

**Management Control Evaluation Checklist**  
**Manpower Management**

|                            |                    |
|----------------------------|--------------------|
| <b>REGULATION NUMBER:</b>  | <b>AR 570-4</b>    |
| <b>DATE OF REGULATION:</b> | <b>15 May 2000</b> |

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**Assessable Unit : (Mailing address and phone number)**

**Function.** The function covered by this checklist is Manpower Management.

**Purpose.** The purpose of this checklist is to assist HQDA, FOA, and MACOM manpower managers in evaluating the **key** management controls listed below. It is not intended to cover **all** controls.

**Instructions.** Answers must be based on the actual testing of key management controls (e.g., document analysis, direct observation, sampling, simulation, other). Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These management controls must be evaluated at least once every five years. Certification that this evaluation has been conducted must be documented on the enclosed DA Form 11-2-R, Management Control Evaluation Certification Statement.

**Supersession.** This checklist replaces checklists for Personnel Activities, Manpower Management Activities previously published in DA Circulars 11-87-3, 11-91-1, 11-91-2, and 11-93-2.

**Comments.** Help make this a better tool for evaluating management controls. Submit comments to: Office of the Assistant Secretary Manpower and Reserve Affairs, ATTN: SAMR-FMMR, 111 Army Pentagon, Washington, DC 20310-0111.

|   |                                  |
|---|----------------------------------|
| <b>Evaluation conducted by: (Name, Grade, Title, Office Branch, Telephone Number)</b> | <b><u>Date of Evaluation</u></b> |
|---|----------------------------------|

**Evaluation Results: (Document the evaluation results on DA Form 11-2-R, in item 7) Checklist is not applicable to the Adjutant.**

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|  | RESPONSE                 |                          |                          | TESTING APPROACH         |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
|  | Y<br>E<br>S              | N<br>O                   | N<br>/<br>A              | Document<br>Analysis     | Direct<br>Observation    | Sampling                 | Simulation               |
|   |                          |                          |                          |                          |                          |                          |                          |
| 1. Are position management and organization structure prescribed by AR 570-4, Chapter 3, Sections I and II, followed?*   | <input type="checkbox"/> |
| 2. Is special duty used to meet mission requirements only when absolutely necessary and monitored closely to minimize impacts on both the unit and the soldier?  | <input type="checkbox"/> |
| 3. Are allocations for the current and budget year based on <u>validated</u> requirements?   | <input type="checkbox"/> |
| 4. Are management support functions accounted for in Army Management Headquarters Activities (AMHA)? Are these functions assigned to the AMHA?   | <input type="checkbox"/> |
| 5. Is assurance provided that management functions are accounted for in AMHA and that management and support functions are not assigned or transferred to non-AMHA? (HQDA and MACOM manpower managers only.) | <input type="checkbox"/> |
| 6. Are positions documented as operational flying limited to those that meet the general criteria in Table 6-1, AR 570-4?*   | <input type="checkbox"/> |
| 7. Are requirements based on <b>validated</b> workload and arrived at <b>by</b> an approved manpower requirements determination process?   | <input type="checkbox"/> |
| *These cites refer to locations in the current AR 570-4, Manpower Management, dated September 25, 1989. Paragraph and chapter numbers will change in the revision.   |                          |                          |                          |                          |                          |                          |                          |