

Summary of Changes

USMEPCOM Regulation 1-201, September 5, 2012
The United States Military Entrance Processing Command Inspection Policy

Minor revisions have been made to this regulation and are highlighted in **red text**. Revisions made to this regulation are as follows:

Incorporating changes effective January 10, 2013.

- Paragraph 2-3b(2)(a-g): Adds rules pertaining to determining “Not-in-Compliance” ratings

DEPARTMENT OF DEFENSE
HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND
2834 GREEN BAY ROAD, NORTH CHICAGO, ILLINOIS 60064-3091

USMEPCOM Regulation
No. 1-201

September 5, 2012
Incorporating changes effective January 10, 2013

Effective: September 5, 2012

Administration
THE UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND
INSPECTION POLICY

FOR THE COMMANDER:

OFFICIAL:

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Deputy Commander/Chief of Staff



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DISTRIBUTION:

A (Electronic only publication)

History. This printing publishes a re-write to [USMEPCOM Regulation \(UMR\) 20-1](#) taking out the functional area of Inspections and placing it in this regulation. This publication restructures the inspection program to allow Commanders greater flexibility to improve MEPS operations and effectiveness.

Summary. This regulation prescribes the responsibilities and policies for the planning and conduct of inspections in the United States Military Entrance Processing Command. It sets policies on command, staff, and inspector general inspections, and integration of inspections into an organizational inspection program. Additional information on inspector general inspections appears in [Department of Defense Directive \(DoDD\) 5106.04](#) and [Department of Defense Instruction \(DoDI\) 5106.05](#).

Applicability. This regulation applies to the MEPS, Battalions, Sectors, Directorates and Special Staff Officials of USMEPCOM.

Supplementation. Supplementation of this regulation is prohibited without prior approval from Headquarters, United States Military Entrance Processing Command (Headquarters, USMEPCOM), ATTN: MEIG-IN, 2834 Green Bay Road, North Chicago, IL 60064-3091.

Suggested improvements. The proponent agency of this regulation is Headquarters, USMEPCOM, ATTN: MEIG-IN. Users are invited to send comments and suggested improvements on [Department of the Army \(DA\) Form 2028](#) (Recommended Changes to Publications and Blank Forms), or by memorandum, to Headquarters, USMEPCOM, ATTN: MEIG-IN, 2834 Green Bay Road, North Chicago, IL 60064-3091.

Internal control process. Internal control provisions for this program are provided in [UMR 20-1](#). This regulation complies with [Army Regulation \(AR\) 11-2](#), Manager's Internal Control Program.

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Chapter 1 General

1-1. Purpose

This regulation establishes policies, procedures, and responsibilities for the planning and conduct of inspections and staff visits within the United States Military Entrance Processing Command (USMEPCOM).

1-2. References

References are in Appendix A.

1-3. Explanation of Abbreviations and Terms

Abbreviations and terms used in this regulation are explained in the glossary.

1-4. Principles of Inspections

a. The intent of this regulation is to prescribe USMEPCOM policy for inspections to determine the compliance of operations, esprit de corps, maintenance, and supply discipline and procedures through an effective and supportive inspection program.

b. Inspections are a command responsibility. Commanders identify problems and shortcomings as well as strengths to sustain in their organization through inspections. Once a deficient area has been identified, Commanders (Sector, Battalion, and MEPS) are required to take corrective action and track compliance.

c. Commanders are responsible for safeguarding the integrity of the Organizational Inspection Program (OIP). They must ensure all inspectors are accurately identifying all shortcomings during inspections.

d. The Commander, USMEPCOM has an OIP consisting of general IG inspections, Staff Inspections (SI), Staff Assistance Visits (SAV), and IG special inspections.

e. Commanders at the Sector level have OIPs consisting of Command Inspections, Staff Inspections and SAVs.

f. As of the date of this publication, Commanders at the Battalion level do not have staff for directing organizational inspections covered under this regulation. Therefore, Battalion Commanders are not required to conduct inspections under this regulation nor be inspected as a Battalion Headquarters. The Sector Commanders will assume this level of inspection as appropriate until Battalion Headquarters are fully staffed and operational.

g. All Commanders will develop an OIP that incorporate the five basic principles of inspections. Inspections must be:

(1) *Purposeful*. Inspections must have a specific purpose that the Commander approves. For an inspection to be purposeful, an inspection must be related to mission accomplishment and tailored to meet the Commander's needs while remaining relevant and responsive. Inspections must provide practical and accurate feedback that allows the Commander to make informed decisions in a timely manner. Inspections must be performance oriented and start with an evaluation against a recognized standard to identify compliance with that standard.

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(2) *Coordinated.* The proper coordination of inspections precludes inspection redundancies, complements other inspection activities, and minimizes the inspection burden on subordinate organizations. Short-notice inspections must be the exception and remain at the Commander's discretion. To ensure the proper coordination of inspections, an annual review of all scheduled inspections must occur that answers the following three questions:

(a) *Can this inspection be canceled or combined with another inspection?* Inspections must be consolidated, when appropriate, to ensure the efficient use of resources. However, when combining inspections, unity of effort must remain. If inspectors from several agencies combine their efforts into one inspection, one person must coordinate and lead their activities.

