

GOV-B: "TRADOC CoEs have an efficient and effective organizational inspection program (OIP) that empowers commanders to implement improvements; all institutions have an effective Sponsorship Program." **Approved 26 May 2011; Amended 20 June 2011 and 12 August 2011**

Criteria	Criteria Guidelines	References	Required Documents	Applicability				Mandatory Comments
				CoE	School/College	TR NCOA	RC	

Criterion Ba: Institution Conducted staff inspections as directed by the commander.	Ba(1): Look for documentation that Institution (down to battalion level) conducted staff inspections as directed by the commander.	AR 1-201, Army Inspection Policy, dated: 4 April 2008 Ch 1 para 1-4 e 2.	Inspection Check Lists, Notification Memo, Yearly Training Calendar (YTC), Yearly Training Guidance (YTG), inspection reports, out briefs	X				Criterion Not Met: if documents are not signed/approved by commander.
	Ba(2): Did the inspections have a specific purpose that was directed/approved by commander?	AR 1-201, Ch 1 para 1-4 e 2; para 2-2 a.	Memo from commander stating objectives	X				Criterion Not Met: if documents do not identify specific purpose that was directed/approved by commander.
	Ba(3): Was the inspection properly announced and coordinated?	AR 1-201, Ch 1 para 1-4 d (4); Ch 2 para 2-2 b.	Notification memo, YTC, and training briefings	X				Criterion Not Met: if documents do not indicate inspection was properly announced and coordinated. Documents should indicate inspections are on long range training calendars and briefed, approved and scheduled during training briefings.
	Ba(4): Was the inspections focused on feedback? Was a written report done?	AR 1-201, Ch 2, para 2-2 c.	Reports/out briefs given to unit	X				Criterion Not Met: if documents do not indicate inspection was focused on feedback and some type of results were not given to unit.
	Ba(5): Was the root cause identified for non-compliance issues? Did inspector determine where the root cause lies in the overall functional process or organizational structure?	AR 1-201, Ch 2, para 2-2 c 1.	Reports /out briefs given to unit	X				Criterion Not Met: if documents do not indicate root cause identified.
	Ba(6): Was a follow up conducted?	AR 1-201, Ch 2' para 2-2 e.	Reports /out briefs given to unit	X				Criterion Not Met: if documents do not indicate inspector conducted follow up with unit. (memo, email or phone calls etc...)

GOV-B: "TRADOC CoEs have an efficient and effective organizational inspection program (OIP) that empowers commanders to implement improvements; all institutions have an effective Sponsorship Program." **Approved 26 May 2011; Amended 20 June 2011 and 12 August 2011**

Criteria	Criteria Guidelines	References	Required Documents	Applicability				Mandatory Comments
				CoE	School/College	TR NCOA	RC	

Criterion Bb: Institution established inspection policy for subordinate levels of command.	Bb(1): Did Institution publish inspection guidance and checklists for subordinate units?	AR 1-201, Ch 1, para 1-4 d (1).	Published guidance	X				Criterion Not Met: if documents do not indicate inspection guidance for subordinate units.
--	---	---------------------------------	--------------------	---	--	--	--	---

Criterion Bc: Institution established OIPs designed to ensure inspections complemented rather than duplicated each other.	Bc(1): Did the completed inspections complement rather than duplicate each other. Bc(2): This can be determined by asking three questions: Could this inspection be combined with another, already scheduled inspection? Bc(3): Did this inspection duplicate another scheduled inspection? Do inspection reports from other agencies exist that can assist in the conduct of this inspection?	AR 1-201, Ch 1 para 1-4 d (4); Ch 2 paras 2-2 b (1-3). AR 1-201 Ch 2 para 2-2 b (1) (2) (3).	Inspection notification memo, YTC, reports/out briefs of other inspections	X				Criterion Not Met: if documents do not indicate inspections complemented rather than duplicated each other.
---	---	--	--	---	--	--	--	--

Criterion Bd: Institution designated an OIP coordinator.	Bd(1): Does institution have a designated OIP coordinator?	AR 1-201, Ch 1, para 1-4 d (3), para 1-4 f.	Appointment orders/memo designating OIP coordinator or SOP	X				Criterion Not Met: if documents do not indicate designation of OIP coordinator. (Preferably from within the staff agency that has tasking authority and direct access to the master calendar).
--	---	---	--	---	--	--	--	---

Criterion Be: Institution scheduled and posted inspections and audits.	Be(1): Are inspections and audits on long-range training calendars briefed, approved and scheduled during training briefings?	AR 1-201, Ch 1, para 1-4 d (4).	Long-range training calendars, training briefs	X				Criterion Not Met: if documents do not indicate inspections and audits are on long-range training calendars and briefed, approved and scheduled during training briefings.
--	--	---------------------------------	--	---	--	--	--	---

GOV-B: "TRADOC CoEs have an efficient and effective organizational inspection program (OIP) that empowers commanders to implement improvements; all institutions have an effective Sponsorship Program." Approved 26 May 2011; Amended 20 June 2011 and 12 August 2011

Criteria	Criteria Guidelines	References	Required Documents	Applicability				Mandatory Comments
				CoE	School/College	TR NCOA	RC	

Criterion Bf: Institution conducts initial command inspections (ICI) and subsequent command inspections (SCI).	Bf(1): Look for documentation of the institutions conducting initial command inspections within the first 90 days of assumption of command and subsequent command inspections thereafter.	AR 1-201, Ch 3, para, 3-3.	Inspection notification memo, YTC, reports/out briefs of other inspections, checklists	X				Criterion Not Met: if there is no documentation of initial command inspections (within 90 days AC or 180 days RC) <u>NOTE: RC units called to active duty adhere to the 90-day standard.</u>
Criterion Bg: Institution OIP includes review of Basic Allowance for Subsistence (BAS) meal collection requirements.	Bg(1): Look for documentation that institution is conducting inspection of BAS meal collection requirements.	AR 600-38, The Meal Card Management System, dated 11 March 1988, Ch 4	Inspection Notification Memo, Checklists	X				Criterion Not Met: if there is no documentation of BAS meal collection inspections.
Criterion Bh: Institution implemented a Sponsorship Program.	Bh(1): Has an individual been appointed to coordinate and manage the Sponsorship Program?	AR 600-8-8 dated: 4 April 2006 Ch 1 para 1-4.	Memo/Appoint Orders	X	X	X	X	Criterion Not Met: if there is no documentation of an individual appointed to coordinate and manage the Sponsorship Program.
	Bh(2): Are welcome letters being sent to incoming soldiers?	AR 600-8-8 dated: 4 April 2006 Ch 1 para 1-4 g.	Welcome Letters	X	X	X	X	Criterion Not Met: if there is no documentation of welcome letters being sent.
	Bh(3): Are sponsors being appointed as part of the strength management process?	AR 600-8-8 Ch 1 para 1-4 g.	DA Form 5434 or evidence of using official military relocation websites	X	X	X	X	Criterion Not Met: if there is no record of DA Form 5434 or evidence of using official military relocation websites.
	Bh(4): Are sponsors being appointed for civilian employees?	AR 600-8-8 Ch 1 para 1-8 d.	Memo/Appoint Orders of sponsors	X	X	X	X	Criterion Not Met: if there is no documentation of sponsors being appointed.