

**Management Control Evaluation Checklist  
Personnel Absences - Leaves and Passes**

<b>REGULATION NUMBER:</b>	<b>AR 600-8-10</b>
<b>DATE OF REGULATION:</b>	<b>1 Jul 94</b>

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

**Function.** The function covered by this checklist is the administration of the Army leaves and passes (AR 600-8-10) program.

**Purpose.** The purpose of this checklist is to assist commanders, and BNS1 in evaluating the administration of the leave and pass program to ensure uniformed compliance with policies and mandated tasks established by this regulation. These actions should be considered as your key management controls. It is not intended to cover all controls.

**Instructions.** Answers 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 a year. Certification that this evaluation has been conducted must be accomplished on the enclosed DA Form 11-2R (Management Control Evaluation Certification Statement).

**Supersession.** This checklist replaces the checklist for AR 600-8-10, Personnel Absences/Leaves and Passes previously published in DA Circular 600-8-89-1, dated 15 May 89.

**Comments.** Help to make this a better tool for evaluating management controls. Submit comments to HQDA functional proponent: Commander, U.S. Total Army Personnel Command, ATTN: TAPC-PDO-PO, 200 Stovall Street, Alexandria, VA 22332-0474.

<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)**