(b) *Does this inspection duplicate or complement another inspection?* An inspection by any headquarters that is more than one echelon above the inspected organization must complement the inspections conducted by the organization's immediate headquarters. For example, higher headquarters should conduct inspections that capitalize on expertise not available at the intermediate headquarters.

(c) *Do inspection reports from other agencies or other echelons of command exist that can assist in the conduct of an inspection?* Inspection plans must use reports of this nature to the maximum extent possible to reduce the number and duration of inspections. To facilitate this process, subordinate commands should forward copies of their inspection reports through command channels to the Office of the Inspector General, ATTN: MEIG-IN.

(3) *Focused on feedback.* Inspections are critical because they provide the Commander with accurate and timely feedback and a written record of the results. Feedback may be verbal or in written form; however, a written report is the preferred method because a record of that inspection's results will be available for training purposes and corrective actions. Inspection results can be provided at the end of an inspection or be released as the inspection progresses. Inspection results include:

(a) *The identification of root causes.* Deviation from an established standard demands an examination to determine whether the deviation is the result of training deficiencies, lack of resources, misunderstood policy and procedures or a lack of motivation. The inspector must determine where the root cause lies in the overall functional process or organizational structure.

(b) *The identification of strengths and weaknesses.* Every inspection will bring shortcomings to the attention of those who can correct them. Inspections must also identify strengths as well as weaknesses if the inspection is to remain effective. Sustaining strengths is an important aspect of commanding, leading, and managing. Formally recognizing excellence helps motivate personnel to maintain high standards of performance.

(c) *The implementation of corrective actions.* The ultimate purpose of all inspections is to help Commanders correct problems. Every inspection must bring recommended solutions directly to the attention of those individuals or directorates/staff section that can correct them.

(d) *The sharing of inspection results.* Inspections can generate widespread improvement by evaluating successful techniques and providing feedback to MEPS beyond the ones already inspected. This spirit of sharing and cooperation strengthens our organization.

(4) *Instructive.* Teaching and training is an essential element of all inspections and is the overarching purpose of SAVs. No inspection is complete if the MEPS inspected have not learned about goals and standards and how to achieve them.

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(5) *Followed up.* Inspections expend valuable resources and are not complete unless the inspecting Directorate or Sector develops and executes a follow-up inspection or plan to ensure the implementation of corrective actions. Likewise, the inspected MEPS must develop and execute a corrective-action plan that fixes those problem areas identified during an inspection. Follow-up actions can include follow-up inspections, telephone calls (or visits) to the MEPS or proponents to check on the progress of corrective actions, or a request for a formal response from a MEPS or proponent that attests to the completion of the corrective action. To reduce the administrative burden on inspected MEPS, a formal response to inspection reports is optional unless specifically requested.

h. Commanders at all levels will:

- (1) Refer systemic issues to appropriate agencies for resolution.
- (2) Validate effectiveness of subordinate MEPS Command Inspection Programs (CIP).
- (3) Disseminate lessons learned from inspections.

i. Commanders will integrate inspection planning into training plans and schedules using the Master Training/Events Calendar. This ensures that Commanders coordinate inspections with other assessments and evaluations and eliminate unneeded disruptions to MEPS operations. Commanders will review and adjust the OIP annually during development of the Yearly Training Plan (YTP).

1-5. Responsibilities

a. The Commander, USMEPCOM:

- (1) Is responsible for implementing the OIP for USMEPCOM.
- (2) May delegate, in writing, to the USMEPCOM Inspector General/Joint Command IG to lead, conduct, or implement an inspection. This will be accomplished prior to the start date of an inspection. The delegation of authority may be for a certain period or until relieved by proper authority.
- (3) Will provide oversight to Sector and Battalion OIPs.
- (4) Designate an OIP coordinator in writing for USMEPCOM to coordinate and manage OIP actions for the Directorates. This OIP coordinator must include inspection plans that include inspections from Sector Headquarters, Directorates, and Special Staff to ensure duplication does not exist.

b. The Joint Command Inspector General (JCIG) for USMEPCOM will:

- (1) Be the proponent for USMEPCOM OIP policy.
- (2) Conduct Special Inspections focused on systemic issues in accordance with [DoDI 5106.05](#), this regulation and/or as directed by the Commander, USMEPCOM.
- (3) Conduct general IG inspections and Follow-up IG inspections of HQ, USMEPCOM, Sectors, Battalions, and MEPS as directed by the USMEPCOM Commander.
- (4) Develop IG Inspection Checklists. The inspection checklists are an important element of an OIP. This inspection checklist will be incorporated into a comprehensive guide for all Commanders, Directors, and Special Staff Officers. The OIP Guide will be updated bi-annually as required by the JCIG in coordination with the HQ, USMEPCOM proponent.

