

Department of the Army
Headquarters, U.S. Army
Operations Support Command
1 Rock Island Arsenal
Rock Island, IL 61299-6000

*OSC Regulation 1-1

12 July 2000

Administration

ORGANIZATIONAL INSPECTION PROGRAM

Applicability. This regulation applies to all Headquarters, U.S. Army Operations Support Command (HQ OSC) elements, OSC subordinate commands, and OSC installations.

Decentralized Printing. OSC installations may locally reproduce this regulation.

Supplementation. Supplementation of this regulation is allowed only with prior approval from the proponent.

Proponent. The proponent is the Office of the Inspector General. Users are invited to send comments and suggested improvements to OSC, ATTN: AMSOS-IG, 1 Rock Island Arsenal, Rock Island, IL 61299-6000, e-mail amsos-ig@osc.army.mil.

Distribution. Distribution is determined by the proponent (available electronically at <http://www.osc.army.mil/im/rcdsmgt/pubs.htm>).

Supersession Notice. This regulation supercedes IOCR 1-1, 26 Apr 99.

FOR THE COMMANDER:

Official: //signed//
ROBERT A. BENSON
Colonel, GS
Chief of Staff

<u>Contents</u>	<u>Paragraph</u>	<u>Page</u>
Purpose -----	1	2
References -----	2	2
Terms -----	3	2
Policies -----	4	3
Responsibilities -----	5	4

1. Purpose. This regulation provides guidance and assigns responsibility to plan and execute the Commander's Organizational Inspection Program (OIP) within OSC.

2. References.

- a. AR 1-201, Army Inspection Policy.
- b. AR 11-7, Internal Review and Audit Compliance Program.
- c. AR 20-1, Inspector General Activities and Procedures.
- d. AR 36-2, Audit Reports and Follow-Up.
- e. AR 381-10, U.S. Army Intelligence Activities.
- f. AMCR 1-201, AMC Inspection Policy.
- g. OSCR 1-4, Command Inspection Program.

3. Terms.

a. Organization Inspection Program (OIP). The OSC Commander's program that integrates and coordinates all oversight activities within the Command. The objective is to provide the OSC Commander with a management tool to measure the effectiveness of the implementation and operation of programs, functions, and policies to aid in the timely identification of problem areas.

b. Command Assessments. Command Assessments are official evaluations that provide visibility of conditions and circumstances that affect command performance. Command assessments may include staff assistance visits, compliance reviews, and staff inspections/other types of inspections. Assessments check compliance with established laws, regulations, policies and procedures; identify strengths and weaknesses; recommend corrective action; and provide assistance.

c. Inspector General (IG) Inspections. IG inspections are conducted using a combination of compliance and/or systemic methodologies. IG inspections, including quick reaction assessments, are oriented toward the identification of problems, determination of root causes, recommendation of possible solutions and assignment of responsibilities for correcting the problem. Generally, IG inspections focus on issues rather than on units.

d. IG Quick Reaction Assessments (QRA). An IG QRA is a limited-scope IG inspection that provides time-sensitive feedback to leadership. In using this method, the OSC Commander or Command Group accepts some degree of risk in terms of thoroughness.

e. Staff Inspections. Inspections conducted by staff principals responsible for the functional area inspected. Staff inspections are required by policies or regulations and focus on a specific organizational mission and are conducted by the lowest technically qualified echelon. Staff inspections are, when possible, combined under command assessments to eliminate disruption within the inspected activity and potential duplication.

f. Staff Assistance Visits (SAVs). The primary purpose of SAVs is to help the visited installation improve its performance. They are conducted only by request and/or authorization of the installation Commander or his/her designee, or as directed by the OSC Command Group. SAVs are conducted at the lowest echelon technically qualified to perform these visits. SAVs are considered part of the OIP because they have many of the characteristics of inspections although they are not considered an "official" inspection and because of their positive impact on the visited installation. SAVs include staff visits from functional experts from HQ OSC and customers. All SAVs will be captured in the master schedule.

g. Audits. Audits are conducted by OSC, HQ AMC, HQDA, or DOD auditors and General Accounting Office evaluators. Their efforts review the economy/efficiency of operations, evaluate the accuracy of financial statements, and/or verify that management controls are adequate to ensure the safeguarding of, accounting for, and proper use of resources.

h. Oversight Activity. The term "oversight activity," as used in this regulation, includes staff and IG inspections, SAVs, command assessments, reviews, evaluations, surveys, etc. However, the term "oversight activity" does not include audits conducted by organizations identified in paragraph 3g above.

4. Policies.

a. Oversight activities provide the OSC Commander a degree of assurance or measure of effectiveness on the implementation and operation of programs, functions, and policies. The conduct of oversight activities is at the discretion of the Commander,

except for those oversight activities required by law, statute, or regulation.

b. The OIP process --

(1) Results in the combining of redundant inspections, oversight activities, and audits.

(2) Provides schedules of oversight activities in a master plan.

(3) Enhances the capability of information sharing.

(4) Allows for broad analysis of information to identify potential systemic issues and problems.

