

Headquarters
Eighth Army
Unit #15236
APO AP 96205-5236

Army in Korea
Regulation 1-201

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Administration

ARMY IN KOREA INSPECTION POLICY

***This regulation supersedes AK Regulation 1-201, dated 6 November 2008.**

FOR THE COMMANDER:

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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.

Proponent. The proponent for this regulation is the Eighth Army Inspector General (EAIG).

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

Forms. Army in Korea (AK) forms are available at http://8tharmy.korea.army.mil/g1_ag.

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. 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.

Distribution. Electronic Media Only (EMO).

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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 special 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 Inspection Program (CIP) inspections 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 and Army Regulation (AR) 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.
 - (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 as part of the overall OIP.
 - (7) Ensure inspections and audits are posted on the long range training calendars.
 - (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 not later than 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 Principle. Specific training requirements for inspectors will be described in the Commander's OIP policy.

(12) Direct follow-up inspections as appropriate.

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.

d. The Inspector General (IG), EAIG, 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:** EAIG will neither lead nor physically inspect as part of the command inspection (ICI/SCI) 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. Operational Sustainment Directorate (OSD-G4), G4, Eighth Army will—

(1) Serve as the Eighth Army CIP coordinator.

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

proponents.

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

f. Operational Maneuver Directorate (OMD-G3), G3, Eighth Army will—

(1) Serve as the Eighth Army OIP coordinator.

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

(3) Upon receipt of EAIG FY IG Inspection Plan and Eighth Army G4 (OSD-G4) FY CIP Inspection Plan, disseminate these plans through operational channels.

g. Individuals conducting inspections within Eighth Army will—

(1) Be technically qualified to conduct the inspection.

(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 inspections 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 it each FY prior to 1 October.

d. Commanders at the battalion level and above must update and publish a five-year Internal Control Evaluation Plan (ICEP) each FY no later than 30 September.

e. AUMs that are not commanders must update and publish a five-year Internal Control Evaluation Plan (ICEP) each FY no later than 30 September.

f. The types of inspections to consider when developing the OIP include: command inspections, staff inspections, staff assistance visits, MICP and IG inspections.

g. 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 followed up.

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) Minimum inspection requirements for company sized units following a change of command:

(a) ICI. All new company (or similar sized units) commanders will receive an ICI not later than 90 days after 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) SCI. All new company (or similar sized units) commanders will receive a SCI not later than one year after 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.

b. Staff Inspections. Staff inspections are a means for a commander to check his/her unit's execution of a specific functional area or program. The staff will only execute staff inspections that the commander approves.

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 operating effectively within a particular functional area. The commander may direct a SAV, or a subordinate staff principal may request a SAV from the next higher staff echelon.

d. MICP inspections 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 primarily to identify the root cause and recommended fix for systemic issues that affect many units throughout the command. 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.

2-3. Other Inspections that support the OIP

a. Commanders and OIP coordinators may incorporate other inspections into the program to assess the organization.

(1) Many organizations participate in unit or agency competitions that have inspection aspects. Examples of this type of competition are "Best Motor Pool" and "Best Dining Facility." Unit or agency competitions that assess and improve collective performance of organizational tasks and functions support the OIP.

(2) Many organizations participate in special certifications that have inspection aspects. Examples of special certifications are Air Traffic Service certifications and Medical Facility certifications.

b. When applicable to the organization, Commanders and OIP coordinators will address these other inspections in the OIP policy.

Appendix A References

Section I. Required publications

AR 11-2, Managers' Internal Control Program

AR 20-1, Inspector General Activities and Procedures

AR 1-201, Army Inspection Policy

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

Section II. Related publications

AR 11-7, Army Internal Review Program

AR 34-4, Army Standardization Policy

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

AR 600-20, Army Command Policy

Section III. Referenced Form

DA Form 11-2, Management 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, 4 April 2008.
- 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.
- f. Memorandum, Headquarters, Eighth United States Army, Subject: 8th (Field) Army Letter of Instruction for Command Inspection Program (CIP), 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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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 67-9-1).

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

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(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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(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 a staff principle. 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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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 Principle."
- (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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(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.

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(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.

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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

Glossary

Section I. Abbreviations

ADP	Army Doctrine Publication
ADRP	Army Doctrine Reference Publication
AK	Army in Korea
AR	Army Regulation
AUM	Assessable Unit Manager(s)
CG	Commanding General
CIP	Command Inspection Program
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
FY	Fiscal Year
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

Section II. Terms

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. A command directed inspection performed by the commander's IGs that is normally focused on identifying the root cause of a systemic issue within a single functional area or program that affects many units throughout the command.

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). A teach and train site visit conducted by a higher level staff section to assist a subordinate staff section with meeting the standards required to operate effectively within a particular functional area. These sessions may be command directed or may be requested by the subordinate staff.

Staff Inspection. A command directed inspection focused on checking the organization's execution of a single functional area or program. Staff principals or members responsible for the functional area or program being inspected conduct staff inspections.