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(5) Develop an annual inspection plan for each fiscal year that identifies systemic inspection topics. These topics will be developed by analyzing trends and patterns within the Command, and by considering guidance and concerns about specific issues within the Command. This prioritized inspection list will be forwarded to the USMEPCOM Commander NLT 31 March each year for selection of Special Inspection topics when applicable.

(6) Provide advice and assistance to Commanders and staffs in developing and executing inspection programs.

(7) Update and publish an Organizational Inspection Program Inspection Guide bi-annually or as required. This guide will contain the inspection checklists utilized by the Inspections Division.

(8) Conduct training of HQ, USMEPCOM, Sector, and Battalion Staff to act as inspectors.

(9) Conduct visits to assess the effectiveness of the Sectors' OIP.

(10) Provide teaching and training at all levels as requested.

(11) Provide a yearly inspection schedule for general IG inspections to the OIP coordinator to ensure that duplication or overlapping does not exist.

(12) Give special consideration to adjusting the general IG inspection schedule for newly assigned MEPS Commanders. MEPS/Battalion/Sector Commanders must make their request in writing with two proposed alternative dates to accomplish the general IG inspection.

c. Chief of Staff will:

(1) Assist the Commander, USMEPCOM in providing oversight to the OIP and serve as the interim authority in his or her absence.

(2) Provide inspectors (Subject Matter Experts [SME]) at the request of the Joint Command IG. Military inspectors/SMEs must meet height and weight standards. Additionally, a military SME cannot be flagged for Physical Training or adverse action. The Joint Command IG will be the final authority for acceptance of the SME.

(3) Establish and execute a staff inspection program in close coordination with the command's OIP coordinators designated by their Commanders.

(4) Assist the IG in resolving issues identified during inspections that could not be resolved at the Command level.

(5) Task the respective staff proponents to implement the approved recommendations found in all IG and lower echelon inspection reports.

d. All USMEPCOM Directors and Special Staff will:

(1) Serve as the functional proponent for Acute Critical Findings (ACFs) contained in the Organizational Inspection Program Inspection Guide. Proponency includes setting standards for each ACF; serving as point of contact for questions from the field; and provide the Inspections Division with appropriate updated information/changes to the inspection guide.

(2) Provide subject matter experts (SME) to conduct inspections as required by the USMEPCOM Commander, Chief of Staff, or Joint Command IG. These SMEs will be assigned to the Office of the

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Inspector General as Temporary Assistant IGs (TAIG) and will be sworn in accordingly. While assigned as a TAIG, the SME will only conduct the duties of a TAIG until the inspection is completed and they are released from their TAIG duties.

(3) Conduct Staff Assistance Visits to provide training and assistance to subordinate MEPSs to improve operations.

(4) Conduct Staff Inspections or Command Inspections as directed by the USMEPCOM Commander.

(5) Provide annual inspection requirements for MEPS within USMEPCOM during the update of the Master Activities Calendar.

(6) Assist Commanders, as requested, in the conduct of their respective Organizational Inspection Programs.

(7) Conduct inspections, evaluations, or SAVs of MEPS during the off year from the general IG inspection. Directors and Special Staff Officers can conduct SAVs and training up until six months prior to the general IG inspection. This will allow MEPS time to implement required changes and also allow the JCIG to provide a real evaluation of the MEPS' ability to conduct its mission. If circumstances necessitate a SAV or training be conducted within six months prior to the general IG inspection, Directors or Special Staff Officers will coordinate with the JCIG to either:

(a) Reschedule the general IG inspection no earlier than six months after the SAV or training, or,

(b) Complete the general IG inspection as scheduled as an exception to policy. Approval authority for this action will be the Commander, USMEPCOM.

e. Sector Commanders will:

(1) Establish a formal OIP consisting of Staff Inspections and Staff Assistance Visits.

(2) Include the inspection schedule for their MEPS in the Annual Training Guidance (ATG) and publish a Command Inspection schedule as part of the Annual Training Calendar (ATC). Provide the Annual Training Guidance to the Command OIP coordinator to ensure that duplication or overlapping of inspections does not exist.

(3) Conduct Staff Assistance Visits (SAV) and Staff Inspections (SI) of MEPSs to train subordinates and to correct problems. The focus of a SAV or SI will be at the discretion of the Sector Commander.

(4) Conduct inspections, evaluations, or SAVs of MEPS during the off year from the general IG inspection. Sector Commanders can conduct SAVs and training up until six months prior to the general IG inspection. This will allow MEPS time to implement required changes and also allow the IG to provide a real evaluation of the MEPS' ability to conduct its mission. If circumstances necessitate a SAV or training be conducted within six months prior to the general IG inspection, the Sector Commander will coordinate with the JCIG to either:

(a) Reschedule the general IG inspection no earlier than six months after the SAV or training, or,

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(b) Complete the general IG inspection as scheduled as an exception to policy. Approval authority for this action will be the Commander, USMEPCOM.

