

# USAREC Regulation 1-201

Administration

# Inspections

Headquarters  
United States Army Recruiting Command  
Fort Knox, KY  
26 May 2015

**UNCLASSIFIED**

# SUMMARY of CHANGE

USAREC Reg 1-201

Inspections

This revision, dated 26 May 2015—

- o USAREC Form 1117 changed to UF 1-201.1, dated 1 May 2015.

- o Replaces terminology referencing "Center Leader" with "Station Commander" throughout regulation on 11/30/18.

Headquarters  
United States Army Recruiting Command  
1307 3rd Avenue  
Fort Knox, Kentucky 40121-2725  
26 May 2015

\*USAREC Regulation 1-201

Effective 26 May 2015

## Administration

## Inspections

For the Commander:

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Chief of Staff

Official:



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**History.** This regulation supersedes the USAREC Reg 1-21, and is effective 26 May 2015.

**Summary.** This regulation prescribes responsibilities and policies for the planning and conduct of inspections in U.S. Army Recruiting Command. It includes policies on command staff, and inspector general inspections and

integration of inspections into a coherent program. Additional information on inspections appears in AR 1-201 and AR 20-1.

**Applicability.** This regulation applies to all personnel of the U.S. Army Recruiting Command.

**Proponent and exception authority.** The proponent of this regulation is the Inspector General. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. Proponent may delegate the approval authority, in writing, to the Deputy Inspector General within the proponent agency.

**Army Management control process.** This regulation contains management control provisions in accordance with AR 11-2.

**Supplementation.** Not allowed.

**Relation to USAREC 10-1.** This publication establishes policies and procedures regarding proponent for overall inspection policy according to UR 10-1, para 3-16.

**Suggesting Improvements.** Users may send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ, USAREC, ATTN: RCIG-1, 1307 3rd Avenue, Fort Knox, KY 40121-2725.

**Distribution.** This regulation is only available in electronic media.

\*This regulation supersedes USAREC Regulation 1-21, dated 10 October 2013

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**Glossary**

## 1. Purpose

Prescribe policies and procedures for the conduct of the U.S. Army Recruiting Command (USAREC) Organizational Inspection Program (OIP).

## 2. References

See appendix A.

## 3. Explanation of abbreviations and terms

See the glossary.

## 4. Responsibilities

### a. The USAREC Inspector General (IG):

- (1) Reviews and comments on USAREC regulatory guidance concerning any type of inspection.
- (2) Reviews and analyzes reports from command inspections, special inspections, and IG inspections to identify systemic problems. Recommends proponenty and/or responsibility to correct shortfalls and deficiencies.
- (3) Incorporates sensing sessions and IG assistance periods into all IG inspections.
- (4) Provides the inspected unit and its higher headquarters with a copy of the IG inspection report in accordance with (IAW) AR 1-201, within 30 days following an IG inspection.
- (5) Conducts IG inspections of battalions and brigades as directed by the Commanding General (CG).

### b. The Deputy Commanding General:

- (1) Leads and conducts inspections of brigades as directed by the CG.
- (2) Produces inspection reports as a result of the inspection which provide the brigade commander an assessment of the organization's strengths and weaknesses, and recommendations and priorities for improving identified deficiencies. Inspectors will provide a written assessment of their inspected area at the conclusion of the inspection.
- (3) Provides a final copy of the inspection report to the USAREC IG and CG.

### c. The Headquarters, U.S. Army Recruiting Command (HQ, USAREC) staff, led by the Chief of Staff:

- (1) On behalf of the CG, USAREC, designate an OIP coordinator to coordinate and manage the OIP, preferably from within the staff agency that has tasking authority and direct access to the master calendar.
- (2) Conducts staff assistance visits SAV as directed by the CG.
- (3) Designs assistance visits to complement other staff inspections (or audits) without duplicating them.
- (4) Provides trained subject matter expert.
- (5) Augments IG inspection teams with qualified technical specialists, when requested.
- (6) Produces reports as a result of staff and command inspections detailing findings. Inspectors will provide a written assessment of their inspected areas at the conclusion of each inspection.

