

STATE OF WEST VIRGINIA  
ADJUTANT GENERAL'S DEPARTMENT  
CHARLESTON 25311

WVMR(ARMY) 20-2\*

WV MILITARY REGULATIONS (ARMY)  
NUMBER 20-2

1 September 1984

ANNUAL GENERAL INSPECTIONS

INSPECTOR GENERAL POLICIES AND PROCEDURES  
\*\*\*\*\*

*Serial 77*

1. References:
  - a. AR 20-1.
  - b. Inspection Guide, General Inspection of Reserve Components, First United States Army, published annually.
2. All units not receiving an Annual General Inspection by First US Army Inspectors General will be inspected by WVARNG Inspection Teams during an appropriate time frame.
3. The scope of the inspections will be the same as First Army AGI and will include all subjects contained in the First US Army Unit Commander's Guide, applicable DA, FORSCOM and First US Army Special Subjects for Inspection of Areas of Major Interest.
4. The State Inspection Program will be announced by the State Inspector General after receipt of the First Army Inspection Program.
5. The Office of the Adjutant General will organize the inspection teams. The number of teams to be organized during an inspection year will relate to the number of units to be inspected. Each team will be comprised of a Team Chief, Personnel Specialist, Supply/Maintenance Specialist and a Training Specialist. A team will not inspect units within their own command.
6. Written notice will be given to each unit in ample time to prepare for inspection.
7. Each Team Chief will be briefed by the State Inspector General prior to conducting an inspection. All required forms will be requisitioned from TAG-WV.
8. The report of inspection will consist of four sections as follows:
  - a. Section I, AFKA-IG Form 14 (General Inspection Worksheet). This section provides both current and historical information regarding the unit(s) being inspected. The final unit rating derived from Sections II and III is shown.

\*Supersedes WVMR(ARMY) 20-2, dtd 1 Oct 76

b. Section II (Ratings). This section provides explicit information regarding the areas of personnel, training, logistics and command and staff.

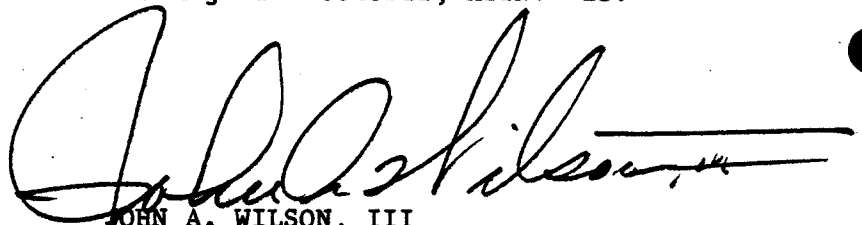
c. Section III (Extracts from the Unit Commander's Guide). This will be a duplication of findings as noted on the unit commander's copy of the Inspection Workbook (IA Pam 20-1) left with the unit at the conclusion of the inspection. This section will be a basis of justification for findings as noted in Sections I and II, cited above.

d. Section IV (General Information). This section will include only information which the inspector does not wish to be included in the final report, but desires it to be a matter of record to be filed with the work copy of the report of inspection. Deficiencies and irregularities will not be included. These must be entered on (or attached to) the appropriate page of the Inspection Guide.

9. If the inspection team chief deems that a reinspection of a unit is desirable, he will make a recommendation to that effect in Section IV of the report of inspection. The reinspection will be coordinated with the next higher headquarters concerned.

10. The report of inspection will be prepared in an original and three (3) copies and submitted to the Office of the Adjutant General, ATTN: IG.