(5) Designate an OIP coordinator in writing to coordinate and manage the OIP.

(6) Assist subordinate Commanders, as requested, in the conduct of their CIP.

(7) At the Sector Commander's discretion, forward SAV and SI reports to the Office of the Inspector General (ATTN: MEIG-IN) after the completion of a SAV or SI. Include with the report a copy of the completed inspection checklist. The IG will utilize results to uncover trends that adversely impact MEPS operations across the Command.

f. OIP Coordinators will:

(1) Be designated in writing by the appropriate level Commander to manage the command's OIP (HQ, USMEPCOM/Sector).

(2) Develop and maintain the written OIP for the command.

(3) Coordinate the execution of all inspection programs within the command.

(4) Maintain a calendar or schedule of planned inspections.

(5) Maintain previous inspection results in accordance with [AR 25-400-2](#), The Army Records Information Management System (ARIMS), and other applicable regulations.

(6) Ensure that duplication and periodicity of all inspections scheduled for the entire command meet the intent of this regulation.

g. MEPS Commanders will:

(1) At a minimum implement and conduct CIPs twice yearly.

(2) Ensure deficiencies leading to a "Not-In-Compliance" rating during an IG inspection are corrected.

(3) Validate the CIPs and provide a cover memorandum that acknowledges a review to the Sector Commander, annually.

Chapter 2 Inspection Programs

2-1. Organizational Inspection Program (OIP)

a. **Purpose.** The Headquarters, Sectors, and Battalions (when fully staffed and operational) will have an Organizational Inspection Program (OIP), which includes Staff Assistance Visits (SAV). The MEPS will have a Command Inspection Program (CIP). The OIP is a means for the USMEPCOM Commander, Sector and Battalion Commanders to identify and correct deficiencies at their level. The JCIG and the Directorates execute the OIP at the USMEPCOM Headquarters through IG inspections and Directorate evaluations (e.g., the Command Supply Discipline Program (CSDP)). Sectors and Battalions will conduct SAVs and Individual Training Visits (ITV) as part of the OIP. The purpose of the CIP is for MEPS Commanders to identify and correct deficiencies. The CIP will help Commanders enhance efficiencies, assess, and improve the quality of their efforts and products. At a minimum, MEPS Commanders will conduct CIPs twice a year. The Commander must implement the CIP and have the direct involvement and support of the Sector and Battalion Commanders and staff. Battalion Headquarters will not be required to perform in a normal OIP role until they are fully staffed.

b. **USMEPCOM Inspector General Inspection checklists.** The inspection checklists are an important element of the OIP. However inspection checklists are used as a guide and are not all inclusive. Checklists will be published separately on the USMEPCOM Intranet MEPNET. The inspection checklists are updated as required by the JCIG and regulatory changes in coordination with the HQ, USMEPCOM proponent. Documentation on the OIP evaluations must be maintained for two years.

c. **OIP Coordinator.** The USMEPCOM Commander will appoint an OIP Coordinator to synchronize all Inspection trips. The OIP Coordinator helps de-conflict the MEPS with back to back visits. The OIP Coordinator will develop a master calendar that will assist the USMEPCOM Staff and other activities to ensure each MEPS gets a proper staff visit and inspection without the two conflicting or being within 90 days of each other.

2-2. Inspector General Inspection Program

a. IG Inspections are a critical component of all OIPs within the Command. The Inspector General Inspection Program is designed to ensure USMEPCOM is in compliance with DoD, DA, and USMEPCOM standards. The inspection program provides Commanders an appraisal of a MEPS performance. The program helps determine specific training needs, manner of performance, and state of discipline, economy and efficiency in each functional area. IG inspections improve MEPS operations, and Commanders at all levels will participate in these inspections as a way to reinforce their importance and to take an active role in determining the results. The USMEPCOM IG will, as directed by the USMEPCOM Commander, conduct inspections of the Headquarters elements, Sectors and Battalions.

b. Mandatory IG inspections within the Command come in two forms: General IG inspections conducted every two years at each MEPS and Special Inspections conducted annually based on trends throughout the command or as directed by the USMEPCOM Commander.

c. Following the Root Cause Analysis Model in the DoD Joint Command Inspector General Inspections Guide, the USMEPCOM JCIG determines the cause of any Not-In-Compliance rating and recommends a corrective action. The USMEPCOM JCIG also recommends actions to correct deficiencies and irregularities, and to improve the discipline, economy and efficiency of the command.

