver training and POV tool box?	_____	_____	_____
2. The MTF commander has established a driver improvement/education program 4hrs and 4hrs for 26 year old and under?	_____	_____	_____
3. The MTF commander requires Army motor vehicle driver's to be evaluated annually?	_____	_____	_____
4. The MTF commander requires additional training for emergency vehicle operators?	_____	_____	_____
5. The MTF commander assures that Army Motor Vehicle Safety of Messages and Ground Precautionary Messages are distributed to subordinate units?	_____	_____	_____
6. The MTF commander assures that Army motor vehicle qualifying and licensing officials meet approved standards and are designated in writing?	_____	_____	_____
7. The MTF commander has established a driver safety awards program?	_____	_____	_____
8. Is seasonal training conducted?	_____	_____	_____
9. Is there an established POV Task Force?	_____	_____	_____
10. Do the task force meet semiannually?	_____	_____	_____
11. Does the task force have representatives from safety PMO, PAO, SJA, DPW, and Alcohol and Drug Abuse Office?	_____	_____	_____
12. Does an accident avoidance-training program exist?	_____	_____	_____
13. Is there a better motorcycle biking course offered at your MTF.	_____	_____	_____
14. Is there a remedial drivers training program?	_____	_____	_____

- | | | | |
|--|-------|-------|-------|
| 15. Is there a DUI program and seat belt initiatives? | _____ | _____ | _____ |
| 16. Do drivers of emergency vehicles receive specialized training? | _____ | _____ | _____ |
| 17. Are all driving instructors licensed to operate vehicle's appointed in writing by the command? | _____ | _____ | _____ |

SUB-FUNCTION: Fire Prevention/Protection

INSPECTION ITEM:	YES	NO	REMARKS
1. Is there a Fire Prevention Program established?	_____	_____	_____
2. Are Fire Risk Management Surveys being conducted?	_____	_____	_____

SUB-FUNCTION: Hazard Communications Program

1. Has a Hazcom trainer been appointed on orders?	_____	_____	_____
2. Is there a written Hazcom Program?	_____	_____	_____
3. Are the last Hazcom inspection results available for review?	_____	_____	_____
4. Are workers trained before reporting to work area and new equipment /materials?	_____	_____	_____
5. Do supervisors receive train the trainer training?	_____	_____	_____
6. Do contract employees receive training?	_____	_____	_____

SUB-FUNCTION: Billets Safety

INSPECTION ITEM:	YES	NO	REMARKS
1. Are fire extinguishers properly placed, fully charged, and have a seal attached at the pull ring?	_____	_____	_____
2. All exits are clearly marked as such and illuminated exit signs operational.	_____	_____	_____
3. Are fire evacuation plans posted showing exit routes and emergency telephone numbers?	_____	_____	_____

4. Electrical appliances such as clothes washers and dryer's are properly grounded.

5. Power cords for electrical appliances are in good condition.

6. Areas behind clothes dryers are kept clean and free of lint, trash and dust accumulations.

a. No splices or tape repairs.

b. No dry rotted insulation, cuts or exposed wires.

c. Three prong plugs are not altered by removal of the third ground plug.

d. No gang loading of electrical outlets by using multi outlet adapters except when provided with a circuit breaker built-in.

e. No routing or mounting of extension cords on metal surfaces.

f. Extension cords are not routed in foot traffic areas, in walkways or under carpet or rugs.

7. Fire alarms are serviceable and access to them are clear.

8. Latrines are clean, floor drains are kept clear and there are no water leaks in showers or sinks.

9. No Smoking in Bed signs are posted in each room.

10. All rooms have operational smoke detectors installed.

SUB-FUNCTION: Safety Awards

INSPECTION ITEM:

YES NO REMARKS

1. Is there an active Safety Awards Program in the MTF to include impact awards?

2. Do the unit participates in the Accident Prevention Awards Program? _____

3. Do the Safety Officer in conjunction with the unit Admin Officer manages the Safety Awards Program and documents awards activity in the unit safety files? _____

4. Personnel are recognized for safe performance through the use of DA Forms 1118 and 1119-1. _____

SUB-FUNCTION: Commanders Safety Course

INSPECTION ITEM

YES NO REMARKS

1. Have the Commander and Company Commander's completed the commander safety course? _____

2. Is there a tracking system in place to identify compliance and noncompliance? _____

SUB-FUNCTION: Be Safe Campaign

INSPECTION ITEM:

YES NO REMARKS

1. Is the unit 100% in compliance with the guidance given by MEDCOM? _____

2. Have the organization implemented a plan to educate their staff on safety. _____

3. Are all new soldiers getting the opportunity to see the "Be Safe Video"? _____

REMARKS