(5) Reduces impact on subordinate commands.

c. Installations affected by base closure and realignment (BRAC) and similar programs will be extremely busy implementing the required changes. In scheduling routine visits and other oversight activity, all personnel must objectively assess their value under the circumstances. Such consideration is especially important in the period immediately following announcement of the decision and just before completion of the action.

d. Installation Commanders/Commander's Representatives and the U.S. Army Defense Ammunition Center Director have the right to deny entry or postpone unannounced oversight visits to any visitor if it conflicts with the successful performance of their mission.

e. To determine the effectiveness of the OIP and its elements, annual self-assessments will be performed by all HQ OSC elements involved in oversight activities.

5. Responsibilities.

a. The OSC Commander will:

(1) Establish an OIP to facilitate and implement oversight activity policy.

(2) Appoint an OIP Manager.

(3) Approve the annual OIP master schedule of visits.

(4) Review the annual self-assessment of HQ OSC oversight activities.

b. AMSOS-IG will:

(1) Serve as the proponent for the OSC OIP.

(2) Conduct IG inspections and quick reaction assessments following the guidance contained in AR 20-1, AR 1-201, and this regulation. These will be coordinated with the OIP Manager for incorporation into the master schedule.

(3) Coordinate the CIP and Command Assessments IAW OSCR 1-4.

(4) Provide Intelligence Oversight (IO) of all applicable intelligence activities and components per AR 381-10 and AR 20-1. The IG Office will conduct IO inspections. Coordination of findings/observations found during IO inspections will be conducted with the OSC Provost Marshal.

c. The OIP Manager will:

(1) Obtain listing of all planned visits to subordinate installations by issuing a data call.

(2) Develop, maintain and publish a current consolidated master schedule of all on-site oversight activities. Schedules of visits by agencies external to the OSC (e.g., AMC, DA, Environmental Protection Agency, etc.) will also be included in the master schedule, when available.

(3) Upon notification by an HQ OSC subordinate command/center/team/office or other external source of an addition to the master schedule is being requested, ensure that approval for the addition has been obtained from the installation Commander/Commander's Representative/Defense Ammunition Center Director. The OIP Manager then notifies the appropriate Munitions and Armaments Command (MAC) or Field Support Command (FSC) team coach of the change, if required.

(4) Incorporate all approved additional oversight activities and changes to the master schedule as they occur.

(5) Monitor oversight self-assessment of OSC staff elements for timely and comprehensive completion. Consolidate and analyze self-assessments to provide the OSC Commander an analysis on the effectiveness of the OIP.

(6) Advise commanders and staff on oversight activity policy and techniques, as requested.

d. Each HQ OSC subordinate command/center/team/office will:

(1) Determine oversight activity requirements for which they are responsible (e.g., review/assessment/inspection of safety, information management, procurement management, storage, equipment management, inventory accountability, etc.).

(2) Determine which OSC installations will be visited.

(3) Designate a central point of contact (POC) for oversight activities and provide the POC to the HQ OSC OIP Manager via e-mail (meehanv@osc.army.mil). Report any POC changes to the OIP Manager as they occur.

(4) Develop an annual schedule for the next fiscal year of known oversight activities (internal and, if known, external agencies (outside the OSC)) for the oversight activity they are responsible. Each subordinate command/center/team/office annual schedule will be submitted to the OIP Manager upon request early in the 4th Quarter of the preceding fiscal year.

(5) Once the master schedule has been approved by the OSC Commander or his designee, coordinate any change to the master schedule (internal and external) with the Commander/Commander's Representative/Defense Ammunition Center Director of the installation/activity to be visited and then notify the OIP Manager so the change may be incorporated into the master schedule. The OIP Manager then notifies the appropriate MAC or FSC team of the change, if appropriate.

(6) The only exception to this requirement is when an additional oversight activity is directed by the OSC Command Group or requested from the installation Commander/Commander's Representative/Defense Ammunition Center Director. These exceptions will, however, be provided to the OIP Manager so the addition may be incorporated into the master schedule. The OIP Manager then notifies the requesting subordinate command/center/team/office that the addition is approved/disapproved.

(7) Annually conduct a self-assessment of their organization's oversight functions. This self-assessment will identify strengths, weaknesses and changes needed to improve the effectiveness of the oversight function, identify possible systemic issues and lessons learned, and comment on the efficiency of the functional area's overall program. This assessment will be prompted by a data call from the OIP Manager. Guidance for the required input will be provided in the data call.

e. HQ OSC Internal Review and Audit Compliance Team (AMSOS-IA) will:

(1) As the OSC Commander's principle advisor on all audit matters, and an integral part of the OIP, work closely with the OIP Manager to achieve a mutually complementary effort.

(2) Conduct audits IAW Generally Accepted Government Auditing Standards and paragraph 3g herein.

(3) Publish an annual Internal Audit Plan of known internal and external audits for the coming year. Provide this plan to the OIP Manager upon request and forward changes to the HQ OSC OIP Manager as they become known.

(4) Establish and implement a Command audit follow-up system IAW AR 11-7 and AR 36-2.

(5) Monitor and perform an annual analysis of audits as discussed in para 5d(7) herein.

f. OSC Installation Commanders/Commander's Representatives/Defense Ammunition Center Director, or his/her designee, will:

(1) Review and approve changes in or additions to the approved master schedule proposed by HQ OSC subordinate command/centers/ teams/offices.

(2) Notify the affected subordinate command/center/team/office and the OIP Manager of unannounced or last minute oversight activity not identified in the master schedule. The OIP Manager will ensure that the MAC and FSC facility team coaches are notified that this oversight activity has been approved and has been incorporated into the master schedule.