

STATE OF WEST VIRGINIA
ADJUTANT GENERAL'S DEPARTMENT
CHARLESTON, WEST VIRGINIA 25311-1085

FILED

REC-23-6-11-7-90

ADJUTANT GENERAL

20 July 1990

Series 84

C. R. M. 3-26-86

WV MILITARY REGULATION (Army)
NUMBER 1-201

ADMINISTRATION

COMMAND INSPECTIONS

SECTION I - GENERAL

1. REFERENCES.

- a. Army Regulation 1-201, Inspections
- b. Chapter 15, Article 1b, Section 17, WV Code, 1931 as amended.

2. PURPOSE. This regulation outlines responsibilities and prescribes policies and procedures for planning and conducting command inspections of units of the West Virginia Army National Guard.

3. EXPLANATION OF TERMS AND CONCEPTS.

a. **Inspections.** An official evaluation of an organization, or a part of one, to determine compliance with established policies and procedures, to assess the organization's condition and its capability to perform assigned missions or to provide assistance. The inspected commander and other agencies, as determined by the headquarters conducting the inspection will receive a report, verbal or written.

b. INSPECTION CATEGORIES.

(1) **Command Inspection.** An inspection of an organization conducted by a commander in the chain of command of the inspected activity. The Commander conducting the inspection determines areas of interest and the scope of inspections, as well as the composition of any inspection team.

(2) **Staff Inspection.** An inspection other than a command or IG inspection, conducted by staff principals or members responsible for the functional area being inspected.

(3) **Inspector General Inspection.** An inspection conducted by a detailed IG that is oriented toward the identification of problems, determination of their root causes, development of possible solutions and assignment of responsibilities for correcting the problems. Conduct of general, special and follow-up inspections will be scheduled and conducted by HQs, First U.S. Army and this headquarters in accordance with AR 20-1.

SECTION II - ORGANIZATIONAL INSPECTION PROGRAM

4. COMMAND INSPECTION.

a. HQ, WV-STARC will inspect each Training Year, HHC, 111th; HHT, 1/150th AC; HHB, 201st FA; HHD, 2/19th SF; HD, WV-STARC; Trp Cmd; ATS; and WVMA.

(1) The Deputy STARC Commander will normally serve as the Inspection Team Chief for the HQ, WV-STARC Command Inspection Team. He will organize three (3) inspection teams with each team having representative from DCSPER, DCSOPs, DCSLOG and DCSMAINT. A DCS will serve on each team as the Assistant Team Chief.

Supersedes WVMR (Army) 1-201, dated 26 March 1986

(2) To insure integration of inspections, the dates for command inspections to be conducted by HQ, WV-STARC will be announced in WVARNG Circular 350-1.

b. Organizational commanders will schedule and conduct a command inspection for each of their subordinate elements at least once each training year during IDT.

(1) One or more of these command inspections will be scheduled each quarter to ensure compliance with Chapter 15, Article 1b, Section 17, WV Code, 1931 as amended.

(2) They will also insure that initial assessment inspections (free inspections) are conducted for new company commanders as outlined in Para 8, AR 1-201.

c. **Command Inspection Reports.** 1A Pamphlet 20-1, although published to facilitate and report inspector general inspections, offers a good checklist that contains many items that are compliance in nature and a reporting format that facilitates filing of reports using word processing systems.

(1) 1A Pamphlet 20-1 will be used by HQ, WV STARC in conducting Command Inspections and reporting the results. It is recommended that subordinate organizational commanders also use it. Worksheets extracted from the pamphlet are enclosed as Annex A, this regulation and may be locally reproduced and used. Each unit and headquarters will maintain a file of Command Inspection reports (MARKS File 1-201c).

(2) To reduce the administrative burden on inspected units, the requirement for formal written responses to inspection reports are not required unless specifically directed by the transmittal letter forwarding the report to the inspected unit.


