



DEPARTMENT OF THE ARMY
UNITED STATES ARMY COMBINED ARMS SUPPORT COMMAND
2221 ADAMS AVENUE
FORT LEE, VIRGINIA 23801-2102

NOV 29 2018

ATCL-CG

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Combined Arms Support Command (CASCOM) Organizational Inspection Program (OIP) Guidance for FY19

1. References:

- a. Army Regulation (AR) 1-201, Army Inspection Policy, dated 25 February 2015
- b. AR 11-2, Managers' Internal Control Program, dated 4 January 2010
- c. AR 20-1, Inspector General Activities and Procedures, dated 29 November 2010
- d. The OIP Guide for Commanders, dated March 2015
- e. The Inspections Guide, dated August 2015

2. Purpose. Provide commanders and staffs with CASCOM Organizational Inspection Program (OIP) priorities for FY19 to ensure that planned inspections are purposeful, coordinated, focused on feedback, instructive and followed up.

3. Commander's Guidance. Inspections are a command responsibility and an integral tool allowing commanders and leaders at all levels to identify, prevent or eliminate problem areas within the command. The OIP is a comprehensive written program addressing all inspections and audits conducted by the command and its subordinate elements, including those inspections and audits scheduled by outside agencies. Units are encouraged to engage the CASCOM and/or USAG Fort Lee staffs for assistance via Staff Assistance Visits (SAV) in any/all inspectable areas.

4. Inspection Priorities.

a. OIP Coordinator. The OIP Coordinator will monitor completion status and scheduled dates of assessments and oversee completion by section of the CASCOM OIP on the CASCOM Mission Command Dashboard at the following link:
<https://cascom.tradoc.army.mil/sites/hq/IG/OIP/SitePages/OIPDashboard.aspx>.

b. Command Inspections.

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(1) In accordance with (IAW) AR 1-201, paragraph 3-3 c (1), all new Company Commanders will receive an Initial Command Inspection (ICI) within 90 days of assuming command. The ICI will be conducted by the Company Commander's next higher commanding officer and/or the Company Commander's rater. The ICI will evaluate the unit and give the new commander an understanding of his/her unit's strengths and weaknesses in relation to higher headquarters' goals. The ICI must have the personal involvement of the Company Commander's next higher commander and/or rater. The ICI can serve as a baseline against which to set goals for the new Company Commander; however, the results of an ICI cannot be used to evaluate the first 90 days of a Company Commander's performance.

(2) IAW TRADOC Policy Letter 34, Brigade and above organizations will perform ICIs for new Battalion Commanders.

(3) CASCOM subordinate commands will record ICI completion status and scheduled dates on the CASCOM Mission Command Dashboard at the following link: <https://cascom.tradoc.army.mil/sites/hq/IG/OIP/SitePages/OIPDashboard.aspx>.

c. Staff Inspections: CASCOM Staff will conduct the following staff inspections NLT 30 SEP 19:

(1) EO/EEO: Program Staff Inspections and Workplace Inspections in ALU, 23rd QM, 59th OD, SSI and USAG Fort Lee; Command Climate Assessments in all subordinate units to company level.

(2) SHARP: Program Staff Inspections and Workplace Inspections in ALU, 23rd QM, 59th OD, SSI and USAG Fort Lee.

(3) SJA: Administrative Actions Processing, Administration of Non-judicial Punishment and Summary Courts Martial in 23rd QM BDE and 59th OD BDE.

(4) Retention: Retention Program Administration in 59th OD BDE, 23rd QM BDE, and SSI.

(5) G1: Leave Procedures, Unit Commander's Finance Report, Evaluations, AWOL and DFR Control, Casualty Documents, Suspension of Favorable Actions, Meal Card Management, Strength Management, Voting Assistance Program, Awards Recommendation Program, Reassignments, Total Army Sponsorship Program, Enlisted Promotions, Account Management 59th OD BDE and 23rd QM BDE.

(6) G3/5/7: Anti-terrorism and Force Protection (ATFP) and Operational Security (OPSEC) in all CASCOM subordinate units on Fort Lee.

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(7) G4: CSDP in SSI, QM School/23rd QM BDE, OD School/59th OD BDE, TC School, ALU, 392nd Army Band, 217th MP, HHC CASCOM and CASCOM outlying locations (Fort Gordon, Fort Sill, Eglin AFB, Fort A.P. Hill, Fort Leonard Wood and Defense Ammunition Center).

(8) G8: Government Travel Card Program, Government Purchase Card Program and Defense Travel System usage in all CASCOM subordinates.

(9) IG: Army Voting Assistance Program for all units on Fort Lee and OIP assessment for all CASCOM units. Bi-annual Intelligence Oversight inspection of security managers in all CASCOM subordinates as required under AR 20-1 and 381-10.

(10) DPTMS: Personnel Security as required on Fort Lee, less those units serviced by the 59th OD BDE security office.

(11) Safety: Building Inspections as applicable; Army Safety Program Compliance as applicable.

(12) DES: Building Fire Safety and Physical Security as required/applicable.

(13) EMD: Hazardous Waste, Clean Air Act Compliance, Archaeological Resource Protection, Storm Water (Clean Water Act) and Environmental Performance Assessment and Assistance System use for all Fort Lee units and activities.

d. IG Inspection Program: The Inspector General will complete the following assessments:

(1) Ammunition Receipt, Storage and Issue, 2nd QTR, FY19, NLT 19 JAN 19.

(2) Training Development, 2nd QTR, FY19, NLT 31 MAR 19.

(3) Talent Management of Drill Sergeants, Instructors and Cadre, 3rd QTR, FY19, NLT 30 JUN 19.

(4) Army Voting Assistance Program and Consolidated follow-ups, 4th QTR, FY 19, NLT 30 SEP 19.

e. Management Internal Controls: The Management Internal Controls Program (MICP) defined in AR 11-2 is an essential portion of the CASCOM OIP.

(1) Assessable Unit Managers (AUM): AUM are directors of staffs in the CASCOM HQ and commandants of CASCOM schools. CASCOM G8/RM will collect annual Statements of Assurance from CASCOM AUMs in the following areas: Audit

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Readiness, Communications/Intel/Security, Resource Management, Contract Administration, Financial Reporting, Financial Systems, Force Readiness, Personnel/Organizational Management, Procurement, Property Management and Supply Operations. Guidance for completing annual statements of assurance will be published separately.

(2) CASCOM subordinate units at Brigade level and below are responsible for inspecting and addressing in their annual statements of assurance (under Personnel/Organizational Management) the following areas: Army Body Composition Program, Drug and Alcohol Abuse Prevention, Family Care Plans, Enlisted Personnel Management, Personnel Records Management, Finance Administration and Services, Medical Readiness, Public Affairs, and AR 350-1 Training Management of Cadre/Permanent Party. CASCOM staff will not conduct additional inspections in these areas (unless directed by the CG or higher headquarters).

f. Inspecting staffs will record the status of inspections completed and inspections planned on the CASCOM Mission Command Dashboard at the following link: <http://cascom.tradoc.army.mil/sites/hq/IG/OIP/SitePages/OIPDashboard.aspx>.

5. The point of contact for this memorandum is the CASCOM G3/5/7 at (804) 765-2695.



RODNEY D. FOGG
Major General, U.S. Army
Commanding

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