### d. OIP Coordinator will:

- (1) Produce and maintain USAREC master inspection calendar comprising all brigade and battalion inspections/SAVs and IG inspection IAW the established OIP.
- (2) Publish and maintain USAREC OIP IAW USAREC and Army standards.
- (3) Approve and disapprove brigade and USAREC staff inspection dates IAW CG guidance/priorities.
- (4) Initiate all necessary taskings resulting from inspection recommendations, once approved by the CG or his designated representative.

### e. Brigade commanders:

- (1) Provide the brigade inspection calendar to the USAREC IG, for incorporation into the USAREC inspection calendar no later than 30 September for the next fiscal year (FY).
- (2) Where applicable, the brigade OIP will include command inspections of each brigade's headquarters and headquarters company.
- (3) Following an inspection, provide the inspected unit with a copy of the brigade command inspection report within 30 days. The inspection report will provide the inspected unit commander an assessment of the organization's strengths and weaknesses, and recommendations and priorities for improving identified deficiencies. Inspectors will provide a written assessment of their inspected area at the conclusion of the inspection.
- (4) Provide a final copy of the inspection report to the USAREC IG and CG.
- (5) Ensure that battalion commanders establish a viable OIP in accordance with (IAW) AR 1-201.

**f. Battalion commanders:**

(1) Conduct an initial command inspection (ICI) for each new company commander within 90 days after their change of command.

(2) Ensure that all subordinate commanders and staff members understand the processes of inspection and follow up, and the importance of these activities in the enforcement of performance standards.

(3) Conduct subsequent command inspections (SCI) of each company within 365 days following the completion of an ICI.

(4) Following an inspection, provide the inspected unit with a copy of the battalion command inspection report within 30 days. The inspection report will include an assessment of the organization's strengths and weaknesses, and recommendations and priorities for improving identified deficiencies. Inspectors will provide a written assessment of their inspected area at the conclusion of the inspection to the report point of contact.

(5) Ensures that each company and station maintains USAREC Form 1-201.1 (fig B-1). All staff inspectors or visitors to companies and centers (except recruiter trainers) must complete an inspection of the facility in their area of expertise and document their findings on USAREC Form 1-201.1 (Recruiting Inspection Log).

(6) Will lead and participate in all ICIs by at least leading the in brief and out brief, and being reasonably available to those undergoing the inspection.

**g. Company commanders:**

(1) Maintain USAREC Form 1-201.1 in each station for the duration of the fiscal year (in a three-ring binder or securely fastened within a file folder). The Station Commander will present the complete log to all inspecting personnel so that they may enter comments.

(2) For sample log entries see Appendix B.

**5. USAREC Inspection policy**

The USAREC OIP consists of command inspections, staff inspections, staff assistance visits, and IG inspections, and will adhere to principles outlined in AR 1-201.

**a. General.**

(1) The commander's OIP is a comprehensive plan containing policies, procedures, schedules, responsibilities, and organizational strategies for the conduct of command and staff inspections at all levels within the command.

(2) No inspection can be considered complete if those inspected have not been taught the goals and standards to be achieved and how to achieve them.

(3) Inspections will emphasize the identification of strengths as well as shortcomings. Balanced inspections serve to better enforce and teach standards. When possible, inspectors will make on-the-spot corrections and annotate them in the inspection report.

(4) Every inspection of an organization or functional area will start with an evaluation of performance against a recognized standard to identify compliance with the standard. Deviation from the standard will result in analysis of deficiencies to determine root cause (don't know the standard, can't comply with the standard, or won't comply with the standard).

**b. Command inspections (see AR 1-201, para 3-3).**

(1) The CG, USAREC, will conduct formal command inspections of subordinate units. The Deputy Commanding General will lead the inspection on behalf of the CG.

(2) Inspections are a command responsibility. A command inspection conducted under this regulation is a formal inspection conducted by a commander in the chain of command of the inspected unit. The commander conducting the inspection will determine the areas of interest and scope of the inspection, as well as the composition of the inspection team. The focus of the command inspection is on compliance with existing policies and guidance, adherence to principles of integrity, and satisfaction of performance standards.

(3) Command inspections are normally conducted one echelon below the inspecting headquarters (i.e., brigades inspect battalions, and battalions inspect companies). For command inspections one echelon below the inspecting headquarters to be thorough, inspections will include elements two echelons down to support an evaluation of how orders and guidance are communicated and enforced below headquarters level. The commander of the inspecting headquarters must participate for an inspection to be a command inspection.

