

Headquarters
Eighth Army
Unit #15236
APO AP 96205-5236

Army in Korea
Regulation 1-201

8 November 2015

Administration

ARMY IN KOREA INSPECTION POLICY

***This regulation supersedes AK Regulation 1-201, dated 29 April 2013.**

FOR THE COMMANDER:

MATTHEW L. EICHBURG
Colonel, GS
Chief of Staff

OFFICIAL:



GARRIE BARNES
Chief, Publications and
Records Management

Summary. This regulation prescribes the responsibilities and policies for the planning and execution of inspections within Eighth Army.

Summary of Change. This document has been substantially changed. A full review of its contents is required.

Applicability. This regulation applies to all units, agencies, and organizations assigned to, attached to, under administrative control (ADCON) or operational control (OPCON) of Eighth Army. This regulation does not apply to compliance inspections of surety operations and activities that are governed by the 50-series Army Regulations.

Supplementation. Supplementation of this regulation and the establishment of command and local forms are prohibited without prior approval from the Eighth Army Inspector General (EAIG), Unit #15236, APO AP 96205-5236.

Forms. Army in Korea (AK) forms are available at <http://8tharmy.korea.army.mil/>.

Records Management. Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are available on the Army Records Information Management System (ARIMS) website at <https://www.arims.army.mil>.

Suggested Improvements. The proponent for this regulation is the Eighth Army Inspector General (EAIG). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to The Inspector General (EAIG), Eighth Army, Unit #15236, APO AP 96205-5236.

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Chapter 1

Introduction

1-1. Purpose

This regulation outlines responsibilities and prescribes policies for the planning and execution of inspections within Eighth Army and subordinate organizations.

1-2. References

Required and related publications and forms are listed in appendix A.

1-3. Explanation of Abbreviations and Terms

Abbreviations and terms used in this regulation are explained in the glossary.

1-4. Responsibilities

- a. The Commanding General (CG), Eighth Army is—
 - (1) The approval authority for the Eighth Army Organizational Inspection Program (OIP).
 - (2) The directing authority for Inspector General (IG) inspections of Eighth Army.
 - (3) The directing authority for Command/Staff Inspection Program (CIP/SIP) of Eighth Army.
- b. Commanders at the battalion level and above will—
 - (1) Establish inspection policy for subordinate levels of command consistent with this regulation, United States Army Pacific (USARPAC) Regulation 1-201 and Army Regulation (AR) 1-201; and if appropriate 2nd Infantry Division (2ID) Regulation 1-201, 2ID Pamphlet 1-201, 19th Expeditionary Sustainment Command (19ESC) Regulation 1-201, and 19ESC Pamphlet 1-201.
 - (2) Establish an OIP designed to ensure inspections are purposeful, coordinated, focused on feedback, instructive and followed up. Refer to AR 1-201, appendix B for a sample OIP or this publication appendix C. Detailed OIP development guidance is produced by the United States Army Inspector General School as The Organizational Inspection Program (OIP) Guide for Commanders.
 - (3) Designate an OIP coordinator to coordinate and manage the OIP, preferably from within the staff agency that has tasking authority and direct access to the master calendar.
 - (4) Designate an Internal Control Administrator (ICA) to manage the Managers' Internal Control Program (MICP) within the organization.
 - (5) Designate an individual or staff proponent to plan, coordinate, and execute the command inspection portion of the OIP.
 - (6) Establish and execute a CIP/SIP as part of the overall OIP.
 - (7) Ensure inspections and audits are posted on the long range training calendars (DTMS).
 - (8) Ensure their staff provides a schedule of all planned internal and external inspections, staff assistance visits and audits/reviews at brigade level or higher to the Eighth Army OIP

coordinator on an annual (fiscal year) basis. Information required includes: name of unit/organization to be inspected, name of area(s) to be inspected, name of inspecting agency, type of inspection and date(s) times of inspection. Refer to appendix A for a sample format.

(9) Ensure initial command inspections (ICI) for company/battery/detachment or similarly sized organizations are conducted within 90 days after the commander assumes command.

(10) Ensure subsequent command inspections (SCI) for company/battery/detachment or similar sized organizations are conducted not later than one year after the completion of the ICI.

(11) Train inspectors on Army Inspection Policy and Army's Inspection principals. Specific training requirements for inspectors will be described in the Commander's OIP policy.

(12) Direct follow-up inspections as appropriate.

(13) Designate an office of primary responsibility for ensuring that corrective actions identified during all inspections are completed and implemented properly.

(14) All inspection documents will be maintained by 8A subordinate units and filed using Army Records Information Management System (ARIMS) for a minimum of three (3) years.

(15) CIP/SIP - If an area is not required to be inspected, a memorandum with justification must be submitted to CIP/SIP coordinator NLT one (1) month prior to inspection. The memorandum will be forwarded to the 8A Chief of Staff (CofS) for review and final determination. An example memorandum is depicted in figure D-9.

c. Assessable Unit Managers (AUMs) that are not commanders will—

(1) Designate an Internal Control Administrator (ICA) to manage the Managers' Internal Control Program (MICP) within the organization.

(2) Designate an individual(s) to plan, coordinate, and execute the command/staff inspection and assistance visits in support of the OIP.

(3) Ensure inspections and audits are posted on the long range training calendars, (DTMS).

d. The Inspector General (IG), Eighth Army IG (8A IG), will—

(1) Serve as the proponent for inspection policy within Eighth Army.

(2) Serve as the office of primary responsibility (OPR) for coordinating Department of Defense IG (DODIG) and Secretary of the Army/Department of the Army IG (SAIG/DAIG) inspections of Eighth Army and subordinate units.

(3) Propose an annual fiscal year(FY) IG inspection schedule to the Eighth Army that includes mandatory inspection requirements specified in AR 20-1, (for example, inspection of Intelligence Oversight every two years and annual inspection of Voting Assistance Program (VAP); and consider management controls when planning and executing inspections of systemic issues.

(4) Conduct IG inspections as directed by the Eighth Army CG in a manner that is consistent with the inspection principles described in AR 1-201, paragraph 2-2. The inspections

must be purposeful, coordinated, focused on feedback, instructive and have a followed up component.

(5) Advise the CG and staff on the effectiveness of the OIP.

(6) Spot check the scheduling and completion of company-level ICIs and SCIs throughout Eighth Army.

Note: 8A IG will neither lead nor physically inspect as part of the command staff inspection effort. The explanation for this is that any inspection involving an IG becomes an IG inspection and could not be considered a command inspection.

e. The Office of the Chief of Staff (CofS), Eighth Army will—

(1) Designate the Eighth Army CIP/SIP coordinator.

(2) Publish updated CIP/SIP checklists as they are revised by the Eighth Army staff proponents.

(3) Provide a FY schedule of all planned CIP/SIP inspections for brigade sized units and above to the 8A IG and 8A OIP coordinator annually.

(4) Designate an OIP coordinator to coordinate and manage the OIP, preferably from within the staff agency that has tasking authority and direct access to the master calendar. Commanders/State Adjutants General/program managers/directors who select the IG as the OIP coordinator must inform TIG by memorandum (SAIG–OP) so that TIG may monitor the workload of IGs functioning in this capacity.

(5) CofS is the office of primary responsibility (OPR) for ensuring that corrective actions identified during all inspections are completed and implemented properly (see appendix E).

f. G3, Eighth Army will—

(1) Will identify an OIP coordinator from his staff.

(2) Publish, at a minimum, 8A IG inspections and Eighth Army CIP/SIP inspections for brigade sized units and above on the Eighth Army long range planning calendar.

(3) Upon receipt of 8A FY IG Inspection Plan and Eighth Army FY CIP/SIP Inspection Plan, disseminate these plans through operational channels.

g. Under 8A Chief of Staff direction, the OIP Corrective Actions Work Group will Monitor and ensure that corrective actions identified during 8A level internal and external inspections are properly completed and implemented. See appendix E for 8A HQs Work Group membership.

h. Personnel conducting 8A CIP/SIP Team duties will be—

(1) Technically qualified to conduct the inspection.

(a) For military personnel, be in the pay grade of E-5 or higher.

(b) Attend the 8A CIP/SIP Inspector Training prior to conducting inspection duties and

then annually thereafter.

(c) Identified in writing by their Directorate as the subject matter expert (SME).

(d) Within 30-days of designation as an inspector and then every two years thereafter, complete **The Army Managers' Internal Control Program - Personnel Conducting Evaluations** course. The course is an online web-based training that resides with Army Knowledge Online on the Army Learning Management Systems (ALMS) portal (www.lms.army.mil). Alternatively, personnel conducting internal control evaluations may complete an equivalent Managers' Internal Control Program (MICP) training course (e.g., classroom-based presentation), approved by HQ USARPAC."

