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APVG-CG

8 February 2021

MEMORANDUM FOR RECORD

SUBJECT: 25th Infantry Division (25th ID) Organizational Inspection Program (OIP)  
Policy Letter #6

1. References.

- a. Army Regulation (AR) 20-1, Inspector General (IG) Activities and Procedures, Revision Issue Date, 3 July 2012.
- b. The Inspections Guide, Department of the Army Inspector General Agency Training Division, August 2015.
- c. The Organizational Inspection Guide for Commanders, Department of the Army Inspector General Agency Training Division, March 2015.
- d. AR 1-201, Army Inspection Policy, 25 February 2015.
- e. I Corps OPORD 345-16, I Corps Organizational Inspection Program, 28 March 2016.
- f. I Corps Regulation 1-201, I Corps Organizational Inspection Program, 01 April 2015.
- g. Army Directive 2018-07, Prioritizing Efforts – Readiness and Lethality, 13 April 2018.
- h. Army Directive 2018-07, Prioritizing Efforts – Readiness and Lethality, Update 3, 23 April 2018.
- i. USARPAC Commander Memorandum, Subject: U.S. Army Pacific (USARPAC) Organizational Inspection Program Policy Memorandum MC5, 24 January 2019.
- j. America's First Corps Command Training Guidance (CTG) Fiscal Years 2019-2020, 25 September 2018.
- k. 25th Infantry Division Memorandum, Subject: 25th ID Commander's Training and Leader Development Guidance (CTG), Fiscal Years 2019-2020, 07 January 2019.

2. Purpose. To prescribe procedures for the conduct of the OIP within the 25th ID.

a. Key Terms.

(1) Assessable Unit Manager (AUM). Brigade Commanders and staff primaries. Designated by the head of the reporting organization, these commanders or managers of assessable units are responsible for understanding and applying the standards for internal control. AUMs identify internal and external risks that may prevent their organizations from meeting their objectives. AUMs also establish or enhance internal controls to mitigate identified risks and ensure their effectiveness.

(2) Initial Command Inspection (ICI). The ICI ensures that the new commander understands the unit's strengths and weaknesses in relation to higher headquarters' goals. The ICI will appear on the training schedule and will serve to evaluate the condition of the unit. The inspecting commander establishes the scope and scale of all ICIs based on readiness requirements and from higher headquarters' guidance. The ICI will not, however, evaluate the commander's performance since assuming command.

(3) Subsequent Command Inspection (SCI). SCIs measure progress and reinforce the goals and standards established during the ICI. These inspections are often focused inspections that look at specific areas and are not complete re-inspections of the entire unit. SCIs are not required (reference paragraph 1. h). Commanders have the option whether or not they decide to conduct SCIs for their companies.

(4) Internal Control Administrator (ICA). Division Provost Marshal. The ICA facilitates the process for identifying and reporting material weaknesses. The ICA ensures that organizational material weaknesses are closely monitored until corrected.

(5) Internal Control Evaluation Plan (ICEP). Managed by the Division G8. Describes how key internal controls in the assessable unit will be evaluated over a 5-year period. Internal control evaluations are conducted according to the ICEP. Required documentation on each completed internal control evaluation is retained, subject to audit and/or inspection.

(6) Managers Internal Control Administrator (MICA). Division G8. Coordinator for the Managers Internal Control Program (MICP). Responsible for advising the CG on the implementation and status of the program, prepares all required documentation supporting the Annual Statement of Assurance (ASOA), and ensures material weaknesses are reported, tracked, and closed on schedule.



(7) Managers Internal Control Program (MICP). Managed by Division G8. A comprehensive program designed to implement effective and efficient internal controls on a day-to-day basis and to ensure compliance with all Federal, DoD, and Military guidance. Holds Commanders and Managers responsible for establishing and maintaining effective management controls as well as assessing, identifying, and correcting materiel weaknesses.

3. Commander's Guidance. The OIP is critical to building readiness within 25th ID. All battalions and brigades will develop OIPs in accordance with this policy and the procedures outlined in paragraph 1. c. The Organizational Inspection Program Guide for Commanders. OIPs will focus on identifying and solving problem areas that affect readiness. The division will have an aggressive Command Inspection Program that focuses on staff inspections for all brigades and battalions and ICIs for all companies, troops, batteries, and detachments. All inspections will occur within 90 days of a change of command and will be briefed during Semi-Annual Training Briefs (SATBs). Commanders at all levels will be actively involved in this program, ensuring all inspections are purposeful, coordinated, focused on feedback, instructive, and followed up.