(4) Except for an ICI, commanders will decide whether an inspection is announced or unannounced.

(5) In accordance with AR 1-201, an ICI is an announced assessment of the unit designed to ensure the new commander understands the unit's strengths and weaknesses. The ICI will occur within 90 days following the company commander's assumption of command. The inspecting unit's commander will personally discuss the results of the ICI with the inspected commander and help set goals and priorities for the command tenure. As a result of the discussion, subordinate commander, may refine the objectives on DA Form 67-10-1A (Officer Evaluation Report Support Form). ICI results will not be used as a basis to evaluate performance or as a basis for punitive action.

(6) Subsequent command inspections (SCI) are required within 365 days following the completion of an ICI. Unlike the ICI, the SCI may be used as a basis for punitive action, as determined by the administering commander.

(7) Inspecting and inspected units will maintain and dispose of reports in accordance with AR 25-400-2. As the proponent for inspections, the IG will receive and have access to reports of both command inspections and staff inspections. The inspection report will include an "executive summary" of the inspection, as well as a detailed listing of findings. The report will provide recommended courses of action to fix problems.

c. Staff inspections and staff assistance visits (see AR 1-201, paras 3-4 and 3-5).

(1) Principal staff officers or representatives responsible for the functional area are responsible for the conduct of SAVs. Staff officers will coordinate with their commanders, subordinate commanders, and staff in support of the established SAV program.

(2) The lowest echelon technically qualified to inspect will conduct staff inspections. Headquarters, U.S. Army Recruiting Command (HQ USAREC) staff inspections are incorporated into command inspections when possible.

d. IG inspections.

(1) Conduct IG inspections IAW AR 1-201, para 3-6.

(2) IGs can advise and teach commanders and staffs on inspection techniques.

(3) Commanders and staff principals may coordinate with USAREC IG for training of inspectors.

(4) IGs will not participate as inspectors for command or staff inspections.

(5) IG inspection results will not be used for unit comparisons or criteria for awards or penalties.

(6) IG inspections will be used as a basis for commanders to evaluate their units' strengths and weaknesses; to reallocate resources, and to inform commanders at all levels of a units' readiness free of reprisal or retribution. In order to provide commanders with the most opportunity to shape their units, the IG inspection should occur within the first 9 months of assumption of command.

## **Appendix A References**

### **Section I Required Publications**

#### **AR 1-201**

Army Inspection Policy. (Cited in paras 4a(3), 5a(4), and 5b(7).)

#### **AR 20-1**

Inspector General Activities and Procedures. (Cited in paras 4a(3), 5c(2), and 5c(3).)

### **Section II Related Publication**

#### **AR 25-400-2**

The Army Records Information Management System (ARIMS).

### **Section III Prescribed Form**

#### **USAREC Form 1-201.1**

Recruiting Inspection Log. (Prescribed in paras 4e(4), 4e(8), 4f(1), B-1, B-2a, and B-4.)

### **Section IV Referenced Form**

#### **DA Form 67-9-1**

Officer Evaluation Report Support Form.

## **Appendix B Recruiting Inspection Log**

### **B-1. General**

USAREC Form 1-201.1 (see fig B-1) is a standardized method of inspecting and maintaining an inspection log in each company and station.

### **B-2. Guidelines**

- a. Commanders will ensure USAREC Form 1-201.1 is maintained in a three-ring binder in each company and station and is used to record all inspections in that facility.
- b. The company or Station Commander will present the inspection log to all personnel inspecting the area. Entries in the log are mandatory for all inspectors from the brigade, battalion, and company headquarters. Recruiter training personnel at all levels will not make entries in the inspection log.

### **B-3. Entries**

Make inspection log entries as follows:

- a. Date. Enter the date of inspection.
- b. Inspector(s). Enter name(s) of the inspector(s).
- c. Areas and/or Tools Inspected or Reviewed. Self-explanatory.
- d. Finding(s). Enter specific finding of area inspected.
- e. Root Cause. Enter root cause of don't know, can't comply, or won't comply.
- f. Directives and/or Guidance Provided and Suspense Date. Enter specific directive or guidance required to correct finding, then enter an appropriate suspense date to have findings completed.
- g. Corrective Action Taken, Station Commander Initials, and Date Completed. Commanders will indicate the




action he or she took to correct each finding, followed by his or her initials, and the date completed.

h. Validated by Company Commander, Company First Sergeant or Battalion Commander, Battalion Command Sergeant Major. The company commander or First Sergeant or battalion commander or Command Sergeant Major must verify the corrections were made by signing and dating this block after verification.