(2) Adhere to the basic elements of an Army inspection as described in AR 1-201:

(a) Measure performance against a standard.

(b) Determine the magnitude of the problem(s).

(c) Seek the root cause(s) of the problem(s).

(d) Determine a solution.

(e) Assign responsibility to the appropriate individuals or agencies.

(3) Conduct teaching and training to help correct any deficiencies identified during the inspection.

(4) Document the inspection results IAW the applicable inspection program guidance.

Chapter 2 Organizational Inspection Program

2-1. Organizational Inspection Program (OIP)

a. The OIP is the commander's program to manage all inspections and audits within his/her command. Commanders may tailor inspections to meet their needs. The intent of the OIP is to ensure various inspections and or audits are planned events that focus on command objectives and complement rather than duplicate each other.

b. The higher headquarters' OIP must establish guidance and a framework within which subordinate headquarters can develop their own OIPs.

c. Commanders at the battalion level and above must establish an OIP for their organization and publish (publish only if changes or updates occur).

d. Assessable Unit Managers (AUM) must update and publish a five-year Internal Control Evaluation Plan (ICEP) each FY not later than 1 September (per 8A OPOD 15-07-23-02).

e. The types of inspections to consider when developing the OIP, include but not limited to: command inspections, staff inspections, staff assistance visits, MICP, External Inspections and IG inspections.

f. All inspections conducted as part of the OIP must adhere to the Army inspection principles outlined in AR 1-201, paragraph 2-2. Inspections must be purposeful, coordinated, focused on feedback, instructive and provide follow up.

g. Inspections warrant the same degree of planning and resources as other major training events. They should be scheduled well in advance and include appropriate train-up for inspection team members.

h. All commanders at battalion level and above will establish an OIP. All inspections must provide enough guidance, enabling organizations to become self-sufficient. Inspections should be structured to assess attainment of organizational goals and objectives, identify problems, and recommend solutions. In accordance with AR 1-201 (Army Inspection Policy), the IG primarily inspects systemic issues and does not normally conduct or lead compliance-oriented unit inspections.

2-2. Types of OIP Inspections

a. Command Inspections.

(1) Command inspections are a means for a commander to check his/her unit's compliance with established policies and regulations. Battalion-level staffs and above are responsible for providing recommendations to the commander on the types of command inspections to incorporate into the OIP. The staff will only execute the command inspection(s) that the commander approves. The commander must personally be involved in command inspections. At a minimum, the commander should issue planning guidance, receive the out-brief and issue new guidance based upon the inspection findings and recommendations. With the exception of ICIs, the commander can and should hold leaders accountable for the findings of a command inspection.

(2) The following are minimum inspection requirements for company sized (or similar sized) units following a change of command:

(a) ICI. All new company (or similar sized unit) commander will receive an ICI within 90 days of assumption of command. The intent is to ensure the new commander understands his/her unit's strengths and weaknesses in relation to higher headquarters' goals and established standards. The new commander's rater and senior rater will not use the ICI to evaluate the new commander's performance.

(b) ICI. Any incoming or outgoing rotating unit must complete ICI BEFORE (if new company or similar sized unit) commander arrives on Peninsula. Unit must retain completed ICI completion report when rotating to Korea. If ICI requirement cannot be met prior to deployment, unit must receive an ICI IAW AR 1-201 and AK Regulation (Reg) 1-201 from responsible command in Korea.

(c) SCI. All new company (or similar sized unit) commander will receive a SCI not later than one year after the completion of the ICI and prior to the change of command. The commander's rater and senior rater may use the SCI results to evaluate the commander's performance, leadership, and ability to manage valuable Army resources.

(d) Any incoming or outgoing rotating unit will have their SCI completed IAW AR 1-201 (no later than 1 year from completion of ICI before arriving in Korea). If SCI is not completed prior to arrival to Korea, then responsible command in Korea must ensure SCI is conducted and

completed. If requirement cannot be met prior to deployment, unit must receive an SCI in accordance with AR 1-201 and AK Reg 1-201 from responsible command in Korea. Unit must retain completed SCI completion report when rotating to Korea.

(3) Minimum inspection requirements for a battalion, or brigade-level command is CIP/SIP once per fiscal year. The annual command inspection is for the record and may be used to evaluate readiness. Commanders are encouraged to utilize the SAV process to facilitate a successful command inspection.

b. Staff Inspections.

(1) Staff inspections are a means for a commander to check his/her unit's execution of a specific functional area or program.

(2) Staff inspections provide the commander with specific, compliance-oriented feedback on functional areas or programs within the command. The commander directs staff principals and staff members to conduct staff inspections that can stand alone or complement ongoing command and IG inspections.

(3) Staff inspections are compliance-oriented and focus on a single functional area or a few related areas. The lowest level staff member technically qualified in the functional area normally conducts the inspection. Examples of Staff inspections include:

- (a) Safety inspections.
- (b) Training inspections.
- (c) Command supply discipline inspections.
- (d) Automated data processing inspections.
- (e) Maintenance inspections.
- (f) Accountability inspections.
- (g) Physical security inspections of arms rooms.
- (h) Inspections of ammunition and explosives storage areas.
- (i) Resource and acquisition management.
- (j) Information assurance inspections.
- (k) Operational security inspections.
- (l) Solid and hazardous waste management inspections.

c. Staff Assistance Visits (SAV). Staff assistance visits are not inspections, but are teaching and training event conducted to train subordinate staff sections on how to meet the standards required for effectively operating within a particular functional area. The commander may direct a SAV, or a subordinate staff principles may request a SAV from the next higher staff echelon. SAVs

do not produce formal reports, but instead provide feedback only to the staff section receiving the assistance.

d. MICP (Managers' Internal Control Program) evaluations identify and enforce effective internal controls, assess areas of risk, identify and correct weaknesses in those controls and keep managers, supervisors, leaders, and commanders informed. Document internal control evaluations using the Department of the Army (DA) Form 11-2.

e. Inspector General Inspections. CGs will direct IG inspections that primarily focus on systemic issues that affect many units throughout the command; identify substandard performance; determine the magnitude of the deficiency; and seek the root cause for the substandard performance or deficiency. IGs principally focus on systemic issues and then develop recommended solutions or improvements as appropriate. IG inspections also teach systems, processes, and procedures; identify responsibility for corrective actions; and share innovative ideas. CGs may choose to direct IG inspections for other purposes, such as inspecting compliance with newly published command regulations or programs. The IG inspection results will not be used to compare units or organizations or as criteria for competitive unit awards. Inspection results will not be used to reward, punish, or compare commanders, individuals, or their units.

Appendix A References

Section I. Required publications

AR 1-201, Army Inspection Policy.

AR 11-2, Managers' Internal Control Program.

AR 20-1, Inspector General Activities and Procedures.

The Inspections Guide (Available at: http://tigs-online.ignet.army.mil/tigu_online/references.htm).

The Organizational Inspection Program (OIP) Guide for Commanders (Available at: http://tigs-online.ignet.army.mil/tigu_online/references.htm).

USARPAC Regulation 1-201, USARPAC Organizational Inspection Program (OIP).

Section II. Related publications

ADP 7-0, Training Units and Developing Leaders.

ADRP 7-0, Training Units and Developing Leaders.

AK Regulation 350-1, Eighth United States Army Training and Leader Development.

AR 11-7, Army Internal Review Program.

AR 36-2, Audit Services in the Department of the Army.

AR 350-1, Army Training and Leader Development.

AR 600-20, Army Command Policy.

Section III. Referenced Form

DA Form 11-2, Internal Control Evaluation Certification.

Appendix B
Sample Format for Reporting Planned Annual Inspections and Audits

Organization: _____

Inspection and Audit Schedule for FY

As of: _____

Name of Staff/Unit to be Inspected	Name of Area(s) to be Inspected	Name of Inspection Staff/Unit/Agency to Conducting the Inspection (Specify if Inspectors are Internal to Eighth Army or External)	Type of Inspection (Command / Staff / Staff Assistance Visit / IG / Audit	Dates/Time of Inspection

Appendix C
Sample Commander's OIP

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Day-Month-Year

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Battalion Organizational Inspection Program (OIP)

1. REERENCES:

- a. AR 1-201, Army Inspection Policy, 25 February 2015.
- b. AR 11-2, Managers' Internal Control Program, effective 4 February 2010.
- c. AK Regulation 1-201, Army in Korea Inspection Policy, 6 November 2008.
- d. ALARACT Message 137-2011, Organizational Inspection Program, 181719ZAPR11.
- e. Memorandum, Headquarters, Eighth United States Army, Subject: 8th (Field) Army Letter of Instruction for Command Inspection Program (CIP/SIP), effective 1 October 2010.

