



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

ATCL-CG

CASCOM Policy # 15-14

AUG 26 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Combined Arms Support Command (CASCOM)  
Organizational Inspection Program (OIP)

**1. References:**

- a. Army Regulation (AR) 1-201, Army Inspection Policy, dated 4 Apr 08
- b. AR 11-2, Managers' Internal Control Program, dated 4 Jan 10.
- c. AR 20-1, Inspector General Activities and Procedures, dated 29 Nov 10
- d. AR 381-10, U.S. Army Intelligence Activities, dated 3 May 07
- e. The Inspections Guide, dated Sept 13

**2. Purpose:** To prescribe procedures for the conduct of the OIP within CASCOM and Fort Lee, Virginia.

**3. Scope:** This program applies to all CASCOM and Fort Lee organizations to include Proponent Schools, Universities, Institutes, Commands and Staff Proponents.

**4. 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. The purpose of the CASCOM OIP is to coordinate inspections and audits into a single, cohesive program focused on command priorities and policies. The CASCOM OIP consists of Command Inspections, Staff Inspections, and Inspector General Inspections. All subordinate commands down to battalion level (to include USAG Fort Lee ICW applicable IMCOM policies) within CASCOM will develop a written OIP. All inspections and inspection programs will adhere to the requirements and principles found in AR 1-201, Army Inspection Policy.

**5. Responsibilities:**

ATCL-CG

SUBJECT: Policy Letter #15-02, US Army Combined Arms Support Command (CASCOM), Commanding General's Retention Program

a. Chief of Staff, CASCOM

- (1) Serves as the CASCOM OIP Coordinator
- (2) Serves as the central POC for the CASCOM OIP as required under AR 1-201, paragraph 1-4d.
- (3) Publishes OIP guidance annually at the beginning of each Fiscal Year as part of CASCOM's annual training guidance.
- (4) Responsible for coordinating and deconflicting inspections, staff assistance visits (SAVs), audits and accreditation.
- (5) Ensures all inspections are conducted IAW AR 1-201 (reference a) and that all inspections are depicted on the CASCOM Master Planning Calendar/Enterprise Calendar.
- (6) Chairs quarterly OIP Working Groups and updates the Command Group as necessary.

b. CASCOM Directors

- (1) Appoint an OIP coordinator for their directorate or agency in support of the CASCOM OIP; that OIP coordinator attends the quarterly OIP Working Group meeting chaired by the Chief of Staff.
- (2) Ensure that required inspections are captured in annual OIP guidance, deconflicted via the CASCOM OIP Coordinator and depicted on the CASCOM Master Planning Calendar/Enterprise Calendar.
- (3) Ensure all inspectors are properly trained and qualified.
- (4) Provide results to inspected units and senior leaders. Ensure leaders understand and have the opportunity to respond to inspection findings and recommend corrective action.
- (5) Schedule follow-up inspections as required and consistent with 5.b.(2) above.

c. CASCOM G3/5/7

ATCL-CG

SUBJECT: Policy Letter #15-02, US Army Combined Arms Support Command (CASCOM), Commanding General's Retention Program

(1) Incorporates annual OIP guidance into annual CASCOM training guidance.

(2) Deconflicts and reschedules inspections that interfere with mission ICW the CASCOM OIP Coordinator.

(3) Attends quarterly OIP Working Group meetings.

(4) Updates and schedules all inspections; posts inspections to the CASCOM Master Planning Calendar/Enterprise Calendar.

d. Inspector General

(1) Updates and revises this policy as necessary.

(2) Serves as the CASCOM proponent for Army Inspection Policy.

(3) Conducts IG Inspections IAW AR 20-1 (reference c) and at the direction of the CASCOM Commanding General or other designated Directing Authority under AR 20-1.

(4) Provides the Commanding General an assessment of the CASCOM OIP's effectiveness at the conclusion of each Fiscal Year.

(5) Develops and publishes the annual IG Inspection Plan prior to the start of each Fiscal Year as part of the overall CASCOM OIP.

(6) Coordinates the quarterly OIP Working Group meeting and assists the Chief of Staff with chairing each meeting.