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d. The USMEPCOM JCIG will determine when a MEPS is in compliance with accomplishing its mission in each functional area. The USMEPCOM JCIG will consider:

- (1) MEPS initiatives to resolve problem areas.
- (2) The effectiveness and timeliness of implementing appropriate directives.
- (3) The management of funds, materiel, and personnel.

e. The inspection will include an evaluation of the functional areas in the activity. The inspections team is not limited to the published checklist and may use any regulation or established standard relating to the proper functioning of the MEPS.

f. The USMEPCOM JCIG will conduct a general compliance inspection every two years at each MEPS. The MEPNET IG page at <https://mepnet.mepcom.army.mil/dirs/mig/checklists/> will contain all coordinating instructions for general IG inspections, to include pre-inspection instructions and requested documents. Additional documents may be asked for during the inspection. The inspections will be announced via MEPNET within four months prior to arrival at the MEPS. The OIP coordinator and Sectors will be provided the general IG inspection schedule NLT 1 October of each fiscal year.

g. USMEPCOM JCIG will evaluate actions taken on previous inspection reports and post IG Corrective Action reports to ensure the corrective actions taken were adequate and effective. The USMEPCOM JCIG will coordinate and resolve conflicting guidance with the appropriate USMEPCOM proponent for corrective action.

h. General IG inspections will focus on systemic issues that have a deleterious effect on multiple MEPS and its staff members. General IG inspections will always focus on identifying the root cause of all identified problem areas and will offer recommendations that – once implemented – will result in a permanent, long-standing solution to the problem.

i. All IG inspections will follow the inspections process outlined in the [DoDI 5105.06](#) and the DoD Joint IG School's, [Joint IG Inspections Guide](#).

j. IG inspections must adhere to – and actively promote – the inspection principles outlined in [DoDI 5106.05](#) and the DoD Joint IG School's, [Joint IG Inspections Guide](#).

k. The JCIG will develop an annual special inspection plan for each fiscal year that identifies systemic inspection topics. The JCIG will develop these topics by analyzing trends and patterns within the Command, and by considering guidance and concerns about specific issues within the Command. This prioritized inspection list will appear in annual training guidance to the Command.

l. The JCIG will consider Internal Control provisions found in most Army regulations when narrowing inspection topics and developing inspection objectives. The JCIG will also coordinate with the Internal Control Administrator (ICA) to ensure that information gleaned from management control reports is available to the JCIG for consideration when analyzing trends within the Command. Furthermore, the JCIG will monitor the resolution of all material weaknesses identified during internal control evaluations.

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m. The JCIG will be available to conduct inspector train-the-trainer courses throughout the year. Directorates/Sectors/Battalions will coordinate directly with the JCIG to schedule this training. The training consists of information-gathering techniques and how to use the Inspections Process as outlined in [USMEPCOM Organizational Inspection Program Guide](#) which is published on the MEPNET on the IG Homepage. The JCIG encourages all Commanders, OIP coordinators and staff inspectors to read this guide.

2-3. Inspection Report Contents

a. The JCIG will provide a report on the general IG inspection to the Commanders containing this information, at minimum, to ensure meaningful and timely corrective actions for problem areas, and to provide a tool to assist in training.

b. General IG inspection reports will include the following:

(1) Results. A memorandum providing individual functional area assessments of the inspection.

(2) Ratings. A summary of functional area ratings. Ratings used by the Inspections Division are “In-Compliance” and “Not-In-Compliance.” **The following rules apply when determining a rating of “Not-In-Compliance.”**

(a) **Three or more functional areas rated “Not-In-Compliance” rates the MEPS “Not-In-Compliance.”**

(b) **Any Acute Critical Finding (ACF) rates the functional area “Not-In-Compliance.”**

(c) **69% or less of sub-functional areas rated “In-Compliance” within a functional area rates the functional area “Not-In-Compliance.”**

(d) **69% or less of the total questions rated “In-Compliance” within a functional area rates the functional area “Not-In-Compliance.”**

(e) **Any (+) finding within a sub-functional area rates the sub-functional area “Not-In-Compliance.”**

(f) **If 69% or less of the total questions within a sub-functional area are rated In-Compliance, the sub-functional area is rated “Not-In-Compliance.”**

(g) **Any finding during the current inspection that was a finding from a previous SAV, staff inspection, or general IG inspection, rates the sub-functional area “Not-In-Compliance.”**

(3) Command interest items. Information on areas identified by Commander, USMEPCOM, and JCIG as special interest items.

(4) Functional area inspections. The functional areas inspected will be Medical, Processing, Testing, Command Programs, Administration/Finance, Logistics/Contracting, and Information Technology. Findings noted during the inspection are documented by functional area. Recommendations for corrective actions are included in each functional area.

2-4. Protection and Dissemination of IG Reports. IG reports are entitled to protection and will be marked “FOR OFFICIAL USE ONLY.” The reports will be released IAW the Freedom of Information Act exemptions (Exemption 5) and guidelines or as directed by the USMEPCOM Commander.