2. PURPOSE: To prescribe procedures and coordinate a comprehensive battalion inspection program that ensures readiness for the full-spectrum operational mission.

3. OBJECTIVE: To conduct company-level inspections administered by the battalion staff to assess combat readiness and determine the battalion's ability to conduct decisive actions.

4. COMMANDER'S INTENT: To maintain internal controls in a manner to ensure effective battalion management and utilization of government resources.

5. GENERAL: The battalion OIP consists of Command Inspections, Staff Inspections, Staff Assistance Visits, Managers' Internal Control Inspections, and external inspections.

a. The battalion will conduct all inspections in accordance with the inspection principles outlined in AR 1-201.

b. Inspections are training events, and inspectors have the responsibility to ensure that units have the knowledge and ability to fix any identified deficiency. On-the-spot corrections should be made whenever possible and annotated in reports as appropriate.

c. Commendable performances by individuals or creative / unique programs that enhance readiness deserve recognition and acknowledgement in reports.

d. The Battalion S-3 is responsible for scheduling all inspections. If an outside agency or higher headquarters plans to inspect a unit or staff agency within the battalion, the S-3 will fit the inspection on the training schedule. We will not schedule internal inspections that do not support the battalion's priorities, goals, and objectives. We will highlight inspections during training meetings and treat them just like other training events.

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SUBJECT: Battalion Organizational Inspection Program (OIP)

e. The Battalion XO is the OIP Coordinator. The XO is responsible for monitoring follow-up inspections on all battalion-level and higher inspection results to ensure that the recommended corrections occur in a timely manner. At the completion of each inspection conducted by an outside agency, a copy of the inspection report will go to the Battalion XO.

6. INSPECTION PRIORITIES:

a. Improving command readiness (for example, pre-combat checks, post-combat checks, maintenance, and security inspections).

b. Correcting problems identified in the AAR from our last NTC rotation (for example, ensuring that radio-operator training is current, maintenance and parts replacement requests are processed properly, and that we are accounting for our personnel accurately).

c. Taking care of our Soldiers and families (safety, pay, essential personnel service actions, and family care).

d. Other key areas of command concern that focus on standards and improving readiness.

7. COMMAND INSPECTIONS:

a. The Battalion Commander conducts Command Inspections to assess unit strengths and weaknesses, determine readiness, and measure improvement toward goals and objectives.

b. Command Inspections within the battalion come in two forms: The Initial Command Inspection (ICI) and the Subsequent Command Inspection (SCI). These inspections differ in two ways. The ICI is comprehensive and will not be used to measure or evaluate a new commander's progress since taking command. By contrast, the SCI may be tailored and will measure the unit commander's progress since the ICI.

c. The term Command Inspection (CI) as used in this document encompasses both the ICI and SCI.

d. Initial Command Inspections.

(1) Unit Commanders will receive an Initial Command Inspection within 90 days after assuming command.

(2) The ICI will allow new unit commanders to understand readily their units' strengths and weaknesses. I will personally take part in the inspection, and I expect the staff to make this inspection a priority as well. I expect all inspectors to conduct a detailed inspection that not only documents problems but also teaches solutions and assists the unit with corrective actions. I will discuss the results of the ICI with the inspected unit commander and help set goals and priorities for his or her command tenure. This discussion will occur after we have completed the ICI with the appropriate entries made to the OER Support Form (DA Form 67-10-1A).

(3) The ICI inspection schedule is at Annex A.

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SUBJECT: Battalion Organizational Inspection Program (OIP)

(4) Areas inspected during the ICI are in Annex B.

e. Subsequent Command Inspections.

(1) I will select key areas to follow up with Subsequent Command Inspections based on the ICI results and other indicators. At a minimum, I will inspect a part of each unit annually.

(2) The SCI will enable unit commanders and me to measure the progress of their units. I will provide guidance as necessary to help each unit commander strengthen the unit's performance and mission readiness.

(3) Annual SCI inspection areas will be chosen from Annex B, but the annual SCI may not be as comprehensive as the ICI. Tailoring annual SCIs will reflect my concerns at the time of inspection as well as resource constraints. The tailoring decision will be mine alone.

f. Implementation of Command Inspections.

(1) The ICI inspection will begin at 0700 on DAY ONE with an in-briefing conducted by the battalion staff. The purpose for this in-briefing will be to present a clear view of the activities for the next two days and address any last-minute questions. The unit commander, first sergeant, unit commodity area chiefs, and battalion inspectors will attend.

(2) Following the inspection in-briefing, the CSM and I will conduct an in-ranks inspection. We will each inspect one platoon at a minimum. However, all platoons should be prepared for the inspection. Allow approximately one hour for the in-ranks inspection. I expect the unit commander and unit 1SG to accompany the CSM and me.

(3) After the in-ranks inspection, the CSM, unit commander, 1SG, platoon leaders, platoon sergeants, battalion staff primaries, battalion staff NOCICs, and I will have a working-breakfast together in the Dining Facility. This time together will allow the battalion- and company- command teams to discuss relevant command issues.

(4) Beginning at 0930, the unit commander and I will conduct a general walk-through of the unit area, to include the barracks, dayroom, latrines, dining facilities, motor pool, and supply areas. Simultaneously, the Battalion XO and staff principles will inspect their respective areas of concern, and the CSM will conduct a complete inspection of the barracks with a layout inspection of at least one platoon's CTA-50.

(5) The staff will also review unit compliance with the battalion's Command Policies and local area SOPs.

(6) Staff OICs / NCOICs will consolidate and brief their respective inspection results to me at the end of DAY ONE and DAY TWO during the inspector meetings. Each unit will receive an informal out-briefing at the conclusion of each day.

(7) The unit commander and unit leadership will receive a formal out-briefing from me and from each staff OIC NLT one week after the conduct of the inspection. The Battalion XO will coordinate the date and time of the out-briefing following DAY TWO of the inspection.

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SUBJECT: Battalion Organizational Inspection Program (OIP)

(8) Specific staff and unit implementation instructions are outlined in paragraph 14, RESPONSIBILITIES.

(9) Since SCIs usually require less time to conduct, we will use a modified ICI schedule for SCIs. I will state the SCI focus well in advance to ensure adequate unit preparation time.

(10) We will conduct follow-up inspections NLT 90 days after all Command and Staff Inspections to ensure that the appropriate action has occurred to correct deficiencies identified during the inspection. The Battalion XO will monitor the progress of these follow-up inspections.

8. STAFF INSPECTIONS: Staff Inspections will normally focus on a single functional area or a few related areas. The intent is to find the root cause of a problem area that is within my ability to fix. For example: PT program; Supply procedures; Awards program; Maintenance operations.

a. If problems require assistance above my level to fix, I will request that assistance and notify the appropriate external agencies.

b. Staff Inspections will stand alone or complement ongoing Command Inspections.

9. STAFF ASSISTANCE VISITS: Staff assistance visits are not inspections but are teaching and training opportunities that support staff inspections. Staff sections conduct SAVs to assist, teach, and train subordinate company-level elements on how to meet the standards required to operate effectively and to comply with established procedures. SAVs can occur at the discretion of the commander, or staff principles. SAVs can assist in preparing for upcoming inspections or train new concepts, technologies, or operating procedures. SAVs do not produce formal reports but instead provide feedback only to the company-element receiving the assistance.

10. MANAGERS' INTERNAL CONTROL PROGRAM INSPECTIONS: The Battalion XO is the Internal Control Administrator (ICA). Under the internal control program, the battalion staff will conduct evaluations of key internal controls at least once every one to five years and high risk internal controls at least once annually. The battalion Internal Control Administrator will create a five-year Internal Control Evaluation Plan (ICEP) and designate the applicable checklists.

11. EXTERNAL INSPECTIONS: The battalion must currently undergo multiple annual inspections conducted by members of Eighth Army, the installation, U.S. Army Pacific Command, ATSCOM, and the Department of the Army. These inspections are external requirements, and the battalion points of contact for each inspection will work with the respective external agencies to schedule these events well in advance. If battalion or company personnel are contacted by these external agencies, ensure the battalion XO and S-3 are involved in the coordination.