**B-4. Filing and disposition**

Maintain USAREC Forms 1-201.1 in a three-ring binder until the close of the FY. The forms are then transferred to the functional files, maintained for 1 year, and then destroyed.

RECRUITING INSPECTION LOG (For use of this form see USAREC Reg 1-201)			
DATE: 03/20/2017		INSPECTOR(S): 1SG Strong	
#	AREAS AND/OR TOOLS INSPECTED OR REVIEWED	FINDING(S)	ROOT CAUSE
1	School Zone	Targeted schools have not been evaluated by the CL.	Won't comply <input checked="" type="checkbox"/>
2	Buddy System	Ten records failed to identify a qualifying person or public area in the presence of a subject of recruiting effort (SRE) of the opposite gender.	Don't know <input checked="" type="checkbox"/>
3	DTMS	There is no weekly station level training.	Won't comply <input checked="" type="checkbox"/>
4	ATP	SGT Anderson six month critical tasks were not evaluated within 30 days.	Don't know <input checked="" type="checkbox"/>
5	NCOER	SGT Jones' Initial NCOER counseling was not completed using DA Form 2166-9-1A.	Don't know <input checked="" type="checkbox"/>
6	URAC	SSG Smith and SGT Jones did not have required monthly URAC Counseling.	Won't Comply <input checked="" type="checkbox"/>
7	Government Vehicles	SSG Smith's Government vehicle was muddy.	Won't comply <input checked="" type="checkbox"/>
8			<input checked="" type="checkbox"/>
9			<input checked="" type="checkbox"/>
10			<input checked="" type="checkbox"/>
#	DIRECTIVES AND/OR GUIDANCE PROVIDED		SUSPENSE DATE
1	Evaluate all targeted secondary and post-secondary schools.		03/27/2017
2	Ensure all recruiters are updating the contact history with the qualifying person, public area, or exception to policy IAW USAREC Reg 27-4, para 2-7.		03/21/2017
3	Ensure weekly station level training is built in DTMS and conducted weekly.		03/27/2017
4	Immediately evaluate SGT Anderson's six most critical tasks of the ATP.		03/27/2017
5	Immediately complete SGT Jones' Initial NCOER counseling on DA Form 2166-9-1A.		03/21/2017
6	Ensure URAC counselings are being accomplished and properly recorded on a new URAC monthly.		03/27/2017
7	Ensure SSG Smith's Government vehicle is washed immediately.		03/20/2017
8			
9			
10			
#	CORRECTIVE ACTION TAKEN	CC INITIALS	DATE COMPLETED
1	All secondary and post-secondary schools have been evaluated and properly annotated.	JAR	03/24/2017
2	Conducted training with all recruiters on how to properly update the contact history with a qualifying person, public area, or exception to policy IAW USAREC Reg 27-4, para 2-7.	JAR	03/21/2017
3	Created a weekly training plan on DTMS and updated battle rhythm to reflect training.	JAR	03/24/2017
4	Evaluated SGT Anderson's six month critical tasks of the ATP.	JAR	03/27/2017
5	SGT Jones' Initial NCOER counseling has been completed utilizing DA Form 2166-9-1A.	JAR	03/21/2017
6	URAC counselings has been properly recorded on new URAC form monthly.	JAR	03/23/2017
7	SSG Smith's Government vehicle was washed.	JAR	03/20/2017
8			
9			
10			
VALIDATED BY COMPANY COMMANDER, COMPANY FIRST SERGEANT OR BATTALION COMMANDER, BATTALION COMMAND SERGEANT MAJOR			
SIGNATURE: 		DATE: 03/27/2017	

USAREC Form 1-201.1, 1 Mar 2014

THIS FORM REPLACES USAREC FORM 1117

V3.00

Figure B-1. Sample of a completed USAREC Form 1-201.1

# USAREC

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