



DEPARTMENT OF THE ARMY
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK
6661 WARRIOR TRAIL, BUILDING 350
FORT POLK, LOUISIANA 71459-5339

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: JRTC and Fort Polk Policy 13 - Organizational Inspection Program (OIP)

1. References:

- a. Army Regulation 1-201, Army Inspection Policy, 25 February 2015.
- b. Army Regulation 20-1, Inspector General Activities and Procedures, (Rapid Action Revision) 3 July 2012.
- c. Army Regulation 381-10, U.S. Army Intelligence Activities, 3 May 2007.
- d. Army Regulation 11-2, Managers' Internal Control Program, (Rapid Action Revision) 26 March 2012.
- e. The Inspections Guide (DAIG), August 2015.
- f. The OIP Guide for Commanders (DAIG), March 2015.
- g. ADP 7-0, Training Units and Developing Leaders, 23 August 2012.
- h. ADRP 7-0, Training Units and Developing Leaders, 23 August 2012.
- i. JRTC and Fort Polk OPORD 18-001, FY18 Joint Readiness Training Center Command Training Guidance, 2 June 2017.

2. Purpose: This memorandum describes broad policies for planning and conducting the JRTC and Fort Polk OIP.

3. General: Inspections are an important tool to assess the readiness, identify areas that require additional training, highlight problems that require resolution, and gather best practices. All battalion and brigade level units (to include USAG) will maintain their own Organizational Inspection Program. Each command will have a Command Inspection Program focused on Initial Command Inspections. The installation Mission and Garrison Staff will conduct an annual Command Inspection of training readiness authority (TRA) brigade and battalion level commands. These inspections will provide commanders with an assessment of the organization's readiness and compliance with standards.

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a. All inspections will be conducted in accordance with the inspection principles outlined in AR 1-201. All IG inspections will follow the inspections process outlined in AR 20-1.

b. Inspections are training events. Inspectors will ensure 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. Inspectors will ensure that inspected units and directorates possess and understand current standards and inspection checklists with adequate time to prepare for inspections.

d. The G3 is the JRTC and Fort Polk OIP Coordinator. The G3 is responsible for scheduling all inspections. If an outside agency wishes to conduct an inspection at Fort Polk, forward the request immediately to the G3 to ensure that the inspection fits both on the training schedule and with the Senior Commander's priorities.

e. A Staff Assistance Visit (SAV) is a visit by a staff section at any level of command with the primary purpose of teaching, detecting problem areas, and checking for compliance. MSCs may request an SAV from Mission Staff Sections or Garrison Directorates with the results going directly to the requesting unit.

f. Unannounced inspections are highly disruptive to training and other necessary activities. Therefore, no unannounced inspections will occur without approval of the Senior Commander, JRTC and Fort Polk.

4. Initial Command Inspections (ICI): Command Inspections are a means to improve unit readiness. Commanders will participate in these inspections.

a. All incoming company level commanders will receive an ICI by their battalion level commander within 90 days of assuming command.

b. All incoming battalion level commanders will receive an ICI by their brigade level commander within 120 days after assuming command.

c. TRA brigade and battalion level commanders will receive an ICI as part of the installation annual command inspections.

d. The inspecting commander will discuss the results of the ICI with the inspected unit commander to help set goals and priorities.

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5. Staff Inspections: Staff Inspections should focus on a single functional area. Each mission staff section will inspect the functional areas within its purview. The following staff sections will conduct Staff Inspections: G1, G2, G3, G4, G6, and G8. MSCs will conduct similar Staff Inspections at their level.

a. Staff Inspections will be compliance oriented but will also serve to teach and train staff sections to improve function and effectiveness.

b. Staff Assistance Visits (SAVs) are an important part of the Staff Inspection program. Commanders and staff section leaders may request SAVs from the Mission Staff and Garrison Directorates as required to teach and train staff sections on their roles and requirements as outlined in the governing regulations.

6. Inspector General Inspections: IG Inspections will focus on systemic issues that have an adverse effect on readiness. IG Inspections seek out the root causes of problems and then assign responsibilities to those individuals or agencies that can fix the problems.

a. The IG will conduct Intelligence Oversight inspections in accordance with AR 381-10 for all TRA intelligence activities. This includes MI activities within G2/S2 sections.

b. The IG will be available to conduct inspector train-the-trainer courses throughout the year. Units will coordinate directly with the IG to schedule this training.

c. IG follow-up inspections will be conducted to determine if previously inspected systems have been improved, to determine the effectiveness of previously made recommendations, and to recommend further systemic improvement.

7. Audits: Audits include activities conducted by the Internal Review Section. Internal Review schedules and conducts audits, subject to the approval of the Garrison Commander, or as directed by higher authority. As required, Internal Review will forward audit results to the IG for analysis of trends and systemic issues.