12. INSPECTOR PREPARATION:

a. All inspectors will prepare thoroughly to inspect their respective areas. Each inspector must have a thorough understanding of all applicable regulations, policies, and SOPs.

b. New inspectors should orient first on battalion policies pertaining to their inspection area. When they become familiar with these policies, they should study the Eighth Army, USFK,

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SUBJECT: Battalion Organizational Inspection Program (OIP)

USARPAC, PACOM, and DA policies or regulations. This study method will help prevent new inspectors from becoming overwhelmed with stacks of references and checklists.

c. All inspectors will complete battalion-level inspector certification. The inspector certification will include:

- (1) Read and understand AR 1-201, Army Inspection Policy.
- (2) Read and understand AR 11-2, Managers' Internal Control Program.
- (3) Read and understand AK 1-201, Army in Korea Inspection Policy.
- (4) Receive instructor facilitated training on "The Army Inspection Policy."
- (5) Receive instructor facilitated training on "The Army's Inspection Principles."
- (6) Within 30-days of designation as an inspector and then every two years thereafter, complete **The Army Managers' Internal Control Program - Personnel Conducting Evaluations** course. The course is an online web based training that resides with Army Knowledge Online on the Army Learning Management Systems (ALMS) portal.

13. ANNOUNCED AND UNANNOUNCED INSPECTIONS:

a. As indicated, the ICIs and SCIs are announced inspections that are incorporated into the training schedule.

b. Unannounced inspections are a valid way of determining the day-to-day status of unit activities. However, these inspections can be highly disruptive to training and other necessary activities. Therefore, no unannounced inspections within the battalion will occur without my personal approval.

c. The battalion OIP coordinator will coordinate announced inspections by agencies outside the battalion and include them on the training schedule as soon as the requirement is identified.

14. RESPONSIBILITIES:

- a. The XO will:
- (1) Serve as the Battalion OIP Coordinator.
 - (2) Serve as the Battalion Internal Control Administrator (ICA).
 - (3) Coordinate and consolidate inspection-visit results, facilitate inspector meetings, and ensure the completion and distribution of all inspection reports.
 - (4) Resolve any discrepancies between the inspected unit and the battalion inspectors.

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SUBJECT: Battalion Organizational Inspection Program (OIP)

(5) Schedule formal out-briefings in the battalion classroom NLT one week after completing all Command and Staff Inspections.

(6) Submit issues that cannot be resolve at the battalion level to the next higher headquarters.

(7) Develop the battalion-level Operations Order (OPORD) for all external inspections.

b. The CSM will:

(1) Participate in all Command Inspections and certain Staff Inspections as appropriate.

(2) Attend Command Inspection in-briefings, inspector meetings, and out-briefings.

(3) During Command Inspections, inspect at least one platoon; conduct a complete inspection of the unit billets and wall lockers; inspect at least one platoon layout of CTA-50; and walk through other unit areas such as the dining facility, motor pool, and dayroom.

(4) Inspect the NCOER program to ensure that counseling is occurring properly.

c. The S-1 will:

(1) Provide inspectors for all S-1 areas of responsibility as outlined in Annex B. Additionally, annotate the names of staff personnel responsible for the various inspection areas in the appropriate column on Annex B and return a copy of the annex to the XO NLT 10 days prior to DAY ONE of a scheduled Command Inspection.

(2) Attend Command Inspection in-briefings, inspector meetings, and out-briefings.

(3) Be prepared to conduct Staff Inspections for any issues appropriate to the S-1's areas of responsibility.

d. The S-2 will:

(1) Provide inspectors for all S-2 areas of responsibility as outlined in Annex B. Additionally, annotate the names of staff personnel responsible for the various inspection areas in the appropriate column on Annex B and return a copy of the annex to the XO NLT 10 days prior to DAY ONE of a scheduled Command Inspection.

(2) Attend Command Inspection in-briefings, inspector meetings, and out-briefings.

(3) Be prepared to conduct Staff Inspections for any issues appropriate to the S-2's areas of responsibility.

e. The S-3 will:

(1) Annotate scheduled command inspection dates on the battalion Long-Range Planning Calendar (LRPC). Training execution and development must be in accordance with the guidance

of Army Doctrine Publication (ADP) 7-0, Training Units and Developing Leaders and Army Doctrine Reference Publication (ADRP) 7-0, Training Units and Developing Leaders.

- (2) Coordinate the use of any non-battalion facilities that any inspections may require.
- (3) Provide inspectors for S-3 areas of responsibility as outlined in Annex B. Additionally, annotate the names of staff personnel responsible for the various inspection areas in the appropriate column on Annex B and return a copy of the annex to the XO NLT 10 days prior to DAY ONE of a scheduled Command Inspection.
- (4) Evaluate the conduct of the APFT during the ICIs.
- (5) Publish NLT 10 days prior to DAY ONE a listing of CTT and NBC tasks to evaluate and then assess one platoon on each set of these tasks during the Command Inspection.
- (6) Attend Command Inspection in-briefings, inspector meetings, and out-briefings.
- (7) Be prepared to conduct Staff Inspections for any issues appropriate to the S-3's areas of responsibility.
- (8) Coordinate the training of all inspectors and evaluators.
- (9) Schedule outside agencies for assistance as necessary.

f. The S-4 will:

- (1) Provide inspectors for S-4 areas of responsibility as outlined in Annex B. Additionally, annotate the names of staff personnel responsible for the various inspection areas in the appropriate column on Annex B and return a copy of the annex to the XO NLT 10 days prior to DAY ONE of a scheduled Command Inspection.
- (2) Conduct a 10-percent property-accountability inspection of one platoon during each ICI.
- (3) Inspect the motor sergeant, supply sergeant, and armorer hand receipts, at a minimum, to check audit trails during each ICI.
- (4) Attend Command Inspection in-briefings, inspector meetings, and out-briefings.
- (5) Be prepared to conduct Staff Inspections for any issues appropriate to the S-4's areas of responsibility.

g. The Battalion Maintenance Officer will:

- (1) Provide inspectors for the maintenance area of responsibility as outlined in Annex B. Additionally, annotate the names of staff personnel responsible for the various inspection areas in the appropriate column on Annex B and return a copy of the annex to the XO NLT 10 days prior to DAY ONE of a scheduled Command Inspection.
- (2) Attend all Command Inspection in-briefings, inspector meetings, and out-briefings.
- (3) In coordination and conjunction with the Battalion Communications-Electronics Officer (S-6), conduct a maintenance inspection of one platoon during each ICI.

EAXX

SUBJECT: Battalion Organizational Inspection Program (OIP)

(4) Be prepared to conduct Staff Inspections on any issues appropriate to the maintenance areas of responsibility.

h. The Battalion Signal Officer (S-6) will:

(1) Provide inspectors for the communications area of responsibility as outlined in Annex B. Additionally, annotate the names of staff personnel responsible for the various inspection areas in the appropriate column on Annex B and return a copy of the annex to the XO NLT 10 days prior to DAY ONE of a scheduled Command Inspection.

(2) Attend all Command Inspection in-briefings, inspector meetings, and out-briefings.

(3) In coordination and conjunction with the Battalion Motor Officer, conduct a Communications and Electronics and COMSEC maintenance inspection of one platoon during each ICI.

(4) Be prepared to conduct Staff Inspections on any issues appropriate to the communications areas of responsibility.

i. Unit commanders will:

(1) Annotate the names of unit POCs and guides responsible for the various inspection areas in the appropriate column on Annex B and return a copy of the annex to the XO NLT 10 days prior to DAY ONE of a scheduled Command Inspection.

(2) Designate the specific platoons to participate in the inspection areas detailed below. Furthermore, notify the appropriate staff section OIC of the selected platoons NLT seven days prior to DAY ONE of a scheduled Command Inspection.

(a) Battalion Commander In-ranks (DAY ONE, 0700-0800)

(b) S-3 APFT (DAY TWO, 0700-0800)

(c) S-3 NBC evaluation (DAY TWO AM)

(d) S-3 CTT evaluation (DAY TWO PM)

(e) BMO / S-6 Maintenance evaluation (DAY TWO AM)

(f) S-4 10-percent inventory (DAY TWO PM)

(3) Designate one point of contact (such as the XO or 1SG) to monitor, coordinate, and de-conflict inspection activities. Provide the name of this POC to the Battalion XO NLT 10 days prior to DAY ONE of a scheduled ICI or SCI.

(4) Be prepared to assist any staff area during the conduct of any Staff Inspection conducted under my direction. This assistance may take on several different forms from guides to hands-on participants.

