



DEPARTMENT OF THE ARMY
U.S. ARMY MILITARY DISTRICT OF WASHINGTON
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MAR 14 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter – Organizational Inspection Program (OIP) – Memorandum #17

1. REFERENCES.

a. Operating Procedure – The United States Army Military District of Washington (USAMDW) Organizational Inspectional Program (OIP) – Memorandum #3.

b. AR 1-201, Army Inspection Policy.

c. AR 11-2, Managers' Internal Control Program.

d. AR 20-1, Inspector General Activities and Procedures.

e. AR 381-10, U.S. Army Intelligence Activities.

f. The Inspections Guide (DAIG).

g. The Organizational Inspection Program (OIP) Guide for Commanders (DAIG).

h. ADP 7-0, Training Units and Developing Leaders.

2. PURPOSE. This policy outlines the responsibilities of conducting the OIP within the U.S. Army Military District of Washington (USAMDW). The OIP is designed to coordinate inspections and audits into a single, cohesive program focused on command objectives.

3. APPLICABILITY. These procedures are applicable to all subordinate units, servicemembers, civilians and contractors assigned to and/or under operational control of USAMDW.

4. POLICY.

a. Inspections are an important tool to assess the readiness of each of our units, identify areas that require additional training and highlight problems that require resolution. Ultimately, inspections help identify, prevent, or eliminate problem areas within the organization as well as improve processes and system efficiencies. All brigades and battalions within USAMDW will develop OIPs. The OIP will be a comprehensive, written plan in the form of a local policy or other type of memorandum that addresses all inspections and audits conducted by the command, its subordinate elements, and those scheduled by outside agencies.

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b. The USAMDW Command Inspection Program will focus on Initial Command Inspections (ICIs) and Subsequent Command Inspections (SCIs) for all brigades, battalions, companies, troops and detachments. Commanders at all levels will be actively involved in this program. The USAMDW staff will also conduct Staff Inspections as directed by the Chief of Staff on a recurring basis. The Inspector General will focus on inspecting topics or issues that suggest that a systemic problem might be present. All inspections conducted in the USAMDW will adhere to Army inspection policy and the Army's inspection principles.

c. All inspections are designed to increase unit effectiveness while focusing teaching, training and mentoring without compromising the integrity of the inspection.

5. PROCEDURES.

a. The USAMDW Chief of Staff will:

(1) Assist the G-3 with submitting issues identified during inspections that could not be resolved at the USAMDW to higher headquarters.

(2) Assist the G-3 in submitting issues identified during inspections that could not be resolved at the USAMDW to higher headquarters under the USAMDW Commander's signature.

(3) Task the respective USAMDW staff proponents to implement the approved recommendations found in all IG (and lower-echelon) inspection reports.

(4) Ensure the G-3 monitors follow-up inspections to ensure that the recommended corrective actions occur in a timely manner.

b. The G-3 will:

(1) Serve as the USAMDW OIP Coordinator.

(2) Coordinate all external audits and inspections of the command to ensure they do not interfere with operations/missions. Ensure inspections are annotated on the long and short-range planning calendars.

(3) Coordinate all inspections of subordinate units to include command inspections and staff assistance visits.

(4) Coordinate and consolidate inspection results and ensure the completion and distribution of all inspection reports and maintain copies of the reports in accordance with the

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Army Records Information Management System (ARIMS). Copies will also be distributed to the USAMDW IG.

(5) Monitor follow-up inspections to ensure that the recommended corrective actions occur in a timely manner.

(6) Submit issues identified during inspections that could not be resolved at the USAMDW level to the higher headquarters. IG calls this process handoff.

(7) In coordination with the IG, schedule annual inspector training.

c. The IG will:

(1) Conduct IG Inspections as part of the USAMDW OIP.

(2) Conduct annual inspector training.

(3) Upon approval of IG Inspection Reports, provide a copy to USAMDW units.

(4) Conduct Intelligence Oversight inspections of the USAMDW intelligence activities as required.

(5) Monitor material weaknesses identified during Internal Management Control evaluations.

(6) Conduct follow-up assessments based upon corrective action taken or intended corrective action.

d. The G-8 will:

(1) Execute the Internal Management Control program in accordance with AR 11-2.

(2) Share Internal Management Control information with the IG.

(3) Track the resolution of all material weaknesses identified during Internal Management Control evaluations.

e. The USAMDW Staff Directorates will:

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(1) Ensure that all primary and alternate inspectors within the staff section who will conduct inspections are identified, technically qualified and attend annual inspector training prior to conducting inspections.

(2) Support all IG Inspections with Subject Matter Expert (SME) personnel as required.

(3) Conduct Staff Inspections as required by the USAMDW Chief of Staff.

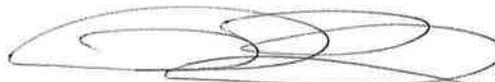
(4) Conduct Staff Assistance Visits (SAVs) as requested.

f. USAMDW Subordinate Commanders and Staff Directorates will:

(1) Develop and execute a correction action plan that permanently fixes problem areas and prevents their reoccurrence within a timely manner.

(2) No later than 20 days after receipt of the Corrective Action Plan (CAP) memo, provide the IG a written explanation of corrective action taken to findings that require corrective action or the intended action to be taken to avoid reoccurrences.

6. PROPONENT. The USAMDW Inspector General's Office is the proponent for this USAMDW policy letter. The point of contact is the USAMDW Inspector General, at (202) 685-2632.



BRADLEY A. BECKER
Major General, US Army
Commanding

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