(7) Writes and coordinates annual CASCOM OIP guidance on behalf of the Chief of Staff.

(8) Conducts and maintains a record of the bi-annual Intelligence Oversight Inspection of CASCOM and Fort Lee in compliance with AR 20-1 and AR 381-10 (reference d).

e. Subordinate Commanders

(1) Develop a written OIP down to battalion level IAW AR 1-201 (reference a) and this policy letter.

ATCL-CG

SUBJECT: Policy Letter #15-02, US Army Combined Arms Support Command (CASCOM), Commanding General's Retention Program

(2) Appoint an OIP Coordinator for each unit down to battalion level. NOTE: Brigade and Battalion Executive Officers typically fill this role.

(3) The Brigade OIP coordinator must attend the quarterly OIP Working Group meetings.

## 6. General Policy:

a. All CASCOM organizations will conduct inspections IAW 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 identified deficiencies. On-the-spot corrections should be made whenever possible and annotated in reports as appropriate.

c. Commanders have latitude in building their own OIP and in synchronizing their own inspection efforts; however, battalions are the building block of Army inspections (lowest level of command with a staff).

d. Commanders may and are highly encouraged to leverage the CASCOM staff for subject matter expertise and assistance while building and executing their OIPs.

e. Company and Battalion commanders will receive an Initial Command Inspection (ICI) within the first 90 days of assuming command and a Subsequent Command Inspection (SCI) annually thereafter IAW AR 1-201. Although Staff Assistance Visits (SAVs) and staff inspections typically occur during ICIs and SCIs, a Command Inspection, by definition, must include the presence and personal involvement of the next higher commander. **Receiving an inbrief and/or outbrief does not fulfill this requirement.**

f. Inspectors and subject matter experts must be selected for their thorough understanding of all applicable regulations, policies and SOPs before each inspection event.

g. Inspections will be incorporated into training guidance and properly scheduled at all levels. Unannounced inspections should be avoided as much as possible.

h. Commanders will ensure that inspections are purposeful, coordinated, focused on feedback, instructive and followed up.

ATCL-CG

SUBJECT: Policy Letter #15-02, US Army Combined Arms Support Command (CASCOM), Commanding General's Retention Program

**7. OIP Working Group:**

a. The OIP Working Group will meet quarterly and be chaired by the CASCOM Chief of Staff/CASCOM OIP Coordinator to monitor and synchronize inspection events and to follow up on due outs assigned during prior inspection events.

b. Participants in the OIP Working Group include (but are not limited to) the following: Ordnance School/59<sup>th</sup> OD BDE, Quartermaster School/23<sup>rd</sup> QM BDE, Transportation School, SSI, ALU, IG, G1/4, G3/5/7, G6, NEC, G8/RM, DPTMS, DES, DPW, Safety, PAO, Retention, EO/EEO, Chaplain, SJA, SHARP.

c. Command, Staff, and IG inspections will be discussed and coordinated during the OIP Working Group meeting. Upon completion, the updated inspection schedule will be depicted on the CASCOM Master Planning Calendar/Enterprise Calendar.

d. The OIP Working Group Agenda includes, at a minimum, the following: Opening remarks (CofS); Review of due outs; Review of current inspection calendar (G3/5/7); Working group participant updates (participants as necessary); Identify and synchronize new inspection events/requirements (participants as necessary); Recap new due outs and way ahead; and Closing remarks (CofS).

**8. Proponent/Suggestions for Improvement:** The overall proponent for this policy is the CASCOM Inspector General. Any member of CASCOM and Fort Lee may suggest changes to this policy.



DARRELL K. WILLIAMS  
Major General, U.S. Army  
Commanding

**DISTRIBUTION:**

COMMANDANT, U.S. ARMY ORDNANCE SCHOOL  
COMMANDANT, U.S. ARMY QUARTERMASTER SCHOOL  
COMMANDANT, U.S. ARMY TRANSPORTATION SCHOOL  
COMMANDANT, U.S. ARMY SOLDIER SUPPORT INSTITUTE  
PRESIDENT, ARMY LOGISTICS UNIVERSITY  
CHIEF OF STAFF, USACASCOM  
COMMANDER, USAG FORT LEE