

## **Enclosure: Commander's Checklist for Non-Support Inquiry (AR 608-99)**

### **Step One: Question the Soldier.**

- a. Provide Soldier with Art 31 rights warning
- b. Inform the Soldier of legal obligation for family support
- c. Determine if Soldier has been previously counseled on obligation to provide financial support
- d. Determine if Soldier understands this legal obligation
- e. Ask the Soldier if they are in compliance with this obligation. Ask for proof (such as canceled checks; money orders receipts; allotment form; etc.) Even if Soldier is not drawing BAH/Dep this does not negate financial obligation. If Soldier provides sufficient proof, end questioning and go to step three.
- f. If Soldier is not in compliance, or can provide no proof, inform the Soldier that they are in violation of a punitive regulation.
- g. Determine the reason for the Soldier's failure to comply
- h. End questioning

### **Step Two: Formally counsel the Soldier in writing.**

- a. Inform the Soldier of the regulatory obligation to provide financial support
- b. Inform the Soldier they have not fulfilled their obligation.
- c. Tell the Soldier what they must do to correct this failure
- d. Give the Soldier necessary orders to meet financial obligations. Give a deadline to meet the requirements and to provide positive proof.
- e. Tell the Soldier the possible actions that may occur if they continue to fail to comply and if they violate the order just given:
  - 1) Counseling
  - 2) Admonition
  - 3) Letter of reprimand
  - 4) Bar to re-enlistment
  - 5) Non-judicial punishment
  - 6) Court Martial
  - 7) Administrative separation

### **Step Three: Contact the complainant within 14 days of notification.**

### **Step Four: Prepare the report of inquiry- email to action officer or hand carry to IG Office, Bldg 261.**

- a. Results of the inquiry (memo format)
- b. Copy of Soldier's counseling (memo or DA Form 4856)
- c. Proof of support (allotment form, copies of canceled checks, money orders, etc.)
- d. Other supporting documentation
- e. Original memorandum from IG requesting commander's inquiry