

**Management Control Evaluation Checklist
Remission or Cancellation of Indebtedness for Enlisted Members**

REGULATION NUMBER:	AR 600-4
DATE OF REGULATION:	1 Apr 98

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Assessable Unit : (Mailing address and phone number)

- 1. Function.** The function covered by this checklist is: Notification of indebtedness and processing of applications for remission or cancellation of indebtedness.
- 2. Purpose.** The purpose of this checklist is to assist soldier's commander, soldier's Special Courts Martial Convening Authority (SPCMCA), soldier's Defense Accounting Office/Finance and Accounting Office (DAO/FAO), and Special Actions Branch, EPMD, PERSCOM in evaluating their key management controls. It is not intended to cover all controls.
- 3. Instructions.** Answer must be based on the actual testing of key management controls such as document analysis, direct observation, interviewing, sampling, and simulation. Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These management controls must be evaluated at least once every 5 years. Certification that this evaluation has been conducted must be accomplished on the attached DA Form 11-2-R (Management Control Evaluation Certification Statement).
- 4. Supersession.** No previously published checklists.
- 5. Comments.** Help make this a better tool for evaluating management controls. Submit comments to Commander, U.S. Army Total Army Personnel Command, ATTN: TAPC-EPC-S, 2461 Eisenhower Avenue, Alexandria, Virginia 22331-0455.

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

Evaluation Results: (Document the evaluation results on DA Form 11-2-R, in item 7)