4. General. The Division OIP is a comprehensive written plan that addresses all inspections and audits conducted by the command and its subordinate elements as well as those inspections and audits into a single cohesive program focused on command objectives.

a. 25th ID 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 programs that enhance readiness, deserve recognition and acknowledgement in inspection reports.

d. Brigade and Battalion OIP Coordinators are the Executive Officers (XOs) (reference paragraph 1. e).

e. The Provost Marshal Office (PMO) is the Division's OIP Coordinator. Within the division, the PMO is responsible for monitoring follow-up inspections on all battalion-level and higher inspection results to ensure the recommended corrections occur in a timely manner. At the completion of each inspection in the division, a copy of the inspection report will go to the PMO.

f. The PMO is responsible for oversight of all inspections, to include inspection in and out-briefs. If an outside agency wishes to inspect a unit within the division, they will notify and/or forward a copy of the request immediately to the PMO for situational awareness. Requested inspections that do not support the division's priorities will not be scheduled. Inspections will be highlighted during staff meetings and treated the same as all other training events.

#### 5. Inspection Priorities.

a. Modernization and Innovation: Incorporate new and improved technology to better enable mission accomplishment today and in the future, while maintaining current equipment to standard prolonging combat readiness through the Division. Drive the Army capability improvements and development.

b. Leader Development: Develop leaders of character who are tactical, technical, regional, & operational experts, able to complete a dynamic range of tasks enabling them to defeat our enemies in the USINDOPACOM AoR and abroad.

c. Build Readiness: Commanders will focus on building and sustaining unit Personnel, Supply, Readiness, and Training (P, S, R, T) ratings.

#### 6. Command Inspections.

a. Command Inspections are a critical component of all OIPs within 25th ID. At a minimum, commanders conducting ICIs will attend the inspected unit's in-briefing and out-briefing and actively participate in some aspects of the inspection.

b. Command Inspections within the division come in two forms, the ICI and the SCI.

c. ICI.

(1) All incoming Company, Battery, Troop, or Detachment Commanders will receive an ICI within the first 90 days of assumption of command. The ICI is comprehensive and at a minimum will include the following areas (reference paragraph 1. e and f):

(a) Army Substance Abuse Policy

(b) Awards

(c) Finance Administration

- (d) Safety
- (e) Crime Prevention
- (f) Training and Operations
- (g) Command Supply Discipline Program
- (h) Command Deployment Discipline Program
- (i) Command Maintenance Discipline Program
- (j) Communications Security
- (k) NCOERs/OERs/Counseling Packets
- (l) Reenlistment
- (m) Suicide Prevention
- (n) Sponsorship
- (o) SHARP
- (p) EO

(2) The ICI will allow incoming unit commanders to readily understand their unit's strengths and weaknesses. All inspectors are expected to conduct a detailed inspection that not only documents problems, but also teaches solutions and assists the unit with corrective actions. Brigades will submit monthly ICI reports to DIV PMO in order to track ICI for new Company Commanders.

d. SCI. Should commanders choose to conduct SCIs, they will follow the procedures outlined in paragraph 1. f and c. The commander may tailor the SCI as necessary and can use the results of the SCI to evaluate the unit commander's program since the ICI.

e. Brigade and Battalion Commanders may develop other Command Inspection requirements within their respective units.



## 7. Staff Inspections

- a. The Division Chief of Staff is responsible for developing the Staff Inspection Program.
- b. Staff Inspections will be compliance oriented, but will also serve to teach and train staff sections to function properly and effectively.
- c. Staff Inspections must complement Command and IG Inspections. When possible, these inspections should be combined.
- d. Staff principals serve as AUMs who plan and prepare all aspects of staff inspections.
- e. Brigade Commanders may consider a similar Staff Inspection Program within their respective commands.
- f. Inspections knowingly occur over a period of one standard work week, to include in and out briefs.
- g. Checklists for each inspection area will be provided prior to the inspection during a scheduled WG and attached to the respective inspection OPORDs.

## 8. Staff Assistance Visits (SAVs).

- a. The intent of the SAV is to provide feedback to staff sections, not to produce formal results.
- b. Brigade staff sections may request SAVs as required to teach and train staff sections on their roles and requirements as outlined in the governing regulations.
- c. SAVs are conducted ISO each staff inspection annually in areas assessed as high risk in the Internal Control Evaluation Plan, and periodically for all other risk levels, based upon command priorities.

## 9. IG Inspections.

- a. The Division IG serves as the USARHAW IG and is responsible for IG Inspections focusing on systemic issues approved by the Commanding General, or as directed by the DAIG.

b. The Division IG will conduct Intelligence Oversight in accordance with AR 381-10 and AR 20-1 inspections.

c. The Division IG will be available to conduct inspector training courses throughout the year. Units will coordinate directly with the IG to schedule these courses.

10. External Inspections.

a. These inspections include Department of the Army Inspector General (DAIG) inspections, Department of Defense (DoD) IG inspections, and U.S. Army Audit Agency (USAAA) audits.

b. The IG will host all DAIG and DoD IG visits.

c. The Secretary of General Staff office will host all USAAA visits.