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a. General IG inspection reports and MEPS evaluation sheets. MEPS Commanders will receive the inspection evaluation sheet and a copy of the Inspection Team Chief discussion notes listing all findings on Day Three/Thursday afternoon of the general IG inspection. The inspection report is cross-walked with the proponents and Sectors as necessary prior to the final copy being forwarded to the USMEPCOM Commander for approval. Out-briefs will be to the directing authority (USMEPCOM Commander) to gain report approval and authorization for distribution.

b. Follow-up inspection reports. Follow-up inspection reports conducted by the USMEPCOM IG will vary from the normal format.

c. Passing on report content. MEPS Commanders are encouraged to forward the contents of the reports to MEPS personnel, subject to the provisions in this regulation. General IG inspection results may be used for award recommendations or evaluation report material; however it should not be the sole basis for awards, evaluations, or adverse action.

d. Copies of the report. Copies of any general IG report and memorandums of corrective actions will be maintained IAW [AR 25-400-2](#). Contact your local Records Manager for guidance.

e. Each inspector will render a result for each functional area.

(1) When one or more functional areas within the MEPS is given an inspection result of “Not-In-Compliance”, the JCIG will recommend a SAV from HQ, USMEPCOM, or the appropriate Sector, to improve that function.

(2) The USMEPCOM JCIG will conduct announced or on a limited basis, unannounced “Follow-up Inspections” of the “Not-In-Compliance” area after corrective action has been implemented, but no sooner than 90 days following training received from either the Battalion, Sector or proponent.

(3) Failure to receive a rating of In-Compliance on a “Follow-up Inspection” will result in appropriate actions being taken. The cost of re-training and re-inspecting the affected MEPS section/sections will be taken into consideration when determining what “appropriate actions” are taken by the USMEPCOM Commander.

(4) Each functional area will receive an overall rating. The ratings used by the IG will be “In-Compliance” or “Not-In-Compliance.” A definition of the ratings is as follows:

(a) In-Compliance. Will range from no adverse critical findings to multiple findings however, deviations from set guidelines and discrepancies do not threaten mission readiness and capabilities.

(b) Not-In-Compliance. Will have significant deviations from set guidelines. The number and nature of findings places the MEPS at risk for mission failure.

(5) Acute Critical Findings. Items that might impair the ability of applicants' proper qualification, disqualification, delayed enlistment, or accessions into the Service. Items that could disrupt the MEPS mission, safety and, lead to fraud, waste, and abuse of Government resources. Discovery of an ACF will cause the functional area to be Not-In-Compliance. Acute Critical Findings are posted on MEPNET IG Inspection checklist page.

f. The Sector, Battalion, and MEPS Commanders must ensure the deficiencies leading to a “Not-In-Compliance” rating during an general IG inspection are corrected and notify the JCIG when the

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functional area is ready for a follow-up inspection. The JCIG will conduct the follow-up inspection based on availability of inspectors and the quarterly announced inspection schedule. If the functional area remains in a Not-In-Compliance status after a follow-up inspection, the MEPS Commander will reply by endorsement the reason the MEPS is Not-In-Compliance and request assistance from Sector or HQ, USMEPCOM. This memorandum will be routed through the respective Battalion and Sector Commanders to the Commander, USMEPCOM with a courtesy copy to the JCIG (ATTN: MEIG-IN).

2-6. USMEPCOM Form 20-1-3-R-E (Post IG Inspection Survey). The MEPS will be provided [USMEPCOM Form 20-1-3-R-E](#) to complete after the inspection. This form must be returned to the Office of the Inspector General office within 30 days of receiving an inspection. The purpose of the survey is to obtain feedback from inspected MEPS in order to improve the inspection process.

2-7. Corrective Action Report. The MEPS Commander will respond in writing to the USMEPCOM Commander (ATTN: MEIG-IN) through the Sector Commander within 60 days of the approved general IG inspection report, addressing all findings noted. It will outline the corrective action taken to correct the discrepancy or outline in detail what the course of action will be to correct the same.

2-8. Staff Inspections

a. Staff Inspections within USMEPCOM will focus on a single functional area. The Chief of Staff and Directors (J1, J3, J4, J6, J7 and J8) are responsible for developing their respective Staff Inspection programs. Within USMEPCOM, the program will involve, at a minimum, each Director inspecting one functional area within the Sectors annually. For example, J1/Training and Development Division may inspect the Training Management functional area at both Sector Headquarters for FY12. The J1 will send inspection teams to the Sector HQs and inspect each Sector's Training Management section for compliance with regulations governing that functional area.

b. Staff Inspections will be compliance oriented but will also serve to teach and train those staff sections to function properly and effectively.

c. Sector Commanders will conduct a similar Staff Inspection program within their respective commands as long as Staff Inspections complement the Command Inspections and do not result in redundancy.

2-9. Staff Assistance Visits (SAVs) and Individual Training Visits (ITVs)

a. SAVs and ITVs are an important part of the Staff Inspection Program. MEPS Commanders may request SAVs or ITVs to teach and train staff sections on their roles and requirements as outlined in the governing regulations. SAVs and ITVs are a good way to prepare for future general IG inspections. SAVs/ITVs will:

- (1) Provide guidance, training and assistance in the staff member's functional area of responsibility.
- (2) Observe and obtain accurate and meaningful appraisals of conditions within subordinate MEPS.

b. The Sector Commander determines the exact composition, scope, and frequency of the SAV. SAVs are conducted down to the lowest echelon technically qualified to perform them. Commanders will establish a system that provides information in sufficient detail to accomplish useful SAVs. The SAV will be properly documented and used for successive visits.