EAXX

SUBJECT: Battalion Organizational Inspection Program (OIP)

15. BATTALION COMMAND INSPECTION REPORTS:

- a. Staff section OICs will submit verbal reports at the daily ICI / SCI staff meeting.
- b. Staff section OICs will submit three copies of the final written report using the format detailed at Annex C and three copies of all completed inspection-visit checklists to the Battalion XO NLT three working days after the inspection.
- c. Staff section OICs will brief their final Command Inspection report to the unit commander and assembled unit leadership at the formal out-briefing.
- d. All inspection reports will highlight recurring deficiencies noted during previous inspections, evaluations, or visits conducted by any level of command.
- e. The unit commander will receive a copy of each staff section's final report and all inspection-visit checklists at the final Command Inspection out-briefing.
- f. Staff Inspection reports will follow the same format outlined in Annex C. Each staff section will complete the inspection reports NLT 10 days after the conduct of any inspection.

16. PROPONENT / SUGGESTIONS FOR IMPROVEMENT: The proponent for this SOP is the Battalion XO. Any member of this battalion may suggest changes directly to the Battalion XO.

BATTALION COMMANDER
LTC, XX
Commanding

Annexes:

- A - Standard ICI Schedule
- B - ICI Inspection Areas
- C - Report Format

DISTRIBUTION: A

Appendix D

Eighth Army (8A) Command Inspection Program (CIP/SIP)

D-1. 8A Inspectors: Any question that receives an unsatisfactory is required to have a support form (SF) for each question. See figure D-1.

D-2. 8A Inspectors: EXSUM is required when an inspected program receives 100 percent or the inspector needs to make additional comments not covered by the Support Form. See figure D-2.

D-3. 8A inspectors: CIP/SIP Checklists must be updated if regulation or policies are updated. Updates will be sent to 8A CIP/SIP Coordinator to review for administrative compliance and after review 8A CIP/SIP Coordinator will post to the Eighth Army portal/Special Staff/Secretary of the General Staff/Command Inspection Program.

D-4. 8A Inspectors: CIP/SIP Checklists will be reviewed and updated at least annually (or when updates occur) by each directorate and updated NLT 1 August each year for distribution to 8A elements by 8A CIP/SIP Coordinator. Upon receipt and review for administrative compliance checklists will be posted to the 8A portal.

D-5. 8A Inspectors: CIP/SIP checklists will follow standardized format, (see sample) and listed after each question the reference publications listed, date of publication, and paragraph and section. See figure D-3.

D-6. 8A CIP/SIP Functional Area scoring will be in accordance with figure D-4.

D-7. Inspected elements: Inspected element CIP/SIP coordinator must reply by endorsement NLT 90 days after the AAR date to any question that received an unsatisfactory with a Cover Memorandum and RBE. See figure D-5.

D-8. 8A Inspectors: CIP/SIP Heroes will be determined based on functional area evaluator's recommendation and CIP/SIP Team Chief/Coordinator determination. See figure D-6.

D-9. 8A Inspectors: Figure D-7 and D-8 are examples of CIP/SIP Out-brief slide formats.

8A FY16 Fillable SUPPORT FORM

(To see an example of a text entry, place the cursor in a text field and press the F1 key)

UNIT and SECTION: (example: 65TH MED BDE ARIMS)

SPECIFIC FUNCTIONAL AREA: (example: G1 RECORDS)

SUBAREA: (example: Program Establishment, Unit Training)

QUESTION: (Ensure you put the question number, complete question and references. You can copy and paste from the checklist)

FINDINGS: (What did you find that was unsat. List the files, tool boxes, vehicles you inspected and how many of the sampling was unsat. Identify which unit if more than one element. Again, be specific, as this helps the unit and the command).

ROOT CAUSE: (Identify why the UNSAT or NON COMPLY. Be specific and explain).

- DON'T KNOW (never knew, forgot, task implied)
- CAN'T COMPLY (lack resources, don't know how, compliance is impossible)
- WON'T COMPLY (no reward, no penalty, disagree)

Note: Check one or all that apply.

EXPLAIN WHY: (Must answer question WHY. Per AR 1-201 para 2-3d dtd 25FEB15-Examine the root causes and use them to craft an effective and meaningful solution, recommendation. Avoid short-term fixes. Instead, focus on achieving long-term and far-reaching solutions).

REGULATORY ACTION REQUIRED: (Explain how unit can fix the problem; don't just say 'fix as per specific regulation'. Be specific as the unit will use this page to begin correcting the identified weakness (UNSAT). If you spent time to mentor an individual after the inspection, identify what you did and who you spoke with. If a FUNCTIONAL area received an OVERALL UNSAT—identify who you notified. Ensure recommendations task the appropriate individuals or agencies with fixing the problems. The inspector must name those individuals or agencies in each recommendation.

REGULATION/PARAGRAPH/DATE:

Figure D-1. Example Support Form

8A FY16 Fillable EXSUM

(To see an example of a text entry, place the cursor in a text field and press the F1 key)

EIGHTH ARMY STAFF COMMAND / STAFF INSPECTION PROGRAM (OIP/CIP/SIP) OF (put unit name here):
(ex: 1st SIG BDE, 65th MED BDE, etc)

UNIT REPRESENTATIVE: **(ex: SFC Doe, John, DSN XXX-XXXX)**

DATE: **(ex: 2 DEC 15 or 2 December 2015)**

FUNCTIONAL AREA: **(example: Intelligence and Security (G2), or Personnel Recovery (G3), etc.):**

SUBFUNCTIONAL AREAS INSPECTED: **(example: Intelligence Oversight (IO), or CBRN Logistics):**

STRENGTHS NOTED:

CHALLENGES NOTED:

COMMENTS:

AREAS OF SPECIAL INTEREST:

EIGHTH ARMY CIP/SIP/SIP INSPECTOR POC AND CONTACT EMAIL AND DSN:

Figure D-2. Example EXSUM

OIP/CIP/SIP Checklist GUIDE

FY16 CIP Program

as of 1 August 2015

Unit: _____ Date of Evaluation: _____

Location: _____

Rank/Name/ Duty Position (as applicable to this Checklist) of Unit POC:

Unit POC Work / Cell Phone #: _____

POC email address: _____

Worksheet

	Total	#Applicable	# T Sat	#T Unsat
A - Program Establishment	11	_____	_____	_____
B - Scheduling/Coordination	08	_____	_____	_____
C - Inspector Training & Reports	07	_____	_____	_____
Total	26	_____	_____	_____

Evaluator's Rank /Name: _____

Evaluator NIPR/ Tel: _____

Evaluator email: _____

Figure D-3. Example Checklist Format

OIP/CIP/SIP Checklist GUIDE

FY16 CIP Program

As of 1 August 2015

The Eighth Army CIP/SIP checklist Guide is neither a regulation or regulatory in nature. The Guide questions are based on requirements stated in regulations and various other written directives. The Guide is simply a tool that can be used to address those requirements. As with all attempts to establish absolute rules, there are special conditions and unique situational variations. If you have a question as to applicability of a question to your organization, contact the Eighth Army CIP/SIP Coordinator/Team Chief. In all cases applicability of requirements will be determined by the CIP/SIP Coordinator/Team Chief, through direct coordination with the organization, and application of current regulations and directives

References:

- AR 1–201, Army Inspection Policy, dated 25 February 2015
- AK Regulation 1-201, Army In Korea Inspection Policy, dated 29 April 2013
- 8A CIP for Fiscal Year 2015, OPOD 14-07-22-01, dated 221835(I) JUL14
- AR 25-400-2, Army Records Management System (ARIMS), 2 OCT 2007
- AK Supplement 1 to AR 25-400-2, 1 August 2012
- AR 350-1, Army Training and Leader Development, dated 19 August 2014

NOTE: A grade of **UNSATISFACTORY** for any critical question will result in an overall **UNSATISFACTORY** for the area/subsection it was received in.

