

DEPARTMENT OF THE ARMY  
Pacific Ocean Division, Corps of Engineers  
Fort Shafter, Hawaii 96858-5440

PODR 1-1-11

CEPOD-RM

Regulation  
No. 1-1-11

14 Jun 2002

Administration  
POD INSPECTION PROGRAM

1. PURPOSE. To prescribe policies, responsibilities and procedures for planning and conducting inspections within the Pacific Ocean Division (POD). This regulation includes policies on command inspections, internal reviews and audits, design and construction evaluations, and staff assistance visits.
2. APPLICABILITY. This regulation applies to all elements of the Pacific Ocean Division.
3. REFERENCES.
  - a. AR 1-201, Army Inspection Policy, 17 May 93.
  - b. AR 11-2, Management Controls. 1 Aug 94.
  - c. AR 11-7, Internal Review and Audit Compliance Program, 15 Jun 01.
  - d. AR 11-37, Army Finance and Accounting Quality Assurance Program, 29 Aug 88.
  - e. ER 5-1-11, U.S. Army Corps of Engineers Business Process, 17 Aug 01.
  - f. ER 415-1-13, Design and Construction Evaluation (DCE), Change 1, 29 Feb 96.
  - g. ER 1110-1-12, Engineering and Design - Quality Management, 1 Jun 93.
  - h. PODR 1110-1-7, Directorate of Engineering and Technical Services - Quality Management Plan, 29 May 98.
4. EXPLANATION OF TERMS.
  - a. Command Inspection (CI). A formal inspection of Alaska Engineer District (POA), Far East Engineer District (POF), Honolulu Engineer District (POH), and Japan Engineer District (POJ) by HQPOD staff members to observe and evaluate district mission performance, quality of projects and services, and compliance with regulations, standards, and guidance. Results of such inspections will be reported to Commander, POD as well as the Commander of the district being inspected.

b. Staff Assistance Visit (SAV). A visit by HQPOD staff members to the districts with the purpose of providing new information, clarifying existing POD or higher headquarters guidance, assisting with quality assurance, solving problem areas, and providing assistance as required.

c. Follow-up. Action taken to correct areas for improvement found during a previous inspection or audit. Its purpose is to assess whether or not the corrective action is effective and complete.

d. Internal Review and Audit Compliance (IRAC).

(1) IRAC elements are prescribed for most commands and activities in the Army and are comprised of professional auditors working directly for the Commanders, Deputy Commanders, or Chiefs of Staff.

(2) The POD Internal Review Office will serve as the IRAC office and will provide commanders with the following basic capability:

(a) Conduct internal audits of functions or organizational entities within the command which have known or suspected problems, determine the nature and cause of the problem, and develop recommendations to resolve them.

(b) Provide troubleshooting capabilities, consisting of quick reaction efforts that are normally unprogrammed and geared to prevent serious problems from developing.

(c) Provide an audit compliance function by serving as the command point of contact with external audit groups. Facilitate the audit reply and response process, conduct audit follow-ups, and report on management actions to correct problems identified in internal and external audit reports.

e. Design and Construction Evaluation (DCE). A comprehensive visit to a district and field offices to review quality and evaluate all phases of the construction portion of the project delivery process. Evaluations for each district will normally be conducted at least once a year and in accordance with (IAW) ER 415-1-13.

f. Management Controls (MC). The mechanisms, means, or actions employed by managers to ensure that the methods used to accomplish day-to-day functions maintain fiscal integrity on a continuing basis. A management control review determines whether adequate control measures exist and have been properly implemented to prevent or detect the occurrence of errors or irregularities in a cost-effective manner.

## 5. CONCEPT.

a. Inspections provide commanders with an important tool with which to evaluate quality, command readiness, identify strengths and weaknesses, solve problems, set standards, and assess the overall implementation of project management business process (PMBP) within the district.

b. Integrating all inspection activities within a command ensures more efficient use of resources, reduces the inspection burden on Commanders, precludes inspection redundancies, and focuses resources on training and improving readiness.

#### 6. POLICIES, RESPONSIBILITIES, AND PROCEDURES.

a. The Organizational Inspection Program (OIP) is the Commander's plan for inspections. It must include the inspections, audits, reviews, and visits conducted by the command, and those scheduled by outside activities (e.g., HQUSACE, Inspector General, U.S. Army Audit Agency, DoD, etc.) to minimize duplication of inspection effort.

b. HQPOD inspecting elements will adhere to the procedures and reporting instructions contained in the POD OIP at Appendix A.

c. District Commanders are responsible for the development of their respective OIPs.

#### 7. REPORTING FORMAT.

a. Command Inspection (CI). Final report consists of the exit briefing memorandum for record, completed checklists provided to district counterparts, and the exit briefing slides (commendable findings and areas for improvement).

b. Staff Assistance Visit. As a trip report or via reporting format identified at Appendix C.

c. Audit Follow-Up. Reports prepared IAW AR 36-2 and related publications.

d. Internal Review and Audit Compliance. Reports prepared IAW AR 11-7 and related publications.

e. Design and Construction Evaluation (DCE). The final report consists of exit observation cards identifying commendable findings and areas for improvement, and the exit briefing memorandum for record.

f. Management Controls. Evaluations prepared IAW AR 11-2 and related publications.