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c. SAVs and ITVs should not be conducted during the six months prior to an IG inspection except in rare occasions such as new personnel in low density critical billets. This ensures the inspection conducted by the Inspections Division is an accurate assessment of the MEPS' day to day operations and not a reflection of how well the Sectors or Directorates have prepared a MEPS for a general IG inspection.

2-10. Internal Review Audits

a. The J8/Resources Management Director is responsible for establishing an Internal Review Program to determine the effectiveness of the Management Control Process established by the USMEPCOM Commander. The intent is to safeguard federal resources provided to the Command. Internal Reviews will ensure controls to administer, safeguard, and monitor federal resources that exist; ensuring they are adequate and that they are being applied effectively.

b. Internal Review will be conducted in organizations, systems, programs, and functions experiencing problems or where potential problems exist. Generally accepted government audit standards will be adhered to, as well as compliance with, as outlined in [AR 11-7](#) Army Internal Review Program.

c. Internal Reviews will be announced in advance in all cases where this announcement would not result in degradation of data, results and/or accuracy and legitimacy of findings. Internal Reviews will be scheduled in the annual Internal Review Program which is provided on a calendar year basis. However, unscheduled reviews may be required. Under such circumstances, notice for review will be based on the suspense date from the higher echelon or direction of Commander, USMEPCOM. The requirement to collect data at MEPS level, in conjunction with a review of a functional area, may occur several times during the year. This data collection does not constitute an audit of the sampled MEPS, and therefore requires no preparation or reply on their behalf.

d. Specific reviews will be scheduled in accordance with this regulation. These reviews will require some preparation and a reply from the sampled organizations. The goal of Internal Review is to improve efficiency, economy, and operations. A realistic annual Internal Review Program enhances the effective use of audit resources; provides balanced coverage of all functional elements with known or suspected problems; and is responsive to changing conditions.

e. Modifications of review areas and priorities will be made as circumstances dictate. Any special inspections ordered by the USMEPCOM Commander to be conducted by the IG will, when practicable, be coordinated with the Internal Review Division to preclude unnecessary overlap and/or duplication of effort.

2-11. Federal Voting Assistance Program (FVAP)

a. The FVAP shall ensure that eligible voters receive information about registration and voting procedures and materials pertaining to scheduled elections, including dates, offices, constitutional amendments and other ballot proposals.

b. In accordance with [Title 10 USC](#), Section 1566, Voting Assistance: Compliance Assessments; Assistance, the USMEPCOM JCIG will verify the compliance and effectiveness of the Command's Voting Assistance Program through annual command inspections and submit the results of this assessment to the Commander, USMEPCOM by January 31st each year.

2-12. Personnel Accountability Reporting System (PARS)

a. Under the provisions of [DoDI 3001.02](#) (Personnel Accountability in Conjunction With Natural or Manmade Disasters), all DoD Components shall commence internal accountability activities immediately upon the occurrence of a disaster. All DoD Components shall provide preplanned guidance and procedures to all assigned or attached personnel so they can establish accountability upon the occurrence of a disaster. All DoD Components shall report personnel accountability when directed. The Personnel Accountability Reporting System (PARS) will be the central repository used by all DoD Components when accomplishing personnel accountability upon the occurrence of a disaster.

b. The Inspectors General of the DoD Components shall conduct inspections biannually, beginning in calendar year 2012, of the personnel accountability programs in their respective components to ensure compliance with [DoDI 3001.02](#). Upon completion of such inspections, forward a copy of the personnel accountability program inspection report to the USD (P&R) (ATTN: Military Community and Family Policy) and a courtesy copy to the DoD Inspector General (ATTN: Inspections and Evaluations). The report is due in February of every even-numbered year.

**Appendix A
References**

**Section I
Publications referenced in or related to this regulation**

AR 1-201
Army Inspection Policy

AR 11-2
Manager's Internal Control Program

AR 11-7
Internal Review and Audit Compliance Program

AR 20-1
Inspector General Activities and Procedures

AR 623-3
Evaluation Reporting System

Department of Defense Inspector General School, Joint Inspector General Inspections Guide

DoDD 5106.04
Combatant Command Inspector General

DoDI 3001.02
Personnel Accountability in Conjunction With Natural or Manmade Disasters

DoDI 5106.05
Combatant Command Inspector General – Implementing Procedures

UMR 20-1
United States Military Entrance Processing Command Inspector General Activities and Procedures

UMR 350-1
Command Training Program

USMEPCOM Organizational Inspection Program Inspection Guide

**Section II
Forms referenced in or related to this regulation**

UMF 20-1-3-R-E
Post IG Inspection Survey

**Section III
Record Numbers/Disposition Instructions**

For Record Numbers and Disposition Instructions, if applicable, contact your local Records Manager.