FOR THE GOVERNOR:

Encl:
Annex A

5. STAFF INSPECTIONS. The inclusion of staff as Command Inspection Team members reduces the number of inspections by combining staff and command inspections. When staff inspections are needed to complement or as follow-up to Command and IG inspections, the Chief of Staff, WVARNG will coordinate those conducted by HQ, WV-STARC staff members and will direct the type of report that will be made. This does not preclude staff assistance visits being scheduled by the DCS's where a trip reports will be provided the Chief of Staff.

6. COMMAND EMPHASIS SUBJECTS. Command interest items will be announced by letter as required by the Adjutant General. These command interest letters may be directed to all of the WVARNG or to a specific element and will outline any special inspections or reporting requirements. Group/Battalion/Squadron commanders are encouraged to select command emphasis subjects in addition to those selected by this headquarters.

7. INTEGRATION OF INSPECTIONS. To effect a balance of Inspection requirements to reduce administrative burdens, commanders above company level will establish a program in which Command, Staff and IG inspections are distinct but integral elements of the overall organizational inspection program. The structure of the program must ensure that the total inspection effort pulls together, each inspection complementing others. Incorporating inspections into the training planning process in FM 25-100 will help substantially in accomplishing this goal.


JOSEPH J. SKAFE
Major General, WVARNG
The Adjutant General

COMMAND/STAFF INSPECTION REPORT

Unit Inspected _____

Inspecting Headquarters _____

Name/Grade of Senior Inspector _____

Team Member _____ / _____ / _____
 (Name/Rank) (Staff/Section)
 _____ / _____ / _____
 _____ / _____ / _____

Date of Inspection _____ Type Inspection (Command/Staff) _____

STRENGTH AND ATTENDANCE DATA

	OFF	WO	ENL	AGG
a. Authorized Strength	_____	_____	_____	_____
b. Assigned Strength	_____	_____	_____	_____
c. Present for Drill *(P-N)	_____	_____	_____	_____
d. Constructive Attendance *(C-BT)	_____	_____	_____	_____
e. Performed SPLIT Asy *(E)	_____	_____	_____	_____
f. Total Present for Drill (Sum of lines c,d,e)	_____	_____	_____	_____
g. Authorized ET/Split Asy*(K-S)	_____	_____	_____	_____
h. Excused *(A-H)	_____	_____	_____	_____
i. Unauthorized Absent/ Unsat Performance/ Incarcerated *(U-M)	_____	_____	_____	_____
j. Attendance Percentage this Asy (Line f divided by line b)	_____	_____	_____	_____

NOTE: *Authorized Training Assembly Status Codes as listed on DA Form 1379 (Ref: NGR 680-1)

Signature Block of Senior Inspector

**COMMAND/STAFF INSPECTION
REPORT**

UNIT INSPECTED _____ **DATE** _____

**ITEM # FROM UNIT
COMMANDER'S
INSPECTION GUIDE**

PERSONNEL

**COMMAND/STAFF INSPECTION
REPORT**

UNIT INSPECTED _____ **DATE** _____

**ITEM # FROM UNIT
COMMANDERS
INSPECTION GUIDE**

TRAINING

**COMMAND/STAFF INSPECTION
REPORT**

UNIT INSPECTED _____ **DATE** _____

**ITEM # FROM UNIT
COMMANDERS
INSPECTION GUIDE**

OPERATIONS

**COMMAND/STAFF INSPECTION
REPORT**

UNIT INSPECTED _____ **DATE** _____

**ITEM # FROM UNIT
COMMANDERS
INSPECTION GUIDE**

SUPPLY MANAGEMENT

**COMMAND/STAFF INSPECTION
REPORT**

UNIT INSPECTED _____ **DATE** _____

**ITEM # FROM UNIT
COMMANDERS
INSPECTION GUIDE**

MAINTENANCE

**COMMAND/STAFF INSPECTION
REPORT**

CHIEF INSPECTORS COMMENTS