8. Internal Control: The G8 Section is the proponent for Internal Control requirements and reports as required by AR 11-2. These reports are required on a recurring basis, so the G8 must share the information gleaned from these reports with the IG for consideration during trends analysis. In addition, the G8 will oversee and report to the Senior Commander all material weaknesses identified during Internal Control evaluations and track these problems to resolution.

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9. External Inspections: External inspections by higher commands, staffs, and IGs occur on both an announced and unannounced basis. Contact regarding inspections by external agencies should come through the G3 or IG.

a. Units or staff sections notified of external inspection from an agency other than the JRTC and Fort Polk G3 will immediately inform the G3 to ensure proper notification and coordination have been completed.

b. External agencies will coordinate inspections with the G3 to ensure inclusion of these inspections on the master installation calendar and integration into the OIP.

c. The JRTC and Fort Polk CofS will be informed of any external evaluation team that intends to visit the installation. The Garrison Commander will be informed of any external evaluation team that intends to visit IMCOM Directorates and facilities.

10. Responsibilities:

a. Chief of Staff.

(1) Assist the G3 in submitting issues that cannot be resolved locally, to FORSCOM or other headquarters to request assistance in resolving deficiencies.

(2) Coordinate the efforts of staff proponents to resolve deficiencies and implement approved recommendations found in inspection reports.

(3) Maintain and provide oversight of the Staff Inspection program.

b. G3.

(1) Serve as the JRTC and Fort Polk OIP Coordinator. Synchronize inspections on the master installation calendar to avoid redundant inspections. Monitor follow-up inspections on all battalion-level and higher inspection results to ensure recommended corrective actions occur in a timely manner.

(2) Consolidate inspection results. Ensure the completion and distribution of all inspection reports. Archive inspection plans, orders, and results on the intranet portal to allow access by all units.

(3) As required, submit issues identified during inspections that cannot be resolved locally, to FORSCOM or other headquarters to request assistance in resolving deficiencies.

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c. Inspector General:

- (1) Serve as the proponent for inspection policy.
- (2) Provide assistance to the staff and commanders in the development of inspection programs and inspector training.
- (3) Support and coordinate staff actions during annual command inspections of TRA brigade and battalion level units.
- (4) Conduct IG inspections as directed by the Senior Commander.
- (5) Identify trends and provide the Senior Commander with a continuous assessment of the managerial, operational, and administrative effectiveness of the commands' programs and policies.
- (6) Serve as staff proponent for external IG inspections.
- (7) Maintain master copies of compliance inspection checklists developed by staff proponents. Make these checklists available on the shared document section of the IG portal page on the JRTC and Fort Polk intranet.

d. Mission Staff and Garrison Directorates.

- (1) Ensure units are aware of standards and areas for which a staff proponent has responsibility.
- (2) Provide a point of contact in each staff agency for units to use in resolving policy and procedure questions.
- (3) Execute staff inspections IAW applicable regulatory and policy guidance. Consolidate inspections with other agencies whenever possible.
- (4) Develop and update (as required) compliance checklists for each area the staff section or directorate has proponenty. Provide updated checklists to the IG for inclusion on the intranet portal.
- (5) Conduct inspections to improve readiness and help units meet standards. Provide training to allow units to correct deficiencies.

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(6) Provide inspection results to the IG for review and analysis. The IG will review reports for systemic issues.

e. Brigade and Battalion Level Commanders.

(1) Develop and implement an OIP IAW AR 1-201. Designate an OIP coordinator in writing to monitor and coordinate all inspection activities within the command.

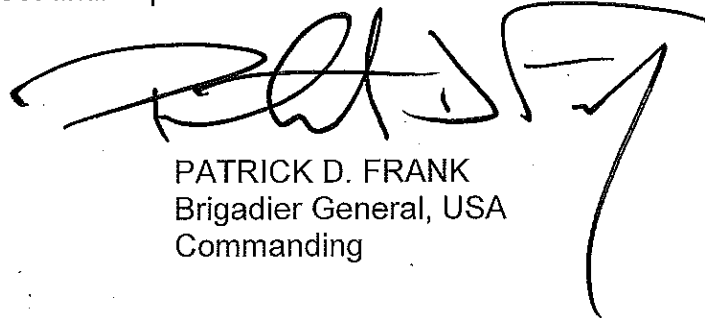
(2) Coordinate with G3 for inclusion of Command Inspections in the master activity calendar.

(3) Provide inspection results to the G3 and IG for archiving, review and analysis. The IG will review reports for trends and systemic issues.

(4) Review inspection results and submit issues that can not be resolved to the next higher headquarters.

11. Proponent: The point of contact for this policy is the Assistant Chief of Staff, G3, at (337) 531-1736.

12. This policy will remain in effect until superseded or rescinded.



PATRICK D. FRANK
Brigadier General, USA
Commanding

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