11. Managers Internal Control Administrator. The Division G8 is the proponent, and manages all aspects of the MICP, to include the below.

a. Establishes a five-year Internal Control Evaluation Plan in support of all Staff Inspections.

b. Receives and consolidates inspection reports as required by AR 11-2.

c. Shares information from reports with the IG for trends analysis.

d. Reports all material weaknesses identified during Internal Control evaluations to the undersigned, and tracks these problems to resolution. The IG will screen Internal Control evaluations for systemic issues

12. Inspector Preparation.

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

b. Inspectors will utilize DA Form 11-2 to document all inspections and submit the completed form to the OIP Coordinator, IG, and MICA for shared understanding and trend analysis.

13. Announced and Unannounced Inspections.

a. ICIs and SCIs are announced inspections that we will incorporate into training schedules at all levels.

b. Unannounced inspections are highly disruptive to training and other necessary activities. Therefore, no unannounced inspections will occur without my personal approval. This approval includes both internal and external inspections.

14. Responsibilities.

a. Division Chief of Staff.

(1) Establishes and executes a Staff Inspection Program in close coordination with the Division OIP Coordinator.

(2) Assists the PMO in submitting issues identified during inspections that could not be resolved at the Division or post level to the Corps headquarters.

(3) Tasks the respective Division staff proponents to implement the approved recommendations found in all inspection reports.

(4) Ensures all staff sections and units have trained AUMs.

(5) Ensures AUMs assign and train coordinators to execute the MICP in close coordination with the MICA (Division G8).

(6) Supports the MICA in the development of the ICEP IAW Commanding General guidance and organizational objectives.

(7) Ensures DA Form 11-2s are completed and submitted to the MICA as documentation that evaluations were performed and appropriately recorded.

(8) Ensures AUMs track to resolution all significant deficiencies and material weaknesses within their respective units.

b. Division PMO.

(1) Serves as the Division OIP Coordinator and ICA.

(2) Plans, prepares and executes all aspects of Division Staff Inspections and SAVs.



(3) Coordinates and consolidates Staff Inspection and ICI inspection results to ensure the timely completion and distribution of all inspection reports.

(4) Submits copies of all inspection results to the Division IG,

(5) Submits issues identified during inspections that could not be resolved at the Division-level to the Corps headquarters.

(6) Schedules all internal inspections on the Division long and short-range planning calendars as well as the SATB.

(7) Submits monthly ICI reports to I Corps in order to track ICI inspections and meet regulatory ICI requirements.

(8) Hosts monthly OIP Working Groups which enable the synchronization of all internal and external inspections within 25th ID.

(9) Maintains an OIP Inspection Calendar which captures all internal and external inspections within 25th ID.

c. Division IG.

(1) Conducts IG inspections as part of the Division OIP.

(2) Conducts inspector training as requested.

(3) Shares authorized inspection results with all 25th ID units and organizations.

(4) Builds an annual IG inspections plan for Commanding General approval.

(5) In conjunction with the MICA, screens DA Form 11-2 for systemic issues that may require additional command emphasis or inspection.

(6) Coordinates with the Division OIP Coordinator to ensure all internal and external IG inspections are captured on the OIP Inspection Calendar.

d. Division MICA. (Division G8).

(1) Administers the MICP in accordance with AR 11-2.

(2) Tracks all significant deficiencies and material weaknesses in the division through AUMs, annual feeder statements, and DA Form 11-2s.

(3) Coordinates and prepares the organization's Annual Statement of Assurance.

e. 25th ID Staff.

(1) Executes Staff Inspections and SAVs as outlined in the Division ICEP.

(2) Supports all IG inspections with augmentation personnel as required.

(3) Ensures that all individuals within the staff section who will conduct inspections are technically qualified and trained to conduct the inspection.

(4) Conducts SAVs as requested.

(5) Staff principals serve as AUMs as appointed by the CG.

(6) Ensures AUMs assign managers to facilitate the MICP Process.

(7) Attends monthly OIP Working Groups to synchronize all internal and external inspections within 25th ID.

f. BDEs.

(1) BDE XOs serve as OIP and AUM Coordinators.

(2) Ensure ICIs and Staff Inspections are conducted within 90 days of a change of command, for all detachments, companies, troops or batteries assigned to the BDE.

(3) Submit monthly ICI reports to the Division PMO.

(4) Ensure BDE XOs, or their representatives, attend monthly OIP Working Groups to synchronize all internal and external inspections within 25th ID.

(5) Identify staff section-areas for annual, semi-annual or triennial SAVs, based upon Commander's guidance and/or historical materiel weaknesses.

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15. Proponent. The overall proponent for this OIP memorandum is the Division PMO.

16. The point of contact for this memorandum is the 25th ID Provost Marshall at 808-787-5461.



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