



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY TRAINING CENTER AND FORT JACKSON
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25 JUL 2018

MEMORANDUM FOR Commanders, all Direct Reporting Units to the Headquarters, Directors and Chiefs, Staff Offices/Departments, This Headquarters

SUBJECT: Fort Jackson Policy Memorandum #17–Organizational Inspection Program

1. References:

- a. AR 1-201 (Army Inspection Policy), 25 Feb 15.
- b. TRADOC Supplement 1 to AR 1-201, Army Inspection Policy, 25 Jun 15.
- c. AR 11-7 (Internal Review and Audit Compliance Program), 29 Mar 17.
- d. AR 20-1 (Inspector General Activities and Procedures), 29 Nov 10.
- e. AR 350-1 (Army Training and Leader Development), 19 Aug 14.
- f. AR 600-55 (The Army Driver and Operator Standardization Program - Selection, Testing, and Licensing), 1 May 17.
- g. DoDD 6200.4, Force Health Protection, Certified Current as of 23 Apr 07.
- h. DAIG, The Inspections Guide, Aug 15.
- i. FM 7-0, Training the Force, 5 Oct 16.
- j. Army Training Network (ATN) at <https://atn.army.mil> .

2. Purpose. To prescribe procedures for the conduct of the United States Army Training Center and Fort Jackson (USATC&FJ) Organizational Inspection Program (OIP).

3. Commander's Guidance. Inspections are an integral component of my organizational assessment program. I consider them an important tool to assess the readiness of each of our units, identify areas that require additional training, and highlight problems that require resolution. In addition, inspections help me identify issues that may cause me to readjust my priorities and policies. All battalions and brigades within the USATC&FJ will develop OIPs. The USATC&FJ will have an

ATZJ-CG

SUBJECT: Fort Jackson Policy Memorandum #17-Organizational Inspection Program

aggressive command inspection program that focuses on initial command inspections all companies. Commanders at all levels will be actively involved in this program. My staff will also conduct staff inspections as directed by the Chief of Staff on a recurring basis. The IG will focus on inspecting topics or issues that suggest a systemic problem might be present. I intend to reserve IG inspections for those issues I want to solve permanently. Teaching, training, and mentoring will be the goal of all inspections conducted within the USATC and on the installation. Lastly, I want commanders at all levels to use the OIP Guide for Commanders available from the IG. This guide is a valuable resource that will aid in developing effective OIPs throughout the command.

4. General. The OIP consists principally of command, staff, and IG inspections. External inspections should be expected from higher/outside agencies. Any units that receive requests for these should have them coordinate with the OIP coordinator and/or the Fort Jackson IG office.

a. The USATC&FJ will conduct all inspections in accordance with (IAW) the inspection principles outlined in AR 1-201. All IG inspections will follow the inspections process outlined in AR 20-1. All other inspections should follow this same inspections process when possible.

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 programs that enhance readiness deserve recognition, acknowledgement in inspection reports, and identified as best practices to be shared throughout the command.

d. The USATC&FJ OIP Coordinator. The G3 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, a copy of the inspection report will go to the G3. The IG's staff will help facilitate the OIP, train inspectors, and provide guidance to units and the commanders.

5. Command Inspections (CIs).

a. Command Participation. Commanders of inspecting headquarters must lead and participate in inspections in order for them to be CIs. Commanders at brigade and battalion levels will establish Command Inspection Programs (CIPs) IAW AR 1-201. Commanders must apply the developing actions of organizational leadership described in FM 7-0 and the developmental counseling. This will allow commanders to capitalize on results gathered during CIs, set goals aimed at improving unit readiness, counsel

ATZJ-CG

SUBJECT: Fort Jackson Policy Memorandum #17-Organizational Inspection Program

subordinate commanders, and ensure subordinate commanders understand the value of the OIP.

b. Design. Commanders will design CIPs to meet the needs of their units, determine areas to be inspected, establish the scope of inspections, and determine the composition of inspection teams on a yearly basis. At brigade and battalion level, a CI is normally scheduled as a formal event. Duration may vary from short, intense inspections covering one or two days to cyclic events scheduled over several weeks. Inspection activities will be scheduled and include an in-brief, out-brief, and follow-up procedures. The CIs are executed as either initial or subsequent CIs.

6. Staff Inspections (SIs).

a. A SI is an internal inspection led by a staff member responsible for the functional area being inspected.

b. Installation-level SIs will be directed by the Chief of Staff as a regulatory single function or a few related functions, such as fire prevention or physical security. To the maximum extent possible, annual SI requirements will be discharged within the framework of CIs. The SIs conducted as directed by regulatory requirements will be coordinated.

7. Inspector General (IG) Inspections:

a. The IG inspections are special inspections which are narrow in scope and address problems affecting the majority of the command. In addition to the inspection of new topics, the IG will conduct follow-up inspections to verify/evaluate the adequacy of corrective actions from previous inspections.

b. The USATC&FJ IG will train staff and unit inspectors in inspection techniques and inspection planning. Staff principals and unit commanders should arrange for training directly with the USATC&FJ IG.

c. The USATC&FJ IG is the subject matter expert on Army Inspection Policy and implementing effective OIPs in the units. The USATC&FJ IG will assess the effectiveness of the OIP within USATC&FJ and stand ready to advise commanders and staffs in establishing their OIP and training inspection staffs.

ATZJ-CG


SUBJECT: Fort Jackson Policy Memorandum #17-Organizational Inspection Program

8. External Inspections/Audits. External inspections and audits are directed by USATC&FJ or other higher headquarters or agencies. This category includes inspections directed by the CG, US Army Training and Doctrine Command (TRADOC), Department of the Army, and Department of Defense IGs, as well as audits performed by the US Army Audit Agency (AAA), the General Accounting Office (GAO), and other external agencies. It is mandatory for all external audits such as GAO, AAA, and other external auditing agencies to coordinate directly with the Internal Review and Audit Compliance Office.

9. Inspection Priorities/Concern. The OIP, conducted yearly, will inspect multiple areas, but concentrate on several areas of concern. These areas are not all inclusive. If a commander identifies an area of concern, they should make it a priority in the CI.

- a. Command Supply Discipline Program
- b. Drivers Training Program
- c. Sexual Harassment/Assault Response and Prevention
- d. Suicide Awareness
- e. Training Management

10. Proponent/Suggestions for Improvement. The USATC&FJ proponent for the OIP, including all scheduling, coordination, and policy updates is the USATC&FJ G3.


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Commanding