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Administration

ARMY IN KOREA INSPECTION POLICY

***This regulation supersedes Eighth Army Regulation 1-201, 18 August 1997**

For the Commanding General:

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History. This publication is a major revision.

Summary. This regulation prescribes the responsibilities and policies for the planning and execution of inspections within Eighth United States Army / Operational Command Post Korea (EUSA/OCP-K) and Installation Management Command – Korea (IMCOM-K).

Applicability. This regulation applies to all units and organizations assigned to, attached to, under administrative control (ADCON) or operational control (OPCON) of EUSA/OCP-K or IMCOM-K. 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 EUSA/OCP-K Inspector General.

Supplementation. Supplementation of this regulation and the establishment of command and local forms are prohibited without prior approval from the EUSA/OCP-K IG (EAIG), Unit #15236, APO AP 96205-5236.

Forms. 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 may submit comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to EUSA/OCP-K Inspector General (EAIG), Unit #15236, APO AP 96205-5236.

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Chapter I

Inspection Policy

1-1. Purpose

This regulation outlines responsibilities and prescribes policies for the planning and execution of inspections within EUSA/OCP-K and IMCOM-K organizations.

1-2. References

The following are required publications:

- a. Army Regulation 1-201, Army Inspection Policy
- b. Army Regulation 20-1, Inspector General Activities and Procedures
- c. Memorandum of Agreement Between Eighth United States Army and Installation Management Agency Korea Region Office, 22 February 2005.
- d. Army in Korea Pamphlet 1-201, Eighth United States Army Command Inspection Program Checklists
- e. IMCOM-K Installation Organizational Inspection Program Standing Operating Procedures, (To be Published).

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), EUSA/OCP-K, is—
 - (1) The approval authority for the EUSA/OCP-K Organizational Inspection Program (OIP).
 - (2) The directing authority for Inspector General (IG) inspections of EUSA/OCP-K and IMCOM-K.
 - (3) The directing authority for Command Inspection Program (CIP) inspections of EUSA/OCP-K.
- b. The Commanding General (CG), IMCOM-K, is—
 - (1) The approval authority for the IMCOM-K OIP.
 - (2) The directing authority for CIP inspections of IMCOM-K and U.S. Army Garrisons in Korea.
- c. 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 OIPs 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) Establish and execute a CIP as part of the overall OIP.

(5) Ensure their staff plans and posts inspections and audits on long range training calendars.

(6) 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 EUSA/OCP-K OIP coordinator (currently EUSA/OCP-K IG) on an annual (fiscal year) basis **not later than 1 June**. 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.

(7) Ensure initial command inspections (ICI) for company or similarly sized organizations are conducted **not later than 90 days** after a new commander assumes command. Refer to AR 1-201, paragraph 3-3c and paragraph 2-2a (2) of this regulation for more guidance on ICIs.

(8) Ensure subsequent command inspections (SCI) are conducted **not later than one year** after the completion of the ICI. Refer to AR 1-201, paragraph 3-3d and paragraph 2-2a (2) of this regulation for more guidance on subsequent command inspections.

d. The Inspector General (IG), EUSA/OCP-K, will—

(1) Serve as the proponent for inspection policy within EUSA/OCP-K.

(2) Serve as the office of primary responsibility (OPR) for coordinating Department of Defense IG (DODIG) and Department of the Army IG (DAIG) inspections of EUSA/OCP-K and IMCOM-K.

(3) Propose yearly fiscal year(FY) IG inspection schedule to the EUSA/OCP-K CG 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 EUSA/OCP-K 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) Serve as the EUSA/OCP-K OIP coordinator and advise the CG on the effectiveness of the OIP.

(6) Spot check the scheduling and completion of company-level ICIs throughout EUSA/OCP-K. Note: EUSA/OCP-K IG will neither lead nor physically inspect during the execution of a command inspection (ISI/SCI) effort in accordance with AR 1-201.

(7) Forward each FY, on or before **30 October**, a list of approved EUSA/OCP-K IG inspection reports (except IO inspection reports) to DAIG-IR for information sharing purposes.

e. Operational Sustainment Directorate (OSD-G4), EUSA/OCP-K, will—

- (1) Serve as the EUSA/OCP-K Command Inspection Program (CIP) coordinator.
- (2) Serve as the proponent for Army in Korea Pamphlet 1-201.
- (3) Publish updated CIP checklists as they are revised by the EUSA/OCP-K staff proponents.
- (4) Provide a FY schedule of all planned CIP inspections for brigade sized units and above to the EUSA/OCP-K IG (OIP coordinator) on or before **1 June** annually.

f. Operational Maneuver Directorate (OMD-G3), EUSA/OCP-K, will—

- (1) Publish, at a minimum, EUSA/OCP-K IG inspections and EUSA/OCP-K CIP inspections for brigade sized units and above on the EUSA/OCP-K long range planning calendar.
- (2) Upon receipt of EUSA/OCP-K (IG) FY IG Inspection Plan and EUSA/OCP-K (OSD-G4) FY CIP Inspection Plan, disseminate these plans through operational channels.

g. Individuals conducting inspections within EUSA/OCP-K 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) Record the inspection results.

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. EUSA/OCP-K will publish its OIP each FY on or before **1 October**.

c. Commanders at the battalion level and above shall establish an OIP for their organization and publish it each FY on or before **30 October**.

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

e. 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) 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) All new company (or similar sized units) commanders will receive a SCI **not later than one year** after the ICI. The commander's rater and senior rater may use the SCI results to evaluate the new commander's performance.

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. Battalion level and above staffs are responsible

for providing recommendations to their commander on the type staff inspections to incorporate into the OIP. 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. 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. IG inspection results will not be used to compare units or organizations. Nor will they be used as criteria for competitive unit awards IAW AR 20-1, paragraph 6-3g.

Appendix A

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/IMCOM-K or External)	Type of Inspection (Command / Staff / Staff Assistance Visit / IG / Audit	Dates/Time of Inspection

Glossary

Section 1 Abbreviations

AK	Army in Korea
AR	Army Regulation
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
FY	Fiscal Year
IAW	In Accordance With
IG	Inspector General
ICI	Initial Command Inspection
IMCOM-K	Installation Management Command – Korea
OCP-K	Operational Command Post – Korea
OIP	Organizational Inspection Program
SAV	Staff Assistance Visit

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.