FOR THE GOVERNOR:



JOHN A. WILSON, III  
Major General, WVANG  
The Adjutant General

4 Annexes

1. Unit Letter of Notification
2. AFKA-IG Form 14
3. Section II - Ratings Worksheet
4. Section IV - AFKA-IG Form 28

DISTRIBUTION:

"A"



STATE OF WEST VIRGINIA  
**OFFICE OF THE ADJUTANT GENERAL**  
1703 COONSKIN DRIVE  
CHARLESTON, WEST VIRGINIA 25311

JOHN A. WILSON, III  
MAJOR GENERAL, WVANG  
THE ADJUTANT GENERAL

WVAR-DSC

SUBJECT: Annual General Inspection (State)

1. Under the provisions of AR 20-1, a General Inspection of your unit will be conducted on
2. The scope of the inspection will include all subjects contained in 1A Pam 20-1 and applicable Special Subjects for Inspection, areas of major interest, and other significant directives from higher headquarters.
3. To facilitate the inspection, it is requested that the commander insure the following is accomplished prior to the arrival of the Inspection Team:
  - a. Have readily available to the Inspection Team:
    - (1) Copy of latest General Inspection Report.
    - (2) Copy of latest Unit Status Report (DA Form 2715) and Material Readiness Report (DA Form 2406).
    - (3) Copy of latest training evaluation (FORSCOM Form 1-R), audits and inspections/staff visits conducted by higher headquarters.
    - (4) Administrative records to include duty rosters, classified files, unit fund records, food service records, property book and related supply records, appropriate training records and mobilization and alert plans. Military Personnel Records Jackets and Financial Data Records may remain in their normal file area. (Records need not be available if they are maintained by higher headquarters that will be inspected at a later date.)
    - (5) Copy of 1AA Form 143 (Manning Chart) current as of the date of the inspection.

WVAR-DSC

SUBJECT: Annual General Inspection (State)

b. Equipment will be displayed in such a manner as to facilitate the inspection. Consistent with security requirements, storage bins, cabinets, closets, desks, wall lockers and other areas will be unlocked. Areas not unlocked must be unlocked at the request of the Team Chief. Vehicles will be inspected in an area which will provide the Inspector easy access to each vehicle. Weather permitting, vehicle hoods should be raised, battery boxes opened, batteries connected, and tailgate flaps of trucks/trailers loosened.

4. All facilities and grounds under the direct control of the unit will be inspected for maintenance and physical security measures.

5. The Team Chief will conduct an entrance briefing and coordinate specific inspection details and procedures upon his arrival.

6. At the conclusion of the inspection, the Team Chief will provide a draft copy of cited deficiencies and conduct an exit briefing.

7. Attached as Enclosure 1 is a worksheet to be completed by the unit. This worksheet will be presented to the team chief on day of inspection. The following items will be completed:

Section I

a. Unit designation and address UIC:

b. Date of Rec/Reorg.

c. Date of Inspection.

d. Unit Commander, Rank & Branch.

e. Date Assumed Command.

f. Authorization Document (MTOE and order).

g. Date.

h. Authorized Strength Off WO EM

i. Actual Strength Off WO EM

j. Attendance at Tng Assy for Prec 12 Months (worksheet of percentage made available to inspector).

FOR THE ADJUTANT GENERAL:

1 Encl  
as

CF:

*Anderson L. Barnette*  
ANDERSON L. BARNETTE  
COL, GS, WVARNG  
Deputy STARC Commander

GENERAL INSPECTION WORKSHEET - SECTION I		IC	NG	USAR	Report No
		82/84			
Unit Designation and Address UIC:			Unit Rating		
Date of Rec/Reorg			Date of Inspection		
Army Area: FIRST					
Unit Commander, Rank & Branch			Date Assumed Command		
Authorization Document			Date		
		Off	WO	EM	
AUTHORIZED STRENGTH					
ACTUAL STRENGTH					
ATTEND AT TNG ASSY FOR PREC 12 MOS		%	%	%	
INSPECTION CONDUCTED BY		GRADE	BRANCH		

(INSPECTORS' NOTE: Circle applicable numbers/insert information required.)

GENERAL INSPECTION HISTORY.

0213/b The last General Inspection was conducted by (First US Army)  
 \_\_\_\_\_ on \_\_\_\_\_. The rating was  
 (other) (date)

0213/s/u SATISFACTORY/UNSATISFACTORY. (Applies to last inspection report)

0213/c This is the \_\_\_\_\_ year an UNSATISFACTORY rating has been  
 awarded. (consecutive year)

0213/d This was the First General Inspection conducted by First US Army.