A- PROGRAM ESTABLISHMENT

#	Question:	MSC	Sub Unit	Sub Unit	Sub Unit	Sub Unit
			Sub1	Sub2	Sub3	Sub4
1	Has an OIP and CIP Coordinator been designated and on current additional duty orders? (BN level and above) (AR 1-201 para 1-4d(3), 25FEB15), AK Reg 1-201 para 1-4b(3)(5), 29 APR 13); AR 1-201 para 3-3b; 8A CIP for Fiscal Year 2015, OPOD 14-07-22-01 dated 221835(I)JUL14 para 3.c.(1)(b)	Select	Select	Select	Select	Select
2	Has the commander designated an individual or staff proponent to plan, coordinate, and execute the command inspection (CIP) portion of the OIP? AR 1-201 para 1-4d (4) dated 25FEB15; AK Reg 1-201 para 1-4b(3)(5) (29 APR 13):	Select	Select	Select	Select	Select
3	Does Commander have their own current OIP established? AR 1-201 para 1-4d(1-14), dtd 25FEB15; AK Reg 1-201 para 1-4b(2)(6-12)-(29 APR 13)	Select	Select	Select	Select	Select
4	Do Commanders at the battalion levels and above establish an OIP for their organizations IAW AR 1-201, para 3-2c-e, (25FEB15), and publish their CIP each FY on or before 1 OCT IAW AK Reg 1-201 para 2-1c (29 APR 13)?	Select	Select	Select	Select	Select
5	Are Commanders at BN level and higher ensuring their staff plans and posts inspections and audits on long range training calendar? AR 1-201 para 1-4d(1-10) (25FEB15) and AK Reg 1-201 para 1-4b(7).(29 APR 13)	Select	Select	Select	Select	Select
6	Is AR 1-201, Army Inspection Policy (dated 25FEB15) on hand (either hard copy or on digits)? http://www.apd.army.mil/pdf/files/r1_201.pdf OPOD 14-07-22-01 dated 221835(I)JUL14	Select	Select	Select	Select	Select

Figure D-3. Example Checklist Format-Continued

7	Is AK Reg 1-201 Army In Korea Inspection Policy (dated 29 April 2013) on hand (either hard copy or on digits)? OPOD 14-07-22-01 dated 221835(I)JUL14	Select	Select	Select	Select	Select
8	Is 8A CIP for Fiscal Year 2015, OPOD 14-07-22-01 dated 221835(I)JUL14 with all associated FRAGOs on hand (either hard copy or on digits)? OPOD 14-07-22-01 dated 221835(I)JUL14 https://8army.korea.army.mil/OMD/cops/cip/default.aspx	Select	Select	Select	Select	Select
9	Are current Eighth Army Policy letters, memorandums and other guidance on hand (either hard copy or on digits)? OPOD 14-07-22-01 dated 221835(I)JUL14 http://8tharmy.korea.army.mil/g1_ag/g1/Policy_Letters/Policy_Letters.htm	Select	Select	Select	Select	Select
10	Are records identified, managed, maintained, and disposed according to AR 25-400-2, Army Records Management System (ARIMS), 2 OCT 2007, Para 1-1, Supplement 1 to AR 25-400-2, 1 Aug 2012	Select	Select	Select	Select	Select
11	Does the G-3/ S-3 DTMS Master/ Operator ensure inspections are posted to the unit's DTMS training schedule? AR 350-1, para 1-20(a), dated 19 August 2014.	Select	Select	Select	Select	Select

B - SCHEDULING/COORDINATION

#	Question:	MSC	Sub Unit	Sub Unit	Sub Unit	Sub Unit
			Sub1	Sub2	Sub3	Sub4
1	Are new company commanders receiving an Initial Command Inspection (ICI) within 90 days after assumption of command? (AR 1-201 Army Inspection Policy, para 3-3c(2) (dtd 25FRB15 and AK Reg 1-201 Army In Korea Inspection Policy (dtd 29 APR 13) para 2-2 a.(2)(a).	Select	Select	Select	Select	Select
2	Are company Subsequent Command Inspections (SCI) being conducted NLT one year after the completion of the ICI? (AR 1-201 Army Inspection Policy, para 3-3d(2) (dtd 25FEB15) and (AK Reg 1-201 Army In Korea Inspection Policy para 2-2a(2)(b) (dtd 29 APR 13)	Select	Select	Select	Select	Select
3	Does the OIP assign responsibility for scheduling and monitoring inspections, providing standards, and tracking feedback and corrective action? (AR 1-201 Army Inspection Policy, para 3-2b 25FEB15).	Select	Select	Select	Select	Select
4	Does the commander OIP Policy include a well-defined and effective corrective action plan that requires recommendations for corrective action? (AR 1-201 Army Inspection Policy, para 2-2C(1-4), 3-2a , 25FEB15;. 8A CIP for Fiscal Year 2015, OPOD 14-07-22-01 dated 221835(I)JUL14	Select	Select	Select	Select	Select
5	Does the coordinator allow adequate time for units to perform corrective actions and conduct follow up inspections or activities? (AR 1-201 Army Inspection Policy, para 1-4d(7) 25FEB15)	Select	Select	Select	Select	Select
6.	Are inspected OIP and/or CIP coordinators aware and adhere to the requirements of 8A CIP for Fiscal Year 2015, OPOD 14-07-22-01 dated 221835(I)JUL14?	Select	Select	Select	Select	Select
7.	Is command (BNs and above) conducting CIP/SIP/ on their subordinate units? (AR 1-201 para 3-3b; 3-4, dated 25FEB15)	Select	Select	Select	Select	Select
8	Is command (BNs and above) conducting SAVs on their subordinate units and is it posted to schedule? AR 1-201 para 3-5 dated 25FEB15.	Select	Select	Select	Select	Select

Figure D-3. Example Checklist Format-Continued

C - INSPECTOR TRAINING AND REPORTS

#	Question:	MSC	Sub Unit	Sub Unit	Sub Unit	Sub Unit
			Sub1	Sub2	Sub3	Sub4
1	Does the command Train inspectors on Army inspection policy and the Army's inspection principles? (AR 1-201 Army Inspection Policy, para 1-4d-9, 25FEB15:	Select	Select	Select	Select	Select
2	Are command's ensuring all individuals conducting inspections are technically qualified to inspect the subject matter at hand? (AR 1-201 Army Inspection Policy, para 1-4d(14),25FEB15 and AK Reg1-201 Army in Korea Policy, para 1-4g(1),29APR13.	Select	Select	Select	Select	Select
3	Is a formal report of the inspection provided to the inspected unit Commander and does the report include findings, recommendations to task the appropriate individuals or agencies for fixing the problem? AR 1-201 Army Inspection Policy, para 2-2c, 25FEB15.	Select	Select	Select	Select	Select
4	Does the report identify/seek root cause? (AR 1-201 Army Inspection Policy, para, 2-3c1, 25FEB15).	Select	Select	Select	Select	Select
5	Does the report identify strengths and challenges noted during the inspection? (AR 1-201 Army Inspection Policy, para 2-3c(2),25FEB15)	Select	Select	Select	Select	Select
6	Does the report determine magnitude of problems(s) and determine a solution? (AR 1-201 Army Inspection Policy, para 2-3b and d, 25FEB15).	Select	Select	Select	Select	Select
7	Does the final report provide written feedback regarding corrective Action taken/or to be taken? (AR 1-201 Army Inspection Policy , para 2-2 (4)c 25FEB15, 8A CIP for Fiscal Year 2015, OPOD 14-07-22-01 dated 221835(I)JUL14 para 3. d. (d) (pg 6)	Select	Select	Select	Select	Select

Figure D-3. Example Checklist Format-Continued

UNCLASSIFIED



Functional Area Scoring

- C** GOLD – Commendable performance: Exceptional performance of an area; inspected area has gone 'above and beyond' the checklist requirements based on the functional area evaluator's recommendation and CIP team chief determination.
- S** GREEN – Satisfactory performance: 76-100% total cumulative score from sub-areas.
- M** AMBER – Satisfactory marginal performance: 70-75% total cumulative score from sub-areas.
- U** RED – Unsatisfactory performance: 60-69% total cumulative score from sub-areas, (or question identified as critical receives UNSATISFACTORY).
- U** BLACK – Unsatisfactory performance: 0-59% total cumulative score from sub-areas; or in the judgment of the evaluators, the unit has systemic problems that left unchecked will likely result in a mishap or serious degradation of combat readiness.

Satisfactory is 70% and above-Unsatisfactory is 69% and below,

NOTE: A grade of UNSATISFACTORY for any critical question will result in an overall UNSATISFACTORY for the area/subsection it was received in.