Appendix B

A Sequential Process to Accomplish Command Inspections

B-1. Determine the goals and standards applicable to the entire command. These goals are to be attainable, quantifiable, and time sensitive based upon higher level guidance and MEPS mission requirements.

B-2. Commanders must assess the strengths and weaknesses of the MEPS. This should be accomplished by using all information available, (e.g. inspection results, staff observations and recommendations, and input from the previous and new Commanders). Commanders may decide to inspect all areas using the inspection checklist.

B-3. Every inspection must have an inspection plan. This plan is a list of those areas to be inspected, number of inspectors required, and an informal agenda for the inspection.

B-4. Commanders must select personnel to conduct the inspection. The Commander of the inspecting headquarters must participate for an inspection to be a command inspection (this does not mean that this Commander is directed to inspect a functional area). These inspections provide valuable training to the functional area staff officers, allow for an exchange of ideas, and provide for rapid solution of MEPS problems. Key traditional staff functional area experts should participate in command inspections along with full-time military and civilian personnel.

B-5. Commanders must gather all inspection reference material before the inspection proceeds. The current USMEPCOM Organizational Inspection Program Inspection Guide is the required reference document for conducting command inspections. It is divided into functional areas. This guide should be modified to address appropriate levels of management based on the level of inspections (MEPS, BN, or Sector).

B-6. Commanders must make the necessary administrative and logistical arrangements for the inspection. The date and time of the inspection, orders, travel arrangements, mess, and lodging, and itinerary are included in this step.

B-7. The conduct of the inspection sends an important message. A formal in-briefing which outlines the purpose and introduces the members of the inspection team is recommended. At the conclusion of this briefing, the respective staff members will inspect the MEPS in their area of expertise. They will identify substandard areas, assist in fixing deficient areas when time allows (or recommend “fixes” to the noted deficient areas), establish timeframes to remedy deficiencies, and acknowledge areas of commendable performance. It is recommended the inspecting Commander conduct a sensing session (this allows the inspecting Commander to “get a feel for” the morale and effectiveness of MEPS leaders), inspect facilities, or with the MEPS Commander, monitor the conduct of the functional area inspections. This schedule should allow time for an out-briefing session for all participants and a Commander-to-Commander session.

B-8. The inspection results must be recorded. The format is established in USMEPCOM IG Inspection Guide which will include a completed checklist. The purpose for recording inspection results is to provide:

- a. A document from which the MEPS may initiate corrective action.
- b. The inspecting Commander or staff a record to use when conducting follow-up or other inspections.

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c. The inspecting or higher headquarters with a basis for allocating resources to help correct MEPS deficiencies.

B-9. To be effective, all inspections must have a follow-up/sustaining action plan, or inspection. Any follow-up inspection must allow sufficient time for remedial action, address previously determined deficiencies and assess the effectiveness of corrective action by the inspected Commander. Systemic problem areas must be handed off officially to the appropriate level for remedy; the Command IG can help facilitate and get these issues to appropriate levels.

Glossary

**Section I
Abbreviations**

AR
Army Regulation

CoS
Chief of Staff

DAIG
Department of the Army Inspector General

DJCIG
Deputy Joint Command Inspector General

DoD
Department of Defense

FVAP
Federal Voting Assistance Program

GAO
Government Accounting Office

ICA
Internal Control Administrator

ICS
Internal Control System

JCIG
Joint Command Inspector General

MEIG
USMEPCOM Joint Command Inspector General

OIP
Organizational Inspection Program

PARS
Personnel Accountability Reporting System

USMEPCOM
United States Military Entrance Processing Command

SME
Subject Matter Experts

SAV
Staff Assistance Visit

SI

Staff Inspections

TIG

The Inspector General

USAAA

U.S. Army Audit Agency

YTP

Yearly Training Plan

Section II

Terms

Audit

The independent appraisal activity within the Army for the review of financial, accounting, and other operations, as a basis for protective and constructive service to command and management at all levels.

Follow-up

Action taken to determine whether or not deficiencies found during a previous inspection, staff inspection, or audit have been corrected or corrective actions have been implemented.

Inspection

An evaluation which measures performance against a standard and which should identify the root cause of any deviation. All inspections start with compliance against a standard. Commanders tailor inspections to their needs.

Organizational Commander

A Commander at the Battalion level or higher.

Organizational Inspection Program (OIP)

A Commander's program which integrates and coordinates all inspections, staff inspections, staff assistance visits, and audits within a command. The three major purposes of the program are to reduce disruptions of training and other important activities, to reinforce established inspection standards, and to teach and train those found deficient.

Staff Assistance Visit (SAV)

A visit by staff members of a particular staff section designed to assist, teach, and train subordinate staff sections on how to meet the standards required to operate effectively within a particular functional area.

Staff Inspections (SI)

An inspection, other than a command or IG inspection, conducted by staff principals or members responsible for the functional area being inspected.

Systemic Inspections

An inspection designed to identify problems or issues, determine the root causes of problems, develop recommended solutions/improvements, and fix responsibility for the solutions.