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0213/e

CONDUCT OF THE INSPECTION.

The inspection techniques used by the Inspector General consisted of a combination of a partial audit, a 100 percent inspection of some items, inventory of selected items and inspection on a random sample basis. Items in large densities, such as personnel records and associated forms, supply records and individual weapons, were inspected using the random sample procedures. Comments were based on a representative sample and indicate a trend. Appropriate corrective action requires command attention to the entire area of the items cited, not just the specific items found deficient. The absence of a citation for deficiency does not mean that the command is free from fault, merely that no fault was noted. Notes taken by unit personnel during the inspection will identify the specific item(s) leading to citation of the deficiency when the comment does not provide this information. Inspection results are not intended to abrogate the inherent responsibilities of commanders and supervisors.

0213/f Results of the inspection of the Selective Service Section are attached as Enclosure 1. (State HQ Only)

0213/g No complaints were received.

0213/h \_\_\_\_\_ complaints received were resolved locally.

0213/i \_\_\_\_\_ complaints received were processed through channels.

0213/j

GENERAL COMMENTS/OBSERVATIONS.

0213/k Readiness Group assistance is recommended in the area(s) of:

0213/m Corrective action to General Inspection findings will be submitted in accordance with directives from the next higher headquarters.

0213/n The unit operated under a PAC system with records located at \_\_\_\_\_  
(HQ Designation)

0213/o Personnel present for the inspection met acceptable standards of appearance.

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- 0213/p Minimum Personnel and Training Readiness Standards (NGR 10-1) were met. (ARNG Only)
- 0213/q The following Minimum Personnel and Training Readiness Standards (NGR 10-1) were not met: (ARNG Only)
- 0213/r Total Strength (50%, 65% or 80%)
- 0213/t Officer/Warrant Officer Strength (50%, 65% or 80%)
- 0213/v Enlisted Strength (50%, 65% or 80%)
- 0213/w IDT Attendance (85%)
- 0213/x AT Attendance (90%)
- 0213/y MOS Qualification (60%, 80% or 80%)
- 0213/z Overall "AT" Performance
- 0213/A First US Army General Inspection
- 0213/E FORCE MODERNIZATION.

Was the unit experiencing problems with Force Modernization, i.e., total systems fielding, personnel, training, logistics support, and are facilities available in a timely manner? If not, explain:

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0213/G

SECTION II - RATINGS

0213/H

HEADQUARTERS

0213/I

A. READINESS AREA RATINGS. (Circle appropriate rating)

0213/1

PERSONNEL SAT UNSAT

0213/2

TRAINING SAT UNSAT

0213/3

LOGISTICS SAT UNSAT

0213/4

COMMAND AND STAFF SAT UNSAT

0213/J

B. DA SPECIAL SUBJECTS FOR INSPECTION. (Circle appropriate rating)

0213/5

MAINTENANCE SAT UNSAT NA

0213/2

TRAINING SAT UNSAT NA

0214/a

C. The following key inspection indicators/subareas/elements were considered UNSATISFACTORY: (To be picked up in-house from Section II - Ratings)