OPR: SGS AS OF: 281030OCT15

UNCLASSIFIED

9

FigureD-4. Example Functional Area Scoring



DEPARTMENT OF THE ARMY
HEADQUARTERS, 19TH EXPEDITIONARY SUSTAINMENT COMMAND
UNIT #15015
APO AP 96218-5015

EANC-GO

24 February 2014

MEMORANDUM FOR Commanding General, 8th Army, Unit #15263, APO 96205

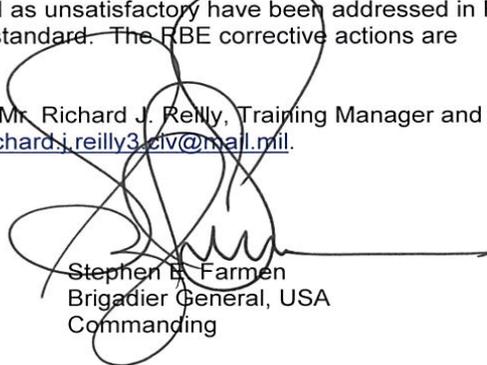
SUBJECT: Reply-By-Endorsement (RBE) Corrective Action for FY14, 8th Army
Command Inspection

1. References:

- a. Army Reg. (AR) 1-201, 04 April 2008, Army Inspection Policy.
- b. Army in Korea (AK) Reg. 1-201, 29 April 2013, AK Inspection Policy
- c. 8th Army OPORD 418-13 (8A CIP for FY14), 25 October 2013

2. The 8th Army Command Inspection (CI) Team conducted a CI on the 19th Expeditionary Sustainment Command (ESC) from 11 to 15 November 2013. The CI team consists of inspectors from across 8th Army Directorates. Functional areas and questions in the functional areas rated as unsatisfactory have been addressed in RBE format to reestablish the appropriate standard. The RBE corrective actions are enclosed.

3. The POC for this Memorandum is Mr. Richard J. Reilly, Training Manager and 19th ESC CI Coordinator at 768-8433 or richard.j.reilly3.civ@mail.mil.



Stephen B. Farmen
Brigadier General, USA
Commanding

Encl
RBE Corrective Action Taken

Figure D-5. Example RBE Memorandum

1. PURPOSE: The purpose of this memorandum is to describe corrective actions planned, initiated, and/or completed for all faults noted during the 8A CIP/SIP that occurred in February 2013.

2. Brigade S1.

a. Personnel Service Support.

(1) Question 3: Are rating schemes posted on bulletin board and distributed to each member IAW AR 623-3? Para 1-4, 5b4.

(a) Discussion/Finding: Lack of rating Schemes for all subordinate units.

(b) Corrective Action: Developed and published new Standard Operating Procedures (SOP) and Brigade Policy Letter to ensure all units met the standard.

(c) Completion Date: 3 February 2013.

(d) Point of Contact: MAJ XXXX at XXXX.mil@mail.mil, DSN XXX-XXXX.

b. Copier Program.

(1) Question 4:

(a) Discussion/Finding: We did not have an appointed Copier Manager due to unit turbulence and oversight.

(b) Corrective Action: We appointed a Unit Copier Manager and ensured the person attained all the required training and preparation to conduct their duties.

(c) Completion Date: 13 March 2013.

(d) Point of Contact: MAJ XXXX at XXXX.mil@mail.mil, DSN XXX-XXXX.

3. S3.

a. Personnel Recovery.

(1) Question 8: Has the PRO been properly trained?

(a) Discussion/Finding: XX Brigade PRO has not attended the PR 301 Course.

(b) Corrective Action: XX Brigade PRO will attend the next available PR 301 Course. Currently, no PR courses are available on Peninsula. Due to budget constraints TDY for CONUS course is unavailable.

(c) Completion Date: Unknown.

Figure D-5. Example RBE Memorandum-Continued

(d) Point of Contact: MAJ XXXX at XXXX.mil@mail.mil, DSN XXX-XXXX.

(2) Question 10: PR incorporated in plans and orders?

(a) Discussion/Finding: XXX Brigade has not incorporated PR in the planning and orders process.

(b) Corrective Action: XX Brigade will incorporate PR in plans and orders process IAW FORCOM CDR PR guidance.

(c) Completion Date: 01 JUN 2013.

(d) Point of Contact: MAJ XXXX at XXXX.mil@mail.mil, DSN XXX-XXXX.

4. OPD.

a. Physical Security.

(1) Question 3: Motor pool/ Vehicle Security.

(a) Discussion/Finding: During the inspection a Korean contractor drove his commercial vehicle into the motor pool. Since there is no positive control at the gates (guard on duty) there is no way to stop this from happening other than to tell them to park outside.

(b) Corrective Action: NCOIC of the Motor pool was informed and had the contractor move his truck. Motor pool personnel will continue to enforce this regulation. There were no personal vehicles in the motor pool.

(c) Completion Date: On the spot.

(d) Point of Contact: MAJ XXXX at XXXX.mil@mail.mil, DSN XXX-XXXX.

5. S4.

a. Maintenance Management.

(1) Question 16: Is the commander and or key leaders able to access and navigate LIDB maintenance module to assess performance and provide leadership IAW DA Pam 750-1, FEB 2007, paragraph 4-10 c?

(a) Discussion/Action: The battalion motor sergeant does not have access to LIDB. The battalion motor sergeant is not trained on the use of LIDB. Get the motor sergeants trained on the use of LIDB.

(b) Corrective Action: SSG XXX has access to LIDB and can navigate LIDB.

(c) Completion Date: 18 February 2013.

Figure D-5. Example RBE Memorandum-Continued

(d) Point of Contact: MAJ XXXX at XXXX.mil@mail.mil, DSN XXX-XXXX.

6. Resource Management.

a. Government Travel Card.

(1) Question 7: Are Measures in place to keep the listing of card holders up-to date?

(a) Discussion/Finding: Approximately 2 of 318 were not completed transferring GTCC accounts.

(b) Corrective Action: The S1 and the HR office will provide Incoming & PCS reports on a weekly basis to the BDE GTCC APC. The BDE GTCC APC work with the Unit ODTAs to confirm all travel card holders transfer their GTCC accounts and provide their out-processing documents.

(c) Completion Date: 20 Apr 2013.

(d) Point of contact: MAJ XXXX at XXXX.mil@mail.mil, DSN XXX-XXXX.

b. Defense Travel System.

(1) Question 12:

(a) Discussion/Finding: Approximately 8 of 220 were not completed within 5 working days.

(b) Corrective Action: The un-submitted voucher report is generated on a weekly basis and sent to each unit ODTA as a reminder to help facilitate the completion of the past due vouchers. The monthly report is also sent to each Unit ODTA and all correspondence from traveler and the ODTA is maintained. The monthly report is signed, dated and maintained in accordance with Army Audit Readiness checklist #5.04.

(c) Completion Date: 1 Apr 13.

(d) Point of Contact: MAJ XXXX at XXXX.mil@mail.mil, DSN XXX-XXXX.

7. Command Safety Program.

a. Organizational Structure & Training.

(1) Question 6: Adequate safety training is provided to personnel in the organization as required to support the mission?

(a) Discussion/Finding: Brigade failed to capture adequate safety training required to support the mission providing the 24hr mandatory residential training.

Figure D-5. Example RBE Memorandum-Continued

(b) Corrective Action: Training has been coordinated through respective safety offices in Area II, Area III and Area IV.

(c) Completion Date: 30 Sept 2013.

(d) Point of Contact: MAJ XXXX at XXXX.mil@mail.mil, DSN XXX-XXXX.

b. Accident Prevention Program.

(1) Question 9: All personnel have completed the composite risk management basic course?

(a) Discussion/Finding: Brigade failed to have all personnel complete composite risk management basic course.

(b) Corrective Action: Training has been set up to train all personnel IAW AR 385-10.

(c) Completion Date: 30 Sept 13.

(d) Point of Contact: MAJ XXXX at XXXX.mil@mail.mil, DSN XXX-XXXX.

Figure D-5. Example RBE Memorandum-Continued



**COMMAND INSPECTION PROGRAM
(CIP) HERO 2015**

Certificate of Achievement

is presented to

SFC Patrick W. McTheny
Command Inspection Program NCOIC

For outstanding achievement during the Eighth Army's Command Inspection for Fiscal Year 2015. His dedication to duty and selfless service were instrumental to the success of the mission. His efforts reflect great credit upon himself, Eighth Army, and the United States Army.

"Pacific Victors!"

7 May 2015



DAVID W. PUSTER
Major General, U.S.A.
Deputy Commanding General-Sustainment

Figure D-6. Example CIP Hero Certificate

G37 TREX KATUSA Soldier Program

Sub-Functional Areas:	SEP 2015	
KATUSA Soldier Program	10 of 10	100.0%

- **Strengths:**
 - ROKA Support Office (RSO) executes ROKA Directed Training and Make-up Training IAW AK Regulation 600-2.
- **Challenges:**
 - KATUSA Welfare Fund must be controlled by US personnel, and not by a KATUSA Soldier.
 - Unit did not maintain an OML for attendance at WLC that included KATUSA Soldiers.
 - Unit Supply Section must maintain a Continuity Book.
- **Overall Assessment:** Satisfactory.

