

DEPARTMENT OF THE ARMY
SAVANNAH DISTRICT, CORPS OF ENGINEERS
CESAS-DS P.O. BOX 889
SAVANNAH, GEORGIA 31402-0889

DISTRICT REGULATION
NO. 1-1-3

3 February 1994

Administration
INSPECTION PROGRAM

1. Purpose. To prescribe policy, objectives, responsibilities, and procedures governing the Savannah District Inspection Program.

2. Applicability. This regulation applies to all elements and subordinate organizations of the Savannah District (SAS).

3. References.

a. Required.

(1) AR 1-201, Army Inspection Policy.

(2) USACE Supplement 1 to AR 1-201.

(3) CESAD DR 1-1-3, Command Assistance Program.

b. Related. AR 20-1, Inspection General Activities.

4. Policy/General.

a. Inspection Program. The SAS Inspection Program is Savannah District's plan to implement Army requirements for an organizational inspection program. The essential elements of the program consist of Command Visits, Command and Staff Assistance Visits, and Staff Compliance and Assistance Visits. These essential elements are supplemented by Internal Reviews and External Visits. The overall objective is to ensure that the organization is cable of performing its mission efficiently and effectively.

b. Inspection Types.

(1) Command Visits. Command Visits are visits made by the District Commander, or his representative, in conjunction

with other business. Discussions and observations made while conducting the visit will provide a cursory evaluation of the general operation and condition of the office visited.

(2) Command and Staff Assistance Visits. Command and Staff Assistance Visits will be made by the Deputy District Engineer for Support (DS), with one or two selected staff members. The DS will focus his visit on special items of command interest. Staff members will provide assistance in their functional area, or in the areas of command interest.

(3) Staff Compliance and Assistance Visits. Staff Compliance and Assistance Visits will be made by staff members to ensure continuation of their staff element and/or stovepipe inspection/assistance program. Many staff elements in the District already make various visits and inspections, and these visits/inspections will be incorporated into the SAS Inspection Program.

(4) Internal Reviews. Internal Reviews will be conducted by the Internal Review Office as a part of their program. Internal Reviews are not a formal part of the Inspection Program but the results of such reviews may complement the Inspection Program.

(5) External Visits. External Visits may be made by a variety of elements and agencies, in a variety of different formats, such as South Atlantic Division Teach, Coach & Assist visits, Army Audit Agency and General Accounting Office audits, and Inspector General visits. External Visits are not a formal part of the Inspection Program, but the results of such visits/inspections may complement the Inspection Program.

c. Inspection Philosophy. Implementation of the Inspection Program is to be consistent with the philosophies of customer care and caring leadership. Visited activities are to be treated as important customers, and not as inspected subordinates. The message that is to be transmitted during visits/inspections is one of caring leaders teaching, coaching, and assisting junior leaders or counterparts in enhancing performance and in complying with standards and regulations. Inspections should be balanced to also include identifying strengths as well as shortcomings, and reinforcing and teaching regulatory guidance and organizational goals. Reports from Internal Reviews and External Visits will be used to the maximum extent possible to reduce the number, duration, and duplication of inspections.

5. Responsibilities.

a. District Commander will:

(1) Ensure that an Inspection Program is in place and that the organization capable of performing its mission efficiently and effectively.

(2) Perform or delegate authority to a Deputy to perform Command Visits.

b. Deputy District Engineer for Support (DS) will:

(1) Administer the Inspection Program.

(2) Execute Command and Staff Assistance Visits.

(3) Identify all inspected areas formally, to include associated standards against which District elements are measured.

(4) Formulate and schedule all Inspection Program inspections and visits and publish a schedule, as prescribed in paragraph 6.

(5) Maintain record of all inspections and visits as prescribed in paragraphs 6 and 7.

(6) Keep the District Commander informed on the status of the Inspection Program and of any significant findings.

(7) Schedule follow-up/relook inspections and visits as required.

c. Chiefs of divisions and separate offices will:

(1) Continue to execute any current visits/inspections, and ensure that they meet the requirements and guidance in this regulation.

(2) If required, design and execute Staff Compliance and Assistance Visits in accordance with policy to cover functional responsibilities. Provide a schedule of planned visits/inspections to the DS as prescribed in paragraph 6.

(3) Coordinate External Visits by their stovepipe from higher headquarters.

(4) Provide liaison during External Visits by inspectors general, audit, and review agencies to District elements and offices within their functional area.

(5) Report visit/inspection results as prescribed in paragraph 7.

d. Chief, Internal Review Office, will:

(1) Perform Internal Reviews.

(2) Coordinate External Visits by inspectors general and audit agencies.

6. Scheduling.

a. Staff Compliance and Assistance Visits should be planned and scheduled by each staff element for the year. Schedules should be updated as required.

b. Staff elements should submit to the DS semi-annually, 15 September and 15 March each year, a proposed schedule of their Staff Compliance and Assistance Visits for the year. The 15 September submittal should cover the next entire fiscal year, although dates for later in the year might be tentative. The 15 March submittal should be an update of the 15 September submittal, covering the remainder of the fiscal year.

c. The DS will coordinate all visits/inspections into a single, cohesive program, and will utilize the proposed schedules to plan and schedule Command and Staff Assistance Visits.

d. The DS will publish a consolidated schedule of visits/inspections semi-annually, 30 September and 31 March.

e. The DS will provide these schedules to South Atlantic Division to help them plan their External Visits.

f. The District Commander will schedule Command Visits as requirements dictate.

g. Union notification is required on any inspection covered by the negotiated agreement between the Savannah District and AFGE Local 2176. The proponent responsible for the inspection should notify the respective Union Steward, with copy furnished CESAD-HR-SL, in writing of upcoming inspections.

7. Reporting.

a. A discussion of the results of the visit/inspection should be conducted with the head of the visited/inspected activity at the conclusion of the visit/inspection.

b. Visits/Inspections should be documented by a trip report or an inspection report. Reports should include results of inspections and recommended corrective actions.

c. Reports should be completed in the format most suitable to the staff element performing the visit/inspection.

d. Reports should be completed within 10 working days after completion of the visit/inspection. A copy should be provided to the DS within 15 working days.

e. Staff elements should submit to the DS semi-annually, 15 April and 15 October each year, a summary report of their Staff Compliance and Assistance Visits performed during the previous 6 months. The report should, in summary fashion, provide an evaluation of the field offices' posture by functional area.

/s/
WAYNE W. BOY
Colonel, Corps of Engineers
Commanding

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