0214/b

D. The following areas were considered COMMENDABLE:

0215/A

E. Command Roll-up of UNSATISFACTORY Key Inspection Indicators based upon subordinate unit results: (HQ ONLY)

0215/B

STRENGTH MANAGEMENT UNSATISFACTORY

0215/C

PERSONNEL QUALIFICATIONS UNSATISFACTORY

0215/D

PHYSICAL FITNESS/WT CONTROL UNSATISFACTORY

0215/E

UNIT ADMINISTRATION UNSATISFACTORY

0215/F

COLLECTIVE TRAINING UNSATISFACTORY

0215/G

INDIVIDUAL TRAINING UNSATISFACTORY

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0213/G

SECTION II - RATINGS

0215/H	TRAINING MANAGEMENT	UNSATISFACTORY
0215/I	NCO DEVELOPMENT PROGRAM	UNSATISFACTORY
0215/J	NBC READINESS	UNSATISFACTORY
0215/K	SUPPLY MANAGEMENT	UNSATISFACTORY
0215/L	MAINTENANCE	UNSATISFACTORY
0215/M	FACILITIES MANAGEMENT	UNSATISFACTORY
0215/N	COMMAND AND STAFF PROFICIENCY	UNSATISFACTORY
0215/O	MOB PLANNING	UNSATISFACTORY
0215/P	UNIT STATUS REPORT	UNSATISFACTORY
0215/Q	PHYSICAL SECURITY	UNSATISFACTORY
0215/R	ATTENDANCE	UNSATISFACTORY
0215/S	FOLLOW-UP/CORR OF DEF	UNSATISFACTORY

0213/C/D/B HEADQUARTERS COMPANY/DETACHMENT/BATTERY

0213/I

A. READINESS AREA RATINGS. (Circle appropriate rating)

0213/1

PERSONNEL	SAT	UNSAT
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0213/2

TRAINING	SAT	UNSAT
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0213/3

LOGISTICS	SAT	UNSAT
-----------	-----	-------

0213/4

COMMAND AND STAFF	SAT	UNSAT
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0213/J

B. DA SPECIAL SUBJECTS FOR INSPECTION. (Circle appropriate rating)

0213/5

MAINTENANCE	SAT	UNSAT	NA
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0213/2

TRAINING	SAT	UNSAT	NA
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0214/a

C. The following key inspection indicators/subareas/elements were considered UNSATISFACTORY: (To be picked up in-house from Section II - Rating)

0214/b

D. The following areas were considered COMMENDABLE:

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0213/G

SECTION II - RATINGS

0213/K

OMS #

0213/I

A. READINESS AREA RATINGS. (Circle appropriate rating)

0213/6

ADMINISTRATION                      SAT                      UNSAT

0213/7

MATERIEL                              SAT                      UNSAT

0213/8

SUPERVISION                          SAT                      UNSAT

0213/J

B. DA SPECIAL SUBJECTS FOR INSPECTION. (Circle appropriate rating)

0213/5

MAINTENANCE                          SAT                      UNSAT                      NA

0213/2

TRAINING                                NA

0214/?

C. The following areas were considered UNSATISFACTORY: (To be picked up in-house from Section II - Rating)

0214/b

D. The following areas were considered COMMENDABLE:

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SECTION II - RATINGS

GL 0214

ITEM NO.	ITEM DESCRIPTION	RATING	
	PERSONNEL	(2=)	<input type="checkbox"/> c
1	STRENGTH MANAGEMENT	(*)	<input type="checkbox"/> = d
	* Officer/Enlisted Strength Management		<input type="checkbox"/> e
	Retention	(* or 3=)	<input type="checkbox"/> f
2	PERSONNEL QUALIFICATIONS	(* or 2=)	<input type="checkbox"/> = g
	* Personnel Records	(30% Rcds Insp)	<input type="checkbox"/> h
	= Physical Exams and Immunizations	(30% Rcds Insp)	<input type="checkbox"/> j
	= Security Clearances	(*)	<input type="checkbox"/> k
3	PHYSICAL FITNESS/WEIGHT CONTROL	(*)	<input type="checkbox"/> = m
	* Physical Fitness	(*)	<input type="checkbox"/> n
	* Weight Control	(* or 2=)	<input type="checkbox"/> o
4	UNIT ADMINISTRATION	(2=)	<input type="checkbox"/> = p
	= Personnel Management	(* or 3=)	<input type="checkbox"/> q
	= Pay Administration	(* or 2=)	<input type="checkbox"/> r
	= Administrative Activities	(* or 2=)	<input type="checkbox"/> s
	= Unit/Individual Record of Reserve Training (DA Form 1379)	(*)	<input type="checkbox"/> t

	TRAINING	(3=)	<input type="checkbox"/> u
5	COLLECTIVE TRAINING	(* or 2=)	<input type="checkbox"/> = v
6	INDIVIDUAL TRAINING	(* or 2=)	<input type="checkbox"/> = w
7	TRAINING MANAGEMENT	(* or 2=)	<input type="checkbox"/> = x
8	NCO DEVELOPMENT PROGRAM	(* or 2=)	<input type="checkbox"/> = y
9	NBC READINESS	(* or 2=)	<input type="checkbox"/> = z