FOR THE COMMANDER:

3 Appendices  
App A - POD OIP  
App B - CI Findings Feedback Format  
App C - SAV Report Format

  
JAMES K. LIGH  
Director of Information Management

DISTRIBUTION (POD List 02-1):

B

## Appendix A

## POD ORGANIZATIONAL INSPECTION PROGRAM (OIP)

## 1. Policies.

a. Inspections are a command responsibility. Inherent in this responsibility is the obligation to coordinate all inspections into a single cohesive inspection program.

b. Command inspections will be conducted as a team and targeted on a biennial basis as follows (actual inspection dates are subject to negotiation between POD and the district being inspected):

Even FYOdd FY

POF = Oct

POH = Oct\*

POJ = Apr\*

POA = May

\*Note: Next inspection of POJ will be conducted during Nov 02, then during Apr 04. Next inspection of POH will be conducted during Apr 03, then during Oct 04.

Exceptions to the schedule will be made upon the discretion of the Commander, POD.

c. Reports from inspections conducted by other agencies will be used to the maximum extent possible to preclude duplication of effort.

d. Inspections will identify both commendable findings and areas for improvement (AFI). AFI findings will include corrective action recommendations and milestones for implementation. Inspectors will note findings they recommended for division-wide adaptation.

## 2. Responsibilities.

a. Deputy Commander, POD will review all inspection policies and programs to ensure that frequency, scope, and duration of inspections remain appropriate and specific inspection requirements remain valid.

b. HQPOD staff elements will:

(1) Conduct command inspections and assist with HQUSACE Inspector General (IG) inspection programs, ensuring the command inspection complements rather than duplicates the IG inspection program.

(2) Develop and maintain functional area and matrix team command inspection checklists.

(3) Conduct staff assistance visits of a district as requested by the district or directed by the POD Commander.

c. The Director of Resource Management (DRM) will develop and monitor progress of the POD OIP.

d. The District Commander will provide DRM with a status report showing progress made to resolve inspection AFI findings at 30-, 90-, 180-, 360-, and 540-days from end of inspection periods utilizing the format at appendix B.

### 3. Procedures.

#### a. Command Inspections.

(1) The Deputy Commander, POD will serve as the Command Inspection Team Leader.

(2) The DRM will coordinate with the District Commander to establish a firm inspection date in writing NLT 120 days prior to an inspection.

(3) The DRM will furnish the district with functional area inspection checklists NLT 60 days prior to an inspection.

(4) A face-to-face exit brief with the visited Commander will be conducted to provide results of the inspection before leaving the district. Exit briefing slides and a exit briefing memorandum for record serves as the command inspection report.

#### b. Staff Assistance Visits.

(1) HQPOD staff members will adhere to the aforementioned inspection policies and responsibilities in the conduct of staff assistance visits to Districts.

(2) The team leader for the staff visit will:

(a) Determine scope, format, areas of focus, and team composition.

(b) Notify the district POC of staff visit date(s) 30 days prior to the visit.

(c) Conduct an exit brief with district POC and provide a written report to the District Commander within 30 working days after return to POD.

c. Internal Reviews and Audits. Internal reviews and audits will be listed in the POD OIP and performed IAW AR 11-7 and related publications.

#### d. Design and Construction Evaluation.

(1) The Directorate of Civil Works and Technical (DCW) is responsible for DCE reviews. A DCE will be conducted for each district as shown in the schedule listed in paragraph 1b, but frequency will be annually. During the year a district is scheduled for a command inspection, the DCE will normally occur a week prior to the inspection.

(2) DCW will coordinate with the District Construction Division or Engineering and Construction Division and establish firm dates for the evaluation NLT 60 days prior to the DCE visit.

(3) Findings and recommendations are discussed during an exit briefing to the district Commander and staff. Observation cards and a exit briefing memorandum for record serves as the DCE Evaluation Report.

4. Suggested Improvements. The proponent of this OIP is the Directorate of Resource Management. Users are invited to send comments and suggested improvements in writing to CEPOD-RM.

## Appendix B

30 / 90 / 180 / 360 / 540 DAYS UPDATE  
ACTIONS TAKEN TO ADDRESS PO \_ COMMAND INSPECTION FINDINGS

<b>CI Finding Number</b>	<b>CI Assessment Area (question)</b>	<b>CI Recommendation</b>	<b>Date</b>	<b>Description of Corrective Actions Taken</b>
SO-01	Accident Reporting, Completion, Exposure Hours			
		a. Publish district policy memo NLT 4QFY01	7 Jun 01	Draft Safety Policy memo in coordination at district.
			15 Jan 02	Safety Policy memo was published on 20 Dec 01. (Action completed)
		b. Ensure completed ENG Form 3394 is sent to POD SO NLT 30 days after accident	7 Jun 01	SO will ensure ENG Form 3394 is sent to POD NLT 30 days after accident (Action completed).

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Appendix C

REPORT FORMAT FOR  
STAFF ASSISTANCE VISITS

1. Name(s) of individual(s) performing inspection/visit (include office symbol and phone number).
2. Element(s) visited.
3. Period of visit (date(s) in each area visited).
4. Purpose (Staff Assistance Visit Objectives).
5. Significant Findings - Areas for Improvement or Commendable Findings (for each finding, briefly describe process/situation and identify corrective action and timeline recommendations).
6. Provide copy of final disposition of observation(s) and/or recommendation(s) to District Commander and Division Commander.
7. The POD functional proponent leading the visit will retain the file copy of the staff assistance visit report.