Figure D-7. Example Out-brief Slide (single area)

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G4 – Supply Management

Sub-Functional Areas:	MAY 2014	96.2%
Supply Management - General	10 of 10	100.0%
CSDP	18 of 19	94.7%
Property Book Responsibility	16 of 16	100.0%
Requesting & Receiving Supplies	1 of 4	25.0%
Disposition of Property	12 of 12	100.0%
CIF and OCIE	1 of 1	100.0%
Lost, Damaged, or Destroyed Property	20 of 20	100.0%
HAZMAT Responsibility	1 of 1	100.0%
File Management	4 of 4	100.0%
Operating Procedures	5 of 5	100.0%
Training	3 of 3	100.0%
Standard Pricing and Credit	5 of 5	100.0%
Safeguarding Government Property	1 of 1	100.0%
Publications	6 of 6	100.0%
Storage	N/A	N/A

OPR: SGS AS OF: 131130JAN15

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G4 – Supply Management

96.2%

103 of 107

- **Strengths:**
 - Command emphasis
 - Component inventory
 - Property accountability
 - Supply personnel: supply proficient and diligent
- **Challenges:**
 - Stock funded item shortages (\$13.6 million)
- **Overall Assessment:** Satisfactory

OPR: SGS AS OF: 131130JAN15

UNCLASSIFIED

Figure D-8. Example Out-brief Slide (multiple area)



DEPARTMENT OF THE ARMY
HEADQUARTERS, EIGHTH ARMY
UNIT # 15236
APO AP 962055236

EACS

30 April 2015

MEMORANDUM FOR Eighth Army (8A) Command Inspection Program (CIP) Coordinator

SUBJECT: 3rd Battlefield Coordination Detachment (3rd BCD) CIP

1. 8A Knowledge Management CIP inspection team will not conduct command inspection of the 3rd BCD.
2. Justification: 3rd BCD does not have a dedicated knowledge management (KM) section nor does it have the personnel to man such a section without augmentation. 8A KM provides 3rd BCD KM support as needed and requested.
3. The POC for this memorandum is MAJ Brian Hansen, 8A Battle Command Officer at DSN 723-3372 or brian.r.hansen.mil@mail.mil.

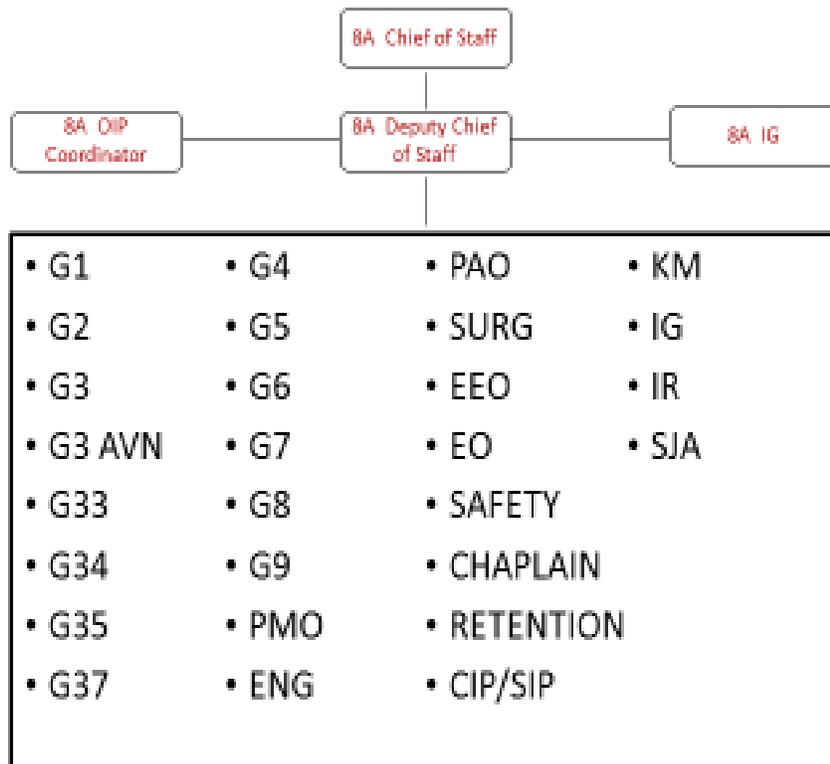
A handwritten signature in black ink, appearing to read "BRH".

BRIAN R. HANSEN
MAJ, GS
8A Battle Command Officer

Figure D-9. Example of Non Inspection Memorandum

Appendix E
Office of Primary Responsibility Working Group MATRIX for 8A HQs

Office of Primary Responsibility
Working Group
 Matrix for 8A HQs



Glossary

Section I. Abbreviations

ADP	Army Doctrine Publication
ADRP	Army Doctrine Reference Publication
AICR	Assessment in Compliance Review
AK	Army in Korea
AR	Army Regulation
AUM	Assessable Unit Manager(s)
CG	Commanding General
CI	Command Inspection
CIP/SIP	Command Inspection Program/Staff Inspection
DA	Department of the Army
DAIG	Department of the Army Inspector General
DOD	Department of Defense
DODIG	Department of Defense Inspector General
EAIG	Eighth Army Inspector General
IAW	In Accordance With
IG	Inspector General
ICA	Internal Control Administrator
ICEP	Internal Control Evaluation Plan
ICI	Initial Command Inspection
MICP	Managers' Internal Control Program
OIP	Organizational Inspection Program
SAIG	Secretary of the Army Inspector General
SAV	Staff Assistance Visit
SCI	Subsequent Command Inspection
SI	Staff Inspection
SIP	Staff Inspection Program

Section II. Terms

Assessable Unit. Reporting organizations are segmented into assessable units, which in turn are responsible for conducting internal control evaluations in accordance with the ICEP.

Assessable Unit Manager (AUM). The military or civilian head of an assessable unit. Preferably at the general officer or senior executive service level but not lower than an O-6, GS-15, or equivalent. In exceptional cases where the grade structure does not support having an AUM at this level, the AUM will be the senior military or HQDA civilian functional manager. The AUM ensures that the results of required internal control evaluations are certified.

Audit. An examination of records to verify their accuracy that is conducted by an independent and qualified agency.

Command Inspection. A command directed inspection focused on checking the organization's compliance with established policies and regulations.

Follow Up. Action taken to determine if deficiencies found during a previous inspection or audit have been corrected.

IG Inspection. CGs will direct IG inspections that focus primarily on systemic issues that affect many units throughout the command, to identify substandard performance, determine the magnitude of the deficiency, and seek the root cause for the substandard performance or deficiency. IGs focus principally on systemic issues and then develop recommended solutions or improvements as appropriate. IG inspections also teach systems, processes, and procedures; identify responsibility for corrective actions; and share innovative ideas. CGs may opt to direct IG inspections for other purposes such as inspecting compliance with newly published command regulations or programs. The IG inspection results will not be used to compare units or organizations or as criteria for competitive unit awards. Inspection results will not be used to reward, punish, or compare commanders, individuals, or their units.

Inspection. An evaluation that measures performance against a standard. All inspections should identify the cause of any deviation from the standard. Commanders tailor inspections to their needs.

Organizational Inspection Program (OIP). A comprehensive, written plan that synchronizes all the organization's inspections and audits, to include those to be conducted by external agencies.

Staff Assistance Visit (SAV). SAVs are not inspections. SAVs are teaching and training opportunities that support staff inspections. Staff sections conduct SAVs to assist, teach, and train subordinate staff sections on how to meet the standards required to operate effectively within a particular functional area. SAVs can occur at the discretion of the commander/program manager/director, or a staff principal at any level can request an SAV from the next higher staff echelon. SAVs can assist staff sections in preparing for upcoming inspections or train staff sections on new concepts, technologies, or operating techniques. SAVs do not produce formal reports but instead provide feedback only to the staff section receiving the assistance.

Staff Inspection. Staff inspections occur at the commander's/State Adjutant General's/program manager's/director's discretion. These inspections have the ability to provide the commander/State Adjutant General/program manager/director with specific, compliance-oriented feedback on functional areas or programs within the organization. The commander/program manager/director may choose to direct staff principals and staff members to conduct staff inspections that can stand alone or that can complement ongoing command and IG inspections.

Staff inspections are compliance-oriented and focus on a single functional area or a few related areas.