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SECTION II - RATINGS

GL 0214 & 0215

ITEM NO.	ITEM DESCRIPTION	RATING	
	LOGISTICS	(*)	A
10	SUPPLY MANAGEMENT	(*)	* B
	* Supply Procedures	(* or 3=)	C
	* Accountability of Material	(* or 2=)	D
	* Property Book	(3=)	E
	* DLOGS/BLOGS	(*)	F
	= Document Registers	(2=)	G
	* Hand Receipts	(* or 2=)	H
	= Clothing Records	(2=)	I
	= Relief from Responsibility	(* or 2=)	J
	= Prescribed Load List	(2=)	K
	* (Med Unit) = (other units) Medical Supplies and Equipment	(* or 2=)	L
	* Bulk Petroleum	(*)	M
	= Food Service Program	(* or 3=)	N
11	MAINTENANCE	(*)	* O
	* THE ARMY MAINTENANCE MANAGEMENT SYSTEM	(*)	P
	* Maintenance Management	(* or 4=)	Q
	* Maintenance Records		R
	* CONDITION OF EQUIPMENT (* or primary equip or 3=)		S
	* Vehicles & Engine Driven Equipment	(25% insp NMC)	T
	= Weapons	(25% insp NMC)	U
	= Communication Equipment	(25% insp NMC)	V
	= NBC Equipment	(25% insp NMC)	W
	= Dining Facility		X
	= Organizational/Miscellaneous Equipment		Y
	= Medical Supplies and Equipment		Z
12	FACILITIES MANAGEMENT	(*)	a
	* STORAGE	(*)	b
	* FACILITIES MAINTENANCE	(*)	c

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SECTION II - RATINGS

GL 0215

ITEM	ITEM DESCRIPTION	RATING	
	COMMAND AND STAFF	(* or 2=)	d
13	COMMAND AND STAFF PROFICIENCY	(* or 2=)	* e
14	MOBILIZATION PLANNING	(*)	* f
15	UNIT STATUS REPORT	(*)	= g
16	PHYSICAL SECURITY	(*)	= h
	* SECURITY OF ARMS AND AMMUNITION	(* or 2=)	i
	* SECURITY OF SUPPLIES AND EQUIPMENT	(*)	j
17	ATTENDANCE	(* or 2=)	= k
	* INACTIVE DUTY TRAINING (IDT)	(* or 3=)	m
	= ANNUAL TRAINING (AT)	(3=)	n
	= ADDITIONAL TRAINING ASSEMBLIES (ATA)	(2=)	o
	= EQUIVALENT TRAINING (ET)	(3=)	p
18	FOLLOW-UP/CORRECTION OF DEFICIENCIES		= q
	OPSEC		= r

Explanation of Symbols

- S - SATISFACTORY
- U - UNSATISFACTORY
- N - COMMENDABLE
- NA - NOT APPLICABLE
- NI - NOT INSPECTED
- NR - NOT RATED

3

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INSPECTOR'S NAME \_\_\_\_\_

UNIT \_\_\_\_\_

GENERAL INFORMATION - SECTION IV

INSPECTION NO. \_\_\_\_\_

REMARK NO.	NOTES
1.	Training year completed (First) (Second) (Third). (ARNG Only)
2.	Atta Boy Letter recommended/not recommended.
3.	OMS # _____ was inspected. The parent unit was _____
	No deficiencies were noted/deficiencies noted are annotated in the report. (Cross out nonapplicable phrase)
NOTE:	This section will include <u>only</u> information which the Inspector <u>does</u> not wish to be included in the final report, but desires it be made a matter of record to be filed with the work copy of the report of inspection. Deficiencies and irregularities will not be included - these must be entered on (or attached to) the appropriate page of the Inspection Guide.
EXPLANATION:	

AFKA-IG Form 28  
(Oct 82)

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Previous edition is obsolete

